



Epping Forest & Commons Committee

Date: MONDAY, 8 JULY 2019
Time: 11.30 am
Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members: Graeme Smith (Chairman)
Deputy Phillip Woodhouse (Deputy Chairman)
Benjamin Murphy
Caroline Haines
Gregory Lawrence
Jeremy Simons
Peter Bennett
Alderman Robert Howard
Alderman Robert Hughes-Penney
Sylvia Moys

For consideration of Business Relating to Epping Forest Only

Verderer Nicholas Munday
Verderer Michael Chapman DL
Verderer Melissa Murphy
Verderer Dr. Joanna Thomas

Enquiries: Richard Holt
Richard.Holt@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

N.B. Part of this meeting could be the subject of audio/visual recording.

**John Barradell
Town Clerk and Chief Executive**

AGENDA

Part 1 - Public Agenda

1. APOLOGIES

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

3. MINUTES

To agree the public minutes of the previous meeting of the Epping Forest and Commons Committee on 20 May 2019.

For Decision
(Pages 1 - 14)

4. BREXIT UPDATE

The Director of Open Spaces to be heard.

For Information

5. CYCLICAL WORKS PROGRAMME BID - 2020/21

Report of the City Surveyor.

For Information
(Pages 15 - 22)

6. OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2018/19 - YEAR END PERFORMANCE REPORT

Report of the Director of Open Spaces.

For Information
(Pages 23 - 38)

Epping Forest

7. EPPING FOREST JOINT CONSULTATIVE COMMITTEE DRAFT MINUTES

To receive the draft minutes of the Epping Forest Joint Consultative Committee meeting held on 26 April 2019.

For Information
(Pages 39 - 42)

8. EPPING FOREST CONSULTATIVE COMMITTEE DRAFT MINUTES

To receive the draft minutes of Epping Forest Consultative Committee held on 12 June 2019.

For Information
(Pages 43 - 50)

9. SUPERINTENDENT'S UPDATE

Report of the Superintendent of Epping Forest.

For Information
(Pages 51 - 68)

10. HIGHAMS PARK. LITTLE SALE WOOD AND OAK HILL WOOD INDIVIDUAL SITE PLAN (SEF 21/19)

Report of the Director of Open Spaces.

For Decision
(Pages 69 - 104)

11. THE DEER SANCTUARY, THEYDON BOIS - CONSERVATION STATEMENT (SEF 22B/19)

Report of the Director of Open Spaces.

For Decision
(Pages 105 - 152)

12. EPPING FOREST BUFFER LANDS - ANNUAL AGRICULTURAL HOLDINGS REVIEW FOR 2018 AND PROPOSALS FOR 2019 (SEF 25/19)

Report of the Director of Open Spaces.

For Decision
(Pages 153 - 162)

13. APPLICATION FOR USE OF EPPING FOREST LAND AT WANSTEAD FLATS FOR A MUSIC CONCERT. SEF 29/19

Report of the Director of Open Spaces.

To be read in conjunction with a non-public appendix listed at agenda item 26.

For Decision
(Pages 163 - 206)

14. EPPING FOREST AND THE COMMONS RISK MANAGEMENT REPORT

Report of the Director of Open Spaces.

For Decision
(Pages 207 - 258)

15. 2019 COUNTRYSIDE STEWARDSHIP GRANT APPLICATION PROPOSALS

Report of the Director of Open Spaces.

For Decision
(Pages 259 - 282)

16. REVENUE OUTTURN 2018/19 - EPPING FOREST

Joint report of the Chamberlain and the Director of Open Spaces.

For Information
(Pages 283 - 288)

Burnham Beeches & The Commons

17. SUPERINTENDENT'S UPDATE

Report of the Superintendent of the Commons.

For Information
(Pages 289 - 294)

18. PROPOSED DEVELOPMENT AND SUBMISSION OF A PARTNERSHIP FUNDING BID TO HEATHROW AIRPORT LIMITED

Report of the Director of Open Spaces.

To be read in conjunction with a non-public appendix at item 27.

For Decision
(Pages 295 - 300)

19. REVENUE OUTTURN 2018/19 - THE COMMONS

Joint report of the Chamberlain and the Director of Open Spaces.

For Information
(Pages 301 - 308)

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

21. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Part 2 - Non-Public Agenda

22. 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

23. NON-PUBLIC MINUTES

To agree the Non-Public minutes of the previous meeting of the Epping Forest and Commons Committee held on 20 May 2019.

For Decision
(Pages 309 - 310)

24. BUFFER LANDS AGRICULTURAL HOLDINGS REVIEW: REVIEW OF COPPED HALL NORTH FARM BUSINESS TENANCY (SEF 25/19C)

Report of the Director of Open Spaces.

For Decision
(Pages 311 - 320)

25. ACCESS RIGHTS - MONKHAMS COTTAGE, AIMES GREEN, WALTHAM ABBEY, ESSEX SEF 30/19

Report of the Director of Open Spaces.

For Decision
(Pages 321 - 332)

26. NON-PUBLIC APPENDIX: APPLICATION FOR USE OF EPPING FOREST LAND AT WANSTEAD FLATS FOR A MUSIC CONCERT. SEF 28/19B FINANCIAL PROPOSALS

Non-public appendix to be read in conjunction with item 13.

For Decision
(Pages 333 - 336)

27. NON-PUBLIC APPENDIX: PROPOSED DEVELOPMENT AND SUBMISSION OF A PARTNERSHIP FUNDING BID TO HEATHROW AIRPORT LIMITED

Non-public appendix to be read in conjunction with item 18.

For Information
(Pages 337 - 344)

- 28. NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
- 29. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

EPPING FOREST & COMMONS COMMITTEE

Monday, 20 May 2019

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 20 May 2019 at
11.30 am

Present

Members:

Graeme Smith (Chairman)
Deputy Philip Woodhouse (Deputy Chairman)
Peter Bennett
Alderman Robert Howard
Alderman Robert Hughes-Penney
Caroline Haines
Gregory Lawrence
Benjamin Murphy
Sylvia Moys
Jeremy Simons
Verderer Michael Chapman DL
Verderer Nicholas Munday

Officers:

Richard Holt	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Kate Smith	- Town Clerk's Department
Alison Elam	- Group Accountant, Chamberlain's Department
Colin Buttery	- Director of Open Spaces & Heritage
Gerry Kiefer	- Open Spaces Business Manager
Paul Thomson	- Superintendent, Epping Forest
Jacqueline Eggleston	- Head of Visitor Services (Epping Forest)
Jeremy Dagley	- Head of Conservation (Epping Forest)
Jo Hurst	- Business Manager (Epping Forest)
Hadyn Robson	- Support Services Manager
Juliane Heinecke	- Department of Open Spaces
Martin Hartup	- Head Ranger, Department of Open Spaces

1. **APOLOGIES**

Apologies were received from Verderer Melissa Murphy and Verderer Joanna Thomas.

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

Sylvia Moys declared that she was a Council Taxpayer in the London Borough of Croydon.

3. **ORDER OF THE COURT OF COMMON COUNCIL**

RESOLVED – That the order of the Court of Common Council be received.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. The Town Clerk read a list of Members eligible to stand and Graeme Smith being the only Member expressing their willingness to serve was duly elected Chairman for the ensuing year and took the Chair.

RESOLVED – That Graeme Smith be elected for the ensuing year.

The Chairman thanked the Committee for their support and welcomed new Members, Alderman Robert Howard and Alderman Robert Hughes-Penney to the Committee. The Committee expressed their thanks to the outgoing Chairman Deputy Phillip Woodhouse.

VOTE OF THANKS

Proposed by Gregory Lawrence;

RESOLVED UNANIMOUSLY:

That the Members of the Epping Forest and Commons Committee wish to place on record their sincere appreciation to

Deputy Phillip Woodhouse

Their very great and sincere thanks and appreciation for the distinguished manner, in which he has served as Chairman since 9th May 2016.

MUCH has been achieved during Philip's Chairmanship in what has been a challenging financial and political period. He has combined sage counsel, an eye for detail and forward-thinking with enthusiasm and good humour throughout the Committee's proceedings, alongside a wide range of sub-Committees, liaison groups and panels.

Philip oversaw the passage of the City of London Corporation (Open Spaces) Act 2018 from its October 2016 Third Reading in the House of Commons, to the gaining of Royal Assent on 15 March 2018.

He has played a decisive role in improving the governance of Epping Forest, through the introduction of a dedicated Consultative Committee, and the

addition of an Epping Forest District Council and Essex County Council Liaison Group in November 2016. Philip also oversaw the successful appointment of two new Verderers during 2018.

Epping Forest also celebrated the Forest's inclusion in the Queens Commonwealth Canopy with a Royal Visit by Prince Harry and hosted the signing of the Ancient Tree Forum Concordat during the celebrations of the 800th year of the Forest Charter, which included a sponsored float in the Lord Mayor's Show.

Philip has provided considerable support to officers involved in the need to protect the Special Areas of Conservation (SAC) through the Local Plan development process. At Burnham Beeches, SAC protection was included in South Bucks District Council's 'Draft Local Plan' public consultation document, that is expected to be presented to the Secretary of State later this year. Philip has also played a very active role during the Epping Forest District Local Plan Regulation 18 & 19 depositions and subsequent Examination in Public, also successfully laying the foundations for the fifteen-year SAC Mitigation Strategy.

The introduction of Public Space Protection Orders at Burnham Beeches also came under Philip's Chairmanship continuing to ensure that all visitors can appropriately share and enjoy the open space.

Both the Commons and Epping Forest's ten-year Countryside Stewardship Schemes, have been completed during Philip's term, ensuring the restoration of hundreds of acres of wood-pasture habitats, and the successful move to in-house management of the Epping Forest conservation grazing scheme. Philip also guided the successful Countryside Stewardship Applications at both Stoke Common and Burnham Beeches.

During what was a challenging time for the protection of Epping Forest from Invasive Non-Native Species and pathogens, Phillip has provided steady leadership which resulted in the successful control of an outbreak of Ramorum Disease in September 2016; the close monitoring of the arrival of the Oak Processionary Moth in Autumn 2016 and the successful eradication of Floating Pennywort at Wanstead Park.

Pursuing his interest in formal sport, Philip has championed the return of Chingford Golf Course management into full City Corporation control resulting in increases in play and profitability and has taken a close interest in the progress of Wanstead Flats to Stage Two of the Football Foundation's 'Parklife' programme.

Philip has played a pivotal role in the delivery of the Kenley Revival Project, supporting this project through its 3-year delivery phase. Notable achievements have included the completion of the visitor activities programme including community archaeology and extensive school engagement events, and planning consent for the new site signage.

The retention of 9 Green Flag and 4 Green Heritage Scheme Awards for each of his three years of Chairmanship are a testimony to Philip's interest in the quality of the visitor offer across Epping Forest and the City Commons.

FINALLY, the Committee wishes to place on record its recognition of Philip's distinguished contribution to the work of the Committee and in thanking him for his generous hospitality, his colleagues convey to him their good wishes for the future, with happy memories of a substantial body of achievement over the past three years.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. The Town Clerk informed the Committee, that in accordance with Standing Order No. 30(3)(a), Deputy Phillip Woodhouse as the immediate Past Chairman and having indicated his willingness to serve was accordingly declared to be the Deputy Chairman for the ensuing year.

RESOLVED – That Deputy Philip Woodhouse be elected as Deputy Chairman for the ensuing year.

6. **MINUTES**

The Committee considered the minutes of the Epping Forest and Commons Committee held on 11 March 2019.

RESOLVED – That the minutes of the previous meeting be agreed as an accurate record.

MATTERS ARISING

Legal dispute with Avanti: Further to the update listed in the minutes of the previous meeting regarding the Kenley Revival project the Director of Open Spaces explained that City of London Corporation had received a reply from Avanti within the twenty-eight-day deadline and that negotiations with the company were ongoing.

Operational Property Review: A Member of the Committee asked for an update on the Operational Property Review at Epping Forest. The Director of Open Spaces confirmed that the review was continuing with the Open Spaces Department working closely with colleagues in the City Surveyor's. In addition, it was confirmed that £2M had already been raised by the disposal of properties declared surplus.

Major Event Wanstead Flats: It was raised that the report on the proposed music event was due to be considered at the May meeting of the Epping Forest and Commons Committee but that there was no report present on the Agenda. The Director of Open Spaces explained that further advice had been received from the Comptroller's Department and that the report would now be considered by the Committee in July 2019.

7. **2019/20 COMMITTEE APPOINTMENTS**

The Committee considered a report of the Town Clerk, inviting Members to appoint their sub committees for 2019/20. The Town Clerk invited the Committee to consider the report of the Town Clerk relating to the appointment of sub committees. The Chairman waived the maximum membership listed against each group to encourage greater Member participation. It was noted that the Consultative Committees and Groups would continue with its membership for the previous year with the exception of the Epping Forest Consultative Committee to which Caroline Haines was additionally appointed and the Burnham Beeches and Stoke Common Consultation Group to which Alderman Robert Hughes-Penney was additionally appointed.

A Member of the Committee commented that during the recent committee visit to Epping Forest on the 11th of May Members visited the Suntrap Visitor Centre and suggested that the Epping Forest Joint Consultative Committee consider establishing a relationship with the Environmental Education centre. The Superintendent agreed to investigate the matter but emphasised that unlike FSC, Suntrap did not form part of the Epping Forest landholding.

Following a question from a Member of the Committee the Chairman confirmed that the Terms of Reference for the Ashtead Common Consultation Group allow for local Councillors to remain as members in a private context if not re-elected to their respective local authorities.

RESOLVED – That the following appointments be agreed:

Ashtead Commons Consultation Group

Deputy Philip Woodhouse
Graeme Smith
Sylvia Moys
Jeremy Simons

Burnham Beeches and Stoke Common Consultation Group

Deputy Philip Woodhouse
Graeme Smith
Sylvia Moys
Alderman Robert Hughes-Penney

Coulsdon Commons, West Wickham & Spring Park Consultation Group

Deputy Philip Woodhouse
Graeme Smith
Sylvia Moys
Jeremy Simons

Epping Forest Joint Consultative Committee

(Agreement calls for only three places for each partner organisation).
Deputy Philip Woodhouse
Graeme Smith
Sylvia Moys
Gregory Lawrence

Epping Forest Consultative Committee

Philip Woodhouse
Graeme Smith
Sylvia Moys
Benjamin Murphy
Caroline Haines
Verderer Chapman
Verderer Murphy
Verderer Thomas
Verderer Munday

Epping Forest Management Plan Steering Group

Deputy Philip Woodhouse
Graeme Smith
Sylvia Moys
Benjamin Murphy
Verderer Chapman
Verderer Murphy
Verderer Thomas
Verderer Munday

Open Spaces and City Gardens Committee Representative

Verderer Thomas

8. THE CITY OF LONDON CORPORATION'S SPORT AND PHYSICAL ACTIVITY STRATEGY FOR 2019-23

The Committee received a report of the Town Clerk on the proposed final version of the City of London Corporation's (City Corporation) Sport and Physical Activity Strategy for 2019-2023. The Town Clerk explained that the report was received by the Committee to allow Members the chance to make comments on the Strategy which could be incorporated before it is considered by the Policy and Resources Committee in July.

It was commented by a Member that, while he was supportive of the strategy, it did not properly deal with the issue of student's physical education particularly with relation to academies and schools outside of the Square Mile whose access to facilities was in certain contexts deeply lacking. Further to this point the Member suggested that a success measure be added to the Strategy for students outside of the Square Mile. A Member stated that they agreed with this point and added that in their role as a governor at a school in Croydon similar issues had been apparent. In addition to these points the Member commented that 'pupils' was not an appropriate term and suggested that 'students' be used within the Sports Strategy instead.

A Member noted that the Sports Strategy included a number of aspirations which could well be unachievable given the cost implications and the financial context of the City of London Corporation. Commenting on this the Deputy Chairman noted that a number of organisations had withdrawn from bids to hold major sporting events due to the high costs.

A Member observed that the Sports Strategy had a 'top-down' approach and highlighted the lack of engagement with the local community. Further to this point a Member raised that the Strategy placed importance on international status rather than the wellbeing of the local population. In addition, it was commented that the Strategy did not include details of the important role that Open Spaces played in relation to sport. The Deputy Chairman agreed and commented that the strategy needed to reference the twenty-one million visits accessing the City of London Corporation's open spaces annually. Members agreed that, as there were considerable concerns regarding the Sports Strategy, the Committee would note and not endorse it.

RESOLVED-That the report be noted.

9. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of 'The Commons' which provided an update on the issues across the nine sites within 'The Commons' division.

Replying to a query from a Member of the Committee it was confirmed that while every possible action was taken to avoid disturbing bats when maintaining trees in the Commons there were no extra cost associated with this.

A Member requested further information on the work undertaken between City of London Corporation Officers and Heathrow airport. The Director of Open Spaces explained that Heathrow Airport are required to deliver a biodiversity net gain as a result of the third runway development and the City of London Corporation staff were being engaged as consultants.

In response to a question from a Member of the Committee the Director of Open Spaces confirmed that best practice regarding engagement with local plans was shared amongst teams within the Open Spaces Department. Further to the incident at Burnham Beeches involving traveller caravans a Member of the Committee commented that this was a major issue for open spaces across the country and asked if the City of London Corporation worked with other local authorities to resolve these issues. The Director of Open Spaces confirmed that responses to illegal trespasses were coordinated regionally with all relevant local authorities engaged in the process.

RESOLVED-That the report be noted.

10. **PROPOSED NATIONAL NATURE RESERVE STATUS FOR THE COULSDON COMMONS AND HAPPY VALLEY**

The Committee considered a report of the Director of Open Spaces regarding the declaration of a proposed National Nature Reserve (covering the Coulsdon Commons and Happy Valley) with Natural England and in partnership with the London Borough of Croydon. Members commented that the proposed National

Nature Reserve was good news for the City of London Corporation and thanked officers for their work on the project.

RESOLVED- That the confirmation, by Natural England in summer 2019, of the 'South London Downs National Nature Reserve' be approved, with completion of their formal declaration process by November 2019.

11. **PUBLIC SPACES PROTECTION ORDERS ANNUALISED FIGURES UPDATE FOR BURNHAM BEECHES**

The Committee received a report of the Director of Open Spaces on the Public Spaces Protection Orders (PSPOs) at Burnham Beeches. The Director of Open Spaces informed the Committee that the report had been produced further to a request by Members on 11th September 2017 for annualised Public Spaces Protection Orders (PSPOs) figures to be presented to the Committee. The information in the report summarised activity in relation to PSPOs, at Burnham Beeches in the preceding year.

Replying to a question from a Member of the Committee the Director of Open Spaces explained action had been undertaken by the department to educate visitors to Burnham Beeches on the PSPO but that first time visitors to the Beeches were still the most likely to break the PSPO.

RESOLVED-That the report be noted.

12. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Superintendent of Epping Forest which provided Members with a summary of the Epping Forest Division's activities across January to March 2019. The Superintendent of Epping Forest made the following points.

Of particular note was an increase in fly tips, following a year of declining numbers; the continuing lack of rainfall; continued investment in work programmes to develop Countryside Stewardship applications and a final version of the SAC Mitigation Strategy; works to remove fire damaged vegetation at Wanstead Flats; the submission of further evidence at the Epping Forest District Council Local Planning Examination in Public; improvements to Chingford Golf Course and a successful close to the grassroots football season.

A Member asked if there were any key lessons which could be taken from successful reduction of incidents of fly tipping at Wanstead Flats. Replying to this the Superintendent explained that the improved car park security and regular night-time closure of car parks in the area had been very effective in limiting the number of fly tipping incidents at Wanstead Flats but noted an increase in roadside tipping. A Member noted the positive media reception on the van which was seized and crushed due to the involvement in fly tipping. In response to a further question, the Superintendent confirmed that a further 15 incidents of fly tipping were currently being investigated.

Replying to a Member's question on Deer Vehicle Collisions it was confirmed that traffic volume and speed, together with a large deer population, were the key factors that were contributing to the number of collisions.

In response to a question from a Member of the Committee on the proposed music event at Wanstead Flats, the Superintendent apologised for the delay in bringing a report on this matter to the Committee for consideration. In addition, it was confirmed that the delay to the report would not impact on the application for the required licenses from the relevant local authority which subject to Committee approval were likely to be submitted in September.

RESOLVED – That the update be noted.

13. **ELECTION OF EPPING FOREST VERDERERS 2020**

The Committee considered a joint report of the Town Clerk and the Director of Open Spaces on the proposed process for the election of four Verderers in accordance with the Epping Forest Act 1878 by no later than 20 March 2020. The Director of Open Spaces highlighted that the only material changes to the processes from the report considered seven years ago was in relation to the Comptroller's advice on settling the electoral register and the use of social media to publicise the election.

A Member asked for further information on the proposed changes to the process for the 2020 election. Replying to this the Superintendent of Epping Forest confirmed that previously the register of voters was settled by additional Committee meetings, however, it was now proposed that officers undertake this task. It was explained the primary area for consideration regarding the register was instances where multiple occupants were registered for the same land and a single voter would need to be chosen as a representative.

RESOLVED-That: -

- I. The timetable for the election of Verderers outlined in this report is approved; and
- II. That it is approved that the number of polling stations be kept at four in the northern parishes and one in the southern parishes, it being left to the discretion of the Town Clerk as to the precise location; and
- III. That authority be delegated to the Town Clerk and the Director of Open Spaces to review the Register of Commoners and carry out all necessary procedural and administrative steps relating to the review and settlement of the Register and the subsequent election of Verderers; and
- IV. That delegated authority be granted to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to approve the draft revised register to be placed on deposit prior to the settling of the Register in its final form; and
- V. That delegated authority be granted to the Town Clerk to hear any claims or objections and to settle the final form of the Register; and
- VI. That authority be delegated to the Town Clerk to settle the level of remuneration for the ten poll clerks should their services be required (such a fee reflecting the hours of poll and current rates for such work); and

- VII. That the cost of the election (anticipated to be in the order of £15,000) which will be met from the Town Clerk's Elections budget be noted; and
- VIII. That the proxy vote of each Committee not being exercised for the 2020 election of Verderers be agreed.

14. EPPING FOREST OPERATIONS PROGRAMME FOR 2019/2020

The Committee considered a report of the Director of Open Spaces on conservation, visitor access and risk management projects proposed in the Forest for the year 2019/20. Replying to a question from a Member of the Committee the Director of Open Spaces confirmed that additional measures can be undertaken following a number of fires in the previous year.

A Member of the Committee queried the status of the Epping Forest overall management plan. The Director of Open Spaces clarified that the proposed plan was ready for Members consideration. Replying to a Members question the Director of Open Spaces explained that a variety of funding options were being explored.

RESOLVED- That the annual work programme as summarised in the main report be approved.

15. 2019 COUNTRYSIDE STEWARDSHIP GRANT APPLICATION

The Committee considered a report of the Director of Open Spaces on the 2019 Countryside Stewardship Grant application.

A Member raised the issue of air quality within Epping Forest and questioned if there had been any consideration by Officers of the effect traffic within the Forest would have on pollution. The Head of Conservation highlighted the impact air pollution had on trees and confirmed that the issue of air quality would be raised by City of London Officers at the upcoming public hearing on the Epping Forest District Local Plan.

RESOLVED- That: -

- I. The grant application timetable be noted; and
- II. That the proposed engagement and approval process with Epping Forest & Commons Committee be approved; and
- III. That Members agreed to making two separate applications for funding for the Forest in 2019 and 2020 and a third application for the Buffer Lands in 2020; and
- IV. That the range of operations and Forest locations that are proposed to be funded through this grant be approved.

16. PROPOSED HONEY LANE (A121) PEDESTRIAN CROSSING POINT – ADJACENT WOODGREEN ROAD/FOREST SIDE JUNCTION

The Committee considered a report of the Director of Open Spaces on the Proposed Honey Lane (A121) Pedestrian Crossing Point Adjacent Woodgreen Road Forest Side junction.

A Member of the Committee noted that they considered the proposed position of the pedestrian crossing correct and commented that a 20MPH speed limit on

Honey Lane would be sensible to improve pedestrian safety. In addition, the Member requested clarification on the use of the Epping Forest buffer lands as compensatory land for Highway dedications. The Superintendent explained that policy commitments had been made to both increase accessibility to Epping Forest and to retain or expand the existing landholding. In this case the Highway Authority does not possess any suitable land for the exchange and therefore the purchase and dedication of Buffer Land to Forest would address the Trustee's Land Retention Policy objective.

RESOLVED- That: -

- I. A clear position that the City Corporation will not consider any further dedication until the land exchange, outstanding since September 2011, for the traffic safety scheme at High Beach is completed be agreed; and
- II. That a negotiating position be agreed requesting the reduction in speed restrictions on Honey Lane from 40mph to 30mph and the installation, with Essex County Council Cabinet Member special approval, of a signalised 'Pegasus' Crossing with the dedication of 10m² of Forest Land to facilitate the installation of appropriate tactile paving; and
- III. That Members agreed that should the Highway Authority continue to propose crossing islands and be unable to offer compensatory land already in their ownership contiguous with Forest boundaries, Officers should indicate that Committee would offer the purchase, subject to valuation by the District Valuer, and dedication of Buffer Land as Forest Land as a suitable exchange.

17. EPPING FOREST DISTRICT COUNCIL LOCAL PLAN – EXAMINATION IN PUBLIC – MATTERS 1 & 16 LEGAL COMPLIANCE/EPPING FOREST PROTECTION

The Committee considered a report of the Director of Open Spaces on the Examination in Public of the Epping Forest District Council Local Plan. The Director of Open Spaces provided members with an update on the progress of the Epping Forest District Council Local Plan and the issues which Officers within the Epping Forest management team had raised with the District Council.

RESOLVED- That: -

- I. The representations, as summarised in this report, and set out in full in Appendices 1 and 2 to this report be approved; and
- II. That the delegation to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to continue to work with the District Council and other local authorities to create a full and effective Mitigation Strategy, including consideration of off-site measures on the Buffer Lands and other sites be maintained; and
- III. That the requirement for Epping Forest and Commons Committee to receive a report on the outcome of the Examination-in-Public and the Inspector's findings and main modifications; and
- IV. That Members agreed that the Epping Forest and Commons Committee receives a report on the proposed full Mitigation Strategy for approval.

18. **LONDON BOROUGH OF CULTURE UPDATE**

The Committee received a report of the Director of Open Spaces on the London Borough of Culture award to Waltham Forest for 2019. The report updated Committee on the in-kind support to the London Borough of Culture being offered to date and plans for events in Epping Forest across the year.

A Member commented on the quality of the services provided by the Epping Forest visitor centre and thanked Officers and volunteers for their work regarding this. The Head of Visitor Services explained that despite adverse weather conditions the May Day Fayre at Chingford Plain had been a successful event.

RESOLVED- That the report be noted.

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

There were no questions received in the public session.

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

There were no urgent items considered in the public session.

21. **EXCLUSION OF THE PUBLIC**

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

22. **NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of Epping Forest and Commons Committee on 11 March 2019.

RESOLVED-That the non-public minutes of the meeting on 14 January 2019 be agreed as an accurate record.

23. **REPORT OF ACTION TAKEN BETWEEN MEETINGS**

The Committee received a report of the Town Clerk on action taken between meetings.

RESOLVED- That the report be noted.

24. **SEF 14/19 FOOTBALL ARTIFICIAL GRASS PROVISION UPDATE**

The Committee received a report of the Director of Open Spaces on the provision of Football Artificial Grass Wanstead Flats. The report updated Members on progress made on the project, through the Football Foundation's 'Parklife' grant scheme.

RESOLVED- That the report be noted.

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

There were no questions received in the non-public session.

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

There was one item of non-public business received.

The meeting ended at 12.52 pm

Chairman

**Contact Officer: Richard Holt
Richard.Holt@cityoflondon.gov.uk**

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Committee(s):	Date(s):
Epping Forest & Commons Committee	8 July 2019
Subject: Cyclical Works Programme Bid – 2020/21	Public
Report of: City Surveyor CS: 248/19	For Information
Report Author: Alison Bunn – Head of Facilities Management	
<p>Summary</p> <p>This report sets out a provisional list of cyclical projects being considered for properties under the management of Epping Forest and Commons Committee under the “cyclical works programme”.</p> <p>The draft cyclical project list for 2020/21 totals £900,400 and if approved will continue the on-going programme in the maintenance of the property and infrastructure assets.</p> <p>Recommendation</p> <ul style="list-style-type: none"> • That Committee notes the content of this report 	

Main Report

Background

1. The total value of the approved projects for the 19/20 cyclical works programme (CWP) for the Epping Forest and Commons Committee was £1m which consisted of 55 projects.
2. The Director of Open Spaces has requested that your Committee be provided with a preview of the likely works list in 2020/21 for Epping Forest and Commons.

Current Position

3. The attached list at Appendix A is a provisional list of projects for Epping Forest, City Commons and Burnham Beeches under consideration for 2020/21.
4. The information for the bid has been taken from the forward maintenance plans for each property within the Estate; these plans are regularly updated in conjunction with the Superintendent and their management team to ensure they are as accurate as possible.
5. It should be noted that this provisional list for 2020/21 is subject to a final review prior to presentation to the Corporate Asset Sub-Committee in September 2019

and consideration by the Resource Allocation Sub-Committee at the beginning of 2020.

Prioritisation of Projects

6. The project prioritisation model developed for the cyclical works programme has been applied to projects identified from forward cyclical maintenance/replacement plans of the Barbican Centre, GSMD and the Corporate Properties under the City Surveyors control.
7. Essential Projects for consideration of including within the bid list are ranked in order of priority according to the following criteria and scoring mechanism.
 - Health, Safety & Security (weighting 5)
 - COL Reputational (weighting 4)
 - Maintaining Income Stream (weighting 4)
 - Assets Performance (weighting 5)
 - Client Feedback (weighting 2)
8. The cyclical works programme Peer Review Panel, chaired by the Financial Services Director has met twice to consider the draft prioritisation of projects across all Departments. The panel has provided a “sense check” to ensure that the prioritisation ranking reflected in the Prioritisation model has been rigorously and consistently applied and that the outcomes in terms of prioritisation align to the City’s strategic aims and objectives.

Corporate & Strategic Implications

9. The CWP links to the City Surveyor’s Business Plan:

Strategic asset management: We will develop asset management strategies that align Corporate Property Strategy, Investment Property Strategy and risks. We will ensure that we unlock the potential of our property assets in a way that supports the efficient delivery of the Corporate Plan and Service Departments’ objectives.

Property assets and facilities management: We will ensure buildings are fit for purpose, sustainable, safe and secure, providing access for all, meeting service needs and community expectations and delivering value for money through enhancing our efficiencies; this includes asset management plans, facilities management including hard (planned and reactive maintenance) and soft services (cleaning, security, etc), cyclical projects and minor improvements and delivery of major capital projects for refurbishments and new builds.

It is intended that Epping Forest, City Commons and Burnham Beeches benefit from the provisional 2020/21 cyclical works programme as follows:

Epping Forest	£706,700	78%
City Commons	£82,500	9%
Burnham Beeches	£111,200	13%
	£900,400	

Conclusion

10. The attached provisional list of work for 2020/21 with an indicative value of £900,400 allows the on-going cyclical repairs and maintenance of the City's Operational estate at Epping Forest, City Commons and Burnham Beeches in particular to continue.

Appendices

- Appendix A - Provisional Cyclical Works Programme 2020/21

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Appendix A - CWP 20/21 - Actual List

Epping Forest

Property	Location	Project Title	Cost
Epping Forest	General	RESERVOIR SUPERVISION	6,000
Epping Forest	General	CAR PARK/ROAD OVERHAUL LEVELLING/RESURFACING	60,000
Epping Forest	General	MINOR BRIDGE/CULVERT OVERHAUL	12,000
Epping Forest	General	BRIDGE/CULVERTS INSPECTION (GENERAL INSPECTION)	14,500
Epping Forest	The Temple, Wanstead Park	INTERNAL DECORATIONS	9,500
Epping Forest	Wanstead Flats General	WHARFING WORKS - HOLLOW POND	90,000
Copped Hall	General	BRICK HA HA RESTORATION	40,000
Epping Forest	Wanstead Park, Historic Landscape	THE GROTTA - RUIN CONSERVATION	65,000
Epping Forest	Wanstead Park, Historic Landscape	CONSERVATION MANAGEMENT PLAN UPDATE	5,000
Epping Forest	33 Aldersbrook Rd, Wanstead Flats	KITCHEN REFURBISHMENT	11,000
Epping Forest	33 Aldersbrook Rd, Wanstead Flats	WINDOWS REPLACEMENT	7,000
Epping Forest	31 Aldersbrook Rd, Wanstead Flats	BATHROOM REFURBISHMENT	5,000
Epping Forest	2 East Lodge, The Warren	BATHROOM REFURBISHMENT	6,000
Epping Forest	The Warren House	GREENHOUSE OVERHAUL (HUMPHREY REPTON)	20,000
Epping Forest	The Warren House	ROOF REPLACEMENT (FELT)	3,500
Epping Forest	Timber Classroom, Field Study Centre	WINDOWS REPLACEMENT	3,500
Epping Forest	Timber Classroom, Field Study Centre	EXTERNAL DECORATIONS	3,000
Epping Forest	Timber Classroom, Field Study Centre	DOORS REPLACEMENT (EXTERNAL)	3,000
Epping Forest	Timber Classroom, Field Study Centre	RAINWATER GOODS REPLACEMENT	2,000
Epping Forest	Timber Classroom, Field Study Centre	INTERNAL DECORATIONS	2,500
Epping Forest	Timber Classroom, Field Study Centre	TIMBER FLOOR TREATMENT	1,200
Epping Forest	1 Keepers Lodge, Goldings Hill	WINDOWS REPLACEMENT	9,500

Epping Forest	2 Keepers Lodge, Goldings Hill	WINDOWS REPLACEMENT	9,500
Epping Forest	2 Keepers Lodge, Wanstead Park	WINDOWS REPLACEMENT	7,000
Epping Forest	Bushwood Lodge, Bush Road	RAINWATER GOODS REPLACEMENT	1,500
Epping Forest	46 The Plain	EXTERNAL DECORATIONS	2,500
Epping Forest	48 The Plain	EXTERNAL DECORATIONS	2,500
Epping Forest	1, 2, 3 Jubilee Retreat	TIMBER OVERHAUL/DECORATION (GARAGE)	3,500
Epping Forest	1, 2, 3 Jubilee Retreat	ROOF REPLACEMENT (GARAGE)	3,500
Epping Forest	Bushwood Lodge, Bush Road	EXTERNAL DECORATIONS	4,000
Epping Forest	Wall Adjacent Monkhams Hall	BRICKWORK OVERHAUL & REPOINTING	3,500
Epping Forest	Connaught Boardwalk	TIMBER TREATMENT & REPAIR	10,000
Epping Forest	Teaching Block	HEAT SOURCE - CONTROLS REPLACEMENT	6,000
Epping Forest	Teaching Block	SPACE HEATING - CONTROLS REPLACEMENT	6,000
Epping Forest	Great Gregories Farm Barn	ROOF SKYLIGHT REPLACEMENT	150,000
Epping Forest	Great Gregories Farm (Small Open Barn)	ROOF REPLACEMENT (ASBESTOS SHEETS)	100,000
Epping Forest	Drinking Trough, Honey Lane Plain	THATCHED ROOF REPLACEMENT	18,000

£706,700

City Commons

Property	Location	Project Title	Cost
City Commons	Estate Yard Office, Ashtead Common	CAR PARK RESURFACING (MAIN YARD)	3,500
City Commons	General	MINOR BRIDGES OVERHAUL	6,000
City Commons	Coulsdon Common General	DRAIN REPLACEMENT AT STITES HILL ROAD	3,500
City Commons	Merlewood Estate Office	BOILER REPLACEMENT	3,000

City Commons	Training Block, Staff Welfare Facilities, Workshop, Tool Store - Merlewood Estate Yard	DRAINAGE OVERHAUL & JETTING	2,500
City Commons	Open Barns, Merlewood Estate Yard	DRAINAGE WORKS (FOLLOWING SURVEY)	2,500
City Commons	1 Merlewood Close	BOILER REPLACEMENT	10,000
City Commons	1 Merlewood Close	RADIATORS REPLACEMENT	5,000
City Commons	2 Merlewood Close	BOILER REPLACEMENT	10,000
City Commons	2 Merlewood Close	RADIATORS REPLACEMENT	5,000
City Commons	Ninehams Lodge & Long Shed, Merlewood Estate	ROOF REPLACEMENT	2,000
City Commons	Ninehams Cottage, Senior Keeper's Residence, Merlewood Estate	GARAGE ROOF REPLACEMENT	2,500
City Commons	Countryside Office, Riddlesdown Common	ROOF REPLACEMENT	7,000
City Commons	Ninehams Lodge & Long Shed, Merlewood Estate	BOILER REPLACEMENT	15,000
City Commons	Ninehams Lodge & Long Shed, Merlewood Estate	DRAINS REPLACEMENT	5,000

£82,500

Burnham Beeches

Property	Location	Project Title	Cost
Burnham Beeches	General	CAR PARK & ROAD RESURFACING	24,000
Burnham Beeches	General	SEPTIC TANK REPLACEMENT	80,000
Burnham Beeches	1 Coronation Cottage	BOILER REPLACEMENT	3,500
Burnham Beeches	1 Coronation Cottage	CENTRAL HEATING SYSTEM REPLACEMENT	2,500
Burnham Beeches	2 Juniper Cottage	ROOF REPLACEMENT	1,200

£111,200

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Committees:	Dates:
Epping Forest & Commons	8 July 2019
Open Spaces & City Gardens	15 July 2019
West Ham Park	15 July 2019
Hampstead Heath, Highgate Wood & Queens Park	11 Sept 2019
Subject: Open Spaces Departmental Business Plan 2018/19 – Year End performance report	Public
Report of: Colin Buttery – Director, Open Spaces	For information
Report author: Gerry Kiefer, Open Spaces	

Summary

This report provides Members with a review of the Open Spaces Department's delivery of its 2018/19 Business Plan. The report provides examples of some of the activities the Department undertook last year which helped achieve the Department's three top line objectives: 'Open Spaces and Historic Sites are Thriving and Accessible', 'Spaces Enrich People's Lives' and 'Business Practices are Responsible and Sustainable'.

The report outlines progress that has been made against the Department's fifteen programmes and projects and provides information to show that performance against our 31 performance measures is comparable with previous years and only 19% of targets were missed by more than 10%. Financially the services that report through the Open Spaces Committees have managed their income and expenditure well with only a £13k overspend across the total local risk budget of £12million.

Recommendation

Members are asked to:

- Note the report

Main Report

Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2018/19 (Appendix 1) on 16 April 2018.
2. The Department's Vision is: *we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.*

Current Position

1. Detailed information about achievements and performance in relation to services which sit outside the responsibility of Open Spaces Committees will be reported to the Port Health and Environmental Services Committee; and Culture, Heritage and Libraries Committee.

Objectives and Outcomes

2. A number of notable achievements have been made under the Business Plan's three top-line objectives. Some of these are listed below:

A. Open Spaces and Historic Sites are Thriving and Accessible.

- Epping Forest are progressing and the Commons are finalising Special Area of Conservation (SAC) mitigation strategies with their neighbouring local planning authorities
- The Commons division and LB Croydon have worked with Natural England to seek declaration of a new National Nature Reserve covering Coulsdon Common and Happy Valley
- Successful multi-agency working limited the impact of the grass and heathland fires across the sites during the summer
- South Meadow project and wildlife garden were completed at West Ham Park.
- City Gardens delivered 7 landscape enhancement projects and the completion of Aldgate Square
- City Gardens won Gold at Britain in Bloom and six Open Spaces sites won gold in London in Bloom

B. Spaces Enrich People's Lives.

- In March 2019, Members agreed that the Department's base budget should be increased by £395k so that the Learning Programme becomes a core service of the Department for 2019/20 onwards
- Twelve voluntary, community and charity groups received funding totalling £155,475 from the City of London's Central Grants Programme's "Enjoying Green Spaces and the Natural Environment" funding theme
- 41,032 people engaged with the Learning Programme over the last year
- Epping Forest hosted a number of arts events to support Waltham Forest as the first London Borough of Culture

C. Business Practices are Responsible and Sustainable.

- Across the Department there are 23 apprentices undertaking a wide variety of roles
- A risk zone-based approach has been adopted for pesticide spraying and nest removal of Oak Processionary Moth (OPM). An increase in base budget was confirmed for 2019/20 to help mitigate the costs associated with the OPM controls
- Funding was awarded to the Department throughout the year from a range of internal and external sources including: CoL transformation fund, CoL

priority investment pot, Mayor of London's 'Greener City Fund' and Countryside Stewardship Grant

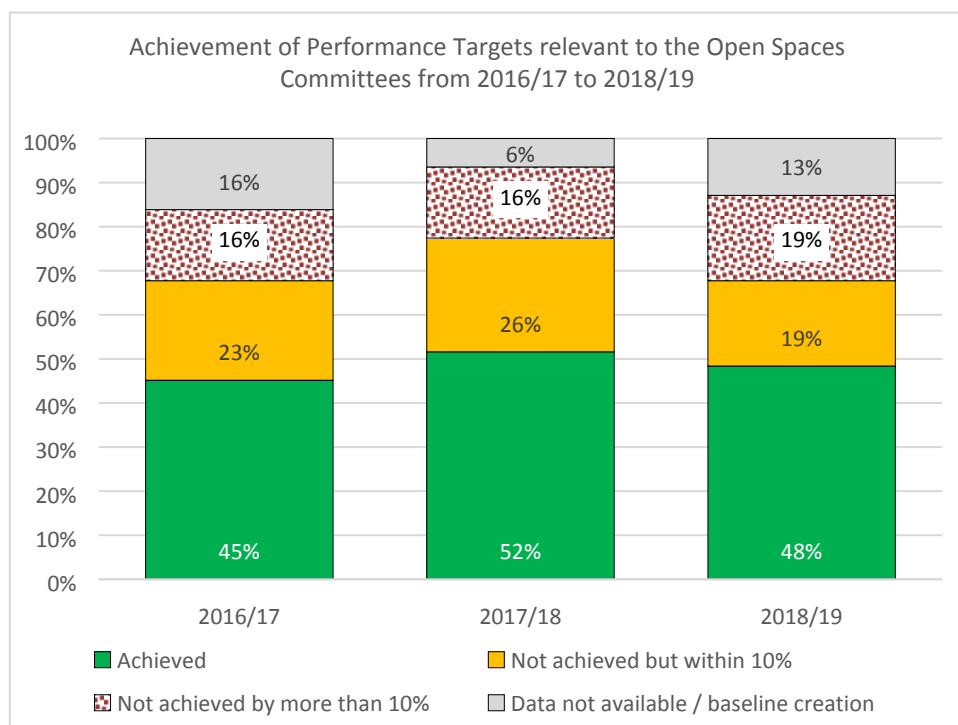
- 43 % of Open Spaces staff completed a Departmental staff survey and 51% completed the Corporate staff survey. Action plans for both are being implemented.
- Epping Forest installed four new fast charge points for electric and hybrid vehicles, drawing power from existing solar panels on site
- All woodchip arising from arboriculture work at Epping Forest is being used in a local farmers agricultural grain drying heating system

Programmes and Projects

3. The Business Plan identified 15 grouped programmes and projects which would help the Department deliver its three main objectives. Good progress has been made on many of these however the Fundamental Review has put on hold some Gateway projects. A few key programme and project highlights are:
 - Department and site-specific events policies agreed
 - Stoke Commons management plan and Hampstead Heath management strategy agreed
 - Grazing has been expanded
 - New management powers under the Open Spaces Act are being implemented.
4. Details about the progress of the fifteen projects and programmes is given within appendix 2.

Performance Indicators

5. Generally, performance is comparative to the previous year with nearly 50% of measures being achieved or exceeded. The table below shows the percentage of performance targets relevant to the Open Spaces Committees that were achieved or missed, over the last three years.



6. For one measure; 'Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey', the original survey has not been undertaken and there was no measure recorded in 2016/17 or 2017/18. Two staff surveys have been undertaken in 2018/19 – a Departmental survey in which 79% of respondents stated that they would recommend working for the Open Spaces Department and the Corporate Staff survey in which 60% of the Department's staff felt 'engagement with the City of London Corporation'.
7. This list of performance measures as they relate to this Committee including the results and targets for 2018/19 and for comparison, our performance in 2017/18, is contained within appendix 3.
8. The performance measures for 2019/20 have been amended from those reported in this report. The revised measures reflect the current Business Plan's outcomes and areas of activity and were agreed by the Open Spaces and City Gardens Committee in April 2019.
9. Key findings from analysing the data for 2018/19 show:
 - A reduction in electric and gas consumption.
 - An increase in electricity generation
 - The number of golf visits at Chingford was exceeded by nearly 30% against target
 - The Learning Programme achieved all its performance measures
10. Appendix 4 lists those targets which were not achieved by more than 10% and provides an explanation as to why these targets were not met.

Financial Performance

11. Excluding the local risk budgets aligned to service areas outside the responsibility of the Open Spaces Committees (Cemetery & Crematorium, Tower Bridge, Monument and Keats House) the Department spent the following in relation to City Fund and City's Cash budgets:
 - **City Fund** – 99% of its local risk expenditure budget and achieved 99% of its local risk income target. Thus, its overall net position was 2% (£19k) underspent. A £19k carry forward request was agreed towards ULEZ costs in 2019/20.
 - **City's Cash** (excluding learning programme) - 100% of its local risk expenditure budget and achieved 101% of its local risk income target. Thus, its overall net position was £32k overspent (0.3%).
12. The net outturn position for the Open Spaces City Fund and City Cash budgets reporting to the various Open Spaces Committees, but excluding the learning programme, was a £13k overspend from a total net local risk budget of £12million.

13. More detailed information regarding the year end outturn financial position for each Service Committee is provided in reports from the Chamberlains Department.

Property

14. Three properties; Woodredon House, The Coach House and The Lodge have previously been declared surplus as part of the Operational Property Review. These properties were disposed of and generated a capital receipt for the CoL of £2,115,000 during 2018/19.

Corporate & Strategic Implications

Open Space Charities

15. Most of the Open Spaces sites are registered charities. Officers have been asked to remind Members that decisions they take in relation to the relevant charity must be taken in the best interests of the charity.

The Corporate Plan

16. The Open Spaces Department actively contributes to all the Corporate Plan 2018-23 aims and ten of its twelve outcomes.

Contribute to a flourishing society

1. People are safe and feel safe.
2. People enjoy good health and wellbeing.
3. People have equal opportunities to enrich their lives and reach their full potential.
4. Communities are cohesive and have the facilities they need.

Support a thriving economy

5. Businesses are trusted and socially and environmentally responsible.
8. We have access to the skills and talent we need.

Shape outstanding environments

9. We are digitally and physically well-connected and responsive.
10. We inspire enterprise, excellence, creativity and collaboration.
11. We have clean air, land and water and a thriving and sustainable natural environment.
12. Our spaces are secure, resilient and well-maintained.

Conclusion

17. The Department continues to perform well both in terms of finances, achievement of performance targets and progress of its programmes and projects.

Appendices

- Appendix 1 - High-level Business Plan 2018-19
- Appendix 2 - Progress against the Business Plan Programmes and Projects
- Appendix 3 - Performance Measures
- Appendix 4 - Explanations where targets were missed by more than 10%

Background Reports

- Final Departmental Business Plan 2018/19 – Open Spaces, April and May 2018.
- Departmental Business Plan 2018/19 – Six month performance update:
November to December 2018

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We enrich people’s lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond

The main [Corporate Plan](#) aims and outcomes we aim to impact on are:

Contribute to a flourishing society

2. People enjoy good health and wellbeing
3. People have equal opportunities to enrich their lives and reach their full potential
4. Communities are cohesive and have the facilities they need

Shape outstanding environments

10. We inspire enterprise, excellence, creativity and collaboration
11. We have clean air, land and water and a thriving and sustainable natural environment.
12. Our spaces are secure, resilient and well-maintained

What we do is: Protect, enhance and provide access to open space; preserve heritage; provide engaging visitor opportunities, conserve and enhance biodiversity; share history; enable community engagement and learning; provide respectful commemoration and disposal of the dead	Our total 2018-19 budget is (Local and central risk, recharges and surveyors local risk):		
	(Expenditure) (£000)	Income (£000)	Net cost (£000)
City of London Cemetery & Crematorium	(5,492)	4,821	(671)
City Gardens & Bunhill Fields	(2,313)	429	(1,884)
Directorate & Learning Programme	(1,594)	1,353	(241)
The Commons (Burnham Beeches, Stoke Common and City Commons)	(3,340)	324	(3,016)
Epping Forest	(7,808)	1,678	(6,130)
Hampstead Heath, Highgate Wood, Queen’s Park & Keats House	(12,558)	3,703	(8,855)
West Ham Park	(1,930)	316	(1,614)
Monument	(634)	669	35
Tower Bridge	(7,849)	6,261	(1,588)
Total	(43,518)	19,544	(23,964)

Our three top line objectives and twelve outcomes are:

A. Open spaces and historic sites are thriving and accessible.

1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced (10)
2. London has clean air and mitigates flood risk and climate change (1, 11, 12)
3. Our spaces are accessible, inclusive and safe (1, 2, 12)
4. Our habitats are flourishing, biodiverse and resilient to change (10, 11, 12)

B. Spaces enrich people’s lives.

5. People enjoy good health and wellbeing (2, 3, 4)
6. Nature, heritage and place are valued and understood (2, 3, 4)
7. People feel welcome and included (3, 4, 10)
8. People discover, learn and develop (3)

C. Business practices are responsible and sustainable.

9. Our practices are financially, socially and environmentally sustainable (5, 11)
10. London’s natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation (7, 9, 11)
11. Our staff and volunteers are motivated, empowered, engaged and supported (8)
12. Everyone has the relevant skills to reach their full potential (8)

What we’ll measure:

- Ecological condition
- Visitor experience
- Green Flags and Green Heritage
- Knowledge of learning participants
- Intention of participants to visit again or recommend to friends
- Volunteering participation and experience
- Number of customers / visits / satisfaction across our services
- Condition of heritage assets

The numbers show how our outcomes and Departmental programmes and projects link to delivering the [Corporate Plan Outcomes 2018-2023](#).

Departmental programmes and projects

- a) Progress a number of capital improvement projects at the central heritage sites including; Keats House and Gardens, the launch of a fully accessible education facility at Tower Bridge, review the potential for a secure exit facility at the Bridge's South Tower and progress a standalone Visitor Centre for the Monument (3, 4, 10).
- b) Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming (3, 4, 7, 9)
- c) Develop and agree a sustainable model for delivering Learning (3, 4, 10)
- d) Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act (1, 3, 10, 12)
- e) Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common (10, 1)
- f) Develop engineering studies for six Raised Reservoirs at Epping Forest (1, 11, 12)
- g) Develop sustainable football improvements at Wanstead Flats (2, 9)
- h) Progress the replacement of ageing cremators with new at the Cemetery and Crematorium (11)
- i) Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site (2, 4, 10,12)
- j) Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans; (2, 4, 10,12)
- k) Secure funding to create new accessible public spaces within the City's churchyards (2, 4, 10, 12)
- l) Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports. (2, 4, 5, 11)
- m) Obtain agreement and implement the overarching Departmental and site specific 'events' policies (2, 4, 5,10, 12)
- n) Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park (11, 12)

What we'll measure:

- Customer service standards
- Accreditations
- Staff satisfaction
- H&S accident investigations
- Sickness absence
- Utility consumption
- Electricity generation
- Website visits and social media engagement
- Project management and delivery
- Income
- Net budget position

Corporate programmes and projects

- Ensure efficient use of property and reduction in maintenance costs
- Provide support for the initial 24 apprenticeships within the department and seek to expand the programme using the levy funding
- Support the development of asset management plans and master plans for each site

How we plan to develop our capabilities this year

- Continue to deliver initiatives arising from the Culture Board Programme; increasing cross division working
- Make more effective use of IT and technology and adopt 'smarter' ways of working.
- Finalise and refine our outcomes framework to better understand and demonstrate our value to our customers
- Use GIS to support management of sites and enhance visitor information
- Develop and implement a Charitable Trusts fundraising strategy
- Enhance customer service through use of CRM

What we're planning to do in the future:

- Improve our workforce planning and ensure our workforce is reflective of the communities we serve
- Develop the cultural profile of the Department's heritage attractions
- Complete the process of land registration
- Develop on-line retail and bookings and increase opportunities for a cash-free environment

The numbers show how our objectives and Departmental programmes and projects link to delivering the [Corporate Plan Outcomes 2018-2023](#).

Appendix 2 - Progress against the Business Plan Programmes and Projects

	Programmes and Projects	Progress to 30 Sept 2018
b)	Continuously develop the visitor offer across the Department in terms of content, processes, technology, customer service and cultural programming	<ul style="list-style-type: none"> • Epping Forest played an important role in the winning award for Waltham Forest as London Borough of Culture. • Epping Forest secures Visitor Attraction Quality Assurance Scheme (VAQAS) Blue Tourist Badge Award.
c)	Develop and agree a sustainable model for delivering the Learning Programme.	<ul style="list-style-type: none"> • An increase in the Department's base budget of £395k agreed to fund the Learning Programme from 2019/20
d)	Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act	<ul style="list-style-type: none"> • Epping Forest – The first Lodge has been let with works ongoing to refurbish others to release to rental market. The first commercial lease of 21 years has been agreed and is being drafted. • Highgate Wood - café lease is longer than previously permitted.
e)	Protect our heritage at risk: developing partnership funding bids at Wanstead Park and Bunhill Fields while completing funded works at Kenley Common	<ul style="list-style-type: none"> • Wanstead Park - Final consultation on the Parkland Plan has been completed with the final copy due in June 2019 • Kenley Common - Completion of the project remains delayed until the construction issues are resolved. This matter is being actively pursued under the Pre-action protocol for Engineering and Construction Disputes. External legal advice is utilised as required. • Installation of information signage has required a change in use of materials which required further planning consideration and consent. • Bunhill Fields - Round 1 bid to HLF was unsuccessful due to over-subscription to the funding pot. Restructure of HLF funding pots has now taken place, however City Corporation match-funding for project is now subject to Fundamental Review and the project has been placed on hold.
f)	Develop engineering studies for six Raised Reservoirs at Epping Forest	<ul style="list-style-type: none"> • Wanstead - A Project to progress the proposal for work on the Wanstead Park cascade has now been established and approved to Gateway 2 by the Projects Sub (Policy and Resources) Committee at their March meeting. Conversations with Procurement continue with regards to appointing a Panel Engineer to carry out the required engineering assessment. • DBE have allocated staff to progress the evaluations for Baldwins and Birch Hall Ponds. Planning development meeting with staff and stakeholders have been scheduled. It is likely that a proposal for Birch Hall pond will be

	Programmes and Projects	Progress to 30 Sept 2018
		developed separately and earlier than for Baldwins pond.
g)	Develop sustainable football improvements at Wanstead Flats	<ul style="list-style-type: none"> • Stage 1 of ParkLife feasibility study re football pitches and changing at Wanstead flats has been completed. • Wanstead Flats staffing structure embedded which is improving pitch management and payment recovery.
h)	Work cross-departmentally through Asset Management Planning to maximise the value of our assets including: implementing agreed options for commercial wayleaves, Heathfield House, Warren House, lodges, Finsbury Circus and the former West Ham Park Nursery site	<ul style="list-style-type: none"> • Hampstead Heath Asset Management Plan agreed by HHHWQP Committee. • Epping Forest Commercial Wayleaves – trial negotiations have been successful and Committee approval has been agreed for wider implementation. • Finsbury Circus – The Crossrail reinstatement project is subject to the Fundamental Review and therefore on hold. However, officers have worked closely with City Surveyor's, Planning, and the City Solicitor to pursue the City's compensation claim and work with Crossrail in the lead up to their closure of their worksite. • West Ham Park Nursery – Counsel advice has been obtained relating to the restrictive covenants within the Park's governance. This, along with other professional advice, will be used to inform a strategic masterplan for the Park's assets.
i)	Initiate and progress key capital and local risk projects including playgrounds, ancillary visitor and operational facilities and grazing expansion plans;	<ul style="list-style-type: none"> • West Ham Park playground – Over 380 people provided their views on the options for a new playground at West Ham Park. However, this project is now on hold pending the Fundamental Review. Existing resources within the project budget have been used to progress plans to the Pre-Application stage. • Wanstead Park Playground – The community group leading the project have been working on fundraising and agreement plans with the London Borough of Redbridge. • Grazing expansion - continues with new areas grazed across The Commons including Ashtead and Kenley Commons. At Epping Forest grazing numbers increase annually with benefits realised as rare plant species increase.
j)	Secure funding to create new accessible public spaces within the City's churchyards	<ul style="list-style-type: none"> • The Churchyards Enhancement Programme has been agreed by Members. Individual improvement projects within the Programme will now be progressed as and when funding becomes available and subject to the Fundamental Review.

	Programmes and Projects	Progress to 30 Sept 2018
k)	Progress the Departmental Programmes including; Fleet, Energy Efficiency and Sports	<ul style="list-style-type: none"> • Fleet Board – City Gardens have revised their fleet to meet the requirements of ULEZ. Across the Department diesel and petrol vehicles are being replaced where required, technically possible and funding exists, by electric and/or plug in hybrid versions so that the Department is ULEZ complaint ready for 2021 legislation. • Energy Board – all projects were put on ice due to the refocus of the Energy Efficiency Fund on the main consuming sites which do not include open spaces properties. They can be reactivated should this situation change • Sports Board – This Board was closed but individual projects will continue. Sports Licencing charges agreed by Epping Forest and Commons committee. Chingford Golf Course income has increased for the 4th consecutive year reversing previous downward trend.
l)	Obtain agreement and implement the overarching Departmental and site specific 'events' policies	<ul style="list-style-type: none"> • Departmental Events Policy (Part One) agreed by OSCG Committee on 18 April 2018. • Site Specific Events Policies (Part Two) agreed by Service Committees: <ul style="list-style-type: none"> ○ Epping Forest on 14 May 2018 ○ Hampstead Heath including Golders Hill Park and the Heath Extension on 5 September 2018 ○ The Commons on 19 November ○ Highgate Wood and Queens Park on 28 November ○ West Ham Park events policy planned for July 2019 Committee
m)	Progress reviews, drafting and completion of management / conservation plans at Epping Forest, Hampstead Heath, Stoke Common and West Ham Park	<ul style="list-style-type: none"> • Stoke Common – management plan agreed by Committee on 18 November • Hampstead Heath – management strategy agreed by Committee on 28 November • Epping Forest – Management plan and strategy final draft ready for consideration by Management Plan Sub-Committee • Burnham Beeches - management plan under development with agreed timetable

Appendix 3 - Performance indicators

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Retain 15 Green Flags and improve the overall band score achieved across our Green Flag sites by 2018/2019	ACHIEVED 15 green flag sites overall band scores 60% = 80+ 33% = 75 – 79 7% = 70 - 74	15 green flag sites overall band score 53% = 80+ 27% = 75 – 79 20% = 70 - 74	ACHIEVED 15 green flag sites overall band score 53% = 80+ 40% = 75 – 79 7% = 70 - 74
Retain 12 green heritage awards and increase this to 13 sites by 2018/19	ACHIEVED 13 Green Heritage Awards	13 Green Heritage Awards	ACHIEVED 13 Green Heritage Awards
Achieve our Departmental net local risk budget.	ACHIEVED £9,657,760	£10,320,000 Original Budget	ACHIEVED £10,344,132 Final Agreed Budget: £10,648,000
Reduce utility consumption (electric)	ACHIEVED 1,634,115 Kw/hrs - at time of reporting to Members	1,593,262	ACHIEVED 1,672,971 Kw/hrs , a reduction of 77,980 Kw/hrs on final figure for 17/18 (1,750,951) giving a reduction of 4.45%
Reduce utility consumption (gas)	Missed 3,709,922 Kw/hrs - at time of reporting to Members	2.5% reduction on 2017/18 performance	ACHIEVED 3,645,948 Kw/hrs , a reduction of 200,310 Kw/hrs on final figure for 17/18 (3,848,258), giving a reduction of 5.2%
Reduce fuel consumption (white & red diesel)	Missed 68282 litres	5% reduction on 2017/18 performance = 64,878	Awaiting data
Reduce fuel consumption (petrol)	Missed 5185 litres*	5% reduction on 2017/18 performance = 4,926	Awaiting data
Reduce fuel consumption (small fuels)	ACHIEVED 8395 litres	5% reduction on 2017/18 performance = 7,975	Awaiting data
Increase electricity generation	ACHIEVED 72477 Kw/hrs	A further two additional buildings generating 50KWH each	ACHIEVED 114,015 Kw/hrs which represents a 57.3% increase in electricity generation figures on 17/18
Increase the amount of directly supervised volunteer work hours	Missed 36,526	38,352	Missed 37,040

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the amount of indirectly supervised volunteer work hours	New Baseline 7670.5	8,438	Missed 8,303
Increase the amount of unsupervised volunteer work hours	ACHIEVED 19,896.52	21,887	ACHIEVED 26,751
Increase the percentage of customers surveyed as part of the 60 second survey or similar that stated the 'overall rating' of the open space as 'very good or excellent'.	Missed 91%	96%	Missed 94%
Increase the number of 'visitors' to the Open spaces webpages.	ACHIEVED 767,076	843,784	ACHIEVED 927,166
Increase the percentage of H&S accidents that are investigated within 14 days.	Missed 78%	86%	MISSED 77%
Reduce the average number of Full Time Employee (FTE) working days lost per FTE due to short term sickness absence.	ACHIEVED 3.18 FTE Working Days Lost per FTE	3.2 days FTE Working Days Lost per FTE	MISSED 3.62
Reduce the average number of FTE working days lost per FTE due to long term sickness absence.	Missed 3.13 FTE Working Days Lost per FTE	2.30 days FTE Working Days Lost per FTE	MISSED 4.24
Increase the percentage of Open Space's staff who state they are at least satisfied with their workplace in the annual staff wellbeing survey.	Survey not undertaken	95%	This exact question was not asked in the Dept staff survey, but a similar question resulted in the following response: • 79% of staff would recommend working for the Open Spaces Department
Increase the amount of tennis played across our sites.	ACHIEVED 2700 Adults 1264 Concession 2769 Coaches (total 6,733)	WHP: 8,416	MISSED WHP: 6,413
	Missed Parliament Hill: 7,299 Adult 4,116 Concession 11,415 Total	Parliament Hill: 7,664 Adult 4,322 Concession 11,986 Total	ACHIEVED Parliament Hill: 8,155 Adult 3,470 Concession U/K 397 12,022 Total

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
	ACHIEVED Golders Hill Park 1,777 Adult 1,402 Concession 3,179 Total	Golders Hill Park: 1,866 Adult 1,472 - Concession 3,338 Total	ACHIEVED Golders Hill Park 2,389.5 Adult 1,405 Concession 3,794.5 Total
	ACHIEVED Queen's Park 4,181 Adult 961.5 Concession 5,142.5 Total	Queens Park 4,390 Adult 1,010 Concession 5,400 Total	MISSED Queen's Park 3,483 Adult 783 Concession 4,266 Total
Increase the amount of football played across our sites.	Missed 82 bookings	WHP 86	MISSED 58
	Missed 2,209	Epping 2,319	Missed 2,200
	Missed Heath Extension = Adult 0 bookings Junior 145 bookings	Heath Extension 1 Adult 152 Junior	PARTLY ACHIEVED = Heath Extension 0 Adults 169 Juniors
	ACHIEVED Parliament Hill = Adult 13 bookings Junior 51 bookings	Parliament Hill 14 Adult 54 Junior	PARTLY ACHIEVED Parliament Hill = 0 Adults 74 Juniors
	Missed 40 bookings	Highgate Wood 42	Missed 40 bookings
Increase the number of golf visits at Chingford Golf Course.	Missed 18,677	Increase 2017/18 performance by 5% = 19,612	ACHIEVED 25,280
Increase the percentage of Learning Programme participants who are surveyed who are more knowledgeable about the natural history of our open spaces. (Learning objectives met)	ACHIEVED 100%	85% of participants surveyed	ACHIEVED 100%
Increase the percentage of new participants in the Learning Programme who are surveyed who report their intention to visit our open spaces with their families	ACHIEVED 94%	70% of participants surveyed	ACHIEVED 90%

Performance Measure Description	2017/18 Actual (annual)	2018/19 Performance Target	2018/19 Actual (annual)
Increase the percentage of Learning Programme participants who are surveyed who are from Black and Minority Ethnic or under-represented groups	ACHIEVED 51%	55% of participants surveyed	ACHIEVED 59%

Appendix 4

Targets that were missed by 10% or more	Reason for missing targets
The percentage of H&S accidents that are investigated within 14 days	<p>Target = 86% Actual = 77%</p> <p>The target which was set in 2016 has not been achieved for the three years. Performance in 2018/19 was comparable with 2017/19. Shift work and complex investigations has kept the 14-day target in the mid 70%'s. However, the Department is at 96% for investigation within 28 days which is the corporate performance measure.</p>
The average number of FTE working days lost per FTE due to short term sickness absence	<p>Target = 3.2 days Actual = 3.62 days</p> <p>There are often fluctuations in sickness absence which cannot be explained by any particular reasons. Management continue to be committed to managing sickness absence effectively and data is reviewed monthly by the Senior Leadership Team.</p>
The average number of FTE working days lost per FTE due to long term sickness absence	<p>Target = 2.3 days Actual = 4.24 days</p> <p>There are often fluctuations in sickness absence which cannot be explained by any particular reasons. Management continue to be committed to managing sickness absence effectively and data is reviewed monthly by the Senior Leadership Team.</p>
Tennis played at West Ham Park	<p>Target = 8,416 Actual = 6,413</p> <p>A very challenging target of increasing the number of court hours used by 25% on the previous year was set. The actual this year was only 5% down on the year before. Numbers were down during the hot summer period.</p>
Tennis played at Queens Park	<p>Target = 5,400 Actual = 4,266</p> <p>Numbers were down during the hot summer period. In addition, the courts were closed for a period in Sept / Oct 2018 due to resurfacing,</p>
Number of football bookings at West Ham Park	<p>Target = 86, Actual = 58</p> <p>The main Junior team that used WHP disbanded part way through the season.</p>

EPPING FOREST JOINT CONSULTATIVE COMMITTEE

Friday, 26 April 2019

Minutes of the meeting of the Epping Forest Joint Consultative Committee held at the Field Studies Centre, IG10 4AF at 11.00 am

Present

Members:

Graeme Smith (Chairman)
Sylvia Moys
Anthony Thomas (FSC representative)
Jennifer White (FSC representative)

Officers:

Richard Holt	- Town Clerk's Department
Paul Thomson	- Superintendent, Epping Forest
Jacqueline Eggleston	- Open Spaces Department
Jo Hurst	- Open Spaces Department
Helen Robertson	- Centre Manager, FSC
Simon Ward	- Head of London Region, FSC

1. APOLOGIES

Apologies were received from Gregory Lawrence, Deputy Phillip Woodhouse and Geoffrey Brown.

2. DECLARATIONS OF INTEREST IN RESPECT OF ITEMS ON THE AGENDA

There were no declarations.

3. MINUTES

The Committee considered the minutes of the last meeting of the Epping Forest Joint Consultative Committee on the 5th of December 2018. A Member noted that within the minutes section (ii) of any of business should read 'Wide Horizons' not 'Wider Horizons'.

RESOLVED- That the minutes of the last meeting of the Epping Forest Joint Consultative Committee on the 5th of December 2018 be agreed an accurate record.

4. FSC EPPING FOREST: 2018 UPDATE

The Forest Studies Centre (FSC) Manager introduced a report which summarised the work of the FSC Epping Forest in 2018. The report was produced to provide further detail to the report received by the Committee in December 2018.

The Centre Manager provided a summary of the key components of the FSC visitor metrics for 2018 and it was noted that the number of visitors exceeded the FSC target for the year. In addition, the Centre Manager provided a presentation to the Committee which explained the relative breakdown of visitors by area, age group and subject. It was noted that focus on the relationship between the City of London Corporation and Epping Forest remained of key importance to the FSC.

The Committee received the FSC Epping Forest 2017-2019 Financial report and Members noted the £329,200 income listed would likely be surpassed in 2019. The FSC Director of Infrastructure informed the Committee that the increased expenditure was, in part, due to the cost of improved technology at the FSC in Epping Forest and explained that the full extent of some employment costs was not yet fully clear. The Chairman requested further details on the projected 2019 growth in income for the Epping Forest FSC. The Centre Manager confirmed that £7500 had been received in grants from the City of London Corporation and the Department for Environment, Food and Rural Affairs. Replying to a question from the Chairman the Centre Manager confirmed the grant from the City of London Corporation had been provided for education services.

A Member commented that the field work included in the GCSE Geography curriculum was limited largely to research to streams and requested further details on the streams present within Epping Forest. The Centre Manager confirmed that Loughton Brook stream was the primary focus of the water studies within the Epping Forest and noted that the Suntrap brook was also used as an alternative site.

The Chairman queried the methodology for the marketing of the FSC to potential visitors. The Centre Manager explained that engagement with schools remained a key part of the marketing of the FSC. A Member raised the issue of mental health and the role that the open space of Epping Forest could have in improving visitor's wellbeing. The Centre Manager confirmed that that reference to wellbeing would be included in the FSC's 2025 strategy. A member of the Committee commented that a commitment to limiting carbon emissions should be also included in this strategy. The Epping Forest Business Manager explained that the maintenance of Epping Forest FSC was managed centrally by the City of London Corporation's City Surveyor's department with a 20-year plan reviewed annually. In addition, it was noted that there was currently a formalised agreement document being drafted to outline the relative responsibilities for the FSC Epping Forest buildings. Replying to a question from the Chairman it was confirmed that the drafting of this agreement had experienced some delays, in part due to the changeover of staff, but was on target to be ready for the next meeting of the Epping Forest Joint Consultative Committee in the autumn of 2019. Members noted that issues around sustainability should be incorporated in this agreement.

RESOLVED- That the report be noted.

5. **FSC EPPING FOREST REPORT ON 2019 TO END MARCH**

The Committee received a report of the FSC Epping Forest Centre Manager which updated the Committee on the key achievements of FSC Epping Forest in the period January to March 2019. The Centre Manager highlighted to Members that the income budgeted for 2019 was on course to be achieved with a 12% increase on the previous year. It was explained that this increase was, in part, due to the new regional of the FSC which also improved support facilities available. In addition, the Committee noted the engagement between the City of London Corporation and the FSC Epping Forest, in particular the Wanstead Parklands Project and promotion via social media.

A Member of the Committee questioned the extent to which the visitor statistics were available for the remainder of 2019. The Centre Manger explained that 75% of autumn term bookings had been received which are usually planned a term in advance of the booking.

The Chairman asked for further information on the community engagement of the visitor centre. Replying to this, the Centre Manager informed the Committee that the Visitor Centre would be taking part in the 'City Nature Challenge' which was taking place across London in the week of the meeting. In addition, it was noted that the Visitor Centre was due to be included Waltham Forest London Borough of Culture 2019. The Epping Forest Head of Visitor Services also noted that report on the Waltham Forest London Borough of Culture 2019 would be received by the Epping Forest and Commons Committee.

Replying to a query from a Member of the Committee the Director of Infrastructure explained that the FSC would be considering and pursuing a number of different funding avenues including tendering for Department for Environment, Food and Rural Affairs funding.

RESOLVED- That the report be noted.

6. **QUESTIONS**

A Member of the Committee questioned if the Epping Forest Joint Consultative Committee should consider moving from a biannual meeting basis to meeting one annually. The Centre Manager confirmed that FSC and the City of London Open Spaces department would be considering the frequency of the Committee's meetings and its Terms of Reference. The Epping Forest Head of Visitor Services informed the Committee that a draft agreement between the FSC and City of London Corporation would be ready for consideration at the next meeting of the Committee.

7. **ANY OTHER URGENT BUSINESS**

The Committee considered one item of urgent business.

The Centre Manager informed the Committee that the Epping Forest Skills Centre would be celebrating its 50 year anniversary in 2020 and that details of the celebratory events would be provided in due course.

The meeting closed at 12.08 pm

Chairman

Contact Officer:

Richard Holt

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EPPING FOREST CONSULTATIVE COMMITTEE

Wednesday, 12 June 2019

Minutes of the meeting of the Epping Forest Consultative Committee held at the 201 High Road, Loughton at 7.00 pm

Present

Members:

Graeme Smith (Chairman)	
Judith Adams, Epping Forest Heritage Trust	Brian McGhie, Epping Forest Conservation Volunteers
Martin Boyle, Theydon Bois and District Rural	Mark Squire, Open Spaces Society
Jill Carter, Highams Residents Association	Ned Williams (substitute for Andy Irvine), Bushwood Area Residents
Susan Creevy, Loughton Residents Association	Gill James, Friends of Wanstead Parklands
Tim Harris, WREN Wildlife & Conservation Group	Verderer Dr. Joanna Thomas
Robert Levene, Bedford House Community Association	Verderer Michael Chapman DL
Gordon Turpin, Highams Park Planning Group	Verderer Melissa Murphy
	Sylvia Moys
	Carol Pummell, Epping Forest Riders Association
	Caroline Haines

Officers:

Richard Holt	- Town Clerk's Department
Colin Buttery	- Director of Open Spaces
Paul Thomson	- Superintendent, Epping Forest
Jeremy Dagley	- Head of Conservation, Epping Forest
Jacqueline Eggleston	- Head of Visitor Services, Epping Forest
Sally Gadson	- Environmental Stewardship Officer, Epping Forest
Jo Hurst	- Business Manager, Epping Forest
Martin Newnham	- Head Forest Keeper, Epping Forest
Geoff Sinclair	- Head of Operations, Epping Forest

1. APOLOGIES

Apologies were received from the Deputy Chairman Deputy Phillip Woodhouse, Benjamin Murphy, Mathew Frith (London Wildlife Trust) and Enid Walsh (Open Spaces Society).

The Chairman informed the Committee that further to meeting of the Epping Forest and Commons Committee on the 20th of May 2019 the previous Chairman was now in the role of Deputy Chairman and thanked him for his time as Chairman. The Chairman welcomed Mark Squire to his first meeting of the Epping Forest Consultative Committee.

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

There were no declarations from Members.

3. **MINUTES**

The Committee considered the minutes of the previous meeting of the Epping Forest Consultative Committee held on 13 February 2019.

Following a question from a Member of the Committee the Director of Open Spaces confirmed that the report on the proposed music event on Wanstead flats would be considered at the meeting of the Epping Forest and Commons Committee in July.

The Chairman informed the Committee that consideration had been given to the use of the term 'resolved' within the minutes and the implications this term gives on the opinion of the Committee.

RESOLVED- That the minutes of the meeting held on 13 February 2019 be approved as an accurate record.

4. **MINUTES OF THE EPPING FOREST AND COMMONS COMMITTEE MEETING HELD ON 11TH OF MARCH 2019.**

The Committee received the minutes of the Epping Forest and Commons Committee meeting held on 11th of March 2019.

RESOLVED- That the minutes be noted.

5. **SUPERINTENDENT'S UPDATE DECEMBER TO JANUARY 2019**

The Committee received a report of the Superintendent of Epping Forest which provided Members with a summary of the Epping Forest Division's activities across December 2018 to January 2019. The Superintendent of Epping Forest made the following points.

The Superintendent noted the Parklife scheme for the provision of football pitches within Epping Forest and commented on the recent report produced by the Department for Digital, Culture, Media & Sport on the positive effect sports like football can have on the wellbeing of those taking part. Replying to a query from a Member of the Committee the Superintendent confirmed that the new pitches which would be involved in the Parklife scheme, if funding is secured, would be artificial grass pitches which allows evening play and cheaper maintenance. Further to this the Superintendent confirmed that with the diminished Epping Forest space required for football pitches the areas available could be used for conservation maintenance. In addition, it was noted that the Parklife funding would only be secured if the City of London Corporation matched the external funding.

The Superintendent informed Members that an Operational Property Review was considered by the relevant Committees including the Epping Forest &

Commons Committee in May. It was noted that a bid had been received for a property on the Woodredon Estate.

The Superintendent informed the Committee that there had been one hundred and thirteen instances of fly tipping in the period covered by the update with a hundred taking place in 2019. The Superintendent explained that the improved car park security and regular night-time closure of car parks in the area had been very effective in limiting the number of fly tipping incidents at Wanstead Flats. In addition, it was confirmed that, under the new powers in the 2018 Open Spaces act, the City of London Corporation had crushed a van involved in fly tipping within Epping Forest.

The Superintendent confirmed that Epping Forest Conservation team had engaged extensively with the Epping local plan with £55,000 having been already spent on the process. The Head of Conservation at Epping Forest noted national scientific importance of the Forest including the prevalence of ancient trees. In addition, it was confirmed that no further planning permission applications had been received with the exception of the £4.4M works on the Suntrap Centre. Moreover, the Superintendent clarified that the Epping Forest team would be working with the City Surveyor's department on the Wanstead Park Ponds project.

RESOLVED- That the report be noted.

6. **SUPERINTENDENT'S UPDATE FEBRUARY TO MARCH 2019**

The Committee received a report of the Superintendent of Epping Forest which provided Members with a summary of the Epping Forest Division's activities across February to March 2019. The Superintendent of Epping Forest made the following points.

The Superintendent informed the Committee that, following the reopening of the Epping Forest visitor centre, visitor numbers had increased. In addition, the success of the May Fayre event was noted, and number of presentations were provided on the history of the Forest. Following a question from a Member of the Committee the Superintendent confirmed that the Epping Forest and Commons Committee would be considering a report on the proposed music event at Wanstead Flats in July.

A Member of the Committee questioned if the results of the public consultation regarding the Woodford poplar had been considered. The Head of Operations in the Epping Forest team informed the Committee that at a recent meeting with local stakeholders they had explained the reasons for the works on the trees. Further to this the Head of Operations confirmed that stakeholders from both sides of Woodford Green had been engaged and invited the Committee to inform of any further groups or individuals who could be contacted. In addition, it was explained that no final decisions, on the species of trees which were to replace the trees currently in place, had been reached and that the consultation period would conclude at the end of June.

Replying to a Member's question the Superintendent confirmed that the work on the Deer Strategy would be to establish a proposed strategy to be considered by the Epping Forest and Commons Committee in due course.

The Superintendent confirmed that the Epping Forest Management plan would be received by the Epping Forest Consultative Committee in October.

RESOLVED- That the report be noted.

7. FUNDAMENTAL REVIEW

The Committee received a report of the Director of Open Spaces on the City of London Corporation's Fundamental Review process and its impact on the funds which resource the Epping Forest management budgets. The Director of Open Spaces provided the Consultative Committee with the background to the City of London Corporation's Fundamental Review process including the increasing financial pressures on the City of London Corporation. It was explained the City Corporation's need to save £30 Million by 2020/21 would require an increased degree of financial discipline.

A Member of the Committee noted the £2.4 billion which had been reserved for expenditure on the various Capital Projects and commented that the level of expenditure on the City of London Corporation managed open spaces, particularly Epping Forest, should be increased considering its importance. The Chairman agreed with this point explaining that he had been, and would continue to be, a vocal proponent of the importance of the City of London Corporation's open spaces.

A Member of the Committee noted the work by the City of London Officers on engagement with the various local development plans to defend forest land and questioned what the future plans were for this work considering the impact of the Fundamental Review. The Director of Open Spaces confirmed that there was a commitment to the 'to shape outstanding environments' within the Corporate Plan and commented on the quality work which had been completed to defend open spaces.

The Superintendent, replying to a question from a Member of the Committee, noted that a strong case would be made to defend the key capital expenditure in Epping Forest. A Member commented that they felt the Committee expressed a strong commitment to greater expenditure from the City of London Corporation at Epping Forest.

RESOLVED- That the report be noted.

8. HIGHAMS PARK- LITTLE SALE WOOD AND OAK HILL WOOD INDIVIDUAL SITE PLAN

The Committee received a report of the Director of Open Spaces on the Individual Site Plan (ISP) for Highams Park, Little Sale Wood and Oak Hill Wood. Head of Operations in the Epping Forest team introduced the report and provided the Committee with summary of the central issues of for the Site Plans

including the property management issues and significant management considerations.

Replying to a question from a Member of the Committee the Head of Operations confirmed that the Management Strategy within the report provided a broad indication of the direction of travel with further detail provided in appendixes.

Replying to a Committee Member's request, the Head of Operations informed the Committee that the organisations listed within the report will be contacted as part of a consultation process relating to the ISP's.

A Member of the Committee asked if any final decision had been reached on the structure of the path which will be used at Highams Park. The Head of Operations confirmed that no final decisions had been made with regard to the path at Highams Park and that a paths policy was in development. In addition, it was confirmed that various options would be explored noting that the engagement with London Borough of Waltham Forest and funding would be key issues in shaping this policy.

RESOLVED- That the report be noted.

9. **DEER SANCTUARY, THEYDON BOIS - CONSERVATION STATEMENT**

The Committee received a report of the Director of Open Spaces on the draft Conservation Statement for the heritage landscape of Birch Hall Park Sanctuary also known as the Epping Forest Deer Sanctuary. The Superintendent explained that a scoping report would confirm the depth of the lake present at the site and that the cost of deer management would be explored as part of the Deer Management strategy.

Replying to a question from a Member of the Committee the Superintendent confirmed that the '112 acres' should be corrected to '112,000 acres'.

A Member of the Committee commented that there were significant natural assets at the site in addition to deer. Replying to this the Superintendent explained that these assets would be considered as part of the Conservation Statement at Birch Hall Park Sanctuary.

RESOLVED- That the report be noted.

10. **2019 COUNTRYSIDE STEWARDSHIP GRANT APPLICATION**

The Committee received a report of the Director of Open Spaces on the 2019 Countryside Stewardship Grant application. The Head of Conservation introduced the report and highlighted the work of their colleague the Environmental Stewardship Officer. In addition, the approval timeline was explained to the Committee noting that a report on the Countryside Stewardship Grant would be considered at the July meeting of the Epping Forest and Commons Committee.

Replying to a query from a Committee member on the definition of ancient trees the head of conservation explained that the Ancient Tree Forum defined them as a tree “that has passed beyond maturity and is old, or aged, in comparison with other trees of the same species”. It was added that ‘veteran’ trees are younger than ‘ancient’ trees which are those who are older than the standard species average.

In response to a Committee Member’s question regarding pollarding, the Head of Conservation explained that Hornbeems can be pollard dependent on size, that Beeches cannot be pollard and that a survey on the logistics of Sycamore management was being considered.

RESOLVED - *With two hours having elapsed since the start of the meeting, in accordance with Standing Order No. 40 the Committee agreed at this point to extend the meeting by up to thirty minutes.*

Replying to a Member’s comment on the changing pressures on Epping Forest the Head of Conservation explained that a balance of new and old trees would be sought to achieve a carbon balance. In addition, the Environmental Stewardship Officer noted that the maps appended to the report would be update when appropriate work had taken place.

RESOLVED- That the report be noted.

11. **EPPING FOREST BUFFER LANDS – ANNUAL AGRICULTURAL HOLDINGS REVIEW FOR 2018 AND PROPOSALS FOR 2019**

The Committee received a report of the Director of Open Spaces on the main agricultural land management activities completed in 2018 – 19.

RESOLVED- That the report be noted.

12. **QUESTIONS**

The Committee received three questions.

A Committee Member asked if tree tags were reused as they had noticed trees with same number attached. The Superintendent confirmed that the numbers used to tag trees were sequential and therefore were not reused.

The size of the font used on the signs within the Forest was highlighted by a Committee Member, who commented that the it was too small to be easily viewable. The Head of Visitor Services explained that current branding for the forest signs would be kept but noted that the scaling of the signs would be assessed for usability.

Following a question from a Member of the Committee it was a confirmed that the construction lorries noted were due to works at Bluebell Wood which was not within Epping Forest land.

13. **ANY OTHER BUSINESS**

The Epping Forest business manager provided the Committee with a brief summary of the upcoming process for the election of Verderers and highlighted that further details on the were available on the website.

The meeting closed at 9.12 pm

Chairman

Contact Officer: Richard Holt
Richard.Holt@cityoflondon.gov.uk

DRAFT

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Committee(s)	Dated:
Epping Forest and Commons	08 07 2019
Subject: Epping Forest - Superintendent's Update for April to May 2019	Public
Report of: Superintendent of Epping Forest (SEF 27/19)	For Information
Report author: Paul Thomson – Epping Forest	

Summary

The purpose of this report is to summarise the Epping Forest Division's activities across April to May 2019.

Of particular note was a 47% in year increase in fly tipping; five fly tipping successful prosecutions totalling £5,626 in fines and costs; evidence provided to the House of Commons, Environmental Audit Committee on the impact of Invasive Non-Native Species; the annual turnout of cattle on the Forest; further detailed contributions to the Epping Forest District Council Local Plan Examination-in-Public; the settlement of the Broomhill Road land claim; increases in subsidence and public liability claims; further successful London Borough of Culture Events and the receipt of a Trip Advisor Award of Excellence.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. Two Litter Pickers retired on 3 and 31 May. Recruitment is underway for both posts. The vacant post for the golf course for a full-time greens/ground's person was filled in April bringing the staffing levels back to a full team.

Budgets

2. At end of May Epping Forest Local Risk was at 20% of total spend, 17% through the year. This is as expected as still awaiting grant income from 2018/19.

Weather

3. Soil moisture content depletion levels continue to be below average for the time of year. April 2019 was relatively dry with 13.6mm of rainfall, which was well below the average of 35mm for this time of year. There was 11 days of rainfall in total with the wettest day being the 3rd of April where 3.2mm of rain fell.
4. May 2019 saw 46.8mm of rainfall which matched the 10 year average of 49.67mm for this month. There was 14 days of rainfall in total with the wettest day being the 8th of May where 10.8mm of rain fell.

Sustainability

5. The introduction of the Ultra Low Emission Zone (ULEZ) in central London has raised public awareness of power generation by red diesel generators at the Spring Fairs. Similar concerns have also been raised concerning idling ice cream vans at High Beach and Connaught Water. Discussions are underway with the Showman's Guild on emission control measures and a feasibility study is considering power connections for ice cream vans.

Epping Forest Projects

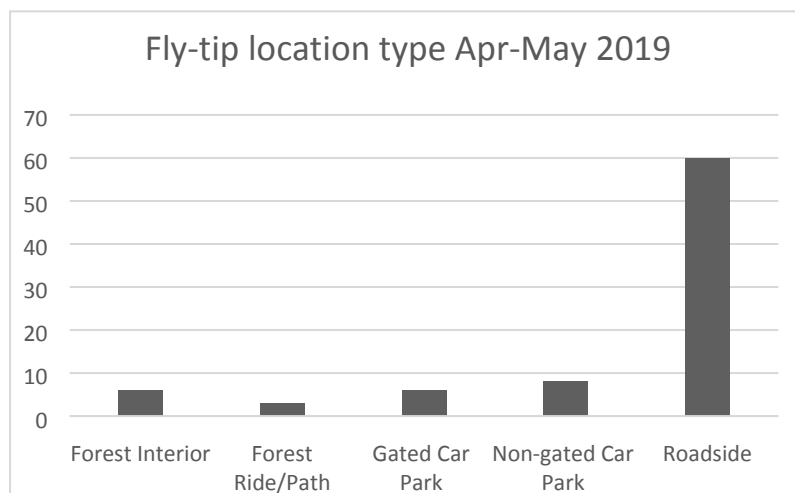
Parklife

6. The Gateway 2 'Spend to Save' Parklife Artificial Grass Pitch and Pavilion improvement Project at Wanstead Flats is now on hold subject to further scrutiny of capital projects through the Fundamental Review process.

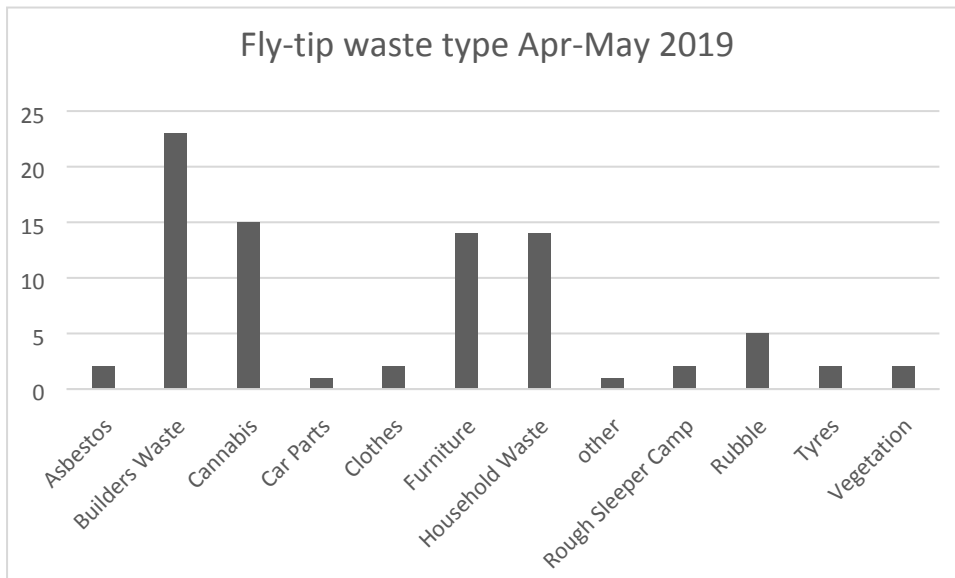
Forest Services

Flytipping

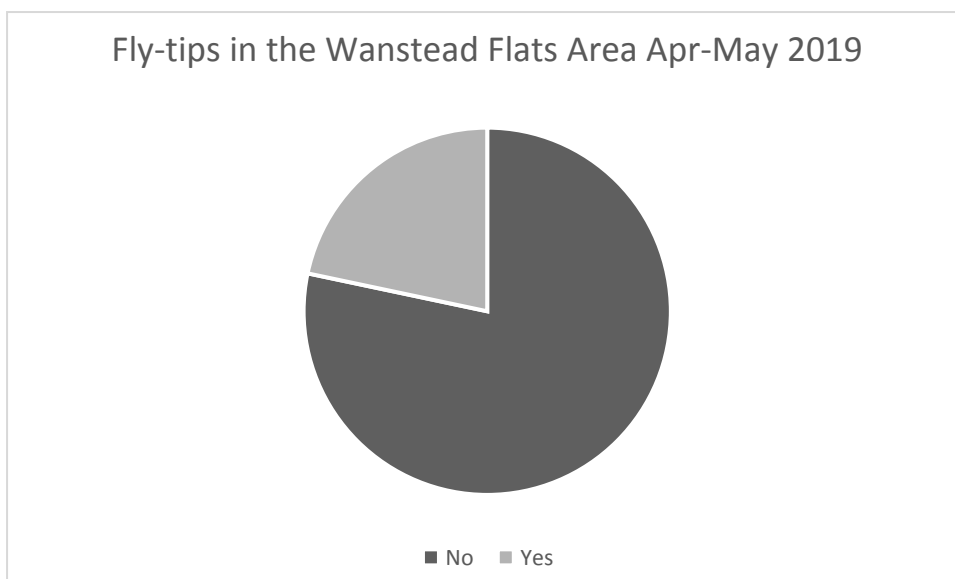
7. There was total of 83 tips over the period in comparison to 96 over the same period in 2018, representing a fall of 13.5%. The cumulative total for the first five months of 2019 is 175 fly tips compared to 167 fly tips for the previous year, representing a 4.7% in year increase.



8. Roadside locations remain the most vulnerable part of the Forest to fly-tipping, which represent 72% of all tips. A number of these locations have been highlighted for logging to try and reduce repeat deposits.



9. Builders waste remains the most prominent waste type representing 28%. However, in common with the February-March period of 2019, there has been a sharp increase the number of cannabis production-related waste deposited upon the Forest, with 15 tips representing 18% of all tips.



10. 18 fly-tips occurred within the Wanstead Flats area of the Forest during April-May representing 21% of all tips.

Enforcement Activity

11. Eight prosecutions were heard during the period under report, with five cases pleading guilty with fines, costs and victim surcharge amounting to £5,626. Two cases pleaded not guilty electing for trial and a warrant was issued for a failure to appear at court.

Date	Defendant Name	Offence Accepted 33: Deposit 34: Duty of Care	Court Name	Outcome	Costs Recovered
02.05.2019	Rafi HASSAN	Prosecution: EPA 33	Chelmsford Magistrates	GUILTY	Costs: £712 Fine: £600 V/S:£60
02.05.2019	Adeel AHMED	Prosecution EPA 33	Chelmsford Magistrates	GUILTY	Costs: £712 Fine: £1300 V/S:£120
02.05.2019	James DUNN (Case 1)	Prosecution EPA 33	Chelmsford Magistrates	GUILTY	Costs: £500 Fine: £200 V/S:£30
02.05.2019	James DUNN (Case 2)	Prosecution EPA 33	Chelmsford Magistrates	GUILTY	Costs: £500 Fine: £200 V/S:£0
28.05.2019	Keiron LAKNER	Prosecution EPA 33	Thames Magistrates	GUILTY	Costs: £542 Fine: £120 V/S £30
02.05.2019	PE133	Prosecution EPA 33	Chelmsford Magistrates	NOT GUILTY PLEA TRIAL DATE: 21.10.2019	
02.05.2019	PE 213	Prosecution EPA 33	Chelmsford Magistrates	NOT GUILTY PLEA TRIAL DATE: 24.10.2019	
02.05.2019	PE 236	Prosecution EPA 33 & 34	Chelmsford Magistrates	DID NOT ATTEND: WARRANT ISSUED	

Total Costs Awarded to Epping Forest	£2966
Total Fine	£2420
Total Victim/Surcharge	£240
Total	£5,626

Unexplained Deaths

12. There was an unexplained death at Lower Forest on the 30th May 2019 that was not considered suspicious. Forest Keeper staff assisted the Police and private ambulance with access. This represents the third unexplained death within the Forest in 2019.

Rough Sleepers

13. Four camps were identified and cleared over the period of April-May 2019. Despite engagement with local outreach organisations using the guidelines set by the City of London Rough Sleeper Steering Group and those of each of the four local authorities, the Police assisted in the clearance of two camps at James Lane. Due to the violent nature of some of the camp occupants and a potential disturbance of the peace caused by some of the homeless people present within the area. During April Senior Forest Keeper met with St Mungos to meet the area representatives following a reorganisation of their areas.

Licences

14. A total of 44 licences for events were issued during the two months being reported, which yielded an income of £46,224.01 plus VAT. 44 licences were issued during the same period in 2018/19 yielding income of £75,647.96 (inclusive of a compound of £19,180)

Unauthorised Occupations

15. There have not been any unauthorised occupations over this reporting period.

Dog Incidents

16. There have been 5 incidents between April and May 19 relating to Dogs. These range from Dogs attacking Dogs, to a potential attack on a Swan. Showmen associated with one of the Fairs have been accused ill-treating their dogs and abandoning a dog which savagely attacked and killed a dog while injuring another outside Davis Lane Primary School.

Deer Vehicle Collisions

17. Epping Forest staff dealt with a total of 19 deer vehicle collisions (DVC) during this reporting period.

Opening of the Forest

18. On Monday 15 April the Forest re-opened to open horse riding.

Heritage; Landscape and Nature Conservation

Biodiversity

19. Epping Forest officers made a significant contribution to the City of London Corporation's (CoL) evidence to the House of Commons Environmental Audit Committee's (EAC) examination of invasive non-native species (INNS). At the 21st May hearing, the EAC's Chairman cited the CoL evidence of the costs of managing oak processionary moth on the open spaces as an example of the financial implications of INNS to the UK. The fact that the evidence was cited from amongst over 50 other submissions demonstrates that the evidence had an impact with EAC.
20. At Warren Plantation, a preliminary assessment was made by the Biodiversity Officer of the impact of the Larch removal (over 600 trees felled and removed), which was carried out as a ramorum disease control measure over the winter period. The transect walk through the plantation revealed 5 territories of Firecrest, a rare Schedule 1 bird that has been known at this site for many years and uses conifers and other evergreens (like Holly) for its feeding and nesting areas. This is an exceptional density of this rare bird and another Schedule 1 species was also recorded at the plantation and may also be breeding within or close by.

Agri-environment Schemes

21. The annual Basic Payment Scheme application for the whole Open Spaces Department was coordinated by Epping Forest's Environmental Stewardship Officer (ESO). This application also required many hours of work throughout April by the ESO and the GIS Officer, checking data and maps respectively, as again the Rural Payments Agency made many changes to the maps including a significant number of errors.
22. With your Committee's approval, an application for entry into the Countryside Stewardship Scheme was submitted for part of the Forest in May 2019. This application will cover part of the Forest, with the rest of the Forest being subject to a second application in 2020. Epping Forest Officers met with Natural England in late May to discuss the development of the application, which will be finalised in August 2019 and is the subject of a separate report to your Committee

Grazing

23. Cattle moved onto the Forest on 8th May as scheduled, after the Bank Holiday and London Borough of Culture celebrations. This first group comprised 12 Longhorns grazing Chingford Plain within the invisible fenced area. A second group of 25 cattle went out on Fairmead / Bury Wood on 16th May. Grass growth on the Forest has been subdued due to the lack of rain this spring and the dry winter period. Animals numbers may be reduced if the lack of growth continues.

Heritage

24. A condition assessment was carried out by City Surveyor's on the eastern ha-ha at Copped Hall. This assessment identifies work that needs carrying out to protect and enhance this locally-important heritage feature, which is integral to the Copped Hall landscape immediately around the Hall itself. The City Surveyor's Dept will now be obtaining estimates for restoration works. Depending on the extent of the work required, works may be carried out in phases as funding becomes available.

25. An archaeological 'walk over survey' was carried out on Copped Hall by independent consultants to provide further information to inform the Parkland conservation management proposals that are being developed. The survey completed the work identifying the remaining historical features within the wider landscape of the Park and historic estate. Paths, banks, pits and remains of a minor to low significance, comprising post-Medieval to modern structures, were found.

Contractors

26. A three-year contract was concluded for the cutting of haylage across the Forest and Buffer Lands following a competitive procurement tender process. This ensures that the best value employment of specialist harvesting machinery which makes the most of the grassland as a crop and ensures that the cattle herd fodder is provided from Forest and Buffer Land sources rather than buying in external supplies at greater expense.

Land Management

Town & Country Planning – Forward Planning – Local Plans

27. Following Committee approval on 20th May, a Queen's Counsel (QC), alongside two consultants and the Head of Conservation put the case for the better protection of the Forest Special Area of Conservation and its enhancement under the Epping Forest District Council Local Plan at the examination in public hearing of 21st May. Detailed technical written representations had been made ahead of the hearing on the topics of recreation pressure, transport and air pollution. Criticisms of the Plan's legal compliance centred around the quality and scope of the Habitats Regulations Assessment and the lack of a full Mitigation Strategy. A further detailed legal paper on the impact of delay in reducing pollution impacts was tabled by CoL's QC and accepted by the Inspector on the day of the hearing.

28. Later in the week, at two further hearings the Head of Conservation made further interventions on the lack of a green infrastructure strategy for the Plan and CoL's concerns about the transport infrastructure and the pressure on roads through the Forest.

29. Subsequent to the hearings in May at the request of the Inspector, a Joint letter from Natural England and CoL was agreed and sent to Epping Forest District Council to outline the changes required to the Epping Forest-specific development management policy, 'without prejudice' to the case that had been made against the current Local Plan at the hearings. (see letter at Appendix 1 of this report).

Town & Country Planning – Development Control

30. As part of the Saturday visit on 11th May your Committee was taken through the detailed proposals for the re-development of the Suntrap Field Centre by the Suntrap Centre staff. These proposals have been submitted for planning approval by the owners, London Borough of Waltham Forest, to the planning authority Epping Forest District Council (EFDC). It has been agreed, because of the nature of the proposals and the importance of field education in the Forest, that the impacts of traffic and other matters would be dealt with through the Mitigation Strategy that remains under development by EFDC and other authorities.

Land Registration

31. The Broomhill Road casework was brought to a conclusion during May and the caution affecting Forest land was withdrawn. Formal confirmation is awaited from the Lands Tribunal after which the land in question will be permanently registered as Forest Land.

Operations

Subsidence/insurance works

32. Two subsidence claims have been processed and passed through to the insurance team during the period. Each claim requires a site assessment and report of the value of the tree(s) concerned and an audit of our management actions for the last 10-15 years. Since January we have had a total of five new claims to process.
33. Following a review of the actions identified in previous subsidence claims we are currently actively managing 14 different claim locations to mitigate future risks.
34. Two public liability claims were also processed during the period and passed to the insurance team. Since January we have processed seven claims against the City of London Corporation. The two most recent claims concerned damage to car tyres by the dragon's teeth on car parks and an incident involving a cyclist.

Tree Safety

35. Public consultation has commenced on the future management of the Churchill/Poplar avenue on Woodford Green. An information walk was hosted on the Green with around 45 attendees and further information events will be held. The local MP and councillors have also been contracted with details of the works being proposed and an explanatory video prepared for the Epping Forest Website.
36. Following the annual Tree inspection survey works to address the issues have been started with arborist teams largely focused on this work for the spring months. A long-standing project progressed in this period was the work to address safety issues on trees along Forest Glade, by Highams Park. This work has highlighted a number of neighbour issues that will be the focus of future works.

Oak Processionary Moth (OPM)

37. Two pesticide applications were undertaken by contractors at 10 locations in the Forest as part of OPM control measures. Monitoring inspections have also been tendered and ordered for 2019 and work will commence in June. Staff and wider anecdotal reports indicate that the forecast exponential increase in nest sites are proving accurate.

Access Works

38. The arborist teams have started the annual cut of the sightlines at all main entrances to the Forest. This work is usually undertaken along with the tree safety work with sightlines cut *en route* to different tree safety tasks.

39. Grass cutting has begun in earnest on the short grass areas in the Forest. The Forest greens across Loughton and Woodford have had a least a single cut of the short grass areas.

Visitor Services

Visitor Services events

40. Partnership continues with London Borough of Waltham Forest adult learning service to offer free craft taster sessions in the Community Room, The View: Prints of the Forest on 4 April; A Riot of Green in watercolour on 3 May and Nature fashioned in a greetings card on 20 May. These sessions attract a full room of 15-20 adults, usually local but attracting some participants from further afield, at no cost to City of London.
41. The Temple was open over two weekends including the Easter weekend and Easter Monday Bank holiday (20-22 April and 18-19 May). The Friends of Wanstead Park and Fields Studies Centre staff enhanced the public offer in Wanstead Park with Easter crafts, bluebell walks and Bug hunts funded by the City of London Corporation's 'Enjoying Green Spaces and the Natural Environment' strand of the Central Grants Programme

London Borough of Culture

42. The May Day Fayre held on Chingford Plain was a success and ran smoothly without complaint. Between 4,000 and 5,000 were engaged throughout the day, including the cycle route, cycle performances and on the Plain. 950 meals from sustainable borough sources were served and 1 ton of surplus food destined for landfill was repurposed for the table
43. The Women's walk was a dusk to nightfall walk in the Forest exploring women's experiences of walking alone. Led by a female ranger the walkers enjoyed learning about the wildlife of the Forest at night. The walk ended with a round table discussion led by three female authors who all talk about walking alone both in wilderness and in cities. Feedback was very positive and this may be an event that could be repeated at Epping Forest in future.
44. Ways of Seeing is a programme of art works across the borough in non-conventional settings featuring paintings from the Government Art Collection. The View is hosting two works; *Epping Forest* by Sir Jacob Epstein and *Grim's Ditch* by Clare Woods and will be on show until the end of August.

Learning and Education

45. There were 15 school sessions held in Epping Forest in April /May. This is slightly less than usual due to Easter holiday and May half term. 450 students experienced a learning session.
46. As part of the London Borough of Culture Learning Officers hosted an open day at QEHL showcasing the education offer for Epping Forest. 20 teachers attended along with 8 local education partners showcasing the local offer.

Chingford Golf Course

47. The Green Keeping Team carried out essential renovation work to the greens; all greens were solid tined, over-seeded and top dressed. This will help improve plant growth, reduce compaction and improve drainage. All of this is carried out to help produce a quality putting surface for our visitors. Due to the lack of rain staff were out watering daily to help keep the greens & tees playable. Daily/ weekly cutting requirements were carried out making use of the new AR3 machine which has allowed staff to get in and out of smaller areas which in the past were not able to be cut.
48. Total revenue from online sales this period is £10,867.50, total revenue from reception was £122,358.22 broken down into:

Breakdown of figures from Reception			
	2019/20	2018/19	Difference (+/-)
Green fees:	£113,608.44	£106,178.36	+£7430.08
Drinks:	£1284.60	£1353.60	-£69.00
Hire Equipment:	£5275.00	£4738.50	+536.50
Shop Sales:	£3473.60	£3131.50	+342.10
Wanstead:	£87.00	£487.00	-£400.00
Horse Riding:	£9497.08	£10,025.87	-£528.79

49. Compared to last year the total difference in revenue equates to an increase in income of £977.39 (1%)
50. Online bookings for the same period last year was £6283.50 compared to £10,867.50 this year, making an increase of £4584.00 (73%).
51. Total revenue from reception last year was £125,964.83 compared to £122,358.22 in the current year, a decrease amounting to £3606.61. (-3%)
52. The number of rounds for April & May last year was 4948. This year number of rounds for April & May was 5276. An increase of 328. (7%)

Wanstead Flats

53. Two large football tournaments have been secured in May for the summer off-season, one adult and one youth. Income has also been secured for the continued use of the flats for soccer school/club training sessions desired by several hirers. The total generated from these off-season bookings is £6,500.
54. Parkrun. Parkrun had 1,955 runners attending during April – May 2019. This is up by 233 or 13.5% up on the previous period last year.

Visitor Numbers

55. Visitor numbers are generally up across the visitor centres. Internal changes and improved retail in the View may be making a difference and the reopening of the Temple saw high footfall over the Easter bank holiday.

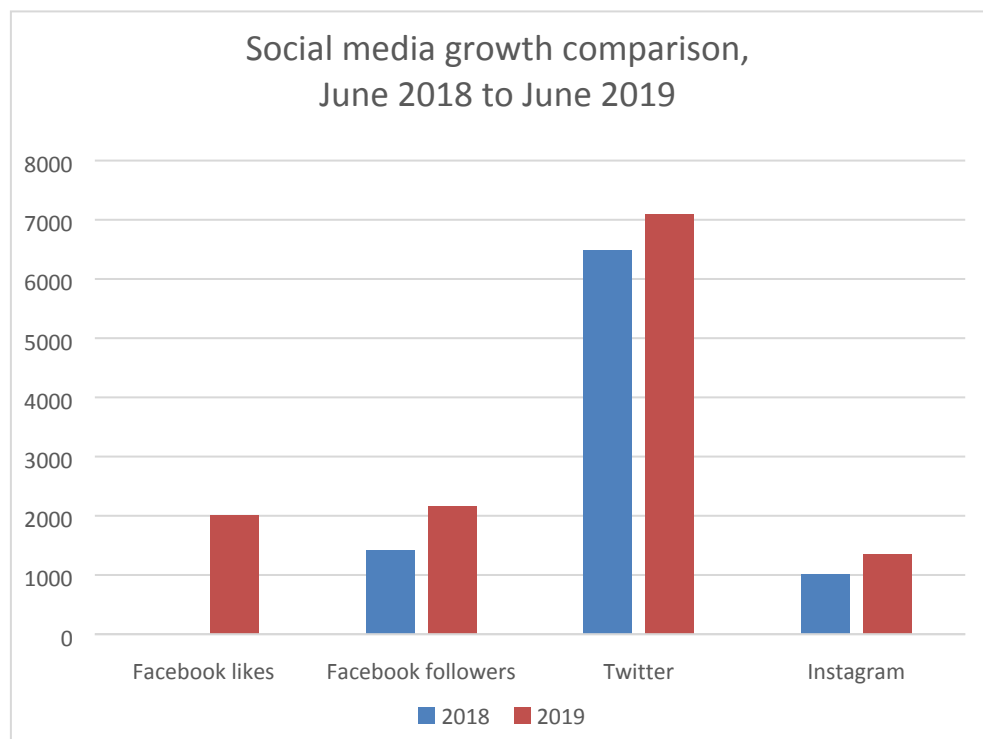
Visitor Numbers	QEHL 2018	2018	View	2018	Temple	2018	High Beach	2018	Total	Total 2018
April	2418 ↑	2142	4135 ↑	3870	1031 ↑	0	2221 ↓	2729	9805 ↑	8741
May	2597 ↓	2683	4045 ↑	3717	227 ↑	0	2260 ↑	2074	9129 ↑	8474

Communication and Information

56. As of 11 June 2019 our social media following is:

- Twitter followers: 7097 (9.4% increase on year)
- Facebook followers: 2167 (53% increase on year)
- Instagram followers: 1346 (33% increase on year)

57. The chart shows a comparison of our figures at the same point in 2018:



58. The spring edition of Forest Focus was very well received with the usual wide distribution across the Epping Forest area. We are currently awaiting delivery of the summer edition of Forest Focus.

59. New Wanstead Flats signage is being finalised and will soon be installed.

60. Epping Forest has achieved a Trip Advisor Certificate of Excellence via our online profile with Trip Advisor.



You've Earned a Certificate of Excellence

We're pleased to announce that Epping Forest has been recognised with a 2019 Certificate of Excellence, based on the consistently great reviews you've earned on the world's largest travel site.

Only a small percentage of businesses achieve this accolade! [Request your free customised Certificate of Excellence certificate and sticker now](#) – and start telling the world you're highly rated on TripAdvisor.

Appendices

- Appendix 1 – Joint letter from Natural England and CoL **Epping Forest District Local Plan Examination Matter 16 – Policies DM 2 and DM 22**

Paul Thomson

Superintendent of Epping Forest

T: 0208 532 1010

E: paul.thomson@cityoflondon.gov.uk



Date: 07 June 2019
Our ref:
Your ref: EFDC DM2 DM22 NE and CoL Final

Alison Blom-Cooper: ablomcooper@eppingforestdc.gov.uk>

BY EMAIL ONLY

Dear Alison

Epping Forest District Local Plan Examination Matter 16 – Policies DM 2 and DM 22

Thank you for your letter received and dated 31st May 2019 requesting that Natural England and the City of London Corporation provide revised policy wording to Policies DM2 and DM22 to address concerns raised at the recent local plan examination hearing session. As requested, Natural England have worked collaboratively with the City of London Conservators to suggest key areas for improvements to the drafting.

Please note that whilst both Natural England and the City of London Corporation have provided the policy amendments in the spirit of collaborative working. They are provided 'without prejudice' to the cases both organisations made at the Examination. These textual amendments will **not** address the key issues raised relating to compliance with the Habitats Regulations. In particular, as stated at the hearing, we do not consider that the evidence base excludes reasonable scientific doubt about an adverse impact from the planned development on the integrity of the protected site.

In addition, the absence of adopted Mitigation Strategies that are specific, precise and certain to address air quality and recreational impacts means that the plan, in our view, is not currently legally compliant. Mitigation Strategies need to be assessed and tested through the HRA process and are required prior to the adoption of the Plan. Our reference to Mitigation Strategies includes both SAMM and SANG aspects of the strategy required for recreation impacts, and a strategy to address air quality impacts.

Supporting text to the Policies

In the light of the above comments, we do not propose changes to the supporting text for either DM2 or DM22 at this stage. The current supporting text describes the existing situation and refers to the present iteration of the HRA (Jan 2019), all of which requires change. New supporting text can only be written once the Mitigation Strategies are complete and a new iteration of the HRA has assessed them. However, we are clear that the supporting text must refer to a Mitigation Strategy for both recreation and air quality, that is designed and regularly reviewed for the express purpose of ensuring that there would be no adverse effects on the integrity of Epping Forest SAC. Additionally, the supporting text must also refer to the requirement for a joint Supplementary Planning Document that would set out the mechanisms by which the mitigation would be implemented. As discussed at Examination, the City of London Corporation would also wish to see the supporting text, and indeed the policy itself, having regard for the wider context of the Forest as a whole.

Natural England and the City of London Corporation would welcome the opportunity to work with the Council to develop up to date supporting text once the Mitigation Strategies are prepared and agreed.

Policy text

The wording changes proposed below for your consideration are submitted on a 'without prejudice' basis and written as if the full suite of Mitigation Strategies (SAMMs/SANGs/Air Quality) are in place prior to the adoption of the Plan. It will be important for the supporting text, when updated, to provide the necessary detail and context for this policy wording.

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Proposed Policy Changes to Policy DM2

- A. The Council will expect all relevant development proposals to assist in the conservation and enhancement of the biodiversity, character, appearance and landscape setting of Epping Forest and the Lee Valley. The Council will expect all relevant development proposals to ensure that there is no adverse effect on the site integrity of the Epping Forest Special Area of Conservation (SAC) and the Lee Valley Special Protection Area (SPA). The Council has adopted Mitigation Strategies in relation to mitigating for recreation and air quality impacts on Epping Forest SAC. For recreation impacts, the Mitigation Strategy comprises of two inter-related parts: Site Access Management and Monitoring (SAMM) which includes actions within the designated site, and provision of Suitable Alternative Natural Greenspace (SANGs), which provides for alternative sites for recreation.

[Notes/rationale for above proposed changes – expanding A to provide two parts – to recognise the wider value and benefits of the two sites and their ecological and landscape functions, and then to specifically note the European designations and introduce the Mitigation Strategies into the policy, which are then referred to in more detail in subsequent parts below. Supporting text should give more context in relation to the restoration and maintenance of the sites in accordance with their conservation objectives].

- B. New development likely to have a significant effect, either alone or in combination with other plans or projects, will not be permitted unless sufficient measures are put in place to avoid or mitigate any potential adverse effects from the development ensuring that there will be no harm to the integrity of the protected sites. For Epping Forest SAC, the need for a strategic approach has been identified and such measures will be expected to include those identified in the Mitigation Strategies adopted by the Council relating to air quality and recreational pressures, which will be reviewed and updated as required over the plan period. The relevant strategies for Epping Forest are as follows:

B1 – Epping Forest Air Quality Strategy – To mitigate for potential or identified adverse effects on air quality arising from additional development in the District... *

*[*Note: Text for DM2B1 to be completed once the strategy agreed & then to be cross-referenced to Policy DM 22]*

B2 – Epping Forest SAMM Strategy - To mitigate for potential or identified adverse recreational effects of additional development in the District, all residential developments within the zone of influence identified by visitor survey work are required to be mitigated for through SAMM measures. Developments are required to make a contribution in accordance with the SAMM strategy.

B3 – Epping Forest SANGs Strategy - To mitigate for potential or identified adverse recreational effects of additional development in the District, in particular from strategic developments, the Council will ensure provision of and access to sufficient Suitable Alternative Natural Green Space (SANGs). For Epping Forest SAC, SANGs provision should be in accordance with the agreed SANGs Strategy. This could involve:

- (i) providing new green spaces; or
- (ii) improving access to green spaces; or
- (iii) improving the recreation facilities, naturalness, and habitat quality at existing green spaces; or
- (iv) improving connectivity between green spaces where this would not contribute to a material increase in recreational pressure on designated sites.

[Notes and rationale to above proposed changes – the previous B and C have been combined to provide a logical explanation of the three strategy areas (now B1 to B3). The policy should be clear about the requirements of the Mitigation Strategies, which should be agreed before plan adoption. This then provides developers with the framework to which to adhere. Projects may need to be assessed in combination with activities that may not amount to ‘development’, and may occur across local authority boundaries, such as traffic and recreational pressure, and all impact pathways need to be considered in combination with each other, hence the proposed deletions in B].

- C. In recognition of the risks posed to Epping Forest SAC from urbanisation effects in close proximity, planning applications for development will not be permitted within the strategic exclusion zone **of xxxm**** perpendicular to the boundary of the Epping Forest SAC, unless in exceptional circumstances it can be demonstrated through project level HRA that the development is of a type that would not generate any such impacts.

****** *[**Notes on exclusion zone width and rationale to above proposed changes - The policy should set out the requirement for an exclusion zone. However, there is not currently sufficient evidence to justify the exact width of the exclusion zone. To determine the width, the updated HRA needs to provide evidence to support it. In doing so the HRA needs to consider the issues such as light pollution, pets, dumping of garden waste, spread of alien species from gardens, encroachments from properties and the other issues of urbanisation where the impacts can be directly attributed to the households and their close proximity. We would welcome the opportunity to further discuss the zone and available evidence, to support the HRA consultants in making recommendations for the appropriate distance].*

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Proposed policy Changes to DM22

- A. The Council will seek to ensure that the District is protected from the impacts of air pollution. Potential air pollution risks will need to be properly considered and adequate mitigation included in the design of new development to ensure neither future, nor existing residents, workers, visitors, or environmental receptors including the Epping Forest SAC are adversely impacted as a result of the development.
- B. Mitigation measures required will be determined by the scale of development, its location, the potential to cause air pollution, and the presence of sensitive receptors in the locality. Such requirements will include, where appropriate, measures identified within the most up-to-date Air Quality Mitigation Strategy for Epping Forest Special Area of Conservation which

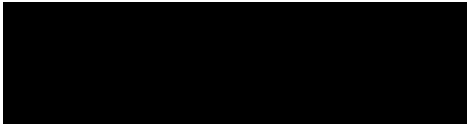
will be in place by the time the local plan is adopted by the Council (as further updated during the life of the plan).

- C. Proposals that have potential to produce air pollution, will be required to undertake an air quality assessment that identifies the potential impact of the development, and where appropriate, make contributions towards air quality monitoring. Assessments shall identify mitigation measures that will address any deterioration in air quality as a result of the development, having taken into account all other material sources of pollution (such as air, sea and land transport, agriculture and existing and permitted developments), and these measures shall be incorporated into the development proposals. The assessment will include an assessment of emissions (including from traffic generation) and calculation of the cost of the development to the environment. All assessments for air quality shall be undertaken by competent persons.

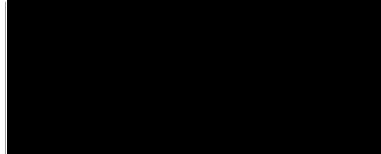
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We hope this letter clarifies the key aspects of Policy wording changes both organisations feel are necessary. In the absence of finalised Mitigation Strategies, and a revised HRA, we have highlighted key areas for wording refinement only. We consider that the full policy wording and supporting text will need to be checked and updated to reflect the finalised underpinning documents, and, therefore, we have not commented in detail on all aspects of policy wording and supporting text. We would look forward to assisting the Council in this regard in the near future. Should you wish to discuss the matter further with Natural England or the City of London Corporation please contact Sarah Fraser for Natural England (e: sarah.fraser2@naturalengland.org.uk /t: 0208 0261725) or Jeremy Dagley for the City of London (Jeremy.dagley@cityoflondon.gov.uk /t: 020 8532 5313).

Kind Regards



Aidan Lonergan
Team Manager – West Anglia Team
Natural England



Colin Buttery
Director of Open Spaces
City of London Corporation

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Committee(s)	Dated:
Epping Forest Consultative – <i>For discussion</i> Epping Forest and Commons – <i>For decision</i>	12 06 2019 08 07 2019
Subject: Highams Park. Little Sale Wood and Oak Hill Wood Individual Site Plan (SEF 21/19)	Public
Report of: Colin Buttery, Director of Open Spaces	For Decision
Report author: Geoff Sinclair, Head of Operations, Epping Forest	

Summary

A Strategy and Management Plan for Epping Forest for the period of 2019-29 is being developed alongside a 2019-22 Business Plan. Given the relative size of the Forest and the marked variety of the landscapes and habitats there is a need to describe the discrete management of key areas.

This report outlines the Individual Site Plan that has been prepared for Highams Park, Little Sale Wood and Oak Hill Wood. The property management issues and significant management considerations described in the ISP have been outlined along with management strategy proposed for the area.

Recommendation(s)

Consultative Members are asked to:

- i. Offer any comment on the draft Highams Park, Little Sale Wood and Oak Hill Wood ISP
- ii. Subject to such comments approve the undermentioned draft documents for public consultation
 - a. Highams Park, Little Sale Wood and Oak Hill Wood Individual Site Plan (ISP)
 - b. Highams Park Operations Plan
 - c. Highams Park Figures 1-4 of the Individual Site Plan

Main Report

Background

1. On the 11 March 2019, it was reported to your committee that a Strategy and Management Plan for Epping Forest for the period of 2019-29 is being developed. As part of the development process, existing operational activity in key geographical locations and for key activities is being reviewed.
2. The review process comprises an audit of the City Corporation's (CoL) property management issues alongside other significant management considerations to provide an overview of current practice and an outline of longer term aspirations.
3. This reports outlines the Individual Site Plan (ISP) for Highams Park, Little Sale Wood and Oak Hill Wood that has been prepared as part of the review. Preparation of the ISP has involved input from local Stakeholders and in particular the Highams Park Snedders.

Current Position

4. Highams Park, Little Sale Wood and Oak Hill Wood are part of Compartment 33 within Epping Forest, situated in the London Borough of Waltham Forest and have a total area of 53ha. The area forms part of the Epping Forest Site of Special Scientific Interest (SSSI), Epping Forest Special Area of Conservation (SAC) and is an Archaeological Priority Area (APA). Highams Park, Little Sale Wood and Oak Hill Wood once formed part of an extensive designed landscape laid out by the significant Georgian landscape architect Humphrey Repton and the area is included in Schedule 18 of the London Borough of Waltham Forest's local plan as a Park and Garden of Local Historic Interest.
5. Within the area is a large water body known as Highams Park lake. This was originally designed to be an 'ornamental fish pond' and was created by damming the River Ching. The River Ching was then diverted to the west from its original position, where it can be found today. Highams Park Lake is regulated by the Reservoirs Act 1975 (as amended by the Flood and Water Management Act 2010) and is routinely inspected by an independent reservoir engineer twice a year. An £1.4 million safety improvement project which remodelled the dam was completed in 2013 by the City of London. Under a tenancy agreement with the City Corporation, the Walthamstow Scouts operate the Michael Mallinson Watersports Centre on the southern shore of the lake, from which they access the lake in canoes.
6. The adjacent parkland of The Highams Park (London Borough of Waltham Forest) is a popular visitor amenity. There is an active group of conservation volunteers, The Highams Park Snedders, who are part of the Highams Park Planning Group (HPPG). The HPPG have developed a Neighbourhood Plan for the area and have also recently opened a community coffee shop and associated public conveniences, which is operated as a Community Interest Company (CIC). Public footfall to The Highams Park and the adjacent Highams Park is expected

to increase over the coming years. The 2014 visitor survey for Highams Park recorded a total of 72,528 visits.

Proposals

7. The ISP first outlines the property management issues and other significant management considerations impacting on the area, before presenting a management strategy and outline management program. A more detailed operational work activity plan is presented in an appendix.

Property Management Issues

8. Property management issues, additional to the normal actions such as tree safety management which are undertaken through the Forest, and for which action will be required at Highams Park have been identified as:
 - a. Dam Infrastructure: Highams Park Lake has obligations under the Flood and Water Management Act 2010;
 - b. Infrastructure: Lake edge revetment maintenance;
 - c. Statutory designations: The compartment is one of eight (out of 38) SSSI Units in Epping Forest that has been assessed as 'Unfavourable-declining' or 'Unfavourable-no change' by Natural England;
 - d. Invasive species: Japanese Knotweed, Terrapins and Oak Processionary Moth have all been identified within the Highams Park area;
 - e. Boundaries: The registered boundary along Forest Glade is at variance with the views of some neighbours and is currently an active management area.
 - f. Utilities: There are unidentified sewage odours at the spillway to the lake. These have been a concern for some time and are still the subject of investigations with Thames Water and the Environment Agency.

Management Considerations

9. There are a wide range of management considerations given in the report and these have been summarised below:
 - a. Ecological: Much of the area is lapsed wood pasture which, having been integrated into a designed parkland landscape, is now incorporated as secondary woodland with a scattering of impressive mature and veteran Oak standards and pollards. A dominating landscape feature is the 2.7ha acre lake and the adjoining River Ching. During low flow events, the lake has been subject to incidents of hypoxia (oxygen depletion). Key woodland species include the fern-like herb Moschatel (*Adoxa moschatella*). Oak Hill Pond has been assessed as of high importance for amphibians.
 - b. Access: The growth of secondary woodland has affected the accessibility of the area which is relatively poor. In particular orientation and navigation can be especially difficult for new users. The main North-South path through Epping Forest, part of the Epping Forest Centenary walk, runs through Highams Park and can be difficult to use in winter months. There is no dedicated car park for what is an increasingly popular area and this

may be a developing issue with any expansion of Residential Parking Zones (RPZ).

- c. Community: There is very strong community engagement and involvement at Highams Park. There is a Neighbourhood Planning Group, the Highams Park Planning Group (HPPG) , which has established a volunteer group, the Highams Park Snedders, who undertake a range of practical tasks in the area. The HPPG has also established Community Interest Company (CIC) that has established a café in the adjacent formal park area. Walthamstow Scouts have for many years used the lake for canoeing and adjacent land for camping;
- d. Heritage: Highams Park was designed by Humphrery Repton, the foremost landscaper of his day. The remaining designed landscape is significant because so much of what was planned in Repton's 'Red Book' for Highams Park was carried out on the ground. Where this has not been built upon, the designed landscape is still in evidence, if fragmented. Highams Park is listed by the London Borough of Waltham Forest as a park and garden of local historic interest in the Local Plan to reflect this historic significance.

Management Strategy

10. In addition to the need to discharge its obligations with respect to property management issues, the ISP identifies a 10-year management strategy for Highams Park, Little Sale Wood and Oak Hill Wood, summarised as follows:
 - a. to improve accessibility of and establish a clear identity for the area of Highams Park, Little Sale Wood and Oak Hill Wood for local residents and Epping Forest users more generally, through enhanced gateways, signage (including nature interpretation boards at the Lake) and paths;
 - b. to highlight the heritage of Highams Park, Great Sale Wood, Little Sale Wood and Oak Hill Wood as a designed park and garden, by opening up historic views and managing the landscape in a manner that is sensitive to its historic past;
 - c. to identify a programme of conservation measures that will contribute towards improving the conservation status of the SSSI in Highams Park, Little Sale Wood and Oak Hill Wood; and,
 - d. to strengthen and clarify local working arrangements and increase community involvement with the management of Highams Park, Little Sale Wood and Oak Hill Wood.

Outline Management Program and Operations Plan spreadsheet

11. The ISP presents a 5-year outline management program which is then further detailed in Appendix 1 of the report (see the Operations Plan spreadsheet). This will be reviewed and updated yearly to monitor the progress of the management program and ensure that it continues to deliver the outcomes set out in the 10-year management strategy. As well as works to be undertaken using existing resources, potential enhancement projects requiring additional support are also identified. Three enhancement projects are outlined, for which it is proposed practical and/or financial support from community partners will be sought:

- a. Constructing a shared use surfaced permissive N-S path. Depending on the length of the path worked, its cost will range from £67,000 for a 1000m section through the Highams Park to £242,875 to establish a 3625m section from Whitehall road through Oak Hill Wood. Any path project would be subject to a further committee report.
- b. Restoring the wood pasture parkland aspect of Little Sale Wood and Oak Hill Wood will require additional external funding.
- c. Physical improvement works to the ponds within Oak Hill Wood, such as de-silting and/or re-profiling the ponds, will also need additional external funding.

Corporate & Strategic Implications

- 12. City of London Corporate Plan 2018 - 2023: the restoration and maintenance of the internationally and nationally-important habitats of Epping Forest directly underscore the *third pillar* of the Corporate Plan, which is to “*shape outstanding environments*”. The development of ISP’s and PDN form part of the operational planning to achieve this aim of the Corporate Plan.
- 13. Open Spaces Department Business Plan 2016-19: The Strategic Vision of this plan is to ‘Preserve and protect our world class green spaces for the benefit of our local communities and the environment.’ and one of the Department Objectives is to ‘Protect and conserve the ecology, biodiversity and heritage of our sites.’ The preparation of the Epping Forest Management Strategy and Management Plan for 2019-29 is a key action in the Departmental Business Plan.
- 14. No negative equality impacts were identified for this proposal with the prospect of improved accessibility for people with some disabilities and parents with young children.

Financial Implications

- 15. The outline management program has been framed to fit within existing levels of local risk spend at Highams Park, Little Sale and Oak Hill Wood.
- 16. Three projects have been identified which will only be progressed if additional financial and practical support can be obtained. Some activity may qualify for Countryside Stewardship funding and this is being investigated and will be subject to a separate report if available.

Conclusion

- 17. An ISP has been prepared for Highams Park, Little Sale Wood and Oak Hill Wood. This identifies the property management issues and other significant management considerations that should be taken into account when approaching the management of this area, and which have drawn on the consultation and support of local stakeholders to develop.
- 18. A management strategy for the next 10 years is presented along with an outline management program and detailed work proposals (Operations Plan

spreadsheet). These proposals highlight works that can be achieved through existing Local Risk resources, but also where additional support will be required.

Appendices

- Appendix 1 – Highams Park, Little Sale Wood and Oak Hill Woods: Individual Site Plan
- Appendix 2 – Highams Park Operations Plan
- Appendix 3 – Highams Park Figures 1-4 of the Individual Site Plan

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HIGHAMS PARK, LITTLE SALE WOOD AND OAK HILL WOOD



Individual Site Plan

Date	13 May 2019
Version Number	v4.1 (EFCC final)
Review Date	
Author	Fiona Martin/Geoff Sinclair
Land Area	53 ha
Compartment Number	33
Designations	<p>Forest Land</p> <p>Site of Special Scientific Interest (SSSI)</p> <p>Special Area of Conservation (SAC)</p> <p>Archaeological Priority Area (APA)</p> <p>London Borough of Waltham Forest Park and Garden of Local Historic Interest</p>

HIGHAMS PARK, LITTLE SALE WOOD and OAK HILL WOOD

INDIVIDUAL SITE PLAN

INTRODUCTION

Individual Site Plans (ISPs) aim to review and collate the City Corporation's property management considerations at specific locations, to give an overview of current practice and outline longer term plans. An important part of the process is to work with key local stakeholders to ensure that we capture the management issues impacting each site. Site selection is centered around areas of Epping Forest that have a high number of competing issues and/or high visitor numbers.

The ISPs reflect the current level of activity at each site; however, an important part of each ISP is the identification of any potential improvement and enhancement projects that require additional resources, including support from external operational stakeholders, for example in the form of grant funding or volunteer person-hours. The information gathered in each report will be used by the City Corporation to prioritise work and spending on each site as part of the development of the 2019-29 Management Strategy and 2019-2022 Business Plan for Epping Forest.

Each ISP will aim to follow the same structure, outlined below:

- **Background** – a brief description of the extent of the site covered by the ISP;
- **Property Management Issues** – a list of identified property management considerations for the site;
- **Management Considerations** – a list of identified management considerations for the site, with respect to ecology, conservation, community, heritage, landscape and any other identified management issues;
- **Potential Enhancement Projects Requiring External Support** – a list of projects that would enhance the quality of one or more aspects of the site, for which additional support would be required;
- **Management Strategy** – a summary of the key overall objectives for managing the site, as identified by the audit;
- **Outline Management Programme** – a summary of the management actions identified for the site as a result of the audit and consultation process, with anticipated timelines for completion;
- **External Operational Stakeholders** – a list of external stakeholders who have an operational input to the site, who have been consulted as part of the compilation of the Individual Site Plan;
- **Bibliography** – a list of existing reports (if available) that have formed part of the audit for the ISP; and
- **Appendices** – including a detailed activity plan.

BACKGROUND

Highams Park, Little Sale Wood and Oak Hill Wood are part of Compartment 33 within Epping Forest, situated in the Borough of Waltham Forest, around 10 miles from the centre of the City of London. Figure 1 shows an overview of place names both within Compartment 33 and in the surrounding area. The land within Compartment 33 is protected under the Epping Forest Act 1878, as well as being designated as a *Site of Special Scientific Interest (SSSI)* and a *Special Area of Conservation (SAC)*. Highams Park itself forms a narrow strip of Forest land, connecting areas to its south, including Little Sale Wood and Oak Hill Wood, with those to the north, including Whitehall Plain. The woodland and lake of Highams Park is contiguous with 'The Highams Park', an area managed by the London Borough of Waltham Forest for public amenity, which creates a wider area of open space in that locality.

The Sale (more recently known as Great Sale Wood and Little Sale Wood) is a name that is believed to date back to Saxon times. Some local field and road names, and the name of Sale itself, are Anglo-Saxon in origin. The Old English *salh*, from which "Sale" is derived, means "at the willow tree", which is the old name for the Willow tree. It is also associated with old manor houses in the area. Hale End hamlet was an old Saxon settlement recorded in the Domesday Book.

The key natural habitats of Highams Park, Little Sale Wood and Oak Hill Wood are mixed semi-natural woodland, lapsed wood pasture with an important population of ancient Oaks and Hornbeam pollards, acid grassland, a large lake, ponds, a small river and ditches. These habitats are part of the remains of a once extensive designed landscape, superimposed on and incorporating features of the more ancient wood-pasture landscape, which were laid out for the house known as Highams, designed by the significant late Georgian landscaper Humphry Repton and the subject of one of his famous Red Books, published in 1794. This designed landscape includes an area of surviving parkland ('The Highams Park'), owned by the London Borough of Waltham Forest, and used as a public park.

A narrow strip of woodland (Little Sale Wood) was once part of Repton's designed landscape, and there remains a long cambered bank, thought to be a trackway from Repton's landscaping. The mansion of the historic landscape of Highams survives, though it is no longer contiguous with the parkland and lake due to the development of housing in the 1930s. The house is now Woodford County High School for Girls. Highams Park, Little Sale Wood, Oak Hill Wood and 'The Highams Park' are not on English Heritage's *Register of Parks and Gardens of Historic Interest*. In the Waltham Forest Local Plan, 'The Highams Park' (and adjacent lake in Highams Park) are included in Schedule 18 as Parks and Gardens of Local Historic Interest.

The body of water which is now known as Highams Park lake was originally designed to be an ornamental fish pond and was created by damming the River Ching. The River Ching was then diverted to the west from its original position, where it can be found today. Although Highams Park lake is no longer directly located on the main River Ching, it receives water from the high ground to the east and, in very extreme flood events, the River Ching overtops into the lake at the northwest end. Highams Park lake is regulated by the Reservoirs Act 1975 (as amended by the Flood and Water Management Act 2010) and is routinely inspected by an independent reservoir engineer twice a year.

The adjacent parkland of The Highams Park is a popular visitor amenity. There is an active group of conservation volunteers, The Highams Park Snedders, who are part of the Highams Park Planning Group (HPPG). The HPPG have also recently opened a community coffee shop and associated public conveniences, which is operated as a Community Interest Company (CIC). Public footfall to The Highams Park and the adjacent Highams Park is expected to increase over the coming years. The 2014 visitor survey for Highams Park recorded a total of 72,528 visits.

Little Sale Wood is a narrow strip of mostly Hornbeam woodland linking Highams Park woodland to the north and Oak Hill Wood to the south. Oak Hill Wood is an area of dense scrub growth with poorly defined access paths, and is much less frequented by visitors.

Under a tenancy agreement with the City Corporation, the Scout Association have a Boat Hut on the southern shore of the lake, from which they access the lake in canoes.

PROPERTY OBLIGATIONS

Flood risk and dam infrastructure

- National Flood Risk: Under the Flood and Water Management Act 2010, Highams Park lake is classified as National Flood Risk Category 3 (highest risk), whilst the River Ching on Epping Forest land is classified as Category 2. See <https://flood-map-for-planning.service.gov.uk/confirm-location?easting=538866&northing=193001&placeOrPostcode=chingford%20hatch%20london>.
- City Corporation has a statutory responsibility to monitor and maintain the Highams Park lake dam and associated infrastructure to standards set out in the Reservoirs Act 1975 (as amended by the Flood and Water Management Act 2010). The reservoir is inspected twice yearly by a Consulting Engineer with the following aspects observed closely:
 - functioning of the spillway and draw down structures;
 - absence of obstructions, including vegetative growth on the dam and spillways; and,
 - frequency of monitoring inspections.
- Improvement works: Works were undertaken in 2014 to create a 50m long reinforced grass spillway so that the dam can safely cope with future predicted extreme flood flows. As part of these works, a reinforced wall was constructed around the boathouse, to allow its retention whilst complying with Reservoir regulations. A new draw down valve on the western edge of the lake, connecting it to the River Ching, was also constructed, so that the lake level can be reduced when required.

Infrastructure

- Footbridge/culverts: There are three footbridges (two at the northern end of the compartment and one at the southern end) and one culvert, at the northern end of the compartment. These have biennial structural / safety inspections by the Corporation's City Surveyor Department.
- Benches: There are four benches within the compartment, with one bench in Little Sale Wood which is situated under a tree. The risks associated with benches under trees are covered as part of a separate Tree Safety Policy (City of London Corporation, 2019).
- Revetments and landing stage: Existing timber revetments around the lake are in a poor state of repair, with erosion of the bank behind the revetments. A pre-existing landing stage on the east side of the lake is also in a poor state of repair since its use was discontinued.

Tree Safety

- Tree Safety: The whole of Epping Forest falls into one of four tree safety management zones (City of London Corporation, 2018). Trees along main roads are in a Red + Zone and surveyed yearly. Alongside minor highways, trees in the Red Zone are surveyed every 2 years. Trees in Amber Zone, in areas frequented by the public and where trees abut properties, are surveyed every three years. Red +, Red and Amber zones are surveyed by specialist external tree safety

consultants. Parts of the Forest where public footfall is low but there is regular use, such as main paths, are in a Green Zone and are surveyed by City Corporation Keepers on a five year rotation.

- The trees along Chingford Lane are in the Red + Zone, whilst those along Forest Glade, The Charter Road, Alders Avenue and Oak Hill are in the Red Zone, trees around Highams Park lake, where footfall is high and those abutting properties are in the Amber Zone, and those in Highams Park woodland and along the little used shared use trail in Little Sale Wood and Oak Hill Wood are in a Green Zone.

Statutory Designations

- SSSI and SAC: Highams Park woodland and lake, as part of Epping Forest, is designated a *Site of Special Scientific Interest* (SSSI) and a *Special Area of Conservation* (SAC). The compartment was assessed by Natural England (NE) in January 2010 as 'Unfavourable – declining', with poor air quality and tree health being major concerns.
- Archaeological Priority Areas: The lake, River Ching and the southern end of The Highams Park are designated by Historic England as Archaeological Priority Areas within Greater London (Historic England, 2016). These areas are described in the Waltham Forest Unitary Development Plan (adopted 2006, due to be reviewed in 2023) as 'an area of probable Saxon occupation and the site of the medieval manor of Hecham, which was in existence by the 11th century. It is also the site of the 18th century Highams House and Park' and the River Ching is described as 'a possible focus of activity where archaeological evidence may be preserved in alluvial deposits'.

Invasive / Alien Species

- Japanese Knotweed (*Fallopia japonica*) has been identified and treated at the northern end of the site, but has been re-found recently. Under Schedule 9 of the Wildlife and Countryside Act 1991, it is an offence to plant or otherwise cause this species to grow in the wild. Under the Environment Protection Act 1990, this species is also classified as controlled waste.
- Terrapins (typically the red-eared slider (*Trachemys scripta elegans*)) have been introduced into and become established in the lake. Terrapins are not native to the UK and their introduction has led to damaging predation on native species, especially frogs and dragonflies.
- There is a record of an Oak Processionary Moth (*Thaumetopoea processionea* - OPM) colony in an Oak (*Quercus* sp) tree on the west side of the lake towards the northern end. The presence of this species is likely to increase during the period of this plan and this will require communications with visitors, as well as continuing monitoring and removal of OPM nests in potentially hazardous locations.

Boundaries

- There is uncertainty regarding the ownership of the fencing and revetment along the west bank of River Ching near Falmouth Avenue which needs clarification to ensure structures are maintained appropriately.
- The registered Forest boundary along Forest Glade on the west covers all the woodland area and is at variance with the views of some neighbours. To date, no contrary evidence has been given and the City of London assumes responsibility for managing this boundary.

Highway Verges

- Charter Road verge is cut every three years to prevent encroachment on the pavement and Chingford Lane is cut every two years to control vegetation impacting on the highway.
- Sightlines on entrance and road junctions are cut annually by the City Corporation.

Utilities

- Unidentified sewage odours: Despite investigations by City Corporation and Thames Water, there remains an unidentified sewage odour at the southeastern end of the lake, possibly as a result of contaminated storm water drains that outfall into the lake. There is also an unidentified foul odour at the northern end of the lake. This is most likely to be caused by the anaerobic condition of the water at the northern end of the lake, but there may also be unidentified contamination of the storm drain which discharges into the River Ching to the immediate north. See Appendix C for further details.

MANAGEMENT CONSIDERATIONS

Ecological

- Habitats:
 - Ancient / veteran trees: There is a scattering of impressive mature and veteran Oak standards and some pollards within Highams Park woodland, increasing in density at the northern end (Brockless, 2016). Competition from scrub and understory species and air pollution is adversely impacting the health of the veteran trees.
 - Grassland: Existing open areas and grassland are largely floristically poor. However, there are areas of acid grassland habitat, which are part of the SSSI notification and a habitat now rare in London. The grasslands are currently cut at least annually although encroachment by bramble and other scrub is a problem.
 - Scrub is an important habitat element, that is largely over-shaded in this area, and could be enhanced with more edge created, whilst still reducing encroachment on the acid grassland (see above).
 - Lapsed wood pasture: Oak Hill Wood is an area of lapsed Hornbeam-Oak lowland wood pasture with veteran trees in poor condition, acid grassland that is shrinking under threat from scrub encroachment (see grassland above), and four ponds, also in declining condition following restoration management in the 1990s. The historical core areas of acid grassland within Oak Hill Wood were significantly larger than the current area (Natural England, 2010).
 - Wetland areas (ponds and lake): these are very significant features of this area of the Forest and provide a diversity of habitats for many species, although affected by shading vegetation and possible sewerage pollution.
- Notable species:
 - Ancient woodland indicator: Ancient woodland is land that has been continuously wooded since 1600 in England. These woodlands can be identified in part through ancient woodland indicator species such as Moschatel (*Adoxa moschatella*) and Wild Service (*Sorbus torminalis*). Moschatel occurs in patches within the Highams Park woodland alongside the River Ching adjacent to the lake. There are records for Wild Service within Little Sale Wood, to the south of The Charter Road.

- Bluebell: Bluebell (*Hyacinthoides non-scripta*) occurs in scattered patches within the woodland, though these are not mapped on the City Corporation's Geographical Information System (GIS). The UK holds around half of the world's population of Bluebells and the plant is protected from illegal commercial harvesting through listing on Schedule 8 of the Wildlife and Countryside Act 1989.
- Amphibians: An amphibian survey was undertaken on the ponds and lakes within Epping Forest in 2013 (Cathering Bickmore Associates, 2014) to assess their suitability for amphibians and make management recommendations. Oak Hill Pond Extra (Pond J in Brockless, 2016) was assessed as being of high importance for amphibians and high priority for management. Oak Hill Pond South (Pond L in Brockless, 2016) was assessed as being of high importance for amphibians but medium priority for management. Oak Hill Pond North (Pond K in Brockless, 2016) was judged to be of medium importance for amphibians and medium priority for management. Highams Park lake was of medium importance for amphibians, but low importance for management, from a purely ecological point of view. Leighs Pond (Pond I in Brockless, 2016) was deemed of low importance for amphibians, and is also of low importance for management. Further details of the survey and specific management recommendations are in Appendix D.
- Lake / aquatic habitat:
 - Hypoxia: There is a history of hypoxia (Oxygen depletion) events in Highams Park lake, resulting in large-scale fish mortality. Contributory factors appear to be low water movement in the lake and poor populations of oxygenating aquatic plants, as well as seasonal climatic factors. Dissolved Oxygen levels are monitored at key times of the year.
 - Marginal vegetation: Despite recent efforts by the Highams Park Snedders to establish pockets of emergent vegetation around the lake margins, there is still a paucity of such vegetation, which has resulted in poor fish, amphibian, and invertebrate (in particular Odonata - dragonflies and damselflies) populations.
 - Shading of lake margins and river: Lapsed management around the lake margins has created excessive shading that prevents healthy marginal vegetation growth. However, the overgrown trees include Alder (*Alnus glutinosa*), a key wet woodland species around the lake edge. Management of bankside trees will need to incorporate retaining Alder in a mixed age structure along with more open areas, to encourage marginal vegetation.

Access

- Public Rights of Way: London Borough of Waltham Forest BOAT (Byways open to all traffic) numbers 141 and 142 are located at the northern end of Highams Park wood, forming a triangle with Chingford Lane. Public footpath numbers 145-147 and 149 traverse Highams Park wood from north to south to the west of the lake (in the area known as Great Sale Wood), and footpath number 148 cuts off the corner between The Charter Road and Tamworth Avenue. In Little Sale Wood, public footpath numbers 87, 91 and 92 also cross the wood in a north-south direction. Within Oak Hill Wood, a public bridleway (numbers 85 and 86) follows a track east along the northern edge of the main body of Oak Hill Wood, before turning south past some ponds to rejoin the public highway network at the road known as Oak Hill. Obstructing a Public Right of Way is a criminal offence and, as the landowner, City Corporation have the following responsibilities:
 - to avoid putting obstructions on or across the Public Rights of Way; and,
 - to make sure vegetation does not encroach onto the Public Rights of Way from the sides or above.
- Shared use trail: A permissive shared use trail runs through Highams Park, Little Sale Wood and Oak Hill Wood; it is a key north-south path through Epping Forest. During winter months, the path

becomes virtually impassable for long sections due to the heavy clay substrate. In addition, the Centenary Walk, a long-distance trail through Epping Forest, uses the permissive shared use trail.

- **Accessibility :** Access connections to residential areas and the formal parkland to the east are poorly integrated with Highams Park, Little Sale Wood, Oak Hill Wood and the main north-south route. Informal link paths are seasonally inaccessible and poorly defined.
- **Orientation and navigation:** The absence of signage and inconsistent use of place names within this part of Epping Forest makes orientation and navigation difficult for new users. Visitors would benefit from navigation maps at entrance gateways to Highams Park, Little Sale Wood and Oak Hill Wood. Communication of location names to the general public would help to engender a sense of place.
- **Car parking:** Currently, car parking is on local roads. However, Controlled Parking Zones are being established in the local area and the parking needs of visitors to Highams Park will need to be considered going forwards.

Community

- **Highams Park Planning Group:** The Highams Park Planning Group (HPPG) is a group of over 1,200 local people which has been designated by the London Borough of Waltham Forest to create a Neighbourhood Plan ('The Highams Park Plan') for the Highams Park Neighbourhood Area, which covers an area from the Waterworks Roundabout to Hatch Plain and The Loppes. The plan is being created by local residents using decision making powers granted to local communities under the Localism Act 2011. The Plan will be in two parts: a Neighbourhood Plan which will be a formal document covering land use and planning issues in the Area, and an Action Plan which will cover community projects that local people say they want implemented. Highams Park, Great Sale Wood, Little Sale Wood and Oak Hill Wood are within the area covered by the HPPG; as well as Hatch Plain, The Loppes and part of the Woodford Golf Course.
- **Highams Park Community Interest Company:** Highams Park CIC (HP CIC) is a community interest company which was set up by members of the Highams Park Planning Group (HPPG) in 2017, with the aim of delivering projects for local people in the Highams Park Plan Area. Working in conjunction with volunteers from HPPG, HP CIC undertook its first project in October 2017 when it entered into a lease with Waltham Forest Council for the refurbishment of a disused building in The Highams Park, to provide a community hub with café and toilets.
- **The Highams Park Snedders:** Some members of the HPPG have formed a team of volunteers called The Highams Park Snedders, who undertake practical conservation work within the boundary of the Highams Park Neighbourhood Plan area. They carry out small projects on Epping Forest land in conjunction with City Corporation staff.
- **Scout Association:** The Scout Association leases the boat house and grounds at the southern end of Highams Park lake from the City Corporation. The lease currently prohibits the Scout Association from sharing use of the boat house with the local community; however, the lease is due for renewal in 2019. As the boat house is a significant resource for the local community, the HPPG would like to see the lease amended when it is renewed, so that the boat house facilities can be enjoyed by the wider local community.
- **Fishing:** Fishing is allowed on the lake to people holding the appropriate Environment Agency licences. Fish stocks in the lake have however been affected by past hypoxia events.
- **Boating:** Historically, hire boats were available on the lake for visitors and there is a strong folk memory of these times. The hire boats were replaced by the Lea Avon Sailing Club in the mid-1960's; this was a very active club for over ten years until tree growth on the lake margins reduced the wind to the extent that sailing was no longer sufficient for sailing. The boating

tradition was to some extent continued by the Scouts, who at one time canoed regularly on the lake. Recently canoeing has become very infrequent.

- **Antisocial Behaviour:** The dam area has proved appealing as an evening gathering point, probably as a consequence of the low wall by the Scout hut. Littering and drug use appear to be regular concerns in this area.

Heritage and Landscape

- **Humphry Repton:** Highams Park was designed by Humphry Repton who, apart from his national reputation, was relatively local to the site having lived at Romford for many years. Repton created a Red Book for Higham Hill (1794), setting out his design for the estate. The survival of the Red Book shows that a majority of the proposals in the Red Book were carried out by the owner, John Harman. The park is not listed under English Heritage's Register of Parks and Gardens as it became fragmented and partly built upon in later years. However, 'The Highams Park' (to the east of the Forest land) and Highams Park lake and woodland are included in the Waltham Forest Local Plan as a Park and Garden of Historical Interest.
- **Fragmentation of a heritage landscape:** The Repton designed Highams Park is now largely split across three different landownerships. The fragmentation of ownership has led to a loss of integrity and unity of the original parkland design. Public information on the heritage landscape (e.g. signage) is poor within Epping Forest land, though new information boards have been recently installed in the park by the Snedders.

MANAGEMENT STRATEGY

The City of London Corporation will discharge its obligations with respect to property management issues, as identified in this ISP. In addition, over a period of 5-10 years, City Corporation objectives for managing Highams Park, Little Sale Wood and Oak Hill Wood are as follows:

1. to improve the accessibility and establish a clear identity for the area of Highams Park, Little Sale Wood and Oak Hill Wood for local residents and Epping Forest users more generally, through enhanced gateways, signage (including nature interpretation boards at the Lake) and paths;
2. to highlight the heritage of Highams Park, Great Sale Wood, Little Sale Wood and Oak Hill Wood as a designed park and garden, by opening up historic views and managing the landscape in a manner that is sensitive to its historic past;
3. to identify a programme of conservation measures that will contribute towards improving the conservation status of the SSSI in Highams Park, Little Sale Wood and Oak Hill Wood; and,
4. to strengthen and clarify local working arrangements and increase community involvement with the management of Highams Park, Little Sale Wood and Oak Hill Wood.

OUTLINE MANAGEMENT PROGRAM

Objective	Action	Timing ¹
(City Corporation obligations)	<p><i>Site safety and legal work:</i></p> <ul style="list-style-type: none"> • Fulfil statutory requirements to monitor and maintain the Highams Park lake dam and associated infrastructure to standards set out in the Reservoirs Act 1975 (as amended by the Flood and Water Management Act 2010). • Manage tree safety and Forest furniture according to relevant City Corporation Policies. • Monitor for return of invasive / non-native species. 	<ul style="list-style-type: none"> • Ongoing • Ongoing • Ongoing annually
2, 3	<p><i>Water body management:</i></p> <ul style="list-style-type: none"> • Reinforce lake margins using a combination of hard and soft protection techniques, e.g. timber wharfing and marginal vegetation. 	• 2019-21
3	<ul style="list-style-type: none"> • Prepare hypoxia management plan for lake. 	• 2020-21
3	<ul style="list-style-type: none"> • Oak Hill Wood: open up around ponds • Oak Hill Wood: Manage growth of invasive pond vegetation, e.g. reedmace. 	• 2019-24
3, 4	<ul style="list-style-type: none"> • Develop a plan and seek funding for de-silting / re-profiling ponds. 	• 2019-24
3	<p><i>Habitat management</i></p> <ul style="list-style-type: none"> • Agree measures with Natural England to improve the Favourable Conservation Status of the SSSI and consider Countryside Stewardship Scheme funding where appropriate. 	• 2019-20
3, 4	<ul style="list-style-type: none"> • Prioritise open ground habitat management along access routes for multiple benefits to conservation, access, heritage and local stakeholders. 	• 2019-24
3	<ul style="list-style-type: none"> • Encourage spread of notable plant species within woodland. 	• 2019-21
1, 2	<p><i>Access work:</i></p> <ul style="list-style-type: none"> • Enhance gateways to Highams Park, Little Sale Wood and Oak Hill Wood. 	• 2019-20
1	<ul style="list-style-type: none"> • Improve definition of N/S shared access route with orientation signage and vegetation management. 	• 2019-20
1, 2	<ul style="list-style-type: none"> • Surface the N/S path with an all-weather substrate and link with Humphry’s Café in The Highams Park. 	• Subject to funding
2	<p><i>Heritage management work:</i></p> <ul style="list-style-type: none"> • Restore and maintain a landscape that reflects the historic design by Humphry Repton, by opening up vistas, veteran tree management and restoring the 	• Ongoing, additional work planned (2019-24)

¹ Ongoing = task is ongoing on cyclical basis in current management of the site, 2019 = first year of new task, subject to funding = additional funding required for task / project to be progressed

Objective	Action	Timing ¹ (ongoing/years/subject to funding)
4	lake, both its ecological aspect and traditional public use. Community: <ul style="list-style-type: none"> Preparation of an annual Snedders work plan. Preparation of a development strategy for enhancement projects. 	<ul style="list-style-type: none"> Ongoing 2019-2020

POTENTIAL ENHANCEMENT PROJECTS REQUIRING ADDITIONAL SUPPORT

Additional support needs to be sought from community partners to take forward the following projects.

Shared use permissive N-S path

- During winter months, the main north-south path become virtually impassable for long sections within this compartment due to the heavy clay substrate. Additional external funding will be needed to upgrade the track to a surfaced path.

Table 1: Approximate costs for creating surfaced paths

Location	Length of path section (m)	Approximate cost (£) (costed at £67/m)
Whitehall Road (A1009)	1300	87,100
Highams Park	1000	67,000
Little Sale Wood	475	31,825
Oak Hill Wood	850	56,950
TOTAL COST		242,875

Little Sale Wood and Oak Hill Wood

- Restoring the wood pasture parkland aspect of Little Sale Wood and Oak Hill Wood will require additional external funding.
- Physical improvement works to the ponds within Oak Hill Wood, such as de-silting and/or re-profiling the ponds, will also need additional external funding.

EXTERNAL OPERATIONAL STAKEHOLDERS

Chingford Green LBWF Safer Neighbourhood Panel

Chingford Historical Society

Epping Forest Conservation Volunteers

Epping Forest Heritage Trust

Epping Forest Riders Association

Essex Field Club

Hale End and Highams Safer Neighbourhood Panel

Hatch Lane LBWF Safer Neighbourhood Panel

Highams Park Community Interest Company

Highams Park Forum

Highams Park Planning Group (HPPG)

Highams Residents Association

London Borough of Waltham Forest

The Highams Park Snedders

Woodford Golf Course

Woodford Green Amenity Group

Woodford Historical Society

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APPENDIX A: Detailed Activity Plan

[See appended spreadsheet]

Refer to Figures 2 and 3 in conjunction with the spreadsheet.

APPENDIX B: List of Figures

Figure 1

Compartment 33: Highams Park
Overview of place names

Figure 2

Compartment 33 (north):
Highams Park

Figure 3

Compartment 33 (south):
Little Sale Wood and Oak Hill Wood

Figure 4

Compartment 33 (north):
Overview of utilities

APPENDIX C: Sewage Issues

Sewerage: There are two Thames Water sewage outfalls into the lake, on the eastern shore towards the southern end. There are also three further Thames Water sewage outfalls to the River Ching, one just to the north of the lake, and two to the west of the lake. In addition, a Thames Water sewer runs immediately to the west of the River Ching for around 65m just north of The Charter Road. The condition of these sewage outfalls and associated pipework is unknown.

Unidentified sewage odours: Despite investigations by City Corporation and Thames Water, there remains an unidentified sewage odour at the southeastern end of the lake, possibly as a result of a leak from one of the sewage outfalls into the lake (or the pipes feeding these). There is also an unidentified foul odour at the northern end of the lake; again, this may be in part caused by a leak from the sewage outfall immediately to the north.

Figure 4 shows the locations of the known sewerage pipes and outfalls in the northern half of Compartment 33, around Highams Park lake.

City Corporation will liaise further with Thames Water to resolve the issues relating to the foul odours occurring at the northern and southern end of Highams Park lake.

APPENDIX D: Amphibian survey results and management recommendations

Catherine Bickmore Associates was commissioned on behalf of City of London Corporation to undertake an amphibian survey of the ponds and lakes of Epping Forest (Catherine Bickmore Associates, 2014). The first objective of the study was to categorise the ponds in terms of importance for amphibians with particular reference to great crested newt. The second was to categorise the ponds according to management priority, with recommendations for management actions for amphibians.

Brockless, S (2016) was commissioned to write a management plan for the restoration of Highams Park and The Sale (Epping Forest SSSI Unit 133) into favourable condition. The report included proposed restoration / management proposals for Highams lake and the ponds in Oak Hill Wood, which have been added to the table below for comparison with the management recommendations from Catherine Bickmore Associates (2014).

Table D/1: Summary of results of pond survey for amphibians and management recommendations

Waterbody name	HIS (Habitat Suitability Index)	Invasive non-native species	Fish present (Y/N)	Other factors affecting suitability	Designation	Amphibians recorded	Importance for amphibians	Priority for management	Management recommendations (Catherine Bickmore Associates, 2014)	Management recommendations (Brockless, S, 2016)
Pond J (Oak Hill Pond Extra)	0.69	None seen in survey	N	Lack of egg laying vegetation and lack of open water	Y (SSSI & SAC)	Smooth Newt, Common Frog	High	HIGH	Reduce shade, encourage aquatic macrophyte growth, possibly deepen.	Clear scrub and excess tree cover around pond, consider reprofiling as edges very steep, investigate whether pond can hold water in spring or whether it needs clay lining.
Pond L (Oak Hill Pond South)	0.90	<i>Crassula helmsii</i>	N	Lack of open water at margins	Y (SSSI & SAC)	Common Toad, Smooth Newt, Palmate Newt, Common Frog	High	MEDIUM	Remove reedbed, address <i>Crassula helmsii</i>	Thin out oaks on south-west side of pond. Light touch management to reduce vegetation (e.g. Bulrush) encroaching into pond.
Pond K (Oak Hill Pond North)	0.78	None seen in survey	N		Y (SSSI & SAC)	Common Toad, Smooth Newt	Medium	MEDIUM	Reduce shade, remove silt/leaf litter, encourage macrophytes.	Remove excess surrounding trees and young scrub (e.g. Sycamore), de-silting whilst retaining shallow sloping profile.
Highams Park lake	0.28	None seen in survey	Y	Lack of egg laying vegetation	Y (SSSI & SAC)	Common Toad, Smooth Newt, Palmate Newt, Common Frog	Medium	LOW	Reduce shade and protect areas from waterfowl to encourage macrophyte establishment.	Initial work of some opening up, de-silting and planting in the shallows is positive. Plant further stands of emergent vegetation, continue work on bankside trees (especially along east bank), e
Pond I (Leighs Pond)	0.74	None seen in survey	Y	Lack of open water	Y (SSSI & SAC)	Smooth Newt, Palmate Newt	Low	LOW	Reduce reedbed, deepen silted margins.	Remove trees that are encroaching on pond, control spread of Phragmites across pond (though consider presence of Crucian Carp). Return of east side of pond to wood pasture and creation of maiden pollards (Area G) will aid pond restoration process.

Timing of work in and around all four ponds is vital, with the ideal timing for de-silting and removal of excess vegetation from the water being the winter months. Tree and scrub clearance work should be done prior to hibernation of species as Great-crested newt. Work should be undertaken on the individual ponds at different times. With other ponds close by and plenty of suitable linking habitat, individual ponds will be re-colonised.

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Highams Park ISP: Operations Plan (May 2019)

Operational Activity	CMPT	EF Sub	Location	Month	Year	Area (Ha)	Cycle	Description	Zone	Team
AW - Pedestrian access infrastructure	33		Highams Park	Sept	2019		0	Forest furniture: Install new orientation signage as part of the CBT Funded project	C	Vol
AW - Pedestrian access infrastructure	33		Highams Park	Jul	2019		0	Path construction: Construct new 6x12m lake edge timber platform in association with new path from the Tea Hut (CBT Project funded)	C	M/Vol
AW - Pedestrian access infrastructure	33		Highams Park	Jul	2019		0	Path construction: Construct new surfaced link path to the tea hut (CBT Project funded)	C	M/Vol
HMW - Vegetation management	33		Highams Park	Sept	2019	tbc	1	Vegetation management: Cut and leave grass, herbaceous and woody regrowth to maintain linking views to lake, rocks on western shore and Yews from The Higham's Park . (Area D).	C	G
HMW - Vegetation management	33		Highams Park	Sept	2019		0	Vegetation management: Initial clearance of scrub to open up historic views to lake, rocks on western shore and Yews from The Higham's Park and enhance the health of the standard trees in this area. (Area D)	C	Vol
HMW - Vegetation management	33		Highams Park	Jul	2019		1	Vegetation management: Cut woody stump regrowth from trees around the lake margin.	C	Vol
HMW - Visitor infrastructure management	33		Highams Park	Aug	2019		0	Visitor interpretation: Install orientation signage and information boards. (CBT Funded project).	C	Vol
NWH - Initial creation work	33		Highams Park	Nov	2019		2	Hedge management: Cut top and side of the boundary hedge along the eastern edge. (The intention is to establish a natural boundary but at the same time allow visual permeability between the two adjacent sites.)	C	Vol
NWH - Invasive species management	33		Highams Park	Dec	2019		1	Invasive species management: Catch and remove terrapins from lake.	C	FK
NWH - Maintenance work	33		Highams Park	Jun	2019		1	Cut and collect: Early summer cut and collect grass and herbage in the glade to the SE of the Lake, by Charter Rd and Tamworth Ave.	C	G
NWH - Maintenance work	33		Highams Park	Sept	2019		1	Cut and collect: Late summer cut and collect grass and herbage in the open areas along the eastern boundary and along the main N-S ride and the glade to the SE of the Lake, by Charter Rd and Tamworth Ave. (Cut after 31 August to allow butterflies to breed)	C	G
NWH - Water body management	33		Highams Park: Oak Hill Wood	May	2019	0.23	1	Cut and collect: Grass, herbaceous and woody vegetation cut and collected from the open areas. Additional areas will be added once the ponds have been opened up.	C	G
SL - Reservoir Management	33		Highams Park: Dam	May	2019		1	Dam management: Cut & collect slope grass, strim ditches, fence lines, draw down valves and spill way.	C	M

Highams Park ISP: Operations Plan (May 2019)

Operational Activity	CMPT	EF Sub	Location	Month	Year	Area (Ha)	Cycle	Description	Zone	Team
SL - Reservoir Management	33		Highams Park: Dam	Jul	2019		1	Dam management: Cut & collect slope grass, strim ditches, fence lines, draw down valves and spill way.	C	M
SL - Reservoir Management	33		Highams Park: Dam	Sept	2019		1	Dam management: Cut herbaceous and woody vegetation growing on the water edge along the dam face.	C	Vol
SL - Reservoir Management	33		Highams Park: Dam	Jul	2019		0	Dam management: Temporarily fence off grass in front of north valve, add topsoil & re seed.	C	M
SL - Reservoir Management	33		Highams Park: Dam	Sept	2019		1	Dam management: Undertake works recommended by the inspecting reservoir engineer.	C	M/DBE
SL - Routine safety work	33		Highams Park	Sept	2019		1	Footbridges / culverts: Strim ditches to either side of culvert at NE corner of site and carry out visual check of water flow. (Hydrological Structure Code: Not recorded - probably needs adding to database).	C	M
SL - Safety inspections / reports	33		Highams Park: Dam	Jan	2019		1	Dam monitoring: Annual check of the draw-down valve mechanism. Let the sluice run till clear water comes out and the silt is cleared from the pipe. <i>Best done at a period of high water flow in the Ching</i>	C	K
SL - Safety inspections / reports	33		Highams Park: Dam	Weekly	2019		1	Dam monitoring: Weekly reservoir inspection and completion of the blue book. <i>Note any issues identified in the blue book and report issues of immediate concern to the Head Keeper or Head of Operations.</i>	C	FK
SL - Safety inspections / reports	33		Highams Park	Sept	2019		2	Footbridges / culverts: Biannual structural/safety inspection of the bridge at N end of lake (Hydrological structure code: FB 048 and FB 049).	C	DBE
VOL - Management and supervision	33		Highams Park	Sept	2019		1	Community liaison: Undertake an annual review and forward planning exercise with community stakeholders. Include preparation of volunteer works program for following year	C	HOP/A/Vol
WMM - Invasive plant control	33		Highams Park	Jun	2019		1	Invasive species management: Japanese Knotweed control monitor and respond as required.	C	FK/Vol
AW - Pedestrian access infrastructure	33		Highams Park	Mar	2020		0	Path construction: Cost proposal to create new N-S path linking Charter Road with Chingford Lane (A1009). Investigate opportunity to extended path construction needs to provide surfaced links to Whitehall plain and through Oak Hill wood (Total length estimated at 3625m)	C	HOP
AW - Pedestrian access infrastructure	33		Highams Park	Aug	2020		0	Path construction: Develop path construction funding proposals in association with local stakeholders and progress as required.	C	HOP/Vol
AW - Pedestrian access maintenance	33		Highams Park	Sept	2020		1	Entrance maintenance: Strim/cut vegetation at the site entrances, including around signs and other infrastructure	C	Vol
AW - Pedestrian access maintenance	33		Highams Park	Jun	2020		1	Entrance maintenance: Strim/cut vegetation at the site entrances, including around signs and other infrastructure	C	Vol

Highams Park ISP: Operations Plan (May 2019)

Operational Activity	CMPT	EF Sub	Location	Month	Year	Area (Ha)	Cycle	Description	Zone	Team
AW - Pedestrian access maintenance	33		Highams Park	Sept	2020		1	Path management: (Optional) Maintenance cut a 3m wide path plus the verge along the N-S ride linking Charter Road with Chingford Lane (A1009) Estimated length 961m.	C	C
AW - Pedestrian access maintenance	33		Highams Park	Sept	2020		0	Path management: Initial cut back of vegetation to redefine the N-S path from southern end of Highams Park (The Charter Road) through the Sale to Oak Hill/The Bridle Path. Estimated length 602m.	C	A
AW - Pedestrian access maintenance	33		Highams Park	Jun	2020		1	Path management: Maintenance cut a 3m wide path plus the verge along the N-S ride linking Charter Road with Chingford Lane (A1009) Estimated length 961m.	C	C
HMW - Visitor infrastructure management	33		Highams Park	Sept	2020		0	Visitor interpretation: Work with volunteers to research locations of 'Repton trees' and to tag & plot on a map.	C	A/Vol
NWH - Water body management	33		Highams Park	Oct	2020		0	Hypoxia management: Prepare a Hypoxia management strategy to improve water quality of the Lake. Issues to include Dissolved Oxygen (DO) monitoring, an aeration strategy and re-establishment of a diverse macrophyte community.	C	HOP/FK
NWH - Water body management	33		Highams Park	Oct	2020		0	Marginal vegetation: Prepare a marginal vegetation creation plan for the lake edges. Include management of the woody vegetation, natural vegetative wharfing and the need for hard wharfing, planting of appropriate species assemblages, use of reedbeds to manage drainage outflows.	C	HOP/FK
SL - Litter management	33		Highams Park	May	2020		1	Litter management: Prepare a community litter management plan to include littering issues and the strategy for responding to them.	C	HOP/Vol/FK
WMM - Ancient/veteran tree maintenance	33		Highams Park	May	2020		0	Ancient / veteran tree management: Recruitment and training of ancient tree surveyors to undertake the tree survey of the Highams Park area.	C	A
WMM - Ancient/veteran tree maintenance	33		Highams Park	Sept	2020		0	Ancient / veteran tree management: Survey and recording of ancient trees.	C	Vol
WMM - Species specific conservation	33		Highams Park	Dec	2020		1	Notable species: Bluebell (<i>Hyacinthoides non-scripta</i>) management. Clear low level woody regrowth and bramble from bluebell stands to open clear vistas of the area. Note: on edge areas leave scrub buffers, as required, to minimise the visual impact of roads and housing	C	Vol
WMM - Species specific conservation	33		Highams Park	May	2020		0	Notable species: Bluebell (<i>Hyacinthoides non-scripta</i>) management. Map and mark out locations of Bluebell stands on the ground.	C	Vol/GIS

Highams Park ISP: Operations Plan (May 2019)

Operational Activity	CMPT	EF Sub	Location	Month	Year	Area (Ha)	Cycle	Description	Zone	Team
WMM - Species specific conservation	33		Highams Park	May	2020		1	Notable species: Moschatel (<i>Adoxa moschatella</i>) management. Clear low level woody vegetation and bramble from moschatel areas. Establish natural site barriers to deter operations accidentally impacting on the moschatel areas.	C	Vol
WMM - Species specific conservation	33		Highams Park	May	2020		0	Notable species: Moschatel (<i>Adoxa moschatella</i>) management. Update map and mark out locations of Moschatel on the ground.	C	Vol/GIS
WMM - Wood pasture restoration	33		Highams Park: Oak Hill Wood	Dec	2020		0	Ancient / veteran tree management: Use a proportion of existing trees in Area M to create new pollards, and retain a selection of mixed-age Oak and Hornbeam standards through the area.	C	A
WMM - Wood pasture restoration	33		Highams Park: Oak Hill Wood	Dec	2020		0	Woodpasture restoration: Initial works to extend the existing area of acid grassland (Areas O.1 and O.2). Retain some clumps of hawthorn and Gorse as part of rotational scrub regime (potential Mulcher operation).	C	A
AW - Pedestrian access maintenance	33		Highams Park	Jul	2021		1	Path Management: Maintenance cut a 3m wide path plus the verge along the N-S ride from the southern end of Highams Park (The Charter Road) through the Sale to Oak Hill/The Bridle Path. (Work potentially required following the redefining and opening of the path route, estimated length 602m).	C	C
HMW - Vegetation management	33		Highams Park	Sept	2021	0.78	0	Vegetation management: Initial clearance of scrub to open up historic views to lake from The Higham's Park and enhance the health of the standard and veteran trees in this area. (Area C (which is in two parts, C.1 & C.2)	C	A

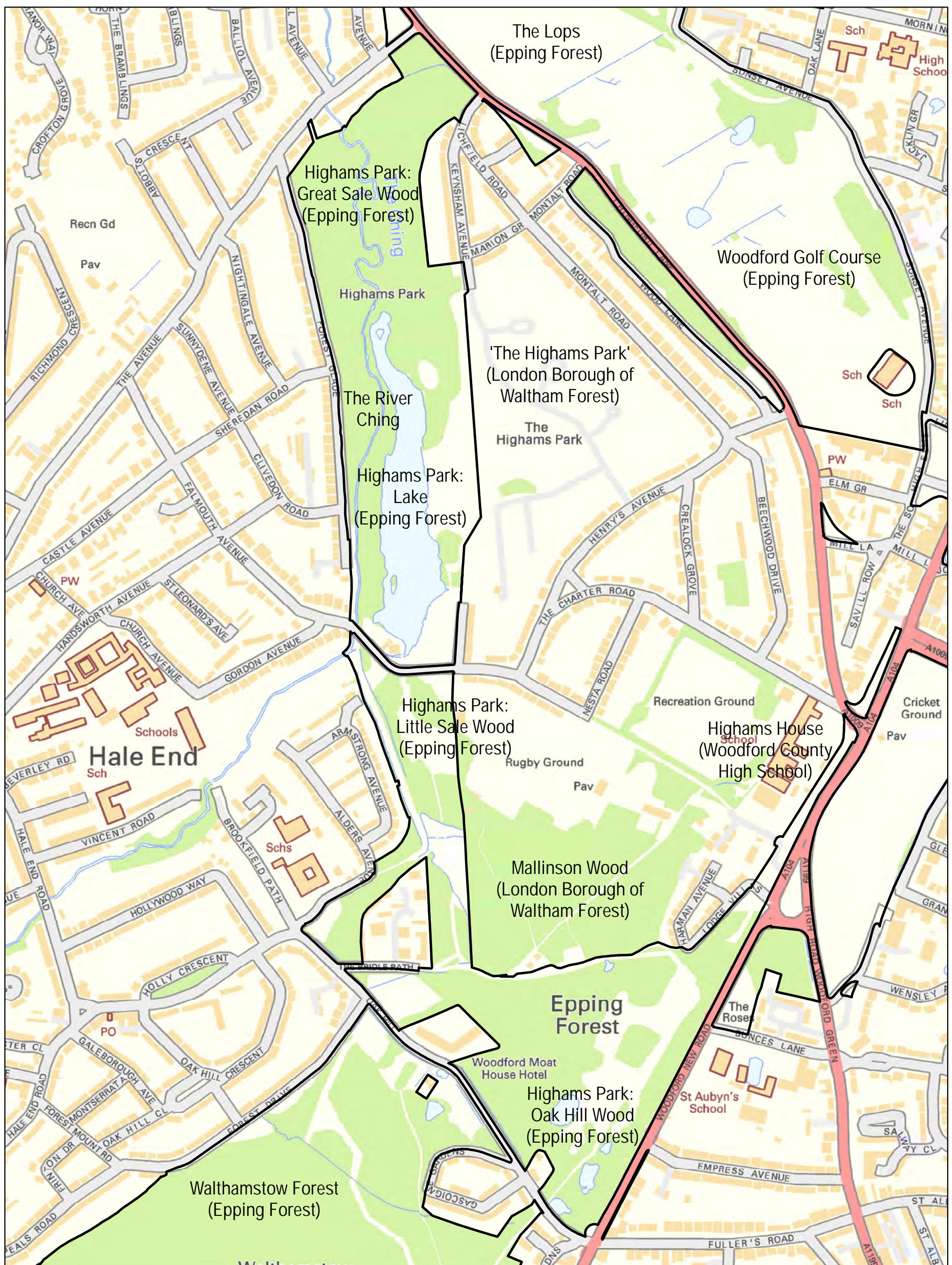
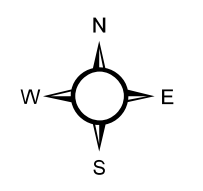
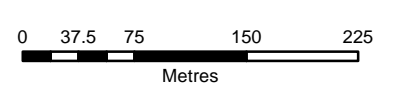


Figure 1
 Highams Park:
 Overview of place names



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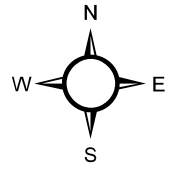


Figure 2
Highams Park (north)

Legend

- Compartment Boundary
- Gates
- Oak Processionary Moth record
- Shared Use Trail
- Archaeological Priority Area
- Pond
- Scattered scrub / grassland
- Scrub woodland
- Secondary woodland
- Semi-improved acid grassland
- Woodland with veteran trees

Hydrological features

- Culvert
- Footbridge
- Lake / Pond
- Weir
- B** Management area label

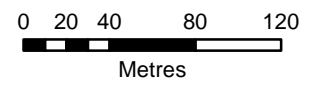
Management areas

- Pond
- Scattered scrub / grassland
- Scrub woodland
- Secondary woodland
- Semi-improved acid grassland
- Woodland with veteran trees

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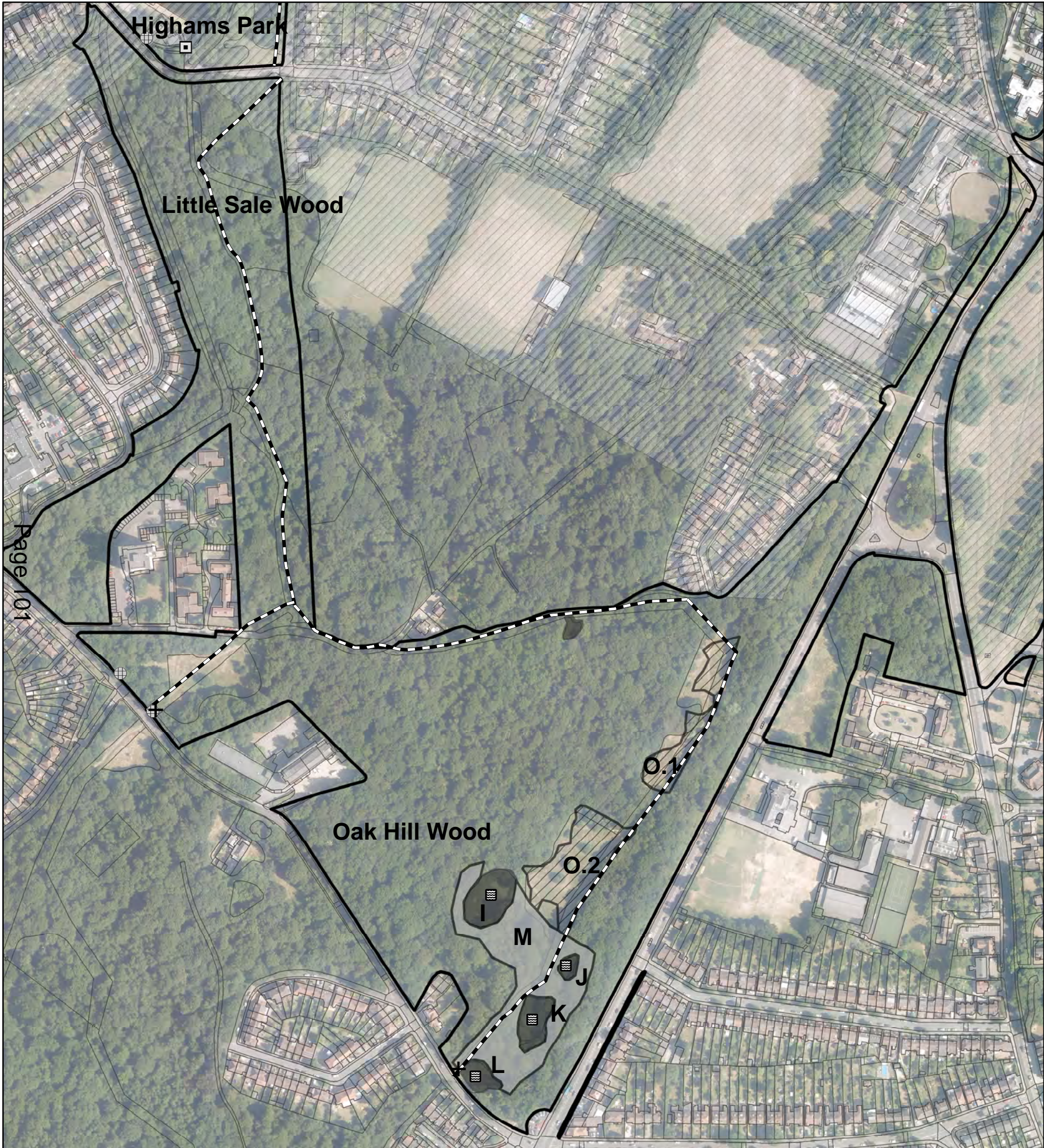
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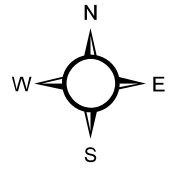


Figure 3
Highams Park (south):
Little Sale Wood and
Oak Hill Wood

Legend

- Compartment Boundary
- Gates
- Oak Processionary Moth record
- Shared Use Trail
- Archaeological Priority Area
- Pond
- Scattered scrub / grassland
- Scrub woodland
- Secondary woodland
- Semi-improved acid grassland
- Woodland with veteran trees

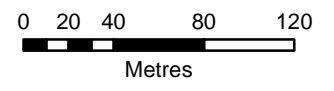
Hydrological features

- Culvert
- Footbridge
- Lake / Pond
- Weir
- M** Management area label

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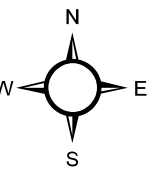
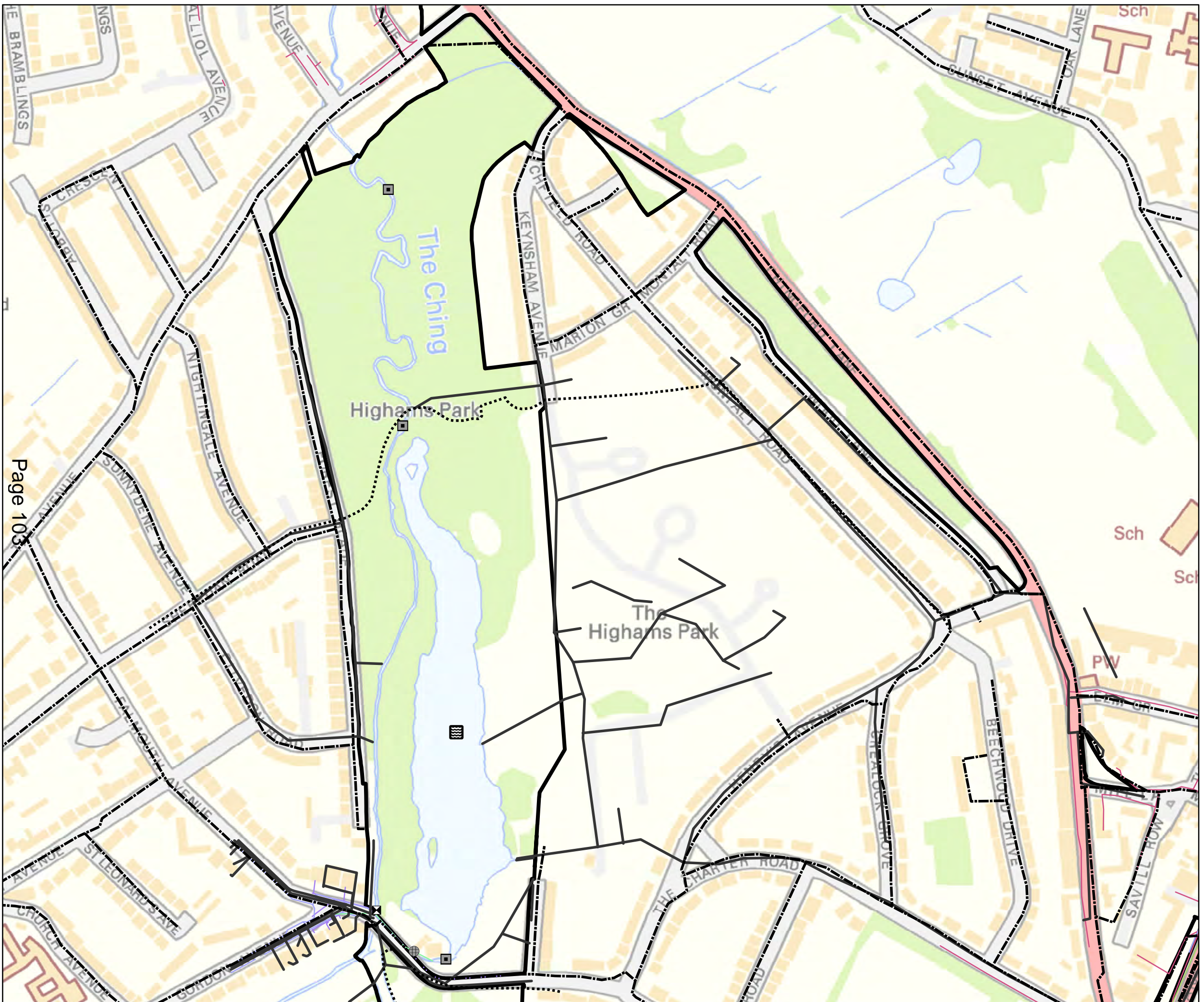


Figure 4
Highams Park (north):
Overview of utilities

Legend

Compartments

Utilities

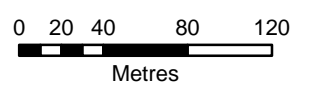
- Sewerage
- Water Main
- Electricity Cable

Hydrological Features

- Culvert
- Footbridge
- Lake
- Weir

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Committee(s): Epping Forest Consultative – For Discussion Epping Forest and Commons – For Decision	Date(s): 12 06 2019 08 07 2019
Subject: The Deer Sanctuary, Theydon Bois - Conservation Statement (SEF 22b/19)	Public
Report of: Colin Buttery, Director of Open Spaces Paul Wilkinson, City Surveyor	For Decision
Report author: Paul Thomson, Superintendent of Epping Forest	

Summary

This report is necessary to seek the adoption of the draft Conservation Statement for the heritage landscape of Birch Hall Park, also known as the Epping Forest Deer Sanctuary. Birch Hall Park fell outside the Epping Forest arbitration award, having consisted of agricultural fields since medieval times. The creation of the current parkland was associated with the construction of the third Birch Hall in 1892. This faux parkland was created by converting arable fields to pasture; the removal of hedgerows and boundaries leaving large hedgerow trees to resemble parkland plantings.

The estate was acquired by the City Corporation in 1959 to provide a deer sanctuary for a supposedly threatened dark-haired variety of Fallow Deer. The dedication of the Sanctuary unconsciously created the first 112 acres of Epping Forest Buffer Land which now encompasses 1,800 acres of largely farmed estate. The Conservation Statement proposes 12 policies to protect the heritage interest of the park.

Recommendation(s)

Members are asked to:

- approve the draft Conservation Statement for consultation with key stakeholders.

Main Report

Background

1. Section 7(3) of the Epping Forest Act 1878 obliges the Conservators to '*at all time as far as possible preserve the natural aspect of the Forest*'. While the definition natural aspect is not clearly defined in the Act, the description of the natural aspect within section 7 includes both heritage and nature conservation elements. The recognition of the nature conservation elements accurately presages the later obligations to the Site of Special Scientific Interest (SSSI) and Special Area of Conservation (SAC) included in subsequent legislation.
2. Epping Forest and its associated Buffer Land also contains a series of heritage buildings and heritage landscape elements which both reflect the Forest's character while distinguishing them from the remainder of the Forest. The heritage elements notably include scheduled Ancient Monuments at Ambresbury Bank and Loughton Camp; Grade II* Registered Parks and Gardens at Copped Hall and Wanstead Parks; the Grade II* Warren House & Gardens; the Grade II Snaresbrook Crown Court Gardens and Eagle Pond, together with locally listed landscapes such as Highams Parks and unlisted areas such as Knighton Wood, Paul's Nursery, Warlies Park and Birch Hall Park. Many of these heritage landscapes also coincide with Local Planning Authority Conservation Areas notified under section 69 and 70 of the Planning (Listed Buildings and Conservations Areas) Act 1990.
3. To help guide the conservation of these buildings and landscapes, the City Surveyor's Built Heritage Team is funding through the Cyclical Works Programme (CWP) the creation of Conservation Statements (CS). These statements will enable the significance and special character of historic places to be understood and consequently conserved in a sustainable manner as their public use and relevance continues to evolve.
4. Implicit in the term conservation is an acceptance of appropriate change as society's requirements for buildings or places alter over time. This objective is recognised in the National Planning Policy Framework (NPPF) 2012, which defines conservation as the 'process of maintaining and managing change to a heritage asset in a way that sustains, and where appropriate, enhances its significance'.
5. Birch Hall Park, also known as the Epping Forest Deer Sanctuary, forms one of these Heritage Landscapes. Conservation Statements are widely acknowledged as best practice in the planning and management of Public Open Spaces where there are no major development proposals.

Current Position

6. Today, Birch Hall Park is retained as a fenced deer park principally to maintain the 1959 objectives of both protecting the melanistic character of the fallow deer and preventing the overall loss of deer to the pressures of urbanisation. Public access to the site is restricted to periodic guided walks. The relative isolation and

lack of disturbance of the site has created an area which is rich in a range of wildlife, including a number of protected species.

7. The future of the Deer Sanctuary forms part of the Epping Forest Deer Management Strategy Review which will report this Autumn prior to widespread public consultation. Recent DNA sampling of the herd by Durham and Nottingham Universities has preliminarily indicated that the melanistic herd is not a distinct race of Fallow Deer and cannot be linked to the Danish Dyrehaven herd to which it was thought to be related.
8. Birch Hall Park includes a recreational boating and fishing lake that was formed during the Victorian landscaping of the site. The lake forms a small raised reservoir, in the 10,000 – 25,000 cubic metre category, which is managed under the Health and Safety at Work “etc” Act 1974. When the lake dam water levels get to around 40mm of the crest of the dam, water starts to leak from three locations along the dam. The lake dam is the subject of a scoping assessment to either repair, reduce or remove the dam. The lake was subject to approval by your Committee of 12 January 2015 for scoping works by the engineers from the City Corporation’s Department of Built Environment. The Conservation Statement will help guide the future management of the lake feature in relation to the risk considerations.
9. The Place Services consultancy was selected by external tender to complete a Conservation Statement for the Birch Hall Park during 2016. The delay in consideration by your committee was related to the expectation of a companion report on dam modifications.

Options

10. The Birch Hall Park Conservation Statement details 12 policies:
 - Maintaining palaeo-environmental evidence
 - Protecting earthworks
 - Replacement of mature and veteran tree habitat
 - Data requirement for use by protected species
 - Limits to intellectual access
 - Loss of integrity of lake feature
 - Retention of informal parkland landscape
 - Regeneration of Ancient Semi-Natural Woodland is poor
 - Sustaining the landscape significance of the site
 - Restore Ancient Semi-Natural Woodland Survey, monitoring and consents
 - Resource needs

Proposals

11. It is proposed to adopt the draft Conservation Statement for the purposes of being issued for the first stage of external stakeholder consultation with the Local Planning Authorities and the relevant Government Agencies – Environment Agency, Historic England and Natural England, together with statutory planning

consultees The London Parks and Gardens Trust and the Victorian Society. Further Committee approval will be sought for wider public consultation through the Epping Forest 'Inovem' Inclusionware™ portal.

12. Birch Hall Park is not associated with any recognised Landscape designer and no known plan remains of the original landscape design. Provenance in terms of an accepted park design and association with a recognised landscape designer are pre-requisites for listing on the National Register of Parks and Gardens. The conservation policies therefore contain no recommendation for the protection of the site through listing.

Corporate & Strategic Implications

13. The recommendations of this report support the Corporate Plan with particular reference to the following aims:

a. Contribute to a flourishing society

- i. People enjoy good health and wellbeing
- ii. Communities are cohesive and have the facilities they need.

b. Shape Outstanding Environments

- i. We inspire enterprise, excellence, creativity and collaboration
- ii. We have clean air, land and water and a thriving and sustainable natural environment
- iii. Our spaces are secure, resilient and well maintained.

14. And supports the Open Spaces Business Plan as follows:

a. Open Spaces and historic sites are thriving and accessible.

- i. Our open spaces, heritage and cultural assets are protected, conserved and enhanced
- ii. London has clean air and mitigates flood risk and climate change
- iii. Our spaces are accessible, inclusive and safe
- iv. Our habitats are flourishing, biodiverse and resilient to change.

b. Spaces enrich people's lives.

- i. People enjoy good health and well being
- ii. Nature, heritage and place are valued and understood
- iii. People feel welcome and included
- iv. People discover, learn and develop.

c. Business practices are responsible and sustainable.

- i. Our practices are financially, socially and environmentally sustainable
- ii. London's natural capital and heritage assets are enhanced through our leadership, influence, investment, collaboration and innovation.

Implications

15. **Financial:** The CMP costs were within the City Surveyors approved Cyclical Work Programme budget. Most of the existing work programme reflected in the

CS policies will be met from existing Local Risk budgets. The more aspirational policy elements do not represent financial commitments at this stage and will be the subject of further Committee consideration regarding a fundamental review of funding and grant arrangements before any implementation would be considered.

16. **Legal:** Birch Hall Park is subject to restrictive covenants regarding the height of any structures and a right of refusal on purchase prior to any subsequent sale.
17. **Equalities:** An equalities impact assessment, if applicable, will be incorporated in the final draft of the CS.
18. **Charity:** Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.
19. **Consultative Committee:** The Epping Forest Consultative Committee supported the Conservation Statement approach and its policies.

Conclusion

20. The draft Conservation Statement for Birch Hall Park is presented to members for comment and approval prior to seeking the first stage of external consultation with the Local Planning Authorities and the relevant Government Agencies – Environment Agency, Historic England and Natural England, together with statutory planning consultees The London Parks and Gardens Trust and the Victorian Society. A further draft of the CS will be presented in due course incorporating that external consultation, with a view to seeking wider public consultation in 2020.

Appendices

- Appendix 1 – The Deer Sanctuary, Theydon Bois - Conservation Statement

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place
services

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**The Deer Sanctuary, Theydon Bois, Epping Forest
Conservation Statement
2016**



The Deer Sanctuary, Theydon Bois, Epping Forest

Conservation Statement

Prepared for City of London

Prepared by Place Services

at Essex County Council

County Hall

Chelmsford

Essex

CM1 1QH

March 2016

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1.0 Introduction and scope

1.1 Background

Historic Environment specialists within the Place Services team at Essex County Council were commissioned to prepare a Conservation Statement for the Deer Sanctuary, Theydon Bois, Epping Forest, in order to better understand the historical evolution of the site and to inform decision-making around the future management of this part of the City of London's estate, which falls within the Epping Forest 'Buffer Lands'. A key aim of the Conservation Statement was to establish whether land within the Deer Sanctuary has a history of being a designed landscape, the different phases of any past landscaping of the site, and the extent to which any original layouts and planting survive today, as well as to establish the significance and interdependence of any landscaping schemes.

1.2 Methodology and Scope

The required works comprised desk based research, including map regression; a field inspection of the Deer Sanctuary (Appendix 1), including an assessment of the condition of surviving historic landscape features, such as trees and earthworks, and an analysis of the heritage values associated with the site. The format of the condition report has been taken and adapted from the City of London standard template for Conservation Management Plans, and includes an overview of the regulatory framework by which it's natural and cultural heritage is protected, and the resultant constraints that will influence any future change at the site.

1.3 Standards

The project was undertaken in accordance with the Institute for Archaeologists (IfA) *Standard and Guidance for desk-based assessments (IfA 2008a)* and for *Stewardship of the Historic Environment (IfA 2008b)*.

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1.4 Assumptions and limitations

Data used to compile this report includes secondary information derived from a variety of sources, only some of which have been directly examined for the purpose of this assessment. The assumption is made that this data, as well as that derived from other secondary sources, is reasonably accurate.

This document contains a summary of the legislative and policy framework, together with associated consent regimes, that apply to the cultural and natural heritage of the Site. Legislation and policy is subject to regular review and change. It should also be noted that this document does not form a complete record of the heritage assets. For these reasons the contents of this report should not solely be relied on for the purposes of decision making and design.

The field survey of the Deer Sanctuary was unimpeded, but was limited to a rapid visual inspection of historic trees, and other surviving historic landscape features. Trees within areas of woodland were not subject to individual inspection.

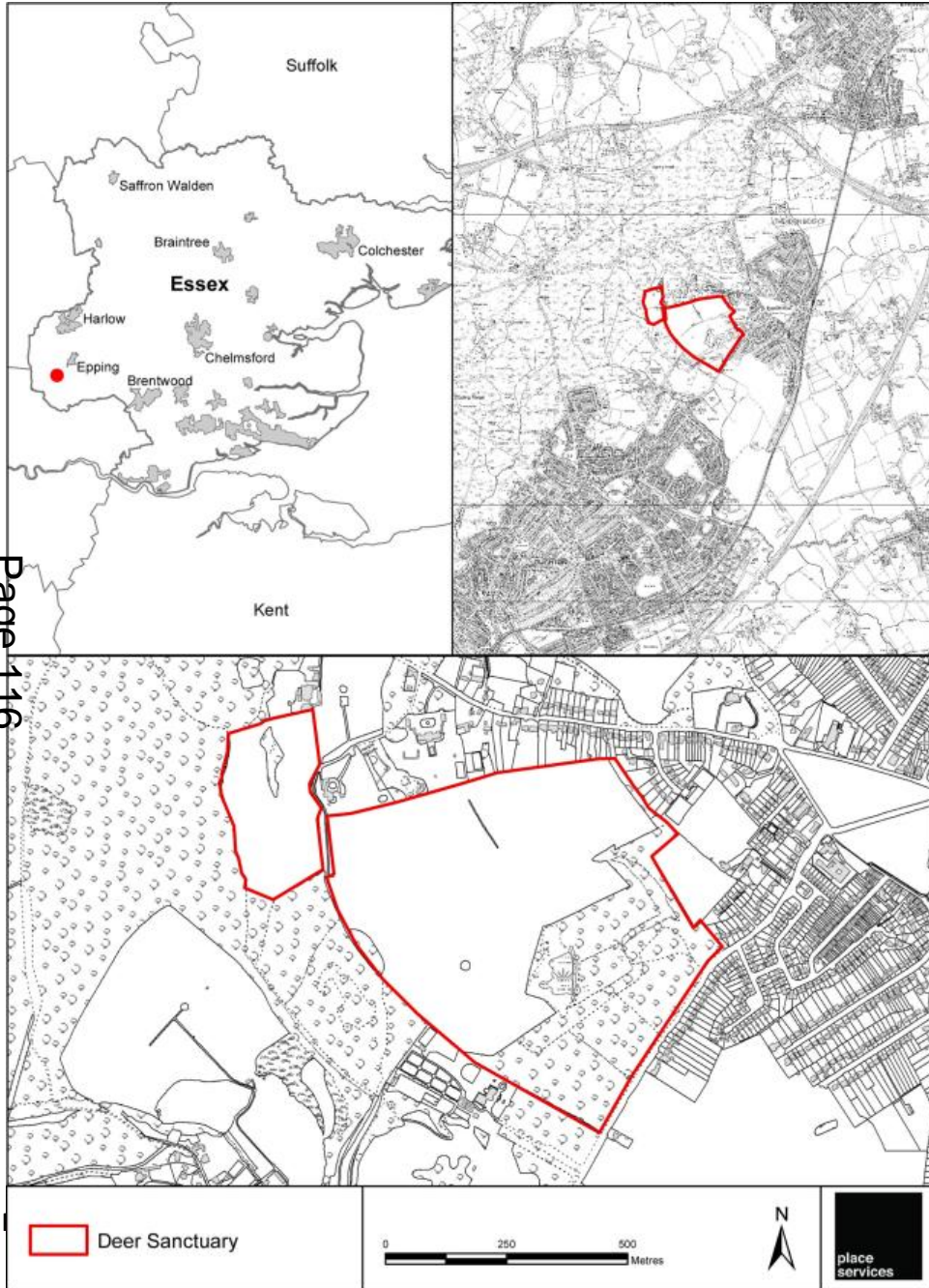


Figure 1 Location Plan of the Deer Sanctuary

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2.0 Understanding the Asset

2.1 Brief Description of the Site

The Epping Forest Deer Sanctuary, which is home to around 160 fallow deer, is comprised of 12 acres of land located within the former estate of Birch Hall, Theydon Bois, adjacent to the northern end of Epping Forest. Deer are mentioned specifically in the Epping Forest Act as animals that need protection, and the Deer Sanctuary was established in 1959 for this purpose. The site is owned and administered by the City of London as Conservators of Epping Forest.

The Deer Sanctuary is situated on a south-eastern sloping spur of the main Epping Forest ridge. It is sited between the 100m and 48m contours OD. Within the site the land slopes gradually to the east and more steeply to the south-west. The local geology is London Clay with a small patch of overlying Stanmore gravels. A small stream, which flows in a south-easterly direction, forms part of the western boundary of the site, it is one of the tributaries of the River Roding. In places there are localised areas of wet ground, particularly in the north-east corner of the holding and in the area of a small pond. Approximately two-thirds of the area is down to pasture, containing individual trees from remnant field boundaries, with Gaunt's Wood comprising the remainder. The Site offers extensive views out across south Essex to London.

2.2 Summary History

Archaeological records for the Site and its immediate vicinity are detailed in Appendix 2 and a detailed history is provided in Appendix 3. The site of Birch Hall is first mentioned in 1319 when it was a tenancy of Theydon Bois Manor, which was in turn held by Waltham Abbey. An incomplete rectangular moat on the site of Birch Hall to the north of the Deer Sanctuary probably represents the site of the original medieval holding. Little can be said with certainty of the medieval layout of the Deer Sanctuary holding, except that it was farmland. The two woods, Gaunts and Redoak, that form the southern edge of the holding take their names from medieval tenants, so may well have been in existence at that date. It is also possible that the field boundaries had their origin in the medieval period, certainly those that contain flowing streams are likely to be ancient in origin. Birch Hall would have shared in the inter-commoning rights (grazing, pannage, etc.) for Epping Forest, which formed the western boundary of the estate. A drove road linked Debden Green to Epping Forest to the immediate west of the site.

In the 16th or 17th century Birch Hall was rebuilt; there are a number of earthworks within the grounds of the Hall that may relate to this phase of occupation between the present Birch hall and Birch Hall Farm. The area of the Deer Sanctuary remained as farmland. This incarnation of the Hall was demolished in the late 18th century and the site was landscaped into a series of broad grassy terraces overlooking the sloping ground to the south. The layout of the fields within the Deer Sanctuary can be established from the historic cartographic evidence for this period. In the mid-19th century the two woods were linked by the planting of additional woodland between them, and the wooded area was extended by the planting of ozers in the boggy area to the north-east of Redoak Wood.

In 1892 a substantial red brick house was erected to the north-east of the previous Birch Hall site. The two lodges and several of the cottages in Coppice Row appear to be of the same period. Between 1892 and 1897 the fields within the Deer Sanctuary to the south of the Hall were re-modelled to create what

was in effect informal parkland. This alteration included the removal of field boundaries and hedges, leaving the mature hedgerow trees in place to form individual standards, and the damming of the water course next to Gaunt's Wood to form a small lake. A boat house was located on the western shore of the lake; its location is now marked by a shallow earthwork depression. However, there is no evidence for any formal landscaping, or parkland planting of the site as a country house landscape associated with Birch Hall. In 1959 the area of the Deer Sanctuary was conveyed to the City of London, to form part of the Forest's 'Buffer Lands', when 12 acres of land were fenced off as a safe place to graze for the Forest's deer. The major phases of known activity at the Deer Sanctuary are summarized below in Table 1 and phase summaries are presented in Section 2.3.

Medieval Period (1066-1537)	Part of the farm associated with the moated site of Birch Hall on the edge of Epping Forest
1319	First documentary reference to Birch Hall
Post medieval Period (1538-1900)	Continues as part of farm associated with Birch Hall
1616	Birch Hall becomes the manorial centre for Theydon Bois
Late 16th -late 18th centuries	Birch Hall and gardens rebuilt and landscaped with series of broad terraces overlooking the Site
Late 19th century	Some amalgamation of the field system to form larger land parcels, expansion of woodland area
1892	Birch Hall rebuilt
1897-1921	Creation of informal parkland by hedgerow removal retention of mature trees. Construction of the lake
1959	Transfer of Birch Hall to the City of London
1990	19th century Birch Hall demolished, current Hall built

Table 1: Major Phases of activity at the Deer Sanctuary
Place Services at Essex County Council

2.3 History by Phase (see also Appendix 3)

2.3.1 Medieval Period

The earliest direct reference to Birch Hall dates to 1319 when it was associated with a John *atte* Birches (Reaney 1935), at which date the landholder was Waltham Abbey. Theydon Bois was retained by the Abbey until the dissolution of the abbey in 1540. An incomplete rectangular moat on the site of the former Birch Hall may represent the location of the medieval holding, although there is some uncertainty as to how much of the surviving earthworks are medieval and how much dates to the 16/17th century landscaping of the site. Gaunts Wood and Redoak Wood, take their names from medieval tenants, whose houses may have been in the immediate neighbourhood. The field pattern as shown on the earliest maps for the area suggests some form of drove road, linking Debden Green to Epping Forest, to the immediate west of the Deer Sanctuary.

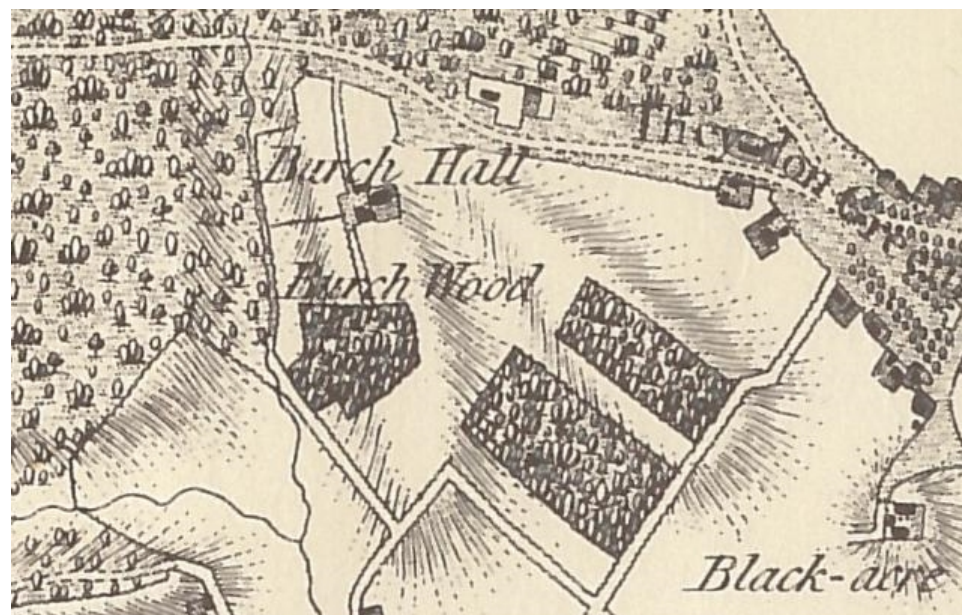


Figure 2 Excerpt from the Chapman and André map, 1777

2.3.2 16th-18th Centuries

Birch Hall and gardens were rebuilt and landscaped with a series of broad terraces overlooking the Site. On the Chapman and Andre map of 1777, Birch Hall is shown, on the highest point of the two projecting spurs of land that make up the holding. A track leads northwards from the Hall to join the common land adjacent to Coppice Row, with a second track heading south from the Hall linking it to Birch Wood. Two blocks of unnamed dense woodland to the south-east of this approximate to Gaunt's Wood and Redoak Wood. The rest of the Site, remained as farmland. A track or road ran along the southern edge of the landholding, linking Epping Forest and Birch Wood to Loughton Lane.

The 1799 map of the estate of John Hopkins Dare in Theydon Bois and Loughton includes Birch Hall, at which date it appears to have been farmed by a tenant, Mary Maynard. Although there are field names and numbers marked on the map it was not possible to read these with any degree of accuracy on the Essex Record Office (ERO) copy of the map. The area of the Deer Sanctuary is subdivided into 12 separate fields and two distinct areas of woodland. One of the fields appears to occupy the eastern part of the former extent of Birch Wood as based on the 1777 map (although this is by no means certain as the Chapman and André map is not always accurate in depicting woodland extents).

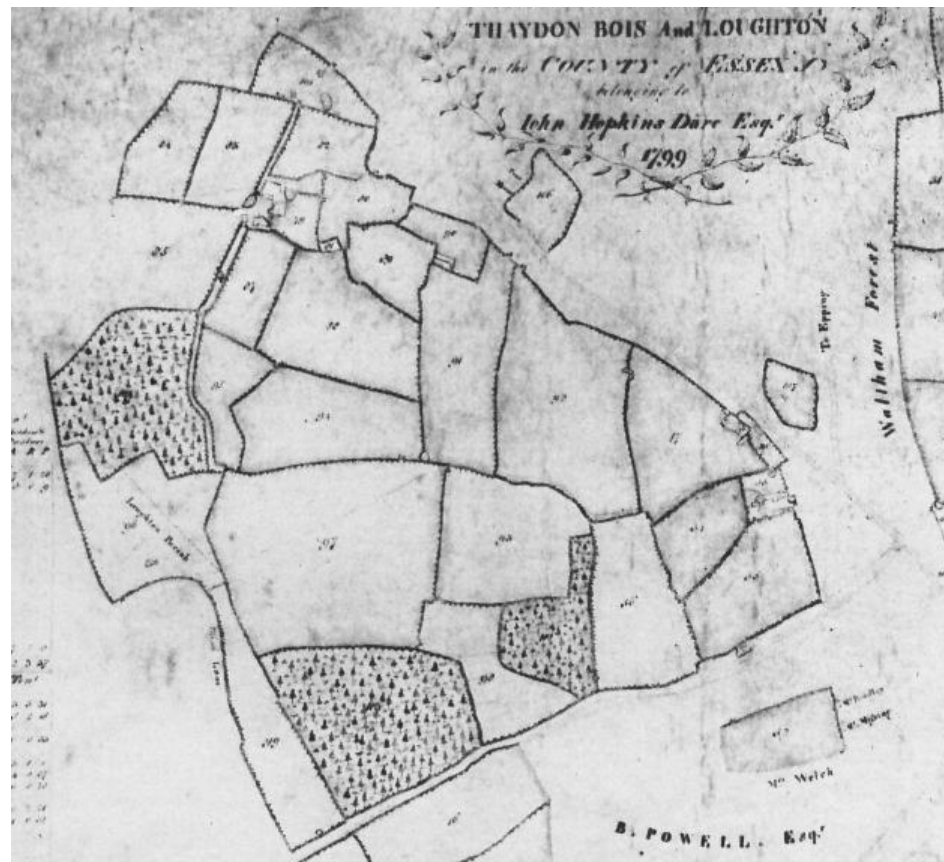


Figure 3 Excerpt from 'A survey of the Freehold Estate situated in the Parishes of Theydon Bois and Loughton in the County of Essex belonging to John Hopkins Dare, Esqr. 1799' (ERO D/DBx P1). The top of the map is orientated north-north-west.

Table 2 Excerpt from the Tithe Award for Theydon Bois (ERO D/CT 349)

The Theydon Bois tithe map for the Deer Sanctuary is little changed from the 1799 map. 'Birch Hall Fields' are shown as a single field. An area of oziers (willows) has been planted at the north-eastern extremity of Redoak Wood, to make use of the extremely boggy land in that area. The gap between Gaunt's Wood and Redoak Wood has been filled with trees and the northern woodland boundary straightened. Redoaks Wood was variously recorded as Reddocks and Ruddocks on the Tithe Award. It and Gaunt's Wood are identified as woodland, the remainder was down to grass.

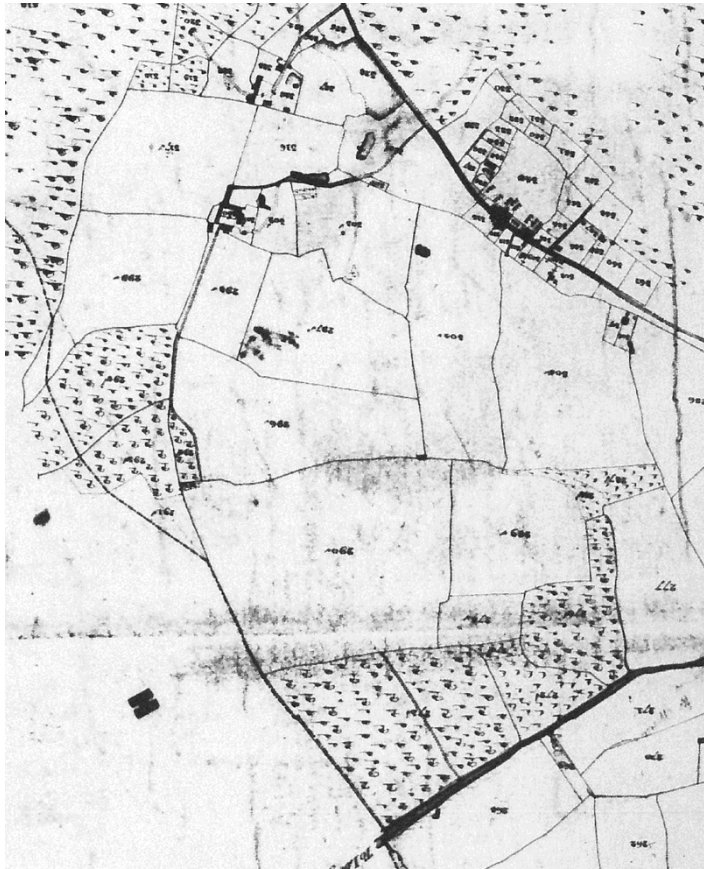
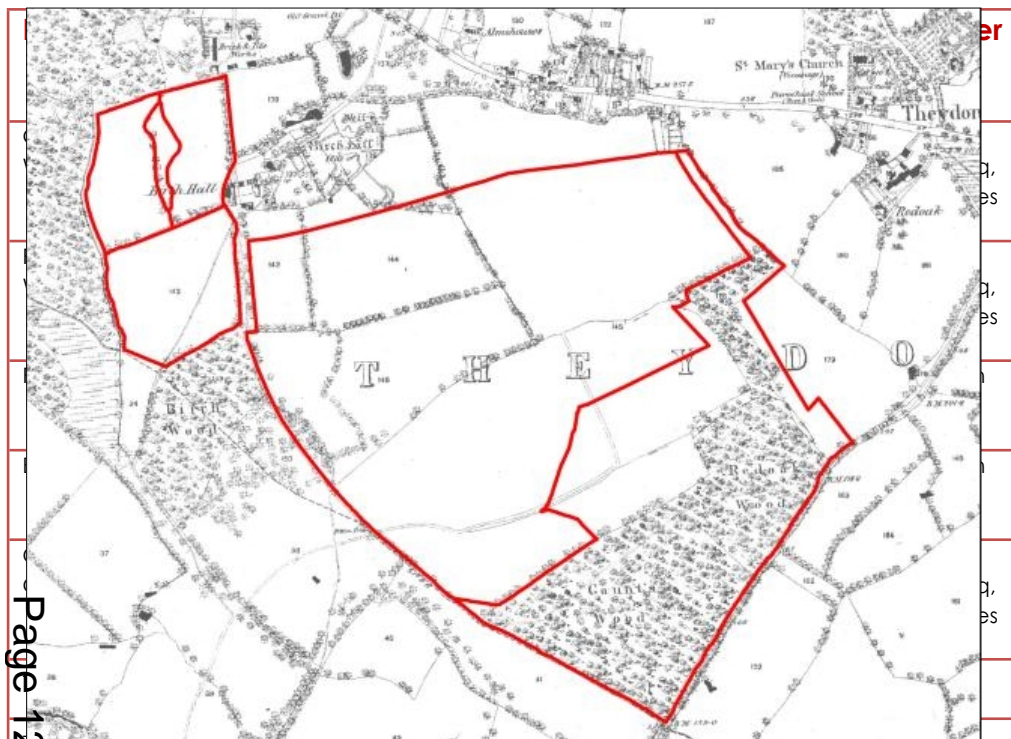


Figure 4

Excerpt from 1848 Theydon Bois Tithe Map (ERO D/CT 349)



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Pea field		296	grass	Dare, John Hopkins esq, late, trustees	Phillips, Matthew
Upper Mead		297	grass	Dare, John Hopkins esq, late, trustees	Phillips, Matthew
Dairy field		299	grass	Dare, John Hopkins esq, late, trustees	Phillips, Matthew
Stony field		317	grass	Dare, John Hopkins esq, late, trustees	Phillips, Matthew

Figure 5 Ordnance Survey 1st Edition 25" Sheet, 1881

The 1st edn. OS map shows a further degree of rationalization of the field pattern, with the amalgamation of the two fields in the north-east corner of the holding to form a single field. A new linear field, echoing the woodland boundary was created adjacent to the woodland.

2.3.3 Late 19th Century

The 1897 OS 2nd edn. map shows considerable changes from the 1881 map. In 1892 a substantial red brick house was erected to the north-east of the previous

Conservation Statement: The Deer Sanctuary, Theydon Bois, Epping Forest, Essex

Birch Hall site. The two lodges and several of the cottages in Coppice Row appear to be of the same period. Between 1892 and 1897 the fields within the Deer Sanctuary to the south of the Hall were re-modelled to create what was in effect informal parkland, and the layout of boundaries and trees that largely survives today. This alteration included the removal of field boundaries and hedges, leaving the mature hedgerow trees in place to form individual standards, and the damming of the water course next to Gaunt's Wood to form a small lake.

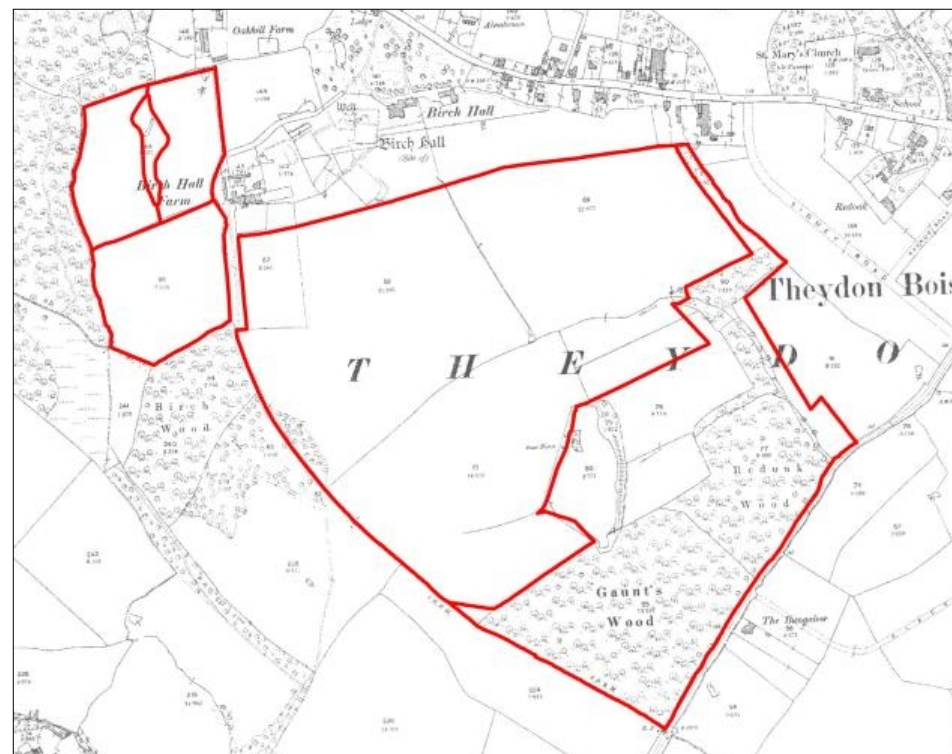


Figure 7 Excerpt from the 1921 3rd edn. OS map

Figure 6 Excerpt from the 1897 2nd edn. OS map

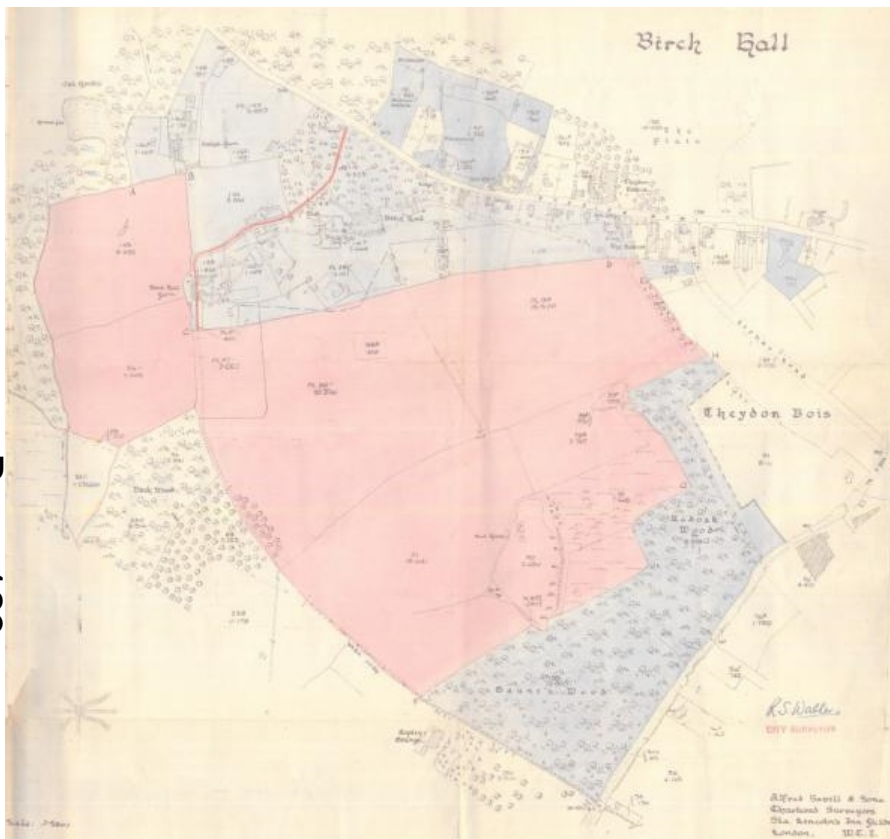
By the time of the 3rd edition OS map, in 1921, a small boat house had been built on the lake edge. Below Birch Hall was a square enclosure of unknown purpose. A number of paths are shown within the Gaunt's and Redoak Woods. There is no change between the 1921 3rd edition and 1938 4th edition OS maps.

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2.3.4 Transfer to City of London 1959

On the 12th of June 1959 the Buxtons conveyed Birch Hall to the City of London. The estate comprised 'All those several closes or pieces of land which form part

of an estate known or formally known as the Birch Hall Estate situate in the parish of Theydon Bois in the County of Essex and comprise in the whole 88.554 acres or thereabouts’.



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Figure 8 The map attached to the 1959 conveyancing document (the areas in pink could be repurchased by the vendor)

2.4 Site Uses Today

The site is currently owned by the City of London, who utilise the majority of it as a deer sanctuary, for the maintenance of a captive herd of almost black fallow-deer. The area of the deer sanctuary is largely under pasture with

Place Services at Essex County Council

individual mature trees. The remainder is under woodland to which the deer do not have access, and a small lake. The area is enclosed by deer-fencing and is not open to the public. Fields to the north-west are also under pasture. They are open to the public, via kissing-gates, and are criss-crossed by numerous desire lines leading to Epping Forest from the gates. Responsibility for the management of the Deer Sanctuary rests with COL through its Open Spaces Department. Current management on the site is largely restricted to tree work and fence maintenance. Members of staff from the City of London Open Spaces Department conduct arboricultural assessments of the trees growing on and around the Deer Sanctuary. Any trees that are identified as requiring work are dealt with by in-house arborists. The deer herd is also managed.



2.5 Site Condition Today

2.5.1 Trees

The majority of the veteran and historic trees across the Site have normal vigour and are in good or fair condition. Only three trees were found to be in poor condition, two of which were standing dead wood. See Appendix 3.

2.5.2 Lake

The lake is overgrown, with scrub and bank side trees obscuring views of it from the surrounding landscape to the west and north. The lake also has considerable growth of reeds. This is a priority habitat, but management is required to prevent natural succession to scrub. The lake dam is a relatively insubstantial earthwork, which is being encroached on by growth of secondary woodland to the east.

2.5.3 Boundary earthworks

Former field boundaries within the Site survive as 'ghost' boundaries, marked by shallow linear earthwork banks and ditches, some of which retain historic/veteran trees. The areas of ancient woodland are surrounded by

Figure 9 Aerial view of the Site and surroundings (2010)

relatively well defined bank and ditch boundary earthworks, including a short length of double bank and ditch where the south-west boundary of Gaunts Wood coincides with the parish boundary.

2.5.4 Woodland

The ancient woodland of Redoak Wood and Gaunt's Wood is broadleaf high forest comprising maidens and reverted coppice, which indicates the woodland's former traditional management of coppice with standards. The flora and regeneration of the woodland is poor due to browsing pressure by the deer over a sustained period. The former ride network in both woodlands has been lost

clear duties to protect the Forest's deer, which it states are 'to be preserved as objects of ornament'.

Epping Forest itself is designated as a Site of Special Scientific Interest under the Wildlife and Countryside Act, 1981 (as amended). The area of the Deer Sanctuary is it forms part of the Forest's Buffer Lands helping to protect the nationally important biodiversity of the Forest, from adjacent intensive land uses. This habitat is rare in Britain and is a priority for conservation in the UK Biodiversity Action Plan. Epping Forest is also a SAC under the Conservation (Habitats and Species) Regulations. Buffer land is not designated as SSSI or SAC so does not have as strong a degree of protection as the Forest. There are non-statutory designations within the Deer Sanctuary, comprising three separate Local Wildlife Site (LoWS) designations (EP64 Birch hall Pastures; EP72 Theydon Bois Deer Park West; EP75 Theydon Bois Deer Park East). Priority habitats within the site include areas of unimproved grassland, wood pasture and parkland, ancient woodland, lowland mixed deciduous woodland and reedbeds.

3.3 Summary Statement of Significance

3.0 Assessment of Significance

3.1 Assessing Significance

An assessment of significance explains what matters, why and to whom. It includes a description of those features that matter and an appraisal of why they are important. This provides the essential information needed to determine what management a site requires and what features of the site are most worthy of interpretation.

3.2 Statutory and non-statutory Designations

The Epping Forest Act 1878 lays down a legal framework for the preservation and management of Epping Forest. Section 4 of the Epping Forest Act 1878 makes all deer in the Forest the property of the Conservators and sets out their

Conservation Statement: The Deer Sanctuary, Theydon Bois, Epping Forest, Essex

Table 3 provides a summary of the different archaeological, landscape, ecological and amenity interests of the site. These are described in more detail in Appendix 5. The site is described in relation to its heritage values in section 3.4.

Heritage
<ul style="list-style-type: none"> • Contributes to setting of sites of medieval, post medieval and late Victorian Birch Hall • Contributes to setting of Grade II 19th century Church of St Mary • Potential for palaeo-environmental evidence in waterlogged ditches/field boundaries illustrating previous vegetation sequences in area
Landscape
<ul style="list-style-type: none"> • Potential for palaeo-environmental evidence in waterlogged ditches/field boundaries illustrating previous vegetation sequences in area • The site makes an important contribution to the character of the local landscape
Ecology
<ul style="list-style-type: none"> • Locally important habitats designated as three different Local Wildlife Sites (LoWS): EP64 Birch Hall Pastures, comprising dry to damp, species-rich unimproved grassland on the eastern flank of Epping Forest EP72 Theydon Bois Deer Park West, containing a large number of veteran Pedunculate Oak (<i>Quercus robur</i>) trees, with much dead wood and fallen timber providing excellent habitat conditions for a range of invertebrates that are dependent on such wood for nesting and feeding sites • EP75 Theydon Bois Deer Park East, comprising the mainly ancient woodland of Redoak and Gaunt’s Woods, plus recent secondary woodland and a small lake. • Potential for Protected Species e.g. Badger in Gaunt’s Wood, GCN, bats etc. • Ancient Semi Natural Woodland habitat
Amenity
<ul style="list-style-type: none"> • Used by local people and visitors to Epping Forest for walking • The Deer Sanctuary is frequently used for educational visits

Table 3 Summary of Significance

3.4 Assessment by Heritage Value

Place Services at Essex County Council

Principle 3.2 of English Heritage's 2008 *Conservation Principles* states: "The significance of a place embraces all the diverse cultural and natural heritage values that people associate with it, or which prompt them to respond to it. These values tend to grow in strength and complexity over time, as understanding deepens and people's perceptions of a place evolve".

Understanding the significance of the Deer Sanctuary and the values that contribute to it, including their relative weight, are fundamental to the conservation planning process, and is vital when considering approaches to management interventions, since it may not be possible to sustain all the values equally. English Heritage's *Conservation Principles* identifies four primary categories of heritage values, each of which is described in relation to the Deer Sanctuary as follows:

3.4.1 Evidential Value

There is potential for palaeo-environmental evidence in the waterlogged parts of ditches, field boundaries and other wet areas within the Site to show previous vegetation sequences for this area, including the important transition of Epping Forest from lime-dominant woodland to the current tree profile of beech, birch, oak and hornbeam in the middle Saxon period.

3.4.2 Historical Value

The historical value of the Deer Sanctuary lies in its former role as the estate of Birch Hall, which has a long history dating back to the medieval period, and is associated with many families. The area of the estate now occupied by the deer sanctuary is illustrative of how ordinary farmed landscapes were changed into informal parkland-like landscapes at the time of the creation of the great landscaped parks. The Site contributes to the setting of the historic landscape of Epping Forest itself.

3.4.3 Aesthetic Value

The Deer Sanctuary forms a pleasant landscape of woods, trees and rough grassland with extensive views over Epping Forest. At the highest point, the view extends as far as London Docklands. The view across the Site from the west, below Birch Hall, gives the feel of informal parkland with individual trees and extensive grassland. The woodland at the bottom of the Site merges into the distance, creating a pleasing outlook. The lake is now largely obscured by the trees around it.

3.4.4 Communal Value

There is public access to some parts of the site via footpaths which link the deer sanctuary to Epping Forest. The Deer Sanctuary is frequently used for educational visits.

In order to develop conservation policies that will serve to guide the future management of the Site, it is necessary to identify those issues which have affected the significance of the Site in the past, are currently affecting significance or which may make its significance vulnerable in the future, as well as any opportunities for future enhancements to the Site. Through the separation of these factors it is possible to clarify what needs to be managed to provide justification for the resulting conservation policies and management recommendations, and to enable resolution of any conflicting interests.

Each of the management issues and opportunities highlighted here has been identified during the process of developing an understanding of the Deer Sanctuary, documented in Section 2. Each of the management issues is addressed by one or more Conservation Policies (e.g. CP 3) that are set out in Section 4.5.

4.1 Management issues: the archaeological resource

- ARC 1 Any palaeo-environmental evidence and organic artefactual material preserved within water-logged deposits in the field boundaries and wet area may be drying out leading to a loss of information (CP 3; CP 5)
- ARC2 The earthworks forming the former woodland boundaries are at risk of damage from woodland management operations (CP 1)

4.2 Management issues: ecology and biodiversity

- ECO 1 There is a need to provide eventual replacement of mature and veteran tree habitat within the Site (CP 1; CP 3; CP 5)
- ECO 2 The understanding of the use of the site and its habitats by legally protected species e.g. badgers, bats and GCN, is incomplete and may be

4.0 Issues, Opportunities and Policies

Conservation Statement: The Deer Sanctuary, Theydon Bois, Epping Forest, Essex

required to meet legal obligations, to provide positive management and avoid negative impacts (CP 3; CP5)

4.3 Management issues: amenity

AMY 1 Physical and intellectual access to the Site is limited (CP 4; CP 5)

4.4 Management issues: landscape

LND 1 The lake is overgrown reducing its significance as an historic landscape feature (CP 1; CP 5)

LND2 There is a need to provide eventual replacement of mature and veteran trees, including pollard management, in order to retain the informal parkland landscape (CP 1; CP 3; CP5)

LND 3 Flora and regeneration of woodland within the Sites ASNW is poor due to over browsing by deer threatening the long term sustainability of the habitat (CP 1; CP2; CP5)

4.6 Conservation Policies

Place Services at Essex County Council

4.6.1 Vision and Philosophy

The Deer Sanctuary’s primary purpose is the conservation of Epping Forest’s deer population. In addition, it forms a valuable part of the ‘Buffer Lands’ that serve to safeguard and protect Epping Forest from intensive development, including modern agricultural activities, and to provide the Forest wildlife support and complementary wildlife habitats, thus facilitating the protection of the Forest’s flora and fauna. The land within the Deer Sanctuary, also contributes to the setting of designated and non-designated heritage assets, namely the Church of St Mary (Grade II Listed Building) and the medieval and post-medieval earthwork remains of Birch Hall, and represents an early 20th century informal parkland landscape of local significance.

The recommended long term vision for the Site is to retain the informal parkland landscape and habitat of Ancient Semi Natural Woodland, whilst maintaining its purpose as a deer sanctuary for the Forests fallow deer, and increasing public awareness of its function.

Each of the coded Conservation policies contained in Table 4 e.g. CON 1 has been identified during the process of developing an understanding of the Deer Sanctuary documented in Section 2 and the Appendices. The Conservation Policies are designed to guide the future conservation management of the Deer Sanctuary in order to conserve and sustain the heritage values and wider significance of the Site.

Policy Code	Policy Description
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Conservation Statement: The Deer Sanctuary, Theydon Bois, Epping Forest, Essex

CP 1	Sustain the ecological, landscape significance and heritage values of the Site
CP 2	Seek to restore the ASNW of Gaunt's Wood and Readoak Wood
CP 3	Support the understanding and conservation of the significance of the Site through appropriate survey, monitoring, and maintenance and by achieving required consents
CP 4	Seek to increase public awareness, understanding and enjoyment of the Site and its significance where this can be achieved without harm to the significance of the Site, or its primary purpose as a deer sanctuary
CP 5	Ensure the sustainable levels of resources are available to support conservation of the Site's significance

Table 4 Conservation Policies for the Deer Sanctuary

5.0 References

Baker, C.A., Moxey, P.A. and Oxford, P.M	1978	'Woodland Continuity and Change in Epping Forest' in <i>Field Studies</i> 4, 645-669
Chris Blandford Associates	2003	<i>Essex Landscape Character Assessment</i> , Chris Blandford Associates
Chris Blandford Associates	2010	<i>Epping Forest District Landscape Character Assessment</i> , Chris Blandford Associates
Countryside Agency	1999	Countryside Character, Volume 6: East of England
English Heritage	1991	<i>Conservation Plans in Action: Proceedings of the Oxford Conference</i> , English Heritage
English Heritage	2008	Conservation Principles, Policies and Guidance for the Sustainable Management of the Historic Environment
Essex County Council	1991	<i>Ancient Landscapes: Supplementary Planning Guidance</i> , ECC
Heritage Lottery Fund	2008	<i>Conservation Management Planning</i> , Heritage Lottery Fund
Hunter, J.	1999	<i>The Essex Landscape</i> , Essex Record Office: Chelmsford
Powell, W.R.	1956	<i>A History of the County of Essex: Volume 4, Ongar Hundred</i> , Victoria County History, London
Reaney, P.H.	1935	<i>The Place-names of Essex</i> , Cambridge University Press
Rumble, A. (ed.)	1983	<i>Domesday Book: Essex</i> , Phillimore, Chichester

Conservation Statement: The Deer Sanctuary, Theydon Bois, Epping Forest, Essex

6.0 Authorship/genesis of the CS

The report was researched and compiled by Maria Medlycott, Alison Bennett, Sally Gale and Mike Bunker, who also undertook the field assessment of the Site.

7.0 Acknowledgement

Thanks are due to Maya Polenz of the City of London's City Surveyor's Department, Sally Gadson, Nick Baker and Mick Collins of the City of London's Open Spaces Department.

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Appendix 1 Site Visit

The site was visited on 18/11/15 when conditions were dry but cloudy and windy (Parcels 59/1 – 59/4), 24/11/15 when the conditions were cloudy, dull and raining on and off (Parcel 59/6) and on 1/12/15 when conditions were dry with occasional sunshine (Parcels 59/5 and 59/6). The walkover survey for the arboricultural assessment was carried out on the 3rd and 8th of November and 1st of December 2015. This was undertaken for the recording of historic and veteran features of the trees contained within the fenced area of the park, as well as to identify gross tree defects. The results of the tree survey are given in Appendix 4.

Birch Hall Meadows - Parcel 59/1

The field is rough grassland and from the east, the land slopes steeply down to the western side of the field. Along the western side is a stream flowing north to south. Beyond this is Birch Wood. The field is fenced on the east, south and west boundaries. The northern boundary consists of a ditch with mature trees along this line. There is a very damp area of land in the south-west corner and along the western edge near the stream.

Birch Hall Meadows - Parcel 59/2

This field lies to the north of Parcel 59/1 and is also bordered by the stream along its western edge. It also has rough grass, and slopes down steeply from east to west. This field is fenced to west, north and east boundaries, with a ditch and trees forming the boundary to the south.

Birch Hall Meadows - Parcel 59/3

This field lies to the south of Oak Hill Farm and west of the track by Birch Hall Farm. It is rough grassland and rises to the top of a ridge with a spectacular view southwards over the forest. The boundaries are fenced to the west, north and east, and to the south is the ditch and trees boundary.



Fig. 10 Parcel 59/1 looking across to Epping Forest



Fig. 11 Parcel 59/3, looking south with Canary Wharf in the far distance

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Birch Hall Meadows - Parcel 59/4

This patch of land is in places steep or more level and damp. It has scrubby vegetation and mature trees. The remnant of a pond is situated towards the north of this area. It lies entirely between Parcels 59/2 and 59/3.

Red Oak and Gaunt's Wood - Parcel 59/5

This parcel comprises Redoak Wood, Gaunt's Wood, the modern lake and an area of secondary regrowth of woodland on former fields to the east of the lake, along the eastern edge of the deer sanctuary and between the original extents of Redoak Wood and Gaunts Wood.

The original woodland extents as depicted on the Tithe Award map of 1848 are defined on the ground by wood banks and/or ditches. These ditches are mostly dry, but the south-west boundary of Gaunts Wood coincides with the parish boundary and has a short stretch of double bank with ditch in between, and a stream flowing down it as far as the road. There are a number of mature trees, which have been coppiced in the past, and many young trees, including a stand of birch trees. There is a wild service tree near the road in Gaunts Wood, an indicator species for ancient woodland. The original boundary of Redoak Wood to the east was the stream that flows out to the road. The Deer Sanctuary now extends across the stream to the modern boundary along the north-east boundary of the sanctuary.

The lake has both open water and reed beds. It is surrounded by young trees and has a natural look. The dam is situated to the eastern side of the lake and woodland now lies east of this.



Fig. 12 Parcel 59/5, looking towards the lake

The Deer Sanctuary - Parcel 59/6

This large area consists of up to seven former fields shown on the 1st edition OS map. Looking across the area, it has the appearance of gently undulating open landscape with occasional mature trees giving a very parkland-like landscape (Fig. 17). In fact, all the individual trees line up on the former field boundaries, several of which retain a bank or a slight depression, representing a former ditch, or active ditches flowing north to south and west to east.



Fig. 13 Parcel 59/6, general overview of the site, showing the parkland aspect, Gaunt's Wood formed the backdrop



Fig. 14 Parcel 59/6 Stream in ditch

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The land gently slopes towards the east, with three former valleys reflecting the original drainage pattern and giving the gently undulating character to the landscape. The streams are now either channeled along the former field boundaries or have been buried into land drains which discharge into the lake. The main west to east stream winds across the former fields in quite a deep ditch (Fig. 18). This stream is joined by another stream from the east and flows on into Redoak Wood to the south-east. There is what appears to be the remains of a former pond just before this confluence, and a couple of willow trees, which were originally planted for Osiers. There is a mixture of rough grassland and mowed or grazed grassland across the fields. A small area of mature trees is situated along the south-western boundary.

A modern copse plantation is situated towards the southern part of the parcel, on a small rise. Other modern elements consist of two watch towers and two ladder chairs associated with deer management. There are also lumps of concrete and old metal fence posts, gates and fences, possibly associated with earlier stock management, both lying down or standing along the south-western edge of this parcel. A modern earthwork structure is situated just south of the main west to east boundary at its western end and is used as a hide for deer management.



Fig. 15 Parcel 59/6, Looking northwards from the west side of the lake towards the new Birch Hall

Appendix 2 Archaeological Evidence

There are no archaeological sites or find-spots recorded on the Essex Historic Environment Record (EHER), within the Deer Sanctuary. There are nine EHER sites within a 250m radius of the Deer Sanctuary (Fig. 10). These include Epping Forest itself and Birch Hall (see table 5).

Figure. 16 Listed Buildings and Essex Historic Environment Record (EHER) sites

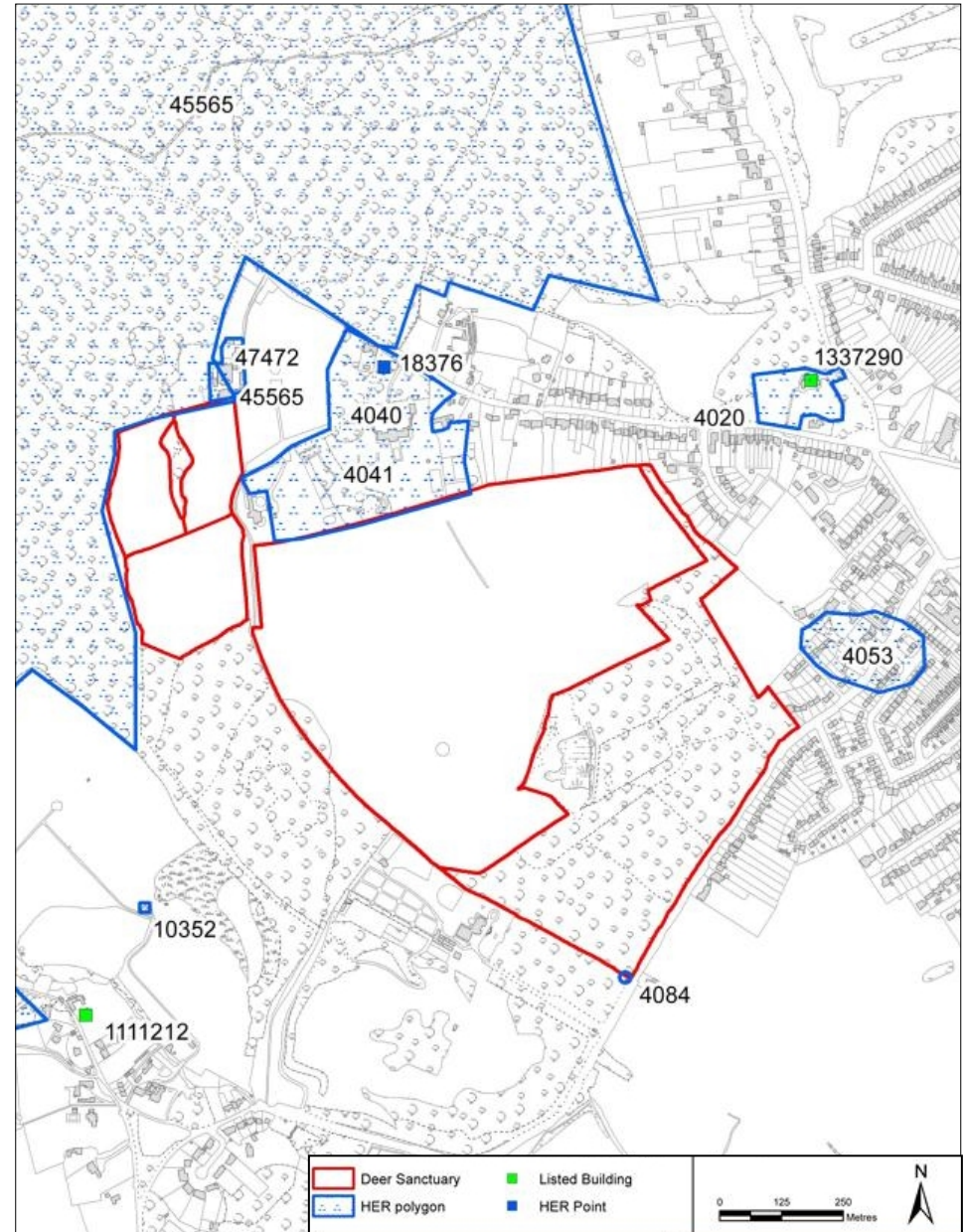


Table 5: Essex Historic Environment Record (EHER) sites within 250m of the Deer Sanctuary

EHER	GRID-REF	NAME	DESCRIPTION	STATUS
4020	TQ 4482 9925	St Mary's Church, Theydon Bois	The present church was erected 1850-1 and contains some fittings from the old church (EHER 4018, 4019). A small brick church with an unconventional south west tower with a spire.	LB II
4040	TQ 441 991	Birch Hall	In the grounds of Birch Hall, under the lawn, is a brick wall, supposed to be Roman. Fragments of undoubted Roman brick with pink mortar attached have been picked up on the site (information from Miller Christy). According to OS 1975 though genuine Roman brick has been found on the site, the OS consider this to be the remains of the previous house on the site	
4041	TQ 441 991	Birch Hall	Birch Hall - moat, possible DMV. The house (?) of John ate Birches in 1319. Birch Hall is also mentioned in 1542 and 1777. Incomplete, rectangular, manorial moat. The hillside on which Birch Hall stands 'has six or more broad terraces, ancient and modern, on one of which the house now stands. Another, below the old well, seems to be the site of the 'former manor'. Below it, the ground falls away to a broad curved dingle, part of which is boggy and at one point drainage is collected in an artificial pond. This dingle which encircles the old site to the north and east is the only feature which might be considered a moat. It has (except for the pond) a natural appearance and it is, moreover, some 50m wide'. A watching brief in 1990 on demolition of Birch Hall and construction of new dwelling did not reveal any evidence of medieval occupation prior to 1578 (earliest known reference to the hall). The earthworks around the Hall are interpreted as landscape gardening features, probably C18 in date; the interpretation of any earthworks representing a DMV is seen as untenable given the steepness of some slopes and the boggy patches.	
4053	TQ 449 989	Near Theydon Bois	Palaeolithic hand-axe	
4084	TQ 445 983	City of London Coal Duty Post, Debden Lane, Loughton	London Coal Duty Boundary mark. A cast iron post, on the north side of Loughton Lane, opposite the house called 'The Boundary'.	
10352	TQ 4384 9848	Pillbox (destroyed), Debden Green Caravan Site	An aerial photograph taken by the RAF in 1947 shows the clear shape of an FW3/27A pillbox. The marks of the anti-tank ditch, which passed from the woods at TQ 437 984 to the Debden Green junction at TQ 440 982, can be seen, the pillbox faces NE across it. An aerial photograph taken in 1960 shows it to have been demolished by that date.	
18376	TQ 441 991	Birch Hall	The present Birch Hall stands on a large artificial terrace cut into the south facing slope. Immediately to the west in a series of other	

			<p>earthwork terraces with further earthworks beyond to the west and south. There have been suggestions that these earthworks represent a Deserted Medieval Village. It is more likely however, that they are the remains of a house and garden that stood on the site in the 16th-17th Centuries. The earliest reference so far to a house at Birch Hall dates to 1578. In 1616 this becomes the seat of the Manor of Theydon Bois. In the Hearth Tax returns for 1662 the Manor is recorded as having 14 hearths. This house survived until the late 18th century when it was demolished. The site reverted to grassland until the present house was built in 1892.</p> <p>Planning applications to demolish the late 19th Century Hall to construct a new building, and to carry out some alterations to the earthworks were monitored by the ECC archaeology section. There was no evidence for Medieval occupation in the vicinity of the late 19th century house from the watching brief and there were no finds earlier than the 17th- 18th Century</p>	
45565	TQ 4150 9784	Epping Forest	<p>Epping Forest was a huge wood-pasture that was being intercommoned by tenants of neighbouring manors during the medieval period. The north portion is known to have been under cultivation from early in the 13th century. Assarts from the forest were numerous in the 13th and 14th century, although rarely of more than an acre in extent. The controversy concerning the inclosure of Epping forest had been occurring since at least 1666 when Sir Henry Wroth, the lord of the manor of Chigwell had applied to the Crown to inclose the forest. At this time he was refused. It was when the Rev. Maitland was Lord of the Manor of Loughton that the issue of enclosure came to a head. The Epping Forest Act of ca.1870 set up a Royal Commission to investigate the whole problem of the forest and at the same time the City of London started legal proceedings in defence of common rights throughout the forest. In 1875 it was concluded that the inclosures had been illegal and the lopping rights of the inhabitants was recognised. By 1878 the Epping Forest Act had appointed the Corporation of the City of London to be Conservators of the Forest, with the duty of keeping the forest as an open space for public recreation. A survey of the historic boundary on the north-eastern edge of Epping Forest known as the Purlieu Bank was carried out in February and March 2011</p>	

Appendix 3 Detailed Historic Phasing

Appendix 1 provides a detailed phased history of the Site within the wider context of the area.

Palaeolithic, Mesolithic, Neolithic and Bronze Age periods (700,000-700 BC)

The only evidence for human activity for the Palaeolithic period from the study area is the record of a Palaeolithic hand-axe from 'near Theydon Bois'. However there is insufficient evidence regarding the precise location and circumstances of this find to extrapolate any further interpretation but that it is an indicator of activity in the general vicinity of the study area. There is no evidence for Mesolithic or Neolithic activity from the Deer Sanctuary itself, however a Mesolithic settlement site has been partially excavated at High Beach, some 3.5 km to the southwest. There is some evidence for Bronze Age activity in the vicinity of Ambresbury Banks, approximately a kilometer to the north of the Deer Sanctuary.

Iron Age (700 BC-43 AD)

Ambresbury Banks and Loughton Camp form part of a chain of Iron Age hill-forts strung out along this boundary. Ambresbury Banks is approximately 1km to the north of the Deer Sanctuary and Loughton Camps is approximately 2.6km to the south-west. A scattered hoard of Iron Age gold coins found by metal detector in 1971-2 near Ambresbury Banks (EHER 3744). It is evident therefore that the area of the Deer Sanctuary would have formed part of the immediate hinterland of the two hillforts and of the tribal boundary that they marked.

The Roman Period (43 AD – 410 AD)

There are reports of 'Roman' bricks having been recovered from the site of the medieval Birch Hall, but it is not clear whether these had their origin on the site or whether they were brought in as building material for the medieval house. Their presence does however raise the possibility of Roman activity in the immediate vicinity of the Deer Sanctuary.

Saxon Period (410-1066 AD)

The pollen record shows that lime woodland predominated in Epping Forest in the Early Saxon period, by the middle Saxon period (600-850 AD)

the pollen record shows a dramatic decline in lime and the establishment of a wood-pasture system. The current tree profiles of Epping Forest, beech, birch, oak and hornbeam originate in this period.

At the end of the Saxon period the Domesday book (Rumble 1983, 36.11) records that the manor of Theydon Bois was held by Hakon, and there were a total of 15 households. Within the manor was the woodland for 400 pigs, 16 acres of meadow and a mill. In addition to the main manorial holding 7 free men held a further 2 hides and 1½ virgates, and associated with these were a further 3 households, 6 ploughs and the woodland of 140 pigs and 20 acres of meadow. A separate holding was held by Wulfwin, which comprised 2 households, the woodland of 100 pigs and 7 acres of meadow. Which of these elements comprised the area that would become Birch Hall is uncertain, but it is probable that the area of the Deer Sanctuary was either being farmed during this period or formed part of the woodland being used as pannage for pigs.

Medieval Period (1066 – 1537 AD)

It is only in the medieval period that it is possible to speak with any certainty about the Birch Hall area. The Victoria County History for Ongar Hundred (Powell 1956) presents a more detailed history of Theydon Bois, and only a brief summary is presented here. In the medieval period Theydon Bois was a thinly populated rural parish. In 1420 it was exempted from taxation because it contained less than 10 households. Theydon Hall, which is on the site of the ancient manor house lies on the Abridge road. Beside it is the site of the old parish church, demolished in 1843. The earliest direct reference to Birch Hall dates to 1319 when it was associated with a John *atte* Birches (Reaney 1935), at which date the landholder was Waltham Abbey. Theydon Bois was retained by the Abbey until the dissolution of the abbey in 1540. An incomplete rectangular moat on the site may represent the location of the medieval holding, although there is some uncertainty as to how much of the surviving earthworks are medieval and how much dates to the 16/17th century landscaping of the site. Gaunts Wood and Redoak Wood, take their names from medieval tenants, whose houses may have been in the immediate neighbourhood. The field pattern as shown on the earlier maps for the area suggests some form of drove road, linking Debden Green to

Epping Forest, to the immediate west of the Deer Sanctuary.

Epping Forest (EHER 45565) forms the western boundary of Birch Hall, and was held by the Canons of Waltham Abbey. However, the inter-commoning regime for the Forest was such that no one land-owner held absolute rights over the Forest, with the tenants of many neighbouring manors (including Theydon Bois) having varying rights to graze their animals, lop timber, etc.).

Post Medieval period (1538-1900 AD)

With the Dissolution of the Waltham Abbey in 1540 Theydon Bois manor passed to the Crown, and held by a succession of tenants (Powell 1956). In 1616 the manor was held by Edward Elrington. The Elrington family was settled at Birch Hall in Theydon Bois before they acquired the manor in 1616, and from that date Birch Hall was the manor house. The post-medieval (16/17th – late 18th century) manor house of Birch Hall lay between Birch Hall Farm and the present mansion. There is little information on what this structure looked like, though the 1662 Hearth Tax records that it had 14 hearths, suggesting a reasonably substantial structure. By the end of the 18th century it had been demolished and in 1848 the site was known as 'Old House Ground'. There appears to have been extensive landscaping associated with this building, taking the form of a series of broad terraces overlooking the sloping ground to the south. The layout of the fields associated with Birch Hall that now form the Deer Sanctuary as demonstrated by the historic cartographic evidence are described Section 2. They all are certainly present in the post-medieval period, and maybe indeed be medieval in origin.

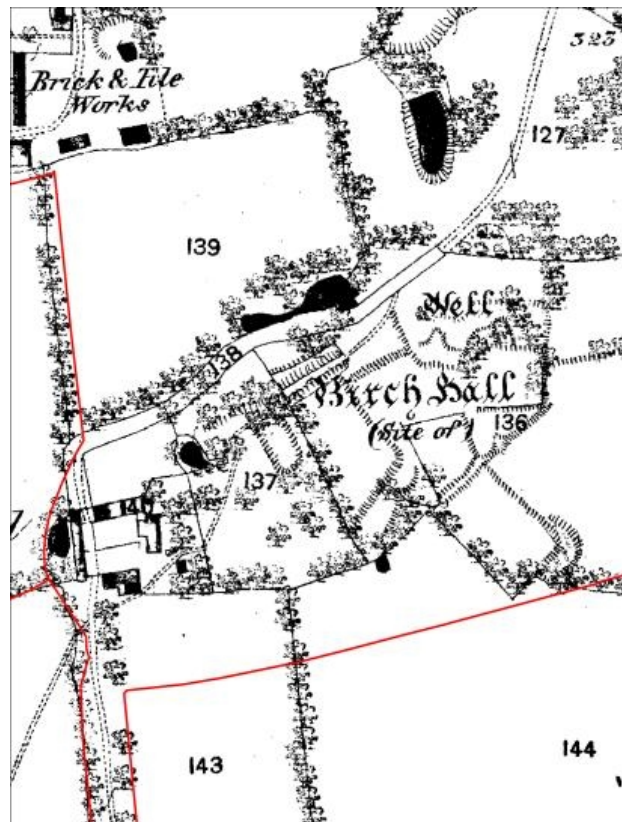


Fig. 17 The earthworks relating to the medieval and post-medieval Birch Halls c.1876

By 1789 the manor had passed into the hands of the Dare family, these became the Hall-Dares in 1836, and it is known that they held Birch Hall. In 1850-1 the Hall Dare estate included 781 acres in Theydon Bois and 47 acres in Loughton. In 1901 Robert Westley Hall Dare sold Theydon Bois and Birch Hall to Gerald Buxton. Buxton was succeeded on his death in 1928 by his son Lt.-Col. Edward North Buxton. The site of the post-medieval Birch Hall had reverted to grassland, until 1892 when a substantial red brick house was erected. The two lodges and several of the cottages in Coppice Row appear to be of the same period. The 1897 OS 2nd edition map shows considerable changes from the 1881 map, which are most probably linked to the construction of the new Birch Hall. These included the creation of a lake by the damming of the water course next to Gaunt's Wood and the rationalization of the field system to form the present layout. Many of the mature trees that had formed part of the original field boundaries were retained, giving a parkland effect, particularly in the west of the Sanctuary.

To the north and west Epping Forest remained under an inter-commoning regime, with some assarting and enclosure, particularly around the edges. In the 1860s the Reverend Maitland, then Lord of the Manor of Loughton, began the large scale inclosure of the Forest. There was opposition to these enclosures from the inhabitants of Loughton who had an ancient right of lopping wood from the Forest. The Epping Forest Act of c.1871 set up a Royal Commission to investigate the whole problem of the Forest and at the same time the City of London started legal proceedings in defence of common rights throughout the Forest. By 1878 the Epping Forest Act had appointed the Corporation of the City of London to be Conservators of the Forest, with the duty of "at all times keep Epping Forest unenclosed and unbuilt on as an open space for the recreation and enjoyment of the people".

On the south-eastern boundary of the Deer Sanctuary, next to Loughton Lane there is a cast iron City of London Coal Duty post (EHER 4084). This has inscriptions on the north face showing the City of London arms with St George's cross and sword, below the collar is inscribed '4 and 25 VIC, CAP 42'.

Modern period

Between 1939-1941 a FW3/27A pillbox (EHER 10352) was constructed to the west of the Deer Sanctuary at Debden Green. The marks of an anti-tank ditch, which passed from the woods at TQ 437 984 to the Debden Green junction at TQ 440 982, can be seen on a 1947 photograph. An aerial photograph taken in 1960 shows it to have been demolished by that date.

On the 12th of June 1959 the Buxtons conveyed Birch Hall to the City of London. The estate comprised 'All those several closes or pieces of land which form part of an estate known or formally known as the Birch Hall Estate situate in the parish of Theydon Bois in the County of Essex and comprise in the whole 88.554 acres or thereabouts'

Appendix 4 Tree Survey

Tree Survey Methodology

The trees were inspected from ground level only and were not climbed. The inspection was based on visual tree assessment (VTA) techniques using simple acoustic tests with a mallet to sound any suspected areas of decay and metal probes to assess the extent of any decayed areas as far as reasonably practicable. Only the parts of the trees accessible from ground level were subject to sounding or probing.

The risk assessment of each tree defect was based on the severity of the hazard and the likelihood of it causing injury or harm. A systematic approach was used in accordance with industry best practice, the rooting area, stem and crown/branch structure were inspected for each individual tree, provided below are keys for the survey tabular form and for the works priority (based upon the severity of the defect).

Tree Survey Results

The trees growing within the deer park have a wide age range from young to over mature and veteran specimens, two mature dead oak trees were also recorded. The majority of the open ground oaks are mature to over mature and given their age are generally in a healthy condition. A number of the open grown oaks have suffered from past storms events and storm damage debris has been retained. Many of the trees have veteran features and provide excellent wildlife habitat features (cracks, loose bark, cavities) and deadwood of varying diameters is abundant and to be expected with trees of their age. Some trees have dead and dying branches in their lower and inner crowns. This is natural dieback caused by shading from upper crowns and is typical of the species and age of the trees. Dead branches can persist for years and provide good wildlife habitat. Removal of dead branches has only been recommended where there is a high risk of such branches falling and causing injury or harm.

Acute oak decline has appeared in recent years and can cause crown dieback and possibly tree death. There appears to be no symptoms of the condition on the site presently but given the large number of oak within the site, it would be prudent to monitor for its presence and undertake works, if and when

necessary. For further information, see the Forest Research website [Forest Research - Acute oak decline](#).

There are a few mature ash trees on site and a large number of ash trees have been planted in the woodland area of Gaunt's Wood. They have good vitality with no visible major defects and at the time of the site visits no ash dieback disease (ADD) (*Chalara fraxinea*) was observed.

Key to table 6

Tree ref. T1, T2, T3 etc. (cross referenced on location plans, see below)

Species common and botanical names given

Height Tree heights are given in broad bands (< 5 less than 5; 5-10; 10-15; 15-20 and 20+) and recorded in metres and estimated unless otherwise stated

Age Y: young (first third of life)
EM: early mature (middle third of life)
M: mature (final third of life)
OM: over mature (beyond ordinary lifespan)
V: veteran (a tree older than typical for the species and of great ecological, cultural or aesthetic value)

Condition: physiological health:

NV: normal vigour;

LV: low vigour

Structural condition:

Good: tree free from significant defects;

Fair: tree with defects or disorders which can be

remediated or likely to recover from and Poor: tree with significant defects which cannot be

remediated or unlikely to recover

Tree Survey Results:

Tree condition survey: Nov & 01 Dec 2015		Epping Deer Sanctuary, Theydon Bois				Date: 03/18	
No	Species	Height	Age	Condition		Remarks	Recommendation
				Physiological / Structural			
T1	Pedunculate oak (<i>Quercus robur</i>)	15-20	Mature	NV	F-G	Small to moderate size deadwood noted overhanging Public Right of W (PRoW) Heavy, overextended limb over footpath poorly attached at branch union (old crack) noted.	Remove deadwood over 30millimetres (mm) back to sound wood or branch collar, larger deadwood reduce in length or pull test to assess stability throughout section of the crown overhanging the footpath (PRoW). Reduce length / weight of limb over PRoW by up to 30%, pruning back to suitable growth points. Works should be carried out within three months
	Pedunculate oak	15-20	Mature	NV	G	Small to moderate size deadwood noted overhanging public right of way (PRoW).	Remove deadwood over 30millimetres (mm) back to sound wood or branch collar, larger deadwood reduce in length or pull test to assess stability throughout section of the crown overhanging the footpath (PRoW). Works should be carried out within three months
T3	Pedunculate oak	15-20	Mature	NV	G	As T2 above	As T2 above
T4	Pedunculate oak	5-10	Young	NV	G	No significant defects noted	No action required (NAR)
T5	Pedunculate oak	5-10	Young	NV	G	No significant defects noted	NAR
T6	Pedunculate oak	15-20	Mature	NV	G	As T2 above	As T2 above
T7	Pedunculate oak	15-20	Mature	NV	G	As T2 above	As T2 above
T8	Pedunculate oak	<5	Young	NV	G	No significant defects noted	NAR

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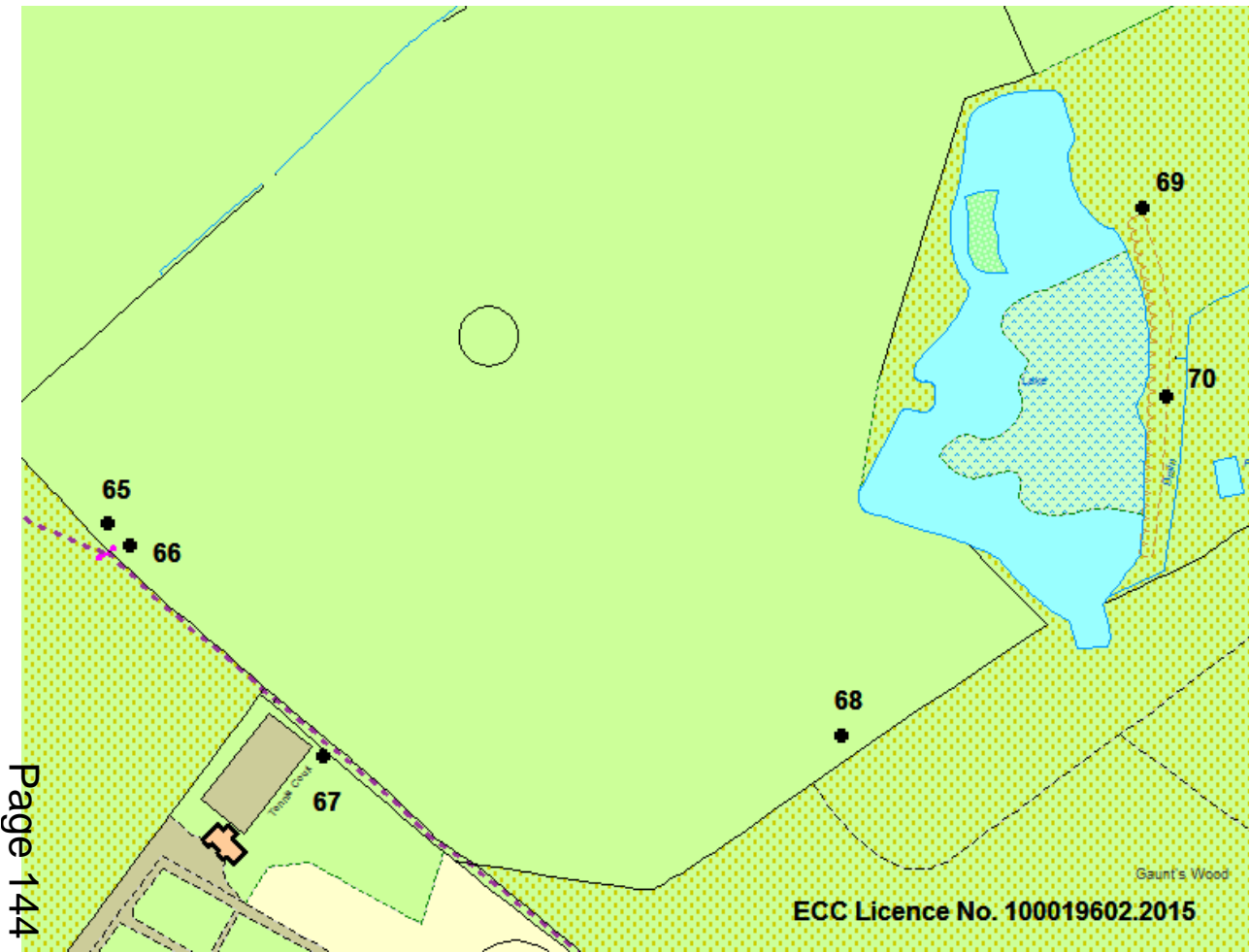
T9	Pedunculate oak	15-20	Mature	NV	G	As T2 above	As T2 above
T10	Pedunculate oak	15-20	Mature	NV	G	As T2 above	As T2 above
T11	Pedunculate oak	15-20	Mature	NV	G	As T2 above	As T2 above
T12 - T16	Pedunculate oak	15-20	Mature-over mature	NV	L-G	No significant defects noted	NAR
T17	common ash (<i>Fraxinus excelsior</i>)	15-20	Over mature	NV	L	Previously storm damaged tree with overextended limbs	NAR
T11 8- T19	Pedunculate oak	15-20				No significant defects noted	NAR
T20	Pedunculate oak	15-20	Mature	NV	G	Open grown tree	NAR
T21 - T28	Pedunculate oak	15-20	Mature	NV	G	No significant defects noted	NAR
T28	Silver birch growing within oak stump	5-10		NV	G	Birch appears stable within old decaying stump	NAR
T29	Pedunculate oak	10-15	Mature	D	P	Dead tree	Retain tree, reduce dead limbs by 25% (in length) Works should be carried out within three months
T31 -35	Pedunculate oak	15-20	Mature	NV	G	Group of five trees	NAR
T36 - T37	Pedunculate oak	15-20	Mature	NV	G	Group of two trees	NAR
G1	Mixed species	5-10	Mature	LV	F	Small group of hawthorn (<i>Crataegus monogyna</i>) and hornbeam (<i>Carpinus betulus</i>)	NAR
T38	Pedunculate oak		Mature	NV	G	No significant defects noted	NAR
T39	Apple (<i>Malus</i> sp.)	5-10	Mature	NV	P	Small tree with hollow stem	NAR
T40	Pedunculate oak	15-20	Mature	NV	G	Tree previously shed are large limb. Tree has since been reduced to reduce wind sail area	NAR
T41	Pedunculate oak	15-20	Mature	NV	G	Large diameter deadwood in lower crown	Tree previously shed are large limb. Tree has since been reduced to reduce wind sail area
T42	Pedunculate oak	15-20	Mature	NV	G	No significant defects noted	NAR
H1	Common hawthorn	5-10	Over mature	LV	F	Thorn hedge with x3 coppiced ash and x2 standard oak trees	NAR

T43 -T4	Pedunculate oak	15-20	Mature	NV	G	No significant defects noted	NAR
T49	Hornbeam	10-15	Mature	NV	G	No significant defects noted	NAR
T50 - T51	Pedunculate oak	15-20	Mature	NV	g	No significant defects noted	NAR
T52	Pedunculate oak	15-20	Mature	NV	F	Die-back of east side of stem, tree is in falling distance of the PRoW	NAR
T53 - T55	Pedunculate oak	15-20	Mature	NV		No significant defects noted	NAR
T56	Pedunculate oak	15-20	Mature	NV	F	Decayed storm damaged stem	Make fallen debris safe. Monolith to a height of storm damaged crown Works should be carried out within three months
T57 - T62	Pedunculate oak	15-20	Mature	NV	G	No significant defects noted	NAR. Make safe fallen debris between T61 & T62 . T61 has an historic lean and is stable Works should be carried out within three months
T63	Common ash	15-20	Mature	NVNV		No significant defects noted	NAR
T64 - T65	Pedunculate oak		Mature	NV	G	No significant defects noted	NAR
T67	Pedunculate oak	15-20	Mature	NV	G	Offsite tree. Deadwood above ladder and stalking seat	Remove deadwood above ladder and seat, pruning back to sound wood / branch collar Works should be carried out within three months
T68	Pedunculate oak	10-15	Mature	D	P	Dead tree	Retain tree, reduce dead limbs by 25% (in length). Remove stalking seat and relocate to adjacent tree Works should be carried out within three months
T69	Hybrid poplar (<i>Populus hybrid</i>)	15-2-	Mature	NV	F	Storm damaged twin stem tree, one stem remaining. Remaining stem liable to storm damage	Reduce remaining stem to a finished height of 5metres
T70	Goat willow (<i>Salix caprea</i>)	<5	Mature	NV	F	Fallen tree blocking path	Coppice stem to a finished height of .5metres

							Works should be carried out within three months
T71	Pedunculate oak	10-15	Mature	NV	G	Small to moderate size deadwood noted	Remove deadwood over 30mm in diameter, pruning back to sound wood / branch collar Works should be carried out within three months
T72	Common ash	15-20	Mature	NV	F-G	Storm damaged tree. Storm damaged crown supported and resting on ground	NAR
T73	Pedunculate oak	15-20	Mature	NV	G	Old pollard specimen (4.45metre girth at 1.5metre)	NAR

Table 6 Tree Condition Survey

Fig. 18 Tree location plan 1: T1-T41



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Fig. 19 Tree location plan 2: T42-T64

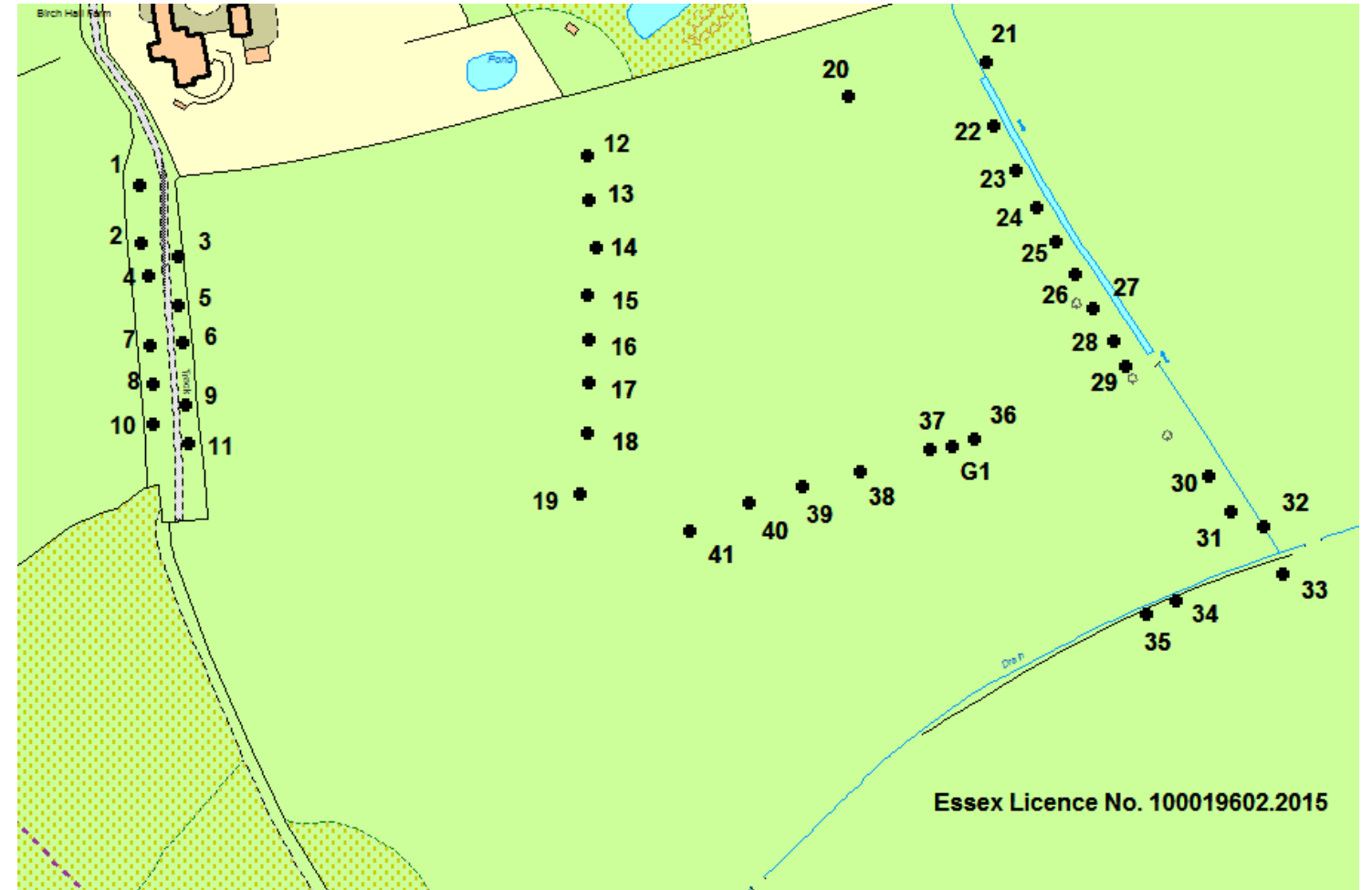


Fig. 20 Tree location plan 3: T65-T70

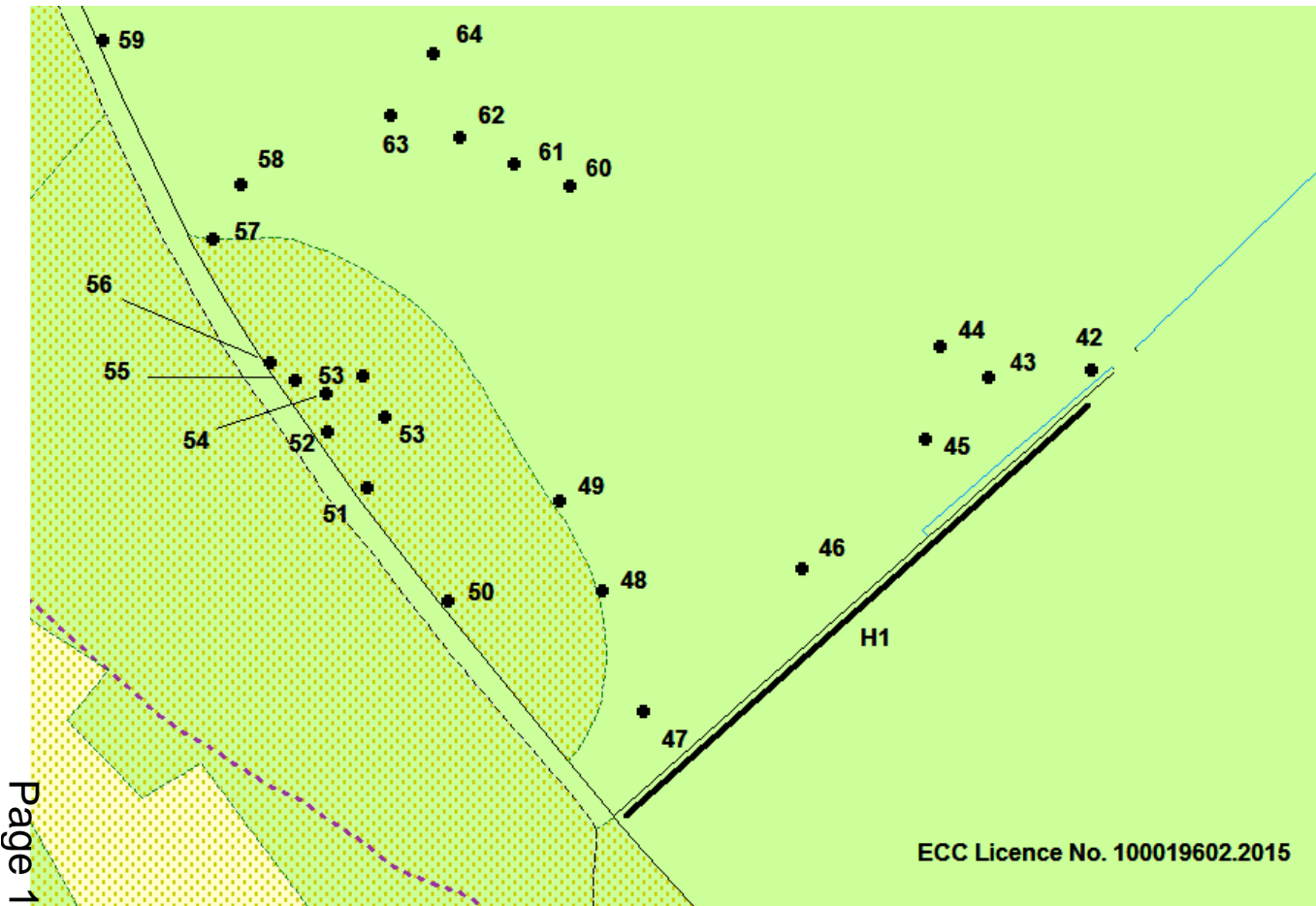
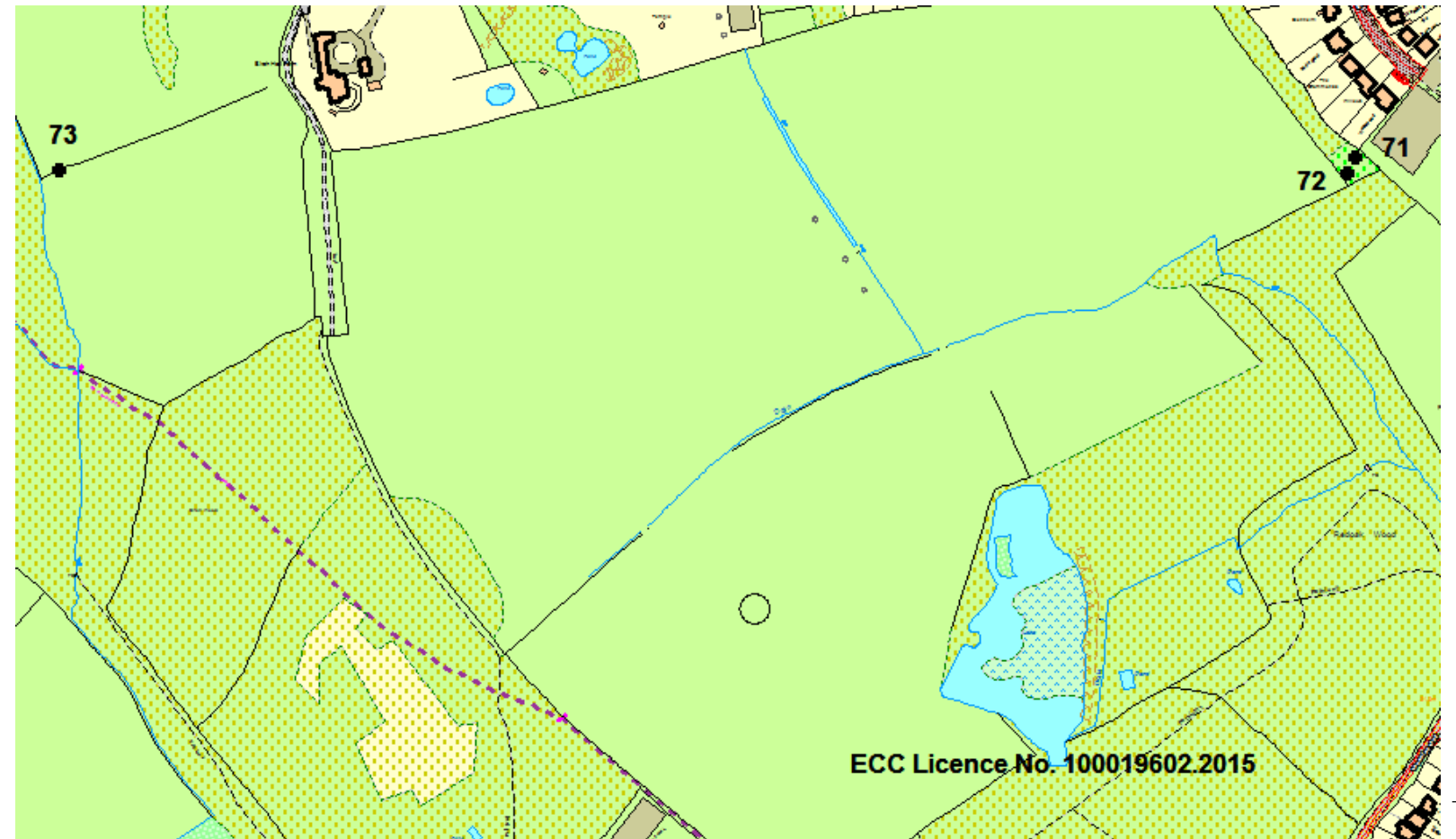


Fig. 21 Tree location plan 4: T71-T73



Appendix 5 Site Significance, statutory and non statutory designations by interest

Significance: Archaeology

The earthworks within the Deer Sanctuary survive as an archaeological resource of local significance. They date to the medieval and post-medieval period and represent the changing use of the site from agricultural purposes to informal parkland in the late 19th century to its present role as a deer sanctuary. A number of the wood banks and historic field boundaries survive as earthworks, whilst it can be presumed that the historic field boundaries that are no longer visible are still present as below-ground remains. The silts around the waterlogged field boundaries have the potential to preserve environmental evidence which could greatly add to our understanding of the landscape of the study area through time. Previous pollen analysis of the deposits of a shallow valley bog in Epping Forest (Baker, Moxey and Oxford 1978) has established the general sequence of vegetation in the Forest itself for the last 4,000 years and it is possible that similar deposits survive within the damper areas of the study area to provide a comparison study for the Forest edge.

Summary

- Archaeological resource of local importance
- Potential to contribute to understanding of the landscape history of Epping Forest and its environs

Significance: Landscape

The landscape setting of the Deer Sanctuary has been characterised at a number of scales, ranging from the National (The Countryside Agency, 1999), through to a District level assessment (Chris Blandford Associates, 2010). The site and its immediate surroundings demonstrate key characteristics from all of the relevant character areas within these assessments as follows:

National Landscape Character (source: Countryside Agency, 1999)

The Deer Sanctuary lies within the Essex Wooded Hills and Ridges sub-character area of the Northern Thames Basin National Character Area (NCA No. 111), as defined on the Character of England Map. The key characteristics of this area demonstrated within and immediately around Deer Sanctuary include:

- Well wooded and prominent hills and ridges
- Wooded commons with ancient and some secondary woodland.
- Notable medieval and later historic homes and their parks (Copt Hall)

Essex Landscape Character (source: CBA, 2003)

The Deer Sanctuary lies within the Epping Forest and Ridges Landscape Character Area (D1), part of the Wooded Hills and Ridges Landscapes types in Essex. The characteristics of this area demonstrated within and immediately around the Deer Sanctuary include:

- Landscape of heavily wooded ridgelines
- Large areas of ancient beech and oak-hornbeam woodland (traditional wood-pasture and pollards now mostly unmanaged), together with pockets of acid grassland/heath
- Many ancient formerly pollarded trees
- Major SW-NE aligned broad ridge with a gently undulating ridgetop and moderate to steep sides.
- Small narrow steep stream valleys in the ridge sides.
- Iron Age hillforts of Amesbury Banks and Loughton Camp within Epping Forest.
- Historic parklands
- Very straight roads through the centre of Epping Forest.

Epping Landscape Character (source: CBA, 2010)

The Deer Sanctuary lies within the Epping Forest Ridge (D2) Landscape Character Area, part of the Wooded Ridges (D) Epping Forest Landscape Types.

Conservation Statement: The Deer Sanctuary, Theydon Bois, Epping Forest, Essex

The characteristics of this area demonstrated within and around the Deer Sanctuary include:

- Distinctive, broad ridge landform
- Large area of ancient and semi-natural woodland provides a strong sense of enclosure and limits views across the area

Deer Sanctuary landscape assessment

The Deer Sanctuary is sited on sloping ground abutting the eastern edge of Epping Forest. It comprises agricultural land and woodland, which formed part of the farm associated with the manorial settlement of Birch Hall, Theydon Bois. The removal of many of the field boundaries in the late 19th – early 20th century, coupled with the retention of many of the mature hedgerow trees and the creation of a lake adjacent to the woodland, created the appearance of a parkland on the slope below the house. There are extensive views from the area of the Hall, both across the Deer Sanctuary and further afield over the London Basin. To the north and east there is housing.

On a more immediate scale the proximity of Epping Forest is the dominant landscape element. Epping Forest is a well preserved historic landscape of relict wood pasture, with considerable coherence and time-depth, that has been noted as being worthy of designation as an 'Ancient Landscape' at the county level (Essex County Council, 1991).

The characteristics of the Deer Sanctuary are:

- Appearance of informal parkland in field 59/6 formed by the removal of boundaries and the retention of mature trees, undulating landform
- Fields 59/1, 59/2 and 59/3 are unimproved pasture, sloping landform
- Area of mostly ancient woodland comprising Gaunt's Wood and Redoak Wood (part of field 59/5)
- Area of recent woodland plantation and artificial lake (part of field 59/5)
- Extensive views from 59/6 out across Epping Forest district to the City of London

- Enclosing views of Epping Forest from fields 59/1, 59/2 and 59/3

Significance: Ecology

The following section describes the land designations, priority habitats, flora and fauna on and surrounding the Deer Sanctuary (hereafter referred to as 'the site' - as depicted in Fig. 9) as it is currently understood. This information should inform any future management on the site.

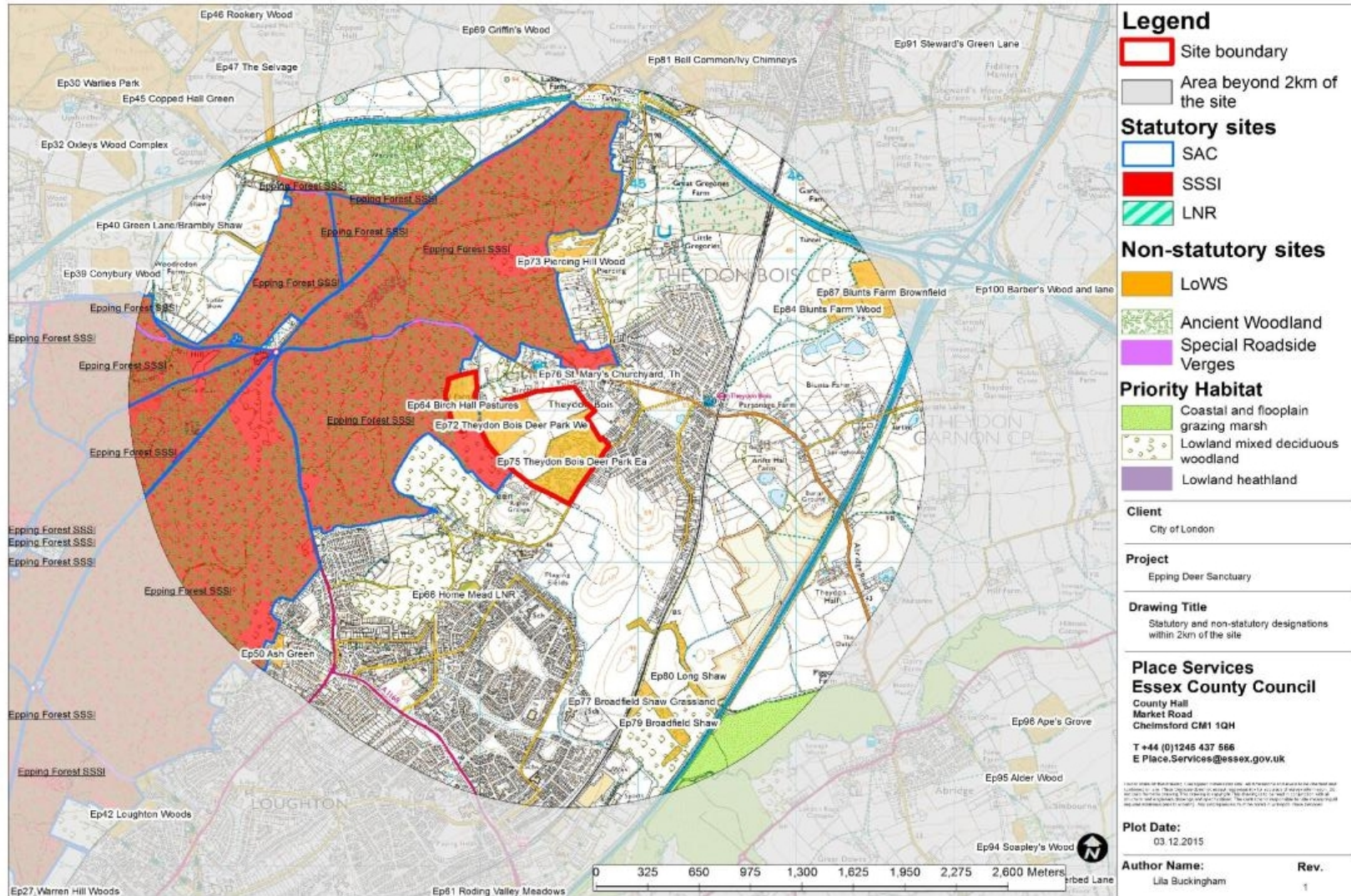
• Land designations

A high-level assessment of biodiversity assets on and surrounding the site was undertaken. This was informed by the following:

- Place Services Biodiversity Alert Map – for statutory / non-statutory sites and priority habitat within 2km of the site
- Information from Essex Wildlife Trust – for Local Wildlife Site citations

A map illustrating statutory / non-statutory sites and priority habitats within 2km of the site is provided as Fig. 22. Flora and fauna are discussed in more detail below.

Fig. 22 Environmental constraints map illustrating statutory / non-statutory sites and priority habitats within 2km of the site



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- **Statutory designations**

The site is not the subject of any statutory conservation designations, but its south-western boundary meets Epping Forest. The majority of Epping Forest is designated as an SSSI for its ancient semi-natural woodland characterised with over-mature pollards, a nationally outstanding assemblage of invertebrates and an outstanding bryophyte flora. The SAC designation within Epping Forest is primarily for beech woodlands, specifically Atlantic acidophilous beech forests with *Ilex* and sometimes also *Taxus* in the shrub layer (*Quercion robori petraeae* or *Ilici-Fagenion*). These designations are situated immediately beyond the sites south-western boundary. Statutory sites are offered protection under both national and European law

- **Non-statutory designations – Local Wildlife Sites**

The site contains three separate Local Wildlife Site (LoWS) designations: Ep64 Birch Hall Pastures, Ep72 Theydon Bois Deer Park West and Ep75 Theydon Bois Deer Park East. Ep75 also contains ancient woodland. This information has been taken from the relevant LoWS citations, which may not reflect current circumstances. It should be noted that although LoWS are not afforded legal protection, they are protected through the planning system, and there is a general presumption against development on them.

Each LoWS is described below.

Ep64 Birch Hall Pastures (6.2 ha) TQ438990

These two pastures comprise dry to damp, species-rich unimproved grassland on the eastern flank of Epping Forest. The diverse grass sward comprises abundant Common Bent (*Agrostis capillaris*), with lesser amounts of Sweet Vernal-grass (*Anthoxanthum odoratum*), Crested Dog's-tail (*Cynosurus cristatus*), Cock'sfoot (*Dactylis glomerata*), Tufted Hair-grass (*Deschampsia cespitosa*), Meadow Fescue (*Festuca pratensis*), Red Fescue (*Festuca rubra*), Yorkshire-fog (*Holcus lanatus*) and Timothy (*Phleum pratense* agg.). The equally diverse herb layer includes Cuckooflower (*Cardamine pratensis*), Marsh Thistle (*Cirsium palustre*), Meadow Vetchling (*Lathyrus pratensis*), Common Bird's-foot-trefoil

(*Lotus corniculatus*), Greater Bird's-foot-trefoil (*L. pedunculatus*), Creeping Jenny (*Lysimachia nummularia*), Meadow Buttercup (*Ranunculus acris*), Common Sorrel (*Rumex acetosa*) and clovers (*Trifolium* spp.). Large Pedunculate Oak (*Quercus robur*) in the bounding hedgerows support populations of the Nationally Scarce ant *Lasius brunneus* and the invertebrate value of the whole site is likely to be high, with butterfly populations also significant.

Ep72 Theydon Bois Deer Park West (9.5 ha) TQ442988

This part of the Deer Sanctuary has been selected on account of the large number of veteran Pedunculate Oak (*Quercus robur*) trees, with much dead wood and fallen timber providing excellent habitat conditions for a range of invertebrates that are dependent on such wood for nesting and feeding sites. The trees are known to support populations of the Nationally Scarce ant *Lasius brunneus* and also the Essex Red Data List digger wasp *Crossocerus cetratus*. Some of the trees were also assessed as having high potential to support bat roosts, with excellent bat foraging habitat provided by the park in general, the adjacent Birch Hall Pastures.

Ep75 Theydon Bois Deer Park East (14.5 ha) TQ445986

This site comprises the mainly ancient woodland of Redoak and Gaunt's Woods, plus recent secondary woodland and a small lake. The two ancient woods are heavily fenced in order to prevent access by the deer herd in the open park and, as such, are now both densely overgrown with Bramble (*Rubus fruticosus* agg.) scrub. They comprise canopies of overgrown Hornbeam (*Carpinus betulus*) coppice with standards of Hornbeam, Pedunculate Oak (*Quercus robur*) and Ash (*Fraxinus excelsior*). More recent woodland within the park is subjected to deer browsing and comprises a mix of these standard trees with some Hawthorn (*Crataegus monogyna*) scrub over a grassy ground cover. The adjacent lake supports a small stand of Common Reed (*Phragmites australis*) and, as well as providing a watering place for the deer, adds to the overall habitat diversity.

- **Priority habitats**

Under Section 40 of the Natural Environment and Communities Act (NERC), 2006, public bodies have a duty to conserve 'habitats and species of principal

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importance for the conservation of biodiversity in England' (commonly referred to as '**Priority Habitats or Species**'). Section 41 (S41) of the Act requires the Secretary of State – in consultation with Natural England - to publish a list of Priority Habitats and Species.

The EWT citations indicate the sites to contain areas of unimproved grassland, wood pasture and parkland, ancient woodland, lowland mixed deciduous woodland and reedbeds; all priority habitats.

- **Fauna**

- **Protected species**

The site has clear potential for invertebrates, as well as the following legally protected species:

- **Bats (roosting)**

The LoWS citations give references to ancient woodland and broadleaved veterans. These trees are likely to provide an abundance of roosting opportunities for a variety of bat species.

- **Bats (foraging and commuting)**

A recent (2014) aerial view of the site shows the site to be bordered on almost all boundaries by lines of trees, with the wider Epping Forest extending to the north-west. A lake also exists within the site boundary. It is expected that high numbers of bats will use Birch Hall Pastures and water bodies to forage around and the woodland edges to commute along.

- **Great crested newts (GCN)**

The suitability of the water bodies on site for GCN is not known, however, the terrestrial habitat appears suitable, with a mosaic of habitats suitable for foraging, shelter and hibernation.

- **Reptiles**

The unimproved grassland found in Birch Hall Pastures, combined with the edge habitat formed by the boundary trees and the good connectivity to surrounding natural habitats and deadwood are likely to provide favourable conditions for reptiles.

- **Badgers**

Badgers are likely to be found within the woodland; which is ideal habitat for sett creation and foraging activities.

- **Nesting birds**

The site is relatively undisturbed and provides a plethora of nesting and foraging opportunities for birds.

Significance: ecology

In light of the evidence collected during the desktop exercise, the site is considered to be of **moderate significance** for ecology, offering good connectivity for wildlife to Epping Forest, being relatively undisturbed and containing a mosaic of natural habitats, as well as containing three LoWS, a number of priority habitats and potentially good populations of protected species.

Summary of potential constraints:

- Proximity to Epping Forest SSSI / SAC
- LoWS designations – requirement to liaise / agree management prescriptions with Essex Wildlife Trust
- Priority habitats
- Ancient woodland
- Significant assemblages of invertebrates
- Potentially significant populations of protected species; bats, reptiles, badgers and nesting birds.

Significance: Trees

The onsite trees may be conveniently divided between individual trees, and trees growing within small groups within in the parkland landscape, and those trees, of fairly recent planting, growing within the fenced area which extends to the parks southern boundary adjacent to Loughton Lane.

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The species composition of the open grown parkland trees consists mainly of pedunculated oak (*Quercus robur*) and the occasional common ash (*Fraxinus excelsior*) (T16) and hornbeam (*Carpinus betulus*) (T47), the trees appear to follow the original field boundaries, and to be of a time when the land was previously cultivated, though this is not clearly apparent at first. In and around the round the disused boating lake there are a number of mature, exotic tree species consisting of both evergreen conifers and broad-leaved deciduous tree species, many of the trees in this location are over mature and storm damaged.

The fenced area of woodland appears to have been planted on the ancient woodland sites of Gaunt's and Redoak Woods), and have been replanted with species including beech (*Fagus sylvatica*), hornbeam, wild cherry (*Prunus avium*), ash and oak. However, more mature oak and beech can be found growing on the eastern side of the Redoak Wood. Within the Gaunt Wood there is a fine mature wild service tree (*Sorbus torminalis*), wild service is a classic ancient woodland indicator species, and a number of old tree stumps also still remain.

Along the southern edge of the Gaunt's / Redoak Wood there are a number of old hornbeam coppice stools growing on a bank/ ditch line which forms the boundary between the deer park and the public highway of Loughton Lane. It was apparent at the time of the visit that vegetation adjacent to the public carriageway is cut back on regularly basis so as to maintain 5.1metre clearance above the highway.

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Committee(s)	Dated:
Epping Forest Consultative Epping Forest and Commons	12 06 2019 8 07 2019
Subject: Epping Forest Buffer Lands – Annual Agricultural Holdings review for 2018 and proposals for 2019 (SEF 25/19)	Public
Report of: Colin Buttery. Director of Open Spaces	For Decision
Report author: Jeremy Dagley, Head of Conservation, Epping Forest	

Summary

This report provides a summary of the main agricultural land management activities completed in 2018 – 19. No significant changes were recommended by the appointed land agent in terms of the tenancies at Netherhouse and Obelisk Field.

The 10-year Environmental Stewardship agreement that covered the Buffer Land holdings has been completed, as at 31st October 2018. The Forest’s conservation management objectives, as well as the Buffer Lands management, were directly supported by the Buffer Land Estate’s generation of a combined grant income of over £132,000.

Proposals for a grant application under the new Countryside Stewardship (CS) scheme are currently under development as part of the CS Project, with a 2020 application proposed. As a result, the FY2019-20 falls in an interim year and the agri-environment grant-aid will be reduced. This was reported as part of the earlier CS reporting and further CS reports will provide more detail on the grant situation.

This current report also previews proposed management and wildlife conservation operations, which will be in-line with national cross-compliance regulations. Copped Hall Park estate, including the historic parkland, is to be the subject of separate reports to Committee, as the detailed proposals for a Parkland Plan and grant application are prepared and the management across Copped Hall is reviewed.

Recommendation(s)

Consultative Committee Members are asked to approve:

1. the procurement of land agency advice as required for negotiations with tenants;
2. the procurement of contract services for the carrying out of agricultural management, including fencing and weed control, as required, following City Procurement procedures;
3. general management proposals in paragraphs 32 -39 of this report

4. The Town Clerk, in association with the Chairman and Deputy Chairman, are delegated the responsibility to settle a tenancy dispute regarding boundaries and alleged damage by deer browsing.

Main Report

Background

5. The City of London maintains 735 hectares of strategically acquired Buffer Lands Estate under the approved Buffer Lands Policy. Collectively, the Buffer Lands Estate plays a key role in supporting the management objectives for the internationally important Forest and protects it from development and adverse land uses.
6. The City of London's Buffer Land is intended to help preserve the environmental setting, landscape heritage and quality (including historic grazing land linkages) and conservation of the Forest, as approved in the Buffer Lands Strategy & Policy by the Policy and Resources Committee on 14 October 1993.
7. The importance of these roles has been recognised in the current version of the Epping Forest District Council Local Plan, which includes an objective to '*conserve and enhance*' the Forest and its Buffer Lands
8. Over the past 60 years the City has acquired and consolidated 14 parcels of land, totalling 735 hectares (ha), on the perimeter of the Forest. This Buffer Land provides complementary wildlife habitats and recreational links between the Forest and the wider countryside and is of nature conservation and heritage importance. The area subject of this report is the 466ha, (63.4%) of the estate which is under agricultural (grassland and arable) management.
9. The remaining 269.13ha of non-agricultural Buffer Land Estate comprises woodland, golf courses and the Deer Sanctuary. The grassland of the Sanctuary also attracts income under the Basic Payment Scheme and until October 2018 was also grant-aided under the Forest's Environmental Stewardship (ES) agreement with Natural England (NE).
10. In addition to income from tenancies on the agricultural areas of the Buffer Lands the estate has also attracted grant-aid which is an important support for its conservation management. The Basic Payment Scheme (BPS) provides agri-environment support for the grassland management and is set to continue until 2021 before it may be replaced by another scheme.
11. Until October 2018 the Buffer Lands also formed a significant component of the Entry Level and Higher Level Environmental Stewardship (ES) Schemes (ELS/HLS), also generating "points" for habitat options that allowed income-generating habitat options to be located on the Forest (see also *Financial Implications* below).
12. With the completion of the ES management agreement in October 2018 this funding has now come to an end. In looking to replace this revenue and continue the important wildlife and heritage conservation, ecosystem services and recreational access works, a review of Buffer Land sites is being conducted in

preparation for an application under the new Countryside Stewardship scheme (CS) in 2020.

13. In addition to income generation, much of this Buffer Land is also important to the Forest for operational reasons. In particular, the Buffer Lands provide essential support for the grazing of the Forest's wood-pasture by providing key grazing, haylage, lay-back lands and out-wintering areas for the Forest cattle

Current Position and 2018-19 report

14. The BPS payments and the ELS & HLS points generated by the Buffer Lands provided a combined anticipated final income in 2018-19 for the Epping Forest Local Risk budgets of around £132,354 (see also *Financial Implications* below).
15. The recommendations approved by Committee last year were either started or completed and updates are included in the paragraphs below.
16. The importance of the Buffer Lands' role in protecting the Forest's landscape setting, environment and biodiversity has been recognised in the current submission version of the Epping Forest District Council (EFDC) Local Plan (Dec 2017). During 2018-19, a number of further submissions on the Local Plan were made by The Conservators to EFDC about the importance of protecting the estate's wildlife and heritage.
17. These submissions also highlighted the potential of parts of the estate to play an important role in protecting the Forest by providing sites of alternative natural green space (SANGs), which would help the Local Plan fulfil its objective of conserving and enhancing the Forest and its Buffer Lands.

Grazing at Warlies Park and Copped Hall:

18. The Buffer Lands play a vital role in ensuring the continuation of traditional grazing of the Forest wood-pasture habitat. The grazing on the Buffer Lands also provides the appropriate management of the heritage parkland at Warlies and the Grade II* protected landscape at Copped Hall Park, which also lies in a wider local authority Conservation Area.
19. During 2018, the in-house grazing herd of English Longhorns grazed Warlies Park throughout the season, with over 100 different animals each grazing the fields at some point during this time. At **Copped Hall** the fields were cut for winter hay for the Longhorn herd and grazed by a licensee under an annual grazing licence.
20. The cattle from both the in-house and licensee's herds came off the Buffer Lands by November 2018. The move to winter housing completed a successful year of 33,075 grazing days. This exceeds previous grazing activity across all sites in all previous years and follows the move to in-house management in November 2016.
21. All the cattle are now housed at Great Gregories. Autumn calving started with 36 calves being born by the end of December 2018. A further 8 calves were born

between January and April 2019. This total of 44 represents the largest total calving so far in the grazing project. The timing of the calving continues the shift to earlier calving in autumn months and away from the previous regime of late winter / spring calving. This change now ensures that we have more appropriately aged animals ready for our grazing sites, when they are put out to grass in May.

22. **Copped Hall:** during 2017-18 Natural England (NE) had highlighted the importance of Copped Hall Park as one of three key protected parklands in the region that remained without a full Parkland Plan. NE offered 80% grant-funding support to ensure that a Plan could be produced during the year. As a result, the consultants Rural Advice were engaged by your officers in 2018 following a tender process. After two meetings with the consultants in early 2018 they carried out extensive fieldwork in regular consultation with your officers. A draft version of their report was produced in summer 2018 and was subject to comment and discussion with officers. Since then, proposals for entering the Park, and other parts of Copped Hall, into a Countryside Stewardship application are being prepared and will be subject to a separate consultation and reporting process to Committee with the aim of completing an application for funding in the next financial year 2020-21
23. In the meantime, the consultant's report, which is still being reviewed, had highlighted the "exceptional (national) significance" of the Park. This was on the basis of the discovery of Tudor earthworks in Rookery Wood, combined with mid-18th to 19th Century landscape features and WWII pill boxes and the views across the wider landscape.
24. In 2019 an archaeological walk was conducted to add to the information from the survey and provide a complete record of all features on or below the surface. No further notable finds were made that changed the conclusions of the report.
25. **Great Gregories**
Following the excellent work in the previous year, volunteer hedge layers laid a further 110m of hedge adjacent to the footpath that runs to the south of the site.
26. A bespoke handling and penning system was installed in the top shed to ensure higher welfare and safety for livestock, staff and volunteers. This project was assisted by finance through the central Director's funding scheme to add to local risk budgets.
27. A nationally renowned animal behaviour specialist was involved as a consultant in the design to ensure the smooth transition of livestock through the system. The Handling system allows for lone working, penning of sick animals, separation of bulls when not working and the single file loading of cattle onto trailers. It has improved the safety, speed and efficiency of animal handling already this last winter.
28. The main entrance gate to the yard has been upgraded to a single, sliding motorised gate. This improves security as the existing gate could be manually forced open and often failed to open in high winds due to resistance. The old gate frame was re-used to form the face of the new frame which reduced costs.

29. The tenancies at **Netherhouse, Woodredon Estate (south) and Obelisk Field, Warlies** were reviewed with advice from the external land agent with no significant changes recommended.
30. **Raveners**: the four fields at Raveners Farm were cut for hay for the Longhorn herd.
31. Haylage was also taken from **Gt Gregories** fields for over-winter feed for the in-house Longhorn herd. North farm was let out on an annual herbage agreement.
32. The **Trees Outside Woods Project** was not pursued by the Woodland Trust following our expression of interest being part of the project. Woodland Trust had to review its project in response to the change in the Heritage Lottery Fund's (HLF) grant application process, which meant that HLF would not consider large grants during most of 2018.

Proposals

33. As part of improving the land management standards on the whole Buffer Lands estate the aim for the future is to move away from artificial inputs (e.g. inorganic fertilisers) and to manage soil health through regenerative practices. All sites are being reviewed with this in mind.
34. **Copped Hall (North)**: The Farm Business Tenancy (FBT) that covers half of this area and currently runs until 20th September 2021 is proposed for an interim review this year with the tenant.
35. **Copped Hall (North & South)**: No annual herbage agreements for grazing or grass crops will be offered this year. Instead **Copped Hall Park** will be grazed by the in-house herd and haylage at **Raveners** will be taken for in-house use.
36. The **Copped Hall CMP** (see above) report is having the final review changes made and the proposals in the report have been considered for a Countryside Stewardship bid. These proposals are to be put to through the Committee cycle, including the Management Plan Steering Group and Consultative Committee over the next year, for discussion and approval ahead of any bid for grant-aid under CS.
37. The main body of **Warlies Park** would continue to be grazed by the in-house English Longhorn herd, as would the smaller fields at **Gt Gregories**. The remaining **Gt Gregories** fields would be taken for haylage as in previous years to ensure a good winter supply of fodder, although this year's (2019) grass growth looks likely to be much lower than recent years due to a prolonged period of low rainfall
38. At **Swaines Green**, following the completion of permanent fencing along the southern boundary with a neighbouring property, arrangements are to be made for access through the northern boundary gate for our neighbour, Epping Town Council.
39. The following works on the Buffer Lands are scheduled for 2019:

- i. replacement of fencing at various sites would continue with both contractors and in-house staff carrying out the work, including replacement and/or repairs to lengths of **Warlies Park** and **Woodredon North** fencing and replacement of gates;
 - ii. the four fields at **Woodredon North**, which are now managed in-house, would be cut early for a crop of silage. It is likely that only one crop would be achieved this year;
 - iii. at **Woodredon South** settlement is required of a dispute with a tenant regarding boundary issues and alleged damage to arable crops from browsing by deer. While as a landowner the City Corporation has no direct responsibility for the level of browsing by wild deer it may be necessary to review the level of rent to reflect these two matters.
 - iv. weed control may need to be carried out as in previous years, by a variety of methods including topping as well as some herbicide treatment, which for Ragwort would follow the Epping Forest Ragwort Protocol. However, the use of chemicals will be avoided if possible;
40. Management of the wildlife margins at **Copped Hall North** (alongside the tenanted arable land) for the benefit of biodiversity, especially farmland birds – both those breeding and over-wintering. There are at least two breeding pairs of Yellowhammers, a bird species in population decline, that use these areas to feed, with at least one nest site. A study by Middlesex University, in close liaison with in-house conservation staff continues into its third year there.

Corporate & Strategic Implications

41. The work and proposals outlined above meet the City of London Corporate Plan's (2015 -2019) key policy priorities of:
- maximising the opportunities and benefits afforded by our role in supporting London's communities;
 - increasing the outreach and impact of the City's cultural, heritage and leisure contribution to the life of London and the nation.
42. **Open Spaces Department Business Plan** - The proposals follow from three of the Open Spaces Department's Strategic aims of: providing high quality accessible open spaces, involving communities in site management and adopting sustainable working practices.
43. **Epping Forest Management Plan** - The proposals match a number of the key points in the Epping Forest Vision for the 21st Century's including:
- i. Epping Forest's position as a unique and ancient landscape for people and wildlife will be strengthened;
 - ii. The Forest will retain its natural aspect with the diversity of wildlife habitats enhanced and the features of international importance protected.
 - iii. Epping Forest will be highly valued as part of a larger and fully accessible protected landscape area.

Implications

44. **Financial** -.under the Environmental Stewardship Scheme, administered by Natural England, the Buffer Land generates points that are anticipated to have contributed around 59% of the Stewardship grant for 2018-19. This income helps to support conservation work including work towards *Favourable Condition* of the Epping Forest Site of Special Scientific Interest (SSSI) and *Favourable Conservation Status* of the Special Area of Conservation (SAC), as well as the good management of the Buffer Lands themselves.
45. The combined income generated by the Buffer Lands under the Basic Payment Scheme (BPS) and Environmental Stewardship Scheme (ES) was £132,354 for 2018-19. This was down from the £165,000 for last year due to the completion of the scheme and an earlier Defra adjustment to the time of the year in which annual payments are allocated. As reported in the CS reports to Committee the income for 2019-20 will be significantly reduced as the forthcoming year falls in the interim period between the two schemes.
46. **Legal** – following the merger under a single business identifier in the previous year there have been no further legal issues raised during the FY 2018-19. Legal issues in the new CS application are the subject of a separate report on that application process.
47. **Property:** The use of a specialist agricultural letting and management consultant is desirable to ensure that the City Corporation receives the best advice to properly manage and maximise the benefit of the agricultural lettings, and ensure that transactions fit within the its overall property requirements and the needs of the Buffer Lands.

Conclusions

48. The completion of a Parkland Survey and plan proposals for Copped Hall Park marked a significant step forward with the conservation of this site. Further work is being carried out to prepare the proposals for Committee consideration in the next year.
49. Following the increase in cow grazing days in 2017, this reporting year saw another very significant step up in the grazing programme across both the Forest and Buffer Lands. Included in 2018 grazing day totals was the grazing provided by an external licence grazier on Copped Hall south. Looking ahead to 2019, Copped Hall south and its important heritage landscape (Grade II*) will now be grazed entirely by the in-house conservation herd and 2019 will see a further increase the areas covered.
50. However, the dry weather in the winter 2018-19 means that the grasslands in 2019 are showing very limited growth and grazing periods are likely to be shortened as a result and haylage crops are likely to be significantly reduced in quantity.
51. The importance of the Buffer Lands to the Forest continues to be reflected in the importance given to its protection in the Epping Forest Local Plan. The impacts of the Local Plan have been subject to further submissions to EFDC to ensure that opportunities for enhancing their value to the District are not overlooked.

Appendices

- **Appendix 1:** Epping Forest Buffer Lands Map

Background Papers

- Epping Forest Buffer Lands Action Plan 1998 (approved 13th July 1998)

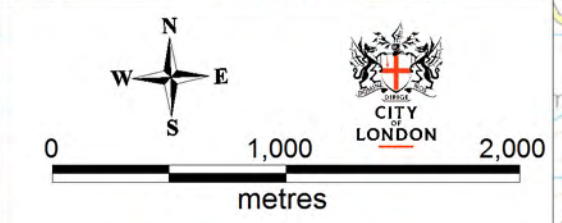
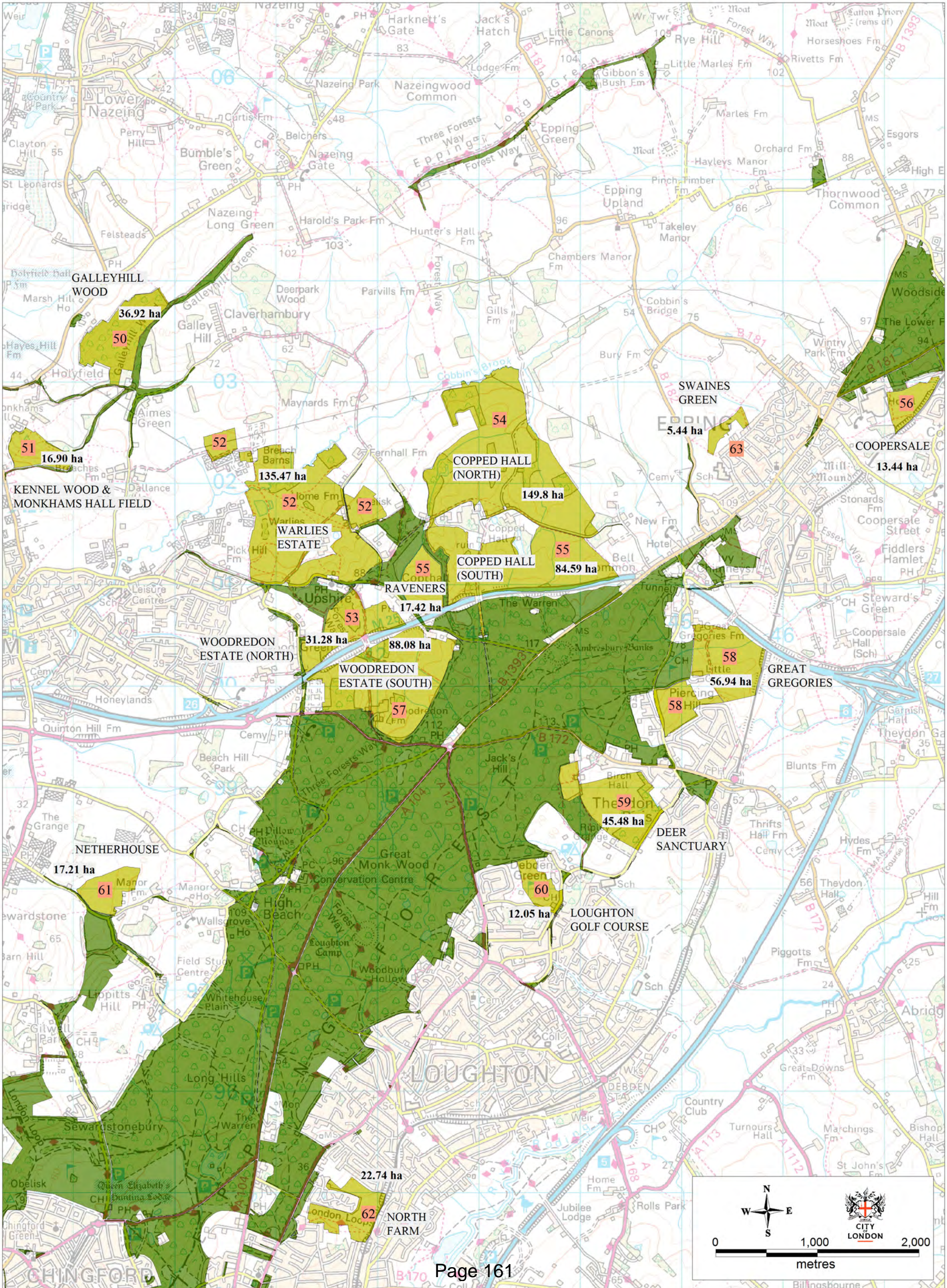
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EPPING FOREST BUFFER LANDS



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<p>Committees: Public Relations and Economic Development Sub Committee – for information Epping Forest and Commons Committee – for decision</p>	<p>Dated: 02 July 19 08 July 19</p>
<p>Subject: Application for use of Epping Forest Land at Wanstead Flats for a music concert. SEF 29/19</p>	<p>Public</p>
<p>Report of: Colin Buttery - Director of Open Spaces</p>	<p>For Information</p>
<p>Report author: Jacqueline Eggleston Head of Visitor Services</p>	

Summary

Wanstead Flats has a strong tradition of staging events of importance for London and beyond. Major event organisers MAMA Festivals Ltd are proposing a three-day concert event to take place on Wanstead Flats in September 2020. The proposals are in accordance with the recently approved Open Spaces Events Policy Parts 1 and 2 and the City of London Corporation (Open Spaces) Act 2018.

Proposals for two concert series were approved in principle at your committee on 10 September 2018. Officers are confident that a pilot single concert series can be successfully staged without lasting damage to Forest Land and wider environmental considerations. As a result of the feedback received, and following further discussions, a revised proposal is now presented in this report for your approval. A financial proposal presented in the Non-Public section should be considered alongside this report.

Recommendation

Members of the Public Relations and Economic Development Sub Committee are asked to:

- Note the report and consider any reputational issues.

Members of the Epping Forest and Commons Committee are asked to:

- Approve the provision of a licence to use of land with Mama Festivals Ltd for an outdoor temporary event on land at Wanstead Flats for the purposes of a three-day music concert as proposed in this report and in line with the Epping Forest Events policy, subject to:
 - a. Mama Festivals Ltd mitigating against any environmental issues arising from the Preliminary Ecological Appraisal and undertaking any additional protected species surveys if required within the appraisal.
 - b. Mama Festivals Ltd successfully obtaining a Premises Licence for the event under the Licensing Act 2003 and any other necessary consents.
 - c. the Director of Open Spaces being satisfied that the final proposals and agreed mitigating actions are consistent with the Events Policy and in compliance with the duties of the Conservators.

- Authorise the Director of Open Spaces, in consultation with the City Surveyor, to complete final negotiations and agreement of contractual terms; taking in to account the specific environmental considerations and constraints in relation to the use of this land.
- Authorise the Comptroller & City Solicitor to enter into the necessary agreements on such terms as he and the Director of Open Spaces consider appropriate.

Main Report

Background

1. The City of London Corporation (Open Spaces) Act received royal assent on 15 March 2018. The Act provides the Conservators with additional statutory powers in relation to the holding of events, including entertainments, which must be exercised having regard to an approved Events Policy.
2. Following consultation, an over-arching Open Spaces Departmental Events Policy (Part 1) was subsequently approved by the Open Spaces and City Gardens Committee and a site-specific Epping Forest Events Policy (Part 2) was approved by your Committee. These came into force on 16 July 2018. The Policy (Part 2) sets a framework for making decisions in relation to the use of Forest Land for events. It also identified the process for approving events. For those events above a threshold of 5,000 participants and/or of 3 or more days duration, approval is required from the relevant Committee.
3. The agreed Policy determines the following parameters for timing and frequency of events:
 - No more than one large event will normally be approved to take place on the same day;
 - Events will not normally be approved on consecutive weekends over the period from May to September in each locality;
 - The overall number of events approved will be restricted to maintain the balance of public enjoyment and unfettered access of the normal character and environment of the Forest;
 - Large events will be limited to three per year throughout the Forest and will have restrictions on noise, scale and impact.
4. Epping Forest is a regional resource and serves all Londoners and beyond as a place for recreation. Wanstead Flats is a fine example of this, hosting up to 79000 players annually for football. The largest events held on Forest Land in the past have been the Newham Fireworks Display, held annually on Wanstead Flats with an average attendance of 20-30,000, and the in-house 'Forest Festival' held on Chingford Plain with an attendance of approximately 10,000. The London Borough of Newham also staged a series of Melas or 'gatherings' in 1993, 1994 and 2000 on Wanstead Flats with attendance ranging from 30,000 in 1993 and 35,000 in 1994. A successful 2-day event in 2000 was attended by 56,000 event goers.

5. Event promoters MAMA Festivals Ltd (a wholly owned subsidiary company of Live Nation Entertainment, the largest entertainment company in the world) approached officers in 2018 with a proposal to hold new concert event on Wanstead Flats. Officers met with the event promoters to scope the potential location for the event, identifying sites without prohibitive environmental designations and that would also meet the access needs of the promoters. The Football pitches between Aldersbrook and Capel Road were identified as most suitable.
6. An indicative proposal for two mutually exclusive events was presented at your meeting of 10 September 2018. Your Committee agreed to receive further details and a formal application for two large-scale events; *Kayam* and *Steel Yard* to be presented in a later report.
7. A number of residents (around 30 in total) corresponded with officers and members to express their opposition to the outline proposals contained in the report. Given the strength of feeling in the initial feedback to the indicative proposals in the September report, officers brought forward plans for wider engagement. Discussions were held with licensing officers from neighbouring authorities to explore potential impact on residents. Proposals were discussed in the Liaison meetings with councillors from neighbouring boroughs. Officers also held surgeries with resident representatives as well as continued correspondence with individuals.
8. Officers and MAMA Festivals Ltd have listened to the concerns raised and have revised their proposals to take these in to account. The proposals now presented in this report reflect the changes made such as; reducing the number of proposed events to just one and postponing the date of the event from 2019 to 2020 in order to allow additional time for preparation, planning and community engagement. They also chose September as the timing of the event to sit outside the bird breeding season.

Current Position

9. Wanstead Flats is an area of mixed use, including areas of long-standing formal recreation and areas managed for nature conservation. The formal recreation areas consist of football pitches, a large fairground site and model aircraft strip. Zones managed for formal recreation cover over 25% of the 187 hectares of the Wanstead and Bush Wood Flats area. The location proposed for the concert is entirely within the formal recreation zone, in an area set aside for football provision and has little conservation value.
10. Under the Epping Forest Act 1878 the Conservators must preserve the natural aspect of the Forest as far as possible whilst also facilitating its use as an open space for the recreation and enjoyment of the public.
11. The application presented is now for a single large-scale concert event over one weekend of three nights to take place on Wanstead Flats in September 2020. The anticipated audience will be up to 50,000 per night.
12. Since the initial report in September 2018, which asked for approval to develop an event application in more detail, your Officers have presented the proposals to two

meetings of the Epping Forest Consultative Committee, held two meetings with local residents' representatives and met with Licensing Officers in Redbridge and the immediately neighbouring authorities.

13. Live music events can offer many benefits to audiences: it enhances social cohesion is mood-enhancing, provides health and well-being benefits, offers a unique experience, forms a fundamental part of people's identity, is inspiring and engages all the senses.ⁱ This reflects some of the City of London Corporate objectives. (see Corporate and Strategic Implications below) The proposed concert could potentially also raise awareness of Epping Forest and introduce it to an additional audience.
14. Live music is an important part of the economy and cultural life of London. Some inner London outdoor venues have hosted several large concerts during recent growth years. Promoters are seeking to diversify locations to lessen the impact on individual sites whilst still providing accessible events to Londoners.
15. If the event went ahead it would generate significant income for the Epping Forest charity which would be re-invested in to the management of the Forest. Public consultation undertaken in recent years around the forward planning of the management of the Forest demonstrated a desire for increased litter management, grounds maintenance and infrastructure provision, which would all represent a growth in expenditure for the charity. Tackling tree and plant disease, fly tipping and anti-social behaviour also present additional and increasing cost obligations for the management of the Forest which could be offset by increased income.

Options

16. Your Committee are asked to consider two options:
 - 16.1 **Option 1.** To agree to the proposals for a large-scale concert event with an audience up to 50,000 per day, to take place on Wanstead Flats over one weekend in September 2020 and subject to the necessary consents from the London Borough of Redbridge.

The timescale allows for thorough community engagement and communications exercise, to proceed as early as possible, undertaken by MAMA Festivals Ltd.

Environmental mitigation measures, which would be largely aimed at protecting the areas of nature conservation interest and, in particular, the acid grassland habitat and ponds, would be integral to the final proposals being signed off by the Director of Open Spaces under delegated authority. Such mitigation would centre on careful control of access routes to the event as have been managed with other recent events on Wanstead and Bush Wood Flats (e.g. London Borough of Culture). In addition, the September date for the event would avoid direct impacts on the breeding Skylarks (see also *Environmental Implications* section below).

The income generated from the event would be reinvested into the management of the Forest including maintenance and improvements across Wanstead Flats such as improved signage, interpretation, entrances and grassland and scrub habitat conservation works.

An area not more than 3.2% of the total recreational area of Wanstead Flats would be set aside for the event build up and break down over a three-week period.

- 16.2 **Option 2.** Do not approve the proposed event. This would avoid all possibility of any harm or disruption being caused as a result of the event being held. However, a significant funding opportunity would be lost that could otherwise be used to ensure continued levels of investment in the management of the Forest.

Proposals

17. MAMA Festivals Ltd are proposing a large-scale concert over one weekend (3 days) in September 2020. The event would attract an audience of up to 50,000 per day and run from 12noon – 11pm, subject to licensing consent. The concerts would be big name popular music artists but the exact profile of performance, stage structures and site plans for the event is yet to be determined.
18. MAMA Festivals Ltd is a London based company with 50 staff. They have a long track record of delivering successful large-scale events including Lovebox and Citadel (since 2003), Wilderness (since 2011) and The Great Escape (since 2006). The event proposed at Wanstead Flats would be a new venture rather than a transfer of an existing event from another site.

Location (see map at Appendix 1)

19. The proposed location will be on and between the football pitches at the Aldersbrook Road end of Wanstead Flats. A proposed layout for the event is shown in Appendix 1 with the affected pitches indicated, but this may be subject to alteration as plans for the event develop – for example the shape and exact position of the event arena may change. This area is easily accessed by bus and by rail. Access to the event site for event vehicles would be from Aldersbrook Road and adjacent to the Alexandra Lake Car Park.
20. Public access would be carefully guided from nearest transport nodes in particular Manor Park Station.
21. The area utilised is proposed to be contained by security fencing and would cover no more than 6 hectares within the zone managed for formal recreation. The 6 hectares represents 3.2% of the total area (187ha) of the Wanstead and Bush Wood Flats area.
22. The area of occupation for the proposed event is over 750m away from the section of the Epping Forest Site of Special Scientific Interest (SSSI) at Wanstead Flats. and separated by a road and buildings. The site is adjacent to the Aldersbrook Conservation Area (to the north) and does fall within the Green Belt. The event site also lies within the boundaries of the Wanstead Flats Site of Importance for Nature Conservation (SINC), which follows the Forest Land ownership boundaries and, therefore, encompasses the whole of Wanstead and Bush Wood Flats.

23. Use of the land for the event proposed and moveable structures for a cumulative period of fewer than 28 days (when taken together with any other events during the year) would be classified as permitted development, but any longer period would require planning permission.
24. There would be an impact from the event on visitors, both casual and those participating in football. We would not expect the area utilised to be restored in time for the football season and so there would be a small reduction in available pitches for use during the football season. However, such a reduction in area occupied by pitches is already being planned for future seasons with more efficient use of the dedicated pitch space.

Licensing Processes

25. There are two separate approval processes that MAMA Festivals Ltd would need to successfully complete in order to stage the event.
26. Your committee is deciding whether to approve a legal agreement for the use of the land. This agreement would be subject to a range of terms and conditions being met about the use of the land.
27. A Preliminary Ecological Appraisal of Wanstead Flats has been commissioned by the City of London (Appendix 5). This is expected by 24.6.19 and will be presented alongside this report at your committee.
28. Mama Festivals Ltd will be required to commission a full Environmental Impact Assessment based on their more detailed proposals for the event. Any mitigation measures suggested in the assessment, or required by the Director of Open Spaces as a result of the assessment, would then be written in to the legal agreement along with other details regarding the use of the land. When all these conditions were met, officers would have delegated authority to enter into the agreement, to allow the event to take place on Forest land. An indicative timeline for the process is outlined in Appendix 3. One of the conditions would be that Mama Festivals Ltd additionally secure a Premises Licence under the Licensing Act 2003 from the London Borough of Redbridge, which is in any event a legal requirement before the proposed event could go ahead.
29. Under the Licensing Act 2003 the London Borough of Redbridge would require MAMA Festivals Ltd to successfully apply for a Premises Licence in accordance with the prescribed statutory procedure. Mama Festivals would be required to advertise their application for a minimum of 28 days, involving posting notices around the site, a notice in the local newspaper and a copy of the application to be sent to other statutory bodies such as Fire and Police Services and Planning and Environmental Health within the local authority.

If *any* objections to the application were received by the London Borough of Redbridge there would be a full public hearing of their Licensing Sub Committee at which objectors could make additional oral representations.

30. The hearing would be chaired by Councillors trained in the licensing process. They have four objectives:
- The prevention of public nuisance
 - The prevention of crime and disorder
 - The protection of children from harm
 - Public safety
31. Mama Festivals Ltd would be asked to show how they will address these issues normally through a series of plans including;
- Event Safety Management Plan
 - Noise Management Plan
 - Crowd Management Plan
 - Traffic and Travel Management Plan
 - Crime Management Plan
 - Waste and Sustainability Plan
32. There are three possible outcomes from the hearing: to reject the event, allow it or to allow it based on a series of conditions.
33. The Licensing Sub-committee would make their decision and there is a right to appeal to the Magistrates Court.
34. If the event were approved the application and associated plans (sample list in para 30) would then be scrutinised by the Safety Advisory Group
35. The Redbridge Safety Advisory Group (SAG) is made up of representatives of bodies such as the Police, Fire, Ambulance services, Highways, Environmental Health, Community Safety and other relevant Council departments as well as other expert or relevant authorities such as Transport for London. The Head Forest Keeper attends the SAG meetings in neighbouring authorities.
36. The SAG group have the power to cancel an event if they are not satisfied that the licensing objectives will be met.
37. Mama Festivals Ltd have considerable experience of working with local authorities, Safety Advisory Groups and the police to create safe and well-controlled events.

Feedback from the public and the Consultative Committee

38. Following the initial public report in September 2018 to your committee on this matter some local residents have written to voice their concern about the proposed event. Thirty letters were received by officers and verderers/members.
39. The report was discussed at the Epping Forest Consultative Committee at their meeting in October 2018. At this meeting there was general opposition to the proposal for the event and members did not support the proposals outlined in this report.

40. There has been a mixed reaction on social media with opposition voiced by some (including several who also wrote in and are accounted for in the total number above) as well as others expressing excitement at the event taking place in their area and hoping to attend.
41. An update on the proposals was presented in a further report to the Epping Forest Consultative Committee on 13 February 2019 and to your Committee on 11 March 2019.
42. Two meetings were held in March in Wanstead hosted by your Chairman. Local residents group representatives were invited to attend to hear about the proposals and to share concerns from local residents.
43. The meetings were not intended to constitute a formal consultation exercise, as it is not a requirement for the Conservators to consult the general public on individual events under the Events Policy. Your committee must have regard to the Events Policy in making a decision on an event, and it is the Events Policy itself that has previously been the subject of formal consultation. Nevertheless, the residents' feedback from those meetings is included for your committee to consider as part of this report. Residents would also have an opportunity to make representations to the London Borough of Redbridge regarding the licensing objectives at a later stage, as indicated in the timeline in Appendix 3.
44. The residents' feedback received is summarised in Appendix 4. The comments from the Epping Forest Consultative Committee are captured in the relevant minutes. The areas of concern voiced by residents, correspondents, and Epping Forest Consultative Committee members can be broadly grouped as:

44.1 Lack of consultation with the public

This was voiced by those who gave an initial reaction to the report in September 2018. Residents thought the report was making a final decision on all aspects of the event and that they had not been consulted. The further report at the Epping Forest Consultative Committee explained the process for decision making and that an opportunity to make representations to the London Borough of Redbridge in relation to the licensing objectives would be available at a later stage. Letters were written to the correspondents explaining this and two meetings have been held to explain the process to residents.

In addition to the statutory notification requirements as part of Mama Festival's application to London Borough of Redbridge for a Premises licence, Mama Festivals Ltd would be required to produce a community engagement and communications plan to the satisfaction of the Director of Open Spaces as a condition of the licence from the Conservators to occupy the land. The later event date of 2020 allows a considerable length of time for the plan to be prepared and implemented. This would include public meetings, a dedicated community engagement website and a dedicated residents' phone line staffed throughout the event. Mama Festivals Ltd would also offer a free and discounted ticket scheme to local residents.

44.2 Track record of promoters

The track record of the promoters has been researched and the findings are that although some residents' complaints have received press coverage there has been no cessation or revoking of licences by the local authorities involved. Detailed due diligence on the company will be undertaken as part of the local authority licence process which will have access to factual information through the statutory channels.

The proposed event is a completely new event and is not being displaced from another location.

44.3 Impact on wildlife

A preliminary Ecological Appraisal has been commissioned to look at any fundamental ecological concerns that may prevent or constrain the event. This will be appended to this report prior to your meeting.

The impact on wildlife, flora and fauna will need to be addressed at the earliest stage of planning by MAMA Festivals Ltd through an Environmental Impact Assessment. Mitigation measures suggested in the assessment will be added as conditions to the licence to occupy the land issued by the Conservators. The Environmental Implications section of this report has been prepared following discussions with in house experts.

44.4 Safety of the event

44.5 Criminal behaviour in and around the event

44.6 Disruption on local roads impeding resident access

44.7 Litter and waste management

The event organisers will have comprehensive strategies in place as outlined in paragraph 30 of this report that address these remaining areas of concern which are primarily concerns that impact on local residents. It will be a requirement of the London Borough of Redbridge that all of these matters are satisfactorily addressed in order to receive the necessary consent for the event to take place.

Corporate & Strategic Implications

45. Hosting a major event will help deliver the aims of the Corporate Plan 2018 – 2023:

To support a thriving economy

- We are a global hub for innovation in finance and professional services, commerce and culture.

Shape outstanding environments

- We inspire enterprise, excellence, creativity and collaboration

46. It will also deliver the Open Spaces Departmental Business Plan top line objectives:

- A. Open spaces and historic sites are thriving and accessible.
- B. Spaces enrich people's lives.

C. Business practices are responsible and sustainable.

Environmental Implications

47. A Preliminary Ecological Appraisal is appended to this report.
48. Apart from the Wanstead Heath Site of Special Scientific Interest to the west of Centre Road the majority of Wanstead Flats is not subject to a statutory nature conservation designation. Wanstead Flats is recognised as a Site of Importance for Nature Conservation (SINC) which is a non-statutory planning designation.
49. Wanstead Flats is given the highest classification as an area of Metropolitan Importance because it includes one of the largest areas of acid grassland in London and is of exceptional importance for its insects and other invertebrates, including many rare species.
50. Wanstead Flats also supports breeding skylarks and meadow pipits, ground nesting birds that are respectively red and amber on the International Union for the Conservation of Nature (IUCN) List of Threatened Species. However, as noted above, the event site is located entirely within the long-standing formal recreation zone and the SINC boundaries follows those of the Forest ownership and so encompasses all areas of the Flats.
51. So, although it is within the SINC it does not directly impact on the protected acid grassland habitat. As with other events that have been held on Wanstead Flats, careful control of access routes and entry points, plus boundary fencing and a clear demarcation of the area should ensure that access onto the acid grassland areas of nature conservation importance is prevented. Such protection of an area of the Flats has been achieved to the satisfaction of the local authority in the recent past in relation to the Metropolitan Police Muster Centre for the 2012 Olympics. This particular proposed event area is also on an area that has been used for events previously such as the 1993, 1994 and 2000 Melas).
52. Any potential impacts of the event that would need to be mitigated are likely to be indirect, largely through disturbance and the visual scale of the structures to be erected. South of Alexandra Lake and to the east of the proposed site there is an area of grassland in the SINC that has been regularly occupied by breeding Skylarks. Skylark, as a species, is considered by the most recent conservation review carried out in 2015 (entitled *Birds of Conservation to Concern 4*) to have red-listed status in the UK because of a serious decline in its breeding population (62%) across the country in the last 45 years.
53. These birds could be affected by the erection of structures related to the event as a result of disturbance and as they require open vistas and are sensitive to vertical intrusions (like trees and buildings) into their favoured open landscapes. However, the timing of the event should mitigate the impact of any disturbance significantly and is within a footprint some distance from the Skylark breeding and feeding areas. In addition, in this urban environment, the event proposals allow for any vertical structure to be in line with the backdrop of trees and other buildings further mitigating any adverse visual impact on the birds. An assessment of this can be

made more precisely as part of the Environmental Impact Assessment for the event.

54. The Skylark breeding season is between March to late August/early September. Therefore, the September event is unlikely to have any direct impact on breeding. There is also already considerable summer activity at Alexandra Lake and a car park closure to general visitors during the event and its lead-in time may act to reduce general recreational disturbance.

Legal

55. Under section 7 of the City of London Corporation (Open Spaces) Act 2018 the Conservators may temporarily use or permit others to use Forest land for the purposes of an event; provide, or arrange for another person to provide, equipment, facilities or services for the event; so far as necessary restrict, or authorise others to restrict, access to an area of Forest land temporarily in connection with the event; and charge for such permission or provision, or charge or authorise others to charge for admission to the event.
56. The above powers must be exercised having regard to the approved Events Policy. In deciding whether, and on what terms, to permit an event, the Conservators must have regard to the character and local environment of the Forest (or the part of the Forest in which the event is to take place i.e. in this case, Wanstead Flats). An event must not cause material injury to the amenity of the Forest or significant impairment to the public enjoyment of the Forest. The locations in the Forest to which events are confined must be specified in the Policy, and the frequency and duration of events limited.
57. The general duties of the Conservators under the Epping Forest Act 1878 to preserve Epping Forest as an unenclosed public open space and as far as possible to preserve its natural aspect also still apply, subject to the above provisions. Any decision taken must be in the best interests of the Epping Forest charity.
58. Consent may be needed under Section 28E of the Wildlife and Countryside Act 1981 and the Conservation of Habitats and Species Regulations 2017

Financial

59. All costs associated with the staging of the event and reinstatement of the land will be met with Mama Festivals Ltd in addition to a hire fee for the use of the land.
60. The financial proposals and implications of the proposed concert are covered in the non-public report elsewhere on the agenda

Reputational

61. There is an expectation that this event would attract negative media coverage. However, the proposed event would be accompanied by a comprehensive community engagement plan to explain the proposals and answer queries. A

detailed communications plan would also be drawn up between the event organisers and the City of London Corporation to provide clear information and response to the public and media. The Events Policy and licensing legislation provides a clear requirement for event managers to engage with the appropriate legislative and licensing regimes to ensure events are being run safely and professionally.

Property

62. Events on the Forest should be governed by suitable licence terms to ensure that the City of London Corporation is suitably indemnified and that consent to use represents best value according to the charitable operating requirements.

Equality

63. The Events Policy requires event organisers to provide an Equality Policy. An equalities impact assessment would be undertaken by MAMA Festivals Ltd for the event as a condition of the licence from the Conservators to occupy the land and any areas for improvement addressed to the satisfaction of the Director of Open Spaces prior to the event.

Conclusion

64. MAMA Festivals Ltd are a well-established and professional large-scale event organiser. Their proposal to hold one event of a three-day duration in 2020 allows time for full planning, preparation and community engagement to take place to mitigate against any areas of concern. If the event goes ahead there will be significant financial benefit to Epping Forest charity for reinvestment into the management of the Forest.

Public Appendices

- Appendix 1 - Map of Location of Proposed site for 2020 event at Wanstead Flats
- Appendix 2 – Open Spaces Events Policy Part 2 – Epping Forest
- Appendix 3 – Indicative timetable
- Appendix 4 - Summary of Epping Forest Consultative Committee and residents' feedback
- Appendix 5 – Preliminary Ecological Appraisal (due 24/6/19)

Non-public appendices

- Application for use of Epping Forest Land at Wanstead Flats for a music concert. SEF 28/19b: Financial Proposals

Background Papers

Open Spaces Events Policy Part 1 – Open Spaces & City Gardens Committee, 16 April 2018.

Epping Forest Events Policy – Part 2 – Epping Forest and Commons Committee, 14 May 2018

Application for major event on Wanstead Flats: consideration of pre-application options -Epping Forest and Commons Committee 10 Sept 2018

Application for major event on Wanstead Flats: further detail for approval – Epping Forest Consultative Committee 10 October 2018

Major Event Wanstead Flats Update – Epping Forest Consultative Committee 13 February 2019

Major Event Wanstead Flats Update Epping Forest and Commons Committee 11 March 2019

Jacqueline Eggleston

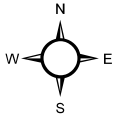
Head of Visitor Services

T: 020 8532 5315

E: jacqueline.eggleston@cityoflondon.gov.uk

i. (UK Live Music Census)

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Proposed Summer 2019 Event Areas at Wanstead Flats

Legend

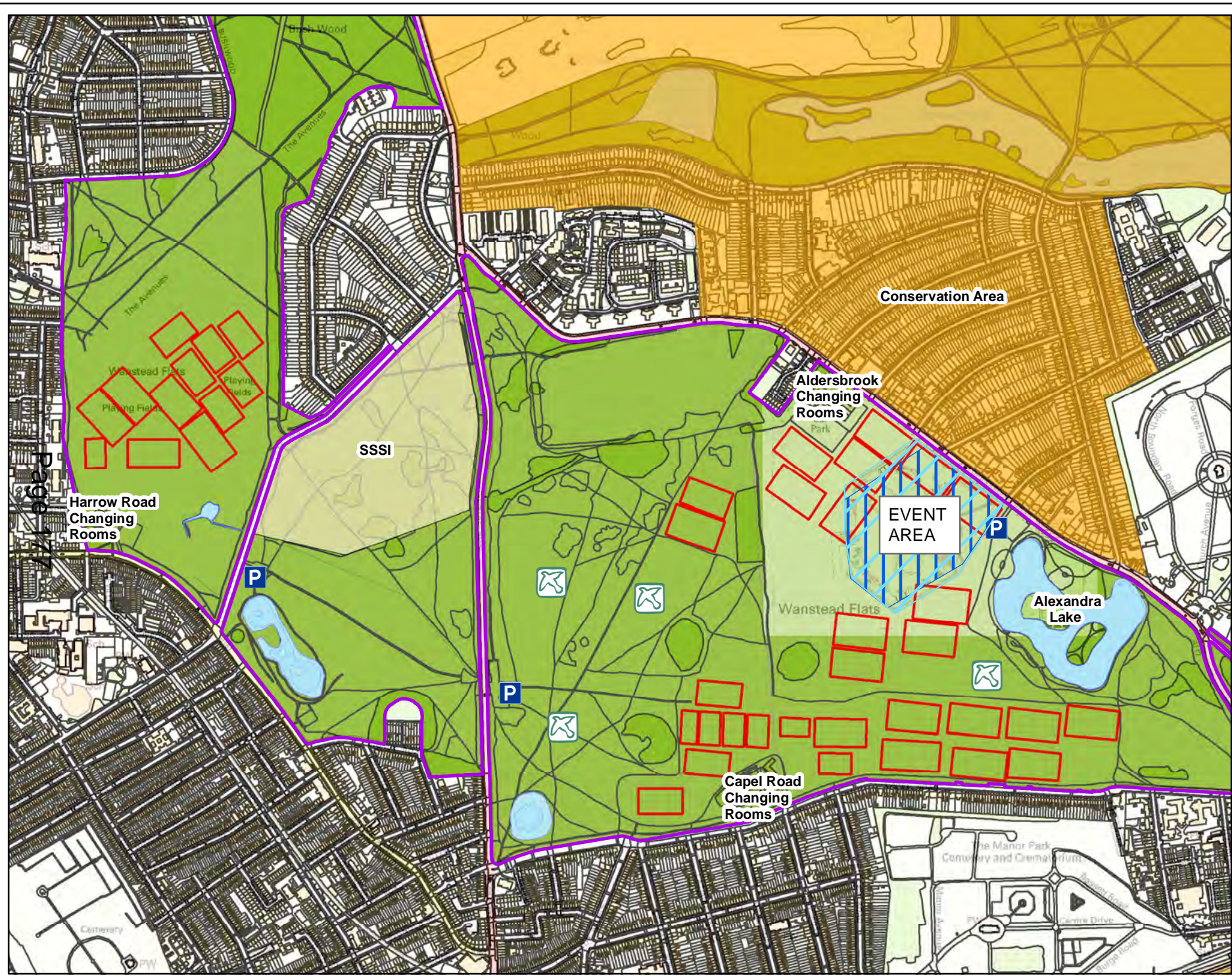
-  Car Parks
-  SINC
-  FOOTBALL PITCHES
-  KAYAM
-  STEEL YARD
-  SKYLARK AREAS

Created by:
GIS Officer

Date Created:
14 Aug 2018



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Open Spaces Events Policy PART TWO

Issue No.	Issue No 1
Date	27 June 2019
Review date	
Author	Jacqueline Eggleston
Approved by	

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Document Control Sheet: Revisions

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Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):..... 19

Event communications 19

Transport (including parking) 19

Security & stewarding 19

Toilet & drinking water provisions 19

Crowd management 19

Food safety 19

Emergencies 19

Waste management & recycling 19

Fire 19

Environmental impact 19

First aid 20

Disability compliance 20

Lost children & vulnerable adults 20

Equal opportunities 20

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Policy Statement

This local policy should be read with Part One of the City of London Open Spaces Events Policy which applies to all the City's Open Spaces located outside the City of London.

This is the local policy and application form for requests to hold events in Epping Forest only.

Applications for filming, photography, regular activities and land hire for storage, skips etc. should be completed on the standard licence application form and sports activities on the sports licence application form. Please note that large sports events with more than 500 people or with a number of infrastructure items may be considered under the events licence.

Introduction

Epping Forest is London's largest open space and provides 6000 acres of ancient woodland and mixed habitats and is a vital green lung to the city. The Forest was protected for 'the recreation and enjoyment of the public' and there are a huge range of opportunities for recreation on offer including a number of unique locations for events. With around 4.5 million annual visits however, the Conservators have a crucial role in ensuring that visitors are safe, that conflict amongst users is minimised and that use of the Forest is sustainable to safeguard the future of the Forest for everyone.

Legislative background

Epping Forest was protected under the Epping Forest Act 1878 which appointed the City of London as Conservators of the Forest '..to preserve the Forest as an open space for the recreation and enjoyment of the public..'

The Act ensures that the Conservators '*.. shall at all times keep Epping Forest unenclosed and unbuilt on, ...*' and under Section 7(3): '*The Conservators shall at all times as far as possible preserve the natural aspect of the Forest,*'

Epping Forest is also protected under subsequent legislation over and above the protection provided by the 1878 Act. Under The Conservation of Habitats and Species Regulations 2017, 1605 hectares are protected within a Special Area of Conservation ((SAC) - EU Habitats Directive (92/43/EEC) and 1728 hectares are notified as a Site of Special Scientific Interest (SSSI) under the

Wildlife and Countryside Act 1981 (as amended). Wanstead Park and Copped Hall are both Grade II* Registered Parks & Gardens under the National Heritage Act 1983. In addition, Ambresbury Banks, Loughton Camp and The Temple at Warlies Park are Scheduled Monuments protected under the Ancient Monuments and Archaeological Areas Act 1979.

Event Locations

Throughout the Forest events will be judged on their potential impact on the sensitive nature of the landscape but also the intensity of regular use of the area and proximity of housing. A number of areas are restricted completely due to their sensitive nature and others may be restricted seasonally.

A number of suggested event locations is provided on the attached Events Location Schedule. These are spaces we have determined have some capacity to hold events; however, they will each be subject to some restriction due to access issues, seasonal concerns, proximity of neighbours and overall impact on conservation.

These suggested locations have been categorised in three broad zones but the individual characteristics of each event will be taken in to account.

If a location you wish to use is not listed we may still be able to consider it, provided your application is submitted with sufficient lead in time.

Zone A. Larger open areas with greater capacity for larger events. Type of event and access issues will need to be considered and there may be seasonal restrictions

Zone B Established Activity Areas including fairgrounds sites and village green/ town greens that can accommodate medium size events

Zone C Potential event areas for smaller events. These may not have been used in the past for events but are considered to have some potential for small public or private events.

Timing and Frequency

The following principles will be applied to the timing and frequency of events;

- No more than one large event will normally be approved to take place on the same day.
- Events will not normally be approved on consecutive weekends over the period from May to September in each locality

- The overall number of events approved will be restricted to maintain the balance of public enjoyment and unfettered access of the normal character and environment of the Forest.
- Large events will be limited to three per year throughout the Forest and will have restrictions on noise, scale and impact.

Local Authority Approvals

- A temporary event notice and other licences or consents may be required. Applicants should make their own enquiries to the following authorities as applicable:
 - London Borough of Waltham Forest
 - London Borough of Redbridge
 - London Borough of Newham
 - Epping Forest District Council

Local Officer Event Group

- The Head of Visitor Services, Head Keeper and other Epping Forest officers according to expertise needed per application, are represented on the Local Officer Event Group. This meets fortnightly to consider event applications and make recommendations to the Superintendent who holds delegated powers to approve events or to the Epping Forest and Commons Committee in appropriate circumstances.

How we make decisions

All applications will be reviewed on a two-weekly basis by the Local Officer Event Group in Epping Forest. Applications may be:

- recommended immediately for the approval of the Superintendent.
- recommended for rejection on the basis that it does not meet the requirements of the Open Spaces Event Policy
- deferred subject to receipt of further information
- referred to a wider meeting of officers for review, particularly in the case of large events. In some cases, such as when events are very large the application will be referred to the Epping Forest and Commons Committee, which will add 2-4 months before a decision is agreed

Applications timescale

Event applications must be received within the lead in time stipulated below. Should applications not be received within these lead in times event requests may be declined

Scale	Total anticipated attendance	Application to be received	Application Deadline
Minor	1 – 50	At least 3 weeks prior to event	None - rolling application process
Small	50 – 499	At least 8 weeks prior to event	None - rolling application process
Medium	500 – 5000	At least 3 months prior to event	None - rolling application process
Large	5001 plus	At least 6 months (at least 12 months if over 10,000) prior to event	1 September 1 December 1 March

Epping Forest Events Application Form

Name of event	
Proposed location (please describe, add plan or use grid reference to be as clear as possible)	
Event dates and times (excluding preparation/ dismantling days)	
Has the event been held previously? If yes provide details	

Contact Details

Name of organisation	
Nature of organisation	Registered Charity
	Not for profit constituted organisation
	Individual
	Commercial company
Company or Charity Registration Number	
Name of main contact	
Address	
Invoice address (if different from above)	
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	

Event Details

Brief description of proposed event	
Admission price (s) (if applicable)	
Name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if more than one (For charity/fundraising event only)	
Will all income raised go to the charity/project named above? If no, please give details (proof may be required)	
Date and time to enter site for preparation	
Date and time the site will be vacated after the event (when all equipment has been removed)	
Maximum number of people expected to attend at peak time	
Overall expected attendance	
How is your event to be funded, particularly up-front costs?	

Activities

<p>Description of Activity Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.</p>
<p>Will there be any of the following activities? Several of these activities will require a licence or permit. Further charges may apply to some activities If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority</p>

Site Setup	Barriers/fencing	Yes/No
	Portable staging	Yes/No
	Portable generator	Yes/No
	Stewarding and security	Yes/No
	On site communication e.g. radios	Yes/No
Marquees		Yes/No If yes, please give number and sizes
Domestic gazebos		Yes/No If yes, please give numbers
Live Music or Entertainment		Yes/No
PA System		Yes/No
Recorded music/sound		Yes/No
Dancing		Yes/No
Performance of Plays		Yes/No
Films		Yes/No
Fireworks / Pyrotechnics		Yes/No
Carnival / Procession		Yes/No
Fairground equipment		Yes/No
Bouncy Castle		Yes/No
Animals – Horses, Donkeys, Birds or other animals		Yes/No If yes, please give details
Alcohol		Yes/No
Catering for public consumption		Yes/No There are additional charges for Catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event
Waste disposal		Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed by the end of the event.
Do you require power?		Yes/No If yes, give details of how you intend to supply it / where you would like to source power from
Do you require water?		Yes/No If yes, give details of how you intend to supply it / where you would like to source it from and drainage points/methods
First Aid		What first aid cover will be provided and who will provide it?
Toilet Facilities		Do you wish to use public toilet facilities? Please state which
		How many temporary toilets will you bring onto the site?

	You are required to ensure that toilet facilities are adequate.
How will you actively encourage people to travel sustainably?	Please give details
Will you require vehicle access at the event?	Yes/No If yes, please detail the number and type of vehicles
Event Parking	Approximately how many vehicles will be attending the event?
	Where will these vehicles park?
	How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants? Your site plan will need to show your proposed car parking area. Note; there may be a fee for car parking.
Will the event be accessible and open to all?	Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.
Do you require on site advertising? If so please state where and how provided.	Yes/No Please note that flyposting within the Forest and surrounding local authority areas is not permitted. Your deposit may be forfeited if we have to remove unpermitted posters or banners. There may be additional charges for signs.

Note:

If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of The City of London

Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant local authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a premises licence application and 4 weeks for a temporary event notice. Larger events may need to apply for a licence up to 6 months in advance. More information can be found here

<http://www.londoneventstoolkit.co.uk>

If you are using recorded or live music you will also need to obtain the appropriate

music licences. See <https://pplprs.co.uk/> for further details

Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of public liability or third-party risks. The relevant limit of indemnity must be no less than £5million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce a copy of a valid schedule or certificate of public liability insurance together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>) This information needs to be provided at least one month prior to the event if a medium large or major event. Failure to produce this evidence will result in withdrawal of consent to use the land.

Insurance company: _____

Policy no.: _____

Amount of indemnity: _____ (a minimum of £5 million cover is **required**)

Expiry date of current certificate: _____

Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

Charges for the financial year 2018/2019

We will be able to calculate your event charge when we have received your event application form. The fees and charges shown below are typical of what you can expect to pay.

Outdoor Events

Events are charged based on the size, number of people attending and activities planned. Community / not for profit and charity fundraising events will receive a 50% reduction from the commercial event charges. Individual applicants will be treated as Commercial and subject to the same fees. 5% of ticket price is based on maximum numbers applied for.

Commercial / Corporate Events		
Item	Amount	When Payable
Application Fee	£50	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £500 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£650 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Medium event	£1950 plus 5% of ticket	Cleared balance of

(500-4999)	price	funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.
Non – event days (set up and dismantle)	15% of basic fee per day	Payable in conjunction with the basic hire fee.
Private events (wedding receptions/ party) max 150	£1000	Cleared balance of funds to be received at least 1 month prior to the first day on site.

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Charity / Not for Profit Events (see terms and conditions)		
Item	Amount	When Payable
Application Fee	£25	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£500 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £250 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£325 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Medium event (500-4999)	£975 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.

Events requiring the use of specific facilities must pay these in addition to the above charges:

Exclusive Hire of car park	Large (e.g. Bury Road)	£700 per day
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	Medium (e.g. Fairmead Oak) Small (e.g. Earls Path) Compounds/ Storage	£423 per day £140 per day £0.57 per M2 per day. Min overall charge of £71
Water	Use of building water supply or stand pipe (limited locations)	£50 per day or metred charge
Electricity	Use of The City of London supplies (limited locations)	£50 or metered charge
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on site attendance may be charged, particularly if out of normal working hours.	Forest Keeper Senior Keeper Visitor Services assistants Visitor Operations Manager	From £27 per hour From £34 per hour From £25 per hour From £44 per hour Plus VAT at 20%

Fairs and Circuses

Fairs and Circuses will be dealt with by separate negotiation. Discounts from operational days will be made for set up/ dismantling. A discount applies to longer stays.

Damage Deposit and Reinstatement Fees

We will inspect the site before you arrive and again after your departure. If reinstatement costs are greater than the damage deposit paid we will invoice you for the remaining balance.

Terms and Conditions of Hire

1. Hirers must not:
 - Fix items to trees, railings, fences or any other structures, including any form of advertising
 - Drive stakes into the ground
 - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
 - Leave items or equipment unattended
 - Hand out literature at an event, unless special permission has been given
 - Solicit donations i.e. bucket collections or similar
 - Release balloons or sky lanterns
 - Stage pyrotechnic displays (unless by separate agreement)
 - Erect temporary structures (other than small gazebos) including bouncy castles, unless by specific agreement in specified locations
 - Climb, or allow others to climb on, statues, monuments or infrastructure
 - Move benches, fixtures and fittings
 - Advertising is not permitted on railings or within the Forest/ Park unless specifically permitted and with a separate charge
2. Applications for events will only be considered if submitted within the time frames and scope outlined
3. Applications will only be approved once adequate health, safety and emergency planning information has been agreed. No licensable event may proceed without the appropriate licence(s) from the local authority.
4. Events should not be advertised until final signed agreement for the event has been received from the City of London.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by The City of London. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by The City of London
6. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation.
<http://www.hse.gov.uk/event-safety>
7. The Hirer shall indemnify and keep indemnified The City of London from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of The City of London, its servants or agents). The Hirer shall effect a third party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by The City of London

8. The Hirer will be required to produce written documentary evidence of the existence of public liability insurance at such a level as required by The City of London in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
9. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, The City of London reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer. Specialist grounds works including re-seeding will be undertaken by The City of London and will also incur an additional cost to be borne by the Hirer.

10. CANCELLING AN EVENT

The City reserves the right to cancel forthwith the holding of any event in Epping Forest in the event of an emergency or on the advice from the police authority or any other appropriate authority or because of forecast poor and extreme weather or unsuitable ground conditions.

In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hirer charge (with the exception of the administration fee which is non-refundable). It is therefore highly advised to take out separate event insurance.

The City of London Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss what so ever.

In the case of the hirer cancelling the event once agreed and deposit paid, for any reason and including failure to secure the appropriate licences, refunds will be given on the sliding scale shown below. In all circumstances the administration fee will be retained and a charge made for any expenses already incurred by The City of London Corporation on behalf of the event:

Cancellation Period

Scale	Total anticipated attendance	Notice given for Cancellation	Refund
Minor	1 – 50	Any period	Full refund *
Small	50 – 499	At least 4 weeks Less than 4 weeks	Full refund* Minus 25% of deposit

Medium	500 – 4999	At least 2 months Less than 2 months	Full refund* Minus 25% of deposit*
Large	5000 plus	At least 4 months Less than 4 months Less than 4 weeks	Full refund* Minus 50% of deposit* Minus 100% of deposit*

*minus application fee and expenses

11. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The City of London accepts no responsibility for any property left on the venue before, during or after hire period.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of The City of London. Any parking to highway areas is covered by traffic regulations and non-compliance may result in parking fines.
13. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
14. Food preparation on site is not permitted unless in a fully certified catering facility. Picnics, buffets etc. must be at no charge. Any food charged for must be through a certified catering facility.
15. The Hirer is responsible at all times for the organisation and smooth running of the event.
16. Temporary structures must be constructed of sound materials, be stable and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures.
17. The Hirer must ensure that the byelaws are complied with at all times other than by agreement with The City of London
18. The City of London reserves the right to terminate the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	

Lost children & vulnerable adults		Equal opportunities	
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More information can be found <http://www.londoneventstoolkit.co.uk> Copies of these must be supplied at least four weeks prior to the event.

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

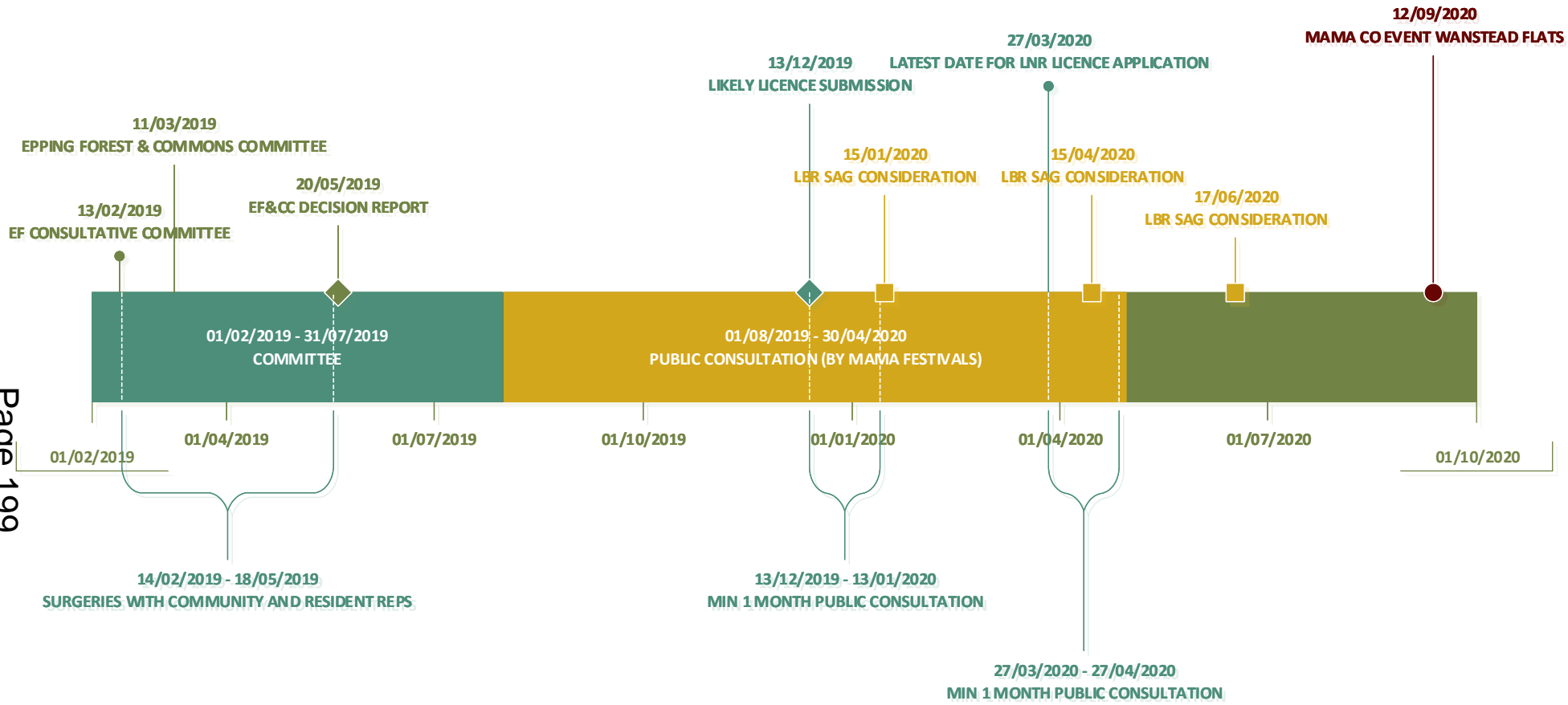
	Attached	To Follow	N/A
Risk assessment / emergency plan			
Copy of your Public liability Insurance			
A site plan / route map			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)			

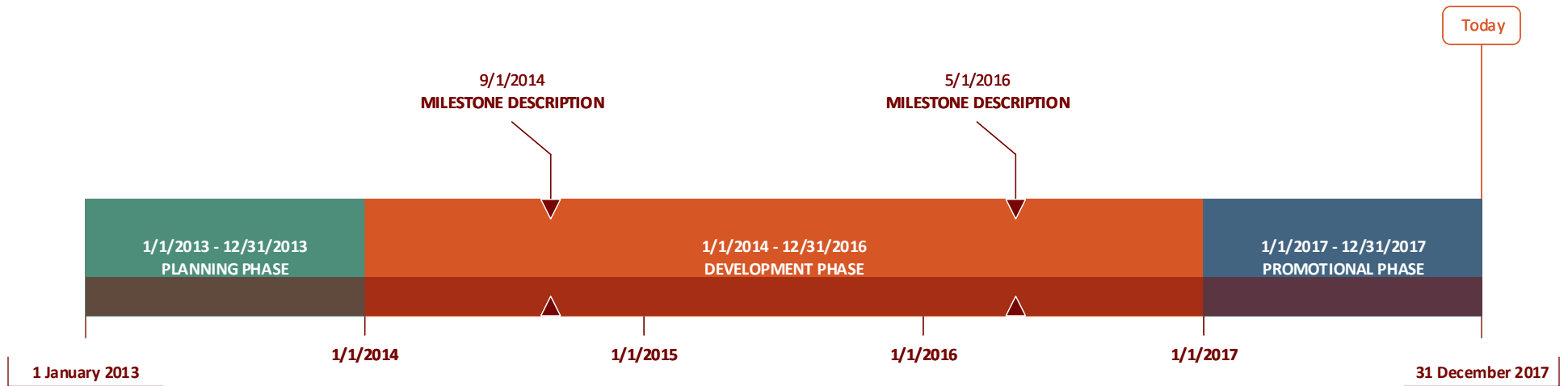
By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform The City of London if the details change.

Signed (not essential on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

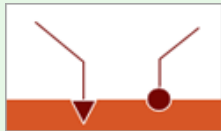
Please email or return this form together with your supporting documentation to:

City of London Epping Forest
Licence Applications
The Warren
Loughton
Essex
IG104RW
eppingforest@cityoflondon.gov.uk





Milestones



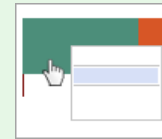
Drag milestone and interval shapes onto the timeline to mark important dates.

Import Project Data



Import a schedule from Microsoft Project, with Link Data to Shapes on the Timeline tab.

Right Click to Configure



Right-click intervals and milestones to change their dates or appearance.

Finished with these tips?
Select the Tip Pane and press Delete

Appendix 4

Summary of comments from Epping Forest Consultative Committee

See minutes of meeting

Also, written response from WREN group and Friends of Wanstead Parklands shown below.

Summary of comments from resident representative meetings held on 09.03.2019 and 21.03.2019

Total attendance 21

Representatives included local councillors, local MP, Bushwood Area Residents Association, Wanstead Society, Wren Group, Aldersbrook & Cann Hall Area Residents Association, Counties Residents Association, St Gabriel's Church, Friends of Wanstead Parklands and several individual residents.

The sessions were chaired by Philip Woodhouse, Chair of the Epping Forest and Commons Committee and presented by Jacqueline Eggleston, Visitor Services Epping Forest with Ed Chaplin, Trading Standards and Licensing Manager at London Borough of Redbridge.

The event proposal and processes for approval were introduced and explained by Ms Eggleston and Mr Chaplin. Mr Chaplin added that this is the furthest in advance of an event he has been involved in consultation and explained that the engagement to date had been beyond the usual requirement.

Feedback from the residents after listening to the proposals is summarised below with some responses in italics and other responses covered within the main body of the report:

Concern regarding anti- social behaviour

Drug abuse and alcohol on Heatherwood Close – used as a spot for antisocial behaviour now and will be worse during event

Wild camping

Drug abuse, alcohol, urinating and litter on way to and from event

Montague Road shooting and Stabbings weekly in area now

Wanstead has minimal policing

Would City of London Police cover this (*would be Met Police events team – they dictate the policing and require event to pay for it*) *Epping Forest keeps work closely with local police and attend SAG meetings*

Litter – (Chairman added heartfelt thanks to teams of volunteers who currently work to clear litter on the Flats – Epping Forest would not be able to do without them)

Poisoning in Alex Lake – dogs died – deliberate act in past

Access

Only one way in and out of Aldersbrook Estate

Will TFL be consulted (*yes*)

Not everyone arrives at the same time, over 3-4 hours staggered entry.

Impact on cemetery

Numbers not restricted to 50k as anyone might turn up on perimeter

I do not believe Manor Park station and local buses are sufficient. It also seems likely to me that attendees will also use Wanstead and Leytonstone tube stations and that because of the zone boundary at Leytonstone this might be the more popular stop because the fare is cheaper for west bound passengers. Apart from capacity issues and potential inconvenience to other travellers, this increases the difficulty of adequately stewarding the approaches to the event due to the amount of ground to be covered and the variety of routes attendees might take. *Access and egress covered in traffic management plan*

Reputation of organisers

Failure of MAMA to adequately keep its promise.

Experience of event elsewhere (*this is new event*)

The experience of communities around Victoria Park are not encouraging in this regard and bring into question how reliable a partner Mama might be

Cost to Public Purse

(assured that is covered by event promoters)

Concern events will occur more frequently

(assured that event policy only allows one per year)

worry about precedence and being locked into an annual event without any future control by yourselves or additional consultation of local people. *Report is for one year only*

Fire

Fear of fire particularly at back of Heatherwood Close

Increased risk of fire – repeat of last year

Remit of Epping Forest as charity

I enjoy Epping Forest tranquillity, what is in charity that is being saved by pop festival, what is being saved by the festival. *Purpose under 1878 Act is to preserve for recreation and enjoyment – this is not necessarily the same as tranquillity – e.g. for children who come to play and make noise*

Saying a three day festival is one event is a sleight of hand. *The event policy considers the duration of the event as part of the overall consideration of the impact of the event and duration is not prescribed; ‘Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days. For events of over 5,000 participants and/or of 3 or more days duration, approval will be sought from the relevant Committee.’*

Environment

I do not see how three events of up to 50,000 people can take place on the proposed site without disturbance and damage to local wildlife.

Wanstead Flats and Wanstead Park are remarkable areas of biodiversity, including some birds, insects and plants which are rare or under threat in the London area and in some cases nationally. This is important in such an urban setting and as such this part of the Forest is of great value and contributes greatly to local people's enjoyment of their area. The damage may not be restricted to the event area because of noise disturbance and also, depending on the effectiveness of the event organiser's stewarding around the event, disturbance by attendees wandering in numbers over wide areas of the Flats and park with attendant issues of littering and other problems associated with large crowds

I echo the concerns others voiced about environmental impact, especially on ground nesting birds. I think that they are mainly nesting in grassland adjacent to the proposed site. They sadly seem to have abandoned the SSSI and may be further dissuaded from nesting there since the fire .

What will environmental impact be – will they use generators *(yes but noise would be addressed under public nuisance clause)*

Loss of amenity

concerned by the loss of amenity with regard to the football pitches and peaceful access to the Flats and the park due to any movement restrictions and noise pollution. The area affected will need time to recover before it can be used again *the site will be set aside for event and football moved*

consultation

It would seem that there is no requirement for Redbridge to notify or consider Waltham Forest or Newham residents who are likely to be impacted by 150,000 people over the 3 days moving from stations like Leytonstone, Wanstead Park, Forest Gate and Woodgrange. It also seems unlikely that unless this possibility is recognised, people may well be trampling over the SSSI area and other parts of Wanstead flats. *Heads of terms require extensive consultation in surrounding area.*

Positive

Positive letters and comments from residents in support of the event have also been received by Chair and via residents' association.

Summary of Correspondence received:

Noise

intolerable level of noise and light and until late at night. This would be compounded by the noise from those attending the concerts, generators and the vehicles and construction of setting up and taking down structures

Loss of amenity

The concert proposals make a mockery of Epping Forest as custodian of the Flats enclosing a large area for private use and gain *permission covered in Events policy and Epping Forest Act. Loss of amenity is charged for.*

Access

Impediment to access to Aldersbrook Estate and public transport. Track record of closures and disruption to Aldersbrook road through fire, gas leaks on 6 occasions.

Anti -social behaviour

Despite conditions enforcement will not be able to deal with it *this will be investigated through SAG and permission granted only if conditions can be met*

It is clear that licensing controls only work effectively within the confines of the festival arena. The operators cannot police the movement and behavior of attendees once they have left the festival compound. This will have serious consequences for the local community

Number of events

Setting a precedent by allowing such unacceptable events to subsidise Epping Forest will simply open the door for more in the future and provide an argument for further cutbacks. *Number of events is limited by policy*

Planning Permission

The event would need planning permission. *This will need to be addressed by event organisers however it may not be needed as under 28 days*

Previous Events Legacy

Every year we have Fireworks to 'celebrate' Guy Fawkes night, the noise resounds for miles and you can forget about any form of parking, the roads get blocked and all the aggravation and bad tempers often flow, but for a couple of hours residents 'put up' with it.

Likewise there are many occasions when the Fair comes to town, the same problems occur.

Perhaps the EF&C Committee should therefore ask more questions as to why there have been no further such large scale events on Wanstead Flats for some 25 years (a quarter of a century) if such events as the "MELA" in 93/94 were deemed such a community success (as implied in the 11/03/19 Report)?

Further, (1) to make reference to the annual (but now cancelled) LB Newham Guy Fawkes Night firework display as a further example in aid of the MAMA proposals is frankly unacceptable. Indeed, it was of such a different scale in all respects (the locals would be astonished at the reference to 30,000 visitors to it!) that it cannot in truth be defined as an "example" at all! *These are reported numbers and a clear comparison of what these numbers appear as on the ground.*

And (2) the reference to the 2012 Police Muster site qua the London Olympics is also unacceptable. Everyone knew it was for **security and safety** to facilitate a global event that brought fantastic kudos and benefit to the **Nation** and that is completely acceptable as a very special one off event.

Conversely, the MAMA proposals do nothing of the sort. That 3 day event would bring kudos only to the "artistes" who perform there and potentially huge financial benefit to them and the private entity organiser (MAMA) - with the local community and LBR suffering the brunt of all the downsides. Also, it would not, would it?, be a "one off" event. It seems to me the intention would be to set a precedent for such events in the future as well.

Wren Wildlife and Conservation Group statement on proposals for major music events on Wanstead Flats

In recent years, one of the focuses of our work has been to survey, publicise and lobby for protection of ground-nesting Skylarks and Meadow Pipits on Wanstead Flats. According to the most recent *London Bird Report*, published by the London Natural History Society, in 2016 there were four Meadow Pipit territories on the Flats. With the exception of Rainham Marshes, this is the highest total anywhere in London. In the same year, there were three Skylark territories, the only multiple-territory site this close to the centre of London. Skylark is a Red Data list bird because of the dramatic decline in its numbers nationally. Partly because of the work of local volunteers, but also due to the positive attitude of the Epping Forest ecological team, and their sympathetic grassland management, this number increased to five territories in summer 2018.

The value of the Flats does not lie only in its ground-nesting birds. For example, in recent years, Green Hairstreak and Brown Argus butterflies have colonized, and in 2018 had a successful season. More than 80 species of spiders have been recorded in the last few years.

The Wren Group appreciates that Wanstead Flats is not a nature reserve. It is an area of mixed usage, available for footballers, model aircraft enthusiasts, dog-walkers, those who simply enjoy being in an open space, and naturalists alike. But any damage to the 'natural aspect' of the Flats will diminish the experience for every user. Not everyone may recognize the Skylark's summer song, but most will appreciate it.

While the existing footfall on Wanstead Flats is large, it is not generally concentrated. The area's natural heritage seems to be able to cope, just about. However, the Wren Group feels that the combination of the construction and de-rigging of a large arena and the large numbers of people attending one or more music events will be seriously detrimental to this 'natural aspect'. Although the footprint of the arena itself is not on land of special wildlife value, it is close to such areas and it seems clear that the construction process, and very large numbers of people making their way to and from the site will not impact on the more wildlife-rich areas – especially as this is the middle of the breeding season for ground-nesting birds. The Skylark nesting area by Alexandra Lake is adjacent to the arena site, and large numbers of people making their way to and from Forest Gate on foot will be passing directly through the core breeding area for Skylarks and Meadow Pipits. Additionally, there is a very real fire risk in these very areas of the Flats during the summer, as witnessed this year, and this is likely to be exacerbated with large numbers of additional people on the site.

In summary, given the fragile state of the ecosystems on Wanstead Flats, especially after the worst grassland fire in London's history earlier this year, we cannot envisage a scenario in which such a large scale event would have anything other than a severely damaging impact on the local wildlife. For these reasons, the Wren Group strongly opposes the plans to hold events of this kind on Wanstead Flats.

Comments were written in response to earlier proposal for summer event. Current proposal is outside breeding season

Friends of Wanstead Parklands' position on proposal for large scale events on Wanstead Flats

Friends of Wanstead Parklands is supportive of Wanstead Flats as a multi-benefit green space providing nature conservation, formal recreation, informal recreation, heritage, events space and many other benefits.

Friends of Wanstead Parklands believe that each application for events on Wanstead Flats should be judged on its merits, but that the information provided is incomplete to make a meaningful decision on the options or the general principle.

In conclusion, Friends of Wanstead Parklands would only support an event with the following conditions:

- Full information is provided as set out above.
- It takes place over just one weekend, in line with the City of London's Open Spaces Events Policy, minimising the disruption to park users and the environment.
- Structures are in place for no longer than 10 days.
- Local residents and community groups receive full and detailed information on the event proposal prior to approval of the event by the City of London, including precise timings, plans for traffic management, transport impact study, noise impact study, plans for exit from the events, security and restoration.
- A significant proportion of the funds are reinvested into Wanstead Flats and Wanstead Park, with full transparency on the revenue generated and allocation of funds.
- Adequate stewards are provided to minimise the disruption to the surrounding areas, including security and traffic management
- Measures are put in place to protect areas of natural/environmental importance, including the skylark nesting areas.

Committee:	Date:
Epping Forest and Commons Committee	8 July 2019
Subject: Epping Forest and The Commons Risk Management Report	Public
Report of: Director Open Spaces	For Decision
Report Author: Martin Falder, Project Support Officer	

Summary

This report provides the Epping Forest and Commons Committee with an update on the management of risks undertaken by the Open Spaces Department and the Epping Forest and the Commons Divisions. Risk is reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations of the Department. It is also reviewed regularly by the Management teams at Epping Forest and The Commons.

The Department has previously reported on nine Departmental Risks. On 8 April 2019 The Open Spaces and City Gardens Committee received and agreed the Departmental risk management report which identified ten Departmental Risks.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashtead Common (charity number 1051510), Burnham Beeches (charity number 232987), Coulsdon & Other Commons (charity number 232989) and West Wickham & Spring Park (charity number 232988). In accordance with the Charity Commission's Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the corporate risk register guidance, the management of these risks meets the requirements of the Charity Commission.

There are fourteen risks managed by the Superintendent of Epping Forest. Six of these risks are currently reported red and eight are reported amber.

There are nine risks managed by the Superintendent of The Commons. Two of these risks are currently reported red, five amber and two green. There is one new risk at amber, and one of the existing green risks is proposed for removal.

Recommendation

Members are asked to:

- Approve the Epping Forest Risk Register included at Appendix 2.
- Approve The Commons Risk Register included at Appendix 3, including the removal of one green risk
- Approve the addition of one amber risk to The Commons Risk Register.

- Note the Corporate Risk Matrix at Appendix 1 and the Current and Target Risk Score Grids for Epping Forest and The Commons at Appendices 4 and 5.
- Note the Risk History report at Appendix 6.

Main Report

Background

1. The Open Spaces Department's Risk Registers conform to the City's corporate standards as guided by the Risk Management Strategy 2014, and all of our Departmental and Divisional Risks are registered on the Pentana Risk Management System.
2. The Open Spaces Department manages risk through a number of processes including: Departmental and Divisional Risk Registers, the Departmental Health and Safety Improvement Group, Divisional Health and Safety Groups and Risk Assessments. Departmental Risks are reviewed by the Department's Senior Leadership Team (SLT) on a regular basis and Divisional Risks by Divisional Management Teams.
3. The Charity Commission requires Trustees to confirm in the charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Open Spaces Service Committee is presented with relevant risk registers to fulfil this requirement.

Current Position

4. At 8 April 2019 the Open Spaces and City Gardens Committee received and agreed the Departmental risk register which identified ten Departmental risks:
 - OSD 010 – Ultra Low Emission Zone (ULEZ) Fleet Purchase Risk (Amber) (New)
 - OSD 011 – Budget Reduction Summary Risk (Amber) (New)
 - OSD 001 – Health and safety (Amber)
 - OSD 002 – Extreme weather and climate change summary risk (Amber)
 - OSD 004 – Poor repair and maintenance of buildings (Amber)
 - OSD 005 – Pests and diseases (Red)
 - OSD 006 – Impact of development (Amber)
 - OSD 007 – Maintaining the City's water bodies (Red)
 - OSD TBM 001 – The effect of terrorism on the tourism business at Tower Bridge and Monument (Amber)
 - OSD 009 – Reputational Risk Associated with efficiency improvements arising out of the Open Spaces Act (Amber)
5. The Open Spaces and City Gardens Committee approved the removal of OSD 008 – IT System Failure (Green) from future Committee reporting while this risk remains green.

Epping Forest

6. There are fourteen risks identified across Epping Forest. These are:

- EF 001 Increase in Health and Safety Incidents/Catastrophic Health & Safety failure (amber, score 8)
- EF 002 Decline in Assets Condition (red, score 24)
- EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition (amber, score 12)
- EF 004 Raised Reservoirs (red, score 24)
- EF 007 Pathogens (amber, score 12)
- EF 008 Invasive Non-Native Species (INNS) (red, score 16)
- EF 009 Severe Weather Events (amber, score 6)
- EF 010 Development Consents close to Forest Land (red, score 16)
- EF 011 Wanstead Park – Heritage at Risk Register (amber, score 8)
- EF 012 Loss of Forest Land and/or Concession of Prescriptive Rights (red, score 16)
- EF 013 Loss of Knowledge in Skilled Staff/Difficulties in Recruitment (amber, score 6)
- EF 014 Major Incident Resulting in Prolonged ‘Access Denial’ (amber, score 8)
- EF 015 Public Behaviour (amber, score 8)
- EF 016 Financial Management and Loss of Income (red, score 16)

7. There are currently six red risks and eight amber risks. There are currently no green risks.
8. None of the current risks scores have increased. One current risk score has decreased: EF 007, which has been reduced to Amber to reflect the treatment works done on Ramorum.
9. The target score for ten risks is amber and for the other four is green.
10. The target score for OSD EF 001 has increased to a 6 (Amber) to recognise the level of H&S risk we are willing to accept, given the variety of activities which take place at Epping Forest.
11. The detail of the individual Epping Forest risks is shown in Appendix 2. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

The Commons

12. There are nine risks currently identified across the Commons. These are:
 - TC 001 Health and Safety Failure (amber, score 8)
 - TC 002 Local Planning Issues (amber, score 12)
 - TC 004 Tree Diseases and Other Pests (red, score 16)
 - TC 005 Climate and Weather (amber, score 8)
 - TC 006 Pond Embankments, Burnham Beeches (green, score 4)
 - TC 007 Rural Payment Agency Grants (red, score 16)
 - TC 008 Kenley Revival Project (green, score 1) (Proposed for removal)
 - TC 009 Glider Operations – Kenley Airfield (amber, score 6)

- TC 010 Kenley Revival Project – Conservation Works (amber, score 6) (New)

13. There are currently two red risks, four amber risks and two green risks.
14. One risk score, TC 001 – Health and Safety Failure, has increased its score, but remains at Amber. The score has been increased to reflect the departmental assessment of H&S risk, in line with the assessment grid at Appendix 1. Mitigation work remains in place.
15. The target for five of the risks remains amber and the other four remain green.
16. OSD TC 008 – Kenley Revival Project is proposed for removal as the project itself moves to Business As Usual. The status of this project has improved significantly and it reports at Green. The remaining issues will be covered under a new risk.
17. OSD TC 010 – Kenley Revival Project – Conservation Works is a new risk to cover the remaining conservation works at Kenley. This new risk is reporting at Amber, rating 6. Further information about this risk can be found in Appendix 3.
18. The detail of the individual risks for the Commons is shown in Appendix 3. This also shows the actions that are being undertaken to reduce the current risk score to the target risk score.

Corporate & Strategic Implications

19. The Departmental and Divisional Risk Registers will help us achieve the Corporate Plan 2018 – 2023 aim to:
 - Shape outstanding environments

Within which they will help deliver the outcomes:

- We have clean air, land and water and a thriving and sustainable natural environment.
 - Open spaces are secure, resilient and well-maintained.
20. The Departmental risk register reflects the risks associated with delivering the Open Spaces Department's Business top line objectives and associated outcomes:
 - A. Open spaces and historic sites are thriving and accessible.
 - B. Spaces enrich people's lives.
 - C. Business practices are responsible and sustainable.

Conclusion

21. The need to systematically manage risk across the Department and at a Divisional level for Epping Forest and The Commons is addressed by the production of these Risk registers, as too are the requirements of the Charity Commission. This document will inform the collective risk across the Department's business activities.

Appendices

- Appendix 1 – Corporate Risk Scoring grid
- Appendix 2 – Epping Forest Divisional Risk Register
- Appendix 3 – The Commons Divisional Risk Register
- Appendix 4 – Matrix to show Epping Forests current and target risks on the Corporate risk scoring grid
- Appendix 5 - Matrix to show The Commons current and target risks on the Corporate risk scoring grid
- Appendix 6 – Risk History Report

Martin Falder, Project Support Officer

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Appendix 1:

City of London Corporation Risk Matrix

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom left (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right below, a green risk is one that just requires actions to maintain that rating.

Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time Period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

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Impact Criteria

Impact Title	Definitions
Minor (1)	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

Risk Scoring Grid

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

Risk Definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014

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OSD EF Detailed Risk Report

Report Author: Martin Falder

Generated on: 27 June 2019

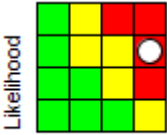
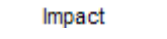
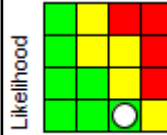
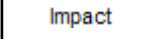



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 002 Decline in Assets condition 19-Aug-2015 Paul Thomson	<p>Causes: Poor maintenance, failure to implement recommendations.</p> <p>Event: Failure to meet statutory regulations and checks. Buildings deteriorate to unusable/unsafe condition.</p> <p>Impact: Poor condition of Assets, loss of value, cost of repair. Fines from Local Authority, and other statutory bodies.</p>	<p>Likelihood</p>	24	Use of Forest Fund approved to bring five lodges to rental condition. 24 Jun 2019	<p>Likelihood</p>	12	28-Feb-2020	 Constant

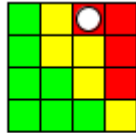
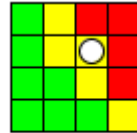

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 002 d	Schedule of statutory checks and visits held and carried out by CS or delegated to site	Improved systems for CoL buildings has increased confidence in own compliance. Now extending programme to tenanted buildings through Licence checks. Raised issues of EPCs at residential lodges and how to incorporate. Due date indicates next scheduled update.	Jo Hurst	27-Jun-2019	31-Dec-2019
OSD EF 002 e	Joint inspection of all buildings including residential by site and CS to capture maintenance needs. Required annually	Lodge occupiers received written confirmation of 2018 inspections. This year's inspection programme underway, to be extended to other properties eg FSC. Ongoing action, to be completed for the year by September.	Jo Hurst	27-Jun-2019	30-Sep-2019
OSD EF 002 g	Put actions and processes in place that ensures the upkeep and development of the site. Need to register the new	Since the last note very significant progress has been made at Gt Gregories. The progress % has been reviewed and changed as additional works have now been included under this Action.	Jeremy Dagley	27-Jun-2019	31-May-2020

	building under the corporate insurance and create a maintenance budget for the upkeep if the building.	<p>The significant progress includes:</p> <p>Pen 1 drainage is now being dealt with by 2-weekly straw bedding/manure removal by licenced contractor. Fire Plan has been developed and a PIB box has been purchased for the site with full contents including a detailed site map and access routes for fire tenders. The front gate is being replaced with a stronger, more efficient sliding gate which will increase site security and ease of access for staff when moving cattle. A new CCTV camera is to be added to cover an additional vehicle parking space. A new welfare unit is now fully up and running with wi-fi and clothes drying facilities. The state-of-the-art cattle handling facility is now in place and in use. The main remaining work is to install electric lighting in the sheds and to provide additional roofed cattle sheds - which will be done through Project Gateway.</p>			
OSD EF 002 i	Seek capital funding for essential works to Aldersbrook changing facilities to meet safeguarding standards.	Gateway 1/2 feasibility study in progress.	Jacqueline Eggleston	27-Jun-2019	31-Oct-2019

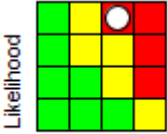
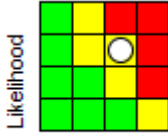
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 004 Raised Reservoirs 19-Aug-2015 Paul Thomson	Causes: Inadequate design, insufficient prescribed maintenance, leaks compromising dam integrity, failure to implement Panel Engineer's Recommendations, failure to keep dams clear of vegetation; failure to maintain Blue Books, failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Risk of prosecution. Reputational harm. Damage to/loss of habitat and associated rare species. Fines from EA	 Likelihood  Impact	24	No change to current risk score. Target date has moved back to 2022 from August 2017, recognising the position at Wanstead. 24 Jun 2019	 Likelihood  Impact	4	31-May-2022	 Constant

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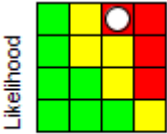
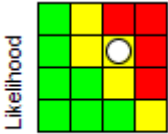

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 004 a	Statutory inspection visits by engineer - 6 monthly in May and October	Inspections completed in January. Several mitigation works have been completed. Discussion of Wanstead Park Lakes was undertaken. Large scale works still need to be undertaken to reduce this risk.	Martin Newnham; Geoff Sinclair	24-Jun-2019	30-Apr-2020
OSD EF 004 b	Complete works on the Eagle ponds and obtain approval for distribution of responsibilities. Survey the outward toe of the dam pending decision on shared responsibility with London Borough of Redbridge	Ongoing action - no significant developments since previous update.	Geoff Sinclair	24-Jun-2019	31-Dec-2022
OSD EF 004 c	Weekly inspection of reservoirs / dam. Review the use of penstock gates	Ongoing action.	Martin Newnham	24-Jun-2019	08-Apr-2020
OSD EF 004 e	Undertake scoping evaluations for Baldwins Pond and Birch Hall Park Pond	Ongoing action. Still awaiting further work by DBE.	Geoff Sinclair	24-Jun-2019	31-Dec-2022
OSD EF 004 f	Rookery Wood, Tudor Square Pond actions. Copped Hall: DBE have carried out assessment works of the in-place dam structure and LiDAR mapping.	DBE to fund and plan maintenance works. This will be linked to Copped Hall Conservation Management Plan which has been completed and is currently out for consultation.	Geoff Sinclair	24-Jun-2019	31-Dec-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
<p>OSD EF 008 Invasive Non Native Species (INNS)</p> <p>19-Aug-2015 Paul Thomson</p>	<p>Causes: Lack of adequate controls on international trade encourages transmission of invasive non-native species; inadequate site biosecurity often through conscious public release of INNS within Forest</p> <p>Event: Sites become occupied by INNS which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some INNS have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a)</p> <p>Impact: loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites.</p>	<p>Likelihood</p>  <p>Impact</p>	<p>16</p>	<p>Oak Processionary Moth is currently the key INNS likely to cause the most problems for public health. The 2018 outbreak was dealt with successfully with all known nests removed. In 2019 the expectation is for nest numbers to show a step increase. The risk to public health will be managed by some spraying in the early seasons (by May) and then by nest removal. A contract has already been issued for both these elements of work. The risk level remains the same at the moment because the expected increase in nest numbers may result in new challenges in relation to communications with our visitors.</p> <p>Increase in 2019/20 baseline OSD budget to cover £200k anticipated additional OPM costs.</p> <p>Crassula (New Zealand Pondweed) remain a problematic INNS for ponds but a trial control programme with funding may form part of our 2019 Stewardship application.</p> <p>Other INNS are under control - e.g. Japanese Knotweed and Floating Pennywort.</p> <p>24 Jun 2019</p>	<p>Likelihood</p>  <p>Impact</p>	<p>12</p>	<p>01-Apr-2020</p>	<p></p> <p>Constant</p>

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 007 g	This action tracks work done to mitigate the spread of Oak Processionary Moth in Epping Forest.	This is a new action created to reflect work being done on OPM monitoring and spraying at a divisional level. Funding for OPM nest spraying has been approved for this year and progress will be monitored throughout the summer.	Jeremy Dagley	24-Jun-2019	31-Dec-2019
OSD EF 008 c	Develop an INNS policy - particular focus on OPM, although other pathogens and areas of concern to be tackled.	Progress made with Ramorum disease control and with INNS strategy for the 2019 season, with arborist officer appointed as lead on OPM matters. Other INNS need to be considered and no recent progress with Policy writing. An INNS position statement will be prepared at the end of the season (expected around December 2019) and this is expected to feed into the full policy (expected 2020). There will also be some horizon scanning carried out to consider likely new pest species.	Jeremy Dagley	27-Jun-2019	01-Jul-2020

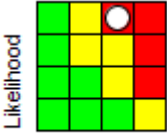
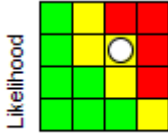

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 010 Development Consents close to Forest Land 19-Aug-2015 Paul Thomson	<p>Causes: Lack of suitable protections in EF Acts; Planning Authorities obligations to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of resources to employ specialist support or carry out necessary monitoring/research</p> <p>Event: Large housing; transport infrastructure or other developments on land affecting Epping Forest.</p> <p>Impact: Change in character to the context and setting of Forest Land. Potential increase in visitor numbers and recreational pressure. Increased in air, light and noise pollution and consequent potential decline in biodiversity and tranquillity. Further increases in traffic volumes on local road network.</p>	 Likelihood Impact	16	<p>SAMMs Interim Mitigation Strategy has been published and approved by Epping Forest District Council (Oct 2018) but not yet by other key local authorities - in particular London Boroughs. There is no SANGs Strategy in place in any local authority. In addition traffic and roads infrastructure remains a significant threat to site integrity and so the risk level remains the same.</p> <p>24 Jun 2019</p>	 Likelihood Impact	12	30-Apr-2020	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 010 a	Epping Forest DC local plan - Attend meetings and respond to consultation on the local plan so that can influence the content of the plan and the Memorandum of Understanding between EFDC and Natural England LB Redbridge core strategy and other LA actions plans - respond to any further consultation.	<p>Representations have been made to the EFDC Examination in Public throughout May 2019. The EFDC Local Plan Habitats Regulations Assessment, however, has not addressed the avoidance or mitigation of air pollution and traffic increases. This remains a considerable risk to the Forest.</p> <p>A meeting took place with the London Boroughs and Natural England on 8th March to ensure Epping Forest SAC Mitigation Strategy is embedded in their Local Plans.</p> <p>Further work will be needed to ensure a full mitigation strategy is in place for the SAC across the key local authorities.</p>	Jeremy Dagley	24-Jun-2019	31-Dec-2020
OSd EF 010 c	Development and ongoing work on the Forest Transport Strategy	<p>Essex County Council has indicated that it could put some resources toward the Strategy. However, money set aside previously is no longer available. In the interim we have requested the raw traffic data from ECC that informed its Highways Assessment.</p> <p>In addition, we now await the results of the Examination-in-Public for the EFDC Local Plan.</p>	Jeremy Dagley	24-Jun-2019	30-Apr-2021

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 012 Loss of Forest Land and/or concession of prescriptive rights 19-Aug-2015 Paul Thomson	Causes: Lack of single definitive reference point for Epping Forest boundaries and accesses. Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time. Impact: compromising statutory responsibility through loss of Forest Land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London's reputation as Conservators	 Likelihood	16	The risk remains the same level as the access audit is still ongoing and new accesses are being identified and remain to be assessed. In addition there is a case going to the Lands Tribunal in 2019 which may provide a precedent in terms of our vulnerability to prescriptive rights. 24 Jun 2019	 Likelihood	12	31-Mar-2021	 Constant

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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 012 b	Establish timetable to undertake sequence of audits	Access audits for 3 compartments now completed. Target date for compartment survey completion is March 2020. Land agent to negotiate new agreements for remaining commercial wayleaves is being appointed.	Jeremy Dagley; Sue Rigley	24-Jun-2019	28-Feb-2021
OSD EF 012 c	Keeper team to undertake audits. this will be cyclical and ongoing	Ongoing regularly scheduled works.	Martin Newnham	24-Jun-2019	30-Apr-2020
OSD EF 012 d	Work with City Surveyors and Comptrollers and Solicitors department to consider if legal action is required to settle disputes. Ongoing	Broomhill Road dispute has been resolved. Land can now be registered as forest.	Sue Rigley	24-Jun-2019	20-Dec-2019

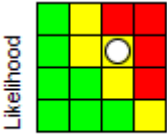
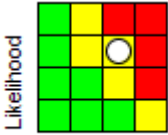

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 016 Financial management and loss of income 18-May-2016 Paul Thomson Page 222	Causes: COL facing austerity efficiencies: revisions to EU common agricultural policy (CAP) regulation, transition to Basic Payment Scheme (BPS) and UK interpretation and tightening of qualifying eligibility criteria. Failure to deliver to spend profile may result in loss of budget; lack of skills/capacity to deliver income generation projects; unrealistic initial targets and deadlines. Possible impact of Brexit. Event: Reduction deficit funding from the COL; reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity; especially conservation grazing. Division is unable to deliver spend to profile or income generation programmes to agreed targets and timescales. Adverse workload impact on service delivery. Impact: Reduction in income. Reduction or cessation of agricultural/conservation activity, including negative impact on grazing partnership. Reduction / loss of biodiversity.	 Likelihood Impact	16	Plans are in place to resource needed investments into property to allow rentals or improved commercial income. Remains at red until such investment complete and improvements realised. 24 Jun 2019	 Likelihood Impact	12	31-Mar-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 016 a	Apply for funding from the RPA - annual process	Annual claim was made in May 2019. Income expected to remain at around the same level as in previous years for the FY 2019-21. Further claims will be made in 2020 and 2021 as the scheme will run until May 2021 and then be replaced according to recent UK Government proposals.	Jeremy Dagley	24-Jun-2019	31-May-2021
OSD EF 016 e	Working budget reduction targets for next 3 years.	Awaiting clarification of long term budgets beyond 2019/20 and amount of savings required to be made. Some initial planning underway.	Paul Thomson	24-Jun-2019	30-Sep-2019

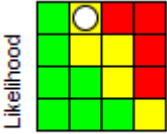
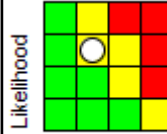

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 003 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation Condition 19-Aug-2015 Paul Thomson	Causes: Lack of appropriate habitat & tree management (pollarding) and lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change. Event: Unfavourable assessment by Natural England. Impact: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in %SSSI area in unfavourable recovering (currently 48.24%); loss of current (HLS) and future grant (e.g. CSS) funding; harm to City's reputation. Fines from Natural England and Defra	 Likelihood Impact	12	This risk remains unchanged as we are still in the process of seeking Stewardship funding and agreeing priorities for conservation maintenance works. 24 Jun 2019	 Likelihood Impact	4	31-Dec-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 003 a	Make CSS grant application to avoid loss of this vital income stream whilst ensuring habitat management targets sustainable across 10-year agreement period	CSS application is progressing well but will now be split into two applications - one in Aug 2019 and one in Aug 2020. Natural England have agreed that we can receive a 10-year agreement on Forest Land because of shared grazing. No commoners have come forward to apply under CSS and so it will remain a simpler process for us which has reduced the risk to the application.	Jeremy Dagley	27-Jun-2019	31-Dec-2020
OSD EF 003 b	Create plan of action for 5 compartments within existing resources to ensure consideration of priorities for CSS application	The Countryside Stewardship application has been changed and split into two, in agreement with Natural England (NE). The NE officer visited in December 2018 to check the compartments and agree an approach to habitat work. As a result, the 5 SSSI compartments are to be put into the 2nd application by August 2020. In preparation for the application, more detailed plans with site maps are being drawn up. Two compartments were completed in Feb 2019.	Jeremy Dagley	27-Jun-2019	20-Sep-2020
OSD EF 003 c	Remodel GEP as in-house operation to meet conservation objectives of approved Grazing Strategy building up number of livestock to optimise income and environmental benefits.	Grazing Audit completed by Dr Peter Dennis and report received. Committee Report to be prepared for July EF&C Committee and June Consultative Committee. Audit generally positive about the progress with the Grazing Expansion Plan. There were 7959 cow grazing days on the Forest in 2018. This represents a 55% increase on 2017. Furthermore, 72% of this grazing was within the invisible fenced areas which were increased by 50% in acreage of	Jeremy Dagley	27-Jun-2019	31-Jan-2020

		Forest covered. Since 2017, the increase in grazing within invisible fenced areas has been 112%. The grazing assets were increased with 10 new cows being added to the herd by November 2018. The Trading account remains in surplus at over £24K.			
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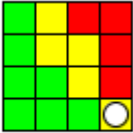
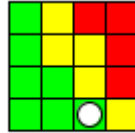

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 007 Pathogens 19-Aug-2015 Paul Thomson	Causes: Lack of adequate controls on international trade encourages transmission of pathogens; inadequate site biosecurity; and spread of novel pathogens responding to changes in climate presence of suitable hosts. Event: Sites become infected by pathogens causing diseases which lead to the decline or loss of key species Impact: loss or decline of key species; temporary site closures; increased costs for biosecurity, monitoring and reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.	 Likelihood	12	Ramorum disease remains the most significant pathogen/disease on site, however the risk rating is being reduced as the main sources of spore production (Larch trees and Rhododendron) have now both been felled and removed from the infected sites. Larch was removed early Feb 2019. 24 Jun 2019	 Likelihood	12	30-Jun-2020	 Decreasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 007 a	Implement actions arising from Massaria survey. Survey to be undertaken twice yearly	Ongoing action.	Geoff Sinclair	24-Jun-2019	08-Apr-2020
OSD EF 007 d	Sudden Oak Death - Yearly inspection of all Rhododendron and Larch. Tender of Larch removal (now completed). To be done yearly	The Larch were found to be clear of Ramorum disease and have been felled. Rhododendron regrowth at The Warren Plantation was sprayed off. Sweet Chestnut will still need monitoring in 2019. However, with the bulk of Rhododendron removed and all the Larch felled, the risk of spores spreading in quantity is assessed as low at the moment.	Jeremy Dagley	24-Jun-2019	31-Mar-2020
OSD EF 007 e	Need to develop a biosecurity policy and then implement.	The OPM outbreak is now dealt with under a separate risk action. The general Biosecurity Policy remains to be written for all the biosecurity risks. However, for Ramorum disease a protocol has been prepared and used by contractors during the Larch removal (see other risk actions). Once the OPM season is over, a Biosecurity Position Statement will be prepared (~December 2019), and this is expected to feed into full biosecurity policy and INNS policy expected 2020.	Jeremy Dagley	27-Jun-2019	30-Oct-2020

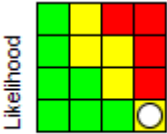
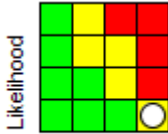

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 001 Increase in Health and Safety incidents/Catastrophic Health & Safety failure 19-Aug-2015 Paul Thomson	Causes: Poor understanding and/or delivery of Health and Safety policies and procedures; Failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits. Event: Staff, volunteers contractors or licensees undertake unsafe working practices Impact: Injury or death of staff, volunteer(s), contractor(s) or licensee(s), volunteer or member of the public. Prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation. Fine from HSE	 Likelihood	8	Local H&S policy in draft. First draft was circulated to EF management at end of May and is currently under review. Final copy planned for October. Appointing Controller of Premises to each building. Fire risk assessments and legionella documentation reviewed and updated since last review 24 Jun 2019	 Likelihood	6	29-Feb-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 001 c	Staff roles linked to essential and desirable training needs. Continual and annual review	H&S training (operational) system is in place and established. Expiring training known in advance and scheduled. Training matrix link to induction and new starters to be improved.	Jo Hurst	27-Jun-2019	01-Jan-2020
OSD EF 001 e	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements cascading down decisions, issues, responsibilities and communications. Ongoing action	Ongoing activity.	Paul Thomson	27-Jun-2019	08-Apr-2020
OSD EF 001 f	H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans	Checks delayed due to change of staff. Now extended to include all known tenanted buildings, not just catering outlets and will include all tenant obligations including FRAs etc	Jo Hurst	27-Jun-2019	30-Jun-2019
OSD EF 001 g	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for	Breaking ground has been captured through the implementation of the Epping Contractor Protocol and permitting is now BAU.	Jo Hurst	27-Jun-2019	28-Feb-2020

	control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used.				
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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 014 Major Incident resulting in prolonged 'Access Denial' 19-Aug-2015 Paul Thomson	Causes: Pandemic; Human error, mechanical failure or deliberate act of terrorism. Event: Major incident, terrorism,; evacuation of East London; aircraft crash; failure of underground services; major pollution incident from M25 Pollution from septic tanks or cattle buildings. Impact: damage to and loss of Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement. Fines from EA for pollution incidents	Likelihood  Impact	8	Reduction of risk will occur through joint problem solving and partnership working and implementing lessons learned in our after-action reviews. 24 Jun 2019	Likelihood  Impact	4	31-May-2020	 Constant

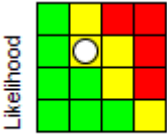
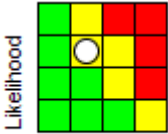

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 014 a	Review and update emergency plan	Current plan being rewritten to reflect lessons learnt from major fire incident and to fall in line with CoL emergency plan format and guidelines. This is linked to LALO training and improved joint partnership working and response.	Martin Newnham	24-Jun-2019	31-Mar-2020

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 015 Public behaviour 19-Aug-2015 Paul Thomson	Causes: Crime, irresponsible dog owners, rough sleepers, User conflict, trespass, alcohol, unlicensed activity. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social behaviour Impact: Bad PR, injury to visitors, insurance claims, police exclusion zones, rise in crime rates, illegal occupancy of Forest land. Increase in costs of managing public behaviour	 Likelihood	8	Through joint partnership and problem solving we seek to reduce anti-social behaviour via solutions with local authority and police. This is an ongoing process and risk, which means the target remains at current level (will be reviewed yearly or as required). 24 Jun 2019	 Likelihood	8	29-Feb-2020	 Constant

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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 015 b	PSPO's ideally required for all Boroughs. Currently in place for EFDC and LBWF Ongoing until Borough's make submissions for PSPO's / DCO's	PSPOs are now in force. DCOs are now defunct. We are working in partnership with local authorities and police partners to address any dog-related issues. We continue to use byelaws to deal with low-level dog-related matters.	Martin Newnham	24-Jun-2019	31-Oct-2019
OSD EF 015 c	Multi disciplinary approach with enforcement and outreach team. Protocol in place.	We now adopt a strategic partnership working model with the CoL and local authorities. We work jointly with outreach organisations to assess vulnerability and appropriate placements to improve rough sleepers' lives, e.g. through SHP and St. Mungos. We are currently members of the CoL Rough Sleepers Steering Group. There is an identified team member who leads on this subject.	Martin Newnham	24-Jun-2019	31-Oct-2019
OSD EF 015 d	Multi disciplinary approach with enforcement team ISA and sharing enforcement action CIWM training taking place to ensure EPA prosecution compliance	We have now employed two full-time equivalent posts with professional investigators / former police officers who now engage with local authority and policing partners to robustly investigate and prosecute any instances of flytipping in accordance with the DEFRA guidelines and legal framework in which we operate under EPA sections 33 and 34. This leads to criminal prosecutions.	Martin Newnham	24-Jun-2019	31-Mar-2020
OSD EF 015 e	Multi disciplinary approach required CPN and CPW being explored	This is an ongoing partnership working / solving model with local authorities and police partners.	Martin Newnham	24-Jun-2019	31-Mar-2020
OSD EF 015 f	Develop stronger links and become a trusted partner with	Ongoing, however significant development has gone on within the JESIP model with all	Martin	24-Jun-	31-Mar-

	EFDC, LBWF, LBR and LBN. New relationships with officers in local authorities need creating/developing following staff changes Ongoing action	emergency services and policing and local authority partners to problem solve collectively and look for long-term solutions. This is not always possible, but it is an aspiration.	Newnham	2019	2020
OSD EF 015 g	Cycling / horse-riding / walking endangering others with anti-social activity.	Ongoing action. We seek to address this through conflict resolution and joint partnership working.	Martin Newnham	24-Jun-2019	31-Oct-2019
OSD EF 015 h	Events are not sufficiently monitored for H&S resulting in our liability. Unlicensed activity / potential to endanger participants eg unqualified trainers.	Ongoing action. We have a robust licensing system which works with local authority safety advisory groups and emergency services to protect the public.	Martin Newnham	24-Jun-2019	31-Dec-2019

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 009 Severe Weather Events 19-Aug-2015 Paul Thomson	Causes: Severe gale and storm events, prolonged precipitation/increased precipitation events or restricted precipitation increasing Fire Severity. Event: Severe weather events including periods of drought; flooding; gales; and increased Fires Severity. Impact: Risk of injury or death to staff, visitors, contractors and volunteers. Loss of habitat/public access and intensification of visitor pressure on other areas of Forest; Damage/loss of rare/fragile habitats and species; Incidents increase demand for staff resources to respond to maintain public and site safety; loss of species, temporary site closures; increased costs for reactive management.	 Likelihood	6	Severe weather protocol reviewed. Worked well in recent storm events, although no extreme weather experienced in this period. 24 Jun 2019	 Likelihood	6	28-Feb-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 009 a	Review and update plan	Ongoing, reviewed regularly. We have now adopted the CoL emergency plan format which is replicated at a local level to represent our specific needs.	Martin Newnham	24-Jun-2019	31-Mar-2020
OSD EF 009 g	Tree failures and collapses due to extreme weather events	Annual tree Safety survey completed. Identified High Risk trees all worked and lower risk trees will be worked on through the year. Tree Safety zone review completed for the Forest and Buffer lands.	Geoff Sinclair	24-Jun-2019	31-Dec-2019
OSD EF 009 h	Grass & Heathland Fire	London Fire Brigade hosted a joint working training day on the 28th February which concentrated on techniques, tactics, and procedures relating to emergency response to fires within Epping Forest. This is the result of lessons learned from the major incident at Wanstead flats and is part of ongoing partnership training.	Martin Newnham	24-Jun-2019	31-Aug-2019

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD EF 013 Loss of knowledge in skilled staff/Difficulties in recruitment 19-Aug-2015 Paul Thomson	Cause: Previous reliance on memory-based rather than documentary records; Retirements amongst ageing workforce; Remuneration and benefits package increasing uncompetitive for market sector Event: Loss of knowledge and skills. Impact: Extra training needs, difficulty in recruitment or induction of new staff	 Likelihood Impact	6	EF Talent Management Strategy due by end 2019, but budget constraints may limit ability to enhance succession planning. 24 Jun 2019	 Likelihood Impact	4	30-Jun-2020	 Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD EF 013 a	Identify key roles where officers are nearing retirement or expressing development needs or desire to leave COL/Open Spaces Review this data annually via PDR's and one to one's Succession plan drawn up by DMT and agreed by Superintendent/HR support for Key roles	Land Agent role currently awaiting recruitment, previous incumbent retained on reduced role, so knowledge/experience available for handover. No other roles currently identified.	Jo Hurst	24-Jun-2019	31-Aug-2019
OSD EF 013 b	Increase documentation of memory based knowledge Ensure that information needed for emergency situations and out of hours is written down forming part of a pack Move collected data onto the GIS system	Still awaiting delivery of CRM system - User Requirements compiled, chasing central support teams for update.	Jo Hurst; Martin Newnham	24-Jun-2019	30-Sep-2019
OSD EF 013 c	Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR.	No change to status, funding constraints rarely allow for overlap, although occasionally possible, especially in cases of retirement, likely to decrease further with additional budget and recruitment constraints. Review of structures and resources across all teams - ongoing	Jo Hurst	24-Jun-2019	31-Dec-2019

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OSD The Commons Detailed Risk Register

Report Author: Martin Falder

Generated on: 27 June 2019



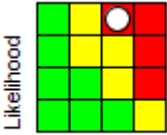
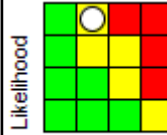

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Code & Title: OSD Department of Open Spaces Risk Register 1 OSD TC The Commons 9

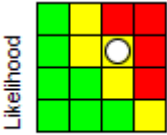
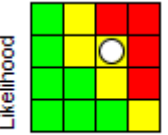

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 004 The Diseases in Other Pests 10-Jun-2015 Andy Barnard	<p>Causes: Inadequate biosecurity, purchase or transfer of infected, plants, soil and animals. ‘Natural’ spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth and Foot and Mouth</p> <p>Event: Sites become infected by animal, plant or tree diseases</p> <p>Impact: Service capability disrupted, ineffective use of staff resources, damage to corporate reputation, loss of species, site closures (temp) and associated access, increased costs for reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.</p>	 Likelihood Impact	16	Current score remains the same as OPM continues to be evident on Ashtead Common and a programme of nest removal is under way. Increase in 2019/20 baseline OSD budget to cover £200k anticipated additional OPM costs. 24 Jun 2019	 Likelihood Impact	6	31-Oct-2019	 Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 004 a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention.	Ongoing. Training needs reviewed at regular team meetings, and proactively promoted via HSIG and other corporate boards.	Hadyn Robson	24-Jun-2019	31-Mar-2022

OSD TC 004 b Inspections	Annual tree inspections undertaken through qualified personnel	Ongoing.	Hadyn Robson	24-Jun-2019	31-Mar-2022
OSD TC 004 c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	Ongoing.	Hadyn Robson	24-Jun-2019	31-Mar-2022
OSD TC 004 d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Ongoing.	Hadyn Robson	24-Jun-2019	31-Mar-2022

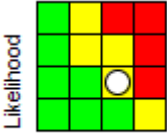
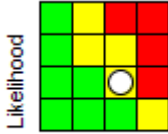

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 007 Rural Payment Agency Grants 10-Jun-2015 Andy Barnard	<p>Causes: Amendments to EU ‘Common Agriculture Policy’ legislation/UK interpretation.</p> <p>Event: Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services across the Division.</p> <p>Impact: Reduction or cessation of agricultural/conservation services. Reduction of income direct and indirect. Reduction/loss of biodiversity (legal implications); reductions in recreational access due to reduction/cessation of grazing activities.</p>	 <p>Likelihood</p> <p>Impact</p>	16	<p>Current score remains unchanged as funding gap has been identified for Burnham beeches. Where possible this will be met by a Departmental saving or will be identified early to Chamberlains Dept that there will be a Departmental overspend due to grant reduction. Fundamental review and political developments keep this risk at Red.</p> <p>24 Jun 2019</p>	 <p>Likelihood</p> <p>Impact</p>	8	31-Oct-2019	 Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 007 a Monitoring	Seek clarity/advice from RPA on the above Monitor review of latest RPA advice and procedures	Funding gap identified for Burnham Beeches. Fundamental review and political items being monitored.	Hadyn Robson	24-Jun-2019	30-Apr-2020
OSD TC 007 b Submissions	Submit forms according to RPA guidance	Form submission in progress.	Hadyn Robson	24-Jun-2019	30-Jun-2019

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 002 Local Planning Issues 09-Jun-2015 Andy Barnard	<p>Causes: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research</p> <p>Event: Large housing or other developments on land affecting the Open Spaces.</p> <p>Impact: Increase in visitor numbers and general recreation pressure. Potential decline in biodiversity due to disturbance and habitat quality. Increased in air, light and noise pollution. Decrease in water availability. Increased hydrological pollution risk. Increased traffic on local road network.</p>	 Likelihood Impact	12	Local plans continue to be developed, and are scrutinised and commented on by officers from the Commons, when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. In the future this risk may increase again as volume increases / capacity reduces. 24 Jun 2019	 Likelihood Impact	12	31-Mar-2020	 Constant

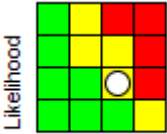
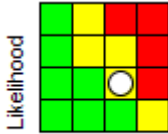

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 002 a Local authorities/Councils Local Plans and Core Strategies	Inclusion in core strategy planning documents - where applicable Close partnership working with local planning authorities Active monitoring of planning applications with responses as appropriate All ongoing and/or as and when	Monitoring activity continues - ongoing action. Mitigation strategy work underway.	Hadyn Robson	24-Jun-2019	31-Mar-2020
OSD TC 002 b Monitoring of impacts	Active monitoring of pollution where possible Active monitoring of environmental impacts - where possible Undertake research - where appropriate and where resources allow Ongoing	Ongoing action - monitoring of impact of visitors and other possible stressors continues.	Hadyn Robson	24-Jun-2019	31-Mar-2020

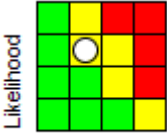
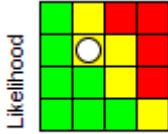

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 001 Health and Safety Failure 09-Jun-2015 Andy Barnard	Causes: Poor understanding and/or delivery of Health and Safety policies, procedures and safe systems of work: inadequate training, failure to implement the results of audits, dynamic risk assessments not undertaken Event: Staff, volunteers or contractors undertake unsafe working practices Impact: Injury or death of staff, contractor, volunteer or member of the public	 Likelihood	8	Review of H & S Action Plan at monthly SMT meetings and Quarterly Divisional H & S meetings. Score altered to reflect departmental assessment of H&S risk, but remains Amber. 24 Jun 2019	 Likelihood	8	31-Mar-2020	 Increasing

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 001 a Appropriate Resourcing	Adequate and appropriate training for staff and volunteers - link to PDR's (all line managers) Links to other departmental service providers in OSD Clear and appropriate communication Ongoing	This is an ongoing action Review of H & S Action Plan at monthly SMT meetings and Quarterly Divisional H & S meetings	Hadyn Robson; Andy Thwaites	24-Jun-2019	31-Mar-2020
OSD TC 001 b Breaking ground	Avoid incident / accident arising from digging or insertion below ground that interferes with hazardous underground infrastructure through having relevant controls in place including: mapping of underground services, liaison with utility companies, local control of contractors' procedures, staff training and experience, corporate guidance for control of contractors, SLA with City Surveyor includes procedures for CS appointed contractors on site. Areas checked for service covers, location markers and recorded site information before breaking ground. Trained operatives use scanning equipment. Appropriate excavation tools and procedures used.	Ongoing item.	Hadyn Robson	24-Jun-2019	31-Mar-2020
OSD TC 001 c H&S processes	Undertake quarterly reviews of the regular health and safety audits Ensure risk assessments and safe systems of work are up to	Ongoing item.	Hadyn Robson	24-Jun-2019	31-Mar-2020

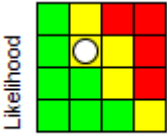
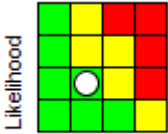

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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 005 Climate and Weather 10-Jun-2015 Andy Barnard	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be Climate change influenced Event: Severe weather/climate impacts at one or more sites Impact: Service capability disrupted; fire, flood and storm events (potentially increasing in frequency); increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management. Injury or death to staff, visitors, contractors and volunteers. Damage/loss of rare/fragile habitats and species.	 Likelihood	8	Work on site continues to mitigate extreme weather events, although this will be monitored over the summer, with an awareness of the lessons learned from the Wanstead Park fire last year. 24 Jun 2019	 Likelihood	8	31-Oct-2019	 Constant

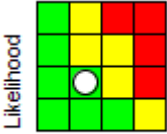
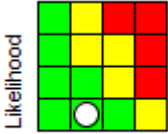

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 005 a Fire management	Review and update plan bi-annually. Fire management and monitoring policies and plans in place and link to staff training and local emergency services	This action is ongoing Site information/resources shared with emergency services. Plan reviewed in June 2018 - next review due June 2020.	Hadyn Robson	24-Jun-2019	30-Jun-2020
OSD TC 005 b Storms	Storm monitoring & management and closure policies across all sites linked to high staff awareness and training	The sites continue to monitor and respond to warnings of extreme weather	Hadyn Robson	24-Jun-2019	29-May-2020
OSD TC 005 c Climate change	Understanding of the potential impacts of climate change on the open spaces Engagement in climate change research and debate	Ongoing research and dialogue continues.	Hadyn Robson	24-Jun-2019	29-May-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 009 Glider operations – Kenley Airfield 18-Nov-2016	Causes: Inadequate security measures, safe operating procedures (SOP) by RAF and Surrey Hills Gliding Club (SHGC) to prevent incursions on to airfield by members of the public during flying operations Event: Public incursion on to active airfield Impact: Death, injury, damage to corporate reputation, site closure, potential loss of HLF funding.	 Likelihood	6	Current target score remains the same. Surrey Gliding Club monitoring airfield incursions and reporting to RAF. 24 Jun 2019	 Likelihood	6	31-Oct-2019	 Constant

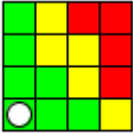
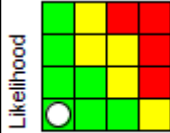

Action no, Title	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 009 a H&S Actions	H&S Actions agreed between RAF, SHGC and CoL	Incursions monitored by Surrey Gliding Club and reported to MOD and City of London. Airfield perimeter fencing has been completed. A safety working group will be convened to finalise safe operating procedure, at which point the risk will be reduced.	Andy Barnard	24-Jun-2019	29-May-2020
OSD TC 009 b Safe Operating Procedures	Staff to note if safe operating procedures are in place and are being observed.	Ongoing.	Andy Barnard	24-Jun-2019	31-Mar-2020
OSD TC 009 c H&S Monitoring	Report any breaches or non-compliance of safe systems to HSE	Ongoing item.	Andy Barnard	24-Jun-2019	30-Apr-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 010 Kenley Revival Project – Conservation Works 16-Apr-2019	Causes: Substandard works; materials failure; poor works specification, contract administration or workmanship. Event: Structural failure of conserved assets. Impact: Continuing deterioration of at risk heritage features; reputational damage; injury to person.	 Likelihood	6	New proposed risk to cover brickwork issues at Kenley, supplanting OSD TC 008. Mortar test panels soon to be analysed for midterm results of success of materials. 24 Jun 2019	 Likelihood	4	31-Dec-2019	 Constant

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 010 a	Develop an action plan once analysis has been completed.	Material samples analysed, and further analysis commissioned. Once reason for failure is established a plan can be developed to resolve the issue City of London is in litigation with Architects in respect of failed mortar materials and potential costs involved.	Andy Barnard	24-Jun-2019	31-Oct-2019

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 006 Pond Embankments, Burnham Beeches 10-Jun-2015 Andy Barnard	Causes: Erosion, inadequate design quality, lack of maintenance, leaks Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion and potential collapse Impact: Loss of life. Damage to downstream land/property. Litigation. Damage to/loss of habitat and associated rare species. Reputational harm.	 Likelihood Impact	4	Project identified as still viable but funding still an issue as capital programme funding limited. 24 Jun 2019	 Likelihood Impact	2	31-Aug-2019	 Constant

Action no, Title	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 006 a Project development	Condition assessments carried out and options provided for approval Options costed Gateway 4 report drafted - Sept 16	Project at The Commons remains a goal for the future. Ongoing action to mitigate risk, to be updated as project moves forward.	Hadyn Robson	24-Jun-2019	31-Dec-2022
OSD TC 006 b Monitoring	Inspections / monitoring of outflow condition Ongoing	All water bodies are actively monitored by relevant authorities within the City to ensure they comply with legislation.	Hadyn Robson	24-Jun-2019	31-Mar-2020

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date	Current Risk score change indicator
OSD TC 008 Kenley Revival Project 10-Jun-2015 Andy Barnard	Causes: The world war II fighter pens at RAF Kenley are currently on the “Heritage at Risk” register, listed as in declining condition. Further restoration is required. Public access is maintained but there is limited interpretation. Event: Failure to secure funding for the current HLF project or alternative project / funding source Impact: Continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation	 Likelihood Impact	1	This risk is proposed for removal as the Project moves into BAU. OSD TC 010 will cover the remaining conservation issues. 24 Jun 2019	 Likelihood Impact	1	31-Dec-2018	 Constant


Action no, Title	Action description	Latest Note	Action owner	Latest Note Date	Due Date
OSD TC 008 a HLF Funding	HLF Capital Funding Bid	Funding in the sum of £880,900 received 17 September 2015.	Hadyn Robson	23-Aug-2018	30-Sep-2015

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Appendix 4 –Epping Forest Risk Scores & Targets
Epping Forest Risks and Target Scores


Likelihood	Likely (4)		OSD EF 001 OSD EF 011	OSD EF 008 OSD EF 010 OSD EF 012 OSD EF 016	
	Possible (3)		<i>OSD EF 001</i> <i>OSD EF 009</i> <i>OSD EF 013</i>	<i>OSD EF 002</i> <i>OSD EF 003</i> OSD EF 007 <i>OSD EF 008</i> <i>OSD EF 010</i> <i>OSD EF 012</i> <i>OSD EF 016</i>	OSD EF 002 OSD EF 004
	Unlikely (2)		<i>OSD EF 013</i>		
	Rare (1)			<i>OSD EF 003</i> <i>OSD EF 004</i> <i>OSD EF 014</i>	OSD EF 014 OSD EF 015
OS EF Risks April 2019		<i>Minor (1)</i>	<i>Serious (2)</i>	<i>Major (4)</i>	<i>Extreme (8)</i>
Impact					

- Bold** - Current Score
- Italics* - Target Score
- Bold Italics*** - Current & Target Score Aligned
-  - Movement from previous report

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Appendix 5 – The Commons Risk Scores & Targets
The Commons Risks and Target Scores

Likelihood	<i>Likely (4)</i>		<i>OSD TC 007</i>	OSD TC 004 OSD TC 007	
	<i>Possible (3)</i>		<i>OSD TC 004</i> <i>OSD TC 009</i> <i>OSD TC 010</i>	<i>OSD TC 002</i>	
	<i>Unlikely (2)</i>		<i>OSD TC 010</i> <i>OSD TC 006</i>	OSD TC 001 OSD TC 005	
	<i>Rare (1)</i>	OSD TC 008	<i>OSD TC 006</i>		
OSD TC Risks April 2019		<i>Minor (1)</i>	<i>Serious (2)</i>	<i>Major (4)</i>	<i>Extreme (8)</i>
Impact					

- Bold** - Current Score
- Italics* - Target Score
- Bold Italics*** - Current & Target Score Aligned
-  - Movement from previous report

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OSD EFCC Risk History Report







































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Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD 001	H&S Summary Risk	30-Aug-2017		8		8	19-Mar-2019	8		Unlikely	Major		Constant
							29-Jan-2019	8		Unlikely	Major		
							22-May-2018	6		Possible	Serious		
							23-Mar-2018	6		Possible	Serious		
							27-Sep-2017	6		Possible	Serious		
OSD 002	Extreme weather & climate change summary risk	30-Aug-2017		6		6	19-Mar-2019	6		Possible	Serious		Constant
							29-Jan-2019	6		Possible	Serious		
							29-Jan-2019	6		Possible	Serious		
							22-May-2018	6		Possible	Serious		
							23-Mar-2018	6		Possible	Serious		
OSD 004	Repair and Maintenance of Buildings summary risk	30-Aug-2017		12		8	19-Mar-2019	12		Possible	Major		Constant
							29-Jan-2019	12		Possible	Major		
							22-May-2018	12		Possible	Major		
							23-Mar-2018	8		Unlikely	Major		
							30-Aug-2017	8		Unlikely	Major		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD 005	Pests and Diseases summary risk	30-Aug-2017		16		12	15-Apr-2019	16		Likely	Major		Increasing
							19-Mar-2019	12		Possible	Major		
							29-Jan-2019	12		Possible	Major		
							22-May-2018	12		Possible	Major		
							23-Mar-2018	16		Likely	Major		
OSD 006	Impact of development summary risk	30-Aug-2017		12		12	19-Mar-2019	12		Possible	Major		Constant
							29-Jan-2019	12		Possible	Major		
							05-Dec-2018	16		Likely	Major		
							29-Aug-2018	16		Likely	Major		
							22-May-2018	16		Likely	Major		
OSD 007	Maintaining the City's water bodies summary risk	30-Aug-2017		16		8	19-Mar-2019	16		Unlikely	Extreme		Constant
							29-Jan-2019	16		Unlikely	Extreme		
							05-Dec-2018	16		Unlikely	Extreme		
							29-Aug-2018	16		Unlikely	Extreme		
							22-May-2018	16		Unlikely	Extreme		
OSD 008	IT System Failure	13-Jun-2018		4		4	19-Mar-2019	4		Unlikely	Serious		Constant
							29-Jan-2019	4		Unlikely	Serious		
							13-Jun-2018	8		Unlikely	Major		
OSD 009	Reputational Risk Associated with OS Act	13-Jun-2018		6		2	19-Mar-2019	6		Possible	Serious		Constant
							29-Jan-2019	6		Possible	Serious		
							13-Jun-2018	6		Possible	Serious		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD 010	Ultra Low Emission Zone (ULEZ) Fleet Purchase Risk	29-Jan-2019		12		4	19-Mar-2019	12		Possible	Major		Constant
							29-Jan-2019	12		Possible	Major		
							29-Jan-2019	12		Possible	Major		
OSD 011	Budget Reduction Summary Risk	29-Jan-2019		8		4	29-Jan-2019	8		Likely	Serious		Constant
OSD EF 001	Increase in Health and Safety incidents/Catastrophic Health & Safety failure	19-Aug-2015		8		6	15-Apr-2019	8		Likely	Serious		Constant
							15-Feb-2019	8		Likely	Serious		
							23-Aug-2018	8		Likely	Serious		
							15-Jun-2018	8		Likely	Serious		
							30-Aug-2017	8		Likely	Serious		
OSD EF 002	Decline in Assets condition	19-Aug-2015		24		12	15-Apr-2019	24		Possible	Extreme		Constant
							15-Feb-2019	24		Possible	Extreme		
							23-Aug-2018	24		Possible	Extreme		
							15-Jun-2018	24		Possible	Extreme		
							30-Aug-2017	24		Possible	Extreme		
OSD EF 003	Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition	19-Aug-2015		12		4	15-Apr-2019	12		Possible	Major		Constant
							15-Feb-2019	12		Possible	Major		
							23-Aug-2018	12		Possible	Major		
							30-Aug-2017	12		Possible	Major		
							18-Apr-2017	12		Possible	Major		
OSD EF	Raised	19-Aug-		24		4	15-Apr-2019	24		Possible	Extreme		Constant

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
004	Reservoirs	2015					23-Aug-2018	24		Possible	Extreme		
							28-Mar-2018	24		Possible	Extreme		
							30-Aug-2017	12		Possible	Major		
							18-Nov-2016	8		Unlikely	Major		
OSD EF 007	Pathogens	19-Aug-2015		12		12	15-Apr-2019	12		Possible	Major		Constant
							15-Feb-2019	12		Possible	Major		
							23-Aug-2018	16		Likely	Major		
							30-Aug-2017	16		Likely	Major		
							18-Apr-2017	16		Likely	Major		
OSD EF 008	Invasive Non Native Species (INNS)	19-Aug-2015		16		12	03-May-2019	16		Likely	Major		Constant
							15-Feb-2019	16		Likely	Major		
							23-Aug-2018	16		Likely	Major		
							30-Aug-2017	16		Likely	Major		
							18-Nov-2016	16		Likely	Major		
OSD EF 009	Severe Weather Events	19-Aug-2015		6		6	15-Apr-2019	6		Possible	Serious		Constant
							15-Feb-2019	6		Possible	Serious		
							23-Aug-2018	6		Possible	Serious		
							30-Aug-2017	6		Possible	Serious		
							18-Nov-2016	6		Possible	Serious		
OSD EF 010	Development Consents close	19-Aug-2015		16		12	15-Apr-2019	16		Likely	Major		Constant
							15-Feb-2019	16		Likely	Major		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
	to Forest Land						23-Aug-2018	16		Likely	Major		
							28-Mar-2018	16		Likely	Major		
							30-Aug-2017	16		Likely	Major		
OSD EF 011	Wanstead Park - Heritage at Risk Register	19-Aug-2015		8		8	15-Apr-2019	8		Likely	Serious		Constant
							23-Aug-2018	8		Likely	Serious		
							30-Aug-2017	8		Likely	Serious		
							18-Nov-2016	8		Likely	Serious		
							24-Jun-2016	8		Likely	Serious		
OSD EF 012	Loss of Forest Land and/or concession of prescriptive rights	19-Aug-2015		16		12	15-Apr-2019	16		Likely	Major		Constant
							15-Feb-2019	16		Likely	Major		
							23-Aug-2018	16		Likely	Major		
							30-Aug-2017	16		Likely	Major		
							18-Apr-2017	16		Likely	Major		
OSD EF 013	Loss of knowledge in skilled staff/Difficulties in recruitment	19-Aug-2015		6		4	15-Apr-2019	6		Possible	Serious		Constant
							15-Feb-2019	6		Possible	Serious		
							23-Aug-2018	6		Possible	Serious		
							15-Jun-2018	8		Likely	Serious		
							30-Aug-2017	8		Likely	Serious		
OSD EF 014	Major Incident resulting in prolonged 'Access Denial'	19-Aug-2015		8		4	15-Apr-2019	8		Rare	Extreme		Constant
							15-Feb-2019	8		Rare	Extreme		
							23-Aug-2018	8		Rare	Extreme		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
							30-Aug-2017	8		Rare	Extreme		
							18-Nov-2016	8		Rare	Extreme		
OSD EF 015	Public behaviour	19-Aug-2015		8		8	15-Apr-2019	8		Rare	Extreme		Constant
							15-Feb-2019	8		Rare	Extreme		
							23-Aug-2018	8		Rare	Extreme		
							30-Aug-2017	8		Rare	Extreme		
							18-Apr-2017	8		Rare	Extreme		
OSD EF 016	Financial management and loss of income	18-May-2016		16		12	15-Apr-2019	16		Likely	Major		Constant
							15-Feb-2019	16		Likely	Major		
							23-Aug-2018	16		Likely	Major		
							15-Jun-2018	16		Likely	Major		
							22-Dec-2017	16		Likely	Major		
OSD TBM 001	The Effect of Terrorism on the Tourism Business at Tower Bridge & Monument	09-Mar-2015		12		12	18-Apr-2019	12		Possible	Major		Constant
							19-Mar-2019	12		Possible	Major		
							29-Jan-2019	12		Possible	Major		
							11-Dec-2018	12		Possible	Major		
							18-Sep-2018	12		Possible	Major		
OSD TC 001	Health and Safety Failure	09-Jun-2015		8		8	15-Apr-2019	8		Unlikely	Major		Increasing
							23-Aug-2018	6		Possible	Serious		
							21-Nov-2016	6		Possible	Serious		
							14-Jun-2016	6		Possible	Serious		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
							18-Dec-2015	6		Possible	Serious		
OSD TC 002	Local Planning Issues	09-Jun-2015		12		12	15-Apr-2019	12		Possible	Major		Constant
							23-Aug-2018	12		Possible	Major		
							10-Apr-2017	16		Likely	Major		
							10-Apr-2017	16		Likely	Major		
							21-Nov-2016	16		Likely	Major		
OSD TC 004	Tree Diseases and Other Pests	10-Jun-2015		16		6	15-Apr-2019	16		Likely	Major		Constant
							23-Aug-2018	16		Likely	Major		
							10-Apr-2017	16		Likely	Major		
							21-Nov-2016	12		Possible	Major		
							24-Jun-2016	12		Possible	Major		
OSD TC 005	Climate and Weather	10-Jun-2015		8		8	15-Apr-2019	8		Unlikely	Major		Constant
							23-Aug-2018	8		Unlikely	Major		
							21-Nov-2016	12		Possible	Major		
							24-Jun-2016	12		Possible	Major		
							10-Jun-2015	12		Possible	Major		
OSD TC 006	Pond Embankments, Burnham Beeches	10-Jun-2015		4		2	15-Apr-2019	4		Unlikely	Serious		Constant
							23-Aug-2018	4		Unlikely	Serious		
							29-Mar-2017	4		Unlikely	Serious		
							14-Jun-2016	4		Unlikely	Serious		
							10-Jun-2015	4		Unlikely	Serious		

Code	Title	Creation Date	Current Risk Matrix	Current Risk Score	Target risk score rating	Target Risk Score	Recent Reviews	Risk Score	Historical Status	Likelihood Description	Impact Description	Current Risk Trend Icon	Trend
OSD TC 007	Rural Payment Agency Grants	10-Jun-2015		16		8	15-Apr-2019	16		Likely	Major		Constant
							23-Aug-2018	16		Likely	Major		
							29-Mar-2017	16		Likely	Major		
							21-Nov-2016	16		Likely	Major		
							24-Jun-2016	16		Likely	Major		
OSD TC 008	Kenley Revival Project	10-Jun-2015		1		1	16-Apr-2019	1		Rare	Minor		Constant
							23-Aug-2018	1		Rare	Minor		
							29-Mar-2017	1		Rare	Minor		
							24-Jun-2016	1		Rare	Minor		
							10-Jun-2015	8		Likely	Serious		
OSD TC 009	Glider operations - Kenley Airfield	18-Nov-2016		6		6	15-Apr-2019	6		Possible	Serious		Constant
							23-Aug-2018	6		Possible	Serious		
							19-Apr-2017	6		Possible	Serious		
							19-Apr-2017	6		Possible	Serious		
							10-Apr-2017	16		Likely	Major		
OSD TC 010	Kenley Revival Project - Conservation Works	16-Apr-2019		6		4	16-Apr-2019	6		Possible	Serious		Constant

Committee(s): Epping Forest & Commons Committee	Date(s): 8 th July 2019
Subject: 2019 Countryside Stewardship Grant application proposals	Public
Report of: Director of Open Spaces	For Decision
Report author: Sally Gadsdon, Environmental Stewardship Officer and Jeremy Dagley, Head of Conservation, Epping Forest	

Summary

External funding to support the City Corporation’s continuing restoration and management of Epping Forest’s internationally important habitats is being sought from the government’s Countryside Stewardship Scheme (CSS). This would continue the funding partnership established with Natural England under the predecessor scheme, Environmental Stewardship (ES). The funding would provide a stable source of external income across a ten-year period.

Given the size and complexity of the Forest, the application is being made in three parts. A first grant application covering part of the Forest, a second application for the remainder of the Forest in 2020, with a third application made for the Buffer Lands also, ideally, in 2020.

An overview of the conservation management proposed to be funded by this grant over the next ten years is presented. The works continue the habitats restoration programme of the last thirty years. The backbone of the programme is the continuation of the nationally-renowned veteran tree management and wood pasture restoration, the latter including heathland, grassland and scrub habitats alongside important additional wetland management.

To fulfil the obligations of the grant, the operations will be delivered through a combination of in-house habitat and tree conservation teams, the Epping Forest grazing project staff, specialist contractors, and the long-standing and knowledgeable volunteer groups. The projected grant income is forecast to make a substantial contribution to the cost of the works, taking into account both inflation and a significant contingency element.

Recommendation(s)

Members are asked to:

- Note the progress of the developing the grant proposals (Appendices 1-3).
- Authorise the Director of Open Spaces to complete the grant negotiations with the grant body (Natural England).
- Delegate authority to the Director of Open Spaces to sign the finalised grant application for income estimated around £5.5 million over 10 years.
- Instruct the Comptroller and City Solicitor to undertake such documentation as necessary.
- Note that limited changes can be made to the funding proposals after the end of August 2019.
- Note the predicted income and expenditure for the grant works (Appendix 3).
- Note that the grant works will be delivered through a combination of in-house teams, contractors and volunteers coordinated by the Epping Forest Conservation Team.

Main Report

Background

1. The SEF 18-19 Countryside Stewardship Grant 2019 Application report presented to your Committee in May 2018 outlined the types of work for which funding from the government's Countryside Stewardship Scheme (CSS) will be sought. This report presents an overview of the proposals for your Committee's approval.
2. The Countryside Stewardship Scheme is administered by the Rural Payments Agency (RPA) and with technical advice provided by Natural England (NE). Natural England officers will be working alongside Epping Forest officers in developing the full grant application, as well as undertaking other required work including a Habitats Regulation Assessment (HRA) screening to ensure the proposed work does not present potentially detrimental impacts.
3. Under the Higher Level Environmental Stewardship Scheme (HLS) the focus of the grant for the Forest was wood pasture restoration. Funding was also received for other habitats including grassland, heathland and scrub, as well as supporting grazing.
4. The proposals for the 2019 application cover 19 of the Forest's 38 compartments, equating to 53.9% of the Forest (Appendix 2). It is intended to submit a second application in 2020 for further funding for other areas of the Forest. This split-application for the Forest is subject to the approval of the RPA. A third application will be made for the Buffer Lands in 2020 which is required by the RPA to be separate to the Forest applications.
5. This work will contribute to the commitment to conservation of Epping Forest (see Paragraphs 21-23) and the City of London's stewardship of this internationally important site. The consequences of not undertaking this work will be a decline in

the condition of a range of habitats which are nationally and internationally designated. This will result in the government's advisory body, Natural England, officially assessing this change in condition, which is publicly available. Currently, 8 of the Forest's 38 Site of Special Scientific Interest units are classified as being in Unfavourable condition and either not changing or declining. In addition to this, other areas of the Forest currently in favourable or unfavourable recovering condition are vulnerable to a decline in condition, so it is crucial to continue the existing work on these areas. Consequently, further work is required to improve the condition of the eight Unfavourable units and to ensure the remaining favourable and recovering units can maintain and achieve target condition status. The key threats and issues for the SSSI and SAC features are site-specific such as addressing undergrazing and lapsed tree management, and increasing resilience to cope with wider environmental threats including pests & diseases, hydrology, air quality and recreational pressures. The City of London's reputation is an important consideration in our role as a sector leader and relevant body for local development plans.

6. A detailed examination of these proposals will be presented your Committee's Management Plan Steering Group. Therefore, an overview of the proposals is presented here, with further details presented in Appendices 1 and 2.

Current Position

7. As with HLS, the focus of the CSS will be wood pasture. Whereas under HLS, the focus was the reduction of secondary infill to increase light to veteran trees and encourage reestablishment of ground flora, the focus of CSS will be on the next phase of the wood pasture restoration which is veteran tree management. This will be a combination of continuing the Keystone Tree programme, maintaining the pollarding cycle on the ancient hornbeams that have been restored to pollarding management over the last 30 years, and crown reducing lapsed hornbeam pollards that were last cut in the late 19th century to ensure their physical stability and to open up the wood-pasture to light for the important dependent wildlife, especially insects, fungi, bryophytes and lichens.
8. For the 2019 application veteran tree work is proposed in 13 compartments from Honey Lane to Walthamstow Forest and will total just over 2,170 trees. The majority of these will be in Bury Wood, and in most of the 13 compartments veteran tree management will be part of the continuation of wood pasture restoration. It is intended that veteran tree surgery in additional compartments will be applied for in 2020, though the number will be less than that proposed for the 2019 application.
9. Alongside this work, and coinciding in many areas, would be the continued management of wood pasture. This would involve localised felling of young and semi-mature trees to increase light to promote ground flora re-establishment, as well as cutting and grazing of the emerging/existing ground flora. Whilst there are approximately 55,000 ancient pollards and hundreds of new pollards that have been created through HLS, it is necessary to create more new pollards to ensure the sustainable continuity of this core feature of wood pasture. This will ensure

the conservation objectives of this internationally important site can be met and help maintain the character of the Forest into the future.

10. Grazing will continue to be undertaken in the priority areas identified in the approved Grazing Strategy including extensive wood-pasture habitat (like Bury Wood), ancient grasslands and the smaller wet heathland mosaic sites. For the 2019 application, grazing would be re-established at Rushey Plain, one of the original Grazing Strategy target wood-pasture sites.
11. Other SSSI habitat features will continue to be managed through CSS including heathlands and their associated bogs (key habitats under the Special Area of Conservation designation), grasslands and wetlands.
12. There will be a focus on the conservation of the Forest's only Red Data Book plant species, the Knothole Yoke-moss *Zygodon forsteri*. This species is globally rare and classified by IUCN as Endangered and facing a very high risk of regional extinction in the wild in the near future.. Epping Forest holds one of the three known UK populations of this threatened species and conservation work will involve prolonging the lives of the host beech trees and keeping colony sites free from secondary infill.
13. There will be some site-specific work including the removal of Rhododendron from Paul's Nursery to continue the essential prevention measures for Ramorum disease and management of Butler's Retreat Pond, including non-native plant species there.
14. The benefits of delivering this grant work will be:
 - a. An improvement in the condition of the Special Area of Conservation and Site of Special Scientific Interest habitats (woodlands including beech on acid soils, heathlands, grasslands, wetlands)
 - b. A significant contribution of 7%, by area, towards the UK target for the restoration of wood pasture, a *Habitat of Principal Importance*.
 - c. Management of thousands of veteran pollarded trees, for which Epping Forest holds the largest national population, including an estimated 85% of Britain's veteran Beech pollards.
 - d. Increase in the population size of the rare *Zygodon forsteri* moss species which has declined since 2008 (Dr K Adams, report unpublished, 2019).
 - e. Continuation in the increase or stabilisation of populations of regionally and nationally scarce and declining species. For example under HLS there were increases in the scarce Forest plants: Lousewort; Adder's Tongue; Heather (specifically protected by the Epping Forest Act 1878); Ragged Robin, Intermediate-leaved Sundew and the insects: White Admiral; Purple Emperor; rare saproxylic beetle species (e.g. Lords Bushes/Bury Woods research) and the birds of Forest edge habitats such as the Song Thrush. The aim is to enhance the scrub and edge habitats for other declining bird species such as Cuckoo, Nightingale, Skylark, Willow Warbler, Garden Warbler and Lesser Whitethroat. Other important beneficiaries of the wood-pasture work would include rare, nationally protected fungi species, Zoned Rosette and Oak Polypore.

15. The grant application process details of the current proposals are presented here. However, during May to August 2019 Epping Forest officers will be in negotiation with Natural England in agreeing what will be funded. Therefore, the final details of what funding will be awarded are likely to change. A report of the final application details will be presented to your Committee in September 2019. There will be a limited opportunity for Committee to request changes, and this will need to be limited to the removal of proposals, but not the amendment or addition of proposals.

Options

16. Feedback on the proposals outlined in Appendices 1 and 2 are welcomed from your Committee.

Proposals

17. It is proposed that your Committee authorise the Director of Open Spaces to complete the grant negotiations with the grant body (Natural England).

18. It is proposed that your Committee review the final grant details, as a result of the outcome of negotiations with Natural England, and approve these details or request limited amendments at the 6th September 2019 meeting.

19. The total 10 years of funding of the current proposals would be around £5.5 million. It is proposed that your Committee authorise the delegation of the signing of the final grant application to the Director of Open Spaces.

20. It is proposed that the work will be delivered by a combination of in-house teams, contractors and volunteers.

Corporate & Strategic Implications

21. The Countryside Stewardship Scheme is the UK government's main grant funding scheme to promote protection of the UK's important habitats. CSS is one of Defra's main mechanisms for delivering its Strategic Objective of "a cleaner, healthier environment benefiting people and the economy." It also supports the strategic vision for the 25-year Environment Plan.

22. Our Corporate Plan (2018-2023), whose vision includes "To shape outstanding environments", aims to:

- a. Provide thriving and biodiverse green spaces and urban habitats
- b. Provide environmental stewardship and advocacy, in use of resources, emissions, conservation, greening, biodiversity and access to nature
- c. Protect, curate and promote world-class heritage assets

23. The Open Spaces Business Plan 2019-20 includes the outcomes and departmental activities:
- a. Outcome: Our habitats are flourishing, biodiverse and resilient to change
 - b. Outcome: Our open spaces, heritage and cultural assets are protected, conserved and enhanced
 - c. Outcome: Nature, heritage and place are valued and understood
 - d. Activity: Protect and enhance our sites' biodiversity
 - e. Activity: Improve the visitor and cultural offer
24. The works that could be funded by the CSS grant would contribute to fulfilling Our Corporate Plan and the Open Spaces Business Plan:
- a. Work would be undertaken to manage internationally important SAC habitats and populations of veteran trees as well as nationally important SSSI habitats. The aims are to see an improvement in condition of all of these.
 - b. Populations of the rare moss *Zygodon forsteri* will be conserved.
 - c. Work would be undertaken to benefit several scarce species that have increased in number during the time HLS work was undertaken. The aim is that biodiversity will continue to increase during the work funded by CSS and, in so doing, contribute to S41 (UKBAP) priority habitats and species targets.
 - d. In 2020, funding to help conserve a number of historic features will be investigated.
25. The work funded by CSS would help to increase habitats' resilience to environmental change by improving their condition and making them more stable to adapt to future conditions.

Implications

26. **Financial implications:** A full overview of estimated income and expenditure for the work proposed is presented in Appendix 3. The estimated expenditure includes pricing provided by contractors as part of the project preparation (with City Procurement team assistance) for the specific range of works proposed. In addition, the estimates of the staff costs have been based on the experience of the ten-year HLS programme. Appendix 3 shows the costs for each of the areas included in the 2019 application. The relevant proportion of costs such as staff and grazing costs are set out. In summary:
- a. The grant will make substantial contributions to the cost of these proposed works.
 - b. As the majority of the work will be veteran tree surgery prices were sought from four experienced arboricultural contractors. Costs were based on the most expensive price estimates and factored in realistic potential increases in inflation. This funding will be able to cross-subsidise other CSS works such as wood-pasture habitat maintenance.
 - c. The management of wood pasture will be delivered by:
 - i. In-house teams who will maintain the areas that have been opened up during the ten-year HLS programme, and ensure secondary

- regrowth is controlled around the ancient trees and that edge habitats are enhanced. The costs will be covered partly by a CSS wood pasture maintenance fund and cross-subsidised from the veteran tree surgery funding.
- ii. Contractors who will undertake localised selective felling in wood pasture areas. A bid for this work to be funded at 100% of costs has been submitted. If the grant body does not fund 100% they will offer a significant contribution to the cost of the works.
 - iii. The creation of new pollards to provide a future successor generation of veteran trees and management of existing young pollards will be undertaken. The costs will be covered partly by a CSS wood pasture maintenance fund and cross-subsidised from the veteran tree surgery funding.
 - iv. Grazing to contribute to the management of ground flora.
 - v. Volunteers are able to undertake targeted habitat works on sensitive and small sites (e.g. bogs) and can help to keep areas open that cannot be managed by machinery.
- d. Grassland management will be delivered by a combination of in-house teams and contractors. The costs will be covered partly by a CSS grassland management fund and cross-subsidised from the veteran tree surgery funding.
 - e. Heathland, scrub, pond and bog management will be largely delivered by volunteers. Both Epping Forest Conservation Volunteers and Epping Forest Heritage Trust have so far agreed to contribute to CSS delivery between 2020-2029 and other local groups may also wish to take part. We are very grateful for their continued involvement and interest in protecting the Forest's habitats. The only costs here would be staff time to liaise with and advise the groups and monitoring.
 - f. Grazing, that is essential to achieve and maintain the favourable condition of the Forest and its mosaic of transitions between open and wooded areas, will contribute significantly to the nature conservation interest of wood pasture, heathland and grassland areas across hundreds of hectares. The costs would be covered in part by a combination CSS wood pasture fund, Basic Payment Scheme, meat sales, as well as cross subsidisation from the veteran tree surgery funding. The Grazing Expansion Plan is being reviewed and will be presented to Committee as a separate report in the near future.
 - g. Other minor works include:
 - i. Rhododendron removal - the costs will be covered partly by a CSS Rhododendron removal fund and cross-subsidised from the veteran tree surgery funding.
 - ii. *Zygodon* moss conservation – the cost of tree surgery will be partly covered by a CSS tree surgery grant. The management of the habitat around the colonies of moss will be done by volunteers. A threatened species and wood pasture grant will contribute to the cost of these works alongside cross-subsidised from the veteran tree surgery funding.
 - h. Staff costs to deliver the grant works have been taken into account.
 - i. A realistic percentage for inflation has been applied to annual operations and costs. An amount for contingency has been factored in to take

account of contractor work costing more than expected and unforeseen costs.

27. Key risks: Financial.

- a. The grant operates on a menu of options which have set funding rates for 10 years and therefore does not rise with inflation. It is likely that the majority of the work will be delivered by contractors. Whilst forecasted costs for contractors have been taken from recent prices, a contingency value has been factored into the total costings to take account of works costing more than expected as well as unforeseen costs. To minimise the effect of inflation it may be possible to slightly front-load work in the first few years, so that proportionally less work is carried out in the last few years of the grant when prices may be relatively higher.

28. Key risk: Delivery of CSS grant work.

- a. Future Local Risk budget. In light of the current Fundamental Review and ongoing funding efficiencies, the CSS grant will be essential to contribute to staff, contractor and operational costs.
- b. Volunteers. Long-term sustainability of volunteer groups is a consideration. In the event that existing groups cease or diminish in capacity, work identified to be done by volunteers could either be commissioned from contractors or delivered by volunteers directly registered with the Epping Forest charity led by Epping Forest officers.
- c. Bovine or plant disease outbreak. In the event of an outbreak of a notifiable disease cessation of grazing or management of the affected area will be covered by force majeure under the CSS scheme rules, subject to the RPA's acceptance of the situation.

29. Key risk: Reputational. There has been some reaction from the public to a small proportion of the work carried out through HLS across its ten-year span, and indeed across 30 years of wood-pasture habitat work and 17 years of the re-establishment of grazing. Under CSS there would be some significantly visible changes resulting from some of the work (e.g. pollarding and tree thinning). The mitigation to this is the preparation of a proactive communication strategy.

30. Legal implications: The proposed work will be the subject of a Habitats Regulations Assessment to satisfy the requirement that the work will not have an adverse effect on the integrity of the SAC. Furthermore, the work will require SSSI consent to be issued by Natural England. Both of these considerations are part of the work that is currently being undertaken with Natural England in the development of this grant application. It is not expected that either of these would be an issue based on the current range of operations being proposed.

31. The City of London as Conservators would be required to enter into a legally binding agreement prior to receiving any grant. The report to your Committee in September 2019 will authorise the Comptroller and City Solicitor to enter into the grant agreement on such terms as he and the Director of Open Spaces consider appropriate.

32. **HR Implications:** The delivery of this grant will be largely delivered by the Environmental Stewardship and Biodiversity Officers. This will occupy the majority of the time of these two roles. The Grazing and Landscapes Officer will deliver grazing on the Forest with the assistance of the Stockperson. The GIS Officer will be required to produce final maps of the agreed CSS funding and keep GIS data up to date. A notable amount of the Operations Team's time will be required to undertake wood pasture and grassland management.
33. The Head of Operations will advise on the level of commitment that can be made by Operation Teams to the delivery of the CSS grant work. Details of this will be presented in the report presented to your Committee in September 2019, and Consultative Committee will be updated in October 2019.
34. **Charity Implications:** Open Spaces Charity. Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

Conclusion

35. The Countryside Stewardship grant presents a valuable opportunity to obtain funding to manage internationally important habitats in Epping Forest to continue and progress the work undertaken through the 10-year Higher Level Environmental Stewardship agreement. It is proposed to seek funding to continue the conservation management of wood pasture, heathland, grassland, scrub, ponds and bogs. In addition, it is proposed to undertake targeted removal of Rhododendron from Paul's Nursery and protect the rare *Zygodon* moss species.
36. This work will be delivered through a combination of in-house staff, contractors and volunteers. It has been shown that the grant income would make a substantial contribution to the costs of delivering the work.
37. A Higher Tier Countryside Stewardship application was submitted to RPA in May 2019. Management negotiations to secure this funding will continue with Natural England until 31 August. RPA will provide a draft agreement offer based on the agreed proposals by 31 December 2019 with the grant work being delivered between January 2020 and December 2029.

Appendices

- Appendix 1 - Full overview of CSS proposals - table
- Appendix 2 - Full overview of CSS proposals – map
- Appendix 3 - Overview of income and expenditure

Background Papers

- SEF 03-18 Countryside Stewardship Grant Scheme Application
- SEF 22-18 CSS Update May 2018
- SEF 18-19 Countryside Stewardship Grant 2019 application

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Appendix 1 – Proposed works to be funded through the Countryside Stewardship grant

SEF 28-19 Epping Forest & Common Committee

2019 Countryside Stewardship Grant application proposals

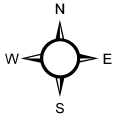
Location & important features	Works	Notes
Severs Green Common Knapweed, Strawberry Clover	Grass cutting	To manage the diversity of grassland species
Honey Lane Quarters SAC & SSSI Wood pasture Veteran trees Heather Milkwort Purple Emperor White Admiral Rare fungal and invertebrate species	<ul style="list-style-type: none"> • Wood pasture flailing • Grazing • Grass cutting • Bracken treatment, when required 	<p>To promote existing ground flora and encourage expansion into new areas.</p> <p>To keep areas around new pollards open.</p>
	<ul style="list-style-type: none"> • Management of 23 Keystone trees • Canopy reductions of 114 lapsed hornbeam pollards • Management of 4 additional veteran oak trees • Selective tree felling • Creation of new pollards 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality , and create a successor population.
	<ul style="list-style-type: none"> • Removal of invasive Himalayan Balsam 	To continue the decline in this invasive non-native species.
Rushey Plain & Sunshine Plain SAC & SSSI Wood pasture Veteran trees Heathland Sphagnum moss species Cotton Grass Sundew Star Sedge Zoned Rosette <i>Zygodon forsteri</i> Rare fungal and invertebrate species Common Lizard	<ul style="list-style-type: none"> • Wood pasture flailing • Grazing • Stump grinding on area cleared of birch • Bracken treatment, when required 	<p>To promote existing ground flora and encourage expansion into new areas.</p> <p>To keep areas around new pollards open.</p>
	<ul style="list-style-type: none"> • Management of 32 Keystone trees • Creation of new pollards • Management of existing young pollards • Management of <i>Zygodon</i> host trees 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population. Prolong life of <i>Zygodon</i> host tree to encourage spread to other beech trees.
	<ul style="list-style-type: none"> • Removal of scrub and tree infill on heathlands • Bracken treatment when required • Scrape vegetation to promote heathland species on Sunshine Plain South 	To promote good condition of the heathland. Grazing will also contribute to this.
	<ul style="list-style-type: none"> • Removal of trees and scrub from ponds 	To ensure sufficient light levels for associated fauna and to promote aquatic vegetation

<p>Deershelter Plain and Great Monk Wood</p> <p>SAC & SSSI</p> <p>Wood pasture</p> <p>Veteran trees</p> <p>Heathland</p> <p>Sphagnum moss species</p> <p><i>Zygodon forsteri</i></p> <p>Rare fungal and invertebrate species</p> <p>Common Lizard</p>	<ul style="list-style-type: none"> • Wood pasture flailing • Grazing • Selective felling 	<p>To promote existing ground flora and encourage expansion into new areas.</p> <p>To keep areas around new pollards open.</p>
	<ul style="list-style-type: none"> • Management of 6 Keystone trees • Canopy reductions of 26 lapsed hornbeam pollards • Management of 1 additional veteran oak trees • Creation of new pollards • Management of existing young pollards 	<p>To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population.</p>
	<ul style="list-style-type: none"> • Removal of scrub and tree infill on heathlands • Bracken treatment when required • Scrape vegetation to promote heathland species 	<p>To promote good condition of the heathland. Grazing will also contribute to this.</p>
	<ul style="list-style-type: none"> • Tree surgery on <i>Zygodon</i> host trees • Removal of overshading vegetation from <i>Zygodon</i> colonies 	<p>To promote the population of this rare UK moss</p>
<p>Furze Ground, Copley Plain, Hangboy Slade</p> <p>SAC & SSSI</p> <p>Wood pasture</p> <p>Veteran trees</p> <p>Heathland</p> <p>Marsh Fern</p> <p>Reptiles</p>	<ul style="list-style-type: none"> • Management of 14 Keystone trees • Repollarding of 14 hornbeam pollards • Repollarding and thinning of existing young pollards down Ditches Ride. • Open up the Hangboy Slade stream corridor. 	<p>To prolong the lives of veteran trees.</p> <p>Management of successor population of pollards.</p> <p>To provide links between Copley Plain and Furze Ground, especially for reptiles.</p>
	<ul style="list-style-type: none"> • Flailing • Removal of scrub and tree infill on heathlands • Bracken treatment when required • Scrape vegetation to promote heathland species 	<p>To promote good condition of the heathland.</p>
	<ul style="list-style-type: none"> • Selective felling • Creation of new pollards 	<p>To open up Copley Plain to increase the viability of this glade</p>
	<ul style="list-style-type: none"> • Management of bogs 	<p>To retain these wetland features and prevent secondary infill.</p>
<p>Birch Wood & Oak Hill</p> <p>SAC & SSSI</p> <p>Wood pasture</p> <p>Veteran trees</p> <p>Devil's Bit Scabious</p> <p>Rare fungal and invertebrate species</p>	<p>Wood pasture flailing</p>	<p>At Jack's Hill Plain.</p> <p>To promote existing ground flora and encourage expansion into new areas</p>
	<ul style="list-style-type: none"> • Management of 8 Keystone trees • Repollarding of 16 hornbeam pollards 	<p>To prolong the lives of veteran trees</p>
	<ul style="list-style-type: none"> • Grass cutting • Removal of scrub 	<p>To keep Birch Wood Clearing open.</p>

	Removal of secondary infill	To keep Oak Hill bog open
Pillow Mounds woodlands SAC & SSSI	<ul style="list-style-type: none"> • Wood pasture flailing • Bracken treatment, when required 	To promote existing ground flora and encourage expansion into new areas.
Wood pasture Veteran trees Rare fungal and invertebrate species	<ul style="list-style-type: none"> • Management of 51 Keystone trees • Management of 23 additional veteran trees • Repollarding of 9 hornbeam pollards • Creation of new pollards • Management of existing young pollards 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population.
Paul's Nursery	<ul style="list-style-type: none"> • Management of 33 Keystone trees 	To prolong the lives of veteran trees
SAC & SSSI Veteran trees Rare fungal and invertebrate species	<ul style="list-style-type: none"> • Rhododendron removal 	To reduce the risk of spread of Ramorum disease to the SAC beech woodland
Little Monk Wood SAC & SSSI Wood pasture Veteran trees Heather <i>Zygodon forsteri</i> Rare fungal and invertebrate species	<ul style="list-style-type: none"> • Management of 30 Keystone trees • Canopy reductions of 2 lapsed hornbeam pollards • Management of 17 additional veteran trees • Repollarding of 50 hornbeam pollards • Creation of new pollards • Management of <i>Zygodon</i> host tree 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population. Prolong life of <i>Zygodon</i> host tree to encourage spread to other beech trees.
	<ul style="list-style-type: none"> • Wood pasture flailing • Grass cutting 	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.
	<ul style="list-style-type: none"> • Removal of holly from Loughton Camp 	To protect the buried archaeology and increase the legibility of the site for visitors.
Hill Wood SAC & SSSI Wood pasture Veteran trees Rare fungal and invertebrate species	<ul style="list-style-type: none"> • Wood pasture flailing • Grazing 	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.
	<ul style="list-style-type: none"> • Management of Keystone trees, lapsed pollards and hornbeam pollards in-cycle. • Creation of new pollards • Management of existing young pollards 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population.
North Long Hills & Fairmead	<ul style="list-style-type: none"> • Management of 5 Keystone trees 	To prolong the lives of veteran trees and increase light for

SAC & SSSI Wood pasture Veteran trees Heather Lousewort Purple Emperor White Admiral Rare fungal and invertebrate species Great Crested Newts	<ul style="list-style-type: none"> • Canopy reductions of 95 lapsed hornbeam pollards • Selective tree felling • Creation of new pollards • Management of existing young pollards 	ground flora establishment and veteran tree vitality, and create a successor population.
	<ul style="list-style-type: none"> • Wood pasture flailing • Grass cutting • Grazing • Bracken treatment when required 	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.
	<ul style="list-style-type: none"> • Removal of trees, silt and undesirable plant species from the network of ponds 	Fairmead bomb creator ponds, Alder and Small Alder ponds
Strawberry Hill, Gas Ride, Stubbles & Lincolns Lane SAC & SSSI Heathland Acid grassland Adder's Tongue Song Thrush	Grass cutting	To manage the diversity of grassland species
	<ul style="list-style-type: none"> • Removal of secondary infill • Coppicing of gorse • Removal of bracken • Management of the wood pasture margin 	To manage the heathland
	<ul style="list-style-type: none"> • Removal of secondary infill from scrub areas • Coppicing of scrub 	To prevent valuable scrub habitat becoming overtopped by secondary woodland
Bury Wood SAC & SSSI Wood pasture Veteran trees Heather Lousewort Purple Emperor White Admiral Zoned Rosette Rare fungal and invertebrate species	<ul style="list-style-type: none"> • Management of 15 Keystone trees • Canopy reductions of 882 lapsed hornbeam pollards • Management of 47 additional veteran trees • Repollarding of 418 hornbeam pollards • Selective felling • Creation of new pollards • Management of existing young pollards 	Main area of wood pasture restoration coinciding with main area of grazing. To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population.
	<ul style="list-style-type: none"> • Wood pasture flailing • Grass cutting • Grazing • Holly removal 	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.
	<ul style="list-style-type: none"> • Removal of plants congesting water bodies 	Removal of undesirable plants from Cuckoo Pits
Yardley Hill, Yates Meadow, Daisy Plain, Pole Hill Pepper saxifrage	Wood pasture flailing	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.

Spiny Restharrow Song Thrush	Grass cutting	To manage the diversity of grassland species
Chingford Plain and Chingford Wood SAC & SSSI Wood pasture Veteran trees, including Crab Apple and Field Maple Song Thrush	<ul style="list-style-type: none"> • Selective felling • Management of veteran pollards • Removal of holly • Creation of new pollards. 	In Chingford Wood to increase light in this area between Chingford Plain and Bury Wood to connect these two areas and encourage movement of cattle. To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population.
	<ul style="list-style-type: none"> • Grass cutting • Grazing • Scrub removal • Selective felling 	On Chingford Plain to manage the diversity of grassland species and promote its expansion. Manage scrub for its optimal presence.
	<ul style="list-style-type: none"> • Reduction of Crassula from Butler's Retreat Pond 	To minimise the presence of this invasive non-native species and promote other aquatic plants.
Warren Hill & Powell's Forest SAC & SSSI Wood pasture Acid grassland Veteran trees Heather Purple Emperor White Admiral Zoned Rosette Oak Polypore Rare fungal and invertebrate species SAC Stag Beetles	<ul style="list-style-type: none"> • Management of 26 Keystone trees • Canopy reductions of 9 lapsed hornbeam pollards • Repollarding of 28 hornbeam pollards • Selective felling 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality
	<ul style="list-style-type: none"> • Wood pasture flailing • Grass cutting 	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.
	Removal of secondary infill	To manage the heathland
Walthamstow Forest SAC & SSSI Wood pasture Acid grassland Veteran trees	<ul style="list-style-type: none"> • Canopy reductions of 59 lapsed hornbeam pollards • Repollarding of 65 hornbeam pollards • Selective felling 	To prolong the lives of veteran trees and increase light for ground flora establishment and veteran tree vitality, and create a successor population.
	<ul style="list-style-type: none"> • Wood pasture flailing • Grass cutting 	To promote existing ground flora and encourage expansion into new areas. To keep areas around new pollards open.



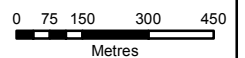
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Epping Forest & Commons Committee July 2019

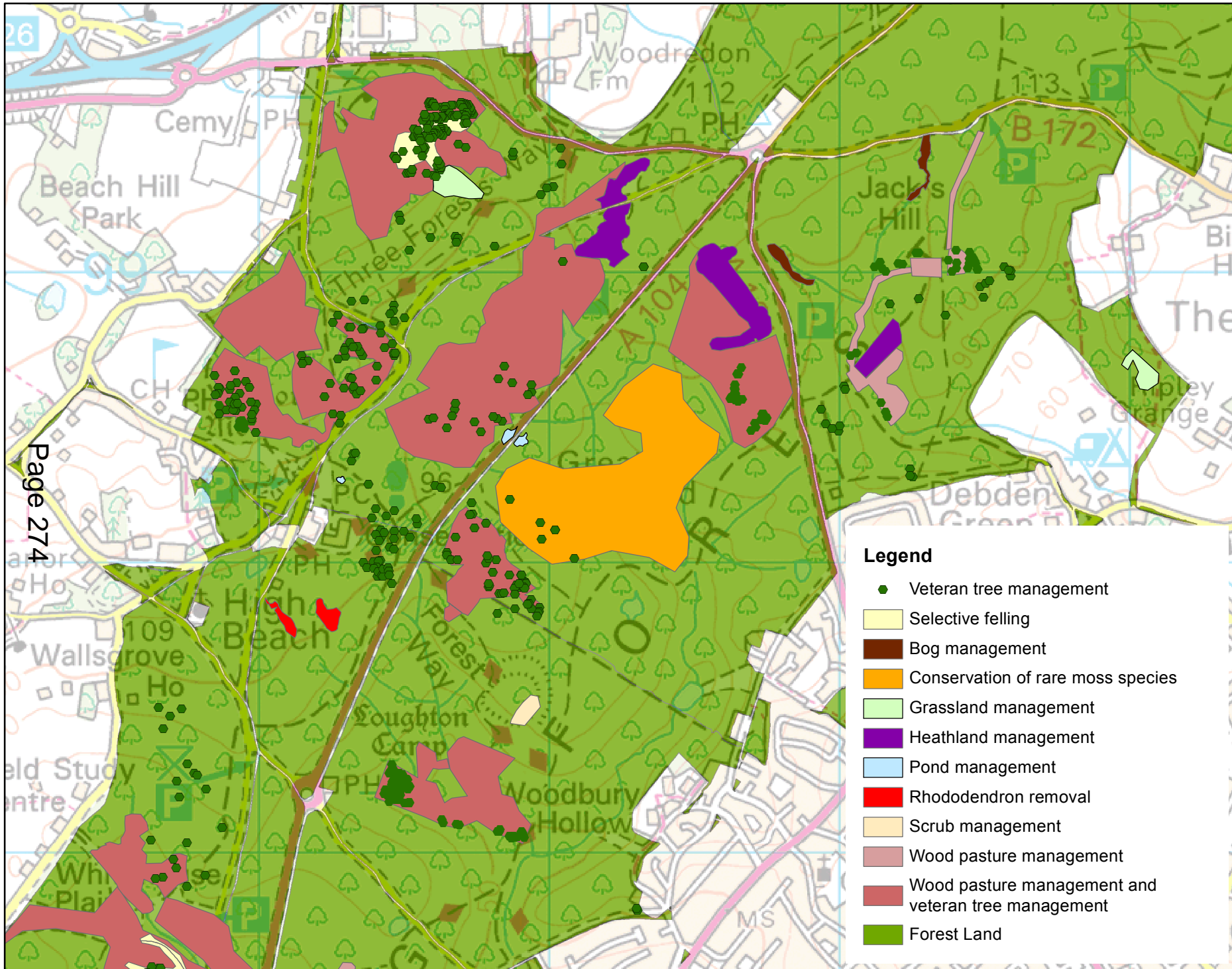
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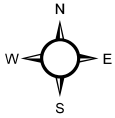


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Legend

-  Veteran tree management
-  Selective felling
-  Bog management
-  Conservation of rare moss species
-  Grassland management
-  Heathland management
-  Pond management
-  Rhododendron removal
-  Scrub management
-  Wood pasture management
-  Wood pasture management and veteran tree management
-  Forest Land



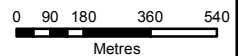
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**Epping
Forest &
Commons
Committee
July 2019**

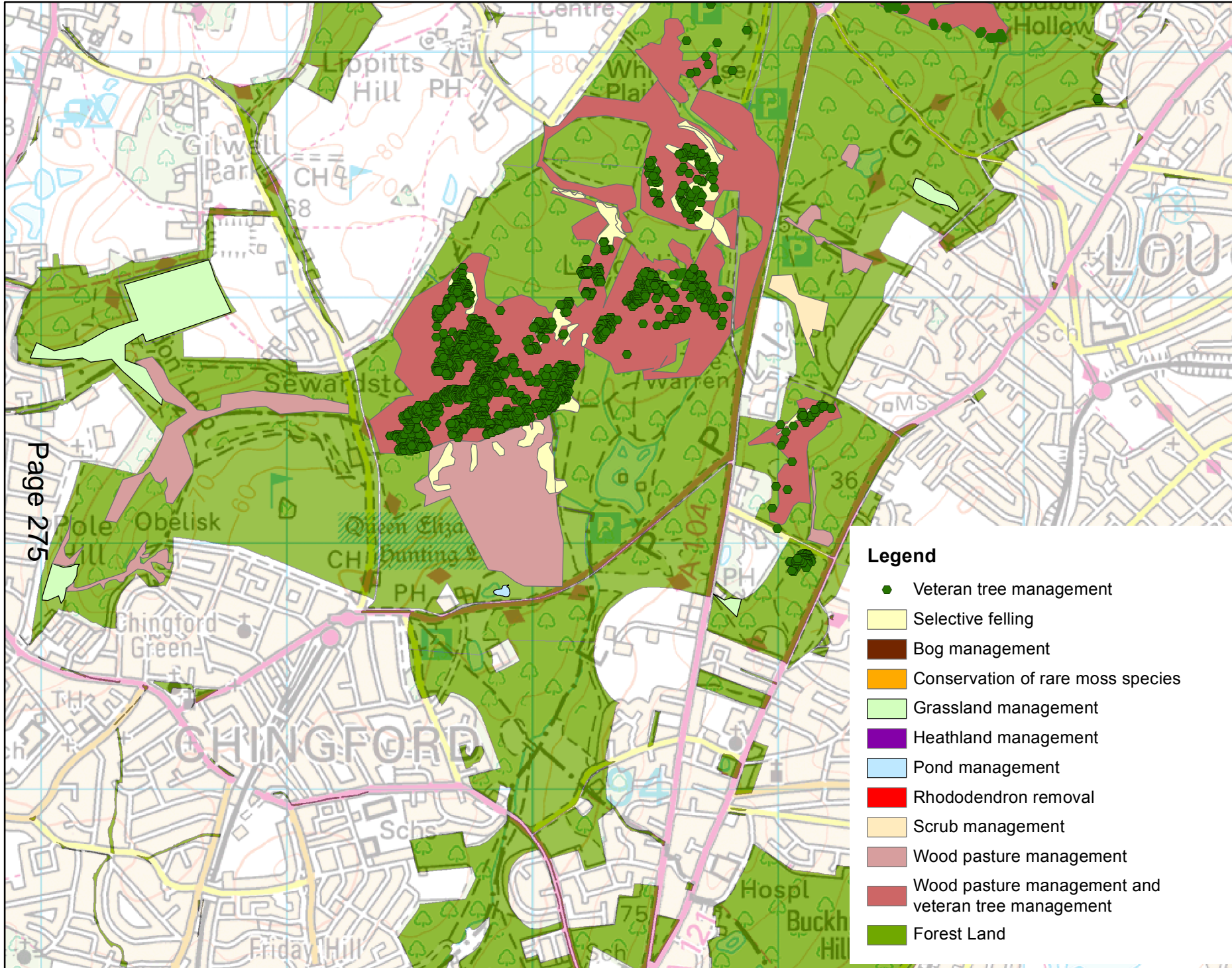
**Centre of
Forest**

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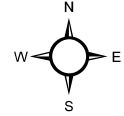


Legend

- Veteran tree management
- Selective felling
- Bog management
- Conservation of rare moss species
- Grassland management
- Heathland management
- Pond management
- Rhododendron removal
- Scrub management
- Wood pasture management
- Wood pasture management and veteran tree management
- Forest Land

Legend

- Veteran tree management
- Selective felling
- Bog management
- Conservation of rare moss species
- Grassland management
- Heathland management
- Pond management
- Rhododendron removal
- Scrub management
- Wood pasture management
- Wood pasture management and veteran tree management
- Forest Land



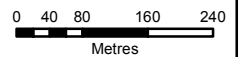
**CSS
Proposals
for 2019
Application**

**Epping
Forest &
Commons
Committee
July 2019**

**Bury Wood
& North
Long Hills**

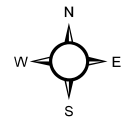
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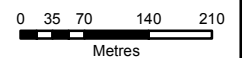
CSS Proposals for 2019 Application

Epping Forest & Commons Committee July 2019

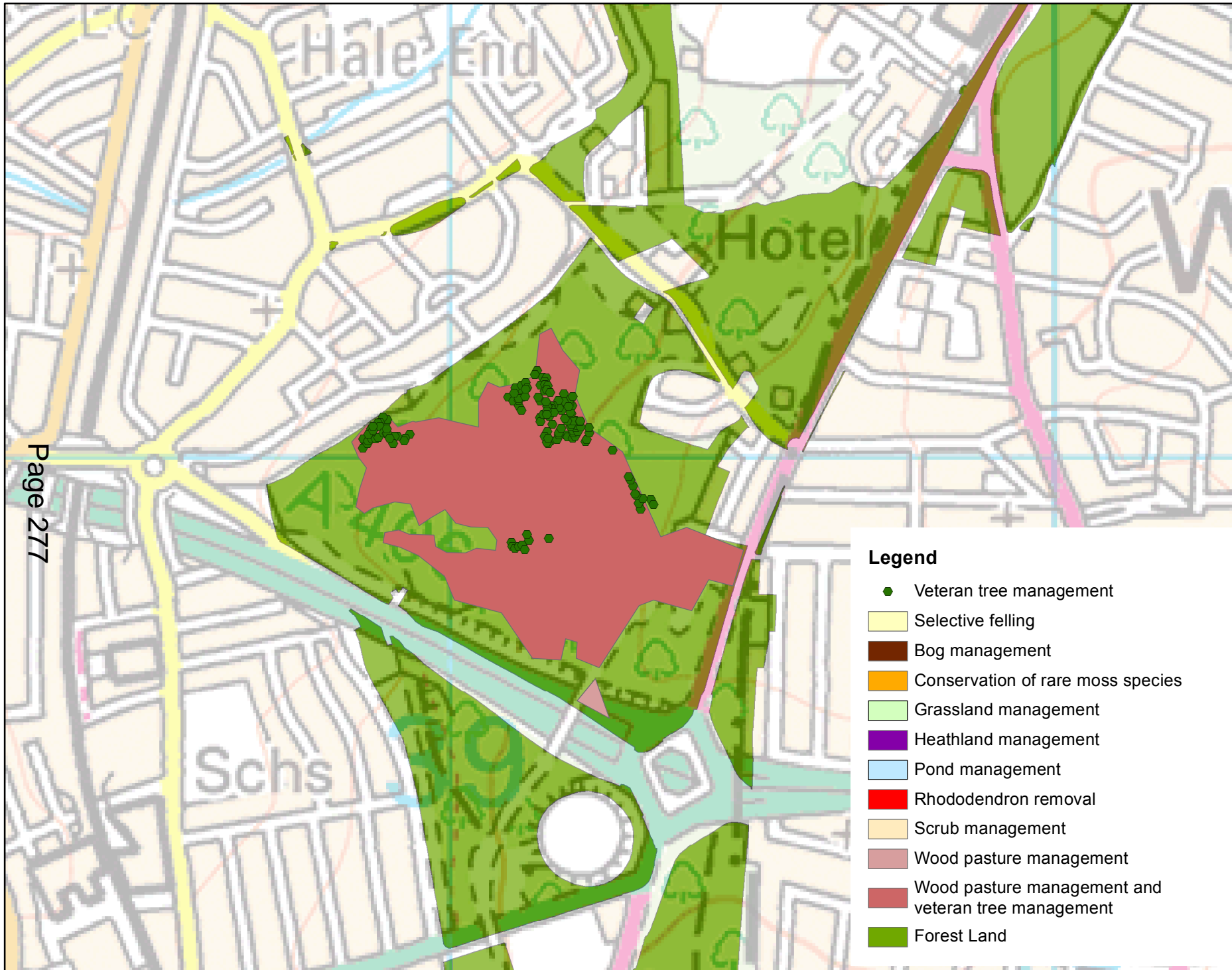
Walthamstow Forest

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Legend

- Veteran tree management
- Selective felling
- Bog management
- Conservation of rare moss species
- Grassland management
- Heathland management
- Pond management
- Rhododendron removal
- Scrub management
- Wood pasture management
- Wood pasture management and veteran tree management
- Forest Land

Appendix 3 SEF 28-19 Epping Forest & Common Committee

2019 Countryside Stewardship Grant application proposals

Predicted total income and expenditure for the works proposed to be carried out between 2020 and 2029 in the 2019 CSS application only. Separate costs for the works that are part of the 2020 CSS application will be presented to Committee in 2020. Income shown is a potential amount and subject to Natural England and Rural Payment Agency approval. It is likely these figures will vary as negotiations are completed by August 2019. However, these figures are based on discussions with Natural England to date. Basic Payment Scheme (BPS) has been included as the areas for this funding coincides with CSS and the works are covered by both funds.

Works	CSS & BPS Potential Income for 2019 application	Expenditure for works proposed in 2019 application	Notes
Veteran tree surgery	£4,817,800	£1,202,131	Costs are based on pricing exercise undertaken Feb 2019 with 4 contractors. Maximum prices used. 3% annual inflation added. Includes two halos of regrowth. Assume work will be carried out in 8 of the 10 years to allow for 2 drought years where work would not be carried out.
Wood pasture management	£114,841	£89,608	This work is a mixture of mechanical mowing by in-house teams, grazing and manual work by volunteers. Cost include delivery by in-house staff, bracken spraying. Increase in area to cut over time, as more ground flora establishes, has been factored in.
Wood pasture restoration works	£371,071	£460,934	Majority of the income would be capital funding for selected felling in localised areas within the wood pasture. A bid for up to 100% of costs has been submitted. If not granted, the grant body will offer a significant contribution to this work. This work will be done 2020-2021. Other costs include additional localised felling, creation of new pollards and management of new pollards made during HLS. Cost based on contractors delivering work.
Scrub management	£135	£5,115	Work at Gas Ride (near Warren) and Chingford Plain. Work includes coppicing and removing scrub and localised felling on Chingford Plain.

Grassland management	£48,375	£110,338	Only based on sites in the 2019 application areas. Based on current split between contractors (one-third) and in-house team (two-thirds). Inflation is included.
Heathland management	£29,513	£6,973	Management will be covered by grazing and volunteers. Volunteers will remove tree infill. The cost shown here is for two bracken spraying applications in 10 years, scrapes on 3 heathlands and a small amount of birch felling on Deershelter to be done by contractors.
Pond management	£6,138	£11,348	Costs include Crassula removal from Butler's Retreat Pond, desilting other small Forest ponds. Other ponds will be managed by volunteers.
Rhododendron removal	£3,306	£9,998	Includes removal and annual regrowth spraying at Paul's Nursery. Work to be done by contractors 2020-2021.
Zygodon moss conservation	£9,502	£34,833	Tree surgery to be done by contractors 2020-2021. Management of moss population areas to be done by volunteers.
Grazing	£0 ¹	£653,462	<p>Expenditure is based on 2019-2020 grazing project costs with annual 3% inflation added and no forecasted change in costs. The current projected grazing costs show net cost reducing over time due to increased income, however this is predicated on a number of factors, so to be conservative this has not be factored in.</p> <p>Only sites in the 2019 application areas are included in calculations. To reflect this part-Forest application 50% of the grazing costs are shown here the remaining costs will be allocated to the two 2020 CSS applications for the Forest and the Buffer Lands.</p> <p>Costs include replacement of invisible fencing and tracking technology. Costs do not include maintenance of hard fencing in phases and building maintenance at Gregories which will come from City Surveyor's CWP budget subject to approval.</p> <p>¹Income has been set at zero as grazing grant support is at Natural England's</p>

			discretion only and not guaranteed to be awarded. Part of the costs are covered by Basic Payment Scheme income, wood pasture management grant and meat sales.
Basic Payment Scheme	£138,108	£109,805	<p>Another land management fund from the government. If the UK leaves the Agriculture Bill will be passed into law which currently proposes to phase out BPS from 2021 in stages reaching zero by 2028. This would represents a total loss of £703,000 during 2020 and 2029. Some of this may be replaced in part by the government's proposed Environmental Land Management Scheme, but this is highly uncertain at the present time. CSS income is therefore vital to make up for this loss.</p> <p>For the calculations show here only income and expenditure for the 2019 sites are included. Income is based on 2018 BPS income rate being close to the 5 year average. Expenditure is the cost of grass cutting, reflecting the current split between contractors and in-house staff with inflation included.</p>
Miscellany	£0	£23,437	Fire trailer, small tree puller, stump grinding, culvert installation. None of this is eligible for grant funding.
Timber & wood chip	²	£0	² Income goes into Local Risk. No costs associated with the collection of timber by contractors from rideside. No cost for collection of wood chip.
Sub-total	£5,538,789	£2,717,982	
Contingency	-	£543,597	Contingency is set at 20% of the total estimated cost of works to take account of higher than expected rises in price and any unforeseen costs.
Staff costs	-	£598,193	<p>100% of the Environmental and Biodiversity Officer roles. In reality, this work will not take 100% of these roles, but this calculation will cover time required from management roles.</p> <p>Staff costs cover administration of the grant, tendering and managing contractors, directing in-house staff, delivering the grazing programme, managing volunteers delivering CSS objectives.</p>

Total	£5,538,789	£3,859,772	
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General assumptions

- For contractors' costs most reasonably expensive cost have been used.
- 3% annual inflation considered realistic as the increase in Retail Prices Index has rise by an average of 2.6% per year between April 2014 - April 2019.
- Based on recent years, staff costs are calculated to increase by 1.5% annually.

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Committee(s)	Dated:
Epping Forest & Commons	08 07 2019
Subject: Revenue Outturn 2018/19 – Epping Forest	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year.

In total, there was a favourable position of £464,000 for the services overseen by your committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget £000	Outturn £000	(Increase)/ Decrease £000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(4,468)	(4,455)	13
<i>Income</i>	1,778	1,758	(20)
City Surveyor	(393)	(375)	18
Total Local Risk	(3,083)	(3,072)	11
Cyclical Works Programme	(993)	(627)	366
Central Risk	(591)	(547)	44
Recharges	(993)	(950)	43
Total	(5,660)	(5,196)	464

The only significant variation is within the three-year Cyclical Works Programme for Epping Forest managed by the City Surveyor's Department where there was a better than budget position of £366,000, further detail can be found in paragraph 4.

The Director of Open Spaces had a 0.26% worse than budget position of £7,000 (Local Risk) for Epping Forest, this worse than budget position has been aggregated with budget variations on services overseen by other committees which produces a City's cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the Epping Forest services overseen by your Committee received in November 2018 was £5.481M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is shown in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £5.196M, an underspend of £464,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

Epping Forest
Comparison of 2018/19 Revenue Outturn with Final Agreed Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Director of Open Spaces Epping Forest						
	Expenditure	(3,564)	(3,786)	(3,807)	(21)	
	Income	928	1,152	1,165	13	
Chingford Golf Course						
	Expenditure	(247)	(314)	(278)	36	
	Income	313	366	353	(13)	
Wanstead Flats						
	Expenditure	(230)	(218)	(217)	1	
	Income	100	95	71	(24)	
Woodredon & Warlies						
	Expenditure	(101)	(150)	(153)	(3)	
	Income	84	165	169	4	
Total Director of Open Spaces Local Risk	Expenditure	(4,142)	(4,468)	(4,455)	13	
Total Director of Open Spaces Local Risk	Income	1,425	1,778	1,758	(20)	
City Surveyor						
	City Surveyors Local Risk	(315)	(393)	(375)	18	
	Total City Surveyor Local Risk	(315)	(393)	(375)	18	
TOTAL LOCAL RISK		(3,032)	(3,083)	(3,072)	11	
Cyclical Works Programme		(1,789)	(993)	(627)	366	4
CENTRAL RISK						
	Epping Forest	(400)	(558)	(514)	44	
	Wanstead Flats	(28)	(33)	(33)	-	
TOTAL CENTRAL RISK		(428)	(591)	(547)	44	
RECHARGES						
	Insurance	(85)	(71)	(77)	(6)	
	Support Services	(335)	(427)	(408)	19	
	Surveyor's Employee Recharge	(336)	(309)	(298)	11	
	I.S. Recharge	(176)	(188)	(194)	(6)	
	Recharges Within Fund (Directorate Democratic Core, and Learning)	(52)	(83)	(45)	38	
Recharges Across Fund						
	(Woodredon & Warlies)	117	100	83	(17)	
	(Structural Maintenance)	(14)	(15)	(11)	4	
TOTAL RECHARGES		(881)	(993)	(950)	43	
OVERALL TOTAL		(6,130)	(5,660)	(5,196)	464	

Reasons for Significant Variations/Cyclical Works Carry Forward

4. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered at Epping Forest by the relevant departments, principally the City Surveyor, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.420m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3,471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £993,000, of which £627,000 was spent and the £366,000 unspent balance will be carried forward to 2019/20.

Local Risk Carry Forward to 2019/20

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
6. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
7. The Director's worse than budget position of £7,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently, the Director of Open Spaces has no carry forward requests within City Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 budget and the 2018/19 final agreed Budget

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Appendix A

Movement between the 2018/19 Original Budget to the 2018/19 Latest Agreed Budget

Epping Forest	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,032)
Director of Open Spaces	
Apprentices – Funding requirement for apprentices	(105)
Local Risk contribution towards Wood Pasture Restoration Capital Project	106
Local Risk contribution towards Staff Welfare Facility Capital Project	5
Local Risk contribution towards Artificial Grass Pitch Provision Capital Project	7
Local Risk contribution towards Epping Forest Patrol Vehicles ULEZ Compliant Capital Project	97
Distribution of Director’s resources towards legal fees to pay for the QC to attend the Local Plan consultation	(7)
Distribution of Director’s resources to fund one-off projects	(50)
Contribution Pay	(20)
Holiday Back Pay	(6)
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Epping Forest and Commons Committee.	(78)
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(3,083)

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Committee(s):	Date(s):
Epping Forest & Commons Committee	8 July 2019
Subject: Superintendent's Update	Public
Report of: Superintendent of 'The Commons'	For Information
Summary	
<p>This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.</p>	
Recommendation	
<p>Members are asked to note the contents of this report.</p>	

Burnham Beeches and Stoke Common

1. Dust and hydrology monitoring in relation to the quarry operations continued during the period. Levels of both continue to fluctuate but do not show any major concerns.
2. The Draft South Bucks District Council (SBDC) Local Plan has been published for consultation under Regulation 19. A meeting was held with SBDC and Natural England Officers to discuss this and the resulting mitigation strategies. Generally the plan conforms to expectations although there is further work to be done on the mitigation strategies for recreation pressure and air quality. The former is progressing well and Officers are closely involved in the process. The results of modelling air quality under various mitigation options is still awaited and this remains the area of greatest uncertainty. A response to the consultation has been drafted and will be submitted prior to the deadline once approved.
3. Following the application to Heathrow Airport Officers attended a very positive meeting to discuss the way forward and this is discussed further in a separate report.
4. Staff consultation events regarding the new Burnham Beeches management plan have concluded and the draft plan has been produced. Planning has started for the public consultation event in October.
5. The Cafe in Burnham Beeches is now fully open under the new tenant who has improved the appearance of the seating area.
6. The cattle have returned to Stoke Common and Burnham Beeches. For the first time cattle have grazed on part of the Main Common where they were well received by

visitors. Cattle have also grazed within the virtual fence area and the 'normal' fenced area where they have been joined by the ponies. Checking of livestock when they are within the virtual fences continues to be more frequent to ensure everything is functioning correctly. Fence repairs and maintenance has continued as the cattle are moved between different grazing areas.

7. Work on the trees has continued with the arboricultural team from Hampstead checking the tethers and braces on the old pollards and volunteers topping up the mulch under selected trees. Burnham Beeches staff also visited Hampstead to look at the management for Oak Processionary moth. Squirrels are controlled every year to prevent excessive damage to the beech trees and this year the numbers have been some of the highest we have seen, resulting in time-consuming work by the Rangers.
8. The Lord Mayor's annual visit to the Beeches was made (although the Lady Mayoress attended in his place) and a tree pollarded. Staff were involved in preparations in advance of the visit as well as welcoming the guests on the day.
9. Volunteers completed the annual whole site reptile survey at Stoke Common and have also been busy cleaning signs, tidying up the car parks and starting on the bracken control. They also had a visit to Kenley Common to learn about the history and see some of the glorious chalk grassland flowers. The 'Eco volunteers' have been helping with the annual vegetation monitoring on Burnham Beeches and helping with a spider survey of Stoke Common which is being carried out by a consultant.
10. There have been two different companies filming in Burnham Beeches. Netflix have been on site twice to film 'Cursed', the sixth version of the story of King Arthur filmed in the Beeches in the last 30 years. Sky have been filming for a comedy called 'Hitmen' starring Mel and Sue from 'Bake off'.
11. The site was judged for the Green Flag and Green Heritage awards. The results are not yet known.

PARTNERSHIPS

Kenley Revival update

12. The Buildings Research Establishment's final report on the performance of materials on trial is due imminently. Five different mortars and two brick types, plus waterproofing, have been tested on site since November to determine which combinations are resistant to thaumasite sulphate attack. Final sampling occurred on May 22nd, and visual inspection at the time indicated that only one cement type, a Danish cement called Aarlberg, had survived intact. Colleagues in the City Surveyor's Department are being consulted on how to interpret the report.

13. The City's legal advisors, Beale and Company, advised that proceedings initiated under the Pre-action Protocol for Construction and Engineering Disputes against the Principal Designer should wait until the outcome of the BRE report is established.
14. On-site signage and a travelling exhibition are currently in production. Initially just one example of each of the three sign types is being produced in order to discharge a planning condition to provide samples.
15. A total of 17,969 people have now been engaged directly by the project. This figure includes 232 school students who have attended outreach and on-site activities since March.
16. A guided walk entitled 'Pilots and Pets' attracted media interest and led to the Legacy Officer giving an interview for BBC London's Barking Hour show.
17. Website and social media content has expanded significantly with several articles appearing during this period. An article promoting the forthcoming youth volunteering initiative reached 1,847 people, and a social media post about D-Day reached 1,214 people.

The West Wickham and Coulsdon Commons

18. The Kenley Ranger has started her maternity leave. The Conservation Ranger has successfully applied for a post with the Forestry Commission. The Farthing Downs Ranger has resigned to move to a new area with his family. A disciplinary hearing has led to the dismissal of one member of staff subject to appeal.
19. The West Wickham and Coulsdon Commons have been assessed by Green Flag and Green Heritage judges.
20. The team at MEO has started to prepare the South London Downs Discovery Day on Thursday 25 July, 1pm-5pm.
21. The Ranger team has started to survey for OPM across Spring Park where a branch overhanging the site showed a nest last year. One nest has been discovered.
22. The fence around the Maze on Coulsdon Common has been finished and the area is now being grazed by Wilf (bull) and a steer. Two broad-leaved helleborines have been found in the field, which are behind an electric fence to avoid grazing.
23. The cattle have moved on to the main grazing area at Farthing Downs. A portable water trough has been built to help managing the grazing across the site.

24. The sheep have been brought in from the Downs for shearing.

Ashtead Common

27. A significant increase in OPM infestation is being recorded. At the time of writing approximately 250 nests have been identified after just three weeks of monitoring. This surpasses last years' total and indicates that there will be over 1,000 nests this year. Nest removal has commenced using a risk-based approach to target areas with higher footfall. Elsewhere the nests will be left, unless they are in an area due to be worked on during the autumn and winter.
28. Phoenix grazing area has been expanded to double in size to 14ha. Cattle now graze up to the western boundary of the common for the first time. Much of the work to install the infrastructure needed was undertaken by volunteers.
29. The site was judged for the Green Flag and Green Heritage awards. The results are not yet known.
30. Lepidoptera species generally appear to have had a good year, with a noticeable degree of defoliation evident on many of the oak trees. Fortunately, the rainfall through June encouraged a growth spurt, enabling the trees to counteract the effect. Green hairstreak was recorded for the first time.

Incidents

Burnham Beeches & Stoke Common

31. There were 16 reported incidents during the period
32. A successful prosecution was brought for non-compliance of the PSPOs (dog off lead in an on-lead area).
33. Three incidents related to fires at the Beeches which were all small scale, 2 at site bins and one in woodland, and dealt with by the ranger team
34. The other incidents include 3 fly tipping incidents at the Beeches and Stoke Common and two incidents with dogs not on leads in the on-lead area requiring follow up action – both resulted in final warning letter to the parties involved.

Ashtead Common

35. An injured swan was taken to Wildlife Aid with an injured leg caused by an overly tight leg ring.

The West Wickham and Coulsdon Commons

36. Coulsdon Common – Damaged gate post, near Windmill paddock, Stites Hill Road – driven into by vehicle/NSH to speak to Windmill kennels and follow up (on-going)
37. Coulsdon Common – Overflowing drain on Stites Hill Road – incident has been reported to Thames Water/Caterham Flood action group and the rubbish and sanitary waste has been removed by the ranger team
38. Coulsdon Common – Oak branch obstructed Coulsdon Road – branch was cleared, and contractor climbed tree to reduce weight.
39. Kenley Common – boat dumped along Hayes Lane – police were involved as boat was obstructing Hayes Lane. Police moved the boat onto our hedge which was removed by Croydon Council. The boat damaged the fence along Hayes Lane which has been reported to City Surveyors.
40. Farthing Downs – Two incidents of fly-tipping, the bags with fly-tipping were searched but no evidence of address or name found.
41. Spring Park – Fly-tipped party rubbish – bags were collected by the ranger team and no evidence of ownership found.

Filming, major events and other activities

Burnham Beeches

42. Events at the Beeches included: Easter half term trail and 4 'simply walk' events, meet the Ranger events – one in march attracting 160 people to look at reptiles and amphibians in a 2 hour period. The Beeches also hosted a number of school events and a day for the Ancient Tree Forum attended by 25 delegates, from a variety of organisations including CoL staff, to promote the VETcert certification for specialists working on veteran trees and which included a walk to show case some of the recent work on the veteran trees.

The West Wickham & Coulsdon Commons

43. The Ranger team delivered guided walks (Breakfast with birds at Coulsdon Common, Spring walk across Riddlesdown), self-guided trails (Enchanted woodland trail on Kenley Common) and talks (talk to U3A Croydon)

44. The Ranger team participated in NHS active aging event to talk to the local community about the West Wickham and Coulsdon Commons.

Andy Barnard. Superintendent of The Commons

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Committee(s): Epping Forest and Commons Open Spaces and City Gardens Policy and Resources	Date(s): 8 July 2019 15 July 2019 19 September 2019
Subject: Proposed development and submission of a partnership funding bid to Heathrow Airport Limited.	Public
Report of: Colin Buttery, Director of Open Spaces	EFCC - For Decision OSCG – For
Report author: Andy Barnard, Superintendent of The Commons	Information Policy and Resource – For Decision

Summary

Members are aware from previous visits and reports that the Burnham Beeches Special Area of Conservation (SAC) is under growing peril from a variety of external environmental threats associated with planned development in the area. Foremost of the imminent, planned developments is the expansion of Heathrow Airport Limited to provide a third runway.

This report outlines a partnership proposal to develop a funding submission to the Secretary of State of Transport to create and restore Habitats of Principle Importance (HPI) in and around the Burnham Beeches SAC, whilst providing value (measured in generic biodiversity units) that could contribute to the biodiversity offsetting strategy being pursued by Heathrow Airport Limited; these both being aims of the Airports National Policy Statement. General funding of this activity would be met by Heathrow Airport Limited in terms of set up and long-term delivery and management costs ‘in perpetuity’.

Recommendation(s)

Members are asked to:

- i. Approve delegated Authority to the Director of Open Spaces to agree a Memorandum of Understanding with Heathrow Airport Limited that will:
 - a. Guide the City’s ‘promotion and coordination role’ during the development of the project
 - b. Lead to the submission of a collaborative bid to Heathrow Airport Limited to fund a landscape scale project that will secure ‘net biodiversity gain’ in and around Burnham Beeches SAC.

- ii. Note the indicative timetable (paragraph 12) provided by Heathrow Airport Limited.

Main Report

Background

1. The 2010 Government review of England's wildlife sites (the Lawton Review), in its final report 'Making Space for Nature', set out a clear vision moving away from the idea of wildlife contained in isolated reserves and towards whole landscapes that are vibrant, wildlife rich and ecologically functioning. This was translated into making important sites such as Burnham Beeches SAC 'bigger, better and more joined up'.
2. By contrast, Burnham Beeches' habitats are currently suffering from increased pressure from developments at its boundaries. Unlike Epping Forest, Burnham Beeches has no buffer land to protect it spatially from urban encroachment. This has been of growing concern in recent decades as the site has become increasingly and negatively impacted upon by increased traffic and housing density, worsening air quality and landscape fragmentation.
3. The need to protect the Burnham Beeches SAC by working in partnership with local landowners and others was first identified in 2005 when a feasibility study commissioned by the City and Plant Life concluded that a landscape scale project, working with other local landowners and interested bodies, was both feasible and urgent. However, only the initial stages (mainly the expansion of conservation grazing across Burnham Beeches) were taken forward in the intervening years due to lack of large scale funding. The opportunity provided by Heathrow Airport Ltd has the potential to reinvigorate this urgent project.
4. The expansion of Heathrow Airport to provide a third runway was supported by the Court of Common Council in October 2015 as part of the City's Aviation Policy. Officers and Members recognised that such an expansion is likely to have a positive impact on Businesses within the City and increase visitor numbers to London, but noted that such expansion should not have a negative impact on the local environment.
5. Heathrow Airport Ltd have committed to achieving a net gain in biodiversity as part of the third runway project. To achieve this they must agree and deliver projects on their own or with third parties to mitigate and exceed any biodiversity loss directly associated with that development.
6. As such, the development of the third runway at Heathrow provides an opportunity to apply for significant funding that would be a 'win-win situation' for both Burnham Beeches SAC and the expansion of the airport.

Current Position

7. Following the identification of Burnham Beeches SAC as a European site potentially at risk of Likely Significant Effects within the Habitats Regulations Assessment (HRA) that accompanies the Airports National Policy Statement, Officers have positively engaged with Heathrow Airport Ltd. Discussions have included the assessment of effects on the SAC and mitigation and compensation measures that could be delivered in line with documents published by Heathrow

during their first consultation and at the Environmental Impact Assessment (EIA) scoping stage.

8. In 2018 following discussions with Heathrow's Ecological Consultants (Wood), Officers, along with a consortium of interested parties including Natural England, Plant Life and local landowners started to develop plans, to link the Burnham Beeches Special Area of Conservation with nearby Littleworth Common Site of Special Scientific Interest (SSSI) to enhance the landscape for wildlife and people.
9. Heathrow requested a 'scoping document' be developed to include broad delivery costs, the City of London to act as the promoter and coordinator of the scheme. Your Officers then met again with local landowners, South Bucks District Council and Natural England to establish the level of support that might exist for the project at this very early stage.
10. The scoping document and associated map can be found in the non-public section of the Committee papers and is attached as Appendix 1 and Map 1 respectively. They were submitted to Heathrow in April 2019. Members will note that its general aim is to place Burnham Beeches SAC at the heart of a resilient and biodiverse area of around 6km² of which 200ha would be restored to Priority One habitat to the benefit of people and wildlife.
11. Officers have since met with Heathrow Airport Ltd who have indicated that the proposal is now of significant interest to them given its large-scale ambition and closeness of match to its own requirements.
12. Heathrow Airport Ltd have now asked that the City now works more closely with them to develop a detailed project bid, indicating that they require confirmation of what can be achieved along with more accurate costs and a higher level of confidence that partners are willing to agree appropriate legal steps. They require this detail be provided by October 2019 and aim for all agreements to be signed off by February 2020.
13. General funding of this activity would be met by Heathrow Airport Limited in terms of set up and long-term delivery and management costs, 'in perpetuity'. In the very short-term there may be some limited costs to the City to get the project to the formal submission stage, generally in terms of Officer time (see para 15. iii).
14. It can be seen from the above that the project proposal's development and submission process is now gaining traction and a more formal structure is required. A Memorandum of Understanding will be produced to set out the working arrangements between the City (as the coordinator and local lead) and Heathrow Airport Limited to include the proposed timeline, aims and objectives covering the coming 6 – 9 months. Once the project proposal has been developed to the satisfaction of all parties it will be considered for submission to the Secretary of State for Transport for approval.

Proposals

15. It is proposed that:

- i. Working collaboratively with Heathrow Airport Limited, national environmental organisations and landowners, the City Corporation will develop and submit a formal project proposal which if successful, will assist Heathrow to achieve its requirement for 'net biodiversity gain' and ensure the wider long term protection of the Burnham Beeches SAC from long term environmental harm.
- ii. Activities to develop the bid will include detailed discussions and agreements with neighbouring landowners and biological surveys across multiple boundaries.
- iii. The Superintendent and Conservation Officer will continue to lead this project on the City's behalf until the outcome of the submission to the Secretary of State is known in 2020. The latter's role will be backfilled using Priority Investment Pot funding as approved in 2018. During this period support will be required from the City Surveyor, Comptroller and City Solicitor and Chamberlain
- iv. It is intended that the final project proposal will include funding for two additional temporary posts to meet the demands of the delivery stage as well as a permanent post-delivery role to oversee the general management of the project area 'in perpetuity'.
- v. Working arrangements for i-iv above will be guided by the approved MOU.

Corporate & Strategic Implications

Approval of this recommendation will help the City Corporation to achieve the Corporate Plan aims and outcomes to:

- Shape outstanding environments.
 9. Advocate ease of access via air, rail, road, river and sea
 11. We have clean air, land and water and a thriving and sustainable natural environment.
 12. Our spaces are secure, resilient and well maintained
- Contribute to a flourishing society
 2. People enjoy good health and wellbeing

It will also help deliver the City's Responsible Business Strategy, by addressing

- Outcome 2: 'The Planet is Healthier', specifically Priority 5: 'Biodiversity'.

It will help us achieve our Departmental Business Plan outcomes:

- Open spaces and historic sites are thriving and accessible.
 1. Our open spaces, heritage and cultural assets are protected, conserved and enhanced.
 - 2.
 - 3.
 4. Our habitats are flourishing, biodiverse and resilient to change

Implications

16. Heathrow Airport's plans for a third runway provides a unique opportunity to meet the City's aim to support global economics via the development of the third runway at Heathrow whilst helping to protect its natural assets at Burnham Beeches as follows:
 - i. Long-term commitment of adjoining private land to protect the City's Assets at Burnham Beeches
 - ii. Direct linkage and enhancement of the City's assets and associated biodiversity to the wider landscape
 - iii. Greater opportunities for public appreciation of the City's assets and wider landscape,
 - iv. Enhanced partnership working with neighbouring land owners
 - v. Potential acquisition of adjacent land by the City Corporation for recreational use thereby reducing current levels associated harmful impacts to that part of the SAC owned by the City Corporation.
 - vi. Minimal financial risk. Heathrow have strongly indicated that they will provide details of legally assured funding for the project through the development and delivery stages and provide management funding 'in perpetuity'
17. Broad estimates for the financial value of the project are currently estimated to be in the range £1,300,000 to £2,000,000 excluding any potential land acquisition and agricultural tenancy issues (which would require separate costing) for which the services of the City Surveyor and Comptroller and City Solicitor would be required.
18. A number of external factors have the potential to heavily influence the outcome of this project in terms of scale and ambition including the willingness of neighbouring landowners to formally work with the City to deliver the project in either whole or part. Competing projects from other bodies will also influence how Heathrow decide to meet their biodiversity net gain ambitions. Ultimately Heathrow Airport Limited will take the final decision concerning any submission to the Secretary of State for Transport.

Comptroller and City Solicitor's comments.

19. There are no legal implications at this stage. The formal steps required to facilitate the project and any legal issues arising will become clear as the proposals are developed.

Open Spaces Charities

20. Burnham Beeches and Stoke Common is Registered Charity No 232987. Members will note that decisions they take in relation to the relevant charity must be taken in the best interests of that charity.

Conclusion

21. Heathrow Airport Limited are required to achieve biodiversity net gain as part of the development of the third runway and are keen to develop the project proposal provided by the City of London earlier this year.
22. A biodiversity net gain partnership with Heathrow Airport, Natural England and local landowners would help the City to achieve its often-conflicting roles to support global business whilst protecting the natural environment.
23. The impact of a successful funding submission would reinforce the City's role as an advocate and leader in shaping outstanding environments and evidence that the City recognises its depth of influence beyond the square mile. It would reflect that the City is a 'responsible' organisation committed 'in action' to increasing our positive impact on the environment.
24. Heathrow Airport Limited have confirmed their high level of interest in the proposed project due to its large scale. It is apparent that this scale and ambition needs to be retained if they are to support this proposal for submission to the Secretary of State. Therefore, there remains some uncertainty given the external influences outlined in para 18.
25. The impact on Burnham Beeches would be substantial, directly and indirectly securing this internationally recognised Specific Area of Conservation from the impact of development at Heathrow and elsewhere, thus enhancing its natural habitats, biodiversity and providing additional opportunities for recreation.

Appendices

Appendix 1. Outline scoping document to Heathrow. April 2019. **See non-public section of the agenda.**

Map 1. Burnham Beeches SAC and surrounding area – landownership boundaries. **See non-public section of the agenda.**

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Agenda Item 19

Committee(s)	Dated:
Epping Forest & Commons Committee	8 July 2019
Subject: Revenue Outturn 2018/19 – The Commons	Public
Report of: The Chamberlain & the Director of Open Spaces	For Information
Report author: Derek Cobbing – Chamberlains Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2018/19 with the final agreed budget for the year. In total, there was a better than budget position of £303,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	Final Agreed Budget	Outturn	(Increase)/ Decrease
	£000	£000	£000
Local Risk			
Director of Open Spaces			
<i>Expenditure</i>	(1,972)	(2,056)	(84)
<i>Income</i>	372	391	19
City Surveyor	(186)	(219)	(33)
Total Local Risk	(1,786)	(1,884)	(98)
Cyclical Works Programme	(705)	(342)	363
Central Risk	(49)	(28)	21
Recharges	(360)	(343)	17
Total	(2,900)	(2,597)	303

The Director of Open Spaces had a worse than budget position of £65,000 (Local Risk), this worse than budget position has been aggregated with budget variations on services overseen by other committees which produces a City Cash overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. There were significant net variations within the Director of Open Spaces Local Risk and the Cyclical Works Programme, further detail can be found in paragraphs 4 and 5 respectively.

Recommendation(s)

It is recommended that this revenue outturn report for 2018/19 is noted.

Main Report

Budget Position for 2018/19

1. The 2018/19 latest agreed budget for the services overseen by your Committee received in November 2018 was £2.884M. This budget was endorsed by the Court of Common Council in March 2019 and subsequently updated for approved adjustments. Movement of the original Local Risk budget to the final agreed budget is provided in Appendix A.

Revenue Outturn 2018/19

2. Actual net expenditure for your Committee's services during 2018/19 totalled £2.597M, an underspend of £303,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Reason(s) for any larger variances (greater than £50,000) are indexed in the table.

Comparison of 2018/19 Revenue Outturn with Final Agreed Budget

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Director of Open Spaces						
Burnham Beeches						
	Expenditure	(618)	(681)	(709)	(28)	
	Income	148	182	188	6	
Stoke Common						
	Expenditure	(50)	(49)	(53)	(4)	
	Income	28	27	32	5	
City Commons						
	Expenditure	(1,188)	(1,242)	(1,294)	(52)	
	Income	125	163	171	8	
Total Director of Open Spaces Local Risk						
	Expenditure	(1,856)	(1,972)	(2,056)	(84)	4
Total Director of Open Spaces Local Risk						
	Income	301	372	391	19	4
City Surveyor						
City Surveyors Local Risk						
		(145)	(186)	(219)	(33)	
Total City Surveyor Local Risk						
		(145)	(186)	(219)	(33)	
TOTAL LOCAL RISK						
		(1,700)	(1,786)	(1,884)	(98)	
Cyclical Works Programme						
		(981)	(705)	(342)	363	5
CENTRAL RISK						
Burnham Beeches						
		(18)	(33)	(18)	15	
City Commons						
		-	(16)	(10)	6	
TOTAL CENTRAL RISK						
		(18)	(49)	(28)	21	
RECHARGES						
Insurance						
		(19)	(15)	(19)	(4)	
Support Services						
		(158)	(202)	(191)	11	
Surveyor's Employee Recharge						
		(44)	(41)	(39)	2	
I.S. Recharge						
		(79)	(85)	(88)	(3)	
Recharges Within Fund (Directorate & Democratic Core)						
		(17)	(17)	(6)	11	
TOTAL RECHARGES						
		(317)	(360)	(343)	17	
OVERALL TOTAL						
		(3,016)	(2,900)	(2,597)	303	

Reasons for Significant Variations

- 4 The £84,000 increase in expenditure under the Director of Open Spaces is mainly due to a £29,000 additional grounds maintenance spend at Ashted Common due to an infestation of Oak Processionary Moth and their strategy of removing all known OPM nests, there was also an agreed (with the Director) overspend at Burnham Beeches of approximately £36,000 to fill the temporary hole left by absence of RPA grants for the year as we transfer to a new grants system. The remainder is due to Kenley tree safety works.
5. The City has the programme of cyclical maintenance works to maintain its operational properties in fair to good condition. This is delivered in a number of overlapping three-year programmes of works, and is delivered by the relevant departments, principally the City Surveyor, the Barbican Centre, and the Director of Built Environment. In 2018/19 the overall agreed budget for these three-year programmes was £13.420m including £2.254m additional funding for City Fund projects, of which £6.851m was spent. The programme is monitored by the Corporate Asset Sub Committee and the carrying forward of the £6.569m unspent balance (i.e. £3,471m City Fund and £3.098m City's Cash/Guildhall) is subject to separate arrangements as each programme is phased over a number of years and generally not expected to be fully spent within year. In 2018/19 the final agreed budget for these programmes overseen by your Committee was £705,000, of which £342,000 was spent and the £363,000 unspent balance will be carried forward to 2019/20.

Local Risk Carry Forward to 2019/20

6. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending is not fortuitous and the resources are required for a planned purpose. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resources Allocation Sub Committee.
7. Overspends are carried forward in full and are met from the agreed 2019/20 budgets.
8. The Director's worse than budget position of £65,000 (Local Risk) has been aggregated with budget variations on services overseen by other committees which for City's Cash produce an overall worse than budget position of £83,000 (Local Risk) across all Open Spaces excluding the learning programme. Consequently the Director of Open Spaces has no carry forward requests within City Cash.

Appendices

- Appendix A – Movement between the Original 2018/19 budget and the 2018/19 Final Agreed budget

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Appendix A

Movement between the 2018/19 Original Budget and the 2018/19 Final Agreed Budget

The Commons	£000
Original Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,700)
Director of Open Spaces	
Contribution Pay	(7)
Holiday back pay	(2)
Apprentices	4
Distribution of Director's resources to fund one-off projects	(40)
City Surveyor	
Members approved at Corporate Asset Sub Committee on 11 th July 2018 a report from the City Surveyor requesting additional budget following the BRM asset verification exercise by SKANSKA – this resulted in additional funding for the Epping Forest and Commons Committee.	(41)
Final Agreed Net Local Risk Budget (Director of Open Spaces & City Surveyor)	(1,786)

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