



Epping Forest Consultative Committee

Date: WEDNESDAY, 10 OCTOBER 2018
Time: 7.00 pm
Venue: HOPE CENTRE AT ST MARY'S CHURCH, 201 HIGH RD, LOUGHTON, IG10 1BB

Members: Deputy Philip Woodhouse (Chairman)
Graeme Smith (Deputy Chairman)
Benjamin Murphy
Sylvia Moys
Judith Adams (Epping Forest Heritage Trust)
Jo Blackman (Friends of Wanstead Parklands)
Martin Boyle (Theydon Bois & District Rural)
Jill Carter (Highams Residents Association)
Susan Creevy (Loughton Residents Association)
Matthew Frith (London Wildlife Trust)
Tim Harris (WREN Wildlife & Conservation Group)
Andy Irvine (Bushwood Area Residents)
Robert Levene (Buckhurst Hill Community Association)
Paul Morris (Epping Forest Forum)
Carol Pummell (Epping Forest Riders Association)
Gordon Turpin (Highams Park Planning Group)
Enid Walsh (Open Spaces Society)
Steve Williamson (Royal Epping Forest Golf Club)
Tim Wright (Orion Harriers)
Verderer Michael Chapman DL
Verderer Melissa Murphy
Verderer Dr. Joanna Thomas

Enquiries: Leanne Murphy
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NB: Part of this meeting could be the subject of audio or video recording

**John Barradell
Town Clerk and Chief Executive**

AGENDA

1. **APOLOGIES**

2. **DECLARATIONS**

3. **MINUTES**

To agree the minutes of the meeting held on 13 June 2018.

For Decision
(Pages 1 - 18)

4. **MINUTES OF THE EPPING FOREST & COMMONS COMMITTEE**

a) **9 July 2018**

To receive the minutes of the Epping Forest and Commons Committee meeting held on 9 July 2018.

For Information
(Pages 19 - 30)

b) **10 September 2018**

To receive the minutes of the Epping Forest and Commons Committee meeting held on 10 September 2018.

For Information
(Pages 31 - 36)

5. **SUPERINTENDENT'S UPDATE APRIL/MAY & JUNE/JULY**

Report of the Superintendent of Epping Forest.

For Information
(Pages 37 - 68)

6. **WANSTEAD PARK - BRIEFING NOTE FOR MEMBERS**

Report of the Director of Open Spaces and Heritage.

For Discussion
(Pages 69 - 74)

7. **LONDON BOROUGH OF CULTURE MAY DAY EVENT ON CHINGFORD PLAIN**

Report of the Director of Open Spaces and Heritage.

For Decision
(Pages 75 - 80)

8. **EPPING FOREST LICENCE, PRODUCE AND SPORTS CHARGES**

Report of the Director of Open Spaces & Heritage.

(N.B. - A3 hardcopies of Appendix A will be available at the meeting including details of All Charges which was removed due to document size)

For Decision
(Pages 81 - 98)

9. **APPLICATION FOR MAJOR EVENT ON WANSTEAD FLATS: FURTHER DETAIL FOR APPROVAL**
Report of the Director of Open Spaces & Heritage.
For Discussion
(Pages 99 - 136)
10. **COMMERCIAL WAYLEAVES REVIEW**
Report of the Director of Open Spaces & Heritage.
For Discussion
(Pages 137 - 142)
11. **EPPING FOREST CONSULTATIVE COMMITTEE TERMS OF REFERENCE AND SCHEDULE**
Report of the Director of Open Spaces & Heritage.
For Discussion
(Pages 143 - 160)
12. **QUESTIONS**
13. **ANY OTHER BUSINESS**

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EPHING FOREST CONSULTATIVE COMMITTEE

Wednesday, 13 June 2018

Minutes of the meeting of the Epping Forest Consultative Committee held at the Hope Centre, 201 High Rd, Loughton, IG10 1BB at 7.00 pm

Present

Members:

Deputy Philip Woodhouse - Chairman	Robert Levene - Buckhurst Hill Community Association
Graeme Smith - Deputy Chairman	Paul Morris - Epping Forest Forum
Judith Adams - Epping Forest Heritage Trust	Sylvia Moys
Jo Blackman - Friends of Wanstead Parklands	Carol Pummell - Epping Forest Riders Association
Martin Boyle - Theydon Bois & District Rural Preservation Society	Gordon Turpin - Highams Park Planning Group
Jill Carter - Highams Residents Association	Enid Walsh - Open Spaces Society
Susan Creevy - Loughton Residents Association	Steve Williamson - Royal Epping Forest Golf Club
Matthew Frith - London Wildlife Trust	Tim Wright - Orion Harriers
Tim Harris - WREN Wildlife & Conservation Group	Verderer Michael Chapman DL
Andy Irvine - Bushwood Area Residents Association	

Officers:

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

1. APOLOGIES

Apologies were received from Verderer Dr Joanna Thomas, Benjamin Murphy and Verderer Melissa Murphy.

The Chairman asked for a moment of reflection in respect of the sad loss of Verderer Peter Adams in April

2. DECLARATIONS

Mr Paul Morris declared a non-pecuniary interest in the Tea Hut at Fairmead Road, Hill Wood which would be discussed at item 13.

3. **MINUTES**

RESOLVED, that the minutes of the meeting held on 24 January 2018 be approved as a correct record.

The Chairman hoped that Members would be able to see the sequence of how reports proceeded from the Consultative Committee to the Epping Forest and Commons Committee.

4. **MINUTES OF THE EPPING FOREST & COMMONS COMMITTEE**

a) **15 January 2018**

The Committee noted the minutes of the Epping Forest & Commons Committee held on 15 January 2018.

b) **12 March 2018**

The Committee noted the minutes of the Epping Forest & Commons Committee held on 12 March 2018.

c) **14 May 2018**

The Committee noted the minutes of the Epping Forest & Commons Committee held on 14 May 2018.

5. **EPPING FOREST - SUPERINTENDENT'S UPDATE FOR DECEMBER 2017 TO MARCH 2018 (SEF 25/18)**

Members received a presentation from the Superintendent of Epping Forest and noted his report summarising the Epping Forest Division's activities across December 2017 to March 2018. The following comments were made.

Staff and Volunteers

- The Superintendent advised Members that a number of positions have now been filled.
- The Epping Forest Chingford Golf Course and Wanstead Flats Sport turf teams have been successfully restructured to provide more structure and assist with management.

Budgets

- It was noted that indications suggested that Epping Forest was likely to record a small overspend of £70,000 rather than the £46,000 (1.69%) outlined in the report.

Weather

- The Superintendent advised that wet winter weather and unseasonable storms had had an impact on the Forest. The cold and wet conditions

extended the Closed Riding season which moved to Open Riding from 5 May.

Open Spaces Act 2018

- The Superintendent advised Members that the Bill received Royal Assent on 15 March 2018 and that work was now underway to explore and prioritise new powers of enforcement and licencing letting of vacant premises.

Forest Services

Fly tipping

- Members were advised that fly-tipping for the period of December 2017 – March 2018 had had a 42.4% reduction in comparison to the same period 12 months ago and this impact was attributed to poor weather, the enforcement of fines and car park improvements.

Rough Sleepers

- Members were advised that the number of rough sleepers had fallen dramatically by 80% and that the City of London Corporation is continuing to work closely with the Police, homeless organisations and the local authorities to resolve rough sleeping on the Forest.

Buffer Land deer count

- Members were advised that the buffer land deer count was lower, and the cull figure was moving proportionally down.

Licences

- It was noted that a total of 62 licences for events were issued during the four months being reported.

Heritage, Landscape and Nature Conservation

Agri-environment scheme

- Members were advised that another area in the series of wood-pasture restoration had been completed (50.6 acres) and that 300 acres had now been cleared.

Grazing

- Members were advised that there had been three significant investments in equipment for the grazing project: a new Nissan Navara truck, a tractor-mounted straw chopper / blower and a staff welfare cabin which has been installed at Great Gregories.
- The Superintendent noted that the hedge laying had successfully taken place on the buffer land and new fences were installed at Hornbeam Lane and Fairmead car park providing an area to round up and hold cattle before going into the pound.

Heritage

- The Superintendent advised Members that good progress has been made with the Copped Hall Parkland Plan and a final draft prior to consideration by the Consultative Committee and the Epping Forest and Commons Committee was being prepared. Of particular significance was the confirmation of the size and importance of the Tudor Square Pond at Rookery Wood and its part in the historic landscape.

Biodiversity

- Members were advised that three statutory notices had been received from the Animal & Plant Health Agency regarding Oak Processionary Moth (OPM). Surveys have been commissioned and, so far, the team has avoided the spraying of chemicals to control OPM in preference to the manual removal of nests in the Forest. This continues to be monitored and the team are looking to recruit volunteers to help find OPM nests next spring.
- It was noted that the cold weather during March saw increased numbers of winter migrant birds stay on in the Forest and spring arrivals were very limited. A large influx of different birds has since become apparent across Epping Forest.

Land Management

Town & Country Planning

- **Epping Forest District Council (EFDC) Local Plan.** A 6-week consultation by Epping Forest District Council (EFDC) took place on its new Local Plan and negotiations will lead up to a Section 19 consultation to inspectors prior to the Plan's submission. A major response to the Epping Forest District Council is being pursued on the soundness of the proposed Local Plan.
- **London Borough of Redbridge (LBR) Local Plan.** A report was published on the main modifications to the London Borough of Redbridge's Local Plan. Epping Forest Officers continue to engage with LBR to ensure concerns by the City of London Corporation are considered.
- **London Borough of Waltham Forest (LBWF) Local Plan.** Epping Forest Officers await a response to a request for an early meeting with LBWF about its Local Plan review and its role as a competent authority in protecting the Forest.
- **Woodberry Way.** An application has been made for a property to develop the gardens at the rear of these properties into nine additional houses. Concerns raised by Officers were rejected by planners but will be appealed.

Operations

Habitat Works

- It was noted that wood pasture restoration work continues at the Forest with the final measurement of the areas worked this winter due to take place.
- The Superintendent advised that the refilling of the lakes at Wanstead Park has continued with daily pumping; however, water levels have not risen above the -0.75-metre level in Ornamental Water. More investigation is to take place.
- Members were advised that the 2018 tree safety assessment has been completed across the Forest.
- The City of London Corporation is seeking advice following a series of subsidence claims from homeowners. A review is currently being undertaken into all tree root nuisance claims made against the Forest and, upon completion, the department will work with the insurance team to identify possible strategies for reducing the City's significant financial liabilities in this area.
- It was noted that UK Power Network have offered a contribution towards the costs to repair the sink hole on St Peters Green and contractors have been contacted.

Access Works

- It was noted that car parks improvement works at various sites have taken place which would be a huge improvement going forward and all car parks were now open.
- Staff and volunteers have completed a survey of the promoted paths in the Forest with the findings to be compiled into a Work Programme.

Visitor Services

- Members were advised that there had been significant social media growth and as of 19 April 2018 was as follows - Twitter followers: 6,371 (54% year on increase); Facebook likes: 1,302 (82% increase); Instagram followers: 886 (169% increase).
- Members were advised that there has been a number of well received publications including the Forest Focus ezine winter and spring editions, 'Short walks in Epping Forest' and the new, revised Official Epping Forest map. It was also noted Dr Jeremy Dagley, Head of Conservation, was interviewed and introduced by David Attenborough for Epping Forest's feature in the Queen's Green Planet documentary which aired on ITV on Monday 16 April 2016.

Events and Activities

- Members were advised that there had been a number of successful events including the Epping Forest Christmas Grotto, the 'Printing inspired by Nature' taster session craft event at The View, Half Term Winter Trees, the Hunting the King's deer: Epping Forest Poaching in the 16th and 17th centuries exhibition and the 'You can't see the trees for the woods' exhibition.
- The Superintendent was sad to advise Members that Alan Cornish, the former Chair of the Friends of Wanstead Parklands, had passed away and highlighted his important contribution to Epping Forest.
- In response to a query regarding the gaps caused by the new style oak bollards installed on the green on the corner of Nursery Road and Smarts Lane in Loughton, the Superintendent confirmed that the logs would be repositioned to allow pedestrians to pass through.
- A Member highlighted the fantastic work of volunteers who clear rubbish at the Forest following sport events.
- In response to a query concerning the annual number of deer related road accidents, Members were advised that there had been 73 since January and the average was approximately 150 to 200 accidents per year.
- A Member noted complaints from horse riders regarding future access for horse riding on Forest Land given the developments on the Woodredon Estate, and the concern regarding the continued use of quiet roads by horse riders. The Superintendent advised that the Woodredon Estate was on buffer land rather than Forest land and is not subject to the obligations of the Epping Forest Acts. Moreover, there were clear development restrictions for property in the Metropolitan Green Belt. In response to a comment regarding whether access would be ensured for people, the Superintendent advised that the cost of maintaining the private road which is open to public access was shared by the existing properties through a regular charge for the cost of track maintenance and all new owners would be informed of all costs and the expectations required.
- Members voiced concerns over the City of London Corporation's decision to sell freeholds with development opportunities rather than long leaseholds and queried why this decision was made as it would bring a long-term loss of property income. The Superintendent advised that an Operational Property Review had been underway across the City for some time to address the high cost of maintaining a large property portfolio, including 109 properties at Epping Forest. Currently, over £40 Million of essential maintenance was deferred each year. Consequently, the City Corporation had made some difficult decisions with regard to the rationalisation of the estate.

- The Chairman noted that the decision was debated for over two years and, as the City Corporation had inherited a number of poorly maintained buildings on the estate from the GLC, a difficult decision was made to dispose of the properties. Members were advised that the freehold should have been maintained by tenants and the decision to sell was made reluctantly due to a lack of funds to repair the building. Members felt that there needed to be a better internal process for the poor maintenance of properties and hoped this would be monitored better in future. The Chairman noted that a report would be going to the Policy & Resources Committee regarding this matter.
- Members were concerned that the Savills website and others advertised the freehold with development opportunities. Members were advised that just the building was freehold, but the land would be subject to clear restrictions on development. Members were keen that the public be made aware of the restrictions involved and the Chairman agreed to seek clarity on this matter.
- In response to a comment regarding potential future issues caused by the 'High Risk' Large Raised Reservoirs at Wanstead Park, the Superintendent noted the £1.8m cost of repairing the large Raised Reservoir at Highams Park Lake and advised that there were potential liabilities from all six Large Raised Reservoirs at Epping Forest due to unreliable construction dating back to the 1700s together with more recent war damage. Wanstead Park's three reservoirs have been identified as requiring work and this would be a significant project to manage alongside the Park's 'Heritage at Risk' status since 2009. The City of London Corporation will be obligated to address the recommendations of the Consulting Engineer's report and will respond accordingly.

RECEIVED.

6. CYCLICAL WORKS PROGRAMME BID - 2019/20

Members noted a report of the City Surveyor regarding the 2019/20 Cyclical Works Programme Bid which set out a provisional list of cyclical projects being considered for properties under the management of Epping Forest & Commons Committee under the "cyclical works programme".

The Superintendent advised that the bid (totalling £823,700 at Epping Forest) would be a significant three-year investment and, if approved, would continue the on-going programme in the maintenance of the property and infrastructure assets.

RECEIVED.

7. LONDON BOROUGH OF CULTURE OPENING EVENT (SEF 28/18)

Members considered a report of the Director of Open Spaces regarding the London Borough of Culture Opening Event (SEF 28/18) and the following points were made.

- Members were advised that the first ever London Borough of Culture has been awarded to London Borough of Waltham Forest for 2019. The Borough would like to host the opening event on Epping Forest at Chingford Plain, which falls within Waltham Forest.
- Members were pleased that this event would be in the north of the borough.
- A Member queried whether this would be a one-off event. The Head of Visitor Services stated that only one event was in discussion but there was potential for ancillary installations in the future.
- In response to a query regarding who was managing the event, stalls, etc, Members were advised that the London Borough of Waltham Forest would be managing everything. A Member suggested involving the Chingford Common community and the Head of Visitor Services saw this as a good opportunity to work with the north of the borough.
- A Member raised concerned over the date (1 January 2019) and the high potential for a large footfall in the area. Members were advised that the London Borough of Waltham Forest were being made aware of the practical concerns involved with this event and were looking at issues concerning numbers and infrastructure.
- In response to queries regarding whether this free event could cope with the high numbers it would attract, Members were advised that the organisers have worked on a number of successful big events and ticketing was being considered. It was noted that all decisions would be scrutinised by the Safety Advisory Group and the City of London Corporation would insist on regular updates.
- Members requested an approximate capacity figure as this free event would attract people from not just the London Borough. The Head of Visitor Services advised that capacity was set at 10,000 as this was the capacity of the site.
- Members queried whether there enough adequate parking was available and shuttle buses were suggested. It was noted that the event would be held close to a train station and that parking would be managed.
- A Member noted that this event could be the first of many in the area offering a great opportunity for the City of London Corporation to make money in the future. The Head of Visitor Services stated that the Events Policy provides a framework for future events whilst protecting the forest.
- A Member highlighted the importance of conservation and urged the City of London Corporation to be robust with London Borough of

Waltham Forest on conservation sensitivities. Members were advised that London Borough of Waltham Forest had already been given strict constraints and onsite meetings were planned to discuss how the event would be managed.

- A Member suggested using screens at the event to advertise the Forest.
- The Director of Open Spaces advised that the Head of Visitor Services was on the committee for the year on culture which would ensure that all conservation needs were considered as the City of London Corporation were regarded as the experts. He noted that Brent Council would be the next authority to receive London Borough of Culture status and that the City of London Corporation would also be working with them closely.

RESOLVED – that Members support the:-

- Agreement for the London Borough of Waltham Forest use of Chingford Plain for an opening event for the inaugural year of the London Borough of Culture, on 1st January 2019.
- Instruction to the Comptroller and City Solicitor to undertake any necessary documentation.

8. THE JUBILEE LONDON PLANE AVENUE, WOODFORD GREEN: FUTURE MANAGEMENT PROPOSALS (SEF 27/18)

Members considered a report of the Director of Open Spaces regarding future management proposals for Jubilee London Plane Avenue in Woodford Green (SEF 27/18). The following points were made.

- The Head of Operations advised Members that action was required following an arboricultural assessment of the trees on Jubilee Avenue. The assessment established that the Black Poplars were near the end of their lifespan and the longer-lived London Plane trees had not established well and were of poor form making them increasingly susceptible to Massaria Disease in the future.
- Members were advised that the assessment recommended a staged replanting of Jubilee Avenue over ten years as the most effective method of maintaining this landscape feature which would cost £20,000. This would require public consultation and Conservation Area consent.
- The suggestion to set up a public sponsorship scheme to fund replanting of the renamed Churchill Avenue was noted.
- The Head of Operations asked the Committee for recommendations on which type of tree should be planted and noted that there was no policy on tree species at Epping Forest.

- Members received an update on potential tree options for their information which considered the different impacts of different species including: the aesthetic of the tree, seasonal elements, native versus exotic species, height and density, disease and climate, root growth and fruit and allergen concerns.
- A Member noted that local sponsorship of trees was sought at Theydon but that locals were upset when they did not receive acknowledgement of this as promised. It was recommended that there be clarity on what is involved and promised. The Head of Operations understood the emotional investment of sponsorship and agreed this needed to be managed and acknowledged properly.
- A Member felt that it should be a local decision on the tree species decision, particularly if this was to change from what was already there, and recommended consulting residents.
- A Member recommended including other residents in neighbouring roads of Redbridge in consultations. Members were advised that any residents that wished to be involved when management were onsite were encouraged and welcomed.
- The Superintendent stated that the local community would be involved throughout through public consultation and all decisions would be made in conjunction with the Forest community.
- A Member felt that the avenue was enjoyed by a much wider community and felt that input should include a wider pool to ensure groups/people are not disenfranchised. The Superintendent stated that all 84 of the Statement of Community Involvement's web-based stakeholders would be included in the consultation process.
- A Member highlighted the unknown history regarding Winston Churchill in the area which was addressed in the report and suggested better interpretation which would help promote the avenue's significance.
- A Member queried why the name change of the avenue was necessary and felt that the original name should be kept.

RESOLVED – That Members support:-

- Public consultation on a staged approach to replacing the Jubilee Avenue, as set out in option 5,-to maintain as much visual continuity as possible;
- Public consultation on the choice of replacement species based on a shortlist of appropriate native hardwood species: English Oak, Hornbeam and Flowering Cherry;
- That the Jubilee Avenue be formally renamed the Churchill Avenue given its clear association with the Churchill statue;

- The establishment of a sponsorship appeal to raise funds to meet the cost of replacement trees and their establishment.

9. **THE WOODFORD GREEN CHESTNUT AVENUE: FUTURE MANAGEMENT PROPOSALS (SEF 29/18)**

Members considered a report of the Director of Open Spaces and Heritage regarding future management proposals for Woodford Green Chestnut Avenue (SEF 29/18).

Members were advised that the City of London Corporation were working in collaboration with London Borough of Redbridge, who is responsible for the maintenance of the Avenue, to act on the deteriorating condition of the Woodford Green Horse Chestnut Avenue where only 64% of the original planting now survives.

It was noted that further work is planned to raise public awareness over the plight of the Chestnuts, together with public consultation, to initiate a discussion on potential replanting options for existing gaps and likely future tree failures.

RESOLVED – That Members support:-

- The joint commission with the London Borough of Redbridge of an Arboricultural Assessment of the Chestnut Avenue, considering options for the future management and possible replacement of the Avenue;
- Public consultation, alongside similar engagement on the Jubilee London Plane Avenue, on preferred options for the future management of the Chestnut Avenue;
- The inauguration of a sponsorship appeal in partnership with the London Borough of Redbridge to raise funds to meet the cost of replacement trees and their establishment.

10. **WANSTEAD & MANOR FLATS SCRUB MANAGEMENT STRATEGY (SEF 26/18)**

Members considered a report of the Director of Open Spaces regarding the Wanstead & Manor Flats Scrub Management Strategy (SEF 26/18). The following comments were made.

- The Head of Operations advised Members that scrub forms an important part of the biodiversity heritage and aesthetic at Wanstead Flats. However, ongoing problems with scrub associated anti-social behaviour and rough sleepers has caused a need for a revised scrub management regime and strategy to deal with issues in the area.
- A Member was pleased that the focus on aesthetic remained important but was unsure regarding the percentages presented in the report and what the impact of change would be. Members were advised that not all areas of the community required scrub and 25% was an approximate figure based on the overall structure which varied.

- It was noted that it was hard to get the balance right at the Flats and difficult to manage as the scrub area provides an important biodiversity resource.
- A Member suggested finding imaginative ways to reduce antisocial behaviour in the scrub by ensuring that it people would be visible through sight lines through the scrub.
- In response to queries, the Head of Operations confirmed that habitat scrub work would be more gradual, and the structured approach of the plan would ensure scattered work each year.
- A Member noted that Friends of Wanstead Parkland would appreciate an update on this matter.

RESOLVED, that Members support the introduction of a revised scrub management strategy for Wanstead and Manor Flats.

11. **EPPING FOREST PLAY POLICY (SEF 31/18)**

Members considered a report of the Director of Open Spaces and Heritage regarding the Epping Forest Play Policy (SEF 31/18). The following comments were made.

- The Head of Visitor Services advised Members that Epping Forest provides a valued (and in some cases the only) green space for a range of communities which has led to ongoing requests for facilities such as play areas on Epping Forest land to service these local communities.
- It was noted that there was currently no policy statement regarding the position on play facilities on the Forest but that most locations would go against the statutory obligation to preserve natural aspect of the land where possible.
- Members were asked to consider a Play Policy for Epping Forest in an attempt to interpret the sometimes-contradictory intentions of the Epping Forest Acts and set out a policy position for the Committee to use in relation to future requests.
- Members welcomed clarity of the policy and guidance on the restrictions.
- A Member asked if the policy should mention partnership arrangements as well as facilities under licence. The Head of Visitor Services confirmed that all existing partnership agreements also had corresponding licences but would revise the wording were necessary.
- A Member highlighted the need to ensure that the Forest/City of London Corporation does not become liable for any problems that occur and must therefore ensure that licenses require that the site will be returned to its previous condition at the licensee's expense if such issues were to occur.

- A Member suggested publicising natural trees falling down for dens. Members were advised that there were plans for guides to be published.

RESOLVED, that Members support approval of the Play in Epping Forest Policy Statement attached as Appendix 1.

12. **PROPOSAL FOR A PLAY AREA AT WANSTEAD PARK (SEF 30/18)**

Members considered a report of the Director of Open Spaces and Heritage regarding the proposal for a play area at Wanstead Park (SEF 30/18). The following comments were made.

- The Head of Operations explained that this report presented an exceptional case for the construction of a natural play area on Forest Land at Wanstead Park and this progress proposal outlined the commitments that would be involved. He made it clear that a decision had not been made and that the Committee was being asked for consent in principle for the proposal before it develops.
- It was noted that local authority play policy had previously identified a lack of play provision in the Ward, together with a lack of suitable Local Authority Public Open Space on which a play facility could be sited. The formal parkland setting of Wanstead Park was considered to be a more appropriate setting for a children's play area and would be funded and maintained by the London Borough of Redbridge under a licence agreement. The play area would complement proposals for an improved visitor offer around the Temple and meet long standing community desires for a play area in the vicinity.
- A Member noted that Wanstead Park was the logical choice for a play area, but Woodford Green would not be suitable. The Head of Visitor services replied that the community at Woodford Green had yet to submit any play proposal for consideration.
- Some Members felt that the Forest itself was a play area and that it should be made clear that it is a Forest and not a park. A Member felt that energies should be focused on teach children how to play in the Forest and engage with natural structures rather than building a park.
- A Member queried whether there was a policy to prevent the development of playgrounds. Members were advised that there was no such policy on playgrounds and it was noted that the City of London cannot ignore the high demand for a park which would encourage visitors to the Forest.
- A Member felt that a park would be valuable for parents as a safe environment to take children but did not like the design being offered. It was noted that a park would be used as an area for gathering and ultimately encourage people into other areas of the Forest.

- It was stated that Friends of Wanstead Parklands fully supported the proposal and saw this as a good site that would not impact on nature whilst addressing the lack of natural play areas concerns in the area.
- In response to a query surrounding the costs of developing a play area, Members were advised that this was dependant on funding from Redbridge plus other pots but initial develop costs would be in the region of £60-80K with opportunity to expand.
- In response to a query regarding whether the park would be fenced, Members were advised that it would be natural enclosed.

RESOLVED, that Members support the request for officers and local stakeholders undertake the work to prepare a detailed proposal for a play area at Wanstead Park for submission to them for consideration for full consent.

13. **PROPOSAL FOR EXPERIMENTAL TRAFFIC REGULATION ORDER ON FAIRMEAD ROAD, HIGH BEACH IN PARTNERSHIP WITH ESSEX HIGHWAYS (SEF 32/18)**

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.*

Members considered a report of the Director of Open Spaces and Heritage regarding the proposal for Experimental Traffic Regulation Order on Fairmead Road, High Beach in partnership with Essex Highways (SEF 32/18). The following comments were made.

- Members were advised that the Epping Forest Transport Strategy (2009-2016) proposed the closure of selected minor roads within Epping Forest to reunite areas of Forest previously dissected by highways, making more of the Forest both tranquil and safety accessible to the public. The proposal to close Fairmead Road was modified in September 2013 to leave 500m open to motor traffic to retain access to the Fairmead Bottom Car Park. The partial closure has seen fly tipping and Anti-Social Behaviour previously experienced along the length of the road concentrated across the remaining 500 metres open to motor traffic.
- Members were asked to approve the proposal to introduce an Experimental Traffic Regulation Order (ETRO) on the remaining section open to motor traffic to extend the benefits seen upon the 700m of highway closed under a Traffic Regulation Order in 2012, to the entirety of the road length. This action would improve visitor experience, increase safety for the Forest cattle and enhance protection of the SSSI (Site of Special Scientific Interest) and SAC (Special Area of Conservation).

- A Member voiced concerns that closure would be a detriment to disabled visitors who park here and view this as a key area. The Head Forest Keeper advised that professional advice had been sought regarding all-ability access and other areas, such as the Connaught Waters easy access trail, were deemed to be more suitable for disabled visitors.
- A Member noted that local residents had requested that the road remain open as this would result in the loss of 30 car spaces. A suggestion was put forward to keep the car park open during the day and close it at night. The Superintendent advised that because of the existing Highway status, he had been informed that the road could only be permanently open or closed.
- A Member noted that the pros of closure far outweighed the negatives due to the crime and speeding that occurs in the area which would be avoided if the road was no longer accessible.
- The Head Forest Keeper advised Members that he had done numerous patrols of the area in conjunction with the Police and drugs, fly tipping and public sex acts were a big problem. He added that they had a duty of responsibility to deal with the persistent issues.
- In response to a query regarding where the gates would be, the Head Forest Keeper advised that local highways support was conducting a survey looking at the design and, when completed, would develop a short and long-term plan.
- A Member queried whether the gate would impact the tea hut car park. Members were advised that this would be considered during the design process.
- A Member suggested making the road a bridleway way and saw a potential opportunity to add this to the network of surfaced rides. The Superintendent advised that this proposal would be considered at the end of the closure process.

RESOLVED – That Members support:-

- Approval for the 18-month Experimental Traffic Regulation Order (ETRO) at Fairmead Road in line with the aims of the Epping Forest Transport Strategy and in partnership with Essex Highways;
- Approval of the preparation of a report on the ETRO at the end of the trial period to assess the impacts of the measure on the Forest and to consider future action;
- Approval of the development of costed proposals, for the permanent closure of Fairmead Road as a highway for vehicular traffic, as part of the negotiated Mitigation Strategy for Epping Forest Special Area of Conservation.

14. QUESTIONS

A Member queried if there had been any changes to the Committee's Terms of Reference since the last meeting. The Epping Forest Business Manager advised that there had been a suggestion to allowing any member of a represented organisation to attend. However, as Members must undertake certain obligations, and for administration to be managed efficiently, it was decided that this could not be incorporated but that the Town Clerk would try to accommodate changes if a Member was unable to attend on individual occasions. Members were encouraged to make comments regarding the Terms of Reference as these would be considered at the next meeting.

Following a query from a Member, the Town Clerk advised that any suggested agenda items for Committee meetings be sent to the Town Clerk who would liaise with the Chairman for their approval.

A Member queried the licensing scheme fee issue with Theydon Bois regarding the Donkey Derby and the short notice provided. Members were advised that there had been ongoing dialogue on this matter for three years and a proposed fee had been part of those conversations. The next step will be to inspect the accounts and take this to the Licensing Committee for approval. A Member voiced the Theydon Bois & District Rural Preservation Society's support for the Donkey Derby.

15. ANY OTHER BUSINESS

The Epping Forest Business Manager noted, following the sad death loss of Verderer Peter Adams, the Committee would be asked to approve the recruitment of an Epping Forest verderer (South) at their next meeting. It was noted that Verderer Murphy had been successful in being selected for the previous post which was advertised at the beginning of the year.

Members were advised that the person must be a resident of a Forest Parish and cannot be a member of the City of London Corporation's Court of Common Council. The role would be advertised in the summer on the Verderer page of the City Corporation website and Members were asked to contact the Epping Forest Business Manager if they had any queries regarding the role.

Members were advised of the month-long event celebrating 130 years of golf at Epping Forest taking place at the Royal Epping Forest Golf Club and Chingford Golf Course starting 16 June 2018.

Members were advised of a biodiversity event taking place at the Wanstead Flats with 14 different activities.

16. DATE OF NEXT MEETING

The date of the next meeting is 10 October 2018 at 7.00 pm.

The meeting closed at 9.24 pm

Chairman

Contact Officer: Leanne Murphy
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EPPING FOREST & COMMONS COMMITTEE **Monday, 9 July 2018**

Minutes of the meeting of the Epping Forest & Commons Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Monday, 9 July 2018 at 11.30am.

Present

Members:

Deputy Philip Woodhouse (Chairman)
Peter Bennett
Alderman Sir Roger Gifford
Gregory Lawrence
Sylvia Moys
Jeremy Simons
Verderer Michael Chapman DL
Verderer Dr. Joanna Thomas
Verderer Melissa Murphy

Officers:

Natasha Dogra	- Town Clerk's Department
Carl Locsin	- Town Clerk's Department
Colin Buttery	- Director of Open Spaces
Paul Thomson	- Superintendent, Epping Forest
Andy Barnard	- Superintendent, The Commons
Martin Newnham	- Head Forest Keeper, Epping Forest
Geoff Sinclair	- Head of Operations, Epping Forest
Gerry Kiefer	- Open Spaces Business Manager
Jo Hurst	- Epping Forest Business Manager
Alison Bunn – <i>need to check name</i>	- City Surveyor's Department
Alison Elam	- Group Accountant, Chamberlain's Department

1. APOLOGIES

Apologies of absence had been received from Deputy Chairman Graeme Smith, Caroline Haines, Alderman Gregory Jones and Benjamin Murphy.

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

There were no declarations of interest from Committee Members.

3. MINUTES

The Committee were invited to consider the public minutes and non-public summary of the meeting held on 14th May 2018.

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

MATTERS ARISING:

Epping Forest Mitigation Strategy

A Member raised a query regarding the introduction to the Epping Forest Mitigation Strategy for recreational pressure provided by the Superintendent of Epping Forest at the last meeting. Members noted that the information did not refer to air quality, as more intricate data was required to consider that matter. To provide clarity, Members resolved to remove any reference to air pollution from the minutes of the previous meeting under this item.

4. OPEN SPACES BUSINESS PLAN

Members considered a report of the Director of the Open Spaces presenting the Open Spaces Business Plan and noted that 2017/18 was a year of embedding change, with a new Director and new services joining the Department. Officers informed the Committee that services continued to perform well with high levels of customer satisfaction recorded and accreditations from organisations such as Green Flag, London in Bloom and Visit England.

In response to a query regarding two surplus properties referred to in the business plan, Members were informed that both Ossulton Way and Chevening Road properties had been operated by the Hampstead Heath, Highgate Wood and Queen's Park Committee. The properties were declared surplus and 100% of the receipts would be submitted towards the department's savings. The Director informed Members that he was working with colleagues in the Chamberlain's department to ensure this large contribution towards savings was recognised during future negotiations relating to efficiency savings.

A Member highlighted the 'fleet and plant vehicle' plans which were a major achievement of the department. Officers said that the use of these vehicles provided a positive impact on air quality. Electric vehicles and dual fuel vehicles were also being tested. Members noted that the Superintendent of the Commons was leading the way in implementing solar panels and using eco-friendly hybrid vehicles. The Chairman of the Hampstead Heath, Highgate Wood and Queen's Park said that the City Corporation had an overarching policy in relation to use of electric vehicles; the City was currently trialling the UK's first electric dust cart around the Smithfield area.

The Committee requested that an objective to review vehicular pollution and tackle air quality be included within the business plan. Officers said that the department had been pushing for the Corporate Procurement Policy to review the quality of vehicles under the full Fleet Review. Members agreed that a section bringing together and highlighting the green friendly policies within the business plan would be useful in showcasing the work being done by the City.

RESOLVED – that the report be received.

5. CYCLICAL WORKS PROGRAMME

The Committee noted the cyclical works programme and were informed that the total value of the approved projects for the 2018/19 programme for the Epping Forest and Commons Committee was £1.46m, which consisted of 164 projects.

In response to a query regarding Wanstead Park, the Superintendent informed Members that the wharfing at the park continued to serve as reinforcement between the River Roding and Ornamental Pond. Members noted that the maintenance work undertaken at Highams Park was unconnected to previous work undertaken at the dam.

Discussions ensued regarding refurbishment work carried out on the gravel-based Jubilee Pond. Members raised concerns over the costs of the work with estimates reaching close to £1m. The Superintendent agreed to re-circulate a report to Members detailing the work carried out at this site which included costings, the successful maintenance work on the pond and the lessons learnt for future preservation.

The Chairman informed Members that currently 14 lodges required refurbishment work to guttering and this would be a costly exercise. Members noted that the City Corporation negotiated service contracts with their suppliers and Officers would endeavour to keep the costs as low as possible.

RESOLVED – that the report be received.

6. **APPOINTMENT OF A VERDERER OF EPPING FOREST JULY 18**

Following the untimely death in service of Peter Adams MBE, who had served as a Verderer of Epping Forest since January 1997, the Committee noted the vacancy for one southern Forest Parish Verderer.

The Committee agreed the appointment process but requested that the dates be reviewed to facilitate interviews to be arranged after 15th October 2018. The Superintendent and Town Clerk agreed to circulate proposed dates to all those Members involved in the process in due course.

RESOLVED – that Members supported:

1. the replacement of a Verderer of Epping Forest;
2. the commencement of an appointment process to select a southern Forest Parish Verderer of Epping Forest (in line with the requirements of the Epping Forest Acts 1878 & 1880) for a tenure of Office to conclude in 2020 ahead of the septennial elections of all four Verderers of Epping Forest;
3. the composition of a Working Party to consider applications for the position of a Verderer of Epping Forest; and
4. the proposed timetable for the appointment process with interviews taking place after 15th October.

7. **SUPERINTENDENT'S UPDATE FOR APRIL TO MAY 2018**

Members noted a summary of the Epping Forest Division's activities across April to May 2018. Of particular note to the Committee was:

- an unwelcome return to increased fly tipping figures after a spring lull;
- a successful prosecution at Chelmsford Crown Court unusually involving a 2-day jury trial;
- the restoration of Open Riding on 5 May;
- the turnout of 29 cattle on Forest Land on 8 May;

- further reductions in Floating Pennywort numbers at Perch Pond, Wanstead;
- the review of current practice in relation to root nuisance insurance claims;
- the close of a successful football season on 29 April with 2209 games played; and
- a successful presentation to Epping Forest District Council's Local Plan Cabinet Committee on the proposed Epping Forest Recreational Pressure Special Area of Conservation Mitigation Strategy.

Members requested information regarding sites where deer had been involved in road traffic accidents and asked whether warning signs were erected at these sites. Officers said that, while some signs were already erected around the Forest, establishing a partnership with the Highways Agency going forward could lead to the positioning of illuminated road signs which may help to tackle this issue.

In relation to dealing with criminal prosecutions and court proceedings, Members queried whether applications for Proceeds of Crime were submitted by Officers. The Committee noted that although this was a time-consuming activity it could act as a deterrent to possible criminal activity and encouraged Officers to submit such applications under the Proceeds of Crime Act. Officers agreed that there was scope to expand these applications. Officers had recently been made aware of a Department for Environment, Food and Rural Affairs (DEFRA) scheme focussing on land owners suffering from fly tipping; Members noted that implementing this scheme may be less onerous and more successful.

In response to a query from Members in relation to prosecutions, Officers agreed to name the prosecuted criminals in the update reports going forward.

RESOLVED – that the report be received.

8. **EPPING FOREST OUTTURN REPORT**

Members noted that the Director of Open Spaces' Local Risk budget deficit variance of £71,000 (2.72%) was mainly due to a £55,000 worse than budget position at Epping Forest. This deficit budget position had been aggregated with budget variations on services overseen by other committees, which produced a City Cash overall deficit budget position of £42,000 across all Open Spaces.

In response to a query regarding the loss of a grant for grazing equipment, Officers informed the Committee that this important equipment had been due to be grant-funded, but due to a delivery date being agreed by Procurement beyond the grant condition deadline Natural England had not permitted the funding to be granted.

RESOLVED – that the report be received.

9. **WANSTEAD & MANOR FLATS SCRUB MANAGEMENT STRATEGY**

Members received the management strategy and noted that scrub formed an important part of the biodiversity heritage at Wanstead Flats. The strategy added to the considerable aesthetic appeal of the Flats for visitors. There were, however, several substantial problems associated with scrub facilitating an environment where various forms of anti-social behaviour could manifest.

A Member stated that education was key to illustrating the importance of the habitat to the public. The Committee agreed that public information about the site should be user friendly for it to be appreciated by laymen and abbreviations should be explained suitably. Members were informed that there were some community groups were very actively engaged and involved local; Officers would seek to work with these groups to communicate the importance of the habitat. Members noted that Officers were drafting a plan relating to the improved interpretation of the south of the Forest and agreed that education was vital.

To strike an important balance between both the biodiversity and landscape value of scrub, alongside the need to actively manage rough sleeping and persistent antisocial behaviour, a revised management regime for the scrub on Wanstead Flats was proposed to the Committee.

Members noted the review of the scrub management issues on the Flats and received the changed scrub management strategy for the important biodiversity resource.

RESOLVED – that the report be received.

10. **THE JUBILEE LONDON PLANE AVENUE, WOODFORD GREEN: FUTURE MANAGEMENT PROPOSALS**

Members noted that an in-depth discussion regarding the future management of Jubilee London Plane Avenue had taken place at the recent Epping Forest Consultative Committee meeting. The Committee agreed that it was important to ensure information was communicated to the public effectively.

Members noted the main findings of an arboricultural assessment of the 89 trees on the Jubilee Avenue comprising alternating Black Poplar and London Plane on Forest Land at Woodford Green. The pollarded Poplars were near the end of their lifespan, while the longer-lived London Plane had not established well and were of poor form - these would be increasingly susceptible to Massaria Disease in the future. Members agreed that a clear tree management plan should be implemented, and Officers informed the Committee that the management plan would translate into an operational live document, complete with specific details regarding future tree management.

The assessment by Officers made recommendations for the long-term management of the Jubilee Avenue, which would require Local Authority Conservation Area consent. The extent of the required arboricultural interventions on the existing avenue suggested that the most effective method of maintaining this landscape feature would be the staged felling and replanting of the Avenue, at a cost of £20,000 over ten years.

The report recommended that public consultation should be undertaken on the naming of the Avenue and the form and species of replacement trees, together with a public sponsorship scheme to fund the replanting. Officers were confident that the correct choices regarding the replacement tree species had been made.

RESOLVED – that Members approved:

- Public consultation on a staged approach to replacing the Jubilee Avenue to maintain as much visual continuity as possible;
- Public consultation on the choice of replacement species based on a shortlist of appropriate native hardwood species: English Oak, Hornbeam and Common Lime;
- Public consultation on whether the Jubilee Avenue should be formally renamed the Churchill Avenue given its clear association with the Churchill statue;
- The establishment of a sponsorship appeal to raise funds to meet the cost of replacement trees and their management.

11. **THE WOODFORD GREEN CHESTNUT AVENUE: FUTURE MANAGEMENT PROPOSALS**

Members noted an update on the deteriorating condition of the Woodford Green Horse Chestnut Avenue. The 191 Chestnut tree avenue first planted around 1900 by the Urban District Council - a forerunner to the London Borough of Redbridge - formed an important and much-loved townscape feature of Woodford Green and Woodford Wells and was a recognised component of both Conservation Areas.

Members queried whether the location and species of trees had been agreed. Officers said generally non-native trees were not planted in the Forest and the general commitment was to Beech Oak. Members queried whether there was a more flexibility to perhaps plant Japanese Cherry Blossom trees, which Officers said could be investigated.

Members noted that the Epping Forest Consultative Committee had voiced concerns regarding the boundaries for consultation. The Committee agreed consultation should encompass as many groups and members of the public as possible. All 84 local groups across the Forest would be consulted. Members also agreed that local press should be enlisted to assist with communicating the future management proposals and communicate the important message that immediate action was needed now to conserve the area. The Chairman suggested that links to the consultation also be communicated via social media.

RESOLVED – that Members approved:

- The joint commission with the London Borough of Redbridge of an Arboricultural Assessment of the Chestnut Avenue, considering options for the future management and possible replacement of the Avenue;
- Public consultation, alongside similar engagement on the Jubilee London Plane Avenue, on preferred options for the future management of the Chestnut Avenue.

- The investigation of sustainable financing options for the long-term management of the Chestnut Avenue.

12. **EPPING FOREST PLAY POLICY**

Members received the Epping Forest Play Policy and noted that Epping Forest provided valued green spaces for a range of communities often replacing local authority open space provision. Consequently, requests for formal open space facilities such as play areas on Epping Forest land to service these local communities were frequent. Members considered the relevant statutory provisions and the Play Policy for Epping Forest which set out the position that the Conservators would adopt in relation to future requests of this nature.

In response to a query regarding maintenance and insurance policies it was noted that agreements with current partners were in place. Members noted that there was a trusting relationship rather than a financial bond with partners.

In response to a query regarding the scope of the policy it was noted that although there were a number of boxes which must be ticked by applicants this did not automatically mean that the play area would be approved. The policy was seeking to ensure that the criteria were applied and satisfied; however, clear communication about the process and meeting the consent regimes must be delivered. Members recognised that there was no part of the policy relating to the application of exceptional circumstances. A separate section regarding these circumstances would help the Committee apply the policy in an appropriately flexible manner.

Members noted that the 10-year rule stated in the policy related to the lifespan of the product taking into account the availability of resources to Local Authorities in the future, if the play areas could no longer be funded and needed to be dismantled.

The Superintendent summarised the discussion and informed the Committee that maintenance work agreements for the existing facilities in Epping Forest had been thoroughly investigated; Officers were satisfied that the agreements met the necessary requirements. In response to a comment regarding the Mayor of London's policy relating to outdoor play areas, the Superintendent said the policy was very relevant to Epping Forest, given that 36% of the Forest was in London boroughs.

RESOLVED – that Members approved the Play in Epping Forest Policy Statement.

13. **PROPOSAL FOR A PLAY AREA AT WANSTEAD PARK**

Members were presented with the exceptional case for the construction of a natural play area on Forest Land at Wanstead Park. The Local Authority play policy had previously identified a lack of play provision in the Ward, together with a paucity of suitable Local Authority Public Open Space on which a play facility could be sited. The formal parkland setting of Wanstead Park was considered to be more appropriate to the setting of a children's play area.

The play area would be funded and maintained by the London Borough of Redbridge under a licence agreement. The area would complement proposals for an improved visitor offer around the Temple and meet long-standing community desires for a play area in the vicinity.

RESOLVED – that Members asked Officers and local stakeholders to prepare a detailed proposal for a play area at Wanstead Park for full consideration at a later stage.

14. PROPOSAL FOR EXPERIMENTAL TRAFFIC REGULATION ORDER ON FAIRMEAD ROAD, HIGH BEACH IN PARTNERSHIP WITH ESSEX HIGHWAYS

The Committee noted that the Epping Forest Transport Strategy (2009-2016) proposed the closure of selected minor roads within Epping Forest to reunite areas of Forest previously dissected by highways, making more of the Forest both tranquil and safely accessible to the public. The strategy proposal to close Fairmead Road was modified in September 2013 to leave 500m (42%) open to motor traffic to retain access to the Fairmead Oak Car Park. Over the past 5 years, the partial closure saw fly-tipping and anti-social behaviour previously experienced along the length of the road concentrated into the remaining 500 metres open to motor traffic.

Officers stated that antisocial behaviour at this site was proving to be very costly to the City Corporation. Therefore, Officers requested the introduction of an Experimental Traffic Regulation Order (ETRO) on the remaining section open to motor traffic to extend the benefits seen upon the 700m of highway closed to motor vehicles under a Traffic Regulation Order in 2012, to the entirety of the road length. This action would maintain access and improve the visitor experience, enhance protection of the SSSI (Site of Special Scientific Interest) and Special Area of Conservation, and increase safety for the Forest cattle.

Discussions ensued regarding the use of Fairmead Road by members of the public with disabilities or limited mobility. Members noted that the area could be reviewed to serve as a disability access route with accessible parking available at Connaught Water Road. The dead-end road could be shut to vehicles but still accessible to horse riders, cyclists and walkers in the area. Members of the Committee queried whether there were other options which could be considered as an alternative to this suggestion. Officers stated that there were a number of alternative easy access trails that had been built and maintained to recommended standards. The access report stated that the paths located around this site did not meet the required standard for disabled access.

Members noted that the making of an ETRO was a matter for Essex County Council as the local highway authority, which must be determined in accordance with the statutory criteria for making traffic orders, and in accordance with the statutory consultation and notification process. Officers proposed that the ETRO should be in place for a proposed 18-month period and would cost the City of London Corporation circa £2,000 for the drafting and

advertising of the ETRO together with £3,000 for additional gate installation costs.

The Committee discussed the option of introducing a technological method for members of the public to access the road with a code or key fob if required. The Superintendent reminded the Committee that timed restrictions were not encouraged along a public highway. Members noted that the risk of exiting a vehicle along a highway was not safe, but Officers could investigate other options which could be implemented. The Committee advised Officers to consult Essex County Council when investigating the implementation of a controlled access area.

The Head Forest Keeper informed the Committee that he had undertaken investigatory work with the local police force along Fairmead Road and a number of antisocial behaviour incidents had been encountered including rough sleeping, fly tipping, sexual activity and drug taking in the outdoors.

Members discussed a proposal by the Superintendent of The Commons to close the road during unsociable hours and allow disabled access by code or key fob during the day. The Committee considered allowing a six-month trial to close the road whilst an investigation took place into the proposal by the Superintendent of the Commons. Officers stated that a report would come back to the Committee following the six-month trial. Members agreed that Officers should pursue a six-month ETRO while Officers formulated options to accommodate disabled access.

RESOLVED – That Members approved:

- A request to the Highway Authority to prepare a 6-month Experimental Traffic Regulation Order (ETRO) for Fairmead Road in line with the aims of the Epping Forest Transport Strategy;
- Preparation of a report for the Committee on the ETRO in advance of the expiry of the ETRO to assess the impacts of the measure on the Forest and Forest visitors making recommendations for future action;
- Development of costed proposals, for the permanent closure of Fairmead Road as a highway for vehicular traffic, as part of the negotiated Mitigation Strategy for Epping Forest Special Area of Conservation; and
- That Officers hold discussions with Essex County Council and research the possible options available to the Committee in relation to providing daytime controlled disabled access to the car park.

15. **SUPERINTENDENT'S UPDATE**

Members noted a general update on issues across the nine sites within the Commons' division. The Committee received a presentation in relation to the Kenley Revival Project and were informed that the vision for the project was "to preserve and protect the most intact fighter airfield from World War II." The area would serve as a museum without walls.

The Committee were informed that the two current challenges faced by Officers delivering the project were receiving planning consent for interpretation panels

and approval of the design of signage. There were 22 signs on site subject to byelaws and existing heritage board. Members noted that the final proposal after discussions with planners was for 31 signs across the site and Officers awaited the planning decision.

Members noted that feedback was received by Officers in May 2018 that planners were concerned about the visual clutter the signage would have on the landscape and in conjunction with the proposed fence. Further feedback was received in June 2018 that the visual clutter was still apparent particularly at the RAF Kenley tribute, fuel dump and blast pen with original spine wall. It was recommended that three further signs were removed. Officers felt this request would be to the gross detriment of the stories of RAF Kenley and those who served there, which would negatively impact on visitors. Officers agreed to remove one small wing from the fuel dump area. The Committee noted that a visit to the airfield was scheduled to take place in November this year.

RESOLVED – that the report be received.

16. THE COMMONS OUTTURN REPORT

The Committee received the outturn report for 2017/18.

RESOLVED – that the Outturn Report be received by Members.

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

There were no questions.

18. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

Woodredon Estate Properties Update

The Committee considered a report regarding the Woodredon Estate properties. Officers informed Members that following the Corporate Asset Sub Committee approval in February 2018 to market Woodredon House, The Coach House and The Lodge for disposal, the properties had been marketed by the City's appointed property consultants Savills plc. Best offers were received on 3rd July 2018. Vacant possession of Laundry Cottage, approval to dispose of which had been obtained separately in September 2016, had only recently been achieved. This property would now be marketed by Savills with best offers to be received by end of July 2018.

Members were informed that the interest to date in relation to Woodredon House and The Coach House was from various parties either looking to convert both properties into residential apartments, retain as a single dwelling, or continued use as a care home. Interest to date for The Lodge was from the owner/occupier market, proposing to refurbish the premises for use as a single dwelling, as per the existing residential status. It was assumed that Laundry Cottage was likely to attract interest from this same market.

RESOLVED – that Members:

- Note the disposals would be subject to appropriate covenants and contractual provisions as a result of the City Corporation's retention of

adjoining property and Epping Forest, and these would be specified when the final disposal terms are reported for future approval.

- Note that, where access rights would be required over the City's retained property, appropriate use of any access would be granted with the ability for the City Corporation to recover relevant costs.

19. **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.

Item No.
20-21

Paragraph No.
3

20. **NON-PUBLIC MINUTES**

The Committee were invited to consider the non-public minutes of the meeting held on 14th May 2018.

RESOLVED – that the non-public minutes of the previous meeting be approved as an accurate record.

21. **TERMS OF REFERENCE FOR AN EPPING FOREST AND BUFFER LAND DEER MANAGEMENT STRATEGY REVIEW**

The Committee considered and approved a report of the Director of Open Spaces in relation to the proposal for a deer management strategy in Epping Forest. Members also considered the terms of reference for an in-depth review into the strategy.

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

There were no non-public questions from Members of the Committee.

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

There was no non-public business that the Chairman considered urgent.

The meeting ended at 1.25 pm

Chairman

Contact Officer: Natasha Dogra
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EPPING FOREST & COMMONS COMMITTEE
Monday, 10 September 2018

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 10 September 2018
at 11.30 am

Present

Members:

Deputy Philip Woodhouse (Chairman)
Peter Bennett
Gregory Lawrence
Sylvia Moys
Jeremy Simons
Verderer Michael Chapman DL
Verderer Dr. Joanna Thomas
Verderer Melissa Murphy

Officers:

Natasha Dogra
Colin Buttery
Paul Thomson
Andy Barnard
Gerry Kiefer
Jo Hurst
Jacqueline Eggleston
Alison Elam
Andrew Buckingham

1. **APOLOGIES**
Apologies were received from Alderman Jones, Alderman Gifford and Caroline Haines.
2. **MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA**
There were none.
3. **MINUTES**
Resolved – that the minutes were agreed as an accurate record.
4. **SUPERINTENDENT'S UPDATE**
The Committee received an update from the Superintendent. Of particular note was the extremely hot weather and lack of rainfall which has affected the Forest leading to falling lake and pond levels and the forest fire reaching a damaging burn of approximately 60 acres at Wanstead Flats; further rises in fly tipping and continued associated enforcement action and a significant rise in Oak Processionary Moth nests identified through survey work.

Resolved – that the update be received.

5. **EPPING FOREST AND THE COMMONS RISK MANAGEMENT REPORT**

The Committee received the risk management report and noted that 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.

There are fourteen risks managed by the Superintendent of Epping Forest. Seven of these risks are currently reported red and seven are reported amber. There are nine risks managed by the Superintendent of The Commons. Two of these risks are currently reported red, four amber and three green.

Resolved – that the risk report be agreed.

6. **APPLICATION FOR MAJOR EVENT ON WANSTEAD FLATS: CONSIDERATION OF PRE-APPLICATION OPTIONS**

The Committee considered the application for the major event in Wanstead Flats. Members noted that the major event organisers MAMA & Company are proposing a series of large scale music concerts to take place on Wanstead Flats during the summer of 2019. The proposals are in accordance with the recently approved Open Spaces Events Policy Parts 1 and 2 and the City of London (Open Spaces) Act 2018.

Members are asked to give consideration to the proposals and provide guidance as to the number of events that might be accommodated, with reference to the policy position provided in the Open Spaces Events Policy.

Resolved – that the application be received, and Members approved one of the three options proposed and further development, so that an event application can be worked up in more detail and brought back to the Committee in November for final decision.

7. **UPDATE ON THE INTERIM MITIGATION STRATEGY FOR EPPING FOREST SPECIAL AREA OF CONSERVATION**

The Committee received a report on the interim mitigation strategy and noted that the progress made since Committee granted approval in May 2018 for costed mitigation proposals to be submitted, under delegated authority, to Epping Forest District Council, for inclusion in an interim Mitigation Strategy. Such a Strategy is required to protect Epping Forest Special Area of Conservation (SAC) from the adverse impacts of residential, highways and other developments proposed in forthcoming local plans by the local authorities surrounding the Forest. Each local authority, whose local plan might have a significant adverse impact on the Forest is deemed a competent authority, and so even authorities currently outside the Memorandum of Understanding for Epping Forest SAC are required to contribute to the Mitigation Strategy in a proportionate manner.

This interim strategy covers only mitigation of the likely impacts from recreational pressures. Other issues such as urbanisation and air pollution remain to be considered for avoidance/mitigation as part of a full Strategy still to be negotiated.

The current timetable for the interim Mitigation Strategy is for it to be tabled at a meeting of the Duty-to-Co-operate Member Board on 10th September prior to it being agreed by each local authority under its governance requirements this autumn. The interim Mitigation Strategy, including a proposed tariff structure, would be brought to this Committee as soon as allowed by this timetable.

Resolved – that the report be received.

8. **SUPERINTENDENT'S UPDATE**

The Committee received an update from the Superintendent and noted that the Kenley Revival Project was progressing well; the mortar faults to the blast pens continue to be investigated by the architects, 'Avanti'. Brick and mortar samples testing has been conducted by the Building Research Establishment (BRE). Current circumstances have suggested it was an extreme sulphate attack in combination with the materials, soil and rain. The Superintendent and Project Team have met with the City Corporation's Commercial Contracts team to review the City's position. A

meeting with Avanti, PAYE, Historic England and Officers, including the Commercial Contracts team is scheduled for 6th September. This meeting will determine the programme of rectification works and responsibilities for associated costs.

The 'Learning Roadshow' engaged over 350 schoolchildren in workshops. The roadshow was held in local libraries and all schools which took part had not previously engaged with the Kenley Revival Project.

A 'priorities pot' application for the role of a Legacy Project Officer to achieve post-project legacy aims had been awarded and will be for 21 months beginning in January 2019. 'Community Archaeology' was held 16 – 25th July with 30 volunteers taking part and 30 Open Spaces staff joining in from across the Department. The dig will also be included in a future episode of the BBC4 production 'Digging for Britain'. The finds are currently being rationalised in discussion with Museum of London who have selected three pieces to go into their collections.

A planning application for onsite interpretation signage has been granted. Planners indicated that the signs need to be reduced further due to visual clutter and the MoD plans for the fence which was reached through compromise with the planners. The timetable for the works has been revised with the 'small and large wings' expected to be installed by mid-November along with the production of the travelling exhibition. The 'table top signs' will be designed, manufactured and installed a few weeks later.

Remembrance season is planned for November consisting of; school

assemblies, handling workshops, pop-up museums, theatre performance, showcase at other museums. The Superintendent will represent the City at the annual Remembrance Day service at Kenley Tribute.

The project has successfully achieved all its volunteer contributions for the project including the financial contribution with over 1,100 contributions delivering 317 days of volunteering. Over 14,500 people have been engaged in physical activities on and offsite.

The Kenley Revival Project Manager is moving to a new post with the National Trust from mid-September. Negotiations are to ensue with HLF to resolve how best to fill the post given that only 9 months remain of the contract.

Resolved – that the update be received.

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

There were no questions.

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

There was no urgent business.

11. **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.

12. **NON-PUBLIC MINUTES**

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

13. **LEARNING PROGRAMME LONG TERM FUNDING**

The Committee considered a report regarding the learning programme long term funding and note the information provided within the report.

Resolved – that the report be noted.

14. **BURNHAM BEECHES CAFÉ - FORFEITURE, PAYMENT OF ARREARS, BUSINESS REVIEW AND OUTLINE TENDER PROCESS**

The Committee considered a report regarding the payment of arrears relating to the Burnham Beeches Cafes.

Resolved – that the report be noted.

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

There were no questions.

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

There was no urgent business.

The meeting ended at 1:15pm

Chairman

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

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Committee(s)	Dated:
Epping Forest and Commons Epping Forest Consultative	09 07 2018 10 10 2018
Subject: Epping Forest - Superintendent's Update for April to May 2018 (SEF 32/18)	Public
Report of: Director of Open Spaces and Heritage	For Information
Report author: Paul Thomson – Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across April to May 2018.

Of particular note was an unwelcome return to increased fly tipping figures after a spring lull; a successful prosecution at Chelmsford Crown Court unusually involving a 2 day jury trial; the restoration of Open Riding on 5 May; the turnout of 29 cattle on Forest Land on 8 May; further reductions in Floating Pennywort numbers at Perch Pond, Wanstead; the review of current practice in relation to root nuisance insurance claims; the close of a successful football season on 29 April with 2209 games played and a successful presentation to Epping Forest District Council's Local Plan Cabinet Committee on the proposed Epping Forest Recreational Pressure Special Area of Conservation Mitigation Strategy.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. Recruitment is underway to address a series of staff shortages.

Budgets

2. Accounts for 2017/18 closed with a £70,000 overspend, which was primarily due to the late delivery of equipment prevented the corresponding drawdown of grant income before year end and a significant overcharge on a new contract for water supply which will be corrected in the new 2018/19 financial year. The Energy Efficiency loan for the Photo Voltaic panels at the Warren was also settled in full, and funds capitalised towards Parklife for further feasibility work.

Weather

3. April 2018 was much wetter than average, with 65mm of rainfall in total, which is 74.7% above the average rainfall for April of 37.2mm since 1979. There were 18 days of rainfall in total, with the wettest day being 1st April, which saw 11.6 mm rainfall.
4. The High Beach weather station malfunctioned in May, however, alternative meteorological office data suggests that May 2018 rainfall at 46mm matched the long-term average for the area.

Sustainability

5. The Energy Efficiency loan taken to complete the installation of Photo Voltaic panels at the Warren has been paid in full, so all savings will be shown directly in local risk from now on. Future projects, including roof insulation in subsidiary operation buildings are being considered for the future.

Epping Forest Projects

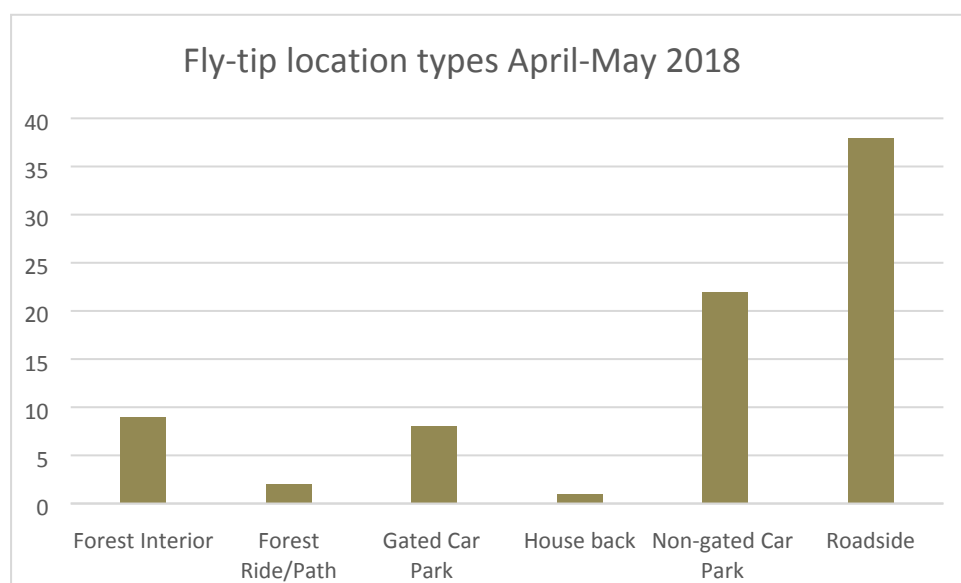
Parklife

6. The Football Foundation has provided a grant of £34,777 to enable the City Corporation to develop plans for Wanstead Flats football to a feasibility stage.

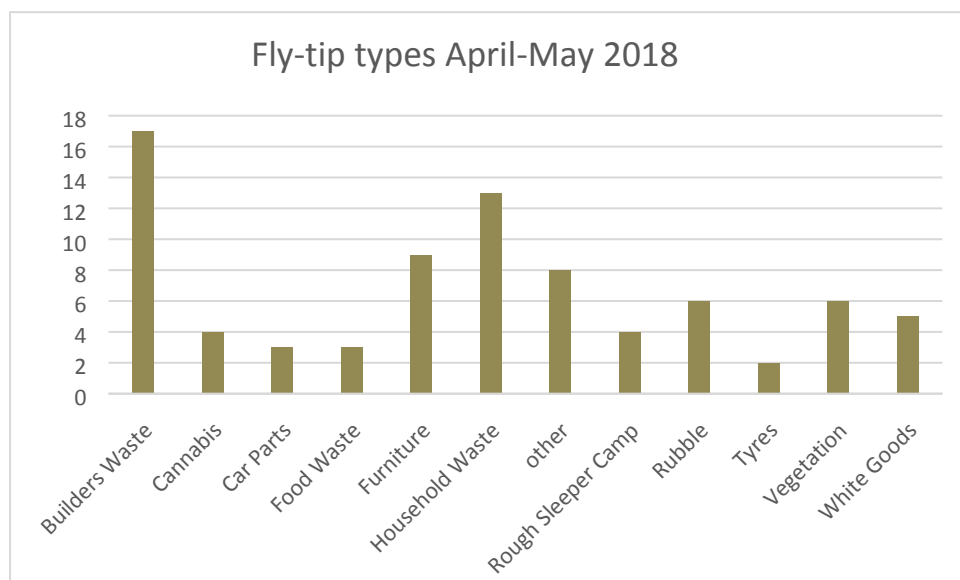
Forest Services

Fly tipping

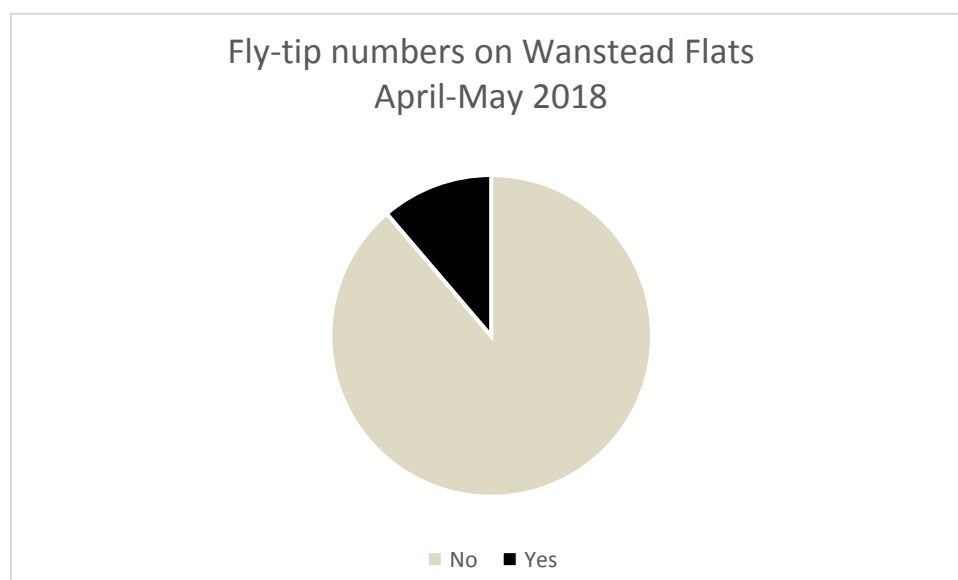
7. Fly-tip numbers for the period of April-May 2018 was 80 tips. This is 58.75% rise significantly more than the 47 recorded over the same period in 2017. This is possibly a repercussion of the reduced volume recorded in the preceding four months.



8. Roadsides continue to be the most vulnerable locations for fly tips and represent 38 incidents (47.5%) of all fly tips. There has been an increase in tips occurring in the Forest interior, follow up work has been completed to increase security after tips have been removed. Some 10% of tips have occurred within gated car parks, however this is within car parks with a single gate or when minor tips have occurred in the middle of the day.



9. Builders waste continues to represent the most common type of fly tip types (21%) There has been an increase in household type waste, followed by furniture which is often second on the list. These three tip types represent nearly 50% of all tips during this period.



10. Fly-tips on Wanstead Flats have decreased during this period most probably due to the improved security at Centre Road Car Park. There were only 9 tips in this area during April-May which represents 11% compared to previous proportions of 22%.

Waste Management and Recycling

11. Average savings are currently working out to £1,490 per month, since the new contract has been active. Skip costs increased in March 18 as there were final charges for skip returns to terminate the old contract. Savings are now expected to stabilise.

	Recycling Savings		
Month	Costs 2017	Costs 2018	Savings
Jan	£ 508.44	£ 311.14	£ 197.30
Feb	£ 508.44	£ 360.00	£ 148.44
Mar	£ 508.44	£ 360.00	£ 148.44
April	£ 566.08	£ 420.80	£ 145.28
May	£ 566.08	£ 260.00	£ 306.08
Billed in Error Credits in Process	£ -	-£ 250.00	£ 250.00
	£ 2,657.48	£ 1,461.94	£ 1,195.54
	Transit Savings		
Month	Costs 2017	Costs 2018	Savings
Jan	£ 2,834.91	£ 1,711.06	£ 1,123.85
Feb	£ 2,747.00	£ 1,808.61	£ 938.39
Mar	£ 2,966.76	£ 1,417.50	£ 1,549.26
April	£ 2,974.09	£ 2,485.54	£ 488.55
May	£ 3,845.80	£ 3,451.05	£ 394.75
Billed in Error Credits in Process	£ -	-£ 362.70	£ 362.70
	£ 15,368.56	£ 10,511.06	£ 4,857.50
	Bywaters Waste Savings		
Month	Costs 2017	Costs 2018	Savings
Jan	£ 1,693.10	£ 395.20	£ 1,297.90
Feb	£ 482.91	£ 384.00	£ 98.91
Mar	£ 1,689.42	£ 1,299.42	£ 390.00
April	£ 797.02	£ 596.70	£ 200.32
May		£ 596.70	-£ 596.70
Billed in Error Credits in Process	£ -	£ -	£ -
	£ 4,662.45	£ 3,272.02	£ 1,390.43
Total Savings Jan, Feb, Mar, April, May		Total Savings	£ 7,443.47

Enforcement Activity

12. One prosecution was heard during the period, where the defendant opted for a crown court jury trial, which lasted 2 days under report and one conditional caution.

Date	Case Ref	Byelaw/ EPA/Caution/ Conditional Caution	Court Name	Outcome	Costs/Fine
21-23 May 2018	PE018 Defendant 1	Prosecution EPA 33 1(A) Depositor	Chelmsford Crown Court	GUILTY	Fine £500 Comp £562 Costs £1500
21-23 May 2018	PE018 Defendant 2	Prosecution EPA 33 (5) Vehicle	Chelmsford Crown Court	NOT GUILTY	None
28 May 2018	PE174	Conditional Caution EPA 34 2(A)	The Warren	GUILTY	Costs £328

13. In addition, the Superintendent and Head Forest Keeper issued two verbal warnings, five written warnings and one Simple Caution in the period under report.

Rough Sleepers

14. There were six reported or discovered Rough Sleepers on Forest during April and May in the vicinity of Leyton and Wanstead Flats. This represents a 100% increase on the total of 3 for 2017 and 500% for 1 camp in 2016.
15. Two individuals were visited by Forest Keepers and moved on of their own accord. A further two rough sleepers were visited by Forest Keepers and outreach workers and two other camps were deemed to be abandoned and were subsequently cleared by Forest Keepers and Litter Pickers.

23/04/2018	Leyton Flats	36	Near Lido site	1 tent 1 male	Given advice asked to move on complied
25/04/2018	Forest Glade E11	36	Opposite Ambulance Stn	1 tent	Will visit with homeless organisation
25/04/2018	Canada Plain	35	By allotment boundary fence	1 tent	Given advice asked to move on complied
26/04/2018	Oak Hill	34	Opposite Empress Ave	1 tent	Occupier not present will re-visit

26/04/2018	Leyton Flats	36	Near Boathouse	1 old camp	Will be cleared by litter pickers
21/05/2018	Forest Glade E11	36	Opposite Ambulance station	1 tent	Will visit with homeless organisation

Licences

16. A total of 44 licences for events were issued during the two months being reported, which yielded an income of £63,895.50 plus VAT (inclusive of two compounds fee of £23,975.00 and £19,180.00). 33 licences were issued during the same period in 2017 (income of £11,792.49).

Unauthorised Occupations

17. No incidents were recorded during this reporting period.

Dog Incidents

18. No incidents were recorded during this reporting period.

Heritage; Landscape and Nature Conservation

Biodiversity

19. Breeding Birds – a pair of Firecrests, a Schedule 1 bird species are once again breeding within the Warren Plantation for the second (known) year running. This is the only known breeding site within the Forest for this species. The coniferous habitat within this site is perfect for this species.
20. A single pair of Cuckoo were observed displaying at Copped Hall in May. A Red Listed Species of Conservation Concern and a species in serious decline, this is the only known breeding pair within the Forest.
21. A study is being undertaken by a student from Middlesex University on the breeding behaviour and nesting habitat preferences of Yellowhammer at Copped Hall Park. This is the only known breeding site within the Forest for this Red Listed Species of Conservation Concern.
22. Another species in serious decline and a Red Listed Species of Conservation Concern is the Linnet. Breeding pairs for this species have been observed at Copped Hall, Great Gregories and Monkams.
23. There has been a population explosion of the beech leaf mining weevil *Rhynchaenus fagi*. Almost every beech tree within the Forest has been affected with many trees suffering extensive leaf damage leaving the tree canopies looking brown. Many trees are now attempting a second flush of leaves.

24. A further occurrence of the grazing indicator plant Lousewort has been discovered on Fairmead Plain providing a total of 5 distinct, separate sites for this species in the Forest.

Agri-environment Schemes

25. The joint application between City Commons and Epping Forest for the Basic Payment Scheme funding was submitted in early May, with the co-ordination of this application lead by the Environmental Stewardship Officer.
26. The annual claim form for the Higher Level Environmental Stewardship grant was submitted in early May for the ninth year of this agreement.

Grazing

27. The grazing team undertook a five-day training course in excavator operation. This training has enabled the team to use the digger and vibrating post driver which was used to replace over 150 fence posts across Copped Hall. Further digger works at Great Gregories for landscaping and removing muck from awkward areas of the buildings can now be undertaken in-house.
28. Cattle started leaving the winter housing at the end of April moving onto Buffer lands and the training field at Great Gregories. Invisible fence grazing on the Forest started on 8th May with two sites and 29 trained cattle being released in one week.
29. Volunteer Wardens managed by the Forest Keeper department are now undertaking cattle checks across the Forest at weekends as part of their duties. A cattle training day for the Volunteers was conducted by the Stockman and was attended by all 9 volunteers.
30. Forest Keepers have undergone training on the cattle GPS system and continue to assist in working with handling cattle. Improving the livestock skillset within the division aids the grazing team at peak times and bolsters our ability to respond to emergencies.

Heritage

31. Epping Forest and City Surveyor's Officers have been reviewing the second draft of the Copped Hall Parkland Management Plan.

Contractors

32. The Environmental Stewardship Officer began a tendering process for contract work to deliver part of the Higher Level Environmental Stewardship grant work in 2018.

Land Registration

33. The City Corporation has made a Statement of Case in respect of land claimed at Woodford Green to the First-Tier Tribunal (Property Chamber) ahead of a hearing in July.

Operations

Habitat Works

34. Grass cutting started in May with a first cut of the amenity areas, paths and along the Beckton desalination pipe line. Regrowth has been very rapid and after a slow start to growth everywhere is looking very lush with grass. Around half of the grass cutting is undertaken by contractors and this work has gone out to tender.
35. Wanstead Park: Monthly monitoring for floating pennywort has commenced on the lakes at the Park. Our contractor has picked up occasional individual specimens on their first inspection. The outlook is that with monthly monitoring and physical removal we should see this problem resolved for the end of the year. Inspections of The Heronry and Ornamental Water have not identified the spread of the Invasive Non-Native Species (INNS) of Floating pennywort.
36. Annual work to control weed growth in and around the Grotto have commenced with the herbicide treatment of the weed growth. A number of sections have been left as these will be cut to encourage grass rather than herbaceous weed growth.

Risk Management Works

37. Tree Safety – The main task for the arborist teams at present is working through the more urgent, within three months, tree safety tasks. This has involved traffic control across a number of areas and the teams have completed a key task with the repollarding of the Poplar avenue at North Farm.
38. Fire Safety – Fire belts have had the first cut by staff on Leyton and Wanstead Flats.
39. Nuisance claims with colleagues from the Insurance team we have been reviewing our practice in responding to Root nuisance claims. At present our insurer has around £1.5 million of estimated outstanding claims against the City for trees at Epping Forest. These claims can be very costly to respond to and the aim of this review is to agree a process that manages subsidence claims efficiently with an aim to reduce costs to the City. It is likely that we will increase annual work commitments to respond to maintenance issues because of the review of previous and ongoing claims.

Access Works

40. Following a few issues where car tyres were being punctured by vehicles crossing dragon's teeth in the correct direction we have obtained a different style of dragon tooth to see if they work better. The main issue seems to be vehicles crossing the teeth at an angle rather than straight on and the teeth not depressing as they need to.

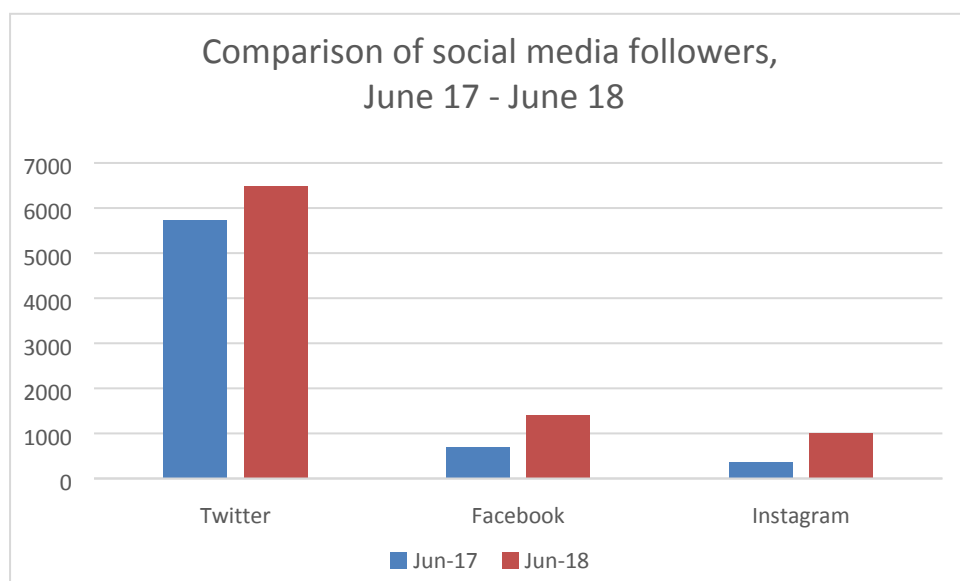
Visitor Services

Communication and Information

41. As of 19 June 2018, our social media following is:

- Twitter followers: 6487 (13% increase)
- Facebook followers: 1415 (103% increase)
- Instagram followers: 1011 (184% increase)

The below chart demonstrates the increase in followers for the Epping Forest social media platforms:



42. The Summer edition of Forest Focus has been well received and featured an article on the recent City of London Corporation (Open Spaces) Act and promotes the forthcoming Open-Air Theatre season in Wanstead Park. This edition has also introduced a new Top Ten Awards survey which will run until Autumn 2018. The print circulation has been increased from 6,000 to 10,000 and has proved very successful in increasing the locations for distributing this publication as well as increasing the numbers of copies left in key locations. To accommodate the additional printing cost for increasing the print run we have slightly reduced the quality of paper for the inside pages of the magazine, however no negative comments have been received to date.
43. The local Essex Life publications (Wanstead Life, Loughton Life etc.) continue to print a full-page Epping Forest article free of charge each month. May 2018 covered wildlife, particularly birds, to spot in Epping Forest with International Dawn Chorus Day featured, and June 2018 article promoted Open Air Theatre in Wanstead Park which takes place on 18 July and 12 August.

Chingford Golf Course

44. Despite increased rainfall the generally good weather since the start of April has seen the number of visitors to the golf course increase; helped also by

golfers finding alternatives to other local courses suffering problems. In total, we had 124 people take out season tickets for the new season, which is down by 1 from last year. 66 from Royal Epping Forest Golf Club, 32 from Chingford Men's Golf Club, 1 from Chingford Ladies Golf Club and 25 Public. This year we introduced a 5% discount for those paying their fees in full, out of the 124 season tickets, 65 of these were paid in full in April compared to 29 last year.

45. Horse riding licences were handed over to the golf course/ sports hub from The View on April 1st. Based on the feedback from the Epping Forest Horse Riding Committee meeting, this seems to have gone down well, especially as the hub's car park is more horse friendly and opening hours are longer and cover the full 7 days of the week.
46. Total revenue from online sales was £6231, total revenue from reception was £125,964.83 broken down into:

	2018	2017	% Change
Green fees	£106,228.36	£86,714.18	+22.5%
Drinks	£1,353.60	£1,508.80	-10.3%
Hire Equipment	: £4,738.50	£5,027.30	-5.7%
Shop Sales	£3,131.50	£680.90	+653%
Football:	£487.00	£415.00	-17.5%
Horse riding:	£10,025.87	£0.00*	--*
<i>* Horse Riding Licence fees were not managed by the Sports Hub at this time.</i>			

47. Compared to last year, online bookings have increased by £2,568.50 from last year and revenue taken from reception increased by £31,618.65 in the same period (of which £10,025 is from horse riding which is a new area of income).
48. In terms of operating, the sports hub is now on our summer hours which sees the reception open between 6.45 – 19.00. A new Electronic Point of Sale (EPOS) till was introduced on 1 April allowing the team to collect and track our data quicker and easier compared to the old systems. Flag colours have been changed on the back nine and practice areas to allow new users to help navigate a little easier.
49. The greenkeeping team struggled to keep on top of the grass cutting at the start of the season as the weather was so changeable the grass was growing quicker than it was possible to cut. The green keepers yard has had a CCTV upgrade but works to secure the building are yet to be completed. Greens were spiked and top-dressed but large amounts of watering have been needed

to keep playing surfaces to the required levels. Weekly spraying has been carried out.

Wanstead Flats Football

50. At present, it is closed season but there are a number of soccer schools who will continue to play on Saturdays at Capel Road through the summer. These are all contained within the mini pitches and 'off-pitch' areas so as to not affect the renovation works of the full size adult pitches which are being made ready for next season. Soccer school play will not generate significant income but will cover the cost of staffing.
51. Parkrun attracted 1,722 runners during the period April – May 2018.
52. Capel Road car park is scheduled for levelling and top dressing during the off-season as some of the pot-holes were becoming significant and reducing the capacity of the parking area.

Visitor Numbers

53. Visitor numbers are again down overall compared to last year due to the continued closure of The Temple following the ceiling collapse. QEHL saw an increase in last year's numbers as did the View in May. Numbers at the View were less this year in April due to poor weather which affected main events such as the Easter egg rolling.

Visitor Numbers	QEHL 2018	2017	View	2017	Temple	2017	High Beach	2017	Total	Total 2017
March	377 (QEHL closed for electrical upgrade)↓	1761	2439↓	2768	0 closed↓	473	1068↓	1311	3884↓	6313
April	3870↑	3087	2142↓	5016	0 closed↓	2412	tbc	2729	4281↓	7752 without HB/ 13244 with
May	2683↑	2248	3717↑	3607	0 closed↓	1052	tbc	2074	4874↓	5254 without High Beach /8981with

Visitor Services Events

54. Easter Egg Rolling: 2 April. This popular event attracted an audience of 456 people tallied at The View and 325 at Queen Elizabeth's Hunting Lodge. The event took place over both buildings and in the enclosure outside. Cold wet

weather over the weekend kept visitor figures down somewhat over the Bank Holiday weekend and meant that some of the activities had to take place inside.

55. Taster Session: Treasure Hunt Photography: Wednesday 25 April: The View. This event, one of a series run in partnership with London Borough of Waltham Forest Adult Services at no cost to Epping Forest, attracted 18 people. Participants took photos around Barn Hoppitt and the group looked at composition and editing. Three participants had never been to the Forest before, the others were local Forest users. Ten people attended because of publicity in Forest Focus: others from online sources such as The Londonist.
56. London History Day: A Passion for Preservation & How it Saved Epping Forest: Thursday, 31 May: The View and Queen Elizabeth's Hunting Lodge. This first event offered by Epping Forest for London-wide London History Day managed by Historic England attracted a reasonable audience of 200 people across the day. Evaluation suggested that about half were new or infrequent visitors to Epping Forest. This half term event, the first in the season celebrating 140 years since the 1878 Act, was offered as a self-guided trail around both buildings, with activities, museum handling objects and a steer to people to go out into the Forest to see the Longhorn cattle grazing on Chingford Plain.
57. Visitor Services volunteers helping with events: Visitor Services are recruiting new heritage-minded volunteers, including a gap year History student who was able to benefit from contact and training from our oldest volunteer and Tudor timber expert, age 92.

Paul Thomson

Superintendent of Epping Forest

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Committee(s)	Dated:
Epping Forest and Commons	10 09 2018
Subject: Epping Forest - Superintendent's Update for June to July 2018 (SEF 34/18)	Public
Report of: Superintendent of Epping Forest	For Information
Report author: Paul Thomson – Epping Forest	

Summary

This purpose of this report is to summarise the Epping Forest Division's activities across June to July 2018.

Of particular note was the extremely hot weather and lack of rainfall which has affected the Forest leading to falling lake and pond levels and 36 fires reaching a damaging burn of approximately 60 acres at Wanstead Flats; further rises in fly tipping and continued associated enforcement action and a significant rise in Oak Processionary Moth nests identified through survey work.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Staff and Volunteers

1. One Forest Keeper resigned and two temporary 17.5 FTE Investigating Officers roles were advertised during this reporting period.

Budgets

2. At 25% through the financial year the budget is at approximately 30%, although this figure is skewed by the delayed payment of grant income and corresponding carry forward of that debt from last year's accounts. The budget for 2018/19 as agreed by your Committee currently includes £80,000 of unidentified savings and work is underway to manage these.

Weather

3. According to the Met Office, the provisional UK mean temperature for June was 14.8 °C, which is 1.8 °C above the 1981-2010 long-term average, making it provisionally the third warmest June in a series from 1910. Rainfall was 48% of average, and most notably well below average over most of England and Wales with less than 10% of average in some southern counties: for England it was provisionally the third driest June in a series from 1910.
4. The provisional UK mean temperature for July was 17.3 °C, which is 2.2 °C above the 1981-2010 long-term average, making the month provisionally the joint second warmest July (alongside 1983, after 2006) in a series from 1910. Sunshine was 138% of average and it was provisionally the sixth sunniest July in a series since 1929, and sunniest relative to normal in England where it was provisionally the second sunniest July after 2006.
5. While in confirmation of the urban heat island effect where Epping Forest has remained up to 2 degrees Celsius below the surrounding urban temperature, the combination of sunny warm temperatures and low rainfall has had a significant impact on Epping Forest.

Sustainability

6. Solar panels at the Warren and Harrow Road are performing well in the long sunlight conditions.

Epping Forest Projects

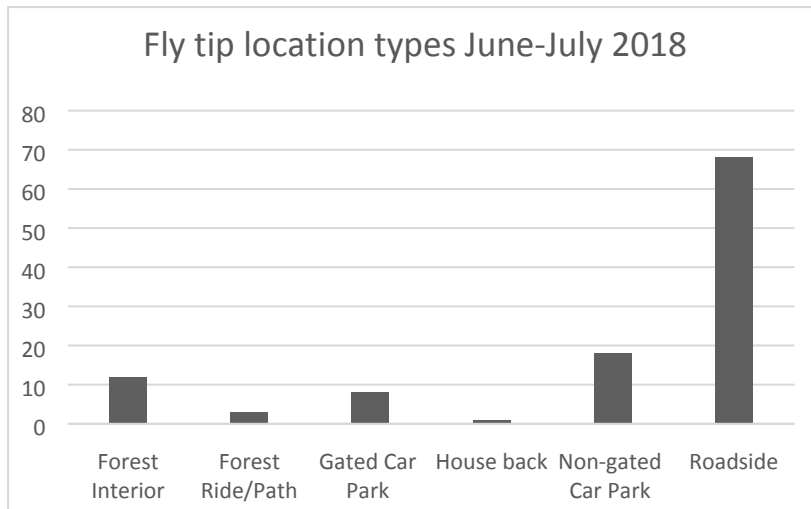
Parklife

7. The Football Foundation have awarded a grant of £34,719 (58.45%) for the feasibility study in to the construction of artificial grass pitches on Wanstead Flats.

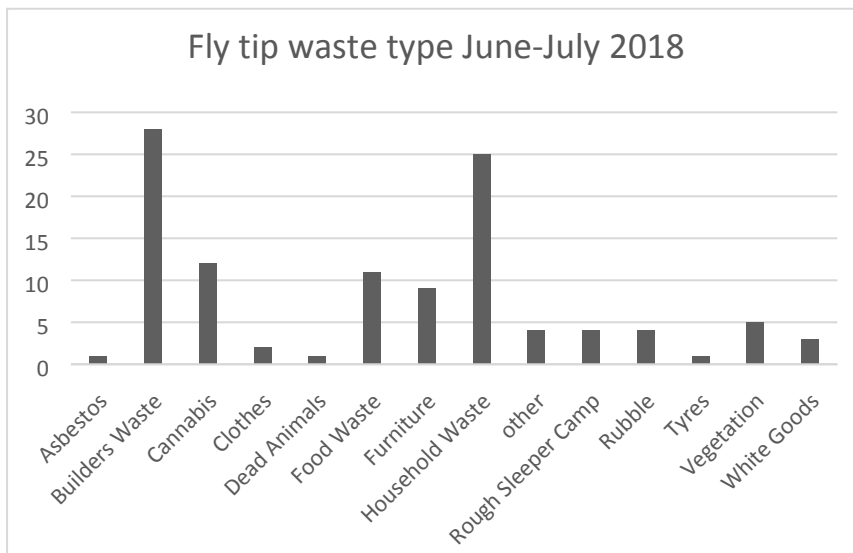
Forest Services

Fly tipping

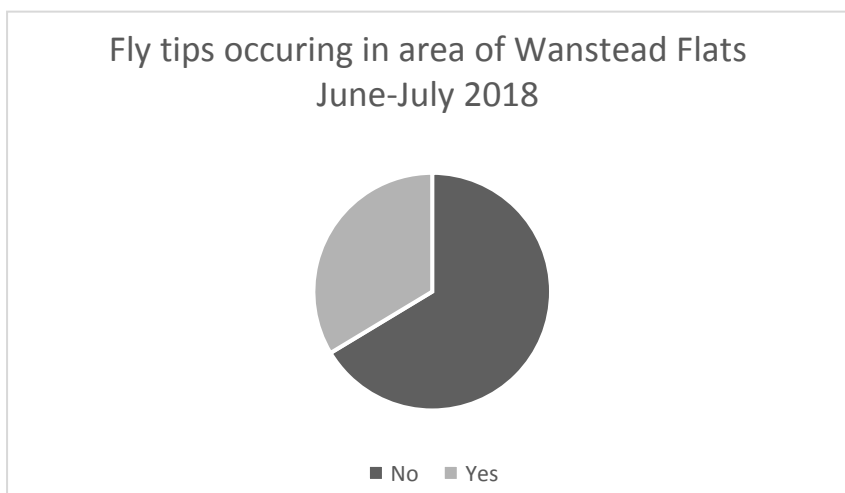
8. There were a total of 110 fly tips upon the Forest in June-July 2018, which is a significant increase 71% compared to the same period last year of 64.



9. Roadsides continue to be the most frequent and vulnerable sites used for fly tipping across the Forest and represent 74% of all fly tips. Fly tips within gated car parks consisted mostly of small household deposits.



10. Builders waste and Household waste continue to represent the highest number of fly tips at 30% & 27.5% respectively.



11. 37 of the fly tips recorded in this period occurred around Wanstead Flats, this represents nearly 33.6% for all Forest fly tips.

Enforcement Activity

12. No prosecutions were heard during the period under report.

13. The Superintendent and Head Forest Keeper issued two written warnings and five Conditional Cautions during the period under report.

Date	Defendant Name	Offence Accepted 33:Deposit 34:Duty of Care	Court Name	Outcome	Costs Recovered
07.06.2018	John Crossey	Conditional Caution EPA 34	The Warren	Admitted Offence	Costs £308
12.06.2018	Rochele Davis	Conditional Caution EPA 33	The Warren	Admitted Offence	Costs £506.32
14.06.2018	June Bulent Sikirci	Conditional Caution EPA 34	The Warren	Admitted Offence	Costs £328
20.06.2018	Nasirahmed Ramzan Chakmakya	Conditional Caution EPA 33	The Warren	Admitted Offence	Costs £228
09.07.2018	Muhhamad Khan	Conditional Caution EPA 34	The Warren	Admitted Offence	Costs £500

14. Extensive work has taken place with the Courts Service to recover full costs in each case. This has led to the first award from the Crown Court case for Shantikumar vs Epping Forest City of London Corporation with the Central Fund awarding £4,874.00. Total costs recovered in this case were £6,327.00, which settles the fine and costs owed. Officers are now reviewing other cost recovery opportunities on other recent cases.

Rough Sleepers

15. Seven camps were discovered in the reporting period in comparison to five camps during the same period 2017. All camps had been vacated following initial visits by Forest Keepers and rubbish was left on site. These figures have been included in the fly tip data as waste collected.

16. The slight increase of camps on the Forest was due to the hot weather when people sometimes prefer to sleep outside in the open rather than in a hostel.

Camps have been found in the following areas Waterworks, Leyton Flats and Wanstead Flats. Work is continuing with local authorities and other agencies to address rough sleeping on the Forest. Epping Forest is now represented on the City of London Rough Sleeper Steering Group and will review Epping Forest engagement procedures to comply with best practice.

Licences

17. A total of 57 licences for events were issued during the two months being reported, which yielded an income of £70,109.30 plus VAT (inclusive of two compounds fees of £28,770.00 and £11,508.00). 33 licences were issued during the same period in 2017 (income of £3,654.20).

Unauthorised Occupations

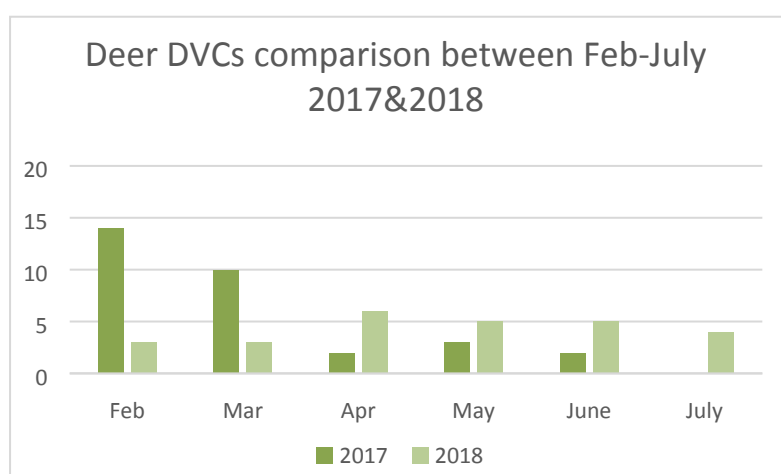
18. In the period of June/July we had one traveller incursion at Daws Hill, Bury Rd. The travellers were moved on with help of Essex Police. However, a female member of staff was verbally assaulted, and a fly tip had to be cleared once the travellers had vacated the site.

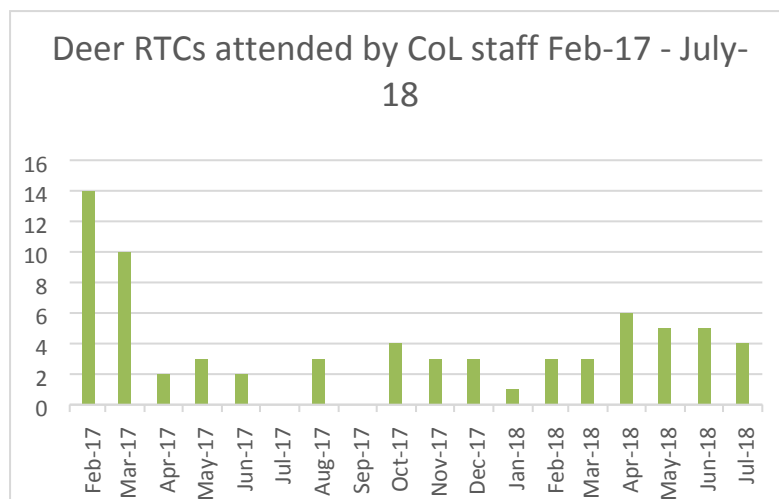
Dog Incidents

19. No incidents recorded during this reporting period.

Deer Vehicle Collisions

20. The number of reported Deer Vehicle Collisions (DVCs) fell by 16% from 31 (February – July 2017) to 26 (February – July 2018). The absence of consistent reporting means it is not possible to ascertain exactly how many deer were physically hit and where, which must be taken into account when using these statistics.
21. The month with the highest average DVCs in the last six months was February, this is largely due to the hours of darkness coinciding with rush hour/greater deer movement at night. This is 325% higher than July, the lowest month. October/November tends to be the worst month, due to the increase of animal movement during the rut occurring at the same time as the autumn equinox.





Fires

22. In addition to the major fire at Wanstead Flats which is covered in this report under major incidents, the London and Essex Fire Brigades have responded to 37 fires across Epping Forest during the June/July period. Many fires seem to have started from the careless use of disposable barbeques, cooking fires and discarded cigarettes, although arson is also suspected in a number of cases. Forest Keeper and Operations Team Vehicles have been provided temporarily with 1,000 litre Intermediate Bulk Containers to carry water to fires beyond the reach of hydrants.

Heritage; Landscape and Nature Conservation

Biodiversity

23. Red Kites have successfully bred (2 nesting pairs) on the Forest and Buffer Lands this year. This is the first time this species has been recorded nesting on City-owned land. One pair nested successfully at Copped Hall on the Buffer Lands, and raised one chick while the other nest was located within the Forest itself near Theydon. The species was persecuted almost to extinction in the UK by the end of the 18th century with only a remnant population in mid-Wales throughout most of the 20th Century. However, following a series of several successful re-introductions since the early 1990s, using birds from Spain and Scandinavia, the Red Kite population has expanded its range across England.
24. A number of rare invertebrates, flies and beetles, were recorded from the Forest during the early summer months. All were species associated with decaying wood habitats and two are very rare or vulnerable to extinction in the UK and Epping Forest is one of their key sites (these species are marked below with an asterisk*).
25. Of the flies, the Crane fly family was prominent in the areas of beech pollards, with three rarities seen at various sites: - *Ctenophora pectinicornis* (Cone Horned Crane fly), **Ctenophora flaveolata* and *Dolichopeza albipes* (White-footed Ghost Crane fly). Two of the outstanding beetle records were: **Ampedus cardinalis* (Cardinal Click Beetle) associated with ancient oaks and *Platyrhinus resinosus* (Cramp Ball Fungus Weevil) found with its host fungus on ash and beech.

26. Perhaps the rarest of all species recorded this summer is the Oak Polypore, for which Epping Forest is a stronghold. Fruiting bodies were recorded at Barn Hoppitt near Chingford in an ancient pollard. This fungus fruits relatively infrequently and irregularly but has been found across the central belt of ancient oaks in the Forest from Barn Hoppitt to Lords Bushes.
27. Along with other bracket fungi species on oak, like chicken-in-the-woods and beefsteak fungus, this species is part of an internationally important decaying wood (saprotrophic) fungal community on oak trees. And it is not just on oak, as Epping Forest also supports an internationally-significant population of beech saprotrophic fungi. This international importance was confirmed by a recent publication.
28. In July, Natural England's Chief Scientist and the Joint Nature Conservation Committee (JNCC) announced the publishing of a new chapter on fungi as part of the national *Selection Guidance for Sites of Special Scientific Interest (SSSIs)*. This new guidance is considered as a major step forward in the conservation of fungi. In fact, the Beech saprotrophic fungi index was tested here at Epping Forest, with our support, over 10 years ago. The guidelines now provide official recognition of the **international importance** of Epping Forest's beech and oak saprotrophic fungi assemblages. As the guidance states:
29. *"Britain is considered to have international importance for several habitat-based fungal assemblages, either because their habitats are internationally restricted, e.g. ancient/veteran trees (Rackham 1990; Farjon 2017), ... or because there is evidence that British sites have some of the highest levels of species diversity recorded within such assemblages across Europe....."*

2.2. Accordingly, internationally important elements of our mycobiota are:
 - *lignicolous saprotrophic fungi on beech (Ainsworth 2004b) and oak (Ainsworth 2017a) "*
30. Continuing the theme of ancient tree habitat conservation, the Ancient Tree Forum, funded by the City Bridge Trust, began the planning of self-guided ancient tree conservation trails at Epping Forest and other City of London open spaces. The self-guided trails will initially be aimed at the training of arboricultural professionals, foresters and conservationists. However, it is hoped that this national initiative may also provide trails which will contribute to a wider public appreciation of our special tree populations.

Agri-environment Schemes and conservation land management

31. The tender process for contract work to deliver part of the Higher Level Environmental Stewardship grant work in 2018 has been completed with two contractors appointed. Work started in July 2018 and will cover areas between Honey Lane Quarters and Lords Bushes.
32. Fieldwork has started to prepare for the Countryside Stewardship Application. The Conservation Section visited Forestry Commission and Natural England staff at Savernake Forest to find out about their Countryside Stewardship application and agreement.

Grazing

33. Grazing continues across the Forest and Buffer lands with grass starting to burn off in the hot conditions. On the Forest the sites benefit from good shade and also a wide variety of vegetation to both graze and browse and cattle remain in good condition. On the heathland sites the very high temperatures in June and July with the lack of rain increased pressure on labour resources to maintain water trough levels because there are no mains water supplies in these areas.
34. Despite the dry conditions, silage and haylage production has yielded 1,500 bales which will cover the expected winter feed requirements for the herd. The contingency supply may yet be needed to cover the late summer period if the current weather and low grass growth continues.
35. An evening “meet the cattle” event was undertaken in conjunction with the Horse Riders’ Forum. Nine horse-riders were given a short talk explaining the importance of cattle grazing in the Forest and how to better understand their behaviour and feel more comfortable around them on horse-back. There was good feedback from the riders who expressed their wish that a larger number of the Forum members had attended.

Heritage

36. Consultants reports are being finalised for the Conservation Statements at Paul's Nursery, Eagle Pond, and the Parkland Plan for Copped Hall.

Town & Country Planning

37. The Epping Forest District Council (EFDC) Local Plan continued as a key priority for work during the summer. On 25th July, under delegated authority the City Corporation’s proposals for mitigation projects to help protect Epping Forest Special Area of Conservation (SAC) from the pressures of increased recreation and urbanisation were presented to the Local Plan Oversight Group. This group, coordinated by EFDC, involves 11 local district/borough authorities as well as Essex County Council and Lee Valley Park Authority. Natural England officers were also in attendance from both its London and Eastern region teams.
38. The meeting involved detailed discussion about the sharing of responsibilities and costs between the different authorities, in order to protect Epping Forest SAC from the impacts of development. Following the meeting, the local authority representatives are consulting within their authorities to consider the proposals in more detail and examine how mitigation tariffs might be levied on future development. Responses are expected during August.

Land Registration

39. The first-tier Lands Tribunal hearing has yet to take place in the case of the land claim on Forest Land at Broomhill Road, Woodford Green. The initial statement of case from the contestant claiming the land was not accepted by the Tribunal and a re-submission was requested. This re-submission has now been made and the date for the hearing is still awaited.

Operations

Habitat Works

- 40. Grass cutting: A new three-year grass cutting contract has been tendered and agreed with work starting in July largely in the south of the Forest on fire susceptible sites.
- 41. Wanstead Park, floating pennywort control - Monthly checks with a specialist contractor are being continued to monitor for and respond to floating pennywort.

Risk Management Works

- 42. Tree Safety – Arborist teams continue to focus on tree safety works arising from the annual assessment. Notable works have been the re-pollarding of the poplars on boundary with North Farm. These are large trees close to properties which have had a significant reworking to remove very top-heavy crowns. We also had two days of traffic management to allow safe working of a road-side tree we could not access in any other way.
- 43. Fire Safety: Fire belts have been recut and widened across Southern sites as a part of the response to the recent fires. Conservation grass cutting also commenced across the Forest with sites identified as most prone to fire being prioritised.
- 44. Highways Vegetation. Work on selected road verges commenced in July. The majority of road verge cutting is scheduled for Aug/Sept.
- 45. Oak Processionary Moth (OPM): This has been a very busy period for work to survey and manage for OPM. In comparison to 2017 where 4 nests were found the numbers of nests found so far this year as part of the COL organised surveys is 68 and further nests are expected to be identified from surveys being undertaken by the Forestry Commission. It is very evident that OPM is now established across the Forest and we will need to re-evaluate our response given this development.
- 46. Contractors are being identified to manually remove the OPM nests avoiding the need for pesticide spraying.

Access Works

- 47. Path verge cutting has commenced across the Forest. This is primarily to control collapsing vegetation reducing the path width and focuses on the surfaced path network. Work continues on developing the long-term path management plans to ensure more paths are maintained more regularly.
- 48. With the support of the Essex Bridleway Association the City Corporation was able to engage contractor to excavate a long derelict ditch line that has helped to drain a wet section of bridleway along Bury Road near to the entrance with Gilwell Park.
- 49. Paths across Wanstead Park have been cut. These are included in the highways vegetation management contract to help balance staff workloads at a particularly busy time.

50. New Dragons teeth have been installed at Snaresbrook Road car park allowing it to be reopened. We have opted for a slightly different style of dragon's teeth with the replacement system offering a more cost-effective solution which is easier to maintain. Work on replacing dragon's teeth at Alexandra Lake CP has begun following a couple of significant fly-tipping incidents requiring us to improve security.
51. The Original Tea Hut at Hill Wood was resurfaced around the seating area. In association with our Tenant. The tenant installed a larger concrete pad in the vending area and we laid a finer wearing course onto the original MOT Type-One surface.

Water levels

52. The hot weather and lack of rainfall has seen overall water levels fall at a number of the Forest's key waterbodies. Monitoring suggests the average reduction is in the order of 250% of recorded seasonal levels. Birch Hall Park Pond has fallen from a gauge board level of 0 to 260mm; while Highams Parks Lake has seen gauge board water levels fall by 250mm or 250% to -35cm compared to -10cm at the same time last year. Forest Keepers have been responding with temporary oxygenating pumps to low oxygen events in water bodies, largely caused by the death of oxygenating plants shaded by surface windrows of the aptly-named blanketweed (*Spirogyra spp*).
53. Direct comparison of the water levels for the Wanstead Park cascade of Shoulder of Mutton; Heronry Pond; Perch Pond and The Ornamental Water are difficult because of refilling pumping over the last few years in response to dam repair works, floating pennywort control and the recent failure of the borehole pump. Comparisons with the previous year at the end of July show that Heronry Pond has fallen from -48 to -70 this year; Perch Pond has improved with 0 this year in comparison to -24 last year and The Ornamental Water is -100mm compared to -123mm last year. The City Corporation continues to pump 345,600 litres of water per day to help maintain water levels in the lake system.

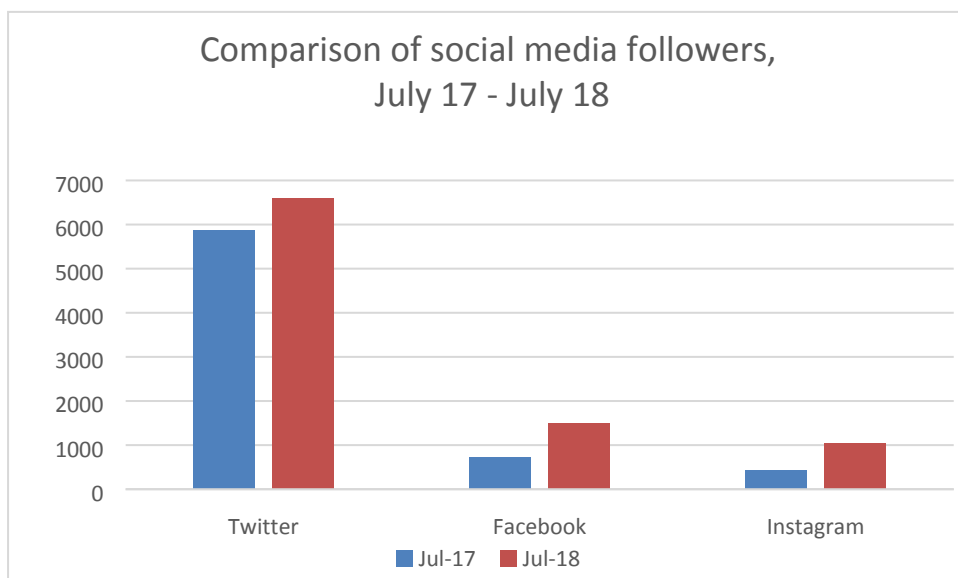
Visitor Services

Communication and Information

54. As at 25 July 2018 our following on social media is as follows:

- Twitter followers: 6,604 (12.7% year on increase)
- Facebook likes: 1,503 (110% increase)
- Instagram followers: 1,036 (141% increase)

- The chart shows a comparison of our figures at the same point in 2017



55. Forest Focus summer edition was a success. The City of London Corporation increased the print run from 6,000/7,000, depending on content, to 10,000, an increase due to demand. The increased costs were managed by a slightly reduced internal page paper quality. Officers have not received any complaints with regards to the paper quality and have been able to greatly increase the distribution and circulation of the publication.

56. The June and July 2018 editions of the local 'Life' publications featured a free, full page article on Epping Forest, with June's promoting the Open-Air Theatre season and July's promoting the 'Top Ten Awards Survey' we are running, as well as promoting the events taking place in July.

Chingford Golf Course

57. The continued hot and dry weather has seen the golf course start to struggle with maintaining conditions as best as possible for this time of year. The Head Green Keeper and his team are continuing to water daily to keep the greens playable and the height of the cut has been kept slightly higher than usual which makes the green's speed slightly slower. More repair work to the irrigation system has been carried out to reduce leakages. Vehicle maintenance was needed on the sprayer which was out of action for a week, stopping the regular spraying for the soil biology programme. Work was carried out to the John Deere machine changing the blades and height to give a better cut and finish to the tees.

58. The Royal Epping Forest Golf Club (REFGC) charity golf day was well received at the end of June with a total of 50 playing. Both REFGC and Chingford Men's Golf Club Captain's day events were also popular considering the dry conditions and heatwave with a combined total of 120+ visitors.

59. Horse riding licences sales have transferred to the Caddie House. Riders appreciate the longer opening hours and improved car parking facilities at the revised sales location. At present we have sold 196 yearly licences, compared to 235 last year.

60. Total revenue from online sales this period is £8,539.50, total revenue from reception was £70,180.93 broken down into:

Breakdown of figures from Reception			
	2018/19	2017/18	Difference (+/-)
Green fees:	£56,126.40	£66,201.81	-£10,075.41
Drinks:	£1,714.40	£2,119.70	-£405.30
Hire Equipment:	£7,399.50	£6,191.55	+£1,207.97
Shop Sales:	£3,779.25	£1,492.35	+£2,286.90
Wanstead:	£120	£0	+£120
Horse Riding:	£1,041.38	NA	+£1,041.38

61. Compared to last year the total difference in revenue equates to being £1,507 down. This is largely accounted for by the new payment system.
62. Online bookings for the same period last year was £4,202 compared to £8,539 this year, making an increase of £4,337.
63. Total revenue from reception last year was £76,005 compared to £70,181 in the current year, a reduction amounting to £5,824. £1,041.18 of this year's takings is however from horse riding licences this year, which we did not administrate from here last year.
64. The first staff change over between the grounds teams happened end of June seeing one member of ground staff move from the golf course down to Wanstead and vice versa for 3 months. A new casual member of staff was set up allowing more reception cover for the busy summer period.

Wanstead Flats Football

65. Booking forms have been sent out for next season. These have been revised to allow greater control over which pitches are used and when. The improved rotation and resting of pitches will facilitate a more effective restoration of pitches, particularly after the very hot summer weather.
66. There have been eighteen School Sports Days, with pupils from 8 schools, held on the Flats in this period. The 8 schools were; Avenue Primary, Davis Lane, Buxton, George Thomlinson, Salisbury, Downsell Primary, Woodgrange and Azhar Academy.
67. Parkrun attracted 1,875 runners during the period June - July 2018. Parkrun is led by Epping Forest volunteers and is a free activity for participants to encourage active lifestyles.
68. The annual deep clean of the 3 changing facilities was undertaken in the last week June and first week in August in readiness for the next season.

69. On the 1 July, the first staff changeover was implemented for the Greens/Grounds Keepers. The team of 4 FTE Grounds and Greens Keepers was created to cover Chingford Golf Course and Wanstead Flats allowing resources to be concentrated at each site in response to season demands. Two of the team have now swapped to their opposite operational site to learn the site-specific needs and share their own knowledge/experience of turf maintenance. The next swap is scheduled for early October.

Visitor Numbers

70. Visitor numbers continue to be lower than previous years due to the continued closure of The Temple and several ad hoc closures of QEHL for refurbishment.

Visitor Numbers	QEHL 2018	2017	View	2017	Temple	2017	High Beach	2017	Total	Total 2017
June	1526↓	2861	3069 ↓	4018	0 closed↓	513	1924....↑	1790	6519	9182
July	2006↓	2599	3299↓	3942	0 closed↓	473	1837....↓	2103	7142	9117

Visitor Services Events

71. Taster Craft Sessions in partnership with London Borough of Waltham Forest Adult Learning Services continued with two sessions: 7 June, 'Nature's Flowers' and 13 July, 'Make a Vintage inspired headband', both inspired by the natural beauty of the Forest. Nature's Flowers invited participants to bring in garden flowers to combine with fallen twigs and leaves from the Forest. The millinery event was a high-level craft afternoon teaching traditional cockade-making to create rosettes and leaf shapes. Both were fully attended to room capacity at The View Community Room.
72. A talk was given at Vestry House in Walthamstow by the Museum and Heritage Manager as part of the Epping Forest 1878 event season. The evening lecture, and handling table of museum objects attracted an audience of around 25 people and supported Vestry House's Forest-related summer art exhibition by artist Rachel Lillie. An article about the exhibition and the talk appeared in the Summer Forest Focus.
73. An exhibition to celebrate 130 years of golf on the Chingford Golf Course was researched and created in partnership with the Royal Epping Forest Golf Club and showcased documents and photographs from their archive. The exhibition encouraged visitor participation by offering the opportunity to add endorsement and comment about the course to the display, as well as a colouring activity for children. The exhibition ran from 16 June to 15 July.
74. A summer exhibition to mark the 140-year anniversary of the passing of the Epping Forest Act of 1878 opened on 21 July. It tells the story of how the Forest was already seen as a place for recreation as well as resources in the early 19th century and explains the years of campaign, protest, court case and City of London action in the 1860s and 1870s. It includes 1874/75 photographs of the Forest. The exhibition is supported by summer holiday children's activities: Victorian replica hats, sketching, hoop-trundling and twig-tower

making and invites members of the public to bring in 'Then and Now' photographs to complement the Victorian forest scenes.

75. Renowned touring theatre company, Illyria, returned to The Temple Enclosure in Wanstead Park on 18 July, for an evening performance of The Pirates of Penzance. Approximately 260 people enjoyed the event with very good feedback received throughout the evening.
76. Successful weddings at Queen Elizabeth's Hunting Lodge were held across the months of June and July, with two taking place in June, on 9th and 23rd of the month, and two in July, on 21st and 26th.

Major incidents

77. Grass and Heathland Fires – The joint multi-agency work at Wanstead Flats was very successful and the Chairman has written to praise the work of the London Fire Brigade, Metropolitan Police, Transport for London, Local Authority Liaison Officers and Open Spaces staff for all their exceptional work in helping to successfully conclude 4 very challenging days.
 - At the height of the fire there were 50 fire tenders (25% of all London's fire tenders) in attendance.
 - Approx. 60 to 70 acres were affected (total area of Wanstead Flats 430 acres) with 40 acres of the Site of Special Scientific Interest damaged.
 - Work has already started on mapping the fire sites with a view to undertaking tree safety works and developing a heathland restoration plan.
 - The skylark nesting site was unaffected but there is damage to their surrounding habitats.
 - There has been a good 'post event' meeting with the Police and Fire brigade and a number of 'learning points' identified which have been shared with the Departments Health and Safety Group and noted as part of the Corporate Risk Register review.

Appendices

- Appendix 1 – Deer RTA 3 x Map Locations

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Recorded Deer RTCs Feb 2017-July2018

- Buffer Land
- Forest Land

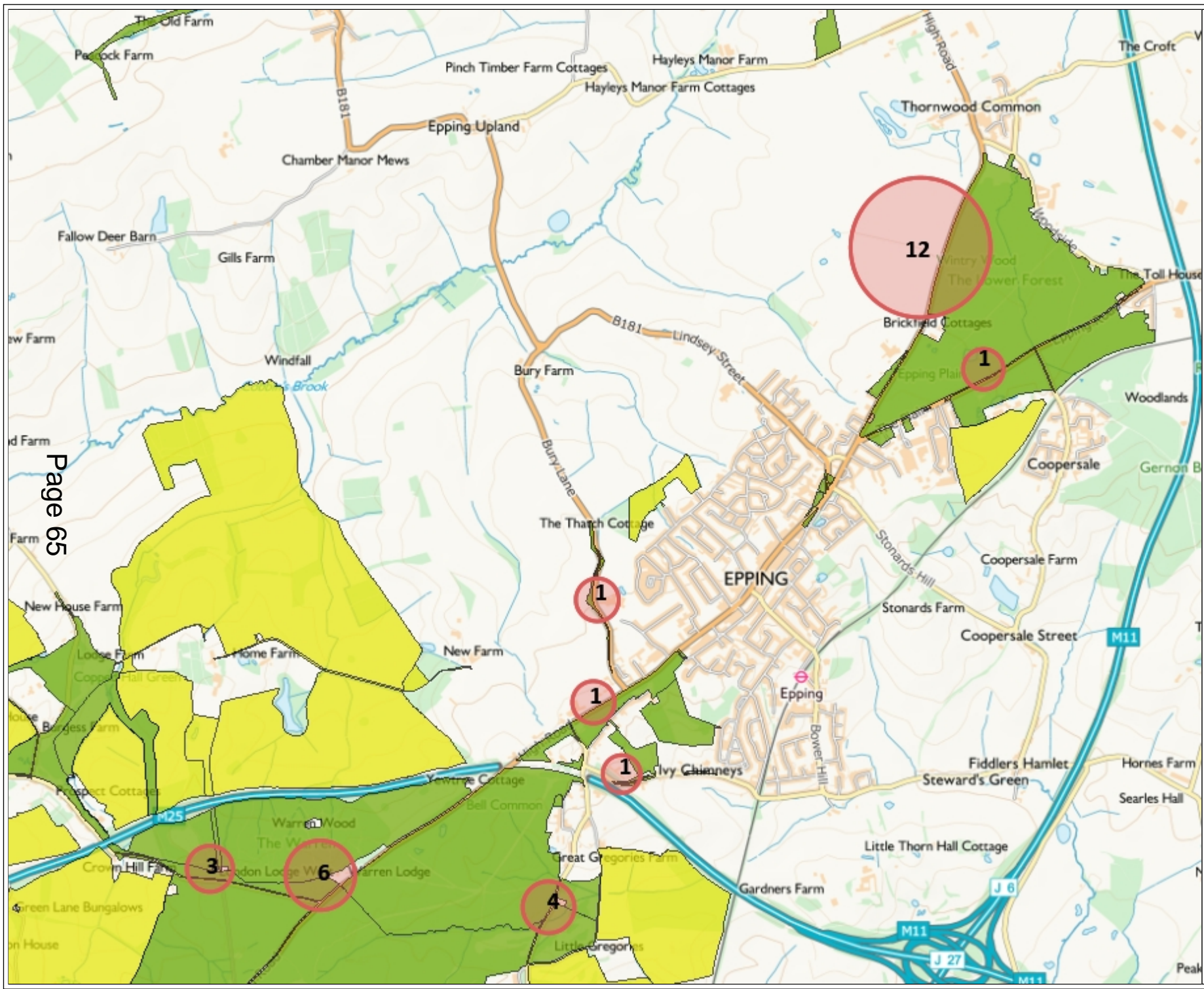
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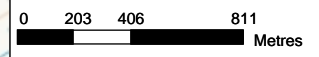


**Recorded Deer
RTCs Feb
2017-July2018**

- Buffer Land
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Recorded Deer RTCs Feb 2017-July 2018

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Committee	Dated:
Epping Forest Consultative	10 10 2018
Subject: Wanstead Park: - Briefing note for Members (SEF 38/18)	Public
Report of: Director of Open Spaces & Heritage	For Discussion
Report author: Geoff Sinclair, Head of Operations, Epping Forest	

Summary

The City of London holds in trust some 70% of Wanstead Park Grade II* Registered Park and Garden. In 2009, Historic England placed the entire Park on the national Heritage at Risk Register. Working with the three co-owners of the registered Park and Garden, a parkland plan is being developed by consultants with the ambition to revive the Park, identifying the works necessary to secure the removal of the park from the 'Heritage At Risk' register.

This report provides an update on the progress of the Parkland Plan and introduces the implications for the Plan of the notification by the Environment Agency in December 2017 of a statutory revised High Risk category for the three Large Raised Reservoirs with rectification costs currently estimated at £10 million. It is recommended that a Project Board be established to support the preparation of a combined LRR and Parkland Plan (Gateway 1/2) project proposal be submitted to the Project Sub Committee for December 2018.

Recommendation(s)

Consultative Committee Members are asked to support:

- the preparation of a combined LRR and Parkland Plan (Gateway 1/2) project proposal be submitted to the Project Sub Committee for December 2018.

Main Report

Background

1. Wanstead Park is East London's oldest public park and considered to be London's greatest surviving designed waterscape. At its most extensive (circa 1800) there were nine artificial lakes within the Park. Five lakes remain today and form a cascade with the lower four lakes administered by the City of London.

Following a spectacular decline in the 1820s, followed by 60 years of neglect, a substantial proportion of the Park and Out Park were added to Epping Forest by the City of London between 1876 and 1880. Other parts of the Park were later purchased by the London Borough of Redbridge and the Wanstead Sports Ground Limited.

2. Three of the four City of London managed lakes each of which impound over 25,000 cubic metres of water are classed as category B Large Raised Reservoirs (LRRS) under the Reservoirs Act 1975, which obliges the City of London to retain its registration of the LRRs; safely manage the dams and to ensure that the dams are regularly inspected by suitably qualified engineers.
3. The Park is listed as a Grade II* – ‘a garden of special interest’ - Registered Park and Garden by English Heritage (now Historic England) in 2001, following an earlier Grade II designation in 1987.
4. The Park was declared at risk by English Heritage in 2009 due to concerns that the designed landscape was in poor condition, divided under separate ownership and management, and was at risk of further decline.
5. A Wanstead Park Steering Group (WPSG) was established in 2013 to explore the potential for removing the RPG from the ‘at risk’ register. Under the auspices of the WPSG the consultancy LDA Design was engaged in November 2014 to undertake a review of the knowledge and evidence base on Wanstead Park and to provide direction for future planning in the Park.

Current Position

Parkland Plan

6. Following public consultation LDA produced a draft Wanstead Park Conceptual Options plan in April 2015 which has undergone a number of reviews by the WPSG.
7. The current plan proposes three different themed work packages. Two of the packages are framed to meet the objective of getting Wanstead Park off the ‘at risk’ register. These projects would require substantial capital funding and have been framed to sit within a funding scheme along the lines of the former Lottery Parks for People programme. A third package has been developed which seeks to achieve key improvements but does so largely working within existing resource levels.
8. A final draft Parkland plan is currently being reviewed by the WPSG with a number of important additional considerations identified through the consultation phase:

Lake system: Shift of emphasis towards a ‘sustainable’ lake system and not simply a like for like replacement. To include: An assessment on the potential role for wetland habitats such as reed beds to reduce the need for water; increased emphasis on the enhancement of the lake system for biodiversity

and improving the resilience of the lake system to cope with problems such as Blue Green Algae and invasive weeds.

Parking: The establishment of Controlled Parking Zones (CPZ) in the vicinity of the Park has meant that we need to consider more parking requirements for day to day visitors and also to support event parking.

Large Raised Reservoirs (LRR)

9. Under the requirements of the Flood and Water Management Act 2010 the Environment Agency (EA) undertook in 2014 a risk-based review of the LRRs and confirmed in December 2017 that they have upgraded the Risk Category of the Large Raised Reservoir lakes at Wanstead Park to High Risk - reservoirs where an uncontrolled release of water could put people's lives at risk.
10. In response to the EA's revised risk category the independent civil engineer who monitors the management of the reservoirs in line with the Flood and Water Management Act, has advised that an engineering assessment of the dams needs to be undertaken in the first instance.
11. The engineering assessment will identify the need for works to the dams in response to the revised risk category. It is anticipated that there is likely to be significant modifications to the current dams required, with cost estimates of up to £10 million.

Water Resources

12. The City of London has an abstraction licence until 2023 from the Environment Agency to pump up to 294,000 cubic metres of water from the chalk aquifer underlying London. There will be a requirement under the next abstraction licence in 2023 to review the resilience of the aquifer supply.

Flood Risk

13. The City of London is a significant riparian landowner in relation to the River Roding. To better manage the flood risk in the Roding catchment at South Woodford and Wanstead, the Environment Agency is proposing the construction of a £7.5 million Flood Storage Scheme (FSS) on farmland at Ongar. The cost of the scheme is expected to be part funded by Riparian Owners including the City of London.

Next steps

14. With the Parkland Plan nearing completion approval to progress the development of any project proposals at Wanstead Park needs to be sought via the City of London's project management Gateway approval process. Coincident with this will be the need to progress the LRR program through the Gateway Process and given its statutory nature financing these works will take priority.

15. There are synergies between the LRR and likely Parkland plan works where particular activities should, with planning, meet multiple outcomes. It is proposed that a provisional Project Board be established to coordinate the progress of these two initiatives into the City of London's 'Gateway' project approval process. The intention would be that a Gateway 1 (Corporate Projects Board) and Gateway 2 (Projects Sub-Committee) report proposing an integrated LRR and Parkland Improvement Project be submitted for December 2018. Further progress will be determined by subsequent gateway approval processes.

Implications

Corporate & Strategic Implications

16. Open Spaces Department Business Plan: The LDA Project Plan exercise and background research 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.
17. Corporate Plan 2013-17: The LDA Project Plan exercise and background research meets the objective of the Corporate Plan to provide valued services to London and the nation.
18. Statement of Community Involvement: The City of London has consulted on the preparation of the original Conservation Statement for Wanstead Park (2011) and in 2015 consulted on the LDA Project Plan.

Financial Implications;

19. Improvement works on the dams following the engineering assessment will be a statutory requirement for the City of London to complete and will not be able to be funded from external grants.
20. Heritage works under the Parkland Plan have been developed to fit in with the HLF grant scheme for projects of up to £5 million and will need to be developed to a RIBA Stage 2 standard.
21. Grant support mechanisms to help fund the delivery of the Parkland Plan are likely to have a matched funding requirement. The matched funding proportion varies across projects, however benching marking with similar projects suggests that for Lottery funding there would be a requirement of 30% match funding contribution from the City of London, local fundraising and project partners.
22. A financing plan is still to be developed and will form part of the Gateway application process however it is anticipated that a bid would comprise a mix of internal City of London and external funding elements:

City of London funding options: Epping Forest Local Risk budget, Epping Forest Fund, Combined Work Programme funding and Capital funding bid;

External funding options: Lottery Fund Schemes, Thames Water – Potential Corporate Social Responsibility award, Local Authority Funding e.g. Community Infrastructure Levy, Local Fundraising and Volunteer Time:

Legal Implications

23. The Epping Forest Act 1880 includes an additional power at section 5 to '*manage ornamental inclosed grounds*' which most probably reflect the City's purchase of Wanstead Park in 1880.
24. Apart from general Occupiers Liability Acts responsibilities, there is no specific heritage duty on owners of registered parks and gardens to take steps to have them removed from the 'at risk' register.
25. Under the Flood and Water Management act (2010) three of the five Park lakes have been designated 'High Risk'.

Conclusion

26. A revised risk category for the LRRs at Wanstead Park to 'High risk' means that a significant reservoir improvement project is likely to be required
27. A substantial amount of work has been undertaken to research and understand the landscape conservation and regeneration needs at Wanstead Park since it was added to the Heritage at Risk Register in 2009.
28. The Parkland Plan draws together this extensive body of research and has undertaken stakeholder feedback to prepare a Parkland Plan to achieve the removal of Wanstead Park from the 'at risk' register and to identify how best we can access external funding programmes.
29. A Project Board will be established to scope the statutory and heritage works with the long-term intention to secure project synergies together with the necessary funding for the project.

Appendices

- None

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Committee(s)	Dated:
Epping Forest Consultative Epping Forest and Commons	10 10 2018 19 11 2018
Subject: London Borough of Culture May Day Event on Chingford Plain (SEF 39/18)	Public
Report of: Colin Buttery – Director of Open Spaces & Heritage	For Decision
Report author: Jacqueline Eggleston - Epping Forest	

Summary

The first ever London Borough of Culture has been awarded to London Borough of Waltham Forest for 2019. The borough would like to host a large-scale event on Epping Forest at Chingford Plain, which falls within Waltham Forest.

Recommendation(s)

Consultative Committee Members are asked to support:

- Agreement for the London Borough of Waltham Forest use of Chingford Plain for a May Day event for the inaugural year of the London Borough of Culture, on Monday 6th May 2019.
- Instruction to the Comptroller and City Solicitor to undertake any necessary documentation.

Main Report

Background

1. The Mayor of London Sadiq Kahn has invited applications from London Boroughs to become the first-ever London Borough of Culture (LBOC). The successful bid was made by Waltham Forest who will present a year of cultural activity in 2019.
2. The London Borough of Waltham Forest (LBWF) bid celebrated the wealth of artistic and cultural activity in the borough and highlighted the influence of the green spaces within the borough on creativity.
3. Deputy Catherine McGuinness, Chairman of the Policy and Resources Committee wrote to Sadiq Kahn to offer a partnership with the City of London Corporation to the Year of Culture confirming an in-principle commitment to put assets and services to best use in support of the programme and that officers would work to deliver the best and most beneficial outcome to achieve LBOC's objectives.

4. City of London Epping Forest are supporting LBOC, working with the creative director on appropriate locations for cultural activity within the Forest and contributing to the programming as a member of the London Borough of Culture, Culture Board.

Current Position

5. Epping Forest will be a major theme within the cultural programme currently being developed. A year-long strand of artistic programming will centre on the theme of the 'People's Forest' using the theme of collective action and protest, the history of the saving of the Forest and man-made influence on the landscape of the Forest as artistic inspiration.
6. To launch this thematic strand the LBoC team are planning a processional event leading from several locations across the London Borough of Waltham Forest and culminating in a mass gathering on Chingford Plain.
7. The 'mass gathering' will be the collecting together of the various processions and will include people walking, on bicycle, in wheelchair or pram, as well as those arriving by train in recognition of the felicity seekers that would gather on Chingford Plain after the arrival of the train to Chingford.
8. The event will be a celebratory moment and will be less than an hour in duration but has the potential to draw in a mass crowd estimated as 10,000.
9. Hosting this event will provide high profile publicity and attention on Epping Forest. It will be likely to have television and media coverage showing the event which will highlight the landscape of the Forest and promote the location in a positive way to London.
10. Hosting the event will demonstrate how the City of London's assets contribute to making the City a world class location in line with the strategic objectives within the City of London's Corporate Strategy 2018-22 including Objective 7 'Better promote our world class culture and heritage offer and use our wealth of open spaces to widen appeal to a more diverse audience, enabling communities in the City and beyond'.
11. Hosting the event also demonstrates a clear partnership with LBOC in line with the Chairman of Policy and Resources stated commitment.

Options

12. Your Committee can consider two options for support:
 - 12.1 Option 1 – To support the London Borough of Waltham Forest hosting the May Day event for the London Borough of Culture 2019 in Epping Forest subject to satisfactorily meeting all licensing requirements. This will provide positive publicity for the Forest, bring new audiences to the Forest and offers partnership and support to LBWF and the Mayor of London. **This is recommended**
 - 12.2 Option 2 – Not to support the London Borough of Waltham Forest hosting the May day event for the London Borough of Culture 2019 in Epping Forest. This will be contrary to the commitment offered by the

City of London to support LBOC. The event would not be held in Epping Forest and we would not be able to attract new audiences through the event and gain positive publicity. **This is not recommended**

Proposals

Event

13. The opening event is proposed to take place on Chingford Plain on Monday 6th May (Bank Holiday) from 5pm- 9pm
14. The event will be a mass gathering of crowds who will have made their way there from various locations following dedicated processional routes.
15. The 'gathering' is not anticipated to last longer than one hour although it is expected that many may stay longer to picnic or otherwise enjoy the Forest
16. The 'gathering' will be the concluding part of the May Day event with a series of processional gathering taking place from Waltham Forest and moving to Chingford.

Operations

17. An agreement between the City of London Corporation and LBWF will cover all aspects of the event.
18. Local businesses will be encouraged to stay open before and after the main event times in order to provide a food and drink offer, whilst also increasing the economic impact of the Event.
19. All infrastructure necessary for the event will be hired in by LBWF (such as toilets and generators).A crowd dynamic assessment will be undertaken and measures implemented including hard cordons (barrier and fencing), soft cordons (security personnel) to ensure the Event can facilitate the estimated numbers, whilst also having contingency plans that can be actioned if higher numbers were to attend.
20. Parking will be provided at the Bury Road car park and overflow hard standing area for staff and catering only. The event is the culmination of walking or cycling routes and car access will not be available.
21. The meeting room and kitchen at the View will be made available to the event organisers as a control room
22. The Queen Elizabeth Hunting Lodge has been offered as a hospitality suite for dignitaries and sponsors.

Health and Safety

23. The event will require licensing by the local authority which is LBWF. It will be rigorously examined at their Safety Advisory Group at which officers from Epping Forest attend as well as the Borough Commander, London

Ambulance Service, and key officers from council departments such as Highways and Public Protection.

24. The team at LBOC are experienced event staff and are accustomed to planning and delivering large scale public events safely.
25. Appropriate numbers of trained stewards and security guards will be used and will have a demonstrated track record in high profile public event security.
26. As with all licensed events held on Epping Forest the relevant insurances, risk assessments and certification will be required.

Corporate & Strategic Implications

27. The event will contribute to the Corporate Plan 2018 – 2023 aim to:

- Contribute to a flourishing society.

28. It will help achieve the Corporate Plan outcomes:

Contribute to a flourishing society.

1. People are safe and feel safe
2. People enjoy good health and wellbeing
4. Communities are cohesive and have the facilities they need

29. 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.

Financial

30. Funding of the event and preparations will be entirely the responsibility of LBWF.
31. Support offered by EF in kind through licensed use of land, use of QEHL and the View as an event base and hospitality suite and officer time for planning and operational support is valued at over £15,000

Environmental

32. The area of Chingford Plain to be occupied by the event would be demarcated to be outside the Site of Special Scientific Interest (SSSI) and the Special Area of Conservation (SAC) boundaries which encompass much of the area. The boundary would also be drawn to avoid damage to sensitive features such as meadow and ant-hills.

33. However, the whole of the grasslands and scrub mosaic on the Plain is included within the London Site of Metropolitan Importance to Nature Conservation (MO12) and, therefore, an impact assessment would be carried out to minimise the damage to nature conservation interests and ensure remediation works after the event in line with the habitat protection policies of the Local Plan, the Epping Forest Management Plan and the over-arching responsibilities of the Epping Forest Act (Section 7 (3)).
34. The impact assessment would look at issues including damage to the clay soils and avoidance of compaction, demarcations of access points to ensure no access across SSSI and SAC areas, fencing out of exclusion areas including grassland with ant-hills and thorn scrub.
35. In addition, although the immediate event area would not be situated within the SSSI and SAC it would be adjacent and, therefore, Natural England (NE) would be notified of the impact assessment and the measures being taken to ensure that the SSSI/SAC habitats would be protected. Any concerns from NE would be addressed through this dialogue and action taken accordingly.

Legal

36. Under section 7 of the City of London Corporation (Open Spaces) Act 2018, the City Corporation, including in its capacity as the Conservators of Epping Forest, may, for the purposes of an event, temporarily use or permit others to use land forming part of the open Space for the purposes of the event, provide equipment, facilities or services for the event, and may restrict access to an area of land temporarily so far as necessary in connection with the event.

Section 7(3) provides that the power must be exercised having regard to a policy. The Open Spaces Department and Epping Forest Events Policies were the subject of consultation with the Epping Forest Consultative Committee on its inaugural meeting of 24 January 2018 and were approved by the Epping Forest and Commons Committee on 14 May 2018.

Reputational

Property

37. Suitable licence terms should be agreed with LBWF and put in place prior to the inaugural event to control the use of Forest Land and address issues such as indemnity, damage and reinstatement and other matters to safeguard the City Corporation with suitable authority to do so delegated to the City Surveyor in consultation with the Superintendent of Epping Forest and the Comptroller and City Solicitor.

Conclusion

38. The opportunity to host the May day event for the 2019 London Borough of Culture, presents an opportunity to showcase Epping Forest to a wide-ranging audience across London, while also demonstrating a clear example of the City Corporation's partnership and commitment with LBWF to ensure that the cultural significance of Epping Forest, and Open Spaces more generally, are fully reflected in the year of cultural celebration.

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Committee(s):	Date(s):
Epping Forest Consultative Epping Forest and Commons	10 10 2018 19 11 2018
Subject: Epping Forest Licence, Produce and Sports Charges (SEF 40/18)	Public
Report of: Colin Buttery - Director of Open Spaces & Heritage	For Decision
Report Author: Jacqueline Eggleston - Head of Visitor Services	

Summary

This report updates your Committee on the performance of charges levied for licenced activities, produce sales and formal sports in the last full financial year 2017/18.

In 2017/18 the licensing of activity on Forest land raised a total of £222,659 of which £147,347 was mixed regulatory licences, £45,664 was from fairs and circuses and £27,288 from photography and filming

The sale of produce raised a total £22,756 while the licensing of Horse riding raised £12,119.

Charges for formal sports across 2017/18 raised a total of £336,537 with Association Football income in 2017/18 totalling £64,929 and earnings from Golf reaching £271,608.12 .

Proposals are presented for a price increase of 2%* in line either with the Consumer Price Index predictions for 2019/20 or otherwise increased due to benchmarking and reviewing in line with market competition.

Recommendations

Consultative Committee Members are asked to support:

- The proposed charges for 2019/20
- Continued subsidy for association football

Main Report

Background

1. The use of Forest Land for siting of equipment or for certain activities requires a licence. The charges made for licences seek to recover the out of pocket expenses incurred by the City of London in administering and enabling the activity and for reinvestment in to the management of the Forest in accordance with the City of London financial regulations.
2. Licences are administered through a steering group of officers to ensure that all relevant sections and staff are consulted before a decision is made and to ensure there is an equitable decision-making process for any customer
3. All licences are considered with due regard to the Conservators' duties under the Epping Forest Act 1878 and 1880.
4. By-products of land management activity include beef, venison and wood. These are sold both as wholesale and retail products with the income re-invested in to the management of the Forest.

Current Position

5. Licensing activity on Forest Land raised £222,659.73 in 2017/18
6. The income from Forest produce in 2017/18 has provided a steady income with minimal outlay totalling £22,756 comprising:

Produce	Income
Venison	£12,047
Beef	£ 2,529
Hay	£ 479
Wood	£ 7,700
7. Horse Riding licences brought in an income of £12,119.
8. The regulatory licences achieved £147,347.24, with an additional £45,664 from fairs and circuses and £27,288 for photography and filming.
9. The end of the football season for 2017/18 achieved a total income of £64929.10.
10. Golf income achieved a total gross income of £271,608.12. This is broken down as:

Green Fees	£237,779.46
Equipment Sales	£8,890.89
Drinks Sales	£5596.81
Equipment Hire	£19340.96

11. This was the second year of management in house. Income was increased this year compared with 2016/17 by around £10,000. The end of year net profit figure was £28,381.

Options

12. Three options as outlined in Appendix A are offered for your committee's consideration:
 - 12.1 Option 1 – To increase produce and licence and football charges at the forecast Consumer Price Index figure of 2%. It is proposed that the licence fee for horse riding be increased by RPI of 0.7% which is the maximum permitted under the Additional Byelaws for the Regulation of Horse Riding. Increases are shown in Appendices A and C. **This is recommended.**
 - 12.2 Option 2 - To keep charges as they are. This would be in effect a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended.**
 - 12.3 Option 3 - To increase charges above inflationary levels. Charges have been increased by 10% over the last few years and are now at the market level. Increasing charges above market level could make our products less saleable. **This is not recommended.**

Proposals

Licencing Applications

13. A new licencing application form and scheme of charges was agreed at the Epping Forest and Commons Committee in November 2017. This has proved very helpful over the last year with clarification for users in what charges are applicable and what conditions need to be met. The improved administrative system has allowed officers to ensure the appropriate licences and charges are administered in an equitable and transparent manner. All the licencing information, pricing, terms and conditions are publicly available on the website.

Football charges

14. Football on Wanstead Flats remains popular with similar levels of play maintained each year. Prices have been amended in recent years to better benchmark with other local providers and reach the market levels. Wanstead Flats remain the cheapest pitches to hire in the area.
15. Appendix C outlines the current season charging at neighbouring football sites compared with Wanstead Flats. It also proposes a small uplift in the hire charges for 2019/20 in line with CPI. The season has previously been sold as 32 weeks. This has been reduced to 28 weeks as teams do not require 32 weeks and an associated saving can be made on staffing costs.

Golf fees

16. Golf fees and charging have been amended in this financial year ensuring that players obtaining annual discounts pay in advance fully to ensure they benefit. This has improved forecasting and cashflow. The course remains good value

in comparison with local competition, as shown in the benchmarking exercise in Appendix D and a price increase is not recommended this year in order to remain competitive.

17. Golf has made an increase in income over the last financial year, with better weather than the previous year and fully open and growing facilities in the adjoining café and cycle hire also attracting customers.

Corporate & Strategic Implications

18. These charges support the Corporate Plan Policy Priority KPP2 'Implement the City Corporation's Service Based Review delivery programme' and KPP5 'enhance the ability of our leisure facilities to generate additional income in order to maintain quality of content in an era of reduced resource'

Implications

Financial

19. City of London Financial regulations provide that 'When determining fees and charges to persons or external organisations, all departments should recover full costs, or submit reasons to the appropriate service Committee when that objective is not met.'
20. Full cost recovery on football charges cannot be achieved while major Local Authority providers continue to subsidise the provision of football. The City Corporation has achieved parity on charges but is unable to recover the full cost of providing this service.

Legal

21. Horse riding on Epping Forest is regulated under sections 9 and 10 of the City of London (Various Powers) Act 1990 and by the Additional Byelaws for the Regulation of Horse Riding allowed on 14 May 2003. The Conservators may make reasonable charges for the riding or exercising of horses, by reference to the reasonable cost of the maintenance of ways designated for horses, and the reasonable cost of providing the regulatory regime. Any increases to the charges are limited to no more than the increase in the Retail Prices Index for the period that has elapsed since the charges were last fixed. The Conservators shall take all reasonable steps to notify the public of the revised charges not less than fourteen days before they take effect.
22. Section 33(1)(i) of the Epping Forest Act 1878 empowers the Conservators, "To fell, cut, lop and manage in due course the timber and other trees, pollards and underwoods, and to sell and dispose of the timber cuttings and loppings, and to receive the proceeds..."
23. Trading that is carried on by a charity in the course of carrying out a primary purpose of the charity is known as "primary purpose trading". Trading that is ancillary to a charity's primary purpose is also legally part of a charity's primary purpose trading. The sale of produce as a by-product of land management activities by the Epping Forest charity would therefore constitute primary purpose trading. This means that the charity may trade more or less

freely in pursuit of its charitable objectives. Profits may be exempt from tax if entirely used to support the charity's aims, and there is no requirement to set up a subsidiary trading company.

24. In its role as trustee of the Epping Forest charity the City, acting by the Conservators, is under a fiduciary duty to act exclusively in the best interests of the charity. This will normally mean obtaining the best price for produce that can be achieved in the market. However, it may be appropriate in some cases to donate produce, or sell it at a discount, where this is an effective way of using the charity's resources to further its charitable purposes or is otherwise in the charity's best interests.

Events and Activities

25. Section 33(1)(xiii) of the Epping Forest Act 1878 empowers the Conservators to set apart such parts of the Forest as they think fit for the use of the inhabitants to play at sports. Section 76(1)(b) of the Public Health Acts Amendment Act 1907 allows the Conservators to set apart any such part of the Forest as may be fixed for the purpose of any game or recreation, and to exclude the public from the part set apart while it is in actual use for that purpose; and under section 56(5) of the Public Health Act 1925 the Conservators may charge reasonable sums for the use thereof. Under section 8 of the City of London (Various Powers) Act 1977 the Conservators may (subject to certain constraints) provide parking places for vehicles and make reasonable charges for their use.

'Works' licences

26. The granting of personal licences does not constitute alienation of Forest Land for the purposes of the Epping Forest Act 1878 and is not therefore prohibited so long as the Forest is preserved. Regulating such temporary uses is considered to be the best way of preserving the Forest and avoids any possibility of any prescriptive rights being acquired. As above, the Conservators must generally ensure that any licence granted is on the best terms reasonably obtainable for the Epping Forest charity, or is otherwise in the charity's best interests.

Property

27. Licensing various 3rd party temporary activities that the City is willing to permit upon the Forest should ensure that the City retains full and proper control of the Forest and able to prevent misuse.

Conclusion

28. The City of London Epping Forest continues to provide excellent value for money recreational opportunities. The charging proposals ensure that as a charity our expenses incurred due to third party use of our land are recouped and reinvested in to the maintenance of the Forest.

Appendices

- Appendix A – Current and proposed licence charges
- Appendix B – Golf Course Green Fees Price Comparison
- Appendix C - Football benchmarking and proposed fee increases

Background Papers:

Epping Forest Licence and Produce Charges 2018/19 November 2018.

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ITEM	DESCRIPTION	CHARGE wof 01/04/2018	VAT
HORSE RIDING LICENCE	Public Full Registration Year	£57.29	INC 20% VAT
	Weekly Registration	£7.16	INC 20% VAT
	Riding School		
	Full Registration Year	£71.61	INC 20% VAT
LM320-64303			
SKIPS	Per Week (or any part thereof)	£69.00	+20% VAT
LM340-64303			
HIRE OF CAR PARKS FOR EVENTS	Large (i.e. Bury Rd)	£700.00	+20% VAT
	Medium (i.e. Fairmead Oak)	£423.00	+20% VAT
	Small (i.e. Earls Path)	£140.00	+20% VAT
LM340-64604			
CONTRACTOR COMPOUNDS	Compounds/storage on forest land*	per day £0.57 per m²	+20% VAT
	*Minimum overall charge for compound	*£71.00 min	+20% VAT
LM340-64310			
SCAFFOLDING	Scaffolding on forest land	per day £0.57 per m²	+20% VAT
		*£71.00 min	+20% VAT
LM340-64310			
EVENTS AND ACTIVITIES	Fitness Training (up to 20 people)	See licencing	+20% VAT
			+20% VAT
	Running, walking, cycling events	see licencing	+20% VAT
			+20% VAT
LM340-64303			
	Horse Riding Events	see licencing	+20% VAT
LM320-64303			
COMMERCIAL FILMING LICENCE	Filming crew size 1 - 5	£450.00	+20% VAT
	Filming crew size 5 - 20	£788.00	+20% VAT
	Filming crew size 20 - 40	£1,125.00	+20% VAT
	Filming crew size 40+	Price on application	+20% VAT
LM340-64329			
Rates per day (8 hours) - minimum 4 hours licence			
COMMERCIAL PHOTOGRAPHY LICENCE	Studio shoot up to 6 people	£55 one off or £330/ year	+20% VAT
	Photography crew size 1 - 5	£338.00	+20% VAT
	Photography crew size 5 - 15	£450.00	+20% VAT
	Photography crew size 15 - 30	£563.00	+20% VAT
	Photography crew size 30+	Price on application	+20% VAT
LM340-64329			
Rates per day (8 hours) - minimum 4 hours licence			
NON COMMERCIAL FILMING OR PHOTOGRAPHY	Student & non commercial filming	£55.00	+20% VAT
LM340-64329			
Rates per day (8 hours) - minimum 4 hours licence			
FOREST SCHOOLS	Tree Surveying	On Application	+20% VAT
	Licence	see licencing	+20% VAT
EDUCATIONAL VISIT QEH/L	State school - per session	£99.00	EXEMPT
	Independent school - per session	£129.00	EXEMPT
	Community Room school booking (optional)	2 hour block £35.00	EXEMPT
	set up 1.5 hours	£15.00	EXEMPT
GUIDED TOURS	10 people @ 45 mins	£50.00	EXEMPT
	additional people up to max 25	+ £4.95 per head	EXEMPT
TALKS	Research & preparation time*	£150.00* plus	EXEMPT
	* plus		
	Superintendent	£75.00 per hour	EXEMPT
	Senior Management Team	£50.00 per hour	EXEMPT
	Keepers / Museum Team / Arborists etc	£40.00 per hour	EXEMPT
PROFESSIONAL VISIT	By negotiation or based on above charges		EXEMPT
COL LEAD WALKS	Research & preparation time (if required)*	£100.00	EXEMPT
	* plus	£40.00 per hour	EXEMPT
FOOD & TRADE STAND	No. of people expected 1 - 50	£50.00	EXEMPT or + 20%VAT
	No. of people expected 50 - 200	£100.00	EXEMPT or + 20%VAT
	No. of people expected 200+	£150.00	EXEMPT or + 20%VAT
OUTDOOR EVENTS COMMERCIAL CORPORATE *whichever fee is the lesser	Application Fee	£25.00	EXEMPT or + 20%VAT
	Deposit (to reserve location & date)	25% of basic hire fee	EXEMPT or + 20%VAT
	Damage Deposit (refundable)	£500 or 20% of hire fee*	Outside Scope
	Basic Hire Fee (Minor event less than 50)	£0 - £500.00	EXEMPT or + 20%VAT
	Basic Hire Fee (Small event 50 - 499)	£650.00 *plus £1 per head	EXEMPT or + 20%VAT
	Basic Hire Fee (Medium event 500 - 1999)	£1950 *plus £1 per head	EXEMPT or + 20%VAT
	Basic Hire Fee (Large event 2000 - 4999)	£1950 *plus £1 per head	EXEMPT or + 20%VAT
	Basic Hire Fee (Major event over 5000)	By negotiation	EXEMPT or + 20%VAT
	Non-event days (set up and dismantle)	15% of basic fee per day	EXEMPT or + 20%VAT
OUTDOOR EVENTS CHARITY/NOT FOR PROFIT *whichever fee is the lesser	Application Fee	£25.00	EXEMPT or + 20%VAT
	Deposit (to reserve location & date)	25% of basic hire fee	EXEMPT or + 20%VAT
	Damage Deposit (refundable)	£500 or 20% of hire fee*	Outside scope
	Basic Hire Fee (Minor event less than 50)	£0 - £250.00	EXEMPT or + 20%VAT
	Basic Hire Fee (Small event 50 - 499)	£325.00	EXEMPT or + 20%VAT

* 2012 VAT Brief on storage - PwC have advised this will be standard rated even if the City only provides a bare piece of land, and the customer provides their own facilities for storage.

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*See notes on land exemption
*See notes on land exemption
*See notes on land exemption

*See notes on land exemption
*See notes on land exemption
*Refundable deposit is outside scope. A deposit that is a payment in advance will follow the liability of the hire fee.
*See notes on land exemption
*See notes on land exemption
*See notes on land exemption
*See notes on land exemption
*See notes on land exemption
*See notes on land exemption

*See notes on land exemption
*See notes on land exemption
*Refundable deposit is outside scope. A deposit that is a payment in advance will follow the liability of the hire fee.
*See notes on land exemption
*See notes on land exemption

event is ticketed	Basic Hire Fee (Medium event 500 - 1999)	£975.00	EXEMPT or + 20%VAT
	Basic Hire Fee (Large event 2000 - 4999)	£975.00	EXEMPT or + 20%VAT
	Basic Hire Fee (Major event over 5000)	By negotiation	EXEMPT or + 20%VAT

*See notes on land exemption
*See notes on land exemption
*See notes on land exemption

USE OF COL TOILETS	Use of City of London toilets	see licencing	+20% VAT
WATER	Use of building water or standpipe	£50.00 per day	+20% VAT
ELECTRICITY	Use of Col. supplies	£200.00 per day	+20% VAT
GROUND PREPARATION	(in addition to marking & cutting)	see licencing	+20% VAT
EVENT STAFFING	Forest Keeper	from £27.00 per hour	+20% VAT
	Senior Keeper	from £34.00 per hour	+20% VAT
	Visitor Services Assistants	from £25.00 per hour	+20% VAT
	Visitor Operations Manager	from £44.00 per hour	+20% VAT

If you are providing this service as part of an event hire, this is most likely ancillary to the hire - charge same liability as event hire. If this is genuinely optional and separate, charge separately as standard rated.
If you are providing this service as part of an event hire, this is most likely ancillary to the hire - charge same liability as event hire. If this is genuinely optional and separate, charge separately as standard rated.
If you are providing this service as part of an event hire, this is most likely ancillary to the hire - charge same liability as event hire. If this is genuinely optional and separate, charge separately as standard rated.

If you are providing the staff together with an event or venue hire, the charge for the hire and staff will be standard rated.
If you are providing the staff together with an event or venue hire, the charge for the hire and staff will be standard rated.
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FAIRS	Set up/dismantle days	By negotiation	EXEMPT
	Operational days (6% discount for 6+ days)	By negotiation	EXEMPT
SMALL CIRCUS/THEATRE	Negotiable	By negotiation	EXEMPT

*See notes on land exemption
*See notes on land exemption
*See notes on land exemption

VISITOR CENTRE EVENTS	Adult Craft Event	£15.00	EXEMPT
	Fishing	£5.00	EXEMPT
	Deer Walks	£5.00	EXEMPT
	Cycling - more than 4 hours	£5.00	EXEMPT
	Historic Led walks	£5.00	EXEMPT
	2 hours bushcraft	£3.50	EXEMPT
	Baby bushcraft	£3.50	EXEMPT
	Cycling - under 4 hours	£3.00	EXEMPT
	Generic led walks	£3.00	EXEMPT
	Outdoor theatre	By negotiation	+20% VAT
	Bushcraft Adult	By negotiation	EXEMPT
	Christmas Event	By negotiation	+20% VAT

*See notes on land exemption Phillip/Jacqueline/Shelley - new policy

GOLF	Green Fees	Variable ?	+20% VAT
Separate Table of charges	Sale of drinks/equip sale /equip hire	Variable ?	+20% VAT

LM651

FOOTBALL	Casual Pitch	Table of Charges	+20% VAT
Separate Table of charges	Series of Lets - Football season	Table of Charges	EXEMPT

LM732-64601

LM751-64601

SCHOOL SPORTS DAY	Deciated use of mowed area	See licencing	EXEMPT
CHARITY OUT OF SEASON FOOTBALL MATCH	Use of pitch additional charges apply for goals and lines	See licencing	+ 20% VAT

LM732-64601

LM732-64601

CHANGING FACILITIES	Exclusive use up to 4 hours	£100	+ 20% VAT
	Addition charge per/hour after 4 hours	£25 per hour	+ 20% VAT
SPORTS DAY LINE MARKING	8 lane running track +2 other events	£85 & Hire	+ 20% VAT
CHARITY OFF SEASON F/BALL	Marking out of season pitches	£20 per pitch & Hire	+ 20% VAT
	Erecting Goals	£80 per pitch	+ 20% VAT

LM732-64601

LM732-64601

LM732-64601

LM732-64601

DONATIONS	Where no benefit to giver	Variable	OUTSIDE SCOPE
	Where there is a benefit to giver	Variable	+20% VAT

LM***-61702

MAPS	Epping Forest maps	£4.95	ZERO RATED
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LM110-64002

LAND SET ASIDE LICENCE	Use of field space cricket club/schools	Variable	EXEMPT or + 20%
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LM***-64601

*See notes on land exemption [From previous discussions this is for non exclusive use, most likely standard rated]

REFRESHMENT LICENCE	Refreshment / ice cream vans	Variable	EXEMPT or + 20%
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LM220-64303

*If this is a defined piece of land, could be exempt. If it is an ambulatory licence, standard rated.

RENT & WAYLEAVES	Rents and wayleaves	Variable	EXEMPT
	65301 65306		

*Rents will be exempt if the tenant has a lease and the land is not opted to tax. Wayleaves right over land so exempt.

SALE OF VENISON	Sale of venison	Variable (separate table)	ZERO RATED
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LM370-64001

LICENCE FOR SIGNAGE	A Boards on forest land NOT AN OPTION	NOT LICENCING	
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COURT COSTS	Issued by HMCS	Variable	OUTSIDE SCOPE
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LM340-64910

LOGS FOR STAFF	Tonne bag	£30.00	INCL 5% VAT
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LM410-64001

* Must be held out for sale as fuel and cut into a suitable size. Standard rated if not sold as firewood

LOGS FOR PUBLIC	Per bag (10kg)	£5.50	INCL 5% VAT
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LM410-64001

* Must be held out for sale as fuel and cut into a suitable size. Standard rated if not sold as firewood

SALE OF COWS / BEEF	As part of grazing contract	Variable	ZERO RATED
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LM490-64001

PIGEON LICENCE	Permissions to release pigeons	£25 Admin Fee	+20% VAT
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LM340-64303

Advice taken from PwC - analyse as licence to occupy - non-exclusive use.

FLYING PERMIT	Permission to fly model planes	Adult £5.00	+20% VAT
		Child £1.00	+20% VAT

LM340-64303

Advice taken from PwC - analyse as licence to occupy - non-exclusive use.

Advice taken from PwC - analyse as licence to occupy - non-exclusive use.

ADVERTIZING	Adverts in Forest Focus	Whole Page £300.00	+20% VAT
		Half Page £150.00	+20% VAT
		Quarter page £75.00	+20% VAT

LM310-64903

WEDDINGS	Use of room and staff	Shelley to provide	+20% VAT
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LM365

EDUCATION SESSIONS	Provided by 3rd party	Jacqueline to provide	+20% VAT
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Jacqueline to provide costs

HIRE OF EXHIBITION ROOM	Room hire and curating service View		Exempt or +20% VAT
		Hall hire WF	Exempt or +20% VAT

LM365-64909

See notes on land exemption - if curating service also provided, likely to be a package of services and standard rated.

GRASS CUTTING	Cutting for flying clubs	£125.00	+20% VAT
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LM751-64608

Phillip/Jacqueline/Shelley - more detail

HERBAGE AGREEMENTS	Grazing cattle of forest land	By negotiation	Zero rated
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	Mowing and conserving grass for cattle	By negotiation	Zero rated	
POSTAGE FOREST FOCUS	Per copy	£2.50	+20% VAT	LM110-64909
FIREWORKS	Firework displays by council	By negotiation	EXEMPT	LM340-65301
MARKET STALLS	Market stalls on forest land	By negotiation	Exempt or +20% VAT	
COMMITTEE TIE	Sale of Epping Forest Tie to Committee	£9.17	+20% VAT	LM110-64909
SALE OF HAY	Sale of Hay for Livestock	£30.00 Bale	EXEMPT	LM490-64001

The land exemption is complex and whether the supply of land is exempt or standard rated will depend on a number of factors.

1. If the land is opted to tax, then the supply of land will be standard rated. Most Open Spaces land is not opted but please check with the VAT Accountant.
2. If the land is supplied with other services (eg staffing), then it is very likely this is a package of services and the charge will be standard rated.
3. If the land is not opted to tax and supplied on its own with no other services, then it will be an exempt supply if:
 - a) The supply relates to a defined area of land;
 - b) The supply is for a defined period of time;
 - c) The hirer has a right to occupy the property and exclude others (if they wished to do so) and;
 - d) The hirer is able to do what they want for the period of the hire in a similar way to an owner.

In most cases the City will reserve the right to enter the relevant land or specifically state the hirer does not have exclusive use as part of the hire agreement, so the supply is likely to be standard rated.

Please speak to the VAT Accountant if you are in any doubt about the VAT liability of any of the services you are providing.

FOOTBALL

FULL SIZE PITCH	ADULT (18+)		YOUTH (17-18) & FEMALE		CHILD (UNDER 16)	
	Inc 20% VAT	Exempt	Inc 20% VAT	Exempt	Inc 20% VAT	Exempt
Day	Casual	Block	Casual	Block	Casual	Block
Mon - Fri	*£50	£400	*£50	£275	*£40	£200
15 games per season						
Saturday	*£65	£530	*£55	£395	*£42	£240
15 games per season						
Sunday	*£80	£775	*£60	£575	*£45	£300
15 games per season						

MINI SOCCER	ADULT (18+)		YOUTH (17-18) & FEMALE		CHILD (UNDER 16)	
	Inc 20% VAT	Exempt	Inc 20% VAT	Exempt	Inc 20% VAT	Exempt
Day	Casual	Block	Casual	Block	Casual	Block
Mon - Fri	*£36	£300	*£36	£250	*£36	£200
15 games per season						
Saturday	*£36	£350	*£36	£275	*£36	£220
15 games per season						
Sunday	*£36	£350	*£36	£275	*£36	£230
15 games per season						

Chingford Golf 2017-18 Prices

Product	2016-17	2017-18 Proposed	% Change by relevance	Notes
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Green Fees/Casual Play (Non accumulative & no threshold)

Adult Weekday before 8am	£16.00	£10.00	-37.5%
Adult weekday before 11am	£16.00	N/A	
Adult Weekday before 1pm	N/A	£18.00	12.5%
Adult Weekday before 11am - Twilight	£14.00	N/A	
Adult Weekday 1pm until Twilight	N/A	£14.00	0.0%
Adult 9 Hole (Club Member Only)	N/A	£12.50	N/A
Adult Weekday Twilight	£10.00	£10.00	0.0%
Senior Weekday 60+ before 8am	£10.00	£10.00	0.0%
Senior Weekday before 11am	£12.00	N/A	
Senior Weekday 60+ before 1pm	N/A	£14.00	16.7%
Senior Weekday before 11am - Twilight	£10.00	N/A	
Senior Weekday 60+ 1pm until Twilight	N/A	£10.00	0.0%
Senior Weekday 60+ Twilight	£10.00	£10.00	0.0%
Senior 9 Hole (Club Member Only)	N/A	£10.00	N/A
Junior Weekday before 8am	N/A	£10.00	
Junior Weekday before 11am	£10.00	N/A	0.0%
Junior Weekday before 1pm	N/A	£12.00	
Junior Weekday Before 11am - Twilight	£10.00	N/A	20.0%
Junior Weekday 1pm until Twilight	N/A	£10.00	0.0%
Junior Weekday Twilight	£10.00	£10.00	0.0%
Junior 9 Hole (Club Member Only)	N/A	£8.50	N/A
Adult Weekend & Bank Holidays before 7am	£25.00	£20.00	-20.0%
Adult Weekend & Bank Holidays before 11am	£25.00	N/A	
Adult Weekend & Bank Holidays before 1pm	N/A	£25.00	0.0%
Adult Weekend & Bank Holidays before 11am - 3pm	£20.00	N/A	
Adult Weekend & Bank Holidays before 3pm - Twilight	£15.00	N/A	0%
Adult Weekend & Bank Holidays 1pm until Twilight	N/A	£17.50	effectively
Adult Weekend & Bank Holidays Twilight	£10.00	£10.00	0.0%
Adult Weekend & Bank Holiday 9 Hole (Club Members Only)	N/A	£17.75	N/A
Senior Weekend & Bank Holidays before 7am	£25.00	£20.00	-20.0%
Senior Weekend & Bank Holidays before 10am	£25.00	£25.00	
Senior Weekend & Bank Holidays before 11am	£25.00	N/A	0.0%
Senior Weekend & Bank Holidays before 1pm	N/A	£17.50	
Senior Weekend & Bank Holidays before 11am - 3pm	£15.00	N/A	16.7%
Senior Weekend & Bank Holidays before 3pm - Twilight	£10.00	N/A	
Senior Weekend & Bank Holidays 1pm until Twilight	N/A	£15.00	50.0%
Senior Weekend & Bank Holidays Twilight	£10.00	£10.00	0.0%
Senior Weekend & Bank Holiday 9 Hole (Club Members Only)	N/A	£12.50	N/A
Junior Weekend & Bank Holidays before 7am	N/A	£12.50	-50.0%
Junior Weekend & Bank Holidays before 11am	£25.00	N/A	0.0%
Junior Weekend & Bank Holidays before 1pm	N/A	£15.00	15.4%
Junior Weekend & Bank Holidays before 11am - 3pm	£13.00	N/A	
Junior Weekend & Bank Holidays before 3pm - Twilight	£10.00	N/A	25.0%
Junior Weekend & Bank Holidays 1pm until Twilight	N/A	£12.50	
Junior Weekend & Bank Holidays Twilight	£10.00	£10.00	0.0%
Junior Weekend & Bank Holiday 9 Hole (Club Members Only)	N/A	£10.50	N/A

Season Tickets (Paid in Full 1/4 or 3 payments 1/4, 1/6, 1/8 - Please note split payment only available 2017-18 season - Pay in full 1/4 thereafter)

Adult 7 Day	£680.00	£750.00	10.3%	2017-18 price includes 3 guest tickets worth up to £75
Senior 7 Day	£500.00	£575.00	15.0%	2017-18 price includes 3 guest tickets worth up to £75
Intermediate 19 Year Olds	£230.00	N/A	N/A	
Intermediate 20 Year Olds	£330.00	N/A	N/A	
Intermediate 21 Year Olds	£430.00	N/A	N/A	
Intermediate 22 Year Olds	£530.00	N/A	N/A	
Intermediate 23 Year Olds	£630.00	N/A	N/A	
Intermediate 25 - 29 Year Olds	N/A	£600.00	N/A	2017-18 price includes 3 guest tickets worth up to £75
Intermediate 20 - 24 Year Olds	N/A	£400.00	N/A	2017-18 price includes 3 guest tickets worth up to £75
Youth 16 - 19 Year Olds	N/A	£200.00	N/A	2017-18 price includes 3 guest tickets worth up to £75
Junior Under 16 Years	N/A	£100.00	N/A	2017-18 price includes 3 guest tickets worth up to £75

Loyalty Packages - New Product - (Paid in full prior to using package)

Gold - Buy 15 get 5 free (Weekday)	N/A	£270.00	N/A
Silver - Buy 10 get 3 free (Weekday)	N/A	£180.00	N/A
Bronze - Buy 5 get 1 free (Weekday)	N/A	£90.00	N/A
Senior - Buy 10 get 3 free (Weekday)	N/A	£140.00	N/A
Gold - Buy 15 get 5 free (Weekend)	N/A	£375.00	N/A
Silver - Buy 10 get 3 free (Weekend)	N/A	£250.00	N/A
Bronze - Buy 5 get 1 free (Weekend)	N/A	£125.00	N/A
Senior - Buy 10 get 3 free (Weekend)	N/A	£175.00	N/A

<u>Venison</u>	Burgers	£1.00 each (VAT exempt)	£1.20 each
	Sausages	£6.80 per bag (9)	
	Diced / Minced	£8.00 per kilo	£8.80 per kilo
	Haunch	£13.50 per kilo	£11 per kilo
	Saddle	£18.00 per kilo	£17.61 per kilo
			£15.41 per kilo (saddle adjusted down to meet butchers' list prices)
<u>BEEF</u>	Beef sausages		£3.78
	Burgers (4-pack)		£3.78
	Braising steak (500g)		£5.40
	Diced Braising (500g)		£5.40
	Mince (500g)		£3.96
	Leg of beef (400g)		£3.60
	Rump steak (350g)		£5.85

EPHING FOREST LICENSING CHARGES

ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE

			2018/19 charges		2019/20 charges	
Standard Application Fee			£25	£50	£25	£50
Application fee is in addition to charges shown, is payable on agreement of licence and is non-refundable.						
Event	Cost covers	Description/ amount of participants	Charity/ non-profit	Commercial	Charity/ non-profit	Commercial
One off Sponsored/ charity fun run/ walk/ cycle/ run/ competition/ horse event*	Includes an event with entrance marker, first aid, table of drinks	Less than 100	10% entrance fee	£100 or 10% ticket/ entrance fee whichever is greater	10% entrance fee	£100 or 10% ticket/ entrance fee whichever is greater
* horses must hold Epping Forest horse licence		100 - 500	£100 or 10% ticket/ entrance fee whichever is greater	£200 or 10% of ticket/ entrance fee - whichever is greater	£100 or 10% ticket/ entrance fee whichever is greater	£200 or 10% of ticket/ entrance fee - whichever is greater
		More than 500 – apply through events licence		See events charges		See events charges
For events with additional infrastructure e.g. inflatables, catering, please apply via event licence						
Event	Cost covers	Description/ amount of participants	Charity/ non-profit	Commercial	Charity/ non-profit	Commercial
Regular run/ walk / cycle events by clubs	Up to 20 events each year*	Less than 100	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees
	up to 15 events each year*	100-500	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees	Annual Fee £200 (includes administration) plus 5% entrance fees	Annual Fee £400 (includes administration) plus 5% entrance fees
We do not license competitive speed cycle races						
School Sports Day	Dedicated use of mown area only	Less than 100		£50 per day*		£50 per day*
		100 - 500		£100 per day*		£100 per day*
		* Up to 2 days for the price of one if no additional mowing required				
Additional charges apply for School Sports Days on top of licence fee (changing rooms/ marking out for e.g). Please see below.						
Charity Football Match (out of season)	Additional charges apply. See below	Less than 3 hours per pitch required	£50 weekday/ £80 weekend		£50 weekday/ £80 weekend	
		More than 3 hours per pitch required	£80 weekday/ £150 weekend		£80 weekday/ £150 weekend	
Additional charges apply for any Charity Football Matches on top of licence fee. Please see below.						
Personal Training/sports coaching	Outside only. No toilets or pavilion usage.	5-10 people		annual fee £25*		annual fee £25*
		More than 10 people		annual fee £50*		annual fee £50*
		* plus 10% of fees charged per session			* plus 10% of fees charged per session	
Football Coaching	Field use only. No pitches to be used during football season.	Up to 10 people		£25		
		11 - 29 people		£50		
		More than 30 people		£75		
Guided Walks and Tours	More than 5 people to max 100	£25 administration fee plus 5% of ticketed price per participant			£25 administration fee plus 5% of ticketed price per participant	
Forest Schools	Tree surveying (as required)			On application		On application
	Licence		£25 admin fee + 5% of fee charged per pupil		£25 admin fee + 5% of fee charged per pupil	
Commercial Photography	Studio shoot (up to 6 people) e.g.			55 for one off visit/£330 yearly fee		55 for one off visit/£330 yearly fee
	Crew size 1 - 5			£338		£345
	Crew size 5 - 30			£450		£460
	Crew size 30 +			Price on application		Price on application
Commercial Filming	Crew size 1 - 5			£450		£460
	Crew size 6 - 20			£788		£800
	Crew size 20 +			£1,125		£1,148
	Crew size 40 +			Price on application		Price on application
Non commercial Filming or Photography	Administration fee plus cost of any additional visits by staff necessitated by the nature			£25 administration fee plus costs		£25 administration fee plus costs

Additional Charges				
These are 'at cost' to CoL and therefore no rate reduction for charity/non-profit is				
Description	Cost covers	Time scales	Cost	Cost
Exclusive use of changing facilities	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum charge for 4 hours	£100	£100
		Additional charge per hour after 4 hours	£25	£25
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	To cover Sports Day	£85	£85
Charity Football Match (out of season)	Marking out the number of pitches required	Price per pitch	£20	£20
	Erecting of goals	Price per pitch	£80	£80

Item	Cost covers	Description	2018/19	2019/20
Horse Riding Licences	Public	Full registration year	£57.29	£57.69
	Public	Weekly registration	£7.16	£7.21
	Riding School	Full registration year	£71.61	£72.11
Hire of car parks for events or compounds	Per week		£71	£72
	Large (e.g Bury Road)		£700	£714
	Medium (e.g. Fairmead Oak)		£423	£431
	Small (e.g.Earl's Path)		£140	£143
Compounds/ storage/scaffolding		m2 per day rate	£0.57	£0.58
		Minimum overall charge inc admin	£71	£72

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Golf Course Green Fee Price Comparison 2018

Course name	Adult Visitors price (weekday)	Adult Visitors price (weekend)	Senior Visitors price (weekday)	Senior Visitors price (weekend)	NOTES
Brentwood	£25.00	£32.00	£25.00	£32.00	No senior rate
Chingford Golf Course	£18.00	£25.00	£14.00	£17.50	
Trent Park	£17.00	£27.00	£12.50*	£27.00	*Senior midweek rate only available Mon-Thu
Crowlands Heath	£16.50*	£18.50	£16.50	£18.50	*Monday deal - £7 green fee
Lea Valley	£15.00	£18.50	£10.00	£18.50	No senior rate weekends
West Essex	£30.00	£40.00	£30.00	£40.00	No senior rate
Woodford Golf Course 9 hole	£17.00	£20.00	£17.00	£20.00	No senior rate
Stapleford Abbotts	£32.00*	£40.00	£24**	£40.00	*£36 Friday (adult) **£27 Friday (senior) No senior rate weekends
Fairlop Waters	£17.00	£25.00	£10.00	£13.00	
Ilford	£20.00	£30.00	£20.00	£30.00	No senior rate
Whitewebbs	£18.00	£24.00	£11.00	£15.50	
Epping Golf Course	£18.00*	£25.00*	£18.00*	£25.00*	*£2 decrease PM
Toot Hill	£35.00*	£40.00	£35.00*	£40.00	*£25 after midday
Nazeing	£25.00	£32.00	£25.00	£32.00	No senior rate
Cannons Brook	£27.00	£32.00	£27.00	£32.00	No senior rate
Risebridge	£18.00	£25.00	£16.50	£25.00	No senior rate weekends
Wanstead	£27.00	£32.00	£27.00	£32.00	No senior rate

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	Boston Manor	Douglas Eyre	Fairlop Oak	LMPF Redbridge	Peter May	LMPF Greenford	Flanders Playing Fields	London Borough of Barking & Dagenham	London Borough of Redbridge	Waltham Forest Grade A Pitch	Waltham Forest Grade B Pitch	Tower Hamlets (Non- Borough Team Price)	Wanstead Flats Playing Fields 2018/19	Wanstead Flats Playing Fields Proposed 2019/20
Saturday Casual Booking	£78.00	£88.00	£88.00	£88.00	£88.00	£85.00	£90.00	£158.00	£99.00	£115.00	£72.00	£89.40	£72.00	£73.50
Saturday 15 Match Credits	£730.00	£828.00	£828.00	£828.00	£828.00	£803.00	£950.00	£1,906.00	£814.00	£846.00	£654.00		£614.00	£626.00
	14 games	14 games	14 games	14 games	14 games	14 games	12 games		Alternate Weeks				15 games	15 games
Saturday Season Booking	£1,422.00	£1,579.00	£1,579.00	£1,579.00	£1,579.00	£1,533.00	£1,900.00	£3,812.00	£1,639.00	£1,690.00	£1,307.00		£1,228.00	£1,253.00
	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	24 weeks		Every Week				32 weeks	32 weeks
Sunday Casual Booking	£116.00	£138.00	£138.00	£138.00	£138.00	£134.00	£90.00	£158.00	£110.00	£115.00	£103.00	£89.40	£87.00	£89.00
Sunday 15 Match Credits	£1,082.00	£1,282.00	£1,282.00	£1,282.00	£1,282.00	£1,245.00	£950.00	£1,906.00	£1,067.00	£973.00	£829.00		£875.00	£892.50
	14 games	14 games	14 games	14 games	14 games	14 games	12 games		Alternate Weeks				15 games	15 games
Sunday Season Booking	£2,091.00	£2,527.00	£2,527.00	£2,527.00	£2,527.00	£2,453.00	£1,900.00	£3,812.00	£2,123.00	£1,947.00	£1,659.00		£1,750.00	£1,785.00
	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	24 weeks		Every Week				32 weeks	28 weeks

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Committee(s)	Dated:
Epping Forest Consultative Epping Forest and Commons	10 10 18 19 11 18
Subject: Application for major event on Wanstead Flats: further detail for approval (SEF 41/18)	Public
Report of: Director of Open Spaces & Heritage	For Discussion
Report author: Jacqueline Eggleston - Epping Forest	

Summary

Major event organisers MAMA & Company are proposing a series of large-scale music concerts to take place on Wanstead Flats during the summer of 2019. The proposals are in accordance with the recently approved Open Spaces Events Policy Parts 1 and 2 and the City of London (Open Spaces) Act 2018.

Proposals for two concert series were approved in principle by the Epping Forest and Commons Committee on 10 September 2018. Further details for the proposals are presented in this report.

Recommendation

Consultative Committee Members are asked to support:

- The proposals outlined in this report.

Main Report

Background

1. At the Epping Forest and Commons Committee of 14 May 2018, a site-specific events policy (Part 2), relating only to Epping Forest, was approved, subject to the approval of an over-arching Policy (Part 1) being subsequently approved at Open Spaces Committee. On 16 July 2018 the Open Spaces Departmental Events Policy (Part 1) by Open Spaces Committee and the Epping Forest sites policy became active. The policy (Part 2) sets a framework for making decisions in relation to external hirer's use of Forest Land. 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, which requires separate approval to be sought from the relevant Committee.
2. 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
3. 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 over the course of the event. The London Borough of Newham also held a Mela or gathering on Wanstead Flats on a few occasions in the 1990s when the attendance was around 30,000 across the day.
 4. When considering efficiency savings, the Service Based Review and absorption of staff pay awards and incremental progression, the net local risk expenditure budget has decreased by 22% in the last five years. Epping Forest is likely to continue to face a decreasing budget settlement in the near future and in common with many other open spaces, therefore, needs to seek ways to generate additional funding, through 'added value' activities.

Current Position

5. 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.
6. An event containing a series of large concerts has been proposed to take place on Wanstead Flats during the summer of 2019. Large events such as this as well as introducing new audiences to the Forest can also have an economic benefit to the local area, in this case the boroughs of Newham, Redbridge and Waltham Forest. Benefits could include secondary spend, employment and trading opportunities and the wider visitor economy.
7. The events will also generate significant income to the City of London Epping Forest charity which will be re-invested in to the management of the Forest.
8. Budgets for 2018/19, approved by Epping Forest and Commons Committee, include a total £80,000 of new savings, which remain to be identified. This is in addition to the Service Based Review (SBR) savings already applied, which now require £165,000 to be raised as new income from existing facilities. These facilities also need significant investment before any income can be fully realised and this investment has necessarily been delayed until the passing of the City of London Corporation (Open Spaces) Act, referred to above.

9. Further budget savings, including the 2% efficiency savings for 2019/20 onwards have yet to be quantified.
10. Extensive public consultation undertaken in recent years around the forward planning of the management of the Forest clearly demonstrated a desire for increased litter management, grounds maintenance and infrastructure provision.
11. Tree and plant disease, flytipping and anti-social behaviour present additional increasing costs for the management of the Forest.

Options

12. Your Committee is asked to support the following option which has been agreed in principle at the Epping Forest and Commons Committee at their meeting of 10 September 2018, subject to consultation with your committee and the necessary consents from the London Borough of Redbridge.
13. Two large-scale events; Kayam and Steel Yard – (for details on each of these see *Proposals* Section below and Appendices 2 & 3) on Wanstead Flats over the period 10 June to 4 July and 25 August to 20 September 2019. This will bring a maximum return in income for reinvestment into the Forest, will be held in one location and will therefore necessitate only one restoration period at the end. The area utilised is proposed to be contained by security fencing and would cover no more than 6 hectares, which represents 3.2% of the total area (187ha) of the Wanstead and Bush Wood Flats area.
14. The actual events will take place from 17 June – 4 July for Kayam including build and setting down and 28 August- 20 September including build and set down for Steel Yard. Each event will have a capacity audience of between 20,000 - 40,000.
15. This option may result in some adverse reaction from residents. However, a significant sum will be generated for reinvestment in to the management of Epping Forest.
16. The income generated from the event will be prioritised for investment in to maintenance and improvements across Wanstead Flats including improved signage, interpretation, entrances and conservation works.

Proposals

17. MAMA & Company Festivals 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). MAMA & Company is now a wholly-owned subsidiary of Live Nation Entertainment, the world's largest live events business.

18. MAMA & Company have considerable experience of working with local authorities, Safety Advisory Groups and the police to create safe and well-controlled events.
19. They also undertake community engagement plans for all their events, including public consultation meetings to build feedback into the planning; a dedicated community engagement website; dedicated residents' phone line staffed throughout the event.
20. They give priority to local residents and businesses for employment and trading opportunities
21. They also offer free and discounted tickets to local residents and involve as many local groups as possible.
22. All litter clearing during and after the events as well as security provision and crowd control will be undertaken by MAMA & Co. Access and egress to and from the events will be controlled to designated paths to minimise disturbance to the rest of the flats.

The Kayam Project

23. The Kayam Project is a proposed new event which will take place over 6 days in June. The 'footprint' area covered by the event would be 5.98 hectares. (See Appendix 2).
24. It is predominantly a main-stage show, more akin to a concert than a festival, supported by a high-quality food and drink offering.
25. The expected capacity is up to 30,000 per day. Concerts are proposed to take place on Friday 21, Saturday 22 and Sunday 23 June and Friday 28, Saturday 29 and Sunday 30 June. The build and 'break down' would be from Monday 10 June to Friday 5 July during which time the public would be excluded from the concert area. There is no camping, it will be a concert only and the event will end at a specified time agreed under the licence.
26. The music offering will be along the lines of George Ezra/ Jess Glynne/Paulo Nutini/ Stereophonics.

Steel Yard

27. This would be a main stage concert series hosted in a 'steel yard' structure and supported by a high-quality food and drink offering (See Appendix 3).
28. Steel Yard is a modular venue structure that can accommodate up to 20,000 per day. The infrastructure and boundaries of this event area would cover 5.33 hectares.
29. This would take place on 6 evenings in September; 6,7,8 and 13,14,15 September. The site would be closed for public access between 28 August to 20 September.

30. The proposed music offering would be along the lines of Biffy Clyro, The Prodigy, Pendulum and Nine Inch Nails.
31. For all events MAMA & Company undertake comprehensive event planning all of which will be scrutinised by experts in the City of London but also the Metropolitan Police Services, London Fire Brigade and the local authority Licensing officers before the event can be licensed. Event plans include:
- Event Safety Management Plan
 - Noise Management Plan
 - Crowd Management Plan
 - Traffic and Travel Management Plan
 - Crime Management Plan
 - Waste and Sustainability Plan
32. Both events will need to be licensed by the local licensing authority, in this case London Borough of Redbridge before they are permitted to take place. Part of the requirement of obtaining the licence is for the event organiser to undertake comprehensive public consultation.
- Location** (see maps at Appendices 1 - 3)
33. The proposed location will be on and between the football pitches at the Capel Road/ Aldersbrook Road end of Wanstead Flats. This area is easily accessed by bus and by rail. Access to either of the event sites would be from Aldersbrook Road and adjacent to the Alexandra Lake Car Park.
34. The area of occupation for either or both events that is proposed is over 750m away from the section of the Epping Forest Site of Special Scientific Interest (SSSI) at Wanstead Flats. The site is also adjacent to the Aldersbrook Conservation Area (to the north) and does fall within the Metropolitan Green Belt (MGB) for any relevant planning considerations. The event site is also entirely within the boundaries of the Wanstead Flats Site of Importance for Nature Conservation (SINC), which encompasses the whole of Wanstead and Bush Wood Flats.
35. In relation to the MGB the issue that may be considered would be the visual intrusion into the openness of the GB. Use of the land for the two events proposed and the associated infrastructure for a period of up to 28 days would be permitted development, but any longer period would require planning permission.
36. The Wanstead Flats SINC 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. As a result, the London Borough of Redbridge, as local planning authority, may wish to seek the views of the Greater London Authority, Environment Agency and/or Natural England in respect of this designation.
37. The proposed location for the event (see Appendices 1, 2 & 3), is sited on an area of the Flats that has been managed as football pitches for many decades. So

although it is within the SINC it does not directly impact on the protected acid grassland habitat. Boundary fencing and a clear demarcation of the area would prevent access onto the grassland areas of nature conservation importance (see attached maps). 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 proposed event area is also on an area that has been used for events previously (such as the Mela – see *Background* above).

38. Any potential impacts of the event(s) that would need to be mitigated would 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 which 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. These birds may be affected by the size of the structure being erected as they require open vistas and are sensitive to vertical intrusions (like trees and buildings) into their favoured open landscapes. Disturbance may also be a factor with the potential for an increase or concentration in human activity in the vicinity of the event area.
39. The Skylark breeding season is between March to early September. Therefore, the June event(s) could have an impact on any breeding attempts but the September event is unlikely to have any impact on breeding. For the June event, in relation to the disturbance issue, there is already considerable summer activity at Alexandra Lake and a car park closure to general visitors during the event may offset this to some extent. On the issue of visual intrusion, there would need to be an assessment of the height of the structure and distance from the Skylark breeding site. If the vertical structure, although closer, can be in line with the backdrop of trees and other buildings this may be sufficient to mitigate any adverse visual impact on the birds. An assessment of this can be made as part of any environmental impact assessment for the event.
40. 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.
41. The restoration of the land would be paid for through a proportion of the fee levied to MAMA & Company.

Corporate & Strategic Implications

42. Hosting major events will help deliver two of the aims of the Corporate Plan 2018 – 2023, to:

- Contribute to a flourishing society.
- To support a thriving economy
- Shape outstanding environments

In particular it will help achieve the Corporate Plan outcomes:

Contribute to a flourishing society.

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

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

43. The event 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.

Legal

44. 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.

45. The above powers must be exercised having regard to the approved Events Policy. The general duties of the Conservators 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.

46. Consent may be needed under Section 28E of the Wildlife and Countryside Act 1981 and the Conservation of Habitats and Species Regulations 2017.

Reputational

47. The proposed events will be accompanied by a comprehensive community engagement plan to answer queries and build solutions to concerns in to the planning process. A detailed communications plan will also be drawn up between the event organisers and the City of London to provide clear information and response to the public and media. The Events Policy and Licencing 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

48. If events are to be permitted on the Forest, they should be governed by suitable licence terms to ensure that COL is suitably indemnified and that consent to use represents best value according to the charitable operating requirements.

Equality

49. The Events Policy requires event organisers to provide an Equality Policy. An equalities impact assessment will be undertaken for the event and any areas for improvement addressed prior to the event.

Conclusion

50. MAMA & Company are a well-established and professional large-scale event organiser. They have made a number of proposals for events to take place on Wanstead Flats during the summer of 2019. Your committee is asked to provide guidance as to how many of these should be worked up in further detail in an application for approval at your November committee.

Appendices

- Appendix 1 Map of Location of Proposed site for 2019 events at Wanstead Flats
- Appendix 2 – Proposed site layout for Kayam event at Wanstead Flats
- Appendix 3 - Proposed site layout for Steel Yard event at Wanstead Flats
- Appendix 4 – Open Spaces Events Policy Part 2

Background Papers

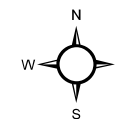
Open Spaces Events Policy Part 1 – Open Spaces & City Gardens Committee, 16 July 2018.

Jacqueline Eggleston

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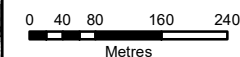


Legend

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

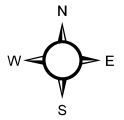
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14 Aug 2018



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Kayam - Wanstead Flats

Legend

- Car Parks
- SINC
- FOOTBALL PITCHES
- SKYLARK AREAS

Created by:
GIS Officer

Date Created:
14 Aug 2018

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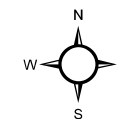


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Image of similar structure proposed for Kayam



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Steel Yard - Wanstead Flats

Legend

-  Car Parks
-  SINC
-  FOOTBALL
PITCHES
-  SKYLARK
AREAS

Created by:
GIS Officer

Date Created:
14 Aug 2018

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Metres

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Image of similar structure proposed for Steel Yard



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Open
Spaces

Registered Charity

Open Spaces Events Policy

PART TWO

Issue No.	Issue No 1
Date	02 October 2018
Review date	
Author	Jacqueline Eggleston
Approved by	

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Document Control Sheet: Revisions

Version	Page/Para no.	Change made	Approved

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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	<input type="checkbox"/> Registered Charity <input type="checkbox"/> Not for profit constituted organisation <input type="checkbox"/> Individual <input type="checkbox"/> 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

Description of Activity Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.
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

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.

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
----------------------------	------------------------	--------------

	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

Committee(s)	Dated:
Epping Forest Consultative Epping Forest and Commons	10 10 18 19 11 18
Subject: Commercial Wayleave Review (SEF 42/18)	Public
Report of: Director of Open Spaces & Heritage	For Discussion
Report author: Paul Thomson - Epping Forest	

Summary

A range of residences, community facilities and businesses rely on access across Epping Forest land, from land in their ownership or occupation to the public highway. These access arrangements are largely managed by personal licences known as Wayleave agreements. Within the Open Spaces Department there are approximately 1,300 Wayleave agreements providing vehicular and pedestrian access to residential and business properties, and a further 1,500 Services agreements allowing the placing or installation of various infrastructure and public utilities.

The Open Spaces Wayleave Review 2015 identified 25 wayleaves granted for non-residential access, including business premises, liveries, public houses and residential park homes. In May 2015, the Epping Forest and Commons Committee delegated to the Superintendent authority to appoint a Commercial Land Agent to provide valuation advice regarding the recommended approach and methodology for reviewing commercial Wayleave charges.

Advice from consultants suggested basing the revised wayleave fee on a percentage of the rateable value for businesses and a multiplier based on residential wayleaves for park home sites. Using this approach, sample contrasting commercial activities were considered. Applying the suggested business rates formula saw an uplift in annual fee from low historic levels to commercially comparable levels. It is proposed that this charging model is now applied to all 25 commercial wayleaves.

Recommendation(s)

Consultative Committee Members are asked to support:

- i. Approval of new commercial wayleave fees immediately based on either rateable value or a council tax formula, applying further increases by Committee approval using a recognised multiplier formula.

- ii. tender a valuation contract with external valuers to value and negotiate the remaining wayleave agreements.
- iii. instruct the City Solicitor and Comptroller to assist in completing the necessary wayleave agreements.

Main Report

Background

1. A wayleave is a contract between a landowner (the grantor) and a third party (the grantee) permitting in return for a payment the access to land not in the grantee's ownership for the purposes of access and egress or for the installation and maintenance of utility supplies or apparatus. A wayleave is similar to an easement, but unlike an easement is not permanently attached to the land. Instead wayleaves possess termination clauses and are usually granted to named individuals.
2. Within the City Corporation's Open Spaces Department there are approximately 1,300 Wayleave agreements providing vehicular and pedestrian access to residential properties. A further 1,500 services wayleave agreements allow the placing or installation of various infrastructure and public utilities. Most of these wayleaves are located on Epping Forest land.
3. The 2015 Open Spaces Wayleave review identified several commercial wayleaves where access rights had been granted to various third parties enabling their use of Epping Forest Land and The Commons for business access purposes.
4. These Wayleave agreements were granted using artificially low nominal fees approved at that time and have not been routinely reviewed or valued for a considerable number of years.
5. The Epping Forest and Commons Committee of 11 May 2015 agreed to delegate authority to the Superintendent of Epping Forest in conjunction with the City Surveyor to obtain professional external valuation advice for further determination by your Committee.
6. Commercial Land Agents were appointed and instructed by your officers to consider the range of commercial activities for which Wayleaves had previously been granted and to provide a rationale and valuation model for setting revised charges for business activities. In addition, consultants were asked to indicate where considered necessary, a timetable for achieving any increases in charges where the gap between existing and proposed charges might require it.
7. The consultants considered sample Wayleaves of contrasting types to test this approach and to assess the likely cost of the overall exercise. Following confirmation of a satisfactory analysis of the issues and the potential level of increases for these test cases, it was hoped that the remainder of the Wayleaves

could then be considered by your officers with the Land Agents negotiating the proposed fee increases.

Current Position

8. 25 commercial wayleaves have initially been identified; 21 for Epping Forest and 4 for The Commons.
9. As anticipated by the Epping Forest and Commons Committee the valuation advice from the Land Agents identified the potential to generate significant additional income from revised commercial wayleave charges. A single valuation model, while important for future Wayleave applications, could not be expected to fit the wide variety of the commercial Wayleaves that had previously been agreed. Therefore, a case-by-case approach will need to be taken to examine the circumstances of each of these arrangements.
10. The consultant's proposal to base the wayleave fee on a percentage of the rateable value of the business, appears to be a consistent and reasonable approach in the majority of cases of commercial businesses. A different approach to businesses without a rateable value such as residential park home sites and care homes was promoted for less commercial businesses.
11. In most cases, without access across Epping Forest land to the site, the business is significantly affected to the point of being unusable as there is no other access into the site, therefore the impact on the rateable value is significant. It was advised that that it should be possible to achieve industry standards levels of between 10%-30% of rateable value. If the valuation advice was applied across the range of Commercial Wayleave accounts, there will be significant increase in income for reinvestment in Epping Forest.
12. A phased approach to introducing the revised fee could be considered over a period of say 5 years, which could lessen the impact of the increased charge and enable businesses to budget for the increase.
13. The government sets a 'multiplier' each year to estimate the actual business rates to be paid. The standard multiplier for 2018/19 is 49.3p, indicating the percentage or pence in the pound of the rateable value that will be paid in business rates. This represents a 2.9% increase on the multiplier of 47.9p in the previous year. The consultants did not recommend an annually set multiplier in their initial advice but inclusion of this approach within the proposed charging strategy would eliminate the need for routine and expensive revaluation advice.

Options

There are 4 main options available to your Committee:

14. Option 1 – Keep the Commercial Wayleave fee at the current fixed level. This route would not secure the optimum level of income and would be contrary to the duty of the representatives of Epping Forest Trustees and The Commons Trustees which is to act in the best interest of the charities. **This option, therefore, is not recommended**

15. Option 2 – Increase the Commercial Wayleave fee at the rate of Consumer Price Index (CPI). While representing a possible way forward, the addition of CPI would not provide a consistent methodology or address the historic ‘lag’ on revaluation and would be contrary to the duty of the representatives of Trustees to act in the best interest of the charities. Again, this route would not allow the Charities to secure improved income. **This option is not recommended.**
16. Option 3 – Using consultant’s advice apply new Wayleave fees immediately based on either rateable value or council tax. By applying the valuation advice, the Commercial Wayleave fees would be significantly increased. The full impact of an increased wayleave could be managed through a phased or stepped increase in Commercial Wayleave fees over a period of up to 5 years, after which further increases could then be agreed through an annually approved multiplier. Such an approach would allow businesses reasonable notice to accommodate new charges in their business plans over a reasonable period. **This option is not recommended.**
17. Option 4 – Using consultant’s advice apply new Wayleave fees immediately based on either rateable value or a council tax formulae, applying further increases by Committee approval using a recognised multiplier formula. **This option is recommended.**

Proposals

18. It is proposed to increase wayleave charges by instructing land agents to open negotiations with all the remaining wayleave holders.

Corporate & Strategic Implications

19. The proposed action in Option 4 supports the Open Spaces Department’s Vision by preserving and protecting our world class green spaces for the benefit of our local communities and future generations and improving our use of resources through increased income generation.

Implications

20. **Legal** - The City’s Wayleaves are by their nature, licences. They are granted on the express basis that the permission is personal to the licensee and that such permission continues during the pleasure of the City until determined by the City at any time by notice in writing. Licensees are asked to pay an annual licence fee.
21. The general position is that open space is inalienable and cannot be disposed of (s.8 of the Corporation of London (Open Spaces) Act 1878, section 7(2) of the Epping Forest Act 1878, section 13 of the Hampstead Heath Act 1871 and article 5 (2) of the London Government Reorganisation (Hampstead Heath) Order 1989). The granting of a licence does not bind the Open Space. Wayleaves granting permissions for access across the open space should continue to be

nothing more than licences which can be terminated and as such do not grant more permanent rights that would bind the open space.

22. Under Section 33(1)(iv) of the said Act of 1878 the Conservators have power from time to time to afford facilities and grant rights of way for access to inclosures within the meaning of the said Act of 1878.
23. **Financial:** The income would be credited to the appropriate Open Spaces local risk budgets for reinvestment in the Open Space which generated the income. Subject to negotiations income from the current level of £36,720 to potentially £124,799, excluding land agency fees,
24. Charity Commission advice 'The essential trustee' (CC3) outlines that Charity Trustees have a duty of prudence to administer a charity with a degree of care, skill and caution while acting in the best interest of the charity. Charity Commission advice 'Charity Finances' (CC25) indicates that trustees should ensure that charities should conduct regular rent reviews on investment land.
25. This option is preferred with the proviso that further evaluation is required to examine potential impacts of such increases on each business, including considerations under the Equalities Act 2010.
26. **Property:** We are maintaining adequate control over Epping Forest and The Commons property with Wayleaves but seeking to achieve increased income.
27. **Public Relations:** If the valuation advice is applied across the range of commercial Wayleave accounts, there will be significant increases in fees, which if applied immediately, without any element of phasing, could cause reputational damage to the City Corporation if it is portrayed as being unreasonable. Even with a phased approach the proposed increased charges may still present a considerable challenge to reputation. The high cost of managing such sites for London and the Nation; the reinvestment of all income in the relevant Open Space, and the charitable status of the individual charities would need to be emphasised strongly throughout the process.

Conclusion

28. Non-residential access wayleaves have not been reviewed for many years. As a result, the current fees are not commensurate with the costs of managing and administration of the land, nor are they proportionately related to the values of the third-party businesses that the various accesses serve. It is proposed to tackle this backlog of cases by commencing negotiations immediately with two of these wayleave holders as test cases for the remaining wayleaves. Following the results of the negotiations for these two cases, a further report will be brought to your Committee setting out a firm basis for the future phasing and range of increases for the other wayleaves.

Appendices

- None

Background Papers

SEF 26/15 Wayleaves Review

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Committee(s): Epping Forest Consultative Epping Forest and Commons	Date(s): 10 10 18 19 11 18
Subject: Epping Forest Consultative Committee Terms of Reference and Schedule (SEF 43/18)	Public
Report of: Director of Open Spaces & Heritage	For Discussion
Report author: Jo Hurst – Business Manager Epping Forest	

Summary

The Terms of Reference for the newly established Epping Forest Consultative Committee intentionally a number of subject area for agreement by the Consultative Committee including determining how many members are required to hold valid proceedings; and the agreement of a code of conduct for Members.

Now that the Consultative Committee has had time to consider these outstanding elements a more complete proposed set of terms is proposed for agreement and adoption by the Consultative Committee.

Recommendation(s)

Consultative Committee Members are asked to support:

- Agreement of the updated Terms of Reference for the Epping Forest Consultative Committee

Main Report

Background

1. The Epping Forest Consultative Committee was established in early 2018, and has had meetings in January and June, with the next scheduled for October.
2. The Epping Forest and Commons Committee approved the initial Terms of Reference to enable the Consultative Committee to be inaugurated. Broader issues regarding matters of quorum – the minimum number of members required to hold valid proceedings - and a Member Code of Conduct together with other matters raised by Members were to be determined by the fourth meeting of the Consultative Committee.

Current Position

3. Complete Terms of Reference for the Epping Forest Consultative Committee are included at Appendix 1. The terms of reference have been amended to recommend:

3.1 Quorum - based on practices elsewhere, it is suggested the quorate is a minimum attendance of four representatives of locally interested organisations.

3.2 Circulation of Papers; Full papers are circulated a full 2 weeks prior to the meeting. The City Corporation does not support the circulation of additional late papers but will make emergency briefings where appropriate through the Superintendent's Update.

3.3 A proposal to adopt the Code of Conduct used by members of the City Corporation has been proposed as a model for adoption by the Consultative Committee.

Options

4. The following options should be considered:

Option 1: Agree the Terms of Reference (appendix 1) as written and make no changes to the Epping Forest and Commons Committee or Consultative Committee schedules. ***This option is recommended.***

Option 2: Reduce the frequency of Epping Forest and Commons Committee meetings to four per year, with the Epping Forest Consultative Committee also meeting four times per year. ***This option is not recommended.***

Option 3: Extend the frequency of Consultative Committees to six per year to match the current frequency of the Epping Forest and Commons Committee. ***This option is not recommended.***

Option 4: Maintain the frequency of the Consultative Committee at three times per year, but also provide an opportunity for Consultative Committee members to comment by email on papers that would be placed before the Epping Forest and Commons Committee. ***This option is recommended.***

Proposals

5. As outlined in these Terms of Reference, the Consultative Committee meets at least three times per year.
6. The Epping Forest and Commons Committee currently meets six times a year, in January, March, May, July, September and November. The City Corporation is

mindful of the Committee made by the volunteers of both the Epping Forest and Commons Committee and the Consultative Committee, in addition to Officer resources and is therefore reluctant to further increase the frequency of meetings and the administration costs of supporting further meetings. It is therefore proposed that the Consultative Committee should meet in the month preceding three of these. Papers of Grand Committee meetings not preceded by Consultative Committee can be circulated to Consultative Committee members electronically with comments received and circulated by Town Clerks.

7. The schedule outlined above also considers local meetings, Saturday visits and other time commitments of your Committee.
8. In July 2016 the Hampstead Heath Committee agreed a reduction of Grand Committee meetings from six to four to incorporate more easily the schedule of Consultative Committee meetings. After their review period it was agreed to maintain at four meetings per year. This realignment of schedules (four Grand Committees alternating with four Consultative Committees) could be considered in the future, perhaps concurrently with the reappointment of the Consultative Committee due in 2021.
9. Realignment of committee schedules would need significant lead time as Town Clerks would need to accommodate changes into Member's diaries which are agreed some time in advance.
10. Consultative Committees for each of the Commons meet less frequently, so any proposed realignment would not impact them negatively.

Corporate & Strategic Implications

11. The updated Terms of Reference make no significant change. The value of the Consultative Committee in informing decision making and communicating policy is already being realised.
12. The City of London Corporate Plan 2018-23 makes a commitment to 'working with our stakeholders and our partners who share our aims'.

Financial Implications

13. Other than the costs of hosting and administering the Consultative Committee, these updated Terms of Reference have no further financial implications.

Conclusion

14. Updated Terms of Reference include code of conduct and other details that were incomplete at the set-up of the Epping Forest Consultative Committee.

Appendices

- Appendix 1 – Epping Forest Consultative Committee Terms of Reference November 2018
- Appendix 2 – City of London Members Code of Conduct

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Epping
Forest

Registered Charity

Epping Forest Consultative Committee – Terms of Reference

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Purpose of Committee

1. The Epping Forest Consultative Committee considers and discusses areas of current concern or debate at Epping Forest. It receives public reports prior to their consideration by Epping Forest and Commons Committee and provides advice or opinion on those matters.
2. Minutes of meetings and outcomes of the Consultative Committee's discussions are considered by the Epping Forest and Commons Committee in a public report to inform decision making. Likewise, most recent minutes of the Epping Forest and Commons Committee are to be reviewed by the Consultative Committee.
3. The EF Consultative Committee is not a formal decision-making body, but views will be noted in formal reports to the Epping Forest and Commons Committee.
4. Consultative Committee meetings are to be scheduled several weeks prior to Epping Forest and Commons Committee to consider papers and matters arising, with sufficient time scheduled for revisions to papers to be made for Epping Forest Committee, and minutes to be included in documentation.
5. If an Epping Forest and Commons Committee meeting is not immediately preceded by a Consultative Committee, then the papers for that meeting will be circulated to Consultative Committee members electronically, with comments received and circulated by Town Clerks.

Conduct, attendance and other principles

6. The City of London Member's Code of Conduct 2018, associated guidance, declarations appendices and all subsequent revisions apply to Members of this Committee.
7. Should an attendee fail to attend 2 or more out of four consecutive meetings, their place may be forfeited. The Epping Forest and Commons Committee may choose to reallocate this space to an alternative interested organisation.
8. Although not a decision-making Committee, deliberations should be sufficiently well attended for advice to the Epping Forest and Commons Committee to be considered representative. For those reasons minimum attendance of four representatives of locally interested organisations is required.

9. Consultative Committee Members are representatives of their organisation, but Code of Conduct and other legal and administrative requirements apply to individuals. Every effort will be made to accommodate attendance by nominated proxy in unavoidable circumstances, but such substitutions may not always be possible and must not be considered routine.

Scheduling, location and public access

10. Meetings are scheduled at Loughton (as far as is possible), as the geographic centre of Epping Forest. Alternative venues may be considered by agreement.
11. Meetings are on a weekday evening, avoiding school and public holidays.
12. There will be a minimum of three meetings a year thereafter.
13. Should a change of frequency or location, including peripatetic meetings be preferred by this forum, that request must be made to the Epping Forest and Commons Committee.
14. Meetings will be held in public (numbers subject to venue capacity). Public questions are at the discretion of the Chairman.

Allocation of positions

15. The EF Consultative Committee has representation from Chairman, Deputy Chairman, Verderers and other members of the Epping Forest and Commons Committee where interested.
16. Meetings are Chaired by the Chairman of Epping Forest and Commons Committee or Deputy Chairman or other nominated official in their absence.
17. The Superintendent of Epping Forest and other City of London officers will attend as required.
18. The meetings are administered by a representative of City of London Town Clerks Department.
19. Attendants are nominated members of groups holding a specific interest in Epping Forest, either with large membership, a broad geographical spread across the Forest and with knowledge or interest in the themes of heritage; recreation/sport; conservation; general/informal use or voluntary

and friends' groups.

20. Tenants, business partners or other organisations with commercial interest in Epping Forest (or wider City of London Open Spaces) are not invited to attend as other routes exist for such input.
21. Groups nominating a representative must be formal, constituted organisations.
22. Invitations to express interest and to nominate representatives are advertised through print media, social media, email and direct correspondence by City of London. Applications require details of how the nominating organisation meets the above criteria.
23. A balance of themes of interest is ideally met as follows:

Conservation <i>Conservation groups in Forest, or with wider remit</i>	3
Friends/Voluntary <i>Formal working groups e.g. litter pickers groups, 'Friends of' etc.</i>	3
Heritage <i>Historical societies, rural preservation etc.</i>	2
Informal users <i>Schools, Youth groups, families associations, local forums and interest bodies</i>	2
Recreation <i>Recreational user groups – e.g. walkers, riders, cyclists</i>	3
Sports <i>Formal organised sports on Forest e.g. Golf, Football, cricket running etc.</i>	3
	16

24. Should more expressions of interest be received than can logistically be accommodated, selection will be made by members of the Epping Forest and Commons Committee by the following (not in order of importance):
- Size of membership
 - Geographical area of interest (i.e. area of Forest covered)
 - Theme of interest
 - Record of attendance (once established)
25. Epping Forest and Commons Committee may appoint further members or co-opt representatives (for example subject matter experts) to attend where it deems appropriate.

26. The Consultative Committee serves as established for three years (starting in 2018), after which the invitation and nomination process outlined above is repeated.

Requirements and responsibilities

27. Nominated representatives must meet criteria similar to those set out by the Electoral Commission for eligibility for local government election:

- At least 18 years old
- Not employed by the City of London, or another organisation holding a commercial interest in Epping Forest or other CoL open spaces.
- Have not been sentenced to a term of imprisonment of three months or more (including suspended sentences), without the option of a fine, during the five years before nominations close.
- Not disqualified under the terms of the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

28. Representatives must commit to representing the views of their organisation and members.

29. Representatives must share agenda and documentation internally within their organisation (subject to confidentiality) as well as minutes and outcomes of discussions.

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Guidance to Members – Members’ Code of Conduct

General

1. This Guidance is supplemental to the City of London Corporation’s Code of Conduct for Members (“the Code”). As in the Code, any reference to a “Member” includes both a member of the Corporation and a member of a committee of the Corporation.
2. It is not possible to cover every scenario or eventuality in this Guidance, which is intended as an aid for Members. It is not meant to be construed in an overly forensic or legalistic fashion. Rather, Members should consider how their actions might be perceived by the general public. In interpreting this Guidance and the Code, Members should at all times have regard to the Seven Principles of Public Life – selflessness; integrity; objectivity; accountability; openness; honesty; and leadership. Further advice on the requirements of the Code can be obtained from the Corporation’s Monitoring Officer (the Comptroller & City Solicitor) or the Committee and Member Services Team.

Register of Member Interests

3. All information provided on a Member Declaration Form will be published and made available for inspection – the only exception is where specific information is deemed to be sensitive, as set out in the Code.
4. A Member’s register of interests will be published via the respective Member’s page on the Corporation’s website. The register includes sections on disclosable pecuniary interests, non-pecuniary interests and gifts and hospitality.
5. The Code sets out the relevant timescales for registering interests. One requirement is to notify the Monitoring Officer (via the Town Clerk) of any disclosable pecuniary interest, and specified non-pecuniary interests, within 28 days of taking office as a Member. Accordingly, a Member Declaration Form will be sent to Members following election or appointment.
6. Where a Member has been re-elected or re-appointed, the requirements of the Code are satisfied if the register is updated – it is not necessary to register interests that have previously been notified to the Town Clerk.
7. The Code also states that a Member must maintain an up to date register of interests and Members are encouraged to regularly review their register entries. In addition, Members will be contacted individually once a year to review and where necessary update their register of interests and will also be reminded of the arrangements in respect of requests for dispensations.

8. Where you wish to register any interest, please use the Declaration Form provided (where appropriate) or contact the Committee and Member Services Team via email at declarations@cityoflondon.gov.uk or telephone: 020 7332 1407 or 020 7332 1409.

Disclosable Pecuniary Interests

9. The Code requires Members to register their disclosable pecuniary interests, as defined by regulations made by the Secretary of State – the current regulations are included in Appendix 1 of the Code.
10. It is essential that Members follow the rules on disclosable pecuniary interests because failure to do so may result in prosecution, a fine and/or disqualification as a member for up to 5 years. Investigations and sanctions regarding breaches of this aspect of the Code will be a matter for the Director of Public Prosecutions.

Declaring interests in Securities

What are Securities?

11. For these purposes “securities” means “shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and any other securities of any description other than money deposited with a building society” (Regulation 1 of The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012).

What Securities must be registered?

12. Members must register any beneficial interest in securities where:-
- (a) The body, to the member’s knowledge has a place of business or land within the City of London’s area; and
- (b) either-
- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body (whichever is the lower); or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares in any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

What is a “beneficial interest”?

13. A beneficial interest arises where there is a right to the economic benefit of the securities i.e. a right to the income from the securities or a share of it and a right to the proceeds of sale or part of the proceeds.

What degree of knowledge is required?

14. A Member will be taken to have knowledge of the necessary facts if:-
- They have actual knowledge; or
 - They wilfully shut their eyes to the obvious; or
 - They wilfully and recklessly fail to make such inquiries as an honest and reasonable man would make; or

They have knowledge of circumstances which would indicate the facts to an honest or reasonable man; or

They have knowledge of circumstances which would put an honest and reasonable man on enquiry.

Thus genuine and reasonable ignorance of the facts is required if the obligation to register a disclosable pecuniary interest is to be avoided.

15. There is no general obligation to undertake extensive enquiries and thus a Member with significant holdings in, say, a unit trust is unlikely to be required to ascertain the value of the beneficial interest in each company within the trust and whether they have a place of business in the City provided that this is not apparent from the material routinely supplied to unit trust holders.

What is a “reasonable excuse”?

16. There is no statutory definition and whether a “reasonable excuse” for failure to register a disclosable pecuniary interest exists will depend on all the circumstances of the case. The Court will consider the actions of a Member from the perspective of a prudent person exercising reasonable foresight and due diligence having proper regard to their responsibilities.

Non-pecuniary interests

17. Members are also required to register specific non-pecuniary interests as set out in the Code. Some illustrative examples of the types of organisations and bodies intended to be included in particular categories in paragraph 7 of the Code are set out below:

- Fraternal or Sororal Societies would include Freemasonry and the Royal Antediluvian Order of Buffaloes;
- Club or Society active in the City of London would include a Ward Club;
- Club or Society which relates to any functions of the Corporation would include the Heath & Hampstead Society.

18. This does not do away with the general obligation, in accordance with the Nolan Principles and the general duties set out in the Code, that Members are also required to notify the Town Clerk of any other interest that warrants disclosure.

Gifts and hospitality

19. Members must also notify the Corporation’s Monitoring Officer (via the Town Clerk) of any gift or hospitality received that, when valued in accordance with this Guidance, meets or exceeds the relevant thresholds set out in the Code (being £100, or a cumulative value of £200 within a twelve month period). Hospitality can be defined as any food, drink, accommodation or entertainment freely provided or heavily discounted.

20. Please contact the Committee and Member Services Team within 28 days of receipt of any disclosable gift or hospitality specifying the following details:

- description of the gift or hospitality (i.e. tickets to a theatre performance);
- the date it was received;

- from whom the gift or hospitality was received (where the person who invites a Member to an event is not the person paying for the event, the identities of both persons (or organisations, etc.) must be specified if known).

21. It is acknowledged that special arrangements are required in relation to gifts and hospitality provided to the Lord Mayor and Sheriffs, and these arrangements are set out in Appendix 1.

Gifts and hospitality that do not need to be disclosed

22. The following do not need to be disclosed:

- gifts and hospitality provided by the Corporation, including committee dinners or lunches associated with committee visits and hospitality offered by the Corporation at external events such as MIPIM;
- tickets to events at the Barbican Centre or Guildhall School of Music and Drama, where the Chairman, Managing Director or Principal (i.e. the Corporation) is the host – but this does not include invitations from external organisations e.g. the London Symphony Orchestra, or the Royal Shakespeare Company;
- any invitation from Her Majesty The Queen.

23. In addition, a Member only has to disclose gifts or hospitality received by virtue of being a Member – this will not normally include gifts or hospitality received from friends or family. Members should apply common sense when they consider how receipt of a gift or hospitality might be interpreted. For example, if the Member is a member of the Planning and Transportation Committee, and a birthday present arrives from an applicant just before a planning application is due to be considered, then the Member should think about how this would be interpreted by a reasonable member of the public. If in doubt, the Member should disclose the interest.

24. Members do not need to disclose gifts and hospitality that do not reach the relevant thresholds.

How should Members assess the value of gifts and hospitality received?

25. Members should assess all of the hospitality on offer at any event attended, whether it is accepted or not. This approach is in the interests of transparency, certainty and accountability; and avoids Members being drawn into a debate about exactly what they ate or drank on a particular occasion. Members should consider how much a person could reasonably expect to pay to attend an equivalent function or event run on a commercial basis. Likewise, in relation to gifts, Members should consider how much a person could reasonably expect to pay for an equivalent item on a retail basis. Where a Member is in any doubt as to value, the prudent course is to err on the side of caution and register the gift or hospitality in question.

26. Some examples of gifts and hospitality that are unlikely to reach the individual threshold are as follows:

- drinks receptions (where only drinks and canapés are served);
- standard commemorative gifts including pin badges, published materials, ties, paper weights, plaques.

27. Some examples of gifts and hospitality that are likely to reach the individual threshold are as follows:
- overseas trips or overnight accommodation;
 - formal luncheons or evening dinner events;
 - bespoke gifts that have been sourced/ made specifically for the Member (e.g. an engraved crystal vase, or a gold picture frame with a signed limited edition print);
 - hospitality packages including lunch or dinner and tickets to a sporting or cultural event.
28. Gifts and hospitality received by friends and family of a Member, by virtue of the latter being a Member, should also be treated as having been received by the Member and registered accordingly.

Additional caution

29. Caution should be exercised where the offer of any gift or hospitality is over and above what could reasonably be viewed as ancillary to the business being conducted, or is wholly unrelated to the business being conducted.
30. Particular caution should also be exercised by Members involved in determining regulatory matters (licensing, planning) and making decisions that affect the financial position of others.
31. Where a Member has reservations about accepting a gift, but is concerned that a refusal to accept the gift might cause offence, one available course of action would be to pass the gift on to the Corporation, rather than retaining it personally.
32. Members also need to be mindful of where their private activities might cross over with or be perceived to cross over with their activities as a Member.
33. Interests under the Code may also give rise to obligations in a Member's other capacities e.g. to an employer, or a charity for which one works in a personal capacity, and Members are advised to independently verify the requirements of such bodies.

Declaring interests at meetings

34. Where a Member has registered their pecuniary and non-pecuniary interests in accordance with the Code, there is no requirement to additionally declare the existence of such an interest at a meeting of the Corporation at which that interest is engaged. However, in the interests of transparency it is good practice to do so.

Confidential information

35. A Member must not disclose information given to them in confidence by anyone, or information acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, except where:
- they have the consent of a person authorised to give it;
 - they are required by law to do so;
 - the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or

- the disclosure is –
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the authority.

36. A Member should seek advice from the Monitoring Officer if they are unsure about the applicability of the above exceptions.

Relationship between the Code and the Protocol on Member/Officer Relations

37. Non-compliance with the Protocol on Member/Officer Relations (“the Protocol”) does not in itself amount to a breach of the Code. However, the purpose of the Protocol is to provide a guide to working relationships between Members and Officers, and therefore the Protocol may be referred to when interpreting the provisions of the Code in such circumstances.

38. The Protocol includes a dispute procedure where an Officer is dissatisfied with a Member’s conduct or behaviour. This does not preclude an Officer from making a complaint to the Monitoring Officer if they believe that there has been a breach of the Code. Likewise, if a matter is raised with a Chief Officer or the Town Clerk under the Protocol, they may choose to refer the matter to the Monitoring Officer for assessment as a breach of the Code in appropriate circumstances.

39. Where a written complaint is made alleging that a Member has breached the Code, that complaint shall be dealt with in accordance with the arrangements that the Corporation has in place under the Localism Act 2011, notwithstanding any possible alternative action under the Protocol in relation to the conduct or behaviour in question.

Further information

For further information regarding the Members’ Code of Conduct, please contact:

Michael Cogher (Comptroller & City Solicitor)
 Tel: 020 7332 3699
 Email: michael.cogher@cityoflondon.gov.uk

Lorraine Brook (Principal Committee and Member Services Manager)
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Appendix 1 to Guidance to Members – Members’ Code of Conduct

Gifts and hospitality – Lord Mayor

The same financial thresholds for the registration of gifts and hospitality apply to the Lord Mayor as to other Members. However, due to the sheer number of events attended, the details of gifts and hospitality received will be presented on a quarterly basis. This will be via a log maintained on the Lord Mayor’s webpages by staff at Mansion House, with a link from the Lord Mayor’s “Member’s” web page during their term of office.

The log will include disclosable gifts and hospitality received by the Lady Mayoress or Lord Mayor’s Consort, as well as gifts and hospitality received by a Lord Mayor Locum Tenens or Sheriff in the place of and on behalf of the Lord Mayor.

There are rare instances where the disclosure of a specific item of hospitality or related gift into the public domain may give rise to diplomatic, commercial or political sensitivities. In such cases that item will not appear on the public register but the relevant details will be notified to the Standards Committee.

It is acknowledged that failure to register gifts, on the basis that they do not meet the relevant value threshold, may cause offence in some cases. Therefore, in the same way that any Member can choose to register gifts with a lesser value, it has been agreed that the Lord Mayor will register all gifts received. For the same reason, in no case will the description of a gift include an approximate value.

Although the Lord Mayor can expect to receive many gifts during his or her year in office as a matter of courtesy, the large majority of those gifts are not retained by the Lord Mayor personally. Whilst the Standards Committee considers that it is important that it receives details of those gifts that are retained, it is acknowledged that this information may again give rise to diplomatic, commercial or political sensitivities and the relevant details will not therefore be released into the public domain.

Gifts and hospitality – Sheriffs

The arrangements for the registration of gifts and hospitality by the Sheriffs will as far as possible mirror the arrangements for the Lord Mayor. The Sheriffs, be they Aldermanic or non-Aldermanic, are subject to the Code and will have an individual register of interests. The details of gifts and hospitality received by the Sheriffs in that capacity will also be presented on a quarterly basis but via a log maintained by Old Bailey staff and published on the Corporate Governance webpages. Again, there will be a link from the “Member’s” web page of both Sheriffs during their term of office.

As set out above, disclosable gifts and hospitality received by a Sheriff in the place of and on behalf of the Lord Mayor will be recorded in the log maintained by staff at Mansion House and not the log maintained by staff at the Old Bailey.

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