



Queen's Park Consultative Group

Date: WEDNESDAY, 9 OCTOBER 2019

Time: 11.15 am

Venue: PARK MANAGER'S OFFICE, QUEEN'S PARK, LONDON NW6

Members:

Karina Dostalova, (Chairman)	Councillor Eleanor Southwood, (London Borough of Brent)
Anne Fairweather, (Deputy Chairman)	John Blandy, (Queen's Park Area Residents' Association)
Ruby Sayed	Helen Durnford, (Queen's Park Area Residents' Association)
Virginia Bonham Carter, (Ark Franklin Primary School)	Giovanna Torrico, (Queen's Park Community School)
Councillor James Denselow, (London Borough of Brent)	Vicky Zentner, Kensal Rise Residents Association)
Councillor Neil Nerva, London Borough of Brent)	

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

A walk departing from Queen's Park Café at 10.00am will precede the meeting.

N.B. part of this meeting may be subject to audio-visual recording.

**John Barradell
Town Clerk and Chief Executive**

AGENDA

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and summary of the meeting held on 27 March 2019.

For Decision
(Pages 1 - 8)

a) **Minutes - Hampstead Heath, Highgate Wood and Queen's Park Committee**

(Pages 9 - 18)

To receive the draft public minutes and non-public summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee meeting held on 11 September 2019.

4. **OUTSTANDING ACTIONS**

Report of the Town Clerk.

For Information
(Pages 19 - 20)

5. **SUPERINTENDENT'S UPDATE - QUEEN'S PARK**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 21 - 26)

6. **FEES AND CHARGES 2020/21& 2021/22**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 27 - 40)

7. **HIGHGATE WOOD AND QUEEN'S PARK CAFÉ UPDATE**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 41 - 44)

8. **QUESTIONS**

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

10. **DATES OF NEXT MEETINGS**

The provisional dates of the next two meetings are 1 April and 7 October 2020.

QUEEN'S PARK CONSULTATIVE GROUP Wednesday, 27 March 2019

Minutes of the meeting of the Queen's Park Consultative Group held at Park Manager's Office, Queen's Park, London, NW6 on Wednesday, 27 March 2019 at 2.30 pm

Present

Members:

Karina Dostalova (Chairman)
John Blandy (Queen's Park Area Residents' Association)
Virginia Bonham Carter (Ark Franklin Primary School)
Helen Durnford (Queen's Park Area Residents' Association)
Giovanna Torrico (Queens Park Community School)
Vicky Zentner (Kensal Rise Residents Association)

Officers:

Colin Buttery	- Director of Open Spaces & Heritage
Bob Warnock	- Superintendent of Hampstead Heath
Richard Gentry	- Constabulary and Queen's Park Manager
Leanne Murphy	- Town Clerk's Department

1. **APOLOGIES**

Apologies were received from Anne Fairweather and Ruby Sayed.

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

There were none.

3. **MINUTES**

RESOLVED, that the minutes of the meeting held on 31 October 2018 be approved.

4. **TREE PESTS AND DISEASES: OAK PROCESSIONARY MOTH URGENT UPDATE**

Members noted a report of the Director of Open Spaces regarding tree pests and diseases providing an urgent update on Oak Processionary Moth (OPM). The following comments were made:

- The Director of Open Spaces stated that the report went to the Open Spaces & City Gardens in December to approve the submission of a bid for additional resources to the Resource Allocation Sub Committee for future financial years from 2019/20, highlighting OPM as a new and significant resource demand in the medium-term financial planning process which was approved.

- The report has gone as an update to all Open Spaces Committees as the spread of OPM now reaches all of the Corporation's Open Spaces and is recorded in all 32 London Boroughs and the City of London.
- Members were advised that the disease was a significant public health risk and the focus for controlling the pest was to protect public car parks, children's parks, paths and sports areas where members of the public were most at risk. An education programme is also in development to educate the public on OPM and what to do should they encounter it.
- Members were advised that Hampstead Heath was the longest affected space with OPM first identified in 2015. Based on the experience at Hampstead Heath, it was predicted that the number of nests in the other Open Spaces would increase dramatically in 2019 including Queen's Park; however, it was noted that Queen's Park only had a small number of oak trees.
- Treatment includes zoning targeted high-risk areas, the spraying of trees and nest removal, along with significant forest research in conjunction with the Forestry Commission.
- It was agreed with the Forestry Commission that Hampstead Heath would be used as a pilot site to tackle OPM. This pilot scheme would assist with the development of a national programme of best practice to control OPM.
- In response to a query regarding the education, Members were advised that the Forestry Commission and DEFRA were already working with schools and an educational programme would be coming to schools soon. PHE were also helping with education and good communication were ongoing with doctors and vets to ensure they were aware of the risks and signs.
- A Member suggested liaising with garden centres to advertise the risks of OPM.
- Members were advised that electronic versions of leaflets and information regarding OPM was available on the Forestry Commission's website and could be printed off. The Director of Open Spaces also agreed to supply some printed leaflets. The Chairman suggested that Members take leaflets to community groups to ensure the local community were aware.
- The Director of Open Spaces was happy for the contents of his report to be circulated and agreed to keep the Group updated on OPM matters over the season.

RECEIVED.

5. **SUPERINTENDENT'S UPDATE - QUEEN'S PARK**

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

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

Operational Management

- It was noted that the Team were recruiting for two vacant roles: a Team Leader and an Animal Keeper & Engagement Assistant.
- The Committee congratulated and thanked staff for their hard work on the redevelopment of the Children's Farm which Members viewed during the walk.
- In response to a query regarding the current audit of trees and whether there was a tree policy in place, Members were advised that locally there was no formal strategy for trees but there was an informal arrangement regarding the replacement of trees on an individual basis plus an overarching tree policy across the Corporation's Open Spaces Department.
- It was noted that a walkthrough of the plans for the Woodland Walk was discussed during the walk prior to the meeting and the feedback and ideas given by Members would guide the consultants going forward. A work programme would follow including details of the two capital project elements: fencing and a boardwalk.
- A Member urged caution when taking down things that already exist and opening up areas, noting that the native hedgerow available was great for birds. The Superintendent stated that balance and impact would be carefully considered.
- A Member noted the suggestion to remove the entrance gate(s) and argued that the gate gave that space sanctuary and a secret garden feel. It was noted that two areas would be separated in theory but still joined.
- Members liked the idea to include the unused edge of the golf course in this space.
- Members were unsure whether the suggested pond was necessary due to the small size of the park.
- The Town Clerk agreed to circulate a pdf of the Woodland Walk plans to the Group.
- The Superintendent advised that revised concepts would be brought to a future meeting for feedback.

Projects and Programmes

- A mid-term review of the Queen's Park Conservation Management Plan 2014–23 is due to take place and will be reported at the next meeting.
- Members were advised that the most costly option was supported at the HHHWQP Committee in November 2018 regarding the rebuild of the Public Toilet and the redevelopment of the Sand Pit, Project Sub Committee had given approval to proceed to the next Gateway process (Gateway 3) but wanted to see Officers present options for the project.
- The Superintendent advised that Officers were working on a full Options Appraisal and collaborating with the relevant Departments in preparation for submission to the Projects Sub Committee in May for approval.
- Members were advised that value engineered costs were being prepared and that the City Surveyor's Dept. would be informed that quality products were required but not high end. Currently, Officers were working from architect's industry standard estimated costs.
- A Member stated that a simple toilet block with the aesthetics of the Turkey House without cladding were desired. The Chairman requested that the Member send the photographs to the Superintendent.
- The Director of Open Spaces noted that the Corporation had a huge number of responsibilities with a large number of capital projects to prioritise. Members were advised that due to the significant capital expense from a number of key large projects currently coming through the Corporation, all projects that were not yet at Gateway 5 would be reviewed under new criteria as part of a fundamental review of revenue and projects.
- This project would be justified on the benefits it would provide for the community.
- A Member was concerned that the toilet redevelopment project's competition with the sandpit project made it more expensive and put the project in jeopardy. The Superintendent advised that the option of route was required before they could go out to tender and the value engineering would provide more accurate costs.
- The Chairman stated that she liaised with the surveyors regarding the high costs, notably the £37k for the wall. She felt that it would be worthwhile for the Group to reconsider some of the aesthetic aspects of the project and seek alternative funding to cover these requests as this would make the costs of the project more palatable to the Corporation and get less push back.

- It was noted that £80k had been fundraised locally in Tiverton and a similar approach could be taken for this project. Local and in-house labour was also suggested to work on the aesthetics which was the approach used in the redevelopment of the Children's Farm.
- Members were advised that the Park Manager was in consultation with the City Surveyor's Department to agree a date for Tennis Courts 1- 6 to be repainted and relined. This work would take approximately seven days to complete.
- Members were advised that the redevelopment of the Children's Farm was almost complete and had already received positive feedback on social media. The Chairman agreed to write to the staff members involved in the redevelopment giving thanks from the Group regarding the successful project.

Sustainability

- The Superintendent highlighted the need for an improved recycling system noting that the Divisional Waste and Recycling Review was currently under way investigating potential improvements to the current service.
- The City of London Corporation has changed its waste contractor and is now working with Veolia to manage the Corporation's waste.
- It was noted that a Member had previously agreed to provide more information regarding possible assistance from the London Borough of Brent to assist with Queen's Park waste. The Superintendent agreed to follow up.
- Members were advised that positive feedback was received regarding the use of LED lights instead of a Christmas tree in December 2018 and it was suggested that the lights be extended to other trees in 2019 for Christmas and evening events. Members agreed with this approach noting that the change from tradition was ecological and to stop vandalism.

Visitors and Community

- The Junior Parkrun has run for two years and attracts approximately 100 children each week every Sunday.
- The Corporation continues to liaise with the Lawn Tennis Association regarding increasing participation on the courts meeting quarterly.
- In response to a query regarding the licence fee costs charged for group play tag rugby, Members were advised that this information could only be provided to the Group as a non-public item. The Superintendent

noted that this fell under the event licensing scheme as participants were under 500. Officers agreed to bring more information to the next meeting.

- Members were advised that the Superintendent and Chairman were meeting with the Queen's Park Café vendors in the afternoon to discuss a longer lease agreement than the current three-year lease. The Superintendent confirmed that a longer lease agreement would require a new tender which risked the current provider staying. It was noted that the Highgate Wood Café was currently out to tender for an agreement of seven years plus three and would include a number of break clauses and service / performance standards.
- Members did not feel that the current providers had delivered on their promises offered when they took over the café site including picnics, catering for events, evening opening and ice creams. Members raised a number of concerns including the expense of products and the introduction of contactless payments which prevents children from using cash (unless it is the exact amount).
- Members requested sight of the new menu and prices being offered.

Learning and Schools

- The Park Manager advised that he would be meeting the Learning Project Officer regarding supporting a group of special education needs sixth form students who will be working in the reopened Farm at the end of March.
- The Chairman felt that more direct liaison with schools was needed to look at what could be offered.

Volunteering

- The Chairman stated that approximately 400 volunteers covering the Corporation's Open Spaces attended the Volunteers Reception at Guildhall in January and was pleased to advise that the event was approved for next year and that more volunteers would be invited to attend in 2020.

Events

- The Superintendent stated that the Corporation had been approached again to host Queen's Park the Opera in July 2020. The event would last for one week and would be held either on the main field or on the bandstand.
- Members requested more information on the event but were concerned that it would take place in the middle of summer on a well-used space by

the public. It was noted that information had been requested by the Park Manager to bring to the Group but that it was not received.

- Members were advised that Brent had won the award for London Borough of Culture 2020 and that the Corporation hoped to be involved in opportunities with Brent during the year like it had with the 2019 winner Waltham Forest. The Park Manager has been in liaison with Brent regarding the potential for a series of events and that ideas were required.
- A Member suggested focussing on history with a Victorian themed day including an agricultural fayre and classical music event on the bandstand.

RESOLVED – That:-

- Members provide feedback on the proposed events for 2019, as set out in paragraph 34 and Appendix 3 and the proposed event at paragraph 36;
- the views and comments of the Queen's Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 5 June 2019.

5.1 APPENDIX 1 - DIVISIONAL PLAN 2019-22

Members noted the Hampstead Heath Divisional Plan for 2019/20, 2020/21 and 2021/22.

It was noted that a page was missing from the Divisional Plan which was circulated to the Group.

Members were advised that the three-year Divisional Plan 2019-2022 had been reformatted to reflect the outcomes in the Management Strategy and was approved by the HHHWQQP Committee at its meeting in March. The Group was happy with the reformatted document.

RECEIVED.

5.2 APPENDIX 2 - ANNUAL WORK PROGRAMME 2019/20

Members noted the Queen's Park Annual Work Programme 2019/20.

The Superintendent noted that the Annual Work Programme was the next level above the Divisional Plan and the next step would be to consolidate and clarify the document in line with the Management Framework.

RECEIVED.

5.3 APPENDIX 3 - QUEEN'S PARK 2019 EVENTS PROGRAMME

Members considered the provisional Queen's Park 2019 Events Programme. The Superintendent advised Members that the Events Policy 1 and 2 were fully

operational and that all events went through the decision-making process based on size.

RECEIVED.

5.4 **APPENDIX 4 - INCOME AND EXPENDITURE**

Members noted the 2018/19 Income and Expenditure for Queens Park. The Superintendent advised Members that the income figures currently went up to 28 February 2019 and would be updated when the financial year finished on 31 March 2019.

Members thanked Officers for providing this information as requested at the last meeting.

RECEIVED.

6. **QUESTIONS**

A Member raised a query from the walk requesting Officers to consider the feasibility of planting trees in front of the storage shed/barn in the Staff Yard.

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

Friends of Highgate Wood Group

The Chairman highlighted the merits of Members considering and leading on fundraising opportunities for Queen's Park to fund projects. It was noted that residents at Tiverton Green had raised £80k to cover the costs of works in the area.

The Chairman asked if there was any appetite locally to form a Friends of Queen's Park Group who could raise project funds. This would have benefits such as legacies as the group would not be affiliated with the Corporation, e.g. like Heath Hands or QPARA. Members thought this idea was worth exploring.

8. **DATES OF NEXT MEETINGS**

Members noted that the date of their next meeting would be on 2 October 2019 at 3.00pm.

The meeting ended at 4.00 pm

Chairman

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

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Wednesday, 11 September 2019**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Parliament Hill Conference Room, Parliament Hill Staff Yard, Parliament Hill Fields, Hampstead Heath, NW5 1QR on Wednesday, 11 September 2019 at 3.00 pm

Present

Members:

Karina Dostalova (Chairman)
Anne Fairweather (Deputy Chairman)
Mark Bostock
Michael Hudson
Wendy Mead
Deputy John Tomlinson
John Beyer
Adeline Siew Yin Au

Officers:

Colin Buttery	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Katherine Radusin	- PA to Superintendent of Hampstead Heath
Richard Gentry	- Constabulary and Queen's Park Manager
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Edward Wood	- Chief Solicitor, Comptroller & City Solicitors
Graham Nickless	- Senior Accountant, Chamberlain's Department
Declan Gallagher	- Operational Services Manager
Yvette Hughes	- Business Manager Hampstead Heath
Gerry Kiefer	- Business Manager, Open Spaces Department
Karyn Burnham	- Deputy Head of Facilities Management, City Surveyors
Abigail Tinkler	- Head of Learning, Open Spaces Department
Carl Locsin	- Media Team, Town Clerk's Department
Leanne Murphy	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Rachel Evans, Councillor Thomas Gardiner, Councillor Richard Cornelius, Oliver Sells QC, Graeme Smith, Deputy David Bradshaw, Alderman Prem Goyal and William Upton QC.

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

There were none.

3. MINUTES

RESOLVED, that the public minutes of the meeting held on 5 June 2019 were approved as a correct record.

4. OUTSTANDING ACTIONS

Members noted the various outstanding actions and the updates provided thereon.

Members were advised that Action 1 would be carried over to the November meeting.

With regards to Action 2, the Chairman advised that the Town Clerk sought legal advice concerning the request to change to the Committee's Terms of Reference to include a disability representative. In principle, there were no legal reasons preventing a dedicated disability representative to the Committee and Officers agreed to progress with this addition and begin looking suitable charities to approach.

Concerning Action 4, the Chairman confirmed that the Committee's views regarding the City of London Corporation Sport and Physical Activity Strategy were expressed through the further consultation process. It was noted that the Strategy would be discussed at the upcoming Hampstead Heath Sports Advisory Forum meeting and the Corporate Strategy Manager would be in attendance.

A motion would also be put forward at the Court of Common Council meeting the following day concerning the City Corporation's commitment around sport and physical engagement and the Chairman welcomed support from Members attending Court.

The Chairman advised that Action 5 was complete and that a response from English Heritage had been received confirming they noted the responses to consultation and would not be supporting a memorial in the proposed location in Kenwood. Members were pleased with this outcome.

5. **HAMPSTEAD HEATH CONSULTATIVE COMMITTEE MINUTES**

The draft public minutes of the Hampstead Heath Consultative Committee meeting held on 8 July 2019 were received.

6. **SUPERINTENDENT'S UPDATE**

Members considered a report of the Superintendent providing an update on matters concerning Hampstead Heath, Highgate Wood and Queen's Park. The following points were made:

Management Framework

- Members were advised that the Measurement Framework had been embedded into the Hampstead Heath Management Strategy 2018-2028 and would be the next area of focus for the Superintendent.

City Surveyor's Cyclical Work Programme

- The Superintendent highlighted current projects within the Cyclical Work Programme including the Heath Extension changing rooms and public

toilets. A planning application for the refurbishment of the Parliament Hill public toilets has been submitted to the London Borough of Camden.

East Heath Car Park (A DP5)

- The Superintendent advised that the project had reached Gateway 5 but was now frozen due to the Fundamental Review. It was noted that there would be an opportunity to bid for capital funds in November based on a criterion of five set characteristics and the Open Spaces Department was currently prioritising all of its capital projects.
- The Director of Open Spaces stated that the majority of capital bids were currently on hold and the Department was keen for all projects with health and safety implications to be prioritised. All cases put forward in the annual bidding round would be based on a strong business case.
- Members were concerned that by the significant risks of rain on the East Heath Car Park and agreed that pressure was needed to ensure this project was completed as a matter of urgency.
- The Chairman and Deputy Chair highlighted the need for projects with health and safety to be prioritised as leaving them had potential reputational and liability concerns for the City Corporation. The Chairman requested clarity on the bidding process.
- A Member cautioned against the reliance on classifying projects as having health and safety implications noting that this was the Health and Safety at Work Act. He regarded most of these concerns as public liability or safety issues and recommended seeking legal advice when preparing bidding cases.
- It was noted that the Chairman of the Policy and Resources Committee had stated that necessary projects should not be held up. The Chairman agreed to clarify with the Chairmen of the Projects Sub Committee, Resource Allocation Sub Committee and Finance Committee what the next steps were for funding projects.

Planning

- **Jack Straws Castle 2017/2064/P, 2017/2211/L, 2017/2171/P.** Members were advised that the developer had withdrawn their appeal.
- **North Fairground Site 2017/4346/P.** The Superintendent advised that the Public Enquiry would be recommenced on 3 October 2019. The Applicant's request to submit additional evidence was rejected.
- **South Fairground Site.** It was noted that the Public Inquiry had been concluded and all parties were awaiting the Inspector's decision.

- **55 Fitzroy Park 2018/3672/P.** Members were advised that the case was ongoing, and the City Corporation had submitted a representation concerning the impact of the development adjacent to the Heath.
- **The Water House, Millfield Lane. 2017/3692/P.** The Superintendent advised that a decision concerning the representation submitted against the construction of a boundary fence was still to be determined.
- **Jack Straws Castle – change of use application.** The Superintendent advised that he would be meeting the Headteacher the following day to discuss the change of use application.
- **Athlone House.** Members were advised that a new, more suitable gate design had been submitted following the City Corporation's representation against the original elaborate design.
- In response to a query regarding wayleave agreements, the Superintendent confirmed that this would be reviewed. Members felt that a payment of £10 per year was not enough and suggested increasing this to £25-50 per year in line with other Local Authorities.
- A Member thanked the City Corporation who were an unsung hero for the significant work they do protecting the Heath from ongoing development issues.

Grazing

- Members were advised that the grazing trial was a success receiving positive feedback and publicity. A review would take place and inform future grazing projects on the Heath.
- The Superintendent gave thanks to the project partners, the Heath & Hampstead Society, Mudchute Farm, the Rare Breeds Survival Trust, Heath Hands and Historic England.

Swimming

- The Superintendent stated that there was increasing pressures on the Team during extreme weather events, which was having knock on effects when the ponds and Lido were operating at capacity.
- The Chairman thanked all staff and lifeguards for their hard work and noted the email sent to Members providing an update on the significant pressures at the Heath over the summer months.
- The Deputy Chair did not see the issues as unique to the Heath and requested that Members receive a lessons learnt update to support staff.

- In response to a query regarding the leak at the Lido, the Superintendent that the gel treatment of the pipes had not worked and options for excavation and resealing were being considered by the City Surveyor.

Heath Extension Meeting Room

- The Superintendent sought Members thoughts on how to progress with the Heath Extension meeting room proposing that the space be let to local sports clubs in the short term followed by wider consultation for long term use and income, e.g. a tea hut or sports offer.
- The Chairman queried whether consultation with the community should encompass the wider provision of sports facilities across the Heath. This would link to the projects identified in the Asset Management Plan or whether this should remain an independent work stream.
- Members supported that the room be let on a temporary basis to ensure the City Corporation was receiving an income straight away and for a decision to be made long term following consultation.

Playgrounds

- The Superintendent advised that a planning application had been submitted for the Adventure Playground. The planning application for the refurbishment of the Vale of Health and Preachers Hill Playgrounds was being finalised.

Events

- The Chairman congratulated the Events Team on a successful year of events. The Night of the 10,000m Personal Bests was highlighted as a key international event for the Heath noting that next year it would be used as the trials for the Olympics.

Waste & Recycling

- Members were advised that new bins were being introduced in a phased process following the huge volume of waste during June and July. It was noted that the behaviour of the public was monitored, and introduction of three separate recycling streams had led to much less contamination.
- The next focus for Team was messaging and communications for the public visiting the Heath to take their rubbish home. The Chairman suggested engaging with local press concerning the waste issues to publish a story.

30th Anniversary

- The Chairman advised that all Members were invited to attend a tree planting to celebrate 30 years of the City Corporation's custodianship of

the Heath would take place on 12 October 2019 during the HHCC walk.

- The Chairman noted that a Freedoms ceremony would take place before the close of the year presenting nominated people with close connections to the Heath with the Freedom of the City.

Queen's Park

- The Chairman was disappointed that the Public Toilet and Sandpit Refurbishment projects had been put on hold due to the Fundamental Review after over two years of planning and saw this as an unacceptable reputational risk. The Chairman agreed to discuss this project with the relevant Committee Chairmen.
- Members were advised that Queen's Park Day would take place on Sunday 15 September 2019 and were encouraged to attend.

Oak Processionary Moth (OPM)

- The Deputy Chair was pleased to note that OPM nests had significantly reduced from the previous year and commended the pest management operations of the Tree Team.
- The Director of Open Spaces stated that the Forestry Commission have been providing messaging on the management of OPM across London and the pilot study and change of method trialled at the Heath had been a success story.

RESOLVED – That:-

- Members agree the proposed phases for the future use of the meeting room on the Heath Extension (paragraphs 27-28);
- The Chairman to liaise with the Chairmen of the Projects Sub Committee, Resource Allocation Sub Committee and Finance Committee regarding the next steps for funding capital projects.

7. LARGE & MAJOR EVENT APPLICATIONS FOR HAMPSTEAD HEATH

Members considered and approved a report of the Superintendent of Hampstead Heath in relation to two major events: The Affordable Art Fair and the Highgate Harriers Night of 10,000m Personal Bests.

Members were advised that each of these events has been assessed by the Officer Event Group and considered by the Hampstead Heath Consultative Committee. Members regarded both as key, well established events in the Hampstead Heath events calendar.

RESOLVED: That:-

- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the Affordable Art Fair 2020 event (appendix 1);
- Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee approve the Highgate Harriers Night of 10,000m Personal Bests 2020 event (appendix 2).

8. **HIGHGATE WOOD AND QUEEN'S PARK CAFÉ UPDATE**

Members considered and approved a report of the Superintendent of Hampstead Heath providing Members with an update on the tendering of the Highgate Wood Pavilion and the Queen's Park Cafés.

Members were advised that the new tender process ensured that the best opportunity was found for the community. The Queen's Park Manager confirmed that there had been interest in bidding for the lease and that Groundwork London had been appointed to undertake user consultation and engagement. The outcome of the engagement would inform the tender process with an aim for a new tenant by spring 2020. A temporary option would be in place during the winter months.

A Member recommended that as part of the negotiations it was preferable to offer a reduced rent during the establishment phase rather than a rent-free period.

RESOLVED – That Members agree the revised tendering timeline, as set out in Para 9.

9. **ANNUAL UPDATE**

Members considered and approved a report of the Superintendent of Hampstead Heath concerning the Annual Update for 2018-19.

Members were advised that the annual update was a commitment from the Management Strategy agreed by the Committee in November 2018. This detailed the progress made during its first year and set out the priorities for 2019-20.

It was noted that development of a Management Framework was in progress and HHCC Members had provided feedback on the draft at their last meeting. members were happy with the draft wording.

RESOLVED – That Members approve the Annual Update 2018–2019.

10. **BREXIT PLANNING**

Members received a verbal update from the Director of Open Spaces concerning Brexit planning.

Members were advised that the City Corporation had three priorities: 1) to represent and promote the best interests of the City; 2) to continue to deliver its statutory duties and 3) to ensure the continued success of the organisation.

The Director of Open Spaces confirmed that the City Corporation was carrying out significant work on an operational and Departmental level in preparation for Brexit. With regards to the Open Spaces Department, work was ongoing with DEFRA to ensure a continuance of working across the City Corporation's Open Spaces and safeguarding EU grants that were previously agreed.

In response to a query concerning potential delays in equipment, materials, spaces, etc, caused by no-deal Brexit, Members were advised that there were weekly Chief Officer meetings which included discussions regarding supply lines, vehicles, fuel supply, etc, and there had been fundamental preparation and emergency planning to cover all eventualities of Brexit. It was noted that it was difficult to prepare for something that was uncertain.

11. **THREE-YEAR REVIEW OF THE OPEN SPACES DEPARTMENT'S 'GREEN SPACES, LEARNING PLACES' PROGRAMME**

Members received a report of the Director Open Spaces providing Members with a review of the Open Spaces Department's three-year (2016 to 2019) learning programme delivering learning, play and volunteering opportunities to local children and adults at Hampstead Heath, West Ham Park, Epping Forest and Queens Park. This review provides a measure of success against the original ambitions of the programme and the lessons learnt that will inform the future programme.

Members were pleased that funding had been secured to continue this programme. The Deputy Chair suggested inputting into local Boroughs and other forums to expand and gain wider acknowledgement of this important work.

RECEIVED.

12. **CYCLICAL WORKS PROGRAMME BID - 2020/21**

Members received a report of the City Surveyor concerning the Cyclical Works Programme Bid for 2020/21.

Members were advised that the draft cyclical project list for 2020/21 totalled £778,200 but £144k was added following consultation to keep up with statutory inspections. The Chairman added that HHCC Members had noted that all the statutory inspections were not included and had now been added to the list.

RECEIVED.

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

Members received a report of the Director of Open Spaces providing Members with a review of the Open Spaces Department's delivery of its 2018/19 Business Plan.

Members were advised that progress had been made against the Department's fifteen programmes and projects and that performance against the 31 performance measures was comparable with previous years and only 19% of

targets were missed by more than 10%. It was noted that there was a £13k overspend across the total local risk budget of £12million.

RECEIVED.

14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
There was no other business.
16. **EXCLUSION OF THE PUBLIC**
RESOLVED, that under Section 100A(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.
17. **NON-PUBLIC MINUTES**
RESOLVED, that the non-public minutes of the meeting held on 5 June 2019 were approved as a correct record.
18. **NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
There were two questions.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**
There were no urgent items.

The meeting ended at 4.59 pm

Chairman

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Queen's Park Consultative Group - Actions

	Date	Action	Responsible Officer/Member	Deadline/Progress
1.	27 March 19	Members to be kept up to date re: the level of OPM risk and nest numbers at Highgate Wood and the Forestry Commission leaflets concerning OPM to be circulated to Members to share with groups.	Town Clerk / Director of Open Spaces	Update at the October 2019 meeting
2.	27 March 19	A pdf of the Woodland Walk plans to be circulated to Members.	Town Clerk	To be completed ahead of October 2019 meeting
3.	27 March 19	The café to be asked if they would consider funding a Christmas tree at the Park.	Park Manager	Update at the October 2019 meeting
4.	27 March 19	Explore if there is appetite locally to form a Friends of Queen's Park Group who could raise project funds.	Park Manager	Update at the October 2019 meeting

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Committee(s): Queen's Park Consultative Group	Date(s): 9 October 2019
Subject: Superintendent's Update – Queen's Park	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Richard G Gentry	

Summary

This report provides an update on the management of the Park and operational activities of the Queen's Park Team since the previous meeting of this group in March 2019.

Recommendation(s)

Members are asked to:

- Give feedback on the events held in 2019, (para 19 – 25).

Main Report

Operational Management

1. As we approach another winter season, the staff will hire in a mulching deck, as they did in autumn / winter 2018. The mulching deck is a ride on machine which cuts leaf litter on the ground. The shredded leaves decompose, releasing nutrients into the ground. This method reduces the amount of staff time required to collect and dispose of green waste.
2. The Park has appointed two full time staff in recent months. Following a successful recruitment campaign, a Grounds Maintenance & Projects Team Leader and an Animal Keeper & Engagement Assistant have joined the Team. Both members of staff bring with them a wealth of experience and knowledge from their previous roles.
3. The current full-time establishment at Queen's Park remains eight staff, and Staff at the Park continue to be supported by colleagues from across Hampstead Heath, Highgate Wood & Keats House.
4. Casual staff were employed over the summer months to support the maintenance of the Park, this included staffing the Paddling Pool, pitch & putt course and general duties, including cleaning and waste collection.

5. Management tasks over the summer have included the edging of grassed areas using an edging machine. The machine maintains a clean edge and reduces the amount of time required to complete the task.
6. The Team Leaders are planning the maintenance of the formal sports turfed areas and the Quiet Garden lawn with the support of the Sports and Recreation Keeper. Staff have noticed areas where the turf has sunk in the Quiet Garden. Further works will include scarification of the lawn and the pitch & putt course, hollow tinning and the use of horticultural materials to maintain these well used areas of the Park.
7. The Park Manager is seeking to appoint an Apprentice post in early 2020, the post will be shared with Golders Hill Park and the Apprentice will work within the gardens at each location.
8. The Paddling Pool has suffered a leak over the summer months, which was discovered after the pool was commissioned and reopened in May 2019. The current costs of investigating the leak equates to £7,185. Further works will be required to repair the leak.
9. The Heath's Tree Team have undertaken works in Queen's Park, including the removal of Massaria branches from 12 London Planes, and the tethering of a split canopy on a horse chestnut at the top of the Park. The Tree Team have also carried out the dead wooding of a lime tree along Kingswood Avenue and an internal tree inspection in August. The Park Manager has appointed a contractor to carry out hedge works and external tree limb reduction. Oak Processionary Moth nests were removed by hand with only a small quantity of nest found in 2019.
10. Queen's Park received the Green Flag and Green Heritage Awards in 2019 and retained its London in Bloom Gold Award. These awards recognise the quality of the green space which is provided for the community, as well as the contribution from the staff and volunteers in delivering a much-loved Park.

Projects

11. The redevelopment of the Playground Toilet and Sandpit is currently on hold. New central funding arrangements will be introduced in the autumn allowing Officers to bid for funding for the projects that are on hold, as well as new Projects.
12. Due to usage and age, the Sandpit play equipment is failing and some items have had to be removed or cordoned off. The Team Leaders are in the process of obtaining quotations for the repair / replacement of equipment, as well as the replacement of the liner and sand. The Park Manager will provide a further update at the meeting.
13. The Park Manager will give a verbal update on the Woodland Walk Management Plan at the meeting. The appointed consultant is preparing a draft document

following a meeting with Stakeholders and Staff where feedback on suggested proposal were given. This draft will be shared with Members initially for their commentary and feedback.

14. The tennis courts have been repainted and relined. An event was held on the 28 September 2019, offering Park visitors the opportunity to try tennis for the first time, or to improve their game. A similar event was held in July 2019, where the tennis coach provided guidance for those who either wanted to give tennis a go or enhance their techniques.

Sustainability

15. A change in the corporate waste management contract has seen Veolia take on this responsibility. They are responsible for the removal of the general waste from the Park. Through a local contract, Veolia Brent are responsible for the collection of recycling from the Park. New, larger recycling bins have been purchased and these are located outside the café and inside the Children's Play Area.
16. The Queen's Park Area Residents' Association (QPARA), in liaison with Veolia Brent introduced recycling bins for the first time this year at Queen's Park Day. The use of these bins meant that staff were having to deal with less general waste which would be removed from site and incinerated.
17. The Queen's Park Team will work in partnership with Veolia Brent and offer a location in the Park for the dropping off of Christmas Trees over the 2019/20 festive period. Previous years have seen in excess of 1,400 trees collected.

Visitors and Community

18. Two successful wedding ceremonies were held on the bandstand over the summer. Further promotion of the venue will take place through a publication which is produced by the London Borough of Brent. These events support the Park with income generation assisting with the ongoing maintenance of the green space.
19. There were shows for children held in the Park in August, these events are funded for by the City of London Corporation and continue to be free of charge for those attending. The shows attract an average of 175 people, although this can be weather dependant.
20. Regent Brass performed on the bandstand from June through to August. Again, these performances are funded by the City Corporation and are of no cost to those attending.
21. The Bandstand continues to be hired for parties and other events. Income generated in 2019 is £3,780. Revenue from the hire of this facility supports the entertainment provided on the Bandstand and the Children's entertainment.
22. Queen's Park Book Festival is a weekend celebration of the literary arts in the heart of London. Authors, poets, actors, journalists and artists gather at the end

of June 2019 for a weekend of events in Queen's Park, London. The festival is a non-profit organisation with a commitment to engaging the local community and residents. It is run in association with QPARA.

23. Shakespeare in the Squares is a not-for-profit touring theatre company that stages a Shakespeare play in London garden squares and parks for one night in each venue every summer. Shakespeare in the Squares took place in the Quiet Garden on 22 June 2019. The productions are tailored to the individual garden squares and parks, with the organisers working with the management team to create a unique community celebration around the play. Their aim is to provide a showcase for talented young theatre practitioners with the intention of introducing the audience to the stars of the future.
24. Where is the Nomad had an audience in excess of 900 people for their screening of 'Bohemian Rhapsody' on 7 September 2019.
25. The annual Queen's Park Day which is organised by volunteers from QPARA took place on 15 September 2019 Queen's Park Day was a great success. With an estimated 19,500 people attending the event, the feedback on the day and in days following has been very positive and complementary.
26. The Park Manager has been approached by the organisers for the following events:
 - John Parnham Children's Funfair, 10 days in May 2020 (Dates TBC)
 - 20 June 2020 – Shakespeare in the Squares
 - 27 / 28 June 2020 - Queen's Park Book Festival
 - Late June/ early July 2020 – Queen's Park the Opera
 - 20 September 2020 – Queen's Park Day
27. Event organisers will be asked to complete an events application in order that their proposed 2020 events can be considered. Members will be consulted on these applications as per the Event Policy Part 2.

Learning, Volunteers and Schools

28. Students with Special Educational Needs (SEN) from Westminster College worked in the Farm and Quiet Garden this summer. Working 2 hours per week, one day a week for a six- week period, the work gave them an introduction to tasks undertaken in a park environment.
29. A Student with SEN from Queen's Park Community School completed work experience in the Children's Farm over the summer. Tutors from the school reported that the pupil had gained invaluable interpersonal and animal husbandry skills and that they were interested in pursuing a career in this area.

Queen's Park Café

30. The Superintendent presented a report to the Hampstead Heath, Highgate Wood and Queen's Park Committee on the 11 September providing an update on the Queen's Park Café. This report forms part of the meeting Agenda Pack.

Income and Expenditure

31. The operational requirements highlighted in the report will be met from the Superintendent's Local Risk Budget.

Corporate & Strategic Implications

32. The activities and projects included within this report contribute to the three objectives and outcomes set out in the Open Spaces Business Plan 2019-20 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.
33. These activities and projects also contribute towards the achievement of the three aims set out in the City of London Corporation Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).

Conclusion

34. The City of London Corporation continues to deliver a much-loved green space in the heart of a multi-cultural urban environment. The Park Manager is looking forward to the opportunity to work in partnership with the London Borough of Brent as they celebrate the London Borough of Culture 2020.

Richard G gentry

Constabulary and Queen's Park Manager

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Committee(s)	Dated:
Queen’s Park Consultative Group	9 October 2018
Highgate Wood Consultative Group	9 October 2018
Hampstead Heath Consultative Committee	14 October 2018
Subject:	Public
Fees and Charges 2020/21& 2021/22	
Report of:	For Discussion
Superintendent of Hampstead Heath	
Report author:	
Yvette Hughes – Open Spaces Department	

Summary

This report sets out the proposed fees and charges for a range of sports facilities and services provided at Hampstead Heath, Highgate Wood & Queen’s Park for 2020/21. In addition, the report sets out the proposed fees and charges for Weddings and Civil Ceremonies for 2021/22.

Recommendations

It is recommended that:

- The Hampstead Heath Consultative Committee, Highgate Wood Consultative Group and Queen’s Park Consultative Group discuss the proposed fees and charges for 2020/21 and 2021/22, as set out in Appendix 1 of this report.
- The views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen’s Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen’s Park Committee at their 13 November 2019 meeting.

Main Report

Background

1. Charges for the wide range of services, recreation and sporting facilities provided in all the City of London Corporation’s Open Spaces are reviewed annually, to ensure that prices and ticket options are relevant and appropriate. The current 2019/20 (and 2020/21 Weddings and Civil Ceremonies) charges for Hampstead Heath, Highgate Wood and Queen’s Park were approved by the Hampstead Heath, Highgate Wood and Queen’s Park Committee in November 2018.
2. The income generated from fees and charges contribute towards the cost of providing sports and recreational facilities across Hampstead Heath, Highgate Wood and Queen’s Park.

Current Position

3. The Hampstead Heath Track Forum, Swim Forum and the Sports Advisory Forum have been consulted on the proposed sports charges for 2020/21.
4. The proposed fees and charges include concessionary rates, offering a 40% discount on the standard adult charge, except where indicated.
5. Work over the past two years to encourage the level of compliance for payment at the Bathing Ponds has only seen a modest increase in income from these facilities.
6. Season tickets are now available to purchase online through the City of London Corporation website.
7. Work has been undertaken to improve signage, payment methods and cash payment arrangements. Unfortunately, the project to install contactless payments has been delayed and further work is required to implement this technology at the Bathing Ponds.
8. Sports fees and charges are not based on full cost recovery and are significantly subsidised by the City of London Corporation to promote participation in formal and informal recreation to support health and well-being.

Proposed Charges 2019/20

9. It is proposed that the charges for the athletics track, softball, rounders, sauna season ticket, tennis, fairs, bandstand hire, site compounds, event support charges (excluding the application fees) and bench sponsorship should be increased by 2.6% with rounding to aid cash handling, where applicable. The 2020/21 and the 2021/22 charges for Weddings and Civil Ceremonies have also been increased by 2.6%. These increases are in line with August Retail Price Index.
10. Following a review of the 2019/20 Park for London, sports facilities fees and charges benchmarking data, it is proposed that the fees for football, rugby, cricket and the hire of changing rooms are held at the 2019/20 rates. These charges were all at the higher end of fees when compared to comparators.
11. Following a London wide Athletics Track benchmarking exercise, it is noted that the fees for the Parliament Hill Athletic Track are significantly lower than comparators. Therefore, while a 2.6% increase has been proposed for 2020/21, the Superintendent will engage with the Parliament Hill Track Forum and the Hampstead Heath Sports Advisory Forum over the next year to discuss above inflationary increases to the fees. It is proposed the increases would be spread over the next three years to allow time for the clubs using the facility to prepare for these changes.
12. Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge. This supports for the development of the sport.
13. The fees for pentanque, bowls, croquet and the Queen's Park pitch and put have been held at the 2019/20 rates to promote public participation in these activities.

14. It is proposed that swimming charges are held at the current rates for a further year. The Superintendent has commenced a review of the summer 2019 swimming season, which forms a discussion item within the meeting Agenda Pack.
15. Following local benchmarking we are proposing to increase car parking charges by 8% for 0-2 hours & 2-4 hours, and by 9% for the additional hours. However, taking account of these increases, the car parks across Hampstead Heath are still notably less expensive than local comparators. The additional hours charge is set to discourage commuter parking to ensure the parking facilities are available for Heath visitors.
16. It is proposed that the Parliament Hill and Golders Hill Park bandstands will be made available for hire in line with the existing hire arrangements for the Queen's Park bandstand.

Licencing arrangements

Commercial Dog Walking and Fitness Trainers

17. The Superintendent is undertaking a range of consultations to inform the introduction of licences for Commercial Dog Walking and Fitness Trainers. The outcome from the consultations and the proposed license arrangements will be discussed with Members ahead of implementation.

Bowls and Croquet

18. New annual licensing arrangements with the Parliament Hill Bowling Club and the Hampstead Heath Croquet Club have been agreed. As part of the licensing agreement two rinks will remain available for public play at all times. The green will be maintained by the Sports and Recreation Team at Parliament Hill, as part of their grounds maintenance Work Programme.
19. The new licencing arrangements will enable the Pavilions to be hired as meeting rooms during the winter months.

Fishing

20. A fee for a Hampstead Heath fishing license has been included in the proposed fees & charges. This covers the administration of the license.

Corporate & Strategic Implications

21. The proposed fees and charges directly support the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.
22. This also contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).

23. The proposed fees and charges support the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.

Financial Implications

24. The City's Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.

Conclusion

25. Hampstead Heath, Highgate Wood and Queen's Park continue to provide excellent value for money sports and recreational opportunities. The income generated through fees and charges contributes towards the cost of providing sports and recreational facilities and maintaining Hampstead Heath, Highgate Wood and Queen's Park.

Appendices

- Appendix 1 – Proposed Fees and Charges for 2020/21 & 2021/22

Yvette Hughes

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(DRAFT) APPENDIX 1 – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK

The proposed charges operate from 1 April 2020; all charges include VAT at 20%, except where stated.

NOTES

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

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

Training sessions commence on the hour and are for a minimum of one hour, except for bookings starting at 8:00pm, which are for forty minutes. Block bookings are available for clubs wanting regular training sessions and can be booked for periods of ten consecutive weeks or more. Clubs booking for a full year (50 weeks) can benefit from additional benefits and guarantee to be offered the same booking times for the following year. Tuesdays and Thursdays training sessions have three club booking slots available, with a maximum number of participants per booking slot limited to fifty. Sole use is subject to availability and will require the hirer to book all three available slots, which would allow up to 150 participants to attend. Members of Club signed up to the group training sessions are eligible to purchase Track Season Tickets at a 30% reduction on the full cost.

4. *3 Corporate Event prices will be worked up on a case by case basis.
5. Schools use of the track will comprise of the following sessions:-
 - 9.00 – 12.30 AM session
 - 13.00 – 16.30 PM session
 - 09.00 – 16.30 Full day session
6. There is a charge of £10 to replace lost or damaged season tickets.
7. *4 Swimming charges have not been increased for 2020/21. The Bathing Ponds entry payment review will continue during the 2020/21 season, while we work to facilitate further methods of payment at the facilities.
8. *5 Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge to support the team developing blind cricket in line with the City of London Open Spaces Department's Sports and Physical Activity Framework.
9. *6 Sauna day ticket prices have not been increased. Tickets must be purchased in conjunction with a swimming ticket.
10. *7 Children's tennis coaching reflects a 20% on the price an adult coaching, to account for coaching costs
11. *8 Car Parking fee for 0-2 and 2-4 hours have been increased by 8% and the fee for additional hours over 4 hours has been increase by 9%. These fees have been benchmarked and are lower than other local providers.
12. *9 Where site meetings are required, fees will be applied to cover the cost of staff

time.

13. ***10** Water and electricity unit charge prices confirmed upon application
14. ***11** Following a Benchmarking exercise, these fees & charges have been held at the 2019/20 rates.
15. ***12** To encourage use, these charges have been held at the 2019/20 rates.
16. ***13** Following a Benchmarking exercise, these fees & charges were found to be significantly below comparators. Therefore, the Superintendent will work with the Sports Advisory Forum and Parliament Hill Track Forum to address this and implement a gradual above inflation increase over the next 2 years.
17. Credit and Debit card payments can be taken over the telephone at the Parliament Hill Office (0207 332 3773) and Heathfield House (0207 332 3322).

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved1/ 4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
ATHLETICS TRACK				
● Meetings Monday to Friday - Full day charge (except bank holidays) *1 & 13	244.00	250.00	257.00	263.50
● Meetings Monday to Friday - AM or PM sessions (except bank holidays) *1 & 13	122.00	125.00	129.00	132.50
● Meetings Peak Times – Full day charge (weekends & bank holidays) *1 & 13	304.00	312.00	320.00	328.50
● Meetings Peak Times – AM or PM sessions (weekends & bank holidays) *1 & 13	152.00	156.00	160.00	164.00
● Block Bookings for Clubs *1, 2 & 13	-	22.56	23.17	23.77
● Schools Use - Full day Charge *1 & 13	146.00	150.00	154.00	158.00
● Schools Use - AM or PM Sessions *1 & 13	73.00	75.00	77.00	79.00
● Corporate events *3	Price on application	Price on application	Price on application	Price on application
● Day Ticket – Adults *13	4.00	4.00	4.50	4.50
● Day ticket - Concessionary Rate *13	2.50	2.50	3.00	3.00
● 12 Month Season Ticket - Adults *1 & 13	73.00	75.00	77.00	79.00
● 12 Month Season Ticket - Concessionary Rate *1 & 13	44.00	45.00	46.00	47.50
● 12 Month Season Ticket – Adult (Club rate) *1 & 2	-	-	53.90	55.30
● 12 Month Season Ticket – Concession (Club rate) *1 & 2	-	-	32.20	33.25
● Monthly Season Ticket - Adults *1 & 13	20.00	21.00	22.00	22.50

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
● Monthly Season Ticket - Concessionary Rate *1 & 13	12.00	12.50	13.00	13.50
● Season Ticket ● replacement cost	5.00	5.00	10.00	10.00
CRICKET				
● Reserved match pitch (prepared and marked) *11	91.00	93.00	96.00	96.00
● Reserved match pitch - Parliament Hill, weekends (prepared and marked) *11	99.00	102.00	105.00	105.00
● Junior pitch (prepared and marked) *11	55.00	56.00	63.00	63.00
● Cricket nets (per hour) *11	7.50	8.00	8.00	8.00
● Private changing room with hot water*5 & 11 (Keys - deposit or charge for loss)	43.50 (25.00)	45.00 (25.00)	46.00 (25.00)	46.00 (25.00)
FOOTBALL				
● Reserved match pitch Adult (with goal posts) *11	86.00	88.00	90.00	90.00
● Reserved match pitch Junior (with goal posts) *11	52.00	53.00	54.00	54.00
● School use – standard session charge *11	52.00	53.00	54.00	54.00
● Private changing room with hot water *11 (Keys - deposit or charge for loss)	43.50 (25.00)	45.00 (25.00)	46.00 (25.00)	46.00 (25.00)
● Hire of goal nets	15.00	15.00	15.00	15.00
● Charge for damaged goal nets	£15+ 20% admin fee	Cost + 20% Admin fee	Cost + 20% admin fee	Cost + 20% admin fee
RUGBY				
● Reserved match pitch Adult (with goal posts, 1pm Kick-Off) *11	86.00	88.00	90.00	90.00
● Reserved match pitch Junior (with goal posts) *11	52.00	53.00	54.00	54.00

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
● School use – standard session charge *11	52.00	53.00	54.00	54.00
● Private changing room with hot water *11 (Keys - deposit or charge for loss)	43.50 (25.00)	45.00 (25.00)	47.00 (25.00)	46.00 (25.00)
● Hire of goal nets	15.00	15.00	15.00	15.00
● Charge for damaged goal nets	£15+ 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee
SOFTBALL/ ROUNDERS (HAMPSTEAD HEATH)				
● Reserved Pitch *1	53.00	54.00	55.00	56.50
PENTANQUE				
● Hourly charge/rink *12	3.50	3.50	4.00	4.00
● Deposit for Boules hire (Returnable)	20.00	20.00	20.00	20.00
BOWLS				
● Hourly charge *12 (per player)	3.50	4.00	4.00	4.00
● Deposit for Bowls Hire (Returnable)	20.00	20.00	20.00	20.00
CROQUET (Golders Hill Park)				
● Hourly charge for lawn *11 (per player)	8.00	8.50	8.50	8.50
● Hourly charge for lawn For Croquet Club Members (per player)	4.50	5.00	5.00	5.00
PITCH & PUTT (Queen's Park)				
● One Round Adult *12	6.00	6.00	6.00	6.00
● One Round *12 Concessionary rate	3.50	3.50	3.50	3.50
SWIMMING				
<i>Lido & Season Tickets</i>				
● Early Morning / Winter - Adult *4	4.00	4.00	4.00	4.00
● Early Morning / Winter - Concessionary *4	2.50	2.50	2.50	2.50
● Evening – Adult *4	4.00	4.00	4.00	4.00

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
● Evening - Concessionary *4	2.50	2.50	2.50	2.50
● Day Ticket – Adults *4	7.00	7.00	7.00	7.00
● Day Ticket - Concessionary *4	4.50	4.50	4.50	4.50
● Day family ticket (up to 2 adults & 2 children) *4	18.50	19.00	19.00	19.00
● Day adult & child ticket *4	10.00	10.00	10.00	10.00
● Lido Monthly Ticket - Adult *4	47.00	48.00	48.00	48.00
● Lido Monthly Ticket - Concessionary *4	29.00	29.00	29.00	29.00
● Lido 12 Month Season Ticket – Adult *4	195.00	200.00	200.00	200.00
● Lido 12 Month Season Ticket – Concessionary *4	117.00	120.00	120.00	120.00
● Lido 6 Month Season Ticket – Adult *4	133.00	136.00	136.00	136.00
● Lido 6 Month Season Ticket – Concessionary *4	80.00	82.00	82.00	82.00
● Season Ticket replacement cost	5.00	5.00	10.00	10.00
● Lido Sauna Season Ticket *1	51.00	60.00	62.00	63.50
● Lido Sauna Day Ticket*6	2.50	2.50	3.00	3.00
<i>Lido & Natural Ponds combined Season Tickets</i>				
● All Swimming Facilities 12 Month Season Ticket –Adult *4	216.00	222.00	222.00	222.00
● All Swimming Facilities 12 Month Season Ticket - Concessionary *4	130.00	133.00	133.00	133.00
● All Swimming Facilities 6 Month Season Ticket – Adult *4	150.00	154.00	154.00	154.00
● All Swimming Facilities 6 Month Season Ticket - Concessionary *4	90.00	92.00	92.00	92.00

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
● Season Ticket replacement cost	5.00	5.00	10.00	10.00
<i>Natural Ponds & Season Tickets</i>				
● Day Ticket: Highgate Men's, Kenwood Ladies' & Hampstead Mixed – Adult *4	2.00	2.00	2.00	2.00
● Day Ticket: Highgate Men's, Kenwood Ladies' & Hampstead Mixed – Concessionary *4	1.00	1.00	1.00	1.00
● Ponds 12 Month Season Ticket – Adult *4	125.00	125.00	125.00	125.00
● Ponds 12 Month Season Ticket – Concessionary *4	66.00	66.00	66.00	66.00
● Ponds 6 Month Season Ticket – Adult *4	66.00	66.00	66.00	66.00
● Ponds 6 Month Season Ticket – Concessionary *4	33.00	33.00	33.00	33.00
● Season Ticket replacement cost	5.00	5.00	10.00	10.00
TENNIS				
● Annual registration fee *1	27.50	28.00	29.00	29.75
● Adult Hourly Charge - hard or grass court *1	8.50	9.00	9.00	9.25
● Concessionary Rates - hard or grass court *1	5.00	5.50	5.50	5.55
TENNIS COACHING (HAMPSTEAD HEATH & QUEEN'S PARK)				
<i>Adult Beginners/Improvers</i>				
● 5 weekly 1 hour lessons *1	55.00	56.50	58.00	59.50
● 5 weekly 1 ½ hour lessons *1	82.50	84.50	87.00	89.25
● 5 weekly 2 hour lessons *1	110.00	113.00	116.00	119.00
<i>Children Beginners/Improvers</i>				
● 5 weekly 1 hour lessons *1 & 7	43.00	44.00	46.50	47.50

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
CAR PARKING (Hampstead Heath)				
● 0-2 hours *8	3.50	3.60	3.70	4.00
● 2-4 hours *8	7.00	7.20	7.40	8.00
● Additional hours above 4 hours *8	6.00	6.50	6.70	7.30
FAIRS (HAMPSTEAD HEATH)				
● Pitch *1	1% increase in pitch fee	2.6% increase in pitch fee	2.7% increase in pitch fee	2.6% increase in pitch fee
WALKS (HAMPSTEAD HEATH & HIGHGATE WOOD)				
● Bat Walk	7.00	7.00	7.00	7.00
● Staff Led Group Walk	-	-	-	7.00
LICENSES				
● Fishing	-	-	-	10.00
BANDSTAND HIRE				
● Queen's Park - 3-hour booking (with tables & chairs) *1	66.00	68.00	70.00	72.00
● Queen's Park - 3-hour booking *1	56.00	58.00	60.00	61.50
● Parliament Hill – 3-hour booking	-	-	-	61.50
● Golders Hill Park – 3-hour booking	-	-	-	61.50
ROOM HIRE (cost per hour)				
● Parliament Hill meeting room	-	-	-	30.00
● Parliament Hill Pavilion meeting room	-	-	-	30.00
● Hampstead Heath Extension meeting room	-	-	-	20.00
● Queen's Park meeting room	-	-	-	20.00
COMPOUNDS				
● Compounds – including the siting of skips or scaffolding within a fenced area *1&9	0.50 per M ² per day – minimum overall charge 61.00 per day	0.50 per M ² per day – minimum overall charge 63.00 per day	0.51 per M ² per day – minimum overall charge 65.00 per day	0.52 per M² per day – minimum overall charge 67.00 per day

SPORTS FACILITIES	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed Charges 1/4/20 (£)
	+1%	+2.6%	+2.7%	+2.6%
MEMORIAL BENCHES & PLAQUES				
● Engraved Bench (Hampstead Heath & Queen's Park) *1	2,400.00	2,400.00	2,500.00	2,565.00
● Engraved Bench (Pergola & Hill Garden) *1	4,200.00	4,200.00	4,500.00	4,617.00
● Engraved Plaque (Highgate Wood)	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application
CHARGES FOR EVENTS – LINKED TO EVENTS POLICY				
<i>Application fee</i>				
● Community Events	-	-	25.00	25.00
● Commercial Events	-	-	50.00	50.00
<i>Service Charges</i>				
● Power supply hook-up daily charge *1	-	-	50.00	51.50
● Electricity *10	-	-	Unit charge	Unit charge
● Water supply hook-up daily charge *1	-	-	50.00	51.50
● Water *10	-	-	Unit charge	Unit charge
● Waste & Recycling – hourly collection cost	-	-	50.00	51.50
● Waste & Recycling – disposal cost	-	-	£150 per tonne	£154 per tonne
<i>Staff & vehicle costs per hour</i>				
● Ranger/Keeper *1	-	-	35.00	36.00
● Supervisor *1	-	-	48.00	49.00
● Manager *1	-	-	60.00	61.50
● Driver & vehicle *1	-	-	85.00	87.00
● Toilet & Changing room cleaning *1	-	-	50.00	51.50
<i>Event Space Hire</i>				
● Hire fee	-	-	Price on application	Price on application
● Remediation fee	-	-	Price on application	Price on application
● Environmental Impact fee	-	-	Price on application	Price on application

SPORTS FACILITIES	Charges approved 1/4/18 (£) +1%	Charges approved 1/4/19 (£) +2.6%	Charges approved 1/4/20 (£) +2.7%	Proposed Charges 1/4/21 (£) +2.6%
WEDDINGS & CIVIL CEREMONIES (HAMPSTEAD HEATH & QUEEN'S PARK)				
● Hill Garden Shelter (Monday – Thursday) *1	2,520.00	2,585.00	2,655.00	2,724.00
● Hill Garden Shelter (Friday) *1	3,045.00	3,125.00	3,210.00	3,393.50
● Hill Garden Shelter (Weekend) *1	3,570.00	3,660.00	3,760.00	3,858.00
● Pergola (Monday – Thursday) *1	2,310.00	2,370.00	2,435.00	2,498.00
● Pergola (Friday) *1	2,520.00	2,585.00	2,655.00	2,724.00
● Pergola (Weekend) *1	2,835.00	2,910.00	2,990.00	3,068.00
● Queen's Park Bandstand (Monday -Friday) *1	1,040.00	1,065.00	1,095.00	1,123.50
● Queen's Park Bandstand (Weekend) *1	1,380.00	1,415.00	1,455.00	1,493.00
● Table Service Charge *1	158.00	160.00	165.00	169.00

Committee(s):	Date(s):
Queen's Park Consultative Group	9 October 2019
Highgate Wood Consultative Group	9 October 2019
Subject: Highgate Wood and Queen's Park Café Update	Public
Report of: Bob Warnock – Superintendent of Hampstead Heath	For Discussion
Report author: Richard Gentry – Open Spaces Department	

Summary

This report provides an update to Members on the tendering of the Highgate Wood Pavilion and the Queen's Park Cafés.

Recommendation

Members are asked to:

- Members note the revised tendering timeline, as set out in Para 9.

Main Report

Background

1. Both Highgate Wood and Queen's Park have established cafés which over the years have provided a range of hot and cold drinks and hot and cold food to eat in and take out for visitors to the Park and Wood.
2. The café premises in the Park and Wood are leased and the rental from these facilities provides an income which supports the maintenance of these two open spaces.

Current Position – Highgate Wood Pavilion Café

3. The Highgate Wood Café is currently leased to Hoxton Beach under a Tenancy at Will.
4. The Highgate Wood Café tender process will follow the same timeline as the Queen's Park Café tender process.

Current Position – Queen’s Park Café

5. Urban Leisure Group are the current tenant at the Queen’s Park Café, they have been in tenancy since March 2018. In April 2019 they informed the City of London Corporation that they wished to terminate their 3 year lease. The lease will terminate on the 2 October 2019.
6. The Queen’s Park Manager has appointed Groundwork London to carry out user engagement and consultation at Queen’s Park. An online questionnaire will be developed, seeking the views of park users. Pop up events and a focus group session will also be held. The objective of the engagement and consultation process is to have an understanding of what café users and non café users expect from a park café, and to consider whether further outcomes can be delivered through modifying the tender brief.
7. Due to the availability and workload of the Consultant, a delay in the original timeline, which was reported to this Committee in June 2019, has been encountered.
8. The outcome of the user engagement and consultation will be reported to the Queen’s Park Consultative Group (QPCG) and the Hampstead Heath, Highgate Wood and Queen’s Park Committee (HHHWQPC). The outcomes of the engagement will support the development of the tender process.

Timeline

9. It is expected that the user engagement and consultation process at Queen’s Park will commence in September 2019.
 - Early September 2019 – User engagement and consultation – Queen’s Park
 - Pop Up events, first event to take place on 15 September
 - Focus Group to follow
 - Early October 2019 – Temporary catering arrangement to be provided at Queen’s Park
 - 9 October 2019, provide an update on progress to the QPCG and the Highgate Wood Consultative Group (HWCG)
 - Mid / Late October 2019 – Conclusion of user engagement and consultation
 - Late October 2019 – Analysis of the user engagement and consultation
 - Late October / Early November 2019 – The QPCG will be convened to give feedback on the learning from the consultation and to discuss the proposed tendering methodology for the Café
 - 13 November 2019 – Taking into account the QPCG’s feedback, the Superintendent will seek Members of the HHHWQPC agreement for the proposed tendering methodology
 - 18 November – Commence the Tendering Exercise for both Cafés
 - 20 January 2020 – Tender process closes

- January 2020 – City Surveyors Department to complete planned Cyclical Work Programme works at the Cafés.
- Late January 2020 – Evaluation of the Highgate Wood and Queen’s Park Café tender submissions
- 11 March 2020 – Report to the HHHWQPC the outcome of the tender process for the Highgate Wood and Queen’s Park Cafés
- 12 March 2020 – Dependent upon decision / outcome of HHHWQPC meeting of 11 March 2020, award tenders to the Highgate Wood and Queen’s Park Café
- Late March 2020 – Lease agreed and begin lease mobilisation.

Proposals

10. Urban Leisure Group will cease trading from the Queen’s Park Café on the 2 October 2019. It is intended to offer a temporary solution and the Park Manager is considering an appropriate catering supplier to facilitate this offer. Subject to the terms of a Tenancy at Will, it is intended for a catering supplier to remain in situ until the tender is awarded.
11. An income will still be provided by a supplier who operates in the Queen’s Park Café on a Tenancy at Will. The Park may see a reduction in the expected income for the financial year 2019/20 for this facility.
12. The Park Manager will approach existing catering suppliers within the Hampstead Heath Division to seek an expression of interest in a temporary offer.
13. The Superintendent proposes that the leases for the Highgate Wood and Queen’s Park Cafés be for a period of at least seven years, with suitable break clauses and the option to extend for an additional three years, subject to satisfactory performance and service delivery.
14. A Tenancy at Will is in place at Highgate Wood and this will continue until a new lease has been awarded and they begin their mobilisation.

Corporate & Strategic Implications

15. Highgate Wood & Queen’s Park, Kilburn is a registered charity, for which the City of London Corporation is the Trustee. The purpose of the charity is the preservation of Highgate Wood & Queen’s Park for the exercise and recreation of the public. The HHHWQPC manages Highgate Wood and Queen’s Park on behalf of the City of London Corporation and must take decisions in the best interests of the charity.
16. The provision of Café facilities provides income that contributes to the maintenance of the open spaces, and the Cafés must be let on the best terms that can reasonably be obtained for the charity, in order to comply with the duties of the Trustee. However, the Cafés are also fundamentally part of the experience provided to users and the HHHWQPC may consider the wider social and environmental benefits that they bring to the open spaces.
17. In letting the Cafés for the longer terms that are now available under section 6 of the City of London Corporation (Open Spaces) Act 2018, Members must have regard to the desirability of ensuring that the service or facility is provided to a satisfactory standard throughout the duration of the lease. Before granting a

lease, the HHHWQPC must consult such persons or bodies as it thinks appropriate. Part II of the Landlord and Tenant Act 1954 (which provides security of tenure for commercial tenancies) does not apply.

18. The letting of the Cafés at Highgate Wood and Queen's Park contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments, in particular the following Corporate Plan outcomes:
 - (4) Communities are cohesive and have the facilities they need.
 - (5) Businesses are trusted and socially and environmentally responsible.
 - (10) We inspire enterprise, excellence, creativity and collaboration.
 - (12) Our spaces are secure, resilient and well maintained.
19. It also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19: (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.
20. A communications plan will be prepared to keep visitors informed throughout the tendering processes.
21. The rental income received from the letting of the Cafés will be reinvested in the management of Highgate Wood and Queen's Park.

Conclusion

22. The unexpected withdrawal of the current leaseholder of the Queen's Park Café provides the opportunity to repeat the tendering process along previously successful lines, with the opportunity of a longer-term lease now being offered allowing greater continuity of service, investment in the facilities and development of the business.
23. The Highgate Wood Café is currently being let on a Tenancy at Will. Although this arrangement is terminable at any time by either party, it is anticipated that this agreement will remain in place until the commencement of a new lease following the completion of the tender process.
24. As with the tender of the Queen's Park Café, there is an opportunity to grant a longer-term lease delivering an outcome of greater continuity of investment and business development opportunities.

Appendices

- None

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