



## Highgate Wood Consultative Group

**Date:** WEDNESDAY, 9 OCTOBER 2019

**Time:** 4.00 pm

**Venue:** HIGHGATE WOOD OFFICES, HIGHGATE WOOD, MUSWELL HILL ROAD, N10 3JN

**Members:** Karina Dostalova (Chairman)  
Anne Fairweather (Deputy Chairman)  
Deputy John Tomlinson  
Stephanie Beer (Muswell Hill & Fortis Green Association)  
Jan Brooker (Highgate Conservation Area Advisory Committee)  
Peter Corley (Tree Trust for Haringey)  
Councillor Bob Hare (London Borough of Haringey)  
Councillor Julie Ogiehor (Muswell Hill)  
Lucy Roots (Muswell Hill Friends of the Earth)  
Alison Watson (Friends of Queen's Wood)  
Michael Hammerson (Highgate Society)

**Enquiries:** Alistair MacLellan / [alistair.maclellan@cityoflondon.gov.uk](mailto:alistair.maclellan@cityoflondon.gov.uk)

The meeting will be preceded by a walk departing from the Highgate Wood Café at 2.00pm.

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 of the meeting held on 3 April 2019.

**For Decision**  
(Pages 1 - 6)

  - a) **Minutes - Hampstead Heath, Highgate Wood and Queen's Park Committee**  
(Pages 7 - 16)  
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 17 - 18)
5. **SUPERINTENDENT'S UPDATE - HIGHGATE WOOD**  
Report of the Superintendent of Hampstead Heath.

**For Discussion**  
(Pages 19 - 22)
6. **FEES AND CHARGES 2020/21 & 2021/22**  
Report of the Superintendent of Hampstead Heath.

**For Discussion**  
(Pages 23 - 36)
7. **HIGHGATE WOOD AND QUEEN'S PARK CAFÉ UPDATE**  
Report of the Superintendent of Hampstead Heath.

**For Discussion**  
(Pages 37 - 40)
8. **QUESTIONS**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **DATE OF NEXT MEETINGS**  
The provisional dates of the next two meetings are 22 April and 21 October 2020.

## HIGHGATE WOOD CONSULTATIVE GROUP Wednesday, 3 April 2019

Minutes of the meeting of the Highgate Wood Consultative Group held at Highgate Wood Offices, Highgate Wood, Muswell Hill Road, N10 3JN on Wednesday, 3 April 2019 at 4.00 pm

### Present

#### Members:

Anne Fairweather (Deputy Chairman)  
Deputy John Tomlinson  
Stephanie Beer (Muswell Hill & Fortis Green Association)  
Peter Corley (Tree Trust for Haringey)  
Michael Hammerson (Highgate Society)  
Councillor Bob Hare (London Borough of Haringey)  
Alison Watson (Friends of Queen's Wood)

#### Officers:

Colin Buttery - Director of Open Spaces & Heritage  
Jonathan Meares - Highgate Wood, Conservation & Trees Manager  
Leanne Murphy - Town Clerk's Department

#### 1. APOLOGIES

Apologies were received from Karina Dostalova, Bob Warnock, Jan Brooker, Councillor Julia Ogiehor and Alison Watson.

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

There were no declarations.

#### 3. MINUTES

**RESOLVED**, that the minutes of the meeting held on 17 October 2018 be approved subject to two typos.

### Matters Arising

#### Walking Guides

The Highgate Wood, Conservation & Trees Manager agreed to follow-up with the City of London Corporation regarding updating the now out of date walking guides.

#### Ecology

With regards to a query regarding a student prepared leaflet to go to Lanchester Road residents regarding hedgehogs, the Highgate Wood, Conservation & Trees Manager advised that the local ecologist had made progress in this area and there was Team interest in pursuing this.

Members discussed the old railway line that ran between Finsbury Park and Alexandra Palace which attracted periodical anti-social behaviour and rough sleepers in the area running through Highgate Wood. It was noted that this land, which historically belonged to the Wood, offered good buffer land with the potential for conservation but management issues had so far prevented this. The Highgate Wood, Conservation & Trees Manager agreed to approach TfL to discuss concerns and future management of this land.

#### 4. **ACTIONS SHEET**

The Committee noted the various outstanding actions and the updates provided thereon.

With regards to Action 1, the Director of Open Spaces advised that the Open Spaces Department was working closely with the Corporation's web team to refresh all Open Spaces web content ahead of the launch of the new City of London website in 2020/21.

A Member stated that members of the public and new Members may wish to view old versions of plans or find out about the history of the wood and would not have access to this information. It was noted that the website was not set up to be a document archive and background documents were best accessed by contacting the local office. Members were advised that brochures, leaflets, etc, were also available electronically on the website and could be printed off.

Regarding Action 2, Members were advised that the Highgate School had been approached and the Headmaster had agreed to represent the school and would hopefully attend the next meeting. The Town Clerk agreed to check that there were no implications for a school representative officially joining the group.

All other actions were completed or already covered on the agenda.

#### 5. **SUPERINTENDENT'S UPDATE**

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

##### **Roman Kiln Project**

- Members were advised that the Friends of Highgate Roman Kiln (FOHRK) were planning to submit a Heritage Grant to fund the 'Rekindling our Roman Heritage: Highgate Roman Kiln' project and Officers had a meeting with FOHRK the following day to discuss the bid.

##### **Sustainability**

- A new City-wide waste collection contract commenced with Veolia in April.
- The need for an improved recycling system was highlighted. The Divisional Waste and Recycling Review is currently under way investigating potential improvements to the current service.

## **Woodland Conservation and Tree Management**

- Members were advised that recent storms had caused tree damage and led to necessary closures of Highgate Wood during March to ensure public safety.

## **Pavilion Café update**

- The Highgate Wood, Conservation & Trees Manager explained that the Highgate Wood Café tendering for a new licensee was progressing and it was hoped that a recommendation would be brought to the HHHWQP Committee in September for a decision. Officers agreed to engage with the Group during the tendering process for feedback and Members would receive a report at the next meeting.

**RESOLVED** – That the views of the Highgate Wood Consultative Group be conveyed to the Hampstead Heath Highgate Wood & Queen’s Park Committee at their meeting on 5 June 2019.

### **6. APPENDIX 1- DIVISIONAL PLAN 2019-2022**

Members noted the revised Divisional Plan 2019–2022.

RECEIVED

### **7. APPENDIX 2 - HIGHGATE WOOD CONSERVATION MANAGEMENT PLAN 2013-2023**

Members noted the Highgate Wood Conservation Management Plan 2013-2023 and the following comments were made:

- The Highgate Wood, Conservation & Trees Manager noted that the recommendations made by Members at the last meeting had been integrated into the revised version.
- Members were advised that the green text identified that a priority had been completed within the agreed timescale and the black text reflected ongoing priorities. The majority of natural environmental work had been completed and archaeological components would next be explored which would be advanced by the FOHRK project. All short and medium term policies had been achieved and the Team were currently working on the long term policies.
- A Member felt that the wording “mark out” under 1(b) should be changed to the word “identify”.
- It was noted that the Plan would end in 2023 after which the document would be condensed and rewritten to fall in line with the Hampstead Heath Management document.
- In response to a query regarding the mapping of streams and beds, Members were advised that these could be marked. A Member noted

that there was a project in its early infancy working on opening up two springs but was on hold until a drains survey was completed.

- A Member queried if the future Plan would include scientific data. The Highgate Wood, Conservation & Trees Manager confirmed that this data would be included in the Divisional Plan, which ran across all three sites, and backed up by guidance in the Woodland Management Plan.

RECEIVED.

## 8. **APPENDIX 3 - LICENSED ACTIVITY TABLES**

Members noted the tables listing licenced activity income for Highgate Wood for the periods 2017/18 and 2018/19. The following comments were made:

- The Highgate Wood, Conservation & Trees Manager noted that there had been a slight increase in income for the period 2018/19 from the previous year.
- In response to a query regarding the ground rules for birthday parties, Members were advised that birthday parties had a limited area of activity and encouraged to stay on the paths. It was noted that rules were needed on the old railway land regarding parties.
- A Member felt that clarity was needed in the Events Policy regarding the rules and charges for birthday parties and Forest School birthday parties. Members agreed it was important to allow schools access to the Wood, especially those with no open land.
- Members discussed the charges for commercial activity and how they were selected; the Highgate Wood, Conservation & Trees Manager noted that they did not wish to increase the numbers and that organisations were already being turned away. Members were happy with the current organisations that worked with the Wood but agreed there needed to be some thought regarding new opportunities, the numbers and how organisations are dealt with.
- A Member noted that the Alexandra Palace charged much higher fees for filming and photo shoots than Highgate and questioned whether the fees charged was too low. It was noted that it was often students who used the Woods.
- A Member queried what progress had been made regarding City of London Corporation dog licences. The Director of Open Spaces advised that Local Authorities across London were reviewing dog walking for a consistent approach across all London boroughs with most agreeing to a four-dog maximum policy and licenses for professional dog walkers. Dog licenses will first be piloted at Hampstead Heath and rolled out across all of the Corporation's Open Spaces.

RECEIVED.

9. **APPENDIX 4 - INCOME 2017-18 & 2018-19**

Members noted the information relating to Highgate Wood income and expenditure for 2017/18 and 2018/19.

RECEIVED.

10. **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 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 (including Highgate Wood) was likely to increase dramatically in 2019 but would hopefully plateau in the coming years.
- 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.
- The Corporation continues to work closely with the Forestry Commission and Hampstead Heath will 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.
- The Highgate Wood, Conservation & Trees Manager drew Member's attention to a diagram that reflected the current OPM nests in the Wood noting that currently a quarter of all moth species at Highgate associated with oak trees and could be impacted during tree spraying.

- Members were advised that the plan was to only spray the oak trees around the Children's Play Area with nest removal taking place in lower risk areas.
- In response to a query regarding schools, Members were advised that all Forest Schools had been educated on the risks from OPM.
- With regards to biological natural controls, a parasitic fly that feeds on the caterpillars has begun colonising in the UK since OPM has developed which would hopefully have an impact on the number of nests. It was also noted that birds had tried feeding on the caterpillars, but they were unpalatable.
- 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 was also happy for the contents of his report to be circulated and agreed to keep the Group updated on OPM matters over the season.

RECEIVED.

11. **QUESTIONS**

There were no questions.

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

There were no urgent items.

13. **DATE OF NEXT MEETING**

Members noted that the date of their next meeting would be on 9 October 2019.

**The meeting ended at 5.09 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.

### **30<sup>th</sup> 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

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

This page is intentionally left blank

### Highgate Wood Consultative Group - Actions

	<b>Date</b>	<b>Action</b>	<b>Responsible Officer/Member</b>	<b>Deadline/Progress</b>
1.	3 April 19	Follow-up with the City of London Corporation regarding updating the now out of date walking guides.	Highgate Wood, Conservation & Trees Manager	Update at the October 2019 meeting
2.	3 April 19	Contact TfL to discuss concerns and future management of the old railway line land that ran between Finsbury Park and Alexandra Palace.	Highgate Wood, Conservation & Trees Manager	Update at the October 2019 meeting
3.	3 April 19	The Town Clerk to confirm there are no legal implications for a school representative to join the group.	Town Clerk	Completed
4.	3 April 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

This page is intentionally left blank

<b>Committee(s)</b>	<b>Dated:</b>
Highgate Wood Consultative Group	9 October 2019
<b>Subject:</b> Superintendents Update – Highgate Wood	<b>Public</b>
<b>Report of:</b> Superintendent of Hampstead Heath	<b>For Discussion</b>
<b>Report author:</b> Jonathan Meares – Open Spaces Department	

### **Summary**

This Report provides an update to Members on management and operational activities in Highgate Wood since April 2019. The report describes progress on the Roman Kiln Project, sustainability, conservation and woodland management, infrastructure and facilities.

### **Recommendations**

- That the views of the Highgate Wood Consultative Group be conveyed to the Hampstead Heath Highgate Wood & Queen’s Park Committee at their meeting on 13 November 2019.

### **Main Report**

#### **Roman Kiln Project update.**

1. The Friends of Highgate Roman Kiln (FOHRK) are continuing their work towards submitting a grant application to the National Lottery Heritage Fund (NHLF). FOHRK held a well-attended fund-raising evening at the Highgate Wood Pavilion Café on the 5 July 2019 attended by key partners in the project. The charity group are now focusing on submitting a capital grant application to City Bridge Trust to cover the costs of the extension of the information building, the restoration and installation of the kiln and the interpretation material. FOHRK have delayed the application to NHLF in order to await confirmation from City Bridge Trust, and plan to submit their application in May 2020.
2. The Highgate Wood Manager is currently obtaining final costings for the extension and conversion of the information building, planning application requirements and the role of City Surveyors Department.

#### **Green Flag and Green Heritage**

3. Highgate Wood had their Green Flag and Green Heritage judging on 7 June 2019. The judges were impressed with the emphasis on ecological and conservation management of the woodland and the management approach to the increasing popularity of Forest Schools and outdoor classroom activities. Highgate Wood will be focusing on replacing all of the 30 year old signage that

is now in poor repair and have just installed the first replacement using an English oak framed noticeboard, at Onslow Gate.

### **Sustainability**

4. The changes to the Divisional Waste and Recycling operation have shown some positive outcomes over the summer period with food waste collection extended to Highgate Wood's Café facility and dog waste is now being taken directly to Edmonton's waste to energy plant by the Heath's Waste and Recycling Team.
5. The focus now is on increasing recycling volumes from the current general waste stream and reducing the overall costs to the Division. Alongside this work there will also be a communications campaign to encourage visitors to take their litter home with them and recycle at home.

### **Woodland Conservation and Tree Management**

6. Unusually for mid-summer, Highgate Wood was hit by high winds and rain on the 10 August, and experienced a number of branch failures, all of which were hornbeams, but fortunately no major failures. The wood was closed until wind speeds subsided and the team managed to open the site for the last couple of hours at the end of the day. The weather patterns over the last two to three years appear to be changing with increasing frequency of spring storms rather than the autumn.
7. The results from this year's oak decline survey indicated relative stability with 6 trees reported dead this year, of which 4 were previously recorded in gradual decline, and a further 2 oaks uprooted, one this year, and one last year in October. One of the major changes over the last 5 years is the lack of tortrix moth defoliation which was extensive in previous years and a contributory factor to decline in a number of the trees badly affected.
8. It has been an unusually abundant summer for seed and fruit, with hornbeam, oak, rowan, crab apple all producing large quantities of seeds and fruits. Insect numbers were variable this year, possibly due to the wetter cooler period during August. The moth trapping sessions this season indicated high numbers of species, and the results will be written up later this autumn.
9. Bird and bat numbers were mixed this summer with the Sparrowhawks breeding successfully again this year and increased numbers of blue tit, great tit and nuthatch during the bird nesting season, but bat numbers are down in the most recent September survey which is disappointing.

### **Volunteer activity for 2018/19**

10. Following the summer holiday period, the Heath Hands sessions have resumed in Highgate Wood with pulling thistle from the meadow area on the southern edge of the sport's field, and bramble and holly clearance from planted tree and shrub whips in Conservation Area 5 near the Onslow Gate. The volunteers have also been cutting holly to reinforce the dead hedge through the middle of the bluebells.
11. The Heath Hands volunteering sessions in Highgate Wood are well attended and provide an interesting insight into woodland management in a busy open space. They are an important component of the cyclical management of the

conservation areas, and the Highgate Wood Team are very grateful for the commitment and generosity of those attending.

### **Tree disease and biosecurity issues**

12. Highgate Wood and Hampstead Heath were very fortunate to be selected by the Forestry Commission to trial a new target-based approach to Oak Processionary Moth control this year. In Highgate Wood biological pesticide spraying was restricted to the playground only, followed by nest removal in the remaining areas identified as high use, including the field edge and area around the Pavilion Café. It is hoped that the greatly reduced spraying operation will have minimised and collateral damage to other lepidoptera species. Nest removal was also carried out in the woodland areas used by Forest Schools. Nest numbers were slightly up on last year at 110 nests of which 88 were removed. The remaining nests are outside the target areas but will be monitored.
13. The Forestry Commission will be holding an OPM workshop in early October with an update on the spread of the moth this year, and also assessing the success of the small number of sites that have been trialling the target based approach, including Highgate Wood and Hampstead Heath.

### **Pavilion Café update**

14. 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 Highgate Wood Pavilion Café. This report forms part of the meeting agenda pack.

### **Forest Schools and events**

15. A number of recent enquiries relating to the use of the Wood on a daily basis for forest school activities, have been directed towards making Event Applications. In addition, the existing Forest Schools operating in the Wood are also being directed towards completing Event Applications. These will initially be considered by the Officer Event Group. Taking account of the frequency Forest Schools use the Wood it is likely they will be classified as Major Events. Consequently, the Superintendent will discuss the applications with the Consultative Group as set out in the Highgate Wood Events Policy Part 2.
16. Alongside the engagement activity and licencing there will also be a ecological monitoring programme of the designated sites for forest school activity, to determine levels of impact, using photographic records and metrics on species and soil condition.
17. This year's Community Heritage Day was another success with very good weather and slightly higher than normal visitor numbers. There was a Climate Change theme to this year's event with a number of stalls representing Population Matters and Extinction Rebellion.

### **Sports Field**

18. The wet changeable weather has impacted on the cricket season and a number of matches have had to be cancelled as a result. One of our regular teams the

Metro Cricket Club, who are a partially sighted and blind Team, have had an excellent season reaching a tournament final and doing well in their league. The pitch is being carefully managed and collaborative working with the Heath Sports and Recreation Keepers to carry out end of season renovation works.

19. With the increase in fees this year one of the long-standing football teams have complained about the condition of the field and asked for concessionary rate. The Highgate Wood Manager has written to the team and explained that the new charges are non-negotiable, but that the City of London Corporation will commission an independent assessment of the pitches by the Institute of Groundsman.

### **Corporate & Strategic Implications**

20. 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.
21. 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).

### **Financial Implications**

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

### **Conclusion**

23. Despite some variable weather conditions Highgate Wood has had a successful spring and summer with an extended late summer warm spell. The focus for the next 6 months will be progressing the Roman Kiln Project to HLF application stage, the autumn Heath Hands sessions, and the installation of more replacement noticeboards. There will also be a focus on regulating the forest school activities in Highgate Wood through new licencing procedures.

### **Appendices**

- None

### **Jonathan Meares**

Highgate Wood, Conservation, Trees & Sustainability Manager

E: [jonathan.meares@cityoflondon.gov.uk](mailto:jonathan.meares@cityoflondon.gov.uk)



<b>Committee(s)</b>	<b>Dated:</b>
Queen’s Park Consultative Group	9 October 2018
Highgate Wood Consultative Group	9 October 2018
Hampstead Heath Consultative Committee	14 October 2018
<b>Subject:</b>	<b>Public</b>
Fees and Charges 2020/21& 2021/22	
<b>Report of:</b>	<b>For Discussion</b>
Superintendent of Hampstead Heath	
<b>Report author:</b>	
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**

Hampstead Heath Business Manager - Open Spaces Department

T: 020 7332 3977

E: [yvette.hughes@cityoflondon.gov.uk](mailto:yvette.hughes@cityoflondon.gov.uk)

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

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



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

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

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

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

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

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

<b>Committee(s):</b>	<b>Date(s):</b>
Queen's Park Consultative Group	9 October 2019
Highgate Wood Consultative Group	9 October 2019
<b>Subject:</b> Highgate Wood and Queen's Park Café Update	<b>Public</b>
<b>Report of:</b> Bob Warnock – Superintendent of Hampstead Heath	<b>For Discussion</b>
<b>Report author:</b> 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

### **Richard Gentry**

Constabulary and Queen’s Park Manager

T: 020 7332 3322

E: richard.gentry@cityoflondon.gov.uk