



Queen's Park Consultative Group

Date: WEDNESDAY, 7 OCTOBER 2020

Time: 3.00 pm

Venue: VIRTUAL MEETING (ACCESSIBLE REMOTELY)

Members:

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

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

Accessing the virtual public meeting

Members of the public can observe this virtual public meeting at the below link:

<https://youtu.be/ZwcCzaSYVRw>

This meeting will be a virtual meeting and therefore will not take place in a physical location following regulations made under Section 78 of the Coronavirus Act 2020. A recording of the public meeting will be available via the above link following the end of the public meeting for up to one municipal year. Please note: online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

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 minutes and summary of the meeting held on 9 October 2019.

For Decision
(Pages 1 - 6)

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

To receive the draft public minutes and non-public summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee meeting held on 9 September 2020.

For Information
(Pages 7 - 16)

5. **DRAFT MID TERM REPORT - QUEEN'S PARK CHARITY (NO. 232986)**

Report of the Superintendent of Hampstead Heath.

For Discussion
(Pages 17 - 26)

6. **GOVERNANCE REVIEW**

The Chair to be heard.

For Discussion

7. **QUESTIONS**

8. **ANY OTHER BUSINESS THAT THE CHAIR CONSIDERS URGENT**

9. **DATE OF NEXT MEETING**

For Discussion

QUEEN'S PARK CONSULTATIVE GROUP Wednesday, 9 October 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, 9 October 2019 at 11.15 am

Present

Members:

Karina Dostalova (Chairman)
Virginia Bonham Carter (Ark Franklin Primary School)
John Blandy (Queen's Park Area Residents' Association)
Helen Durnford (Queen's Park Area Residents' Association)

Officers:

Alistair MacLellan - Town Clerk's Department
Bob Warnock - Superintendent of Hampstead Heath
Richard Gentry - Constabulary and Queen's Park Manager

1. APOLOGIES

Apologies were received from Anne Fairweather, Ruby Sayed, Cllr James Denselow, Cllr Neil Nerva, Cllr Eleanor Southwood, Giovanna Torrico and Vicky Zentner.

The Chairman welcomed those present to the meeting and apologised that she had not been able to attend Queen's Park Day on 15 September 2019 but noted that she planned to attend Queen's Park Day 2020. The Chairman added that nearly 20,000 people had attended the day, and thanked the Queen's Park Area Residents' Association for organising the event.

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 27 March 2019 be approved as a correct record.

Matters Arising

Superintendent's Update - Operational Management

- The Park Manager noted that the two roles of Team Leader and Animal Keeper & Engagement Assistant had been recruited to. Great feedback had since been received from the general public on the operation of the Animal Farm.

- The Town Clerk agreed to circulate a pdf of the suggested Woodland Walk layout.

Questions – Planting in Staff Yard

- The Park Manager noted that conversations were ongoing regarding the potential planting of trees or shrubs in front of the barn in the Staff Yard.

Any Other Business – Friends of Queen’s Park Group

- The Chairman noted that any Friends of Queen’s Park Group would be best placed as a separate charitable group from the Queen’s Park Residents’ Association or the City of London Corporation – for example, it would make charitable grant applications more straightforward.
- A Member commented that it would be best to seek to build towards the formation of a formal Friends of group from a more informal working group.
- Members agreed that the proposal should be discussed at the next meeting of the Queen’s Park Residents’ Association to gauge appetite from local residents.

3.1 Minutes - Hampstead Heath, Highgate Wood and Queen’s Park Committee

RESOLVED, that the public minutes and non-public summary of the Hampstead Heath, Highgate Wood and Queen’s Park Committee meeting held on 11 September 2019 be received.

4. OUTSTANDING ACTIONS

Members considered a report of the Town Clerk regarding outstanding actions and the following points were made.

1 – Oak Processionary Moth Risk

- Members agreed that this action could be closed.

2 – Woodland Walk

- Members agreed that this action could be closed.

3 – Queen’s Park Café Christmas Tree

- Members agreed that this action could be closed.

4 – Friends of Queen’s Park Proposal

- Members noted that this had been discussed under Matters Arising and agreed that this action could be closed.

RESOLVED, that the report be received.

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

Members considered an update report of the Superintendent regarding Queen's Park and the following points were made.

Operational Management

- The Park Manager noted that he had reviewed the draft consultant's report on the Woodland Walk and would share the report with the Group in early 2020.

Projects

- The Superintendent noted that the redevelopment of the Playground Toilet and Sandpit was now on hold due to the Fundamental Review. A new annual capital projects bidding process had been adopted by the City of London Corporation which the project would now be subject to, although projects with statutory implications such as health and safety would take precedence. The Sandpit would also be separated from the Playground Toilet project in order to save £90,000.
- In response to a question, the Superintendent noted that he would liaise with the Town Clerk to establish how the project could be best monitored by the Group.
- The Superintendent noted that the project plan would identify where volunteers could add additionality to the project.
- The Park Manager noted that the tennis courts had been repainted and relined, but Court 6 required repair following the court being painted as cracking had been found, and would potentially not be repainted until Spring 2020.

Visitors and Community

- The Park Manager noted that two wedding ceremonies had taken place in the Park over the summer, and another wedding was scheduled for 2020. Work continued to promote the Bandstand as a Wedding and Civil Ceremony venue.
- In response to a question, the Park Manager replied that brass bands had been reintroduced at the Bandstand as the Park had been subject to complaints as a result of amplified music in previous years.
- The Chairman requested that the Park Manager consider contacting local schools to offer the use of the Bandstand to young musicians. The Park Manager noted that Brent would be the London Borough of Culture

2020 and a member of the local community was seeking funding from Brent Borough of Culture fund to hold an opera in the Park in 2020.

- A Member noted that she would contact a local music educational establishment in Kensal Rise to highlight the potential for artists to play at the Bandstand.
- Members discussed the proposal to host John Parnham Children's Funfair for ten days (including two weekends) in May 2020. A Member was wary of the length of time the funfair would be present in the Park and queried whether its presence would detract from overall public enjoyment of the open space. Another Member proposed including the funfair in the forthcoming playground consultation. The Park Manager reminded Members that the income from the funfair would be reinvested back into the Park. The Superintendent undertook to review the application in light of comments made, when the application was submitted to the City for consideration.

RESOLVED, that the report be received.

6. HIGHGATE WOOD AND QUEEN'S PARK CAFÉ UPDATE

Members agreed to vary the order of items on the agenda so that Item 7 – Highgate Wood and Queen's Park Café Update was considered next, and the following points were made.

- The Park Manager noted that the Urban Leisure Group had terminated their lease with effect from 2 October 2019, and that Groundwork London were now undertaking user engagement and consultation. Their report would be submitted to the Hampstead Heath, Highgate Wood and Queen's Park Committee in November 2019, with a planned timeline of call-for-tenders in mid-November 2019, and a tender report to the Hampstead Heath, Highgate Wood and Queen's Park Committee in March 2020. As a temporary solution, Hoxton Beach were currently operating the café under a tenancy at will. A similar programme for retender was being carried out for Highgate Wood Café.
- The Park Manager concluded by noting that he would welcome engagement with the Group on the tenders received in January 2020.
- In response to a question, the Park Manager noted that Officers from across the City of London Corporation would review and evaluate tenders received. These could be anonymised and shared with the Group.
- Members cautioned against taking marketing material submitted during the tender process at face value, noting that previous tenders had advertised services such as ice cream delivered by bicycle, which had not materialised.

- The Superintendent noted that a generic questionnaire for tender applicants could be developed, and that once tender scores had been compiled, the four highest scorers could be invited to present to officers and representatives of the Group.
- The Superintendent noted that under the Open Spaces Act 2018, the City was now able to offer a longer lease for the café which could encourage investment by the successful tenant. The City would also focus its appointment on quality and service outcomes, rather than a property-based lease.

RESOLVED, that the revised tendering timeline be noted, and the report be received.

Karina Dostalova left at this point of the meeting. John Blandy was in the Chair.

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

Members considered a report of the Superintendent regarding Fees and Charges 2020/21 & 2021/22 and the following points were made.

- The Superintendent noted that all charges would increase by 2.6% in line with Retail Price Index (RPI) apart from the Pitch & Putt.
- In response to a question, the Superintendent noted he was reviewing the use of the Park by physical training instructors as part of his review into commercial activity, which included commercial dog walkers.
- In response to a question, the Superintendent agreed to review the potential for allowing marquee receptions for weddings within the Park.

RESOLVED, that the comments made by submitted to the Hampstead Heath, Highgate Wood and Queen's Park Committee at its 13 November 2019 meeting.

8. **QUESTIONS**

Woodland Walk

In response to a question, the Superintendent agreed to consider the potential to provide name-tags on trees along the Woodland Walk.

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

There was not other business.

10. **DATES OF NEXT MEETINGS**

Members noted the provisional dates of the next two meetings, on 1 April 2020 and 7 October 2020.

The meeting ended at 12.27 pm

Chairman

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

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Wednesday, 9 September 2020**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at VIRTUAL MEETING (ACCESSIBLE REMOTELY) - <https://youtu.be/4TWJPPzEIXs> on Wednesday, 9 September 2020 at 4.00 pm

Present

Members:

Anne Fairweather (Chair)
Karina Dostalova (Deputy Chairman)
Deputy David Bradshaw
Alderman Prem Goyal
Michael Hudson
Alderman Gregory Jones QC
Deputy Edward Lord
Wendy Mead
Ruby Sayed
Deputy John Tomlinson
William Upton
Oliver Sells QC (Ex-Officio Member)
John Beyer (Heath & Hampstead Society)
Councillor Richard Cornelius (London Borough of Barnet)
Councillor Thomas Gardiner (London Borough of Camden)

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
Declan Gallagher	-	Operational Services Manager, Hampstead Heath
Gerry Kiefer	-	Business Manager, Open Spaces
Martin Falder	-	Project Support Officer, Open Spaces
Yvette Hughes	-	Business Manager, Hampstead Heath
Paul Maskell	-	Leisure and Events Manager, Hampstead Heath
Mark Jarvis	-	Head of Finance - Citizen Services, Chamberlains
Kristina Drake	-	Media Team, Town Clerk's Department
Leanne Murphy	-	Town Clerk's Department

1. APOLOGIES

Apologies were received from Christopher Small, Adeline Siew Yin Au, Rachel Evans and Graeme Doshi-Smith.

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

There were none.

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

Members received the Order of the Court of Common Council dated 16 July 2020 appointing the Committee and approving its terms of reference.

4. **ELECTION OF CHAIRMAN**

In accordance with Standing Order No.29, the Committee proceeded to elect a Chairman for the ensuing year. The Town Clerk stated the Members that had expressed an interest and Anne Fairweather, being the only Member expressing their willingness to serve, was duly elected as Chair.

The Chair thanked Members for their support and took the opportunity to welcome new Member Deputy Edward Lord to the Committee.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. The Town Clerk stated the Members that had expressed an interest and Karina Dostalova, being the only Member expressing their willingness to serve, was duly elected as Deputy Chairman.

6. **APPOINTMENT OF SUB COMMITTEES, CONSULTATIVE COMMITTEES AND GROUPS AND REPRESENTATIVES ON OTHER BODIES**

Members considered a report of the Town Clerk regarding appointments to Committees and Groups for 2020/21.

RESOLVED, that:-

- The terms of reference and composition of the Hampstead Heath Consultative Committee be noted;
- The terms of reference and composition of both the Highgate Wood Consultative Group and the Queen's Park Consultative Group be approved;
- The Chair and Deputy Chairman to be appointed to the Hampstead Heath Consultative Committee.
- John Tomlinson be appointed to the Highgate Wood Consultative Group, and the further two vacancies be deferred until the next meeting of the Grand Committee for appointment, but that William Upton QC would be approached to take up one of the vacancies;
- Ruby Sayed be appointed to the Queen's Park Consultative Group, and the further two vacancies be deferred until the next meeting of the Grand Committee for appointment;
- John Tomlinson be appointed to serve on the Keats House Consultative Committee with the Chair to also attend in an ex officio capacity;

- Wendy Mead be appointed to observe meetings of the Open Spaces and City Gardens Committee with the Chair to also attend in an ex officio capacity.

7. **MINUTES**

RESOLVED, that the public minutes of the meeting held on 3 June 2020 were approved as a correct record.

8. **HAMPSTEAD HEATH CONSULTATIVE COMMITTEE MINUTES**

The draft public minutes of the Hampstead Heath Consultative Committee (HHCC) meeting held on 6 July 2020 were received.

The Chair highlighted concerns from HHCC Members regarding the reduction of the Cyclical Work Programme (CWP) funds which were shared with the City Surveyor. A wider review of the CWP across all Open Spaces was taking place and an update would come to the next meeting.

9. **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:

- The Superintendent acknowledged the challenges, particularly during July and the August heatwave. Thanks was given to all staff and Heath Hands volunteers for their great work and support.

Waste and recycling

- Staff have begun to reduce the number bins across sites, but recycling will remain at all facilities.
- The Chair highlighted the significant challenge and resource implications dealing with rubbish and waste continued to present. Whilst Members were glad people visited the sites, it was felt that visitors should take their rubbish with them.
- Members voiced support for Option 4 and recommended that this approach be reviewed annually.
- A Member stated that other Open Spaces were experiencing the same issues and queried whether a City-wide communications campaign could be instigated to encourage and put responsibility on individuals to take away their own rubbish.
- The Chairman of the Open Spaces & City Gardens Committee advised that rubbish was the primary concern discussed over the last three months during meetings and stated that the City Corporation simply could not continue as it was as the costs, resources and time of staff were not sustainable. He agreed that there needed to be a complete change of culture and this would only happen through significant

education and a complete stop in litter collection services. Support across all Open Spaces was requested.

- The Chair added that the Committee and Officers wanted to spend the budget on facilities and the wider Heath, not clearing rubbish.
- Members agreed only wider City communications and a programme in collaboration with all Open Spaces Committees and partners, plus the relevant Local Authorities, would bring about the cultural need required.
- The Director of Open Spaces agreed there had been some success with pan-London messaging and that Officers continued to work in partnership with Keep Britain Tidy on how to change behaviours.
- A Member highlighted the significance of social media messaging to reach younger audiences.

Cycling

- The Superintendent advised that Officers had a helpful meeting with the London Borough of Camden to discuss the current position in relation to the cycling to and on the Heath as well as the wider local cycle network.
- The main change to the current position was: *k) The City Corporation committed to undertaking a review of the cycling provision within the mid-term review of the Hampstead Heath Management Strategy 2018 - 2028. In response to the COVID-19 pandemic this work will commence ahead of the mid-term review, which will take place in 2024. This process will start sooner than anticipated in the autumn.*
- Continued improvements have been made to pathways and signage, which made it clearer which paths are designed as shared-use.
- A Member commended the City's efforts to discuss better cycling provision with Camden. He hoped this might lead to provision of a safe cycling network around the periphery of the Heath, so that there would be no need for the Heath paths to be used for cyclists to commute to work.
- In response to a query concerning electric scooters, Officers confirmed that these had become an increased issue for Staff and the Constabulary as they were more readily available and affordable. However, it was noted there had been no accidents to date. It was confirmed that it was against the byelaws to ride motorised vehicles across the Heath. The Superintendent added that cyclists using paths not designated as shared use was a bigger issue.

Cafés

- The proposed timeline previously reported for retendering the leases for the Parliament Hill café and Parliament Hill Fields Lido café was delayed by Covid-19. The new proposal was to extend the leases for 12 months to 12 January 2022.
- Members were advised that the current tenant of the Golders Hill Park café had terminated his lease. The tenant, recognising the City Corporation's difficulty to retender currently and in allegiance to his loyal customers, offered to delay terminating the lease until November 2021. The alternative was to find a temporary tenant and set up a tenancy at will whilst retendering took place.
- A Member observed that there were currently three park cafés in Barnet that were struggling to let and felt that it was best to keep someone in post if possible. It was agreed it made sense to continue with the current tenant whilst the tender was carried out.
- It was recommended that Officers proceed with tendering the leases for the Queen's Park café and the Highgate Wood café as soon as possible which were also delayed due to Covid-19. Both were cafés were currently operating under tenancy at will.

Establish a temporary Working Group

- Officers sought approval to establish a small temporary Working Group to progress Forest School Licenses and Fitness Training Licenses.
- The Chair highlighted the significant growth in outdoor fitness training and sport and the opportunity for the City Corporation to tap into this trend for income generation.

Lido Wall

- Members were advised that the boundary wall was regularly breached during summer 2019 and one of the outcomes of the Swimming Review was to install a temporary fence with Officers re-evaluating the height and structure to prevent this risk in future.
- A planning application had been prepared but Officers recommended that it be amended to only seek approval for the additional lighting. Members were supportive of this approach.

Planning

- The Superintendent informed Members that a planning consultant had been appointed.

- A Member noted that violence and Anti-Social Behaviour had been reported across a number of Open Spaces and enquired if this had been an issue for Staff. Members were informed that there had been some incidents, predominantly large gatherings of young people, but the new Government Guidance limiting gatherings to six people would provide clarity to and assist Staff and the Constabulary. The Superintendent highlighted the critical relationship with the Metropolitan Police who had continued to provide enforcement support.
- In response to a query concerning Zippos Circus, Officers confirmed that the upcoming event was able to proceed as the company had rigorous Risk Assessments to enforce social distancing in place.

RESOLVED – That:-

- Members agree the preferred long-term option for waste and recycling as set out in para 10;
- Members agree the policy position on Cycling, as outlined in paragraph 14;
- Members agree the Superintendent’s proposal to extend the leases for the Parliament Hill Fields café and Parliament Hill Fields Lido café for 12 months to 12 January 2022 as set out in paragraph 24;
- Members agree the Superintendent’s proposal to proceed with tendering the leases for the Queen’s Park and Highgate Wood cafés as set out in paragraph 25;
- Members agree the Superintendent’s proposal to proceed with tendering the lease for the Golders Hill Park café as set out in paragraph 30;
- Members agree the Superintendent’s proposal to establish a small temporary Working Group to progress Forest School Licenses and Fitness Training Licenses, as outlined in paragraphs 56 & 57;
- Members agree the preferred option (option 1) for the Lido Wall, as outlined in paragraph 74.

10. HAMPSTEAD HEATH SWIMMING COVID-19 TEMPORARY ARRANGEMENTS - WINTER SWIMMING SEASON

Members considered a report of the Director of Open Spaces setting out the COVID-19 temporary Winter Swimming Season arrangements, updating on the actions taken to implement the outcomes of the Swimming Review 2020 plus an update on the 2020 summer swimming season. The following comments were made:

- The Chair stated that reopening the three swimming ponds and Lido in line with Government Guidance had been incredibly challenging.

- The Chair apologised for the late additional documents but felt that it was important for Members to appreciate the large amount of correspondence received from swimmers. A document summarising feedback and representations from members of the public regarding issues relating to swimming charging, data privacy, concessions and the Support Scheme was circulated along with initial feedback from a Hampstead Heath swimming online survey. The Chair confirmed that the results to the review of the summer swimming season, including costs and revenue, would follow at the next meeting to provide a full picture. A full end of year swim review would also take place and be reported back to the Committee.
- The Superintendent advised that Officers were preparing for the winter season starting 21 September which would include the parallel introduction of season tickets and contactless payment at each facility. Cash would also continue to be accepted and the swimming telephone line would remain available to assist swimmers. It was noted that Lifeguards would remain at the Mixed Pond until late October.
- The Superintendent highlighted commentary concerning the Support Scheme and the package on concessions available at the swimming facilities. The scheme offering free swimming for under 16's and over 60+ between 7.00 - 9.30am had been very successful at the Lido and Officers were keen to introduce this offer at the Ponds. It was noted that the timings did not align with the current Transport for London free travel time for freedom card holders.
- With regards to comments concerning prescribed swimming for health, the City Corporation has aligned with relevant groups, partnerships and Local Authorities.
- The Superintendent noted an existing City Corporation scheme offering time credits for volunteering and would be expanded to cover season ticket.
- The Chair advised that bids concerning swimming made through the CWP had been delayed but hoped they would be successful.
- An Equity Test of Relevance was carried out and aligned with the Option 3 decision made by this Committee during the Swim Review, on 11 March 2020.
- Season tickets were frozen during the summer season and would be extended for the period of lockdown and re-introduced for the winter season.
- The Chair highlighted that unlike other swimming venues, the City Corporation had not put their prices up despite the significant loss of income due to the pandemic.

- A Member, whilst supportive of the new swim charges for the safety and future sustainability of the facilities, highlighted the importance of diversity. The Member was concerned by the lack of BAME communities use of the facilities, as reflected in the survey stats and question how this could be improved.
- Members were advised that the City Corporation had reached out to a number of groups including migrant youth groups which had some success. It was agreed more needed to be done to engage with wider groups and communities.
- Members agreed that accessibility and affordability for all was key and recommended that the support scheme continue to be reviewed. The Superintendent advised that concessions were currently being reviewed across all City Corporation Open Spaces. The Fees and charges would also be reviewed as part of the annual review.
- A Member was concerned that the Support Scheme did not go far enough to help those on a lower income and should include all individuals on benefits including, Universal Credit and Personal Independence Payment (PIP). The Chair stated that it was difficult to help everyone as benefits were based on means testing but the scheme aimed to assist these groups.
- Members felt there was a clear position for a campaign to attract more diverse visitors. It was agreed that cost was not the only issue and some groups may not know these facilities were available.
- A Member suggested approaching City Bridge Trust for possible funding for engagement with wider groups and communities.

RESOLVED – That:-

- Members agree the Support Scheme arrangements as outlined in paragraphs 30-40;
- Members agree for the Town Clerk in consultation with the Chair and Deputy Chairman to have delegated authority to agree changes to the Winter Season Proposals in response to further Government Guidance.

11. HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK RISK MANAGEMENT

Members considered a report of the Director of Open Spaces providing an update on the management of risks undertaken by the Open Spaces Department and the Hampstead Heath, Highgate Wood, and Queen's Park Division.

Members were advised that risks were reviewed regularly by the Department's Senior Leadership Team as part of the ongoing management of the operations

of the Department and the Hampstead Heath, Highgate Wood and Queen's Park Management Team. There were currently seven risks were reported amber.

RESOLVED – That Members note and approve the Hampstead Heath, Highgate Wood and Queen's Park Risk Register (Appendix 2).

12. FINANCE UPDATE

Members received a verbal finance update from the Chamberlain and Director of Open Spaces.

The Chair, as expressed previously, was keen for the Committee to explore revenue raising opportunities. Since the last meeting, an Open Spaces mid-year review had progressed with a report going to the upcoming Resource Allocations Sub Committee meeting. As the report was not ready for this meeting and the Committee's November meeting would be too late for their input before a final decision was made, the Chair considered an extra meeting looking at re-budgeting proposals and impacts to be necessary.

The Director of Open Spaces advised that monitoring of the in-year financial position was happening across all Open Spaces. Some steps had already taken place to overcome the significant loss of income in the first quarter and the Team continued to improve income generation and find efficiencies.

The Superintendent stated that the Heath's outline figures for the current year were forecast at £6m with income estimated at £4.6m and an overspend of £126k. Significant costs were incurred dealing with rubbish and recycling, external security at the Bathing Ponds and implementing Covid secure facilities including additional signage. The cancelling and postponement of events was also a significant income loss.

The expenditure at Highgate Wood and Queen's Park was estimated at £1m with an income of £152k leaving a small overspend but it was hoped this would balance by year end. It was noted that the licences for Forest Schools at Highgate Wood had not yet resumed.

13. OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2019/20 - 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 2019/20 Business Plan.

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 were no urgent items.

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 3 June 2020 were approved as a correct record subject to one typo.

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

There were no questions.

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

There was one item.

The meeting ended at 6.02 pm

Chair

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

Committee(s): Queen's Park Consultative Group	Date(s): 07102020
Subject: Draft Mid Term Report – Queen's Park Charity (No. 232986)	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Richard Gentry	

Summary

This report proposes a new approach to engaging with Members of the Queen's Park Consultative Group on activities at Queen's Park.

Presented at Appendix 1 for discussion is the draft Annual Report on activities at Queen's Park, updated for the period 1 April – 30 September 2020.

Once finalised, this will then be included in the Trustees Annual Report as required by the Charity Commission.

Recommendation(s)

It is recommended that Members:

- Note the contents of this report;
- Share their thoughts on achievements at Queen's Park and how the Park meets the priorities, aims and objectives outlined within the Corporate Plan 2018-23, the Departmental Business Plan, 2020/21 and the objectives of the Highgate Wood and Queen's Park Kilburn charity.
- Discuss the revised priorities for April 2021 onwards be included in the Plans for Future Periods section of the Annual Report when it is submitted in Spring 2021:
 - Refurbishment of the Queen's Park Children's Sandpit.
 - Improve provision of equipment in the Children's Play Area.
 - Consult on, finalise and implement the Queen's Park Woodland Walk Management Plan 2020.
 - Discuss the Cyclical Works Programme for the Queen's Park Toilets,
 - Review of the Queen's Park Conservation Management Plan.
 - Develop a Park Activity Plan.
 - Deliver the tender for the Queen's Park Café.

Main Report

Background

1. Queen's Park is a registered charity (No. 232986).
2. As a registered charity, Queen's Park is required to submit an Annual Report and Financial Statement, detailing its activities and to ensure compliance with the Charities Act 2011. The draft report included at Appendix 1, forms the basis of this report for the first six months of 2020/21, i.e. April to September 2020.

Current Position

3. All of the reports referred to above contain very similar information but, due to the different purposes and timescales, the information in particular requires updating and re-writing for each report, which is both time consuming and sometimes confusing for a relatively small charity.
4. Since the end of March 2020, Queen's Park has been focussing on its response to the COVID-19 Pandemic, ensuring that the Park and its facilities are managed in a COVID secure way, enabling its visitors to enjoy the open space.
5. As a Division, the staff have supported the revision of Risk Assessments and Safe Systems of Work, enabling them to work within a COVID secure environment.
6. Although data is unavailable due to defective counting equipment (which is under repair), anecdotally the Manager reports a significant increase in visitor numbers over the spring and summer, as visitors make use of their local open space in line with COVID-19 guidance and regulations.
7. The Park Manager will provide an update on the plans going forward regarding the tender of the Park Café.
8. Pests and Diseases continue to be managed through planned inspections by the arboricultural Team. In July 2020 three sites visits/inspections were carried out for Oak processionary Moth. Two nests were found and removed by hand. No biological spraying took place in 2020.

Options

9. In recent years, Queen's Park Consultative Group meetings have received a written report prepared by the Park Manager, summarising recent achievements at Queen's Park.
10. In addition, updates are provided to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their 4 meetings throughout the year.
11. It would be more efficient to use the autumn meeting of the Queen's Park Consultative Group to reflect on progress against priority projects to date and begin to set the objectives for the following business year, with the spring meeting being used to finalise the end of year reports for onward submission to the Hampstead Heath, Highgate Wood and Queen's Park Committee and, eventually, for incorporation into the Annual Statement of Accounts, as required by the Charity Commission.

Proposals

12. The Queen's Park Manager recommends that the following revised priorities for April 2021 onwards are included in the Plans for Future Periods section of the annual report once submitted in spring 2021:
13. The proposed overarching priorities which will guide all of our objectives and activities from April 2021 are:
 - Refurbishment of the Queen's Park Children's Sandpit.
 - Improve provision of equipment in the Children's Play Area.
 - Consult on, finalise and implement the Queen's Park Woodland Walk Management Plan, 2020-23.
 - Consult on the Cyclical Works Programme for the Queen's Park Toilets refurbishment.
 - Review of the Queen's Park Conservation Management Plan.
 - Develop a Park Activity Plan to gain understanding of who currently visits the Park and who doesn't and why; identifying barriers to access and seeking opportunities to overcome these.
 - Deliver the tender for the Queen's Park Café.

Corporate & Strategic Implications

14. The activities and projects included within this report contribute to the three objectives and outcomes set out in the Open Spaces Business Plan 2020-21:
 - (a) Open spaces and historic sites are thriving and accessible,
 - (b) Spaces enrich people's lives and
 - (c) Business practices are responsible and sustainable.
15. 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).

Implications

16. There are no legal, financial, property or HR implications arising from these proposals.

Conclusion

17. If accepted, aligning the City Corporation's reporting requirements with the requirements of the Charity Commission will provide Members with improved oversight of the plans and activities of the Queen's Park charity and how these help to deliver the Corporate Plan.
18. It will also facilitate better strategic focus, planning, data collection and reporting procedures within the Queen's Park team as well as greater efficiency across the Department and City Corporation.

Appendices

- Appendix 1 - Draft Annual Report for Highgate Wood and Queen's Park Kilburn Charity 2020/21, April – September 2020 update.

Background Papers

- City of London Corporate Plan 2018-2023
- Open Spaces Department Business Plan 2020/21

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Appendix 1 – Draft Annual Report for Queen’s Park Charity 2020/21 [April – September 2020 update]

1. Objectives and Activities

The City of London protects and manages, by charitable trust, almost 11,000 acres of open spaces within and around the capital for the benefit of local communities and visitors.

Queen’s Park is a 30-acre (12ha) Park which opened in 1887. Situated in northwest London between Kensal Green, Brondesbury Park and Kilburn, it is bounded by Harvist Road to the south, Chevening Road to the north, Milman Road to the west and Kingwood Avenue to the east. The Park forms the focus of a neighbourhood which developed from around 1895 consisting of late Victorian and Edwardian houses. The Park lies within the London Borough of Brent and the surrounding streets are in a Conservation Area. The Park was initially called Kilburn Recreation Ground and has been known as Queen’s Park since the naming of the Park by Royal Command in the Jubilee year of 1887, in honour of Queen Victoria.

Acquisition: Queen’s Park comprising 30 acres of the site of the Royal Agricultural Show held in Kilburn in 1879 together with Highgate Wood was acquired in 1886 by the City of London Corporation from the Ecclesiastical Commissioners under the provisions of the Highgate and Open Spaces Act 1886.

Administration: Formerly administered by the Corporation’s Coal and Corn and Finance Committee 1886 -1966, Queen’s Park is now managed by the City of London Corporation through the Hampstead Heath, Highgate Wood and Queen’s Park Committee. There is also the Queen’s Park Consultative Group, which comprises Members from local groups including the Queen’s Park Residents Association, local Ward Councillors and a schools liaison contact.

The purpose of the Queen’s Park Consultative Group is devising and implementing the City Corporation’s policies and programmes of work in relation to Highgate Wood and Queen’s Park in accordance with the provisions of the Highgate Wood and Kilburn Open Spaces Act 1886.

The purpose of the Charity is:

‘the preservation in perpetuity by the City of London Corporation of the open spaces know as Highgate Wood, Highgate and Queen’s Park Kilburn for the use by the public for exercise and recreation.’

Explanation of Aims and objectives for the year including the changes or differences it seeks to make through its activities

The activities of the Highgate Wood and Queen’s Park Kilburn charity are guided by its Charitable Objective as stated above and developed within the framework of the City Corporation’s Corporate Plan and the Open Spaces Department’s Business Plan.

The City of London Corporation’s Corporate Plan 2018 – 23 states that:

Our vision

The City of London Corporation is the governing body of the Square Mile dedicated to a vibrant and thriving City, supporting a diverse and sustainable London with a globally successful UK.

We aim to...

- Contribute to a flourishing society
- Support a thriving economy
- Shape outstanding environments

The Open Spaces Department's overarching vision is that:

'We enrich people's lives by providing access to ecologically diverse green spaces and outstanding heritage assets'.

The provision of a wide range of services at Queen's Park helps the Department achieve its three strategic objectives:

- A. Open Spaces and historic sites are thriving and accessible
- B. Spaces enrich people's lives
- C. Business practices are responsible and sustainable.

and nine of the twelve outcomes, in particular:

- Our open spaces, heritage and cultural assets are protected, conserved and enhanced
- Our spaces are accessible, inclusive and safe
- People enjoy good health and wellbeing
- Nature, heritage and place are valued and understood
- People feel welcome and included
- People discover, learn and develop
- Our staff and volunteers are motivated, empowered, engaged and supported

The contribution which Queen's Park makes towards these is detailed below.

2. Achievements and Performance

Achievement to date against the key priorities for 2019/20 were:

1. Further work in order to deliver improvements to the sandpit and adjacent toilet block at Queen's Park.

At the Projects Sub (Policy and Resources) Committee meeting, 20 February, 2019 Members considered a Gateway 2 Project Proposal (Regular) report of the Director of Open Spaces regarding Queen's Park Sandpit Refurbishment and Public Toilet Rebuild and the following points were made.

At the Hampstead Heath, Highgate Wood and Queen's Park Committee 13 March 2019 Members considered and approved a Gateway 2 report of the Superintendent of Hampstead Heath concerning the Queen's Park Sandpit Refurbishment and Public Toilet Rebuild.

- The Superintendent of Hampstead Heath confirmed that all options would remain under consideration if the report was approved that day.

- Whilst, it was important to proceed with an option that guaranteed value for money, Members were mindful of the benefit that an appropriate option could provide the local community in terms of health and wellbeing.
- Safeguarding was a key element of the project design going forward.

For context, Members were advised that due to the significant capital expense from a number of key large projects currently coming through the City 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.

On 9 October 2019, the Superintendent of Hampstead Heath reported to the Queen's Park Consultative Group that the project for the redevelopment of the Playground Toilet and Sandpit was on hold. New central funding arrangements would be introduced in the autumn allowing Officers to bid for funding for the projects that are on hold, as well as new Projects.

The redevelopment of the sandpit was removed from the project, to be managed as a project in its own right.

In March 2020, in principle it was agreed that a budget of £380K would be available for the redevelopment of the Queen's Park Public Toilets.

At a Resource Allocation Sub (Policy and Resources) Committee (RASC) in September 2020 the Sub-Committee considered a report of the Chamberlain following a review of the reprioritisation of approved capital bids previously agreed by RASC in January 2020, to assess the impacts of COVID-19 against the original Business Case put forward and whether the schemes were still relevant in their current format and met the essential criteria.

It was resolved by Members that the project be rescoped, deferred and resubmitted as part of the 2021/22 annual capital bid round.

The City Surveyors Dept has a budget with the Cyclical Works Programme allocated for toilet refurbishments.

The Superintendent and Park Manager will engage with the City Surveyors Department to discuss the refurbishments works that can be funded through the Cyclical Work Programme.

2. Review of the Queen's Park Conservation Management Plan.

A landscape history of the Park was prepared by Land Use Consultants in 2011 (LUC, 2011) and a Conservation Management Plan (CMP) for the Park was prepared by Chris Blandford Associates in 2014 (CBA 2014).

In 2019/20 the Park Manager appointed the Parks Agency to prepare a Management Plan for the Woodland Walk, recognising the importance of this area and to provide a vision for the future management of the Woodland Walk, including elements of new design to deliver enhanced amenity and ecological value. These will be delivered through a balance of small projects and alterations to maintenance regimes.

The CMP provides an in-depth understanding of Queen's Park – its historical development, the different types of heritage that can be found there today and their condition, its management and its use by visitors/community groups. This

understanding helps inform the site's statement of significance, which sets out the different values that are relevant to the Park, and where possible, the key features that relate to those values. This statement of significance forms the central core of the CMP.

The Park Manager is liaising with Consultants to carry out a review of the CMP with an aspiration of this project being completed by the end of March 2021 and an outcome of the review being presented to Committees in spring 2021.

3. Development of a Park Activity Plan.

The development of an Activity Plan will provide an understanding of who currently visits the Park and who doesn't and why, existing barriers to access and opportunities to overcome these. It will set out aims and objective to encourage existing and new audiences to visit the Park, those heritage, learning and participation activities which can be offered at the site. Build by strengthening links with local group/schools and through more outreach work and by building awareness of the Park and its offer.

The Park Manager will assign this project as objective for the of the Queen's Park Team Leaders, for delivery within the financial year 2020/21, with an outcome report being presented in the spring of 2021.

Pedestrian counters which the Park currently use at entrance and at some of the facilities have failed in some of the posts. Due to mechanical failure and ongoing software issues to download data, an alternative system to collect data will need to be considered, funded through the Local Risk Budget.

The Park continues to use social media to engage with the community, including Facebook, Twitter and Instagram. A focus from an internal resource to use these, and other communication tools in effectively promoting the Park, its activities and facilities will be developed further as part of the Activity Plan.

A Team Leader has been assigned a task to develop a Friends of Group, part of the focus for this group will be fundraising for the development of the Children's Sandpit.

The aims for 2019/20 for Highgate Wood and Queen's Park were:

4. Development of policies and procedures linked to the City of London (Open Spaces) Bill.

The Events Policy for Highgate Wood and Queen's Park have been developed. A range of other policies are in development and will be progressed in the coming year.

Sadly, due to the effect of COVID-19, events in the Park were cancelled after March 2020, with no formal events taking place.

Two weddings were able to proceed late summer 2020 on the Bandstand.

On 13 September 2020, the Park Manager permitted a Fairground Organ to play in the Park from 10am – 4pm. This would have been a feature at the annual Queen's Park Day. This was a token feature for visitors to the Park, on what would have been one of the busiest days this year.

Currently, Officers are working on the implementation of a licencing scheme for professional dog walkers as well as a dog walker code of conduct.

Further work will continue within this project stream, with Officers working with a small working group to develop and implement a licensing scheme for fitness trainers.

A Policy is being developed for the application of Forest Schools that wish to make use of the open spaces.

Plans for Future Periods The proposed overarching priorities which will guide all of our objectives and activities from April 2021 are:

- Refurbishment of the Queen's Park Children's Sandpit and improve provision of equipment in the Children's Play Area.
- Consult on, finalise and implement the Queen's Park Woodland Walk Management Plan.
- Consult on the Cyclical Works Programme for the Queen's Park Toilets, CWP Project Queens Park - Toilet Block – Refurbishment.
- Review of the Queen's Park Conservation Management Plan
- Develop a Park Activity Plan
- Deliver the tender for the Queen's Park Café.

Performance Measures for 2020/21

1. To support the Open Spaces Department, by increasing tennis participation.
2. Achieve budgeted income and expenditure targets for Highgate Wood and Queen's Park Kilburn Charity. Income from events and café rental is reduced this year. The café tenant is in discussion with the City Corporation regarding the current rental arrangement.
3. To maintain Green Flag Award, Green Heritage Accreditation and London in Bloom award.
4. The City of London Corporation is scheduled to adopt a new Climate Action Strategy in October 2020. The Strategy aim is to reach Net 0 by 2040 and there will be a range of measures implemented to achieve this including increasing carbon sequestration and storage across the Open Spaces alongside biodiversity enhancement and resilience measures. Queen's Park will contribute to these measures with continued work to improve and conserve existing woodland and grassland.

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