



## Epping Forest & Commons Committee

**Date:** MONDAY, 18 JANUARY 2021  
**Time:** 11.30 am  
**Venue:** VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:** Graeme Doshi-Smith (Chairman)  
Benjamin Murphy (Deputy Chairman)  
Deputy Philip Woodhouse  
Peter Bennett  
Caroline Haines  
Alderman Robert Howard  
Alderman Robert Hughes-Penney  
Gregory Lawrence  
Sylvia Moys  
Jeremy Simons  
Oliver Sells QC (Ex-Officio Member)

*For consideration of Business Relating to Epping Forest Only*

Verderer Michael Chapman DL  
Verderer Paul Morris  
Verderer Nicholas Munday  
Verderer H.H William Kennedy

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

### Accessing the virtual public meeting

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

<https://www.youtube.com/watch?v=j8OQAHaskA4>

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**

## **Part 1 - Public Agenda**

**1. APOLOGIES**

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

**3. MINUTES**

To agree the public minutes and the non-public summary of the previous meeting of the Epping Forest and Commons Committee held on the 16<sup>th</sup> of November 2020.

**For Decision**  
(Pages 1 - 10)

**4. DEPARTMENTAL AND SERVICE COMMITTEE BUDGET ESTIMATES 2021/22**

Report of the Chamberlain.

**For Decision**  
(Pages 11 - 28)

**5. RESETTING OF DEPARTMENTAL BUDGETS 2020/21**

Report of the Chamberlain.

**For Information**  
(Pages 29 - 40)

**6. DEPARTMENTAL BUSINESS PLAN 2020/21 - SIX MONTH PERFORMANCE UPDATE: APRIL TO SEPT 2020**

Report of the Director of Open Spaces.

**For Information**  
(Pages 41 - 50)

**7. OPEN SPACES DEPARTMENT BUSINESS PLAN FOR 2021/22**

Report of the Director of Open Spaces.

**For Information**  
(Pages 51 - 58)

**8. CWP 21/22 UPDATED BID REPORT**

Report of the City Surveyor.

**For Information**  
(Pages 59 - 74)

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

Report of the Town Clerk.

**For Information**  
(Pages 75 - 92)

**Burnham Beeches & The Commons**

**10. SUPERINTENDENT'S UPDATE**

Report of the Superintendent of the Commons.

**For Information**  
(Pages 93 - 100)

**11. THE COMMONS - LICENCES, SPORTS, WAYLEAVES AND PRODUCE FEES AND CHARGES**

Report of the Director of the Open Spaces.

**For Decision**  
(Pages 101 - 110)

**Epping Forest**

**12. SUPERINTENDENT'S UPDATE**

Report of the Superintendent of Epping Forest.

**For Information**  
(Pages 111 - 128)

**13. EPPING FOREST CAR PARKING - TARIFF OPTIONS FOR INTRODUCED CHARGES (SEF 04/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 129 - 144)

**14. EPPING FOREST CONSULTATIVE COMMITTEE MEMBERSHIP 2021-23 (SEF 02/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 145 - 160)

**15. LICENCES, SPORTS, WAYLEAVES AND PRODUCE FEES AND CHARGES (SEF 03/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 161 - 174)

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

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

**Part 2 - Non-Public Agenda**

**18. EXCLUSION OF THE PUBLIC**

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

**For Decision**

**19. NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting of the Epping Forest and Commons Committee held on the 16<sup>th</sup> of November 2020.

**For Decision**  
(Pages 175 - 176)

**20. RED COTTAGE, WOODREDON FARM AND HERDSPERSON'S ACCOMMODATION AT EPPING FOREST SEF 05/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 177 - 184)

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

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

## **EPHING FOREST & COMMONS COMMITTEE** **Monday, 16 November 2020**

Minutes of the meeting of the Epping Forest & Commons Committee held remotely  
on Monday, 16 November 2020 at 11.30 am

### **Present**

#### **Members:**

Graeme Doshi-Smith (Chairman)  
Benjamin Murphy (Deputy Chairman)  
Deputy Philip Woodhouse  
Peter Bennett  
Caroline Haines  
Alderman Robert Hughes-Penney  
Jeremy Simons  
Oliver Sells QC (Ex-Officio Member)  
Verderer Michael Chapman DL  
Verderer H.H William Kennedy  
Verderer Paul Morris  
Verderer Nicholas Munday

#### **Officers:**

Richard Holt - Town Clerk's Department  
Chris Rumbles – Town Clerk's Department  
Kristina Drake – Town Clerk's Department  
Colin Buttery – Director of Open Spaces  
Andy Barnard – Superintendent of the Commons  
Paul Thomson – Superintendent of Epping Forest  
Jacqueline Eggleston – Head of Visitor Services, Epping Forest  
Jeremy Dagley – Head of Conservation, Epping Forest  
Jo Hurst – Business Manager, Epping Forest  
Julianne Heinecke – Personal Assistant, Epping Forest  
Tristan Vetta – Senior Forest Keeper, Epping Forest  
Gerry Kiefer – Business Manager, Open Spaces Department  
Paul Monaghan – Assistant Director Engineer, Director of the Built Environment

#### **1. APOLOGIES**

Apologies were received from Alderman Robert Howard.

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

Verderer Nicholas Munday declared that he owned property a property in High Beech.

Verderer Michael Chapman declared that he was familiar with the owner of the property included in Item 26.

3. **MINUTES**

The Committee considered the public minutes and non-public summary of the Epping Forest and Commons Committee meeting held on the 7<sup>th</sup> of September. The Town Clerk informed the Committee that the election of Verderers, mentioned in the minutes, would be corrected to February and that the Deer Strategy would now be prepared for the January meeting.

**RESOLVED-** That the minutes of the public minutes of the Epping Forest and Commons Committee meeting held on the 7<sup>th</sup> of September, subject to the correction specified, be approved as an accurate record.

4. **EPHING FOREST AND COMMONS COMMITTEE 2021 DATES**

The Committee received a report of the Town Clerk which provided a list of the 2021 dates relating to the Epping Forest and Commons Committee. It was noted that the Committee visits should include the Commons sites.

**RESOLVED-** That the report be noted.

5. **DRAFT MINUTES EPPING FOREST CONSULTATIVE COMMITTEE**

The Committee received the draft minutes of the Epping Forest Consultative Committee held on the 24<sup>th</sup> of October 2020.

**RESOLVED-** That the draft minutes be noted.

6. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Director of Open Spaces which provided a summary of the Epping Forest Division's activities across August to September 2020.

A Member commented on the contribution of volunteers and requested that, as the Volunteers Reception could not be held at Guildhall in 2020, an appropriate recognition of their contribution be arranged. The Director of Open Spaces noted that the Volunteers Reception was an event arranged by the Chief Commoner and that he would be in contact with the Chief Commoner's Office to discuss a suitable alternative event. The Deputy Chairman confirmed that discussion had taken place between himself, the Chairman and the Director of Open Spaces on how best to recognise key staff and volunteers.

A Committee member requested an update on the deer collisions figures within Epping Forest and on the issue of land registration. The Director of Open Spaces explained that the deer collisions figures would need to be looked into outside of the meeting to obtain an accurate figure and that a report on the land registration was due to be considered by the Committee in 2021.

The Deputy Chairman asked for further information on the fly tipping reduction. The Director of Open Spaces confirmed that the fly tipping reduction policies, including the legal prosecutions which had been undertaken were clearly having an effect on fly tipping numbers.

**RESOLVED-** That the report be noted.

**7. EPPING FOREST CONSULTATION POLICY SEF 24/20B**

The Committee considered a report of the Director of Open Spaces on the Epping Forest Consultation Policy. The Director of Open Spaces introduced the report and explained that there were no changes requested by the Epping Forest Consultative Committee.

A member of the Committee suggested that, as a consequence of the City of London Corporation's Governance Review, it might be sensible to delay the review of the Epping Forest Consultation Policy. The Director of Open Spaces explained that the Policy needed to be updated in the short term, in part, to comply with GDPR regulations and therefore could not wait till after the Governance Review. In addition, it was agreed that a more regular review of this policy by the Committee would be arranged.

The Committee discussed appropriate methods for receiving comments from various sources noting that unstructured comments could be counter effective.

**RESOLVED-** That: -

- I. The report be noted;
- II. The adoption of the Epping Forest Consultation Policy as a replacement to the Epping Forest Statement of Community Involvement 2011 be approved.

**8. WANSTEAD PARK PONDS PROJECT - INITIAL ENGINEERING ASSESSMENT**

The Committee considered a report of the Director of Open Spaces on the Wanstead Park Ponds Project. The Director of the Built Environment introduced the report and invited questions from the Committee.

The Committee questioned whether the water level present at the site were correct, and the cascade effect, as it evidently impacted the management of many elements of Wanstead Park. The Director of Built Environment confirmed that the levels had been considered and it was added that further analysis was required on the ornamental water. In addition, it was noted that the Golf Course pond nearby had been reviewed and were considered not to be an issue.

**RESOLVED-** That: -

- I. That additional budget of £40,000 be approved and £30,000 from the existing budget is reallocated to reach the next Gateway; and
- II. That the categories assigned to each of the lake's dams be approved; and
- III. That the Panel Engineer's recommendation be noted; and
- IV. That revised project budget of £190,000 (excluding risk) including reallocation of funds be noted; and
- V. That the the change in extent of the project and the reduced total estimated cost of the project now at £750 000 – 1 million (excluding risk) be noted; and

VI. That Option 3, to undertake a further engineering study including into the water management of the lakes be approved.

9. **THE GROTTTO, WANSTEAD PARK: CONSERVATION MANAGEMENT PLAN (SEF 22/20B)**

The Committee considered a report of the Director of Open Spaces on the Conservation Management Plan for The Grotto at Wanstead Park. It was commented by a Committee member that a sympathetic, cost effect and pragmatic approach to the Grotto restoration should be followed.

Committee member observed that a printed or online library of documents, such as management plans, would a useful resource. The Chairman suggested that a request to the consultants, who assist with the production of the management plans, to provide a number of printed copies could be arranged in future. The Director of Open Spaces noted that the possibility of compiling management plans in an online library would be assessed.

The Chairman requested that appropriate onsite communication for the Grotto be explored by Officers.

**RESOLVED**-That the Committee approved the adoption of The Grotto Conservation Management Plan as a resource to guide the management, fundraising planning and investment decisions of the Wanstead Park Project Board.

10. **PATH MANAGEMENT: POLICY DEVELOPMENT NOTE (SEF 23/20B)**

The Committee considered a report of the Director of Open Spaces on the Path Management Policy Development Note. The Director of Open Spaces commented that the report demonstrated a move toward a more planned method of path management for Epping Forest. The Committee noted the comments from the Epping Forest Consultative Committee on the Path Management Policy Development Note.

**RESOLVED**-That Option 1 be adopted where it is proposed that path management transitions over a ten-year period from a largely reactive process to a planned management process.

11. **NIGHT-TIME GATING PROPOSALS FOR MANOR ROAD, HIGH BEACH (SEF 26/20B)**

The Committee considered a report of the Director of Open Spaces on the Night-time Gating proposals for amenity purposes at Manor Road, High Beach. The Director of Open Spaces introduced the report by explaining that the night-time gating was being introduced to manage anti-social behaviour in Epping Forest.

Responding to a query from a member of the Committee the Director of Open Spaces confirmed that the any closure to local highways would be completed with the requirements of specific highway orders.

It was confirmed by the Director of Open Spaces that extensive public consultation would be undertaken, if possible, before the implementation of the night-time gating.

It was questioned if the reasoning for the closure of public highways was suitable robust. The Director of Open Spaces explained that a thorough reasoning had been provided by the local community partnership. In addition, it was explained that the Comptroller and City Solicitor had been consulted on the details of the report, confirming the legality of the requested decisions.

**RESOLVED-** That: -

- I. The Committee agree to support the commencement of public consultation by the traffic authority prior to any works on options for addressing the Anti-Social Behaviour issues at Queens Green and Pillow Mounds car parks described in the report, including the night-time closure of Manor Road, between the junctions with Wellington Hill and Paul's Nursery Road, to reduce levels of Anti-Social Behaviour; and
- II. It be agreed for public consultation to support scheme delegate authority to the Town Clerk, Chairman and Deputy Chairman to implement the scheme and enter into a formal agreement with Essex County Council as the traffic authority for the daily opening and closing of the road control gating.

**12. EPPING FOREST CAR PARKING -INTRODUCTION OF PARKING CHARGES (28/20B)**

The Committee considered a report of the Director of Open Spaces on the introduction of Car Parking Charges at Epping Forest Car Parks. The Director of Open Spaces introduced the report by explaining the reasons for the recommended proposals and the context of a £250,000 deficit in the Epping Forest management budget.

Responding to a Committee member's concern the Director of Open Spaces confirmed that environmental impact of car parks had been included in the project and that the City of London Corporation did have the legal power to enforce parking charges in Epping Forest. A Committee member commented that the issue of whether the City of London Corporation was acting as a secondary local authority or a private landowner still required clarification. Responding to this the Director of Open Spaces confirmed that they were confident in the legality of the proposals.

A member of the Committee commented that public transport facilities to Epping Forest were not sufficient as an alternative to travelling by car and stated that he was against the creation of any new car parks within the Forest. The Committee member further noted that the report did not provide the required information for the report to be approved. The Director of Open Spaces responded by clarifying that a report providing further detail on the specific implantation of car parking charges would be considered in January and that the charges would provide a vital source of income for the Forest in the period of increasingly stretched budgets.

The Committee debated the merits of the report's recommendations noting the contribution of income generated from car parking charges to the management of Epping Forest. The Deputy Chairman noted that comments from the Committee members, Epping Forest Consultative Committee and those received online had been taken on board and noted that lessons had been learnt from the implementation of car parking charges at other sites owned by the City of London Corporation. A Member requested that options be explored for differential charges for vehicles with less environmental impact.

An amendment was proposed to accept the recommendation to begin the implementation of the car parking charges, as detailed on page two hundred and eighty-eight of the agenda pack, with the exception of those car parks at High Beach. The amendment was seconded. The amendment was not carried.

The Committee proceeded to vote on the recommendation as listed in the report. Seven Members of the Committee voted in favour of the recommendation and four voted against. The recommendations were, therefore, approved by the Committee. The Committee members who voted against the recommendation confirmed that they wished to have their votes recorded were Verderer Michael Chapman DL, Verderer Paul Morris, Verderer Nicholas Munday and Verderer H.H William Kennedy.

**resolved-** That: -

- I. Comments made by the Consultative Committee on the propose scheme of charges be approved; and
- II. That the proposal to implement a car park charging scheme in Epping Forest be approved.

13. **SAC MITIGATION STRATEGY UPDATE (SEF 27/20B)**

The Committee considered a report of the Director of Open Spaces on the Epping Forrest SAC Mitigation for Local Plans: on-site SAMM proposals.

A member of the Committee suggested that the City of London Corporation consider whether the management of SANG (Suitable Alternative Natural Green Space) in house.

Replying to a query from the Deputy Chairman the Director of Open Spaces confirmed that the complaint regarding the time taken to proceed with this issue had been registered and that it had yet to be confirmed what the outcome of the complaint would be.

The Committee agreed to suspend Standing Order 40 to extend the meeting beyond two hours.

**RESOLVED-**That: -

- I. Members approved the costed proposals in Appendix 1, Table 3 and Appendix 2 to be presented to all competent authorities as a basis for SAMM funding in their respective Local Plans through an updated, full EFSAC Mitigation Strategy; and

- II. Approved that Officers report back on any proposed modifications to the proposals requested by the competent authorities (including 'in perpetuity' calculations) for consideration and approval.

**14. LONDON BOROUGH OF WALTHAM FOREST LOCAL PLAN CONSULTATION (SEF 34/20)**

The report was withdrawn.

**15. LAND EXCHANGE IN RELATION TO CLOSURE OF PART OF HIGHWAY AT BELL COMMON, EPPING BY ESSEX HIGHWAYS (SEF 30/20)**

The Committee considered a report of the Director of Open Spaces regarding a Land Exchange in relation to closure of part of Highway at Bell Common, Epping by Essex Highways.

In response to a query from the Deputy Chairman the Director of Open Spaces explained that opining on the issues discussed would be for the Highways Panel.

**RESOLVED-** That: -

- I. The Committee accepted the return and restoration of 197m<sup>2</sup> of highway land at Bell Common, effectively re-uniting two parcels of Forest Land; and
- II. That the dedication of the returned Land as Epping Forest Land be approved; and
- III. That the entry into a Section 72 agreement with Essex Highways for the use of 14m<sup>2</sup> of Forest land, for the purpose of allowing the manoeuvring of refuse vehicles subject to the return of 197m<sup>2</sup> highway land be approved; and
- IV. It was approved to use the 'surplus' to the exchange of 183m<sup>2</sup> as the basis to reopen negotiations with the Highway Authority to enable the closure of the Lindsey Street annexe at Epping (North) Green; and
- V. It was approved to remind Essex County Council that these transactions are consequent upon the completion of the previously agreed land exchange, outstanding since September 2011, for the traffic safety scheme at Manor Road, High Beach.

**16. SUPERINTENDENT'S UPDATE**

The Town Clerk confirmed that, in accordance with the Committee's Terms of Reference, the Committee was no longer quorate for non-Epping Forest related items of business as there were not five Committee Members who must be Members of the Court of Common Council present. It was noted that the non-Epping Forest related items requiring decision would be deferred from the agenda and considered under urgency by the Town Clerk, in consultation with the Chairman and Deputy Chairman.

17. **APPROVAL TO AUTHORISE EXTERNAL AGENTS TO SUPPORT ENFORCEMENT OF PUBLIC SPACES PROTECTION ORDERS AT BURNHAM BEECHES**

The report was deferred.

18. **PROPOSED CAR PARK TARIFFS -BURNHAM BEECHES, RIDDLEDOWN AND FARTHING DOWNS**

The report was deferred.

19. **REPORT OF ACTION TAKEN**

The report be deferred.

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

A Committee member questioned whether the Tea Hut was going to be relocated, and if so, where would it be moved to. It was confirmed that the Tea Hut would be moving as part of the Path Management policy with a public consultation taking place before the details were finalised.

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

There was no urgent business considered in the public session.

22. **EXCLUSION OF THE PUBLIC**

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

23. **NON-PUBLIC MINUTES**

Consideration of the non-public minutes of the Epping Forest and Commons Committee meeting held on the 6<sup>th</sup> of September were deferred.

24. **GRANT OF EASEMENT (SEF 31/20)**

The Committee considered a report of the Director of Open Spaces on the Grant of an Easement.

**RESOLVED-** That the report be agreed.

25. **WAYLEAVE FEE (SEF 32/20)**

The Committee considered a report of the Director of Open Spaces regarding a Wayleave Fee.

**RESOLVED-** That the report be agreed.

26. **DEED OF EASEMENT (SEF 33/20)**

The Committee considered a report of Director of Open Spaces on a Dead of Easement.

**RESOLVED-** That the report be approved.

**27. KENLEY REVIVAL PROJECT**

The report be deferred.

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

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

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

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

**The meeting ended at 2.15 pm**

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Chairman

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

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	18 January 2021
<b>Subject:</b> Departmental and Service Committee Budget Estimates 2021/22	<b>Public</b>
<b>Which Outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1,2,3,4,5,8,9,10,11 & 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>If so, how much?</b>	N/A
<b>What is the source of funding?</b>	N/A
<b>Has the funding source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> The Chamberlain Director of Open Spaces	<b>For Decision</b>
<b>Report Author:</b> Derek Cobbing	

## Summary

This report presents for approval the budget estimates for the Epping Forest and Commons Committee for 2021/22, for subsequent submission to the Finance Committee. The budgets have been prepared within the resources allocated to the Director and the table below summarises.

The proposed budget for 2021/22 has been prepared within the resource envelope allocated to each Director by Resource Allocation Sub Committee, including the Department's Target Operating Model (TOM) efficiency savings of 12%.

Summary of Table 1 <b>Epping Forest &amp; The Commons</b> (Includes Local Risk, Central Risk, and Recharges/Support Services)	Original Budget (OR)  2020/21 £000	Latest Approved Budget  2020/21 £000	Original Budget (OR)  2021/22 £000	Movement  2020/21 OR to 2021/22 OR £000
Net Local Risk	(4,352)	(4,519)	(3,757)	595
Net City Surveyor	(475)	(531)	(465)	10
Net Cyclical Works Programme	(1,607)	(1,127)	(795)	812
Net Central Risk	(549)	(774)	(461)	88
Support Services	(1,567)	(1,493)	(1,410)	157
<b>Total Net Expenditure</b>	<b>(8,550)</b>	<b>(8,444)</b>	<b>(6,888)</b>	<b>1,662</b>

Overall, the provisional Original budget for 2021/22 totals £6.888M, a decrease of £1.662M compared with the original 2020/21 Budget. Of this, £595,000 is due to reductions in local risk as a result of the following:

- 12% savings (£523,000) to enable a balanced budget across the medium term,
- A reduction in centrally funded apprentices budgets (£72,000).

In addition, there was a reduction in the Cyclical Works Programme (CWP) of £812,000 where Covid-19 has led to a reduced bid for reasons set out in paragraph 12 and Table 3 of the report and reductions in Support Services and recharges of £157,000. More detail of the Summary Table and the savings made can be found in Table 1 within Appendix 1. A high level overview of how the 12% savings are being met can be found in paragraph 9 of the report.

### Recommendation

Members are asked to:

- review and approve the Epping Forest proposed revenue budget for 2021/22 for submission to Finance Committee,
- review and approve The Commons proposed revenue budgets for 2021/22 for submission to Finance Committee,
- review and approve the Epping Forest capital and supplementary revenue project budgets for 2021/22 for submission to Finance Committee,
- review and approve The Commons capital and supplementary revenue project budgets for 2021/22 for submission to Finance Committee,

- v) authorise the Chamberlain, in consultation with the Director of Open Spaces to revise these budgets to allow for any further implications arising from, Corporate Projects, the City's new Target Operating Model, and changes to the Cyclical Works Programme;
- vi) agree that minor amendments for 2020/21 and 2021/22 budgets arising during budget setting be delegated to the Chamberlain,

## **Main Report**

### **Introduction**

1. The City of London Corporation owns and manages almost 11,000 acres of historic and natural Open Spaces for public recreation and enjoyment. This includes Epping Forest, City Commons, Burnham Beeches and Stoke Common which are registered charities and are funded from City's Cash. They are run at no cost to the communities that they serve, as they are funded principally by the City, together with donations, sponsorship, grants and trading income.
2. This report sets out the proposed budgets for 2021/22 for these areas. The Revenue Budget management arrangements are to:
  - Provide a clear distinction between local risk, central risk, and recharge budgets.
  - Place responsibility for budgetary control on departmental Chief Officers.
  - Apply a cash limit policy to Chief Officers' budgets.
3. The budget has been analysed by the service expenditure and compared with the latest approved budget for the current year.
4. The report also compares the current year's budget with the forecast outturn.
5. The overall 2021/22 budget for Epping Forest & The Commons which include the Director of Open Spaces Local Risk, City Surveyor's Local Risk, Central Risk, and Recharges/Support Services is £6.888M, this is a decrease of £1.662M when compared with the 2020/21 Original Budget.

### **Business Planning Priorities for 2021/22**

6. The Open Spaces Departments business priorities for the forthcoming year have been set out in the 2021/22 business plan report which was approved by the Open Spaces Committee on 2 December 2020 and will be presented to this Committee 'for information' on 18 January 2021.

### **Proposed revenue budget for 2021/22**

7. This report presents, at Appendix 1, the budget estimates for 2021/22 for the Epping Forest and Commons Committee analysed between;
  - Local Risk Budgets - these are budgets deemed to be largely within the Chief Officer's control.

- Central risk budgets – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside of his/her control or are budgets of a corporate nature (e.g. interest on balances and rent incomes from investment properties).
  - Support Services and Capital Charges - these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk. Further analysis can be found in Appendix 2.
8. The provisional 2021/22 budgets, under the control of the Director of Open Spaces being presented to your Committee, have been prepared in accordance with guidelines agreed by the Policy & Resources and Finance Committees. These include continuing the implementation of the required budget reductions across both local and central risks, as well as the proper control of transfers of non-staffing budgets to staffing budgets.

For 2021/22 budgets include.

#### Local Risk

- 12% reduction of £523k agreed by Resource Allocation Sub Committee on 10<sup>th</sup> December 2020 reflecting a combination of savings between the new 'Target Operating Model', and additional savings to enable a balanced budget across the medium term.
  - 2% uplift for inflation offset by 2% efficiency savings (a flat cash position)
9. To achieve the 12% savings and the increase in employee costs, officers have planned a mixture of expenditure reduction and an increase in income generation.

Income generation will be increased in the following areas:

- Both divisions will seek to increase income from fees and charges (reports are brought to this Committee for approval). Epping Forest will see the introduction of car parking charges across the majority of Forest car parks which should provide a positive income stream in 2021/22 and future years, alongside the revaluation of commercial wayleaves and an increase in charges for contractors compounds and works to install new utilities. The Commons will see the expansion to weekly parking charging at Burnham Beeches and the introduction of charges at selected South London commons.

Expenditure will be reduced in the following areas:

- Direct employee costs – holding posts vacant.
  - Grounds Maintenance – a reduction in this area at the Commons.
  - Unidentified savings - savings required to achieve the allocated budget but which have not yet been finalised.
10. Income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets will be used to denote expenditure, increases in

expenditure, or shortfalls in income. Only significant variances (generally those greater than £50,000) have been commented on and are referenced in the relevant table. Overall there is a decrease of £1.656M (£1.250M Epping Forest, £406,000 The Commons) between the 2020/21 original budget and the 2021/22 original budget. The movement is explained in the following paragraphs.

11. Analysis of the movement in staff related costs are shown in Table 2 below. Staffing levels have remained relatively stable between 2020/21 and 2021/22 budgets, this is due to holding vacancies and flexible retirement proposals within the current establishment. Committees will continue to work through proposals against the 12% savings and these will be revised once the TOM is progressed through the year. The 12% savings in the budget showing as unidentified savings are to ensure flexibility to move people into the right roles as a result of the TOM. Staff savings have arisen from holding posts vacant.

Table 2 - Staffing statement	Original Budget		Latest Approved Budget		Original Budget	
	2020/21		2020/21		2021/22	
	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000	Staffing Full-time equivalent	Estimated cost £000
Epping Forest	75.73	(3,221)	75.73	(3,394)	69.79	(3,163)
The Commons	36.18	(1,491)	36.18	(1,568)	33.18	(1,469)
<b>Total Epping Forest and Commons</b>	<b>111.91</b>	<b>(4,712)</b>	<b>111.91</b>	<b>(4,962)</b>	<b>102.97</b>	<b>(4,632)</b>

12. Given the Covid-19 pandemic a review has been undertaken of the corporate CWP bid for 21/22 and it has been significantly reduced. Only Health & Safety related projects will now be undertaken in 21/22 which has reduced the overall corporate CWP bid list down from £12M to £4M, this reduction allows for the City to make savings to help its immediate financial pressures and for the project delivery team to catch up after a period of non-activity at the start of the Covid-19 pandemic and lockdown.

<b>TABLE 3 - CYCLICAL WORKS PROGRAMME &amp; CITY SURVEYOR LOCAL RISK (EPPING FOREST)</b>			
<b>Repairs and Maintenance (including cleaning)</b>	<b>Original Budget 2020/21 £'000</b>	<b>Latest Approved Budget 2020/21 £'000</b>	<b>Original Budget 2021/22 £'000</b>
<b>Cyclical Works Programme</b>			
Epping Forest	(1,250)	(743)	(569)
	<b>(1,250)</b>	<b>(743)</b>	<b>(569)</b>
<b>Planned &amp; Reactive Works (Breakdown &amp; Servicing – City Surveyor Local Risk)</b>			
Epping Forest	(243)	(299)	(241)
	<b>(243)</b>	<b>(299)</b>	<b>(241)</b>
<b>Cleaning (City Surveyor Local Risk)</b>			
Epping Forest	(44)	(44)	(44)
	<b>(44)</b>	<b>(44)</b>	<b>(44)</b>
<b>Total Cyclical Works Programme &amp; City Surveyor</b>	<b>(1,537)</b>	<b>(1,086)</b>	<b>(854)</b>

<b>TABLE 3 – CYCLICAL WORKS PROGRAMME &amp; CITY SURVEYOR LOCAL RISK (THE COMMONS)</b>			
<b>Repairs and Maintenance (including cleaning)</b>	<b>Original Budget 2020/21 £'000</b>	<b>Latest Approved Budget 2020/21 £'000</b>	<b>Original Budget 2021/22 £'000</b>
<b>Cyclical Works Programme</b>			
Ashtead Common	(35)	(39)	(22)
West Wickham	(223)	(113)	(198)
Burnham Beeches	(99)	(232)	(6)
Stoke Common	-	-	-
	<b>(357)</b>	<b>(384)</b>	<b>(226)</b>
<b>Planned &amp; Reactive Works (Breakdown &amp; Servicing – City Surveyor Local Risk)</b>			
Ashtead Common	(6)	(6)	(5)
West Wickham	(51)	(51)	(49)
Burnham Beeches	(115)	(115)	(110)
Stoke Common	-	-	-
	<b>(172)</b>	<b>(172)</b>	<b>(164)</b>
<b>Cleaning (City Surveyor Local Risk)</b>			
Ashtead Common	-	-	-
West Wickham	(11)	(11)	(11)
Burnham Beeches	(5)	(5)	(5)
Stoke Common	-	-	-
	<b>(16)</b>	<b>(16)</b>	<b>(16)</b>
<b>Total Cyclical Works Programme &amp; City Surveyor</b>	<b>(545)</b>	<b>(572)</b>	<b>(406)</b>

## **Potential Further Budget Developments**

13. The provisional nature of the 2021/22 revenue budget recognises that further revisions may be required, including in relation to:
- Decisions on funding of the Cyclical Works Programme by the Resource Allocation Sub-Committee.
  - Budget adjustments to align with the new Target Operating Model.

## **Revenue Budget 2020/21**

14. An in-year re-budgeting exercise has been undertaken corporately to assist in repairing the damage to the City's budgets arising from the Covid-19 pandemic. The 2020/21 latest approved budget (The Commons) has been increased by £25,000 following Court of Common Council approval on 3 December 2020. Further budget adjustments included in the 2020/21 latest approved budget are £31,000 in lieu of contribution pay, an allocation of £42,000 from the Directorate to fund unsuccessful 2019/20 carry forward bids for delayed delivery of goods due to COVID-19, an allocation of £25,000 from the Corporate COVID fund to help with the cost of additional health and safety equipment and changes to public reception areas due to COVID-19 and an allocation of £44,000 from the Directorate to cover Oak Processionary Moth costs. The forecast outturn for the current year is in line with the latest approved budget of £8.444M. Movement of the Local Risk Budgets from the 2020/21 Original Budget to the 2020/21 Latest Approved Budget can be found in Appendix 4.

## **Draft Capital and Supplementary Revenue Project budgets for 2021/22**

15. The latest estimated costs of the Committee's current approved Capital and Supplementary revenue projects are summarised in the Table below.

## EPPING FOREST

Service Managed	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
<b><u>Pre-implementation</u></b>							
Epping Forest	Baldwins & Birch Hall Park Ponds	55	202	47	-	-	304
	Wanstead Park Ponds Project	17	173	-	-	-	190
<b><u>Authority to start work granted</u></b>							
	Great Gregories Farm Over-wintering Facility	233	4	-	-	-	237
<b>TOTAL EPPING FOREST</b>		<b>305</b>	<b>379</b>	<b>47</b>	<b>0</b>	<b>0</b>	<b>731</b>

## THE COMMONS

Service Managed	Project	Exp. Pre 01/04/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000	Later Years £'000	Total £'000
<b><u>Authority to start work granted</u></b>							
City Commons	Kenley Revival	982	18	178	-	-	1178
	Car Park Charging	-	125	-	-	-	125
<b>TOTAL CITY COMMONS</b>		<b>982</b>	<b>143</b>	<b>178</b>	<b>-</b>	<b>-</b>	<b>1,303</b>

- i. Pre-implementation costs comprise feasibility/option appraisal expenditure which has been approved in accordance with the project procedure, prior to authority to start work.
- ii. Therefore the above figures do not include the cost of implementing the Baldwins and Birch Hall Park and Wanstead Park Ponds projects which are subject to further gateway approvals.
- iii. The latest Capital and Supplementary Revenue Project forecast expenditure on approved schemes will be presented to the Court of Common Council for formal approval in March 2021.

## **Corporate & Strategic Implications**

16. The Department's activity delivers ten of the twelve Corporate Plan outcomes, across all three of the Corporate Plan aims.

### **Contribute to a flourishing society**

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

### **Support a thriving economy**

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

### **Shape outstanding environments**

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

## **Security implications**

15. None

## **Public sector equality duty**

16. Should the capital projects be approved for funding it will significantly improve the service and experience provided to our local communities. Where capital funded projects are approved for progress or new policies and strategies developed, we will undertake 'tests of relevance' and where appropriate, Equality Analysis. Our fees and charges are annually benchmarked with neighbouring facilities, but we will continue to informally assess any negative impact on protected characteristic groups.

## **Conclusion**

17. This report presents the Revenue and Capital budget estimates for 2021/22 for the Epping Forest and Commons Committee for Members to consider and approve.

## **Appendices**

- Appendix 1 – Budget estimates 2021/22 Table 1
- Appendix 2 – Support Services and Capital Charges
- Appendix 3 – Capital Project Bids for 2021/22
- Appendix 4 – Original Local Risk 2020/21 budget to Latest Approved 2020/21 Local Risk Budget
- Appendix 5 – Original 2020/21 Local Risk Budget to Original Local Risk 2021/22 budget

## **Background information**

- Report 2021/22 Budget setting update; Resource Allocation Sub Committee  
10<sup>th</sup> December 2020

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## Appendix 1 (Epping Forest)

Table 1							
Analysis of Service Expenditure	Local or Central Risk	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement 20-21OR to 21-22OR £'000	Paragraph Reference
<b>EXPENDITURE</b>							
Employees	L	(2,934)	(3,181)	(3,203)	(3,163)	18	
Employees	C	(19)	(40)	(191)	-	40	
Premises Related Expenses	L	(583)	(1,002)	(1,020)	(725)	277	a)
Premises Related Expenses	C	(72)	-	-	-	-	
City Surveyor's Local Risk inc cleaning	L	(383)	(287)	(343)	(285)	2	
Cyclical Works Programme	L	(820)	(1,250)	(743)	(569)	681	b)
Transport Related Expenses	L	(121)	(209)	(236)	(209)	-	
Supplies & Services	L	(633)	(374)	(391)	(372)	2	
Supplies & Services	C	(2)	-	-	-	-	
Unidentified Savings	L	-	-	-	31	31	
Transfer to Reserves	L	(47)	-	-	-	-	
Capital Charges- Depreciation	C	(469)	(469)	(469)	(455)	14	
<b>Total Expenditure</b>		<b>(6,083)</b>	<b>(6,812)</b>	<b>(6,596)</b>	<b>(5,747)</b>	<b>1,065</b>	
<b>INCOME</b>							
Government Grants	L	127	768	768	444	(324)	c)
Other Grants, Reimbursements and Contributions	L	4	15	15	3	(12)	
Customer, Client Receipts	L	1,183	1,203	1,203	1,617	414	d)
Customer, Client Receipts	C	2	-	-	-	-	
Investment Income	C	3	18	18	18	-	
Transfer from Reserves	L	135	-	-	-	-	
<b>Total Income</b>		<b>1,454</b>	<b>2,004</b>	<b>2,004</b>	<b>2,082</b>	<b>78</b>	
<b>TOTAL (EXPENDITURE) BEFORE SUPPORT SERVICES</b>		<b>(4,629)</b>	<b>(4,808)</b>	<b>(4,592)</b>	<b>(3,665)</b>	<b>1,143</b>	
<b>SUPPORT SERVICES</b>							
Central Support		(897)	(954)	(954)	(851)	103	e)
Recharges within Fund		(152)	(221)	(169)	(212)	9	
Recharge across Fund		-	(12)	(11)	(11)	1	
<b>Total Support Services</b>		<b>(1,049)</b>	<b>(1,187)</b>	<b>(1,134)</b>	<b>(1,074)</b>	<b>113</b>	
<b>TOTAL NET (EXPENDITURE)</b>		<b>(5,678)</b>	<b>(5,995)</b>	<b>(5,726)</b>	<b>(4,739)</b>	<b>1,256</b>	

- a) The £277,000 reduction in premises related expenditure is due to a reduction in css grant related expenditure.
- b) The £681,000 reduction in Cyclical Works is explained in paragraph 12.
- c) The reduction of £324,000 in Government Grant is due to the transition to the new 10 YR CSS scheme.
- d) The £414,000 increase in Customer & Client Receipts is mainly due to a £205,000 increase in car park income to meet savings, and a £204,000 increase in Rental income.
- e) The £113,000 reduction in Central Support costs are to reflect the 12% savings and to allow for changes associated with the new target operating model.

## Appendix 1 (The Commons)

Table 1							
Analysis of Service Expenditure	Local or Central Risk	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement 20-21OR to 21-22OR £'000	Paragraph Reference
<b>EXPENDITURE</b>							
Employees	L	(1,250)	(1,461)	(1,470)	(1,469)	(8)	
Employees	C	(40)	(30)	(98)	-	30	
Premises Related Expenses	L	(405)	(302)	(334)	(262)	40	
Premises Related Expenses	C	(5)	-	-	-	-	
City Surveyor's Local Risk inc cleaning	L	(243)	(188)	(188)	(180)	8	
Cyclical Works Programme	L	(388)	(357)	(384)	(226)	131	a)
Transport Related Expenses	L	(150)	(59)	(59)	(51)	8	
Supplies & Services	L	(238)	(129)	(146)	(133)	(4)	
Supplies & Services	C	(39)	-	-	-	-	
Third Party Payments	L	(15)	(1)	(1)	(1)	-	
Transfer to Reserves – Livestock	L	6	-	-	-	-	
Resetting of departmental budgets 2020/21	L	-	-	(25)	-	-	
Unidentified savings	L	-	-	-	13	13	
Capital Charges- Depreciation	C	(28)	(28)	(34)	(24)	4	
<b>Total Expenditure</b>		<b>(2,795)</b>	<b>(2,555)</b>	<b>(2,739)</b>	<b>(2,333)</b>	<b>222</b>	
<b>INCOME</b>							
Government Grants	L	254	198	198	131	(67)	b)
Other Grants, Reimbursements and Contributions	L	36	9	9	4	(5)	
Other Grants, Reimbursements and Contributions	C	39	-	-	-	-	
Customer, Client Receipts	L	183	173	173	385	212	c)
Investment Income	L	1	-	-	-	-	
<b>Total Income</b>		<b>513</b>	<b>380</b>	<b>380</b>	<b>520</b>	<b>140</b>	
<b>TOTAL (EXPENDITURE) BEFORE SUPPORT SERVICES</b>		<b>(2,282)</b>	<b>(2,175)</b>	<b>(2,359)</b>	<b>(1,813)</b>	<b>362</b>	
<b>SUPPORT SERVICES</b>							
Central Support		(309)	(323)	(323)	(285)	38	
Recharges within Fund		(28)	(57)	(36)	(51)	6	
<b>Total Support Services</b>		<b>(337)</b>	<b>(380)</b>	<b>(359)</b>	<b>(336)</b>	<b>44</b>	
<b>TOTAL NET (EXPENDITURE)</b>		<b>(2,619)</b>	<b>(2,555)</b>	<b>(2,718)</b>	<b>(2,149)</b>	<b>406</b>	

a) The £131,000 reduction in the Cyclical Works Programme is explained in paragraph 12.

b) The £67,00 reduction in income is due to the transition to the new 10 YR CSS Scheme

c) The increase of £212,000 is mainly due to an expected increase of £91,000 in car park income at West Wickham, Rent for Farthing Down Barn and 90 Kenley Lane (£32,000), and £70,000 income from car parking at Burnham Beeches.

## Appendix 2 (Epping Forest)

Support Services from/to Epping Forest	Actual 2019-20 £'000	Original Budget 2020-21 £'000	Latest Approved Budget 2020-21 £'000	Original Budget 2021-22 £'000	Movement 2020-21OR to 2021-22OR £'000	Paragraph Reference
<b><u>Support Services</u></b>						
<b>Central Recharges-</b>						
City Surveyor's Employee Recharge	(285)	(309)	(309)	(291)	18	
Insurance	(79)	(85)	(85)	(86)	(1)	
I.S.Recharges - Chamberlain	(172)	(163)	(163)	(147)	16	
<b>Support Services-</b>						
Chamberlain (inc CLPS recharges)	(161)	(187)	(187)	(136)	51	a)
Comptroller and City Solicitor	-	(14)	(14)	-	14	
Town Clerk	(123)	(117)	(117)	(111)	6	
City Surveyor	(77)	(79)	(79)	(80)	(1)	
<b>Total Support Services</b>	<b>(897)</b>	<b>(954)</b>	<b>(954)</b>	<b>(851)</b>	<b>103</b>	
<b><u>Recharges Within Fund</u></b>						
Directorate Recharges	(126)	(172)	(145)	(181)	(9)	
Learning Recharges	(64)	(87)	(62)	(69)	18	
Corporate and Democratic Core	38	38	38	38	-	
<b>Total Recharges Within Fund</b>	<b>(152)</b>	<b>(221)</b>	<b>(169)</b>	<b>(212)</b>	<b>9</b>	
<b>Total Recharges Across Funds – Woodredon and Warlies</b>	<b>-</b>	<b>(12)</b>	<b>(11)</b>	<b>(11)</b>	<b>1</b>	
<b>Total Support Services</b>	<b>(1,049)</b>	<b>(1,187)</b>	<b>(1,134)</b>	<b>(1,074)</b>	<b>113</b>	

a) The decrease of £51,000 in Chamberlains Support Services are to reflect in respect of the 12% savings and to allow for changes associated with the new Target Operating Model.

## Appendix 2 (The Commons)

Support Services from/to The Commons	Actual  2019-20 £'000	Original Budget  2020-21 £'000	Latest Approved Budget  2020-21 £'000	Original Budget  2021-22 £'000	Movement  2020-21OR to 2021-22OR £'000	Paragraph Reference
<b><u>Support Services</u></b>						
<b>Central Recharges-</b>						
City Surveyor's Employee Recharge	(38)	(41)	(41)	(39)	2	
Insurance	(18)	(21)	(21)	(21)	-	
I.S.Recharges - Chamberlain	(80)	(74)	(74)	(68)	6	
<b>Support Services-</b>						
Chamberlain (inc CLPS recharges)	(79)	(88)	(87)	(67)	21	
Comptroller and City Solicitor	-	(7)	(8)	-	7	
Town Clerk	(58)	(55)	(55)	(52)	3	
City Surveyor	(36)	(37)	(37)	(38)	(1)	
<b>Total Support Services</b>	<b>(309)</b>	<b>(323)</b>	<b>(323)</b>	<b>(285)</b>	<b>38</b>	
<b><u>Recharges Within Fund</u></b>						
<b>Directorate Recharges</b>	<b>(60)</b>	<b>(80)</b>	<b>(59)</b>	<b>(74)</b>	<b>6</b>	
<b>Corporate and Democratic Core</b>	<b>32</b>	<b>23</b>	<b>23</b>	<b>23</b>	<b>-</b>	
<b>Total Recharges Within Fund</b>	<b>(28)</b>	<b>(57)</b>	<b>(36)</b>	<b>(51)</b>	<b>6</b>	
<b>Total Support Services</b>	<b>(337)</b>	<b>(380)</b>	<b>(359)</b>	<b>(336)</b>	<b>44</b>	

### **Appendix 3 (Epping Forest)**

#### **Capital Project Bids for 2021/22**

##### **Project - Climate Action Strategy £2,120,000**

(For the Department as a whole, but the majority of the initial spend will be at Epping Forest on the buffer land)

Status – Green – Recommended for approval

### **Appendix 3 (The Commons)**

#### **Capital Project Bids for 2021/22**

**No project bid**

**Appendix 4 (Epping Forest)****Movement between the 2020/21 Original Budget and the 2020/21 Latest Approved Budget**

<b>Epping Forest</b>	<b>£000</b>
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(3,067)</b>
<b>Director of Open Spaces</b>	
Contribution pay	(22)
Allocation from the Directorate to fund unsuccessful 2019/20 carry forward bids	(31)
Allocation from the Corporate COVID-19 fund	(16)
Allocation from the Directorate to cover Oak Processionary Moth (OPM) costs	(15)
<b>City Surveyor</b>	
Planned & Reactive Works including Cleaning	(56)
<b>Latest Approved Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(3,207)</b>

**Appendix 4 (The Commons)****Movement between the 2020/21 Original Budget and the 2020/21 Latest Approved Budget**

<b>The Commons</b>	<b>£000</b>
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(1,760)</b>
<b>Director of Open Spaces</b>	
Contribution pay	(9)
Allocation from the Directorate to fund unsuccessful 2019/20 carry forward bids	(11)
Allocation from the Corporate COVID-19 fund	(9)
Allocation from the Directorate to cover Oak Processionary Moth (OPM) costs	(29)
Resetting of departmental Budgets 2020/21 due to COVID-19 pandemic	(25)
<b>City Surveyor</b>	
Planned & Reactive Works including Cleaning	-
<b>Latest Approved Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(1,843)</b>

**Appendix 5 (Epping Forest)****Movement between the 2020/21 Original Budget and the 2021/22 Original Budget**

<b>Epping Forest</b>	<b>£000</b>
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(3,067)</b>
<b>Director of Open Spaces</b>	
Apprentices - centrally funded	72
2% inflation uplift	(58)
2% efficiency saving	58
12% savings	334
<b>City Surveyor</b>	
Planned & Reactive Works including Cleaning	2
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(2,659)</b>

**Appendix 5 (The Commons)****Movement between the 2020/21 Original Budget and the 2021/22 Original Budget**

<b>The Commons</b>	<b>£000</b>
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(1,760)</b>
<b>Director of Open Spaces</b>	
2% inflation uplift	(31)
2% efficiency saving	31
12% savings	189
<b>City Surveyor</b>	
Planned & Reactive Works including Cleaning	8
<b>Original Net Local Risk Budget (Director of Open Spaces &amp; City Surveyor)</b>	<b>(1,563)</b>

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<b>Committee(s):</b> Finance – For Decision Court of Common Council – For Decision  Barbican Centre Board – For Information Community & Children’s Service – For Information Culture Heritage & Libraries – For Information Epping Forest & Commons – For Information Establishment Committee – For Information Hampstead Heath, Highgate Wood & Queens - For Information Licensing – For Information Open Spaces – For Information Planning & Transportation - For Information Port Health – For Information	<b>Date(s):</b> 13 October 2020 3 December 2020  18 November 2020 6 November 2020 23 November 2020 18 January 2021 29 <sup>th</sup> October 2020  25 November 2020 14 October 2020 2 December 2020 27 <sup>th</sup> October 2020 24 <sup>th</sup> November 2020
<b>Subject:</b> Resetting of departmental Budgets 2020/21	<b>Public</b>
<b>Report of:</b> Chamberlain	<b>For Decision/Information</b>
<b>Report author:</b> Julie Smith	

## Summary

At Resource Allocation Sub Committee on 18<sup>th</sup> September 2020 Members considered and approved recommendations for budget adjustments of £15.6m , following a request at their July Committee for an in-year re-budgeting exercise to assist in repairing the damage to the City’s budgets arising from the COVID-19 pandemic. This was seen as a vital step in ensuring that we put our finances on a sustainable footing for the Medium Term.

Members of Finance Committee are asked to recommend to the Court of Common Council the budget adjustments outlined in this report totalling £15.2m to some departmental local risk budgets, (including a reduction of £400K to the original proposal to Resource Allocation Sub Committee for Open Spaces), to address the deficit in lost income due to the COVID-19 pandemic, and set realistic budgets that Chief officers can be held to this financial year (2020/21).

Members of the relevant Service Committees are asked to note the recommended budget adjustments which, subject to the agreement of the Court of Common Council in December, will be reflected in their detailed Revised Estimates 2020/21 and proposed Budget Estimates 2021/22 reports for their approval.

The mitigating steps leading up to the recommended budget adjustments include a thorough year end budget forecast exercise as at the end of July, informed by bi lateral meetings between the Chamberlain and Chief Officers, reaching a common understanding of the need for tight budgeting. This tight budgeting has resulted in

expenditure savings in local risk budgets of £21.3m, partially offsetting an income deficit of (£39.2m). This process was followed by Member lead bilaterals in September with those service areas most impacted by COVID.

The impact of COVID-19 stands at around (£28.4m) across all risks and funds of which (£17.9m) relates to Chief Officers local risk budgets. We are hopeful of recovering an estimated £13.6m from the Government's compensation for lost fees and charges of 75p in the pound net of associated expenditure reductions which will be used to offset the appropriate budget adjustments. The remaining City Fund COVID deficit would then need to be covered by scaling back the planned addition to the major projects reserve.

Further steps proposed are to maintain recruitment controls, including the use of Consultants, aligned to the roll out of the Target Operating Model (TOM) and continuing to press for further savings where possible to preserve the reserves position. Any residual COVID deficit will then be covered, in the case of City Fund, through an offsetting reduction in the Reserve.

### **Recommendation(s)**

Members of Finance Committee are asked to:

- Note the steps already taken by officers to reduce the financial impact of the COVID-19 pandemic.
- Recommend to the Court of Common the adjusted departmental budgets totalling £15.2m outlined in this report, including a reduction of £400K to the original proposal to Resource Allocation Sub Committee for Open Spaces explained at paragraph 9.
- .
- Approve proposals to continue working with departments to identify further savings where possible.
- Approve continuation of recruitment controls aligned to the TOM which may give further savings in the year.
- As Service Committee, note the increase in budget of £1,084K for the Remembrancer

Members of the following Service Committees are asked to note the recommended budget adjustments as outlined below: -

- Barbican Centre Board: Increase of £12,452K
- Community & Children's services: Increase of £184K for Director of Community & Children's Services
- Culture Heritage & Libraries Committee – Increase of £392K for Open Spaces (Monument).

- Establishment Committee: Increase of £420K for Comptroller & City Solicitor
- Licensing Committee: £156K for Markets & Consumer Protection
- Open Spaces/Epping Forest & Commons/Hampstead Heath, Highgate Wood & Queens Committees: Increase of £66K.
- Planning and Transportation: Increase of £310K for Director of Built Environment
- Port Health:
  - Increase of £301K for Markets & Consumer Protection
  - Reduction of £148K in respect of Open Spaces (City of London Cemetery) due to increase in forecast income

## **Main Report**

### **Background**

1. On 18<sup>th</sup> September 2020 Members of Resource Allocation Sub Committee considered and approved recommendations for budget adjustments totalling £15.6m following their instruction to officers at their meeting in July, to carry out a re-budgeting exercise in the Autumn to assist in repairing the unprecedented damage to the City's budgets arising from the COVID-19 pandemic. This was seen as a vital step in ensuring that we put our finances on a sustainable footing for the Medium Term.
2. The following mitigating actions have been undertaken: -
  - Restriction of carry forwards from 2019/20 to protect the reserves position;
  - Recruitment controls; requiring a business case to recruit agreed by the Town Clerk
  - A review of high value contracts with City Procurement to see where any possible savings could be achieved and on-going monitoring to ensure value for money
  - An in-depth departmental re-forecasting exercise undertaken as at the end of July, crystallising expenditure reductions to limit COVID impact;

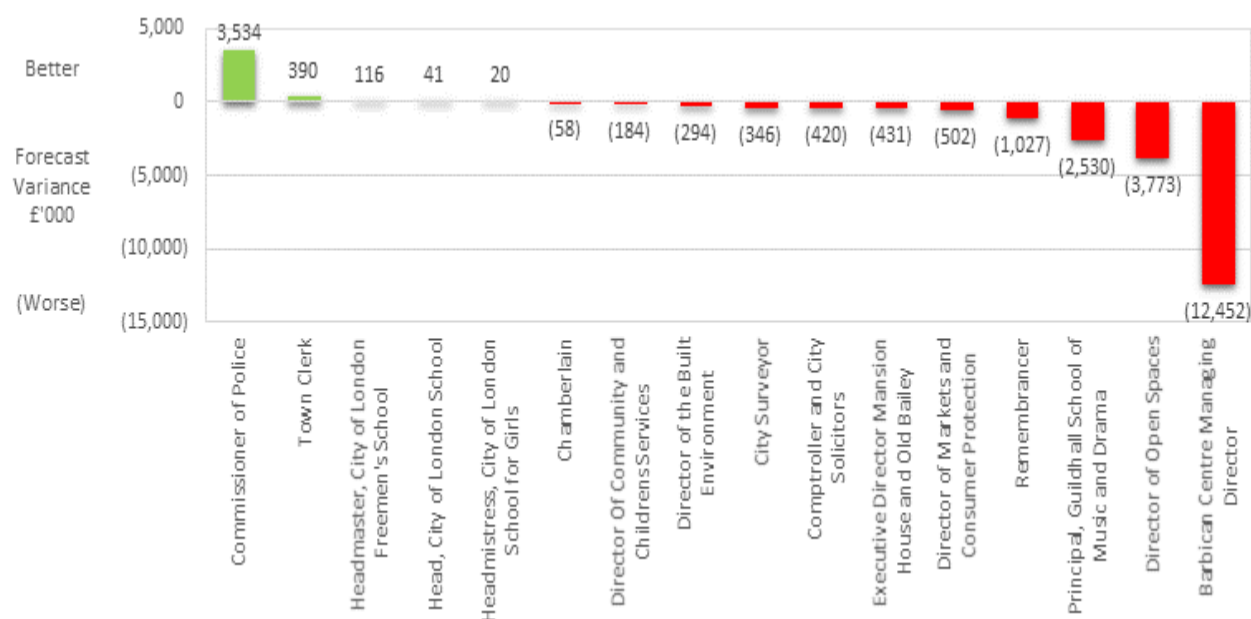
- Collaborative bilateral meetings between the Chamberlain and Chief Officers took place resulting in a common understanding of the need for continued tight budgeting;
- Member bilaterals (Chair/Deputy Chairman of RA Sub) with some Service Committee Chairmen and Chief Officers.
- A review of the Cyclical Works Programme (CWP) with the City Surveyor as unlikely to complete a significant amount of work in year due to suspension during the lockdown period; and
- Seeking government funding where possible through compensation on lost fees and charges of 75p in the pound on City Fund income.

### Current Position

3. Despite the mitigating actions being taken, we face, as a result of COVID-19, a major challenge to the health of our finances. The forecast deficit at the end of July currently stood at (£28.4m) across the funds before government compensation for income lost from fees and charges. The breakdown by fund across both central and local risk is (£16.8m) City Fund, (£7.0m) City's Cash and (£4.6m) Bridge House Estates.
4. For Chief officers' cash limited budgets, a year-end forecast over spend of (£17.9m) is forecast against a budget of (£247.9m) (7.2%).
5. The table below shows the high-level year end forecast position for Chief Officer's local risk budgets by fund:

£'000	Original budget 2020/21	Latest budget 202/21 (including carry forwards)	Forecast as at end of July	Variance
City Fund (CF) (excl. Police)	(72,503)	(74,668)	(87,919)	(13,251)
City's Cash (CC)	(43,679)	(43,967)	(48,206)	(4,239)
Bridge House Estates (BHE)	(6,186)	(6,186)	(8,741)	(2,555)
Guildhall Administration (GA)	(37,938)	(38,206)	(39,611)	(1,405)
<b>Total (excluding Police)</b>	<b>(160,306)</b>	<b>(163,027)</b>	<b>(184,477)</b>	<b>(21,450)</b>
Police	(84,884)	(84,884)	(81,350)	3,534
<b>Grand Total</b>	<b>(245,190)</b>	<b>(247,911)</b>	<b>(265,827)</b>	<b>(17,916)</b>

6. The forecast position comprises a reduction in income of (£39.2m) on an income budget of £294m, partially offset by an underspend of £21.3m on budgeted expenditure of (£542.1m); demonstrating the action taken by Chief Officers to reduce expenditure to limit the impact as far as possible of reductions in income.
7. Chief Officers' variances against net local risk budgets are shown in the chart below. The detailed breakdown by Chief Officer by Fund is shown at Appendix 1.



8. The most heavily impacted is the Barbican Centre; forecasting an overall overspend of (£12.5m) at year end. This comprises a shortfall of (£22.0m) on income due to the centre being closed, and limited activity being forecast for the remainder of the financial year due to social distancing measures. Expenditure has however, been reduced by £9.6m due to activity reductions and a hold on all non-essential expenditure. **It is proposed to reset the budget envelope from (£17,389) to (£29,841)**
9. Open Spaces is forecasting an overspend of (£3.7m) broken down as follows: -
  - (£3.1m) BHE due to income shortfalls relation to Tower Bridge. It is proposed that the Tower Bridge shortfall is covered by a reduction in transfer to BHE reserves at year end.
  - (£858k) City's Cash forecast income deficit on City's Cash. Following a Senior Member lead bilateral meeting with the Director of Open Spaces and the Chamberlain, and subsequent discussion at Resource Allocation Sub Committee on 18<sup>th</sup> September it, was concluded that there was scope to reduce expenditure and increase income further at Epping Forest. **it is therefore proposed to reduce the Open Spaces budget adjustment by £400K and reset the latest approved budget from (£11,852) to (£12,310) to cover the Monument income shortfall of £392K; the balance of £66K for income shortfalls at other Open Spaces** It is recognised that there is pressure on Epping Forest budgets which we will

continue to focus on, with an understanding this might lead to a year end overspend.

- £148k City Fund forecast under spend of £148K is due to additional income from the City of London Cemetery activity. **It is proposed to rest this budget from £564k to £712k to be utilised towards the additional costs to City Fund.**
10. GSMD is forecast to be (£2.5m) worse than budget reflecting lost income from short courses, letting student accommodation and space to external providers during summer term, removing bar and catering income and reduced fees from under-18 provision. Further losses may arise depending on the number of students returning for the new academic year. In addition, GSMD will incur additional costs for space, equipment and staffing to support socially distanced onsite as well as online teaching. The City is a joint funder with the Office for Students and there is an agreement not to reduce the City's contribution to continue to secure Higher Education Statistics Agency (HESA) Funding. It is anticipated that GSMD continue to call on their reserves; the same approach as for the City's Independent Schools (see paragraph 19).
  11. Remembrancer has a forecast deficit due to loss in income of (£1.0m) due to no private event hire taking place at Guildhall since the start of the financial year. Three of the four most lucrative months in the year - May, June, September and November - will achieve nil or very nearly nil income. **It is proposed to reset the budget from £274k to (£810k) to cover the loss of income.**
  12. The Director of Markets and Consumer Protection is forecasting an overspend of (£502k), mainly on City Fund activity (£457K) due to increased costs at the Ports in preparation for Brexit and loss of income at the Animal Reception Centre. The balance on City's Cash relates to lost income from car parking charges at Billingsgate and Smithfield Markets. **It is proposed to reset City Fund budget from (£2,240k) to (£2,697k) to cover the income deficit.**
  13. Mansion House and Old Bailey forecast overspend of (£431K) includes recovery of an overspend of (£248K) from 2019/20. At the bilateral meeting with the Executive Director further expenditure savings were discussed, **therefore no budget reset is proposed at this time.**
  14. The Comptroller and City Solicitor is forecasting an external income deficit of (£420K) due to a lack of property deals. **It is proposed to reset the budget from (£845k) to (£1,265k) to cover the income shortfall.**
  15. The City Surveyor is forecasting a net overspend across the funds of (£346K), this includes a carry forward of (£320K) from 2019/20. **It is not proposed to reset the budget for 2020/21 at this time.**
  16. The Director of the Built Environment (DBE) forecast an overspend of (£310K), mainly relates to a forecast income shortfall of (£2.5m), most significantly within off-street parking, traffic management, public conveniences, drains & sewers and building control services. However, expenditure reductions of some £2.3m through

reduction in highways repairs and maintenance, early removal of Automated public conveniences and contract savings have reduced the impact considerably. **It is proposed to reset the budget from (£20,243K) to (£20,553K) to cover the net deficit.**

17. The Director of Community and Children's services is forecasting an overspend of (£184K), the largest pressure is on rough sleepers and homelessness budget due to COVID-19, at an estimated cost of (£1.4m) until 31<sup>st</sup> March 2021. The majority of the extra costs are being absorbed by a current underspend on adults/older people social care. Income levels are estimated to be around 30% once services reopen. **It is proposed to reset the Director's budget from (£12,791K) to (£12,975K) to address the shortfall.**
18. The Chamberlain is forecasting a net overspend across the funds of (£58K). This is due to various additional essential unbudgeted expenditure, including additional staff resource for essential financial modelling work. There is also income loss in Freedom ceremonies due to the COVID 19 pandemic. **It is not proposed to reset the Chamberlain's budget at this time.**
19. The Independent Schools are managing within their reserves as shown by their breakeven position. No budget resets are therefore proposed.
20. The Town Clerks overall forecast position is a net underspend of £350K. However, this includes additional P&R income of £990k expected in relation to COVID related grants to reimburse expenditure for works undertaken by the Strategic COVID Group, which is offset by income shortfalls in Cultural Heritage. **It is not proposed, therefore, to reset the Town Clerk's budgets.**
21. The Commissioner of Police is currently forecasting an underspend of £3.5m. It is proposed to continue to monitor the Police position, recognising that any underspend will be directed to repayment of the Action Fraud loan to the City Corporation.

## **Proposals**

22. It is proposed that Finance Committee Members recommend to the Court of Council that local risk budgets are reset for the following departments as summarised in the table below: -

£'000

Department	From	To	(Increase) /Reduction	Fund
Barbican Centre	(17,389)	(29,841)	(12,452)	CF
Open Spaces	(11,852)	(12,310)	(458)	CC
Open Spaces	564	712	148	CF
Remembrancer	274	(810)	(1,084)	GA
Markets & Consumer Protection	(2,240)	(2,697)	(457)	CF
Comptroller & City Solicitor	(845)	(1,265)	(420)	GA
DBE	(20,243)	(20,553)	(310)	CF
Community & Children's services	(12,791)	(12,975)	(184)	CF
Total	(64,522)	(79,739)	(15,217)	

23. Where Chief Officers local risk budgets are not recommended for adjustment, but significant efforts have been made to mitigate the position/deliver savings, it is proposed discussions take place at year end regarding handling of any overspend positions.
24. Our current estimates indicate support from the Government for lost fees and charges on City Fund income could be in the region of £13.6m. The first claim from April until end of July was submitted at the end of September. The income recovered will be used to offset the appropriate budget adjustments proposed.
25. It is also proposed to continue with the current recruitment constraint, including the use of Consultants, aligned to the rollout of the Target Operating Model to secure further savings by the end of the financial year.
26. Further savings will also continue to be explored with departments to reduce the overall impact on the reserves position.
27. The budget in the Medium-Term Financial Plan (MTFP) for the CWP in 2020/21 is £22.8m. The latest forecast estimate for works anticipated to be completed is £10.7m. A report is being prepared by the City Surveyor outlining proposals for a revised annual programme from 2021/22.

## Financial Implications

28. The overall 2020/21 City Fund starting position would have added £27.3m to reserves to contribute to the future financing of the major projects.
29. The proposed COVID adjustments to Chief Officers local risk budgets total £15.2m (£14m City Fund and £1.2m City's Cash). The £14m City Fund adjustment can be

met by scaling back the addition to the major projects reserve to £13.3m. The City Cash adjustment of £1.2m can be funded but will impact the net asset position.

## **Conclusion**

30. Despite the mitigating actions being taken, we face, as a result of COVID-19, a major challenge to the health of our finances. Proposals to reset budgets for Chief Officers most impacted by loss of local risk income will provide realistic budgets for them to be held to.

## **Appendices**

- Appendix 1 – Chief Officers local risk end of year forecast at end of July 2020 by fund

## **Background Papers**

- Briefing 2 – Financial impact of COVID 19 – Finance Committee 19 May 2020
- Resetting of Budgets 2020/21 – Resource Allocation Sub Committee 18 September 2020.

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Chief Officer Cash Limited Budgets by Fund					
Original Budget £'000	Chief Officer	Full Year Forecast as at 31 July 2020			
		Latest Budget £'000	Forecast £'000	Variance Better / (Worse) £'000	%
	<b>City Fund</b>				
(1,755)	Chamberlain	(1,755)	(1,420)	335	19%
(5,117)	City Surveyor	(5,240)	(5,109)	131	2%
(11,168)	Director of Community and Children's Services	(12,791)	(12,975)	(184)	(1%)
(2,199)	Director of Markets and Consumer Protection	(2,240)	(2,697)	(457)	(20%)
564	Director of Open Spaces	564	712	148	26%
(20,196)	Director of the Built Environment	(20,243)	(20,553)	(310)	(2%)
(402)	Executive Director Mansion House and Old Bailey	(242)	(531)	(289)	(120%)
(17,165)	Managing Director, Barbican Centre	(17,389)	(29,841)	(12,452)	(72%)
(15,065)	Town Clerk	(15,332)	(15,504)	(172)	(1%)
<b>(72,503)</b>	<b>Total City Fund (excluding Police)</b>	<b>(74,668)</b>	<b>(87,919)</b>	<b>(13,251)</b>	<b>(18%)</b>
	<b>City's Cash</b>				0%
(99)	Chamberlain	(99)	(174)	(75)	(76%)
(16,228)	City Surveyor	(16,143)	(16,972)	(829)	(5%)
(1,052)	Director of Community and Children's Services	(1,122)	(1,122)	0	0%
(1,365)	Director of Markets and Consumer Protection	(1,668)	(1,713)	(45)	(3%)
(11,822)	Director of Open Spaces	(11,852)	(12,710)	(858)	(7%)
(3,334)	Executive Director Mansion House and Old Bailey	(3,246)	(3,388)	(142)	(4%)
(1,217)	Head, City of London Boy's School	(1,217)	(1,176)	41	3%
118	Headmaster, City of London Freeman's School	118	234	116	98%
(275)	Headmistress, City of London School for Girls	(275)	(255)	20	7%
(6,799)	Principal, Guildhall School of Music and Drama	(6,799)	(9,329)	(2,530)	(37%)
(1,391)	Remembrancer	(1,391)	(1,334)	57	4%
(215)	Town Clerk	(273)	(268)	5	2%
<b>(43,679)</b>	<b>Total City's Cash</b>	<b>(43,967)</b>	<b>(48,206)</b>	<b>(4,239)</b>	<b>(10%)</b>
	<b>Bridge House Estates</b>				0%
(45)	Chamberlain	(45)	(45)	0	0%
(2,703)	City Surveyor	(2,703)	(2,690)	13	0%
(243)	Director of Open Spaces	(243)	(3,306)	(3,063)	(1,260%)
(275)	Director of the Built Environment	(275)	(259)	16	6%
(2,920)	Town Clerk	(2,920)	(2,441)	479	16%
<b>(6,186)</b>	<b>Total Bridge House Estates</b>	<b>(6,186)</b>	<b>(8,741)</b>	<b>(2,555)</b>	<b>(41%)</b>
	<b>Guildhall Administration</b>				0%
(22,165)	Chamberlain	(22,358)	(22,676)	(318)	(1%)
(8,666)	City Surveyor	(8,686)	(8,347)	339	4%
(845)	Comptroller and City Solicitor	(845)	(1,265)	(420)	(50%)
274	Remembrancer	274	(810)	(1,084)	(395%)
(6,536)	Town Clerk	(6,591)	(6,513)	78	1%
<b>(37,938)</b>	<b>Total Guildhall Administration</b>	<b>(38,206)</b>	<b>(39,611)</b>	<b>(1,405)</b>	<b>(4%)</b>
<b>(160,306)</b>	<b>Grand Total (excluding Police)</b>	<b>(163,027)</b>	<b>(184,477)</b>	<b>(21,450)</b>	<b>(13%)</b>
(84,884)	Commissioner of Police (City Fund)	(84,884)	(81,350)	3,534	4%
<b>(245,190)</b>	<b>Grand Total</b>	<b>(247,911)</b>	<b>(265,827)</b>	<b>(17,916)</b>	<b>(7%)</b>

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<b>Committee(s)</b>	<b>Dated:</b>
Open Spaces and City Gardens Committee	2 December 2020
West Ham Park Committee	2 December 2020
Hampstead Heath, Highgate Wood and Queens Park Committee	24 February 2021
Epping Forest and Commons Committee	18 January 2021
<b>Subject:</b> Departmental Business Plan 2020/21 – Six month performance update: April to Sept 2020	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Outcomes: 1, 2, 3, 4, 5, 8, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
<b>Report of:</b> Colin Buttery – Director, Open Spaces	<b>For Information</b>
<b>Report author:</b> Gerry Kiefer, Open Spaces	

## Summary

This report provides Members with an update on progress and performance against the 2020/21 Business Plan. The Plan was agreed by Members in February 2020 before Covid 19 impacted on all our lives. Our Open Spaces and Parks have played a vital role during the pandemic, helping to keep the population well, both mentally and physically. However, managing additional visitors, working with a reduced staffing capacity, reacting to changes in Government legislation has impacted on our ability to deliver some aspects of the business plan and influenced our ability to achieve our performance measures.

## Recommendation

Members are asked to:

- Note the report

## Main Report

### Background

1. The Open Spaces & City Gardens Committee approved the Departmental Business Plan 2020/21 (Appendix 1) on 3 February 2020.
2. The Department's Vision is; *we enrich people's lives by enhancing and providing access to ecologically diverse open spaces and outstanding heritage assets across London and beyond.*

3. The Business Plan identified the Department's three main objectives under which sit twelve outcomes which are set out on page one of the Business Plan (Appendix 1)
4. The Business Plan identified a range of activity that would help achieve the Department's twelve outcomes, and highlighted four key themes for progress in 2020/21 which were:
  - Maximise the value and opportunities of our built and natural assets
  - Protect and enhance our sites biodiversity and determine the value of our green infrastructure
  - Engage with the local planning processes to mitigate and protect against the negative impact of development on our open spaces
  - Develop innovative approaches to income diversification
5. The Business Plan identified annual capital bids that had been proposed to Resource Allocation Sub Committee (RASC) of which some were still awaiting decision when the Plan was agreed in February 2020.

### **Current Position**

6. Before the financial year commenced, life as we had known it dramatically changed as the Coronavirus pandemic spread across the World and our Government introduced new regulations, asking us to; *Stay home, Protect the NHS, Save Lives*.
7. From March onwards it became clear that, particularly in and around London, where many people do not have access to gardens, our parks and green spaces would play a crucial role in keeping the population well, both mentally and physically.
8. During the last eight months, services have complied with changes in Government legislation seeing facilities and activities close, reopen and in some cases, close again. Our main aim has been to ensure the health and safety of our staff and visitors. Many new operational practices have had to be implemented and the provision of services have been re-prioritised to ensure delivery of key services with the resource capacity available.
9. Members have been regularly informed of the impact that Covid19 has had on the services through Committee updates and member briefing notes.

### **Progress of Key Themes**

10. Below is detailed the progress that has been made against the four key themes of the Business Plan. Covid19 has required refocussing of resources and has resulted in some areas of work not progressing, or progressing less than would have been anticipated. However, the following progress has been made:

Key Theme	Activity Progress
Maximise the value and opportunities of our built and natural assets	<ul style="list-style-type: none"> <li>Finsbury Circus Gardens reopened at the beginning of August. Architecture00 + Studio Weave with ReardonSmith Landscape were selected from a shortlist of five to redesign the Grade II-listed site. Anticipated completion now 2022/23</li> <li>➤ WHP Nursery Progress delayed due to Covid-19 and protracted correspondence with Charity Commissioners. Climate Action Strategy agreed by Policy and Resources Committee which includes a number of future actions that relate to Open Spaces.</li> </ul>
Protect and enhance our sites biodiversity and determine the value of our green infrastructure	<ul style="list-style-type: none"> <li>The Engineering study for Wanstead Reservoirs has been completed and an Issues paper was taken to the Corporate Project Board on the 11th November 2020. The issues report details the initial findings from the Panel Engineer (which show a likely lower level of capital spend) and requests approval for further feasibility study to look at the flow of water through the cascade of reservoirs and the linkage to the Roding river in terms of water in and out of the waterbodies.</li> <li>➤ Covid and the High Court judgement on the third runway has delayed delivery of the Heathrow Airport biodiversity net-gain project. A scaled down version is currently being discussed with the National Trust and tenants. The project officer is exploring other sources of funding, including HS2 and Comprehensive spending review.</li> </ul>
Engage with the local planning processes to mitigate and protect against the negative impact of development on our open spaces	<ul style="list-style-type: none"> <li>Significant and extensive correspondence between Epping Forest's Local authorities and other partners, with changes to local plans required to ensure proper mitigation and protection of Epping Forest.</li> <li>➤ The Commons officers continue to influence and comment on various local authorities planning documents, at their different stages of development.</li> </ul>
Develop innovative approaches to income diversification	<ul style="list-style-type: none"> <li>The Lockdown has required many facilities to temporarily close. On opening many introduced new on-line booking systems and cashless payments.</li> <li>➤ First holiday let of a former Lodge was launched at Epping Forest through Sykes Holiday lettings.</li> <li>▪ Projects were identified across the Department to attract public donations. Use of a third-party supplier to administer this and enable Gift Aid to be received was stalled due to the lack of Charity bank accounts and financial controls required by Chamberlains. As an interim, online payment through the COL's webpages has been developed and online donations should be available via the website from mid December 2020. A 'campaigns' approach has been adopted as the current financial regulations do not allow general donation income to be rolled across financial years.</li> </ul>

### Capital Funding Requests

- When the Business Plan was approved in February 2020, in principle capital funding had been agreed, subject to the usual gateway process, for West Ham Park Playground refurbishment, East Heath Car Park resurfacing and Chingford Golf Course. Subsequently RASC approved in principle funding for Finsbury Circus Reinstatement, ParkLife (Wanstead Football) both with

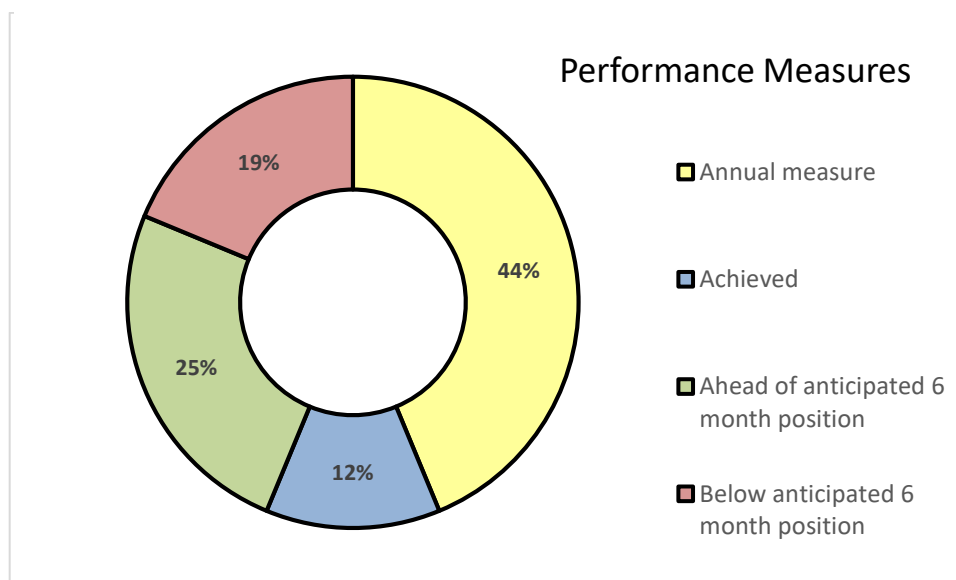
conditions. Funding was agreed at the start of the year for The Monument Visitor Centre and Queens Park Toilets, but a subsequent mid-year review withdrew this 'in principle' funding and these projects should be resubmitted annually if they remain a priority for the Department. Funding for Parliament Hill athletics track was turned down by RASC.

12. The relevant Service Committees have received more detailed reports on the progress of these 'approved in principle' capital projects.

### **Performance Measures**

13. The Business Plan report identified sixteen performance measures. The majority of these are collated annually, but we have retained our 15 Green Flag Awards and 13 Green Heritage Site accreditations.
14. At 6 months we are above target for tennis participation following a large increase in court usage once lockdown was lifted. The pandemic has seen a significant increase in the number of people visiting our open spaces and this is mirrored in the number of visits to the open space's pages on the City of London's website.
15. Due to the impact of Covid19, apart from the Cemetery and Crematorium, the Department is below its expected position on income generation. The closure of our visitor attractions and then the significant reduction in capacity to meet social distancing guidelines means that our visitor numbers at our visitor attractions are significantly down on the same period last year.

### **Six month progress against annual performance measures**



## **Implications**

### **Financial Performance**

16. Covid 19 has had a significant impact on the Department's finances. Many income generating services have been partly closed during the year including golf, tennis, swimming, sports pitches, wedding venues, visitor attractions (Tower Bridge, Monument, Keats house) and car parks. When allowed to open a few of these services such as golf and tennis were busier than normal and their projected 6 month income levels were achieved.
17. COVID19 has also impacted on expenditure with additional resources needed for health and safety equipment, waste and recycling, additional security costs and transport. In April the Department successfully bid for £65k internal COVID19 contingency fund money to help with the cost of additional health and safety equipment and changes to public reception areas.
18. On October 13 the City of London Corporation's Finance Committee received a Chamberlains report to address the deficit in lost income due to the COVID-19 pandemic and set realistic budgets that Chief Officers can be held to in this financial year (2020/21). For those services overseen by the Open Spaces Committee there has been a £66k readjustment of the local risk budget. This report titled '*resetting of Departmental Budget 2020/21*' is due to be an information report to this Committee on 2 December 2020.
19. Two further submissions for COVID19 contingency fund money were made in August 2020, but as the expenditure had already been captured in the budget forecasting that informed the budget readjustment report, these submissions were unsuccessful.
20. In order to track additional spend arising from COVID 19, the Chamberlains Department introduced a specific code for use on all expenditure. At the end of October 2020, £364.5k actual expenditure had been coded to the COVID19 special by the services for which this Committee is responsible. This includes approx. £100k loss of income from leases due to deferrals, rent holidays, discounts.

## **Corporate & Strategic Implications**

### **Open Space Charities**

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

### **The Corporate Plan**

22. The Open Spaces Department actively contributes to all the Corporate Plan aims:
  - Contribute to a flourishing society
  - Support a thriving economy
  - Shape outstanding environments

**Conclusion**

23. The Open Spaces Department has seen progress against some of the prioritised actions within its business Plan delayed due to COVID19 and some performance measures are below where they should be at 6 months.

**Appendices**

- Appendix 1 - High-level Business Plan 2020 -21
- Appendix 2 - Performance measures – position at 6 months, where available

**Background Reports**

Final Departmental Business Plan 2020/21 – Open Spaces, February 2020.

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## DEPARTMENT VISION:

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

## Department objectives:

Open Spaces Department's twelve outcomes:

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

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

### B. Spaces enrich people's lives.

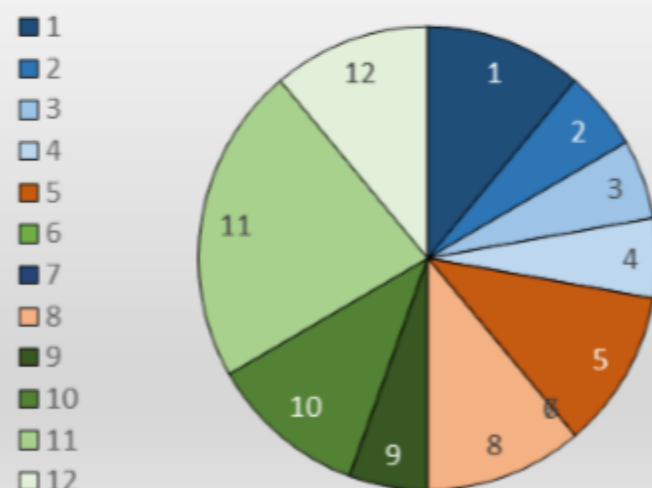
5. People enjoy good health and wellbeing (2)
6. Nature, heritage and place are valued and understood (3)
7. People feel welcome and included (4)
8. People discover, learn and develop (3)

### C. Business practices are responsible and sustainable.

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

The numbers in brackets show how the Open Spaces outcomes link to the 12 Corporate Plan 2018 - 2023 Outcomes

Open Spaces Activity mapped to the 12 Corporate Plan Outcomes



Corporate Aim	%
A. Contribute to a flourishing society	28%
B. Support a thriving economy	22%
C. Shape outstanding environments	50%

The table overleaf lists all the activities we will be working on and developing this year.

### Our key activities for 2020/21 will be:

- Maximise the value and opportunities of our built and natural assets (10c)
- Protect and enhance our sites biodiversity and determine the value of our green infrastructure (11b)
- Engage with the local planning processes to mitigate and protect against the negative impact of development on our open spaces (12b)
- Develop innovative approaches to income diversification (8d)

We will also be supporting the work of the Fundamental Review.

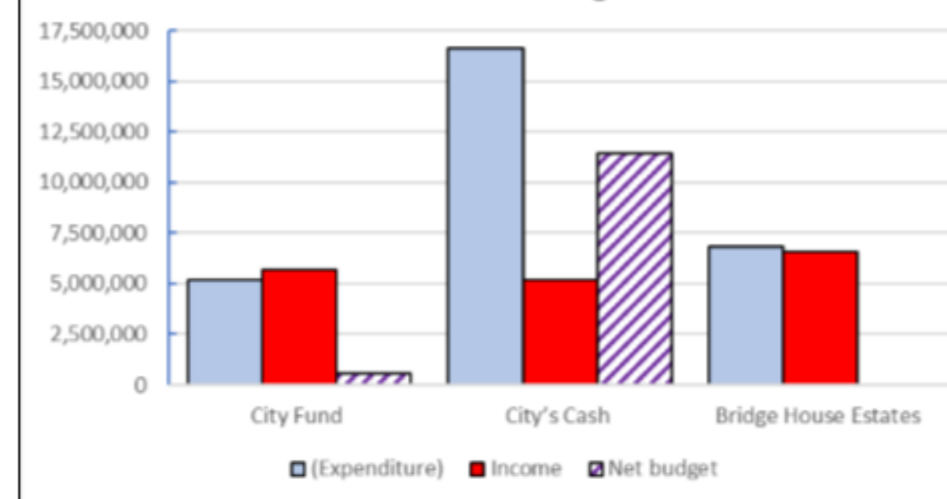
Appendix 1 provides the detail that sits behind these key activity statements.

Numbers in brackets show links to the outcomes and actions within the Corporate Plan 2018-2023

## How we are funded

## Appendix 1

OSD local risk budget 2020-21



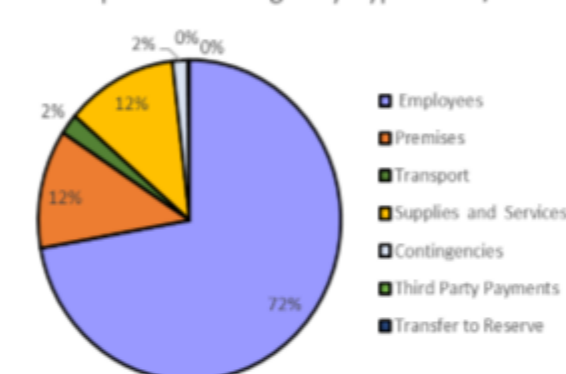
### Bids for Capital Funding Agreed in principle by RASC:

- West Ham Park Playground
- East Heath Car Park
- Chingford Golf Course

### More information requested by RASC:

- Finsbury Circus Reinstatement
- The Monument Visitor Centre
- ParkLife (Wanstead Football)
- Parliament Hill Athletics Track
- Queens Park Toilets (Chairman's request)

Expenditure budget by 'type' 2020/21



## Our Reach and Impact



## COL Staff Survey

TOP 3 Highest Scoring	%	BOTTOM 3 Lowest Scoring Questions	% Positive
I have the skills I need to do my job effectively	94%	The City of London Corporation manages change effectively	32%
I am interested in my work	93%	I believe that action will be taken on	33%
I am clear about what I am expected to achieve in my job	87%	Poor performance is dealt with effectively where I work	34%

### Action Being taken includes:

**Improving Communication:** All staff updates from SLT and Committees, staff briefings on 'change' including fundamental review.

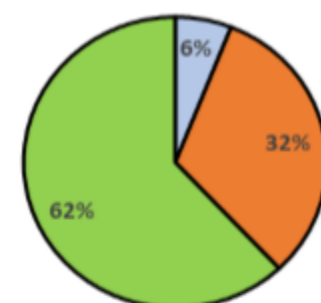
**Leadership:** Open door sessions, visibility of managers, one to one's, appraisals,

### What's changed since last year...

- Completed the Programme of events celebrating 125 years of Tower Bridge and 30 years custodianship of Hampstead Heath.
- Natural England declare a new National Nature reserve; South London Downs NNR, covering Coulsdon Commons and Happy Valley, in partnership with the London Borough of Croydon
- Retendered OPM Control Methods contract and a partner with the Forestry Commission in their OPM pilot study.
- City Gardens fleet is ULEZ compliant
- Events policy agreed and implemented for the Department and all divisions
- Delivered improvement projects in City Gardens including Senator House and St Alphege's Gardens
- Introduce longer lease durations allowing greater capital investment / external funding capacity under powers created by the Open Spaces Act 2018

## Key Customer Feedback

Visitors satisfaction rating of open spaces site from snapshot survey



Other Good Very Good

### Equalities and Inclusion Priorities:

- Improve accessibility within our sites, subject to funding.
- Improve inclusivity at our sites.
- Increase our collection and analysis of 'protected characteristics' data
- Develop our Learning programme offer to Special Needs Schools.
- Implement the agreed transgender policy.

## Performance Measures

We will contribute to a number of Corporate Performance Measures including: FOI responses, health and safety investigations, sickness absence, budgets, employee volunteering

We will also set Departmental performance measures including:

Performance Measure	Performance target 2019/20	Department Outcomes	Department Activity
Retaining Green Heritage Site Accreditation and Green Flag Awards	13 Green Heritage Awards 15 Green Flag Awards	Our open spaces, heritage and cultural assets are protected, conserved and enhanced	Protect our heritage: developing partnership funding bids where possible
Number of tennis courts booked	31,500	People enjoy good health and wellbeing	Provide a sustainable range of sports and recreational opportunities
Number of visits to our heritage visitor attractions	1,124,400 visits	People feel welcome and included	Improve the visitor and cultural offer
Active management of our ancient trees	Baseline	Our habitats are flourishing, biodiverse and resilient to change	Protect and enhance our sites biodiversity

Other activities that we will be undertaking this year under the headings of our three objectives.

### Open Spaces and Historic Sites Are Thriving and Accessible

- Protect our heritage: developing partnership funding bids where possible (10d)
- Progress reviews, drafting, approval and implementation of management / conservation / heritage plans (11b)
- Reduce the negative environmental impacts of our activities (11a)
- Review security and access control provision (1c)

### Spaces Enrich People's Lives

- Provide a sustainable range of sports and recreational opportunities (2d)
- Improve the visitor and cultural offer, including the development of facilities, new technologies, customer service and a programme of events celebrating our anniversaries, historic sites and nature (4a)
- Develop our 'learning offer' (3b)

### Business practices are responsible and sustainable

- Deliver opportunities arising from improved management capability from the City of London Corporation (Open Spaces) Act 2018 (1c)
- Make more effective use of IT and technology and adopt 'smarter' ways of working (9b)
- Support the development of asset management plans and master plans for each site and influence the City Surveyors implementation of their operational property review (12a)
- Maintain our regional and national influence with regard to environmental, open space, burial, heritage and tourism matters (11d)
- Implement the recommendations arising out of the workforce plan, staff and customer surveys (8a)
- Develop our apprenticeship programme and volunteering opportunities across the Department (8d)
- Progress the prioritisation of services to mitigate inefficiencies and establish long term sustainable service provision (5c)

Appendix 1 provides the detail that sits behind these action statements.

◆ Numbers in brackets show links to the outcomes and actions within the Corporate Plan

### Our delivery partners and key stakeholders include:

Local community groups, forums and local residents

Host and neighbouring local authorities and the GLA

Forestry Commission, Natural England and National Trust

Parks for London, GiGL, Action Oak

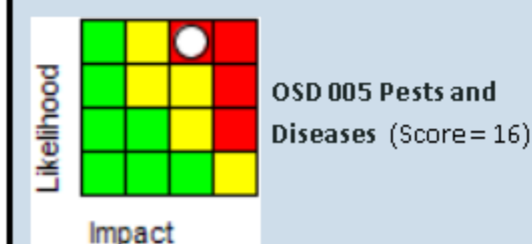
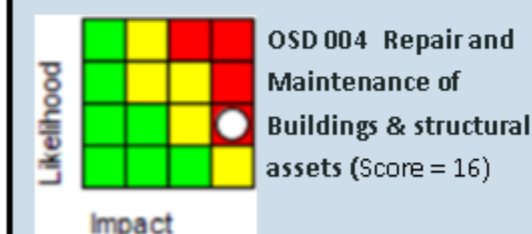
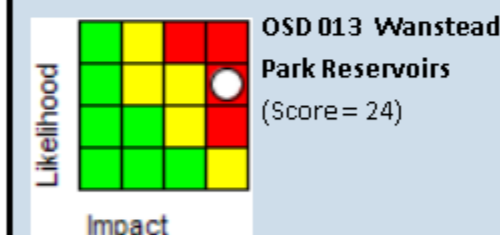
Historic England & English Heritage

National Governing Bodies of Sport and local sports groups









Consultation Committees and Forums









City of London Departments

### Departments three red risks:



## Appendix 2 - Performance measures – position at 6 months, where available

	Performance Measure Description	2020 / 21 Target (annual)		6 month performance (where available)
1	Green Heritage Site Accreditation	Retain 13 Awards		Achieved 13 Awards
2	Green Flag Awards	Retain 15 Awards		Achieved 15 Awards
3	Improving the condition of our Sites of Special Scientific Interest	All SSSI's that are re-assessed by Natural England are rated as being in 'favourable' or 'unfavourable recovering' condition.		Annual Measure
4	Reducing our environmental footprint	Reduction in utilities, increase in generated electricity		Annual Measure
5	Influencing planning authorities development approvals and planning policy documents	Influence planning applications and local plans		Annual Measure
6	Active management of our ancient trees as part of the Stewardship Schemes at Epping Forest and Burnham Beeches.	Epping Forest = 354. Burnham Beeches = 61.		Annual Measure
7	The number of 'visitors' to the Open spaces webpages.	930,000		647,457 Ahead of anticipated 6 month position
8	Learning & volunteer programme measures	Increase in positive and very positive responses to the 'learning impacts'		Annual Measure

	Performance Measure Description	2020 / 21 Target (annual)		6 month performance (where available)
9	Increase the number of visits to our heritage visitor attractions (This includes Tower Bridge, Monument, Keats House, The Queens Hunting Lodge hub and The Temple)	No target set due to Covid19 requiring facility closure		33,278 Below anticipated 6 month position
10	Improve customer satisfaction at our heritage visitor attractions (This includes Tower Bridge, Monument, Keats House, Epping Forest experience )	Improvement at Tower Bridge, Keats House and Epping Forest experience		Annual Measure
11	Increase the number of hours of tennis court usage	No target set due to Covid19 requiring facility closure		26,953 Ahead of anticipated 6 month position
12	Apprentice performance	81% pass their training qualification 20% get jobs, 25% progress from level 2 to level 3		Annual Measure
13	Average number of days per FTE short term sickness	3.37		1.21 Ahead of anticipated 6 month position
14	Health and safety accident investigations	85%.		88% Ahead of anticipated 6 month position
15	Open Spaces Department (all) Net expenditure (OS Director local risk only)	£11,531,000		£6,724,383
16	Open Spaces Department (all) Income generated (OS Director local risk)	£17,762,000		£6,309,925

<b>Committee:</b>	<b>Date:</b>
Epping Forest and Commons Committee	18 January 2021
<b>Subject:</b> Open Spaces Department Business Plan for 2021/22	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	Outcomes: 1, 2, 3, 4, 5, 8, 10, 11, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
<b>Report of:</b> Colin Buttery, Director	<b>For information</b>
<b>Report author:</b> Gerry Kiefer, Directorate Business Manager	

## Summary

This report presents for information the high-level Business Plan for the Open Spaces Department for 2021/22. This plan identifies seven major workstream for the whole Department together with the actions within various Corporate strategies that the Department is helping to deliver, sets out the current Departmental risks, provides financial information and identifies our performance measures. This report also identifies next year's key areas of work for The Commons and Epping Forest.

## Recommendation

Members are asked to:

- Note the report

## Main Report

### Background

1. Business Plans for 2021/22 are being presented based on current departmental structures. These will be adjusted, alongside budgets, when any changes to these structures are implemented.

### **Current Position**

2. Business Plans are aligned to Departments, so all financial information presented within the Business Plan reflects the Departmental budget rather than the Committee budget.

### **Proposal**

3. The high-level summary Business Plan for the Open Spaces Department is presented at **Appendix 1**. This plan identifies the 7 major workstreams over the next year for the whole Department, some of which will be progressed by officers from The Commons and Epping Forest.
4. The Commons have identified the following as their *additional key areas of work* over the next year:
  - Complete the 8 management plans (and associated Countryside Stewardship Grant applications) across the south Commons
  - Progress the roadside verges parking restrictions project at Burnham Beeches in partnership with parish council, Buckinghamshire Council and the local community
  - Protection of Burnham Beeches SAC through the Slough Borough Council's local planning process.
  - Conclude the HLF funded Kenley Revival Project and resolve consultation issues with the built heritage assets.
  - Conclude safety works at Riddlesdown quarry
  - Achieve financial savings as required with a continuing emphasis on appropriate income generation activities according to the conservation status of the individual commons
  - Review single use plastic usage across The Commons
5. Epping Forest have identified the following as their *additional key areas of work* over the next year:
  - Achievement of financial savings and efficiency targets, particularly through income diversification, including use of available assets for rental and the introduction of car parking charges.
  - Protection of SAC and SSSI through the planning process, promoting avoidance, management and mitigation of harm through rising population pressures.
  - Safety of Epping Forest staff, visitors, residents and neighbours with the implementation of Reservoir Safety plans across water bodies in Wanstead, Loughton and Theydon Bois.
  - Pursue partnerships with other organisations to improve and enhance sport and recreation facilities in the Forest, particularly Football and Golf.
  - Improved environmental efficiency of our operations, buildings and fleet, achieving compliance with next phases of ULEZ.

### **Corporate & Strategic Implications**

6. Strategic implications – Strategic priorities and commitments are expressed in Appendix 1, sides 1 and 2.

7. Financial implications – The high-level summary Business Plan at Appendix 1 has been drawn up taking into consideration increasing employee costs as well as a 12% reduction in the departmental budget compared to 2020/21.
8. Risk implications – Key risks managed by the department are included in the high-level summary Business Plan. The COVID19 risks which are reported corporately but relate to this Department are also included in the Business Plan.
9. Resource implications – Any changes to resources will be identified and delivered through the move to the Target Operating Model and/or to meet budget savings. Requests for capital funding for projects will be made as part of the annual capital bidding process.
10. Equalities implications – Where we develop new policies, strategies, service provision and capital projects we will undertake ‘tests of relevance’ and where appropriate a full equalities analysis.
11. Climate Implications – Open Spaces already offset 40% CoL scope 1 and 2 co2 emissions. An annual capital bid has been made as part of the overall Climate Action Strategy funding request; to support the work to increase co2 sequestration through land management and innovative working, which will contribute to 100% reduction target of CoL scope 1 and 2 emissions by 2025.
12. The capital funding will enable this project to build on the initial works that have mapped the carbon sequestration benefits from City Corporation Open Spaces and accelerate this function through re-introduction of best land management practices. The second area is to create a commercially sustainable future use of the sustainably produced timber and other agricultural products.
13. Security implications – there are no security implications arising from this report

## **Conclusion**

14. This report presents the Open Spaces Department high-level Business Plan for 2021/22 and key areas of work at a local level for the services that report to this Committee.

## **Appendices**

- Appendix 1 – Open Spaces Department High-level Business Plan 2021/22

## **Gerry Kiefer**

Business Manager – Open Spaces Department

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E: [Gerry.kiefer@cityoflondon.gov.uk](mailto:Gerry.kiefer@cityoflondon.gov.uk):

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## THE DEPARTMENT'S VISION IS:

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

### Our overarching objectives are:

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

## Our major workstreams this year will be...

1. Implement the required savings to deliver a balanced budget within the reduced core funding envelope through a combination of reducing expenditure, increasing income.
2. Implement actions arising from the new Target Operating Model and provide open and early communication to all employees.
3. Progress the landscaping of Finsbury Circus, the replacement playground at West Ham Park and all other RASC approved capital projects including the Climate Action Strategy.
4. Work with other CoL Depts to commence the entire overhaul of Tower Bridge's High Voltage system, hydraulic pipework replacement and implementation of permanent solutions following the extensive Working at Heights review.
5. Working with City Surveyors, progress future use of the nursery site at West Ham Park.
6. Assess impact of expanded ULEZ on existing fleet, procurement and supplier capacity and available financial resources.
7. Continue to cultivate the Burnham Beeches Gateway and biodiversity net gain project partnership with local landowners and make ready for grant/funding applications.

## The Corporate Plan outcomes we have a direct impact on are...

- Outcome 2 - People enjoy good health and wellbeing**
- Outcome 3 - People have equal opportunities to enrich their lives and reach their full potential**
- Outcome 5 - Businesses are trusted and socially and environmentally responsible**
- Outcome 10 - We inspire enterprise, excellence, creativity and collaboration**
- Outcome 11 - We have clean air, land and water and a thriving and sustainable natural environment.**
- Outcome 12 - Our spaces are secure, resilient and well-maintained.**

## What's changed during 2020

- *More staff working from home / remotely.*
- *New ways of working for non office staff to comply with Government guidance*
- *Increased use of online services for payment and bookings.*
- *Increased use of cashless payment.*
- *'Took our services on-line', increasing the provision of digital content so 'digitally open while physically closed'.*
- *The massive increase in visitor to the open spaces, due the pandemic, is having a negative long-term impact on the sites' biodiversity and infrastructure.*
- *Greater focus on generating additional income e.g. through new lease arrangements, licencing, donations, car park charging.*

Plans under consideration	Time Scale
<i>Offices unlikely to return to full capacity– long term use of office accommodation to be considered</i>	2022/23
<i>COVID19 operating models will inform future service operations.</i>	2021/23
<i>Approach to cycling to be reviewed across a number of properties</i>	2022/23
<i>Visitor attractions, may require re-setting of business models</i>	2021/23
<i>Prioritising high priority select bids for Capital that meet the precise capital funding criteria</i>	2021 onwards

## Our Strategic Commitments

Below are some of the Corporate Strategy Actions we will help deliver

### Apprenticeship Strategy

- Deliver apprenticeships within the organisation from levels 2 to 7, in terms of placements and training, which generate positive feedback from those involved in completing and delivering them and achieve target retention rates

### Climate Action Strategy

- Introduce new land management practices across our open spaces aiming to maximise their ability to remove carbon, and optimise their biodiversity and resilience value
- Advocate the importance of green spaces and urban greening as natural carbon sinks, and their contribution to biodiversity and overall wellbeing

### Cultural Strategy

- Support cultural excellence in a range of fields and champion an ethos of innovation, creative risktaking and artistic citizenship
- Support the delivery of the City of London's Education Strategy by nurturing an exemplary Cultural Education Partnership .....

### Responsible Business Strategy

- Contribute to delivering the various strategy actions, particularly under the strategy outcome: *The planet is healthier*

### Social Mobility Strategy

- Remove barriers, overcome gaps and improve access and participation in order to improve attainment.

### Sport & Physical Activity Strategy

- Contribute to delivering the various strategy actions, particularly under the strategy outcome: *People enjoy good health and wellbeing and health inequalities are reduced*

### Volunteering Strategy

- Promote volunteering opportunities and benefits to drive more and better volunteering.

## Key Departmental Risks

		0	6	3	Total = 9
	Likely (4)				
	Possible (3)		1	4	1
	Unlikely (2)			1	2
	Rare (1)				
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
		Impact			

Departmental Risk Title	Score
Wanstead Park reservoirs	24
Repair and maintenance of buildings and structural assets	16
Maintaining the City's water bodies	16
Impact of development	12
Ultra Low Emission Zone (ULEZ) fleet purchase risk	12
The effect of a major event in central London on the tourism business at Tower Bridge and Monument	12
Pests and diseases	12
Health and safety	8
Extreme weather and climate change	6
These are reported Departmentally apart from Wanstead Park Reservoirs which is a Corporate risk	

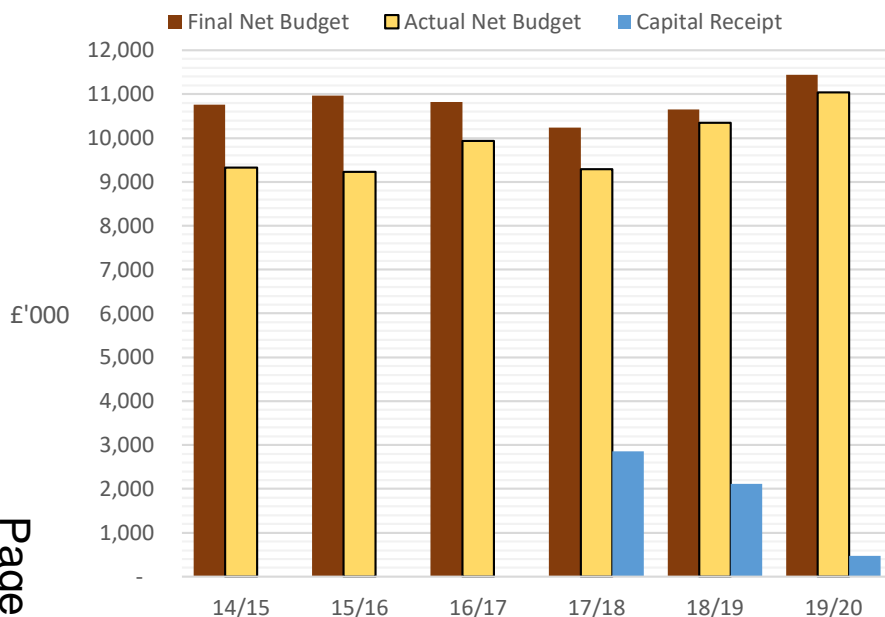
## Open Spaces risks related to COVID-19

COVID-19 Risk Title	Score
Failure of Cemetery & Crematorium services	16
Income generation and financial management	16
Health and Safety of visitors and staff	12
Bridge lifts at Tower Bridge	6
Reopening services	4
Two additional risks are being considered for inclusion. The risks are: <ul style="list-style-type: none"> <li>Accelerated long-term damage to sites</li> <li>Open Spaces workforce wellbeing</li> </ul>	
These risks are reported Corporately	

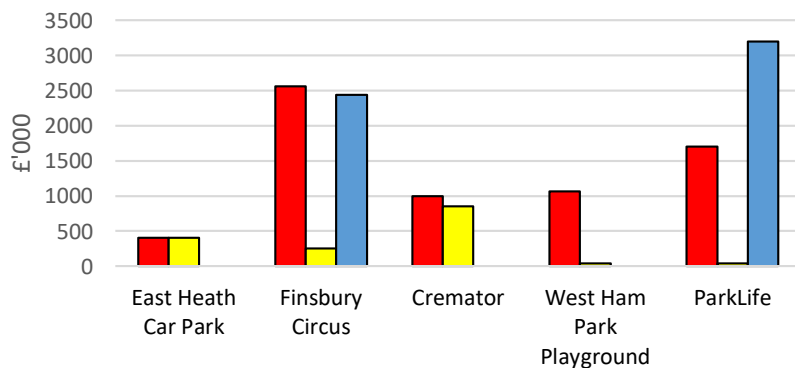
Equalities, Diversity and Inclusion Self Assessment	Score
Monitoring and use of data & information	4
Completing Equality Analysis and tackling discrimination and barriers to inclusion	3
Target setting and mainstreaming equalities into performance systems	N/A
Using procurement and commissioning to achieve equality and cohesion targets	N/A
Engagement and partnership	3
Employment and training	2
Where 4 is excellent and 2 is average	

## Directors local risk

### Net Budget vs Actual Net Budget and Capital Receipts

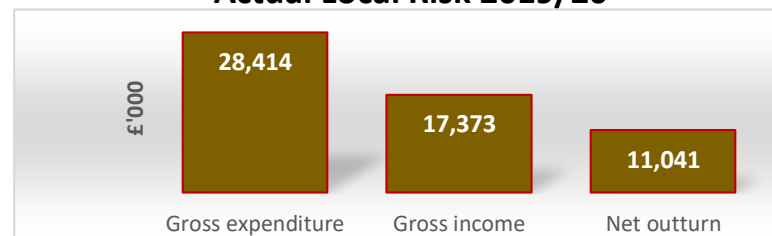


### OSD Capital projects - showing anticipated COL and other funding plus spend to date

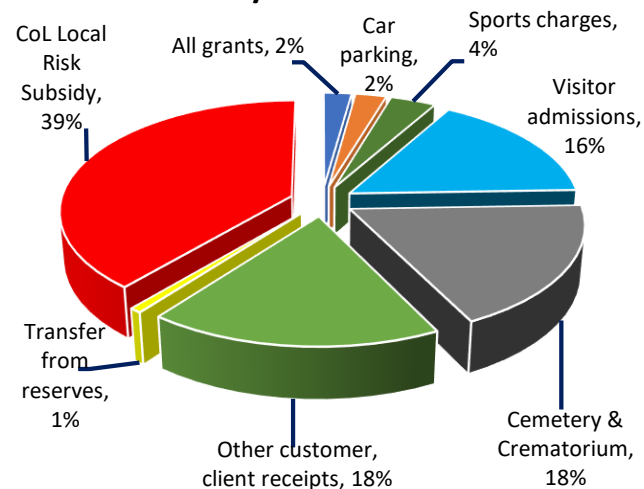


■ Funding to be provided by COL ■ Actual & Committed spend ■ Funding from other sources

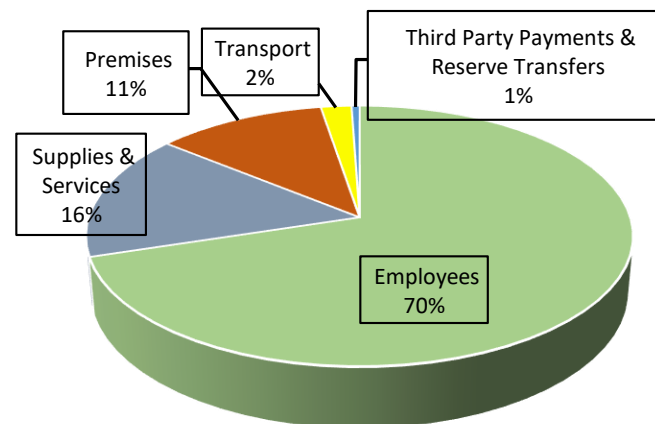
## Actual Local Risk 2019/20



### Where our 2019/20 income came from



### How we spent our local risk budget in 2019/20



## THE DEPARTMENT'S VISION IS:

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

### The Open Spaces Department's three top line objectives and twelve outcomes are:

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

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

#### B. Spaces enrich people's lives

- ✓ People enjoy good health and wellbeing (2)
- ✓ Nature, heritage and place are valued and understood (3)
- ✓ People feel welcome and included (4)
- ✓ People discover, learn and develop (3)

#### C. Business practices are responsible and sustainable

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

**KEY:** The numbers in brackets show how the Open Spaces Outcomes link to the twelve Corporate Plan Outcomes 2018-2023.

Performance Measures	2020/21 Performance	2021/22 Direction of travel / target
Green Heritage Accreditation	13 Awards	13 Awards
Green Flag Awards	15 Awards	15 Awards
Active ancient tree management as part of the Stewardship Schemes at Epping Forest & Burnham Beeches.	As per Stewardship agreement - annual data not yet available	As per Stewardship agreement
The condition of our Sites of Special Scientific Interest	No new assessments in 2020 to enable any change to have been recorded	All re-assessed SSSI's are rated 'favourable' or 'unfavourable recovering'.
Number of visits to Open Spaces Departments webpages	647,457 to date	Increase
Tennis court usage	26,953 to date	Maintain
Customer satisfaction at Tower Bridge	New COVID19 related measure - annual	Maintain
Our environmental footprint	Annual data not yet available	Link to Climate Action Strategy
Net expenditure (OS local risk only)	Achieve readjusted budget	Achieve budget
Income generated (OS local risk)	Achieve budget	Achieve budget
Learning & volunteer programme - various measures	Annual data not yet available	Increase
Apprentice performance – various measures	Annual data not yet available	Maintain
Short term sickness	1.21 to date	Maintain
H&S accident investigations	88% to date	Corporate target

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	18 <sup>th</sup> January 2021
<b>Subject: CWP 21/22 Updated Bid Report</b>	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1,2,4 and 12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>£0</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of: City Surveyor</b>	<b>For Information</b>
<b>Report author: Alison Bunn – Head of Facilities Management</b>	

## Summary

In July 2020 details of the proposed Cyclical Works Programme (CWP) bid list for 21/22 were presented to this committee. The report detailed the proposed bid for the properties within your Committee's remit. Since that report was presented and considering the Covid-19 pandemic a review has been undertaken of the CWP bid for 21/22 and it has been reduced. Only Health & Safety related projects will now be undertaken in 21/22 which has reduced the overall CWP bid list down from £12m to £4m, this reduction allows for the City to make savings to help its immediate financial pressures and for the project delivery team to catch up after a period of non-activity at the start of the Covid-19 pandemic and lockdown.

This report sets out the details of projects which will now be undertaken in 21/22 and details of the projects that will be delivered within that year which form part of the previous year's programmes.

In addition, the Chairman of Corporate Asset Sub Committee requested that Officers review the current CWP approach and whether it requires updating after 4 years in operation. This exercise has been undertaken and the findings presented to Corporate Asset Sub Committee on the 15<sup>th</sup> September 2020, these proposals were approved and therefore this report also sets out the main changes to how the CWP will operate and be delivered in year 22/23 onwards.

## Recommendation(s)

Members are asked to:

- Note the contents of this report

## Main Report

### Current Position

1. At Corporate Asset Sub Committee on the 15<sup>th</sup> September 2020 they approved a reduced CWP bid for 21/22 to allow for works delayed due to Covid-19 to be brought back on schedule and for the new CWP approach to be implemented for year 22/23.
2. Since then Officers in City Surveyor's and Open Spaces have been working to identify any further projects which need to take place in 21/22 and cannot be deferred. The details below highlight the projects that will now proceed across the Open Spaces portfolio.
3. The headlines for all Open Spaces are:

<b>Total Original 21/22 CWP Bid</b>	<b>Revised 21/22 CWP Bid</b>	<b>Project Delivery 21/22</b>
£1,596,800	£434,000	£1,131,473

4. As a result, the following works for Open Spaces will be undertaken in 21/22:

#### City Cash – Total Value £374,0000

<b>Location</b>	<b>Property</b>	<b>Project Title</b>	<b>Budget cost</b>
Epping Forest	The Obelisk, Warren Field, The Warren	DECORATION & LIMEWASH	£2,500
Epping Forest	Queen Elizabeth Hunting Lodge	EXTERNAL LIMEWASH & OVERHAUL	£25,000
Epping Forest	Queen Elizabeth Hunting Lodge	INFILL PANELS LIME DAUB OVERHAUL	£6,000
Keats House	Keats House	SECURITY ALARM REPLACEMENT	£15,000
10 Keats Grove	10 Keats Grove	SECURITY ALARM REPLACEMENT	£15,000
The Monument	The Monument	SECURITY ALARM REPLACEMENT	£1,500
10 Keats Grove	10 Keats Grove	FIRE ALARM REPLACEMENT	£15,000
Keats House	Keats House	Keats House CCTV Replacement	£14,500

Open Spaces	Bunhill Fields Burial Ground	MEMORIALS BREAKDOWN	£30,000
Open Spaces	Bunhill Fields Burial Ground	MEMORIALS CONSERVATION	£125,000
Open Spaces	Bunhill Fields Burial Ground	NOTABLE MEMORIALS OVERHAUL	£15,000
Hampstead Heath	Lido Buildings	SHOWER & TOILET REFURBISHMENT (MALE & FEMALE)	£14,000
Hampstead Heath	Lido Buildings	PA SYSTEM REPLACEMENT	£7,000
Hampstead Heath	Lido Buildings	CABLE RATIONALISATION	£3,500
Hampstead Heath	Mixed Bathing Pond	SEWAGE PUMPS AND CONTROL GEAR REPLACEMENT	£25,000
Hampstead Heath	Mixed Bathing Pond	FENCING REPLACEMENT	£20,000
Hampstead Heath	Traditional Playground	PADDLING POOL REPLACEMENT	£40,000

#### **City Fund – Total Value £60,000**

<b>Location</b>	<b>Property</b>	<b>Project Title</b>	<b>Budget cost</b>
CoL Cemetery & Crematorium	Modern Crematorium	CREMATOR No. 1 REFRACTORY	£60,000

5. The overall provisional CWP 21/22 bid for Open Spaces was £1,596,800 this is therefore a significant reduction in this amount.
6. Only projects with the highest health and safety score have been put forward in the bid list for 21/22 and it is expected that they will be delivered within that year.
7. Appendix A includes a list of all projects put forward for the original 21/22 bid and are now deferred. This is broken down into each area of Open Spaces.
8. Any projects not funded will be moved to the bid list for 22/23 and with the new CWP approach approved by Member's there is commitment to fund and deliver all projects within the bid list which is put forward.
9. Whilst only a reduced bid is agreed for 21/22, there are already c.265 projects to Open Spaces which have already received funding with a combined value of c.£4.2million. These will be delivered through the usual CWP process over the next 3-4 years. The delivery of all CWP programmes is being smoothed

over 4 years rather than the traditional 3 years, this is to assist in the overall financial forecasts of the City.

These projects are:

Merlewood Est Office Landlords Lighting Power Rewire	12,000
Epping Forest Museum CCTV Replacement	2,500
Epping Forest 1 Keepers Lodge Landlord Lighting Power Rewire	6,000
Epping Forest 2 East Lodge Warren Landlords Lightings Power Rewire	6,000
Epping Forest 2 Keepers Lodge Wanstead Park Landlords Lighting Power Rewire	6,000
Epping Forest 46 The Plain Landlords Lightings Power Rewire	6,000
Epping Forest Info Centre Security Alarm Replacement	2,000
Epping Forest The Warren Office Access Control System Replacement	7,000
West Ham Park Boundary Fence Wall Decorations to Gates Railing Inside Park	33,500
West Ham Park Vehicle Shed Refurbishment	78,574
Bunhill Fields Burial Garden Brickwork Overhaul to Boundary Wall	9,100
Bunhill Fields Burial Signage Replacement	10,000
Bunhill Fields Fence Decoration Around Graves	18,000
Bunhill Fields Fence Decoration Around Memorials	2,500
Bunhill Fields Paving Overhaul	6,000
Bunhill Fields Railings Decorations External	17,349
Golders Hill Park 1 2 Golders Hill External Decorations	1,593
Golders Hill Park 1 2 Golders Hill House Kitchen Refurbishment	10,000
Golders Hill Park 1 2 Golders Hill House Windows Replacement	11,000
Hampstead Heath General/Infrastructure Drainage Survey	89,061
West Heath Pergola Strengthening	25,000
Crem Fitters Workshop Walls repointing / overhaul	10,000
Crem Haywood Centre Roof replacement	125,000
Crem Main Entrance lighting replacement	15,000
Crem Staff kitchen refurbishment	4,000
Crem Staff shower room refurbishment	9,500

Highgate Wood Education Hut Photovoltaic Cells Condition Refurbishment	3,000
Epping Forest Mains Water Replacement	36,000
Epping Forest The Warren Office Electric Gates Replacement	24,000
Epping Forest Museum Store Fire Alarm Replacement	12,000
Open Spaces Bunhill Fields Brick Structures Remedial Works	3,500
Golders Hill Park Cafeteria Fire Alarm Replacement	10,000
Golders Hill Park Cafeteria Electrical Intake Replacement	8,147
Golders Hill Park Cafeteria Public Toilets Lighting Emergency Lighting Replacement	5,000
Queens Park Toilet Block Refurbishment	35,000
West Heath Pergola Engineer to Monitor Structures	2,500
Open Spaces Garden Churchyard Paved Areas	7,643

Cemetery Crematorium Various Cess Pit Survey	19,946
Cemetery Crematorium Modern Crematorium Landlords Lighting Power Rewire	120,000
Cemetery Crematorium Road Resurfacing	48,000
Cemetery Crematorium Chapels Modern Crematorium Roof Replacement	180,000
Cemetery Crematorium Modern Crematorium Roof Replacement	50,000
Cemetery Crematorium Modern Crematorium Scissor Lift Refurbishment	3,060

Hampstead Heath General Infrastructure Valve Replacement all ponds	36,000
Parliament Hill Fields General Drainage Overhaul	40,000
Hampstead Heath Drainage Overhaul general	50,000
Parliament Hill Fields Hot Water Plant Replacement	50,000
10 Keats Grove Fire Alarm Replacement	15,000
Cemetery Crematorium Main Entrance / Gatehouse/ Parking Area Parking Area Resurfacing	30,000

### **Moving Forward - New Approach**

10. The following at the key changes to the CWP which were approved at Committee on the 15<sup>th</sup> September 2020:

- Moving to a condition-based maintenance approach through the new Computer Aided Facilities Management (CAFM) system currently being procured and due to be implemented Autumn 2021
- Focus the programme delivery into a single financial year
- Removal of smaller value projects under £10,000 by uplifting the City Surveyor's, DBE's or Barbican's local risk budget respectively (using funds previously earmarked for the CWP) to allow project delivery to focus on the larger scale projects
- Altering the project prioritisation matrix to make it more fit for purpose and a fairer system for all properties
- Smoothing of the already agreed CWP programme to create a '4<sup>th</sup>' year
- Introduction of 3-5 yearly building condition surveys funded from funds previously earmarked for the CWP

### **Corporate & Strategic Implications**

11. Cyclical Works Programmes set out to deliver three of the key objectives in the Corporate Property Asset Management Strategy.

- SO.1 – Operational assets remain in a good, safe and statutory compliant condition.
- SO.2 – Operational assets are fit for purpose and meet service delivery needs.
- SO.3 – Capital and supplementary revenue programmes are affordable, sustainable and prudent and that the limited available resources are directed to the highest corporate priorities.

## **Conclusion**

12. This report is to update Members on the reduced CWP 21/22 bid for Open Spaces and explain the new approach for the CWP which will be adopted from year 22/23 onwards which has been approved by the Corporate Asset Sub Committee.

## **Report author**

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## **Appendices**

- Appendix A – 21.22 CWP Deferred Projects

## Appendix A

CWP Proposed Bid List 21.22

Original Actual List now on the Deferred List

### Epping Forest

Building	Project	Cost
General	CAR PARK & ROAD OVERHAUL LEVELLING AND RESURFACING	75,000
Great Gregories Farm	ACCESS ROAD OVERHAUL	8,500
Epping Forest	CAR PARK ROAD OVERHAUL	60,000
Queen Elizabeth Hunting Lodge	BRICKWORK POINTING OVERHAUL	2,500
Queen Elizabeth Hunting Lodge	INTERNAL SLABS POINTING	1,500
The Temple, Wanstead Park	CEILING AND OVERBOARDING REMEDIAL WORK	45,000
General	HYDROLOGY ASSESSMENT SURVEYS	40,000
QEHL Interpretation Centre (The View)	LIFT REFURBISHMENT	15,000
Alders Brook Tunnel	REPAIRS AND CLEANING TO BRICKED SURFACE WATER CULVERT	50,000
Wanstead Park, Historic Landscape	LAKES - WHARFING REPLACEMENT	145,000
The Temple, Warlies Park	STONE SURFACES OVERHAUL	7,000
	<b>Total</b>	<b>449,500</b>

### City Commons

Building	Project	Cost
Estate Yard/Hovel & Outbuilding, Ashted Common	CAR PARK RESURFACING (VISITORS)	5,000
Riddlesdown Common General	CAR PARK & ROAD RELINING	6,000
Riddlesdown Common General	CAR PARK & ROADS RESURFACING OVERHAUL	7,000
West Wickham Common General	CAR PARK FENCE REPLACEMENT	2,000

West Wickham Common General	CAR PARK SIGN REPLACEMENT	2,500
Office/Garage, Farthingdown	ACCESS ROAD & RAMP HANDRAIL OVERHAUL (EXT)	3,000
Merlewood Estate Office	REPLACEMENT OF MAIN ELECTRICAL SWITCHGEAR	45,000
	<b>Total</b>	<b>£70,500</b>

#### Original Reserve List

#### Epping Forest

<b>Building</b>	<b>Project</b>	<b>Cost</b>
Wanstead Park, Historic Landscape	DESIGN AND SETTING OUT FEES	7,000
Wanstead Park, Historic Landscape	LANDSCAPE WORKS	60,000
Copped Hall General	BRICK HA HA RESTORATION	220,000
Obelisk, Pole Hill, Chingford	BRONZE PLAQUE REWAXING	1,500
Drinking Fountains, Horse Troughs & Milestones	WATER PUMP REFURBISHMENT (WOODFORD GREEN)	15,000
The Grotto, Wanstead Park	GROTTO RESTORATION	100,000
Epping Forest	CONSERVATION MANAGEMENT PLAN UPDATE	5,000
Pillow Mounds, High Beech	CONSERVATION WORKS FOLLOWING QUINQUENNIAL INSPECTIONS	1,500
Stable Block (Inc Arborologist Office), The Warren	BOILER REPLACEMENT	15,000
44 The Plain	ROOF REPLACEMENT	3,000
44 The Plain	ROOF REPLACEMENT	6,000
Public Toilets, High Beech	ALARM REPLACEMENT (DISABLED TOILET)	1,500
Garden House, Pauls Nursery, High Beach	ROOF REPLACEMENT (SHINGLE)	10,000
Keepers Lodge, Rangers Road	BOILER REPLACEMENT	6,500
Butlers Retreat, Rangers Road	ROOF REPLACEMENT (TILE)	80,000
West Lodge, The Warren	SEWAGE PLANT REPLACEMENT	15,000
Chingford Golf Course	ROOF REPLACEMENT	30,000
The Temple, Wanstead Park	ROOF OVERHAUL AND STRUCTURAL WORK (TILE)	40,000

Great Gregories Farm Barn	ROOF REPLACEMENT (SMALL BARN)	100,000
1,2 3 Jubilee Retreat	ROOF REPLACEMENT GARAGE	3,500
The Warren House	ROOF REPLACEMENT	3,500
Great Gregories Farm Barn	SKYLIGHT REPLACEMENT	150,000
General	FOOTPATH & PAVING REPLACEMENT	15,000
The Grotto, Wanstead Park	PUBLIC AREA OVERHAUL	1,500
Stable Block (Inc Arborologist Office), The Warren	SECURITY ALARM REPLACEMENT	1,500
44 The Plain	SECURITY ALARM REPLACEMENT	6,000
Garden House, Pauls Nursery, High Beach	SECURITY ALARM REPLACEMENT	6,000
Obelisk, Warlies Park	REDECORATE LIMEWASH	2,500
The Warren House	LIGHTNING PROTECTION REPLACEMENT	7,000
General	DRAINAGE WORKS	60,000
Chingford Golf Course	BATHROOM REFURBISHMENT (RESIDENTIAL FLAT)	7,000
Chingford Golf Course	KITCHEN REFURBISHMENT (RESIDENTIAL FLAT)	15,000
Wanstead Flats General	BOUNDARY FENCE SURVEY	20,000
Wanstead Flats General	BOUNDARY FENCING REPLACEMENT	5,000
Wanstead Flats General	BATHROOM REFURBISHMENT (RESIDENTIAL FLAT)	5,000
Office, The Warren	TOILETS REFURBISHMENT	15,500
Stable Block (Inc Arborologist Office), The Warren	DOORS REPLACEMENT	3,000
Stable Block (Inc Arborologist Office), The Warren	FLOORING REPLACEMENT (ARBOROLOGIST OFFICE)	1,500
Stable Block (Inc Arborologist Office), The Warren	WINDOWS REPLACEMENT	6,000
Museum Store (Saw Mill), The Warren	DOOR REPLACEMENT	7,000
Museum Store (Saw Mill), The Warren	DOOR AND FRAME REPLACEMENT	1,500
The Warren House	LANDLORDS LIGHTING & POWER REWIRE	75,000
44 The Plain	BRICKWORK REPOINTING	1,500
44 The Plain	DOORS REPLACEMENT	5,000

Garden House, Pauls Nursery, High Beach	BRICKWORK POINTING OVERHAUL	5,000
Garden House, Pauls Nursery, High Beach	SHINGLES TREATMENT	3,500
Garden House, Pauls Nursery, High Beach	LANDLORDS LIGHTING & POWER REWIRE	20,000
Chingford Golf Course	FLOORING REPLACEMENT (LOBBY AREA)	3,000
32 Blake Hall Road, Wanstead	WINDOWS REPLACEMENT	15,000
Bushwood Lodge, Bush Road	BRICKWORK REPOINTING	1,500
Bushwood Lodge, Bush Road	WINDOWS REPLACEMENT	15,000
Great Gregories Farm Barn	CLADDING TREATMENT & OVERHAUL	6,500
44 The Plain	LANDLORDS LIGHTING & POWER REWIRE	6,000
Epping Forest	BRICKWORK OVERHAUL AND REPAINTING	3,500
Field Study Centre	WINDOW REPLACEMENT	3,500
The Warren House	EXTERNAL DECORATIONS	40,000
1 East Lodge, The Warren	EXTERNAL DECORATIONS	6,000
2 East Lodge, The Warren	EXTERNAL DECORATIONS	6,000
44 The Plain	EXTERNAL DECORATIONS	6,000
1 Pauls Nursery, High Beach	EXTERNAL DECORATIONS	6,000
2 Pauls Nursery, High Beach	EXTERNAL DECORATIONS	6,000
Garden House, Pauls Nursery, High Beach	EXTERNAL DECORATIONS	1,500
Keepers Lodge, Rangers Road	EXTERNAL DECORATIONS	5,000
Keeper's Lodge, Baldwins Hill	EXTERNAL DECORATIONS	7,000
Old Keepers Lodge, Wakes Arms	EXTERNAL DECORATIONS	5,000
Drinking Trough, Honey Lane Plain	EXTERNAL DECORATIONS	2,500
32 Blake Hall Road, Wanstead	EXTERNAL DECORATIONS	6,000
34 Blake Hall Road, Wanstead	EXTERNAL DECORATIONS	3,000
46 The Plain	EXTERNAL DECORATIONS	2,500
48 The Plain	EXTERNAL DECORATIONS	2,500
Field Study Centre	EXTERNAL DECORATIONS	3,000

Field Study Centre	INTERNAL DECORATIONS	2,500
Office, The Warren	INTERNAL DECORATIONS	15,000
Stable Block (Inc Arborologist Office), The Warren	INTERNAL DECORATIONS	8,500
Stable Block (Inc Arborologist Office), The Warren	INTERNAL DECORATIONS (ARBOROLOGIST OFFICE)	2,000
QEHL Interpretation Centre (The View)	INTERNAL DECORATIONS	25,000
Public Toilets, High Beech	INTERNAL DECORATIONS	2,500
Garden House, Pauls Nursery, High Beach	INTERNAL DECORATIONS	3,500
Garden House, Pauls Nursery, High Beach	LANDSCAPE WORKS	1,500
Old Keepers Lodge, Wakes Arms	MOSS REMOVAL FROM ROOFS	1,500
Agricultural Stores	INTERNAL DECORATIONS	5,000
Chingford Golf Course	INTERNAL DECORATIONS	3,500
	<b>Total</b>	<b>£1,402,500</b>

#### City Commons

<b>Building</b>	<b>Project</b>	<b>Cost</b>
General	VENTILATION AND EXTRACTION SYSTEM REPLACEMENT (LODGES)	6,000
Training Block, Staff Welfare Facilities, Workshop, Tool Store @ Merlewood Estate Yard	COMPRESSOR REFIT	5,000
Training Block, Staff Welfare Facilities, Workshop, Tool Store @ Merlewood Estate Yard	TRACE HEATING TO PIPES	7,000
1 Merlewood Close	SOFFIT & FACIA REPLACEMENT	10,000
2 Merlewood Close	SOFFIT & FACIA REPLACEMENT	10,000
3 Merlewood Close	SOFFIT & FACIA REPLACEMENT	7,000
Ninehams Lodge & Long Shed, Merlewood Estate	RADIATORS REPLACEMENT	6,000
Ninehams Cottage, Senior Keeper's Residence, Merlewood Estate	BOILER REPLACEMENT	15,000

Ninehams Cottage, Senior Keeper's Residence, Merlewood Estate	RADIATORS REPLACEMENT	6,000
Keepers Cottage, Merlewood Estate	BOILER REPLACEMENT	15,000
Keepers Cottage, Merlewood Estate	RADIATORS REPLACEMENT	6,000
Office & Garage, Farthingdown	BOILER REPLACEMENT	15,000
Office & Garage, Farthingdown	RADIATORS REPLACEMENT	6,000
1 Farthingdown Cottage	ROOF REPLACEMENT	1,500
Keepers Cottage, Riddlesdown Common	INTERCOM SYSTEM REPLACEMENT	3,000
General	LODGE GARDEN PAVING AND RETAINING WALLS OVERHAUL	6,000
1 Merlewood Close	HARDSTANDINGS REPLACEMENT	3,000
2 Merlewood Close	HARDSTANDINGS REPLACEMENT	3,000
3 Merlewood Close	HARDSTANDINGS REPLACEMENT	3,000
Ninehams Lodge & Long Shed, Merlewood Estate	HARDSTANDINGS REPLACEMENT	25,000
Keepers Cottage, Merlewood Estate	PAVING REPLACEMENT	3,000
Riddlesdown Common General	FOOTPATH WORKS	6,000
Countryside Office, Riddlesdown Common	HARDSTANDINGS REPLACEMENT	7,000
Keepers Cottage, Riddlesdown Common	HARDSTANDING REPLACEMENT	2,500
Kenley Common General	PEDESTRIAN LINING TO FOOTPATH	5,000
2 Farthingdown Cottage	PAVING REPLACEMENT	3,000
1 Juniper Cottage	SECURITY ALARM REPLACEMENT	6,000
77a Broadhurst Road	SECURITY ALARM REPLACEMENT	6,000
2 Merlewood Close	SECURITY ALARM REPLACEMENT	6,000
3 Merlewood Close	SECURITY ALARM REPLACEMENT	6,000
Ninehams Lodge & Long Shed, Merlewood Estate	SECURITY ALARM REPLACEMENT	6,000
Kent Gate Cottage, 141 Addington Road	SECURITY ALARM REPLACEMENT	6,000
Countryside Office, Riddlesdown Common	SECURITY ALARM REPLACEMENT	6,000

Keepers Cottage, Riddlesdown Common	SECURITY ALARM REPLACEMENT	1,500
1 Farthingdown Cottage	SECURITY ALARM REPLACEMENT	6,000
2 Farthingdown Cottage	SECURITY ALARM REPLACEMENT	3,000
Treetops and Outbuilding (Staff Lodge), West Wickham Common	SECURITY ALARM REPLACEMENT	6,000
General	DRAINAGE WORKS	15,000
General	DRAINAGE REPLACEMENT	25,000
Merlewood Estate Office	LIGHTING REPLACEMENT	5,000
1 Merlewood Close	FENCING DECORATION (TIMBER)	2,000
1 Merlewood Close	FENCING REPLACEMENT (TIMBER)	5,000
1 Merlewood Close	RAINWATER GOODS REPLACEMENT	7,000
2 Merlewood Close	FENCING DECORATION (TIMBER)	1,500
2 Merlewood Close	KITCHEN REFURBISHMENT	15,000
2 Merlewood Close	RAINWATER GOODS REPLACEMENT	7,000
3 Merlewood Close	FENCING DECORATION (TIMBER)	1,500
3 Merlewood Close	RAINWATER GOODS REPLACEMENT	7,000
Ninehams Lodge & Long Shed, Merlewood Estate	KITCHEN REFURBISHMENT	15,000
Ninehams Cottage, Senior Keeper's Residence, Merlewood Estate	FENCING & GATES REPLACEMENT	5,000
Keepers Cottage, Merlewood Estate	FENCING REPLACEMENT	3,000
Keepers Cottage, Merlewood Estate	SHOWER ROOM REFURBISHMENT	6,000
Spring Park Office & Tractor Shed	FENCING AND GATES REPLACEMENT (SECURITY)	7,000
Spring Park Office & Tractor Shed	KITCHEN REFURBISHMENT	15,000
Countryside Office, Riddlesdown Common	ELECTRONIC ENTRY SYSTEM REPLACEMENT	3,500
Keepers Cottage, Riddlesdown Common	BATHROOM REFURBISHMENT	15,000
Keepers Cottage, Riddlesdown Common	KITCHEN REFURBISHMENT	15,000

Kenley Common General	DRAINAGE INVESTIGATION	6,000
1 Farthingdown Cottage	RAINWATER GOODS REPLACEMENT	10,000
2 Farthingdown Cottage	BATHROOM REFURBISHMENT	15,000
2 Farthingdown Cottage	FENCING REPLACEMENT (TIMBER)	5,000
2 Farthingdown Cottage	RAINWATER GOODS REPLACEMENT	10,000
Treetops and Outbuilding (Staff Lodge), West Wickham Common	FENCING & GATES REPLACEMENT	15,000
Estate Yard Office, Ashted Common	ELECTRONIC GATE REPLACEMENT	25,000
Merlewood Estate Office	EXTERNAL WALLS REPOINTING	1,500
Merlewood Estate Office	FLOORING REPLACEMENT (VARIOUS AREAS)	5,000
Merlewood Estate Office	LANDLORDS LIGHTING & POWER REWIRE (LIGHTING REWIRE ONLY)	60,000
Open Barns, Merlewood Estate Yard	FLOORING REPLACEMENT	3,000
Livestock Shed & Barn, Merlewood Estate	CLADDING DECORATION	6,500
Machinery Store, Spring Park	FLOORING REPLACEMENT	5,000
2 Farthingdown Cottage	BRICK WALL REPOINTING	2,500
Treetops and Outbuilding (Staff Lodge), West Wickham Common	BRICKWORK REPOINTING	2,000
Keeper's Cottage, 90 Kenley Lane	INTERCOM SYSTEM REPLACEMENT	3,000
Treetops and Outbuilding (Staff Lodge), West Wickham Common	INTERCOM SYSTEM REPLACEMENT	1,500
Ashted Common General	CORPORATE IMAGE BOARDS REPLACEMENT	15,000
Coulsdon Common General	CORPORATE IMAGE BOARDS REPLACEMENT	6,000
Livestock Shed & Barn, Merlewood Estate	EXTERNAL DECORATIONS	6,000

Ninehams Lodge & Long Shed, Merlewood Estate	EXTERNAL DECORATIONS	20,000
Spring Park General	CORPORATE IMAGE BOARDS REPLACEMENT	40,000
Riddlesdown Common General	CORPORATE IMAGE BOARDS REPLACEMENT	25,000
Kenley Common General	CORPORATE IMAGE BOARDS REPLACEMENT	45,000
Keeper's Cottage, 90 Kenley Lane	EXTERNAL DECORATIONS	3,000
Farthingdown & New Hill General	CORPORATE IMAGE BOARDS REPLACEMENT	20,000
West Wickham Common General	CORPORATE IMAGE BOARDS REPLACEMENT	40,000
Estate Yard Complex	INTERNAL DECORATIONS	15,000
Estate Yard Office, Ashted Common	INTERNAL DECORATIONS	20,000
Livestock Shed & Barn, Merlewood Estate	INTERNAL DECORATIONS	3,000
Farthingdown & New Hill General	BOLLARD DECORATION	1,500
Public Toilets, Farthingdown	INTERNAL DECORATIONS	6,000
2 Farthingdown Cottage	ENTRANCE PORCH DECORATION	15,000
<b>Total</b>		<b>£875,500</b>

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	18th January 2021
<b>Subject:</b> Report of Action Taken Between Meetings	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>N/A</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Richard Holt, Town Clerk's Department	

## Summary

This report advises Members of action taken by the Town Clerk since the last meeting of the Board, in consultation with the Chairman and Deputy Chairman in accordance with Standing Order Nos. 41(a).

## Recommendation:

- That Members note the report.

## Main Report

### **EPPING FOREST AND COMMONS COMMITTEE- REQUEST FOR DECISION UNDER URGENCY – STANDING ORDER 41(A)**

**SUBJECT: Response to the London Borough of Waltham Forest Submission Local Plan (Reg 19) consultation**

**BACKGROUND:** The London Borough of Waltham Forest's (LBWF) Submission Local Plan proposes the provision of 27,000 new homes within 3 km of Epping Forest's boundaries over the next 15 years to 2035. Of these homes, 3,000 would be within 500m of the Forest boundaries. This quantum of development is of considerable concern in relation to the protection of Epping Forest from adverse ecological impacts.

The response makes it clear that the mitigation measures are not sufficient or certain enough to conclude beyond reasonable scientific doubt that there would be no adverse effects on the integrity of Epping Forest Special Area of Conservation (SAC). The response is in line with the approved Regulation 18 response sent by the Chairman last year. This follow-up Regulation 19 response seeks to work with LBWF officers to resolve the issues around mitigation and in perpetuity protection of the Forest as required by the Habitat Regulations 2017 and to ensure The Conservators of Epping Forest discharge their responsibilities to protect the Forest.

**REASON FOR URGENCY:** The Submission Local Plan consultation period was from 26th October to 14th December 2020 inclusive with a deadline of 5pm, 14th December. With a 300-page Local Plan and several large, technical documents including a Habitats Regulations Assessment (HRA) to review in that time, as well as a meeting with Natural England as statutory adviser on the SAC, the response could not be prepared for a meeting of the Committee prior to the deadline. As a result of today's deadline consideration of the report cannot wait until the January Epping Forest and Commons Committee and consideration is therefore requested under urgency.

**ACTION TAKEN:** The Town Clerk, in consultation with the Chairman and Deputy Chairman, approved the response to the Regulation 19 consultation on the LBWF Submission Local Plan as appended to the report of the Director of Open Spaces.

#### **EPPING FOREST AND COMMONS COMMITTEE – REQUEST FOR URGENT AUTHORITY DECISIONS UNDER STANDING ORDER NO. 41 (a)**

**SUBJECT: Epping Forest and Commons Committee 16 November 2020 – Decisions arising from meeting losing quorum non-Epping Forest related business**

**BACKGROUND:** In accordance with the Committee's Terms of Reference '*For the purpose of non-Epping Forest related business the quorum must consist of five Committee Members who must be Members of the Court of Common Council.*'. During the Committee's meeting on the 16<sup>th</sup> of November, fewer than five Court of Common Council Members were present for non-Epping Forest related business. The Committee was therefore inquorate. As a result, the Chairman suggested that the remaining items of business not relating to Epping Forest be considered under urgency in line with Standing Order 36(3).

The following items are now presented for decision under urgency procedures in the absence of a formal meeting until the new year:

- Approval to authorise external agents to support enforcement of Public Spaces Protection Orders (PSPO) at Burnham Beeches.
- Proposed car park tariffs –Burnham Beeches, Riddlesdown and Farthing Downs
- Non-public minutes of the previous meeting of the Epping Forest and Commons Committee held on the 7th of September 2020.

**REASON FOR URGENCY:** The Committee is not scheduled to meet again until 18<sup>th</sup> of January 2021, approval is therefore sought under urgency procedures in order to progress the various items in an expeditious manner.

**ACTION TAKEN:** That the Town Clerk, in consultation with the Chairman and Deputy Chairman, approve:-

**PSPO**

- Delegate authority to the Director of Open Spaces so that he may enter into contractual arrangements with an external agency and authorise (named) employees of that agency to work in partnership with the Burnham Beeches Team to issue Fixed Penalty Notice for orders 1, 2, 4 and 5 on behalf of the City of London Corporation, according to the site based EP and DMS.

**Proposed car park tariffs –**

- Agree Option 1 for each car park as set out in paragraph 8 of the report attached to this request.

**Non-public minutes**

- That the non-public minutes of the Epping Forest and Commons Committee held on the 7th of September 2020 be approved as an accurate record.

**Richard Holt**

Town Clerk's Department T: 020 7332 3113 E: [Richard.Holt@cityoflondon.gov.uk](mailto:Richard.Holt@cityoflondon.gov.uk)

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***RESPONSE of THE CITY of LONDON CORPORATION as CONSERVATORS of EPPING FOREST  
to LONDON BOROUGH of WALTHAM FOREST SUBMISSION LOCAL PLAN  
'SHAPING THE BOROUGH' - (REGULATION 19) PUBLIC CONSULTATION  
11<sup>th</sup> December 2020***

**1. Summary of key issues**

Thank you for consulting the City of London Corporation, as the Conservators of Epping Forest, on the London Borough of Waltham Forest's (the Borough) Submission Local Plan 'Shaping the Borough' Regulation 19 public consultation.

The Chairman of the Trustees of the Epping Forest Charitable Trust – the Epping Forest & Commons Committee - is responding on behalf of the trustees and this response will be received and discussed at Committee in January 2021.

Although we welcome many of the additions and changes to the Regulation 19 document since the Regulation 18 consultation of September 2019, and particularly the completion of the Green & Blue Infrastructure Strategy, we remain concerned about the lack of clear off-Forest mitigation measures for the Epping Forest Special Area of Conservation (EFSAC). In addition, we take issue with the conclusions of the Local Plan Habitats Regulations Assessment (HRA) that we consider is not compliant with the Habitat Regulations 2017.

As a result, although there is much we welcome in the Submission Local Plan, we are clear that, in its present form, the Plan is not compliant with the Habitat Regulations 2017 and that it would not protect Epping Forest as a whole from the adverse impacts from the quantum of development proposed in Plan Policy 2.

We remain concerned that our overall impression from the Local Plan is that Epping Forest's resilience to cope with the intensification of development in the Borough (Policy 2) is being taken for granted. We would urge your Council to review the proposed intensification as it impacts on the Forest and ensure that develop proportionate and precise mitigation measures alongside all detailed development masterplans

Therefore, Epping Forest Officers would welcome the opportunity to further discuss the detail of our Regulation 19 comments as part of the section 33A 'Duty to Co-operate in relation to the planning of sustainable development' duty (Planning and Compulsory Purchase Act 2001, as amended by the Localism Act 2011).

Key concerns and issues are:

- the quantum of development proposed in the Submission Local Plan (LP1)
- a non-compliant HRA which does not justify its conclusions in relation to the impacts of the *likely significant effects* on EFSAC of the Local Plan alone;
- the lack of SANGs Strategy with specific measures to provide certainty of mitigation for Epping Forest Special Area of Conservation (EFSAC);
- the lack of costed and precise SAMMS mitigation measures;
- the need for an air quality assessment;
- the need for a comprehensive EFSAC mitigation strategy to be agreed by all local authorities under a revised MoU;
- improved recognition for the City Corporation's current pattern of visitor facilities in the Borough and the Forest's 45% contribution to the Borough's green space provision

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## 2. Introduction and context

Epping Forest is held as a Charitable Trust by the City of London Corporation and comprises some 6,100 acres (2,500 hectares) of public open space and high tier conservation habitat, **including 1,055 acres (427 hectares) in the Borough**. The Forest is supported by a further 1,800 acres (730 hectares) of Buffer Lands, acquired by the City Corporation to protect the North of the Forest from encroaching development and to maintain the links between the Forest and the wider countryside.

The Epping Forest Acts 1878 & 1880 charges the City Corporation, as the Conservators of Epping Forest, with a series of key duties:

- To regulate and maintain the Forest in accordance with the Acts
- To maintain Epping Forest as an open space for the recreation and enjoyment of the public
- To conserve and maintain a range of Forest habitats, particularly wood-pasture
- To preserve the Forest's unique landscape as defined by a *natural aspect* duty
- To preserve the Queens Elizabeth's Hunting Lodge and other historic Forest buildings for their heritage interest

Subsequent to its founding legislation, Epping Forest's conservation significance as one of only a few large-scale examples of surviving ancient wood-pasture including its Atlantic beech forest; North Atlantic wet heaths and European dry Heaths has received further recognition and legal protection as an internationally important IUCN Category IV Protected Area. Epping Forest is part of a European-wide network of habitats protected under the UK's Bern Convention 1979 obligations. The land is statutorily protected as a Special Area of Conservation (SAC) by The Conservation of Habitats and Species Regulations 2017 (as amended) (The Habitats Regulations 2017).

The Forest area is also statutorily protected as a Site of Special Scientific Interest (SSSI) under the Wildlife and Countryside Act 1981 (as amended by the Countryside & Rights of Way Act 2000) and all Forest Land within London is recognised under the “umbrella” of Sites of Importance for Nature Conservation (SINCs) under the London Plan.

Epping Forest also contains Scheduled Ancients Monuments notified under the **Ancient Monuments and Archaeological Areas Act 1979** and Listed Buildings, features and a Grade II\* Registered Park and Garden jointly designated by Historic England and Local Planning Authorities under the auspices of the **Planning (Listed Buildings and Conservation Areas) Act 1990**, with parts of the Forest coinciding with some 17 local plan Conservations Areas, as well as extensive Archaeological Protection Areas (APAs).

Epping Forest also contains 7 Large Raised Reservoirs, notified under the **Reservoirs Act 1975** (as amended by the Flood & Water Management Act 2010); three Flood Management Schemes and two main rivers notified under the **Water Resources Act 1991**.

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### **3. Epping Forest in the London Borough of Waltham Forest**

The London Borough of Waltham Forest shares a special bond with Epping Forest, as the Borough takes its name from Waltham Forest, one of the four Royal Forests that remained after the disafforestation of the 13<sup>th</sup> Century Forest of Essex. Over the following 400 years, the open wood pasture of Waltham Forest gradually ceded to farmland, leaving the major Wood Pasture areas to be named Epping and Hainault Forests from the 17<sup>th</sup> Century.

Some 427 hectares (1,055 acres) of Epping Forest are located within the Borough’s jurisdiction, which equates to 11% of the Borough’s landholding, including Leyton Flats, Gilberts Slade, Walthamstow Forest, Highams Park Lake, Chingford Plain and Pole Hill. In addition to the Borough’s 296.19 hectares (731.9 acres) of open space, by virtue of greenspace land holdings provided by Epping Forest and the Lee Valley Regional Park, the Borough has an estimated 1,204.92 hectares (2,977.42 acres) of unrestricted access open space, the most parks and opens spaces of any Borough north of the River Thames. **An estimated 45% of this provision is provided by Epping Forest Land.**

The City Corporation are pleased to be an active partner with the London Borough of Waltham Forest, cooperating together alongside Transport for London on the construction of the Epping Forest Olympic Cycleway in 2011 and Forest Transport Strategy Safe Crossing Points at Dannett’s Hill, Chingford and Canada Plain, Leytonstone; and more recently, during 2019, as a bidding partner and major venue for the ‘Welcome to the Forest’ London Borough of Culture, as well as assisting in the land transfer and completion of the new Whipps Cross road junction, including the creation of a new wildflower meadow at the site.

The Local Plan process provides new opportunities to identify areas for collaboration between Waltham Forest and the City Corporation on the delivery of improvements to the

quality of life of Waltham Forest residents and visitors, while enhancing the range of ecosystem and public health benefits that greenspaces contribute to the public good.

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#### **4. City of London Corporation Comments**

The City Corporation's comments, in general, are given in response to the Submission Local Plan as The Conservators of Epping Forest in relation to all Forest Land, whether covered by the Epping Forest Act, the Habitats Regulations 2017 or the Wildlife & Countryside Act 1981 or all of these designations.

##### **4.1 HRA - Proposed Submission Habitats Regulations Assessment (21<sup>st</sup> Oct 2020)**

We note that the HRA identifies *likely significant effects* for Epping Forest relating to:

- Recreation
- Urban effects
- Air quality (increased road traffic)

We further note that, at appropriate assessment stage, the HRA concludes:

- Adverse effects on integrity from the plan alone are ruled out for recreation due to the mitigation set out in Policy 83 (SANG and SAMM) but in-combination effects cannot be ruled out due to uncertainty around the EFDC local plan.
- Adverse effects on integrity from the plan alone are ruled out for urban effects due to the requirement in Policy 83 for project level HRA to rule out adverse effects on integrity for all development within 500m of the SAC. In-combination effects cannot be ruled out due to uncertainty around the EFDC Local Plan and how that Plan will address urban effects.
- No conclusion is reached on air quality. The HRA states that an air quality study is underway and an addendum will be produced in November 2020 to inform consultation.

**We cannot agree with the HRA's conclusions on these matters for the reasons below**

The spatial strategies within the Submission Local Plan would potentially lead to 27,000 new homes within 3km of the SAC. The HRA acknowledges this but still rules out adverse effects on integrity alone. This does not seem tenable in the absence of comprehensive, secured mitigation because such an increase in the local population presents major risks to the SAC's integrity from all the identified *likely significant effects*.

##### **4.1a The HRA and reliance on Policy 83**

Policy 83 in the Local Plan is relied on for mitigation by the HRA in its appropriate assessment. This refers to a zone of 6km, which presumably means the recreational *Zone of Influence* of 6.2km which has been agreed by the SAC Oversight Group of local authorities

and Natural England in June 2020. This *Zone of Influence* was established from the evidence in the Epping Forest Visitor Surveys of 2017 and 2019 (Footprint Ecology). Policy 83 requires:

- 1-10 residential units expected to ensure the development provides “maximum ecological benefit”;
- 10-99 units will contribute to SAMMs, according to an SPD to be produced
- 100+ units will provide SANGs, according to an SPD to be produced.

**This mitigation does not seem sufficient nor certain enough to justify the HRA conclusion that the Local Plan *alone* will have no adverse effects on the integrity of Epping Forest SAC with regards to recreational pressure**

There is no analysis within the HRA of what proportion of growth will come forward in the different sizes of development. Developments of 1-10 units do not appear to be required to undertake any SAC mitigation and it is unclear what the phrase “*maximum ecological benefit*” might mean. Reference is made to “Policy 86” although this is taken to mean Policy 81. However, the measures in Policy 81, although positive and aspirational, do not seem to provide a clear mechanism of mitigation for the SAC habitats and qualifying features. Maximum ecological benefit is not a recognised metric as far as we are aware.

#### *4.1b Planning Inspector’s decision*

The recent Planning Inspector’s decision in the appeal case for 69, Browning Road, Leytonstone E11 (**Appeal Ref: APP/U5930/W/20/3245750**) was clear about the pathways for adverse impacts, stating: “*Additional recreational activity would, alone and in combination with other development in the area, be likely to have significant adverse effects through damage to vegetation, erosion of soils and reduction of habitat continuity*”. He makes it clear that justifications need to be provided as to why developments of below 10 units do not need to contribute to the mitigation tariff or provide alternative mitigation measures to protect the SAC from recreational pressure. The HRA does not provide clarification on this.

#### *4.1c Uncertainty about mitigation*

For developments of 10+ units there is no mitigation package secured either. It is not clear why some developments would only contribute towards SAMM and others only towards SANG. SANG and SAMM are likely to work best together, as a package, and it would seem sensible that all development should contribute towards both. Based on the wording in the HRA it is clear that the SPD is yet to be produced and could for example, with respect to SANGs, be a strategic document covering multiple authorities or specific to the Borough. Given such fundamental uncertainty around the mitigation it is our view that the HRA should be highlighting that uncertainty, rather than drawing a conclusion of insignificant effects alone. The detail of the package of SAMMS and SANGS needs to be fully explored in the HRA to demonstrate sufficient mitigation is in place in order to conclude no adverse effects on integrity, and this will be required in the HRA prior to the Local Plan being adopted.

#### *4.1d Sites within 500m of the SAC and urban effects*

Urban effects are ruled out in the HRA, for the Plan alone, due to the requirement in **Policy 83** that all development within 500m will undertake project level HRA to ensure urban effects are addressed. It is not clear why these project level HRAs would be limited to the narrow range of urban effects listed in the HRA when recreational impacts are also likely to be more difficult to mitigate at this distance from the Forest.

This project level approach creates a number of challenges. Given the nature of urban effects and their cumulative effects, it may not be possible to rule them out at project level. Options for mitigation will be limited. In addition, the range of urban effects chosen in the HRA seems to be limited as highlighted above. It is not clear from the HRA how much development is expected within 500m and whether these will be relied on to achieve the spatial strategy/levels of growth in the Plan. However, in the proposed site allocations some very large developments are proposed, including up to 1700 units at the Whipps Cross hospital site alone (Policy 9 and please see comments also in section on Site Allocations LP2 below). We would have expected the HRA to give this information. We would also expect the HRA to set out the scope for the project level assessment and sources of information that may not be available in the Plan level assessment. This would then show why the Plan level HRA had not been able to predict the impacts.

#### *4.1e Plan level versus project level assessments*

Guidance in HRA Handbook (see F.10.1.5 in Tyldesley, Chapman, & Machin, 2020<sup>1</sup>) is clear that a plan-making body may only rely on mitigation measures at a lower tier of plan making if the higher level plan assessment cannot reasonably predict any effect on a European site in a meaningful way and where the later stage assessment will have the flexibility to enable

**Given the HRA conclusion that adverse effects on integrity from urban effects cannot be ruled out in-combination, there must clearly be concern that any project level HRA could not eliminate the effect entirely and that residual effects would remain. This is not discussed or made apparent in the HRA report.**

adverse effects on integrity to be avoided. It is likely to be very challenging for project level assessment to work effectively and the HRA fails to consider this.

#### *4.1f Air Quality*

Due to the lack of a completed air quality study, the HRA is unable to conclude that there would not be adverse impacts from air pollution due to traffic growth under the Local Plan

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<sup>1</sup> Tyldesley, D., Chapman, C., & Machin, G. (2020). *The Habitats Regulations Handbook*. DTA Publications. Retrieved from <https://www.dtapublications.co.uk/handbook/>

(Section 8.3, page 41). Therefore, we look forward to seeing the completed air quality study and working closely with the Council and Natural England, as we have done in the case of the Epping Forest District Local Plan recently. We acknowledge a recent invitation to a meeting to discuss the air quality issues with your Council's officers and we will attend when the meeting is convened in early 2021.

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## 4.2 Proposed Submission Local Plan LP1

### 4.2a Vision Statement (page 9)

In responding to the Local Plan vision at Regulation 18, we proposed that the Conservators' Epping Forest Management Strategy vision was outlined in the Plan in order to demonstrate the intention for future close working between the Council and the Conservators to protect the Forest and also in recognition of Forest Land's significant role in the provision of green space in the Borough.

**The Epping Forest charity, funded by the City of London Corporation as The Conservators of Epping Forest, provides an estimated 45% of the green space provision in the London Borough of Waltham Forest.**

We welcome **Strategic Objective 13** (page 12) and we will certainly continue to actively work in partnership with your Council. However, given the significance of Forest Land to the Borough's character and its populations well-being and health we would repeat our request for our Epping Forest Management Strategy Vision to be embedded more clearly within in the Council's Local Plan vision. This would underscore support for the holistic approach to Forest protection that is clearly flagged in the Green & Blue Infrastructure Strategy and which **Policy 83B** seems to convey.

### 4.2b Policies 2, 3 and 4

As stated in the introduction and elsewhere, The Conservators remain concerned that the quantum of growth and some of the locations for this growth seem likely to cause adverse impacts on the Forest. There is not sufficient mitigation outlined in the Plan and nor is it secure. More detailed explanation of these concerns are set out above (in relation to the HRA) and below in relation to the site allocations. We fully recognise that Whipps Cross Hospital redevelopment is a key infrastructure project for both the Borough, and a much wider area beyond, but we question the quantum of development, and likely traffic generation, proposed in this housing-led approach without any clear mitigation identified in the Strategic Plan HRA.

### 4.2c Policies 5 and 6

Policy 5C and D and Policy 6I should be important constraints within the overall Plan. However, the gaps in the Plan HRA mitigation measures and the scale of the proposals around sites like Chingford Green Conservation Area (Site Allocation LP2 - SA58) would seem

to bring into question the effectiveness of this Policy in the face of the intensification of development and scale of proposed housing.

#### *4.2d Policy 68*

The proposal for car-free developments and sustainable transport in **Policy 68** is welcome. However, although London is probably unique in the UK in terms of its level of public transport provision, a modal shift of 100% of residents from cars to other modes of transport seems highly ambitious. From academic studies of car-free developments, percentage modal shifts achieved elsewhere in the UK (e.g. Smarter Choice Schemes in Sustainable Travel Towns) are considerably lower despite significant investments. It is not clear to us that S106 agreements will be effective in ensuring this level of modal shift. Whether proposed large developments like Whipps Cross (Policy 9), with around 1,700 units, can remain car-free seems questionable. As discussed below they certainly would not be free of significant vehicular traffic generation.

#### *4.2e Policies 72 to 75*

We welcome these four policies and particularly the Council's active reviewing and updating of the Archaeological Protection Areas/Zones (APA) through the commissioning of a detailed GLAAS report. We also are pleased with the updating of the Chingford Green Conservation Area with an excellent consultation draft appraisal. We will respond to this latter report in January 2021. We also look forward to working with Council Officers to better understand management requirements for the proposed extension to the APA around the City Corporation-owned Queen Elizabeth's Hunting Lodge.

#### *4.2f Policy 79*

We welcome Policy 79F which seeks to protect EFSAC from increased recreational pressure while promoting green corridor connections. However, this Policy could also emphasise the importance of Epping Forest as a unique cultural and wildlife landscape and one that could act as a "building block" for the enhancement of the Borough's overall green environment. Policy 79A, this could be modified to include reference to the Forest's fundamental importance to the Borough's identity, and indeed its very name. For example, the first sentence of 79A could read: "The preservation and enhancement of the landscape setting and wildlife of Epping Forest, and other green and blue infrastructure, to ensure the improvement of the quality of open spaces and access to them, as befits the historic origins of Waltham Forest."

#### *4.2g Policy 81*

Policy 81H provides important protection for biodiversity alongside Policy 79 but the test for the effectiveness of this Policy will be in the response to windfall developments and other applications. The case of 69 Browning Road, highlighted above, suggests that the provision of information about protected sites and biodiversity prior to decision-making on development planning applications may not always ensure the protection envisaged in the Plan policies. Strengthening connections between planning policy and development management work will be key to the success of these policies in the face of the significantly

increased development pressure and the likely increase in planning applications that the development management team will face.

#### 4.2h Policy 83

We very much welcome intention and scope of this policy as a specific and separate, distinct policy to protect Epping Forest. Not only does this allow proper consideration of the protection and mitigation measures for the Special Area of Conservation (EFSAC), **that Policy 83A** seeks to address (but see our comments on the HRA above and on the details below), but it also allows a more holistic approach to the protection of the whole Forest. In this respect the inclusion of amenity and visitor enjoyment, alongside ecological integrity, is particularly welcome in **Policy 83B**, as this aligns directly with Sections 7 and 9 of the Epping Forest Act 1878 and the purposes of that Act and subsequent amendments. Some additional wording to **83B** would also be welcome in recognition of the heritage and landscape importance of the Forest to the Borough's character. For example: "... delivering enhancements to its *landscape* where possible and must not contribute to adverse impacts on ecological integrity *or heritage features*...."

However, it should be noted that we have reservations about the effectiveness of this policy and its compliance with the Habitat Regulations 2017, particularly **Policy 83A. (I - iii)**. As such detailed comments on this Policy are made above in relation to the Plan's HRA. In addition, we need to emphasise here our concern with the current text of this Policy. It contains no wording which ensures that mitigation would be in place before development commenced. The Policy simply refers to contributions being made towards mitigation packages, but it does not make clear the timing of any measures in relation to the initiation of site allocations. The Policy contains no thresholds or triggers in relation to mitigation measures that would need to be reached before commencement of works or occupancy of sites.

In addition, there is no specificity to the measures referred to in the Policy. No detailed measures are yet agreed for mitigation. **Policy 83** refers to the SAMMS and SANGS Strategies. This might be acceptable if those strategies clearly enabled the measures relied on in the Plan to be regarded as secure, but the Interim SAMMS Strategy does not yet provide sufficient detail in respect of the proposed mitigation measures to do this and there is no SANGS Strategy in place. We recognise that the Council intends to work with us and others to produce a SANGS Strategy ahead of the adoption of the Local Plan, and we wholeheartedly welcome this and look forward this work. However, the Policy text's precision will remain important and at this stage qualifying wording is required in our view.

**In relation to more precise, secure and defined measures we would draw your Council's attention to the Conservators' costed proposals for on-site SAMMS mitigation (December 2020) that were sent to you under separate heading this month. These were approved by The Conservators for consultation with the local authorities in the EFSAC Oversight Group to ensure *in perpetuity* avoidance of adverse effects in conjunction with other effective off-site measures**

It is also not clear how the effectiveness of the Strategies would be monitored and measured and whether, in the face of evidence of residual adverse impacts, further development would be halted until more effective measures were introduced.

It is essential, therefore, that qualifying wording is added to this policy to ensure that the Plan can be demonstrated to effectively constrain the development that it provides for until these measures relied upon by the Policy and the HRA have been defined and 'secured'. In order to do this the UK Courts have established that the Plan must include clear and firm policies to eliminate or mitigate the residual risks to the SAC which currently remain.

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#### **4.3 LBWF Green & Blue Infrastructure Strategy (LUC Nov 2020)**

We very much welcome this G&BI Strategy which draws together the policies relating to green spaces and biodiversity and makes many good recommendations for improving the Borough's environment. We are also pleased with the extensive referencing of the importance of Epping Forest, and as we have discussed above, we would hope this might be reflected more strongly in the Vision and text of the Submission Local Plan (LP1) itself.

In **Paragraph 6.17**, we welcome wholeheartedly the Council's commitment to work together with partners, including The Conservators, on a SANGS Strategy and the recognition that this needs to be in place before the adoption of the Local Plan. We look forward to working with Council officers to achieve this goal as soon as possible.

##### *4.3a Balance between SAMMS and SANGS*

Our concerns expressed above about the HRA and Local Plan (LP1) **Policy 83A. (i - iii)** relate to the funding of the SANGS and the way in which the impacts on the SAC from different-sized developments might be mitigated. We also remain concerned about the balance between SAMMS and SANGS given the considerable constraints on providing new green spaces within the Borough and we question how this can be achieved with the quantum of development proposed by the Plan.

##### *4.3b Policy 83 as a separate Epping Forest Policy*

We welcome the recommendation in **paragraph 6.19** to separate Lea Valley and Epping Forest policies to ensure stronger protection for each site. As we commented back in 2012, during the consultation on the Council's Core Strategy then, we consider this a very important recognition for the Forest in the Local Plan. As stated above, we are very pleased that your Council has persevered with this separation of Policies.

##### *4.3c Cultural and landscape importance of the Forest*

In **paragraph 10.1** we are pleased to see the recognition of the cultural importance of the Forest and, in **paragraph 10.2**, the listing of it as a key historic landscape. Recognition of these attribute, alongside the Forest's international importance for biodiversity, and its

importance as a place of recreation and enjoyment for peoples' well-being and health, is especially important in taking an holistic approach to the protection of the Forest by Local Plan policies.

#### *4.3d Gateways to the Forest*

Finally, we welcome the details in Table 11.2, and particularly the highlighting of Sewardstone Road and North Chingford (Table 11.2 I and J respectively) as gateways to the Forest. However, this recognition as gateways with options for sustainable transport and access to countryside must be set against the large increases in residential populations proposed with 500m of EFSAC (see our detailed comments below on Site Allocations SA53, SA59 and SA60).

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#### **4.4 Draft Site Allocations Document LP2 (Regulation 18)**

We have already drawn attention, above, to our overriding concern with the quantum of development being proposed by the Local Plan and its intensification of recreational, urbanisation and likely pollution pressures on Epping Forest. We consider that the amount of growth proposed, and some of the allocation sites, should be reviewed alongside more specific mitigation proposals.

**We would advocate a review of the level and locations of growth and suggest that the Local Plan LP2 should be revised at Regulation 19 in order to reduce likely significant effects on the Epping Forest SAC, as well as the overall heritage landscape of Epping Forest, and be accompanied by clear, precise and coordinated SAC mitigation measures that have effect at a strategic level, being Plan-led rather than Project-led**

In the Site Allocations Proposals document LP2, there are particular areas which highlight the problems inherent in the Local Plan growth and the likely significant effects on the Forest. We raise particular concerns with these in the overall context of the comments on the strategic issues above.

#### *4.4a Allocations within 500m of Epping Forest and the EFSAC*

Of particular concern to The Conservators are the proposed residential developments within 500m of the Forest boundaries in general, as well as the SAC in particular. **We consider that the site allocations choices, densities and design must be modified at the Regulation 19 stage, and in the submission Local Plan itself, to protect the character of Epping Forest and ensure a more clearly “tapered” edge between dense urbanity and the Forest’s natural aspect.** This is particularly important in North Chingford and Leytonstone, as discussed below, but needs to apply to all place-making within 500m of Forest edges, including its historic green lanes. We would welcome the opportunity to collaborate with your Council in this sensitive approach to design and place-making and will be seeking to engage with major developments, such as Whipps Cross and Chingford Library, to this effect.

In the Submission Local Plan (LP1) Policy 83C, in demanding Project-level HRAs for developments in this zone, there is acknowledgement that urbanisation effects may lead to adverse impacts on the SAC. However, we would also add that for such sites within a short walking time of the Forest, it is very difficult to mitigate the impacts of recreational pressure also. Frequency of visits to the Forest from such close allocations are likely to be disproportionately high compared to allocations further away, especially in the more urban context of the Borough. Without comprehensive and approved SANGS and SAMMS Strategies in place adverse impacts cannot be ruled out.

In addition, impacts of vehicular pollution generated by these sites may also be a particular problem given that traffic pollutants (in the form of both gaseous ammonia and nitrous oxides) are the most significant contributors to air pollution on the Forest and the current exceedance of the nitrogen *Critical Load* across all the Forest's wooded, heath and grassland habitats.

#### *4.4b Policy 9 South Waltham Forest: Leytonstone allocations*

*4.4bi* Three site allocations in Leytonstone are particularly problematic for the protection of Epping Forest and for the mitigation of adverse impacts. Within 250 to 450m walking distance of Leyton Flats the three proposed developments, at Whipps Cross Hospital (SA17 minimum 1700 new homes - as listed in Policy 9 for South Waltham Forest), The Territorial Army Centre (SA16 minimum 130 new homes) and Tesco's, Leytonstone site (SA20 minimum 650 new homes), would create 2,280 new dwellings. Based on the average household size within the London Borough of Waltham Forest (Office of National Statistics (ONS) 2011 Census) of 2.6, this would lead to a likely population increase of nearly 6,000 people and a concomitant increase in visitor pressure on the EFSAC.

None of the developments seem to offer, or are capable of offering, any SANGS provision. The Whipps Cross site could possibly provide more green space should the housing footprint be reduced. However, the size of any green space it might provide seems unlikely to be sufficient to provide a suitable SANGS.

**All three of these site allocations in Leytonstone are for greater than 100 units and, therefore, seem to directly contradict Policy 83A.iii. of the Local Plan.**

#### *4.4bii Car-free*

Furthermore, although Policy 68 of the Plan proposes that all developments should be car-free, it does not mean that such large developments will not attract large amounts of traffic from delivery and other domestic services to taxis and visitors. This seems highly likely with the proposed Whipps Cross development and traffic volumes, on already congested roads and difficult junctions, would seem set to increase significantly. In our view there needs to be an overall detailed travel plan for major development such as this and it needs to tie in with the air quality study that the HRA will be undertaking. In particular, if car parking facilities are not provided or not sufficient for demand it seems likely that cars will be displaced onto other areas, including Forest car parks.

#### *4.4c Policy 11 North Waltham Forest: North Chingford & Sewardstone Road allocations*

*4.4ci* Together the allocations in these sites, which lie within 500m of the SAC boundaries, amount to around at least 600 new dwellings. Based on the Waltham Forest average household size (ONS 2011) of 2.6, this would result in an increase in population of over 1,500 people and a very significant increase in visitor pressure on the Forest SAC. None of these allocations can provide for SANGS, which is of particular relevance in relation to the proposed SA53 Motorpoint site of a minimum of 385 residential units.

**The SA53 Motorpoint site allocation cannot provide SANGS and does not have accessible Lea Valley open spaces as alternatives to the Forest. The proposed scale of this development, in excess of 100 units, seems to be in clear conflict with Local Plan Policy 83A.iii.**

In addition, the sites in North Chingford at SA59 and SA60 seem likely to have an impact on the “*natural aspect*” of the Forest, protected by the Epping Forest Act 1878, and are likely to be to the detriment of this important heritage landscape, adding to light pollution and visual intrusion. In addition to the likely significant ‘in combination’ effects on the SAC, The Conservators are concerned by the scale of these allocations in relation to the Forest boundaries. Such developments adjacent to Forest Land, particularly SA60, do not seem proportionate and would seem likely to conflict with Policy 83B.

The number of housing units, as well as the 6-storey height of the building currently proposed for the SA58 Chingford Library, seems to be out of place with this important heritage village green on Forest Land. Chingford Green is a Conservation Area because it represents the only remaining area in the borough that displays the buildings across all the periods of development from rural forest settlement through to the present day (Chingford Green Conservation Area Appraisal and Management Plan Nov 2020, London Borough of Waltham Forest). Its special character derives from the setting, with Forest Land preserved at its heart.

In addition to the likely significant effects ‘in combination’ on the SAC, as discussed above, we are concerned that development on this scale would damage the environs of an important area of Forest Land and would also conflict with Policy 83B.

#### *4.4cii Car-free*

It seems highly unlikely that any of these developments would remain 100% car-free and, therefore, significant traffic increases could be expected along roads through the Forest, such as along Rangers Road and the A104 out to the M25 Junction 26 and along Whitehall Road to the east and Daws Hill to the north. This seems likely to screen in as a likely significant effect which has not yet been screened in by the HRA. No specific Mitigation measures are set out in the Plan (see comments on the HRA above).

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<b>Committee(s)</b>	<b>Dated: 18 January 2021</b>
Committee name – Epping Forest & Commons Committee	
<b>Subject:</b> This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>  <b>Contribute to a flourishing society</b> <b>Shape outstanding environments</b>	<b>1,2,3,4</b> <b>10,11,12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of Colin Buttery, Director of Open Spaces Department</b>	<b>For Information</b>
<b>Report author: Andy Barnard, Superintendent of The Commons</b>	

## Summary

This report provides a general update on issues across the nine sites within 'The Commons' division that may be of interest to members and is supplementary to the monthly email updates.

## Recommendations

Members are asked to note the contents of this report.

## Main Report

### Burnham Beeches and Stoke Common

1. Volunteer Group activity at Burnham Beeches and Stoke Common has ceased again due to the Tier 4 restrictions. Prior to this a single Christmas task was

held at Stoke Common for regular volunteers who worked in small groups (6 or fewer).

2. Visitor numbers have been phenomenally high across the entire holiday period, far higher than usual. Car parks have been full by mid-morning and the trampling pressure on paths is giving cause for concern, especially in relation to the old trees. Litter bins are requiring emptying every day instead of the normal once per week. The busy nature of the site has resulted in more instances of Rangers needing to remind visitors of site byelaws.
3. The cafe at Burnham Beeches has remained open as a 'takeaway kiosk service' although all tables and chairs have been removed. It has been very popular over the holiday period.
4. The new car parking system with 7 day a week charges and use of ANPR (automatic number plate recognition) on Lord Mayors went live on 5<sup>th</sup> December. This required a complete change of signage as well as the installation of the infrastructure for new machines and the ANPR equipment. There have been a few initial teething problems with the purchase of season tickets and registering blue badges, but the office has been able to resolve these issues. The system has been thoroughly tested with visitor levels around 4 times higher than normal over the Christmas period.
5. The Supplementary Planning Document regarding the mitigation for the impact of recreation pressure approved by Buckinghamshire Council is now undergoing the statutory three month period during which a judicial review can be requested. Two planning applications (one in each of the zones) went to appeal. The appeal was dismissed for one and the results of the other are still awaited.
6. Slough Borough Council have opened the consultation on their Spatial strategy which is the first step towards a Local Plan. A response has been submitted stressing the importance of dealing appropriately with increasing impact of recreation pressure as a result of new housing and also the need to consider air quality in a full Habitats Regulations Assessment.
7. The Ranger team continued to work to a slightly modified shift pattern until the Christmas period. Other staff continue to mix working from home with working in the office to ensure maximum efficiency whilst reducing risk. The office has become increasingly busy so ensuring support staff are in each day has now become essential. This situation will need to be revised now the Tier 5 restrictions are in place.

8. The ponies are currently grazing on the West part of Stoke Common where they are doing a good job of eating gorse (after the horse dentist paid a visit to check their teeth). The cattle are off site in their winter quarters with a local farmer. Sadly, one of the older cows had a suspected dislocated hip and had to be put down.
9. Preparations have been made for the veteran tree works and all the clearance of surrounding vegetation, including high clearance of over-hanging trees has been completed and cleared up. Work on the old trees themselves starts at the beginning of January using a hired high lift platform. Some scrub control has continued on Stoke Common.
10. Contractors have worked on an area of wood pasture restoration adjacent to Lord Mayor's Drive. Trees have been thinned out and new pollards will be created from retained trees of the right size and shape. The area will form a link between the open main Common and the denser woodland behind.
11. The annual clearance of leaves and other debris from the internal roads was carried out to ensure they are safe for walking on.
12. The events programme for 2021 has been completed and the booklets printed for distribution. The first few spring events are self-guided ones for families and there are no Ranger led events planned until later in the year.
13. Several staff training events have been held with a first aid refresher for most of the ranger team as well as training on the new car parking machines/system. In addition, several webinars were attended on the themes of grazing, re-wilding and other ecological topics.

### **The Commons Car park infrastructure project**

14. All the infrastructure needed for the ANPR and payment machines has been installed at Burnham Beeches Riddlesdown and Farthing Downs. The latter two sites 'go live' on January 25<sup>th</sup> 2021.
15. Work to install new signage at Riddlesdown and Farthing Downs will be completed by the go live date.
16. FAQs have been produced and distributed within the Coulsdon Commons team and public communications are being prepared by the local teams ahead of the launch date.

### **PARTNERSHIPS**

#### **Kenley Revival update**

17. PAYE Stonework and Restoration Ltd, the project's conservation contractor, has been instructed to develop design details and specifications to rectify the defects affecting the 2017 conservation work. Co-ordinating input from Purcell architects and structural engineers Mason Navarro Pledge, PAYE will provide a cost to rectify the brick and mortar damaged by thaumasite sulphate attack, plus structural issues affecting the recreated central spine wall in Blast Pen KC12. To facilitate this work Historic England have agreed to the use of a sulphate resistant cement called Aarlborg, together with additional waterproofing and drainage. Once a cost for rectification is known, commercial discussions can proceed to establish how the required work can be funded and programmed.
18. The project was due to end on 31 December. A formal request to extend the project was submitted to the National Lottery Heritage Fund (NLHF, formerly HLF) on 18 December. NLHF have already indicated that they will look favourably on this request because they are still keen for the Kenley Revival Project to contribute to the wider understanding of impermanent architecture conservation. Consequently, they would like rectified work to endure a winter to test its resilience. It is therefore likely that the project will be extended into the first quarter of 2022.

### **The West Wickham and Coulsdon Commons**

19. With the introduction of Tier 4 restrictions for London and Surrey, volunteer activities have been suspended until further notice.
20. Staff members have been working remotely where possible and continuing to practice safe working particularly around the office and works yard.
21. Visitor numbers have phenomenally high across the entire holiday period, far higher than usual. Car parks have been full by mid-morning and the trampling pressure on paths is causing issues with mud and access. Ditches Lane on Farthing Downs has been busy with parked cars on the verges and Hayes Lane bordering Kenley Common is regularly filled with cars each day.
22. The fence line along the A22/Godstone Road boundary of Famet, Riddlesdown has now been completely replaced. The new roadside fence is now slightly taller and sturdier to continue to hold cattle and pedestrian gates have been replaced.
23. 11 of Jacob sheep have put to a tup loaned to us by Capel Manor College. The lambs will be due in Spring and will help replenish some of the older Jacob sheep we have on the Commons.

24. The Sussex cattle have been moved to the barn at the Merlewood Estate Yard for winter. The first calf was born on the 5 January with Rangers carrying out checks throughout the night in addition to checks during the working day. Last year's calves have also been brought into the barn with the bull.
25. Virtual grazing technology using the 'No Fence' collars on the Sussex cattle has continued. New cattle have been trained using the collars alongside the cows that had learned the technology from 2019. The cows that had used them previously integrated quickly to the system.
26. Work to reinforce the roadside edges and curbs on Stites Hill Road through Coulsdon Common has been completed. The earth banks that had previously eroded from heavy rain and flooding have been reinforced with additional material. In some sections, the earth banks have been replaced with wooden bollards where storm water accumulates to allow water runoff.
27. The Rangers have carried out medium and high-risk tree checks across all sites. Remedial work to clear dangerous trees has been done by the Ranger team and contractors.
28. Rangers have been clearing scrub along the edge of Chaldon Way on New Hill to better protect and manage the urban boundary. This continues the work to clear the area of diseased ash trees where there was a risk to property. The clearing will create a new path around the perimeter/urban boundary and hopefully reduce the number of domestic fly tipping from residential gardens.
29. Three new pond scrapes have been created in Plantation Woods on Kenley Common. Tractors were used to create the shallow ponds to benefit bird, amphibians and reptiles on the Common and support existing ponds on neighbouring land.
30. The West Wickham Commons 2021 – 2031 Management Plan consultation has been completed. 141 people completed the online consultation through Survey Monkey. Respondents overwhelmingly agreed to the proposed management options and commented positively on aspects of the new plan, current management and the Rangers.
31. A late survey for fungi was carried out on Farthing Downs in mid-November. The survey highlighted a good level of fungal diversity in the chalk grassland and downland with several species of less common waxcaps and milk-caps.
32. After a callout to local ornithologists, two new bird surveyors for Kenley Common and Coulsdon Common will begin monitoring birds during the breeding season.

33. The research project being led by a student from Hadlow college examining grazing patterns of cattle using GPS collar technology has finished. A small herd of the Sussex cattle were trialling this on Riddlesdown.

### **Ashtead Common**

34. Visitor numbers are still higher than usual, but most people are now restricted to surfaced paths and rides due to poor ground conditions elsewhere.
35. Volunteers returned briefly in December before Tier 4 restrictions were imposed.
36. All staff are now generally working from the office unless engaged in tasks suitable for home working.
37. Most conservation management activity on Ashtead Common is undertaken by contractors and has been relatively unaffected by Covid-19. Consequently, scrub management and veteran tree management work has progressed as planned.

### **Support Services Team (SST)**

38. The SST continue to work a combined rota in the office and at home to maximise social distancing and minimise general Covid-19 related risks. This will now be reviewed with the imposition of Tier 5 restrictions.

### **Incidents**

#### **Burnham Beeches & Stoke Common**

39. There were 27 incidents in the period 20 October to 4 January. These included 6 instances of small scale fly tipping / 4 incidents of site misuse (2 incidents of quads being driven off road/ 1 each of camping and fireworks). Nine incidents related to dogs with two formal written warnings issued for PSPO/Byelaw breaches. One serious instance of a dog not being under effective control, resulted in a jogger. Unfortunately, the dog's owner in this incident has not been identified. The incident occurred in the area of the Beeches where dogs are allowed to be off lead.
40. A fixed penalty notice issued in September for repeatedly failing to keep a dog on a lead under the PSPO was paid in December.

### **Ashtead Common**

- 41. A small group of campers with a fire was moved from site on 21 November.
- 42. Evidence of metal detecting (not on the Scheduled Monuments) was recorded on 14 December.
- 43. Evidence of quad bikes being used on the common was recorded on 28 December.

### **The West Wickham and Coulsdon Commons**

- 44. There were 15 incidents covering the period of 4 November to 4 January. Six were related to vehicles including quad bikes and scramblers being driven on Coulsdon Common and cars driving on a bridleway adjacent to Stites Hill Road. One incident included a staff members car tyre being slashed outside their property/staff yard.
- 45. One gathering launching fireworks from the cattle grids on Farthing Downs were moved on.
- 46. A neighbour bordering onto the estate yard/Coulsdon Common was seen firing an air gun onto the common from their property. The matter was reported to Surrey Police.
- 47. Several tyres were dumped in the car park area on Fox Lane by Coulsdon Common and by the side of Stites Hill Road.
- 48. Two incidents related to livestock included a dog chasing cattle on the Grove, Coulsdon Common and a cow that required rescuing after getting stuck in the ditches on Farthing Downs. The cow was removed with assistance from the local fire service and vet. The cow has since recovered, and its unborn calf appears to be unaffected.
- 49. Other incidents included flooding after heavy rainfall at the road dip on Stites Hill Road on Coulsdon Common and evidence of a fire on West Wickham Common.

### **Filming, major events and other activities**

#### **Burnham Beeches**

- 50. A small number of licences have been issued for small-scale COVID safe activities including a Nordic walking group and some school groups. Procedures

were updated to ensure that they are also COVID secure. These licenses ceased when the Beeches move to Tier 4.

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	18 Jan 2021
<b>Subject:</b> The Commons - Licences, sports, wayleaves and produce fees and charges	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>4,5,12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Hadyn Robson	

## Summary

This report updates your Committee on the performance of charges levied for licensed activities, produce sales and formal sports in the last full financial year 2019/20.

Proposals are presented for a price increase of 12% to assist with the mitigation of required savings for 2021/2022, equating to 12% for The Commons Division. This figure incorporates the Retail Price Index figure (November 2020) of 1.3%. Benchmarking exercises have also been carried out with neighbouring service/facility providers.

## Recommendation(s)

Members are asked to:

- Approve the proposed charges for 2021/22 as itemised in Appendix A.

## Main Report

### Background

1. This report encompasses several different activities on the portfolio of sites across The Commons for which a charge is levied. The charges are made to record the use and generally seek to reflect the costs incurred by the City of London in administering and enabling the activity and for reinvestment into the management of The Commons in accordance with the City Corporation financial regulations.
2. The use of The Commons for siting of equipment or for certain activities requires a licence. Licences are administered through a small steering group of officers and in some circumstances, staff are consulted before a decision is made to ensure there is an equitable and transparent decision-making process.

3. All activities are regulated with due regard to the Open Spaces Acts of 1878 and 2018 and any other relevant statutory provisions.

### **Current Position**

4. Below is listed the income raised from the various chargeable activities at The Commons, excluding car parking in 2019/20.
  - **Licensing activity** -£2,880.00
  - **Produce sales** - £1,746.10 (timber/charcoal).
  - **Event charges** - £3087.32
  - **Filming** - £40,020.00
  - **Sports (Junior football)** – £329.00 - season pitch hire - Coulsdon Common.
  - **Wayleaves** – £36,425.81.
  - **Room Hire** – £622.25
  - **Utilities licensing** – No income was received.
5. All the licencing information, pricing, terms and conditions are publicly available, and this process ensures appropriate licences and charges are administered in a fair and transparent manner.
6. Wayleaves are charged for private motorgate and handgate access across The Commons.

### **Proposals**

7. Resource Allocation Sub Committee, on 10 December agreed a 12% reduction in the budget envelope of the Open Spaces Department. An alternative to reducing expenditure by 12% is to generate additional income. In 2019/20 chargeable activity across The Commons generated £85,000.
8. Officers have considered the following before making their fees and charges proposals to this Committee:
  - The RPI rate on a specified and consistent release date (1.3% @ November 2020).
  - Benchmarked the charges and quality of provision with those of neighbouring and/or competing facilities. In some instances, we will therefore not benchmark against our own properties.
  - The budget requirement to generate additional income to mitigate in part, expenditure savings.
  - Work towards attaining full cost recovery, recognising that staffing costs may have increased greater than RPI.
9. Officers are of the view that a proposed total increase in fees and charges of 12% will still be affordable and should not have a negative impact on users' uptake of chargeable activities or users' ability to pay.

## Options

10. Three options are outlined for your committee's consideration:

- a. Option 1 – To increase licence and event fee charges at 12%. This figure is inclusive of the Retail Price Index, 1.3% - November 2020, to assist in mitigating the savings required across The Commons for 2021 - 2022. These increases are reported in Appendix A. **This is recommended.**
- b. Option 2 - To keep charges as they are. This would be in effect a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended.**
- c. Option 3 - To increase licence and produce charges by the RPI of 1.3% (November 2020) only. **This is not recommended.**

## Corporate & Strategic implications

11. These charges support the Corporate Plan, 2018-2023

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

## Financial

- 12. Savings required for the 2021-22 financial year total £195,600.00. This presents a considerable challenge to maintain standards and reputation.
- 13. If fees are not raised by the proposed 12%, additional savings in expenditure will have to be made that will negatively impact upon front line services and the general management of The Commons.
- 14. City Corporation Financial regulations provide that 'When determining fees and charges to persons or external organisations, all departments should recover full costs, or submit reasons to the appropriate service Committee when that objective is not met.'

## Property

- 15. Licensing various third-party temporary activities that the City Corporation is willing to permit across The Commons should ensure that the City Corporation retains full and proper control of the sites and able to prevent misuse or damage.

## Charity

- 16. Ashtead Common, Burnham Beeches & Stoke Common and West Wickham & Spring Park and Coulsdon Commons are registered charities (numbers 1011510, 232987, 232988 and 232989). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

## Resource implications

- 17. Fees and charges mostly reflect the whole cost to the charity and seek to, as a minimum, assure whole cost recovery.

### **Risk implications**

18. Raising fees by the proposed 12% may attract negative publicity for the City of London Corporation. The various Consultative Groups are aware of the level of the looming financial challenge.

### **Equalities implications**

19. Charitable and not for profit organisations receive a 50% discount on most fees and charges. This allows smaller and large charitable organisations and community groups to use The Commons at a lower cost whilst still meeting the core costs to the charities.

### **Climate implications**

20. Licences seek to control the number, location and suitability of activities across The Commons to protect its environment. Sustainability criteria is included in Heads of Terms for larger events as prescribed in the Open Spaces Events Policy.

### **Security implications**

21. Licences ensure that activities held across The Commons comply with all health and safety and other relevant legislation and enables basic due diligence to be undertaken on the licensee.

### **Conclusion**

22. The Commons Division continues to provide excellent value for money for recreational and commercial opportunities. The charging proposals ensure that as a charity our expenses incurred due to third party use of our land are recouped and reinvested into the maintenance of the open spaces and activities can be audited to ensure relevant safety and legislative measures are met.
23. Significant savings are required for the next financial year and the proposed 12% increase in fees would assist in mitigating the impact.

### **Appendices**

- Appendix A – Current and proposed licence charges
- Appendix B – Benchmarking data

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## Appendix A

<b>Commercial / Corporate Events</b>			
<b>Item</b>	<b>Amount – current fee –</b>	<b>When Payable</b>	<b>2021-22 proposed fee - 12% increase – figures rounded</b>
Application Fee	£51	On application	<b>£57</b>
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.	
Damage Deposit (refundable)	£513 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.	<b>£575 or 20% of hire fee whichever is lesser</b>
Basic Hire Fee - Minor event (less than 50)	£0- £513 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with the City of London	<b>£0-£575</b>
Basic Hire Fee - Small event (50-499)	£667 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	<b>£750 plus 5% of ticket price</b>
Basic Hire Fee - Medium event (500-4999)	£2000 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	<b>£2240 plus 5% of ticket price</b>
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.	
Non – event days (set up and dismantle)	15% of basic fee per day	Payable in conjunction with the basic hire fee.	
Private events (wedding receptions/ party) max 150	£1026	Cleared balance of funds to be received at least 1 month prior to the first day on site.	<b>£1150</b>

<b>Charity / Not for Profit Events (see terms and conditions)</b>			
<b>Item</b>	<b>Amount – current fee</b>	<b>When Payable</b>	<b>2021/22 -proposed fee - 12% increase</b>
Application Fee	£25.50	On application	<b>£28.00</b>
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.	

Damage Deposit (refundable)	£513 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.	<b>£575 or 20% of hire fee whichever is lesser</b>
Basic Hire Fee - Minor event (less than 50)	£0- £256.50 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL	<b>£0-290</b>
Basic Hire Fee - Small event (50-499)	£333.50 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	<b>£375 plus 5% of ticket price</b>
Basic Hire Fee - Medium event (500-4999)	£1000 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	<b>£1120 plus 5% of ticket price</b>
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.	

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

Item		Current Fee	2021/22 Proposed fee
Exclusive Hire of car park	Large Medium  Small Compounds/ Storage	Prices on application but as a guide £102-£256.50 per bay per day or £3.70- £20.50 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,  £0.58 per square meter per day. Minimum overall charge of £73.00	<b>Prices on application but as a guide £114-£287 per bay per day or £3.95- £23. per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,  £0.65 per square meter per day. Minimum overall charge of £82</b>
Water	Use of building water supply or standpipe	£51 per day or metered charge	<b>£57 per day or metered charge</b>
Electricity	Use of The City of London supplies	£51 or metered charge	<b>£57 per day or metered charge</b>
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application	
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on-site attendance may be charged, particularly if out of normal working hours.	Ranger Senior Ranger Head Ranger/Manager	From £28 per hour From £35 per hour From £45 per hour Plus, VAT at 20%	<b>From £31 per hour From £39 per hour From £50 per hour</b>

## Sports & miscellaneous charges

Item	Current fee	2021/22 -proposed fee - 12% increase
<b><u>Sports charges</u></b>		
Coulsdon Common, 1 Football Pitch (for season)	£338.00	£379.00
<b><u>Miscellaneous Charges</u></b>		
Sale of split logs, per 3 ton – City of London staff only	£108.00	£121.00
Sale of green cord wood per ton- City of London staff only	£28.00	£31.00
Room hire at Ashted and Merlewood – per hour	£41.00	£46.00
Room hire at Burnham Beeches	Half day £138.00- £173.00 Full day £274.00 - £342.00 and £4.11 + VAT a head for refreshments	Half day £155.00 - £194 Full day £307.00 – £383.00 and £4.60 + VAT a head for refreshments

## Filming – current charges 2020-2021

LOCATION FEE (All prices are subject to VAT at the current rate)	Current fee - For up to 12 hours	Proposed charges – 2021-2022 @ 12% increase
<b>TELEVISION</b> - Advertisement	£2000 - £3150	£2240-£3528
<b>FILMS</b> - FEATURE	£2000 - £3500	£2240-£3920
<b>TELEVISION</b> - DRAMA/FEATURE	£1200 - £1750	£1344-£1960
<b>TELEVISION</b> - LIGHT ENTERTAINMENT	£750 - £1300	£840-£1456
<b>TELEVISION</b> - DOCUMENTARY	£400 - £600	£448-£672
<b>TELEVISION</b> - NEWS	NO CHARGE	<b>NO CHARGE</b>
STUDENT PRODUCTION	£0	£0
<b>STILLS PHOTOGRAPHY</b>	£250 - 1st hour £200/150 - per hour thereafter, depending on numbers of people	£280 – 1st hour £274/£168 per hour thereafter depending on numbers of people
<b>UNIT BASE – TV &amp; SMALL FEATURE FILMS</b>	£500	£560
<b>STAND BY DAYS (NO WORK UNDERTAKEN)</b>	£500	£560
SET DRESSING, CONSTRUCTION, PREPERATION & STRIKING DAYS	50% of filming fee	50% of filming fee
BURNHAM BEECHES OWN LOCATION MANAGER – IF DEEMED NESSESARY	£400 approx.	£448 approx.
STAFF SUPERVISION/CALL OUT COST PER HOUR	£75	£84
Administration fee	£125	£137

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## Appendix B - Benchmarking data

### Room Hire – Burnham Beeches Estate Office

Current charges.

- Half day - £138.00- £173.00.
- Full day - £274.00 - £342.00.

Proposed charges.

- Half day £155.00 - £194.00.
- Full day £307.00 – £383.00.

Local benchmarking.

Venue name	Public/Private	Fee	Comments
Lakeside Room – Black Park	Public	£110.00 per day + online booking fee	There is no local like for like comparison – this room does not have utilities
Meadow View – Langley Park	Public	£110.00 per day + online booking fee	There is no local like for like comparison. This room is a lot smaller and modest than provided at Burnham Beeches

### Room Hire – Merlewood Estate Office

Current charges. £41.00 per hour.

Proposed charges. £46.00 per hour.

Local benchmarking.

Venue name	Public/Private	Fee	Comments
Queen's Park Pavilion	Public	£22.00 per hour or £17.50 per hour for block of 10 £158.50 for 4 hours then £27.00 per hour for one off event (non-profit making) £317.00 for 4 hours and £58.00 per hour, thereafter for-profit making event.	Currently closed due to Covid 19 restrictions
RAFA Portcullis Club	Private	£150.00 – half day	No other local like for like comparison. This facility is a little dated and limited in comparison

### Room Hire – Ashted Common Estate Office

Current charges - £41.00 per hour.

Proposed charges – £46.00 per hour.

### Local benchmarking.

Venue name	Public/Private	Fee
Ashtead Peace Memorial Hall	Public	£47.50, rising to £96.50 for 4 hours + £51.00 4-hour kitchen hire
Ashtead Football Club	Private	£25.00 per hour

### Football charges - Coulsdon Common

Current charges - £338.00.

Proposed charges - £379.00 – Junior football season.

### Local benchmarking.

Authority	Description	Fee
Tandridge	Junior Football 9 a side – Junior pitch 7 a side – Junior pitch (5-6-year olds) Training	£45.00 – per game £45.00 – per game £21.00 – per game £22.00 per session
Croydon	Individual match Block booking – minimum of 10 games Mini soccer – 7 a side Little League Pitch	£19.95 £18.05 per game £12.00 per game - local clubs £17.90 per game -other clubs £31.80 – 3 hours

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	18012021
<b>Subject:</b> Epping Forest - Superintendent's Update for October to November 2020 (SEF 01/21)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>2, 5, 11 &amp; 12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>City's Cash Local Risk</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N</b>
<b>Report of:</b> Director of Open Spaces	<b>For Information</b>
<b>Report author:</b> Paul Thomson – Epping Forest	

## Summary

This purpose of this report is to summarise the Epping Forest Division's activities across October to November 2020.

While all work continued to be dominated by COVID-19 restrictions, of particular note was the ever highest recorded October rainfall for the north of the Forest, aided by Storms Alex and Aiden; funded proposals adopted by the Resource Allocation Sub-Committee to see Climate Action Strategy projects at Epping Forest; initial works to restore the Temporary Mortuary Facility at Manor Flats; continued negotiations on the Countryside Stewardship Scheme application; a review by the Greater London Archaeological Advisory Service (GLAAS), concerning its review of Archaeological Protection Areas (APAs) in the London Borough of Waltham forest affecting some Forest sites; together with further responses to Local Plans documents published by both Epping Forest District and the London Borough of Waltham Forest.

## Recommendation(s)

Members are asked to:

- Note the report.

## **Main Report**

### **Staff and Volunteers**

1. A Forest Keeper and Support Services Officer retired during November, after 31 and 21 years of service.
2. A Business Administration Apprentice has been recruited as the replacement Support Services Officer.
3. At end of November, two-thirds through the financial year, spend is at 67% of total budget. Due to protracted negotiations with the Rural Payments Agency (RPA) grant income for this year has not yet been finalised and may vary significantly from the amount factored during budget setting. Activity, including a stop on all non-essential spending, to address COVID-19 shortfalls, has reduced the anticipated budget deficit to approximately £200,000, with work continuing to further reduce the deficit.

### **Weather**

4. October 2020 was the wettest October ever recorded at High Beach, with 180.4 mm of rainfall, the average rainfall for this month is 60.58mm. (Records began 1979) There was a total of 27 days of rainfall. The 2<sup>nd</sup> and 3<sup>rd</sup> of October were particularly wet, with a total of 70.6mm of rain falling over two days.
5. Conversely, November's 2020 rainfall total of 52.4mm was below the average for this time of year which is 76.86mm of rainfall. There was a total of 22 days of rain with the 14<sup>th</sup> being the wettest day, seeing 18.8mm of rainfall.
6. Storm Alex, 2 – 4 October, marked an emphatic transition to unsettled autumnal weather across the UK. Alex brought stormy conditions with strong winds to the southern half of the UK and the Channel Islands on 2 October 2020, with associated fronts bringing prolonged and widespread heavy rain on 3<sup>rd</sup> to 4<sup>th</sup>. Parts of central southern England and eastern Scotland recorded totals of 100mm or more in the first four days of the month, and on 3 October many weather stations recorded their wettest October day on record. The extensive nature of the rain resulted in the UK receiving 31.7mm as an area-average for the rain-day 3 October 2020, making this the UK's wettest day on record in a daily series back to 1891.
7. Storm Aiden, 31 October, brought strong winds and heavy rain to the UK on 31 October 2020. The storm was part of a spell of turbulent, wet and very windy weather from late October to early November as a succession of deep Atlantic low-pressure systems, associated with a powerful jet stream, crossed the UK. 50 to 100mm of rain fell across western upland parts of the UK, and winds in exposed locations gusted at over 60Kt (69mph). This was a fairly typical spell of stormy weather for the time of year.

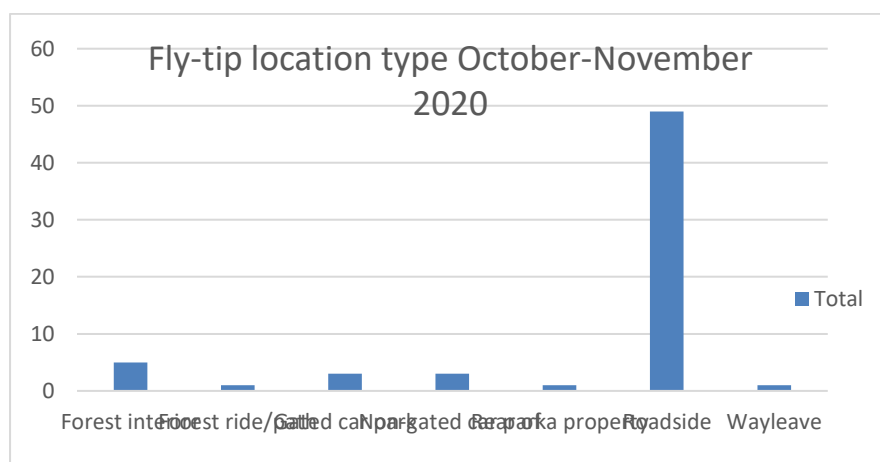
## Project Golf Welfare

8. The Construction phase of the Golf Welfare unit at Jubilee Yard is complete, with some delays to the final fit due to changing COVID-19 conditions.

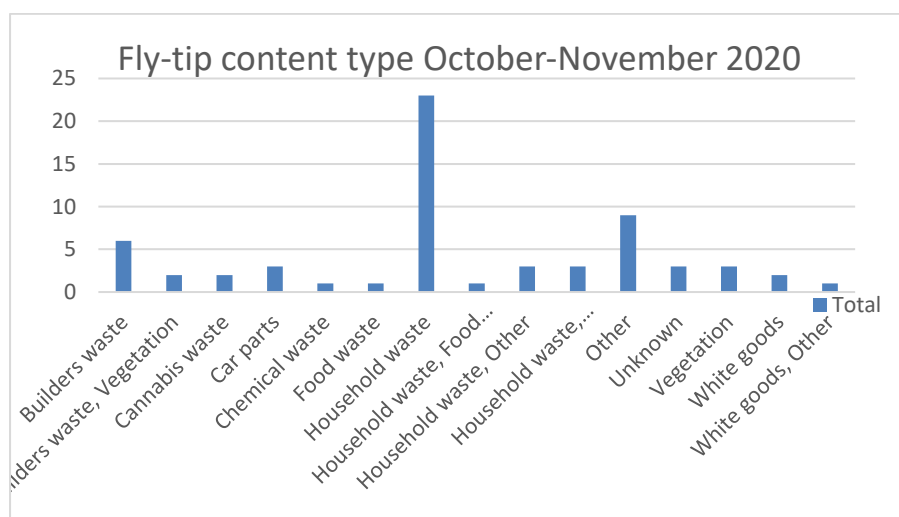
## Forest Services

### Fly-tipping

9. There were a total of 63 fly-tips recorded over the period of October-November 2020, this is a 17% increase over the same period in 2019.

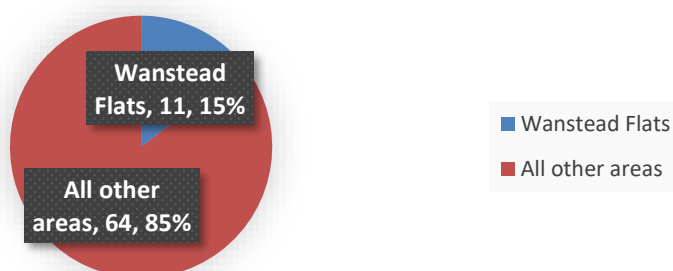


10. Roadside locations represented 78% of the tip locations over the period.



11. Household waste, consisting of 4 categories - mixed waste/food/vegetation/other, represented the largest category of items tipped over the period at 30 (48%). Builders waste, consisting of 2 categories – general waste and mixed waste with vegetation, represented 8 tips (13%).

## Fly-tip in Wanstead Flats area: October-November 2020



12. There were 11 fly-tips in the Wanstead Flats area over the period which represents 15% of all tips. Four of these tips were on Forest Land adjacent to Highway Land on Centre Road and two on Capel Road.

### Enforcement Activity

13. One EPA prosecution and one EPA conditional caution were undertaken through the courts. Furthermore, nine Byelaw 3 (4) 'Taking anything from the Forest' prosecutions, associated with fungi-picking, were also heard at magistrate's court. A further six Fungi Picking Offences were discharged through the use of Fixed Penalty Notices. A single written warning was issued for a minor fly tipping matter.

Date	Defendant Name	Offence Accepted 33:Deposit 34:Duty of Care	Court Name	Outcome	Costs Recovered
11.11.2020	MARKU	EPA S33	Southend	Guilty	£880
05.11.2020	Not for disclosure	EPA CC	N/A	Guilty	£275
02.10.2020	PREISOGOLAVICIENE	Byelaw 3 (4)	Southend	Guilty	£132
02.10.2020	DRABACICIUS	Byelaw 3 (4)	Southend	Guilty	£132
02.10.2020	KRUSZEWSKA	Byelaw 3 (4)	Southend	Guilty	£252
02.10.2020	MICHNACK	Byelaw 3 (4)	Southend	Guilty	£252

02.10.2020	DRABIK	Byelaw 3 (4)	Southend	Guilty	£232
02.10.2020	RUDAMINSKI	Byelaw 3 (4)	Southend	Guilty	£332
02.10.2020	BARUTIS	Byelaw 3 (4)	Southend	Guilty	£212
02.10.2020	M SABU	Byelaw 3 (4)	Southend	Guilty	£132
02.10.2020	E SABU	Byelaw 3 (4)	Southend	Guilty	£132
17.10.2020	Not for disclosure	FPN	N/A		£50
17.10.2020	Not for disclosure	FPN	N/A		£50
17.10.2020	Not for disclosure	FPN	N/A		£50
17.10.2020	Not for disclosure	FPN	N/A		£50
25.10.2020	Not for disclosure	FPN	N/A		£160
25.10.2020	Not for disclosure	FPN	N/A		£160
10.10.20	Not for disclosure	Written Warning – fly tipping	N/A	N/A	N/A
<b>Total Costs Awarded to Epping Forest (Including Compensation)</b>			<b>£3483</b>		
<b>Total</b>			<b>£3483</b>		

### Licences

14. A total of 33 licences for events were issued during the months being reported, which yielded an income of £52,766.60 plus VAT which reflects the impact of COVID-19 restrictions. 44 licences were issued during the same period in 2018/19 (income of £28,039.15).

### Unexplained Deaths

15. There have been no unexplained deaths over the reporting period.

### **Rough Sleepers**

16. There were two rough sleeper camps located during the reporting period which have been managed in line with No Second Night Out (NSNO) guidance but appeared to be abandoned and both have been removed.

- 100m from Centre Rd Car Park
- Wanstead Flats, Dell area

### **Unauthorised Occupations**

17. There have been no traveller incursions over this reporting period.

18. There have been 10 Spontaneous Social Gatherings and three Unlicensed Music Events on Forest Land, which were addressed by Forest Keepers with, where necessary, excellent support from local Police Forces.

### **Dog Incidents**

19. There have been no recorded dog related incidents during this reporting period.

### **Deer Vehicle Collisions**

20. Epping Forest staff dealt with a total of 8 deer vehicle collisions (DVC) during this reporting period.

- 5 Deer between Warren and The Bell Hotel
- 1 Deer between Wake Arms Roundabout and Jack's Hill Car Park
- 1 Deer Long Street Upshire
- 1 Deer Coopersale

## **Heritage; Landscape and Nature Conservation**

### **Climate Action Strategy**

21. The City of London Corporation adopted an ambitious Climate Action Strategy (CAS) in October 2020. The Strategy outlines how the organisation will achieve net zero in carbon emissions, build climate resilience and champion sustainable growth. The Open Space charities are charged with an important part in the Strategy and will be contributing to the City's target of net zero carbon emissions by 2027 from its own operations.

22. Epping Forest and the Buffer Lands will be the focus of these activities for the Open Spaces, at least in the first few years, and works will focus on enhancing carbon sequestration, ecosystem services and biodiversity through activities such as arable reversion to wood pasture, meadows and woodland, management of pollards, wood pasture and woodlands. A draft plan was produced by deadline in early December and will be worked on further in early 2021.

23. In addition, two studies will be commissioned in 2021. One will increase the understanding of the potential of different land management activities to sequester carbon, enhance the "services" that these ecosystem services provide (such as flood water storage, temperature regulation, air purification by trees), and increase biodiversity, which is vitally important at this time when there are

twin crises for biodiversity and climate. The other study will be looking at how carbon can be captured in wood products arising from land management and what the best use of these are to maximise this carbon capture.

### **Biodiversity**

24. The restoration of the **Temporary Mortuary Facility** (TMF) (1.67ha) on Manor Park Flats in Wanstead Flats (Forest Compartment 38) progressed well during this period. The grass and wildflower seed mixes, including the 25% of seed harvested from the Forest, had germinated fully by November following the consistent rains during October. The site had greened up well and the fence line remained undamaged and in good repair throughout. In addition, a new poster explaining more about the seed mixture and the wildflowers was put up on the two site noticeboards to inform visitors about the restoration of the site.
25. The **Cow Pond** (Leyton Flats) restoration funded by *Froglife*, which was reported on in the last Superintendent's report, also has benefited from the heavy rain throughout this autumn period and filled well. This restoration will provide an open water habitat for Toads other amphibians in spring 2021, although it will take a number of years for the full range of aquatic and marginal vegetation to colonise.
26. The wood pasture, grassland and heathland sites continue to be maintained by the in-house Operations and Grazing Teams whilst the application with the Countryside Stewardship Scheme is processed. At one of the most successful wood-pasture restoration sites, **Pear-tree Plain** in Bury Wood, flowering **Lousewort** and **Tormentil** plants were recorded well into November, a very late date for flowering of normal spring/early summer-flowering species. This is a likely result of the unusual combination of weather conditions this year including the drought in early spring 2021 followed by the record rainfall in August and a warm wet autumn. There are many other reports around the UK of similar late or second flowering amongst many wildflower species populations.
27. Other notable wildlife during this period was the presence of two **Short-eared Owls** at Trueloves and Fernhills (Forest Compartment 17). This is one of the few birds of prey that is in significant decline in Europe and the UK. It is an upland species in the UK in the main, but over-winters on the coast and on expansive inland grasslands.
28. The latter habitat is now very scarce outside protected areas. It is, therefore, a testament to the importance of Epping Forest's grasslands and their close links to important rough grassland at the neighbouring Lea Valley Gunpowder Park, that this area could sustain these two birds throughout most of this autumn period. One Forest officer even observed one of the owls trying to capture feeding bats on a site adjacent to Fernhills, an observation only rarely made.

### **Agri-environment Schemes**

29. The Conservation Team, along with the Director of Open Spaces and the Superintendent of Epping Forest, have been working to resolve the on-going issue with the 2019 Countryside Stewardship Scheme grant application. These actions included a letter from the Director to the Rural Payments Agency (RPA) and a detailed briefing note, on the delay in the determination of the grant award,

to Natural England, the Stewardship application advisers. The RPA responded with the offer of a meeting and it is hoped that this will now take place before mid-January 2021 to resolve the issues and allow the Stewardship agreement to commence on the Forest.

### **Grazing**

30. The Grazing and Landscape Project Officer and Head of Conservation hosted a visit with Sir Charles Burrell and members of the Knepp Estate's Grazing team. The visit focused on our experiences of using GPS-based 'NoFence' invisible fence technology and the benefits of grazing for wood pasture ecology. The discussions on the day were productive and a return visit to the Forest is now planned with Sir Charles Burrell and several senior Defra officials in January 2021.
31. In addition, a national on-line workshop on GPS-based Invisible fencing will be held in December 2020 to be hosted by Knepp Estate officers and with Epping Forest officers making a presentation and taking part in a Q&A from interested land-owners and other NGOs. There is also a follow-up visit to an RSPB site planned to allow further discussions about developing the GPS-based system for conservation and for sharing monitoring methods and data.
32. The Epping Forest Conservation Team has also been invited to participate in a workshop at Salisbury Plain later in 2021 to assist the MoD and its tenants in better understanding the uses of Invisible fencing (IF) for conservation grazing. This will come 14 years after your Superintendent and Head of Conservation contributed the first IF workshop in the UK hosted by the MoD at Salisbury Plain.
33. Cattle were returned to Great Gregories towards the end of October with most of the herd fully housed by mid-November. Calving started on 8<sup>th</sup> October and to date there have been 29 calves: 10 bull calves and 19 heifers.
34. Two animals were taken to the abattoir for meat production. They have been sold locally via a box scheme from The Warren with good uptake. Beef will be available from the Visitor Centre on a click-and-collect basis when the Centre re-opens in December.

### **Heritage**

35. Ongoing work on The View (Epping Forest Collection) via Epping Forest's e-hive catalogue continues to make the collection available to the public and has prompted several queries regarding museum objects. Photographs of museum objects are in the process of being uploaded to iBase, the Open Spaces digital asset management application, making them available internally to staff.
36. An excellent and comprehensive Appraisal report was received in November from the London Borough of Waltham Forest (LBWF), prepared by the Greater London Archaeological Advisory Service (GLAAS), concerning its review of Archaeological Protection Areas (APAs) in the Borough (Nov 2020).
37. Of particular note in the Appraisal was the proposed expansion of the boundary around the APA (APA 1.1) centred on the Queen Elizabeth's Hunting Lodge and the Forest grass-scrub mosaic at Dannett's Hill, Chingford Plain. This expansion

to 12 hectares will see a greater area of below ground archaeology recognised and protected, including Bronze Age burnt flint mounds to the north of the Lodge. This APA is one of only two Tier 1 APAs in the Borough, emphasising the importance of the Forest in the protection of archaeological heritage.

38. Another report from LBWF was also received in November concerning the review of the Conservation Area at Chingford Green, which is centred around Epping Forest Land (Chingford Green Conservation Area (CA) Appraisal and Management Plan (Nov 2020)). The report confirmed that the CA at Chingford Green remained largely unchanged in character since the last review in 2010. It also emphasised its uniqueness as the only site remaining in the Borough with the full range of elements of an early-modern human settlement dating back to its origin in the Forest over 300 years ago.
39. On the horizon, though, for this CA will be the challenge posed by the intended re-development of the North Chingford Library and Assembly Hall (see Planning below).

## **Forest Protection and planning matters**

### **Town & Country Planning**

40. **Government Planning White Paper - *Planning for the Future*:** Epping Forest staff contributed to a detailed submission was made by the Remembrancer to this important Government White Paper, which proposes splitting the country into three types of planning zone. The area around the Forest is likely to be within a so-called *Protected Zone* because of its SAC status, but the City Corporation's response also highlighted the importance of Metropolitan Open Land designations and additional levels of landscape and wildlife protections that currently cover Epping Forest Land and other Open Spaces.
41. **Submission of Evidence to the Environment, Food & Rural Affairs (EFRA) Select Committee:** your officers were in the process of compiling further information for a detailed response on the **England Tree Strategy** for submission by the Remembrancer in early December to the EFRA Parliamentary Select Committee.
42. **Epping Forest District Council (EFDC) Local Plan:** EFDC consultations with your officers and Natural England continued throughout this period on a strategy for alternative visitor destinations outside the Forest (SANGS) and on an air pollution mitigation strategy (APMS). This latter document was approved by Natural England in the last week of November following submissions by your officers and NE for changes to the main protection Policy for the Forest, Policy DM2. Further information is awaited on a SANGS Strategy
43. **London Borough of Waltham Forest (LBWF)** published the second of its consultations on its Local Plan, which in this case was the main Submission Local Plan (Regulation 19 consultation) with accompanying Habitats Regulations Assessment (HRA) and Green & Blue Infrastructure Strategy. These documents are the subject of a separate report from the Town Clerk because a response had

to be made by 14<sup>th</sup> December 2020 under urgency proceedings, delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

44. **Chingford Green hub proposals:** LBWF officers held a public consultation on the proposals for the re-development of the Chingford Assembly Hall and North Chingford Library complex, which lies adjacent to Chingford Green and Epping Forest land. At the public consultation held on-line via *Zoom* on 5<sup>th</sup> November officers revealed proposals for a possible 6-storey residential, assembly hall and library building to replace the existing two-storey complex. As mentioned earlier in this report, such a large new building adjacent to Forest Land poses a challenge to this important Conservation Area. This proposal is due to be subject to a further public consultation from February 2021 with a planning application likely in May 2021.

### **Town & Country Planning – Development Control**

45. Comments were submitted to Planners for this reporting period as follows:

- Cornerstone (Infrastructure Services Company) applied a second time to place a 5G mast at the bottom of Warren Hill, Loughton. Despite being on Forest Land and having been previously refused by EFDC.
- The Area Planning Sub-Committee West of EFDC voted in favour of a development for 8 dwellings at the former Duke of Wellington Pub in High Beach. The City Corporation was represented at the relevant Committee, but unfortunately calls for a full Habitat Regulation Assessment for the development, were not taken into account.
- A planning application for the former Rising Sun PH on Woodford New Rd, was objected to due to its vicinity to the SSSI and SAC.
- 89 The Avenue, was a flat complex of 5 units next to the Forest.
- Santa Maria Nursery objected to development of 2 new properties in replacement of 1. Objected to on grounds of being in Greenbelt.

### **Land Registration and Access Audit**

46. The first stage of the Grassland Gazetteer database was completed by the GIS Officer by the end of November. Over 1,200 parcels of Forest grassland have been logged on the system as part of this work.
47. Also, using the latest aerial photography taken in 2019 (purchased by Corporate GIS Section for the Epping Forest Charity in 2020) this work has yielded new data on frontage management and also on encroachments that appear to have taken place from neighbouring properties during 2019.

### **Visitor Services**

#### **Events**

48. Ticketed Ambresbury Banks walks continued in October and sessions booked up to take place during Lockdown. Two were re-scheduled or refunded. These walks for a group of up to 6 people provide both an opportunity for us to spread the word about the heritage importance of the Forest's Iron Age camps, the threat to them from erosion and how we are managing them to balance heritage and conservation concerns. Tickets sell very fast and feedback is both positive and

useful in helping us understand public perception of the site, and what themes will most engage people as we draft interpretation boards.

49. Queen Elizabeth's Hunting Lodge ticketed tours continued to be offered via Eventbrite online booking prompting half term family interest in October before having to be temporarily closed during Lockdown #2. These sessions are proving less popular than the Ambresbury Banks tours but do provide a COVID-19-safe means of the public enjoying the Hunting Lodge should they wish to do so.

### **Learning and Education**

50. The learning team launched a COVID-19-safe onsite offer at the beginning of the autumn term, reorganising the programme to take place entirely outdoors. They also developed two new programmes for delivery in schools – a 'Nature and Wellbeing' workshop designed in response to concerns over the impact of COVID-19 on mental health, and a 'Habitats and Minibeasts' session designed to help students to discover more within the school grounds. Although it has been challenging to engage schools during the pandemic, the workshops have been well received. The team were able to take workshops to schools who were unable to visit us, and feedback was very positive:

51.

"The session was great for the children who really enjoyed it... It linked well into our work on food chains today with several children making connections in class. Many children also said they were less scared of insects afterwards which I really wanted them to be." Teacher, in-school workshop.

The team ran a half-term family learning programme designed to boost wellbeing. Families were able to spend time together in nature, learn new skills and create something new. Again, feedback was very positive:

"Just wanted to say thanks again for such a brilliant session earlier. (My daughter) really, really enjoyed it and is still talking about everything we did....Some lovely new ideas for us and future forest adventures. Hoping to come to some more sessions in the future."

52. The team have also been running regular weekly sessions for students from White Trees School – a specialist school for young people who experience behavioural, emotional and social difficulties. The young people have benefitted from a varied programme designed to build confidence and connection with nature. The group spent time in the forest, learnt new skills such as orienteering and wood carving, and contributed through activities such as litter picking.

### **Chingford Golf Course**

53. Chingford Golf Course continued to be very busy until the second national lockdown meant a second closure between 5 November and 2 December.

54. The golf course continued to be very busy up until the second national lockdown on 5 November. Tee time intervals remained slightly higher than normal to help avoid any congestion out on the golf course and help increase social distancing between groups. Ditch clearance work to help improve the course drainage was carried out, along with all drains being cleared of debris and rodded to help the water flow. A new ditch was installed in between the 2nd & 8th green to help reduce the amount of water sitting in this area which was having a negative impact on the putting surfaces. A new drain was installed on the 6th green.
55. Winter tees were built in the lockdown period and introduced onto the golf course to help protect the playing surface for next year due to the increase in footfall in the winter months. All greens were treated with 'phines' which is a product to stop turf disease.
56. Total revenue from online sales this period is £21,872, total revenue from reception was £36,483.59 broken down into:

<b>Breakdown of figures from Reception for October &amp; November 2020</b>			
	<b>2020/21</b>	<b>2019/20</b>	<b>Difference (+/-)</b>
<b>Green fees:</b>	£22,862.80	£26,298.03	-£3,455.23
<b>Drinks:</b>	£425.80	£688.40	-£262.60
<b>Hire Equipment:</b>	£3,054.50	£2,006.50	£1,048.00
<b>Shop Sales:</b>	£1,300.45	£1,843.50	-£543.05
<b>Wanstead:</b>	£6,026.18	£2,314.00	£3,712.18
<b>Horse Riding:</b>	£753.86	£460.42	£293.44
<b>Forest Licences*:</b>	£2060.00	NA	£2060.00

*\*Forest licences taken from Caddie House due to The Warren office staff working from home.*

57. Online bookings for the same period last year were £2,731 compared to £21,872 this year, an increase of £19,141 (700%). All bookings continue to be pre-booking over the phone or online. Total income from reception last year was £33,610.85. Overall income for this period last year amounted to £36,341.85 compared to £58,355.59 this year, which is an increase of £22,013.74 (61%). Under COVID-19 guidance the golf course was closed from 5 November till 2 December due to lockdown #2.

58.

### Wanstead Flats

59. Football season re-opened in September and continued throughout October until the lockdown #2 suspended play in November. The number of teams playing has marginally reduced since last season but with the second Church league starting play in October. All leagues/clubs have been working with CoL staff to ensure social distancing measures are followed by their visitors. Litter picking duties continue to be high over on the flats. Staff have been carrying out weekly pitch markings, goal mouths maintenance work and weekly deep cleaning of the toilets to ensure safe for football visitors. Changing rooms remain closed with only COVID-19-secure access to toilets.

60. Work was done at Harrow Road to upgrade and improve the ground source heat pump when the building was constructed. To bring this into useful service it was necessary to install a further series of ground loops in the area behind the pavilion which required the digging of a series of trenches 100m in length.

61. Parkrun is still not in operation due to COVID-19.

### Visitor Numbers

62. Visitor numbers remain low due to ongoing capacity restrictions. Opening hours at visitor centres have been reduced at low usage times to reduce costs.

63. Visitor centres were closed to the public throughout November in accordance with government guidance. A 'click & collect' offer was operated through the visitor centre at Chingford had limited take up, however it allowed for continued retail of shorter lifespan products, such as beef, to continue. Keeping the building staffed meant that the toilets could remain open for public use and customer queries answered via phone.

64. The Temple and Queen Elizabeth's Hunting Lodge remained closed to general visiting during these months. The Lodge was open for pre-booked tours during October.

65. The visitor services team installed a small amount of exterior lights to the View courtyard and balcony with accompanying foliage ( kindly provided by the arborist team) to create a festive air to the visitor centre.

66. The View shop was emptied and cleaned during the period of closure in November and the displays re-arranged for the Christmas period.

Visitor Numbers	QEHL 2020	2019	View 2020	2019	Temple 2020	2019	High Beach2020	2019	Total	Total 2019
October	0	1899	1239	3604	0	58	901	xx	2140	5561
November	0	1488	0	3539	0	67	0	xx	0	5094

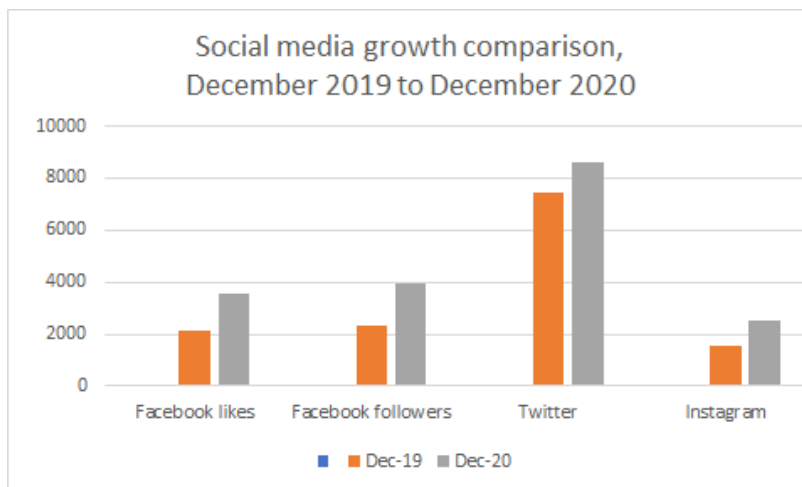
## Communication and Information

67. As of 9 December 2020, our social media following is:

- Twitter followers: 8,619, an increase of 16%
- Facebook likes: 3,563, an increase of 66%
- Facebook followers: 3,945, an increase of 69%
- Instagram followers: 2,524, an increase of 64%

Perhaps unsurprisingly, November 2020 saw an increased social media activity during the second lockdown period.

68. Please find below comparison spreadsheet for social media followings:



69. The top tweet for October with 6,842 engagements related to the grazing trial in Wanstead Park.

This heat map highlights the grazing areas favoured by Quinine, Nina & Nuru in **#WansteadPark** **#EppingForest** The cattle have settled in well with the fantastic support from volunteers, helping ensure that this has been a safe and exciting trial for everyone, not least for the cows.

[pic.twitter.com/wyWiQv3wwz](https://pic.twitter.com/wyWiQv3wwz)



3 27 107

70. The top tweet for November with 10.7k engagements related to a call for people to vote for Epping Forest in the People's Choice, Green Flag Awards.

Has [#EppingForest](#) helped to get you through the lockdown this year? If so, could you take a moment of your time to give something back to this ancient woodland & vote for us in the Green Flag Award People's Choice Award? Please vote & share! Thank you! 🙏  
[greenflagaward.org/park-summary/?...](https://greenflagaward.org/park-summary/?...)  
[pic.twitter.com/K0NiWPGjsV](https://pic.twitter.com/K0NiWPGjsV)



🔄 14 🗨️ 49 ❤️ 81

71. The top Facebook post in October 2020 with a reach of 10,170 was a request for people to avoid disposing of pumpkins in the Forest after Halloween.

**Epping Forest City of London**  
Published by Yvette Woodhouse · 30 October · 🌐

A plea from [#EppingForest](#) this [#Halloween](#)...Please don't dump your discarded pumpkins here. The seeds & plant material they contain may harbour common diseases which can be harmful to the special ancient woodland habitat, much of which is protected as a SSSI / SAC. Thank you 🍂



10,170  
People reached

630  
Engagements

Boost Post

   47

6 comments 94 shares

72. The top Facebook post in November 2020 with a reach of 17,443, related to lost property of two cuddly toys lost in the Forest, which received 245 shares!



73. The top Instagram post for October 2020 with 143 likes was an autumn scene in High Beach, Epping Forest.



74. The top Instagram post for November 2020 with 224 likes was an autumn photograph of trees at Loughton Camp.



75. We continue to deliver monthly, seasonal updates via Mailchimp in place of the quarterly, printed Forest Focus publications, due to COVID 19. These are being very well received and we are able to effectively respond to the rapidly changing messaging required around COVID as well as keeping the content seasonal and up to date.

76. The new interpretation signs at Hollow Pond are now installed, giving an effective sense of arrival and identity at this most visited spot of Epping Forest.



77. A member of the public reported finding an unusual fungi in the Forest via Facebook, and the Communications Officer was able to find the location and get some good photographs of the rarely found coral tooth fungi, which was in the High Beach area in November.



## **Major incidents**

### **COVID-19 National Health Emergency**

78. The reporting period saw a series of changes to the COVID-19 restrictions across the elements of the Forest in London and Essex. London moved from Tier 1 'Medium Alert' to Tier 2 'High Alert' on midnight 16 October. A second National Lockdown was imposed between 12.01am 5 November to 12.01am Wednesday 2 December. London and Epping Forest District remained in Tier 2 'High Alert' following the second national lockdown. Planning is well advanced for managing the Forest under the current Tier system.

### **Paul Thomson**

Superintendent of Epping Forest

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<b>Committee(s)</b> Epping Forest and Commons – For decision	<b>Dated</b> 18 January 2021
<b>Subject:</b> Epping Forest Car Parking – Tariff Options for introduced charges (SEF 04/21)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>4,11,12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>Y</b>
<b>If so, how much?</b>	<b>£170,000</b>
<b>What is the source of Funding?</b>	<b>Local Risk</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>Y</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Jacqueline Eggleston, Head of Visitor Services	

## Summary

The majority (53 %) of Epping Forest's 4.2 million annual visits arrive by car. The Forest provides 50 car parks offering in the region of 930 spaces free of charge to the public.

Your committee has agreed to introduce charging for car parking within Epping Forest commencing with 14 of the 50 car parks.

This report introduces options for the tariff to be charged.

## Recommendation

Members are asked to:

- Decide the tariff to be introduced with the implementation of parking charges at Epping Forest.

## Main Report

### Background

1. The introduction of parking charges at Epping Forest was approved at your Committee on 16 November 2020.
2. Several studies into car parking have been undertaken in the past and a more detailed options paper for car parking charges was prepared by PMS Consultants early in 2020. These have all been referenced to provide the options contained in this report.

3. Over 50% of visitors to Epping Forest visit daily or weekly. Just under a third of visitors visit very infrequently at less than a few times a year. 53% of Forest visitors arrive by car with the next highest percentage of visitors arriving by foot.<sup>i</sup>
4. Weekday parking activity increases by 30% in the summer months and weekend parking activity increases by 50% on average for the majority of the car parks.
5. A study in 2013 calculated that a maximum of 82% of parking spaces were anticipated to be occupied during the peak period during the summer with several car parks projected to operate above capacity. This has since been more than borne out with every car park operating above capacity during the two recent periods of 'lockdown' and honey pot locations reaching capacity on most days throughout the summer but also at weekends heading into winter.
6. Benchmarking has been undertaken to assess charging at a range of public car parks surrounding the Forest. These include car parks next to stations such as NCP, local authority charging on roads and town centre car parks and a range of parks, open spaces and heritage attractions. See Appendix A.
7. Choosing how to align Epping Forest car park charges to one suite of charges or another raises some basic questions about what the charging scheme aims to do.
8. In the report to your Committee on 16 November 2020, the aims of the charges were to:
  - Generate enough income to offset the significant cost of continued car park provision so that the charity's limited resources can be spent on protecting the Forest and improving the visitor experience.
9. Many heritage green spaces such as the National Trust, English Heritage and Royal Parks charge visitors on entry or for car parking to generate income to fund and reinvest in the sites. Adding a charge for parking will help the City to challenge perceptions that management of the Forest is 'free' and that there is no cost to its preservation or management, including the upkeep of over 50 car parks.
  - Reduce the impact of non-Forest users on Forest car parks to free space for genuine Forest users.
10. The number of cars trying to access our car parks regularly exceeds the capacity available especially at peak periods. This is an issue where Forest car parks are located near other facilities with 'pay to park' arrangements such as train stations, healthcare provision or even local high street shops.
  - Better protect the Forest's ecologically sensitive areas by influencing where visitors visit.

11. Around 45,000 vehicles pass through the Wake Arms roundabout in the heart of the Forest each weekday. Tens of thousands of vehicles travel up and down the other roads through the Forest every day. Exhaust pollutants are up to three times higher than the limits set to protect plant health. Car use, particularly in the interior of the Forest should therefore be discouraged where possible, to better protect this ancient woodland for future generations to enjoy.
  - To encourage more sustainable access to the Forest, for example travel by public transport or bicycle, to reduce the impact of harmful vehicle emissions.
12. There are 270,000 homes within a short walking distance of the Forest and we are confident that visitors have excellent alternative means of accessing the Forest other than by car. At least 14 train/underground stations and 16 different bus services offer access points within a 12-minute walk. This was tested in March, during the first period of 'lockdown' in 2020, when for a large part of the time the car parks were closed. The Forest was possibly at its busiest ever with an estimated 1.3 million visits over a 6-week period. Cycling is welcomed across most of the Forest and newly refurbished car parks include cycle parking points. The Charity would like to install more of these in other Forest car parks, which could be funded using revenue raised from car park charges.

## **Proposals**

### **Tariff Models**

13. PMS Consultants were commissioned by the City Corporation to provide advice for a scheme of parking charges. They undertook benchmarking of charges in operation in areas surrounding Epping Forest car parks. (Appendix A)
14. PMS consultants presented a range of options for charging based on the premise of positioning Epping Forest car parks at the lower end of local charging schemes. From a range of five different charging options a preferred option (shown in this report as Tariff A) was presented as being the most cost effective and reflected what users would be willing to pay.
15. Income modelling from the charges reflect the most common length of time visitors spend in the Forest at one to two hours. The revenue raised at these amounts is projected to be sufficient to cover the cost of operating charging in car parks and produce a surplus for reinvestment in the management of car parks, highways, transport or access related expenditure.
16. The option of a free period of parking will not be progressed due to the increased complexity of monitoring and additional administration costs. The experience of similar provisions in other areas has shown that free periods were open to high levels of abuse leading to complaints and appeals where enforcement notices have been issued.

17. In all cases it is proposed that there is no charge made for blue badge holders and motorcycles. A scheme to enable staff and qualifying tenants and contractor registration plates to be registered for free parking will also be included.

18. There are three options presented below for a basic charging tariff:

#### **Tariff A**

19. The tariff model presented as the chosen start point by PMS consultants is as follows:

- £0.80p up to 1 hour
- £1.50p up to 2 hours
- £2.80p 2 – 4 hours
- £4.00p Full Day

20. This tariff aims to be competitive with other local facilities, while limiting the impact on Forest users.

21. This tariff option falls below that charged by for example, Redbridge Council, and is comparable to that charged by local authorities in the north of the Forest's environs.

22. It is significantly lower than that charged for access to other green space or heritage sites by charitable operations. Locally Myddelton House Gardens charges £2.50 all day, with average dwell times being in the 1-2 hour range this represents an increased fee for the majority of visits.

23. This tariff option treats the Forest's car park as municipal car parks and does not take into account the value of the Forest as recreational space for leisure and enjoyment.

#### **Tariff B**

24. This option takes its basis from the Waltham Forest and Redbridge rates with an enhancement.

- £1.50p up to 1 hour
- £2.50p up to 2 hours
- £4.00p 2 – 4 hours
- £6 Full Day (up to 6 hours)

25. The southern local authorities have higher charging rates than their counterparts in the northern parts of the Forest. This tariff positions charging in Forest car parks at this higher end of tariffs.

26. There is a reduced focus on being competitive with local authorities, while still representing better perceived value than dedicated commercial parking operations such as National Car Parks.

27. This pricing still places the Forest's offer at a lower value than other green space/ heritage offers. However, it adds a premium over municipal comparisons.

### **Tariff C**

28. This tariff is based upon the precedent for parking charges set by heritage organisations, such as the National Trust and English Heritage.
- £3 up to 2 hours
  - £7 all day
29. Many heritage spaces have moved to flat day rate charges. This is much simpler to message than the varied charging options. The higher charges encourage greater dwell time which is of benefit if secondary spend options are created.
30. This option shows confidence in the value of the Forest as an outdoor asset. There is no other fee for access and enjoyment of the Forest. To access most other heritage spaces there is the expectation to pay towards its upkeep and maintenance.
31. A cap on the number of hours per day could be set at 6 hours to prevent commuter parking. However, at £7 this is equal to, or more than other commuter parking areas so is not an incentive to park for commuters. A cap would also restrict those taking much longer walks in the Forest lasting a full day.

### **Income Projections**

32. Annual income at all car parks from these basic tariffs has been calculated based on the methodology used by PMS consultants which was based on a range of surveys undertaken in November 2013 and July/ Aug/ Sept 2019 to count the average number of cars parked at any one time in each of the car parks. This average figure is multiplied by the cost of 2-hour parking at each of the tariffs. Income is projected as follows:

Tariff	Yearly Income
A	£103,151.00
B	£194,372.48
C	£235,630.85

33. This income seems low when compared with annual income taken from comparable country park car parks. This may be based on the data for average car parking which does not take in to account all peak periods, events and other factors that influence peaks in parking. It should therefore be assumed that these are very conservative income estimates.
34. Whilst the majority of people comply with parking charges there are a minority that do not pay. To ensure majority compliance some enforcement and issuing of parking charge notices (PCN) will be necessary.

35. PCN are a necessary tool in the implementation of car park charging but are not proposed to be an essential element of an income target for car parking in Epping Forest and there will be no incentive for the issuing of PCNs.
36. Income from PCN is based on a charge of £100, reduced to £60 if paid within 14 days. This covers the administration cost of issuing and collecting the charge as well as an income to the Forest. A lower charge would not sufficiently cover costs.

Income from PCNs is detailed below on two models based on high assumption of up to 3 PCNs issued daily in every car park. Collecting and administering this scale of charging notices would incur additional costs and should only be built into the scheme once established and if necessary.

Income 3 PCNs per car park per day	Income 2 PCNs per car park per day
£855,400.00	£569,240.00

37. The capital cost for the installation of the equipment and establishment of the scheme is estimated at £170,000 although this may alter following procurement and tender exercises.
38. Approximately £180,000 is held in reserve following an insurance claim for subsidence at South Lodge. Agreement was given for this to be held against a then unspecified building project. Permission is sought to access this fund for up front capital expenditure needed to initiate and support parking charges
39. Annual operating costs are estimated in the region of a minimum of £50,000 which will be offset by income generated but would increase if PCN issuing was needed on a more regular basis. This covers a basic level of additional staffing and licence and operating charges. An additional amount should be set aside in a sinking fund to re-provide future capital costs for replacement, signage and other infrastructure.

### **Consultation**

40. Engagement and consultation with stakeholders, tenants and the public for additional options for charging will take place in January 2021 and feedback from this will inform a further report to your committee in March.
41. Consultation will focus on an option to increase charging in certain car parks according to their capacity (charging more at the most popular car parks); charging according to the day of the week (with increased charges at the weekend when car parks are most used) and options for regular user/ membership scheme offering discounted parking at an annual fee.

## Options

42. Three options for the basis of the tariff are presented for your Committee's consideration:

Option A. Agree Tariff A. This option will be cheaper than other local parking provision and will not deter commuters and other non-Forest users.

**This option is not recommended**

Option B. Agree Tariff B. This offers a range of pricing based on length of stay and is comparable with nearby car parks.

**This option is recommended**

Option C. Agree Tariff C. This will be a significant leap to a high parking tariff and is likely to create a barrier for many current users.

**This option is not recommended**

## Strategic Implications

43. Car park charging supports the Open Spaces Departmental Business Plan objective to provide safe, secure and accessible Open Spaces and services for the benefit of London. Improving car park facilities and accessibility promotes opportunities to value and enjoy the outdoors for recreation, learning and healthy living; and developing a long-term management strategy will help protect the integrity of the environment.

## Resource Implications:

44. The estimated forecast budget for the scheme indicates that an in year pay back for operational cost is achievable. Initial capital investment will be met from the £180,000 held in reserve following an insurance claim for subsidence at South Lodge. Agreement was given for this to be held against a then unspecified building project. Permission is sought to access this fund for up front capital expenditure needed to initiate and support parking charges

## Legal:

45. Section 8(2) of the City of London (Various Powers) Act 1977 gives the Conservators the power to provide parking spaces on Forest Land in order to improve opportunities for the enjoyment of the Forest by the public. There is also a power to make reasonable charges for the use of parking spaces under section 8(4) of the 1977 Act.

## Equalities:

46. Blue badge users will receive free parking for a capped number of hours. Epping Forest is well served by public transport and is accessible by foot from many urban centres, charging is not therefore considered as unduly detrimental to those on lower income. An initial screening exercise of the

equality impact of this decision has been undertaken by the City Corporation. At this stage, it is considered that there are no negative impacts on the protected equality groups.

### **Charity:**

47. Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

### **Climate:**

48. The implementation of car park charging can play a role in promoting modal shift to other forms of transport reducing reliance on cars to access the Forest, which in turn should have a positive impact on carbon emissions and air quality.

### **Conclusion**

49. Charging for car parks has been agreed as a necessity in Epping Forest to manage capacity, deter non Forest users that present a direct cost to the charity and to raise enough revenue to maintain the car parks which otherwise are a burden on the charity's finances that could otherwise be spent on protecting of the Forest and its internationally significant natural heritage.
50. This report recommends a charging model that presents an affordable range of charges for motorists whilst discouraging exploitation of the facilities from non-Forest users.
51. Charging will encourage more sustainable visits to the Forest, dissuading car use as far as possible but ensuring that where users choose to visit by car that this privilege pays back into the conservation and protection of the Forest.

## **Appendix A - Benchmark car park charges**

### **Background Papers**

- URS Car Park Study Feb 2014
- Epping Forest Car Parking – Introduction of Parking Charges (28/20b) 16/11/2020

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## Schedule of Parking Tariffs in Surrounding Area

Car Park Authority	Car Park Locations	Car Park Locations	Car Park Locations	Car Park Locations
<b>Epping Forest DC</b>  EFDC Use Mi-Permit for resident and business and cashless payment	<b>Bakers Lane Car Park</b> 141 parking spaces Disabled free Monday to Friday - 08:00 -18:00 Up to 1 hour £0.90 Up to 2 hours £1.80 Up to 3 hours £3.00 Up to 4 hours £4.00 Up to 5 hours £5.00 Up to 18:00 £6.00 Bank and Public Holidays Up to 00:00 £0.00 Weekends - 08:00 to 18:00 Up to 18:00 £1.00	<b>Cottis Lane Car Park</b> 213 parking spaces Monday to Saturday - 07:30 -18:00 Up to 1 hour £0.90 Up to 2 hours £1.80 Up to 3 hours £3.00 Up to 4 hours £4.00 Up to 5 hours £5.00 Up to 18:00 £10.00 Sunday - 07:30 to 18:00 Up to 18:00 £1.00 Bank and Public Holidays Up to 00:00 £0.00		
<b>Waltham Forest</b> Charges apply Monday to Sunday, 9am to 5pm, except Bank Holidays and public holidays.	<b>Bedford Road E17</b> <ul style="list-style-type: none"> <li>up to 1 hour - £1</li> <li>up to 2 hours - £2</li> </ul> Brandon Road E17, & Stanley Road E10 <ul style="list-style-type: none"> <li>up to 1 hour: £1</li> <li>up to 2 hours: £2</li> <li>up to 4 hours: £3</li> </ul> Bank Holiday Free & Disabled Free	<b>High Street &amp; Mission Grove E17</b> <ul style="list-style-type: none"> <li>up to 1 hour: £1</li> <li>up to 2 hours: £2</li> <li>up to 4 hours: £3</li> </ul> Willow House Car Park E17 <ul style="list-style-type: none"> <li>1 hour: £1.30</li> <li>2 hours: £2.60</li> <li>3 hours: £3.80</li> <li>4 hours: £5.10</li> </ul> Willow House operating times are Monday to Friday 8.30am to 5pm.	<b>Hall Lane, Richmond Road E4, Linford Road E17, Church Lane E11</b> <ul style="list-style-type: none"> <li>up to 1 hour: £0.80</li> <li>up to 2 hours: £1.60</li> <li>up to 4 hours: £2.40</li> </ul> Hall Lane opening times: Monday to Saturday 8am to 8pm; Sunday 10am to 4pm.	<b>Town Hall Car Park E17</b> <ul style="list-style-type: none"> <li>1 hour: £2.00</li> <li>2 hours: £3.00</li> <li>3 hours: £4.00</li> <li>4 hours: 6.50</li> </ul> Town Hall operating times are Monday to Friday 8.30am to 5pm. Parking is free on evenings, weekends and Bank Holidays.

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Page 140	LB Redbridge	Disabled free.						
		Up to 1 hour	£1.10					
		1-2 hours	£1.80					
		2-3 hours	£2.50					
		Over 3 hours	£4.10					
		1 Month Season Ticket	£52.00					
		3 Month Season Ticket	£145.00					
		6 Month Season Ticket	£278.00					
		12 Month Season Ticket	£515.00					
	National Car Parks	Chingford Overground Car Park		Highams Park Overground		Woodford		Leytonstone
25 Spaces + 3 Disabled		21 Spaces + 2 Disabled		173 Spaces + 10 Disabled		68 Spaces + 2 Disabled		
Mon - Fri per day		£6.50	Mon - Fri per day	£6.50	Mon - Fri per day	£6.00	Mon - Fri per day	£7.00
Saturday		£3.00	Saturday	£2.50	Saturday	£6.00	Saturday	£3.00
Sunday		£2.00	Sunday	£1.50	Sunday	£3.00	Sunday	£3.00
Bank holiday		£3.00	Bank holiday	£2.50	Bank holiday	£6.00	Bank holiday	£3.00
Disabled parking		Free	Disabled parking	Free	Motorcycle per day	£2.00	Bank holiday	£3.00
Weekly season ticket		£31.20	Weekly season ticket	£31.20				

## SEF 04/21 Epping Forest Car Parking – Tariff Options for introduced charges APPENDIX 1

			Weekly season ticket £28.80	Motorcycle per day £2.00 Weekly season ticket £33.60
	<b>Buckhurst Hill</b>  43 Spaces + 2 Disabled  Mon - Fri per day £6.00 Saturday £6.00 Sunday £3.00 Bank holiday £6.00 Motorcycle per day £2.00 Weekly season ticket £28.80	<b>Theydon Bois</b>  65 Spaces + 3 Disabled  Mon - Fri per day £6.00 Saturday £6.00 Sunday £3.00 Bank holiday £6.00 Motorcycle per day £2.00 Weekly season ticket £28.80	<b>Wanstead</b>  19 spaces + 3 Disabled  Mon - Fri per day £6.00 Saturday £3.00 Sunday £3.00 Bank holiday £3.00 Weekly season ticket £28.80	
National Trust	Car Park charges apply to all non-members at most sites  <b>Hatfield Forest</b> £8 all day. Cash only.  Yearly Membership (individual) - £72			
Lee Valley	FREE DISABLED.			



	Up to 2 hours £3.30 Up to 3 hours £4.40 Over 3 hours £5.50			
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**National Car Parks – Season Ticket Pricing**

	Weekly	Monthly	Yearly
Chingford over ground	£31.20	£124.80	£1,622.40
Higham Park	£31.20	£124.80	£1,622.40
Woodford	£28.80	£115.20	£1,497.60
Leytonstone	£33.60	£134.40	£1,747.20
Buckhurst Hill	£28.80	£115.20	£1,497.60

Theydon Bois	£28.80	£115.20	£1,497.60
Wanstead	£28.80	£115.20	£1,497.60

### Heritage Organisations Membership Pricing

	Weekly	Monthly	Yearly
National Trust - Individual	£2	£6	£72
English Heritage - Individual	£1.3	£5.25	£63
Historic Royal Palaces – Individual	£1.15	£4.58	£55
Kew Gardens – Individual (Direct Debit only)	£1.47	£5.9	£71

<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest & Commons Committee	18012021
<b>Subject:</b> Epping Forest Consultative Committee Membership 2021-23 (SEF 02/21)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>4, 10, 11, 12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>£n/a</b>
<b>What is the source of Funding?</b>	<b>n/a</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>n/a</b>
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Jo Hurst, Business Manager Epping Forest	

## Summary

The Epping Forest Consultative Committee was founded in January 2018, and since then has met three times a year to discuss matters of Epping Forest management and policy.

According to the agreed Terms of Reference, membership of this Consultative Committee is reconsidered every three years. This report summarises the applications received and makes recommendations for a review of Terms of Reference prior to appointment for the next three years, holding February 2021 meeting with existing membership.

## Recommendation(s)

Members are asked:

- to approve the revision of the Consultative Committee Terms of Reference to allow greater clarity in the selection process. This will require the current Consultative Committee to sit for one further meeting in its current form, before new appointments are made for the following three years.

## Main Report

### Background

1. The Epping Forest Consultative Committee met for the first time in January 2018, following an application process in Autumn 2017 involving membership organisations interested in the use and management of Epping Forest, with

sixteen places available according to the agreed Terms of Reference.

2. In 2017 nineteen applications were received, three of which did not meet selection criteria, the remaining sixteen were therefore appointed.
3. In June 2018 one further member, Royal Epping Forest Golf Club, was co-opted as it was felt that Golf and formal sports in general were underrepresented.
4. Under the Terms of Reference (Appendix 2) membership is established for three years, after which the application and appointment process is begun anew.
5. Invitations for Expressions of Interest in the next three years of the Consultative Committee were launched in October 2020.

### Current Position

6. The opening of the application process was broadcast through City of London website, social media, press release, direct mailing and through existing membership, starting on 22 October and closing on 7 December 2020. At the closing date 38 applications were received, with one late application.
7. According to section 22 of the Terms of Reference, the sixteen members are ideally made up from the following themes of interest:

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

8. It is possible that organisations may arguably sit within two or more of these themes as their interests and activities may be broad, with particular crossover between sports and recreation categories. The applications have been allocated

to the most appropriate theme or category as follows:

- Conservation 6
- Friends/Voluntary 3
- Heritage 1
- Informal Users 13
- Recreation 3
- Sports 9

9. In addition, there were four applications deemed ineligible under the terms of reference as either from individuals or commercial businesses, with neither members nor constitution or other similar documentation.
10. Although included in the application summary, a number of organisations are not formally constituted, although, where similar or equivalent documentation has been provided (such as articles of association, rule book or standing orders) this has been indicated in the table at Appendix 1.
11. Section 23 of the Terms of Reference states “Should more expressions of interest be received than can logistically be accommodated, selection will be made by members of the Epping Forest and Commons Committee by the following (not in order of importance):
  - Size of membership
  - Geographical area of interest (i.e. area of Forest covered)
  - Theme of interest
  - Record of attendance (once established)
12. Of those organisations which have resubmitted applications for the next three years, only one, the London Wildlife Trust, has had a poor record of attendance, the reasons for this are known and it is advised that the application should not be disregarded on that basis.
13. Although two places are allocated for Heritage organisations, only one application has been received, so a further place may be awarded to Informal users or sports, which are oversubscribed.
14. A number of applications have been made from Local Authority groups or representatives. As liaison meetings are scheduled regularly with Local Authorities it may be advantageous to clarify the terms of reference in this regard.
15. It may also be advisable to update the Terms of Reference with regard to public bodies, or other organisations that may otherwise be considered.
16. Although the Public Sector Equality Duty does not technically apply to the City in its non-local authority capacity, it may also be beneficial to ask for copies of Equalities Statements or Equalities Impact Assessments from applicant

organisations to ensure proper regard to such concerns.

17. Although the size of membership that an organisation has is a relevant consideration for appointment under the Terms of Reference, there is a clear disparity over how this has been interpreted by different applicants. Some are able to provide numbers of fee paying, or formally registered members, usually with voting rights under their constitution; others provide circulation numbers of household mailing lists or social media followers including Facebook, Instagram, Twitter and WhatsApp groups. It is not always clear which figure has been declared and the Terms of Reference do not define this in sufficient detail. It is considered essential that this be clarified before appointment decisions are finalised, as this is a key selection criterion and the data currently declared may not allow for a fair comparison.

## Proposals

18. It is proposed that the Terms of Reference be clarified, particularly with regards to membership numbers, acceptable legal documentation (constitution or otherwise), Equalities statements and types of organisation preferred.
19. Revised Terms to be considered by the Consultative Committee at their next meeting in February 2021, and then by the March meeting of the Epping Forest & Commons Committee. Applications received by the previous deadline, as listed in Appendix 1, can then be clarified and assessed on equal terms, allowing formal appointments to be made ready for the Consultative Committee's next meeting in June 2021.
20. The current Terms of Reference state at item 25 "The Consultative Committee serves as established for three years (starting in 2018), after which the invitation and nomination process outlined above is repeated." This has been initiated as required, so a further sitting of the same membership will not be contrary to the Terms.

## Options

21. **Option 1** – Revise and clarify the Epping Forest Consultative Committee Terms of Reference and then invite existing applicants to provide further details according to these revisions where necessary. Due to timescales this will also require one further sitting of the Consultative Committee in its current membership. **This option is recommended.**
22. **Option 2** – Select membership of the Epping Forest Consultative Committee for the next three years from the currently available declared data. This may not be comparable for all organisations and **therefore this option is not recommended.**

## **Corporate & Strategic Implications**

23. Strategic implications – The continued attendance at the Epping Forest Consultative Committee supports the Corporate Plan items 4, 10, 11 and 12.
24. Financial and resource implications – The resources required for room hire (post pandemic), light refreshments, the publication of agendas; reports and minutes will be provided by the Town Clerk's Department.
25. Legal implications – The Epping Forest Consultative Committee is a consultative group, rather than a formal statutory committee, and its constitution is not subject to specific legislative provisions. The Epping Forest and Commons Committee is therefore able to vary its Terms of Reference and membership as necessary.
26. Prior to exercising certain powers under the City of London Corporation (Open Spaces) Act 2018 the Corporation as Conservators must consult such persons or bodies as it thinks appropriate and the arrangements as set out in this report would generally satisfy that requirement.
27. Since the Consultative Committee was first established, it has been confirmed that later iterations of the Members' Code of Conduct do not apply to the membership of consultative groups, so the Terms of Reference should also be updated on this basis.
28. Risk implications – This is a revision of an existing Consultative Committee structure and is therefore 'business as usual' and considered low risk. Implementation of the City of London Governance Review may require a further review of the status of this Committee.
29. Equalities implications – It is recommended that Equalities statements be incorporated into application requirements.
30. Climate implications – The UK Government has binding targets to reduce greenhouse gas emissions and hence global warming by 2050, with the Consultative Committee acting as a key factor in the engagement and protection of the Special Area of Conservation (SAC) and Site of Special Scientific Interest (SSSI) at Epping Forest which is directly affected by climate warming.
31. Security implications – None
32. Charity implications – Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

## **Conclusion**

33. An excellent level of applications has been received to take part in the next three years of the Epping Forest Consultative Committee, which is testimony to its

success in its first three years.

34. Oversubscription, particularly in some themes of interest, requires clarification of some organisation particulars in order to make appointments for the next three years. This will require a revision of the Terms of Reference and one further meeting of the Consultative Committee in its current membership.

## **Appendices**

- Appendix 1 – Application summary 2020
- Appendix 2 - Terms of Reference EF Consultative Committee August 2018

## **Report author**

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## APPENDIX 1

Organisation	Status	Affiliations	Members	Geo Area	Constitution	Existing ?	Notes or Comments
<b>Conservation</b>							
London Wildlife Trust	Reg Charity	Campaign for the Protection of Rural England Essex Wildlife Trust, Essex Field Club  TCV	14000	Whole Forest	Provided	Y	
Theydon Bois and District Rural Preservation Society	Reg Charity		1700	Theydon Bois	Provided	Y	
Butterfly Conservation, Cambridgeshire & Essex	Reg Charity		1415	Whole Forest	Provided	N	
Wren Group	Reg Charity		286		Provided	Y	
EF Conservation Volunteers			95		Provided	Y	
Suntrap	Local Authority/ Traded Service			Hill Wood to Chingford Plain		N	
<b>Friends / Voluntary</b>							
Epping Forest Heritage Trust	Reg Charity		1200	Whole Forest	Provided	Y	
Highams Park Planning Group	Community Group		1181	Highams Park	Provided	Y	
Friends of Wanstead Parklands	Reg Charity		300	Wanstead Parklands	Provided	Y	
<b>Heritage</b>							
Historic England	Executive non-departmental public body			Whole Forest	Governance papers provided	N	
<b>Informal</b>							
Loughton Residents Association	Unincorporated association		1166	Loughton Bushwood & Wanstead	Provided	Y	
Bushwood Area Residents Association			700	Flats	Provided	Y	
Bedford House Community Association	Reg Charity		500	Whole Forest	Provided	Y	



# APPENDIX 1

Orion Harriers	Community Amateur Sports Club	Athletics national, regional and local governing bodies	800	Chingford Epping & Hainault Forests	Provided	Y	
Lee Valley Youth Cycling Club			300			N	Constitution requested
Heales Cycle Club	Association - soon to be constituted		150	Whole Forest	Awaited	N	Planned constitution in Feb 2021
Royal Epping Forest Golf Club	Unincorporated Members Club		145	Chingford	Rule Book	Y	Planning constitution in near future
Newham Cyclists			130		Provided	N	
Roding Valley Triathlon Club		British Triathlon Federation	70	High Beach	Provided	N	
Chigwell & Epping Forest Orienteering Club	Sports Club	British Orienteering	38	Whole Forest	Provided	N	
East London Velo		British Cycling	36	Whole Forest	Provided	N	
Chingford Golf Club	Sports Club			Chingford	None	N	Further details requested
<b>Ineligible</b>							
Go Further Cycling	Commercial business		n/a	Whole Forest	n/a	N	
Kinship in Nature	Commercial business		100		Vision Statement	N	
	Individual					N	Withdrew following clarification
	Individual					N	Clarified in correspondence

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Author: Jo Hurst

Date: August 2018



Epping  
Forest

Registered Charity

# Epping Forest Consultative Committee – Terms of Reference

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## **Purpose of Committee**

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

## **Conduct, attendance and other principles**

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5. The City of London Member's Code of Conduct 2018, associated guidance, declarations appendices and all subsequent revisions apply to Members of this Committee.
6. Should an attendee fail to attend 2 or more out of four consecutive meetings, their place may be forfeited. The Epping Forest and Commons Committee may choose to reallocate this space to an alternative interested organisation.
7. Although not a decision-making Committee, deliberations should be sufficiently well attended for advice to the Epping Forest and Commons Committee to be considered representative. For those reasons minimum attendance of four representatives of locally interested organisations is required.
8. Consultative Committee Members are representatives of their organisation, but Code of Conduct and other legal and administrative requirements apply to individuals. Every effort will be made to accommodate attendance by nominated proxy in unavoidable circumstances, but such substitutions may not always be possible and

must not be considered routine.

## **Scheduling, location and public access**

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

## **Allocation of positions**

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14. The EF Consultative Committee has representation from Chairman, Deputy Chairman, Verderers and other members of the Epping Forest and Commons Committee where interested.
15. Meetings are Chaired by the Chairman of Epping Forest and Commons Committee or Deputy Chairman or other nominated official in their absence.
16. The Superintendent of Epping Forest and other City of London officers will attend as required.
17. The meetings are administered by a representative of City of London Town Clerks Department.
18. Attendants are nominated members of groups holding a specific interest in Epping Forest, either with large membership, a broad geographical spread across the Forest and with knowledge or interest in the themes of heritage; recreation/sport; conservation; general/informal use or voluntary and friends' groups.
19. Tenants, business partners or other organisations with commercial interest in Epping Forest (or wider City of London Open Spaces) are not invited to attend as other routes exist for such input.

20. Groups nominating a representative must be formal, constituted organisations.

21. Invitations to express interest and to nominate representatives are advertised through print media, social media, email and direct correspondence by City of London. Applications require details of how the nominating organisation meets the above criteria.

22. A balance of themes of interest is ideally met as follows:

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

23. Should more expressions of interest be received than can logistically be accommodated, selection will be made by members of the Epping Forest and Commons Committee by the following (not in order of importance):

- Size of membership
- Geographical area of interest (i.e. area of Forest covered)
- Theme of interest
- Record of attendance (once established)

24. Epping Forest and Commons Committee may appoint further members or co-opt representatives (for example subject matter experts) to attend where it deems appropriate.

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

## **Requirements and responsibilities**

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

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

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

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

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons Committee	18012021
<b>Subject:</b> Licences, sports, wayleaves and produce fees and charges (SEF 03/21)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>4,5,12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	
<b>What is the source of Funding?</b>	
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	
<b>Report of:</b> Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Jacqueline Eggleston	

## Summary

This report updates your Committee on the performance of charges levied for licensed activities, produce sales and formal sports in the last full financial year 2019/20.

In 2019/20 the licensing of activity on Forest land raised a total of £190,850 of which £97,521 was mixed regulatory licences, £22,425 was from fairs and circuses and £70,904 from photography and filming.

The sale of produce raised a total £31,174 while the licensing of Horse riding raised £9,559.

Charges for formal sports across 2019/20 raised a total of £364,054 with Association Football income in 2019/20 totalling £62,874 and earnings from Golf reaching £301,180. All income from produce, licences and charges is fully reinvested in the management of Epping Forest.

Reflecting previous years of above inflation increases, proposals are presented for a price increase of 1.3% in line either with the Retail Price Index figure (November 2020) or otherwise increased due to benchmarking and review in line with market competition or to reflect the cost to the charity for the activity.

## Recommendation(s)

Members are asked to:

- Approve the proposed charges for 2021/22 as itemised in Appendix A and C, staff discounts and the continued subsidy for association football.

## **Main Report**

### **Background**

1. This report encompasses a number of different activities on Forest Land for which a charge is levied. The charges are made to legally record the use and generally seek to reflect the costs incurred by the City of London in administering and enabling the activity and for reinvestment into the management of the Forest in accordance with the City Corporation financial regulations.
2. The use of Forest Land for siting of equipment or for certain activities requires a licence under the Open Spaces and Epping Forest Events Policies. Licences are administered through a steering group of officers to ensure that all relevant sections and staff are consulted before a decision is made and to ensure there is an equitable decision-making process for any customer.
3. All activities are regulated with due regard to the Conservators' duties under the Epping Forest Acts 1878 and 1880 and any other relevant statutory provisions.
4. By-products of land management activity include beef, venison and wood. These are sold both as wholesale and retail products with the income re-invested into the management of the Forest.

### **Current Position**

5. **Licensing activity** on Forest Land raised £190,850 in 2019/20
6. The income from Forest produce in 2019/20 has provided an income totalling £31,174 comprising:

<b><u>Produce</u></b>	<b><u>Income</u></b>
Venison	£ 8,417
Beef	£ 17,491
Hay	£ 680
Wood	£ 4,586

7. **Horse Riding** licences brought in an income of £9,559.
8. The regulatory licences achieved £97,521, with an additional £22,425 from fairs and circuses and £70,904 for photography and filming.
9. The end of the football season for 2019/20 achieved a total income of £62,874.
10. **Golf** income at Chingford Golf Course achieved a total gross income of £301,180. This is broken down as:

Green Fees	£262,338
Equipment Sales	£13,479
Drinks Sales	£5,896

Equipment Hire                      £19,466

11. The end of year net profit figure for Golf in 2019/20 was £40,994.

### **Proposals**

When setting fees and charges, officers will consider the following before making their proposals to Committee:

- The RPI rate on a specified and consistent release date
- The benchmarking of the charges and quality of provision with those of neighbouring facilities, which in many instances are our competitors. In some instances, we will therefore not benchmark against our own properties
- The budget requirement to generate additional income to reduce expenditure savings
- Work towards reducing subsidy levels
- Work towards attaining full cost recovery, recognising that staffing, equipment and material costs may have increased greater than RPI.

### **Licencing Applications**

12. All the licencing information, pricing, terms and conditions are publicly available on the website and the process ensures appropriate licences and charges are administered in an equitable and transparent manner.

### **Football charges**

13. Football on Wanstead Flats remains popular with similar levels of play maintained each year. Despite some amendments to pricing over recent years Wanstead Flats remain the cheapest pitches to hire in the area.
14. Football on Wanstead Flats in common with other Local Authority football provision continues to run at a deficit. The annual deficit amounts to in the region of -£125,000 each year. This equates to an average of just under 50% subsidy per game played.
15. It is proposed that all fees are increased by the inflationary rate of 1.3% (rounded up where needed). This reflects the difficult season held in 2020 and allows teams time to recover.
16. Appendix C outlines the current season charging at neighbouring football sites compared with Wanstead Flats. It also shows the proposed 1.3% uplift in the hire charges for 2021/22.

### **Golf fees**

17. Golf fees have not been amended in this financial year as they remain at the right amount for the current market. Profit is increasing year-on-year at Chingford Golf Course which reflects that the course remains good value in comparison with local competition, as shown in the benchmarking exercise in Appendix B.

## Site Compounds/ Excavation

18. Car park hire charges and storage fees have been increased by inflation levels only. However, site compounds have been separated out in this category with a new charging scheme that better reflects the cost to the charity for staff time and loss of amenity. A new clarification that this includes new excavation and trenching has been added to cover works undertaken by utility companies that can have significant impacts on the amenity of the Forest. The new charges are laid out in Appendix A and include fees for additional staff time and consultants time required for site inspections, reinstatement and other associated costs.

## Wayleaves

19. Wayleaves are charged for private motorgate access across Forest land. For consistency these are now added to this report and are included in the scheme of charges outlined in Appendix A.

## Staff Discounts

20. Staff benefit from 25% discount on some retail items in the visitor centre shop. Any discounted items still generate a profit for the charity generally in the range of 25% profit instead of 50%. Occasional sales of beef and venison (when stock is too high for storage facilities) are reduced for staff at between 10% and 25%. Staff also benefit from firewood sales that are lower than similar retail products.

## Options

21. Three options as outlined in Appendix A and C are offered for your committee's consideration:
  - a. Option 1 – To increase licence and event fee charges at the Retail Price Index figure of 1.3%. It is proposed that the licence fee for horse riding also be increased by RPI of 1.3% which is the maximum permitted under the Additional Byelaws for the Regulation of Horse Riding. It is also proposed that charges for private hire of land (compounds and trenching) be amended to show the full cost to the charity of these works. These increases are shown in Appendix A. Additional income will help offset the need to reduce expenditure arising from local risk budget reduction of around 12% **This is recommended.**
  - b. Option 2 - To keep charges as they are. This would be in effect a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended.**
  - c. Option 3 - To increase licence and produce charges above inflationary levels. Following previous years of above inflation increases charges have been increased annually by RPI and compare with the market level and reflect the difficult year experienced by the recreation sector in 2020.

Increasing charges above market level could make our products less saleable. **This is not recommended.**

## **Key Data**

- 22. **Licensing activity** on Forest Land raised £190,850 in 2019/20.
- 23. Charges for formal sports across 2019/20 raised a total of £364,054.

## **Corporate & Strategic implications**

- 24. These charges support the Corporate Plan Policy aims and priorities
  - a. Contribute to a flourishing society
  - b. Support a thriving economy
  - c. Shape outstanding environments

## **Financial**

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

## **Legal**

### Horse riding

- 27. Horse riding on Epping Forest is regulated under sections 9 and 10 of the City of London (Various Powers) Act 1990 and by the Additional Byelaws for the Regulation of Horse Riding allowed on 14 May 2003. The Conservators may make reasonable charges for the riding or exercising of horses, by reference to the reasonable cost of the maintenance of ways designated for horses, and the reasonable cost of providing the regulatory regime. Any increases to the charges are limited to no more than the increase in the Retail Prices Index for the period that has elapsed since the charges were last fixed. The Conservators shall take all reasonable steps to notify the public of the revised charges not less than fourteen days before they take effect.

### Sales of produce

- 28. Section 33(1)(i) of the Epping Forest Act 1878 empowers the Conservators, “To fell, cut, lop and manage in due course the timber and other trees, pollards and underwoods, and to sell and dispose of the timber cuttings and loppings, and to receive the proceeds...”
- 29. Trading that is carried on by a charity in the course of carrying out a primary purpose of the charity is known as “primary purpose trading”. Trading that is ancillary to a charity’s primary purpose is also legally part of a charity’s

primary purpose trading. The sale of produce as a by-product of land management activities by the Epping Forest charity would therefore constitute primary purpose trading. This means that the charity may trade more or less freely in pursuit of its charitable objectives. Profits may be exempt from tax if entirely used to support the charity's aims, and there is no requirement to set up a subsidiary trading company.

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

#### Events and Activities

31. Section 33(1)(xiii) of the Epping Forest Act 1878 empowers the Conservators to set apart such parts of the Forest as they think fit for the use of the inhabitants to play at sports. Section 76(1)(b) of the Public Health Acts Amendment Act 1907 allows the Conservators to set apart any such part of the Forest as may be fixed for the purpose of any game or recreation, and to exclude the public from the part set apart while it is in actual use for that purpose; and under section 56(5) of the Public Health Act 1925 the Conservators may charge reasonable sums for the use thereof.
32. Under section 8 of the City of London (Various Powers) Act 1977 the Conservators may provide facilities and services for the purpose of providing or improving opportunities for the enjoyment of the Forest by the public, which would include the provision of instructors or guides, and parking places for vehicles, and may make reasonable charges for those facilities and services.
33. Section 7 of the City of London Corporation (Open Spaces) Act 2018 now provides additional powers to hold and charge for events on Forest Land, including film production, having regard to an agreed events policy. Section 10 and the Schedule to that Act also enable the Conservators, following consultation, to make a licensing scheme for the purposes of controlling activity in the Forest carried on for commercial gain, including fitness classes. The licence fee may cover the reasonable administrative costs incurred in connection with such applications, together with such additional charge as the Conservators consider to be an appropriate contribution towards the costs incurred by them in connection with the open space.

#### 'Works' licences

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

## **Property**

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

## **Charity**

36. Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

## **Resource implications**

37. Fees and charges, with the exception of football which remains subsidised, reflect the whole cost to the charity and seek to as a minimum whole cost recovery.

## **Risk implications**

38. The alteration of the charging structure for compounds and trenching will in some cases be a significant additional cost to, in the main, utility providers. However, the charges reflect the true cost to the charity of work done on the land by private commercial utility companies.

## **Equalities implications**

39. Charitable and not for profit organisations receive a 50% discount on most fees and charges. This allows smaller and large charitable organisations and community groups to use the Forest at a lower cost whilst still meeting the core costs to the Epping Forest charity from the impact of that activity.
40. An initial screening exercise of the equality impact of this decision has been undertaken by the City Corporation. At this stage, it is considered that there are no negative impacts on the protected equality groups.

## **Climate implications**

41. Licences seek to control the number, location and suitability of activities in Epping Forest to protect its environment. Sustainability criteria is included in heads of terms for larger events.

## **Security implications**

42. Licences ensure that activities held on Epping Forest land comply with all health, safety and other relevant legislation and enables basic due diligence to be undertaken on the licensee.
43. The Open Spaces Events Policy does not allow:
- Events which could be damaging to community relations
  - Events associated with extremist organisations or proscribed organisations
  - Events which are considered discriminatory or offensive
  - Illegal activities

## **Conclusion**

44. The City Corporation Epping Forest continues to provide excellent value for money recreational opportunities. The charging proposals ensure that as a charity where possible our expenses incurred due to third party use of our land are recouped and reinvested into the maintenance of the Forest and that activities can be checked to ensure relevant safety and legislative measures are met.

## **Appendices**

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

## **Background Papers:**

Epping Forest Licence and Produce Charges 2020/21 November 2019.

## **Jacqueline Eggleston**

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EPPING FOREST LICENSING CHARGES						
*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****						
			2020/21 charges		2021/22 Charges	
Standard Application Fee			£ 25.50	£ 51.00	£ 26.00	£ 52.00
All licences are subject to standard application <u>plus</u> licence fee charges as shown. Application fee is payable on agreement of licence and is non-refundable.						
EVENTS						
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000
One off Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event* * horses must hold Epping Forest horse licence	Includes an event with entrance marker, first aid, table of drinks	Less than 100	Commercial /Charities with turnover £1,000.000 >	£2 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater	£1 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater	£2 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater
		100 - 500				
		More than 500 – apply through events licence		See events charges		See events charges
Events charges	Events with additional infrastructure and catering, inflatables , music etc.	up to 50	£0-£256.50	£0-£513	£0-£260	£0-£520
		50-499	£333.50 + 5 % of ticket price	£667 + 5 % of ticket price	£338 + 5 % of ticket price	£676 + 5 % of ticket price
		500-4999	£1000 + 5% of ticket price	£2000 + 5% of ticket price	£1013 + 5% of ticket price	£2026 + 5% of ticket price
		5000+	by negotiation	by negotiation	by negotiation	by negotiation
Regular run/ walk / cycle* events by clubs *please note we do not license competitive speed cycle races	Up to 20 events each year*	Less than 100	Annual Fee £205 (includes administration) plus 5% entrance fees	Annual Fee £410 (includes administration) plus 5% entrance fees	Annual Fee £208 (includes administration) plus 5% entrance fees	Annual Fee £415.50 (includes administration) plus 5% entrance fees
	up to 15 events each year*	100-500	Annual Fee £205 (includes administration) plus 5% entrance fees	Annual Fee £410 (includes administration) plus 5% entrance fees	Annual Fee £208 (includes administration) plus 5% entrance fees	Annual Fee £415.50 (includes administration) plus 5% entrance fees
Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on Forest will be considered and may limit the number of events in any one location						
WANSTEAD FLATS (OUT OF SEASON)						
Football Match or tournament	Additional charges may apply. See below		Price on application	Price on application	Price on application	Price on application
School Sports Day	Dedicated use of mown area only	Less than 100	£52 per day*		£53 per day*	
		100 - 500	£102 per day*		£103.00 per day*	
			* Up to 2 days for the price of one if no additional mowing required		* Up to 2 days for the price of one if no additional mowing required	
Levies may apply for football matches/tournaments and sports days which require additional services, examples below. All levies are calculated 'at cost' to COL and no reduction for charity/non-profit is possible.						
Exclusive use of changing facilities	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£104		£105
		Additional charge per hour after 4 hours		£26.00		£26.50
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours		£87		£88
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000
SPORTS COACHING OR TRAINING						
Personal Training/sports training/football training	Outside only. No toilets, pavilion or parking use. No marked pitch areas to be used.	1-10 people	£25.50* annual	£25.50* annual	£26.* annual	£26* annual
		11-29 people		£51* annual		£51.50* annual
		More than 30 people	£51* annual	£77* annual	£51.50* annual	£78* annual
			* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity	* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER						
Small Commercial Guided Walks and Tours eg Mindfulness		More than 5 people to max 100		10% of ticketed price per participant		10% of ticketed price per participant
Forest Schools	Licence		£25 + 5% of fee charged per pupil	£25 + 5% of fee charged per pupil	£25.50 + 5% of fee charged per pupil	£25.50 + 5% of fee charged per pupil
	Tree surveying ( as required)		Price on application	Price on application	Price on application	Price on application
FILMING AND PHOTOGRAPHY						
Commercial Photography	Standard shoot based on 8 hours per day	Studio shoot ( up to 6 people) e.g. family portrait		£56.50 for one off visit/£338.50 yearly fee		£57 for one off visit/£343 yearly fee
		Crew size 1 - 5		£354		£358.00
		Crew size 6 - 15		£472		£478.00
		Crew size 16 - 30		£589		£596.50
		Crew size 30 +		Price on application		Price on application
	Standard shoot based	Crew size 1 - 5		£462		£468.00
		Crew size 6 - 20		£808		£818.50

Commercial Filming	on 8 hours per day	Crew size 21 - 40		£1,154		£1,169.00
		Crew size 40 +		Price on application		Price on application
Non commercial Filming or Photography	Visits by staff necessitated by the nature of the shoot may require additional 'at cost' charges		£25 plus costs		£25.50 plus costs	
Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.						
OTHER USE OF FOREST LAND						
Skips	Use of Forest land	per week		£73.90		£74.90
Hire of car parks for events or compounds per 8 hours	Large ( e.g Bury Road)	Based on 8 hour hire		£732.50		£742.00
	Medium (e.g. Fairmead Oak)			£442.00		£447.80
	Small (e.g.Earl's Path)			£147.00		£148.90
Scaffolding	Area per day (m2)			£2.50		£2.53
	Minimum overall charge inc admin			£150.00		£151.95
Site compounds, storage, excavation/ trenches					Small (Under Five Sq Metres)	£5.00 per SqM per day plus VAT
					Medium (Over Five SqM up to to Ten SqM)	£4.00 SqM per day plus VAT
					Large (Over Ten Square Metres) X	£4.00 SqM per day plus VAT
					Damage to or loss of amenity	Minimum charge will be £1200.00 plus VAT for any site
					Officer time	Per hour £40.00 Plus VAT
					Consultants Time	£120.00 per hour plus VAT
This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.						
HORSE RIDING LICENCES						
Horse Riding Licence	Adult individual/joint and horse	Annual		£59.19		£59.96
	Junior individual/joint and horse	Annual		£28.93		£29.31
	Adult or junior individual/joint and horse	Weekly fee		£7.40		£7.50
		Daily fee		£5.17		£5.24
Riding School Licences	Riding School	Annual		£73.98		£74.94
Please note, horse riding licences are <u>not</u> subject to the standard licence application fee						

Course Name	Private or Public	Postcode	Distance from CGC	Highest Weekday Green Fee
West Essex Golf Course	Private	E4 7QL	1 mile	£40.00
Birchwood Park Golf Course	Public	DA2 7HJ	18.4 miles	£37.00
Richmond Park Golf Club	Public	SW15 3SA	26.3 miles	£30.00
High Elsm Golf Course	Public	BR6 7JL	19.3 miles	£29.50
Abbey Hill Golf Course	Public	MK8 8AA	55 miles	£29.50
Theydon Bois Golf Club	Private	CM16 4EH	6.4 miles	£27.50
Stevenage Golf Course	Public	SG2 7EL	23.1 miles	£26.00
Cheshunt Park Golf Centre	Public	EN7 6QD	8.9 miles	£25.00
Basildon Golf Course	Public	SS16 5JP	29.2 miles	£23.00
Whitewebbs Park Golf Course	Public	EN2 9HH	8.3 miles	£21.50
Hainault Golf Club	Public	IG7 4QW	7.1 miles	£21.00
Castle Point Golf Course	Public	SS8 9FG	35.6 Miles	£18.00
Belhus Park Golf Club	Public	RM15 4PX	19.2 miles	£18.00
Chingford Golf Course	Public	E4 7QJ		£18.00
Trent Park Golf Club	Public	N14 4UW	7.4 miles	£17.00
Woodford	Public	IG8 0ST	2.6 miles	£17.00
Risebridge Golf Course	Public	RM1 4PR	10.4 miles	£17.00
Lea Valley Golf Course	Public	N9 0AR	3.9 miles	£16.00

Course Name	Private or Public	Postcode	Distance from CGC	Highest Weekend Green Fee
West Essex Golf Course	Private	E4 7QL	1 mile	£50.00
Birchwood Park Golf Course	Public	DA2 7HJ	18.4 miles	£43.00
Richmond Park Golf Club	Public	SW15 3SA	26.3 miles	£40.00
Abbey Hill Golf Course	Public	MK8 8AA	55 miles	£39.50
High Elsm Golf Course	Public	BR6 7JL	19.3 miles	£37.00
Theydon Bois Golf Club	Private	CM16 4EH	6.4 miles	£32.50
Cheshunt Park Golf Centre	Public	EN7 6QD	8.9 miles	£30.00
Stevenage Golf Course	Public	SG2 7EL	23.1 miles	£30.00
Basildon Golf Course	Public	SS16 5JP	29.2 miles	£29.00
Hainault Golf Club	Public	IG7 4QW	7.1 miles	£29.00
Whitewebbs Park Golf Course	Public	EN2 9HH	8.3 miles	£27.50
Trent Park Golf Club	Public	N14 4UW	7.4 miles	£27.00
Risebridge Golf Course	Public	RM1 4PR	10.4 miles	£26.00
Chingford Golf Course	Public	E4 7QJ		£25.00
Castle Point Golf Course	Public	SS8 9FG	35.6 Miles	£22.00
Belhus Park Golf Club	Public	RM15 4PX	19.2 miles	£22.00
Woodford	Public	IG8 0ST	2.6 miles	£20.00
Lea Valley Golf Course	Public	N9 0AR	3.9 miles	£19.50

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## Wanstead Flats Playing Fields Proposed Fees 2021-2022

### Price comparison to other sites

Wanstead Flats Playing Fields Current Pricing		London Playing Fields						Hackney	London Borough of Barking & Dagenham	London Borough of Redbridge	Waltham Forest Grade A Pitch	Waltham Forest Grade B Pitch	Tower Hamlets (Non- Borough Team Price)	Wanstead Flats Playing Fields proposed fees for 2021/22
		Boston Manor	Douglas Eyre	Fairlop Oak	LMPF Redbridge	Peter May	LMPF Greenford							
Saturday Casual Booking	£77.00	£113.00	£142.00	£142.00	£142.00	£142.00	£138.00	£93.60	£158.00	£115.00	£115.00	£72.00	£91.60	£79.00
Saturday Half Season Booking	£658.00	£1,114.00	£1,320.00	£1,320.00	£1,320.00	£1,320.00	£1,282.00	£748.80	£1,906.00	£861.00	£846.00	£654.00		£678.00
	14 Games	14 games	14 games	14 games	14 games	14 games	14 games	10 games		Alternate Weeks				14 Games
Saturday Season Booking	£1,316.00	£2,154.00	£2,603.00	£2,603.00	£2,603.00	£2,603.00	£2,527.00	£1,497.60	£3,812.00	£1,760.00	£1,690.00	£1,307.00		£1,356.00
	28 Games	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	20 games		Every Week				28 Games
Sunday Casual Booking	£93.50	£119.00	£142.00	£142.00	£142.00	£142.00	£138.00	£93.60	£158.00	£115.00	£115.00	£103.00	£91.60	£96.00
Sunday Half Season Booking	£937.00	£1,114.00	£1,320.00	£1,320.00	£1,320.00	£1,320.00	£1,282.00	£748.80	£1,906.00	£929.00	£973.00	£829.00		£965.00
	14 Games	14 games	14 games	14 games	14 games	14 games	14 games	10 games		Alternate Weeks				14 Games
Sunday Season Booking	£1,874.00	£2,154.00	£2,603.00	£2,603.00	£2,603.00	£2,603.00	£2,527.00	£1,497.60	£3,812.00	£1,881.00	£1,947.00	£1,659.00		£1,930.00
	28 Games	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	28 weeks	20 games		Every Week				28 Games

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