



## Epping Forest & Commons Committee

**Date:** MONDAY, 13 SEPTEMBER 2021  
**Time:** 11.00 am  
**Venue:** VIRTUAL PUBLIC MEETING (ACCESSIBLE REMOTELY)

**Members:** Graeme Doshi-Smith (Chairman)  
Benjamin Murphy (Deputy Chairman)  
Caroline Haines  
Deputy Edward Lord  
Gregory Lawrence  
Jeremy Simons  
Alderman Nicholas Lyons  
Peter Bennett  
Philip Woodhouse  
Alderman Robert Hughes-Penney  
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 this virtual public meeting via YouTube at the following link

<https://youtu.be/f3NxS0jyt3U>

This meeting will be a virtual meeting and therefore will not take place in a physical location. 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 non-public summary of the previous meeting of the Epping Forest and Commons Committee held on the 12<sup>th</sup> of July.

**For Decision**  
(Pages 7 - 14)

### **4. LEARNING PROGRAMME - TWO YEAR CORE FUNDING REPORT: 2019 TO 2021**

Report of the Director of Open Spaces.

**For Information**  
(Pages 15 - 52)

## **Burnham Beeches & The Commons**

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

Report of the Director of Open Spaces.

**For Information**  
(Pages 53 - 60)

### **6. THE COMMONS EVENTS POLICY (PART 2) -PROPOSED AMENDMENTS**

Report of Director of Open Spaces.

**For Decision**  
(Pages 61 - 100)

### **7. KENLEY AIRFIELD PRESENTATION**

The Director of Open Spaces to be heard.

**For Information**

## **Epping Forest**

### **8. SUPERINTENDENT'S UPDATE**

Report of the Director of Open Spaces.

**For Information**  
(Pages 101 - 116)

**9. STATEMENT OF COMMON GROUND FOR LONDON BOROUGH OF WALTHAM FOREST LOCAL PLAN (SEF 36/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 117 - 132)

**10. EPPING FOREST AND COMMONS MARKETING AND COMMUNICATIONS (SEF 37-21)**

Joint report of the Director of Open Spaces and the Director of Communications.

**For Decision**  
(Pages 133 - 142)

**11. EPPING FOREST ANNUAL REVIEW 2020-21**

Report of the Director of Open Spaces.

**For Information**  
(Pages 143 - 166)

**12. MAIN MODIFICATION FOR EFDC (SEF 39/21)**

Report of the Director of Open Spaces.

*To follow.*

**For Decision**

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

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

**Part 2 - Non-Public Agenda**

**15. 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**

**16. NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting of the Epping Forest and Commons Committee held on the 12<sup>th</sup> of July.

**For Decision**  
(Pages 167 - 170)

**17. CLIMATE ACTION STRATEGY - CARBON REMOVALS PROJECT GATEWAY 5 SEPT 2021 (SEF 35/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 171 - 192)

**18. CAPEL ROAD CHANGING ROOMS AND FORMER CARETAKER'S RESIDENCE INSTRUCTION TO MARKET**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 193 - 200)

**19. HIGH BEACH VISITOR CENTRE FUTURE OPTIONS (SEF 42/21)**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 201 - 210)

**20. FOREST FUND OUTTURN AND EXPENDITURE PLAN**

Report of the Director of Open Spaces.

**For Decision**  
(Pages 211 - 222)

**21. PROPERTY MATTER**

Report of the City Surveyor.

**For Information**  
(Pages 223 - 236)

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

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



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## **EPPING FOREST & COMMONS COMMITTEE**

**Monday, 12 July 2021**

Minutes of the meeting of the Epping Forest & Commons Committee held remotely  
on Monday, 12 July 2021 at 11.00 am

### **Present**

#### **Members:**

Graeme Doshi-Smith (Chairman)  
Benjamin Murphy (Deputy Chairman)  
Peter Bennett  
Caroline Haines  
Alderman Robert Hughes-Penney  
Deputy Edward Lord  
Alderman Nicholas Lyons  
Jeremy Simons  
Verderer Michael Chapman DL  
Verderer Paul Morris  
Verderer Nicholas Munday  
Verderer H.H William Kennedy

#### **Officers:**

Richard Holt	- Town Clerk's Department
Sarah Phillips	- Town Clerk's Department
Fiona Mckeith	- City Surveyor's Department
Mark Jarvis	- Chamberlain's Department
Edward Martin	- City Surveyor's Department
Colin Buttery	- Director of Open Spaces & Heritage
Paul Thomson	- Superintendent, Epping Forest
Andy Barnard	- Superintendent, The Commons
Jacqueline Eggleston	- Head of Visitor Services, Epping Forest
Jeremy Dagley	- Head of Conservation, Epping Forest
Jo Hurst	- Business Manager, Epping Forest
Gerry Kiefer	- Business Manager, Open Spaces Department
Tristan Vetta	- Planning Officer, Epping Forest

#### **1. APOLOGIES**

Apologies were received from Deputy Phillip Woodhouse and Gregory Lawrence.

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

There were no declarations.

3. **MINUTES**

The Committee considered the public minutes and non-public summary of the previous meeting of the Epping Forest and Commons Committee held on the 10<sup>th</sup> of May 2021.

The Director of Open Spaces highlighted to the Committee a number of matters arising from the minutes including comments received in relation a decision of the Committee at the previous meeting regarding the membership of the Epping Forest Consultative Committee. It was noted that this matter would be addressed at Item 14 of the Committee's agenda.

**RESOLVED-** That the public minutes of the previous meeting of the Epping Forest and Commons Committee held on the 10<sup>th</sup> of May 2021 be approved as an accurate record.

4. **EPPING FOREST AND COMMONS COMMITTEE 2022 DATES**

The Committee received a report of the Town Clerk on the dates for 2022 relating to the Epping Forest and Commons Committee.

In response to a query from a Committee member the Chairman and Town Clerk explained committee meetings were planned to be held in a hybrid format after the summer, subject to social distancing guidance and the decision of the Policy & Resources Committee.

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

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

The Committee considered a report of the Director of Open Spaces on risk management regarding the Epping Forest and the Commons Divisions.

The Committee discussed risk OSD EF 002 Decline in Assets condition. It was suggested by a Member that the target for this risk should be changed to list an improvement of the assets condition even if resources mean that this is currently unachievable. The Director of Open Spaces responded by explaining that the reductions in the Cyclical Works Programme (CWP) funding meant that there was not room within the current budget. It was added that it was hoped that an increased CWP budget next year would allow for an improved position for this risk. Responding to a Committee member's query on Warren House the Director of Open Spaces explained that ownership of this building was complex but different options for future maintenance would be explored appropriately including working more closely with partnership organisations.

The Deputy Chairman noted the risks caused by the policy of fixed term staffing contracts and the effect on staffing resource. In addition, it was observed that some short term mitigation of this would need to found if this were not to have a detrimental effect on the operation of the Department.

The Chairman requested further information on the actions needed to remain compliant with required risk score cards. The Director of Open Spaces explained that mitigation actions for these risks which were identified included

extended periods for works, noting that some factors influencing this were outside of the Department's control, and allocation of further funding from the CWP budget. The Deputy Chairman suggested that an achievable risk target be agreed for the current year with more stretching target established for next year with clear factors explained for what would be required to achieve these targets.

**RESOLVED-That: -**

- I. The Epping Forest Risk Register included at Appendix 2 be approved; and
- II. That the Commons Risk Register included at Appendix 3 be approved; and
- III. That the removal of one green risk, TC 011 – Riddlesdown Quarry, as explained in paragraph 18 be approved; and
- IV. That the removal of one amber risk, TC 012 – Farthing Downs Cattle Grid, as explained in paragraph 19 be approved.

**6. OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2020/21 - YEAR END PERFORMANCE REPORT**

The Committee received a report of the Director of Open Spaces on the Open Spaces Departmental Business Plan for 2020-2021.

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

**7. REVENUE OUTTURN 2020/21 - EPPING FOREST AND COMMONS**

The Committee considered a joint report of the Chamberlain and Director of Open Spaces on the Epping Forest and Commons Revenue Outturn 2020-21.

The Chamberlain introduced the report and commended Officers for limiting the unfavourable variance to only £146,000 given the budgetary context and the position in the previous year.

A Member raised the matter of root barriers and potential related insurance claims highlighting that effective resolution of this issues represented a good spend to save opportunity when considered across the City of London Corporation managed open spaces. Officers agreed to consider how best to request funds to finance this spend to save opportunity.

Responding to a query from the Deputy Chairman's question the Director of Open Spaces confirmed the position at Epping Forest with regard to the reopening of revenue activities subject to the lifting of social distancing restrictions.

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

**8. SUPERINTENDENT'S UPDATE**

The Committee received a report of the Director of Open Spaces which summarised the Epping Forest Division's activities across April to May 2021.

A Member commented on the contribution of volunteers to Epping Forest during the pandemic. The Director of Open Spaces agreed and explained that an appropriate event to acknowledge the contribution of the volunteers to Epping Forest which was hoped to be possible in autumn.

Responding to a question from the Deputy Chairman the Director of Open Spaces informed the Committee that phase two of the Epping Forest Car Parking Project was expected to begin in September.

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

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

The Committee noted the draft minutes of the Epping Forest Consultative Committee meeting held on 16 June 2021.

A Committee member raised an error that was made in the description of the Theydon Bios Rural Preservation in a report considered at previous meeting of the Epping Forest and Commons Committee on the membership of the Epping Forest Consultative Committee. The Chairman acknowledged that an error had been made noting that the matter would be addressed under Item 14 of the agenda.

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

10. **CHINGFORD INDIVIDUAL SITE PLAN**

The Committee considered a report of the Director of Open Spaces on the Chingford Individual Site Plan.

The Deputy Chairman thanked Officers for their work on the project and highlighted that the Epping Forest Consultative Committee had reacted positively to the plans at their meeting in June.

The Chairman questioned if an appropriate format for storing this site plan, and other similar site plans, in an easily accessible place could be established. The Director of Open Spaces confirmed that this would be addressed in a report on the communications policy for Epping Forest which was due to be considered by the Committee in September. The Deputy Chairman requested that the Director of Communication attend the meeting in September to hear the Committee's concerns.

**RESOLVED-** That: -

- I. The comments from the Epping Forest Consultative Committee be noted; and
- II. The Committee approved Option 1 where it is proposed that the Chingford ISP be adopted as the operational plan for the Chingford Area.

11. **COPPED HALL PARKLAND MANAGEMENT PLAN**

The Committee considered a report of the Director of Open Spaces on the Copped Hall Parkland Management Plan.

A member of the Committee commented that the report represented the correct direction of travel for the project however the specific details of the report would be vital to understanding the success of the project. It was added that stakeholders, including the Committee, would need to be kept appropriately informed at each stage of the project. The Director of Open Spaces confirmed that there would be extensive consultation with all stakeholders noting that a carbon removals officer was due to be hired which would help with the delivery, in including communication, of this project. It was added that a committee visit to the site was also being considered. Moreover, the Director observed that a balance between dialogue and progress was required on this project.

In response to a Committee member's query the Director of Open Spaces explained that the budgetary breakdown was provided in appendix seven of the report.

**RESOLVED-** That: -

- I. Option 1 be approved, to allow work to begin at Copped Hall, from September 2022, using the allocated CAS *Carbon Removals* Project funding; and
- II. That the Committee approved the development of a CSS application based on the wood-pasture and parkland proposals in, and as appended to, this report, plus further development of their detail alongside development of heritage protection proposals and additional visitor access enhancement, including a future report on car parking. The details of the application to be presented for approval at future Committee prior to any application in April 2023.

**12. WANSTEAD PARK PERMISSIVE CYCLING EXTENSION**

The Committee considered a report of the Director of Open Spaces on the Wanstead Park Permissive Cycling Extension.

Responding to a Committee member's question the Director of Open Spaces confirmed that electric bicycles were included in the cycling permitted at Wanstead Park, but the Cycling Strategy did not deal with the issue of electric scooters.

Following concern from a member of the Committee regarding cycling related damage to Epping Forest the Director of Open Spaces explained that areas of the Forest could be closed to cyclist if required.

**RESOLVED-** That: -

- I. The comments from the Epping Forest Consultative Committee be noted; and
- II. The public consultation exercise results be noted; and
- III. The extension of permissive cycling across the Wanstead Park byelaw area be approved.

13. **CLIMATE ACTION STRATEGY - OPEN SPACES "CARBON REMOVALS" - SITE PLANS 2021**

The Committee considered a report of the Director of Open Spaces on the Climate Action Strategy Carbon Removals 2021 Site Plans.

The Deputy Chairman asked whether Gifford's Meadow can be considered as charitable land. The Director of Open Spaces undertook to confirm this point. A Member noted that the use of Gifford's Meadow in this project was a fitting tribute to Sir Roger Gifford who had sadly passed away.

**RESOLVED-** That: -

- I. The Option 1 plan for Netherhouse and approve the revival of the fieldname to 'Patmore's Field' be approved; and
- II. That the Option 1 outline plan for Gifford's Meadow/Bottom and approve a final name for the site be approved.

14. **EPPING FOREST CONSULTATIVE COMMITTEE - REQUEST TO CO-OPT A FURTHER MEMBER**

The Committee considered a report of the Director of Open Spaces on the co-option of a further member on the Epping Forest Consultative Committee. The Director of Open Spaces introduced the report and apologised for the error in the previous report.

The Deputy Chairman commented that diversity and inclusion needed to be appropriately considered in the framework for co-option to the Epping Forest Consultative Committee.

**RESOLVED-** That the Committee acknowledge the error in the previous report to Committee regarding the application from Theydon Bois & District Rural Preservation Society and co-opt them to attend the Epping Forest Consultative Committee until the next full selection process

15. **SUPERINTENDENT'S UPDATE**

The Committee received a report of the Director of Open Spaces which provided a general update on issues across the nine sites within 'The Commons' division.

The Director of Open Spaces informed the Committee that work had started in the week preceding the meeting on the Kenley Revival project. The Committee expressed disappointment with the Kenley Revival signs have been vandalised but noted the local support highlighted.

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

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

A Member asked for further information on the issue caused by an increased license fee for Epping Forest Cricket Club and asked if the club had been consulted prior to being issued the license fee increase. The Director of Open Spaces confirmed that the Epping Forest Cricket Club had been informed five

years previously of the fee increase and explained that the City of London Corporation had a responsibility to the Epping Forest Charity to review leases. It was added that there was a problem at many sports clubs where they hold old leases and have difficulties adjusting when fees increase. The Chairman requested that the specifics of this situation be explored noting that it was important to ensure the charge was reasonable.

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

There was no other business considered urgent.

**18. 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.

**19. NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the Epping Forest and Commons Committee meeting held on the 10<sup>th</sup> of May 2021.

**RESOLVED-** That the non-public minutes of the Epping Forest and Commons Committee meeting held on the 10<sup>th</sup> of May 2021 be approved as an accurate record.

**20. LONG STREET - DEED OF GRANT EASEMENT**

The Committee considered a report of the Director of Open Spaces on the Deed of Easement Long Street.

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

**21. WAYLEAVE FEE VALUATION**

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

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

**22. WOODREDON FARM (RIDING SCHOOL) DISPOSAL**

The Committee received a report of the City Surveyor on Woodredon Farm (Riding School).

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

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

Two questions were received in the non-public session.

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

There were no items of urgent business considered.

**The meeting ended at 13:22**

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Chairman

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

<b>Committee(s):</b> Open Spaces and City Gardens West Ham Park Education Board Epping Forest and Commons Hampstead Heath, Highgate Wood and Queens Park	<b>Dated:</b> 13 July 2021 13 July 2021 9 September 2021 13 September 2021 29 September 2021
<b>Subject:</b> Two year review of the Open Spaces Department's learning programme, 2019-21	Public
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 3, 4, 8, 10
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Director, Open Spaces Department	<b>For Information</b>
<b>Report author:</b> Abigail Tinkler, Head of Learning	

## Summary

This report and appendices provide Members with an overview of the Open Spaces learning programme from 2019 to 2021. The programme has received core funding since April 2019 and delivers school, youth, play, community and volunteering opportunities to children and adults at Hampstead Heath, West Ham Park and Epping Forest. Key highlights include:

- The programme engaged over 44,000 participants in facilitated learning activities over the two years.
- The programme continued to reach audiences in need during the Covid pandemic, producing an innovative programme in line with each stage of restrictions.
- Programme evaluation showed a positive change across five impact areas: connection, understanding, wellbeing, confidence and involvement.

## Recommendation

Members are asked to: Note the report.

## Main Report

### Background

1. In 2016 the Open Spaces Department launched a new centrally co-ordinated learning programme. Following a successful three years, the Open Spaces Department's resource base was increased to provide core funding for the learning programme from April 2019.
2. The programme was developed in response to concern over health and wellbeing inequalities as people in deprived areas face barriers to accessing nature and associated health and wellbeing benefits. The programme has the following aims and outputs:

- Engage urban and deprived communities close to three open spaces: Hampstead Heath, Epping Forest (including Wanstead Flats) and West Ham Park
- Deliver five learning impact areas: understanding, confidence, involvement, wellbeing, and connection
- Schools service operating out of Hampstead Heath, Epping Forest, West Ham Park
- Green Talent programme working with young people struggling in education and/or furthest from the job market
- Play activities at Hampstead Heath
- Volunteer development and community engagement.

### **Current Position**

3. This report provides, as Appendix 1, a detailed two year review of the Open Spaces learning programme from 2019 to 2021.
4. The review outlines the successful school, play, youth, community and volunteering programme delivered in 2019-20, including:
  - Schools service operating from Hampstead Heath, Epping Forest and West Ham Park, reaching students in London's most deprived boroughs including Tower Hamlets, Newham, Hackney, Islington, Haringey, Brent and Camden.
  - Green Talent programme working with young people struggling in education and/or furthest from the job market, including pupil referral units, young carers and young refugees.
  - Play activities at Hampstead Heath, reaching children and families from some of the most deprived wards to the south of the Heath, including Gospel Oak Ward where there is 39% child poverty.
  - Volunteer development and community outreach work, including a successful partnership with 'Ambition, Aspire, Achieve', an organisation that works and supports families from very deprived areas in Newham.
  - The 2019-20 programme reached over 40,000 participants and exceeded its participation target by 7%.
5. The review outlines the innovative approach taken in response to the Covid pandemic and associated restrictions, including:
  - A series of nature-focused activities which schools and families could do themselves – for example, showing children how to create eco art or make a bird feeder. Activities were designed to include children at home with only limited resources by using simple items such as old cereal packets and milk cartons. Printed activity sheets were shared via food banks, community centres and hostels, reaching families who may not have access to a computer.

- Reaching out to groups in need, including a hostel for homeless families, young people who had been suffering from anxiety and depression over lockdown, and unaccompanied refugee minors, offering bespoke programmes including a virtual tour of Epping Forest.
  - Responding to concerns over the impact of the pandemic on mental health with new sessions designed to improve wellbeing, including an in-school sessions for schools who were unable to visit our Open Spaces, and outdoor facilitated sessions for groups of five (plus one facilitator) to coincide with the 'rule of six' outdoors.
  - An adapted school programme to engage the vulnerable children, children with special educational needs and disabilities, and key worker children who were attending schools (which were otherwise closed) within walking distance of West Ham Park and Hampstead Heath.
  - Regular in-school nature sessions for autistic children, bringing nature learning to the school whilst they were unable to travel to West Ham Park due to staff shortages during lockdown.
6. The programme's innovative approach to engagement through the Covid pandemic was featured in the Evening Standard, City Matters, Ham and High, Pro Landscaper and Epping Forest Guardian.

### **Key Data**

7. The programme engaged 44,487 participants in facilitated learning activities over the two years. Of these, 40,369 participated in 2019 – 20, and 4,118 participated in 2020-21 when Covid restrictions limited face-to-face participation.
8. The school programme engaged schools in 15 London boroughs, including the seven London boroughs with the highest levels of poverty: Tower Hamlets, Newham, Hackney, Islington, Haringey, Brent and Camden.
9. The programme made a positive difference across the five learning impact areas, including:
- 107% increase in learning volunteers' feelings of confidence to explore our Open Spaces
  - 22% increase in family participants' sense of wellbeing
  - 15% increase in school programme participants' feelings of connection to our Open Spaces
  - 74% increase in Green Talent participants' feelings of involvement
  - 47% increase in Green Talent participant's understanding of the importance of green spaces.

(School and family programmes are one-off engagements, whereas Green Talent and volunteer engagement are longer term and have a greater impact. Evaluation toolkits developed by University College London and University of Derby.)

### **Corporate & Strategic Implications**

10. The OS learning programme contributes to the delivery of all three of the CoL Corporate Plan's overarching aims and seven of the twelve outcomes:

- **Contribute to a flourishing society:**  
People are safe and feel safe; People enjoy good health and wellbeing; People have equal opportunities to enrich their lives and reach their full potential; Communities are cohesive and have the facilities they need.
- **Support a thriving economy:**  
We have access to the skills and talent we need.
- **Shape outstanding environments:**  
We inspire enterprise, excellence, creativity and collaboration; Our spaces are secure, resilient and well-maintained.

11. The OS Learning Programme delivers aspects of the CoL Social Mobility Strategy, CoL Education Strategy, and OS Business Plan. See appendix two for details.

### Financial summary

Year	Actual Exp £	Actual Inc £	Actual Net Income/Expenditure £	Budgeted Net Income/Expenditure £
2019/20	357,655	39,654	318,000	395,000
2020/21	336,019	6,784	329,235	312,000

12. The 2019/20 budget was underspent due to vacant posts within the team. The 2020/21 budget was overspent due to reduced school income following school closures and restrictions (COVID-19).

### Conclusion

13. The Open Spaces Learning Programme was successful in engaging 44,487 participants in facilitated activities from 2019 to 2021. The programme adapted to the restrictions and impacts of the Covid pandemic and continued to reach Londoners living in areas of poverty and deprivation, young people struggling with mental health, children with special educational needs and disabilities, and vulnerable children. Evaluation also showed that the programme had a positive impact on participants' understanding, wellbeing, confidence, connection and involvement with nature.

### Appendices

- Appendix 1 Review of the Open Spaces Learning Programme 2019-21
- Appendix 2 Strategic Value
- Appendix 2 Learning Principles
- Appendix 3 Maps showing school programme reach and areas of deprivation

### Background Papers

Three year review of the Open Spaces Learning Places' programme 2016 – 19

**Abigail Tinkler**, Head of Learning, Open Spaces Department

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Appendix One

# Open Spaces Learning Programme Review

## 2019 - 2021

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## Executive Summary

The Open Spaces Department's innovative learning programme facilitates change across five impact areas: understanding, confidence, involvement, wellbeing, and nature connection.

The learning programme was developed in response to a growing consensus that spending time in nature is beneficial to health and wellbeing, and a concern over health and wellbeing inequalities as people in deprived areas of London face more barriers than most to accessing nature. The programme provides a key method for the City of London to contribute to the health and wellbeing of residents of some of London's most deprived communities through connecting them more powerfully to their local green spaces. Audiences include school children growing up in poverty, young people excluded from mainstream schooling, and local people from communities that are under-represented in our green spaces. Delivery is focused on spaces located near areas of high deprivation, with programmes operating from West Ham Park, Hampstead Heath and Epping Forest.

During the last two years the core programme was delivered and then adapted to continue to provide a service during the Covid-19 pandemic.

- In 2019 – 20 the learning team delivered a successful face-to-face activity programme for schools, play, youth, community groups and volunteers
- In 2020-21 the learning team delivered an innovative, adapted programme in order to reach audiences with limited access to resources and outdoor space during the Covid pandemic.
- The programme exceeded its 2019-20 participation targets; however, face-to-face engagement was restricted in 2020-21 due to the Covid pandemic.

As 2019-20 and 2020-21 were very different years, rather than directly comparing outputs this report describes the approaches and outputs for each phase of the programme.

### ***Key achievements***

- The programme engaged over 44,000 participants in facilitated learning activities 2019-21.
1. The school service reached students in London's most deprived boroughs including Tower Hamlets, Newham, Hackney, Islington, Haringey, Brent and Camden.
  2. The Green Talent programme worked with young people struggling in education and/or furthest from the job market, including pupil referral units, young carers and young refugees.
  3. Play activities at Hampstead Heath reached children and families from some of the most deprived wards to the south of the Heath, including Gospel Oak Ward where there is 39% child poverty.
  4. The programme adapted in 2020-21 with targeted initiatives in-line with each stage of the Covid restrictions, including printed activity sheets delivered via food banks, activity

videos for use in school playgrounds, in-school nature wellbeing workshops, outdoor wellbeing programme for groups of six, an adapted Covid-safe school programme and Covid-safe play programme.

5. The programme made a positive difference across the five learning impact areas:

**Connection:**

15% increase in participants' feelings of connection to the Open Spaces after taking part in the school programme 2019-21

**Confidence:**

107% increase in participants' feelings of confidence to explore Open Spaces after taking part in the learning volunteer programme 2019-20

**Wellbeing:**

29% increase in participants' feelings of wellbeing after taking part in the learning volunteer programme 2019-20

**Involvement:**

74% increase in participants' feelings of involvement after taking part in the Green Talent programme 2019-21

**Understanding:**

47% increase in participants' understanding of the importance of green spaces after taking part in the Green Talen programme 2019-21

- The programme's innovative approach to engagement through the Covid pandemic was featured in the Evening Standard, City Matters, Hampstead and Highgate Express, Pro Landscaper and Epping Forest Guardian.
- The programme has delivered vital aspects of the City of London Corporation's Corporate Plan, Social Mobility Strategy and Education Strategy.

## **Feedback**

*"It was fantastic to get outside, to a different – and very special space – and to do something real, hands on and outdoors... The learning ... was fantastic. No screens, no walls... Magic."* Headteacher, Eleanor Palmer Primary School, Camden (Hampstead Heath)

*"The session gave us a chance to see the children use collaboration skills, as well as concentration and resilience - all key values at Park Primary School. We would fully recommend this experience..."* Teacher, Park Primary School, Newham (West Ham Park)

*"Lockdown has been so tough on me and my son as he is only 13 months, so getting able to come here and see other children really makes me happy and seeing how happy he is in his face, thank you so much! We would be truly lost without this place."* Participant, One O'clock Club (Hampstead Heath)

*"As a busy family, it was fantastic to spend time outdoors together, work as a team and join in the fun and creative activities while learning new skills. The session was professionally organised, led by a very friendly and welcoming team member who put us at ease straight from the beginning."* Participant, family workshop (Epping Forest)

# Introduction

## ***Background***

The Open Spaces learning programme engages urban and deprived communities close to three open spaces: Hampstead Heath, Epping Forest (including Wanstead Flats) and West Ham Park.

The programme delivers five learning impact areas; understanding, confidence, involvement, wellbeing, and connection.

The programme consists of the following workstreams:

- a) Schools service operating out of Hampstead Heath, Epping Forest, West Ham Park
- b) Green Talent programme working with young people struggling in education and/or furthest from the job market
- c) Play activities at Hampstead Heath
- d) Volunteer development and community outreach work

The OS learning team brings together expertise in outdoor learning, schools, play, volunteering and youth work. Eight full time officers and one part time officer are located at the key delivery sites (Hampstead Heath, Epping Forest and West Ham Park), and an additional pool of casual educators and play workers support programme delivery.

## ***Rationale***

The learning programme was developed in response to:

- a growing consensus that spending time in nature is beneficial to health and wellbeing, whilst contact with nature is becoming more infrequent
- an understanding that access to green space is not equal, with people in deprived areas of London facing more barriers than most to accessing nature, which can impact on physical activity levels and mental health
- a concern that visitors to our Open Spaces are not always representative of the local communities, with Black, Asian and minority ethnic groups (BAME) and deprived communities under-represented
- a recognition that barriers to accessing green spaces exist for local communities, including fear of getting lost, a lack of confidence in the outdoors, a lack of understanding of the activities available, and a feeling that our spaces are 'not for them' (highlighted through consultation with communities adjacent to our Open Spaces)
- a concern about the attainment gap between disadvantaged school students and their peers
- a recognition of the value of play in young people's development, with natural play having a lasting impact on the development of children's connection, understanding and appreciation for the natural environment.

## ***Strategic value***

The programme contributes to the delivery of all three of the Corporate Plan's overarching aims and seven of the 12 outcomes. See appendix two for more information.

## ***Impact areas***

To tackle the challenge of a growing disconnect with nature and green spaces, the learning team design programmes to deliver change across five impact areas:

<b><i>Understanding</i></b>	<b><i>Confidence</i></b>	<b><i>Nature connection</i></b>	<b><i>Wellbeing</i></b>	<b><i>Involvement</i></b>
<b>People understand the value and importance of green space</b>	People are confident to use green spaces, as part of our activities or independently	People develop a sense of place with green spaces	People have restorative and meaningful experiences in green spaces	People take positive action for, and get involved with, green spaces

To maximise impact, the learning team target programmes to reach those who could benefit the most, including school children growing up in poverty, young people excluded from mainstream schooling, and local people from communities that were under-represented in our green spaces. A bespoke evaluation toolkit, developed in collaboration with academic partners at Derby University in 2018, has been used to measure impact across the five areas (information regarding this evaluation methodology is available on request), as well as a wellbeing evaluation toolkit developed by University College London.

## ***Learning principles***

A set of learning principles for schools and play inform programme development and delivery. The principles:

- map across the five impact areas
- bring together the expertise of the team and relevant research
- enable shared reflective practice and a shared vision for quality learning
- increase the level of active engagement of participants
- provide a tool for effective decision making and peer review

See appendix three for more information.

## ***Evaluation toolkits***

A bespoke evaluation toolkit developed by Derby University in 2018 was used to measure change across the five impact areas. An additional wellbeing evaluation toolkit from University College London was used to provide a more nuanced measure of psychological wellbeing. More details are available on request.

## Programme review 2019-20

The 2019-20 programme delivered:

- a) Schools service operating out of Hampstead Heath, Epping Forest, West Ham Park
- b) Green Talent programme working with young people struggling in education and/or furthest from the job market
- c) Play activities at Hampstead Heath
- d) Volunteer development and community outreach work

The 2019-20 programme reached over 40,000 participants and exceeded its participation targets by 7%.

### School services

#### Overview

High quality booked sessions were delivered to a wide range of schools at Epping Forest, Hampstead Heath and West Ham Park.

Sessions were delivered to support the National Curriculum and promote awe, wonder and inspiration as children learned through active engagement with the open spaces. Based on the unique features of the sites and the needs of schools, the programme provided rich opportunities to:

- Learn through first hand observation (e.g. exploring habitats, life cycles, seasons)
- Stimulate the imagination (e.g. creating stories inspired by nature, creating art work using natural materials)
- Give children an active role (e.g. pond dipping, orienteering, field work)
- Enable children to see the relevance and application of their knowledge and skills beyond the classroom (e.g. solving a real-life practical challenge such as assessing pond health or testing materials to build a dam)
- Uncover evidence of local history (e.g. finding bomb craters in the Epping Forest site)
- Develop team working skills (e.g. team den building).

The Epping Forest programme was based at The View visitor centre near Chingford, with sessions delivered in the adjacent forest and Tudor hunting lodge. The Hampstead Heath Programme operated from the Education Centre building in Parliament Hill Fields and the 'Glassroom Classroom' in Golders Hill Park, with sessions delivered in bespoke teaching gardens as well as the wider Heath. Both sites provided a variety of habitats for exploration. The Epping Forest and Hampstead Heath programmes have charges / income targets, and reach schools across multiple London boroughs, including Hackney, Waltham Forest, Harringay, Tower Hamlets, Islington and Camden. Programmes were offered from nursery to A level, with most visits coming from primary schools.

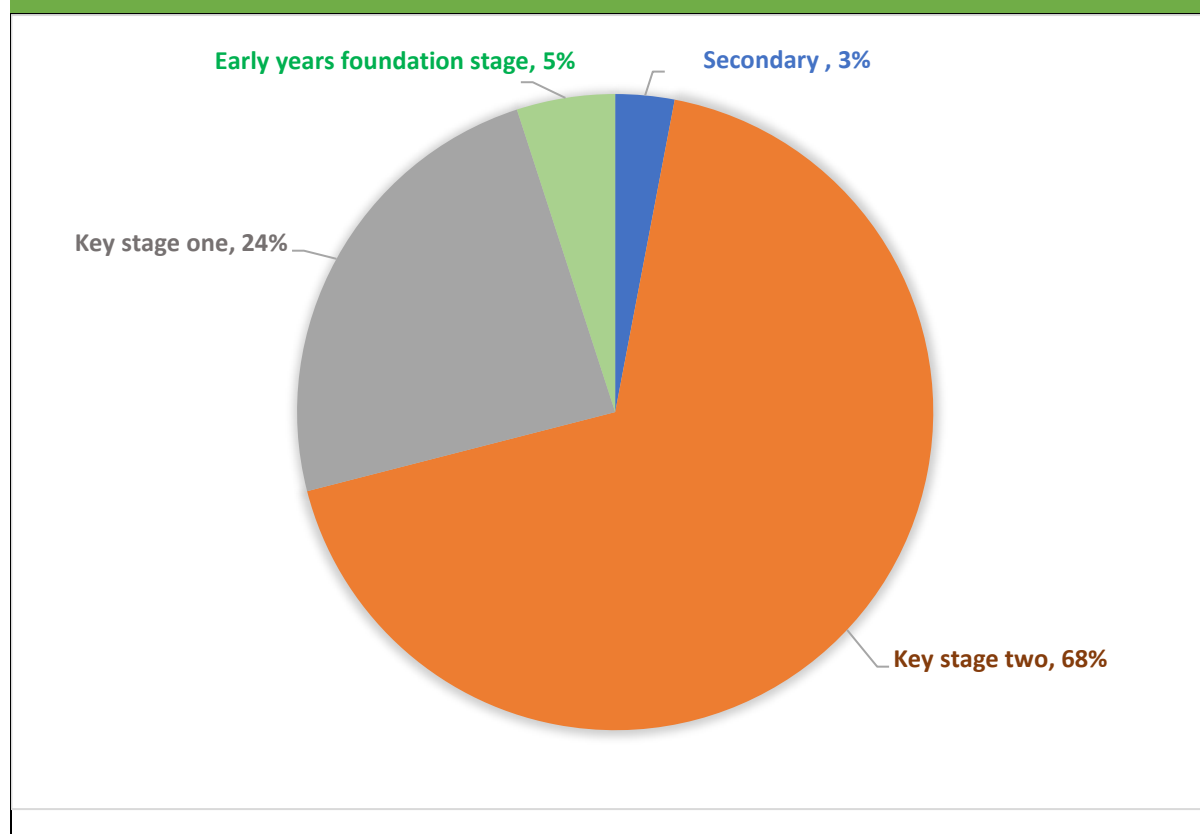
The programme at West Ham Park offers a free programme to primary schools in Newham, which is ranked in the worst four London boroughs for child poverty (Trust for London). The programme builds relationships with a small number of local schools, enabling repeat visits from multiple year groups, and works collaboratively with teachers to produce relevant outdoor learning sessions.

## Participation

School programmes	Target 2019-20	Actual 2019-20
Number of school participants at Epping Forest	2,640	2,589
Number of school participants at Hampstead Heath	8,360	8,554
Number of school participants at West Ham Park	3,200	5,033
<b>Total number of school participants</b>	<b>14,200</b>	<b>16,176</b>

The majority of participating students were primary school children from key stage two (7 to 11 year olds):

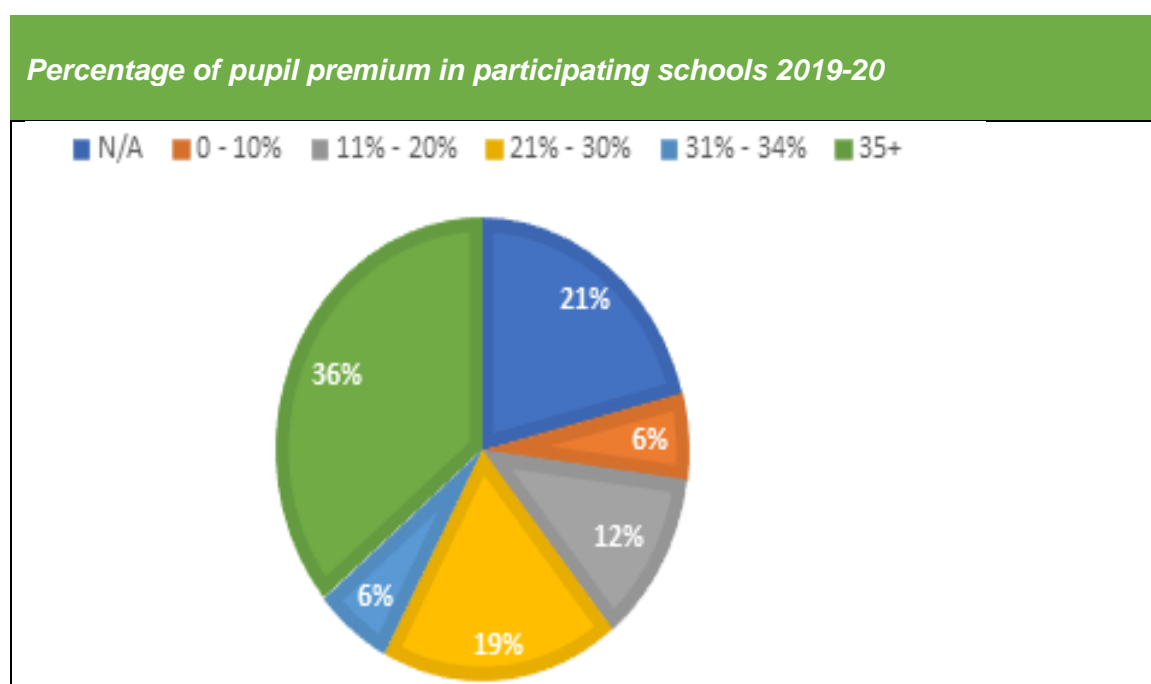
*Percentage of secondary, key stage two, key stage one and early years foundation stage students, 2019-20*



## ***Reaching disadvantaged school students***

There is a wide recognition and concern over the attainment gap between disadvantaged school students and their peers, and the OS learning programme has engaged schools in some of London's most deprived boroughs, including Tower Hamlets, Newman, Hackney, Islington and Haringey (see appendix 3 for maps illustrating the programme reach within areas of deprivation).

Pupil premium is an indicator of disadvantage as it is allocated to children who have been in receipt of free school meals, looked after or adopted from care. The average pupil premium level for primary schools in England is 21%, and 35% is high. Through monitoring school pupil premium as an indicator of disadvantage, we know that the school services have reached a significant number of these students; 36% of participating schools had a pupil premium level of 35% and above:



## ***Evaluation***

### **Connection:**

- 81% of participants felt connected or very connected to our Open Spaces after taking part in a school workshop.
- 19% increase in feelings of connection to Open Spaces, compared to a 5% increase in 2018-19.

### **Confidence:**

- 88% of participants felt confident or very confident to 'explore places like this' after taking part in a school workshop.
- 13% increase in feelings of confidence to explore Open Spaces, compared to an 8% increase in 2018-19.

## **Feedback**

*"Investigation with a practical application and context!"* Teacher, Kentish Town Primary School ('Soil Scientists' workshop, Hampstead Heath)

*"Children were able to experience aspects of Stone Age living as they were immersed into the forest environment. The session was great and nicely fitted into our work on the Stone Age to Iron Age. The objectives were met. Building the shelters was raw fun and the fire making was brilliant too."* Teacher, Mandeville Primary School, Hackney ('Stone Age Survival' workshop, Epping Forest).



*School students participating in an orienteering workshop on Hampstead Heath.*

## **School workshops**

All school workshops support the delivery of the National Curriculum. The school workshops offered at the different sites can be viewed on our website:

<https://www.cityoflondon.gov.uk/things-to-do/green-spaces/hampstead-heath/learning-at-hampstead-heath>

<https://www.cityoflondon.gov.uk/things-to-do/green-spaces/epping-forest/learning-in-epping-forest>

<https://www.cityoflondon.gov.uk/things-to-do/green-spaces/west-ham-park/learning-in-west-ham-park>

## **Increasing participation**

During 2019-20 the school team created plans to increase the number of school students engaged in 2020-21, with an emphasis on schools with high pupil premium. The plans included new models of staffing and delivery, marketing, and increased income targets. These plans were put on hold due to the pandemic and associated school closures.

## Green Talent

### Overview

Green Talent worked with young people struggling in education and/or furthest from the job market, providing opportunities to explore careers in the environmental and green spaces sector. Targeting 13 – 18 year olds, as well as 19 - 25 year olds with additional support needs, the programme provided facilitated opportunities for young people to recognise and develop their individual talents and skills. For example, completing outdoor conservation tasks boosted resilience, confidence and self-esteem through the achievement of purposeful goals, and activities such as sharing food around a fire helped to build peer relationships by opening dialogues around a shared new experience. Case studies are available on request. Outputs included:

- Scoping study for the Green Talent project moving forward, including identifying target boroughs and youth provisions in boroughs adjacent to our Open Spaces sites.
- Respite session for Brent Young Carers - fire lighting, hot chocolates, and team shelter building challenge. An opportunity to pause responsibilities and enjoy spending time in nature.
- Culture Mile Work Experience programme - practical conservation and learning activities on Hampstead Heath (as part of a wider work experience programme led by Culture Mile Learning)
- Team building sessions for Wormwood Scrubs summer youth programme
- 12-week programme of outdoor learning and skill building at Meadway Pavilion Pupil Referral Unit, Barnet
- Horticulture hands-on learning sessions for Meadway Pavilion Pupil Referral Unit horticulture students, Golders Hill Park
- 10-week practical conservation programme for young people at Hampstead Heath
- Practical outdoor skill-building session for unaccompanied young refugees with the Refugee Council at West Ham Park .

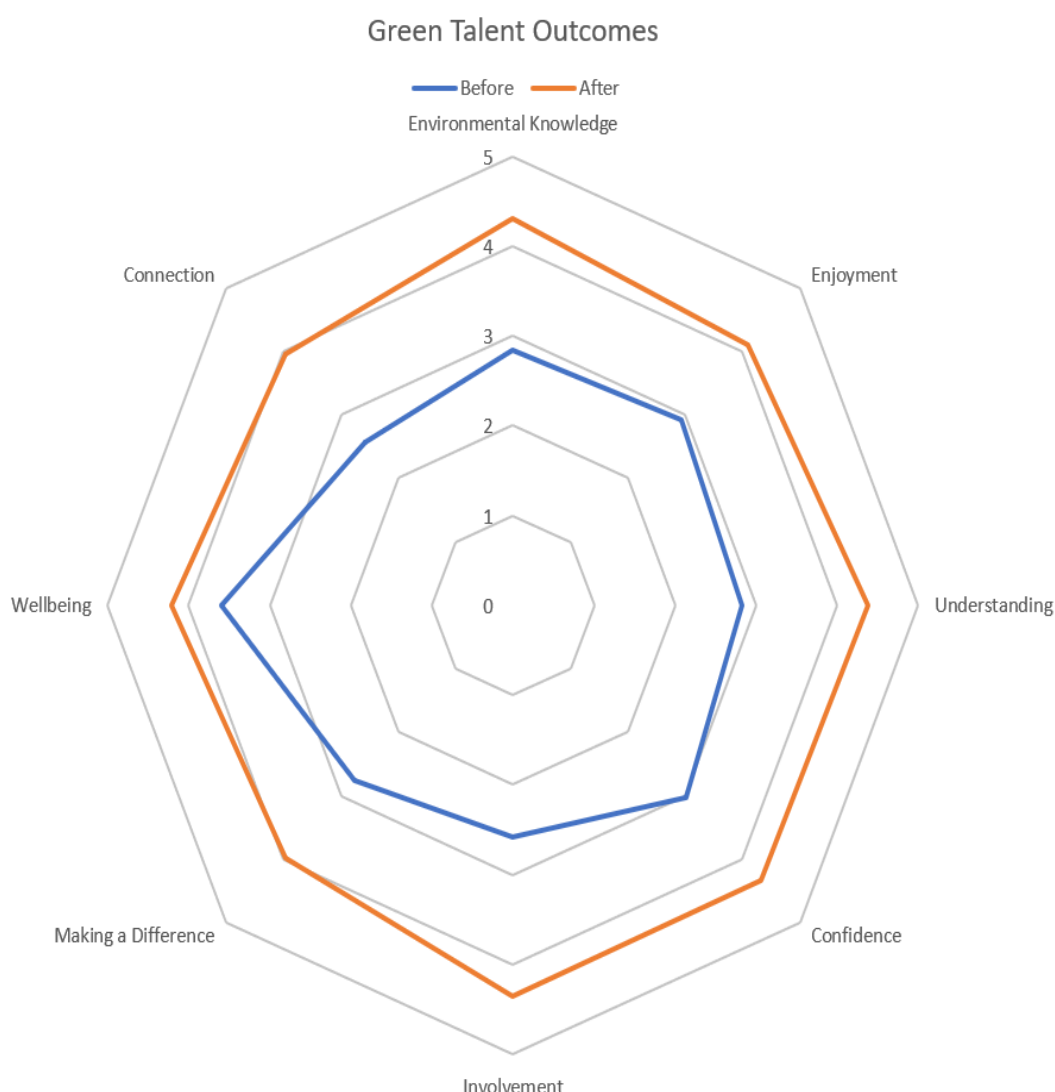
### Participation

Green Talent 2019-20	Target	Actual
Total number of young people participating in the programme	85	90

## Evaluation

Combining the evaluation toolkit developed in collaboration with Derby University together with some bespoke evaluation questions developed in collaboration with Green Talent Participants, the programme demonstrated a positive difference across the five learning impact areas as well as environmental knowledge, making a difference, and enjoyment.

The following 'outcomes star' shows participants' perceptions before and after taking part in Green Talent sessions.



## Feedback

*"It was great to see how the young people took to learning all the different skills you showed them... this was such a valuable experience for them all. From what the young people said afterwards they got a lot out of accomplishing the tasks and working together – making new friends, as some of them wrote on our feedback forms. You may also have heard them say that if they hadn't come they would just have been staying at home in their rooms, which is the worst thing for them in their situations."* London Manager and Senior Children's Psychotherapist, Refugee Council

*“I’ve really enjoyed being involved in this programme, it has given me the chance to take a much needed break from caring, meet other young carers and learn new skills. We’ve all really enjoyed this opportunity more than we thought we would. It has also been a great boost for our mental well-being”.* Participant, Brent Young Carers



Respite session for Brent Young Carers, Hampstead Heath

## **Play Programmes (Hampstead Heath):**

### **Overview**

Two play centres at Hampstead Heath provide both indoor and outdoor play facilities, with an Adventure Clubhouse providing play facilities for under-16s, and a One O'clock Club providing play facilities for under-fives and their parents/carers. The centres are located in the south of the Heath, adjacent to the borough of Camden, which is ranked in the worst four London boroughs for income inequality (Trust for London), and close to areas of deprivation such as Gospel Oak ward where there is 39% child poverty (Open Data, Camden Council).

The play centres bring individuals and communities together to share experiences and promote mutual respect and tolerance. Analysis of postcode data from participants shows that the centres are engaging people from wards where poverty is high, such as Gospel Oak and Haverstock, as well as wards in which most areas are affluent, such as Hampstead Town. The play facility provides an open, welcoming space in which communities can meet and engage in a shared interest regardless of background and circumstance, thus supporting community cohesion.

The play centres were staffed by playworkers who were able to support young people's play and learning. The Adventure Clubhouse was open from April to October, offering a school

holiday programme and after school provision. The One O'clock Club was open all year round, offering afternoon sessions every weekday.

Both provisions were free to access and provided a space where children could play and engage in activities that they had freely chosen, including both facilitated play and free play. Outdoor play included den building, sand, mud and water play, obstacle courses and circus skills. Indoor activities included mask making, leaf printing and badge making. At the Adventure Clubhouse, outdoor adventure play structures were also provided.

Children over the age of eight were able to visit without an accompanying adult, which enabled children whose parents/carers are not able to take them to activities outside school to participate.

## ***Participation***

The 2019-20 play programme exceeded its targets and exceeded 2018-19 participation:

<b>Play Programme 2019-20</b>	<b>Target 2019-20</b>	<b>Actual 2019-20</b>
<b>Number of young people attending the Clubhouse</b>	8,000	8,035
<b>Number of under-5s attending the One O'clock Club</b>	8,500	9,208
<b>Number of adults attending the One O'clock Club</b>	6,500	6,709
<b><i>Total number of participants</i></b>	<b>23,000</b>	<b>23,952</b>



Nature craft activity at the Adventure Clubhouse



Sensory activity at the One O'Clock Club

## Community engagement and volunteering

### Overview

The learning team inspire and enable under-represented local communities to access and enjoy our open spaces. The provide targeted programmes including family learning and play sessions and volunteering opportunities.

The team facilitate volunteering experiences which enhance well-being and build connection to the green spaces and provide training and development opportunities.

The team provide training and volunteer management resources for staff across the Open Spaces department.

### Outputs

- Partnership with 'Ambition, Aspire, Achieve', an organisation that works and supports families from very deprived areas in Newham, one of London's most deprived boroughs, supporting their audiences to engage with our learning programme and Open Spaces
- Social action project with a secondary school; the project developed activities and resources to engage residents in care homes in Waltham Forest, bringing aspects of Epping Forest to them (e.g. forest sounds, leaves, images, stories).
- Partnership with Newham Dementia group, looking at how a group of people with early dementia could access West Ham Park and what the Learning team could develop to engage with this group. Due to Covid restrictions this project was put on hold
- Development of new volunteer roles within the learning team – Epping Forest Schools Volunteer and Hampstead Heath Play Volunteer
- Partnership with UCL Art and Science faculty, supporting an undergraduate student to carry out a research project for our Learning Team. The project looked at how the Learning Team could make some activities more accessible to children with learning disabilities (case study available on request)
- Nature play programme on Hampstead Heath, designed to help families explore the natural world, understand the risks and benefits of natural play, and increase their confidence to play in natural settings. (Working in partnership with a range of local nurseries, play groups and family centres in Camden.).

### Participation

Programme strands	Target 2019-20	Actual 2019-20
Number of learning volunteers engaged with the programme	20	16
Number of community engagement participants	500	572

### Evaluation

Confidence: 107% increase in confidence to explore our Open Spaces after taking part in the 2019-20 learning volunteer programme.

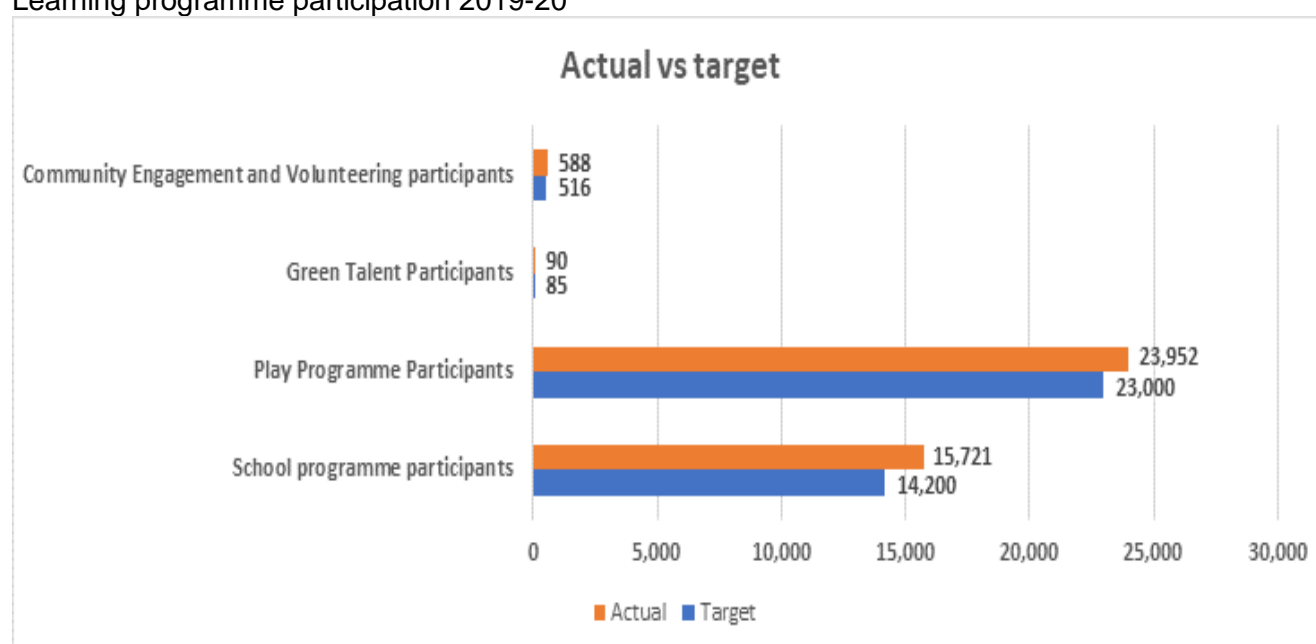
Wellbeing: 29% increase in feelings of wellbeing after taking part in the 2019-20 learning volunteer programme.

## 2019-20 Participation summary

The learning programme engaged 40,351 participants in 2019-20

Participants	Target	Actual
School programme participants	14,200	15,721
Play programme participants	23,000	23,952
Green Talent participants	85	90
Community engagement and volunteering participants	516	588
<b>Total</b>	<b>37,801</b>	<b>40,351</b>

Learning programme participation 2019-20



## 2019 – 20 Highlights summary

- Over 40,000 participants engaged in school, play, youth, volunteer and community engagement programmes.
- Programme evaluation demonstrated a positive change across the five learning impact areas.
- Schools in London's most deprived boroughs, including Tower Hamlets, Newham and Hackney, participated in the programme.
- Partnership with 'Ambition, Aspire, Achieve' facilitated programme participation for families from very deprived areas in Newham.
- Social action project for young volunteers helped to bring memories of Epping Forest to Waltham Forest care home residents.
- Bespoke respite session provided for young carers.
- Long term programmes for pupil referral units enabled young people to build confidence and skills.

## Programme Review 2020-21

The learning team had prepared for 2020 – 21 with plans and resources in place to increase school engagement and associated income targets at Hampstead Heath and Epping Forest, deliver a targeted programmes for youth, community and volunteer engagement and continue the successful play programmes. However, the restrictions imposed by the Covid pandemic posed challenges, including school closures. Whilst this impacted on the number of people the learning team could engage face-to-face, the team continued their focus on reaching people living in deprived areas of London, and developed programmes to support children, families and communities living with limited access to outdoor space and resources.

Rather than working within distinct project areas, the learning staff worked flexibly as a team to produce resources and activities. Staff adapted to new ways of working, moving from face-to-face engagement with people and the outdoors to home-based desk working, and learning new skills such as film editing and digital design. The team innovated and adapted the learning programme to accommodate each phase of the pandemic.

### March – July 2020

*Key restrictions introduced: UK in lockdown and schools closed (although vulnerable and key worker children could attend).*

During the first lockdown, the team created a brand-new series of nature-focused learning resources. Whilst there were already online resources available (e.g. National Trust and RSPB websites), the team sought to reach families who may have limited IT access, little/no outdoor space, and limited resources (e.g. crafting materials, science equipment). Activities were designed to use simple resources, such as old cereal packets and milk cartons. See [www.cityoflondon.gov.uk/learningprogrammeresources](http://www.cityoflondon.gov.uk/learningprogrammeresources)

The team's nature-focused activities included both activity sheets and videos which schools and families could then do themselves, e.g. videos teaching children how to do a bug hunt and create eco art, and worksheets demonstrating how to make a bird feeder or sun catcher. The learning materials were sent to over 800 London schools, with teachers sharing the activities with the children at school and those at home, and printed activity sheets were shared via food banks, community centres and hostels, reaching families who may not have access to a computer or printer. The resources were also shared via local authority newsletters and websites (City of London, Camden, Islington, Newham, Brent, Tower Hamlets, Waltham Forest), and activity sheets were included in packs curated by Culture Mile Learning and A New Direction, reaching families in need across London.

The team also produced a learning pack of narrative based activities inspired by Epping Forest, history and time travel. A time travelling character, letters and clues engaged children in solving a mystery whilst exploring the history and heritage of Epping Forest from the home or classroom.

The team also developed guidance for managing volunteers during the pandemic for the Open Spaces Department. The guidance was regularly updated in accordance to changes within the Governmental guidance.

## **Outputs**

- 1 heritage learning pack
- 30 activity sheets
- 7 activity videos
- Vounteering guidance for the Open Spaces Department

(See [www.cityoflondon.gov.uk/learningprogrammeresources](http://www.cityoflondon.gov.uk/learningprogrammeresources))

## **Reach**

- 800 schools via OS Learning newsletters
- 74 community groups across Camden, Waltham Forest, Newham and Hackney
- 7 local authority newsletters/websites: City of London, Camden, Islington, Newham, Brent, Tower Hamlets, Waltham Forest
- 300 families via food bank deliveries from Aishah Help (Newham, Hackney and Tower Hamlets)
- 150 families via 'Food for London Project' (Waltham Forest)
- 13,500 families via Culture Mile Learning Play Packs
- 6,800 London families via A New Direction 'Let's Create Packs'
- A new webpage was created to host the activities, and links were regularly shared via Open Spaces divisional facebook/twitter, City Corporation social media feed, the Lord Mayor's feed and the Policy Chair's feed.

## **Evaluation**

Evaluating the impact of the activity sheets and videos produced in the first few months of the pandemic was challenging. Initially the team focused on producing the resources and reaching children and families in need as a priority and did not develop an evaluation methodology prior to sharing these resources. Later in the year, they worked in partnership with UCL, supporting an undergraduate student to carry out a research study on the impact of these resources. Unfortunately, the data gathering phase of this project coincided with lockdown three where many staff in the community groups and charities (where the resources had been shared) were on furlough, making it very difficult to gather feedback. However, the surveys produced can be used again.

## **Feedback**

*"Thank you very much for the ideas during lockdown. I will be setting these as tasks for pupils via google classroom."* Teacher, Curwen Primary School, Newham

*"The learning resources and activity sheets provided by the City of London Open Spaces Team have been greatly appreciated by the families, children and young people we have been supporting during these challenging and unprecedented times. We have shared them as part of the weekly food and activity packs we have been delivering to the doorsteps of some of our most vulnerable children and young people during lockdown. Many of those we support do not have a garden or easy access to green spaces and have really been struggling during this period. The nature themed activity sheets and resources have been a really great way to promote positive activities and a great addition to the packs we've been delivering."* CEO, Ambition, Aspire, Achieve (Newham)



*Printed activity sheets delivered to England's Lane Hostel for homeless families in Camden, where families are living with limited space and resources.*



*Shelter created by Capel Manor Primary in Enfield, using one of our activity videos to engage the vulnerable and key worker children who were in school during lockdown one.*



*OS Learning resources included in Culture Mile Play Packs*

## **August 2020**

*Key restriction eased: Groups of six allowed to meet outdoors*

The team were able to work face-to-face with groups of up to five participants outdoors, and facilitated sessions at Epping Forest, Hampstead Heath and West Ham Park. In response to concerns over the impact of the pandemic on mental health, the sessions were designed to promote wellbeing by spending time in nature, learning new skills, discovering something new, being creative, and working together as a group. An evaluation toolkit developed by UCL was used to measure wellbeing before and after the sessions and results show that participants' wellbeing increased by an average of 22% after taking part in the session.

Activities included eco art, pond dipping, shelter building and nature crafts, and included both family learning sessions for all ages and nature-play sessions for children under 5 and their parents/carers.

The sessions were designed to keep people safe during the Covid-19 pandemic – the max group size was 6 (including the facilitator), and they took place exclusively outside with social distancing, hand washing stations or hand sanitizer are available, and all equipment cleaned before use.

The summer programme prioritized sessions for groups who may have struggled during lockdown, working with 'Ambition, Aspire, Achieve' in Newham to run a series of sessions for young people who have been struggling with anxiety and depression over lockdown, as well as other children and families local to its green spaces. The programme delivered a range of outdoor activities such as clearing leaves and watering plants, which boosted self-esteem and confidence.

### **Outputs**

- 56 Family Nature Wellbeing sessions at Hampstead Heath, Epping Forest and West Ham Park
- 35 Nature Play sessions for under-5s and parents/carers at Hampstead Heath
- 6 Nature Wellbeing sessions for young people suffering from anxiety and depression at West Ham Park

### **Reach**

- 232 family learning participants
- 144 nature play participants
- 33 young participants suffering from anxiety and depression

Sessions were fully booked at Epping Forest, West Ham Park and Hampstead Heath, although there were some cancellations due to bad weather.

### **Evaluation**

- 22% increase participants' sense of wellbeing after taking part in a family Nature Wellbeing Workshop.

### **Feedback**

*"We had a brilliant outdoor session in Epping Forest... Our 9 year old daughter had so much fun building a shelter in the forest and engaging in eco art activities such as leaf bashing and stick spider webs. As a busy family, it was fantastic to spend time outdoors together, work as a team and join in the fun and creative activities while learning new skills. The session was professionally organised, led by a very friendly and welcoming team member who put us at ease straight from the beginning."* Participants, Family Nature Wellbeing workshop, Epping Forest.



*Children from the 'Ambition, Aspire, Achieve' project helping to clear leaves and water plants in West Ham Park, boosting confidence and self-esteem.*



*Mini clay models created at a Hampstead Heath Nature Play session*

## **September – December 2020**

*Key restriction eased: Schools and indoor play provision reopen.*

The learning team launched a Covid-safe programme for schools and play, reorganising the school programme to take place entirely outdoors, and opening the two play centres with new safety measures in place. Covid-safe changes included school groups working in their bubbles, OS Learning staff maintaining social distancing, enhanced cleaning, advanced booking for play programmes, and limits on the number of participants.

The team developed two new programmes for delivery in schools – a ‘Nature and Wellbeing’ workshop designed in response to concerns over the impact of Covid on mental health, and a ‘Habitats and Minibeasts’ session designed to help students to discover more within the school grounds. These programmes aimed to accommodate schools who were unable to travel due to the pandemic.

The team provided a weekly ‘Nature School’ at an inner-city school in Newham for a group of children with autism. The school were unable to visit our sites due to Covid restrictions. The team worked with the school to enrich their outside space with logs and natural materials, and delivered a variety of activities to encourage social interaction, hands-on exploration and connection with nature, such as making pine cone bird feeders and observing bird life together. The school were so delighted with the positive impact the sessions are having on the children that they created a ‘nature school hub’ within their school so that all classes can benefit, and plan to visit West Ham Park as soon as it is safe for them to do so.

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

The team ran Family Nature Wellbeing sessions at Epping Forest and Hampstead Heath over the autumn half term holiday.

The team continued to share activity sheets and videos, working with CoL’s ‘Our City Together’ team to include content within their newsletter and website.

### **Outputs**

- 2 new ‘in-school’ sessions developed
- 1 new ‘in-school’ weekly programme for children with autism
- New Covid-safe play programme and working practices for 2 play centres (Hampstead Heath)
- New Covid-safe school programme and working practices (Hampstead Heath, Epping Forest, West Ham Park)
- New weekly programme for looked-after young people with behavioural, emotional and social difficulties (Epping Forest)
- 24 Family Nature Wellbeing sessions at Hampstead Heath and Epping Forest
- 2 facilitated sessions for young people suffering from anxiety and depression (West Ham Park, partnership with ‘Ambition, Aspire, Achieve, Newham’)

### **Reach**

- 1,192 on-site school participants (Hampstead Heath, Epping Forest, West Ham Park, 42 sessions)

- 102 in-school workshop participants (2 sessions)
- 36 in-school autism programme participants (5 weekly sessions)
- 447 participants at the One O’Clock Club
- 100 participants at the Adventure Clubhouse
- 116 family learning participants
- 13 young people suffering from anxiety and depression (partnership with ‘Ambition, Aspire, Achieve, Newham)

### **Evaluation**

Participants in bespoke sessions for young people suffering from anxiety and depression reported improvement across all five impact areas: connection, involvement, confidence, understanding and wellbeing.

### **Feedback**

*“In these challenging times, the staff at Hampstead Heath made our first school trip since March one to remember. With clear risk assessments, excellent pre and post visit communication and an amazing days worth of survival activities, it was a joy to see another side of our students beyond the gates of the school.”* Teacher, Carlton Primary School, Camden

*“The One o’clock club is a great place for young children, the two staff are wonderful and make us feel comfortable and make the children so happy, they always have time to talk and always there to help! Activities are fantastic and the resources are always so clean and tidy all the time. So happy when we come here!!”* Participant, One O’Clock Club



Primary school programme at West Ham Park – the students enjoyed festive wreath making.

## **January – February 2021:**

*Key restrictions introduced: UK in lockdown and schools closed (although vulnerable and key worker children could attend).*

Some learning team members were furloughed part time during the winter 2021 lockdown; however, when working, they continued to engage learners, and developed a flexible learning programme of activities for the key worker, SEND and vulnerable children who were attending school, which was offered to schools within walking distance of West Ham Park, Hampstead Heath and Epping Forest. For many schools it was challenging to come out on a trip at this time (reduced staffing due to illness or staff self-isolating and additional workload for teachers as they adapt to changes) however, a small number of local schools close to Hampstead Heath and West Ham Park were able to visit, often for regular weekly sessions. The outdoor learning sessions provided a great opportunity for the children in school to work together as a team, build wellbeing, and apply their classroom learning in a new context.

The team continued to run weekly in-school sessions for children with autism and worked with an evaluator to better understand the impact of the programme and the aspects of the development and delivery that enabled these outcomes.

The team continued to share nature-focused activity sheets and videos. The resources were shared with teachers across the UK via the Learning Outside the Classroom website and the UK School Trips newsletter, which has a search reach of over 400,000 educators, and via 'Find Fusion' - the CoL Education Strategy Unit's new digital platform for learning.

The team collaborated with the Refugee Council to provide a virtual exploration of Epping Forest for young unaccompanied refugee minors. The group of young people had experienced serious and often multi-layered trauma and took part in the session as part of a wider programme to help improve their wellbeing. Participants were shown an aerial video of drone footage over the Epping Forest area to give them a sense of the scale of the area, as well as being shown different areas in the forest by a learning officer using a live video link. The focus of the session was looking at the birds of Epping Forest, and the birds that the participants would be able to see in their local area.

Whilst the team was unable to work face-to-face with pupil referral units and looked-after children over January and February, they delivered a series of virtual sessions to New Rivers College (a pupil referral unit in Islington) based around skills and careers in the outdoors.

### **Outputs**

- 29 school sessions for vulnerable and key worker school children at Hampstead Heath and West Ham Park
- 2 virtual careers sessions for PRU participants
- 1 virtual tour of Epping Forest for young refugees
- 1 new play programme for Camden families developed
- 5 sessions 'in-school' weekly programme for children with autism

### **Reach**

- 350 on-site school participants (Hampstead Heath and West Ham Park)
- 36 in-school autism programme participants
- 9 young unaccompanied refugee participants (virtual session)
- 8 participants from Pupil Referral Units (virtual sessions)
- 1 evaluation report for in-school nature programme for children with autism produced by professional researcher

## **Evaluation**

An evaluation report on the in-school nature learning programme for autistic children is available on request. The report highlights key strengths of the programme, including a child-centred teaching approach, time to explore, within a natural environment, creative, playful and purposeful activities, and providing supported risks and appropriate challenges. The report findings will be used to inform future practice and will be shared with the environmental education community.

## **Feedback**

*"The children in my group are all from the local area and yet they were talking about how the activity helped them see the park in a whole different way. After several lockdowns, it was lovely to see the children enjoying themselves in their local green spaces while learning key skills and working together as a team."* Teacher, Park Primary School, Newham.

*"It was such a special session, many of the children got to try fire lighting for the first time in their lives. In addition, many had been stuck indoors for longer than anyone would want because of lockdown! I really liked how you gave them just the right amount of guidance but then let them experiment in a safe way. Flint striking was a real lesson in perseverance. The children all asked when we could return and I promptly booked the Soil Science session."* Teacher, Eleanor Palmer Primary School, Camden



School children taking part in a survival skills and team building workshop on Hampstead Heath

## **March 2021**

*Key restriction eased: Schools reopen March 8th; 6 people allowed to meet outdoors from March 29<sup>th</sup>.*

Having worked with a small number of schools within walking distance of the Heath and West Ham Park (supporting key worker and vulnerable children), many of the teachers involved were keen to bring those who missed out whilst home-schooling. The team were ready to welcome schools back to our sites with a Covid-safe outdoor programme.

The team continued to collaborate with Camden Council to identify families who had struggled during lockdown, and began working with Chance UK, a charity that supports children with behavioral and emotional difficulties through a mentorship scheme. Targeted marketing and a priority booking system for a series of Nature Wellbeing sessions was created in advance of a series of sessions running over April. This was successful in engaging a total of 111 participants from these target groups (72% of all participants).

The team developed an outdoor nature-play programme aimed at children and parents/carers who would normally visit the One O'clock Club on Hampstead Heath and developed marketing materials and Covid-safe play activities for the reopening of the One O'clock Club in mid-April.

The team supported a school in Newham to develop their school grounds into a sensory garden and relaxation zone for children with special educational needs and children who need some space away from a traditional classroom environment. The team were able to give advice on planting and will follow this up with a facilitated session for students to prepare and plant the area in May.

The team worked with five CoL employee volunteers, who supported learning officers in delivering outdoor learning sessions for schools.

The team collaborated with the CoL Learning and Development team to design and deliver volunteer management training for staff across CoL.

### **Outputs**

- 37 school sessions at Hampstead Heath, Epping Forest and West Ham Park
- 1 new play programme for Camden families developed
- 4 'in-school' sessions for children with autism
- 1 bespoke plan for an in-school sensory garden
- New training programme in volunteer management developed

### **Reach**

- 945 on-site school participants
- 51 in-school autism programme participants
- 45 Nature Play participants

### **Evaluation**

- 84% of participants felt connected or very connected to our Open Spaces after taking part in a school workshop.
- 84% of participants felt a strong sense of wellbeing in nature after taking part in a school workshop.

### **Feedback**

*"Year 6s really enjoyed the WW2 session at the park. As well as consolidating their knowledge of the topic, they were really stuck by how the park they know so well was impacted by the war - particularly seeing the bomb crater and allotment images and plot. The activities were all very hands on and having artifacts (and replicas) to physically interact with supported their engagement and understanding. All the sessions were carried out in a very safe way. We will definitely book this activity again next year."* Teacher, Park Primary, Newham

*"It's really nice to see them happy. They have smiles on their faces when they go there [to Nature School]. They really enjoy it. It makes me happy."* (Teaching Assistant, Nature School for children with autism, Newham).



Nature learning resources developed for the 'in-school' nature programme for children with autism

## 2020-21 Participation summary

The 2020-21 learning programme engaged 4,017 participants in learning activities facilitated by a learning officer. These numbers are significantly lower than the target due to the restrictions of the Covid pandemic, which limited both opportunities to safely engage with audiences and the numbers that could be safely accommodated.

The figures below do not include self-led learning, e.g. using activity sheets and videos created by the learning team.

Participants	Target	Actual
School programme participants	18,350	2,722
Play programme participants	23,000	736
Green Talent participants	150	85
Community, family and volunteering participants	600	474
<b>Total</b>	<b>42,100</b>	<b>4,017</b>

## 2020-21 Highlights summary

- Activity sheets designed for families with limited resources or access to outside space shared with over 20,000 London families during the Covid pandemic.
- Bespoke school programme for vulnerable children, children with special educational needs and disabilities, and key worker children, engaging 1,257 participants during Covid lockdown 3.
- Two new 'nature wellbeing' workshops developed in response to the impact of the Covid pandemic on mental health, engaging 400 participants.
- Bespoke activities and virtual tour of Epping Forest delivered for unaccompanied refugee minors.
- Bespoke outdoor sessions for young people in Newham suffering from anxiety and depression.
- New 'in-school' nature programme for school children with autism, delivering 14 weekly sessions.
- New covid-safe play programme engaging 736 participants, engaging children and families with limited play space at home.

## Summary 2019 - 21

- The Open Spaces Learning Programme delivered a successful two years, engaging 44,487 participants.
- Evaluation showed that the programme had a positive impact on participants' understanding, wellbeing, confidence, connection and involvement with nature.

Due to the Covid pandemic, the two years were very different:

- In 2019-20 the programme delivered a 'business as usual' programme of school, play, youth, community and volunteer engagement.
- In 2020-21 the learning team delivered an innovative, adapted programme in order to reach audiences with limited access to resources and outdoor space during the Covid pandemic and associated restrictions.

## Appendix two

### Strategic Value

#### Corporate Plan

The Learning programme contributes to the delivery of all three of the 2018 – 2023 Corporate Plan's overarching aims and seven of the 12 outcomes:

- ***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:***
  - 8. We have access to the skills and talent we need.
- ***Shape outstanding environments:***
  - 10. We inspire enterprise, excellence, creativity and collaboration.
  - 12. Our spaces are secure, resilient and well-maintained.

The learning programme also supports delivery of the following corporate strategies:

#### **Social Mobility Strategy: Potential today, success tomorrow:**

- Everyone can develop the skills and talent they need to thrive
- Opportunity is accessed more evenly and equally across society

#### **Education Strategy:**

- Provide an educational experience that enriches and inspires through access to the learning opportunities that the City's cultural, heritage and environmental assets offer, combining creativity, innovation and enterprise alongside tradition and continuity
- Provide high quality exposure to the world of work at all stages of education to enable pupils to make informed career choices

#### **Open Spaces Department Business Plan:**

- People enjoy good health and wellbeing
- Nature, heritage and place are valued and understood
- People feel welcome and included
- People discover, learn and develop

## Appendix three

### Learning principles

A set of learning principles for schools and play inform programme development and delivery. The development of the principles involved combining relevant research with the professional expertise of learning team members to create a shared approach to learning programme development and delivery.

Team members' professional expertise (accumulated over time through reflection on experience of learning programme development, delivery and evaluation) was valued from the start and cross-referenced with academic research.

Recognising the importance of children having time to explore green spaces to build connection and confidence, and emphasising doing and discovering to support participants as active learners, are just some highlights from these principles.

The principles:

- map across the five impact areas
- bring together the expertise of the team and relevant research
- enable shared reflective practice and a shared vision for quality learning
- increase the level of active engagement of participants
- provide a tool for effective decision making and peer review

The learning principles are available on request.

# Appendix four

## Maps showing school programme reach and areas of deprivation in London

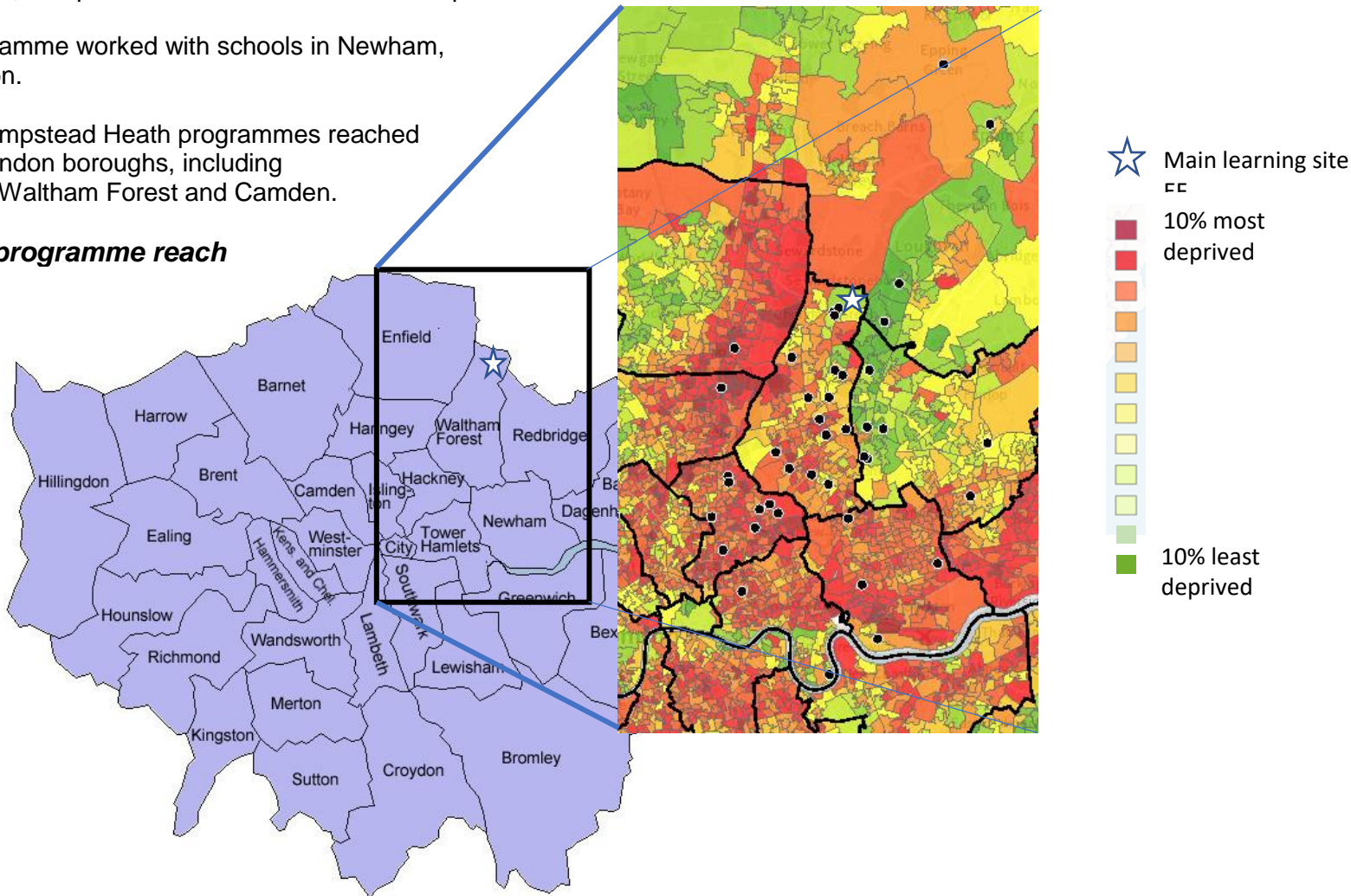
Data from the Government Index of Multiple Deprivation for England is shown on the maps using a coloured scale. Schools participating in the Open Spaces Learning Programme (2019 – 2021) have been overlaid on the map, showing programme reach. The Index of Multiple Deprivation was created using indicators across seven domains: income, employment, education, health, crime, barriers to housing and services, living environment, and provides a measure of relative deprivation.

The West Ham Park Programme worked with schools in Newham, and area of high deprivation.

The Epping Forest and Hampstead Heath programmes reached schools across multiple London boroughs, including Tower Hamlets, Hackney, Waltham Forest and Camden.

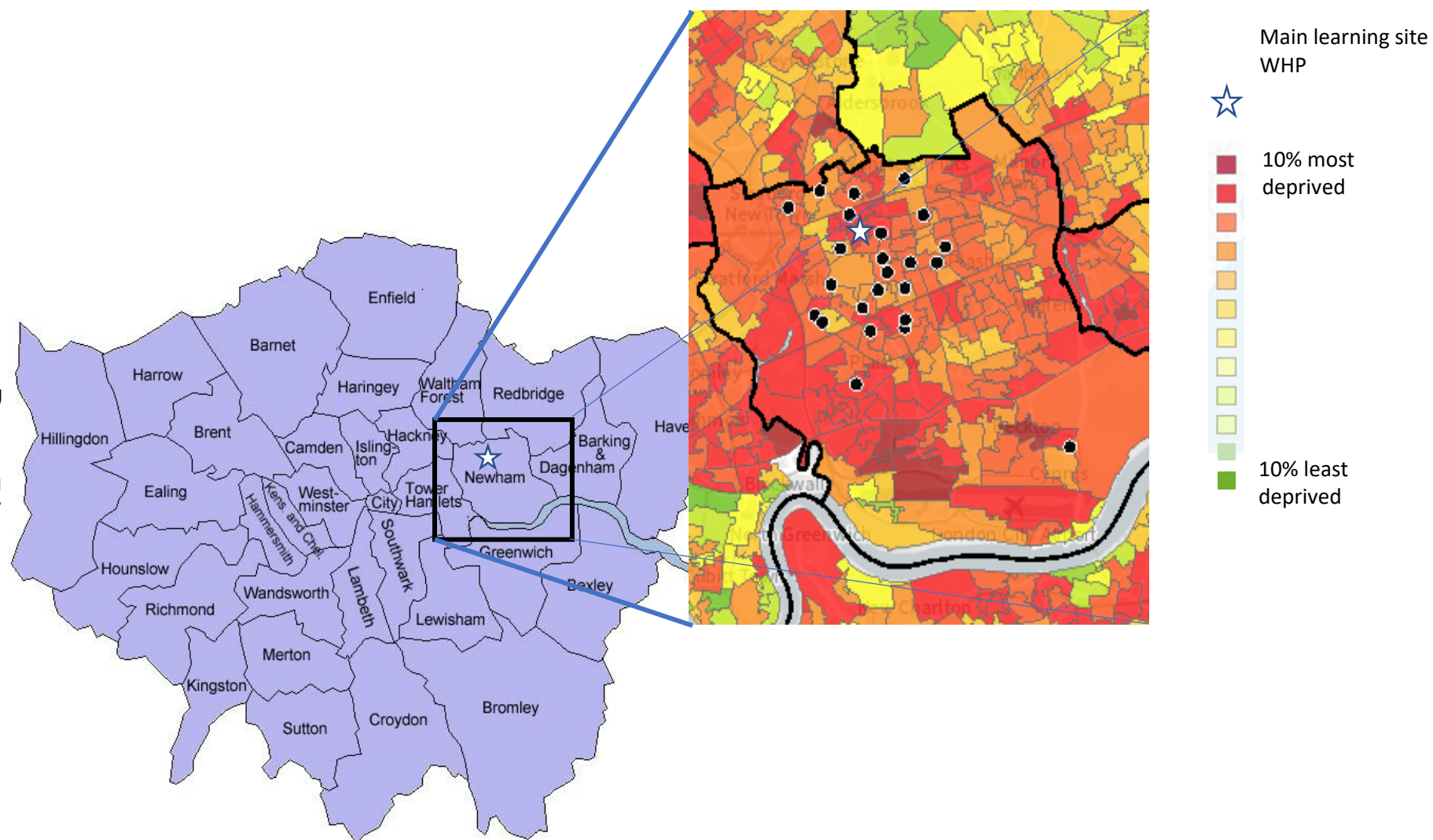
### Epping Forest school programme reach

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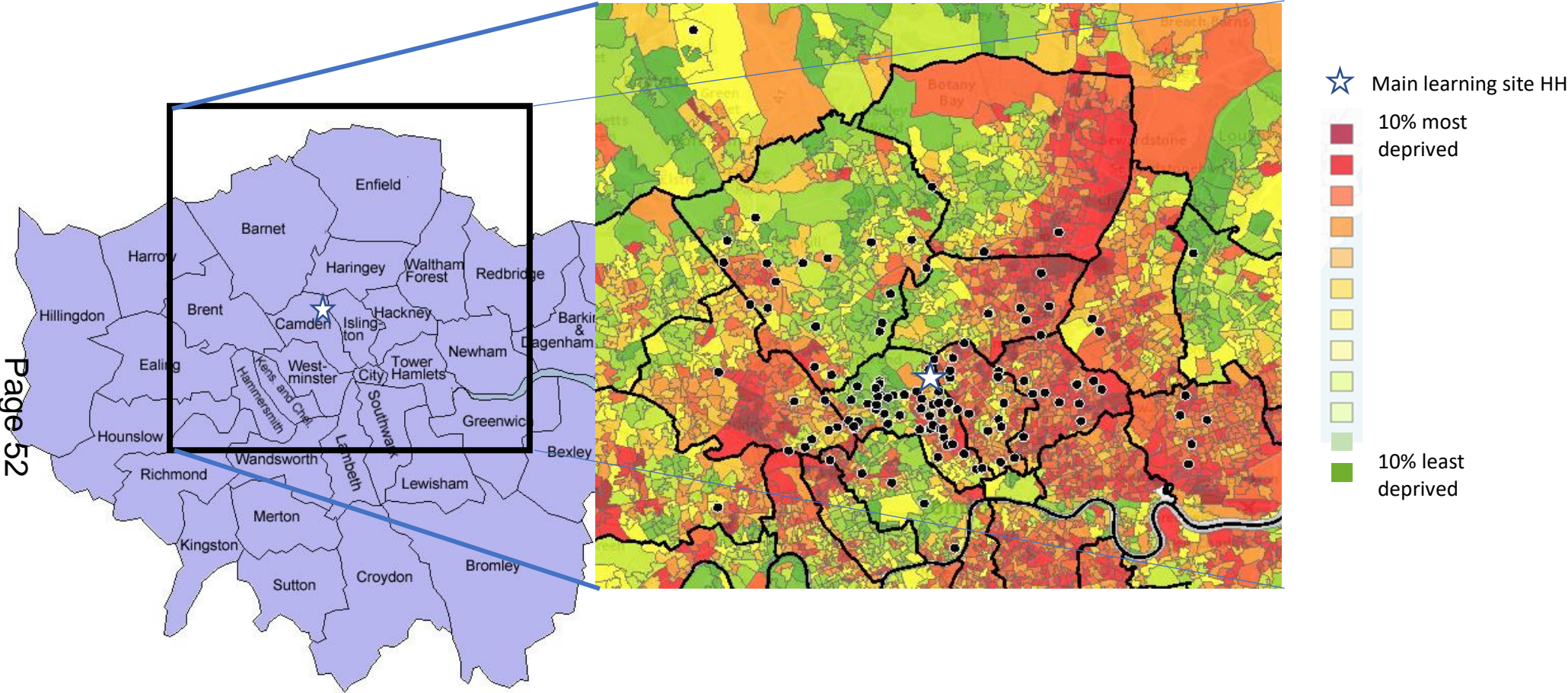


## West Ham Park school programme reach

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Hampstead Heath school programme reach



<b>Committee(s)</b>	<b>Dated: 13 September 2021</b>
Committee name – Epping Forest & Commons Committee	
<b>Subject:</b> Superintendent's update 'The Commons'	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>[insert relevant number(s) from p3 of <a href="#">Corporate Plan</a>]</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>N</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>Y/N</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. The team continue to liaise with Buckinghamshire Council (BC) regarding the temporary parking suspensions introduced on roads around the Beeches in February. The Council held a public consultation on making the suspensions around the Beeches, and other areas across Buckinghamshire, permanent in May and June. The temporary suspensions ended at the start of August and

cannot be extended. Buckinghamshire Council officers have recently amended the proposals following the public consultation and approval is awaited at which point more details will be published.

2. The cafe at Burnham Beeches has remained very popular. All the areas of closed outdoor seating have been made available again.
3. Volunteer Group activity at Burnham Beeches and Stoke Common has continued with small groups working on a range of typical summer tasks including path maintenance, setting up grazing loops and bracken whipping. Individual volunteers have continued the on-going monitoring programme.
4. Practical group volunteers have had a summer break in August and when they return in September group sizes will be returning to more normal levels for the first time in 18 months. Weekend tasks will still be limited due to low staffing levels and available cover as a result of 3 (33%) of the Ranger team staff leaving, retiring and new recruits not yet being in place.
5. The Eco-volunteer Group have continued to be active over the summer completing a survey of Stoke Common for the Bog Bush Cricket with a local entomologist. They surpassed expectations with over 50 being found, over a much wider area than the previous survey in 2009 highlighting the improvement of the habitat for them as a result of the heathland restoration. None were found in Burnham Beeches. They have also started a veteran tree survey of land adjacent to Burnham Beeches.
6. The Ranger team have been ensuring the Beeches is grazed using cattle (in both traditional and invisible fence) and ponies. Ponies will be moving to the northern section of Stoke Common in September.
7. Rangers have completed the necessary surveys for Oak Processionary Moth (OPM) at Stoke Common and overseen removal of nests by contractors in July. Stoke Common is in the national OPM control zone as a result of six nests being found last year. The final total of nests found and removed in 2021 was 62 nests and these were cleared over 5 days.
8. Plans for winter habitat restoration work programmes at the Beeches and Stoke Common have been confirmed and orders placed with contractors where required – for example including work on Stoke Common firebreaks commencing in September. The ancient pollard restoration work programme at Burnham Beeches has also been confirmed for winter 2021/22 and contractor and mobile elevated work platform hire plans put in place.

9. The Ranger team have also been supervising and liaising with several film productions during July and August for shoots during those months and later in the year.
10. Interviews for an apprentice (Ranger) based at the Burnham Beeches Estate Office have taken place and a suitable candidate has been selected.
11. Fieldwork continue the review of the National Vegetation Classification of Burnham Beeches assisted by a volunteer botanist. Several rare plant species have been found to be increasing in abundance and some species of liverwort have been added that are new to the Beeches and identified as a result of this work.
12. The Conservation Officer and volunteer botanist also repeated a vegetation transect first carried out in 1959 by two students. The details of what they did and where were so detailed that the exact locations could be found, enabling comparisons of the vegetation over time.
13. The Conservation Officer and Superintendent attended a meeting in Farnham Common regarding problems with the village sewers overflowing and resulting in sporadic pollution events in the Nile stream flowing into Burnham Beeches. Members from the County Council, together with the local MP and residents of affected properties asked Thames Water to resolve the problem asap but there is clearly no quick fix. Future meetings are planned and there may be possibilities to improve the fresh water flow through the Beeches as a result of remedial works.
14. The Keeper of Natural History at Aylesbury Museum visited the small quarry within Burnham Beeches for some geological samples for a new permanent exhibition due to open in the autumn.
15. A visit of four arborists from Spain was hosted to look at the veteran tree management.

## **PARTNERSHIPS**

### **Kenley Revival update**

16. Work is progressing well to rectify the thaumasite affected conservation work. A new central spine has been constructed in the Tribute Fighter Pen using resilient Northcot bricks and sulphate resistant Aalborg cement. Despite some issues with the supply of bricks, the 12-week programme of work costing £161,000 is currently on course to finish by mid-September

17. The signage supplier visited the site to view vandalism and other maintenance issues, to the signs and subsequently devised a solution to repair and strengthen the tabletop signs and a broken small wing sign. Currently we are awaiting a detailed schedule and timetable for this work.

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

18. Interviews for an apprentice (Ranger) based at the Merlewood Estate Office have taken place and a suitable candidate has been selected.
19. The Assistant Ranger for the Coulsdon Commons has since left the team following the end of her contract.
20. Volunteers from the Croydon U3A have been assisting the Coulsdon Ranger to re-survey the grassland compartments on Coulsdon Common and the National Vegetation Classification of habitats.
21. A new information panel has been installed in the Windmill Paddock on Coulsdon Common. The sign focuses on the former windmills located on the Common, the Caterham Barracks and wildlife that can be seen today.
22. Green Flag and Heritage Award judges were accompanied by Rangers on a guided site tour of Farthing Downs and Coulsdon Common. This was the first time Coulsdon Common was entered for the Green Heritage Award. The remaining Commons were visited by a judge during a mystery shop for the award.
23. Draft Management Plans for Farthing Downs, Coulsdon Common, Riddlesdown and Kenley Common have now been drawn up covering the 2021-2031 management period. The plans have been sent to the local consultative committees for review and comment.
24. Public consultations for the Kenley and Coulsdon Common 2021-2031 Management Plans have been completed. A total number of 321 people responded to the main actions of both plans via the Google Forms survey online. The responses were overwhelmingly positive towards the proposed actions.
25. Monthly moth surveys have been carried out by light trapping on Farthing Downs and Coulsdon Common. A portable light trap has been loaned from the London Wildlife Trust and will be used to survey the Riddlesdown Quarry. Moth surveys have solely focused on Farthing Downs and Coulsdon Common due to the need for a power source to supply the traps, so use of the portable trap will enable a greater coverage.

26. Members of the Croydon U3A attended a morning moth workshop on Farthing Downs in August led by the Rangers where they were shown how to survey and a selection of species.
27. Annual hay cutting has started across grassland areas on the West Wickham and Coulsdon Commons. The cut has been later than previous years due to the poor weather in July and early August limiting opportunities for cutting, airing and bailing.
28. Volunteers have been busy supporting the Rangers to pull ragwort from the grassland areas across the Coulsdon Commons. The phenomenal growth of ragwort this year combined with several staff members self-isolating has meant that areas due to be cut for hay were prioritised.
29. Two Duke of Edinburgh Award students have been litter picking set routes on Coulsdon Common as part of their volunteering element of the scheme. A growing number of volunteers have requested to help litter pick across the site and other Commons. A community litter pick has been planned for Farthing Downs in the autumn.
30. A section of stock fencing on Tollers field on New Hill has been replaced by Rangers.
31. Rangers have been carrying out bracken control on areas of West Wickham Common and Coulsdon Common. Alongside regular mowing of paths across the Commons, volunteers have been assisting Rangers with clearing Rights of Way and cutting back overhanging vegetation.
32. Rangers have continued with reviewing the progression of ash dieback on New Hill. Areas of inflicted ash around high-use footpaths and bridleways have been selected for removal for visitor safety.
33. The Rangers have been ensuring the Commons are grazed by the Sussex cattle and Jacob sheep. This has included daily routine welfare checks and rotating the livestock so that the grasslands are appropriately managed and that there is enough food.
34. The main herd of Sussex cattle on Farthing Downs were gathered and checked by a vet to see which cows were successfully in calf. A total of 21 out of 26 cows are pregnant.
35. One of the Sussex cattle aborted their calf. It is strongly suspected that this was caused by neosporosis and a test from the vet has been requested to see if this is the case with the cow.

36. Round-headed rampion, a nationally scarce wildflower, has been recorded in greater numbers on 8-Acre and found for the first time in the fields adjacent to the Farthing Downs car park. Its presence on the site reflects the wider distribution of the plant into the North Downs seen in the last few years.

### **Ashtead Common**

37. Volunteers are back following their usual summer break. Numbers are back to pre-covid levels, although some covid controls remain in place.
38. Oak Processionary Moth has again behaved atypically. After a suppressed start due to cold weather in spring and early summer the infestation showed signs of taking hold in July. Contractors removed high-risk nests such as those at low level and near entrances. However, latterly during the summer the caterpillars again appeared to be suppressed, possibly by conditions or the parasitic fly.
39. Ashtead Common's apprentice completed the 18-month (with two additional months added) placement in July having gained enough experience to obtain a level two certificate in Environmental Conservation.

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

40. The Support Services Team attended a virtual presentation relating to 'enabling services' hosted by some of the new Executive Team and now await the outcomes from the Chief Operating Officer.
41. The team continue to busy and have, additionally, been assisting with the operations team because of negative impact on numbers within the team due to Covid infections.

### **Incidents**

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

42. There were just 10 incidents in the period. These included 2 of fly tipping, 2 of site vandalism/misuse, 2 dog related incidents - 1 person received a formal PSPO warning. The rest were a variety of occasions when visitors needed assistance including the Rangers helping emergency services with a successful search for an elderly woman with dementia and supporting with road traffic accidents on external roads.

#### **Ashtead Common**

43. A potential pollution incident affecting the Rye Brook at the Two Bridges outfall was reported to the Environment Agency and Thames Water on 11 August,

however, by the time contractors working for Thames Water attended site the water was running clear again.

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

- 44. There were 17 incidents within the period from 25 June to 25 August.
- 45. The Farthing Downs car park gate was badly damaged late in the evening of 17 July by a group of 4 vehicles and reported to the Met Police.
- 46. Four incidents were related to cows out of their paddock, visitor concern over a cow, a cow that had subsequently aborted and an incident of a lamb getting stuck in a fence.
- 47. A small tree limb fell onto a property adjoining Coulsdon Common on 30 July. A tree surgeon has carried out remedial pruning to ensure the remainder of the tree is safe.
- 48. Three incidents were of fly tipping and vandalism to signs, benches and noticeboards. Two incidents included activations of the fire alarm at the Merlewood Office and the remaining were a variety of cars being locked in the Riddlesdown car park, illegal ATVs being ridden on Farthing Downs and an access gate onto Kenley Common being blocked by a caravan and transit.

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

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

- 57. A short commercial was filmed on Farthing Downs making use of the car park and Ditches Lane for one day in August.

#### **Burnham Beeches**

- 49. Silverback productions returned in August for 1 day of drone filming in relation to a piece on the wood ants at Burnham Beeches for a major new series for the BBC about British wildlife due to be screened in 2023.
- 50. A total of 3 days filming for an Agatha Christie drama were undertaken in two visits during for July and August
- 51. A major Netflix production will be filming for 3/4 days at the end of August and early September.

**Report author Andy Barnard**

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<b>Committee(s)</b>	<b>Dated:</b>
Committee name. Epping Forest and Commons Committee	13.9.2021
<b>Subject: The Commons Events Policy (Part 2) - proposed amendments</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, 11,12</b>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>Y/N</b>
<b>If so, how much?</b>	<b>£0</b>
<b>What is the source of Funding?</b>	<b>NA</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>NA</b>
<b>Report of: The Director of Open Spaces</b>	<b>For Decision</b>
<b>Report author: Andy Barnard</b>	

## Summary

The Commons Division, like many of the City Corporation's Open Spaces, has a history of hosting public events on the portfolio of sites.

The Open Spaces Department Events policy (Part 1) was approved by the Open Spaces and City Gardens Committee on 16 April 2018.

In November 2018 your Committee approved a specific Events policy (Part 2) for The Commons to reflect the increasing volume and complexity of event requests being considered at that time, as well as to address the new opportunities and obligations under the City of London Corporation (Open Spaces) Act 2018. This policy ensures that events are properly managed; the impact of any event on the open space, areas under statutory protection and adjoining communities are minimised and the costs of hosting the event are properly reflected in any licence fee.

Since that approval five of the sites (Kenley Common, Riddlesdown, New Hill, Farthing Downs and Coulsdon Common) have become part of the new South London Downs National Nature Reserve. This recent and additional status is not reflected in the current Part 2 Events policy leaving them vulnerable to potential harm. It has also become apparent that the existing Part 2 policy could be further improved to provide greater consistency across all of the Open Spaces within the Commons Division, the large majority of which now hold NNR status.

## Recommendation(s)

**I recommend that:**

- i. Members approve the amended Events policy (Part 2) for the Division  
**i.e. Option 1.**

## Main Report

### Background

1. In recognition of the differing characteristics of the open spaces assets managed by the City of London Corporation, an Open Spaces department wide policy framework was developed in collaboration with officers from all Divisions. The framework provides a 'Part 1' and 'Part 2' approach to event management.
2. Part 1 is the overarching policy (The Open Spaces Events policy). This sets out the broad principles to protect the environment and character of each distinct site from the pressure of events, whilst recognising the value and amenity events can bring to the spaces. This policy was approved by the Open Spaces and City Gardens Committee in April 2018 and sits outside of this report.
3. More detailed site-specific policies, with associated charges, were developed by The Commons to create 'The Commons Open Spaces Events policy (Part 2)'. This policy provides local detail and was approved by your Committee in November 2018. It is this policy that has been reviewed in part and can be found in its original form as **Appendix 1**.
4. The Commons has a strong history of hosting public events on the portfolio of sites including sporting, community and charity events. A policy is necessary to ensure that a fair and transparent system exists for decision making and to regulate the number, type and frequency of events that can take place. Such regulation is also particularly important given the growing environmental sensitivity of the sites and the statutory protections for nature and heritage conservation. The policy also helps to minimise the impact of such events on other site users.

### Current Position

5. Since the approval of the original Pt 2 Events policy, five of the sites (Kenley Common, Riddlesdown, New Hill, Farthing Downs and Coulsdon Common) have become part of the new South London Downs National Nature Reserve. This new and important status is not reflected in the current Events Policy.
6. It has also become apparent that the Part 2 policy could be further improved in terms of providing greater consistency and clarity across the Division.
7. Your Superintendent has carried out a review of the current Part 2 policy and recommends changes to the existing 'conditions' as outlined for each site. See 'Table of proposed changes' - Appendix 2.
8. This review has led to a series of recommended changes designed to:
  - Reflect the creation of the South London Downs NNR and that status.
  - Provide a more consistent approach to the licensing and management of events across the Commons division thus making the management of events easier to administer.

- Provide a clearer, more consistent approach to potential event organisers wishing to use The Commons. This includes the recent introduction of car park charges at Farthing Downs and Riddlesdown Common and the move to 7 day a week charging at Burnham Beeches.
9. This process has led to the specific conditions at each site being re-drafted so that they are easier to comprehend to the casual reader and more similar in terms of the necessary conditions that apply, thus simplifying the decision making and administration process.

## **Proposals**

### **Option 1. This is the recommended option.**

- i. Approve changes as set out in Appendix 2. This will provide greater clarity, consistency and control of inappropriate events across the Division both for your officers and event organisers.
- ii. Should these changes be approved then the Pt 2 Policy document will be refreshed to make the changes permanent..

### **Option 2. This option is not recommended.**

- i. Retain the current Part 2 Events policy unchanged. The policy will leave the sites vulnerable to events that do not properly recognise their status particularly in terms of frequency and scale<sup>3</sup>. These are hard to resist in 'current state'. The introduction of car park charges would also remain silent.

## **Strategic implications.**

10. The Open Spaces and site-specific events policy framework helps deliver two aims of the Corporate Plan 2018-23, to;
- Contribute to a flourishing society.
  - Shape outstanding environments.

It also delivers the Open Spaces Department Business Plan top line objectives:

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

## **Financial implications.**

11. Charging provides a method of regulating the number of events and activities that take place on the sites of The Commons. Your Committee approves the scale of charges for events each year. The changes contained within this proposal are cost neutral and allow unsuitable events to be rejected more efficiently. The scale of hire charges for events remains unchanged and will continue to be benchmarked, where available, with neighbouring local authorities. The charges cover the administration and consideration of the event by officers but also raise revenue for re-investment and maintenance of The Commons.

## **Resource implications.**

12. Event related administration and decision making is made more consistent by the proposed changes thus easing the burden of work on local officers.

### **Legal implications.**

13. The creation of an Events Policy is a requirement of the City Of London Corporation Open Spaces Act, 2018.

### **Charity implications.**

14. Ashtead Common, Burnham Beeches & Stoke Common and West Wickham & Spring Park and the Coulsdon Commons are registered charities (numbers 1011510, 232987, 232988 and 232989 respectively). 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.

### **Risk implications.**

15. Given that the proposed changes are relatively minor, will provide consistency, clarify decision making and aid the protection of the NNR's, it is considered that any risk implications are minor.

### **Equalities implications.**

16. An Equalities Test of relevance has been undertaken and found that the proposals will not have negative impacts on protected characteristics. **Appendix 3.**

### **Climate and Environmental implications.**

17. The recommended changes help to ensure that each sites is as resilient as possible to the impacts of climate change given the requirement to provide recreational opportunities to the general public. The number, type, frequency and location of events will continue to be considered for every application to ensure the ecology and conservation status of the sites are not harmed. In addition, for events that may be considered by type, size or scale to have the potential for adverse impacts on the Site of Special Scientific Interest (SSSI), National Nature Reserve (NNR) or Special Area of Conservation (SAC) consent would also be sought from Natural England.

### **Conclusion**

18. The Commons frequently receives applications to hold events. The proposals amendments to the Part 2 policy creates a more consistent, fair, accurate and transparent system for assessing these applications by regulating their number, location and frequency whilst minimising nuisance to other site users. The proposed changes also ensure that the climate resilience, conservation and ecological value of the sites are maintained.

### **Appendices**

- Appendix 1. Open Spaces Event Policy Part 2 – The Commons site-specific Policy
- Appendix 2. Table of proposed changes
- Appendix 3. Equalities Test of Relevance

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# The Commons

## Open Spaces Events Policy

### PART TWO

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# Policy Statement

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**This local policy should be read with Part One of the City of London Open Spaces Events Policy which applies to all the City's Open Spaces located outside the City of London.**

This is the local policy and application form for requests to hold events for Ashtead Common, Burnham Beeches or West Wickham and Coulsdon Commons only.

Applications for filming, photography, regular activities and land hire for storage, skips etc. should be completed on the standard licence application form.

## Introduction

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'The Commons' comprises of Ashtead Common, Burnham Beeches & Stoke Common and West Wickham & Coulsdon Commons and provides 2000 acres of ancient woodland and mixed habitats and are vital green lungs to the city. The Commons are protected for 'the recreation and enjoyment of the public' and there are a huge range of opportunities for recreation on offer including a number of unique locations for events. With hundreds of thousands of annual visits however, the City has a crucial role in ensuring that visitors are safe, that conflict amongst users is minimised and that use of the sites managed by The Commons is sustainable to safeguard the future of these open spaces for everyone.

## Legislative background

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The Commons open spaces are protected by statute, the 1878 Corporation of London Open Spaces Act, and enabled the City of London to acquire land for the recreation and enjoyment of the public, to protect it from development and enclosure and maintain the natural aspect. Also, many of the Commons' open spaces are protected under additional legislation for their special wildlife value. This additional protection does influence the size and nature of events that can be held at these sensitive locations. Additionally, the City of London Corporation (Open Spaces) Act 2018 assists with the management of events on The Commons open spaces.

## Event Locations

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Throughout 'The Commons' events will be judged on their potential impact on the sensitive nature of the landscape but also the intensity of regular use of the area and proximity of housing. A number of areas are restricted completely due to their sensitive nature and others may be restricted seasonally.

Suggested event locations are provided on the attached Open Space descriptions. These are spaces we have determined have some capacity to hold events; however, they will each be subject to some restriction due to access issues, seasonal concerns, proximity of neighbours and overall impact on conservation.

## Timing and Frequency

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- Local conditions will apply – please see site appendices.

## Local Authority Approvals

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A temporary event notice and other licences or consents may be required. Applicants should make their own enquiries to the following authorities as applicable:

- South Bucks District Council
- Mole Valley District Council
- Croydon Council
- Tandridge Council

## Local Officer Event Group

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- The Head Ranger of the site will make recommendations to the Superintendent who holds delegated powers to approve events or to the Epping Forest and Commons Committee in appropriate circumstances.

## How we make decisions

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All applications will be reviewed as required by the Head Ranger and Superintendent. Applications may be:

- recommended immediately for the approval of the Superintendent.
- recommended for rejection on the basis that it does not meet the requirements of the Open Spaces Event Policy
- deferred subject to receipt of further information
- referred to a wider meeting of officers for review, particularly in the case of large events. In some cases, such as when events are very large the application will be referred to the Epping Forest and Commons Committee, which will add 2-4 months before a decision is agreed.

## Applications timescale

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Event applications must be received within the lead in time stipulated below. Should applications not be received within these lead in times event requests may be declined

Scale	Total anticipated attendance	Application to be received	Application Deadline
Minor	1 – 50	At least 3 weeks prior to event	None - rolling application process
Small	31 – 499	At least 8 weeks prior to event	None - rolling application process <b>Note</b> – See site descriptions for maximum numbers
Medium	500 – 5000	At least 3 months prior to event	None - rolling application process <b>Note</b> – See site descriptions for maximum numbers
Large	5001 plus	At least 6 months (at least 12 months if over 10,000) prior to event	1 September 1 December 1 March

# The Commons Events Application Form

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Name of event	
Proposed location (please describe, add plan or use grid reference to be as clear as possible)	
Event dates and times (excluding preparation/ dismantling days)	
Has the event been held previously? If yes provide details	

## Contact Details

Name of organisation	
Nature of organisation	Registered Charity
	Not for profit constituted organisation
	Individual
	Commercial company
Company or Charity Registration Number	
Name of main contact	
Address	
Invoice address (if different from above)	
Telephone number - landline	
Telephone number - mobile	
Email address	
Event public enquiries number	

## Event Details

Brief description of proposed event	
Admission price (s) (if applicable)	
Name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if more than one (For charity/fundraising event only)	
Will all income raised go to the charity/project named above? If no, please give details (proof may be required)	
Date and time to enter site for preparation	
Date and time the site will be vacated after the event (when all equipment has been removed)	
Maximum number of people expected to attend at peak time	
Overall expected attendance	
How is your event to be funded, particularly up-front costs?	

## Activities

<p><b>Description of Activity</b></p> <p>Please include activities, stalls and other structures. It may be easier to attach a full programme of activities to this application.</p>
<p><b>Will there be any of the following activities? Several of these activities will require a licence or permit. Further charges may apply to some activities</b></p> <p>If yes, please give further details. We will then advise you on further permissions needed – many of which will need to be obtained from the relevant local authority</p>

Site Setup	Barriers/fencing	Yes/No
	Portable staging	Yes/No
	Portable generator	Yes/No
	Stewarding and security	Yes/No
	On site communication e.g. radios	Yes/No
Marquees		Yes/No If yes, please give number and sizes
Domestic gazebos		Yes/No If yes, please give numbers
Live Music or Entertainment		Yes/No
PA System		Yes/No
Recorded music/sound		Yes/No
Dancing		Yes/No
Performance of Plays		Yes/No
Films		Yes/No
Fireworks / Pyrotechnics		Yes/No
Carnival / Procession		Yes/No
Fairground equipment		Yes/No
Bouncy Castle		Yes/No
Animals – Horses, Donkeys, Birds or other animals		Yes/No If yes, please give details
Alcohol		Yes/No
Catering for public consumption		Yes/No There are additional charges for Catering units that are not incorporated as part of an event package (e.g. running events) or are an excessive number for the event
Waste disposal		Please describe the method to be used to keep the area free of litter and refuse. All waste must be removed by the end of the event.
Do you require power?		Yes/No If yes, give details of how you intend to supply it / where you would like to source power from
Do you require water?		Yes/No If yes, give details of how you intend to supply it / where you would like to source it from and drainage points/methods
First Aid		What first aid cover will be provided and who will provide it?
Toilet Facilities		Do you wish to use public toilet facilities? Please state which
		How many temporary toilets will you bring onto the site?

	You are required to ensure that toilet facilities are adequate.
How will you actively encourage people to travel sustainably?	Please give details
Will you require vehicle access at the event?	Yes/No If yes, please detail the number and type of vehicles
Event Parking	Approximately how many vehicles will be attending the event?
	How do you propose these vehicles will be parked?
	How do you intend to manage the parking of these vehicles? Will you have signage and/or Parking Attendants?  Your site plan will need to show your proposed car parking area. Note; there may be a fee for car parking.
Will the event be accessible and open to all?	Yes/No Under the Equality Act (2010) you must not discriminate on the basis of race, colour, ethnic or national origins, religion and belief, gender, sexual orientation or marital status and disability or age.
Do you require on site advertising? If so, please state where and how provided.	Yes/No Please note that flyposting within the Forest and surrounding local authority areas is not permitted. Your deposit may be forfeited if we have to remove unpermitted posters or banners. There may be additional charges for signs.

**Note:**

If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of The City of London

**Licenses**

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant local authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a premises licence application and 4 weeks for a temporary event notice. Larger events may need to apply for a licence up to 6 months in advance. More information can be found here  
If you are using recorded or live music, you will also need to obtain the appropriate music licences. See <https://pplprs.co.uk/> for further details

## Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of public liability or third-party risks. The relevant limit of indemnity must be no less than £5million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce a copy of a valid schedule or certificate of public liability insurance together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>) This information needs to be provided at least one month prior to the event if a medium large or major event. Failure to produce this evidence will result in withdrawal of consent to use the land.

Insurance company: \_\_\_\_\_

Policy no: \_\_\_\_\_

Amount of indemnity: \_\_\_\_\_ (a minimum of £5 million cover is **required**)

Expiry date of current certificate: \_\_\_\_\_

## Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

### Charges for the financial year 2020/2021

We will be able to calculate your event charge when we have received your event application form. The fees and charges shown below are typical of what you can expect to pay. Some charges will be subject to VAT.

#### Outdoor Events

Events are charged based on the size, number of people attending, and activities planned. Community / not for profit and charity fundraising events will receive a 50% reduction from the commercial event charges. Individual applicants will be treated as Commercial and subject to the same fees. 5% of ticket price is based on maximum numbers applied for.

<b>Commercial / Corporate Events</b>		
<b>Item</b>	<b>Amount</b>	<b>When Payable</b>
Application Fee	£57	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£575 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £575 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£750 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.

Basic Hire Fee - Medium event (500-4999)	£2240 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.
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	£1150	Cleared balance of funds to be received at least 1 month prior to the first day on site.

Charity / Not for Profit Events (see terms and conditions)		
Item	Amount	When Payable
Application Fee	£28.00	On application
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.
Damage Deposit (refundable)	£575 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Minor event (less than 50)	£0- £290 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL
Basic Hire Fee - Small event (50-499)	£375 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.
Basic Hire Fee - Medium event (500-4999)	£1120 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.
Basic Hire Fee - Large event (greater than 5000)	By negotiation	Cleared balance of funds to be received at least 2 months prior to the first day on site.

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

Exclusive Hire of car park	Large Medium  Small Compounds/ Storage	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
Water	Use of building water supply or stand pipe (limited locations)	£57 per day or metred charge
Electricity	Use of The City of London supplies (limited locations)	£57 or metered charge
Specialist ground preparation (in addition to usual cutting regime e.g. ground marking)		On application
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on-site attendance may be charged, particularly if out of normal working hours.	Ranger Senior Ranger Head Ranger/Manager	From £31 per hour From £39 per hour From £50 per hour  Plus VAT at 20%

**Damage Deposit and Reinstatement Fees**

We will inspect the site before you arrive and again after your departure. If reinstatement costs are greater than the damage deposit paid, we will invoice you for the remaining balance.

# Terms and Conditions of Hire

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1. Hirers must not:
  - Fix items to trees, railings, fences or any other structures, including any form of advertising
  - Drive stakes into the ground
  - Cook or sell food or sell alcohol without separate licensing agreement or without obtaining an alcohol licence
  - Leave items or equipment unattended
  - Hand out literature at an event, unless special permission has been given
  - Solicit donations i.e. bucket collections or similar
  - Release balloons or sky lanterns
  - Stage pyrotechnic displays (unless by separate agreement)
  - Erect temporary structures (other than small gazebos) including bouncy castles, unless by specific agreement in specified locations
  - Climb, or allow others to climb on, statues, monuments or infrastructure
  - Move benches, fixtures and fittings
  - Advertising is not permitted on railings or within the open spaces unless specifically permitted and with a separate charge
2. Applications for events will only be considered if submitted within the time frames and scope outlined
3. Applications will only be approved once adequate health, safety and emergency planning information has been agreed. No licensable event may proceed without the appropriate licence(s) from the local authority.
4. Events should not be advertised until final signed agreement for the event has been received from the City of London.
5. The Hirer hires the area indicated on the Hirer's site plan and agreed by The City of London. The Hirer does not hire the whole site for the Hirer's exclusive use, unless requested and agreed by The City of London
6. The Hirer's attention is drawn to the requirements of the *Health & Safety at Work Act 1974* and other health & safety legislation including *the Management of Health & Safety at Work Regulations 1999*, *Control of Substances Hazardous to Health Regulations 1999* and *Electricity at Work Regulations 1989*. It is the responsibility of the Hirer to comply with all relevant legislation.  
<http://www.hse.gov.uk/event-safety>
7. The Hirer shall indemnify and keep indemnified The City of London from and against all actions, claims, suits, costs, expenses, losses, injuries, damage and liability howsoever arising out of or by reason or in consequence of the agreement hereby granted (other than action, claims, suits, costs, expenses, losses, injuries, damage and liability resulting from any negligent act of The City of London, its servants or agents). The Hirer shall effect a third-party policy of insurance to a minimum of £5,000,000 per event and in such terms as may be approved by The City of London

8. The Hirer will be required to produce written documentary evidence of the existence of public liability insurance at such a level as required by The City of London in respect of any exhibitor, ground entertainer, sub-contractor, caterer which the Hirer has authorized to appear at the event.
9. The Hirer is responsible for the reinstatement of the site allocated, including the clearance of litter, the separation and collection of recyclable materials and the removal of all advertising. The clearance must be undertaken within 24 hours after completion of the event and reinstatement of land within 48 hours after completion of the event. If the Hirer fails to perform these obligations, The City of London reserves the right to perform any such obligations and any costs incurred shall be borne by the Hirer. Specialist grounds works including re-seeding will be undertaken by The City of London and will also incur an additional cost to be borne by the Hirer.

#### 10. CANCELLING AN EVENT

The City reserves the right to cancel forthwith the holding of any of The Commons in the event of an emergency or on the advice from the police authority or any other appropriate authority or because of forecast poor and extreme weather or unsuitable ground conditions.

In the event of any event being cancelled under the provisions of this clause, the City shall not be held liable to the hirer for any fees costs or damages, loss nor any consequential loss sustained as a result of or in any way arising out of the cancellation of the function but shall repay to the hirer without interest all sums paid by the hirer on account of the hirer charge (with the exception of the administration fee which is non-refundable). It is therefore highly advised to take out separate event insurance.

The City of London Corporation reserves the right to require the hirer to alter the date of use if it should become necessary for any reason, provided reasonable notice is given of such alteration (except in the case of an emergency when the clause above will apply). In the event the hirer is unable to alter the date, the City of London will repay all monies paid by the hirer to the City within 10 working days but will accept no liability for any other fees, costs or damages or any consequential loss what so ever.

In the case of the hirer cancelling the event once agreed and deposit paid, for any reason and including failure to secure the appropriate licences, refunds will be given on the sliding scale shown below. In all circumstances the administration fee will be retained, and a charge made for any expenses already incurred by The City of London Corporation on behalf of the event:

#### **Cancellation Period**

<b>Scale</b>	<b>Total anticipated attendance</b>	<b>Notice given for Cancellation</b>	<b>Refund</b>
Minor	1 – 50	Any period	Full refund *
Small	50 – 499	At least 4 weeks Less than 4 weeks	Full refund* Minus 25% of deposit

Medium	500 – 4999	At least 2 months Less than 2 months	Full refund* Minus 25% of deposit*
Large	5000 plus	At least 4 months Less than 4 months Less than 4 weeks	Full refund* Minus 50% of deposit* Minus 100% of deposit*

\*minus application fee and expenses

11. The property of the Hirer and Hirer's agents must be removed at the end of the period of hire. The City of London accepts no responsibility for any property left on the venue before, during or after hire period.
12. The Hirer must ensure that adequate parking arrangements are made for vehicles. Parking is restricted to areas set aside within the site plan and with the prior approval of The City of London. Any parking to highway areas is covered by traffic regulations and non-compliance may result in parking fines.
13. The Hirer is required to comply with the *Town and Country Planning (Control of Advertisements) Regulations 1992*, whereby unauthorized advertising, including "fly posting", is an offence and therefore strictly forbidden.
14. Food preparation on site is not permitted unless in a fully certified catering facility. Picnics, buffets etc. must be at no charge. Any food charged for must be through a certified catering facility.
15. The Hirer is responsible at all times for the organisation and smooth running of the event.
16. Temporary structures must be constructed of sound materials, be stable and be suitable for their purpose. The Hirer will be responsible at all times (day and night) for the security and supervision of these structures.
17. The Hirer must ensure that the byelaws are complied with at all times other than by agreement with The City of London
18. The City of London reserves the right to terminate the hiring if details are not submitted, if there is a breach of any of the foregoing conditions, or if the arrangements are deemed unsatisfactory.

#### **Declaration**

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found <http://www.londoneventstoolkit.co.uk> Copies of these must be supplied at least four weeks prior to the event.

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

	Attached	To Follow	N/A
Risk assessment / emergency plan			
Copy of your Public liability Insurance			
A site plan / route map			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)			

By returning this form, I confirm that I have read and accepted the Terms & Conditions of Hire. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform The City of London if the details change.

Signed (not essential on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please email or return this form together with your supporting documentation to:

City of London Corporation  
Merlewood Estate Office or Burnham Beeches Estate Office)  
[city.common@cityoflondon.gov.uk](mailto:city.common@cityoflondon.gov.uk)

<b>Ashtead Common</b>	<b>Woodfield Rd, Ashtead, KT21 2DU</b>
<b>OPEN SPACE DESCRIPTION</b>	
<ul style="list-style-type: none"> <li>• <b>Availability</b> - all year with seasonal restrictions.</li> <li>• <b>Description of open space</b> -Large wooded common with SSSI and National Nature Reserve designations</li> <li>• <b>Total area</b> – 200ha</li> <li>• Total area available for event – 200ha</li> <li>• <b>Available facilities</b> – some surfaced and unsurfaced paths and rides.</li> <li>• <b>Accessibility</b> – some easy access paths</li> </ul>	
<b>ADDITIONAL CONTROLS</b>	
<ul style="list-style-type: none"> <li>• <b>Licence required for all events</b></li> <li>• Consent may be required from natural England for some activities due to the Sites of Special Scientific interest (SSSi) and National Nature Reserve (NNR) designation</li> <li>• <b>Maximum event size</b> - Events limited to 250 participants on site at any one time.</li> <li>• <b>Parking</b> – none available</li> <li>• <b>Number of events per year</b> - No limit to the number of events a year, but organisers of events with over 50 participants (running events etc.) are encouraged to schedule the activity between the months of August to October.</li> <li>• <b>Consideration of stakeholders-</b>  Local residents Highways Local Authority Parish Council Emergency Services</li> <li>• <b>Entertainment/alcohol licences</b> – consult Local Authority.</li> <li>• <b>Security</b> – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted</li> <li>• <b>Byelaws</b> – available from the Ashtead Estate Office.</li> <li>• <b>Insurances</b> – required for all activities</li> </ul>	

- **Waste management** – no facilities are provided and is the responsibility of the hirer
- **Natural England prescriptions** – site is a SSSI, NNR and specific site/area restrictions will apply for some events.
- **Due diligence of event organiser** – depending on event size

<p><b>Burnham Beeches</b>  <b>Lord Mayor's Drive car parks</b>  <b>Sir Henry Peeks over flow car park</b>  <b>The Dell car park</b>  <b>The Stag car park</b>  <b>Some natural surface areas may be available with the permission of the Head Ranger</b></p>	<p><b>Hawthorn Lane</b>  <b>Farnham Common</b>  <b>Slough</b>  <b>SL2 3TE</b></p>
OPEN SPACE DESCRIPTION	
<ul style="list-style-type: none"> <li>• <b>Availability</b> – all year with seasonal restrictions</li> <li>• No large events possible</li> <li>• Weekend/Bank holiday restrictions - no medium events on Sundays or Bank Holiday Mondays unless jointly arranged with the City of London Corporation, between 1 April and 30 November</li> <li>• <b>Description of open space</b> – hard standing. Large wooded common with SSSI and National Nature Reserve and SAC designations</li> <li>• <b>Total area</b> – 220Ha</li> <li>• Total area available for event – depends on the event area and site restriction applying – up to 220 ha available for some and much less for others. Area restrictions apply at all times (see maps) and key locations for event to be based are around the Lord Mayor's Drive car park complex. Cyclists &amp; horse riders allowed on tarmac roads only.</li> <li>• <b>Available facilities</b> – café, disabled and unisex lavatories, car free roads, surfaced easy access path</li> <li>• <b>Accessibility</b> -  Lord Mayor's drive car parks  Sir Henry Peeks Overflow Car Park – Sir Henry Peeks Drive  The Dell Car Park – Hawthorn Lane  The Stag Car Park – Hawthorn Lane  Easy access paths and car free zone</li> </ul>	
ADDITIONAL CONTROLS	
<ul style="list-style-type: none"> <li>• <b>Licence required for all events</b></li> <li>• Consent may be required from natural England for some activities due to the Sites of Special Scientific interest (SSSi) and Special Areas of Conservation (SAC) designation</li> <li>• <b>Maximum event size</b> – up to 750 depending on open space and event – Maximum of 250 if car parking also required, maximum can be increase for events simply passing through on private roads but assessed on a case by case basis.</li> </ul>	

- **Parking/charges** - A daily parking charge of £3 per motor vehicle and £18 per coach applies on weekends and bank holidays with donations at all other times. Disabled visitors correctly displaying a valid blue badge are exempt.
- **Number of events per year –**  
  
 Minor – no restrictions  
 Small– 10 per year  
 Medium – 5 per year  
 Large - 0/year
- **Consideration of stakeholders –**  
  
 Local residents  
 Highways  
 Local Authority  
 Parish Council  
 Emergency Services
- **Entertainment/alcohol licences** – consult local authority events at BB requiring such licences will not normally be allowed
- **Security** – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted
- **Byelaws** – available from the Burnham Beeches estate office. Additional restrictions on use of BBQs, cycling areas and on dog access apply.
- **Insurances** – required for all activities
- **Waste management** – no facilities are provided and is the responsibility of the hirer
- **Natural England prescriptions** – site is a SSSI, NNR and SAC specific site/area restrictions will apply for some events.
- **Due diligence of event organiser** – depending on event size

<b>The West Wickham Commons:</b> Spring Park West Wickham Common	<b>Merlewood Estate Office</b> <b>Ninehams Road</b> <b>Caterham</b> <b>CR3 5LN</b>
OPEN SPACE DESCRIPTION	
<ul style="list-style-type: none"> <li>• <b>Availability</b> - all year</li> <li>• <b>Description of open spaces</b> - Two open spaces situated on the North Downs in the London Borough of Bromley. The sites are both deciduous woodland, managed for their wildlife and nature conservation interest. Both sites have a good network of footpaths and woodland rides.</li> <li>• <b>Total area</b> – 30 ha <ul style="list-style-type: none"> <li>○ <b>West Wickham Common:</b> 10ha.Car parking for 5 vehicles</li> <li>○ <b>Spring Park:</b> 20ha.Car parking for 23 vehicles</li> </ul> </li> <li>• Total area available for event 30ha</li> <li>• <b>Available facilities</b>- some surfaced paths and rides. No other facilities</li> <li>• <b>Accessibility</b> - some easy access paths</li> </ul>	
ADDITIONAL CONTROLS	
<ul style="list-style-type: none"> <li>• <b>Licence required for all events</b></li> <li>• <b>Maximum event size</b> - 100 people</li> <li>• <b>Parking</b> - Limited Parking available</li> <li>• <b>Number of events per year</b> - No limit on number of events but events will need to satisfy the requirements of Environmental Stewardship Schemes which have seasonal conditions</li> <li>• <b>Consideration of stakeholders</b> – <ul style="list-style-type: none"> <li>Local residents</li> <li>Highways</li> <li>Local authority</li> <li>Parish Council</li> <li>Emergency services</li> </ul> </li> <li>• <b>Entertainment / Alcohol licenses</b> – consult Local Authority</li> <li>• <b>Security</b> – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted</li> <li>• <b>Byelaws</b> – available from the Merlewood Estate Office</li> </ul>	

- **Insurances** – required for all activities
- **Waste management** - no facilities are provided and is the responsibility of the hirer
- **Due diligence of event organiser** – depending on event size

<b>The Coulsdon Commons - Coulsdon Common Kenley Common Riddlesdown Farthing Downs &amp; New Hill</b>	<b>Merlewood Estate Office Ninehams Road Caterham CR3 5LN</b>
OPEN SPACE DESCRIPTION	
<ul style="list-style-type: none"> <li>• <b>Availability</b> - all year</li> <li>• <b>Description of open spaces</b> - Four open spaces clustered on the North Downs south of Croydon. The sites are a mixture of open grassland and deciduous woodland offering excellent opportunities for walking and recreation. Sites are covered by designations such as SSSI, Scheduled Ancient Monument and SNCI</li> <li>• <b>Total area</b> – 245ha <ul style="list-style-type: none"> <li>○ <b>Coulsdon Common:</b> 51ha, parking for 12 cars</li> <li>○ <b>Kenley Common:</b> 56 ha. No onsite parking</li> <li>○ <b>Farthing Downs &amp; New Hill:</b> 95ha. Total parking 90 cars split between a tarmacked car park (40 Cars) which is open all year round and a summer car park (50 cars) opened by arrangement. Car parks are gate controlled and opening times vary according to season</li> <li>○ <b>Riddlesdown:</b> 43ha. Car parking for 34 cars. Car parks are gate controlled and opening times vary according to season.</li> </ul> </li> <li>• Total area available for event 245ha</li> <li>• <b>Available facilities</b> - Toilets available in the car park on Farthing Downs</li> <li>• <b>Accessibility</b> - some easy access paths</li> </ul>	
ADDITIONAL CONTROLS	
<ul style="list-style-type: none"> <li>• <b>Licence required for all events</b></li> <li>• Consent may be required from Natural England for some activities due to the Sites of Special Scientific interest (SSSi)</li> <li>• <b>Maximum event size</b> - 250 people but may be more on some sites and in exceptional circumstances</li> <li>• <b>Parking</b> – available only available on some sites</li> <li>• <b>Number of events per year</b> - No limit on number of events but events will need to satisfy the requirements of the SSSI, SAM and Environmental Stewardship Schemes</li> <li>• <b>Consideration of stakeholders</b> –  Local residents</li> </ul>	

Highways  
Local Authority  
Parish Council  
Emergency services

- **Entertainment / Alcohol licenses** – consult Local Authority
- **Security** – all parts of the site are publicly accessible and exclusive access to any one area cannot be granted
- **Byelaws** – available from the Merlewood Estate Office.
- **Insurances** – required for all activities
- **Waste management** – no facilities are provided and is the responsibility of the hirer.
- **Natural England prescriptions** – some sites are SSSI and specific site/area restrictions will apply for some events.
- **Due diligence of event organiser** – depending on event size

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## Appendix 2.

### Part 2 Events policy – Proposed changes.

Ashtead Common	
Current Wording	Proposed Wording
<p><b>Number of events per year</b> - No limit to the number of events a year, but Organisers of events with over 50 participants (running events etc.) are encouraged to schedule the activity between the months of August to October</p>	<p><b>Availability and Number of events per year:</b>  <b>Minor</b> – no restrictions  <b>Small</b> - Max 10/annum – Max 250 participants during Aug to Oct inclusive only. No events on Bank Holidays  <b>Medium</b> – No events permitted  <b>Large</b> - No events permitted</p>
Burnham Beeches	
<p><b>Availability</b> – all year with seasonal restrictions</p> <p>Weekend/Bank holiday restrictions - no medium events on Sundays or Bank Holiday Mondays unless jointly arranged with the City of London Corporation, between 1 April and 30 November</p> <p><b>Number of events per year</b> –  Minor – no restrictions  Small– 10 per year  Medium – 5 per year  Large - 0/year</p> <p><b>Parking/charges</b> - A daily parking charge of £3 per motor vehicle and £18 per coach applies on weekends and bank holidays with donations at all other times. Disabled visitors correctly displaying a valid blue badge are exempt.</p>	<p><b>Availability and Number of events per year:</b>  <b>Minor</b> – No restrictions  <b>Small</b> - Max 10/annum. No Bank Holidays unless jointly arranged with CoL between 1<sup>st</sup> April and 30<sup>th</sup> November.  <b>Medium</b> – Max 2/annum. No Sundays or Bank Holidays. See 'Maximum event size' below for further restrictions  <b>Large</b> – No events permitted</p> <p><b>NB.</b> Additional seasonal and area restrictions may apply – see 'total area available'.</p> <p><b>Parking/charges</b> apply - see local websites for rates. Disabled visitors correctly displaying a valid blue badge are exempt.</p>
The West Wickham Commons	
<p><b>Availability</b> - all year</p> <p><b>Maximum event size</b> - 100 people</p> <p><b>Number of events per year</b> - No limit on number of events but events will need to satisfy the requirements of Environmental Stewardship Schemes which have seasonal conditions</p>	<p><b>Availability and Number of events per year:</b>  Seasonal conditions may apply according to Countryside Stewardship grant criteria</p> <p><b>Minor</b> – no restrictions  <b>Small</b> - Max 10/annum. No Bank Holidays. 100 participant limit.  <b>Medium</b> – No events permitted  <b>Large</b> – No events permitted</p>

## The Coulsdon Commons

**Natural England prescriptions** - Consent may be required from Natural England for some activities due to the Sites of Special Scientific interest (SSSI)

**Parking** – only available on some sites.

**Parking/charges** - Disabled visitors correctly displaying a valid blue badge are exempt.

**Maximum event size** - 250 people but may be more on some sites and in exceptional circumstances

**Number of events per year** –

No limit on number of events but events will need to satisfy the requirements of the SSSI, SAM and Environmental Stewardship Schemes

**Natural England prescriptions** – sites are SSSI and NNR. Specific site/area restrictions will apply for some events.

**Parking** – only available on some sites. **Parking/charges apply at Riddlesdown and Farthing Downs** - see local websites for rates. Disabled visitors correctly displaying a valid blue badge are exempt.

**Availability and Number of events per year:**

Seasonal conditions may apply according to Countryside Stewardship grant criteria.

**Minor** – no restrictions

**Small** - Max 10/annum. No Bank Holidays. 250 participant limit.

**Medium** – No events permitted

**Large** – No events permitted



# TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

The screening process of using the Test of Relevance template aims to assist in determining whether a full Equality Analysis (EA) is required. The EA template and guidance plus information on the Equality Act and the Public Sector Equality Duty (PSED) can be found on City of London Intranet at: [Equality and Inclusion](#)

## Introduction

**The Public Sector Equality Duty (PSED) is set out in the Equality Act 2010 (s.149).**

**This requires public authorities, in the exercise of their functions, to have**

**Statutory 'due regard' to the need to:**

- Eliminate discrimination, harassment and victimisation
- Advance equality of opportunity between people who share a protected characteristic and those who do not, and
- Foster good relations between people who share a protected characteristic and those who do not.

The characteristics protected by the Equality Act 2010 are:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sexual orientation

**It is also Corporation policy to give voluntary (non-statutory) 'due regard' to the impact upon Social Mobility**

## What is due regard?

- Statutorily, it involves considering the aims of the duty in a way that is proportionate to the issue at hand.
- Ensuring that real consideration is given to the aims and the impact of policies with rigour and with an open mind in such a way that it influences the final decision.
- Due regard should be given before and during policy formation and when a decision is taken including cross cutting ones as the impact can be cumulative.

The general equality duty does not specify how public authorities should analyse the effect of their business activities on different groups of people. However, case law has established that equality analysis is an important way public authorities can demonstrate that they are meeting the requirements.

Even in cases where it is considered that there are no implications of proposed policy and decision making on the PSED it is good practice to record the reasons why and to include these in reports to committees where decisions are being taken.

It is also good practice to consider the duty in relation to current policies, services and procedures, even if there is no plan to change them.

The Corporation has also adopted a voluntary (non-statutory) due regard of the impact upon social mobility issues. This should be considered generally and, more specifically, against the aims/objectives in the Social Mobility Strategy, 2018-28.

## How to demonstrate compliance

Case law has established the following principles apply to the PSED:

- **Knowledge** – the need to be aware of the requirements of the Equality Duty with a conscious approach and state of mind.
- **Sufficient Information** – must be made available to the decision maker.
- **Timeliness** – the Duty must be complied with before and at the time that a particular policy is under consideration or decision is taken not after it has been taken.
- **Real consideration** – consideration must form an integral part of the decision making process. It is not a matter of box-ticking; it must be exercised in substance, with rigour and with an open mind in such a way that it influences the final decision.
- **Sufficient Information** - The decision maker must consider what information he or she has and what further information may be needed in order to give proper consideration to the Equality Duty
- **No delegation** - public bodies are responsible for ensuring that any third parties which exercise functions on their behalf are capable of complying with the Equality Duty, are required to comply with it, and that they do so in practice. It is a duty that cannot be delegated.
- **Review** – the duty is continuing applying when a policy is developed and decided upon, but also when it is implemented and reviewed.

**However, there is no requirement to:**

- Produce equality analysis or an equality impact assessment
- Indiscriminately collect diversity data where equalities issues are not significant
- Publish lengthy documents to show compliance
- Treat everyone the same. Rather, it requires public bodies to think about people's different needs and how these can be met
- Make services homogeneous or to try to remove or ignore differences between people.

**The key points about demonstrating compliance with the duty are to:**

- Collate sufficient evidence to determine whether changes being considered will have a potential impact on different groups
- Ensure decision makers are aware of the analysis that has been undertaken and what conclusions have been reached on the possible implications
- Keep adequate records of the full decision making process

## Test of Relevance screening

The Test of relevance screening is a short exercise that involves looking at the overall proposal and deciding if it is relevant to the PSED.

**Note: If the proposal is of a significant nature and it is apparent from the outset that a full equality analysis will be required, then it is not necessary to complete the Test of Relevance screening template and the full equality analysis must be completed.**

The questions in the Test of Relevance Screening Template to help decide if the proposal is equality relevant and whether a detailed equality analysis is required. The key question is whether the proposal is likely to be relevant to any of the protected characteristics.

Quite often, the answer may not be so obvious and service-user or provider information will need to be considered to make a preliminary judgment. For example, in considering licensing arrangements, the location of the premises in question and the demographics of the area could affect whether section 149 considerations come into play.

There is no one size fits all approach but the screening process is designed to help fully consider the circumstances.

## What to do

In general, the following questions all feed into whether an equality analysis is required:

- How many people is the proposal likely to affect?
- How significant is its impact?
- Does it relate to an area where there are known inequalities?

At this initial screening stage, the point is to try to assess obvious negative or positive impact.

If a negative/adverse impact has been identified (actual or potential) during completion of the screening tool, a full equality analysis must be undertaken.

If no negative / adverse impacts arising from the proposal it is not necessary to undertake a full equality analysis.

On completion of the Test of Relevance screening, officers should:

- Ensure they have fully completed and the Director has signed off the Test of Relevance Screening Template.
- Store the screening template safely so that it can be retrieved if for example, Members request to see it, or there is a freedom of information request or there is a legal challenge.
- If the outcome of the Test of Relevance Screening identifies no or minimal impact refer to it in the Implications section of the report and include references to it in the Background Papers when reporting to the Committee or other decision making process.

**1. Proposal / Project Title:**

Review of The Commons Event Policy Part 2.

**2. Brief summary (include main aims, proposed outcomes, recommendations / decisions sought):**

To simplify administration and decision making processes making the policy more consistent across each of the Open Spaces the Division. Also to better reflect the recent declaration of 5 of the Opens Spaces as a national Nature Reserve

**3. Considering the equality aims (eliminate unlawful discrimination; advance equality of opportunity; foster good relations), indicate for each protected group whether there may be a positive impact, negative (adverse) impact or no impact arising from the proposal:**

Protected Characteristic (Equality Group)	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Sex (i.e. gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics

**4. Are there any potential social mobility or wider issues? Please check appropriate box****Yes**☐**No**☒**Briefly explain your answer:**

The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics

**5. There are no negative / adverse impact(s)** Please briefly explain and provide evidence to support this decision:

The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics

**6. Are there positive impacts of the proposal on any equality groups or Social Mobility?** Please briefly explain how these are in line with the equality aims or social mobility strategy:

The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics

**7. As a result of this screening, is a full EA necessary?**

**No**

**Briefly explain your answer:** The policy is designed to provide a transparent framework and decision making process for all event organiser irrespective of protected characteristics

Please check appropriate box

☐☒

*Click or tap here to enter text.*

**8. Name of Lead Officer:** Andy Barnard

**Job title:** Superintendent. The Commons

**Date of completion:** 05/08/2021

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Signed off by Department Director:

**Name:**

**Date:**

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<b>Committee(s)</b>	<b>Dated:</b>
Epping Forest and Commons	13/09/2021
<b>Subject:</b> Epping Forest - Superintendent's Update for June to July 2021 (SEF 34/21)	<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 June to July 2021.

Of particular note was a 64% increase in fly tips; fifteen successful Environmental Protection Act prosecutions by Enforcement Officers yielding fines amounting to £4,757 and cost recovery of £7,253.40; a fall in the number of reported rough sleepers; good performance on car parking income; positive news on skylark populations while Meadow Pippits were noted as absent across the Forest for the first time; significant progress regarding responses to three Local Plans affecting Epping Forest; major damage to the Forest and disruption to Forest traffic by a sequential series of Thames Water's ageing mains water infrastructure and the reopening of the highly successful Wanstead Flats Park run on 24 July.

## Recommendation(s)

Members are asked to:

- Note the report

## Main Report

### Staff and Volunteers

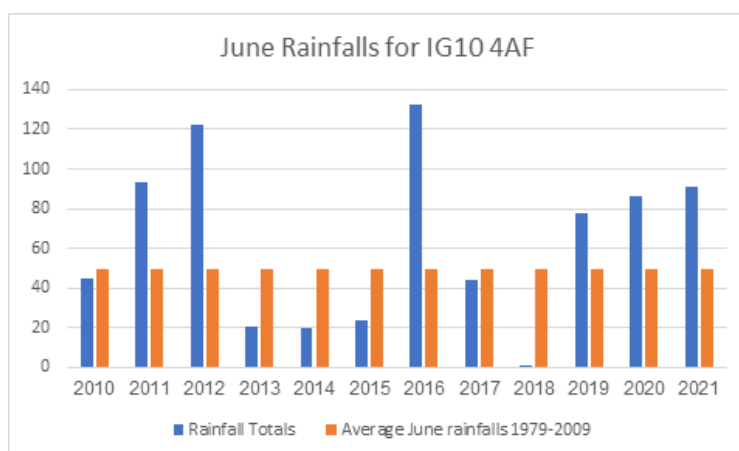
1. The new Support Services Team Leader started on 1 July 2021. There are currently six vacancies.

### Budget

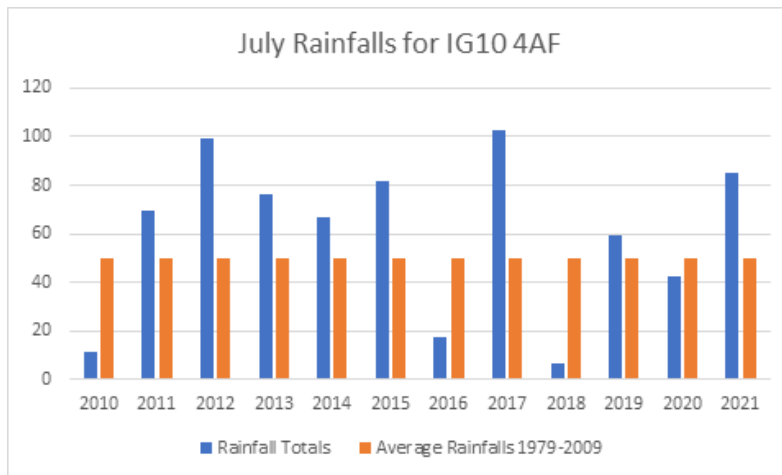
2. At end of July 2021, 33% through the financial year, total expenditure is at 31% of budget. Budgeted savings for this financial year include some lodge rentals, which have slowed due to unforeseen property defects, as well as £31,000 of unidentified savings which are planned through vacancy management. Car parking income, however, is currently exceeding forecast and subject to Autumn visiting patterns may compensate for the lodge rental shortfall by the end of the financial year.

### Weather

3. Rainfall for June 2021 registered 91.4 mm, representing a 59.51% increase on the average rainfall of 49.5mm (1979-2009) for the month. There were in total 13 days of rainfall in June 2021 with the wettest being the 16<sup>th</sup> with 20.6 mm of precipitation. June 2016 remains the wettest June recorded at High Beech in the last 10 years, with 132.2 mm.



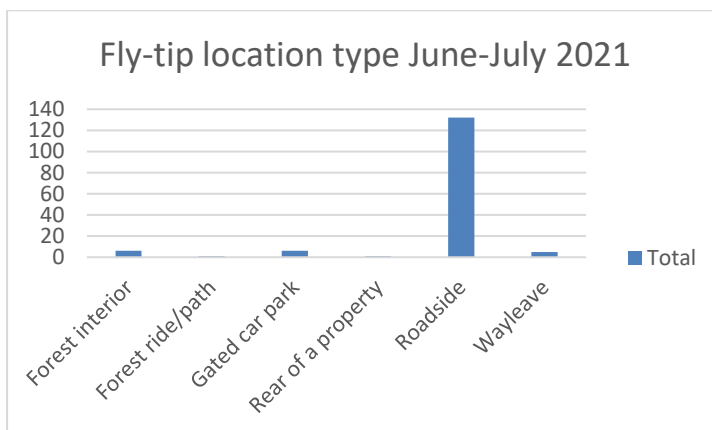
4. Rainfall for July 2021 registered 85.17 mm, representing a 52.13% increase on the average rainfall of 50mm (1979-2009) this month. There were in total 17 days of rainfall in July 2021 with the wettest day being the 25<sup>th</sup> with 20.44 mm of precipitation. July 2017 remains the wettest June recorded at High Beech in the last 10 years, with 102.4 mm of rainfall.



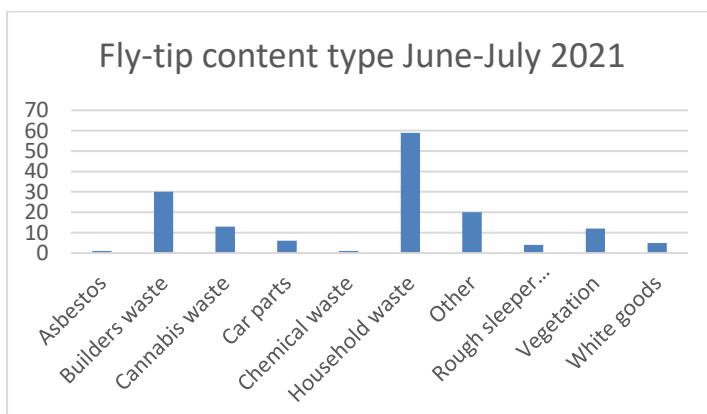
## Forest Services

### Fly-tipping

5. There were a total of 150 fly-tips recorded over the period of June – July 2021, this represents a 64% increase over the same period in 2020.

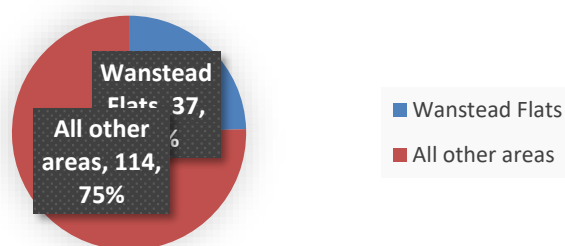


6. Roadside locations represented 87% of the tip locations over the period.



7. Household waste represented the largest category of items tipped over the period at 59 (39%), while 'Other waste' (concrete, polystyrene, wires etc.) represented 20 tips (13%).

## Fly-tip in Wanstead Flats area: June-July 2021



8. There were 37 fly-tips in the Wanstead Flats area over the period which represents 25% of all tips. 19 of these tips were on Forest Land adjacent to Highway Land on Capel Road.

### Enforcement Activity

9. 15 Environmental Protection Act (EPA) prosecutions and 2 Byelaw prosecutions were heard in the period under report.

Date	Defendant Name	Offence Accepted 33:Deposit 34:Duty of Care	Court Name	Outcome	Costs Recovered
07/06/21	WARD	Byelaw 3 36 & 39	Chelms	Guilty	£930
07/06/21	KIRKBY	Byelaw 3 45 & 47	Chelms	Guilty	£400
09/06/21	TEOCAN	33 (1) a	Chelms	Guilty	£560
09/06/21	RABBY	34 (1) a	Chelms	Guilty	£722.40
09/06/21	MALIMA	33 (1) a	Chelms	Guilty	£640
09/06/21	WELSH	33 (1) a	Chelms	Guilty	£600
07/07/21	DOGAN	33 (1) a	Chelms	Guilty	£400
09/06/21	XENI	33 (1) a	Chelms	Guilty	£1321
28/06/21	ARMSTRONG, Jan	33 (1) a	Thames	Guilty	£640

28/06/21	ARMSTRONG, Joel	33 (1) a	Thames	Guilty	£640
28/06/21	ELDAROV	33 (1) a	Thames	Guilty	£400
09/06/21	DANU	33 (1) a	Chelms	Warrant	
09/06/21	TONGE	33 (1) a	Chelms	Warrant	
09/06/21	MILLER	33 (1) a	Chelms	Warrant	
09/06/21	LEAL	34 (1) a	Chelms	Warrant	
28/06/21	GABRIEL	33 (1) a	Thames	Warrant	
28/06/21	ILIE	33 (1) a	Thames	Warrant	

<b>Total Costs Awarded to Epping Forest (Including Compensation)</b>	<b>£7253.40</b>
<b>Total</b>	<b>£7253.40</b>

### Licences

10. A total of 69 licences for events were issued during the months being reported, which yielded an income of £55,275.80 plus VAT. 21 licences were issued during the same period in 2020 yielding an income of £9,749.30 which reflects the impact of COVID-19 restrictions.

Licences were issued as per the following categories:

Events	6	£ 710
Filming	28	£ 46,724.50
Land use	4	£ 7,246.90
Schools	15	£ 370
Sports	15	£ 224.40
TOTAL	68	£ 55,275.80

### Unexplained Deaths

11. There have been no Unexplained Deaths this reporting period

### **Rough Sleepers**

12. There were 10 rough sleeper camps located during the reporting period compared to 6 for the same period in the previous year. A number of these cases have been supported by Street Outreach Service (SOS), the London Borough of Waltham Forest's new outreach partner. The recent easing of current COVID-19 restrictions could be a contributing factor to why there are less this reporting period compared to last:

- 04/06/2021 - Capel Road Vacated 07/06/2021
- 06/06/2021 – Blake Hall Road E11 Vacated 10/06/2021
- 07/06/2021 – Blake Hall Road Vacated 10/06/2021
- 07/06/2021 - 36 Woodcote Road E11 No Trace
- 27/06/2021 – Wake Valley Car Park Vacated 27/06/2021
- 01/07/2021 – Lido Site Hollow Ponds Vacated 03/07/2021
- 01/07/2021 – Lido Site Hollow Ponds Vacated 10/07/2021
- 14/07/2021 - Earls Path North Vacated 14/07/2021
- 24/07/2021 – Button Seed Corner Vacated 24/07/2021
- 24/07/2021 – Button seed Corner Vacated 02/08/2021

### **Unauthorised Occupations**

13. There have been no Traveller Incursions this reporting period.

14. There has been 2 reported Unlicensed Music Events (UMEs) or Spontaneous Social Gatherings (SSGs) on Forest Land.

- 13/06/2021 Wanstead Flats – Opposite the Golden Fleece
- 10/07/2021 Wanstead Flats - Off Woodman's Ride, Bury Road

### **Dog Incidents**

16. There have been 2 recorded dog related incidents during this reporting period.

- 17/07/2021 - Hollow Ponds, dog chasing swans
- 20/07/2021 - Bell Common, dog not under effective control

### **Deer Vehicle Collisions**

17. Epping Forest staff dealt with a total of 10 deer vehicle collisions (DVC) during this reporting period.

- 01/06/2021 Bell Common/Theydon Road
- 03/06/2021 Snaresbrook Road just before the Flats
- 06/06/2021 Wanstead Flats
- 07/06/2021 20m North Robin Hood Roundabout, Epping New Road
- 10/06/2021 Bell Common Road
- 15/06/2021 Holly Hedge Field, Epping New Road
- 22/06/2021 200yds North Robin Hood Roundabout, Epping New Road

- 23/06/2021 Piercing Hill opposite Golf Course
- 24/07/2021 220yds South Robin Hood Roundabout, Epping New Road
- 25/07/2021 B1393 opposite Thornwood Road

### **North Essex Parking Partnership Red Route Figures**

19. There have been 60 Penalty Charge Notices (PCNs) issued manually during the reporting period. These figures do not include PCNs issued from the NEPP camera car footage. The total number of PCN's issued on the red route to date now totals 1761. A review by NEPP of the Red Route Scheme is planned for late summer.

### **Car Park Charging Scheme**

11. The car parking scheme has settled in during June and July, with income from season permits declining and income from hourly charges increasing.

Connaught Water, Hollow Ponds and High Beach Pillow mounds were the busiest car parks during this period.

	Hourly P&D Income**	Permit Income	Penalty Notices
June	29,405.39	4,831.35	£3,432.96
July*	26,969.17	2,875.00	£3,882.60

\*July figures are not yet verified, awaiting fees and refunds deductions.

\*\* Hourly P&D income includes income from the RingGo systems and car payment machines at High Beach (collected by Horizon).

Net income from the scheme (pending deductions for July) currently stands at £106,322.79.

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

### **Climate Action Strategy**

12. Works to create the wildflower meadow at Patmore's Field (formerly Netherhouse) were tendered and work will begin in September. A site meeting will be held with the current tenant in August to agree hand-over details.

13. In addition, ecological surveys started in July on Patmore's and Gifford's Meadow to capture their current condition. These surveys will be carried out across the late summer to assess a range of taxonomic groups, including plants and insects, so that a baseline for biodiversity value can be established and changes as a result of the new management regime can be tracked and recorded.

## **Biodiversity**

14. The first vegetation re-survey across the SSSI area of Wanstead Flats, since the wildfire in 2018, has revealed excellent heather and other acid grassland plant species recovery. New young plants of heather have been ~~observed~~ recorded in their previous location before the fire ~~main centre of distribution~~ but also in new outlying areas to the north of this area. The control of Broom regrowth, however, remains the main challenge to maintain the renewed floral diversity and prevent over-shading. Broom will be mown and removed as part of wildfire control measures, but other forms of intervention may be required or more frequent cutting to prevent its dominance of large areas of the sward.
15. On Wanstead Flats four singing male Skylarks were observed in early June, with at least three of these paired up and visiting likely nest areas with females. No Meadow Pipits were recorded as present, representing, one of the first breeding seasons without Pipits present as a breeding bird anywhere on Forest Land. The Meadow Pipit is on the *Amber* list of Birds of Conservation Concern (BOCC4) as its population has declined in the UK by more than 25% (but less than 50%) in the last 25 years. It is possible it may recover its toehold in Epping Forest, but in general small passerine birds are fairly site-faithful and once a population is lost it is difficult for it to recover.
16. At the other end of the Forest, on Copped Hall estate, Skylark numbers were high with at least 4 singing males across Cobb Field and Cludens. In the same area there was also the highest count of Yellowhammer males for several years with 4 males, at least, seen and similarly high numbers of Linnet pairs. All three of these species are on the Birds of Conservation Concern *Red* List (BOCC4) due to steep ~~their precipitate~~ declines in breeding population over the last 25 years, all by more than 50% - so the success of the breeding populations at Copped Hall is significant.

## **Damage to Forest and Buffer Lands habitats**

17. Further to the problems associated with Thames Water sewage leaks in the spring there was a significant mains water leak on The Warren Slope (Compartment 29) within the SSSI/SAC. Although involving clean chlorinated water, previous leaks here have killed off vegetation, including small shrubs and trees. The same mains pipeline has also caused significant damage to ancient oaks in Barn Hoppitt. As a result, the Head Forest Keeper and Head of Conservation met Thames Water managers on site to assess the extent of the flooding, which was found to have affected nearly 0.75 hectares of SSSI grassland. There was also a follow-up meeting to consider reparations and a long-term solution, including the addition of hydrants to allow better access for pipe inspections in future. Compensation for damage done to habitats continues to negotiated with Thames Water.
18. A letter of concern is being prepared regarding the impact on the Epping Forest SAC of increased traffic queues associated with Thames Water mains failures leading to road closures at Baldwins Hill; Earls Path; Buckhurst Hill High Road; and Honey lane. When combined with gas main replacement by Cadence on

Epping New Road, much of Loughton's traffic was routed to and from Goldings Hill leading to very large traffic queues throughout the Forest.

### **Agri-environment Schemes**

19. Preparations for a Countryside Stewardship application for Wanstead Park have started with officers meeting Natural England and the first engagement with the Wanstead Park Liaison Group to explore this application at their 7<sup>th</sup> June 2021 meeting.
20. A Countryside Stewardship Mid-Tier application for Great Gregories Yard has begun to be explored to fund future-proofing infrastructure works aimed at reducing air and water pollution.

### **Grazing**

21. A Red Tractor Beef & Lamb audit was undertaken and passed. This audit checks the Trust's record keeping and animal welfare procedures against a benchmark of standards.
22. Cows returned to the wet heaths of Long Running with 10 cows grazing for 8-weeks over an area of 21ha. Grazing had been suspended at this site after several dangerous incidents in 2019 where deer brought down the electric fence resulting in animals getting onto the Epping New Road. New NoFence GPS collars were used on the 10 cows with no escapes reported over the entire period. The flexibility of the virtual GPS boundary over electric fencing allowed an increase in the grazing area from 5ha to 21ha. This increase in area allowed the inclusion of areas of heathland restoration funded by HLS between 2008-2018.

### **Heritage**

23. Members of Historic England's Archaeological Investigation Team visited Rookery Wood at Copped Hall to examine the Tudor water features which are highly significant heritage features. They will be advising on how to understand these features better and how the site can be managed in the long-term, including potential protection measures which may be incorporated into a future Countryside Stewardship application.

### **Forest Protection and planning matters**

#### **Town & Country Planning – Local Plans**

24. The SAC Mitigation Oversight Group met again on 2<sup>nd</sup> July, chaired as usual by Natural England (NE). Progress continues to be slow, with legal opinion on 'in perpetuity' still awaited. On site mitigation measures were also discussed again and some measures were modified. A query was made about the post of SAC Mitigation Project Officer and whether it should be full-time. A short response to this query will be prepared ahead of the next meeting of the Oversight Group in September. Cross-border cooperation on SANGS provision was raised by NE and LBWF and London Borough of Redbridge agreed to discuss options for provision.

25. **Epping Forest District Council (EFDC) Local Plan:** Liaison on EFDC's proposed Air Pollution Mitigation Strategy continued with informal discussions about future mitigation options.
26. The Main Modifications consultation on the EFDC Local Plan was launched by the Planning Inspectorate in July. A response to this has been prepared and a report is before this September Committee meeting so that it can be approved in outline ahead of the 23<sup>rd</sup> September deadline.
27. **London Borough of Waltham Forest (LBWF) Local Plan:** close liaison continued in relation to the LBWF Habitats Regulations Assessment (HRA) and, in particular, the choice of suitable SANGS sites. In addition, in late July a draft joint Statement of Common Ground (SoCG) was prepared with LBWF officers and a report on the SoCG is presented for approval to this September Committee meeting.
28. **London Borough of Enfield (LBE) Local Plan:** the Regulation 18 consultation for this Local Plan was launched in this period with a deadline of responses by 3<sup>rd</sup> September. However, a duty-to-cooperate meeting has been organised with officers shortly after this date and the LBE Plan will also be discussed by councillors and members at the forthcoming Six Authorities Liaison Group (SALG) meeting.

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

29. The most significant planning issue in EFDC during this period was the *Next plc* proposed distribution centre near Junction 26 of the M25. At a full council meeting on 24<sup>th</sup> June, EFDC members voted 25 to 10 to refuse planning permission. The objection letter from the Conservators, with accompanying evidence, was cited several times by councillors during the meeting as an important summary of their concerns with the proposed development and its likely impacts on the Forest road traffic.
30. In the LBWF area, two letters were sent in response to the proposed Whipps Cross development, which had been discussed in detail at Committee in May.

#### **Land Registration, Access Audit & Wayleaves**

31. One planning application for EFDC was considered:
- 74 Queens Rd, Buckhurst Hill. 'Windfall' development, turning 2xcommercial outlets into 3 dwellings. Application was opposed on the grounds that there was little/to no private amenity space and the Forest SAC/SSSI was advertised as the amenity space. Application was refused by EFDC on the grounds of bad design and failure to address EFSAC.
32. Work continues to resolve outstanding debts on wayleaves with just under £2,000 now received and a further £2,550 written off as a result of careful review.
33. Progress on commercial wayleaves reviews continues to be made with a significant increase in future annual wayleave income (>£15,000) achieved during this period.

34. Discussions on land exchange continued with LBWF in relation to recent highways dedications and changes to historic highways alignments adjacent to Forest Land.

## **Operations**

### **CSS Works**

35. Arborist teams commenced work on the new 10-year Countryside Stewardship actions with the repollarding of circa. 100 (BE6) veteran trees across six compartments in the Forest: North Long Hills (Compartment 22), Honey Lane Quarters (Compartment 9), Hill Wood (Compartment 21), Deershelter South (Compartment 11), Pillow Mounds (Compartment 14) and Walthamstow Forest (Compartment 34). Reassuringly work progressed as our estimates predicated, however, machinery breakdowns were a feature reinforcing the need to update some plant in the near future, e.g. the arm fed woodchippers. The ongoing wet conditions also meant that planned worksites had to be changed due to the unseasonably poor ground conditions.

### **Insurance works**

36. During the period there have been three new claims for subsidence due to root nuisance submitted. These are all being processed through the Vegetation Against Property process. The value of the tree safety management system has been shown during the period. Following two recent significant tree failures where buildings were significantly damaged, it appears our management has meant that the insurers have concluded the City of London has no liability for the damage.

### **Risk Management Works**

37. Oak Processionary Moth (*Thaumetopoea processionea*) (OPM): Contractor surveys of OPM nests on Oak trees in 11 high priority moth survey sites were completed. Arborist staff have subsequently plotted these trees on our tree management database. All OPM nests below 3m on oak trees will be removed by COL arborist staff. Nests at a higher level will normally be left however these will be risk assessed and where their removal is necessary specialist contractors will be engaged to undertake this removal work.
38. Tree Safety: Tree safety work has progressed slowly during this period due to reduced staffing and also a number of episodes of COVID self-isolation for Key staff. The tree safety program is behind schedule and we are focussing our efforts on completing work on trees in Red+ and Red zone trees where risk are higher. This does mean that for a second year we are unlikely to complete works on Amber zone trees. It is planned that temporary Agency Arborist staff will be employed to compensate for the current staff shortage. The corporate Risk Assessment has been updated to account for this issue.

### **Access Works**

39. Path verge management in the higher priority access areas has been contracted out on a three contract during the period. Works have yet to commence.

40. A log climbing structure has started to be constructed at Wanstead Park in partnership with local community groups. This is scheduled for completion in September. Further log play structures are proposed, and these are pending completion of local Conservation Area planning processes.

#### **Wanstead Park Ponds Project**

41. The Ornamental Waters and River Roding interaction study has progressed during this period. Survey works have been completed to map levels along Ornamental Water eastern embankment, and hydrological information received from the Environment Agency. The study is due to be completed in August.

#### **Birch Hall Park Pond (Deer Sanctuary)**

42. The works were tendered out in June. Unfortunately, no tender returns were received. The works will be retendered in the new year with a plan for works to commence in early summer when ground conditions are drier.

#### **Visitor Services**

##### **Learning and Education (Learning Team)**

43. It has been a busy period for learning at Epping Forest. 898 school students participated in the learning programme in June and July. Schools participated in a variety of outdoor learning activities to develop their understanding of local history, explore habitats and biodiversity, and build their confidence and skills.
44. In July the learning team began a bespoke programme for Young Carers from Enfield and Waltham Forest. Recent studies have revealed a worrying decline in the mental health and wellbeing of Young Carers due to the Covid-19 pandemic, with the lockdown restrictions increasing the burden on young carers, increasing isolation and making it harder to access support. In response to these findings, the Learning Team have provided a series of respite sessions at Epping Forest, providing Young Carers with an opportunity to take a break and spend time in nature. The team will lead more of these vital respite sessions over the autumn.

#### **Chingford Golf Course**

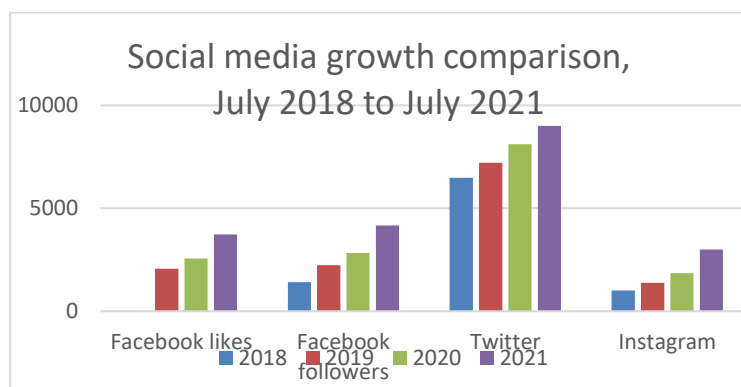
45. Total income generated from green fees and shop related sales amounted to £59,767.35 for June and July compared to £130,415.47 in 2020 a decrease of £70,648.12. Golf season tickets started in June in 2020 for a 9-month ticket due to Covid-19 lockdown which highlights the high difference in income. Online bookings decreased this financial year compared to the previous year by £18,491.50, mainly down to the fact last year as we came out of lockdown, all visitors were asked to book online where possible.
46. Ground staff have been carrying out regular cutting requirements to tees, fairways, rough, aprons and greens in order to keep the course set up for play but the weather this year has hampered grounds maintenance operations. The greens were sprayed with plant feed five more times along with staff verti-cutting and star-slitting every other week to help increase speed for better putting quality.

## Communications

47. As of 11 August 2021, Epping Forest social media following is:

- Twitter followers: 9,008 (11% increase on 2020)
- Facebook followers: 4,166 (48% increase on 2020)
- Instagram followers: 2,992 (59% increase)

48. The chart shows a comparison of our social media followers at the same point in 2018, 2019, 2020 and 2021:



49. Epping Forest news continues to be delivered monthly via a digital edition of Forest Focus, in place of the printed magazine which had been temporarily stopped due to the pandemic. This continues to be well-received and an effective way of communicating seasonal messaging.

50. The Top social media post for June 2021 celebrated the 150 anniversary of the protest to save Wanstead Flats, with messaging around how CoL saved Epping Forest. The top social media post for June 2021 celebrated the ancient coppard beech at Lost Pond and photographs of Lost Pond itself.

51. Media interest around the release marking one year on since the closure of the Temporary Mortuary Facility at Wanstead Flats, with accompanying photographs of the wildflower meadow at the site now was very high, with coverage in over 200 outlets including national coverage in ITV News, Daily Mail and Yahoo News.

### Wanstead Park Permissive Cycling Extension

52. The extension has now been implemented. Temporary signage has been put up around the park at entrances and notice boards showing main paths where visitors can now cycle. More signs depicting the cycling code of conduct have been installed. The website has a frequently asked questions section, detailing the consultation and background reasons for the changes.

### Wanstead Flats

53. Three school sports days went ahead at Harrow Road following COVID-19 guidelines.

54. Ground staff carried out regular cutting duties, litter picking and pitch preparation work for the new season. Capel Road pavilion was repainted to cover the extensive graffiti.

55. Parkrun restarted on 24 July; this was the first race since 14 March 2020 due to COVID-19. Parkrun attracted 363 runners in the first two weeks with 15 volunteers helping with the restart.

### Horse Riding

56. Total income from horse riding licences for June & July 2021 amounted to £677.00 compared to £4643.00 the previous year. The figures showed a decrease of £3966.00. Last year licences did not start in April due to lockdown, a reduced 9-month licence started in June which highlights the difference in income.

### Visitor Numbers

57. Visitor Figures for June – July 2021 & 2020

Visitor Numbers	QEHL 2021	2020	View 2021	2020	Temple 2021	2020	High Beach 2021	2020	Total 2021	Total 2020
June	0	0	1331	0	0	0	TBC	0	1331	0
July	0	0	1456	0	0*	0	TBC	0	1456	0

\*Note, three theatre productions held at the Temple enclosure with at total audience of c.1000 persons over 4 shows.

58. The Visitor Centre at Chingford (The View) again saw reduced numbers compared to 2019, however with the buildings and gallery spaces open some visitors had returned. The building re-opened fully on the 19 of July in line with government guidance. However, safeguards and restrictions on numbers remain in place to ensure the safety of visitors and staff.

59. It is noted however that from June with restrictions easing green spaces nationally noticed a decline in visitor numbers compared with the previous year and usual figures.

60. The Temple enclosure hosted the return of open-air theatre, with Illyria putting on productions of 'Much Ado' and 'HMS Pinafore' to sold out crowds. A new company for Epping Forest; The East London Shakespeare Festival, held three performances across two days of their version of 'A Midsummer Night's Dream', with large audiences at all three performances despite this being their first run of shows.

### Memorial Benches

61. 10 benches and plaques were processed and in place across the Forest following a soft launch of the memorial bench scheme. The scheme has yielded a total income of £19,000 so far, with approximately £6,000 expenditure on benches and plaques.

## **Major incidents**

62. None.

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

63. Following the four-step plan to ease England's lockdown published by the Government on 22 February, all Government restrictions have now been removed on 19 July. Some local restriction to remain in place arbitrated by third parties.

### **Paul Thomson**

Superintendent of Epping Forest

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<b>Committee(s):</b> Epping Forest & Commons – For Decision	<b>Dated:</b> 13092021
<b>Subject:</b> Statement of Common Ground for London Borough of Waltham Forest Local Plan (SEF 36/21)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	11, 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</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> Colin Buttery, Director of Open Spaces	<b>For Decision</b>
<b>Report author:</b> Jeremy Dagley, Head of Conservation, Epping Forest, Open Spaces	

## Summary

This report sets out the reasons for agreeing a Statement of Common Ground (SoCG) with the London Borough of Waltham Forest (the Council) as part of its ongoing Local Plan development. The SoCG, appended to this report, sets out the areas of agreement and progress since The Conservators' detailed response to the Council's Regulation 19 Local Plan consultation and also the significant outstanding issues in relation to the protection and enhancement of Epping Forest. It is recommended that the SoCG is submitted to the Local Plan Inspectors to assist them in their deliberations and focus on The Conservator's key concerns ahead of the examination-in-public.

## Recommendation(s)

Members are asked to:

- approve the Statement of Common Ground (SoCG) with London Borough of Waltham Forest in relation to its Local Plan as set out in **Appendix 1** of this report.
- delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to make and agree minor changes to the SoCG to ensure it evolves and is kept up-to-date as a working document, while any major alterations to the SoCG as a result of substantive Local Plan Policy re-wording may be reserved for further Committee approval.

## **Main Report**

### **Background**

1. As reported to your Committee in March (Report SEF15/21 – see ‘Background Papers’), the London Borough of Waltham Forest (the Council) is in the process of updating and developing its Local Plan for examination-in-public. Its Local Plan’s housing requirement has been set at 27,000 homes by the end of the Plan period, which is year 2035.
2. The Borough lies entirely within the Epping Forest Special Area of Conservation’s (SAC) 6.2km Zone of Influence (Zol) for recreation, as determined by two recent Epping Forest Visitors Surveys (2017 and 2019). Furthermore, City Corporation-owned Epping Forest Land makes up 45% of the publicly accessible green space within the Borough
3. The projected level of increase in the Borough’s residential population has significant implications for the protection and management of Epping Forest because of the potential adverse impacts of recreation and air pollution. These issues were raised with the Council in your response to its Regulation 19 Local Plan consultation in December 2020.

### **Current Position**

4. In response to your concerns, the Council has made some amendments to its Local Plan in its April 2021 modifications. In particular, on Policy 83 concerning the protection of Epping Forest, there is additional wording and detail. Council Officers have also engaged regularly with your officers, and with Natural England, since the Regulation 19 consultation, to examine mitigation options in detail. Progress has been made on mitigation proposals, especially on the range of alternative sites that are now being considered in the Borough to reduce future recreational pressure on the Forest.
5. The revised Local Plan Habitats Regulations Assessment (HRA) from April 2021 reflects some of this progress. However, the recently appointed Inspectors for the examination-in-public have requested, in their *Preliminary Matters* paper (see Appendix 2), further detail on the effectiveness of the range of mitigation being proposed by the Local Plan and how the HRA recommendations would be integrated into the Plan. They have asked the Council for a topic paper on the HRA. They will use this topic paper and other responses from the Council to formulate the *Matters, Issues and Questions* (MIQs) which would go out for public consultation ahead of the examination-in-public.
6. In addition, both your officers and Natural England are continuing to raise issues concerning the HRA as there remain uncertainties about the effectiveness of proposed mitigation, both for recreational pressure and air pollution.
7. The scale of development remains a significant concern with the level of proposed housing remaining the same in the Borough. Current site allocations and density of housing close to Epping Forest pose considerable problems (e.g. the proposed Whipps Cross residential allocation of 1500 homes) and, in addition

to more detail required on the HRA, a follow-up consultation is awaited on revised site allocations.

## Proposals

8. The Council is required by the Inspectors to demonstrate that it has fulfilled its *duty-to-cooperate*, as required by Section 33A of the Planning & Compulsory Purchase Act 2004. The new National Planning Policy Framework (NPPF) published in 2018 (and as updated since) further required that the *duty-to-cooperate* with other local authorities and “*relevant bodies*” (Sections 24 -27, NPPF) was evidenced by Statements of Common Ground (SoCGs) between the parties. The Inspectors have requested SoCGs from the Council in their *Preliminary Matters* published on 22nd June.
9. Given your officers’ detailed involvement in discussions on the HRA and the essential role of the City of London Corporation as The Conservators in advising on and/or implementing and monitoring much of the mitigation, it seems clear that CoLC is a relevant body for the purposes of the NPPF and that it is important that such cooperation continues. It seems likely that the Inspectors would wish to know The Conservators’ position as early as possible, given the focus of the Preliminary Matters document on the HRA.
10. The matters laid out in the SoCG (**Appendix 1**) are likely to assist them in understanding the range of issues and in preparing their MIQs for consultation. Therefore, it is proposed that the SoCG at Appendix 1 should be submitted to the Inspectors as evidence of The Conservators’ constructive commitment to protecting the SAC through the Local Plan process.
11. It is likely that this SoCG will evolve, as SAC mitigation matters and other details of the Local Plan change (e.g. housing quantities or locations), requiring both minor and more substantive modifications. It is proposed that authority is delegated to the Town Clerk, in consultation with the Chairman, to make and agree further amendments to the SoCG. However, should major Local Plan policy changes be made, particularly around Green Infrastructure or the policies protecting Epping Forest (Local Plan Policy 83), then any concomitant changes or updates to the SoCG would be brought back to your Committee for approval.

## Options

12. Option 1: the SoCG at Appendix 1 is signed by the Superintendent to show both progress with protection of the SAC but also to highlight outstanding concerns and their significance. Subsequent minor changes and updates to the SoCG would be agreed by the Town Clerk under delegated authority but major changes relating to Local Plan policy alterations would be brought to Committee for approval. **This option is recommended.**
13. Option 2: the SoCG is not signed and submitted and, instead, CoLC as The Conservators continues to reserve its position on all matters and awaits the Inspectors’ MIQs before making its position known in relation to the Local Plan

and its HRA, following further Committee consideration of the matters raised by the Inspector. **This option is not recommended.**

### **Key Data**

14. The London Borough of Waltham Forest Local Plan proposes the building of 27,000 more homes in the Borough in the next 15 years, all within 3km of the Epping Forest SAC boundaries.
15. The Inspectors' *Preliminary Matters* paper was published on 22<sup>nd</sup> June requiring a response, including SoCGs, from the Council in August.

### **Corporate & Strategic Implications**

16. The engagement by officers in responding to the LBWF Local Plan aims to ensure aims to be consistent with Outcomes 11 and 12 of the Corporate Plan. Outcome 11 states that: *"We will have clean air, land and water and a thriving and sustainable natural environment"* is met. Outcome 12 states that: *Our spaces are secure, resilient and well-maintained. Build resilience to natural and man-made threats by strengthening, protecting and adapting our infrastructure, directly and by influencing others.*

### **Financial implications**

17. None beyond business-as-usual local risk expenditure at present. The financial implications of SAMMS were subject to a separate report to your Committee in November 2020 and remain subject to discussion by the local authorities around EFSAC, including LBWF.

### **Resource implications**

18. Staff resources are required throughout the next financial year to negotiate and advise the Council and to liaise with Natural England.

### **Legal implications**

19. These are contained within the body of the report.

### **Risk implications**

20. In signing the Statement of Common Ground.

### **Equalities implications**

21. None.

### **Climate implications**

22. None

### **Security implications**

23. None.

### **Charity Implications**

24. 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.

## **Epping Forest Consultative Committee**

25. The Consultative Committee has not been consulted on this report due to the deadlines set by the examination-in-public process and the Inspector's *Preliminary Matters*, which included a request for evidence of co-operation and Statements of Common Ground. The *Preliminary Matters* were only published on 22<sup>nd</sup> June and required a response from the Council this summer. The Consultative Committee, however, would be updated on the Council's Local Plan in October by which time the Inspectors' MIQs may have been published and the revised site allocations may also be available from the Council for consultation.

## **Conclusion**

26. In signing the Statement of Common Ground (SoCG), the City of London Corporation as The Conservators of Epping Forest would be accepting its role in the Local Plan process as a "relevant body" as described by the NPPF. The Conservators are not required to demonstrate a duty to co-operate under this legislation (Planning & Compulsory Purchase Act 2004). However, given the detailed responses made to the Local Plan, which are subject to continuing negotiations with the Council, alongside the vital role The Conservators would play in implementing any mitigation, an SoCG that sets out clearly the progress made, and the outstanding issues remaining, would assist the Inspectors in their deliberations and should ensure that the Local Plan examination would take full account of The Conservators' key concerns.

## **Appendices**

- **Appendix 1:** Statement of Common Ground with London Borough of Waltham Forest
- **Appendix 2:** Inspectors' *Preliminary Matters* for London Borough of Waltham Forest Local Plan

## **Background Papers**

- SEF15/21 *London Borough of Waltham Forest Local Plan*. Report to Epping Forest & Commons Committee 8<sup>th</sup> March 2021.

## **Dr Jeremy Dagley**

Head of Conservation, Epping Forest, Open Spaces

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# APPENDIX 1



## STATEMENT OF COMMON GROUND

Between the London Borough of Waltham Forest and  
City of London (Conservators of Epping Forest)

Date 5<sup>th</sup> August 2021

## 1. LIST OF SIGNATORIES AND ROLES

London Borough of Waltham Forest

Name: Joe Addo-Yobo

Role: Head of Planning Policy

City of London Corporation (as The Conservators of Epping Forest)

Name: Paul Thomson

Role: Superintendent of Epping Forest

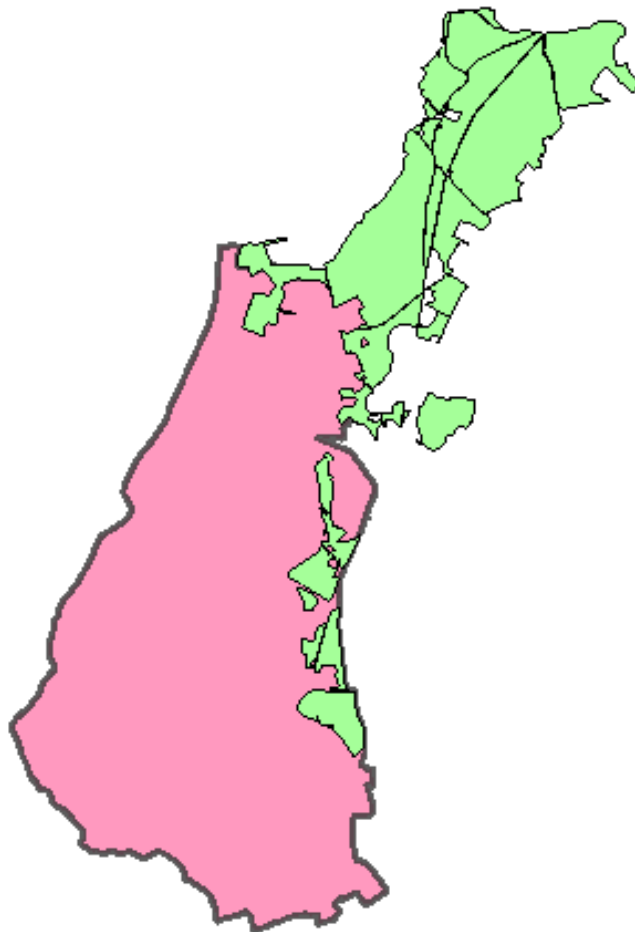
## 2. KEY STRATEGIC MATTERS

- a. Epping Forest Special Area of Conservation (SAC) Mitigation Strategy

## 3. DESCRIPTION AND MAPS

The SoCG covers the Local Planning Authority areas of the London Borough of Waltham Forest and the Epping Forest Special Area of Conservation with Boundaries shown in the map below.

 Epping Forest Special Area of Conservation



#### **4. AGREED MATTERS**

- a. There is common ground in relation to ongoing work to ensure preservation and enhancement of SAC land and wider forest through various mitigation measures to be secured through the planning application process. These will be scoped and codified. Both parties will be sharing data and information to assist the measures and the framework for monitoring of progress.
- b. Both parties are committed to work through the SAC Mitigation Oversight Group of local authorities and are also committed to working together in the development of a Mitigation Supplementary Planning Document (SPD). The SPD will contain the appropriate assessment from the HRA, an agreed air pollution mitigation strategy approach to SANGS and a comprehensive SAMM Strategy.
- c. The Council is committed to delivering the over-arching strategy contained in the Mitigation SPD and ensuring implementation of the individual strategies through development contributions to provide agreed maintenance uplift and ensuring future use of the land is provided as an alternative to the leisure use of EFSAC.

#### **5. OUTSTANDING MATTERS**

The HRA remains to be finalised to ensure it is compliant with the Habitat Regulations, with the Air Pollution Mitigation Strategy requiring effective measures to be agreed.

As part of this HRA also, the pattern of site allocations and the density of housing close to the SAC boundaries remain significant matters to be resolved between the parties.

There will be continued work on negotiations around the SAMMS, particularly on agreeing the methods of monitoring the effectiveness of its implementation.

In addition, there will be continued development of a SANGS through the SAC Mitigation Oversight Group. These matters remain outstanding because negotiations continue on tariffs, location-specific measures and alternative sites and involve third parties that are not signatories to this SoCG.

#### **6. GOVERNANCE ARRANGEMENTS**

This SoCG will be kept up-to-date and will form a key part of implementation of Local Plan policies and any future Local Plan reviews. Meetings to discuss cross-boundary issues will be held with the City of London Corporation (as Conservators of Epping Forest) regularly and discussions and other factors including Local Plan reviews may inform a revised SoCG.

## 7. TIMETABLE FOR REVIEWS AND UPDATES

Meetings to manage strategic issues will be held on an ongoing basis.

## 8. SIGNATURE


The London Borough of Waltham Forest and City of London (As Conservators of Epping Forest) confirms that this Statement of Common Ground reflects the joint working by both organisations to address identified strategic matters.

Signed on Behalf of London Borough of Waltham Forest by:

Name: **Joe Addo-Yobo**

Position: **Head of Planning Policy & Strategy**

Signature



Date: 27/07/2021

Signed on Behalf of City of London (As Conservators of Epping Forest)

Name:

.....

Position:

.....

Signature

.....

Date:

.....

## APPENDIX 2

### **'Shaping the Borough' Waltham Forest Local Plan (LP1) Examination**

Inspectors - Mrs S Housden BA (Hons) BPI MRTPI &  
Mrs C Jack BSc (Hons) MA MA(TP) MRTPI

Programme Officer – Ms Andrea Copsey  
[copseyandrea@gmail.com](mailto:copseyandrea@gmail.com)  
07842 643988

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Joe Addo-Yobo  
Head of Planning Policy and Strategy  
Waltham Forest Borough Council  
SENT BY EMAIL

22 June 2021

Dear Mr Addo-Yobo

#### **Inspectors' Preliminary Matters**

1. As you will know, we are appointed by the Secretary of State to hold an independent examination of the 'Shaping the Borough' Waltham Forest Local Plan (LP1). We look forward to working with the Council, representors, and the Programme Officer to progress the Examination. We have undertaken an initial read through the plan, the submitted evidence, and the representations. From this, some preliminary matters have arisen for which we seek early clarification from the Council. The Council's response will assist us in defining our matters, issues, and questions (MIQs) on the legal compliance and soundness of the plan, and in establishing the examination timetable and format.
2. In responding to these preliminary matters, we would like the Council to produce an addendum to the submitted Duty to Cooperate Statement (the DtC Statement) and a **Habitats Regulations Topic Paper to explain and demonstrate how it has used the evidence to inform the Habitats Regulations Assessment (HRA)** and to develop the plan's strategy. The addendum and topic paper should clearly direct us to the relevant documents in the evidence base and reference particular chapters, pages, or paragraphs, where appropriate. Further details of our requirements are set out below.

## **Legal compliance - the duty to cooperate**

3. The duty to cooperate as set out in section 33A of the Planning and Compulsory Purchase Act 2004, places a legal duty on the Council to engage constructively, actively and on an ongoing basis to maximise the effectiveness of local plan preparation in the context of strategic cross-boundary matters.
4. Paragraphs 24-27 of the National Planning Policy Framework (the NPPF) identify the requirements for maintaining effective cooperation. Paragraph 27 specifically requires effective and on-going joint working to be demonstrated through the preparation and maintenance of one or more statements of common ground (SoCG) to be produced and made publicly available throughout the plan making process. The Planning Practice Guidance (PPG) clearly sets out the scope of SoCG and identifies when they should be produced and what they should document.
5. The DtC Statement dated April 2021 was submitted for examination with the plan, but the information within it is not sufficient by itself for us to properly assess whether the duty to cooperate has been met. We will therefore require more information as an addendum to the DtC statement.
6. Section 1.0 of the DtC Statement refers to a SoCG currently being prepared separately. Can the Council direct us to the SoCG elsewhere in the evidence and clarify whether it has been duly prepared in accordance with the NPPF and PPG on cooperation matters? If a SoCG has not been prepared and submitted can the Council explain the reasons for this and confirm whether and when one (or more) will be available and published?
7. The DtC Statement identifies various organisations as strategic partners for each related strategic planning issue. While Annex B is indicated as an 'audit trail' of key meetings and decisions, there is limited detail provided of exactly how and when these organisations have been involved in the plan-making process or what the specific outcomes of any such engagement on strategic matters have been. The Council should provide further details including, as relevant and

appropriate, dates of meetings, workshops or discussions, minutes and notes of such engagement, and summaries in chronological order of the purposes of the meeting / workshop / discussion, who attended, the strategic planning issues discussed, identified outcomes or actions and any agreements or disagreements between any parties.

8. Ten strategic planning issues for the borough are set out in Section 4.0 of the DtC Statement. Can the Council clarify how and when these strategic matters were identified, which organisations were involved in their identification, and what actions have been taken to address them where they have cross-boundary implications?
9. In relation to the strategic matter of housing, what discussions have occurred with adjoining authorities about meeting any unmet housing needs, including for gypsies, travellers and travelling showpeople? Is there an agreed protocol for dealing with unmet housing needs should they arise?
10. Has a coordinated approach to the implications of growth in relation to Habitats Sites, including the Epping Forest Special Area of Conservation (SAC), been identified as a strategic matter? What engagement, if any, has taken place in this regard and when? Is there evidence to demonstrate constructive, active, and on-going cooperation or joint working?
11. To ensure that all relevant matters have been identified, would the Council summarise all Regulation 19 comments received that are relevant to the DtC, and provide the Council's response to those comments.

#### **Legal compliance - the Conservation of Habitats and Species Regulations 2017**

12. Would the Council please prepare a topic paper to clarify the approach taken to the Habitats Regulations and the evidence for that approach, including addressing the following points.
13. The conclusion of the Habitats Regulations Appropriate Assessment (AA) (April 2021) that the Plan would not result in adverse effects on the integrity of the Epping Forest SAC alone or in combination with other plans and projects arising from recreation pressure and air quality impacts is dependent on a number of mitigation measures.

What is the most up to date position in relation to the preparation of a Strategic Access Monitoring and Management Strategy (SAMMS), a Suitable Alternative Natural Greenspace Strategy (SANGS) and Air Quality Mitigation Strategy, all of which are proposed to be included in a 'Mitigating the Impact of Development on the SAC' Supplementary Planning Document (SPD)?

14. The AA Executive Summary indicates that the conclusion of no adverse effects also depends on the completion of Epping Forest District Council's SANG Strategy, prepared during the examination of the Epping Forest Local Plan. Have any further meetings or cooperation taken place with Epping Forest District Council in response to their letter dated 11 December 2020, which indicated that they would wish to make further representations including on the spatial strategy set out in LP1 pending further evidence in relation to atmospheric pollution? If so, further details should be provided including any agreed actions or outcomes.
15. What are the views of Natural England (NE) on the April 2021 version of the HRA (KD5.1), particularly with regards to the Epping Forest SAC? If the views of NE on the latest HRA have not been sought, they should be without delay. Comments received from NE should be published on the examination website.
16. How does the content of the letter from NE dated 5 March 2021, which refers to the need for a Strategic Solution for SAMM and SANG, relate to the HRA and the proposed policy approach in LP1 (KD1)? What are the implications of this for the plan's approach to mitigating the impact of development on the integrity of the SAC from recreational pressure?
17. While the submitted plan does not include site allocations, a number of proposed SANG sites are shown in Figure 5.1 of the AA within the HRA (KD5.1). What would these SANG sites be expected to contribute, are they deliverable, what effect would their delivery have on development viability and the deliverability of the plan's spatial and growth strategy? What degree of certainty is there that the proposed mitigation measures would be effective?

## **Green Belt**

18. The Waltham Forest Focussed Green Belt and Metropolitan Open Land Assessment November 2019 recommends some boundary

adjustments. Does the plan propose these, or any other, changes to the Green Belt boundary? If so, have these been included on the submitted policies map? Do the emerging key/strategic sites in LP2 indicate a likelihood of any changes being required to Green Belt or Metropolitan Open Land boundaries?

## **Modifications**

19. The Council requested in its submission letter of 30 April 2021 for us to recommend main modifications where they would be necessary to make the submitted plan sound or legally compliant. The submitted plan was accompanied by a schedule of proposed modifications (KD2), and further changes have since been added to the end of that document (pre-fixed 'PSPC' changes). Whilst the Council has indicated that some of the proposed changes are minor (termed 'additional' in the legislation), we would propose to discuss the modifications set out in KD2, including whether they are main or additional, at the hearing sessions, together with any others that may be necessary to address soundness or legal compliance issues.

## **General matters**

20. Is the plan period of 2020 – 2035 appropriate and justified? Paragraph 22 of the NPPF states that strategic policies should look ahead over a minimum 15-year period from adoption. The plan covers the period to 2035 so, even if the plan was adopted in 2021, it would not provide for the minimum period. Does the Council propose to address this so that the plan period would be consistent with national policy? What would be the implications for the evidence base supporting the plan and for the policies if the plan period was extended?
21. Where a local plan contains a policy that is intended to supersede another policy in the adopted development plan, it must state that fact and identify the superseded policy. We understand from the introduction to LP1 that it is intended to replace the policies of the Core Strategy (2012), the Development Management Policies Document (2013), the Walthamstow Town Centre Area Action Plan (2014), and the Blackhorse Lane Area Action plan (2015). If so, the plan should contain a schedule of superseded policies to accord with Regulation

8(5)<sup>1</sup> and this could be progressed by means of a further proposed modification.

22. Having regard to Paragraph 67 of the NPPF, does LP1 seek to identify a sufficient supply of specific, deliverable sites for years one to five of the plan period and specific, developable sites or broad locations for growth from year six? If this is the intention, can the submitted plan demonstrate a deliverable five-year supply of housing land (5YHLS) at adoption and, if so, is there a reasonable prospect of this being maintained throughout the plan period? Where is this demonstrated in the evidence?
23. Are there any implications for the content of the plan or the evidence base arising from the adoption of the new London Plan, other than those indicated in the schedule of proposed changes (KD2), noting that the submitted plan (KD1) refers to the then-emerging Intend to Publish version of the new London Plan? Is there a need for any further proposed main modifications in this regard?

### **Next Steps**

24. We understand that the Council will need some time to consider its response to this letter, including the preparation of **the topic paper**, the DtC addendum, and responses to the queries we have raised under general matters. We would therefore be grateful if the Council would provide the information we are requesting, via the Programme Officer, by **Monday 26 July 2021**. We will then be able to establish dates for commencement of the hearing sessions, and **confirm our MIQs** for the hearings, when we have considered the Council's responses.
25. In the meantime, if the Council has any queries about the timescale or content of this letter, please contact us through the Programme Officer.

Yours sincerely

*Sarah Housden and Catherine Jack*

INSPECTORS

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012

<b>Committee(s):</b> Epping Forest and Commons Committee – For Decision	<b>Dated:</b> 13.09.21
<b>Subject:</b> Epping Forest and The Commons Communications Plan (SEF 37/21)	<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, 11 & 12
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	N/A
<b>Report of:</b> Bob Roberts, Executive Director of Communications and External Affairs; Colin Buttery, Director of Open Spaces	<b>For Decision</b>
<b>Report authors:</b> John Park, Kristina Drake, Roush Islam	

## **City’s Corporate Plan**

### ***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.*
6. *We have the world’s best legal and regulatory framework and access to global markets.*
7. *We are a global hub for innovation in finance and professional services, commerce and culture.*
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*

## **Summary**

The aim of the Communications Plan is to raise the profile of Epping Forest and The Commons as charities serving millions of people from diverse communities across London and the UK.

We plan to use a proactive campaign to build knowledge, understanding and support of how Epping Forest and The Commons are managed and the value they provide.

We plan to use all forms of communications to deliver the key messages below to our wide range of local, national and international audiences.

## Recommendation(s)

Members are asked to:

- Agree this Communications Plan.

## Main Report

### Background

Members asked for a communications plan for Epping Forest and The Commons for the coming 12 months.

### Communications Plan

Our aim is to deliver key messages for Epping Forest and The Commons.

For the forest, these will be:

- ***Epping Forest as a registered charity relies on the public for income and donations to protect the people's forest.***
- ***We receive more than £4m a year from the City of London Corporation to spend on the "green lungs of London" delivering an outstanding environment attracting 4.5 million visits annually.***
- ***We now need to do more to ensure the future of 2,400 hectares of land with over one million trees and which is of national and international conservation importance.***

For The Commons, these will be:

- ***The Commons as a registered charity relies on the public for income and donations to protect 800 hectares of outstanding environments attracting 2.5 million visits annually.***
- ***We receive more than £2.5m from the City of London Corporation to protect The Commons which stretch from Burnham Beeches and Stoke Common in Buckinghamshire to the borders of South London, Croydon and Surrey.***
- ***We now need to do more to protect these important sites for wildlife and visitors and include Sites of Special Scientific Interest, historic landscapes and scheduled monuments.***

These messages are deliberately similar as we want them to be memorable and there will not be a significant audience overlap.

We will build this into a wider narrative of how the City Corporation protects 11,000 acres of green space in London and south east England – including Epping Forest and The Commons - and over 200 smaller sites in the Square Mile, investing more than £40m a year.

The messages will be delivered in the attached one-year look ahead of scheduled proactive interventions by the Town Clerk's Media Team and the Open Spaces department relating to the Epping Forest and Commons Committee.

*The target audiences will be*

- Visitors
- Local communities
- Londoners and the wider public
- Stakeholders

These will be reached via national, London and local broadcast, print and digital media

The Town Clerk's Communications team will use the following methods to reach these audiences: news releases; the Chairman's monthly Epping Forest Guardian column, media interviews, photo calls and social media.

The Open Spaces department team will deliver local marketing and stakeholder communications, social media, local signage and print publications, local news releases.

This will build on successful coverage for projects such as the new wildflower meadows blooming on the site of the temporary mortuary at Wanstead Flats, the coverage of the crackdown on illegal fungi foraging at Epping Forest and the restoration The Commons after lockdown damage.

The Open Spaces Department Epping Forest and The Commons Communications planner is attached as Annex 1. This includes the planned proactive media interventions for the coming year

A further, more detailed Open Spaces department planner ensures that regular seasonal, key dates, occasions and small events communications are diarised and covered in appropriate channels such as listings, web updates and social media.

Other initiatives such as fundraising projects, bespoke websites, philanthropic giving drives, sponsorship and supporter schemes could all be considered in the future. However, at present there are insufficient resources to support additional activity within local risk.

Social media activity could – and in the view of the Director of Communications should be – increased when resources allow.

## **Corporate & Strategic Implications –**

**Strategic implications** – as above

**Financial implications** – none

**Resource implications** – none

**Legal implications** - none

**Risk implications** – none

**Equalities implications** – none

**Climate implications** – Digital media is used increasingly. This reduces the need for printed material, reducing consumables and waste.

**Security implications** - none

## **Conclusion**

1. This report presents a communications plan for Epping Forest and The Commons for the next 12 months.
2. Members are asked to approve the report.

## **Annexes**

- Annex 1: The Open Spaces Department Epping Forest and The Commons Communications Planner

### **Bob Roberts**

**Executive Director of Communications and External Affairs**

T: 0207 332 1111

E: [bob.roberts@cityoflondon.gov.uk](mailto:bob.roberts@cityoflondon.gov.uk)

### **Colin Buttery**

**Director of Open Spaces**

T: [insert]

E: [colin.buttery@cityoflondon.gov.uk](mailto:colin.buttery@cityoflondon.gov.uk)



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Upcoming communications for Epping Forest and The Commons

Project/campaign/event information	Key messages	Communication method	Key dates	Lead officer
Town Clerks Media Team communications				
<b>Sep-21</b> <ul style="list-style-type: none"> <li>•News release: Carbon Removals Project at Epping Forest</li> <li>•News release: City Corporation warns against fungi foraging in Epping Forest</li> <li>•News release: Epping Forest Views Project (tbc)</li> <li>•News release: Epping Forest wins Green Flag</li> <li>•News release: Burnham Beeches wins Green Flag</li> <li>•News releases: City Commons win Green Flag</li> </ul>	<p>Promote Epping Forest, Carbon Removals Project and and Climate Action Strategy</p> <p>Epping Forest:</p> <ul style="list-style-type: none"> <li>•The City of London Corporation spends £5m a year on the "green lungs of London" delivering an outstanding environment attracting 4.5 million visits annually.</li> <li>•The stewardship of the forest by the City since 1878 has delivered 2,400 hectares of land with over one million trees and which is of national and international conservation importance.</li> <li>•That the forest is the largest green space in Essex and the capital.</li> </ul> <p>The Commons:</p> <ul style="list-style-type: none"> <li>•The City of London Corporation spends £2.7m a year on The Commons to support around 800 hectares of outstanding environments attracting 2.5 million visits annually.</li> <li>•The geographic spread of The Commons stretches from Burnham Beeches and Stoke Common in Buckinghamshire to the borders of South London, Croydon and Surrey.</li> </ul>	<ul style="list-style-type: none"> <li>•News release and social media</li> <li>•News release and social media</li> <li>•News release and social media</li> <li>•Instagram post</li> <li>•News release and social media</li> </ul>	September 2021	Kristina Drake
<b>Oct-21</b> <ul style="list-style-type: none"> <li>•News release on the work finishing at the RAF Kenley Revival Project</li> <li>•Opinion piece: Chairman's column in Epping Forest Guardian published</li> <li>•News release: London in Bloom [Epping Forest]</li> <li>•News release: Britain in Bloom (Burnham Beeches, City Commons and Epping Forest)</li> </ul>	<p>Epping Forest:</p> <ul style="list-style-type: none"> <li>•The City of London Corporation spends £5m a year on the "green lungs of London" delivering an outstanding environment attracting 4.5 million visits annually.</li> <li>•The stewardship of the forest by the City since 1878 has delivered 2,400 hectares of land with over one million trees and which is of national and international conservation importance.</li> <li>•That the forest is the largest green space in Essex and the capital.</li> </ul> <p>The Commons:</p> <ul style="list-style-type: none"> <li>•The City of London Corporation spends £2.7m a year on The Commons to support around 800 hectares of outstanding environments attracting 2.5 million visits annually.</li> <li>•The geographic spread of The Commons stretches from Burnham Beeches and Stoke Common in Buckinghamshire to the borders of South London, Croydon and Surrey.</li> <li>•The Commons are important sites for wildlife and visitors and include Sites of Special Scientific Interest.</li> </ul>	<ul style="list-style-type: none"> <li>•News release and social media</li> <li>• Opinion piece and social media</li> <li>•News release and social media</li> </ul>	October 2021	Kristina Drake
<b>Nov-21</b> <ul style="list-style-type: none"> <li>•Opinion piece: Chairman's column in Epping Forest Guardian published</li> </ul>	TBC	• Opinion piece and social media	November 2021	Kristina Drake
<b>Dec-21</b> <ul style="list-style-type: none"> <li>•Opinion piece: Chairman's column in Epping Forest Guardian published</li> </ul>	TBC	• Opinion piece and social media	December 2021	Kristina Drake
<b>Jan-22</b> <ul style="list-style-type: none"> <li>•News release: foraging prosecutions at Epping Forest</li> <li>•Opinion piece: Chairman's column in Epping Forest Guardian published</li> </ul>	TBC	<ul style="list-style-type: none"> <li>• News release and social media</li> <li>• Opinion piece and social media</li> </ul>	January 2022	Kristina Drake
<b>Feb-22</b> <ul style="list-style-type: none"> <li>•News Release Carbon Removals Project at Epping Forest</li> <li>•Opinion piece: Chairman's column in Epping Forest Guardian published</li> </ul>	<p>Epping Forest key messaging (as above), and on Carbon Removals Project and Climate Action Strategy</p> <p>TBC</p>	<ul style="list-style-type: none"> <li>• News release and social media</li> <li>• Opinion piece and social media</li> </ul>	February 2022	Kristina Drake
<b>Mar-22</b> <ul style="list-style-type: none"> <li>•Opinion piece: Chairman's column in Epping Forest Guardian published</li> </ul>	TBC	•Opinion piece and social media	March 2022	Kristina Drake
<b>Epping Forest - general communications</b>				
<b>Sep-21</b> No fires / barbecues (throughout summer)	Raise awareness of no fires / BBQs permitted and also promote phone number for reporting 0999 and 020 8532 1010 if you see fires / barbecues.	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Instagram post</li> <li>•Epping Forest magazine</li> <li>•Posters in car parks</li> </ul>		Yvette Woodhouse Kristina Drake
Former Loughton Golf Course site	Invite tenders for way forward to use the site. Positive future use of the site and value to local community, including engagement of EF messages with new audience. Pro-active release in partnership with winning operator to announce plans ahead of planning permission application.	<ul style="list-style-type: none"> <li>• News release (TBC) website, social media, Forest Focus, temporary posters, liaison with local community</li> </ul>	Tender Phase Sept to Dec 21. Followed by local resident consultation and Stakeholder consultation, Jan to March 2022.	TV
Epping Forest annual report (timing estimated only - awaiting confirmation of planned completion)	Promote annual report is available (plot any specific headline messaging from annual report into this planter)	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> <li>•Website</li> </ul>		Yvette Woodhouse Kristina Drake
Litter awareness	<ul style="list-style-type: none"> <li>•Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs &amp; dispose of responsibly.</li> <li>•Highlight great work of EF litter picker teams &amp; volunteer litter pickers.</li> </ul>	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Instagram post</li> <li>• Epping Forest magazine</li> </ul>		
Woodford Avenue works	•Promote works taking place and planned way forward with follow-up/ future plantings	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Epping Forest magazine</li> </ul>		
New car parks coming online with parking charges (timing estimated only - awaiting confirmation of implementation date from JE)	•Provide advance warning of new car park charges, implement new car park charges)	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Instagram post</li> <li>•Epping Forest magazine</li> </ul>		
Update success of temporary fencing around skylarks on Wanstead Flats	•Provide an update on success or otherwise of project (this was a hugely popular initiative so interest expected to be high).	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> </ul>		
Fungi collection	<ul style="list-style-type: none"> <li>•Raise visitor awareness of no collection message.</li> <li>•Promote EF as internationally important for fungi.</li> <li>•Celebrate any rare species identified and important role of fungi in woodland habitat.</li> </ul>	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> <li>•London press</li> <li>•National press</li> <li>•Website</li> </ul>		
Deer vehicle collision prevention / deer rut	<ul style="list-style-type: none"> <li>•Raise visitor / driver awareness of deer rut and associated behaviour to promote safer driving on roads throughout the Forest.</li> <li>•Celebrate deer rut as interesting wildlife activity.</li> </ul>	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> </ul>		Yvette Woodhouse
International Day of Charity, Sunday 5 September	Promote EF as registered charity & encourage donations to fundraising initiatives.	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> </ul>		Yvette Woodhouse
National Read a Book Day, Monday 6 September	Promote books on sale at the VC (generate income and encourage visitors to the VC).	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> </ul>		Yvette Woodhouse
International Car Free Day, Wednesday 22 September	<ul style="list-style-type: none"> <li>•Any opportunities for raising awareness of damage to EF via traffic pollution.</li> <li>•Encourage sustainable access to EF &amp; celebrate road closure successes if appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> </ul>		Yvette Woodhouse
September Equinox, Wednesday 22 September	Encourage responsible driving through roads throughout EF re. deer rut (link to deer RVC message)	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Instagram post</li> <li>• Epping Forest magazine</li> </ul>	September Equinox 22 September	Yvette Woodhouse
National Sporting Heritage Day, 30 September	Celebrate history of EF sporting facilities and Col. funding of sports.	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Instagram post</li> <li>• Epping Forest magazine</li> </ul>	National Sporting Heritage Day 30 September	Yvette Woodhouse
Promote a heritage site - Warlies Park, Buffer Lands	Promote access to Buffer Lands and promote Col. ownership / funding to protect the Forest	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Instagram post</li> </ul>		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Instagram post</li> <li>• Epping Forest magazine</li> </ul>		Yvette Woodhouse
<b>Oct-21</b> Review CBT-funded projects	Provide updates / success stories of projects previously funded by CBT	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Epping Forest magazine</li> </ul>		
Car Park Charging - Phase II	Continue roll out of car park charging at a further 40 car parks. Notify visitors of the pending changes and announce when in place. Maximise positive messages re. income generation for charity to take care of Epping Forest and aim of reducing visits to the Forest by car to help reduce air pollution.	<ul style="list-style-type: none"> <li>• Local news release, website, social media, Forest Focus, site signage, temporary posters</li> </ul>	Implementation mid-October, communications commence prior to this date once exact implementation date is identified.	MN
The Young Darwin Scholarship - FSC initiative. EF event on 2 October, woodland management and tree ID.	Promotion - RT of FSC messaging.	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Epping Forest magazine</li> </ul>	EF event on 2 October	
Litter awareness	<ul style="list-style-type: none"> <li>•Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs &amp; dispose of responsibly.</li> <li>•Highlight great work of EF litter picker teams &amp; volunteer litter pickers.</li> </ul>	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> <li>• Instagram post</li> <li>• Epping Forest magazine</li> </ul>		
Fungi collection	<ul style="list-style-type: none"> <li>•Raise visitor awareness of no collection message.</li> <li>•Promote EF as internationally important for fungi.</li> <li>•Celebrate any rare species identified and important role of fungi in woodland habitat.</li> </ul>	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> <li>•London press</li> <li>•National press</li> <li>•Website</li> </ul>		
Deer vehicle collision prevention / deer rut	<ul style="list-style-type: none"> <li>•Raise visitor / driver awareness of deer rut and associated behaviour to promote safer driving on roads throughout the Forest.</li> <li>•Celebrate deer rut as interesting wildlife activity.</li> </ul>	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> </ul>		Yvette Woodhouse
October half term, 25 - 31 October	Promote October half term events	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> </ul>		Yvette Woodhouse
Epping Forest Visitor Centre at Chingford / The Temple (if open)	Epping Forest Visitor Centre at Chingford / The Temple (if open)	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Website</li> </ul>		Yvette Woodhouse
Autumn colour	<ul style="list-style-type: none"> <li>•Promote beautiful autumn colour &amp; celebrate any habitat management success</li> <li>•Direct visitors to preferred locations to experience autumnal colours.</li> </ul>	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> </ul>		
Do not discard pumpkins	Raise awareness of detriment from dumping pumpkins in EF after Halloween as seeds & plant material can harbour diseases not welcome in SSS/SAC.	<ul style="list-style-type: none"> <li>•Facebook post</li> <li>•Twitter post</li> <li>•Epping Forest magazine</li> <li>•Local press</li> </ul>		
Horse riding closed season (date tbc - weather dependent)	Community closure to free range riding (date tbc - weather dependent)	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> </ul>		
International Day of Older Persons, Friday 1 October	Promote visitor opportunities for older people at EF, if appropriate.	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> </ul>		Yvette Woodhouse
London Marathon, 3 October (obviously usually takes place in April)	Wish luck to those training in EF, promote EF as location for running	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> </ul>	London Marathon, 3 October	Yvette Woodhouse
International Walk to School Month	Promote potential suitable routes for walking to school through EF, if appropriate.	<ul style="list-style-type: none"> <li>• Facebook post</li> <li>• Twitter post</li> </ul>		Yvette Woodhouse

National Poetry Day, 7 October	Celebrate cultural past and present of EF.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	National Poetry Day, 7 October	Yvette Woodhouse
Astronomy Day, 15 October	Celebrate history of EF - links to astronomy at Wanstead Park. Also promote good locations for observing the night sky.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	Astronomy Day, 15 October	Yvette Woodhouse
Black History Month	Promote if linking to any events	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
World Animal Day, Monday 4 October	Promote wildlife to be found in EF, particularly linking to any habitat management success.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
National Badger Day, 6 October	Promote badgers in EF, careful not to reveal locations	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	National Badger Day, 6 October	Yvette Woodhouse
World Mental Health Day, Sunday 10 October	Promote mental health benefits associated with visiting green space, EF and engaging with nature	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	World Mental Health Day, 10 October	Yvette Woodhouse
World Homelessness Day, 10 October	Promote good work EF engaged in re. assisting rough sleepers in EF - whilst ensuring message is clear that you can't sleep rough in EF	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	World Homelessness Day, 10 October	
Apple Day, 21 October	Celebrate apple trees in EF (crab apple importance)	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	Apple Day, 21 October	Yvette Woodhouse
Reptile Awareness Day, 21 October	Celebrate reptiles in EF, particularly linking to any habitat management.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>	Reptile Awareness Day, 21 October	Yvette Woodhouse
World Cities Day, Sunday 31 October	Celebrate Col connection with EF and how EF serves London re. CAS	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Local press</li> <li>London press</li> <li>Website</li> </ul>	World Cities Day, 31 October	
Clean up after dogs	Reminder to visitors of need to clean up after dogs and dispose of waste responsibly	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
Fly tipping	Reminder that Col are vigilant for fly tip offenders and will prosecute. #TreesNotTrash	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> <li>Local press</li> <li>London press</li> </ul>		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
<b>Nov 21</b>				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Carbon renewals	Identified EF sites to be enhanced to maximise carbon sequestration through tree planting / wildflower planting.	<ul style="list-style-type: none"> <li>News release (local, London, national, specialist), website, social media, Forest Focus, site signage, temporary posters</li> </ul>	Launch / press invite event last week of November / early December, to coincide with National Tree Week (27 Nov to 5 Dec)	Kristina Drake
Fungi collection	<ul style="list-style-type: none"> <li>Raise visitor awareness of no collection message.</li> <li>Promote EF as internationally important for fungi.</li> <li>Celebrate any rare species identified and important role of fungi in woodland habitat.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Local press</li> <li>London press</li> <li>Regional press</li> <li>Website</li> </ul>		
Epping Forest Visitor Centre at High Beach	Promote as visitor destination and reminder of winter opening times	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
Bonfire night, 5 November	Reminder re. no fires anywhere in Epping Forest	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Historic anniversary of opening of pollarding season on 11 November.	Celebrate history & raise awareness of Col role in saving EF & importance of EF Act of 1878.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Local press</li> </ul>	Historic anniversary of opening of pollarding season on 11 November.	
National Stress Awareness Week, 1-5 November	Promote EF as destination for improving mental wellbeing / stress management.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Remembrance Sunday, 14 November	Remembering the fallen and if appropriate, linking relevant EF wartime history	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Children's Day, Saturday 20 November 2021	Promote EF opportunities for recreation / events for children. Link to fundraising for sculpture trail if appropriate.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
National Tree Week - 27 November - 5 December	Celebrate veteran trees in EF, tree planting at Gifford Wood update. Highlight habitat management work.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		
Giving Tuesday, 30 November	Promote funded projects to encourage donations.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		
Litter awareness	<ul style="list-style-type: none"> <li>Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs &amp; dispose of responsibly.</li> <li>Highlight great work of EF litter picker teams &amp; volunteer litter pickers.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
<b>Dec 21</b>				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Car Park Charging / management - Phase III	Continue roll out of remaining car parks and anomaly sites - decisions to be taken on charging or otherwise. Notify visitors of the pending changes and announce when in place. Maximise positive messages re. income generation for charity to take care of Epping Forest and aim of reducing visits to the Forest by car to help reduce air pollution.	<ul style="list-style-type: none"> <li>Website, social media, Forest Focus, site signage, temporary posters, direct liaison with key stakeholders at specific car park sites.</li> </ul>	December 2021	MN
Wanstead Park Grotto - Management Plan works - Epping Forest	Undertake conservation works of The Grotto. Promote heritage value of site and surrounding Wanstead Park.	News release (TBC), website, social media, Forest Focus, temporary posters, liaison with local groups	December 2021	GS
Litter awareness	<ul style="list-style-type: none"> <li>Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs &amp; dispose of responsibly.</li> <li>Highlight great work of EF litter picker teams &amp; volunteer litter pickers.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Epping Forest Visitor Centre at Chingford / The Temple (if open)	Promote as visitor destination and remind of winter opening times	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
Festive visits	Direct visitors to preferred locations over busy festive season	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
School holidays, commence 21 December to 1 January	Promote EF as destination for families along with any events / activities (see events and festive events)	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		
National Tree Week - 27 November - 5 December	Celebrate veteran trees in EF, tree planting at Gifford Wood update. Highlight habitat management work.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		
International Day of Persons with Disabilities, Friday 3 December	Promote EF as accessible open space / visitor destination.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
International Volunteers Day, Sunday 5 December	Promote volunteering opportunities in EF, thank volunteers.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
International Mountain Day, Saturday 11 December	Promote visiting EF 'peaks' and link to Views Project as appropriate (depending upon progress with works at 'peaks').	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Festival of Winter Walks (dates TBC for Dec 21 / Jan 22)	Promote visiting EF for walking opportunities - direct visitors to preferred locations.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Fly tipping	Reminder that Col are vigilant for fly tip offenders and will prosecute. #TreesNotTrash	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> <li>Local press</li> <li>London press</li> </ul>		Yvette Woodhouse
Litter (bank holidays 27 & 28 December)	Reminder to visitors to take litter home with them & dispose of it responsibly there. Thank you to volunteer litter pickers & EF litter pickers.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Suggested walking for festive period	Recommend walking routes, purchase of Short Walks book and Office Map to visitors	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Retail at the Visitor Centre	Promote retail at the Epping Forest Visitor Centre at Chingford for Christmas shopping opportunities	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
<b>January 2022</b>				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Large raised reservoir works - public consultation	Promote proposals for works highlighting benefits, invite participation in consultation, once completed communicate outcome of consultation and proposed works as developed.	News release (TBC), website, social media, Forest Focus, temporary posters, liaison with local community	January 2022	
Festival of Winter Walks - dates tbc for 2022/23	Promote visiting EF for walking opportunities - direct visitors to preferred locations.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
National Bird Day, 7 January	Promote birds in EF, particularly in light of habitat management	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
#NationalTreasure, 11 Jan	Promote items of historic interest in archives	<ul style="list-style-type: none"> <li>Twitter post</li> </ul>	#NationalTreasure, 11 Jan	Yvette Woodhouse
National Obesity Awareness Week (date TBC 2022)	Promote opportunities for keeping active in EF, if appropriate to tone of social media around this	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
#MuseumSelfie, January	Promote museum collection in EF to tell the story of Col involvement	<ul style="list-style-type: none"> <li>Twitter post</li> </ul>		Yvette Woodhouse
Squirrel Appreciation Day, 21 January	Promote wildlife	<ul style="list-style-type: none"> <li>Twitter post</li> </ul>		Yvette Woodhouse
National Hug Day, ?? January	Promote 'hug a tree' benefits in EF	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Big Garden Birdwatch, end of Jan, dates TBC	Promote birds in EF which you may see in your garden	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
National Storytelling Week, dates TBC	Promote if any EF events organised around this.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Clean up after dogs	Reminder to visitors of need to clean up after dogs and dispose of waste responsibly	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		
Litter (bank holiday 3 January)	<ul style="list-style-type: none"> <li>Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs &amp; dispose of responsibly.</li> <li>Highlight great work of EF litter picker teams &amp; volunteer litter pickers.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
<b>February 2022</b>				
Freezing weather conditions - ice warning	Visitor safety - do not step on to ice & ensure dogs are under close control around frozen ponds.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Parklife project - move to gateway 3 / 4	Awaiting agreement with FA, but pre-planning application advice to go forward. Once funding secured celebrate positive investment and development. £5m investment to Wanstead Flats.	News release (TBC), website, social media, Forest Focus, temporary poster, launch event to be organised for announcement (celebrity involvement?), liaison with local community / key partners.	February 2022	TBC
Epping Forest Visitor Centre at Chingford / The Temple (if open)	Promote as visitor destination	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
February half term (14 - 18 February)	Promote February half term events	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Local press</li> </ul>		Yvette Woodhouse
Basking adders / reptiles	Visitor interest - be careful to promote this without giving out locations or frightening people about snakes in the Forest	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Local press</li> </ul>		Yvette Woodhouse
Play Day, dates TBC (Girl Guide initiative re importance of children's play - themed each year - participate if relevant).	Promote opportunities for children to play in Epping Forest, if relevant	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
National Storytelling Week, dates TBC	Promote if any EF events organised around this.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Valentine's Day, 14 February	Promote with 'love for EF' message - perhaps encourage donations to a cause, sign-up to volunteer etc.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		
National Nestbox Week, dates tbc	Promote nesting birds within EF	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> </ul>		Yvette Woodhouse
World Thinking Day, date tbc	Promote EF as open space to connect with nature and give yourself space to think etc.	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
Fairtrade Fortnight, dates tbc	Promote Fairtrade items for sale within EF, if appropriate	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse

Fly tipping	Reminder that Col are vigilant for fly tip offenders and will prosecute. #TreesNotTrash	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> <li>Local press</li> <li>London press</li> <li>National press</li> </ul>		Yvette Woodhouse
Litter awareness	<ul style="list-style-type: none"> <li>Encourage visitor behaviour - do not leave litter, take litter home to dispose of, clean up after dogs &amp; dispose of responsibly.</li> <li>Highlight great work of EF litter picker teams &amp; volunteer litter pickers.</li> </ul>	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Covid-19 pandemic	Remind visitors of current Covid-19 guidelines / recommended behaviours	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Mar-22				
Easter holidays	Promote Easter holiday events	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest Magazine</li> <li>Local press</li> </ul>		Yvette Woodhouse
Spring flowers / wildlife	<ul style="list-style-type: none"> <li>Celebrate new seasonal activity in EF</li> <li>Promote any particular success stories re habitat management, rare species etc</li> </ul>	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Instagram post</li> <li>Epping Forest magazine</li> </ul>		Yvette Woodhouse
Bluebells	Raise visitor awareness of how to view bluebell woods (no picking, do not step on, keep to paths in Chalk Wood).	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Local press</li> </ul>		Yvette Woodhouse
Epping Forest Visitor Centre at High Beach	Promote as visitor destination	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
Horse riding licence renewals	Remind horse riders that they need to renew their annual licence, along with instructions how to do so	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> <li>Epping Forest magazine</li> <li>Website</li> </ul>		Yvette Woodhouse
World Book Day				
International Women's Day	Promote interesting stories of women to EF history, current interest, as appropriate	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
British Science Week	Promote any interesting scientific information relating to EF, as appropriate	<ul style="list-style-type: none"> <li>Facebook post</li> <li>Twitter post</li> </ul>		Yvette Woodhouse
The Commons - general communications				
January 2022				
2021-2031 Farthing Downs Management Plan consultation	<ul style="list-style-type: none"> <li>Provide explanation of management actions for the next 10 years</li> <li>Online survey will allow participants to answer set questions</li> <li>Opportunity to comment</li> </ul>	<ul style="list-style-type: none"> <li>Google Forms survey</li> <li>Information to go on site pages on website</li> <li>Tweet post</li> <li>Facebook post</li> <li>Enewsletter</li> <li>Site posters</li> </ul>	<ul style="list-style-type: none"> <li>Launch of Google Forms survey on 2 August</li> <li>Information to go on site pages on website to go live on 2 August</li> <li>Tweet post on 2 August</li> <li>Facebook post on 2 August</li> <li>Enewsletter on 2 August</li> <li>Site posters on 2 August</li> </ul>	Tom Oliver
Sep-21				
2021-2031 Riddledown Management Plan consultation	<ul style="list-style-type: none"> <li>Provide explanation of management actions for the next 10 years</li> <li>Online survey will allow participants to answer set questions</li> <li>Opportunity to comment</li> </ul>	<ul style="list-style-type: none"> <li>Google Forms survey</li> <li>Information to go on site pages on website</li> <li>Tweet post</li> <li>Facebook post</li> <li>Enewsletter</li> <li>Site posters</li> </ul>	<ul style="list-style-type: none"> <li>Launch of Google Forms survey to go live from September</li> <li>Information to go on site pages on website to go live from September</li> <li>Tweet post from September</li> <li>Facebook post from September</li> <li>Enewsletter from September</li> <li>Site posters from September</li> </ul>	Tom Oliver
Livestock movements	<ul style="list-style-type: none"> <li>Advise public of presence of livestock</li> <li>Cows and sheep are used for conservation of rare and biodiverse grassland habitat</li> <li>Dogs need to be under close control/on leads</li> <li>Emergency details for Rangers</li> </ul>	<ul style="list-style-type: none"> <li>Site posters</li> <li>Tweet post</li> <li>Facebook post</li> <li>Enewsletter</li> </ul>	<ul style="list-style-type: none"> <li>Dates dependent on grazing conditions/movements throughout the year</li> </ul>	Tom Oliver
Green Flag Award/Green Heritage	<ul style="list-style-type: none"> <li>The sites are some of the best in the country</li> <li>Outstanding management of historic and landscape features</li> <li>Thanks to volunteers who help maintain the sites</li> </ul>	<ul style="list-style-type: none"> <li>Press release</li> <li>Tweet post</li> <li>Facebook post</li> <li>Enewsletter</li> </ul>	<ul style="list-style-type: none"> <li>Dates dependent on awards</li> </ul>	Tom Oliver Kristina Drake
Burnham Beeches and Stoke Common				
Aug-22				
OPM	<ul style="list-style-type: none"> <li>non-native pest species</li> <li>hazardous to human &amp; animal</li> <li>do not touch caterpillars</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; Twitter - ensure wide spread using local community groups</li> <li>enews article</li> <li>posters on site</li> </ul>		Chris Morris
Sep-22				
Volunteer activities re-launch post summer break & changes due to Covid	<ul style="list-style-type: none"> <li>Regular volunteer group to re-start activities</li> <li>Re-start recruitment of new volunteers</li> <li>Some restrictions will remain subject to Covid &amp; Gov Guidance</li> <li>Still not full return to pre-covid (tea breaks etc)</li> <li>No Sunday tasks as yet</li> </ul>	<ul style="list-style-type: none"> <li>direct email</li> <li>Facebook &amp; Twitter</li> <li>September e-news article</li> </ul>	<ul style="list-style-type: none"> <li>27 August FB &amp; TW</li> <li>1 September e-news</li> <li>2 September first midweek volunteer task</li> <li>4 September first FOSC task</li> </ul>	Chris Morris
The Lost Words - guided walk	<ul style="list-style-type: none"> <li>Poetry and music to celebrate the wildlife of the beeches.</li> <li>Booking via eventbrite E3</li> <li>2 hours gentle walk 2-4pm</li> </ul>	<ul style="list-style-type: none"> <li>Eventbrite</li> <li>September E-news article</li> <li>Facebook &amp; twitter</li> <li>On-site posters</li> </ul>	<ul style="list-style-type: none"> <li>Walk date 18 September</li> <li>Posters &amp; eventbrite live from 9 August</li> <li>Facebook promotion from 9 August</li> <li>1 September e-news</li> <li>Further push if required 6-10 September</li> </ul>	Chris Morris
Prehistory at Burnham Beeches - event postponed to May 2022	<ul style="list-style-type: none"> <li>Postponed due to Covid to minimise risk - requires public notice as published in event programme</li> </ul>	<ul style="list-style-type: none"> <li>Facebook</li> </ul>	<ul style="list-style-type: none"> <li>6 September - FB post to advise</li> </ul>	Chris Morris
Oct-22				
Livestock movements	<ul style="list-style-type: none"> <li>advise public of presence of livestock</li> <li>keep a distance, do not feed, zoom lens photos only</li> <li>Dogs under close control</li> <li>Moving to new areas/off site</li> </ul>	<ul style="list-style-type: none"> <li>E-news articles</li> <li>Facebook &amp; twitter</li> <li>signs/posters/banners inc 1/4ly bulletin</li> </ul>	dates dependent upon grazing conditions October/November/December	Chris Morris
Continuation of Wood pasture restoration project - WDS area	<ul style="list-style-type: none"> <li>Restoration of wood pasture and creation of pollards</li> <li>clearance of secondary woodland</li> <li>Creation of new pollards</li> <li>high visibility area, potential for public comment</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; Twitter</li> <li>October E-news</li> <li>signs/posters inc 1/4ly bulletin</li> </ul>	<ul style="list-style-type: none"> <li>date for start tbc</li> <li>FB &amp; TW 1 week before work starts &amp; after first few days</li> <li>1 October e-news</li> <li>Posters/signage live on site 2 weeks prior to work commencing</li> </ul>	Jake Slattery Chris Morris
Temporary footpath and area closures	<ul style="list-style-type: none"> <li>Protection of nature reserve &amp; its ancient trees</li> <li>Protection of scheduled monuments</li> <li>high visitor numbers</li> <li>no rights of way - only desirables</li> <li>stay on tarmac as much as possible</li> <li>closures will continue until Spring</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; Twitter</li> <li>October and subsequent E-news</li> <li>signs/posters inc 1/4 bulletin</li> </ul>	<ul style="list-style-type: none"> <li>date tbc - dependent on weather/visitor numbers</li> <li>FB &amp; TW 1 week before closures &amp; weekly thereafter</li> <li>1 October &amp; subsequent e-news</li> <li>Posters/signage live on site 2 weeks prior to work commencing</li> </ul>	
Woodland Explorers autumn trail	<ul style="list-style-type: none"> <li>Family fun trail aimed at up to 12 yrs</li> <li>Download from web</li> <li>Nature themed games and activities</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; twitter</li> <li>posters on site</li> </ul>	<ul style="list-style-type: none"> <li>trail live on web 23 - 31 October</li> <li>Posters live from 27 September</li> <li>Facebook &amp; Twitter 18 October</li> </ul>	Chris Morris
Autumn Colours walk	<ul style="list-style-type: none"> <li>General introduction to Burnham Beeches</li> <li>walk in autumn colours - peak time</li> <li>Booking via eventbrite E3</li> <li>1.5 hours gentle walk 10 - 11.30am</li> </ul>	<ul style="list-style-type: none"> <li>Eventbrite</li> <li>October E-news</li> <li>Facebook &amp; twitter</li> <li>On-site posters</li> </ul>	<ul style="list-style-type: none"> <li>Walk date 31 October</li> <li>Posters &amp; eventbrite live from 24 Sept</li> <li>Facebook promotion from 24 Sept</li> <li>1 October e-news</li> <li>Further push if required 11-15 October</li> </ul>	Chris Morris
Nov-22				
Fabulous Autumnal Photography walk	<ul style="list-style-type: none"> <li>Explanation of techniques for taking great landscape images</li> <li>walk led by Paul Mitchell pro photographer</li> <li>Booking via eventbrite E15</li> <li>3 hours gentle walk 10 - 1pm</li> </ul>	<ul style="list-style-type: none"> <li>Eventbrite</li> <li>October E-news</li> <li>Facebook &amp; twitter</li> <li>On-site posters</li> </ul>	<ul style="list-style-type: none"> <li>Walk date 7 November</li> <li>Posters &amp; eventbrite live from 27 Sept</li> <li>Facebook promotion from 27 Sept</li> <li>1 October e-news</li> <li>Further push if required 18-22 October</li> </ul>	Chris Morris
Dec-22				
Pond ice	<ul style="list-style-type: none"> <li>advise public of danger of ice</li> <li>don't throw sticks/stones onto it</li> <li>Safety for people, pets &amp; wildlife</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; Twitter</li> <li>E-news</li> <li>signs/posters inc 1/4 bulletin</li> </ul>	<ul style="list-style-type: none"> <li>date tbc - dependent on weather</li> <li>FB &amp; TW as first deep freeze forecast</li> <li>December e-news</li> <li>Posters/signage live on site on day</li> </ul>	Chris Morris
Woodland Explorers Festive trail	<ul style="list-style-type: none"> <li>Family fun trail for any age</li> <li>Download from web</li> <li>Nature themed festive games and activities</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; twitter</li> <li>posters on site</li> <li>November e-news</li> </ul>	<ul style="list-style-type: none"> <li>trail live on web 4 - 31 December</li> <li>Posters live from 1 November</li> <li>Facebook &amp; Twitter 22 December</li> </ul>	Chris Morris
Carols at the Café	<ul style="list-style-type: none"> <li>Family festive activity</li> <li>Details uncertain due to Covid</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; twitter</li> <li>posters/banner on site</li> <li>November/December e-news</li> </ul>	<ul style="list-style-type: none"> <li>Event date 11 December</li> <li>Posters &amp; eventbrite live from 1 Nov</li> <li>Facebook promotion from 1 Nov</li> <li>1 November/December e-news</li> </ul>	Chris Morris
Feb-22				
Woodland Explorers half term trail	<ul style="list-style-type: none"> <li>Family fun trail aimed at up to 12 yrs</li> <li>Download from web</li> <li>Nature themed games and activities</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; twitter</li> <li>posters on site</li> <li>February e-news</li> </ul>	<ul style="list-style-type: none"> <li>trail live on web 19 - 27 February</li> <li>Posters live from 17 February</li> <li>Facebook &amp; Twitter 14 February</li> <li>1 February e-news</li> </ul>	Chris Morris
Temporary footpath and area re-opening	<ul style="list-style-type: none"> <li>once visitor pressure subsides</li> <li>once weather conditions suit</li> </ul>	<ul style="list-style-type: none"> <li>Facebook &amp; Twitter</li> <li>E-news</li> <li>signs/posters inc 1/4 bulletin</li> </ul>	<ul style="list-style-type: none"> <li>date tbc - dependent on weather/visitor numbers</li> <li>FB &amp; TW 1 week before re-open</li> <li>May? e-news</li> </ul>	Chris Morris
Hillfort event/launch	<ul style="list-style-type: none"> <li>Celebration of scheduled monuments &amp; history of the reserve</li> <li>Family fun event with live re-enactments of iron age</li> <li>highlight AR app &amp; interpretation</li> <li>SAM must be treated with care!</li> </ul>	<ul style="list-style-type: none"> <li>Eventbrite</li> <li>April E-news</li> <li>Facebook &amp; twitter - ensure wide spread using local community groups</li> <li>On-site posters/banners</li> <li>SAM &amp; other platforms used by partner organisation</li> </ul>	<ul style="list-style-type: none"> <li>date tbc</li> <li>Posters &amp; eventbrite live from 6 weeks before</li> <li>Facebook promotion 2 weeks before, week before &amp; day before plus on the day</li> <li>e-news in preceding month</li> </ul>	Chris Morris/Wendy Morrison HFP

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<b>Committee(s)</b> Epping Forest and Commons – For information	<b>Dated</b> 13/09/2021
<b>Subject:</b> Epping Forest Annual Review 2020-21	<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>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> Colin Buttery, Director of Open Spaces, <b>Report author:</b> Jacqueline Eggleston, Head of Visitor Services	<b>For Information</b>

## Summary

This report presents a review of the year 2020-21 for the Epping Forest Charity and records progress against its business plan objectives.

## Recommendation(s)

Members are asked to:

- Note the annual review for the year April 2020 to March 2021.

## Main Report

### Background

1. Epping Forest is managed as a charitable trust (charity number 232990), which is funded by the City of London acting as the Conservators of Epping Forest under the Epping Forest Acts 1878 and 1880.
2. The purpose of the charity is the preservation of Epping Forest in perpetuity as an open space for the recreation and enjoyment of the public.
3. Each year the City of London provides around £4.2million from City's Cash, to support the management of Epping Forest.

### Current Position

4. Whilst the Epping Forest charity both submits its Annual Report and makes an Annual return to the Charity Commission a fuller review of progress against the objectives of the business plan may be helpful to

your committee in assessing performance of the department and agreeing future objectives.

5. In 2020 a ten-year management strategy for Epping Forest was finalised and published. Appended to the management strategy was a three-year business plan for the period 2020-23.
6. The annual review contained in Appendix A reports on progress made in the first year of this business plan; 2020-21.

## **Proposals**

7. A review of the Epping Forest department's achievements will be presented to your committee annually in September. The report will present progress made in the previous full financial year, against the relevant objectives in the three-year business plan.

## **Strategic Implications**

8. This annual review includes narrative on a wide range of strategic objectives for the charity, many of which align with the City's Corporate Plan including:

### *Contribute to a flourishing society*

- People are safe and feel safe.
- People enjoy good health and wellbeing.

### *Shape outstanding environments*

- We have clean air, land and water and a thriving and sustainable natural environment.
- Our spaces are secure, resilient and well-maintained

## **Financial Implications**

9. Actions recorded in the annual review have either been met through the local risk budget or from external grants.

## **Resource Implications**

10. Actions recorded in the annual review have been met using existing staffing resources.

## **Legal Implications**

11. In addition to the requirement to complete and file an annual report to the Charity Commission, charity trustees are required to prepare a trustees annual report and make it available on request.

### **Equalities Implications**

12. Actions taken recorded in the annual review have been individually screened as to the equality impact of the action. It is considered that there are no negative impacts on the protected equality groups.

### **Charity Implications**

13. 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 Implications**

14. Actions taken to improve impacts on the climate are contained within the attached report

### **Conclusion**

15. This annual review presents a summary of the key achievements of the Epping Forest department and progress made against the business plan objectives during the year 2020-21.

### **Appendices**

Appendix A - Epping Forest Annual Review 2020-21

#### **Background Papers**

- Epping Forest Management Strategy 2020-2030

#### **Report author**

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# Epping Forest

Registered Charity

# Epping Forest Annual Review 2020-2021



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Cover: Bursting Through. Photo by Chris Shepherd  
Left: Muntjac on the Buffer Lands. Photo by Mark Powter

# Chairman’s statement

I am pleased to introduce this Annual Review which highlights the huge range of achievements and tasks performed in Epping Forest throughout this most unusual of years.

Almost at no other time in history has the value of open spaces been more apparent, and widely appreciated, than through certainly the first several months of the pandemic. Epping Forest remained open throughout the early days of ‘lockdown’ whilst neighbouring parks, country parks and estates closed their gates. We received an estimated 1.3 million visitors in a six-week period alone and over the year our usual 4.2 million visits rose to around 11 million.

Staff that were able to work from home did so, but a large number of keyworker staff working on site carried on delivering their duties in the Forest. Like other work places our staff numbers were reduced by shielding, isolating and of course illness, due to the virus, so those at work were absorbing additional duties as well as coping with the huge pressures from the extra visitors. I want to express my enormous gratitude to all the

staff and Committee Members for their hard work, tenacity, flexibility and camaraderie which enabled us to maintain standards and continue to deliver our core objectives.

Out of this adversity there were many positive outcomes. The sobering sight of the temporary mortuary installed at Manor Flats was replaced with a 1.7ha wildflower meadow which now, one year on, is a welcome riot of colour and variety which has helped lift everyone’s spirits.

Significantly, the Countryside Stewardship Scheme agreement was concluded, providing essential funding and paving the way for the next ten years of conservation work.

We were all reminded, in a year which saw the wettest February, sunniest spring and record-breaking October rainfall, that our climate is changing. The City Corporation launched their Climate Action Strategy which includes a six-year Carbon Removals project providing funding for major initiatives on our Buffer Lands to improve carbon capture.

An estimated

1.3 million

visitors in a six-week period alone and over the year our usual 4.2 million visits rose to around 11 million

I want to express my enormous gratitude to all the staff and Committee Members for their hard work, tenacity, flexibility and camaraderie which enabled us to maintain standards and continue to deliver our core objectives.

A long-standing intention to commence charging in our car parks was a substantial project over several months culminating in its launch in spring 2021. This scheme addresses longstanding issues of commuter and displacement parking but also seeks to dissuade visitors from using cars to access the Forest helping to address air quality and pollution in some of the most sensitive areas of the Forest. The income will be a welcome addition to the City Corporation's funding to continue to manage and protect the Forest.

Projects were progressed and we were pleased to secure a £1.7 m commitment from the City Corporation towards new football facilities. Our first holiday let opened, albeit at a difficult time but received rave reviews from its first guests and our bench sponsorship scheme was launched.

In the background lots of work on policy and planning was progressed and detailed management plans for several sites and structures were agreed.

I am delighted that so much progress has been made despite the additional pressures of this pandemic year. I am confident our charity continues to deliver its fundamental purposes of providing public benefit while protecting this special and much-loved Forest so that future generations will also enjoy it.

I look forward to continuing to provide our usual high standards as we progress the ambitious programme for the year ahead.

**Graeme Doshi-Smith**  
Chairman of Epping Forest and Commons Committee



# Charitable purpose

The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as Conservators of Epping Forest, as an open space for the recreation and enjoyment of the public.

# Our vision

Epping Forest is a thriving, biodiverse green space that benefits the City’s communities and enhances the wider environment as part of a larger, interconnected landscape.

# Our mission

To conserve and protect Epping Forest as London’s largest biodiverse green space for the health, recreation and enjoyment of everyone.



Ancient beeches

# Who we are

Epping Forest operates as a charitable trust (charity number 232990), which is managed and funded by the City of London Corporation acting as the Conservators of Epping Forest under the Epping Forest Acts 1878 and 1880. Each year the City Corporation provides £4.2 million from its private investments, at no cost to local taxpayers, to support the management of 6,110 acres of Epping Forest and 1779 acres

of Buffer Land which forms London’s largest open space.

The Epping Forest and Commons Committee is made up of 12 Members of the City of London Court of Common Council, and four Verderers, the latter elected locally by Epping Forest Commoners every seven years. Together they decide policy and strategy for the Forest, and act as the trustees for the charity.



Wanstead Flats



# Our history

Epping Forest was placed in jeopardy by the sale of Royal Forest Rights from 1820 onwards. Given the importance of the Forest to Londoners, the City Corporation supported and funded local opposition to the continuing loss of Epping Forest land to encroachment from residential and commercial development. In 1874, the City Corporation funded and won a landmark court case which prevented the further enclosure of the Forest, and then proceeded to purchase 5,350 acres of the privately-owned Forest for public benefit at a modern-day equivalent cost of £30.4 million.

The City Corporation sought legislation confirming them as the Conservators of Epping Forest in order to manage and regulate London's largest public open space for a range of public benefits including recreational access alongside nature, heritage and landscape conservation.

Epping Forest is now held in perpetuity by the Epping Forest charity to provide a wide range of public benefits from public recreation to nature conservation, with those benefitting from these services termed



Above: Gossiping Rambles in Surburban Essex, Epping Forest and Beyond' by C. W. B Burdett 1911

as the charity's beneficiaries. Many people have mistakenly interpreted Queen Victoria's public dedication celebrating the opening of the Forest as a Royal gift to the people, rather than the relinquishment of Royal Hunting Rights and Royal recognition of the City Corporation's purchase and commitment to the Forest. The Forest is therefore not publicly owned and administered but is held for public benefit reflecting both its founding and subsequent national legislation, while being jointly managed by City Corporation Aldermen, Common Councilmen and locally elected Verderers.

# Our strategic aims

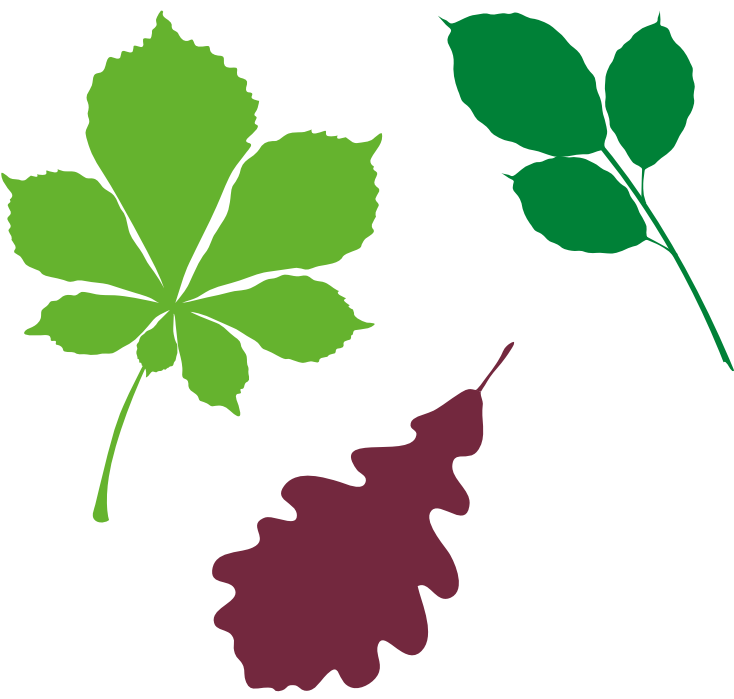
We aim to **conserve, enhance and protect** the Forest's special natural environment and its heritage.

We aim to **welcome, encourage and inspire** our visitors.

We aim to **support, collaborate and innovate**, sustainably managing the Forest for future generations.



# Our key priorities



- 1. A welcoming destination for all
- 2. A beautiful forest, sustaining an internationally and nationally important mosaic of wildlife habitats
- 3. An inspiring space benefiting peoples' health and providing opportunities for recreation and enjoyment
- 4. A range of special heritage landscapes which are protected and celebrated
- 5. A resilient environment, where challenges are embraced and opportunities explored

# Performance review of 2020-2021



# Summary

This year the COVID-19 pandemic necessitated a refocussing of work to manage the increased visitor pressure on the Forest and a change in working practices.

Visitor pressure increased dramatically from April onwards and throughout 2020, with an average increase in visits of over 200% across all the sites. Visitor numbers are estimated to have reached 11 million across the year.

New signage and other communications were urgently produced for new messages covering issues such as social distancing, parking, litter, codes of conduct and access, with over 1000 temporary new signs displayed throughout the Forest to deal with increased visitor pressure.

Visitor pressure increased dramatically from April onwards and throughout 2020, with an average increase in visits of over 200% across all the sites. Visitor numbers are estimated to have reached 11 million across the year.

During the pandemic, all teams were working with reduced staffing numbers due to shielding and illness, particularly for field-based staff who were unable to fulfil their normal duties due to isolation requirements.

There was a significant increase in visitor complaints via phone, email and social media with staff responding whilst working from home. This resulted in a slower than usual response time and the introduction of a generic email response and use of a more detailed 'out of office' response on email.

The Operations Team were particularly affected by the number of staff who were required to shield at the same time as reacting to the increased visitor numbers by facilitating physical interventions for managing the high



Left: The view from Temple Field, Warlies Park.



with two new campaigns developed to respond to the pandemic, #StayLocalEppingForest and #ThisWeekInTheWoods. The Epping Forest website was constantly updated to reflect the changing guidance for visitors as to how they could safely benefit from Epping Forest.

Staff from closed facilities were also redeployed to litter picking and other duties and later in the year some staff were furloughed. Volunteers were stood down for a while but Volunteer Wardens were re-engaged in September 2020, to help manage the elevated visitor numbers and volunteer litter pick groups once again supported the Litter Team at this time.

Grazing continued albeit with a reduced number of days and cattle were introduced to Wanstead Park for the first time in September 2020.

Nonetheless a huge range of core work, projects and new developments were achieved across this unprecedented year of change.

volume such as signage installation and car park management. This impacted on day-to-day activity and resulted in a backlog of routine maintenance works although essential annual grassland cuts and pollards were completed.

Anti-social behaviour increased along with the visitor numbers and Forest Keepers worked long hours to tackle irresponsible or dangerous parking, spontaneous social gatherings, huge increases in litter and general user conflict.

With visitor centres forced to close, alternative ways to engage the public

were found from pop-up information points at High Beach and Wanstead Park to Covid-secure guided tours of the Iron Age encampments at Loughton Camp and Ambresbury Banks. While golf provision was maintained in-line with government guidance, football staff also helped with litter collection and ground maintenance work.

Moved printed, quarterly magazine to monthly digital magazine to provide timely updates responding to ever-changing pandemic guidelines, and increased social media engagement

Below: the view from Big View



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# Achievements towards strategic priorities

Strategic priorities	Achievements
1, 2, 3, 4 and 5	The <b>Epping Forest Management Strategy (2020-2030)</b> and an accompanying three-year action/business plan was completed and published.
2, 4, 5	Negotiations on the ten-year <b>Countryside Stewardship Agreement</b> , starting in 2020, was successfully concluded, providing significant long-term financial support for conservation work on the Forest's internationally important habitats.
1, 2	Comprehensive proposals for long-term ('in perpetuity') <b>Strategic Access Management and Monitoring (SAMMS)</b> were approved by Committee/Trustees as a key contribution to negotiations on the Special Area of Conservation (SAC) Mitigation Strategy that up to eight local authorities within the SAC's Zone of Influence must put in place as part of their Local Plans. <sup>1</sup>
1, 3, 4	Visitor <b>Codes of Conduct</b> created to help address undesired visitor behaviour:  a. Epping Forest Code of Conduct (countryside)  b. Cycling Code of Conduct  c. Dog walkers Code of Conduct
1, 3, 4	<b>Epping Forest Cycling Management Strategy</b> consulted on, and published.
1, 3, 5	<b>Car Parking Charges Scheme</b> was introduced.
1, 3	<b>Paths Strategy</b> was completed and approved outlining the different types of path in the Forest, the varying management responsibilities, and a phased improvement plan for their management.
1, 3, 4	Internal <b>Communications Strategy</b> completed  a. Due to the pandemic, there was a need for re-focused day-to-day communication, messages to be re-prioritised and signage updated to respond to the demand from visitors and management need.
3	New website launched

Below: Fallow doe



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## Achievements towards strategic priorities continued

Strategic priorities	Achievements
3	Forest Focus relaunched as monthly e-newsletter – providing more timely information for visitors and removing the need for distribution of physical copies.
1, 2	Epping Forest and Commons Committee agreed to formally delegate powers to the Director and Superintendent of Epping Forest to issue Fixed Penalty Notices (FPNs). Approved in May 2020, this administrative alternative to prosecution before the magistrates' court means that valuable court time is not wasted and allows effective, timely resolution for relevant byelaw breaches of the Epping Forest Act. This is an important step for inclusion in the pending <b>Enforcement Strategy</b> .
1, 2, 5	<b>a.</b> Some Anti-Social Behaviours, previously relatively rare on the Forest, were exacerbated by the public reaction to the UK COVID-19 lockdown. Particularly prevalent and complex to manage were non-COVID compliant large Spontaneous Social Gatherings (SSG).
2, 4, 5	Agreed by Committee, the <b>Deer Management Strategy (2021 – 2031)</b> outlines the management approach for maintaining deer as an 'ornament on the Forest' as per the statutory duties in the Epping Forest Act.
5	The <b>Epping Forest Emergency Response Plan</b> was tested. The plan has been developed to fit in with the nationally recognised JESIP (Joint Emergency Services Interoperability Programme) framework. This provides a standard approach to multi-agency working when responding to major incidents. Of course, the COVID-19 pandemic proved a good test of the plan such as the multi-agency incident response to the SSG's. It has also proved valuable for recent small-scale wildfire management.
2, 5	<b>a. Wildfire site plans</b> were completed for all Essex heathland sites within the SAC/SSSI and issued to Essex Fire & Rescue Service (Essex FRS). Plans were also completed for Leyton Flats, Gilberts Slade and Wanstead Flats and accepted, as issued, by London Fire Brigade (LFB). LFB and Essex FRS 'sign off' visits granting final approval of plans delayed due to the pandemic.
5	<b>b.</b> All staff have undertaken ACT (Action Counters Terrorism) training and Fire Awareness.
2	A draft <b>Grazing Strategy</b> was used to gain an external grant of £15,000 awarded for a new GPS-based Invisible fencing system.
1, 2, 3, 5	Special Area of Conservation (SAC) Mitigation Framework developments;
1, 2	<b>a.</b> SAC Mitigation Oversight Group recommenced with SAMMS and financial tariffs proposed.
1, 2	<b>b.</b> London Borough Waltham Forest and Epping Forest District Council SANGS (Suitable Alternative Natural Greenspace) Strategies were modified and enhanced to better support the Forest as a result of negotiations throughout the year.
1, 2	<b>c.</b> Air Pollution Mitigation Strategy was approved by EFDC in Feb 2021 following our amendments.
2, 4	Phase one of the <b>Grassland and Heathland Gazetteer</b> was completed – all 38 Forest compartments are now fully mapped on ArcGIS with all grassland polygons recorded and categorised as conservation, amenity or sports use.

Below: Queen Elizabeth's Hunting Lodge



## Achievements towards strategic priorities continued

Strategic priorities	Achievements
2, 5	Annual <b>Ramorum survey of rhododendron</b> was completed. Strict biosecurity measures remain in place at Warren Plantation (Compartment 15) to try to prevent the spread of this disease.
1, 3, 4	Following consultation with key stakeholders, and a review of past management, Integrated Site Plans (ISP) were completed for <b>Hollow Pond, Leyton Flats, Wanstead Flats and High Beach</b> . These identify management issues impacting the different areas and outlines a ten-year management strategy.
3, 4	Village Greens Plans - Improvements were made to the Theydon Green and the Hoppit in the centre of the village.
2, 4, 5	Heritage Master Plan has been progressed with the <b>Parkland Management Plan (Copped Hall)</b> completed.
	<b>Risk Management Framework:</b>
5	<b>a.</b> Financial risk revised upwards during COVID-19 due to loss of income and additional expenditure requirements.
5	<b>b.</b> 36 new subsidence claims and 15 liability claims against the City Corporation were placed during the year.
5	The Epping Forest Bench Sponsorship scheme was launched for those who had previously expressed an interest, with plans for the scheme to be open to all applicants in 2021-22.
5	A new donations page was launched on the website.
5	Epping Forest and Commons Committee agreed <b>licence fees and charges for 2021-22</b> .
5	<b>Annual Charity Report and Financial Statements (19/20)</b> were submitted to the Charity Commission.
5	A ten-year <b>Fleet and Equipment Plan</b> has been prepared with an emphasis on ensuring the fleet will be compliant for operating within the expanded Ultra Low Emission Zone.
5	Despite the pandemic causing many cancelled training courses, Epping Forest staff completed mandatory or essential courses to ensure professional skills are refreshed and up to date.
1, 4, 5	The Epping Forest and Commons Committee also received reports on wayleaves and tenancies, new consultation policy, new gating measures for High Beach and a three year review of the Consultative Committee.

# Projects

Strategic priorities	Achievements
2, 5	As part of the City Corporation's new Climate Action Strategy, approved in October, an outline six-year Carbon Removals project was approved for implementation from April 2021.
1, 2, 3, 4, 5	<b>Wanstead Park Project</b>  The <b>Grotto Conservation Management Plan (CMP)</b> was prepared. The CMP provides a comprehensive and interdisciplinary evaluation of The Grotto today and a conclusion is that The Grotto is at a turning point in its history. A costed prioritised action plan was prepared which highlighted an essential spend of £57,500 and work on these agreed key actions has commenced.
1, 4	<b>Wanstead Park Water Bodies</b>  It was confirmed that water utilities are not contributing to the persistent leakage issues from Ornamental Water. As a result of the 'high risk' status of the lakes a flood study recommended a further assessment into the interaction between the Ornamental Water and the River Roding. This is currently underway and is due for completion in 2021-2022.  In partnership with Thames 21, a Wanstead Wetland Project was developed with the aim of improving the biodiversity value of the lakes as part of the wider River Roding catchment. A further aim was to explore the potential of the lakes to intercept and clean through reed bed systems road runoff water before it reaches the River Roding.
3, 5	<b>Wanstead Flats football</b>  City Corporation capital funding of £1.7 million was agreed by Resource Allocation Sub-Committee for the Football Development (Parklife) Project.
5	<b>Lodge Refurbishment</b>  Refurbishment was completed at Keeper's Cottage Baldwins Hill and the property launched as the first Epping Forest holiday let in autumn 2020.



Above: cattle in Wanstead Park

Case study

## Cattle in Wanstead Park

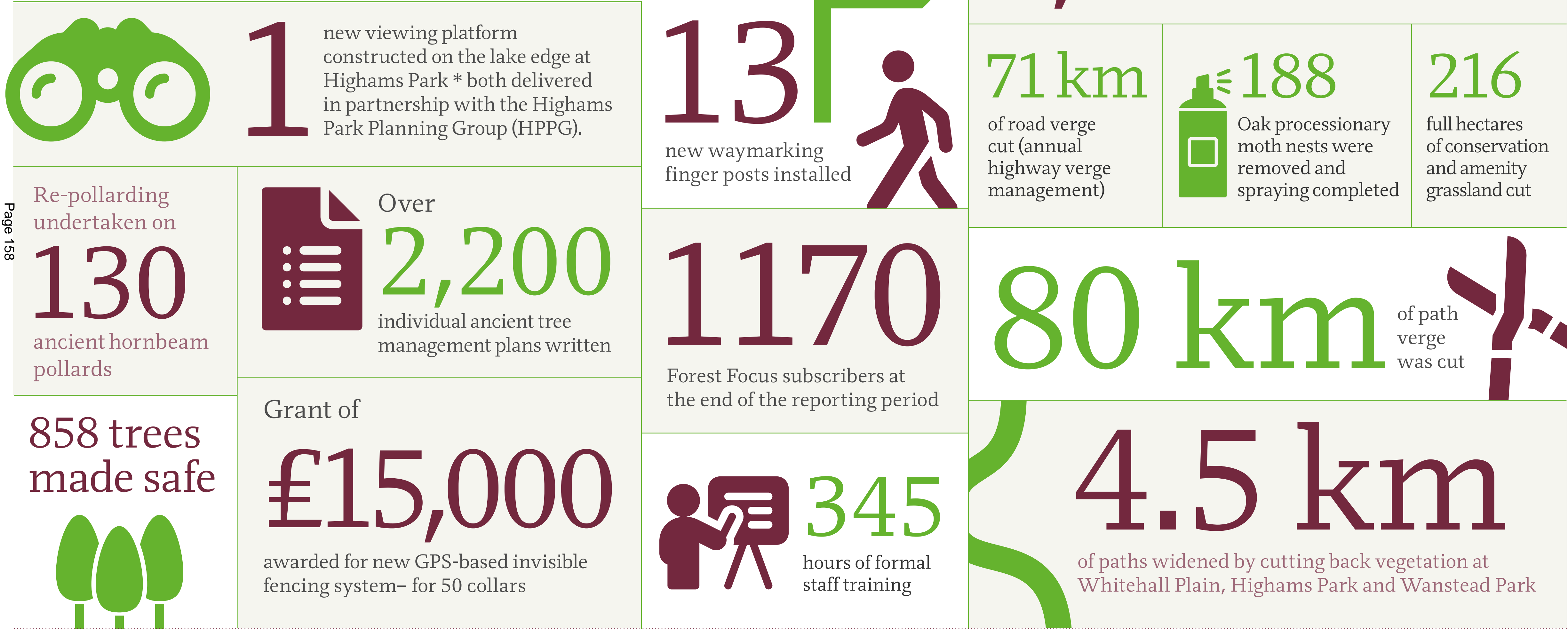
On 17 September 2020 some carefully selected longhorn cows from Epping Forest's 200-strong herd returned to graze Wanstead Park for the first time in 150 years.

The pilot was part of a plan to use cattle to protect Wanstead Park's historic views as well as to restore the acid-grasslands in the area for wildlife conservation, including rare plant species, insects and spiders and saw the cows enjoying Wanstead Park throughout September and October 2020.

A team of volunteers and staff closely monitored the animals' welfare and encouraged visitors to admire but not feed or approach the cattle.

We were delighted to graze our heritage cattle in the east London park, so close to the centre of our capital city, and were pleased with the public response to the trial and how the people of Wanstead embraced the return of the cows. The success of this pilot will see the cows return to Wanstead Park once again in the summer of 2021.

# A year in numbers



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# Key Performance Indicators

Business area	Measure	Strategic objective	Outcome	Data set/s required (1 April 2020 – 31 March 2021)	Responsible officer
Financial performance	External income generation as a percentage of total income	5	<b>a)</b> A sustainable and responsive business model. <b>b)</b> Increased and diversified annual income sources and an increase in sponsorship opportunities and partnerships.	38%	Resources Manager
Customer service	Calls to 1010 (including out of hours) and external email responses	5	<b>a)</b> A sustainable and responsive business model.	<ul style="list-style-type: none"><li>An average of 1000 external calls per month to the main 020 8532 1010 number but with staff working from home, this data cannot be ratified this year.</li><li>Significant rise experienced.</li></ul>	Resources Manager
Quality assurance	Quality of visitor experience – achievement of VAQAS and Green Flag	1	<b>a)</b> A high-quality visitor destination that is safe, clean and accessible. 3 d) Epping Forest recognised as a consistently high-quality tourist and visitor attraction.	<ul style="list-style-type: none"><li>VAQAS retained although no assessment made in 2020 due to COVID-19.</li><li>Green Flag Award and Green Heritage Site.</li></ul>	Head of Visitor Services
Customer engagement	Web traffic and social media followers	1	<b>d)</b> An increased volunteer network and an actively and positively engaged wider community. <b>3 a)</b> Visitors are well informed and directed to more sustainable locations in the Forest.	<ul style="list-style-type: none"><li>Web hits: 254,000.</li><li>Social Media followers: Twitter: 8,955, FB: 4,164, Instagram: 3,000.</li><li>Forest Focus subscribers: 1180.</li></ul>	Head of Visitor Services
Conservation performance	Percentage SSSI/SAC in Favourable Condition and Unfavourable Condition recovering scores	2	<b>a)</b> Favourable conservation of SAC and favourable condition of SSSI secured.	<ul style="list-style-type: none"><li>38 SSSI recording units. 4 Categories of condition status. Number of units in each category in brackets.</li><li>Fav Condition (10) 26%, Unfavourable recovering (20) 53%, Unfavourable no change (7) 18%, Unfavourable declining (1) 3%.</li><li>No change since last year. No Favourable Condition surveys conducted by Natural England (NE) in 2020/21. New Favourable Condition methodology currently under review by NE.</li></ul>	Head of Conservation
	Extent and distribution of rare species data	2	<b>e)</b> Increased understanding and awareness of Forest's biodiversity importance.	<ul style="list-style-type: none"><li>Heath spotted orchid: 71 individuals (40 flowering); an increase from the 56 recorded in 2018 but down from 121 in 2014 and a general declining trend related to wider environmental factors (climate, weather) rather than localised management.</li><li>Lousewort: –present at all known colonies with one additional, new site found at Fairmead.</li><li>Heath spotted orchids were censused in detail – the sixth year out of seven of detailed census work.</li></ul>	Head of Conservation

Key Performance Indicators continued

Business area	Measure	Strategic objective	Outcome	Data set/s required (1 April 2020 – 31 March 2021)	Responsible officer
Grazing	Days per calendar year and hectarage grazed	2	<b>b)</b> Dynamic wood-pasture and scrub with greater structural diversity and edge habitats restored. <b>d)</b> Establish extensive grazing rotation across central and northern Forest and Buffer Lands.	<ul style="list-style-type: none"><li>Forest: 3,262 grazing days across 311 hectares.</li><li>Buffer Lands: 33,425 grazing days across 195 hectares.</li><li>Grazing days fell on the Forest in 2020 due to smaller grazing groups due to increase in visitor numbers and several Boviguard wire loops failed to work. The hot dry summer also resulted in less vegetation growth in the summer – especially May and June – compared with previous years of 2018 and 2019 when over 7,500 grazing days were achieved in each year.</li></ul>	Head of Conservation
Forest protection	Epping Forest SAC Zone of Influence agreed in all local plans	4	<b>a)</b> Epping Forest recognised for its significant conservation and heritage landscape.	<ul style="list-style-type: none"><li>SAC Zone of influence (Zol) agreed by eight local authorities and Natural England as at 6.2km.</li><li>The Sept 2019 Visitor Survey showed a larger Zol 6.7km . However, the 2017 determined Zol of 6.2km was agreed as the accepted Zol perimeter until a further summer survey to be conducted within the next five years.</li></ul>	Head of Conservation
	Number of planning applications screened and responded to	4	<b>a)</b> Epping Forest recognised for its significant conservation and heritage landscape.	<ul style="list-style-type: none"><li>9,006 planning applications were received and screened,</li><li>25 responses with objections were made.</li><li>Two applications received permission.</li><li>Two applications are on hold pending review</li><li>Significant: Next PLC Distribution Centre (EFDC), Wellington Hill (six houses) (EFDC), Epping Forest College Site (400+ homes) (EFDC), Fulbourne Road (565 units) (LBWF).</li></ul>	Head of Conservation
	Percentage of litter and waste recycled and number of fly tips	1	<b>e)</b> Minimise environmental damage through effective litter and waste management.	Annual figure from financial records. <ul style="list-style-type: none"><li>85% waste</li><li>15% recycle</li><li>492 flytips</li></ul>	Head Forest Keeper
Health and Safety performance	Number and severity of reported accidents	1 5	<b>a)</b> A high-quality visitor destination that is safe, clean and accessible. <b>a)</b> A sustainable, responsive business model.	<ul style="list-style-type: none"><li>Total – 7 accidents with one out of the seven requiring RIDDOR reporting.</li></ul>	Resources Manager

Below: The aftermath of a gathering at High Beach



Case study  
Covid-19 impact on Epping Forest

One unexpected impact from the COVID-19 pandemic was how Britain's open spaces became so inundated with visitors, although most people were respectful when they visited, a minority created significant issues with dangerous parking, leaving huge amounts of litter and Spontaneous Social Gatherings.

The national media shone a spotlight on these issues, and Epping Forest featured strongly in this coverage.

The press took the quote from the Epping Forest Facebook account 'This ancient woodland is not a dustbin' and the photographs of litter left at High Beach following a Spontaneous Social Gathering were shared widely across the national media.

# Financial statement

Our income consists of numerous sources:

**Coronavirus Job Retention Scheme grant (£8k)** – Successful grant application to cover portions of wage costs of those staff in roles furloughed as a result of coronavirus pandemic.

**Government grants (£176k)** – Environmental Stewardship Higher Level Scheme and Entry Level Scheme grants and other similar stewardship grant funding.

**Rents, tithes, acknowledgements and wayleaves (£427k)** – rental income from tenants plus wayleaves and easements.

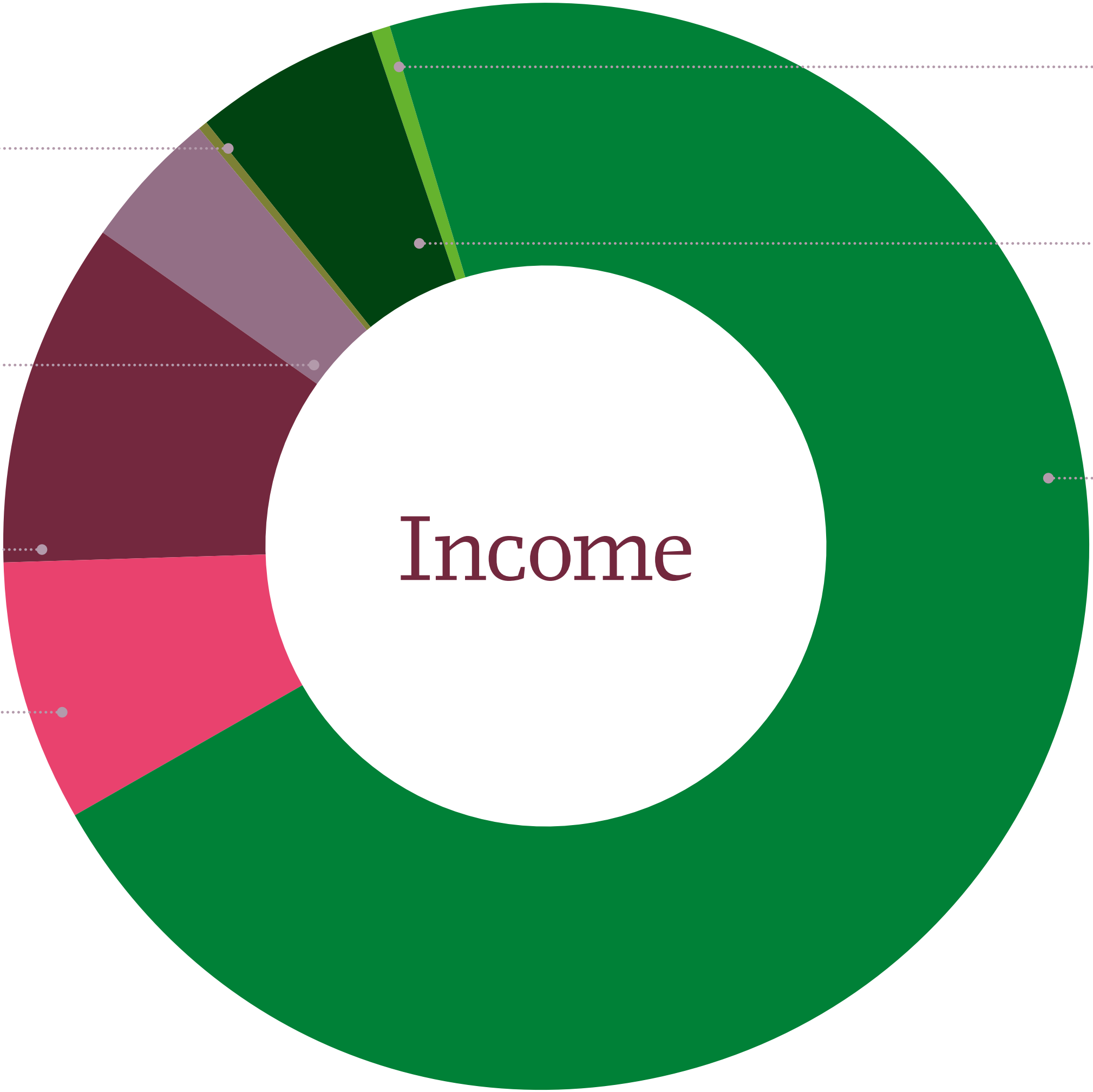
**Sports Income (£320k)** – (no income received in 20/21 for football pitch hire due to COVID-19).

**Contributions from other local authorities (£13k)** – a small contribution towards shared services such as public toilets.

**Retail sales and other service fees and charges (£240k)** – this includes income generated through goods sold, event licences, weddings, horse riding licences and other use of land and premises.

**City of London contribution (£2,698k)** – this comes from City's Cash, from the CoLC own funds, not from direct taxation and central funding to support our apprenticeship posts.

*In addition, Epping Forest is supported by numerous internal departments including HR, Finance, IS, property and legal services. Further funding is provided by the City for recharge of these services.*



# Financial Statement continued

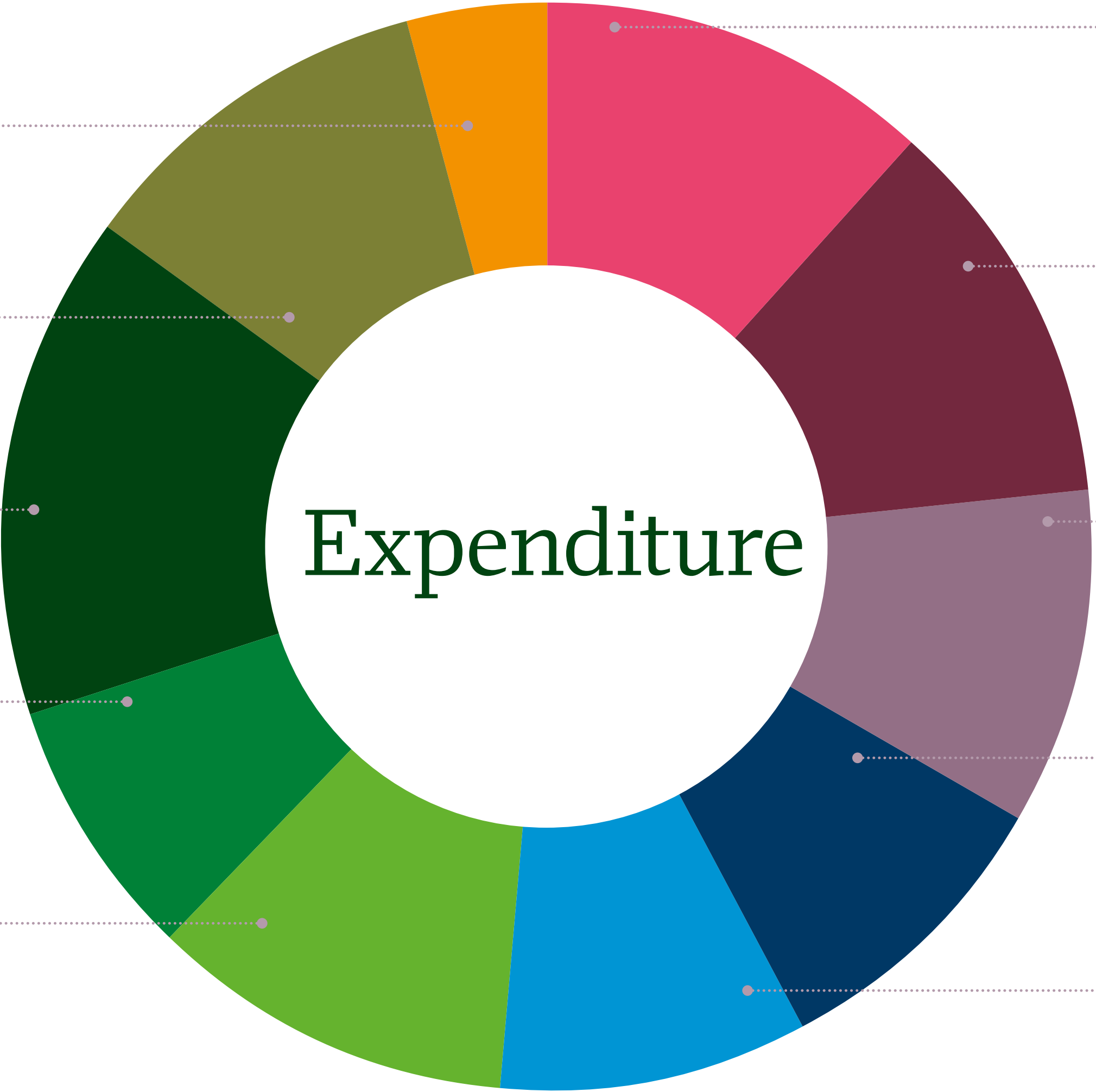
**Projects and development (£171k)** – all work and expenditure connected to new or developing work.

**Managing our buildings (£443k)** – all utilities, tax and local maintenance costs of our buildings.

**Habitat (£636k)** – monitoring and management for the health and benefit of plants and wildlife in the Forest.

**Protecting our land (£317k)** – includes management of wayleaves, monitoring of boundaries, licencing, mapping and legal work to keep Forest land safe.

**Sports and recreation (£449k)** – all activities directly connected to golf and football provision.



**Visitor experience and customer service (£490k)** – all non-sports visitor services as well as customer enquiries, retail, events licencing, publications and communications.

**Litter, fly tips, anti-social behaviour and enforcement (£486k)** – includes all collection of rubbish and fly tips, dealing with other antisocial behaviour and resultant investigations and legal action.

**Staff, finance and resources (£402k)** – recruitment, training and support of staff and volunteers; financial and other administrative support services, (not included in other categories) required by law and/or CoLC policy.

**Safety and welfare (£368k)** – all work carried out to make the Forest and our working environment safer for members of the public, residents, staff and all other visitors to our site.

**Grounds and infrastructure (£390k)** – this includes maintenance of ground level assets and features.

Long-tailed tit

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# Key goals for 2021-2022

Key goals for 2021/2022

Strategic Priorities	Strategic output document	Lead management team	Supporting Team/s	Completion Date
1, 2, 4, 5	Our <b>Sustainable Visitor Strategy</b> will outline how we balance the forecasted growth in visitor numbers with the conservation needs of the Forest, outline methodology for managing where visitors will go, what we deliver to visitors when they get there and how behaviours will be influenced in order to maintain excellent visitor experience. This will be the umbrella strategy for the following:	Visitor Services	Operations	Autumn 2020
1, 3	Signage Strategy	Visitor Services	Operations	Summer 2021
2	Spatial Master Plan for Forest and Buffer Lands Car Park Spatial Strategy	Visitor Services	Conservation	Autumn 2021
1, 3, 5	Car Park Strategy	Visitor Services	Forest Services	September 2021
1, 3	Forest Furniture Standard	Operations	Visitor Services	June 2021
1, 3, 4, 5	'Pop up' information and visitor hubs, and volunteer/ambassador schemes  <i>There is a need for the Visitor Services strategy to inform our input into local/competent authority SAC Mitigation Strategy, Green Infrastructure and SANGS Strategies*. In turn these strategies will inform future Individual Site Plans.</i>	Visitor Services	Forest Services	Summer 2021
1, 2, 5	<b>Anti-Social Behaviour Management Plan</b>	Forest Services	Operations, Resources, Visitor Services & Conservation	2021
1, 2, 3, 5	<b>Litter and Waste Management Plan</b>	Forest Services	Operations & Visitor Services	2021
5	The <b>Business Resilience Plan</b> will ensure employees are equipped with the correct skills and response training, that we work effectively with partner organisations and that our operations are resilient at times of crisis.	Resources	All	2021
1, 2, 3, 5	The <b>SAC Mitigation Framework*</b> outlines how we intend to work with the competent authorities and Natural England to ensure the protection of the Forest from Local Plan-led development and other external pressures. It will be an umbrella document for the following:	Conservation	Superintendent, Visitor Services, External competent authorities, consultants and Natural England	2021
1, 2	Monitoring Strategy (SAMM) including outline costings of on-site Forest-wide measures.			2021

Key Goals for 2021/2022

Strategic Priorities	Strategic Output Document	Lead management team	Supporting Team/s	Completion Date
2, 4	Grassland & Heathland Gazetteer			2021
2	Scarce Species Register update	Conservation	Operations, consultants, external agencies, including but not limited to Forestry Commission and Natural England	2021
	Biosecurity Policy			2021
1, 4	The <b>Estate Management Plan</b> will outline how we will resource and care for the infrastructure in the Forest. This includes the statutory duties of tree safety works, highway verge maintenance, path development and maintenance and large raised reservoir management. This will also include the portfolio of buildings working with our colleagues in City Surveyors. (Asset Management Plan).	Resources and Operations	Conservation City Surveyors	June 2021
1, 3, 4	<b>Integrated Site Plans</b> Buffer Lands Chingford Hub	Operations	All	September 2021 March 2021
2, 4	Parkland Management Plan (Copped Hall)	Conservation	All	March 2021
5	Our <b>Risk Management Framework</b> will outline the major risks that apply to Epping Forest Charity (no. 232990) and how we can mitigate against them.	Resources	All	2021
5	A <b>Talent Management Strategy</b> will ensure staff and volunteers have the required skills, experience and expertise to successfully deliver the London's Great Forest Strategy over the next decade, and beyond. Volunteer development.	Resources		2021

Below: Countryfile visits Epping Forest



Case study

Countryfile

In May 2020, towards the end of the initial lockdown, a scaled-down crew from Countryfile visited Epping Forest to film for the day. The show featured the unique, ancient woodland and focussed on the grazing of English longhorn cows and how Epping Forest has pioneered new, fenceless grazing technology, using GPS and invisible fencing systems. The Superintendent of Epping Forest was interviewed about the history of the Forest. Later on, as it got dark, the Countryfile team stayed to observe the night-time activity of newts in one of the Epping Forest ponds.

## Epping Forest Annual Review

Photographers: Clare Eastwood, Mark Powter,  
Chris Shepherd and Yvette Woodhouse

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