



## Hampstead Heath, Highgate Wood and Queen's Park Committee

**Date:** WEDNESDAY, 15 JUNE 2022

**Time:** 4.00 pm

**Venue:** HYBRID – VIRTUAL AND COMMITTEE ROOMS, 2ND FLOOR, WEST WING, GUILDHALL

<p><b>Members:</b> William Upton QC (Chair) Alderman Gregory Jones QC (Deputy Chairman) Timothy Butcher John Foley Alderman Prem Goyal Alethea Silk Caroline Haines (Ex-Officio Member)</p>	<p>Andrew McMurtrie (Ex-Officio Member) Yianni Andrews, Royal Society for the Protection of Birds John Beyer, Heath &amp; Hampstead Society Councillor Marcus Boyland, London Borough of Camden Richard Cornelius, London Borough of Barnet Pam Hampshire, Ramblers Association Emily Hills, English Heritage</p>
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**Enquiries:** Ben Dunleavy  
[ben.dunleavy@cityoflondon.gov.uk](mailto:ben.dunleavy@cityoflondon.gov.uk)

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<https://youtu.be/QBVCXKRBZBg>

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**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 THIS AGENDA**

### **3. MINUTES**

To agree the public minutes and non-public summary of the meeting held on 4 May 2022.

**For Decision**  
(Pages 7 - 12)

### **4. OTHER MINUTES**

**For Information**

#### **a) Hampstead Heath Consultative Committee (Pages 13 - 20)**

To receive the draft public minutes of the Hampstead Heath Consultative Committee meeting held on 23 May 2022

#### **b) Highgate Wood Consultative Group (Pages 21 - 24)**

To receive the draft public minutes of the Highgate Wood Consultative Group meeting held on 24 May 2022

#### **c) Queen's Park Consultative Group (Pages 25 - 30)**

To receive the draft public minutes of the Queen's Park Consultative Group meeting held on 25 May 2022

### **5. ASSISTANT DIRECTORS UPDATE**

Report of the Executive Director, Environment

**For Decision**  
(Pages 31 - 36)

### **6. SWIMMING CAPITAL PROJECT GATEWAY 3 /4 REPORT**

Joint report of the Executive Director of Environment & the City Surveyor

**For Decision**  
(Pages 37 - 48)

7. **SUB-DIVISIONAL PLAN 2022-25**

Report of the Executive Director, Environment

**For Decision**  
(Pages 49 - 52)

8. **PROPOSED SUSTAINABLE MANAGEMENT OF THE GOLDER'S HILL PARK ZOO**

Report of the Executive Director, Environment

**For Decision**  
(Pages 53 - 58)

9. **REGISTERING HAMPSTEAD HEATH, HIGHGATE WOODS AND QUEEN'S PARK FOR GIFT AID DONATIONS**

Report of the Executive Director, Environment

**For Decision**  
(Pages 59 - 62)

10. **FUTURE ARRANGEMENTS FOR WEDDINGS AND CIVIL CEREMONIES AND HAMPSTEAD HEATH AND QUEEN'S PARK**

Report of the Executive Director, Environment

**For Decision**  
(Pages 63 - 66)

11. **REVIEW OF COMMERCIAL LICENSING SCHEME (PROFESSIONAL DOG WALKERS)**

Report of the Executive Director, Environment

**For Decision**  
(Pages 67 - 72)

12. **HAMPSTEAD HEATH TRUSTEES ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

Joint Report of the Chamberlain and the Executive Director, Environment

**For Information**  
(Pages 73 - 74)

13. **HIGHGATE WOOD & QUEEN'S PARK KILBURN TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021**

Joint Report of The Chamberlain and the Executive Director, Environment

**For Information**  
(Pages 75 - 76)

14. **REVENUE OUTTURN 2021/22 - HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**

Joint Report of the Chamberlain & the Executive Director Environment

**For Information**  
(Pages 77 - 82)

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

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

**Part 2 - Non-Public Agenda**

17. **EXCLUSION OF THE PUBLIC**

**For Decision**

18. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 4 May 2022.

**For Decision**  
(Pages 83 - 84)

19. **HIGHGATE WOOD INCIDENT UPDATE**

The Committee to receive an update from the Assistant Director

**For Information**  
(Pages 85 - 86)

20. **CHARITIES POOL AND HAMPSTEAD HEATH TRUST FUND: FUND MANAGER STRATEGY CHANGE**

Report of the Chamberlain and draft minute from the Financial Investment Board meeting on 31 May 2022

**For Information**  
(Pages 87 - 94)

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

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

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## **HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE** **Wednesday, 4 May 2022**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Hybrid - Virtual and Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 4 May 2022 at 4.00 pm

### **Present**

#### **Members:**

Timothy Butcher  
John Foley  
Alderman Gregory Jones QC (Deputy Chairman)  
Alethea Silk  
William Upton QC (Chair)  
Caroline Haines (Ex-Officio Member)  
John Beyer  
Emily Hills  
Andrew McMurtrie

#### **Officers:**

Ben Dunleavy	-
Sally Agass	- Town Clerk's Department
Joseph Anstee	- Interim Director, Natural Environment
Edwin James Birch	- Town Clerk's Department
Laura Botelho	- City Surveyor's Department
Kristina Drake	- Natural Environment Division
Declan Gallagher	- Town Clerk's Department
Richard Gentry	- Natural Environment Division
Stefania Horne	- Natural Environment Division
Paul Maskell	- Natural Environment Division
Jonathan Meares	- Natural Environment Division
Juliemma McLoughlin	- Executive Director, Environment

#### **1. APOLOGIES**

Apologies for absence were received from Councillor Richard Cornelius, Alderman Prem Goyal, Pam Hampshire and Jason Pritchard.

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

There were no declarations.

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

The Committee received the Order of the Court of Common Council dated 20 April 2022 for the Hampstead Heath, Highgate Wood and Queen's Park Committee.

4. **ELECTION OF CHAIRMAN**

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. William Upton, being the only Member expressing their willingness to serve, was duly elected as Chairman for the ensuing year and took the Chair.

RESOLVED – That William Upton be elected Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30.

Alderman Gregory Jones, being the only Member expressing their willingness to serve, was duly elected as Deputy Chair for the ensuing year.

RESOLVED – That Alderman Gregory Jones be elected Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee for the ensuing year.

Andrew McMurtrie moved a vote of thanks to Anne Fairweather, the immediate past Chair.

RESOLVED UNANIMOUSLY: that Members of the Hampstead Heath, Highgate Wood and Queen's Park Committee express their sincere thanks to

ANNE FAIRWEATHER

FOR her outstanding service during the last two years as Chair of this Committee, the Hampstead Heath Consultative Committee, the Highgate Wood Consultative Group and the Queen's Park Consultative Group.

DURING her tenure as Chair, Anne has demonstrated strong leadership facing the most unprecedented period of the COVID 19 Pandemic, a difficult and challenging time for us all. With her strength and pragmatic approach, she was an inspiration to staff and Members, keeping sites open as only the respite for communities, supporting staff and highlighting the importance of the Heath, Highgate Wood and Queen's Park for physical and mental health for many thousands of Londoners and visitors.

ANNE has been a tremendous champion for Hampstead Heath, Queen's Park and Highgate Wood and their value for nature conservation.

PUBLIC open spaces are incredibly important for the health and well-being of communities, providing a number of opportunities for physical exercise, sport



and recreation. Anne has been instrumental in initiating and supporting a real transformation of our open spaces' sport facilities and provision. A substantial investment of over £2.7m was secured for the improvements of our bathing ponds and the athletics track. By securing this funding, Anne left a legacy that will be recognised for generations to come.

WITH the talent of an innovative leader, Anne has been efficient and a real motivator focusing on getting things done and modernising services. Under her leadership, a new booking system has been introduced for swimming, with contactless payments, which have been essential during COVID at the bathing ponds and online donations to the Heath charity went live.

AS well as being important for health and well-being and recreation, open spaces play a significant role in preserving biodiversity and contributes to our pledges against climate change. With that in mind, the Committee wishes to place on record its particular thanks for the way in which Anne has championed nature conservation and supported environmental projects. Anne has supported restoration projects in response to the impact caused by the overuse of our open spaces during the pandemic, championed the implementation work planned in the Ponds and Wetland Conservation Plan and supported the installation of new biodiversity interpretation boards in partnership with the Heath & Hampstead Society.

THE role of Chair is particularly important in forging partnerships and strengthen the role of our green spaces as green infrastructure and cultural hubs for Londoners and local communities. Despite the restrictions imposed by the Pandemic, Anne has worked tirelessly, supporting events such as the Heath 150 Anniversary celebrations, the launch of the first Hampstead Heath Christmas Fayre and the re-instatement of large events such as the English National Cross Country Championship.

THROUGHOUT her term of office, Anne has managed the Committee's deliberations in a decisive and professional way, ensuring that the Committee executed its duties effectively and efficiently. In taking leave of their Chair, Members wish to highlight the fantastic achievements Hampstead Heath, Highgate Wood and Queen's Park have achieved, which is due to the leadership Anne has demonstrated as Chair.

FINALLY, in congratulating their former Chair upon a most successful term of office, her colleagues on the Committee wish to convey their thanks for her extremely dedicated service to the Hampstead Heath, Highgate Wood and Queen's Park Committee and wish continued good health and happiness in her future ventures.

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

Members considered a report of the Town Clerk regarding appointments to Committees and Groups for 2021/22.

RESOLVED, that –

- The terms of reference and composition of the Hampstead Heath Consultative Committee be noted;
- The terms of reference and composition of both the Highgate Wood Consultative Group and the Queen's Park Consultative Group be approved;
- The Chair and Deputy Chairman to be appointed to the Hampstead Heath Consultative Committee.
- John Foley be appointed to serve on the Keats House Consultative Committee, with the Chair to also attend in an ex-officio capacity
- The Chair be appointed to attend to observe Open Spaces and City Gardens Committee meetings in an ex officio capacity.

The remaining vacancies on the Highgate Wood Consultative Group and the Queen's Park Consultative Group be deferred until the next meeting of the Grand Committee for appointment

## 7. **MINUTES**

The public minutes and non-public summary of the meeting held on 9 February 2022 were approved as a correct record.

## 8. **FRONT LINE WORK UPDATE**

The Committee received an update on Golders Hill Park Zoo.

RESOLVED, that – the update be received and its contents noted.

## 9. **SUPERINTENDENT'S UPDATE**

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

The following points were made:

- A letter of representation had been submitted to the London Borough of Camden highlighting areas of concern with a proposed development at Murphy's Yard. Members heard from Officers that while it would be reasonable and necessary to ask for mitigation measures to be included in a S.106 agreement, the timing of the consideration of the planning application by the London Borough of Camden's planning committee meant that there m not be time to bring these measures before the Committee to be finalised. The Superintendent therefore requested that the Committee grant delegated authority to the Town Clerk, in consultation with the Chair and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee, to finalise suitable mitigation measures for the Murphy's Yard re-development in a S.106 agreement pursuant to the grant of planning permission (if any).
- It was planned to create an events calendar across all open spaces and charities
- The Heath had been recognised as the fourth most valuable open space in the UK through research by the University of Exeter.

- The members of the Committee were invited to join the planned walk across the Heath with the Hampstead Heath Consultative Committee Members.
- Fundraising target for the Hampstead Heath Extension Playground (£40,000) and the bird and mammal shelters (£5,000) had almost been reached. In response to a question from the Chair on whether gift aid was being applied to donations, officers replied that the Chamberlain's and the Comptroller and City Solicitor's Departments were being consulted, and a report on the subject would be brought to the next Committee meeting.
- At a Members request, officers agreed to bring a report on the financial position to the next Committee meeting.

RESOLVED, that –

- authority be delegated to the Town Clerk in consultation with the Chair and Deputy Chair to finalise suitable mitigation measures for the Murphy's Yard re-development in a S.106 agreement pursuant to the grant of planning permission.
- The update be received and its contents noted.

**10. PARLIAMENT HILL ATHLETICS TRACK RESURFACING**

Members received a report of the Executive Director Environment relative to the resurfacing of the Parliament Hill Athletics Track.

RESOLVED, that –

- The budget of £81,000 is approved to reach the next Gateway.
- That a costed risk provision of £30,000 is approved (to be drawn down via delegation to the Chief Officer).

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

The Chair, the Chair of the Open Spaces and City Gardens Committee and Officers provided Members with an explanation of the TOM, how it affected the Committee's relationship with Open Spaces and the proposed strategic timeline.

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

There was none.

**13. EXCLUSION OF THE PUBLIC**

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

There were none.

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

The Superintendent updated Members on plans to formalise arrangements for weddings at the Hill Garden and Pergola. Preliminary work was being undertaken in preparation for a procurement brief.

16. **CONFIDENTIAL MINUTES**

The confidential minutes of the meeting held on 9 February 2022 were approved as a correct record.

**The meeting ended at 5.20 pm**

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Chairman

**Contact Officer: Ben Dunleavy**  
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## **HAMPSTEAD HEATH CONSULTATIVE COMMITTEE** **Monday, 23 May 2022**

Minutes of the meeting of the Hampstead Heath Consultative Committee held at  
HYBRID – VIRTUAL AND COMMITTEE ROOMS 3 & 4, 2ND FLOOR, WEST on  
Monday, 23 May 2022 at 5.30 pm

### **Present**

#### **Members:**

William Upton QC (Deputy Chairman)  
Ray Booth (Barnet Mencap)  
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)  
John Etheridge (South End Green Association)  
Colin Gregory (Hampstead Garden Suburb Residents' Association)  
Michael Hammerson Highgate Society)  
Dr Gaye Henson (Marylebone Birdwatching Society)  
Simon Hunt (Open Spaces Society)  
Helen Payne (Friends of Kenwood)  
Susan Rose (Highgate Conservation Area Advisory Committee)  
Steve Ripley (Ramblers' Association)  
Richard Sumray (London Council for Recreation and Sport)  
Simon Taylor (Hampstead Rugby Club)  
Jeff Waage (Heath & Hampstead Society)  
David Walton (Representative of Clubs using facilities on the Heath)  
John Weston (Hampstead Conservation Area Advisory Committee)  
Simon Williams (Vale of Health Society)

#### **Officers:**

Ben Dunleavy	- Town Clerk's Department
Edwin James Birch	- City Surveyor's Department
Stefania Horne	- Natural Environment Division
Declan Gallagher	- Natural Environment Division
Richard Gentry	- Natural Environment Division
Jonathan Meares	- Natural Environment Division
Katherine Radusin	- Natural Environment Division

### **1. APOLOGIES**

Apologies for absence were received from Matthew Frith (London Wildlife Trust) and Merlin Fox (Heath Hands). Karin Oleinkova was in attendance for Heath Hands.

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

There were none.

### **3. MINUTES**

The Committee considered the minutes of the previous meeting of the Consultative Committee, held on 24 January 2022.

A Member (Friends of Kenwood) suggested that the final sentence in item 12 be corrected to read 'should *not* be sited on the Heath'.

RESOLVED, that – the minutes of the Hampstead Heath Consultative Committee held on 24 January 2022 be agreed as a correct record, as corrected.

#### MATTERS ARISING:

A Member (London Council for Sport and Recreation) suggested that the style of minutes should reflect that Members were giving views rather than asking questions. They also requested that the name of the body the Members were representing be included in the minutes, as had been the previous practice.

A Member (Hampstead Rugby Club) raised concerns about the format of the Wellbeing Forum. They felt that the change from the Sports Forum to the Wellbeing Forum could lose the voice of the Clubs . The Chair suggested that the Committee continue to monitor the Forum's performance.

#### 4. **HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK COMMITTEE DRAFT MINUTES**

Members noted the draft minutes of the Hampstead Heath, Highgate Wood & Queen's Park Committee meetings held on 9 February and 4 May 2022.

#### MATTERS ARISING:

A Member (London Council for Sport and Recreation) expressed their concern that the current timetable to the developments being carried out on the Parliament Hill Athletics Track would risk the loss of the entire 2024 athletics season. They asked if the timetable if the project team could consider moving the timetable forward by a couple of months to allow more flexibility and reduce the risk. They also suggested that it would be helpful if future works after the project could be included in the cyclical maintenance programme, or have a reserve fund developed, rather than having it return as a major project each time. Officers replied that preventative maintenance through cyclical works are preferred from reactive maintenance, but there is a limited budget for assets and infrastructure and a priority system is in place. The Assistant Director said that the upcoming investment in the athletics track would hopefully allow for better resilience in the future. The Gateway 2 Report was going to the Operational Property and Projects Sub Committee for approval on Monday 30 May. This was the final step in drawing down the funds for the project. Once this approved, officers would consult with the City Surveyor's Department on procuring the design team and reviewing the programme. A Member (Representative of Clubs using facilities on the Heath) said that the Representatives were a distance away from understanding the procurement timetable and programme of works, and that once out to tender contractors might come back with their own preferences. They agreed that it was vital to

avoid losing the athletics season and that once there was greater clarity on the project, they would welcome further discussions on how to minimise disruption.

## **5. ASSISTANT DIRECTOR'S UPDATE**

Members received a report of the Executive Director, Environment, providing the Assistant Director's Update.

### **Night of 10,000 PBs**

A Member (London Council for Sport and Recreation) said that the Heath should be considering how to build on this event, particularly with the forthcoming resurfacing of the Parliament Hill Athletics Track. They suggested that further events should look into the possibility of sponsorship.

### **Constabulary**

A review of the constabulary was carried out to respond to the changes brought by the pandemic with the aim of having a more effective and responsive service that is guided by data. A Member ((London Council for Sport and Recreation) commented that it was important to make sure that there was a Constabulary presence by the Model Boating Pond over the summer, as this was a popular spot for unauthorised swimming and barbecues.

### **Placards**

A Member (Highgate Conservation Area Advisory Committee) raised the issue of the number of signs on the Heath, and said that it was important that the vision of the Heath as a piece of countryside in London was not abandoned. They gave the example of signage at the Kenwood Ladies' Bathing Pond. In reply, the Assistant Director said that signage was due to be included in the Swimming Review, and invited the Member to contact her with other examples of signage and issues encountered on the Heath.

**RESOLVED:** - Members of the Hampstead Heath Consultative Committee

- Receive the report and note the contents
- Provide feedback on the draft Divisional Plan 2022-25 in appendix 1
- Provide feedback on the draft Swimming Annual Review 2021/22

## **5.1 Draft Divisional Plan 2022-25**

A Member (Heath & Hampstead Society) said that they were pleased that archaeological interpretations were going to be included, and suggested that some of the projects can be listed to clarify the outcomes.. They said that there was a need to produce a full survey of known archaeological monuments across the Heath. They would also like to see a commitment to maintaining long-term ecological commitments. In regards to item 10, they hoped that they would be able to work with others on that item. With regards to item 14, they hoped that visitor engagement would be accompanied by a public information and communication programme.

The Assistant Director said the Natural Environment Department was conducting a wide survey and heritage audit at a Divisional level, which would help to develop appropriate plans. With regards to visitor engagement, this

would underpin new ways of working for Natural Environment, which was looking to conduct a more strategic approach.

A Member (Hampstead Garden Suburb Residents Association) asked for an update on fundraising. The Assistant Director replied that fundraising was one of a number of focused workstreams for how the Natural Environment Department could work strategically and joined up.

## **5.2 HomeRun App data**

A Member (Hampstead Conservation Area Advisory Committee) commented that the data set on journeys round the Heath from schools was taken from private schools rather than general schools local to the Heath. For private schools to expand, they need to have proposals for green ways for pupils to get to school. The Chair asked if any further data was expected. In reply, the Assistant Director said that this was the data that had been provided by the London Borough of Camden and she would feed back to Camden on possible further data from other schools.

A Member (Heath & Hampstead Society) expressed their view that the data was inadequate and was biased towards certain schools and socio-economic classes. They felt it should contain further information on all the schools neighbouring the Heath, and consider all the ways in which students travelled across the Heath.

A Member (London Council for Sports and Recreation) said that the scheme was a valid way to contribute towards the reduction of rush hour traffic.

## **5.3 Project on a Page (Swimming Capital Project)**

The Assistant Director reported in the progress of the ponds improvement programme. The engagement with users and stakeholders was completed and there has been an overwhelming support for the proposed improvements. The next stage will be to submit a planning application and, pending approval, works are due to start in the autumn.

## **5.4 Draft Swimming Annual Review 2021/22**

A Member (Hampstead Rugby Club) commented that they were pleased to see from the paper that the team had been reaching out to groups who might not normally use the facilities, and praised the staff for the job they were doing.

A Member (London Council for Sport and Recreation) asked if the income from 2021/22 covered the costs, when compared to the budget, and commented that swimming would always require a subsidy. In reply, an Officer said that the subsidy had decreased by 6% from the previous year, and that this exceeded the expectations in the budget.

A Member (Hampstead Garden Suburb Resident's Association) asked if the aim of ensuring that all customers pay for swimming had been successful. An



Officer replied that they had introduced methods and systems that will allow to monitor payments.

#### **5.5 Murphy's Yard Representation letter (February 2022)**

The Chair commented that, although the developer's had withdrawn the application, it seemed that development on the site was still likely, and said that it was important for the Committee to continue to monitor the impact potential development could have. A Member (Heath & Hampstead Society) said that the development was one of the largest proposed adjacent to the Heath for some time, and provided a chance to enhance the impact of the Heath's biodiversity on the local community.

#### **5.6 Biodiversity Interpretation Boards**

A Member (Friends of Kenwood) expressed their hope that the wording for the Summer Biodiversity Interpretation Board had been agreed. Officers confirmed that the summer boards will be ready to be installed shortly. They also asked for further clarification on the information on grazing livestock, as she was not aware of any plans to introduce grazing at Kenwood. A Member (Heath & Hampstead Society) replied to say that they were responsible for the statements, along with English Heritage. With regards to grazing, trialling had been carried out on Hampstead Heath using sheep, and there were plans to repeat this. Longhorn cattle were not being used, but were included on the Board to highlight historic methods.

### **6. PROPOSED SUSTAINABLE MANAGEMENT OF THE GOLDER'S HILL PARK ZOO**

Members received a report of the Executive Director, Environment relative to the proposed sustainable management at Golder's Hill Park Zoo.

A Member (Heath & Hampstead Society) said that the direction being taken by the Zoo was a good one, as was a strong case for a zoo focused on a conservation and education remit rather than putting wild animals in cages. They said that they hoped that the report author could make it clear that, during the transitional period, the Zoo had a duty of care to the exotic animals in its collection. An Officer replied that as part of the Licences Act, the Zoo was required to have an ethics committee. This committee meets twice a year and its members have substantial experience. All decisions on stock management go through the committee.

A Member (Hampstead Rugby Club) asked if there were any plans on concessions for the zoo experiences to engage people who otherwise could not afford them. An Officer replied that there was a volunteering programme open to everyone that will allow participation no matter the backgrounds. .

RESOLVED, that – Members of the Hampstead Heath Consultative Committee provide feedback on the preferred option and ancillary plans to include the change of use of the Butterfly House and the income generation options.

7. **WEDDINGS AND CIVIL CEREMONIES - ASSISTANT DIRECTORS UPDATE**

Members received a report of the Executive Director, Environment, relative to the Assistant Director's update on the hosting of weddings and civil ceremonies on Hampstead Heath.

A Member (South End Green Association) expressed concern about the number of weddings to be organised, as they did not want to see the pergola frequently closed to accommodate these.. In reply, an Officer said that the main issues would be keeping the capacity and frequency of events in balance.

A Member (Friends of Kenwood) asked for further information on the costs of weddings and the revenue they brought in, and for clarification on the maximum capacity for weddings. An officer confirmed that capacity was capped at 120 guests at the pergola. With regards to the financial elements, the fees and charges is information in the public arena, and ranges depending on the type of wedding. These will be reviewed with the contractor according to market. With regards to revenue, this was commercially sensitive information.

A Member (Hampstead Conservation Area Advisory Committee) suggested that thought should be put in to creative ways to increase revenue when the contracts were put out for procurement and ideas such as for example sponsorship from the couples could be considered

RESOLVED, that - Members provide feedback in relation to the proposal set out in para 12 of the report.

8. **HEATH HANDS UPDATE**

Members received an update from Heath Hands.

A Member (London Council for Sport and Recreation) congratulated the fficer and said that Heath Hands were doing superb work, in particular on their Health and Wellbeing agenda.

9. **QUESTIONS**

A Member (Highgate Society) referred to the mention in the Assistant Director's update report of the research conducted by the University of Exeter which listed the Heath in the top four most valuable recreation sites in the Country, and said that this should be given further publicity.

In reply to a question from a Member (Hampstead Rugby Club), an Officer said that they were aware of continuing issues with night fishing and they were working with all parties to ensure that the behaviours don't continue.

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

The Assistant Director provided Members with an update on dog licences. Members heard that the scheme introduced in 2020 had set a cap of 70 licences. 89 applications had been received, and there was an issue with a possible appeal on how the cap had been identified. The appeal process is complicated, and the Assistant Director said they would prepare a paper for

review by the Management Committee which will focus more on targeted intervention and an holistic approach rather than focusing just on numbers of commercial dog walking businesses. They said that the information provided by licences could be used to ensure there was a proactive approach to mitigating the impact of dog walkers on sensitive areas of the Heath.

A Member (Heath & Hampstead Society) asked if all the received applications would now be accepted, as this might make it harder to potentially reduce numbers in future. The also noted that there was anecdotal evidence that dog owners have doubled during the pandemic and that pressures from dog walking have increased on the Heath. The Assistant director noted this and stated that it is even more important to consider an holistic approach focusing on the sensitive areas rather than just numbers. Another Member (Hampstead Conservation Area Advisory Committee) said that the issue with high numbers of dogs under the control of one walker was the amount of faeces that resulted from their presence on the Heath, as it was difficult for walkers to clear up after too many dogs.

Two Members (representing the London Council for Sport and Recreation and the Hampstead Garden Suburb Resident's Association) felt that it would have been useful to know the criteria for the setting the cap at 70 licences.

#### **11. DATE OF NEXT MEETING**

The Chair commented that he felt that the hybrid method of holding meetings was valuable, but that he would continue to think on the best manner of holding them.

The Chair announced that it was Simon Taylor's last meeting as a representative of Hampstead Rugby Club, having participated in the Committee for nine years. The Chair and the Committee thanked Simon for his contributions. Simon Taylor thanked fellow Members for all they brought to the Committee.

**The meeting ended at 7.22 pm**

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Chair

**Contact Officer: Ben Dunleavy**  
**ben.dunleavy@cityoflondon.gov.uk**

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## HIGHGATE WOOD CONSULATIVE GROUP

Tuesday, 24 May 2022, 4pm.  
Heathfield House Meeting Room / Ms Teams

### Members:

William Upton QC	- Chair, Hampstead Heath, Highgate Wood & Queen's Park Committee
Peter Corley	- Tree Trust for Haringey
Lucy Roots	- Friends of Queen's Wood
Therese Gray	- Highgate Conservation Area Advisory Committee
Michael Hammerson	- Highgate Society
Cllr Nick da Costa	- London Borough of Haringey

### Officers:

Stefania Horne	- Assistant Director, Natural Environment (Hampstead Heath, Highgate Wood, Queen's Park, Keats House & West Ham Park)
Jonathan Meares	- Highgate Wood, Conservation, Trees & Sustainability Manager
Kate Radusin	- PA to the Assistant Director

### 1. Apologies

Apologies were received from Alison Watson and Councillor Emery.

### 2. Governance Review

The Chair welcomed Members to the meeting.

The Assistant Director set provided an update in relation to the City of London's recent Governance Review, and changes to clerking arrangements for Consultative Groups. Moving forward, minutes of the meeting will be recorded by Officers working within the Hampstead Heath, Highgate Wood, Keats House and Queen's Park Team. Meetings will continue to be held in hybrid format and pre-meeting walks will be retained.

The Chair confirmed they supported hybrid meetings, to give flexibility for attendance. No changes are proposed to the frequency or location of meetings.

In addition to the recent local elections, there have been changes to the Highgate Ward boundary.

### 3. Minutes of the last meeting (6 October 2021) & Matters Arising

A Member (Highgate Society) noted a correction to the minutes of the last meeting, in relation to the Lanchester Road (not Gardens) planning application.

The Highgate Wood Manager noted that works were progressing on site, and that representations had been made in relation to the root protection zones of two oak trees located on the property.

The minutes of the last meeting, held on 6 October 2021 were agreed, following one amendment.

#### **4. Sub-Divisional Plan 2022/25**

The Assistant Director introduced the Sub-Divisional Plan, which sets out a number of High level outcomes, which also encompass Highgate Wood, such as the Heritage Conservation Plan. Charity Specific projects are also set out.

A Member (Highgate Society) noted that a heritage audit was needed (in relation to Develop Heritage Outcomes, project 8).

The Chair noted that a Professional Dog Walking Licence scheme had been discussed on the walk, and that an increase in dog walking activity had been seen in the Wood. The centre field has signs of wear and tear associated with dogs. A Member (Haringey) is also a Trustee for Alexandra Palace. A Licencing scheme has been introduced at Alexandra Palace and provides an income to cover the cost of dog waste bins.

The Chair noted that dog walking activity would be monitored, and further discussions held if Members believe it is becoming an issue within the Wood.

The Assistant Director confirmed that currently the licencing scheme is being introduced at Hampstead Heath as a pilot and once the scheme has been evaluated, consideration of the scheme being rolled out at Highgate woods will be considered. .

A Member (Friends of Queen's Wood) requested an update in relation to Forest School Licencing, noting that Haringey have granted permission for groups to use Queen's Wood.

The Highgate Wood Manager confirmed that two groups are currently licenced to use Highgate Wood, to regulate the activity and impact on the site. These are commercial/fee charging schools. Local State Primary Schools still make regular use of the Wood.

#### **5. General Update**

The Highgate Wood Manager sets out the progress made towards the priorities for 2021/22, and the priorities for the coming year. Good progress has been made in relation to green recovery, but there is still a lot to do. The creation of the new Conservation Area, in conjunction with Heath Hands, will support this work. Operational efficiencies are on-going, with the retendering of the Café to commence this year and extend into 2023. In relation to Ecological Monitoring, the Heath Ecologist will assist HW Staff. Data from a Soil Survey will feed into this work, which will also support monitoring of the impacts of Forest School activity. Income from the café and events has grown, with licenced events, especially Saturday morning football training, proving very popular.

A Member (Highgate Society) enquired as to the Staffing required to create the new Conservation Area. The Highgate Wood Manager confirm that fencing installation had commenced, with the Heath's Tree Team supporting this work. The same fencing technique has been used on the Heath, and has been well received. In house Staff skills are being utilised to deliver the project.

A Member (Highgate Society) suggested that the appearance of the fencing could be softened with vegetation in future. The Highgate wood manager stated that where possible dead hedges are used as part of the fencing.

The Chair noted an up to date map, including information on the Conservation Areas would be helpful.

The Highgate Wood Manager confirmed that a new map would be produced, in addition to the installation of new notice boards, which will be installed on site ahead of the Conservation Area being fully enclosed.

A Member (Highgate Society) noted the importance of providing public information, to ensure that visitors understand why things are being done, and the complexities around the management of the site. Education walks for the wider public would be very valuable if there is the Staff capacity to deliver.

The Highgate Wood Manager confirmed that Highgate Wood received a 25 year Green Flag plaque from Keep Britain Tidy, as one of only a handful of sites to retain a Green Flag every year since the scheme launched. The Roman Kiln project is progressing well, and a Heritage Lottery Fund application is being considered for 2023.

Drainage works are being undertaken on the field, with the aim of improve the cricket field condition.

6,554 children attended licenced activities (forest schools & football coaching) within the wood during 2021/22.

The replacement of four noticeboards will be undertaken in house.

A further update in relation to Storm Eunice will be sent to Members in due course.

The Community Heritage Day will return to the Wood on 4 September 2022. Events will be paired down compared to previous years, however a variety of arts and craft stalls and community group stalls will feature at the event.

A Member (Highgate Society) enquired as to event sponsorship from local businesses.

The Highgate Wood Manager noted that the dog show would be sponsored by a local Vets practice.

## **6. AOB**

It was noted that moving forward, Lucy Roots would replace Alison Watson as the representative from Friends of Queen's Wood. This would free up space for another representative from the Muswell Hill Friends of the Earth.

A Member (Highgate Conservation Area Advisory Committee) suggested Transition Highgate as an organisation which may be approached.

The Chair asked members of the HWCG to suggest any other groups or organisations which should be invited to attend HWCG meetings going forward.

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## QUEEN'S PARK CONSULATIVE GROUP

Wednesday, 25 May 2022, 12.15pm.  
Queen's Park Meeting Room / Ms Teams

### Members:

William Upton QC	- Chair, Hampstead Heath, Highgate Wood & Queen's Park Committee
Virginia Brand	- Ark Franklin Primary School
John Blandy	- Queen's Park Area Residents Association
Cllr Neil Nerva	- London Borough of Brent
Cllr Stephen Crabb	- London Borough of Brent
Cllr Eleanor Southwood	- London Borough of Brent
Robin Sharp	- Queen's Park Area Residents Association
Vicky Zentner	- Kensal Rise Residents Association

### Officers:

Stefania Horne	- Assistant Director, Natural Environment (Hampstead Heath, Highgate Wood, Queen's Park, Keats House & West Ham Park)
Richard Gentry	- Queen's Park, West Ham Park & Constabulary Manager
Kate Radusin	- PA to the Assistant Director

### 1. Apologies

Apologies were received from Richard Brindley

### 2. Governance Review

The Chair welcomed Members to the meeting and provided an update in relation to the City of London's recent Governance Review, and changes to clerking arrangements for Consultative Groups. Minutes of the meeting will be recorded by Officers working within the Hampstead Heath, Highgate Wood, Keats House and Queen's Park Team.

The Target Operating Model (TOM) is on-going and a number of job title changes have arisen. The Superintendent will be known as the Assistant Director moving forward.

Following a discussion, the Chair proposed to continue to hold meetings in a hybrid format. This was supported by Members. A Member (London Borough Brent) noted their support for hybrid meetings, as it allowed a greater flexibility of attendance.

A Member (Ark Franklin Primary School) queried if the removal of formal processes for Consultative Groups and Committees was across the City of London's open spaces, and noted that holding meetings on site provided an opportunity for feedback to be recorded formally. The Chair confirmed the changes applied to all Consultative Groups and Committees across the open spaces, except for the Hampstead Heath Consultative Committee, which will continue to be clerked by the Town Clerks Department, due to statutory obligation.

Following a question from a Member (London Borough of Brent), the Chair confirmed that the minutes of the QPCG would continue to be received by the Hampstead Heath, Highgate Wood & Queen's Park Committee.

A Member (London Borough of Brent) suggested that future meeting times may be adjusted to 12-2pm or 1-3pm to assist local Councillors in attending.

The Queen's Park Manager confirmed alternative meetings room provision could be made for future meeting if a large space was required.

### **3. Minutes of the last meeting (6 October 2021) & Matters Arising**

The Chair noted Anne Fairweather and Karina Dostalova have stood down as Members, and recorded thanks for their service on the QPCG.

A Member (Queen's Park Area Residents Association) noted no public minutes from the HHHWQPC have been received as part of the meeting papers.

An Officer confirmed that a copy of public minutes for the HHHWQPC would be emailed to Members of the QPCG.

The minutes of the last meeting, held on 6 October 2021 were agreed.

### **4. Annual Report & General Update**

The Queen's Park Manager provided an update:

#### Budget

End of year budget achieved for 2021/22. There are number of vacancies within the Park Team which resulted in an underspend.

#### Café tendering

A review of current lease arrangement with a number of cafés across the sub-division is due. Condition surveys needs to be arranged for each café within the sub-division, in conjunction with City Surveyors, to inform re-tendering. The Park Café is currently managed by Hoxton Beach, also operate the Parliament Hill Lido and Highgate Wood Cafés. Feedback from park users has been positive around the current offer.

Following a questions from a Member (London Borough of Brent), it was confirmed that the cafés would be tendered individually, however the same operator may bid for more than one café.

A Member (London Borough of Brent) suggested that Officers could work with the Councils small business unit to promote local businesses as part of the tendering process.

The Assistant Director stated that another options was to conduct a , soft market testing exercise and negotiate with existing providers rather than direct tendering. Members understood that a number of options were available.

There was a discussion around staffing, and the current difficulties of staffing for the service industry as a whole.

The Queen's Park Manager set out the timeline for tendering, which would hopefully be by the end of the financial year.

### Green Flag

The Park has achieved a green flag every year since the scheme launched. A 25 year plaque has been awarded to the Park. Mystery judging for this years Green Flag will take place tomorrow.

### Children's sandpit

£13k has been raised via donations towards the costs of the project (£100k). Capital Funding of £50k is being sought, and Community Infrastructure Levy (CIL) finding opportunities will be investigated.

### Woodland management plan

Work is being progressed and is led by the Woodland Walk Working Group (WWWG). There followed a discussion around the contributions of the WWWG in progressing plans. The Chair hoped that further publicising this work would lead to further donations and public awareness. A Member (Queen's Park Area Residents Association) offered to provide a document for circulate to the QPCG setting out further information on the plan.

A Member (London Brough of Brent) suggested there a number of funding pools may be available which could support the sandpit project.

Following a discussion around Gift Aid, it was suggested that there may be opportunities for shared learning in relation to gift aid with Brent. Members (Ark Franklin Primary School & Queen's Park Area Residents Association) offered their support in relation to seeking CIL funding, noting the time commitment need for applications.

A Member (London Brough of Brent) asked if more could be done to support a safe walking route to Tiverton Playing Field from Queen's Park. If Tiverton was more dog friends, more people may use the area to exercise their dogs. The Assistant Director welcomed the opportunity to meet with representatives of Tiverton Park. A Member (London Brough of Brent) suggested a meeting take place with Officers, the local Brent Parks Team and a Cabinet Member and offered to facilitate the meeting.

Following a question from a Member (London Brough of Brent), the Queen's Park Manager confirmed that the Hampstead Heath Tree Team proactively undertake tree inspections and works on site when needed to support the Park. This included monitoring and managing Oak Processionary Moth (OPM).

A Member (Queen's Park Area Residents Association) requested a copy of the 2021/22 Charity Annual Report. The Queen's Park Manager confirmed a copy of the report would be circulated once it had been published.

## **5. Sub-Divisional Plan 2022/25**

The Assistant Director introduced the sub-Divisional plan, which is a three year rolling document. The plan sets out projects which cover a number of sites, as well as site specific projects. At Queen's Park the Woodland Walk and Sandpit are priorities in the plan. The Professional Dog Walking Licence scheme being launched on the Heath will inform a Queen's Park Scheme in the future.

In relation to volunteering opportunities, a Member (London Brough of Brent) noted there may be opportunities to tie in with local scout groups.

The Assistant Director confirmed that a consultant had been commissioned to provide a Climate Action Plan. A copy of the plan would be shared with the QPCG once ready.

A Member (Ark Franklin Primary School) took the opportunity to say how wonderfully the park has been run, and passed on a thanks all of the Staff on behalf of QPARA. There are currently less Staff working at the Park and less bylaw enforcement is taking place. Delivering efficiencies does concern Members. The Park is the centre of the Community, local volunteers do a lot to support the Park, and value the Park.

The Manager and Staff are known by the community. Staff need to have resources to resolve issues in a different way. Changes may not be for the benefit for the park. An organisation chart setting out the current Staffing arrangements for the Park was requested.

The Assistant Director explained that current staff structures are under review but highlighted that the team is sufficiently resourced. The current Target Operating model review is focused on modernisations such as tennis bookings going online and for the teams to work more effectively. The focus is to work better, rather than doing less and cutting services. The Assistant Director reassured members that the park will continue to be resourced and new structures will be made available when ready.

A Member (Ark Franklin Primary School) noted that the Park Manager was now also responsible for West Ham Park, and that the two Team Leader positions were vacant.

The Assistant Director confirmed that these arrangements were temporary, and that permanent solutions were being sought in relation to the Staffing structure.

A Member (London Borough of Brent) enquired as to the timeline for the staff review. .

The Assistant Director set out that arrangements were due to be confirmed by winter 2022. The Park team will be supported by casual Staff this summer and adequate resources will be provided.

The Park Manager noted that a member of the Park Team is currently seconded to Hampstead Heath, and that Heath Staff are providing grass cutting support at the Park to free up the Staff to undertake other duties. The Heath's Tree Team are continuing to support the Park by undertaking tree inspections. Casual Staff are provided from a pool of staff working across Hampstead Heath and Highgate Wood.

A Member (Ark Franklin Primary School) felt that Staff resources were needed to enforce bylaws and maintain the Park.

The Park Manager noted that feedback from Park users was that they enjoy seeing the same Staff regularly.

A Member (Ark Franklin Primary School) noted that due to an increase in the local population and lack of additional open spaces more people are using the Park.

## **6. AOB**

A Member (Ark Franklin Primary School) asked if there could be more engagement undertaken in relation to rubbish, to save staff time.

The Park Manager noted that Parks for London are running a 'Clean Parks for London' Campaign. Education around waste and recycling are key elements of the waste divisional plan project. We have also reached out to colleagues within COL to see how we can support in delivering this message.

A Member (London Brough of Brent) noted that this was the first meeting of the QPCG he had attended since 1998, following re-election as a local Councillor. The Park was vital to the local community during lockdown and provides amenity to the wider community. Thank you to the Staff.

The Park Manager confirmed that a family friendly picnic event would be held on Friday 3 June, 2-6pm in celebration of the Platinum Jubilee. The event will include a funfair, and would be an opportunity for members of the local community who may not be joining a street party locally. Posters advertising the vent will be shared with Members of the QPCG.

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<b>Committee(s):</b> Hampstead Heath, Highgate Wood & Queen's Park Committee	<b>Date(s):</b> 15 June 2022
<b>Subject:</b> Assistant Directors Update	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<b>1, 2, 3, 4, 5, 11 &amp; 12</b>
Does this proposal require extra revenue and/or capital spending?	<b>N</b>
If so, how much?	
What is the source of Funding?	<b>Local Risk</b>
Has this Funding Source been agreed with the Chamberlain's Department?	
<b>Report of:</b> Executive Director, Environment	<b>For Decision</b>
<b>Report author:</b> Stefania Horne, Assistant Director	

## Summary

This report provides Members with an update on matters relating to Hampstead Heath, Highgate Wood & Queen's Park since May 2022.

## Recommendation

Members are asked to:

- Note the content of the report
- Agree the content of the Swimming Annual Review 2021/22 (appendix 2).

## Main Report

### Biodiversity and Climate Action Strategy

1. The work the Tree Team have completed on veteran tree protection over the last 12 months has been a great success, with the stock fence enclosures now verdant with new ground cover. This new growth demonstrates that the soil is recovering from the effects of intense visitor pressure over the pandemic, and in turn allows the rooting zones of the veteran trees to regenerate. The new enclosures also provide excellent habitat for nesting birds and other wildlife.
2. As part of the work supporting the objectives of the City of London's Climate Action Strategy the Conservation and Trees Manager and Ecologist are preparing a plan for the conversion of areas of amenity grassland into meadows, where grassland will be allowed to revert back to a more floristically diverse state and cut annually. The change of management will mean less compaction from regular cutting machinery, significant fuel and emissions reductions, and

improved soil condition. These new meadow areas will provide important new habitat for wildlife species and add biodiversity value to ponds and wetland habitats nearby. As part of this, a small scale pilot will be undertaken in summer 2022 and a report will be prepared for member's discussion in Autumn 2022.

## **Cycling**

3. Officers from London Borough of Camden have consulted with 'Green School Runs', a Camden based group promoting cycling to and from local schools. Green School Runs' have collated data to support future proposals for possible new cycle routes for school children on Hampstead Heath. The data was captured by the HomeRun App from the schools listed below and captured journeys within 3 miles of Hampstead Heath:
  - UCS junior branch
  - South Hampstead High School
  - Hampstead Hill school
  - UCS Pre-prep
  - The Mulberry House School
  - St Christopher's school
  - Fitzjohn's Primary School
  - St Anthony's preparatory school
4. London Borough of Camden have provided data sample, from 1,500 children attending the schools set out above. The data recorded over 400 car journeys made around the Heath. Members of the Consultative Committee requested additional data be provided from public schools.
5. Heath Officers will continue to engage with Officers from Camden to see further data.

## **Capital Projects**

6. A "project on a page" summary (appendix 1) has been prepared in relation to the Swimming – Safety, Access and Security Capital Project. An online surveys seeking feedback from swimmers on the proposals ran between 1-25 April 2022. Feedback from the survey is included in the Swimming Annual Review 2021-22 (appendix 2).
7. Key project milestones:
  - Planning submission - 27 May 2022 (outcome of planning expected end of August 2022)
  - RIBA Stage 3 development - June 2022
  - Works commence on site - October/November 2022

## **Murphy's Yard**

8. Folgate Estate Ltd formally withdrew planning application ref 2021/3225/P for the redevelopment of the Murphy's Yard site on 18 May 2022. The developer has announced that they are likely to review the application and re-apply.



## **Events**

9. Recent events include:

- Night of 10,000m Personal Bests (Hampstead Heath, 14 May 2022)
- Jubilee Fun Day (Golders Hill Park, 2 June 2022)
- John Parnum Children's Fun Fair (Queen's Park. 28 May - 7 June)

10. Upcoming events:

- Race for Life (Hampstead Heath, 18 June 2022)
- Shakespeare in the Square performing The Tempest in the Quiet Garden (Queen's Park, 18 June 2022)
- Open Garden/Studios on the Bandstand, organised by Queen's Park Area Resident Association (Queen's Park, 19 June 2022)
- Kite display at Parliament hill (Hampstead Heath, 26 June 2022)
- Give it a Go (Hampstead Heath, 16 July 2022)
- Community Heritage Fun Day (Highgate Wood, 4 September 2022)
- Bat Walk (Highgate Wood, 10 August, 7 & 14 September 2022)
- Queen's Park Day, organised by Queen's Park Area Resident Association (Queen's Park, 11 September 2022)
- Queen's Park Book Festival organised by NW6 Arts (Queen's Park, 17-18 September 2022)

## **Constabulary Update**

11. During the COVID Pandemic there has been an increase in visits and the use of green spaces, this has brought with it challenging behaviours and anti-social behaviour, with instances of criminal damage and increased litter. A series of workshops with staff took place to discuss strengths, weaknesses and opportunities in line with this change of use and useful discussions took place with constables to develop ideas for an improved service which will continue to meet the needs of our users and the aims and objectives of the Charity.
12. Moving forward there will be an emphasis on engagement and education as a preventative tool, use of data for proactive and targeted interventions and a consistent uniformed presence that will continue to provide reassurance for the visitors of the Heath.

## **Good News**

13. Planning approval has been granted for the Heath Extension Playground. Tendering for the works is being undertaken.
14. Highgate Wood and Queen's Park have received Green flag commemorative plaques from Keep Britain Tidy, who manages the Green Flag Award scheme. In 2021, Highgate Wood and Queen's Park became two of only four sites who have retained the award every year since its launch 25 years before.

15. Woodland management continues in Highgate Wood and a new conservation area is being created. These are areas that are fenced off to stop access so that the woodland has the opportunity to regenerate itself, and this is supplemented by new planting and tree management. The previous areas where this has occurred are signposted on the Highgate Wood map.
16. Post card project. A large collection of historic postcards of the Heath from the late 1800s and early 1900s gave us a fascinating insight into the history of the Heath. Selected postcard images have been plotted on an interactive map to show how the heath has changed over the years. [Historic Postcard Project - City of London](#). Particular thanks go to Mr Michael Hammerson, a member of the Heath and Hampstead society and historian, for access to his postcard collection..

### **Corporate & Strategic Implications**

17. The projects and works outlined in this report contribute towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments.
18. The projects and works outlined in this report contribute towards the achievement of the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.

### Financial Implications

19. Donations are currently being sought for the following projects:
  - Hampstead Heath Extension Playground (£40,000).
  - Model Boating Pond Island - wildlife sanctuary (£50,000). The Trees and Conservation Officer and Heath Ecologist are also drafting an application to the London Wildlife Trust's Rewilding London Fund for works to install additional reed beds and protect the island at the Model Boating Pond.
  - Bird and mammal shelters (£5,000).
  - Queen's Park Sandpit and Playground Improvements (£100,000).
20. Donations can be made via the City of London website: <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/hampstead-heath/donate-to-hampstead-heath> & <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/queens-park/donate-to-us>

### Resource Implications

21. Staff resources are being prioritised to keep the sites open, safe, accessible and secure.

### Climate Implications

22. Included within the Divisional Plan 2022-25 is series of projects which contribute towards achieving the City of London's Climate Action Strategy, which was launched in October 2020. A key part of the strategy is conserving and enhancing biodiversity alongside reducing carbon emissions.

### Legal Implications

23. We are awaiting the result of the High Court hearing (Efthimiou v Mayor and Commonalty and Citizens of the City of London) which took place on 23-24 February 2022.

24. There are no other impacts to raise at the moment.

### Risk Implications

25. Risks are monitored and recorded through the Hampstead Heath Charity and Queen's Park and Highgate Wood Charity Risk Registers, and will form part of the next Committee meeting agenda pack.

### Equality Implications

26. No impact.

### Security Implications

27. Security implications are monitored and recorded through the Hampstead Heath Charity and Queen's Park and Highgate Wood Charity Risk Registers.

## **Appendices**

- Appendix 1 – Project on a Page (Swimming Capital Project)
- Appendix 2 – Swimming Annual Review 2021/22

### **Stefania Horne**

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<b>Committees:</b> Hampstead Heath, Highgate Wood & Queen's Park Committee – <i>for decision</i> Operational Property and Projects Sub Committee – <i>for decision</i>	<b>Dates:</b> 15 June 2022  21 June 2022
<b>Subject:</b> <i>Hampstead Heath Swimming Facilities - Safety, Access and Security Improvements</i>  <b>Unique Project Identifier:</b> 12265 <span style="float: right;"><b>CS 186/22</b></span>	<b>Gateway 3/4:</b> <b>Options Appraisal (Regular)</b>
<b>Report of:</b> Joint report of the Executive Director of Environment & the City Surveyor  <b>Report Author:</b> Edwin Birch	<b>For Decision</b>
<h1>PUBLIC</h1>	

<b>1. Status update</b>	<p><b>Project Description:</b> <i>Capital Project to implement safety, access and security works across the four Hampstead Heath Swimming Facilities.</i></p> <p><b>RAG Status:</b> Amber (Red at last report to Committee)</p> <p><b>Risk Status:</b> Low (Low at last report to committee)</p> <p><b>Total Estimated Cost of Project (excluding risk):</b> £691,245 or £755,000 (<i>including risk</i>)</p> <p><b>Change in Total Estimated Cost of Project (excluding risk):</b> a decrease of £5,755 since last report to Committee (Gateway 2) which reported a Total Estimated Cost of £697,000, (excluding risk).</p> <p><b>Funding Source:</b> In principle' approval of up to £755k of central funding from City's Cash resources was agreed as part of the 2021/22 annual capital bids.</p> <p><b>Spent &amp; Committed to Date:</b> £72,284 (<i>current underspend is due to slippage as several consultants are invoicing at the completion or RIBA stages as opposed to monthly</i>)</p> <p><b>Costed Risk Provision Utilised:</b> £0</p>
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	<b>Slippage:</b> No slippage since last report. Overall slippage: + 27 weeks or 4.8% from the original Gateway 2 programme (as reported and approved in January/February 2022). The programme slippage does not currently affect the original estimated practical completion date of May 2023.																
2. Next steps and requested decisions	<b>Next Gateway:</b> <i>Gateway 5: Authority to Start Work</i> <b>Next Steps:</b> <ul style="list-style-type: none"><li>Detailed Design (RIBA 4)</li><li>Tendering for a main contractor</li></ul> <b>Requested Decisions:</b> <ol style="list-style-type: none"><li>That additional budget of <b>£30,700</b> is approved to reach the next Gateway</li><li>Note the revised project budget of <b>£163,700</b> (excluding risk)</li><li>Note the total estimated cost of the project at <b>£691,245</b> (excluding risk)</li><li>That a Costed Risk Provision of <b>£27,000</b> is approved to reach the next Gateway (to be drawn down via delegation to City Surveyor)</li><li>That <b>Option 2</b> is progressed as the only viable option</li><li>Note that a minor planning application was submitted on 7<sup>th</sup> June 2022</li></ol>																
3. Resource requirements to reach next Gateway	<i>For recommended <b>Option 2</b>:</i> <table><tr><th>Item</th><th>Reason</th><th>Funds/ Source of Funding</th><th>Cost (£)</th></tr><tr><td>Professional Fees</td><td>To support RIBA 4/ procurement</td><td>City Cash</td><td>£15,700</td></tr><tr><td>Surveys</td><td>To support RIBA 4</td><td>City Cash</td><td>£15,000</td></tr><tr><td><b>Total</b></td><td></td><td></td><td><b><u>£30,700</u></b></td></tr></table> <b>Costed Risk Provision requested for this Gateway: £27,000</b> (as detailed in the Risk Register – Appendix 2). This is to cover the risk of the additional surveys or unforeseen delays with the planning application to help reach Gateway 5.	Item	Reason	Funds/ Source of Funding	Cost (£)	Professional Fees	To support RIBA 4/ procurement	City Cash	£15,700	Surveys	To support RIBA 4	City Cash	£15,000	<b>Total</b>			<b><u>£30,700</u></b>
Item	Reason	Funds/ Source of Funding	Cost (£)														
Professional Fees	To support RIBA 4/ procurement	City Cash	£15,700														
Surveys	To support RIBA 4	City Cash	£15,000														
<b>Total</b>			<b><u>£30,700</u></b>														
4. Overview of project options	Due to the non-complex nature of the scope of works, it has not been possible to put forward multiple options. The scope of works was set out in the project brief. Where design options required feedback, these were explored with user groups via																

	<p>online and in person engagement sessions to be able to submit the best option.</p> <p>Since the Gateway 2 report (April 21), the design team have been progressing RIBA 2 &amp; 3 and include:</p> <p><b>Highgate Men's Bathing Pond</b></p> <ul style="list-style-type: none"> <li>• A new light-weight compound on the edge of the water to house additional accessible changing facilities.</li> <li>• WC block to be reconfigured</li> <li>• Installation of a fixed specialist hoist for wheelchair users.</li> <li>• A new, larger window within the lifeguard's hut</li> <li>• Keeping the open plan changing area to maintain accessible changing facilities.</li> </ul> <p><b>Kenwood Ladies' Bathing Pond</b></p> <ul style="list-style-type: none"> <li>• Improving the layout of the changing facilities to be more accessible.</li> </ul> <p><b>Hampstead Mixed Bathing Pond</b></p> <ul style="list-style-type: none"> <li>• Creating wheelchair and ambulant accessible changing, showering and toilet facilities by extending the existing WC block</li> <li>• Creating wheelchair access to water via a new ramp</li> <li>• Full rewire (small power and lighting)</li> </ul>
<b>5. Recommended option</b>	<p><b>Option 1</b> - Do nothing - not recommended</p> <p><b>Option 2</b> - Recommended (as per matrix below)</p>
<b>6. Risk</b>	<p>Costed Risk Provision Utilised at Last Gateway: <b>£0</b></p> <p>Change in Costed Risk: <b>+£5,755</b> (post-mitigation). Gateway 2 Costed Risk (post-mitigation) was <b>£58,000</b> whereas the Gateway 3/4 Costed Risk (post-mitigation) is now <b>£63,755</b></p> <p>Further information available in the Risk Register (Appendix 2)</p>
<b>7. Procurement approach</b>	<p>The current Design team will be retained.</p> <p>The main contractor procurement strategy proposes a single stage traditional, without quantities tender route with elements of Contractor's Design Portion.</p> <p>Framework options such as the minor works framework will be explored initially to find a suitable main contractor. An alternative option will be an open tender approach with the use of a pass/fail question to act a filter.</p>

**Appendices**

<b>Appendix 1</b>	Project Coversheet
<b>Appendix 2</b>	Cost Book
<b>Appendix 3</b>	Risk Register
<b>Appendix 4</b>	PT4 Procurement Form

**Contact**

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## **Options Appraisal Matrix**

<b>Option Summary</b>	<b>Option 2</b>
<b>1. Brief description of option</b>	<p>Following a full review of the Hampstead Heath Swimming Facilities, a series of Capital Works necessary to improve safety, access and security across the Swimming Facilities were identified. The objective is to create inclusive layouts at the Bathing Ponds which will enable ambulant disabled and wheelchair users to enjoy these unique bathing facilities.</p> <p>The locations where works have been considered are:</p> <ol style="list-style-type: none"> <li>1. Highgate Men's Bathing Pond</li> <li>2. Hampstead Mixed Bathing Pond</li> <li>3. Kenwood Ladies' Bathing Pond</li> <li>4. Parliament Hill Fields Lido &amp; Complex</li> </ol> <p>The key project aim across all the locations is that the facilities are fit for purpose, taking account of the increase in visitor numbers, along with ensuring the configuration and layout is adapted to enable bathing load to be managed more effectively while ensuring the swimming facilities are welcoming to a diverse range of visitors.</p>
<b>2. Scope and exclusions</b>	<p><b>Highgate Men's Bathing Pond</b></p> <ul style="list-style-type: none"> <li>• Various arrival Improvements</li> <li>• Provision of a new, longer window in the lifeguard's hut</li> <li>• New changing facilities and the reconfigure of the accessible Toilet</li> </ul> <p><b>Hampstead Mixed Bathing Pond</b></p> <ul style="list-style-type: none"> <li>• Improving the male and female changing facilities</li> <li>• Improving lifeguards' facilities including the observation hut and first aid space</li> </ul>

Option Summary	Option 2	
	<ul style="list-style-type: none"> <li>• Security improvements</li> <li>• Full electrical upgrade including 3-phase power supply</li> </ul> <p><b>Kenwood Ladies' Bathing Pond</b></p> <ul style="list-style-type: none"> <li>• Various arrival Improvements</li> <li>• Reconfigure Accessible Toilet</li> </ul> <p><i>NB: Exclusions include reported issues of damp/mould, drainage &amp; minor structural work.</i></p> <p><b>Lido Complex</b></p> <p>Minor works to male and female showers – M&amp;E works to install better ventilation and minor cable renationalisation to an isolated area above the café roof.</p>	
Project Planning		
<p><b>3. Programme and key dates</b></p>	<ul style="list-style-type: none"> <li>• Gateway 3/4 (June 22),</li> <li>• Tender (July 22),</li> <li>• Gateway 5 (October 22),</li> <li>• Practical Completion (May 23)</li> <li>• Gateway 6 (September 23)</li> </ul>	
<p><b>4. Risk implications</b></p>	<p>Overall project option risk: Low</p> <p><i>After mitigation actions it is anticipated the remaining major risks will be:</i></p> <ul style="list-style-type: none"> <li>• Cost increases.</li> <li>• Work sequence &amp; Access</li> </ul>	

<b>Option Summary</b>	<b>Option 2</b>
	<ul style="list-style-type: none"> <li>• <i>Stakeholder Engagement</i></li> <li>• <i>Wildlife and protected species</i></li> </ul> <p>Further information available within the Risk Register (Appendix 2).</p>
<b>5. Stakeholders and consultees</b>	<ul style="list-style-type: none"> <li>• <i>Chamberlains, Town Clerks, Environment &amp; City Surveyor's Department</i></li> <li>• <i>Heath Swimming Community</i></li> <li>• <i>Swimming Associations (7)</i></li> <li>• <i>Hampstead Heath Sports and Wellbeing Forum</i></li> <li>• <i>Hampstead Heath Consultative Committee</i></li> </ul>
<b>6. Benefits of option</b>	<ul style="list-style-type: none"> <li>• <i>The facilities being fit for purpose particularly during the summer months, taking account of the increase in visitor numbers, and the impact on Lifeguards managing the bathing load and the facilities.</i></li> <li>• <i>The perimeter security is of a standard to prevent unauthorised access.</i></li> <li>• <i>The facilitates configuration and layout is adapted to enable the bathing load to be managed more effectively.</i></li> <li>• <i>Ensuring the swimming facilities are welcoming to a diverse range of visitors.</i></li> </ul>

<b>Option Summary</b>	<b>Option 2</b>
	<ul style="list-style-type: none"> <li>• <i>Utilising vacant space at the lido will contribute to the running costs of the charity through new income generation opportunities.</i></li> <li>• <i>The project contributes to objectives, set out in the Hampstead Heath high level asset management plan 2019-21.</i></li> </ul>
<b>7. Disbenefits of option</b>	<i>The only potential disbenefit is a short term one in that the during the delivery period, some disruption may be encountered to the swimming ponds. However, the impact is lessened due the delivery being completed in the off-peak season and a 'phasing plan' being considered to allow normal swimming to continue where possible.</i>
<b>Resource Implications</b>	
<b>8. Total estimated cost</b>	<p>Total estimated cost (excluding risk): £691,245</p> <p>Total estimated cost: (including risk): £755,000</p>
<b>9. Funding strategy</b>	<i>'In principle' approval of up to £755k of central funding from City's Cash resources was agreed as part of the 2021/22 annual capital bids. Further approval of the</i>

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<b>Option Summary</b>	<b>Option 2</b>
	<i>Resource Allocation Sub-Committee is required to draw down the funds.</i>
<b>10. Investment appraisal</b>	N/A
<b>11. Estimated capital value/return</b>	N/A
<b>12. Ongoing revenue implications</b>	<i>Forward maintenance requirements have been identified in conjunction with the design and various M&amp;E standard specification. The ongoing servicing and repair of these items will be incorporated into the existing Building, Repairs and Maintenance and Cyclical Work Programmes as appropriate.</i>
<b>13. Affordability</b>	N/A
<b>14. Legal implications</b>	As the swimming ponds are reservoirs, all work must comply with the Reservoirs Act 1975 and the Flood and Water Management Act 2010. Designs will be developed in consultation with the DBE Engineering Team and supervision of works will be provided as required."

<b>Option Summary</b>	<b>Option 2</b>
<b>15. Corporate property implications</b>	<i>This project aligns with the Corporate Property Asset Management Strategy 2020-25 to ensure that operational assets are maintained in good, safe and statutory compliant condition. Any works will include the need to secure listed building consent, as required, in respect to Parliament Hill Fields Lido.</i>
<b>16. Traffic implications</b>	<i>None</i>
<b>17. Sustainability and energy implications</b>	<i>The design of the new changing facility follows the Mayor of London's energy hierarchy along with be compliant with the City Climate Action Strategy.</i>
<b>18. IS implications</b>	<i>N/A to this project.</i>
<b>19. Equality Impact Assessment</b>	<i>A Test of Relevance was completed in 2021 and a full Equality Analysis was deemed not required at Stage 2. Now that the design has been developed in more detail with further stakeholder engagement, a further test or relevance is being carried out by Natural Environment Division.</i>

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Option Summary	Option 2	
20. Data Protection Impact Assessment	The risk to personal data is less than high or non-applicable and a data protection impact assessment will not be undertaken.	
21. Recommendation	Recommended	

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<b>Committee</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	15 June 2022
<b>Subject:</b> Sub-Divisional Plan 2022-25	<b>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, 11 &amp; 12</b>
Does this proposal require extra revenue and/or capital spending?	<b>N</b>
If so, how much?	
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	
<b>Report of:</b> Executive Director, Environment Department	<b>For Decision</b>
<b>Report author:</b> Stefania Horne – Assistant Director	

## Summary

The report sets out the draft Sub-Divisional Plan 2022-2025. The Sub-Divisional Plan is a three-year rolling document, which forms part of the Management Framework for the Hampstead Heath, Highgate Wood, Keats House and Queen's Park Sub-Division, which sits within the Natural Environment Division of the City of London Corporation's Environment Department.

The Sub-Divisional Plan (appendix 1) is updated annually to identify milestones achieved and inform the projects and priorities for future periods. The Sub-Divisional Plan is split to denote overarching projects, which apply to all of charities within the Sub-Division, along with charity specific projects.

## Recommendations

It is recommended that:

- Members agree the Hampstead Heath, Highgate Wood & Queen's Park Sub-Divisional Plan 2022-2025 (appendix 1).

## **Main Report**

### **Background**

1. The draft Sub-Divisional Plan 2022-25 (appendix 1) has been prepared for Members consideration.
2. The Sub-Divisional Plan is part of a hierarchy of strategies and plans which form a 'golden thread', translating City Corporation Strategic Outcomes into operational delivery, as follows:
  - Corporate Plan, 2018-23.
  - The Natural Environment strategic framework.
  - Hampstead Heath Management Strategy 2018-28.
  - Conservation Management Plans.
  - Three-year Sub-Divisional Plan that guides implementation.
  - An Annual Works Programme (AWP) and Project Plans, supported by detailed specifications and guidance.
  - Performance Development Approach (PDA), detailing individual's targets to achieve the outcomes and objectives above.
3. Ahead of inclusion in the Sub-Divisional Plan, projects are assessed against the following criteria:
  - Projects requiring formative community engagement and consultation.
  - Capital Projects over £50k.
  - Projects spanning more than one financial year.
  - Complex and high-risk projects.
  - Projects with involvement of other Divisions, for example the City Surveyors.

### **Current Position**

4. The Sub-Divisional Plan has been discussed with Members of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group the Queen's Park Consultative Group in May 2022.
5. The following projects from the 2021-2024 Sub-Divisional Plan have been completed or embedded into Annual Works Programmes, and have not been carried forward into the 2022-25 plan:
  - HH1/HW1/QP1/KH1 – Covid-19 Impact Recovery programme
  - HH5 – Celebrate 150th Anniversary of Hampstead Heath Act (deliver a programme of learning, volunteer and community events)
  - HH8 – East Heath Car Park (resurfacing, drainage and cycle parking improvements)
  - HH9 – Playgrounds (improvement works at the East Heath, Parliament Hill and Vale of Health Playgrounds).
  - HH10 – Savernake Road Entrance Improvements
  - HH12 – Review the High- Level Asset Management Plan 2018–2021

- HH17 – Sports and Wellbeing Forum (Terms of Reference agreed and Forum established)
- HH20 – Dog Walking Code of Conduct and the Professional Dog Walking Licencing Scheme, Hampstead Heath (Licencing scheme launched on 1 April 2022)
- QP7 – Toilets (Internal decorations and replacement of white goods undertaken)

6. New projects added to the 2022-25 Sub-Divisional Plan include:

- 13 – Review Systems (Undertake a review of current arrangements in relation to online booking, FPN's and CRM to identify efficiencies and improve the customer experience).
- 14 – Visitor Engagement (Undertake surveys and capture data to understand visitor trends and satisfaction).
- 16 – Interventions to mitigate impacts from increasing visitor pressures (interventions to address impacts on wildlife, erosion, compaction, path maintenance, waymarking and signage improvements).

## **Proposal**

7. Is it proposed that Members agree the Sub-Divisional Plan 2022-25 (appendix 1).

## **Corporate & Strategic Implications**

8. The Sub-Divisional Plan and AWP contribute towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments, in particular the following Corporate Plan outcomes:
- (2) People enjoy good health and wellbeing.
  - (4) Communities are cohesive and have the facilities they need.
  - (5) Businesses are trusted and socially and environmentally responsible.
  - (11) We have clean air, land and water and a thriving and sustainable natural environment.
  - (12) Our spaces are secure, resilient and well maintained.
9. The Sub-Divisional Plan and AWP also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2020-21 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.
10. The Divisional Plan and AWP embed the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.

### Financial Implications

11. The costs of implementing the proposed Sub-Divisional Plan projects will be met through the Local Risk Budget, or via Capital Funding. Wherever possible, opportunities will be sought for external funding and partnership working to support these essential works.

### Resource Implications

12. Staff resources are being prioritised keeping the site open, safe, accessible and secure.

### Climate Implications

13. The Sub-Divisional Plan 2022-25 includes a series of projects which will contribute towards achieving the City of London's Climate Action Strategy, which was launched in October 2020. A key part of the strategy is conserving and enhancing biodiversity alongside reducing carbon emissions.

### Legal Implications

14. No Impact.

### Risk Implications

15. Risks are monitored and recorded through the Hampstead Heath Charity and Queen's Park and Highgate Wood Charity Risk Registers, and will form part of the next Committee meeting agenda pack.

### Equality Implications

16. Ahead of implementing projects set out in the Divisional Plan a Test of Relevance: Equality Analysis will be undertaken and where appropriate a full equalities analysis.

### Security Implications

17. Security implications are monitored and recorded through the Hampstead Heath Charity and Queen's Park and Highgate Wood Charity Risk Registers.

### **Conclusion**

18. The Sub-Divisional Plan sets out the priority projects for 2022-2025 at Hampstead Heath, Highgate Wood & Queen's Park and will be reviewed annually.

### **Appendices**

- Appendix 1 – Hampstead Heath, Highgate Wood & Queen's Park Sub-Divisional Plan 2022-2025.

### **Stefania Horne**

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<b>Committee(s):</b> Hampstead Heath, Highgate Wood & Queen's Park Committee	<b>Dates:</b> 15 June 2022
<b>Subject:</b> Proposed sustainable management of the Golder's Hill Park Zoo	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>2,11,12</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>No</b>
<b>Report of:</b> Executive Director, Environment	<b>For Decision</b>
<b>Report author:</b> Stefania Horne, Assistant Director	

## Summary

This report provides Members with an update on the proposed sustainable management of the Golders Hill Park Zoo and Butterfly House as stated in the Hampstead Heath, Highgate Wood & Queen's Park Sub-Divisional Plan 2022-2025.

## Recommendation

It is recommended that:

- Members agree the preferred option and ancillary plans, including the change of use of the Butterfly House, as set out in the report.

## Main Report

### Background

- There have been animal enclosures in Golders Hill Park since 1905 and in 2007 the Butterfly House was opened. Additionally, in the same year the Zoo became a member of the British and Irish Association of Zoos and Aquariums (BIAZA). This professional body represents zoos and aquariums across Britain and Ireland. Members of BIAZA pride themselves on their excellent animal welfare, education, and conservation work.
- In 2017 the Hampstead Heath, Highgate Wood and Queen's Park Committee agreed the Golders Hill Park Zoo Vision and Collection Plan which can be summarised as below:

*"The Zoos mission statement is **"inspiring engagement with our living world"** and it is hoped to achieve this by moving towards a collection that represents wildlife in Britain (Past, Present and Future). Changing the collection would allow the Zoo*

*to participate in valuable conservation projects, increase educational opportunities and become a more valuable visitor attraction enabling the Zoo to generate an increased income. The new collection aims to include where possible species such as Scottish Wildcats / Red squirrels / Polecats / Reindeer / Hazel Dormice.”*

3. It is essential to note that the development/collection plan is a live, fluid document that will keep evolving with the collection. Addition of new stock will depend on availability and ease of animal acquisitions and market conditions.

4. An outcome of the Hampstead Heath, Highgate Wood & Queen’s Park Sub-Divisional Plan 2022-2025, HH6 is to:

*“Undertake an options appraisal to inform discussions with the Hampstead Heath Consultative Committee regarding the long-term sustainability of the Zoo and Butterfly House.”*

5. The zoo is currently heavily subsidised and not sustainable in the long term. This report sets out options for managing the zoo in a more sustainable manner through income generation and visitor engagement.

## **Current Position**

### Public Engagement

6. A consultation exercise was carried out as part of the development of a Zoo options appraisal report during the summer of 2021. The following key stakeholders were engaged with:

- Zoo staff and volunteers.
- The Opening Spaces Learning Team.
- Members of the Zoo Ethnic Committee.
- Local stakeholders including park visitors and the Heath and Hampstead Society etc.

### Findings from the Public Engagement

7. The main findings in the engagement exercise were :

- The Zoo is well loved and a great resource for the local community.
- People are in support of the new vision and having a greater emphasis on conservation.
- Provides a great platform for aspiring keepers to gain valuable experience and knowledge within the Zoo sector.

## Proposed Options

8. The following three options have been considered for how the Zoo moves forward. “Do the same,” “Do less” or “Do more.” The table below sets out the strengths and weaknesses of the three options.

Option	Strengths	Weaknesses
Do less	<ul style="list-style-type: none"> <li>• Likely to deliver current and future savings</li> <li>• Possibility of re-purposing the land to deliver more valuable ecosystem services.</li> </ul>	<ul style="list-style-type: none"> <li>• Impact on staff moral</li> <li>• Possible loss of volunteer contribution</li> <li>• Likely to lead to closure in medium term</li> <li>• Medium term impact on City of London’s reputation</li> <li>• Animal welfare issues for remaining stock</li> <li>• Ten phase plan not honoured</li> </ul>
Do the same	<ul style="list-style-type: none"> <li>• Service continues to be provided</li> <li>• Can possibly provide further savings</li> </ul>	<ul style="list-style-type: none"> <li>• Staff moral</li> <li>• Lack of strategic direction</li> <li>• On-going deterioration of physical assets</li> <li>• Opportunities to address new thinking on animal welfare/habitation trends</li> </ul>
Do more	<ul style="list-style-type: none"> <li>• Enhanced Zoo offer</li> <li>• Enhanced park-wide offer</li> <li>• Enhanced learning and volunteering programme</li> <li>• Supports other businesses (e.g., café)</li> <li>• Reputational benefit of re-defined offer</li> <li>• Incorporation current thinking on animal welfare/habitation</li> </ul>	<ul style="list-style-type: none"> <li>• Requires investment</li> <li>• Requires charging regime – possible short term reputational impact</li> <li>• Possible staff resourcing issues</li> <li>• Risk of catastrophic loss of income (e.g., Covid)</li> </ul>

9. Our preferred option is to “Do more” to create efficiencies and look at alternative opportunities to generate income that will provide resources to enhance the Zoo offer, visitor experience that also align with the 2017 Zoo Mission Statement.
10. The Butterfly House is currently closed and has been since the start of the COVID Pandemic. This created an opportunity to review its use for a new purpose that can decrease running costs and increase education value. , It is proposed to now use this footprint area to display smaller native mammals, insects, and reptiles that can be used by schools as well as visitors. A small charge might be considered for its use (appendix 1). This option follows the new collection plan and vision for the Zoo whilst also being the more sustainable and environmentally responsibly option as less heating will be required.

## **Development of the Preferred Option**

11. The Zoo and Farm Team Leader in discussion with the Assistant Director of Hampstead Heath and the Operations Manager consulted with the chair of the BIAZA commercial & guest services working group, who is also the commercial director of another BIAZA collection. The discussion focused on ways the Zoo can generate an income stream that can be used to re-invest in the facility and make the zoo more sustainable.
12. Income generation options have been explored, and it is proposed to trial the following activities for an eighteen-month period:
  - Updating the current adoption scheme which has generated on average £2,000.00 per year. The aim is to increase this scheme to £4,000.00 annually. The current offer for adoptees will be evaluated and modified. This will include updating signage to inform visitors on how their donation can help the Zoo with its running costs.
  - The introduction of contactless donation posts to increase the opportunity to collect income. This will be dependent on being able to secure a Wi-Fi connection at the Zoo and collaboration with colleagues in other departments within the City of London Corporation will be needed to achieve this outcome.
  - It is intended to offer for the first time two chargeable behind the scenes experiences as stated below:
    - a) Zookeeper Experience

Four-hour experience working with the keepers on a range of tasks within the Zoo. Sessions would be charged at £160 for one participant with a discounted rate of £250 for a two-person booking on the same session.
    - b) Animal Feeding Experience

Twenty minutes with a keeper feeding chosen animal. Sessions charged at £45 for one participant and a discounted rate of £80 for a two-person booking on the same session.
13. To begin with these sessions will only be open to adults over the age of eighteen, however once the sessions are established, we will look to create sessions suitable for children.

## **Corporate & Strategic Implications**

14. The preferred option in this report contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments.



15. The preferred option outlined in this report contribute towards the achievement of the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.

#### Financial Implications

16. The budget for maintaining the Zoo is £120,000.00 per annum and this is met via the Assistant Director's Hampstead Heath Local Risk Budget.
17. An income generation target range of £10,000.00 - £15,000.00 is being set, for the Zookeeper Experiences, the Animal Adoption Scheme, and additional donations. This would reduce the current yearly subsidy by around 10%.
18. There will be cost implications involved in setting up the contactless donations posts these include administration and rental charges. Further costs will lie in the installation of Wi-Fi to allow the contactless posts to work.
19. There will be some need for capital investment to convert the Butterfly House in its current form into the small native's centre. It is hoped that most of the work can be completed in house and can be done in phases.

#### Resource Implications

20. Staff resources for the proposal are minimal. The Zookeeper and animal feeding experiences will include daily work activities and only being schedule on days with additional volunteers and work experience students.
21. There will be a small financial outlay to purchase personal protective equipment to be used in the Zookeeper sessions than can be met through existing budgets.

#### Climate Implications

22. No Impact.

#### Legal Implications

23. Participants will be asked to sign a contract before undertaking their activity. The contract will be drawn up with advice from the controller and city solicitor.

#### Risk Implications

24. The preferred options will be managed under the City of London Corporate Health and Safety policies and procedures.

#### Equality Implications

25. An equality impact assessment will be undertaken.

## Security Implications

26. No Impact

## **Conclusion**

27. It is proposed to implement the 2017 Golders Hill Park Zoo Vision and Collection Plan, to introduce the two new behind the scenes experiences and change the Butterfly House to a small native's centre. The proposed changes will allow the Zoo the opportunity to generate additional income, reducing the level of subsidy and improve its education and conservation value. The collection will become more focused and create a more inclusive visitor experience.

## **Appendices**

- Appendix 1: Future collection at Golders Hill Park Zoo, Development Plan.

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<b>Committee(s):</b> Hampstead Heath, Highgate Wood & Queen's Park Committee	<b>Dates:</b> 15 June 2022
<b>Subject:</b> Registering Hampstead Heath, Highgate Woods and Queen's Park for Gift Aid donations	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>2,11,12</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>N/A</b>
<b>Report of:</b> Executive Director Environment	<b>For Decision</b>
<b>Report author:</b> Stefania Horne, Assistant Director	

## Summary

Donations currently contribute to the implementation of a number of improvement projects in Hampstead Heath, Highgate Woods and Queen's Park and with the proposals contained in the emerging Charity Income Strategy, the intention is to grow this source of income. In order to progress the registration for Gift Aid, each charity must have a dedicated bank account to receive and account for donations that can be invested in future projects for the benefit of the users of the open spaces. Note, donating through Gift Aid means that the charities can claim an extra 25p for every £ donated.

A number of options have been explored with Chamberlains and it was agreed that the most straightforward option would be to register the charities with Her Majesty's Revenue and Customs (HMRC) for Gift Aid and as part of that process to open a dedicated bank account for each charity.

## Recommendation

It is recommended that:

- Members authorise the Chamberlain to open dedicated bank accounts in order to register with HMRC the Hampstead Heath charity (803392), and the Highgate Wood and Queen's Park Kilburn charity (232986) for Gift Aid status.

## **Main Report**

### **Background**

1. A number of projects within the Hampstead Heath, Highgate Wood & Queen's Park Sub-Divisional Plan 2022-25, including refurbishments to playgrounds, biodiversity initiatives, zoo development and infrastructure improvement projects are partly funded by donations. To date, the charities have not been able to benefit from Gift Aid as currently the charities do not have their own dedicated bank accounts that can be registered with HMRC for the Gift Aid scheme.
2. Gift Aid allows individuals who are subject to UK income tax to complete a simple and short declaration that they are a UK taxpayer. Any cash donations that the taxpayer makes to charity after making a declaration are treated as being made after deduction of income tax at the basic rate (20% in 2011), and the charity can reclaim the basic rate income tax paid on the gift from HMRC. For a basic-rate taxpayer, this adds approximately 25% to the value of any gift made under Gift Aid. Higher-rate taxpayers can claim income tax relief, above and beyond the amount claimed directly by the charities.
3. Gift Aid is only valid for donations by the donor, it cannot be claimed on other people's donations. For example, if someone collects money from several people, each individual person will have to make a separate Gift Aid declaration for their portion. It also cannot be claimed for money where the donor received something in return, e.g. purchasing goods from a charity store, or buying a ticket in a charity raffle, as these are not strictly donations.
4. There could be clear benefits in introducing a Gift Aid scheme. As well as generating additional income, donors might be more willing to donate further, knowing that the donation will be more effective, as more money can be raised. The proposal clearly harnesses the benefits for Hampstead Heath, Highgate Wood and Queen's Park as part of their charity status.
5. It is unclear at this stage if the extra administrative work (costs) would be worth the additional income (benefits), hence a pilot needs to take place in order to assess such cost benefit analysis.
6. Once bank accounts have been opened and each charity registered with HMRC for Gift Aid, work will need to be undertaken in order to create a framework that will allow the management of Gift Aid, starting from a suitable and transparent process for donors that can be managed by our staff. This will need to be created in partnership with several departments including Chamberlains, Legal, IT, Communications, etc.

### **Corporate & Strategic Implications**

7. The set-up of the charities for Gift Aid will allow a more effective donation framework that can help in implementing a number of objectives included in the corporate and charities' strategic frameworks.

8. Further reports will be brought to this Committee for information on the progress and success of this pilot and if successful, a recommendation to roll out to other charities could be considered by the respective Committees.

#### Financial Implications

9. Although being able to claim Gift Aid will increase the two charities income, Trustees need to be mindful of the extra administrative time and costs taken for staff, both in Natural Environment and Chamberlains to manage the process. The process of creating a new bank account can be involved for a charity and the process will take time. Similarly with registering the charity for Gift Aid with HMRC. As an indication, all donations received at Hampstead Heath totalled £9,947 in 2021/22, which would yield an additional £2,487 in Gift Aid if every donor was eligible. Donations received at Highgate Wood and Queen's Park totalled £12,083 in 2021/22, which would yield an additional £3,021 in Gift Aid if every donor was eligible.

#### Resource Implications

10. There will be additional staff costs in relation to project implementation and administration costs once the scheme is up and running. These costs will need to be met within current staff resources. There are additional staff resource implications within Chamberlains, as the Corporate Treasury Team will need to set up the bank accounts and make any "sweeps" from the charity bank accounts into the main account, so the income can be recorded correctly within the accounting system. The Chamberlain Finance Business Partner would also need to oversee regular reconciliations and ensure income is correctly accounted for.

#### Climate Implications

11. N/A.

#### Legal Implications

12. The City of London Corporation is the trustee of both the Hampstead Heath charity (charity number 803392) and the Highgate Wood and Queen's Park Kilburn charity (charity number 232986). They are separately registered with the Charity Commission and have distinct purposes set out in the Hampstead Heath Act 1871 and the Highgate and Kilburn Open Spaces Act 1886 respectively.

#### Risk Implications

13. The proposal will be implemented and managed in line with City of London Corporate Finance and Charity Commission policies.

#### Equality Implications

14. N/A

#### Security Implications

15. N/A

## **Conclusion**

16. The registration of the charities for Gift Aid will ensure that the maximum benefit from donations is realised for the charities.

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<b>Committee(s):</b> Hampstead Heath, Highgate Wood & Queen's Park Committee	<b>Date(s):</b> 15 June 2022
<b>Subject:</b> Future arrangements for Weddings and Civil Ceremonies and Hampstead Heath and Queen's Park	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<b>1, 2, 3, 4, 5, 11 &amp; 12</b>
Does this proposal require extra revenue and/or capital spending?	<b>N</b>
If so, how much?	
What is the source of Funding?	<b>N</b>
Has this Funding Source been agreed with the Chamberlain's Department?	
<b>Report of:</b> Executive Director, Environment	<b>For Decision</b>
<b>Report author:</b> Stefania Horne, Assistant Director	

## Summary

On 9 June 2014 Committee approval was given for marriage and civil partnership ceremonies to take place at the Hill Garden and Pergola. Approval for marriage and civil partnership ceremonies to take place at the Queen's Park Bandstand was granted on 21 September 2015.

Licences have been obtained from London Borough of Camden and Brent to establish these locations as licenced venues.

Ceremonies have been supported by existing keeper teams at Golders Hill Park and Queen's Park, and also require a substantial amount of manager's time.

It is proving challenging to ascertain the financial performance of the current arrangements as substantial staff time is required, and staff are taken away from day to day duties, with casual staff engaged to attend to regular duties. There is also a limitation in developing the business within our teams due to the specialist nature of the activities and the skillsets required. The report sets out the proposal to enter into a two year concession with a specialist wedding supplier to manage weddings and civil ceremonies at Golders Hill Park and Queen's Park.

## Recommendation

It is recommended that: -

- Members agree the proposal to engage a specialist wedding contractor on a two year contract with a concession to take over the provision of the service at Golders Hill Park and Queen's Park through an income share formula., as set out in para 12.

## **Background**

1. On 9 June 2014 this Committee granted to enable weddings and civil ceremonies to take place at the Hill Garden and Pergola. The venue is licenced by the London Borough of Camden. Since 2014 between 7 to 22 ceremonies have taken place each year.
2. Approval to enable Weddings and Civil Ceremonies at the Queen's Park Bandstand was granted on 21 September 2015. The venue is licenced by the London Borough of Brent. 6 ceremonies have taken place at Queen's park since 2019.

## **Current Position**

3. To date staff have proved invaluable in managing the ceremonies, which are vastly different from the events usually taking place within Open Spaces. Each is obviously a very personal occasion and needs to be managed as such, With the parting of the business manager who managed weddings, there has been an opportunity to review the business and measure its long term sustainability.
4. From the events that have already taken place it has become clear that the service provided is resource intensive and is taking away key staff from their main duties to host weddings. A substantial resource at managerial level is also required.
5. This year from March to October, 17 ceremonies have been booked on Thursday Friday and Saturdays at Golders Hill Park. 1 ceremony has been booked at Queen's Park.
6. The viewing meeting conducted before a booking is taken and the follow up meeting to complete arrangements has proved to be a particularly important part of the process, as it provides clarity from the start and manages expectations.
7. Although receptions cannot be held at the venue, couples have requested the opportunity to drink a toast following their ceremony and have brought their own drinks and canapes for this purpose. This has proven very successful and we are currently seeking licences to develop this part of the offer as part of the packages.
8. The 2-hour hire period for the venues has worked effectively in most cases.
9. Storage facilities for the items required for the events, such as chairs, tables, barriers and signs are currently located within Golders Hill Park and Queen's Park.

## **Proposal**

10. Due to the very labour intense nature of the activities and the specialist nature of the provision of these activities, it is proposed to engage a specialist wedding contractor on a two year contract with a concession to take over the provision of the service at Golders Hill Park and Queen's Park through an income share formula.
11. It is proposed that there will be no change to the current venue guest capacities. The contractor would be responsible for setting fees and charges according to the market. The frequency of the ceremonies will remain unchanged but a



review with the contractor might be necessary in the future, with the principle that the venues are to remain accessible to members of the public.

12. It is envisaged that these arrangements will be trialled for two years.

### **Corporate & Strategic Implications**

13. This proposal contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments.
14. The proposed changes outlined in this report would contribute towards the achievement of the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.

### **Conclusion**

15. The proposal to enter into a two year concession with a specialist wedding supplier to manage weddings and civil ceremonies at Golders Hill Park and Queen's Park will provide a transparent picture of the financial performance of these activities and will reduce the impact on the day to day duties of our keepers.

### **Appendices**

- Appendix 1 (Non-public)

### **Background Papers**

- Weddings and Civil Partnerships at the Hill Garden Pergola – Hampstead Heath, Highgate Wood & Queen's Park Committee, 9 June 2014.
- Application to operate Marriage and Civil Partnership Ceremonies at the Queen's Park Bandstand – Hampstead Heath, Highgate Wood & Queen's Park Committee, 21 September 2015.
- Weddings and Civil Ceremonies at the Hill Garden and Pergola – Hampstead Heath, Highgate Wood & Queen's Park Committee, 20 July 2015.

### **Stefania Horne**

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<b>Committee(s):</b> Hampstead Heath, Highgate Wood and Queen's Park Committee	<b>Date(s):</b> 15 June 2022
<b>Subject:</b> Review of Commercial Licensing Scheme (Professional Dog Walkers)	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 2, 3, 4, 5 &amp; 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> Executive Director, Environment	<b>For Decision</b>
<b>Report author:</b> Stefania Horne, Executive Director	

## Summary

This report provides Members with an update on the Commercial Licensing Scheme for Professional Dog Walkers at Hampstead Heath.

The licencing scheme was introduced on the 1 April 2022. On 29 September 2021 It was agreed by this committee that 70 full time licences be available to walk dogs commercially. The objective for the introduction of scheme was to regulate the activity of commercial dog walking with an opportunity to reduce the impact on the natural environment and wildlife. The scheme would deter some use due to the nature of the charges, will enable more dog control as it would reduce the number of permitted dogs to 4 under one person control and will give important data on how the Heath is used by commercial dog walkers so that proactive management can take place.

The cap of 70 licences proved not to be a useful approach when the number of non-commercial dog walkers also influences the use of the Heath. A new approach should be considered with a baseline of commercial dog walkers from 2022 applications and a review of sensitive areas and its usage. This information will inform future proactive management. It is therefore proposed to initiate a wider review on how the scheme can be implemented alongside non-commercial dogs walked for a holistic management approach.

It is important to note that this approach is in in line with the Hampstead Heath Management Strategy 2018 - 2028 with a view that the balance is maintained between visitor activities and the conservation of natural and heritage values. Usage of the Heath by dog walkers is an important aspect of how the Heath is enjoyed by many and this review will consider this balanced approach.

## **Recommendation(s)**

Members are asked to:

- Authorise the Assistant director and relevant officers to review the commercial dog licencing scheme considering the number of applications received in 2022 as a baseline and to consider a holistic approach that considers the use of the Heath and its sensitive areas.

## **Main Report**

### **Background**

1. In the past, large of numbers of dogs under the control of 1 person were allowed to walk on the Heath, generating complaints and with concerns about dog control being received. The licencing scheme was introduced to regulate the use of the Heath by commercial dog walkers and limited the number of dogs allowed to walk to 4 dogs under one persons control.
2. The City of London Corporation (Open Spaces) Act 2018 enables the City Corporation to operate a scheme (a “licensing scheme”) to control an activity in an open space that is carried out for commercial gain. Where an activity is specified in a licensing scheme (a “specified activity”), the City Corporation may grant a licence for the carrying on of that activity.
3. A Dog Walking Code of Conduct was agreed by this committee on 25 November 2020. This committee also agreed that a scheme for the licensing of commercial dog walkers could be introduced. Further consideration was given by this committee at their meeting on the 26 May 2021. Members agreed to retain a four dog limit for Professional Dog Walkers and to support the implementation of the Licencing Scheme.

### **Current Position**

4. On the 1 April 2022, the licensing scheme was introduced. 21 days prior to the launch of the scheme, the City Corporation published details of the scheme on a Hampstead Heath webpage. Posters and social media messaging was also used to publish details of the scheme. Commercial dog walkers were encouraged to apply and notify the City Corporation on the zone they intended to walk on the Heath. A zone map is attached in appendix 1.
5. Since its introduction, the scheme is proving successful, with an increased knowledge and a better understanding of how the Heath is used by commercial dog walkers. The scheme presented an opportunity to engage more closely with individual businesses, with a reduced number of dogs under one person’s control. Anecdotally there has been a decrease in usage by commercial dog walkers as there has been a deterrent by the introduction of the new charges and there is now a detailed knowledge on how the various zones of the Heath are used. This will

allow a more proactive management with a positive relationship with professional dog walkers.

6. In previous reports there was a recommendation to focus on the number of commercial dog walking licences to be capped in order to mitigate the impact of this activity on the Heath. However, there is evidence that the pandemic has seen a dramatic increase in the number of privately owned dogs. It has not been straightforward to gather data on how this is impacting on the Heath. From a national dog survey, there are now over 12.5m of dogs in the UK and 23% of these belong to the generation known as “pandemic pups”. If the aim is to mitigate the impact on wildlife on the Heath by dog walking a more holistic approach is needed and a review needs to focus on how we manage sensitive areas rather than just considering number of commercial dog walkers.
7. To date, Officers have received applications equating to 90 licenses for the scheme.
8. The application window has now been closed with no further applications being received at the present time. This will enable officers to process current applications, and this will be considered the baseline for future applications.

## **Proposals**

9. Officers are proposing to review how the dog licencing scheme can be integrated in a far more holistic approach in managing dog walking on the Heath, considering the number of applications received in 2022 as a baseline for an insight of commercial dog walking and a monitoring regime and identification of sensitive areas to mitigate wider impacts from dog walking.
10. This approach is in line with the Hampstead Heath Management Strategy 2018 – 2028 with the view that a balance is maintained between visitor activities and the conservation of natural and heritage values.
11. The Strategy also highlights the importance for the Heath to remain inclusive and welcoming to a diverse range of visitors, including dog walkers and this holistic approach will create an opportunity to improve relationships with the dog walking communities and increase sense of collective ownership.

## **Corporate & Strategic Implications**

12. The introduction of the Code of Conduct for all Dog Walkers and a Licencing Scheme for Professional Dog Walkers contributes to the three aims set out in the City of London Corporation Corporate Plan 2018-23: Contribute to a flourishing society, Support a thriving economy and Shape outstanding environments, in particular the following Corporate Plan outcomes:
  - (1) People are safe and feel safe.
  - (5) Businesses are trusted and socially and environmentally responsible.
  - (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.

13. The projects and works outlined in this report contribute towards the achievement of the Hampstead Heath Management Strategy 2018-2028 Strategic Outcomes A: The Heath is maintained as a flourishing green space and historic landscape, B: Improved quality of life for Heath visitors, C: The Heath is inclusive and welcoming to a diverse range of visitors and D: Greater number of and diversity of People taking care of the Heath.

#### Financial Implications

14. This scheme is managed through the Hampstead Heath Local Risk Budget.

#### Resource Implications

15. The proposal will be implemented with current staff resources.

#### Climate Implications

16. Included within the Divisional Plan 2022-25 is series of projects which contribute towards achieving the City of London's Climate Action Strategy, which was launched in October 2020. A key part of the strategy is conserving and enhancing biodiversity alongside reducing carbon emissions.

#### Legal Implications

17. The proposed review will continue to use the existing legal framework for commercial dog licences which includes the current terms and conditions and a code of conduct.

#### Risk Implications

18. Risks are monitored and recorded through the Hampstead Heath Charity Risk Register.

#### Equality Implications

19. No impact.

#### Security Implications

20. Security implications are monitored and recorded through the Hampstead Heath Charity Risk Register.

#### **Conclusion**

21. Since its introduction, the professional dog walking licencing scheme has already proven useful and has allowed Officers to gain a far more detailed knowledge of

how professional dog walkers use the Heath. Focusing solely on capping numbers of professional dog walkers is a limited way to manage the usage of the Heath by dog walkers and a holistic approach monitoring sensitive areas for wildlife and engaging more effectively with the dog walkers communities will increase the sense of ownership and mitigate future impact more effectively.

## **Appendices**

- Appendix 1 – Zoned Map

## **Background Papers**

Code of Conduct for Dog Walking and Licencing Scheme for Professional Dog Walkers – Hampstead Heath, Highgate Wood & Queen's Park Committee, 25 November 2020.

Superintendent's Update – Hampstead Heath, Highgate Wood & Queen's Park Committee, 26 May 2021, and 29 September 2021.

### **Stefania Horne**

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park	15 June 2022
<b>Subject:</b> Hampstead Heath Trustees Annual Report and Consolidated Financial Statements for the Year Ended 31 March 2021	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 2, 3, 4, 5, 8, 11 &amp; 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>n/a</b>
<b>Report of:</b> The Chamberlain Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Beatrix Jako - Chamberlains	

## Summary

The Trustee's Annual Report and Consolidated Financial Statements for the Year ended 31 March 2021 for Hampstead Heath (charity registration number 803392) are presented for information in the format required by the Charity Commission.

## Recommendation(s)

It is recommended that the Trustee's Annual Report and Consolidated Financial Statements for the 2020/21 Financial Year be noted.

## Main Report

1. The Trustee's Annual Report and Consolidated Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors BDO LLP. The information contained within the Annual Report and Consolidated Financial Statements has already been presented to your Committee via outturn report on 26 May 2021.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Consolidated Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this

undertaking the City Corporation has recently approved that a further comprehensive review be undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Consolidated Financial Statements were submitted to the Charity Commission after the regulatory deadline of 31 January 2022 owing to issues with former auditors BDO LLP.

## **Appendices**

- Appendix 1 – Hampstead Heath Report and Consolidated Financial Statements for the year ended 31 March 2021

### **Beatrix Jako**

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park	15 June 2022
<b>Subject:</b> Highgate Wood & Queen's Park Kilburn Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 2, 3, 4, 5, 8, 11 &amp; 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>n/a</b>
<b>Report of:</b> The Chamberlain Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Beatrix Jako - Chamberlains	

## Summary

The Trustee's Annual Report and Financial Statements for the Year ended 31 March 2021 for Highgate Wood & Queen's Park Kilburn (charity registration number 232986) are presented for information in the format required by the Charity Commission.

## Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2020/21 Financial Year be noted.

## Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of the Finance Committee and the auditors BDO LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via outturn report on 26 May 2021.
2. Following on from a previous review of the charities for which the City is responsible, (completed in 2010), which detailed key reports that should be presented to your Committee. The Trustees Annual Report and Financial Statements was one of these reports. Information from these statements will form the Annual Return to the Charity Commission. Since this undertaking the City Corporation has recently approved that a further comprehensive review be

undertaken across all of its charities, the outcome of which will be reported to this committee in due course.

3. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2022.

## **Appendices**

- Appendix 1 – Highgate Wood & Queen's Park Kilburn Report and Financial Statements for the year ended 31 March 2021

### **Beatrix Jako**

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<b>Committee(s)</b>	<b>Dated:</b>
Hampstead Heath, Highgate Wood & Queen's Park Committee	15 June 2022
<b>Subject:</b> Revenue Outturn 2021/22 – Hampstead Heath, Highgate Wood and Queen's Park	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	<b>1, 2, 3, 4, 5, 8, 11 &amp; 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>n/a</b>
<b>Report of:</b> The Chamberlain & the Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Beatrix Jako – Chamberlains Department	

## Summary

This report compares the revenue outturn for the services overseen by your Committee in 2021/22 with the final agreed budget for the year. In total, there was a better than budget position of £370,000 for the services overseen by your Committee compared with the final agreed budget for the year as set out below.

	<b>Final Agreed Budget</b> £000	<b>Outturn</b> £000	<b>(Increase)/Decrease</b> £000
<b>Local Risk</b>			
Executive Director Environment	(4,623)	(4,430)	193
City Surveyor	(468)	(494)	(26)
<b>Total Local Risk</b>	<b>(5,091)</b>	<b>(4,924)</b>	<b>167</b>
<b>Cyclical Works Programme</b>	<b>(807)</b>	<b>(604)</b>	<b>203</b>
<b>Central Risk</b>	<b>1,007</b>	<b>1,016</b>	<b>9</b>
<b>Recharges</b>	<b>(1,517)</b>	<b>(1,526)</b>	<b>(9)</b>
<b>Total</b>	<b>(6,408)</b>	<b>(6,038)</b>	<b>370</b>

Significant variations are within local risk (Queen's Park) and the Cyclical Works Programme (CWP), with specific detail provided in paragraph 4a and 4b.

The Executive Director Environment had an overall local risk favourable variance of £193,000 (excluding City Surveyor) for your Committee. This favourable variance has been aggregated with services overseen by other Open Spaces Committees, producing a City's Cash overall local risk favourable position of £35,000 across all Open Spaces.

## **Recommendation(s)**

It is recommended that this revenue outturn report for 2021/22 is noted.

## **Main Report**

### **Budget Position for 2021/22**

1. The 2021/22 latest agreed budget for Hampstead Heath, Highgate Wood & Queen's Park services overseen by your Committee (received in January 2022) was £6.358m. This budget was endorsed by the Court of Common Council in March 2022 and was subsequently updated for approved adjustments of £50,000. These consisted of a £21,000 increase to the Supplementary Revenue Project budget under central risk, £14,000 increase in recharges and £15,000 increase to the CWP. Movement of the original local risk budget to the final agreed budget is provided in Appendix A.

### **Revenue Outturn 2021/22**

2. Actual net expenditure for your Committees' services during 2021/22 totalled £6.038m, a favourable budget variance of £370,000 compared with the final agreed budget.
3. A summary comparison with the final agreed budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50,000) are commented on.

**Hampstead Heath, Highgate Wood, and Queen's Park**  
**Comparison of 2021/22 Revenue Outturn with Final Agreed Budget**

		Original Budget £000	Final Agreed Budget £000	Revenue Outturn £000	(Increase) Decrease £000	Reason Paragraph
LOCAL RISK						
Executive Director Environment						
Hampstead Heath						
	Expenditure	(5,896)	(6,329)	(6,320)	9	
	Income	2,069	2,478	2,478	-	
		(3,827)	(3,851)	(3,842)	9	
Queens Park						
	Expenditure	(587)	(657)	(532)	125	4a
	Income	147	214	234	20	
		(440)	(443)	(298)	145	
Highgate Wood						
	Expenditure	(410)	(411)	(367)	44	
	Income	82	82	77	(5)	
		(328)	(329)	(290)	39	
Total Executive Director Environment		(6,893)	(7,397)	(7,219)	178	
Total Executive Director Environment		2,298	2,774	2,789	15	
City Surveyor						
City Surveyors Local Risk		(413)	(468)	(494)	(26)	
Total City Surveyor Local Risk		(413)	(468)	(494)	(26)	
TOTAL LOCAL RISK		(5,008)	(5,091)	(4,924)	167	
Cyclical Works Programme		(740)	(807)	(604)	203	4b
CENTRAL RISK						
Hampstead Heath		1,108	1,105	1,110	5	
Queen's Park		(16)	(16)	(22)	(6)	
Highgate Wood		5	(82)	(72)	10	
TOTAL CENTRAL RISK		1,097	1,007	1,016	9	
RECHARGES						
Insurance		(105)	(105)	(108)	(3)	
Support Services		(475)	(472)	(498)	(26)	
Surveyor's Employee Recharge		(277)	(259)	(259)	-	
I.S. Recharge		(256)	(281)	(293)	(12)	
Recharges Within Fund (Directorate, Democratic Core, and Learning)		(315)	(383)	(362)	21	
Recharges Across Fund (Structural Maintenance - Inspections)		(17)	(17)	(6)	11	
TOTAL RECHARGES		(1,445)	(1,517)	(1,526)	(9)	
OVERALL TOTAL		(6,096)	(6,408)	(6,038)	370	

## **Reasons for Significant Variations**

4. a) The £125,000 favourable variance within Queen's Park expenditure is mainly due to vacancies being held whilst the department went through the Target Operating Model (TOM), as well as delays beyond the services control over replacing play area equipment and security gates. These delays were down to continuing issues with contracting suitable qualified contractors in 2021/22, with COVID-19 still impacting up until March.
- b) The £203,000 favourable variance in respect of CWP mainly relates to works deferred to 2022/23. Hampstead Heath – All Ponds – Valve Replacement and the Mixed Bathing Pond-Sewage Pumps and Control Gear Replacement projects will now be undertaken in 2022/23 and the Parliament Hill Fields – Lido Building Complex – Paving & Terracing Overhaul project was delayed due to weather and planning issues.

## **Local Risk Carry Forward to 2022/23**

5. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final agreed local risk budget to be carried forward, so long as the underspending was not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee. Any overspends are carried forward in full and are met from the agreed 2022/23 budgets.
6. The Director's favourable variance of £193,000 (local risk) has been aggregated with budget variations on services overseen by other Open Spaces Committees, resulting in a City's Cash overall favourable variance of £35,000 (local risk) across all Open Spaces. There were no carry forward requests submitted by the Executive Director Environment within City Cash which relate to this committee.

## **Strategic Implications**

7. None

## **Financial Implications**

8. All financial implications contained within the report.

## **Resource Implications**

9. None.

## **Legal Implications**

10. None.



### **Risk Implications**

11. None.

### **Equalities Implications**

12. None.

### **Climate Implications**

13. None.

### **Security Implications**

14. None.

### **Conclusion**

15. This report presents the revenue outturn position for 2021/22 for Members to note.

### **Appendices**

- Appendix A – Movement between the Original 2021/22 Budget and the Final Agreed Budget 2021/22.

### **Beatrix Jako**

Acting Senior Accountant

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## Appendix A

### **Movement from the 2021/22 Original Budget to the 2021/22 Final Agreed Budget**

<b>Hampstead Heath, Highgate Wood and Queens Park</b>	<b>£000</b>
<b>Original Net Local Risk Budget (Executive Director Environment &amp; City Surveyor)</b>	<b>(5,008)</b>
<b>Executive Director Environment</b>	
Pay increases at 1.525% for grades A-C	(31)
Allocation from the Directorate to fund various projects	(3)
Release of Local Risk funding for Redevelopment of Hampstead Heath Adventure Playground capital scheme	6
<b>City Surveyor:</b>	
Planned & Reactive Works including Cleaning	(55)
<b>Final Agreed Net Local Risk Budget (Executive Director Environment &amp; City Surveyor)</b>	<b>(5,091)</b>

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