



Epping Forest & Commons Committee

Date: THURSDAY, 26 JANUARY 2023

Time: 11.00 am

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

Benjamin Murphy (Chairman)	Andrew McMurtrie (Ex-Officio Member)
Deputy Graeme Doshi-Smith (Deputy Chairman)	Deputy Philip Woodhouse
George Abrahams	Verderer Michael Chapman DL
Alderman Prem Goyal	Verderer H.H. William Kennedy
Deputy Madush Gupta	Verderer Paul Morris
Caroline Haines	Verderer Nicholas Munday
Jaspreet Hodgson	
Gregory Lawrence	
The Rt. Hon. The Lord Mayor, Nicholas Lyons	

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Blair.Stringman@cityoflondon.gov.uk

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Michael Cogher
Acting Town Clerk and Chief Executive

AGENDA

NB: Certain items presented for information have been marked * and will be taken without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting. These for information items have been collated into a supplementary agenda pack and circulated separately

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To consider minutes as follows:-

For Decision

- a) To agree the public minutes and non-public summary of the Epping Forest and Commons Committee meeting held on 13 October 2022 (Pages 7 - 12)
- b) To agree the public minutes and non-public summary of the Epping Forest and Commons Committee meeting held on 21 November 2022 (Pages 13 - 16)

Epping Forest

4. ***DIRECTOR'S REPORT**

Report of the Executive Director, Environment.

For Information

5. ***ASSISTANT DIRECTOR'S UPDATE (SEF 01/23)**

Report of the Executive Director Environment.

For Information

6. ***OPERATIONAL FINANCE PROGRESS REPORT (PERIOD 8 APRIL - NOVEMBER) 2022/23 - EPPING FOREST AND COMMONS**

Report of the Chamberlain.

For Information

7. **RISK MANAGEMENT UPDATE REPORT**

Report of the Executive Director, Environment.

For Decision
(Pages 17 - 88)

8. **LICENCES, SPORTS, WAYLEAVES AND PRODUCE FEES AND CHARGES FOR 2023/24 SEF 02/23**

Report of the Executive Director, Environment.

For Decision
(Pages 89 - 108)

9. **WANSTEAD PARK PONDS PROJECT UNIQUE PROJECT IDENTIFIER: 12058**

Report of the Executive Director, Environment.

For Decision
(Pages 109 - 128)

10. **WANSTEAD PARK - SHONKS MILL FLOOD ALLEVIATION SCHEME**

Report of the Executive Director, Environment.
(To Follow).

For Decision

The Commons

11. **THE COMMONS: LICENCES, SPORTS, WAYLEAVES AND PRODUCE FEES AND CHARGES FOR 2023/24**

Report of the Executive Director, Environment.

For Decision
(Pages 129 - 142)

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

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

Part 2 - Non-Public Agenda

14. **EXCLUSION OF THE PUBLIC**

MOTION: The following matters relate to business under the remit of the Court of Common Council acting for the City Corporation as charity Trustee, to which Part VA and Schedule 12A of the Local Government Act 1972 public access to meetings provisions do not apply. The following items contain sensitive information which it is not in the best interests of the charity to consider in a public meeting (engaging similar considerations as under paragraphs 3 and 5 of Schedule 12A of the 1972 Act) and will be considered in non-public session.

For Decision

15. **NON-PUBLIC MINUTES**

To consider minutes as follows:-

For Decision

- a) To agree the non-public minutes of the Epping Forest and Commons Committee meeting held on 13 October 2022 (Pages 143 - 144)
- b) To agree the non-public minutes of the Epping Forest and Commons Committee meeting held on 21 November 2022

(To Follow).

16. **GRANT OF EASEMENT**

Report of the Executive Director, Environment.

For Decision
(Pages 145 - 190)

17. **TENANCY TENDER ARRANGEMENTS**

Report of the Executive Director, Environment.
(To Follow).

For Discussion

18. **EPPING FOREST LAND AGENT**

To receive a verbal update of the Executive Director, Environment.

For Discussion

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

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

Part 3 - Confidential Agenda

21. **MINUTES**

To consider minutes as follows:-

For Decision

- a) To agree the confidential minutes of the Epping Forest and Commons Committee meeting held on 13 October 2022
- b) To agree the confidential minutes of the Epping Forest and Commons Committee meeting held on 21 November 2022

(To Follow).

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EPPING FOREST & COMMONS COMMITTEE **Thursday, 13 October 2022**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room 3 - 2nd Floor West Wing, Guildhall on Thursday, 13 October 2022
at 10.00 am

Present

Members:

Benjamin Murphy (Chairman)
George Abrahams
Alderman Prem Goyal
Deputy Madush Gupta
Jaspreet Hodgson
Gregory Lawrence
Deputy Philip Woodhouse
Verderer Michael Chapman DL
Verderer H.H. William Kennedy
Verderer Paul Morris
Verderer Nicholas Munday

Also Present

Heather Kerswell

Officers:

Sally Agass	- Natural Environment Department
Neil Chambers	- Chamberlain Department
Jacqueline Eggleston	- Natural Environment Department
Elisabeth Hannah	- Natural Environment Department
Joanne Hill	- Natural Environment Department
Jo Hurst	- Natural Environment Department
Jack Joslin	- Bridge House Estate
Blair Stringman	- Town Clerk's Department
Paul Thomson	- Natural Environment Department

1. APOLOGIES

Apologies for absence were received from Deputy Graeme Doshi-Smith and Caroline Haines.

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

There were no declarations of interest.

3. MINUTES

RESOLVED – That the public minutes and non-public summary of the meeting held on 11 July 2022 be approved as a correct record subject to attendance alteration.

MATTERS ARISING

The Chairman referred to the financial reporting of the charities noting the Committee continues to work with the Chamberlain as financial reporting for the Epping Forest & Commons Committee was not sufficient and should this continue, the Chairman would request this be added to the risk register.

4. *RISK MANAGEMENT UPDATE REPORT

The Committee received a report of the Executive Director, Environment concerning the risk management procedures meet the Corporate Risk Management Framework and the Charities Act 2011.

In response to a question by the Chairman, the Executive Director confirmed that a risk on the corporate register is one that had wider implications for the whole City of London Corporation, the departmental risk register would affect most, or all the department and the cross divisional risk had been added to consolidate local charities for the natural environment division.

A Member raised the issue of damage to an Iron Age Monument which was not included on the risk register. The Executive Director agreed to take this as an action and report back to the Committee.

In response to a question raised by a Member, the Executive Director noted the department had recently completed a full list of cultural heritage assets that the natural environment has within their charitable areas, but a review of the main assets has not yet taken place to check whether they should be included as a risk on the register, but work was in progress on this matter.

In response to a question raised by a Member, the Executive Director commented that they shared the concerns in relation to the loss of knowledge in skilled staff including difficulties in recruitment.

RESOLVED – That, the report be noted.

5. *LEVELLING UP AND REGENERATION BILL

The Committee received a report of Remembrancer concerning an overview of the Bill as it relates to heritage and open space.

There was a discussion on the progress of the bill, with concern expressed in relation to the tumultuous political climate and increasing risks to the City Corporation which should be captured.

RESOLVED – That, the report be noted.

6. *EPPING FOREST - ASSISTANT DIRECTOR'S UPDATE FOR JUNE - JULY 2022 (SEF 26/22)

The Committee received a general update report of the Executive Director of Environment. The following matters were raised:

- There had been 86 fires between June and August at Epping Forest, and tribute was made to staff and volunteers who had demonstrated dedication under difficult circumstances. Most fires were limited and thanks were also extended to the fire brigade to prevent spread to residential areas. There had been proactive volunteering and social media campaigns to help prevention. Attention had already turned to 2023, with signs commissioned. In that vein, the Committee asked for a report on the learnings from the wildfires of 2022.
- 26 September saw the opening of the first externally sponsored waymark trail at Goldings Hill. There was also a visit from the Lord Mayor to Hither Wood in memory of Sir Roger Gifford and in promotion of the work taking place at the forest.
- There was a discussion on the reduction of prosecutions for fly tipping, and challenges resulting in a backlog of court cases. A question was raised whether the City could drive a global or national campaign to push for an appropriate financial punishment and how magistrates might be engaged.
- Members were keen to see proposals on income generation as well as a separate report on bylaws and a final one on the continuing education for Chairs Clerk and Magistrates.

RESOLVED – that the report be noted.

7. **EPPING FOREST DEER SANCTUARY (SEF 29/22)**

The Committee received a report of the Executive Director, Environment concerning proposed deer culling activity to be undertaken at the Birch Hall Park Deer Sanctuary for 2022-23.

Following discussion at Committee, it was agreed by Members to take discussion on the recommendation to ‘Approve the option for the 2022/23 season reduction of 34 - 40 deer, to maintain a sustainable stocking rate of 1.5 fallow deer/acre (3.7 deer acre) across 66 acres’ into Non-Public, with no decision undertaken at the meeting.

RESOLVED – That,

- a) Members approve the creation of an Epping Forest Deer Oversight Group comprising of Members and Officers to report to Committee on the annual management of deer.

8. **DEER MANAGEMENT ON BUFFER LAND**

The Committee received a report of the Executive Director, Environment concerning approval for proposed deer management activity to be undertaken for Epping Forest Buffer Lands 2022-23.

Following discussion at Committee, it was agreed to take discussion on the recommendations into Non-Public with no decision undertaken at the meeting.

RESOLVED – That, the report be noted.

9. **CREATION OF UNRESTRICTED DESIGNATED RESERVE FUND FOR THE MAINTENANCE OF THE ANCIENT TREES AT EPPING FOREST**

The Committee received a report of the interim Charity Project Accountant, Chamberlain concerning Committee approval for the proposed creation of an unrestricted designated fund for ancient tree maintenance at Epping Forest.

In response to a question raised by a Member, the Executive Director, Environment confirmed that the fund for this project would be ringfenced.

RESOLVED – That,

- a) Members approve on behalf of the Trustee the creation of an unrestricted designated fund for the maintenance of the ancient trees at Epping Forest (55,000 ancient trees).

10. **EPPING FOREST FORWARD AGENDA PLAN 2022 (SEF 27/22)**

The Committee received a report of the Executive Director, Environment concerning the forward agenda plan for Epping Forest and The Commons for 2022.

RESOVLED – That, the report be noted.

11. ***EPPING FOREST ANNUAL REVIEW 2021-22 (SEF 28/22)**

The Committee received a report of the Executive Director, Environment concerning a review of the year 2021-22 for Epping Forest and records progress made against its business plan objectives.

RESOLVED – That, the report be noted.

12. ***ASSISTANT DIRECTOR'S UPDATE FOR THE COMMONS**

The Committee received a report of the Executive Director, Environment concerning the Assistant Director's update for The Commons.

In response to a question raised by the Chairman, the Executive Director confirmed that payment would be applied for once winter work at Ashtead had been completed and as such no money would be lost in relation to carryover budget.

RESOLVED – That, the report be noted.

13. **CHILTERN AND SURREY HILLS AREA OF NATURAL BEAUTY (AONB) BOUNDARY REVIEWS**

The Committee considered a report of the Executive Director, Environment concerning Chilterns and Surrey Hills Area of Natural Beauty Boundary Review for decision.

The Committee was provided with a verbal update from the Chairman of the Surrey Hills Area of Natural Beauty (AONB). In response to a question raised by a Member, the Chairman of Surrey Hills AONB confirmed that Natural England were leading on the delivery of the Department for Food and Rural Affairs (DEFRA's) Landscape Design Programme and although this was currently in a confidential stage, the programme would be made public in February 2023 with Natural England planning to arrange meetings with landowners in January 2023.

The Chairman suggested that in the future a single Member from the Committee be appointed to assist with the initial groundwork with local teams for the programme to be moved forward.

RESOLVED – That,

- a) Members approve further involvement in the AONB boundary revision consultation process with the current intention being 'inclusion within their boundaries' as follows:
 - i) Burnham Beeches and Stoke Common within an extended Chilterns AONB boundary.
 - ii) The Coulsdon Commons within an extended Surrey Hills AONB boundary.

14. *SENIOR OFFICER RECRUITMENT

The Committee received a report of the Executive Director, Environment concerning the retirement of a senior officer with a proposed recruitment plan.

The Chairman moved a vote of thanks to the former Assistant Director of The Commons.

The Executive Director provided a verbal update to the Committee noting that it was decided the position would not be advertised as a permanent position but would be offered as a development opportunity within the team and wider City of London Corporation and the new Assistant Director would be in post on a twelve-month assignment and would start by November.

RESOLVED – That, the report be noted.

15. *NATURAL ENVIRONMENT CHARITY REVIEW REPORT

The Committee received a report of the Executive Director, Environment concerning actions being taken on the City of London Corporation charity review actions and timescales.

RESOLVED – That, the report be noted.

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

There were no questions.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business.

18. **EXCLUSION OF THE PUBLIC**

RESOLVED - The following matters relate to business under the remit of the Court of Common Council acting for the City Corporation as charity Trustee, to which Part VA and Schedule 12A of the Local Government Act 1972 public access to meetings provisions do not apply. The following items contain sensitive information which it is not in the best interests of the charity to consider in a public meeting (engaging similar considerations as under paragraphs 3 and 5 of Schedule 12A of the 1972 Act) and will be considered in non-public session.

19. ***CHARITIES REVIEW UPDATE**

The Committee received a report of the Managing Director of Bridge House Estates.

20. **NON-PUBLIC MINUTES**

RESOLVED – that the non-public minutes of the meeting held on 11 July 2022, be approved as an accurate record.

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

There were no questions.

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

There was no other business.

23. **TARGET OPERATING MODEL PHASE II SCHEDULE**

The Committee received a presentation from the Executive Director of Environment.

The meeting ended at 12.15pm.

Chairman

Contact Officer: Blair Stringman
Blair.Stringman@cityoflondon.gov.uk

EPPING FOREST & COMMONS COMMITTEE **Monday, 21 November 2022**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Monday, 21 November 2022
at 11.00 am

Present

Members:

Benjamin Murphy (Chairman)
Deputy Graeme Doshi-Smith (Deputy Chairman)
George Abrahams
Caroline Haines
Jaspreet Hodgson
Gregory Lawrence
Deputy Philip Woodhouse
Verderer H.H. William Kennedy
Verderer Paul Morris

Officers:

Sally Agass	- Natural Environment Department
Jako Beatrix	- Chamberlain's Department
Deborah Cluett	- Comptroller & City Solicitor
Jacqueline Eggleston	- Natural Environment Department
Elisabeth Hannah	- Natural Environment Department
Joanne Hill	- Natural Environment Department
Jo Hurst	- Natural Environment Department
Juliemma McLoughlin	- Natural Environment Department
Simon Owen	- Chamberlain's Department
Blair Stringman	- Town Clerk's Department
Paul Thomson	- Natural Environment Department

1. APOLOGIES

Apologies for absence were received by Lord Mayor Nicholas Lyons, Andrew McMurtrie, Michael Chapman, Nicholas Munday and Deputy Madush Gupta.

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

There were no declarations of interest.

3. MINUTES

Members were informed that the Public minutes and Non-Public Summary of the meeting held on 13 October 2022 would be approved at the next meeting.

4. *ASSISTANT DIRECTOR'S UPDATE (SEF 31/22)

The Committee received a report of the Executive Director, Environment concerning Epping Forest's activities between August and September 2022.

Members were informed by the Executive Director, Environment that a positive confirmation from DEFRA had been received regarding the presence of avian influenza in the Forest. It was noted that 67 dead animals had been recovered from three lakes, Eagle Pond, Hollow Pond and Jubilee Pond. Members were informed that the situation continues to be monitored and the public were being encouraged to be cautious and not feed birds.

In response to a question raised by a Member, the Executive Director confirmed that Government messaging and signage was being used to inform members of the public of the current avian influenza issues and would consider making signs multilingual.

The Chairman praised the efforts of the staff in trying to help reduce the spread of avian influenza in the Forest and noted the difficulties in following DEFRA guidance.

The Executive Director confirmed that the Epping Forest District Council Local Plan modifications were subject to a six-week consultation between 28th October and 9th December, it was noted a committee report would be brought to the meeting in January.

RESOLVED – That, the report be noted.

5. **COVID-19 DAMAGE TO SHARED USE TRAIL NETWORK GATEWAY 2 PROJECT PROPOSAL (SEF 33/22)**

The Committee considered a report of the Executive Director, Environment concerning for decision concerning a Gateway 2 project proposal for COVID - 19 damage to Shared Use Trail network.

RESOLVED – That,

- a) Members approve the proposal to progress the evaluation and design to undertake the path repair proposals.

6. **ROOKERY WOOD - PROPOSAL TO SUBMIT SCHEDULED MONUMENT APPLICATION (SEF 32/22)**

The Committee considered a report of the Executive Director, Environment concerning an application for Rookery Wood to be considered for entry on to the schedule of ancient monuments of national importance.

RESOLVED – That,

- a) Members approve that a fast-tracked scheduling application be submitted at the current time to Historic England to assess the Rookery Wood earthworks for Scheduled Monument status to increase the grant funding potential for historic feature protection.

7. ***OPEN SPACES BUSINESS PLAN 2022/23 - PROGRESS REPORT (MID-YEAR, APRIL-SEPTEMBER 2022)**

The Committee received a report of the Executive Director, Environment, concerning an update on progress made against the 2022/23 High-Level Business Plan of the Open Spaces Department.

RESOLVED – That, the report be noted.

8. **CREATION OF UNRESTRICTED DESIGNATED RESERVE FUND FOR THE MAINTENANCE OF THE ANCIENT TREES AT EPPING FOREST**

The Committee considered a report of the Executive Director, Environment concerning approval for proposed creation of an unrestricted designated fund for ancient tree maintenance at Ashted Common.

RESOLVED – That,

- a) Members approve on behalf of the Trustee the creation of an unrestricted designated fund for the maintenance of the ancient trees at Ashted Common (over 2,300 ancient trees).

9. **ASSISTANT DIRECTOR'S UPDATE**

The Committee received a verbal update of the Executive Director, Environment concerning matters relating to the Commons.

The Executive Director, Environment informed the Committee that in future the Directors and Assistant Directors report would be combined.

RESOLVED – That, the verbal update be noted.

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

There were no questions.

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

There were no items of urgent business.

12. **EXCLUSION OF THE PUBLIC**

RESOLVED – That, the following matters relate to business under the remit of the Court of Common Council acting for the City Corporation as charity Trustee, to which Part VA and Schedule 12A of the Local Government Act 1972 public access to meetings provisions do not apply. The following items contain sensitive information which it is not in the best interests of the charity to consider in a public meeting (engaging similar considerations as under paragraphs 3 and 5 of Schedule 12A of the 1972 Act) and will be considered in non-public session.

13. **NON-PUBLIC MINUTES**

Members were informed that the Non-Public minutes of the meeting held on 13 October 2022 would be approved at the next meeting.

14. **DEPARTMENTAL AND SERVICE COMMITTEE BUDGET ESTIMATES 2023/24**

The Committee considered a report of the Chamberlain.

15. **DIRECTOR'S REPORT**

The Committee received a report of the Executive Director, Environment.

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

There were no questions

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

There were no items of urgent business.

The meeting ended at 12.45pm

Chairman

Contact Officer: Blair Stringman
Blair.Stringman@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons Committee	26 January 2023
Subject: Risk Management Update Report	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 5, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Juliemma McLoughlin, Executive Director Environment	For Decision
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

This report is presented to provide the Epping Forest and Commons Committee with assurance that risk management procedures in place within the Environment Department are satisfactory and that they meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011. Risks are reviewed regularly within the Department as part of the ongoing management of the operations. It is also reviewed regularly by the management teams at Epping Forest and The Commons.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashted Common (charity number 1051510), Burnham Beeches (charity number 232987), Coulsdon and Other Commons (charity number 232989) and West Wickham and Spring Park (charity number 232988). In accordance with the Charity Commission’s Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity’s annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. Using the Corporate Risk Register guidance, the management of these risks meets the requirements of the Charity Commission.

Each of the five charities holds a risk register which is summarised in the main body of this report and included in full within the appendices.

The Natural Environment Cross-Divisional Risk Register includes risks which are managed by the Natural Environment Director at a higher, strategic, level. The Cross-Divisional risks are summarised in this report.

Recommendation

The risks faced by the charities have been reviewed. Members are asked to consider, and if agreed to confirm, on behalf of the City Corporation as Trustee, whether the registers appended to this report satisfactorily set out the key risks to the charities and that appropriate systems are in place to identify and mitigate risks.

Main Report

Background

1. The City of London's Risk Management Strategy, which forms part of its Corporate Risk Management Framework, requires each Chief Officer to report regularly to Committees on the risks faced by their department.
2. The Charity Commission requires Trustees to confirm in a charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually. Each Committee to which the Natural Environment Division of the Environment Department reports is presented with relevant risk registers every quarter which more than fulfils this requirement.
3. The Executive Director Environment assures your Committee that all risks held by the Natural Environment Division continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
4. Each of the five charities for which your Committee is responsible holds a risk register specific to its site or sites. All risks are regularly reviewed by management teams, in consultation with risk owners, with updates recorded in the corporate risk management information system (Pentana). Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 1.
5. The detailed risk registers for Epping Forest and each of the four Commons charities are summarised in the main body of this report and provided in full at appendices 2 to 6. For each risk, officers across the Division are undertaking a range of actions to mitigate the effects at their own sites.
6. The Natural Environment Director maintains oversight of all risks and holds a Cross-Divisional Risk Register containing risks which are common to most or all sites: individual charities hold their own local risks on these matters, and the Cross-Divisional risk consolidates them for oversight by the Director. This register also contains risks related to specific projects which are managed by the Director at a strategic level. The Cross-Divisional risks are summarised in

this report and the detailed register will be presented to the Open Spaces and City Gardens Committee for decision on 13 February 2023.

Current Position

Epping Forest Risks

7. The Epping Forest Risk Register is provided at Appendix 2. The register contains seven RED and seven AMBER risks owned and managed by the Assistant Director, Epping Forest and his Management Team.
8. In addition, the Natural Environment Director owns the Wanstead Park Reservoirs (RED) risk which is managed jointly with the City's Building Control Service, as a higher level, cross-divisional risk. A separate, detailed report on the Wanstead Park Reservoirs Project is presented to this Committee.
9. Since the risk register was last presented to your Committee, the scope of the 'Decline in condition of assets' risk (ENV-NE-EF 004) has been widened to include machinery, fleet and heritage assets. An action has been added to 'Protect the Scheduled Ancient Monuments (SAMs)' and the notes summarise the status of work being undertaken to mitigate this risk.
 - **ENV-NE 007:** Wanstead Park Reservoirs (RED, 24)
 - **ENV-NE-EF 004:** Decline in condition of assets (RED, 24)
 - **ENV-NE-EF 006:** Raised reservoirs (RED, 24)
 - **ENV-NE-EF 003:** Health and safety incidents/catastrophic health and safety failure (RED, 16)
 - **ENV-NE-EF 008:** Invasive non-native species (RED, 16)
 - **ENV-NE-EF 012:** Loss of forest land and buffer land/or concession of prescriptive rights (RED, 16)
 - **ENV-NE-EF 013:** Loss of knowledge in skilled staff/difficulties in recruitment (RED, 16)
 - **ENV-NE-EF 015:** Public behaviour (RED, 16)
 - **ENV-NE-EF 007:** Pathogens (AMBER, 12)
 - **ENV-NE-EF 010:** Development consents close to forest land (AMBER, 12)
 - **ENV-NE-EF 016:** Financial management and loss of income (AMBER, 12)
 - **ENV-NE-EF 005:** Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) condition (AMBER, 8)
 - **ENV-NE-EF 009:** Severe weather events (AMBER, 8)
 - **ENV-NE-EF 011:** Wanstead Park – Heritage at Risk Register (AMBER, 8)
 - **ENV-NE-EF 014:** Major incident resulting in prolonged 'access denial' (AMBER, 8)

The Commons Risks

Risks for the Commons were previously held in one combined risk register with the rating of each risk representing the overall position. The restructuring of risks to

create a separate register for each charity enables more effective site-specific management and assessment.

Ashtead Common

10. The Ashtead Common Risk Register contains four AMBER and two GREEN risks as shown below. The detailed register is presented at Appendix 3.
11. Since the date of the last report to your Committee, the 'Water pollution' (008) risk has been reassessed and the current score reduced from Amber 8 (likely/serious) to Amber 6 (possible/serious). This is because, over the summer, Thames Water identified and corrected nine misconnections and there have been noticeably fewer water pollution incidences since. The situation will be kept under review and baseline data gathered to determine whether further action is required.
 - **ENV-NE-AC 009:** Maintenance of buildings and other structures (AMBER, 8)
 - **ENV-NE-AC 005:** Tree diseases and other pests (AMBER, 6)
 - **ENV-NE-AC 006:** Climate and weather (AMBER, 6)
 - **ENV-NE-AC 008:** Water pollution (AMBER, 6)
 - **ENV-NE-AC 001:** Budget reduction and income loss (GREEN, 4)
 - **ENV-NE-AC 004:** Local planning issues (GREEN, 3)

Burnham Beeches and Stoke Common

12. The Burnham Beeches and Stoke Common Risk Register contains four RED and four AMBER risks. The detailed register is presented at Appendix 4.
13. There have been no changes to any of the current risk scores since the date of the last report to your Committee. However, the notes of each risk and associated actions have been updated to reflect the current situation.
 - **ENV-NE-BBSC 002:** Damage to sites (RED, 16)
 - **ENV-NE-BBSC 005:** Tree diseases and other pests (RED, 16)
 - **ENV-NE-BBSC 007:** Rural Payment Agency Grants (RED, 16)
 - **ENV-NE-BBSC 009:** Maintenance of buildings and other structures (RED, 16)
 - **ENV-NE-BBSC 001:** Budget reduction and income loss (AMBER, 12)
 - **ENV-NE-BBSC 004:** Local planning issues (AMBER, 12)
 - **ENV-NE-BBSC 006:** Climate and weather (AMBER, 12)
 - **ENV-NE-BBSC 008:** Pollution (AMBER, 8)

Coulsdon and Other Commons

14. The Coulsdon and Other Commons Risk Register contains one RED and six AMBER risks. The detailed register is presented at Appendix 5.

15. There have been no changes to any of the current risk scores since the date of the last report to your Committee. However, the notes of each risk and associated actions have been updated to reflect the current situation.

- **ENV-NE-COC 009:** Maintenance of buildings and other structures (RED, 16)
- **ENV-NE-COC 002:** Damage to sites (AMBER, 12)
- **ENV-NE-COC 004:** Local planning issues (AMBER, 8)
- **ENV-NE-COC 005:** Tree diseases and other pests (AMBER, 8)
- **ENV-NE-COC 008:** Pollution (AMBER, 8)
- **ENV-NE-COC 001:** Budget reduction and income loss (AMBER, 6)
- **ENV-NE-COC 006:** Climate and weather (AMBER, 6)

West Wickham and Spring Park

16. The Wickham and Spring Park Risk Register contains one RED and five AMBER risks. The detailed register is presented at Appendix 6.

17. There have been no changes to any of the current risk scores since the date of the last report to your Committee. However, the notes of each risk and associated actions have been updated to reflect the current situation.

- **ENV-NE-WWSP 009:** Maintenance of buildings and other structures (RED, 16)
- **ENV-NE-WWSP 002:** Damage to sites (AMBER, 12)
- **ENV-NE-WWSP 004:** Local planning issues (AMBER, 8)
- **ENV-NE-WWSP 005:** Tree diseases and other pests (AMBER, 8)
- **ENV-NE-WWSP 001:** Budget reduction and income loss (AMBER, 6)
- **ENV-NE-WWSP 006:** Climate and weather (AMBER, 6)

Natural Environment Cross-Divisional Risks

18. The Cross-Divisional Risk Register of the Natural Environment Division contains top-level risks, such as those on specific projects. Other risks on the register are those which are common to most or all sites: individual charities hold their own local risks on these matters, and the Cross-Divisional risk consolidates them for oversight by the Director.

19. These Cross-Divisional risks are owned by the Natural Environment Director and are reviewed regularly by the Director and her Senior Leadership Team.

20. On 13 February 2023, the Open Spaces and City Gardens Committee will receive a report on the nine Cross-Divisional risks summarised below.

- **ENV-NE 001:** Health and Safety (RED, 24)
- **ENV-NE 003:** Operational Property: Repair and maintenance of buildings and structural assets (RED, 24)
- **ENV-NE 007:** Wanstead Park Reservoirs (RED, 24)

- **ENV-NE 004:** Pests and diseases (RED, 16)
 - **ENV-NE 002:** Extreme weather and climate change (AMBER, 12)
 - **ENV-NE 005:** Impact of development (AMBER, 12)
 - **ENV-NE 011:** Recruitment and retention of staff (AMBER, 12)
 - **ENV-NE 010:** Budget pressures (AMBER, 8)
 - **ENV-NE 009:** Failure to implement the Charity Review (AMBER, 6)
21. As the Wanstead Park Reservoirs risk (ENV-NE 007) is specifically relevant to your Committee, it is included in the Epping Forest Risk Register at Appendix 2. This risk is managed jointly with the City's Building Control Service. A full report on the project is presented separately to this Committee.
 22. ENV-NE 011 has been added to the register to address the risk of being unable to recruit and retain sufficiently skilled members of staff. Mitigating actions include improving the learning and development offer to our existing staff and widening recruitment campaigns.
 23. ENV-NE 010 has been added to the register to address the risk of a reduction in income. In order to mitigate the risk, a Charity Income Strategy has been drafted for Committee approval. Additionally, consideration is being given to adopting software which will assist in the identification of relevant grants to which we can bid for funding.

Risk Management Process

24. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
25. Between management team meetings, risks are reviewed in consultation with risk and action owners, and updates are recorded in the corporate risk management information system (Pentana).
26. Regular risk management update reports are provided to this Committee in accordance with the City's Risk Management Framework and the requirements of the Charities Act 2011.

Identification of New Risks

27. New and emerging risks are identified through several channels, including:
 - Directly by Senior Management Teams as part of the regular review process.
 - In response to ongoing review of progress made against Business Plan objectives and performance measures, e.g., slippage of target dates or changes to expected performance levels.
 - In response to emerging events and changing circumstances which have the potential to impact on the delivery of services.

Corporate and Strategic Implications

28. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
29. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant Corporate Strategies, such as the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being considered as part of the development of the Natural Environment Division's emerging strategies.
30. Risks which could have a serious impact on the achievement of business and strategic objectives are proactively identified, assessed and managed in order to minimise their likelihood and/or impact.

Conclusion

31. The proactive management of risk, including the reporting process to Members, demonstrates that the Natural Environment Division of the Environment Department is adhering to the requirements of the City of London Corporation's Risk Management Framework and the Charities Act 2011.

Appendices

- Appendix 1 – City of London Corporation Risk Matrix
- Appendix 2 – Epping Forest Risk Register
- Appendix 3 – Ashted Common Risk Register
- Appendix 4 – Burnham Beeches and Stoke Common Risk Register
- Appendix 5 - Coulsdon and Other Commons Risk Register
- Appendix 6 – West Wickham and Spring Park Risk Register

Contact

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City of London Corporation Risk Matrix (Black and white version)

Note: A risk score is calculated by assessing the risk in terms of likelihood and impact. By using the likelihood and impact criteria below (top left (A) and bottom right (B) respectively) it is possible to calculate a risk score. For example a risk assessed as Unlikely (2) and with an impact of Serious (2) can be plotted on the risk scoring grid, top right (C) to give an overall risk score of a green (4). Using the risk score definitions bottom right (D) below, a green risk is one that just requires actions to maintain that rating.

(A) Likelihood criteria

	Rare (1)	Unlikely (2)	Possible (3)	Likely (4)
Criteria	Less than 10%	10 – 40%	40 – 75%	More than 75%
Probability	Has happened rarely/never before	Unlikely to occur	Fairly likely to occur	More likely to occur than not
Time period	Unlikely to occur in a 10 year period	Likely to occur within a 10 year period	Likely to occur once within a one year period	Likely to occur once within three months
Numerical	Less than one chance in a hundred thousand (<10-5)	Less than one chance in ten thousand (<10-4)	Less than one chance in a thousand (<10-3)	Less than one chance in a hundred (<10-2)

(B) Impact criteria

Impact title	Definitions
Minor (1)	Service delivery/performance: Minor impact on service, typically up to one day. Financial: financial loss up to 5% of budget. Reputation: Isolated service user/stakeholder complaints contained within business unit/division. Legal/statutory: Litigation claim or find less than £5000. Safety/health: Minor incident including injury to one or more individuals. Objectives: Failure to achieve team plan objectives.
Serious (2)	Service delivery/performance: Service disruption 2 to 5 days. Financial: Financial loss up to 10% of budget. Reputation: Adverse local media coverage/multiple service user/stakeholder complaints. Legal/statutory: Litigation claimable fine between £5000 and £50,000. Safety/health: Significant injury or illness causing short-term disability to one or more persons. Objectives: Failure to achieve one or more service plan objectives.
Major (4)	Service delivery/performance: Service disruption > 1 - 4 weeks. Financial: Financial loss up to 20% of budget. Reputation: Adverse national media coverage 1 to 3 days. Legal/statutory: Litigation claimable fine between £50,000 and £500,000. Safety/health: Major injury or illness/disease causing long-term disability to one or more people Objectives: Failure to achieve a strategic plan objective.
Extreme (8)	Service delivery/performance: Service disruption > 4 weeks. Financial: Financial loss up to 35% of budget. Reputation: National publicity more than three days. Possible resignation leading member or chief officer. Legal/statutory: Multiple civil or criminal suits. Litigation claim or find in excess of £500,000. Safety/health: Fatality or life-threatening illness/disease (e.g. mesothelioma) to one or more persons. Objectives: Failure to achieve a major corporate objective.

(C) Risk scoring grid

		Impact			
		Minor (1)	Serious (2)	Major (4)	Extreme (8)
Likelihood	X				
	Likely (4)	4 Green	8 Amber	16 Red	32 Red
	Possible (3)	3 Green	6 Amber	12 Amber	24 Red
	Unlikely (2)	2 Green	4 Green	8 Amber	16 Red
	Rare (1)	1 Green	2 Green	4 Green	8 Amber

(D) Risk score definitions

RED	Urgent action required to reduce rating
AMBER	Action required to maintain or reduce rating
GREEN	Action required to maintain rating

This is an extract from the City of London Corporate Risk Management Strategy, published in May 2014.

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

ENV NE Epping Forest

Report Author: Joanne Hill

Generated on: 06 January 2023



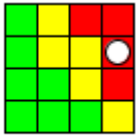
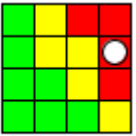
Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date/Risk Approach	Flight path
ENV-NE 007 Wanstead Park Reservoirs (formerly 32)	<p>Cause: Gradual deterioration of the fabric of the reservoirs and / or excessive rain.</p> <p>Event: Risk that the reservoirs may overtop and be washed away, leading to a cascading breach.</p> <p>Impact:</p> <ul style="list-style-type: none"> • Potential for loss of life or injury to staff/residents. • Legal action by the Environment Agency. • Low level flooding of the park and surrounding residential/commercial areas. • Damage to a listed landscape. • Requirement for significant immediate CoL funds to repair damage. • Civil claims/financial loss claims made from residents/ businesses. • Adverse effect on the reputation of the City Corporation (local/national media interest). • Park closed for several weeks. 	 Likelihood Impact 24	<p>Engineering study completed November 2020 recommended a lower level of activity required than originally envisaged. While the Large Raised Reservoirs (LRRs) are classified as High Risk under the Reservoirs Act 1975 and the Flood and Water Management Act 2010, their Dam Category of C or D means that the outcome of failure is relatively small. A further additional assessment of the interaction between the River Roding and Ornamental Waters has been undertaken.</p> <p>The project progressed through Gateway 3 in late November 2021.</p> <p>Outline options are continuing to be developed. One option is to do just the reservoir safety works recommended in the 2020 study. Another option is to do the reservoir safety works as well as water balance interventions to assist with long term safety management of the lakes; this includes commissioning a water balance</p>	 Likelihood Impact 8	30-Jun-2024	

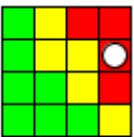
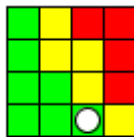
<p>Page 26</p> <p>26 Dec-2019</p> <p>Sally Agass</p>				<p>assessment to consider what water budget interventions could be made to minimise the risk of the dams drying out.</p> <p>The City Surveyors are progressing works to reinstate the River Roding pumphouse and other land drainage works to increase water supply to the Ornamental Water. An application for winter abstraction is with the Environment Agency.</p> <p>A consultant has been appointed to produce designs for a Sustainable Drainage System (SuDS) within the park as part of the GLA's 'Green and Resilient Places' development funding. The feasibility report is expected to be finalised in early 2023.</p> <p>In October 2021, a weekly inspection of the Perch Pond dam revealed a leak in the vicinity of the outflow structure. This remains under in consultation with the supervising Panel Engineer.</p> <p>05 Jan 2023</p>				
						Reduce		

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE 007d Environment Agency Actions	Confirm to EA that measures in the interest of safety have been completed.	<p>The Supervising Panel Engineer is kept up to date with the project's progress during their six-monthly inspections of the lakes, during which the Panel Engineer determines if further action is required. The next inspection is due on 23 January 2023.</p> <p>The project is now progressing through detailed options to Gateway 4. Having been delayed by the Project Review the Gateway 4 report will now be presented to Committee in January 2023.</p>	Tim Munday	05-Jan-2023	30-Jun-2024
ENV-NE 007g Gateway 4 report to	Outline options under consideration with procurement of professional expertise to refine options.	The water balance assessment has been delayed following difficulties in finding a consultant. It is now proposed to do this following Gateway 4 (if this option is taken forward) as part of any exercise necessary to secure permissions for water balance works (i.e. a river abstraction license).	Tim Munday	05-Jan-2023	26-Jan-2023

request funding to progress chosen option to detailed design		The Gateway 4 report will now be supported by an outline water supply potential assessment. Having been delayed by the Project Review, the report will now be presented to Epping Forest and Commons Committee on 26 January 2023.			
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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 004 Decline in Condition of Assets 19-Aug-2015 Paul Thomson	<p>Causes: Insufficient maintenance resource; failure to implement recommendations; damaging activity by visitors to the Forest.</p> <p>Event: Failure to meet statutory regulations and checks. Assets deteriorate to unusable/unsafe condition.</p> <p>Effect: Poor condition of assets; loss of value; cost of repair; fines from Local Authority and other statutory bodies.</p>	 <p>Likelihood</p> <p>Impact</p>	24	<p>Investigating investment opportunities for the Warren House for long-term sustainable use. Investment in buildings from local risk is slow but proceeding. Cyclical Works Programme (CWP) investment has been significantly reduced below the levels reported last year. This risk therefore remains at Red and potentially escalating. We are investigating innovative solutions to accelerate and secure capital investment in lodges and other built assets at Epping.</p> <p>The number of empty lodges has risen recently due to vacancies. Staff terms and conditions are under review as part of the Target Operating Model (TOM) process and this will affect prioritisation of works over the coming months.</p> <p>Several significant assets are in decline and works have revealed further unseen dilapidations we do not have resources currently planned to address. The target score remains at Red, to indicate that we are aiming to maintain our current position based on existing budgets and do not anticipate significant improvement in the coming year. Corporately, the CWP award is 27% of the sum requested.</p> <p>This risk has been expanded to include machinery, fleet and heritage assets.</p> <p>06 Jan 2023</p>	 <p>Likelihood</p> <p>Impact</p>	24		
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 004d Statutory compliance of buildings	Schedule of statutory checks and visits held and carried out by City Surveyor's or delegated to site.	Comprehensive Fire Risk Assessment Audits have been carried out across all Epping Forest sites with no local actions outstanding. Legionella management has recommenced following COVID-19 site shutdowns.	Jo Hurst	06-Jan-2023	30-Sep-2023
ENV-NE-EF 004e Annual building inspections	Joint inspection of all buildings including residential by site and City Surveyor's to capture maintenance needs. Required annually.	COVID-19 and changes of staff in the City Surveyor's Department (CSD) have delayed progress. Some empty lodges have been visited for condition surveys. Changes to structures in CSD may mean they no longer attend site for inspections.	Jo Hurst	06-Jan-2023	30-Sep-2023
ENV-NE-EF 004g Upkeep of Great Gregories Farm	Put actions and processes in place which ensure the upkeep and development of the site.	The replacement of the roof on the small barn has been postponed further under CWP, with no future date identified. Roofing for Pad1 is a Spend to Save project moving through the Gateway process, subject to a 40% Defra grant.	Paul Thomson	06-Jan-2023	30-Sep-2023
ENV-NE-EF 004j Maintain path network	Monitor the path network annually and carry out necessary maintenance.	The path network is monitored on an annual basis, and a maintenance programme prepared to address issues raised. We have £250k RASC funding, recently confirmed after review, for environmental damage to paths caused by high levels of use by visitors.	Paul Thomson	06-Jan-2023	30-Sep-2023
ENV-NE-EF 004k Aging condition of fleet	Fleet replacement programme	Assets such as patrol vehicles, tractors and other mobile agricultural machinery are exceeding their operational life and failing increasingly tight environmental standards, such as the extension of ULEZ. All replacements must be funded by local risk as no central fund is available. Budget has been prioritised for a series of replacements, using part exchange, hire purchase or other financial arrangements to allow the most efficient replacement of assets, prioritised by risk.	Jo Hurst	06-Jan-2023	31-Mar-2024
ENV-NE-EF 004l Protect Scheduled Ancient Monuments	Maintain the condition of the scheduled ancient monuments (SAMs). Improve the current state of knowledge of the extent of the monuments. Protect the monuments from erosion due to visitor activities.	Conservation Management Plans are in preparation for Loughton Camp and Ambresbury Bank to manage the conflicting risks of protection of the Scheduled Ancient Monuments (SAMs) and the veteran trees upon the monuments. The SAMs at Purlieu Bank (2 sections) and The Temple at Warlies Park are subject to ongoing review. We are undertaking a LiDAR of all SAMs during winter 2022/23, while trees are not in leaf. Specific plans are being prepared to alter public use of SAMs to prevent erosion.	Sally Gadsdon	06-Jan-2023	31-Dec-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 006 Raised Reservoirs 19-Aug-2015 Paul Thomson	Cause: Inadequate design; insufficient prescribed maintenance; leaks compromising dam integrity; failure to implement Panel Engineer's recommendations; failure to keep dams clear of vegetation; failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR. Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse. Effect: Loss of life; damage to downstream land/property; litigation; risk of prosecution; reputational harm; damage to/loss of habitat and associated rare species; fines from Environment Agency.	Likelihood  Impact	24	No change to current risk score. Work at Birch Hall Park was completed in September 2022. The Baldwins Pond project previously failed to attract tender interest and will be retendered during 2023. 06 Jan 2023	Likelihood  Impact	4	31-Oct-2024	
							Reduce	

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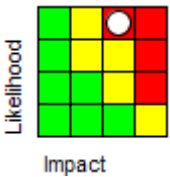
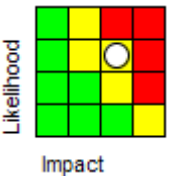
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 006a Panel Engineer inspections	Statutory inspection visits by engineer - 6 monthly in May and October.	Twice yearly inspections completed on schedule as agreed with the Panel Engineer.	Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 006c Internal inspection regime	Weekly inspection of reservoirs/dam.	Ongoing action. Blue books are being completed at agreed intervals. Formal recording has moved to an online process.	Laura Lawson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 006e Baldwins Pond and Birch Hall Park Pond	Undertake scoping evaluations for Baldwins Pond and Birch Hall Park Pond.	Work on Birch Hall Park Pond was completed in September 2022. The Baldwins Pond project previously failed to attract tender interest and will be retendered during 2023.	Paul Thomson	06-Jan-2023	31-Oct-2023
ENV-NE-EF 006f Rookery Wood, Tudor Square Pond	Maintenance of Rookery Wood, Tudor Square Pond. Conservation management of Copped Hall.	District Surveyor's Division to fund and plan maintenance works. A plan to schedule the structure and seek Countryside Stewardship Funding for some dam elements was approved by Committee in November 2022. We are currently looking at further survey work on heritage and biodiversity value with Historic England to explore options on the site and possible funding. This may have medium-term implications beyond 2024 for beginning to access site and explore modifying the earthworks in	Paul Thomson	06-Jan-2023	31-Mar-2024

		<p>the long term. There is no funding from the Cyclical Works Programme at present. A draft report on the Historic England assessment has been submitted to the CoL.</p> <p>This will be linked to the Copped Hall Conservation Management Plan which has been completed and is currently out for consultation. District Surveyor's Division has carried out assessment works of the in-place dam structure and LiDAR mapping.</p>			
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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 003 Health and Safety incidents / Catastrophic Health and Safety failure Page 32 19-Aug-2015 Paul Thomson	Cause: Poor understanding and/or delivery of Health and Safety policies and procedures; failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits; uncertainties due to the ongoing TOM process. Event: Staff, volunteers, contractors or licensees undertake unsafe working practices. Insufficient staff numbers and heavier workload for those who are in post. Effect: Injury or death of staff, volunteers, contractors, licensees or members of the public; prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation; fine levied by HSE; staff experience higher levels of physical and mental stress.	 Likelihood	16 Impact	This continues to be actively managed. A hazardous tree survey was completed in 2022 but works arising, particularly at the amber zones, have not been completed due to recruitment restrictions and larger numbers of hazardous trees being identified. These works are unlikely to be completed this year. Red zones are being prioritised. This may increase the risk score if not addressed in the coming year: the situation will be kept under review. We are supplementing our teams with the use of specialist contractors to help address deadlines until such time as we are able to recruit staff on a permanent basis. 06 Jan 2023	 Likelihood	12	31-Mar-2024	
							Accept	

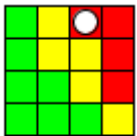
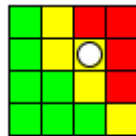
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 003c Training programme	Staff roles linked to essential and desirable training needs. Continual and annual review.	H&S training (operational) system is in place and established. Expiring training known in advance and scheduled. Training items that were delayed or deprioritised due to COVID-19 related complications have been subject to a 'catch-up' plan which has been implemented. A training matrix link to induction and new starters is in place.	Jo Hurst	06-Jan-2023	31-Mar-2024
ENV-NE-EF 003e Hierarchy responsibilities and communications	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements enables cascading of decisions, issues, responsibilities and communications.	All roles and responsibilities are outlined and clarified in the agreed local Health and Safety statement. Due to the current high number of vacancies, there are gaps in responsibilities which are being prioritised on a risk basis. Significant review will be necessary post-TOM.	Paul Thomson	06-Jan-2023	31-Mar-2024

<p>ENV-NE-EF 003f Annual licensee checks</p>	<p>H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans</p>	<p>Annual licensee checks take place: we are concentrating on catering outlets where there are specific issues around hygiene ratings and other issues. Checks may be extended to other commercial tenants, e.g. Cricket Pavilions, but this may just be a single reminder of responsibilities. Event licences on Forest land are being directed to the Local Authority Safety Advisory Group.</p>	<p>Jo Hurst</p>	<p>06-Jan-2023</p>	<p>31-Mar-2024</p>
<p>ENV-NE-EF 003g Staff health, safety and wellbeing</p>	<p>Provide support to staff where possible.</p>	<p>Prolonged understaffing due to uncertainties of extended TOM and restrictions on recruitment is resulting in overstretched staff and physical and mental stress.</p> <p>Key team members are trained Mental Health First Aiders but this is a reactive function intended to notice and act upon indicators of mental health crisis, and these staff and managers are unable to remedy situations to reduce work stresses as they currently present themselves.</p> <p>Support such as Occupational Health and the Employee Assistance Programme is advertised and communicated, but underlying issue of unsustainable work pressure cannot be resolved until TOM programme is wholly complete and embedded.</p>	<p>Jo Hurst</p>	<p>06-Jan-2023</p>	<p>31-Mar-2024</p>

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 008 Invasive Non Native Species (INNS) 19-Aug-2015 Paul Thomson	Cause: Lack of adequate controls on international trade encourages transmission of invasive non-native species; inadequate site biosecurity often through conscious public release of INNS within Forest. Event: Sites become occupied by INNS which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some INNS have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a). Effect: Loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites.		16	OPM is a seasonal risk which remains red due to high levels over the summer. Other INNS continue to be monitored. A new annual survey has been contracted out. We are reducing reliance on spraying and are increasing the manual removal of caterpillars in high-traffic areas. 06 Jan 2023		12	30-Jun-2024	
							Reduce	

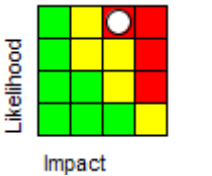
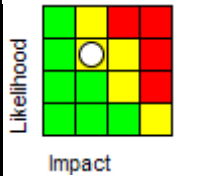
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Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 008c INNS policy	Develop an INNS policy - particular focus on OPM, although other pathogens and areas of concern to be tackled.	The importance of INNS (now DIES) to be reflected in plans for the new structure and recruitment under TOM, with key deliverables in policy and management. An annual assessment and control process is in place. Financial and labour resources continue to be targeted on OPM (nest removal), Ramorum disease (spraying of rhododendron host regrowth), Giant Hogweed and Japanese Knotweed control. A spreadsheet of all INNS taxonomic groups is planned to provide a comprehensive basis for prioritising actions on species and to allow an INNS Action Plan as well as a policy approach.			Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 008g OPM Monitoring	This action tracks work done to mitigate the spread of Oak Processionary Moth in Epping Forest.	OPM is a seasonal risk and remains red due to high levels over the summer. Other INNS are being monitored as usual. A new annual survey has been contracted out. We are reducing reliance on spraying and are increasing the manual removal of caterpillars in high-traffic areas.			Paul Thomson	06-Jan-2023	31-Mar-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 012 Loss of forest and buffer land and/or concession of prescriptive rights Page 35 19-Aug-2015 Paul Thomson	Cause: Lack of single definitive reference point for Epping Forest boundaries and accesses. Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time. Effect: Compromised statutory responsibility through loss of forest and buffer land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London's reputation as Conservators.	 Likelihood	16	<p>The risk remains at the same level. We have not yet achieved the target to reach Amber due to test case issues (as below) and lack of resources in terms of completing on-site surveys.</p> <p>Test cases put forward so far are too old to legally challenge, so we are not preferred at this time. We are currently seeking advice from the Legal Team as to how to address the remaining encroachments.</p> <p>Access audit phase one (desk-based review) has been completed. However, more than half of the 38 compartments are still to have a ground-truthing field visit to assess the issues with access on the ground. Therefore, risk remains of potential prescriptive rights being developed. Resources to ensure this survey takes place will need to be reviewed as part of the Target Operating Model process (TOM).</p> <p>06 Jan 2023</p>	 Likelihood	12	31-Mar-2024	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 012b Epping Forest Access Audit	Undertake audits of all 38 Forest compartments and buffer land.	Audits have been suspended until completion of TOM recruitment.	Laura Lawson	06-Jan-2023	31-Mar-2024
ENV-NE-EF	Work with the City Surveyor's and the	Test cases brought forward are too old for challenge. A draft EFCC report collates all potential	Tristan	06-Jan-2023	31-Dec-2023

012d Assessment of the audits in partnership with CS and CCS	Comptroller and City Solicitor's Departments to consider whether legal action is required to settle disputes.	historic encroachments with a view to resolve the remaining encroachments. This draft is currently with the Legal Team for their comment.	Vetta		
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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 013 Loss of knowledge in skilled staff/ Difficulties in recruitment 19-Aug-2015 Paul Thomson	Cause: Previous reliance on memory-based rather than documentary records; retirements amongst ageing workforce; remuneration and benefits package increasingly uncompetitive for market sector. Event: Loss of knowledge and skills. Effect: Extra training needs, difficulty in recruitment or induction of new staff.		16	Risk remains high due to loss of skilled staff related to the Target Operating Model (TOM) process and inability to recruit beyond Fixed Term Contracts. We have continued to lose skilled staff throughout 2021 and 2022. This risk is an active issue at present. Skilled staff are being lost and we are unable to recruit to certain roles. The original target to reduce the risk to Amber (6) by June 2022, has been significantly delayed until the outcomes and direction of the TOM are realised and vacancies are recruited to. Introduction of a Talent Management Strategy is also awaiting the outcome of the TOM and has been delayed likely till end of March 2023. The TOM process has negatively impacted staff retention.		6	31-Mar-2024	
							Reduce	

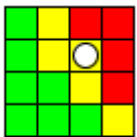
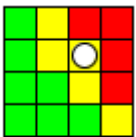
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 013a Key role assessment actions	Identify key roles where officers are nearing retirement or expressing development needs or desire to leave CoL or the Department. Review this data annually via PDR's and one to ones. Succession plan drawn up by Management	Talent management strategy deferred as awaiting finalisation of the TOM process and new structures. A number of key staff have been lost due to uncertainty during this transition.	Jo Hurst	06-Jan-2023	31-Mar-2024

	Team and agreed by the Assistant Director. HR support for key roles.				
ENV-NE-EF 013b Increase process documentation	Increase documentation of memory based knowledge Ensure that information needed for emergency situations and out of hours is written down forming part of a pack Move collected data onto the GIS system	CiviCRM solution has been delivered and is being implemented throughout the Epping Forest teams. The StarTraq system for management of PCNs and FPNs is also ready for deployment but delayed due to recruitment and structure pressures in Forest Keeper and Enforcement Team.	Jo Hurst	06-Jan-2023	31-Mar-2024
ENV-NE-EF 013c Appointment cross-over (budgetary issue)	Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR.	Details to be articulated in Talent Management Strategy, but there will always be budgetary constraints and decisions taken on case-by-case basis.	Jo Hurst	06-Jan-2023	31-Mar-2024

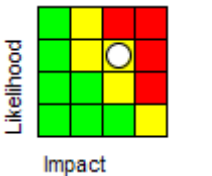
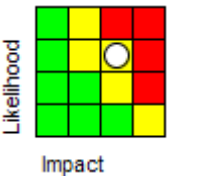
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 015 Public behaviour 19-Aug-2015 Paul Thomson	Cause: Crime; irresponsible dog owners; rough sleepers; user conflict; trespass; alcohol; unlicensed activity. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social, irresponsible, or unsafe behaviour. Effect: Negative PR; injury to visitors; insurance claims; police exclusion zones; rise in crime rates; illegal occupancy of Forest land; increase in costs of managing public behaviour.		16	We work in partnership with a range of Police and Anti-Social Behaviour managers to manage this risk. We accept that we cannot reduce this risk for the foreseeable future, but we have put in place a range of reasonable measures to limit the effects as far as we can. 06 Jan 2023		16	Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 015b Controlling dogs	Implementation and monitoring of PSPOs and other dog control measures on sites.	PSPOs are in place. A Code of Conduct for responsible dog walking is in place. This is not high priority at present for enforcement, but we are monitoring and taking action where appropriate.	Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 015f Develop and improve joint working	Develop stronger links and become a trusted partner with EFDC, LBWF, LBR and LBN. New relationships with officers in local authorities need creating/developing following staff changes Ongoing action	We now work in partnership with a range of Police and ASB managers to address this risk.	Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 015i Address problematic public behaviour	Take appropriate action to address cases of anti-social, irresponsible and unsafe public behaviour.	Officers continue to monitor rough sleeping, fly-tipping, anti-social behaviour and conflict between forest users. They work with appropriate local authorities and agencies to deal with individual cases.	Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 015j Develop an Enforcement	Develop an Enforcement Policy to deal with public behaviour which contravenes the Epping Forest byelaws.	This policy will ensure that City of London staff, those we regulate, and other stakeholders and partners are aware of the intent and principles underpinning our approach to the action we may take when managing unlawful activity in Epping Forest.	Laura Lawson	06-Jan-2023	30-Sep-2023

Policy		A draft Policy has been prepared and will be presented to Committees in due course.			
ENV-NE-EF 015k Influence public behaviour	Encourage safe and responsible use of the Forest.	<p>Activity based codes of conduct or guidelines for cycling, dog walking, fishing and horse riding have been developed and are available online.</p> <p>A general code of conduct for visiting Epping Forest, based on the Countryside Code has been developed. Widespread distribution of this needs further work.</p> <p>The Epping Forest Communications plan includes key messages about behaviour and respect for others.</p> <p>An Enforcement Policy and an Anti-Social Behaviour Policy have been drafted and will be presented to Committees in due course.</p>	Paul Thomson	06-Jan-2023	30-Sep-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
<p>ENV-NE-EF 007 Pathogens</p> <p>19-Aug-2015 Paul Thomson</p>	<p>Cause: Lack of adequate controls on international trade encourages transmission of pathogens; inadequate site biosecurity; and spread of novel pathogens responding to changes in climate presence of suitable hosts.</p> <p>Event: Sites become infected by pathogens causing diseases which lead to the decline or loss of key species.</p> <p>Effect: Loss or decline of key species; temporary site closures; increased costs for biosecurity, monitoring and reactive maintenance. Threat to existing conservation status of sites, particularly those with woodland habitats.</p>	<p>Likelihood</p>  <p>Impact</p>	<p>12</p>	<p>Highly pathogenic Avian Influenza (HPAI) variant HN51 is now present in a series of bird populations in Epping Forest lakes, with noticeable impact on populations of large birds, including geese and swans. Public information signage has been introduced and carcasses are being collected and appropriately disposed of where possible.</p> <p>Ramorum: Rhododendron regrowth continues to require treatment by spraying. Annual inspections are carried out and will next be done in late 2023. Otherwise, there are no obvious increases in risk factors.</p> <p>Ash Dieback: There are no obvious changes, but if weather patterns continue, this is likely to lead to larger ash deterioration. This is being picked up by existing monitoring in target zones but remains a concern.</p> <p>Sooty bark disease: This remains a significant problem and now forms a major part of the annual Hazardous Tree Programme.</p> <p>We accept that we cannot reduce this risk for the foreseeable future, but we have put in place a range of ongoing measures and longer-term actions to limit the likelihood and impacts as far as we are able.</p> <p>06 Jan 2023</p>	<p>Likelihood</p>  <p>Impact</p>	<p>12</p>	<p>Accept</p>	<p>Flight path</p>

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 007a Massaria survey	Undertake a survey for Massaria twice a year and implement actions which arise.	Staff shortages significantly affected the completion of the tree safety program during 2022. However, Massaria management, involving climbing surveys of affected trees, has been completed.	Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 007d Ramorum Disease	Sudden Oak Death - Annual inspection of all Rhododendron.	Additional work: mature and large Rhododendron bushes are being removed (by uprooting - to avoid future spraying control where possible).	Paul Thomson	06-Jan-2023	31-Mar-2024
ENV-NE-EF 007e Biosecurity policy	Need to develop a biosecurity policy and then implement.	Biosecurity position statement was completed. The location-specific biosecurity measures remain in place at Warren Plantation and were reviewed comprehensively in May 2022. Wider biosecurity measures for other pathogens are yet to be determined or agreed: a report is due by the end of 2024. The biosecurity measures will now be integrated into the INNS Action Plan for completion in 2024.	Paul Thomson	06-Jan-2023	31-Dec-2024
ENV-NE-EF 007g Avian Influenza	Undertake a weekly survey of bird fatalities.	A weekly survey of the highly pathogenic Avian Influenza bird fatalities is carried out.	Laura Lawson	06-Jan-2023	31-Mar-2024




Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date/Risk Approach	Flight path
ENV-NE-EF 010 Development Consents close to Forest Land 19-Aug-2015 Paul Thomson	<p>Cause: Lack of suitable protections in Epping Forest Acts; Planning Authorities obligations to meet housing targets; failure to monitor and challenge housing and other development plans; lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Large housing, transport infrastructure or other developments on land affecting Epping Forest.</p> <p>Effect: Change in character to the context and setting of Forest Land; potential increase in visitor numbers and recreational pressure; increased air, light and noise pollution and consequent potential decline in biodiversity and tranquillity; further increases in traffic volumes on local road network.</p>	 <p>12</p>	<p>The Epping Forest District Council (EFDC) Local Plan HRA has now been fully updated in relation to air pollution. An Air Pollution Mitigation Strategy (APMS) was approved by EFDC full council in February 2021. Nonetheless, elements of this APMS remain to be resolved due to controversy about their introduction or effectiveness - namely the Clean Air Zone - and development sites still present an air quality risk as a result.</p> <p>The London Borough of Waltham Forest (LBWF) Local Plan Examination in Public took place in April 2022. The CoL continues to liaise with LBWF on the Air Quality Management Strategy and SANGS options with a view to securing appropriate protection for the forest.</p> <p>Local Authorities are close to completing the Epping Forest Special Area of Conservation (EFSAC) Mitigation Strategy.</p> <p>06 Jan 2023</p>	 <p>12</p>	Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 010a	Epping Forest DC Local Plan: Attend meetings and respond to consultation on the local plan in order to influence the content of the Plan and the Memorandum of Understanding between EFDC and Natural	SAC Oversight Group has now agreed governance, finance and a package of mitigation measures. We await sign-off from the relevant committees of these LAs to approve. LB Redbridge has already approved and LB Waltham Forest will do so via delegated powers.	Tristan Vetta	06-Jan-2023	30-Sep-2023

Strategies	England. LB Waltham Forest Core Strategy and other LA actions plans: Respond to any further consultation.				
ENV-NE-EF 010c Forest Transport Strategy	Development and ongoing work on the Forest Transport Strategy	Progress is being made and the Strategy is now in draft. Meetings are held every two months with the District Council and the intention is to extend consultation to other relevant authorities.	Jacquelin e Eggleston	06-Jan-2023	31-Dec-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 016 Financial management and loss of income May-2016 Paul Thomson	Cause: The CoL is facing austerity efficiencies: revisions to EU common agricultural policy (CAP) regulation, transition from Basic Payment Scheme (BPS) (total cessation in 2027) and UK interpretation and tightening of qualifying eligibility criteria. Failure to deliver to spend profile may result in loss of budget; lack of skills/capacity to deliver income generation projects; unrealistic initial targets and deadlines. Possible impact of Brexit. Event: Reduction deficit funding from the CoL; reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity, especially conservation grazing. Division is unable to deliver spend to profile or income generation programmes to agreed targets and timescales. Adverse workload impact on service delivery. Effect: Reduction in income. Reduction or cessation of agricultural/conservation activity, including negative impact on grazing. Reduction / loss of biodiversity.	 Likelihood	12 Impact	There remains a need to achieve savings and manage inflationary pressures. Our focus is currently on car parking, lodge rentals, commercial wayleaves, and public events. Applications to the Rural Payments Agency's (RPA) Countryside Stewardship Scheme are being made in April 2023 which will stem the loss of Basic Payment Scheme (BPS) income. Furthermore, new grant schemes under the Environment Land Management Programme also offer additional income for the future. In the meantime, we accept that we cannot reduce the risk further, but will keep it under regular review. 06 Jan 2023	 Likelihood	12 Impact	Accept	



Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 001e Next round of savings to be agreed	Working to deficit budget reduction targets by increasing income generation.	Net income from car parking, lodge rentals and commercial wayleaves has met current budgets, but further efficiencies and income enhancement must be found over the coming years. The draft Natural Environment Division's strategies include a focus on income generation. We are also awaiting the outcome of the Natural Environment Charity Review which may present additional opportunities through changes to financial structures and governance.	Jo Hurst; Paul Thomson	06-Jan-2023	31-Mar-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 005 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition Page 46 19-Aug-2015 Paul Thomson	Cause: Lack of appropriate habitat and tree management (pollarding) and lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change. Event: Unfavourable assessment by Natural England. Effect: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in % SSSI area in unfavourable recovering (currently 48.24%); loss of current (HLS) and future grant (e.g. CSS) funding; harm to City's reputation; fines from Natural England and Defra.	 Likelihood	8	10-year Countryside Stewardship (CSS) Agreement (Forest 1) for part of the SSSI is in place for 2020-2029 and is being delivered which includes three SSSI units in "unfavourable" condition. Three further applications to cover the remainder of the SSSI Wanstead Park and Copped Hall are being prepared with work planned to start in 2024. Work is being targeted to address some of the reasons for 'unfavourability' in the units in this second half of the Forest. Conservation grazing has been reintroduced into two areas of the Forest (Barn Hoppitt and Pole Hill) with a third area to be started in the next year. This should see an improvement in the grassland management of those sites within the SSSI. The site sustained significant damage to the fabric of the SSSI/SAC due to increased visitor numbers during COVID-19, with a rise of around 300%. Damage to entrances and ride edges has been significant. Pathways have proliferated in the wooded areas. Part of the second CSS application includes a request for visitor management infrastructure to help alleviate visitor damage.	 Likelihood	8	Accept	

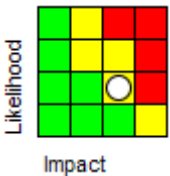
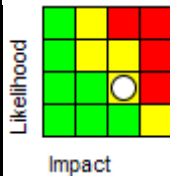

Action no,	Action description	Latest Note	Action	Latest Note	Due Date
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Title,			owner	Date	
ENV-NE-EF 005a Countryside Stewardship (CSS) grant	Make CSS grant application to avoid loss of this vital income stream whilst ensuring habitat management targets are sustainable across 10-year agreement period.	10-year Countryside Stewardship Agreement (Forest 1) for part of the SSSI has been achieved and is being delivered. A second agreement is being sought for the remainder of the Forest which is currently being prepared and is due for submission in April 2023. Further applications for Copped Hall Park and Wanstead Park have also been agreed by Committee.	Paul Thomson	06-Jan-2023	30-Apr-2023
ENV-NE-EF 005b Biodiversity 2020 targets for SSSI	Create plan of action for 5 compartments within existing resources to ensure consideration of priorities for CSS application.	Natural England officers will be reviewing the remaining SSSI compartments for reassessment.	Paul Thomson	06-Jan-2023	31-Mar-2024

Safety works		the end of 2024. Following a rise in Massaria and sooty bark disease infections, and severe storms, it is anticipated that new surveys will result in circa 1,500 new tasks to be completed, adding substantially to the backlog of works. We have been unable to employ more staff and have had to increase contractor works to reduce the backlog.			
ENV-NE-EF 009h Reduce the impact of fire	Reduce the impact of grass and heathland fires.	Nine site-specific wildfire response plans have been signed off by the respective Fire and Rescue Services. Site inspections by fire officers have been completed at the London sites. Further work is required with Essex Fire Brigade.	Paul Thomson	06-Jan-2023	01-Nov-2023
ENV-NE-EF 009i Fire access zones	Maintain fire access zones.	All fire access zones are cut twice per year. Drought limits grass growth but growth recommences quickly when wetter conditions develop. Fire experience during Summer 2022 showed that these fire access zones have been an effective barrier.	Paul Thomson	06-Jan-2023	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 011 Wanstead Park – Heritage at Risk Register Aug-2015 Paul Thomson	Cause: Grade II* Registered Park and Garden, Wanstead Park, has been on the “Heritage at Risk” register since 2009, listed as in declining condition. Further restoration by four landowners is required to halt deterioration in condition and secure continued abstraction licence. Event: Failure to complete restoration work. Effect: Wanstead Park remains on the Heritage at Risk Register: continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation; fines from English Heritage in respect of listed buildings.	 Likelihood	8	This remains at risk with Historic England (HE). However, there have been productive meetings with HE and the Wanstead Park Liaison Group. Limited preliminary works are underway at The Grotto. An application for a Countryside Stewardship grant for 2024 has been approved by Committee. The London Borough of Redbridge has identified £100,000 of SANGS funding for the park which will be used to improve access from the River Roding path into the park. 06 Jan 2023	 Likelihood	8	Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 011b Funding for implementation of plan	Identify potential funding / partners and submit bid. Funders may include HLF	Funding is being worked on through Wanstead Park Project Board with a Committee update scheduled for January 2023. The principal challenge is that project match funding does not qualify under City capital prioritisation rules.	Paul Thomson	06-Jan-2023	31-Mar-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 014 Major Incident resulting in prolonged 'Access Denial' 19-Aug-2015 Paul Thomson	Cause: Pandemic; human error; mechanical failure; deliberate act of terrorism. Event: Major incident; terrorism; evacuation of East London; aircraft crash; failure of underground services; major pollution incident from M25; pollution from septic tanks or cattle buildings. Effect: Damage to, and loss of, Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement; fines from Environment Agency for pollution incidents.		8	We have accepted this risk in recognition of how this will remain an active issue in the coming years. We are confident that our work in this area has been successful but will continue to assess protocols going forward. The Emergency Plan worked well during the COVID-19 pandemic and lessons learned during that time have now been incorporated in the Plan and our Business As Usual routines. The Emergency Plan was tested using the JESIP (Joint Emergency Services Interoperability Principles) Framework and has been implemented and supported by additional measures. 06 Jan 2023		8		
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 014a Emergency Plan	Ongoing review and updating of the Emergency Plan.	The Emergency Plan worked well during the COVID-19 pandemic and lessons learned during that time have now been incorporated in the Plan and our 'business as usual' routines. The Emergency Plan was tested using the JESIP (Joint Emergency Services Interoperability Principles) Framework and has been implemented and supported by additional measures. The plan is kept under regular review.	Paul Thomson	06-Jan-2023	31-Mar-2024



ENV NE Ashtead Common


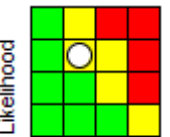

Report Author: Joanne Hill

Generated on: 07 January 2023

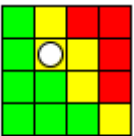
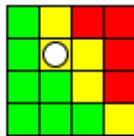

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Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 009a Maintenance of buildings and other structures 15-Jun-2022 Andy Thwaites	Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures. Event: Structures, specifically byelaw boards, become unsafe. Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.		8	Byelaw boards may deteriorate over time with lack of preventative maintenance. They may become unsound and present a health and safety risk. External contractors have assessed three boards as needing to be replaced. The boards are monitored on a regular basis and any which become unsafe are removed. 20 Dec 2022		2	30-Jun-2023 Reduce	



Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 009a Regular monitoring	Monitor byelaw boards, report on condition and remove any which become unsound.	Byelaw boards are monitored on a regular basis. Any which become unsafe are removed.	Andy Thwaites	20-Dec-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 005 Tree Diseases and Other Pests Feb-2022 Andy Thwaites	Cause: 'Natural' spread of pests and diseases from neighbouring areas e.g. ticks and Lyme Disease and Oak Processionary Moth (OPM). Event: Individuals are affected by Lyme Disease or suffer allergic reaction to OPM. Effect: Staff and other individuals suffer severe long-term health effects; service capability disrupted; damage to corporate reputation; increased costs for reactive maintenance.	 Likelihood	6	We accept that we cannot reduce this risk for the foreseeable future, but we have put in place a range of reasonable measures to limit the effects as far as we can. An action plan is in place for Lyme Disease, including adjustments to staff work schedules to reduce the risk of exposure. Tick/Lyme Disease information cards have been produced for volunteers, contractors and visitors to Ashtead Common. OPM is endemic and widespread at Ashtead Common but appears to be subject to natural controls which have suppressed numbers. 20 Dec 2022	 Likelihood	6	Accept	

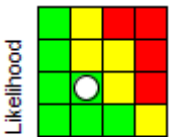
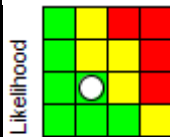

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 005e Tree Safety Policy	Review The Common's Tree Safety Policy tri-annually and the local site risk map annually.	The Commons' Tree Safety Policy is reviewed every three years: next due in July 2024. The local site risk map is reviewed annually: next due in June 2023.	Andy Thwaites	20-Dec-2022	30-Jun-2023
ENV-NE-AC 005f Risk review	Keep risk under regular review.	The situation is kept under review and further measures will be implemented if and when they become necessary.	Andy Thwaites	20-Dec-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 006 Climate and weather 24-Feb-2022 Andy Thwaites	Causes: Climate change causes severe wind, drought or floods to occur more frequently. Event: More frequent and severe storms or fires at Ashtead Common. Effect: Injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species; service capability disrupted; temporary site closures; increased demand for staff resources to respond to incidents and maintain site safety; increased costs for reactive management.	Likelihood  Impact	6	Fire is by far the biggest risk to Ashtead Common. Although a number of measures are taken to manage the impact of this risk, we are unable to reduce the likelihood of it occurring. 20 Dec 2022	Likelihood  Impact	6		
Accept								

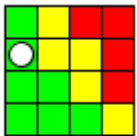
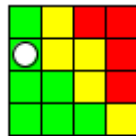
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 006a Fire management 20254	Review and update Fire Management Plan bi-annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services.	Major emergency plan produces were shared with Surrey Fire and Rescue in May 2022. This will next be done in May 2024, unless changing circumstances require an interim review.			Andy Thwaites	20-Dec-2022	31-May-2024
ENV-NE-AC 006b Storms	Storm monitoring & management and closure policies are in place and are linked to high staff awareness and training	The site continues to monitor and respond to warnings of extreme weather.			Andy Thwaites	20-Dec-2022	31-Mar-2023
ENV-NE-AC 006c Climate change	Understand the potential impacts of climate change on Ashtead Common. Engage in climate change research and debate.	Ongoing research and dialogue continues.			Andy Thwaites	20-Dec-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 008 Water pollution Page 55 27-May-2022 Andy Thwaites	Cause: Pollution of the Rye Brook. Event: Polluted water poured into road drain; misconnection into the surface water system from other utilities. Effect: Toxins and/or biohazards introduced into the watercourse threatening the health of people and animals; damage/loss of rare/fragile habitats and species; adverse local media coverage.	 Likelihood	6	The current risk score has been reduced from Amber 8 ('likely/serious') to Amber 6 ('possible/serious'). This is because Thames Water identified and corrected nine misconnections during the summer and there have been noticeably fewer pollution instances since. Designs have been produced for a reedbed filtration system that could remove contaminants (although this would be expensive to create). However, in light of the recent apparent improvements, we will gather baseline data over the coming year to assess whether such a system would still be beneficial. The Rye Brook is regularly monitored, including kick sampling and measurement of phosphate levels.	 Likelihood	2	31-Mar-2031	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 008b Data gathering exercise	Gather baseline data to determine whether a reedbed filtration system would be beneficial.	During 2023, we will gather baseline data to assess whether progressing the project to construct a reedbed filtration system is still required, in view of the apparent improvements seen in summer 2022.	Andy Thwaites	20-Dec-2022	31-Dec-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 001 Budget reduction and income loss 24-Feb-2022 Andy Thwaites	<p>Cause: Potential reductions in budget and income.</p> <p>Event: The City of London reduces its budget for Ashtead Common, or external funding is reduced.</p> <p>Effect: Financial failure; failure of key services; loss of staff; failure to maintain habitats on site; reduction in the ability to manage threats; significant reduction in service to users; reputational damage.</p>	 <p>Likelihood</p>	4	<p>This risk remains low for Ashtead Common. The need for an additional member of staff for Ashtead Common has been identified and funded.</p> <p>Additional Countryside Stewardship funding has been secured for the next ten years. Therefore, the current likelihood of this risk occurring is 'unlikely'.</p> <p>20 Dec 2022</p>	 <p>Likelihood</p>	4	Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.	Andy Thwaites	20-Dec-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 004 Local Planning Issues 24 Feb-2022 Andy Thwaites	<p>Cause: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities and inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Increase in housing or other developments on land affecting Ashted Common.</p> <p>Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network.</p>	 <p>Likelihood</p>	3	Ongoing - local plans continue to be developed and are scrutinised and commented on when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. The Local Plans of Mole Valley and Kingston generally protect the immediate environs of Ashted Common. However, possible areas for development are identified within the general area, and this could increase pressures on the Common in the long term. 20 Dec 2022	 <p>Likelihood</p>	3	Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 004c Risk review	Keep risk under regular review.	This risk is kept under regular review.	Andy Thwaites	20-Dec-2022	30-Jun-2023

ENV NE Burnham Beeches and Stoke Common

Report Author: Joanne Hill

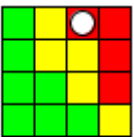
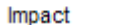
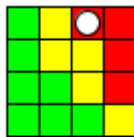
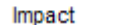
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Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-002 Damage to sites 24-Feb-2022 Martin Hartup	<p>Cause: Burnham Beeches was damaged during the COVID-19 pandemic due to higher than usual visitor numbers. Even though numbers have since returned to 'normal' levels, the site is still subject to ongoing degradation.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes, especially Burnham Beeches which is a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC) and not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; negative press coverage; loss of grants related to conservation; increased spend required to maintain the sites/mitigate damage.</p>	<p>Likelihood</p> <p>Impact</p>	16	<p>Visitor numbers have returned to more normal/pre-COVID levels, although they have still been elevated at times in the last 12 months and impact of 'normal use' may lead to ongoing site damage and degradation. Seasonal area/path restrictions have now become part of normal business to protect the SAC but more work is required in order to reduce the impact of the risk.</p> <p>21 Dec 2022</p>	<p>Likelihood</p> <p>Impact</p>	12	30-Jun-2023	Reduce

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 002a Car parking	Prevent damage from car parking on surrounding roads and land.	Four miles of permanent parking restrictions are still expected to be installed by Buckinghamshire Council around Burnham Beeches.	Martin Hartup	20-Dec-2022	30-Jun-2023
ENV-NE-BBSC 002b Action Plan	Develop an action plan to reduce the impact of high visitor levels.	A 'Carrying Capacity' study has been carried out, the results of which will be used to formulate an action plan to mitigate the impacts of high visitor levels.	Helen Read	20-Dec-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 005 Tree Diseases and Other Pests 24-Feb-2022 Martin Hartup	Cause: Inadequate biosecurity, purchase or transfer of infected plants, soil and animals. ‘Natural’ spread of pests and diseases e.g. Oak Processionary Moth, and lack of funding to deliver requirements of the OPM Plant Health Notice. Event: OPM spreads further throughout the site and inability to carry out legal requirements. Effect: Potential consequences of non-compliance with legal requirements; reputational damage; temporary site/area closures; increased costs for reactive maintenance; health and safety risk to staff and visitors.	Likelihood  Impact 	16	OPM is now well established at Stoke Common and still spreading there. OPM has also been discovered in trees adjacent to Burnham Beeches and so is likely to spread there also in the coming years. Without additional funding there is nothing more we can do to reduce the risk. We will continue to undertake all reasonable actions to keep the situation under control as far as we are able. 20 Dec 2022	Likelihood  Impact 	16	Accept	

Page 2

Action no, Title	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 005a	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Ongoing. Training needs reviewed at regular team meetings, and proactively promoted via HSI and other corporate boards. Needs are also reviewed at 6 monthly local Health and Safety meetings.	Martin Hartup	20-Dec-2022	31-Mar-2023
ENV-NE-BBSC 005b	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Martin Hartup	20-Dec-2022	31-Mar-2023
ENV-NE-BBSC 005d	Measures in place for staff, volunteers and contractors including public messages	Ongoing biosecurity actions and implementation of biosecurity policy.	Martin Hartup	20-Dec-2022	31-Mar-2023
ENV-NE-BBSC 005e	Review The Commons' Tree Safety Policy tri-annually and the local site policy annually.	The Commons' Tree Safety Policy is reviewed every three years: next due in July 2024. Burnham Beeches and Stoke Common local site policy is reviewed annually: next due in July 2023.	Martin Hartup	20-Dec-2022	01-Aug-2023
ENV-NE-	Actions for the management of OPM at Stoke	An OPM management plan was developed and implemented for Stoke Common in summer 2021 in	Martin	20-Dec-2022	31-Mar-2023

<p>BBSC 005f OPM at Stoke Common</p>	<p>Common.</p>	<p>line with Natural England advice/restriction and Forestry Commission requirements - survey and nest removal is undertaken as required.</p> <p>A similar plan may be required for the even more sensitive Burnham Beeches SAC if OPM spreads as expected. We are keeping the situation under review.</p>	<p>Hartup</p>		
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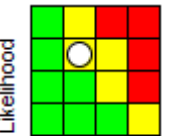

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 007 Rural Payment Agency Grants 24-Feb-2022 Martin Hartup	<p>Causes: The Rural Payment Agency (RPA) has altered the administration of the BE6 grant for work on trees.</p> <p>Event: Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services.</p> <p>Effect: Reduction in the amount of grant received from the RPA; cessation of agricultural/conservation services; reduction in income, direct and indirect; reduction/loss of biodiversity (legal implications); restrictions on recreational access due to reduction/cessation of grazing activities.</p>	<p>Likelihood</p> <p>Impact</p>	16	<p>RPA is reassessing agreed grant. There is the potential to reduce it by 50% which would cause a significant funding gap. We are exploring options in this area, but the risk remains at Red (16) to reflect the significant financial impact this could cause.</p> <p>20 Dec 2022</p>	<p>Likelihood</p> <p>Impact</p>	8	31-Mar-2023	
							Reduce	

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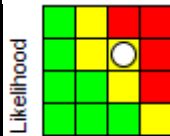
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 007c CSS Payment Changes	Seek clarity/advice from RPA/Natural England (NE) and agree any possible mitigation to limit the negative impacts of proposed changes in payments for the existing Countryside Stewardship Scheme (CSS) agreement for Burnham Beeches and Stoke Common (BBSC).	RPA is still looking to reduce payments for one element of the previously agreed CSS agreement at Burnham Beeches - negotiations and an appeal process are still in progress.	Martin Hartup; Helen Read	20-Dec-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 009 Maintenance of buildings and other structures Jun-2022 Martin Hartup	Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures. Event: Structures become unsafe or unusable. Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.	 Likelihood Impact	16	The key issues at Burnham Beeches include the large, wooden corporate image (byelaw) boards located across the site. The local team has undertaken an update of the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since this audit, a further board has been found defective and removed and others need urgent attention. Concerns about the general situation are raised at quarterly client liaison meetings with CSD. 20 Dec 2022	 Likelihood Impact	12	30-Jun-2023	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 009a Ongoing monitoring	Periodic infrastructure checks.	Continual monitoring of byelaw boards and other structures. Any boards which are found to be unsound are removed. The Burnham Beeches Team have designed an alternative board and will install one as an example by the end of June 2023.	Martin Hartup	20-Dec-2022	30-Jun-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 001 Budget reduction and income loss Page 65 24-Feb-2022 Martin Hartup	Cause: 12% budget reduction with in-year unidentified savings. Loss of income from car parking, filming and other funding streams. Event: Fewer visitors and less filming interest. Effect: Inability to meet approved budgets; reduction in essential repairs and maintenance; reduction in key services; failure to meet business plan objectives; reputational damage.	 Likelihood	12 Impact	Whilst the 12% budget reductions were addressed in 2021/22 and through stage one of the Natural Environment Division's Target Operating Model process, there are still unidentified savings listed in the budget until April 2023. The Rural Payment Agency (RPA) has proposed a change in the value of the Countryside Stewardship Scheme grant at Burnham Beeches, reducing it by around 50% due to a change in the claim rules after the agreement was signed. Since this risk was last reviewed, delivery dates of ordered equipment have been moved back to beyond the end of the current financial year due to global supply issues. This means that our budget will be underspent this year and charity income lost; the funds will have to be found in 2023/24 instead.	 Likelihood	6 Impact	31-Mar-2023	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 001a Budget monitoring	Keep budgets under continual review.	Budgets are kept under continual review and reported quarterly as part of the budget forecast process. We continue to liaise with our Chamberlain's Business Partners on potential solutions to this matter.	Martin Hartup	20-Dec-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 004 Local Planning Issues Page 66 24-Feb-2022 Martin Hartup	Cause: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities and inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Large housing or other developments on land affecting Burnham Beeches and Stoke Common. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increased air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network.	 Likelihood Impact	12	Ongoing - local plans continue to be developed and are scrutinised and commented on when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. The Buckinghamshire Council local plan, whilst not yet produced, has established clear policies to protect the SAC at Burnham Beeches with an agreed mitigation strategy and funding mechanism for its delivery. The Slough Borough Council plan is still very much a work in progress but, again, some mitigation has already been agreed for specific development and funding identified to help protect Burnham Beeches from the impacts of increased development. Risks, however, still remain. 20 Dec 2022	 Likelihood Impact	12		
							Accept	



Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 004a Local authorities/Cou nties Local Plans and Core Strategies	Inclusion in core strategy planning documents or equivalent. Close partnership working with local planning authorities. Active monitoring of planning applications with responses as appropriate.	Monitoring activity continues. Mitigation strategy with Buckinghamshire Council completed and projects within it are underway. Plan/mitigation strategy still a work in progress with Slough BC.	Helen Read	20-Dec-2022	31-Mar-2023

ENV-NE-BBSC 004b Monitoring of impacts	Active monitoring of air pollution where possible. Active monitoring of environmental impacts where possible. Undertake research where appropriate and where resources allow.	Implementation of a section 106 funded project on air quality work and subsequent report will start the process of producing a Site Nitrogen Action Plan (SNAP) in conjunction with Natural England and Centre for Ecology and Hydrology. Other monitoring and mitigation projects identified and carried out where possible. Responding to planning applications regarding air quality issues.	Helen Read	20-Dec-2022	30-Sep-2023
ENV-NE-BBSC 004c Mitigating impacts of development	Develop and recruit to two funded Ranger posts at Burnham Beeches to mitigate impact of development.	Two new outreach/ambassador Rangers at Burnham Beeches are being funded through agreements with Slough Borough Council (s106 funded) and Buckinghamshire Council (SAMMS funded). The two Rangers have been recruited and will join the organisation in mid-January 2023.	Martin Hartup; Helen Read	20-Dec-2022	31-Mar-2023
ENV-NE-BBSC 004d Reporting and payment systems for SAMMS funded Ranger	Establish reporting and payment systems for the SAMMS funded Ranger.	Confirm with Buckinghamshire Council how we will report on actions to deliver the SAMMS commitments for them.	Martin Hartup	20-Dec-2022	31-Mar-2023
ENV-NE-BBSC 004e Monitor success	Monitor the success of the funded Ranger posts.	Establish monitoring programmes to measure the success of the two funded Ranger posts to deliver s106 and SAMMS commitments.	Martin Hartup	20-Dec-2022	31-Mar-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 006 Climate and Weather 24-Feb-2022 Martin Hartup	Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced. Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.	Likelihood Impact	12	Work on site continues to mitigate the impact of extreme weather events and this is monitored on an ongoing basis. We accept the current level of risk. 20 Dec 2022	Likelihood Impact	12	Accept	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 006a Fire management	Review and update plan annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services.	New Burnham Beeches site maps are currently under construction in collaboration with local fire services. Emergency plan for Stoke Common agreed with Buckinghamshire Fire and Rescue is in place and subject to annual review and fire drills.	Martin Hartup	20-Dec-2022	31-Mar-2023
ENV-NE-BBSC 006b Storms	Storm monitoring & management and closure policies are in place across the sites and are linked to high staff awareness and training.	The site continues to monitor and respond to warnings of extreme weather.	Martin Hartup	20-Dec-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 008 Pollution 14 Jun-2022 Martin Hartup	<p>Cause: Continual pollution of Burnham Beeches as a result of inadequate sewerage provision for existing development in the local area, which is managed by Thames Water.</p> <p>Event: Sewage escapes into the watercourse running into Burnham Beeches after heavy rain.</p> <p>Effect: Pollution of the watercourses running into Burnham Beeches and associated degradation of the environment; potential reputational damage.</p>	 <p>Likelihood</p>	8	<p>Thames Water is looking at the whole sewer system in Farnham Common with a view to carrying out work to resolve the issue across the whole area. We are engaging in the process, which so far has largely been fact finding, prior to drawing up detailed proposals. Thames Water have now stated that they will present detailed proposals by December 2023.</p> <p>We are unable to reduce the possibility of the risk occurring but continue to report any issues to the Environment Agency and Thames Water.</p> <p>20 Dec 2022</p>	 <p>Likelihood</p>	8	Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
NE-ENV-BBSC 008a Surveys to monitor impact	Commission surveys to assess the impact of pollution on indicator species.	BBSC has commissioned a project to compare the mosses and liverworts of the polluted stream with those of another local unpolluted stream. Thames Water is funding an equivalent project on freshwater invertebrates, the first part of the field work for which has been completed. Thames Water will continue to support monitoring activity beyond March 2023.	Helen Read	20-Dec-2022	31-Dec-2023



ENV NE Coulsdon & Other Commons

Report Author: Joanne Hill

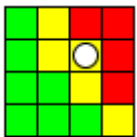
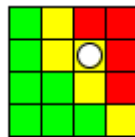

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Rows are sorted by Risk Score

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-009 Maintenance of buildings and other structures	<p>Cause: Inadequate level of service provided by City Surveyor's Department to maintain buildings and other structures.</p> <p>Event: Structures become unsafe or unusable.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>	 Likelihood	16	<p>The key issues at Coulsdon Common are:</p> <ul style="list-style-type: none"> The large, wooden corporate image (byelaw) boards located across the site, and The cattle grids on Farthing Downs. <p>The local team has undertaken an update of the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since this audit, a further eight boards have been found defective and removed. In the last five years, there have been three near-misses where boards have collapsed.</p> <p>For the cattle grids, the CSD should undertake annual inspections but these have not been carried out for some years. The local team monitors the grids and reports any concerns to CSD.</p> <p>Concerns about the general situation are raised at quarterly client liaison meetings</p>	 Likelihood	12	30-Jun-2023	



<p>15-Jun-2022 Allan Cameron</p>				<p>with CSD. Issues continue to be raised monthly with the Assistant Property Facilities Manager (APFM) but there has not been a meeting with them for approximately 18 months.</p> <p>19 Dec 2022</p>			<p>Reduce</p>	
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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 009a Monitoring	Monthly site infrastructure checks.	Continual monitoring of byelaw boards, cattle grids and other structures.	Allan Cameron	19-Dec-2022	30-Jun-2023

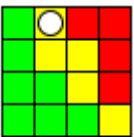
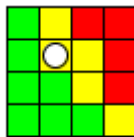
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 002 Damage to sites 24-Feb-2022 Allan Cameron	<p>Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.</p>	 <p>Likelihood</p>	12	<p>We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly.</p> <p>19 Dec 2022</p>	 <p>Likelihood</p>	12	Accept	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 002a Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys. Recruitment has been delayed due to the ongoing TOM Phase Two process.	Allan Cameron	19-Dec-2022	31-Aug-2023

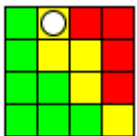
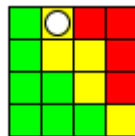
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 004 Local Planning Issues 24-Feb-2022 Allan Cameron	Cause: Pressure on Planning Authorities to meet housing targets; failure to monitor and challenge housing and other development plans; lack of partnership working with Planning Authorities and inclusion in Local Development Plans; lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Large housing or other developments on land affecting the sites. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increased traffic on local road network.	 Likelihood	8	Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans. However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive. 19 Dec 2022	 Likelihood	6	31-Mar-2024 Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 004c	Establish a Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications. Recruitment has been delayed due to the ongoing TOM Phase Two process.			Allan Cameron	19-Dec-2022	31-Aug-2023
ENV-NE-COC 004d	Collaborative working	Investigate options for obtaining support and advice from colleagues in the Environment Department's Planning and Development Division.			Allan Cameron	19-Dec-2022	31-Aug-2023




Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 005 Tree Diseases and Other Pests 24-Feb-2022 Allan Cameron	Cause: Inadequate biosecurity; purchase or transfer of infected plants, soil and animals. 'Natural' spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth (OPM) and foot and mouth disease. Event: Sites become infected by animal, plant or tree diseases. Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.	Likelihood 	8	Ash Dieback: Cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 19 Dec 2022	Likelihood 	6	31-Mar-2025	
							Reduce	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 005a Staff training	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.	Ongoing. Training needs are reviewed at regular team meetings, and proactively promoted via HSIG and other corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-COC 005b Inspections	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-COC 005c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	This is ongoing.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-COC 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	This is ongoing.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-COC 005e Tree Safety Policy	Review The Commons' Tree Safety Policy tri-annually.	The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	19-Dec-2022	01-Aug-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 008 Pollution Page 76 Jun-2022 Allan Cameron	Cause: Continual pollution of Coulsdon Common through defective drainage infrastructure owned by Surrey County Council and managed by Thames Water. Event: High rainfall leads to prolonged periods of pollution from two soakaways located on Stites Hill Road. Contamination of site with sanitary toxic and foul waste. Effect: Health and safety implications for visitors; reduction in quality of land within a National Nature Reserve (NNR); reputational damage and potential legal liability for the CoL.	Likelihood  Impact	8	The Head Ranger attends meetings of the local multi-agency Flood Action Group where this is a standing agenda item. The Comptroller and City Solicitor's Department is involved with partner organisations and liability for the pipe structures and water pipes in the area has been ascertained. The next step is for the legal teams of each party to discuss mitigation. We are unable to reduce the possibility of the risk occurring but report any issues to the Environment Agency and Thames Water. 19 Dec 2022	Likelihood  Impact	8		
								Accept

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 008a Flood Action Group	Attend meetings of the local Flood Action Group.	Head Ranger represents the CoL at meetings of the local Flood Action Group which are held periodically (every 2-3 months).	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-COC 008b Liaison with City Solicitors	Liaise with City Solicitors regarding liabilities.	The Comptroller and City Solicitor's Department is involved with partner organisations and liability for the pipe structures and water pipes in the area has been ascertained. The next step is for the legal teams of each party to discuss mitigation. We have appointed a KC who has written to the authorities concerned.	Allan Cameron	19-Dec-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 001 Budget reduction and income loss Feb-2022 Allan Cameron	Cause: Potential reduction in budget and income: reduction of income from car park charging; loss of income from rental properties. Event: Reduced budget and income. Effect: Potential staff reductions and inability to provide key services; financial failure; failure to achieve strategic objectives; significant reduction in service to users; reputational damage.	 Likelihood	6	The Target Operating Model process is yet to be concluded and associated budget reductions are yet unknown. This is beyond our control and we are unable to reduce the risk in the foreseeable future. However, a Countryside Stewardship grant has been secured until 2026 and two vacant properties have been rented out, one with a long-term tenant until 2027, and the other on a rolling residential annual contract. These help to offset previous budget cuts. Car parking income has been lower than estimated - at December 2022, income is approximately 50% of estimated levels.	 Likelihood	6		
							19 Dec 2022	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.	Allan Cameron	19-Dec-2022	31-Mar-2023

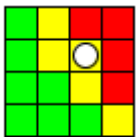
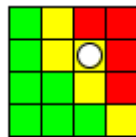

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 006 Climate and Weather 24-Feb-2022 Allan Cameron	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.	Likelihood  Impact	6	We accept this risk but work on site continues to mitigate the impact of extreme weather events should they happen. 19 Dec 2022	Likelihood  Impact	6	Accept	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 006a Fire management	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Site maps currently under construction in collaboration with local fire services. Detailed fire maps are almost complete and will be shared with the fire services.	Allan Cameron	19-Dec-2022	28-Feb-2023
ENV-NE-COC 006b Storms	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-COC 006c Climate change	Understand the potential impacts of climate change on Coulsdon Common. Engage in climate change research and debate.	Ongoing research and dialogue.	Allan Cameron	19-Dec-2022	31-Mar-2023



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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 009a Monitoring	Monthly site infrastructure checks.	Continual monitoring of byelaw boards and other structures.	Allan Cameron	19-Dec-2022	30-Jun-2023


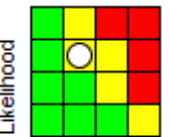
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 002 Damage to sites 24-Feb-2022 Allan Cameron	<p>Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.</p>	 <p>Likelihood</p>	12	<p>We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly.</p> <p>19 Dec 2022</p>	 <p>Likelihood</p>	12	Accept	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 002a	Recruit to the vacant Conservation Ranger post. Establish a Conservation Ranger post	We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly. Recruitment has been delayed due to the ongoing TOM Phase Two process.	Allan Cameron	19-Dec-2022	31-Aug-2023




Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 004 Local Planning Issues 24-Feb-2022 Allan Cameron	<p>Cause: Pressure on Planning Authorities to meet housing targets; failure to monitor and challenge housing and other development plans; lack of partnership working with Planning Authorities and inclusion in Local Development Plans; lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Large housing or other developments on land affecting the sites.</p> <p>Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increased traffic on local road network.</p>	 Likelihood	8	<p>Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans.</p> <p>However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive.</p> <p>19 Dec 2022</p>	 Likelihood	6	31-Mar-2024	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 004c Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We will recruit a Conservation Ranger who will monitor development applications. Recruitment has been delayed due to the ongoing TOM Phase Two process.			Allan Cameron	19-Dec-2022	31-Aug-2023
ENV-NE-WWSP 004d Collaborative working	Seek advice and support from colleagues in the Planning and Development Division.	Investigate options for obtaining support and advice from colleagues in the Environment Department's Planning and Development Division.			Allan Cameron	19-Dec-2022	31-Aug-2023



Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 005 Tree Diseases and Other Pests 24-Feb-2022 Allan Cameron	Cause: Inadequate biosecurity; purchase or transfer of infected plants, soil and animals. 'Natural' spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth (OPM) and foot and mouth disease. Event: Sites become infected by animal, plant or tree diseases. Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.	 Likelihood	8	Ash Dieback: Cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 19 Dec 2022	 Likelihood	6	31-Mar-2025	
							Reduce	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 005a	Staff training	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/ prevention. Ongoing. Training needs are reviewed at regular team meetings, and proactively promoted via HSIG and other corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-WWSP 005b	Inspections	Annual tree inspections undertaken by qualified personnel. Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-WWSP 005c	Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England This is ongoing.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-WWSP 005d	Biosecurity	Measures in place for staff, volunteers and contractors including public messages This is ongoing.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-WWSP 005e	Tree Safety Policy	Review The Commons' Tree Safety Policy tri-annually. The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	19-Dec-2022	01-Aug-2024

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
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							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.	Allan Cameron	19-Dec-2022	31-Mar-2023

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 006 Climate and Weather 24-Feb-2022 Allan Cameron	<p>Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced</p> <p>Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency).</p> <p>Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.</p>	 <p>Likelihood</p>	6	<p>We accept this risk but work on site continues to mitigate the impact of extreme weather events should they happen.</p> <p>19 Dec 2022</p>	 <p>Likelihood</p>	6	Accept	

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Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 006a Fire management	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Site maps currently under construction in collaboration with local fire services. Detailed fire maps are almost complete and will be shared with the fire services.	Allan Cameron	19-Dec-2022	28-Feb-2023
ENV-NE-WWSP 006b Storms	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.	Allan Cameron	19-Dec-2022	31-Mar-2023
ENV-NE-WWSP 006c Climate change	Understand the potential impacts of climate change on West Wickham and Spring Park. Engage in climate change research and debate.	Ongoing research and dialogue.	Allan Cameron	19-Dec-2022	31-Mar-2023

Agenda Item 8

Committee(s): Epping Forest and Commons Committee	Dated: 26/01/2023
Subject: Licences, sports, wayleaves and produce fees and charges for 2023/24 SEF 02/23	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2,3,4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin	For Decision
Report author: Jacqueline Eggleston, Epping Forest	

Summary

This report makes proposals for the setting of fees and charges for activities in Epping Forest for the forthcoming financial year of 2023/24.

The report also updates your Committee on the performance of charges levied for licensed activities, produce sales, formal sports and car park charges in the last full financial year 2021/22

In 2021/22 the licensing of activity and product sales on Forest land raised a total of £445,168

Car park charges raised a total of £379,813 net.

Charges for formal sports across 2021/22 raised a total of £464,835 with Association Football income totalling £47,261 and earnings from Golf reaching £417,574. All income from produce, licences and charges is fully reinvested in the management of Epping Forest.

Reflecting previous years of above inflation increases, proposals are presented for a price increase of 5%, which is below RPI but will cover inflationary costs for staffing which represents the bulk of the expenses incurred for managing licenced activities. The 5% increase where it will be applied may raise £23,000 additional income.

Recommendation

Members are asked to:

- Agree the proposed licence fees and sports charges for 2023/24 as itemised in Appendix 2
- And note the income generated in 2021/22 from charged activities in Epping Forest and

Main Report

Background

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

Current Position

5. Licensing activity on Forest Land and produce raised £445,168 in 2021/22 as detailed in Appendix 1.
6. Football provision raised £48,000 in 21/21 making a net subsidy of £171,000.
7. Car Park charging was introduced in May 2020. The first full year of charging in 2021/22 raised £379,813 net of commission charges.
8. A total of 446 car parking season permits were issued at an income of £65,399.
9. Set up costs for the introduction of car park charging in 2021-22 was £167,060.
10. This meant an effective surplus of £212,753 raised from car parks in 2021/21.

11. Operating costs for car parks is included in the income figure for car parking as a commission is taken before the income received. There is an additional cost for the pay and display machines (where there is insufficient phone signal) of £450 pcm.

Options

- a. Option 1 – To increase licence, sports and produce charges at figure of 5% as detailed in Appendix 2. It is proposed that the licence fee for horse riding also be increased by 5%. The RPI figure is the maximum permitted under the Additional Byelaws for the Regulation of Horse Riding but is higher than the 5% proposed. **This is recommended.**
- b. Option 2 - To keep charges as they are. This would be in effect a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended**

Proposals

12. Proposed charges for 2023/24 are itemised in detail in Appendix 2. The list of charges has been made as complete as possible to ensure all areas of charging are included. When setting fees and charges, officers in the natural environment charities considered the following:

- The RPI rate is normally used to set the increase percentage. Given current inflationary levels and cost of living, a figure of 5% has been settled on across the Natural Environment charities. This is based on the uplift in salaries which presents a large part of the costs to the charity of the licensed activities.
- The benchmarking of the charges and quality of provision with those of neighbouring facilities, which in many instances are our competitors. In some instances, we will therefore not benchmark against our own properties
- The budget requirement to generate additional income to reduce expenditure savings
- Work towards reducing subsidy levels for football
- Work towards attaining full cost recovery, recognising that staffing, equipment, and material costs may have increased greater than 5% in some cases.

13. A new sponsorship scheme for benches has had a 'soft launch'. This scheme covers the cost of maintenance and installation of the benches as well as a donation to the charity. The benches also provide a valued facility for visitors.

14. A pilot scheme to sponsor the upkeep of ancient 'keystone' trees is taking place with the Lord Mayor. It is planned to roll this out for the 1500 trees that have detailed records to help support the costs of continuing to monitor and care for these trees. The cost of dedication for one of these trees will be £1500.

15. Raffles, collections and trading stalls are not permitted in Epping Forest unless part of a licensed event. This has been clarified in the licencing information for customers
16. Car park charges will remain the same for one more year whilst the new scheme of charging beds down. Benchmarking will continue to be undertaken to ensure that charges remain consistent with other local car parks so that charges are high enough to prevent displacement parking but affordable for Forest users.
17. Car parking charges will be subject to a wider Natural Environment review during 2023/24. A further report will be presented to Committee following the review.
18. Further reinvestment into car parks is taking place in 2022/23 including surveying and feasibility works for future improvements as considered reasonable by the Various Powers Act 1977.
19. In respect of horse-riding, increases to the charges are limited to no more than the increase in the Retail Prices Index for the period that has elapsed since the charges were last fixed.
20. Filming charges have been changed to provide greater upfront clarity for location scouts and to raise charging in line with benchmarking with Burnham Beeches and other parks. These have been added to the chart in Appendix 2
21. Fees for fairgrounds and circuses have been added to Appendix 2 for clarity.

Key Data

22. Licensing activity on Forest Land raised £445,168 in 2021/22.
23. Charges for formal sports across 2021/22 raised a total of £464,835 gross. Of this, the golf course made a net profit of £109,000.
24. Car parking charges raised £379,813

Corporate & Strategic Implications

Strategic implications

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

Financial implications

26. City Corporation financial regulations provide that 'When determining fees and charges to persons or external organisations, all departments should recover full

costs, or submit reasons to the appropriate service Committee when that objective is not met.”

27. Full cost recovery on football charges cannot be achieved while major local authority providers continue to subsidise the provision of football. The City Corporation has achieved parity on charges but is unable to recover the full cost of providing this service.
28. Overall earned income and grants raised £1.7million in 2021/22. The 5% increase is only applied to some categories as proposed in this report as some income such as grants can not be altered. The 5% increase where it will be applied may raise £23,000 additional income.

Legal Implications

29. Horse riding on Epping Forest is regulated under section 9 of the City of London (Various Powers) Act 1971 (as amended by the City of London (Various Powers) Act 1990) and by the Additional Byelaws for the Regulation of Horse Riding made on 14 May 2003. The Conservators may make reasonable charges for the riding or exercising of horses, by reference to the reasonable cost of the maintenance of ways designated for horses, and the reasonable cost of providing the regulatory regime. The Conservators shall take all reasonable steps to notify the public of the revised charges not less than fourteen days before they take effect.
30. Section 33(1)(i) of the Epping Forest Act 1878 empowers the Conservators, “To fell, cut, lop and manage in due course the timber and other trees, pollards and underwoods, and to sell and dispose of the timber cuttings and loppings, and to receive the proceeds...”
31. In its role as trustee of the Epping Forest Charitable Trust, the City Corporation is under a duty to act in the best interests of the charity. This will normally mean obtaining the best price for produce that can be achieved in the market. However, it may be appropriate in some cases to donate produce, or sell it at a discount, where this is an effective way of using the charity’s resources to further its charitable purposes or is otherwise in the charity’s best interests.
32. Section 33(1)(xiii) of the Epping Forest Act 1878 empowers the Conservators to set apart such parts of the Forest as they think fit for the use of the inhabitants to play at sports. Section 76(1)(b) of the Public Health Acts Amendment Act 1907 allows the Conservators to set apart any such part of the Forest as may be fixed for the purpose of any game or recreation, and to exclude the public from the part set apart while it is in actual use for that purpose; and under section 56(5) of the Public Health Act 1925 the Conservators may charge reasonable sums for the use thereof.
33. Under section 8 of the City of London (Various Powers) Act 1977 the Conservators may provide facilities and services for the purpose of providing or improving opportunities for the enjoyment of the Forest by the public, which

would include the provision of instructors or guides, and parking places for vehicles, and may make reasonable charges for those facilities and services.

34. Section 7 of the City of London Corporation (Open Spaces) Act 2018 now provides additional powers to hold and charge for events on Forest Land, including film production, having regard to an agreed events policy. Section 10 and the Schedule to that Act also enable the Conservators, following consultation, to make a licensing scheme for the purposes of controlling activity in the Forest carried on for commercial gain, including fitness classes. The licence fee may cover the reasonable administrative costs incurred in connection with such applications, together with such additional charge as the Conservators consider to be an appropriate contribution towards the costs incurred by them in connection with the open space.

Property Implications

35. The granting of personal licences does not constitute alienation of Forest Land for the purposes of the Epping Forest Act 1878 and is not therefore prohibited so long as the Forest is preserved. Regulating such temporary uses is considered to be the best way of preserving the Forest and avoids any possibility of any prescriptive rights being acquired. As above, the Conservators must generally ensure that any licence granted is on the best terms reasonably obtainable for the Epping Forest charity, or is otherwise in the charity's best interests.
36. Licensing various 3rd party temporary activities that the City Corporation is willing to permit upon the Forest should ensure that the City Corporation retains full and proper control of the Forest and able to prevent misuse.

Charity Implications

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

Resource Implications

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

Risk Implications

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

Equalities Implications

40. Charitable and not for profit organisations receive a 50% discount on most fees and charges. This allows smaller and large charitable organisations and community groups to use the Forest at a lower cost whilst still meeting the core costs to the Epping Forest charity from the impact of that activity.
41. Providing consistency in charging and decision making through the licencing of activities provides equality of opportunity to individuals and groups applying to use the Forest.

Climate implications

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

Security implications

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

Conclusion

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

Appendices

- Appendix 1 – Income generated 2021/22
- Appendix 2 – Proposed charges 2023/24
- Appendix 3 – Charges 2022/23 for reference
- Appendix 4 – Sports charges benchmarking

Background Papers

Licences, sports, wayleaves and produce fees and charges (SEF 03/21)

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Appendix 1

Income generated in 2021/22

Produce		Income 2021/22	(income total in 2020/21)	
Venison		£ 7,224	(£569)	
Beef		£ 9,871	(£50,168)	
Wood		£11,301	(£1,719)	
Total		£28,396		
Licences		Income	(income total in 2020/21)	
Horse Riding		£6,944	(£6,368)	
Regulatory licences		£262,256	(£129,310)	
Fairs and circuses		£17,456	(£1,820)	
Filming and photo shoots		£130,116	(£29,925)	
Total		£416,772	(£167,423)	
Sports		Income	(income total in 2020/21)	Net profit/loss
Football		£47,261	(£16,836)	
Golf		£417,574	(£345,569)	£109,000
Car Park Charges		£379,812.84 (net of commission)		
Benches sponsorship		£25,415		£15,400 NET
Donations		£1,529		
Grants		£384,242		
TOTAL INCOME		£1,700,000		

Figure A – car park dwell time in 2021/22

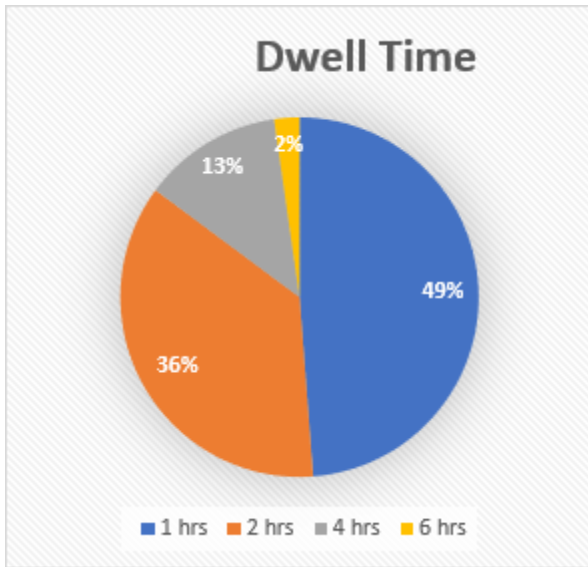
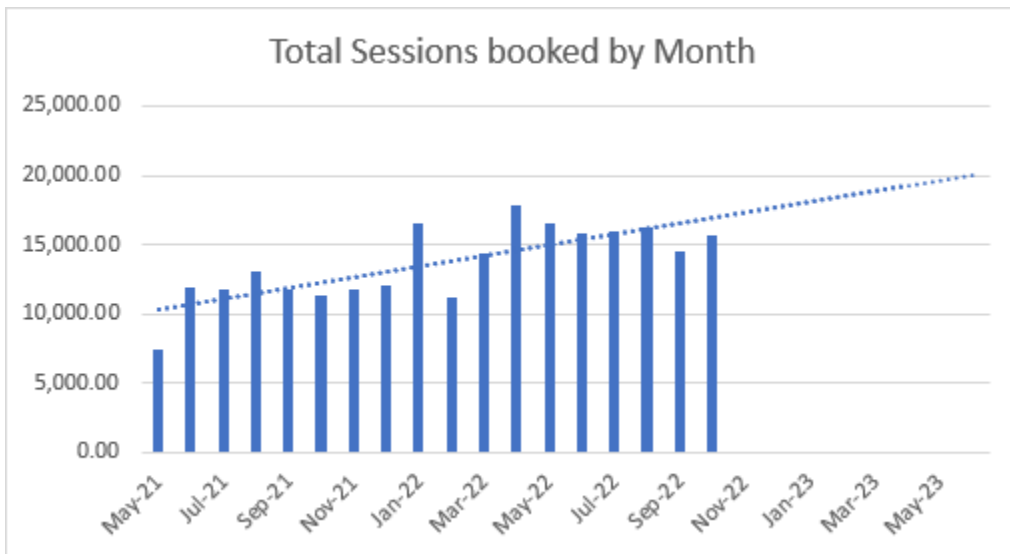


Figure B- car parks usage in 2021/22



EPPING FOREST LICENSING CHARGES - 23/24

increase 5%

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

	2023/24 CHARGES	
Standard Application Fee	£ 29.00	£ 57.00

All licences are subject to standard application plus licence fee charges as shown. Application fee is payable on agreement of licence and is non-refundable.

EVENTS				
Event	Notes	Description/ amount of participants over the course of the event	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000
One off Sponsored or fundraising events such as charity fun run/ walk/ cycle/ run/ competition/ horse event* * horses must hold Epping Forest horse licence	Includes an event with entrance marker, first aid, table of drinks	Less than 100	£1.10 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater. Minimum sponsorship fee required will be included as part of the charge	£2.20 per person or 10% of entrance fee/minimum sponsorship requirement, whichever is greater Minimum sponsorship fee required will be included as part of the charge
		100 - 500		
		More than 500 – apply through events licence		
Events charges* *where events are free entry additional charges will be made relative to the loss of amenity / scale of event	Charges for small medium and large will be determined on levels of infrastructure being used and impact on other Forest users, size of footprint as well as audience numbers	up to 50	£0-£287	£0-£574
		50-499	£372 + 5 % of ticket price	£744 + 5 % of ticket price
		500-4999	£1115.50 + 5% of ticket price	£2231 + 5% of ticket price
		5000+	by negotiation	by negotiation
Regular run/ walk* / cycle** events by clubs *walks with under 25 participants where no charge is made will generally not incur a charge **please note we do not license competitive speed cycle races	Up to 20 events each year*	Less than 100	Annual Fee £229 (includes administration) plus 5% entrance fees	Annual Fee £458 (includes administration) plus 5% entrance fees
		up to 15 events each year*	100-500	Annual Fee £229 (includes administration) plus 5% entrance fees
FAIRS fees are dependent on size of fair and include between 3-5 days for setting up/ dismantling	Operational days (minimum of 4 days)			£155.75 - £523
	Additional non-operational days			£50 - £200

Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on Forest will be considered and may limit the number of events in any one location

WANSTEAD FLATS (OUT OF SEASON)				
Football Match or tournament	Additional charges may apply. See below		Price on application	Price on application
School Sports Day	Dedicated use of mown area only	Less than 100	£59 per day*	
		100 - 500	£114 per day*	
			* Up to 2 days for the price of one if no additional mowing required	

Levies may apply for football matches/tournaments and sports days which require additional services, examples below. All levies are calculated 'at cost' to COL and no reduction for charity/non-profit is possible.

Exclusive use of changing facilities *ONLY WHEN STAFF AVAILABLE	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£116
		Additional charge per hour after 4 hours		£30

Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours		£97
SPORTS COACHING OR TRAINING				
Personal Training/sports training/football training	Outside only. No toilets, pavilion or parking use. No marked pitch areas to be used.	1-10 people	£29* annual	£57* annual
		11-29 people		
		More than 30 people	£57* annual	£86* annual
			* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER				
Small Commercial Guided Walks and Tours		Up to max 100	£29+ 10% of ticketed price per participant	£57 + 10% of ticketed price per participant
Forest Schools * not for profit activities will have priority use of designated surveyed areas.	Licence		£29 + 5% of fee charged per pupil	£57 + 5% of fee charged per pupil
	Tree surveying (as required)		Price on application	Price on application
FILMING AND PHOTOGRAPHY				
Commercial Photography	Standard shoot based on 8 hours per day	Studio shoot (up to 6 people) e.g. family portrait		£63 for one off visit/£380 yearly fee
		Crew size 1 - 5		£395.00
		Crew size 6 - 15		£527.00
		Crew size 16 - 30		£658.00
		Crew size 30 +		Price on application
Commercial Filming	Standard shoot based on 12 hours per day, fees are dependent on crew size and impact	TV Advertisement		from £2,350.00
		Films Feature		from £2,350.00
		TV Drama/Feature		From 1,410.00
		TV Light Entertainment		From £881.00
		TV Documentary		From £470.00
		TV News		No Charge
OTHER USE OF FOREST LAND				
Skips	Use of Forest land	per week		£116.00
Hire of car parks for events or compounds per 8 hours	Large (e.g Bury Road)	Based on 8 hour hire		£1,260.00
	Medium (e.g. Fairmead Oak)			£769.00
	Small (e.g.Earl's Path)			£465.00
Scaffolding	Area per day (m ²)			£5.25 per m ² per day + VAT
	Minimum overall charge inc admin			£263.00
Site compounds, storage, excavation/trenches	Area per day (m ²)	Small (under 5 m ²)		£6.00 per m ² per day +VAT
		Medium (5 m ² up to 10 m ²)		£4.70 per m ² per day + VAT
		Large (over 10 m ²)		£4.20 per m ² per day + VAT
		Damage to loss of amenity value		Minimum charge £1,260 for Forest Land, rising to £2,520 for SSSI and £3,780 for SAC, all plus VAT
		Officer time		£42 per hour + VAT
		Consultants time		£126 per hour + VAT

This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.

HORSE RIDING LICENCES

Horse Riding Licence	Adult individual/joint and horse	Annual		£66.05
	Junior individual/joint and horse	Annual		£32.29
	Adult or junior individual/joint and horse	Weekly fee		£8.26
		Daily fee		£5.78
Riding School Licences	Riding School	Annual		£82.54

Please note, horse riding licences are **not** subject to the standard licence application fee

BENCHES				
Sponsored Bench with plaque	10 year sponsorship	Armrest & back style		£2500.00 inc vat
		Sleeper style		£1500.00 inc vat

CAR PARKING				
Car Parking	Up to 1 hour			£1.50
	Up to 2 hours			£2.50
	2 - 4 hours			£4.00
	Full day (over 4 hours)			£6.00
	Blue Badge holders			Free
	Motor cycles in marked motor cycle bays			Free
	Annual Permit			£150.00

WAYLEAVES				
Wayleaves fees based on council tax banding A - H	A			£70.00
	B			£81.00
	C			£93.00
	D			£105.00
	E			£128.00
	F			£151.00
	G			£175.00
	H			£210.00

GOLF CHARGES				
Weekday	Adult before 1pm			£18.00
	Adult between 1pm - twilight			£14.00
	Adult twilight			£10.00
	Senior before 1pm			£14.00
	Senior between 1pm - twilight			£12.00
	Senior twilight			£10.00

Weekend	Adult before 1pm			£27.00
	Adult between 1pm - twilight			£18.50
	Adult twilight			£10.00
	Senior between 10am - 1pm			£18.50
	Senior between 1pm - twilight			£16.00
	Senior twilight			£10.00

Season Ticket	Adult 7 days			£787.50
	Senior 7 day			£603.75
	Intermediate aged 25-29			£630.00
	Intermediate aged 19-24			£420.00
	Youth aged 17 - 18			£210.00
	Youth under 16 years old			£105.00

FOOTBALL CHARGES				
Casual Match	Adult Saturday			£87.50
	Female/Youth 16-18 Saturday			£67.50
	Junior Saturday			£50.50
	Adult Sunday			£106.50
	Female/Youth 16-18 Sunday			£75.00
	Youth under 16 years Sunday			£52.50

Half Season Booking	Adult Saturday			£747.00
	Female/Youth 16-18 Saturday			£492.00
	Junior Saturday			£336.00
	Adult Sunday			£1,063.50
	Female/Youth 16-18 Sunday			£716.50
	Youth under 16 years Sunday			£429.00
	Adult Saturday			£1,494.00

Full Season Booking	Female/Youth 16-18 Saturday		£984.00
	Junior Saturday		£672.00
	Adult Sunday		£2,127.00
	Female/Youth 16-18 Sunday		£1,433.00
	Youth under 16 years Sunday		£858.00

EPPING FOREST LICENSING CHARGES - 22/23 For comparison

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

			2022/23 CHARGES	
Standard Application Fee			£ 27.00	£ 54.00
All licences are subject to standard application <u>plus</u> licence fee charges as shown. Application fee is payable on agreement of licence and is non-refundable.				
EVENTS				
Event	Notes	Description/ amount of participants over the course of the event	Charity/ non-profit	Commercial /Charities with turnover > £1,000.000
fundraising events such as charity fun run/ walk/ cycle/ * horses must hold Epping Forest horse licence	Includes an event with entrance marker, first aid, table of drinks	Less than 100	£1.05 per person or 10% of entrance fee and / or minimum sponsorship	£2.10 per person or 10% of entrance fee and /or minimum sponsorship
		100 - 500		
		More than 500 – apply through events licence		See events charges
Events charges* <i>*where events are free entry additional charges will be made relative to the loss of amenity / scale of event</i>	Charges for small medium and large will be determined on levels of infrastructure being used and impact on other Forest users, size of footprint as well as audience numbers	up to 50	£0-£273	£0-£546
		50-499	£354.50 + 5 % of ticket price	£709 + 5 % of ticket price
		500-4999	£1062.50 + 5% of ticket price	£2125 + 5% of ticket price
		5000+	by negotiation	by negotiation
Regular run/ walk* / cycle** events by clubs <i>*walks with under 25 participants where no charge is made will generally not incur a charge **please note we do not license competitive speed cycle races</i>	Up to 20 events each year*	Less than 100	Annual Fee £218 (includes administration) plus 5% entrance fees	Annual Fee £436 (includes administration) plus 5% entrance fees
		up to 15 events each year*	100-500	Annual Fee £218 (includes administration) plus 5% entrance fees
FAIRS	Set up/dismantle days			

	Operational days (5% discount for 6+ days)			
<i>Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on Forest will be</i>				
WANSTEAD FLATS (OUT OF SEASON)				
Football Match or tournament	Additional charges may apply. See below		Price on application	Price on application
School Sports Day	Dedicated use of mown area only	Less than 100	£56 per day*	
		100 - 500	£108 per day*	
* Up to 2 days for the price of one if no additional mowing				
<i>Levies may apply for football matches/tournaments and sports days which require additional services, examples below. All levies are calculated 'at cost' to COL and no</i>				
Exclusive use of changing facilities *ONLY WHEN STAFF AVAILABLE	Opening up the building and use of changing rooms. Cleaning and heating costs.	Minimum hire period - 4 hours		£110
		Additional charge per hour after 4 hours		£28.00
Sports Day Line marking	Running track up to 8 lanes + 2 other events needing markings	Based on maximum of 7 hours		£92
SPORTS COACHING OR TRAINING				
Personal Training/sports training/football training	Outside only. No toilets, pavilion or parking use. No marked pitch areas to be used.	1-10 people	£27* annual	£54* annual
		11-29 people		
		More than 30 people	£54* annual	£82* annual
			* plus 10% of fees charged per session	* plus 10% of fees charged per session based on advertised capacity
OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER				
Small Commercial Guided Walks and Tours		Up to max 100	£27+ 10% of ticketed price per participant	£54 + 10% of ticketed price per participant
Forest Schools - not for profit activities will have priority use of designated surveyed areas	Licence		£27 + 5% of fee charged per pupil	£27 + 5% of fee charged per pupil
	Tree surveying (as required)		Price on application	Price on application
FILMING AND PHOTOGRAPHY				

Commercial Photography	Standard shoot based on 8 hours per day	Studio shoot (up to 6 people) e.g. family portrait	£60 for one off visit/£360 yearly fee
		Crew size 1 - 5	£375.50
		Crew size 6 - 15	£501.50
		Crew size 16 - 30	£626.00
		Crew size 30 +	Price on application
Commercial Filming	Standard shoot based on 8 hours per day	Crew size 1 - 5	£491.00
		Crew size 6 - 20	£859.00
		Crew size 21 - 40	£1,226.50
		Crew size 40 +	Price on application

Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.

OTHER USE OF FOREST LAND

Skips	Use of Forest land	per week	£110.00
Hire of car parks for events or compounds per 8 hours	Large (e.g Bury Road)	Based on 8 hour hire	£1,200.00
	Medium (e.g. Fairmead Oak)		£732.00
	Small (e.g.Earl's Path)		£442.00
Scaffolding	Area per day (m ²)		£5.00 per m ² per day + VAT
	Minimum overall charge inc admin		£250.00
Site compounds, storage, excavation/trenches	Area per day (m ²)	Small (under 5 m ²)	£5.75 per m ² per day +VAT
		Medium (5 m ² up to 10 m ²)	£4.50 per m ² per day + VAT
		Large (over 10 m ²)	£4.00 per m ² per day + VAT
		Damage to loss of amenity value	Minimum charge £1,200 for Forest Land, rising to £2,400 for SSSI and £3,600 for SAC, all plus VAT
		Officer time	£40 per hour + VAT
		Consultants time	£120 per hour + VAT

This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.

HORSE RIDING LICENCES

Horse Riding Licence	Adult individual/joint and horse	Annual	£62.90
	Junior individual/joint and horse	Annual	£30.75

Horse Riding Licence	Adult or junior individual/joint and horse	Weekly fee	£7.87
		Daily fee	£5.50
Riding School Licences	Riding School	Annual	£78.61
<i>Please note, horse riding licences are not subject to the standard licence application fee</i>			

Sponsored Bench with plaque	10 year sponsorship	Armrest & back style	
		Sleeper style	

Car Parking	Up to 1 hour		
	Upt to 2 hours		
	2 - 4 hours		
	Full day (over 4 hours)		
	Blue Badge holders		
	Motor cycles in marked motor cycle bays		
	Annual Permit		

Appendix 4

Course Name	Private or Public	Postcode	Distance from CGC	Highest Weekday Green Fee	Proposed increase
West Essex Golf Course	Private	E4 7QL	1 mile	£45.00	
Abbey Hill Golf Course	Public	MK8 8AA	55 miles	£36.00	
High Elsm Golf Course	Public	BR6 7JL	19.3 miles	£32.00	
Richmond Park Golf Club	Public	SW15 3SA	26.3 miles	£30.00	
Stevenage Golf Course	Public	SG2 7EL	23.1 miles	£30.00	
Castle Point Golf Course	Public	SS8 9FG	35.6 Miles	£30.00	
Basildon Golf Course	Public	SS16 5JP	29.2 miles	£28.00	
Cheshunt Park Golf Centre	Public	EN7 6QD	8.9 miles	£27.00	
Birchwood Park Golf Course	Public	DA2 7HJ	18.4 miles	£26.00	
Theydon Bois Golf Club	Private	CM16 4EH	6.4 miles	£25.00	
Hainault Golf Club	Public	IG7 4QW	7.1 miles	£24.00	
Woodford	Public	IG8 OST	2.6 miles	£20.00	
Belhus Park Golf Club	Public	RM15 4PX	19.2 miles	£20.00	
Risebridge Golf Course	Public	RM1 4PR	10.4 miles	£20.00	
Chingford Golf Course	Public	E4 7QJ		£18.00	
Trent Park Golf Club	Public	N14 4UW	7.4 miles	£17.00	

Course Name	Private or Public	Postcode	Distance from CGC	Highest Weekend Green Fee	Proposed increase
West Essex Golf Course	Private	E4 7QL	1 mile	£55.00	
High Elsm Golf Course	Public	BR6 7JL	19.3 miles	£39.50	
Birchwood Park Golf Course	Public	DA2 7HJ	18.4 miles	£39.00	
Abbey Hill Golf Course	Public	MK8 8AA	55 miles	£38.00	
Castle Point Golf Course	Public	SS8 9FG	35.6 Miles	£38.00	
Richmond Park Golf Club	Public	SW15 3SA	26.3 miles	£35.00	
Basildon Golf Course	Public	SS16 5JP	29.2 miles	£34.00	
Hainault Golf Club	Public	IG7 4QW	7.1 miles	£31.00	
Stevenage Golf Course	Public	SG2 7EL	23.1 miles	£30.00	
Theydon Bois Golf Club	Private	CM16 4EH	6.4 miles	£29.50	
Cheshunt Park Golf Centre	Public	EN7 6QD	8.9 miles	£28.00	
Risebridge Golf Course	Public	RM1 4PR	10.4 miles	£28.00	
Trent Park Golf Club	Public	N14 4UW	7.4 miles	£27.00	
Chingford Golf Course	Public	E4 7QJ		£26.00	£27.00
Belhus Park Golf Club	Public	RM15 4PX	19.2 miles	£25.00	
Woodford	Public	IG8 OST	2.6 miles	£23.00	

Season Ticket	Current Price	Proposed increase
Adult 7 day	£750.00	£787.50
Senior 7 day	£575.00	£603.75
Intermediate aged 25 - 29	£600.00	£630.00
Intermediate aged 19 - 24	£400.00	£420.00
Youth aged 16 - 18	£200.00	£210.00
Youth under 16	£100.00	£105.00

Price comparison to other sites

Wanstead Flats Playing Fields Current Pricing		London Playing Fields						Hackney	London Borough of Barking & Dagenham	London Borough of Redbridge	Waltham Forest Grade A Pitch	Tower Hamlets (Non-Borough Team Price)	Wanstead Flats Playing Fields proposed fees for 2023/24
		Boston Manor	Douglas Eyre	Fairlop Oak	LMPF Redbridge	Peter May	LMPF Greenford						
Saturday Casual Booking	£83.00	£124.00	£156.00	£156.00	£156.00	£156.00	£152.00	£116.30 (per hour)	£158.00	£115.00	£115.00	£92.00	£87.50
Saturday Half Season Booking	£711.00 <i>14 Games</i>	£1,114.00 <i>14 games</i>	£1,320.00 <i>14 games</i>	£1,320.00 <i>14 games</i>	£1,320.00 <i>14 games</i>	£1,320.00 <i>14 games</i>	£1,282.00 <i>14 games</i>		£1,906.00	£861.00 Alternate Weeks	£846.00		£747.00 <i>14 Games</i>
Saturday Season Booking	£1,422.00 <i>28 Games</i>	£2,154.00 <i>28 weeks</i>	£2,603.00 <i>28 weeks</i>	£2,603.00 <i>28 weeks</i>	£2,603.00 <i>28 weeks</i>	£2,603.00 <i>28 weeks</i>	£2,527.00 <i>28 weeks</i>		£3,812.00	£1,760.00 Every Week	£1,690.00		£1,494.00 <i>28 Games</i>
Sunday Casual Booking	£101.00	£131.00	£156.00	£156.00	£156.00	£156.00	£152.00	£116.30 (per hour)	£158.00	£115.00	£115.00	£92.00	£106.00
Sunday Half Season Booking	£1,012.50 <i>14 Games</i>	£1,225.00 <i>14 games</i>	£1,452.00 <i>14 games</i>	£1,452.00 <i>14 games</i>	£1,452.00 <i>14 games</i>	£1,452.00 <i>14 games</i>	£1,410.00 <i>14 games</i>		£1,906.00	£929.00 Alternate Weeks	£973.00		£1,063.00 <i>14 Games</i>
Sunday Season Booking	£2,025.00 <i>28 Games</i>	£2,369.00 <i>28 weeks</i>	£2,863.00 <i>28 weeks</i>	£2,863.00 <i>28 weeks</i>	£2,863.00 <i>28 weeks</i>	£2,863.00 <i>28 weeks</i>	£2,780.00 <i>28 weeks</i>		£3,812.00	£1,881.00 Every Week	£1,947.00		£2,126.00 <i>28 Games</i>

Agenda Item 9

This document can only be considered valid when viewed via the CoL Intranet website. If this is printed into hard copy or saved to another location, you must check that the effective date on your copy matches that of the one on-line

Committees: Epping Forest and Commons Committee <i>[for decision]</i> Operational Properties and Projects Sub <i>[for decision]</i>	Dates: 26 January 2023 16 January 2023
Subject: Wanstead Park Ponds Project Unique Project Identifier: 12058	Gateway 4: Detailed Options Appraisal (Complex)
Report of: Executive Director Environment Report Author: Tim Munday	For Decision
<h1>PUBLIC</h1>	

1. Status update	<p>Project Description: An engineering assessment of the ponds designated as 'High Risk' by the Environment Agency at Grade II* Wanstead Park. Identifying solutions that fulfil both the City's statutory duties and other works in the Wanstead Parkland Plan, contributing to the removal of the Heritage at Risk status.</p> <p>RAG Status: Green (Green at last report to Committee)</p> <p>Risk Status: High (High at last report to committee)</p> <p>Total Estimated Cost of Project (excluding risk): 900 000–1.150 million</p> <p>Change in Total Estimated Cost of Project (excluding risk): £150 000 (following Capital Projects Review)</p> <p>Spend to Date: £134 366 (£241 000 approved)</p> <p>Costed Risk Provision Utilised: N/A</p> <p>Slippage: <i>Progression to Gateway 4 has been delayed while a further sustainable drainage feasibility study has been progressed. Project completion is now expected in Autumn 2024 (rather than spring 2024).</i></p>
2. Next steps and requested decisions	<p>Next Gateway: Gateway 5</p> <p>Next Steps:</p> <ol style="list-style-type: none"> 1. Liaison with planning authority and other statutory bodies in relation to work sites;

	<ol style="list-style-type: none"> 2. Early liaison and communication with the local community. 3. Preparation of project brief (employers' requirement) and tender documentation for design works; 4. Tendering a design contract with a target for design completion in summer 2023; 5. Preparation of project brief (employers' requirement) and tender documentation for a works contract; 6. Tendering a works contract with a target works programme commencing in spring 2024; 7. Stage 1 appointment of a contractor to undertake detailed design and obtain statutory approvals; 8. To undertake enabling works within the park ahead of construction; <p>Requested Decisions:</p> <ol style="list-style-type: none"> 1. To shift the project pathway from complex to regular; 2. That recommended Option 2 (to carry out panel engineer recommendations and reinstate and extend the up-cascade pumping station) is approved; 3. That additional budget of £333 500 is approved to reach the next Gateway; 4. That a Costed Risk Provision (CRP) of £40 000 is approved at Gateway 4, to be drawn down via delegation to Chief Officer for the fee/investigation items specifically identified in the appended Risk Register, funded by City Cash. 5. Note the total estimated cost of the project at £1.15 million (excluding risk); 6. That Gateway 5 is delegated to the Executive Director Environment. 											
<p>3. Resource requirements to reach next Gateway</p>	<p><i>For recommended option 2:</i></p> <table border="1" data-bbox="528 1529 1390 2045"> <thead> <tr> <th>Item</th> <th>Reason</th> <th>Funds/ Source of Funding</th> <th>Cost (£)</th> </tr> </thead> <tbody> <tr> <td>Statutory approvals (including surveys)</td> <td>To gain approval for designs and to commence works</td> <td rowspan="2">City's Cash Reserves (subject to the draw down approval of RASC and other)</td> <td>13,000</td> </tr> <tr> <td>Investigations</td> <td>To confirm parameters</td> <td>30,000 (+20,000 CRP)</td> </tr> </tbody> </table>	Item	Reason	Funds/ Source of Funding	Cost (£)	Statutory approvals (including surveys)	To gain approval for designs and to commence works	City's Cash Reserves (subject to the draw down approval of RASC and other)	13,000	Investigations	To confirm parameters	30,000 (+20,000 CRP)
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		needed for design	relevant committees)	
	Design Fees	To provide detailed design services for proposed works		150,000
	Cost Consultancy Fees	Appointment of Cost Consultant		50,000
	Panel Engineer fees	To review and approve designs		30,000 (+20 000 CRP)
	Public Consultation	PR/Reputation		5,000
	Internal Staff Costs	Checking, tender preparation, comms and project management.		55,500
	Total			333,500
	<p>Costed Risk Provision requested for this Gateway: £40 000 to be funded by City Cash (as detailed in the Risk Register – Appendix 2)</p>			
4. Overview of project options	<p>The Wanstead Park Ponds Project was initiated in July 2019 to fulfil the City Corporation’s statutory duties as the reservoir owner of the Wanstead Park ponds. The Environment Agency designated these ponds as ‘High Risk’ in a risk assessment of dam safety and this project seeks to identify the solutions to fulfilling these statutory duties and other pond related objectives in the Wanstead Parkland Plan.</p> <p>An initial engineering assessment of the four ponds (Shoulder of Mutton, Heronry, Perch and Ornamental Water) was undertaken in 2020. A further study into the interaction between the River Roding and the Ornamental Water was completed in September 2021.</p> <p>The combined recommendations from the Panel Engineer’s studies are:</p>			

	<p>Shoulder of Mutton:</p> <ul style="list-style-type: none">- Regulation of the dam's crest.- Maintenance of short grass cover to dam's embankment. <p>Heronry:</p> <ul style="list-style-type: none">- Regulation of the dam's crest.- Installation of a concrete edging beam.- Grass improvement to the dam's embankment- Regrading of the dam's embankment <p>Perch:</p> <ul style="list-style-type: none">- Regulation of the dam's crest.- Installation of a concrete edging beam. <p>Ornamental Water:</p> <ul style="list-style-type: none">- Works to ends of both embankments to the River Roding to regulate height with reinforced geotextile. <p>General:</p> <ul style="list-style-type: none">- Measures to limit dam structures from substantially drying out in the event of a prolonged period of drought lasting over 18 months. The drying out could cause cracking in the earth dam embankments, weakening the structure of the dam. Resulting in leaking and increasing the risk of failure. <p>Gateway 3 approval was agreed in November 2021 to look in more detail at two options, the second of which has been split into two sub-options:</p> <ol style="list-style-type: none">1. Reservoir safety only works (as recommended by the Panel Engineer)2. Reservoir safety works and water balance interventions. <p>The following water balance interventions have subsequently been considered:</p> <ul style="list-style-type: none">- Back pumping from the River Roding- Reinstatement and extension of the up-cascade pumping system- Land drainage improvements- Local Sustainable Drainage Systems (SuDS)- Habitat creation and lake bed reprofiling. <p>For this report the second option has been refined and separated into two. The options considered at this gateway are:</p> <p>Option 1: Reservoir safety only works (as recommended by the Panel Engineer)</p>
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	<p>Option 2: Reservoir safety works and reinstatement and extension of the up-cascade pumping system</p> <p>Option 3: Reservoir safety works and all water balance interventions.</p> <p>The reinstatement of the up-cascade pumping system is felt to be necessary for the longer term safe management of the ponds. Whilst this option would not increase water supply, it would give greater flexibility in how the current water in the system is used. This pumping system would enable water to be moved to the pond most in need and therefore reducing the chance of prolonged drying out of the dam structures.</p> <p>The other interventions which are not being proposed as part of Option 2 are all being considered to be taken forward separately outside of the project. The Project Board will continue to co-ordinate with these further works.</p>
<p>5. Recommendation</p>	<p>It is proposed to progress Option 2 - Reservoir safety works and reinstatement and extension of the up-cascade pumping system.</p> <p>It is considered that the recommended option mitigates the risks to the City Corporation and the public, and is necessary for fulfilling the City Corporation’s statutory duties as reservoir owner.</p>
<p>6. Risk</p>	<p>The major risk the project seeks to address is the failure of the dams both individually and in cascade. There are additional requirements for reservoirs that the Environment Agency designates as ‘High Risk’. These are reservoirs where an uncontrolled release of water could put people’s lives at risk. The Panel Engineer’s recommendation which are proposed as part of Option 2 should mitigate the risk of failure to the standard required under the Reservoirs Act 1975 and the Flood and Water Management Act 2010.</p> <p>This risk could be exacerbated due to the long-term issues with water balance which results in occasional drying out of the dams. The Panel Engineer has identified that should prolonged drying out of the dams occur this will increase the risk of failure. The reinstatement and extension of the up-cascade pumping system will mitigate this risk by enabling water to be moved more easily around the cascade. In addition, should other water balance interventions be taken forward by other workstreams to increase water supply to the lake system, the up-cascade pumping system will assist with the sustainable management of water across the site.</p> <p>Since the initiation of the Project and following the Panel Engineers original report it is now felt that the project’s risk,</p>

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	<p>uniqueness and complexity is now medium. Along with the reduction of the overall cost of the project it is now requested for the project to be shifted from the 'Complex' pathway to the 'Regular' pathway of the Gateway process.</p> <p>Costed Risk Provision Utilised at Last Gateway: 0 Change in Costed Risk: 40 000</p> <p>Further information available in the Risk Register (Appendix 2) and Options Appraisal.</p>
<p>7. Procurement strategy</p>	<p>It is proposed to use open tender to procure the design of works and the same used to procure the construction works.</p>

Appendices

<p>Appendix 1</p>	<p>Project Coversheet</p>
<p>Appendix 2</p>	<p>Risk Register</p>

Contact

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Options Appraisal Matrix

Option Summary	Option 1	Option 2	Option 3
1. Brief description of option	Reservoir safety works as recommended by the Panel Engineer only.	Reservoir safety works and reinstating and extending the up-cascade pumping system.	Reservoir safety works and all assessed water balance interventions.
2. Scope and exclusions	<ul style="list-style-type: none"> • Works to dams structures of Shoulder of Mutton, Heronry, Perch and Ornamental Water. • Excludes all water balance intervention works. 	<ul style="list-style-type: none"> • Option 1 works • Ornamental Water to Perch Pump reinstatement, including intake lowering and outfall extension to Heronry. • Excludes all other water balance interventions. 	<ul style="list-style-type: none"> • Option 2 works • Roding pumphouse reinstatement • Land drainage to Long Walk • Blake Hall Road SuDS Scheme • Northumberland Road SuDS Scheme • Lakebed reprofiling • Excludes non assessed water balance interventions including works to reduce leakage or reinstate pond linings.
LG Project Planning			
3. Programme and key dates	Overall project: Completion by Autumn 2024 Key dates: Design and Consultation – Summer 2023 Enabling works Autumn 2023 Construction works commence Spring 2024		

Option Summary	Option 1	Option 2	Option 3
4. Risk implications	<p>Medium Risk</p> <ul style="list-style-type: none"> • Liability for raised reservoirs in cascade remains but with Panel Engineer supported works undertaken fulfilling statutory requirement. • Risk of lakes drying out remains unchanged with potential increased risk of failure following prolonged dry periods. 	<p>Medium Risk</p> <ul style="list-style-type: none"> • Liability for raised reservoirs in cascade remains but with Panel Engineer supported works undertaken fulfilling statutory requirement. • Risk of lakes drying out reduced through improved management but remains during drought and extreme circumstances. <p>Further information available within the risk register (Appendix 2).</p>	<p>Medium Risk</p> <ul style="list-style-type: none"> • Liability for raised reservoirs in cascade remains but with Panel Engineer supported works undertaken fulfilling statutory requirement. • Risk of lakes drying out reduced but remains in extreme circumstances
5. Stakeholders and consultees	<ul style="list-style-type: none"> • Epping Forest (City of London Natural Environments) • London Borough of Redbridge • Environment Agency • Panel Engineer • Historic England • Friends of Wanstead Parklands • Surrounding landowners • Local residents 		
6. Benefits of option	<ul style="list-style-type: none"> • Fulfils statutory duties in relation to the Large Raised Reservoirs ownership. 	<ul style="list-style-type: none"> • Fulfils statutory duties in relation to the Large Raised Reservoirs ownership. • Enables enhanced water management of water in lake 	<ul style="list-style-type: none"> • Fulfils statutory duties in relation to the Large Raised Reservoirs ownership. • Enables enhanced water management of water in lake

Option Summary	Option 1	Option 2	Option 3
		<p>cascade by allowing greater flexibility in moving water around the lake system.</p> <ul style="list-style-type: none"> • Will increase the storage capacity and impact of future back pumping from the river Roding. 	<p>cascade by allowing greater flexibility in moving water around the lake system.</p> <ul style="list-style-type: none"> • Increases the supply of water to the lake system reducing the chances of prolonged drying out and improving biodiversity and amenity benefits. • Enhances back pumping from the river Roding by enabling the additional water to be pumped beyond Ornamental Water up the cascade.
7. Disbenefits of option	<ul style="list-style-type: none"> • Does not address issue of potential prolonged drying out of the dam structures. • Reputational damage related to lakes drying out. 	<ul style="list-style-type: none"> • Does not directly increase water supply to lakes or reduce leakage from the lake system. 	<ul style="list-style-type: none"> • Falls outside of the agreed project budget. Works to re-instate Roding Pumphouse being progressed in CWP programme. SuDS feasibility being reviewed as part of a Mayor of London Green and Resilient Spaces development funding programme.
Resource Implications			

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Option Summary	Option 1	Option 2	Option 3
8. Total estimated cost	Total estimated cost (excluding risk): £750K – 850K	Total estimated cost (excluding risk): £900K – 1150K	Total estimated cost (excluding risk): £1400K – £1600K
9. Funding strategy	Funded through City Cash.		Statutory works funded through City Cash, Roding pumphouse and land drainage through Cyclical Works Programme. SuDS through further unconfirmed GLA funding and additional grant funding.
10. Investment appraisal	Not applicable due to nature of works.		
11. Estimated capital value/return	Not applicable.		
12. Ongoing revenue implications	No revenue implications, ongoing commitments to dam maintenance continue unaffected.	Increased cost of maintenance due to need to maintain pump infrastructure and new costs associated with running pump.	Increased cost of maintenance due to need to maintain new features and new costs associated with running pumps, offset by reduced pumping from existing aquifer borehole. New cost for license to extract from river Roding.

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Option Summary	Option 1	Option 2	Option 3
13. Affordability	This is the least expensive option but does not address the issue of dam drying out.	This is considered to be the most economic option that includes measures that address dam drying out.	This is the most expensive option and would require increased funding.
14. Legal implications	<ul style="list-style-type: none"> Compliance with the Reservoirs Act 1975 and Flood & Water Management Act 2010 		
15. Corporate property implications	None		
16. Traffic implications	All works will result in local site traffic and plant machinery moving within the park.		
17. Sustainability and energy implications	<ul style="list-style-type: none"> Does not address increased frequency of dry periods from climate change. 	<ul style="list-style-type: none"> Addresses increased frequency of dry periods from climate change. Enhanced water management in Park will improve biodiversity of lakes. 	<ul style="list-style-type: none"> Addresses increased frequency of dry periods from climate change. Enhanced water management in Park will improve biodiversity of lakes. Pumping water from river Roding to Heronry less energy intensive than pumping from aquifer borehole.
18. IS implications	<ul style="list-style-type: none"> Not applicable 		

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Option Summary	Option 1	Option 2	Option 3
19. Equality Impact Assessment	N/A. Works are unlikely to result in discrimination against any disadvantaged or vulnerable people.		
20. Data Protection Impact Assessment	N/A		
21. Recommendation	Not recommended	Recommended	Not recommended

Project Coversheet

[1] Ownership & Status
<p>UPI: 12058</p> <p>Core Project Name: Wanstead Park Ponds Project</p> <p>Programme Affiliation (if applicable): Not applicable</p> <p>Project Manager: Tim Munday</p> <p>Definition of need: The City of London Corporation has statutory duties as a reservoir owner under the Reservoirs Act 1975 to ensure the integrity of the structures within the cascade of ponds in the Wanstead Park lake system. The Environment Agency has identified three ponds as being High Risk. This project will carry out flood modelling to determine if the reservoirs meet the standards required for safe overtopping during the Probable Maximum Flood. If the engineering study finds the reservoir structures to be inadequate the City Corporation will have a statutory duty to make improvements. Potential solutions will be explored, including those that address further long-term issues affecting the ponds. Future work could be carried out in conjunction with works in the Wanstead Parkland Plan addressing the Heritage at Risk status of the park.</p> <p>Key measures of success:</p> <ol style="list-style-type: none">1) The reservoirs will comply with the statutory requirements.2) Completion of the project without enforcement by the EA.3) The public and other stakeholders will be kept informed during the process, of any conclusions and next steps. <p>Expected timeframe for the project delivery: Original progression to Gateway 3: March - October 2020 Revised progression to Gateway 3: March 2021.</p> <p>Project completion: June 2024 – January 2026 (no change)</p> <p>Key Milestones: Progression to Gateway 3</p> <p>Are we on track for completing the project against the expected timeframe for project delivery? No. Progression to Gateway 3 needs to be delayed to enable more detailed engineering studies to be undertaken which will materially impact the options at that stage.</p> <p>Has this project generated public or media impact and response which the City of London has needed to manage or is managing? No, but the project is of significant interest to local stakeholders and the project includes the appointment of a communications officer.</p>

[2] Finance and Costed Risk	
<p>Headline Financial, Scope and Design Changes:</p> <table border="1"><tr><td><p>‘Project Briefing’ G1 report (as approved by Chief Officer 22/03/2019):</p><ul style="list-style-type: none">• Total Estimated Cost (excluding risk): £150 000 (engineering assessment only) £8-12 million (anticipated total cost of project)• Costed Risk Against the Project: £0</td></tr></table>	<p>‘Project Briefing’ G1 report (as approved by Chief Officer 22/03/2019):</p> <ul style="list-style-type: none">• Total Estimated Cost (excluding risk): £150 000 (engineering assessment only) £8-12 million (anticipated total cost of project)• Costed Risk Against the Project: £0
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<ul style="list-style-type: none">• Estimated Programme Dates: Engineering assessment only: (8-10 months) <p>Lower Range estimate: Start: April 2019, Finish: November 2019 Upper Range estimate: Start: June 2019, Finish: March 2020</p> <p>Should additional work be required the anticipated timeframe is:</p> <p>Lower Range estimate: Start: December 2019, Finish: June 2024 Upper Range estimate: Start: April 2020, Finish: January 2026</p> <p><i>Scope/Design Change and Impact: Approval by the Court of Common Council (18/07/2019) given for project to proceed outside of the Fundamental Review and for in year budget increase.</i></p>
<p>'Project Proposal' G2 report (as approved by PSC 22/03/2019):</p> <ul style="list-style-type: none">• Total Estimated Cost (excluding risk): £150 000 to Gateway 3, £8-12 million total.• Resources to reach next Gateway (excluding risk): £150 000• Spend to date: £0• Costed Risk Against the Project: 0• CRP Requested: 0• CRP Drawn Down: 0• Estimated Programme Dates: <p>Engineering assessment only: (8-10 months)</p> <p>Lower Range estimate: Start: April 2019, Finish: November 2019 Upper Range estimate: Start: June 2019, Finish: March 2020</p> <p>Further works anticipated timeframe is:</p> <p>Lower Range estimate: Start: December 2019, Finish: June 2024 Upper Range estimate: Start: April 2020, Finish: January 2026</p> <p><i>Scope/Design Change and Impact: Approval by the Court of Common Council (18/07/2019) given for project to proceed outside of the Fundamental Review and for in year budget increase.</i></p>
<p>'Issues Report' Pre-G3 report (as approved by PSC 30/11/2020):</p> <ul style="list-style-type: none">• Total Estimated Cost (excluding risk): £190 000 to Gateway 3, £1 million total.• Resources to reach next Gateway (excluding risk): £190 000 (£150 000 previously granted)• Spend to date: £52 000• Costed Risk Against the Project: 0• CRP Requested: 0• CRP Drawn Down: 0• Estimated Programme Dates:

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Progression to Gateway 3 - March 2022

Further works anticipated timeframe is:

Lower Range estimate: Start: April 2021, Finish: June 2024

Upper Range estimate: Start: April 2022, Finish: January 2026

Scope/Design Change and Impact: The scope of work anticipated for the total project has significantly reduced from originally considered with work now expected to cost less. Further engineering studies are needed ahead of work progressing to Gateway 3, resulting in a delay.

'Outline Options Appraisal' G3 report (as approved by PSC 17/11/2021):

- Total Estimated Cost (excluding risk): £750 000 - 1 million total.
- Resources to reach next Gateway (excluding risk): £241 000 (£190 000 previously granted)
- Spend to date: £101 195
- Costed Risk Against the Project: 0
- CRP Requested: 0
- CRP Drawn Down: 0
- Estimated Programme Dates:

Progression to Gateway 4 - February 2022

Further works anticipated timeframe is:

Start on site - Spring 2023

Completion – Spring 2024

Scope/Design Change and Impact: Further review of water balance interventions within the park is required as part of the detailed options appraisal progressing to Gateway 4.

Total anticipated on-going commitment post-delivery [£]:0

Programme Affiliation [£]: Not applicable

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City of London: Projects Procedure Corporate Risks Register

Project Name: Wanstead Park Ponds Project		PM's overall risk rating: High	CRP requested this gateway: £ 40,000	Average unmitigated risk: 8.6	Open Risks: 26
Unique project identifier: PV12058		Total estimated cost (exc risk): £ 1,000,000	Total CRP used to date: £ -	Average mitigated risk score: 5.2	Closed Risks: 2

General risk classification										Mitigation actions										Ownership & Action			
Risk ID	Gateway	Category	Description of the Risk	Risk Impact Description	Likelihood Classification pre-mitigation	Impact Classification pre-mitigation	Risk score	Costed Impact pre-mitigation (£)	Costed Risk Provision requested Y/N	Confidence in the estimation	Mitigating actions	Mitigation cost (£)	Likelihood Classification on post-mitigation	Impact Classification on post-mitigation	Costed Impact post-mitigation (£)	Post-Mitigation risk score	CRP used to date	Use of CRP	Date raised	Named Departmental Risk Manager/Coordinator	Risk owner (Named Officer or External Party)	Date Closed OR/Realised & moved to issues	Comment(s)
R1	2	(10) Physical	One of the dams to the ponds collapses. (Including the increase of this happening following an 18 month period in which the dams have dried out - as raised by the Panel Engineer).	This causes a chain reaction of collapse in the other ponds resulting in rapid inundation to the surrounding area and downstream of the river Roding	Possible	Extreme	24	£0.00	N		Six monthly statutory inspections by the Inspecting Engineer will be carried out and their recommendations implemented. Intermediate monthly inspection by open spaces staff will be carried out and concerns raised, including regarding drying out.	£0.00	Unlikely	Extreme	£0.00	16	£0.00		30-Mar-20	Paul Monaghan	Julienma McLoughlin		Risk on corporate risk register (CR32)
R2	2	(1) Compliance/Regulatory	Statutory action is taken by the Environment Agency (EA)	The City of London Corporation if forced to carry out work within a fixed three year period.	Unlikely	Extreme	16	£0.00	N		Engagement with both the EA and Panel Engineer will continue to ensure they understand the sincerity and determination with which the CoC are addressing the issue. A communication officer will be engaged to liaise with stakeholders ensuring that their perspectives and concerns are raised to the Project Team such that they can be duly considered at the earliest stage.	£0.00	Unlikely	Major	£0.00	8	£0.00		30-Mar-20	Gordon Roy	Gordon Roy		
R3	3	(3) Reputation	Exception is taken to the project by one or a number of stakeholder groups.	This result in Legal Action against the City Corporation and the need to defend.	Possible	Major	12	£54,000.00	N		Due diligence will be undertaken before appointing consultants and contractors to ensure that they are competent for the work they are being appointed to. Internal staff will be expected to follow a relevant professional code of conduct.	£0.00	Unlikely	Major	£0.00	8	£0.00		30-Mar-20	Sarah Reid	Paul Thompson		
R4	2	(3) Reputation	Exception is taken to the project by one or a number of stakeholder groups.	This results in professional conduct procedures against project team members and consultant	Possible	Serious	6	£0.00	N		Should a staff member leave additional organisational resource should be secured to carry on their duties. This should include the opportunity for a two week handover.	£0.00	Unlikely	Major	£0.00	8	£0.00		30-Mar-20	All	Gordon Roy		
R5	2	(3) Reputation	Key staff members leave the organisation.	Staff leaving reduces momentum for the project and results in a loss of institutional memory.	Possible	Major	12	£0.00	N		Options will be developed in line with the proposed budget. Savings and efficiencies will be reviewed throughout the project. The chosen option will be set in such a way as to avoid costs overruns.	£0.00	Possible	Serious	£0.00	6	£0.00		30-Mar-20	Gordon Roy	Gordon Roy		
R6	2	(2) Financial	The proposed project costs exceed the allocated funding.	The project has to be halted until additional funding is identified and/or its scale of ambition reduced with consequences for the acceptability of the project.	Unlikely	Major	8	£0.00	N		Options will be developed that account for a broad range of funding sources with opportunities of decision stages to offer scheme on availability. The project timeline will be clipped with a 6 F.Y.R.	£0.00	Unlikely	Serious	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R7	4	(2) Financial	External funding sources are not realised.	Scale of non-statutory work will have to be adjusted to suit available funding. This could adversely impact the projects acceptability	Unlikely	Major	16	£0.00	N		Options will be developed that seek to improve the historic and landscape value of the park. This will be done in consultation with internal heritage officer and external stakeholders where appropriate.	£0.00	Likely	Serious	£0.00	8	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R8	3	(9) Environmental	Design does not deliver an appropriate scheme.	There is a permanent adverse impact on the historic and landscape value on the park. This would damage the City Corporation's relationship with the local community and Historic England.	Unlikely	Major	8	£0.00	N		Options will be developed that seek to enhance and protect the natural environment of the park. This will be done in consultation with internal heritage officer and external stakeholders where appropriate.	£0.00	Unlikely	Serious	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R9	3	(9) Environmental	Design does not deliver an appropriate scheme.	There is an adverse impact on the natural environment of the park. This would damage the City Corporation's relationship with the local community and Historic England.	Unlikely	Major	8	£0.00	N		Options will be developed that seek to enhance and protect the natural environment of the park. This will be done in consultation with internal heritage officer and external stakeholders where appropriate.	£0.00	Unlikely	Serious	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R10	3	(9) Environmental	Design does not deliver an appropriate scheme.	There is a permanent adverse impact on the access in and around the park. This would damage the City Corporation's relationship with the local community and Historic England.	Unlikely	Major	8	£0.00	N		Options will be developed that seek to protect access in and around the park.	£0.00	Unlikely	Serious	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R11	3	(9) Environmental	Design does not deliver an appropriate scheme.	The chosen option fails to address other non-statutory water issues such as leakage and supply. This may impact on the ability to demonstrate that the project is justifiable.	Possible	Major	12	£0.00	N		Outline options will be considered that will have wider impacts beyond the statutory requirements. Funding will be set to simultaneously implement these.	£0.00	Unlikely	Major	£0.00	8	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R12	4	(1) Compliance/Regulatory	Planning permission is denied by London Borough of Redbridge	This would cause delays in programme and increase cost in either challenging the decision or changing the design.	Unlikely	Major	8	£0.00	N		Designs will be developed in consultation with LBR to ensure that local planning requirements are met.	£0.00	Rare	Major	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		

R13	4	(1) Compliance/Regulatory	Objections are raised by involved statutory bodies (ie Historic England/EA/etc)	This would cause delays in programme and increase cost in either challenging the decision or changing the design	Unlikely	Major	8		£0.00	N		The communication strategy will identify major institutional stakeholders and will ensure design intentions are communicated to them	£0.00	Rare	Major	£0.00	4	£0.00		30-Mar-20	Sarah Reid	Gordon Roy		
R14	4	(1) Compliance/Regulatory	Corporate approval is not granted to proceed to next gateway.	The would cause delays in programme.	Unlikely	Major	8		£0.00	N		Regular updates will be given to members to keep them aware of developments to enable them to be well placed to make decisions	£0.00	Rare	Major	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R15	4	(5) H&S/Wellbeing	Unexpected ground conditions are found on site.	The could cause delays in the programme and increase costs due to additional work.	Possible	Serious	6		£0.00	Y - for mitigation costs	B – Fairly Confident	Preliminary ground investigations and desktop study of site.	£20,000.00	Possible	Serious	£0.00	6	£0.00		30-Mar-20	Tim Munday	Gordon Roy		Risk to be held by appointed contractor.
R16	5	(5) H&S/Wellbeing	Unexploded ordnances is found during works.	This poses a risk to those on site and could cause delays in the programme.	Possible	Serious	6		£0.00	N		An UXO review will be carried out before work begins onsite/ Appropriate P&A's should be undertaken	£0.00	Possible	Serious	£0.00	6	£0.00		30-Mar-20	Tim Munday	Gordon Roy		Risk to be held by appointed contractor.
R17	4	(4) Contractual/Partnership	Appointed design contractor goes out of business.	Would delay project and could result in increased costs.	Unlikely	Major	8		£0.00	N		Due diligence will be undertaken before appointing all contract to ensure that the appointee is sufficiently capable to undertaking the full scope of work.	£0.00	Rare	Major	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R18	4	(4) Contractual/Partnership	Appointed works contractor goes out of business.	Would delay project and could result in increased costs.	Unlikely	Major	8		£0.00	N		Due diligence will be undertaken before appointing all contract to ensure that the appointee is sufficiently capable to undertaking the full scope of work.	£0.00	Rare	Major	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		
R19	5	(10) Physical	Unexpected utilities are found during construction.	Would delay project and could result in increased costs.	Possible	Serious	6		£0.00	N		Contractors would be required to carry out desktop studs to identified any utilities. trial pits may also be undertaken were necessary.	£0.00	Unlikely	Serious	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		Risk to be held by appointed contractor.
R20	5	(4) Contractual/Partnership	Complaints of park users and neighbours about construction works.	Could damage relationships with key stakeholders	Possible	Serious	6		£0.00	N		The contractor will be required to have a complaints procedure where members of the public can raise concerns, this will include feedback to the user on what is being done to resolve the issue. the contractor will be required to communicate to key stakeholders the impact of work in advance.	£0.00	Possible	Minor	£0.00	3	£0.00		30-Mar-20	Sarah Reid	Paul Thompson		Risk to be held by appointed contractor.
R21	5	(5) H&S/Wellbeing	Trespass to construction site.	Potential to delay project should damage be caused.	Possible	Serious	6		£0.00	N		Contractor will be required to have security regime and to uphold health and safety requirements for construction sites.	£0.00	Unlikely	Serious	£0.00	4	£0.00		30-Mar-20	Tim Munday	Gordon Roy		Risk to be held by appointed contractor.
R22	5	(9) Environmental	Accidental damage to trees and other natural feature.	Damage to ecology of the park and to relationship with key stakeholders.	Possible	Serious	6		£0.00	N		Contractor will be required to have a ecological protection plan which will need to be monitored throughout the project	£0.00	Unlikely	Minor	£0.00	2	£0.00		30-Mar-20	Tim Munday	Gordon Roy		Risk to be held by appointed contractor.
R23	2	(3) Reputation	Difficulty in appointing a contractor	Will not be able to effectively communicate with stakeholders about the project cost increase.	Possible	Minor	3		£0.00	N		Ensure that the role is attractive and competitively funded.	£0.00	Unlikely	Minor	£0.00	2	£0.00		20-Sep-20	Geoff Sinclair	Colin Buttery	01-Jan-21	Position filled.
R24	4	(4) Contractual/Partnership	Difficulty in appointing consultants	Delay to project and potential increase in cost of works.	Possible	Minor	3		£0.00	N		Known contacts within consultancy will be contacted to encourage response to possible work opportunities. If necessary the threshold for costs will need to be increased.	£0.00	Unlikely	Minor	£0.00	2	£0.00		04/04/22	Tim Munday	Gordon Roy		
R25	5	(4) Contractual/Partnership	Change in Panel Engineer following re-tendering of contract	Panel Engineers may have a professionally difference opinion in relation to works and result in differing advice on works.	Possible	Minor	3		£0.00			The Panel Engineer will be fully briefed to understand the context of the project.	£0.00	Unlikely	Minor	£0.00	2	£0.00		04/04/22	Paul Monaghan	Paul Monaghan	Oct-22	The same Panel Engineer was successful in securing the contract following the tender exercise.
R26	5	(9) Environmental	Abstraction License not renewed on same terms	The removal of aquifer supply would rapidly reduce the ability to maintain adequate water levels in the lakes leading to the dams potentially drying out for extended periods of time.	Possible	Serious	6		£0.00			Alternative supply of water are being explored to provide a long term sustainable solution.	£0.00	Possible	Minor	£0.00	3	£0.00		16/05/22	Geoff Sinclair	Paul Thompson		
R27	4	(2) Financial	Inflation increases the costs of works beyond agreed budget envelope	Works would not be able to proceed to until funding was secured, depending on the time period involved this could result in a lapse in fulfilling the statutory duties and prolonging other risks.	Possible	Serious	6		£0.00			Every effort will be made to keep costs within the agreed budget including where possible altering the scope and alternative procurement strategies. Monitoring of costs will be undertaken to give as early warning as possible should it seem that costs will exceed the initial budget.	£0.00	Possible	Minor	£0.00	3	£0.00						
R28	4	(4) Contractual/Partnership	The Panel Engineer requires greater input into their final design than anticipated.	A greater amount of resourcing from the Panel Engineer is required as part of the detailed design development.	Possible	Minor	3		£0.00	Y - for costed impact post-mitigation	B – Fairly Confident	Cost rider provision will be used to enable increased Panel Engineer involvement as required to ensure that the final design meets the statutory requirements.	£20,000.00	Possible	Minor	£0.00	3	£0.00		Nov-22	Tim Munday	Paul Monaghan		
R29									£0.00								£0.00							
R30									£0.00								£0.00							
R31									£0.00								£0.00							
R32									£0.00								£0.00							
R33									£0.00								£0.00							
R34									£0.00								£0.00							
R35									£0.00								£0.00							
R36									£0.00								£0.00							
R37									£0.00								£0.00							
R38									£0.00								£0.00							
R39									£0.00								£0.00							
R40									£0.00								£0.00							
R41									£0.00								£0.00							

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Committee(s): Epping Forest and Commons Committee	Dated: 26/01/2023
Subject: The Commons: Licences, sports, wayleaves and produce fees and charges for 2023/24	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	2,3,4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Juliemma McLoughlin, Executive Director, Environment Department	For Decision
Report author: Geoff Sinclair, Assistant Director The Commons	

Summary

This report present proposals for a price increase of 5% in 2023/24 on charges levied for licensed activities (excluding filming), produce sales and formal sports. This is below RPI but will cover inflationary costs for staffing which represents the bulk of the expenses incurred for managing licenced activities. Changes to car park charges are pending a wider Natural Environment Review in 2023/24.

The performance of charges levied for licensed activities, produce sales, formal sports and car park charges in the last full financial year 2021/22 for The Commons are also reported

In 2021/22 the licensing of activity on The Commons raised a total of £83,525.70. The 5% increase, where it will be applied, may raise £750.00 additional income.

Car park charges raised a total of £198,514.53

The opportunities for income generation from bench sponsorship and commercial dog walking will be assessed in 2023/24 in line with the Natural Environment Charity Income draft Strategy.

All income from produce, licences and charges is fully reinvested in the management of The Commons

Recommendation

Members are asked to:

- Note the income generated in 2021/22 from charged activities in The Commons and
- Agree the proposed licence fees and sports charges for 2023/24 as itemised in Appendix 2
- Note that car park changes will be further reviewed in 2023/24

Main Report

Background

1. This report encompasses several different activities on the portfolio of sites across The Commons for which a charge is levied. The charges are made to record the use and to reflect the costs incurred by the City of London in administering and enabling the activity and for reinvestment into the management of The Commons in accordance with the City Corporation financial regulations. These charges are separate to income received from donations.
2. The use of The Commons for siting of equipment or for certain activities requires a licence. Licences are administered through a small steering group of officers pursuant to delegated authority and in some circumstances, staff are consulted before a decision is made to ensure there is an equitable and transparent decision-making process
3. All activities are regulated with due regard to the Open Spaces Acts of 1878 and 2018 and any other relevant statutory provisions and, where relevant, the adopted Schemes and Policies.

Current Position

4. Below is listed the income raised from the various chargeable activities at The Commons in 2021/22 with the previous year's figures provided for comparison. The charges for 2021/22 are given in Appendix 1.

Income Activity	2020/21	2021/22
Licensing (Covid affected)	£1,359.70	£4,620.20
Produce Sales	£1,982.17	£642.17
Event Charges (COVID affected)	£0	£344.17
Filming (COVID affected)	£4,551	£67,848
Sports (Pitch Hire Coulsdon Common)	£379	£407
Wayleaves	£36,473.12	£8,291.16
Room Hire	£0	£700
Utilities	£9,510.03	£673
TOTAL Excl Car parking charges	£54,255.02	£83,525.70
Car Parking Income	£139,055	£198,514.53
TOTAL Incl Car parking charges	£193,310.02	£282,040.23

5. The difference in income between the two periods is down to several factors: Covid impacts, one off additional wayleave income at Ashted and West Wickham and Coulsdon Common in 2020/21, and car park charges in 2020/21 were only introduced to West Wickham and Coulsdon Common in the last three months of the year.
6. All the licencing information, pricing, terms, and conditions are publicly available, and this process ensures appropriate licences and charges are administered in a fair and transparent manner.
7. Wayleaves are currently charged for private motorgate, handgate and commercial premises access across The Commons. The charging for handgate licences is under review and may change during 2023/24.

Options

- a. Option 1 – To increase licence, sports and produce charges (Excluding locally benchmarked charges of filming and car parking) at a figure of 5% as detailed in Appendix 2. **This is recommended.**
- b. Option 2 - To keep charges as they are. This would be in effect a price cut whilst inflationary increases would still apply to our own expenses. **This is not recommended**

Proposals

8. Proposed charges for 2023/24 are itemised in detail in Appendix 2. The list of charges has been made as complete as possible to ensure all areas of charging are included. When setting fees and charges, officers in the natural environment charities considered the following:
 - The RPI rate is normally used to set the increase percentage. Given current inflationary levels and cost of living, a figure of 5% has been settled on across the Natural Environment charities. This is based on the uplift in salaries which presents a large part of the costs to the charity of the licensed activities.

- The budget requirement to generate additional income to reduce expenditure savings
 - Work towards attaining full cost recovery, recognising that staffing, equipment, and material costs may have increased greater than 5% in some cases.
9. A new sponsorship scheme for benches on The Commons will be considered during 2023/24. This scheme would follow on from a similar scheme in operation at Epping Forest. Similarly, we will be looking into charging commercial dog walkers at Burnham Beeches in 2023/24.
10. Car parking charges will be subject to a wider Natural Environment review during 2023/24. A further report will be presented to Committee following the review.
11. Filming charges are benchmarked to similar local providers and will remain the same pending future reviews of charges by local providers.
12. Additional charges have been included to reflect charges made elsewhere in the Natural Environment Department and provide publicly stated figures should the need to charge arise. New categories have been identified in the fees and charges schedule, Appendix 2.

Corporate & Strategic Implications

Strategic implications

13. These charges support the Corporate Plan Policy aims and priorities

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

Financial implications

14. Overall earned income and grants raised £585,761 in 2021/22. The 5% increase is only applied to some categories as proposed in this report as some income such as grants cannot be altered. The 5% increase where it will be applied may raise £750 additional income.

15. City Corporation financial regulations provide that ‘When determining fees and charges to persons or external organisations, all departments should recover full costs, or submit reasons to the appropriate service Committee when that objective is not met.’

Legal Implications

16. **Charity Law:** In its role as trustee of the Ashted Common, Burnham Beeches & Stoke Common and West Wickham & Spring Park and Coulsdon Commons

registered charities (numbers 1011510, 232987,232988 and 232989) the City Corporation is under a duty to act in the best interests of the charity.

17. **Produce Sales:** The City Corporation's charity trustee duty will normally mean obtaining the best price for produce that can be achieved in the market. However, it may be appropriate in some cases to donate produce, or sell it at a discount, where this is an effective way of using the charity's resources to further its charitable purposes or is otherwise in the charity's best interests.
18. **Events and Filming:** Section 7 of the City of London Corporation (Open Spaces) Act 2018 provides additional powers to hold and charge for events (including filming) on The Commons having regard to an agreed events policy.
19. **Commercial Activity:** Section 10 and the Schedule to that Act also enable, following consultation, the City Corporation to introduce a licensing scheme for the purposes of controlling activity carried out for commercial gain. The licence fee may cover the reasonable administrative costs incurred in connection with such applications, together with such additional charges the City Corporation considers to be an appropriate contribution towards the costs incurred by them in connection with the open space.
20. **Sports Pitches:** Section 76 of the Public Health Acts Amendment Act 1907 (applied to the Commons by Section 4 of the City of London (Various Powers) Act 1933) allows for areas for cricket, football and games to be set apart. Section 56 of the Public Health Act 1925 (applied to the Commons by Section 4 of the City of London (Various Powers) Act 1933) allows for reasonable sums to be charged for their use.
21. **Car Parking:** Section 9(2) of the City of London (Various Powers) Act 1977 allows for areas of parking to be provided for the purpose of providing or improving opportunities for the enjoyment of the open spaces by the public. Under section 9(4) of the 1977 Act, reasonable charges may be made for any facilities under section 9

Property Implications

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

Charity Implications

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

Resource Implications

24. Fees and charges reflect the whole cost to the charities and seek as a minimum to achieve whole cost recovery.

Risk Implications

25. Raising fees by the proposed 5.0% may attract negative publicity for the City of London Corporation possibly mitigated by the car park charges remaining unchanged.

Equalities Implications

26. Charitable and not for profit organisations receive a 50% discount on most fees and charges. This allows smaller and large charitable organisations and community groups to use The Commons at a lower cost whilst still meeting the core costs to The Common's charities from the impact of that activity.
27. Providing consistency in charging and decision making through the licencing of activities provides equality of opportunity to individuals and groups applying to use The Commons.

Climate implications

28. Licences seek to control the number, location and suitability of activities on The Commons to protect its environment. Sustainability criteria is included in heads of terms for larger events.

Security implications

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

Conclusion

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

Appendices

Appendix 1 – 2021/202 charges

Appendix 2 - Proposed charges 2023/24

Background Papers

1. The Commons - Licences, sports, wayleaves and produce fees and charges
EF&CC Report 17 Jan 2022
2. Open Spaces Departmental Events Policy (Part One) undated
3. The Commons, Open Spaces Departmental Events Policy (Part Two) undated

Geoff Sinclair

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Appendix A

Commercial / Corporate Events			
Item	Amount – current fee –	When Payable	2022-23 proposed fee – 4.9% increase – figures rounded
Application Fee	£57	On application	£60
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.	
Damage Deposit (refundable)	£575 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks prior to the first day on site.	£603 or 20% of hire fee whichever is lesser
Basic Hire Fee - Minor event (less than 50)	£0- £575 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with the City of London	£0-£603
Basic Hire Fee - Small event (50-499)	£750 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	£787 plus 5% of ticket price
Basic Hire Fee - Medium event (500-4999)	£2240 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£2350 plus 5% of ticket price
Non – event days (set up and dismantle)	15% of basic fee per day	Payable in conjunction with the basic hire fee.	
Private events (wedding receptions/ party) max 150	£1150	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£1206

Charity / Not for Profit Events (see terms and conditions)			
Item	Amount – current fee	When Payable	2022-23 -proposed fee – 4.9% increase
Application Fee	£28.00	On application	£29
Deposit (to reserve location and date)	25% of basic hire fee	Invoiced when event has outline approval from The City of London subject to statutory licence approvals. If required licences are not approved and the event does not proceed the deposit is forfeited.	
Damage Deposit (refundable)	£575 or 20% of hire fee whichever is the lesser	Cleared funds to be received at least 3 weeks	£603 or 20% of hire fee whichever is lesser

Basic Hire Fee - Minor event (less than 50)	£0- £290 dependent on event type and infrastructure (e.g. serving hot food, charging a fee, including more than one gazebo)	prior to the first day on site. A damage deposit of £100 may be levied to ensure waste is disposed of in the case of events where a charge of less than £100 is made. Charged for catering must be separately licensed and an additional fee is payable unless part of an organised small/large event or otherwise agreed with CoL	£0-£304
Basic Hire Fee - Small event (50-499)	£375 plus 5% of ticket price	Cleared balance of funds to be received at least 3 weeks prior to the first day on site.	£393 plus 5% of ticket price
Basic Hire Fee - Medium event (500-4999)	£1120 plus 5% of ticket price	Cleared balance of funds to be received at least 1 month prior to the first day on site.	£1175 plus 5% of ticket price

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

Item		Current Fee	2022/23 Proposed fee
Exclusive Hire of car park	Large Medium Small Compounds/ Storage	Prices on application but as a guide £114-£287 per bay per day or £3.95- £23 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.65 per square meter per day. Minimum overall charge of £82.00	Prices on application but as a guide £120-£301 per bay per day or £4- £24 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use, £0.68 per square meter per day. Minimum overall charge of £86
Water	Use of building water supply or standpipe	£57 per day or metered charge	£60 per day or metered charge
Electricity	Use of The City of London supplies	£57 or metered charge	£60 per day or metered charge
Specialist ground preparation (in addition to usual cutting regime e.g., ground marking)		On application	
Staffing. City of London will provide staff to the first 2 meetings free of charge. Further attendance at meetings and on-site attendance may be charged, particularly if out of normal working hours.	Ranger Senior Ranger Head Ranger/Manager	From £31 per hour From £39 per hour From £50 per hour Plus, VAT at 20%	From £33 per hour From £41 per hour From £52 per hour

Sports & miscellaneous charges

Item	Current fee	2022/23 -proposed fee – 4.9% increase
<u>Sports charges</u>		
Coulsdon Common, 1 Football Pitch (for season)	£379.00	£398.00
<u>Miscellaneous Charges</u>		

Sale of split logs, per 3 ton – City of London staff only	£121.00	£127.00
Sale of green cord wood per ton- City of London staff only	£31.00	£33.00
Room hire at Ashtead and Merlewood – per hour	£46.00	£48.00
Room hire at Burnham Beeches	Half day £155.00- £194.00 Full day £307.00 - £383.00 and £4.60 + VAT a head for refreshments	Half day £163.00 - £204 Full day £322.00 – £402.00 and £5.00 + VAT a head for refreshments

Filming – current charges 2020-2021

LOCATION FEE (All prices are subject to VAT at the current rate)	Current fee - For up to 12 hours	Proposed charges – 2022-2023 @ 4.9% increase
TELEVISION - Advertisement	£2240-£3528	£2350-£3701
FILMS - FEATURE	£2240-£3920	£2350- £4112
TELEVISION - DRAMA/FEATURE	£1344-£1960	£1410-£2056
TELEVISION - LIGHT ENTERTAINMENT	£840-£1456	£881-£1527
TELEVISION - DOCUMENTARY	£448-£672	£470-£705
TELEVISION - NEWS	NO CHARGE	NO CHARGE
STUDENT PRODUCTION	£0	£0
STILLS PHOTOGRAPHY	£280 – 1 st hour £274/£168 per hour thereafter depending on numbers of people	£2940 – 1 st hour £287/£176 per hour thereafter depending on numbers of people
UNIT BASE – TV & SMALL FEATURE FILMS	£560	£587
STAND BY DAYS (NO WORK UNDERTAKEN)	£560	£587
SET DRESSING, CONSTRUCTION, PREPERATION & STRIKING DAYS	50% of filming fee	50% of filming fee
BURNHAM BEECHES OWN LOCATION MANAGER – IF DEEMED NESSESARY	£448 approx.	£470 approx.
STAFF SUPERVISION/CALL OUT COST PER HOUR	£84	£88
Administration fee	£137	£144

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THE COMMONS LICENSING CHARGES - 2023/24

Increase 5%

*****ALL CHARGES ARE SUBJECT TO VAT IN ADDITION UNLESS INDICATED OTHERWISE*****

	2023/24 CHARGES		When Payable
Standard Application Fee	£ 31.00	£ 63.00	On application (non-refundable)

All licences are subject to standard application plus licence fee charges as shown.

EVENTS					
Event	Notes	Description/ amount of participants	Charity/ non-profit	Commercial /Charities with turnover > £1,000,000	Consultation Comments
Events charges* <i>*where events are free entry additional charges will be made relative to the loss of amenity / scale of event</i>	Charges for small medium and large will be determined on levels of infrastructure being used and impact on other Forest users, size of footprint as well as audience numbers	up to 50	£0-£319	£0-£633	As before
		50-499	£413 + 5 % of ticket price	£826 + 5 % of ticket price	As before
		500-4999	£1234 + 5% of ticket price	£2468 + 5% of ticket price	As before
		5000+	by negotiation	by negotiation	
Regular run/ walk*/ cycle**events by clubs	Up to 20 events each year*	Less than 100	Annual Fee £229 (includes administration) plus 5% entrance fees	Annual Fee £458 (includes administration) plus 5% entrance fees	New Category
		up to 15 events each year*	100-500	Annual Fee £229 (includes administration) plus 5% entrance fees	Annual Fee £458 (includes administration) plus 5% entrance fees
Deposit (to reserve location and date)			25% of basic hire fee	25% of basic hire fee	As before
Damage Deposit (Refundable)			£575 or 20% of hire fee whichever is the lesser	£575 or 20% of hire fee whichever is the lesser	As before
Non-event days (set up and dismantle)			15% of basic fee per day	15% of basic fee per day	As before
Private events (wedding receptions/party) max 150				£1,266	As before

Regular events with more than 500 participants should be applied for through the events licence. * Capacity of the event site and impact on the sites will be considered and may limit the number of events in any one location

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

Item	Charge
Exclusive hire of car park	Prices on application but as a guide £126-£316 per bay per day or £5- £25 per vehicle where only part bays are required. Costs dependent on type of use/length of use/time of use and day of use,
Water	Use of building water supply or standpipe £63 per day or metered charge
Electricity	Use of City of London supplies £63 per day or metered charge

SPORTS COACHING OR TRAINING

Football pitch hire	Coulsdon Common, 1 Football Pitch (for season)	£418	As before
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OTHER GUIDED ACTIVITY OR EDUCATIONAL OFFER

Small Commercial Guided Walks and Tours eg Mindfulness		Up to max 100	£31+ 10% of ticketed price per participant	£63 + 10% of ticketed price per participant	New category.
Forest Schools	Licence		£31 + 5% of fee charged per pupil	£63 + 5% of fee charged per pupil	New category.
	Tree surveying (as required)		Price on application	Price on application	New category.

FILMING AND PHOTOGRAPHY

Commercial Photography	Standard shoot based on 12 hours per day	1st Hour fee	£309.00	As before
		Any subsequent hours	£185-£301	As before
TELEVISION- Advertisement			£2668-£3886	As before
FILMS - Feature			£2668-£4318	As before
TELEVISION- Drama/Feature			£1481-£2159	As before

TELEVISION- Light Entertainment			£925-£1603	As before
TELEVISION- Documentary			£494-£740	As before
TELEVISION- News			No Charge	As before
STUDENT PRODUCTION	Standard shoot based on 12 hours per day		No Charge	As before
UNIT BASE - TV & Small feature films			£616.00	As before
STAND BY DAYS (No work undertaken)			£616.00	As before
SET DRESSING, CONSTRUCTION, PREREPERATION & STRIKING DAYS			50% of filming fee	As before
Non commercial Filming or Photography	Visits by staff necessitated by the nature of the shoot may require additional 'at cost' charges		£31 plus costs	New Category
Adminstration Fee			£151/application	As before

Levies may apply for non-commercial filming requests which require additional services. All levies are calculated 'at cost' to COL and no reduction is possible.

OTHER USE OF LAND (To be paid in addition to the above charges)

Skips	Use of land	per week	£116.00	New category
Hire of car parks for events or compounds per 8 hours			Price on application	New category
Scaffolding	Area per day (m ²)		£5.25 per m ² per day + VAT	New category
	Minimum overall charge inc admin		£263.00	New category
Site compounds, storage, excavation/trenches	Area per day (m ²)	Small (under 5 m ²)	£6.00 per m ² per day +VAT	New category
		Medium (5 m ² up to 10 m ²)	£4.70 per m ² per day + VAT	New category
		Large (over 10 m ²)	£4.20 per m ² per day + VAT	New category

This charge applies until all equipment is removed and amenity restored. An additional amenity charge may be levied.

Car Parking

Car Parking (All site in across The Commons)	Weekdays	Cars/motorbikes/vehicles up to 17 seats	£1.50 up to 2 hrs/ £3 all day	New category
	Weekdays	Minibuses /coaches over 17 seats	£18.00 all day	
	Weekends and Bank Holidays	Cars/motorbikes/vehicles up to 17 seats	£3.00 all day	
	Weekends and Bank Holidays	Minibuses /coaches over 17 seats	£18.00 all day	
	Blue Badge holders		Free	
	Annual Permit	Single car	£180.00	
	Annual Permit	Two cars	£200.00	
	Monthly permit	Single car	£16.00	
	Monthly permit	Two cars	£18.00	
	Penalty Charge Notice		£70 (Reduced to £35 if paid within 14 days)	

Staff Charges

STAFF Charges	Officer time		£42/hour	Revised Category
	Head Ranger/Manager		£60/hour	Revised Category
	Consultants Time		£126/hour	New category
	Film Location Manager	if deemed neccesary	£494/day (upto 12 hours/day)	As before
	Staff Supervision call out charge		£92/hour	As before

Miscellaneous Charges

Sale of split logs per 3 tone - City of London staff only		£133	As before
Sale of green cordwood per ton - City of London staff only		£35	As before
Room Hire at Ashted and Merlewood - per hour		£50	As before
Room hire at Burnham Beeches - per hour		Half day £171- £214	As before
		Full day £338 - £422	As before
		Refreshments £5.25 + VAT a head	As before

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