

HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE
Wednesday, 17 May 2023

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park
Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on
Wednesday, 17 May 2023 at 4.00 pm

Present

Members:

William Upton KC (Chair)
Alderman Gregory Jones KC (Deputy Chairman)
Timothy Butcher
Alethea Silk
Andrew McMurtrie
John Beyer
Councillor Arjun Mittra
Councillor Marcus Boyland
Pauline Lobo
Deputy John Absalom
Jason Groves
Michael Hudson

Officers:

Blair Stringman	- Town Clerk's Department
Juliemma McLoughlin	- Executive Director, Environment
Clem Harcourt	- Chamberlain's Department
Joanne Hill	- Chamberlain's Department
Stefania Horne	- Natural Environment Department

1. **APOLOGIES**

Apologies for absence were received from Caroline Haines, John Foley, Wendy Mead and Matthew Frith.

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

There were no declarations of interest.

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

The Committee received the order of the Court of Common Council held at the Guildhall of the City of London on Thursday 27th April 2023, which appointed the Committee and approved its Terms of Reference.

RESOLVED - That the order be noted.

4. **ELECTION OF CHAIRMAN**

The Committee considered the report to elect a Chairman in accordance with Standing Order No. 29.

The Committee received an Expression of Interest from William Upton to be elected as uncontested Chair of the committee.

RESOLVED – That William Upton be declared as Chairman of the Committee for the ensuing year.

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee considered the report to elect a Deputy Chairman in accordance with Standing Order No. 30.

The Committee received an Expression of Interest from Alderman Gregory Jones to be elected as uncontested Deputy Chair of the committee.

RESOLVED - That Alderman Gregory Jones be declared Deputy Chairman of the Committee for the ensuing year.

6. **MINUTES**

- a) The Committee considered the public and non-public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee held on 8th February 2023.

It was noted that Jason Groves was in attendance of the meeting.

RESOLVED – That the public and non-public minutes and summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee meeting held on 8th February 2023, subject to the correction specified, be approved as an accurate record.

- b) The Committee considered the public minutes of the Hampstead Heath Consultative Committee meeting held on 17th April 2023.

RESOLVED – That the public minutes and summary of the Hampstead Heath Consultative Committee meeting held on 17th April 2023 be approved as an accurate record.

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

The Committee considered a report of the Town Clerk concerning the terms of reference and composition of the Hampstead Heath, Highgate Wood and Queen's Park Committee's consultative committees and groups, and the appointments it was invited to make to other bodies.

RESOLVED – That Members:

- Noted the terms of reference and composition of the Hampstead Heath Consultative Committee.
- Appointed John Foley to serve on the Hampstead Heath Consultative Committee, alongside the Chairman

- Agreed the terms of reference and composition of the Highgate Wood and Queen's Park Consultative Groups.
- Appointed Jason Groves to serve on the Highgate Wood Consultative Group and act as Chair. Agreed that two other Members of this Committee may be appointed to serve on the Highgate Wood Consultative Group at the next Committee meeting.
- Appointed Alethea Silk to serve on the Queen's Park Consultative Group. Agreed that two other Members of this Committee could be appointed at the next Committee meeting.
- Agreed that the action to appoint a local representative from this Committee to observe meetings of the Natural Environment Board be moved to the next Committee meeting.
- Appointed John Foley to serve on the Keats House Consultative Committee.

8. **APPOINTMENT OF THE MEMBER OF THE LONDON NATURAL HISTORY SOCIETY TO THE HAMPSTEAD HEATH CONSULTATIVE COMMITTEE**

The Committee considered a report of the Town Clerk concerning approval sought for the appointment of a new external Member of the Hampstead Heath Consultative Committee, nominated by the London Natural History Society, to represent ecological interests.

RESOLVED – That Members:

Appoint Liz Andrew, who was nominated by the London Natural History Society, as a Member of the Consultative Committee, in accordance with the London Government Reorganisation (Hampstead Heath) Order 1989.

9. **DIRECTOR'S REPORT**

The Committee received a report of the Executive Director, Environment concerning an update on matters relating to the work of the Natural Environment Division of the Environment Department since the last Committee in February 2023.

The Chairman noted the date for the Committee's next meeting was scheduled to hold on 19th July 2023 and observed that the meeting would clash with the Lord Mayors visit to the Epping Forest and may result in some Members missing either of the events.

RESOLVED – That Members:

- Note the report.
- Provide feedback on the contents of the report.

10. **ASSISTANT DIRECTOR'S REPORT**

The Committee received a report of the Executive Director, Environment regarding updates on matters relating to Hampstead Heath, Highgate Wood and Queen's Park since February 2023.

A Member requested that Officers organise an event to launch the Park and showcase the improvements made on the facility. In response Officers noted the project is expected to be completed in October and Officers would start organising an opening event suggested by the Committee.

RESOLVED – That Members:

- Agree the 2023-24 Annual Work Programme for Hampstead Heath, Highgate Wood and Queen’s Park.

11. HAMPSTEAD HEATH ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The Committee received a joint report of the Chamberlain and Executive Director, Environment concerning the Trustee’s Annual Report and Consolidated Financial Statements for the Year ended 31 March 2022 for Hampstead Heath (charity registration number 803392) in the format required by the Charity Commission.

Responding to a Members enquiry, Officers confirmed that financial statements can only be published after the accounts are fully audited and signed off by external auditors. Officers assured Members that the accounts were filled within the timeline prescribed by regulation and remarked that going forward they would be happy to provide draft of the accounts to the Committee for information.

RESOLVED – That the report be noted.

12. HIGHGATE WOOD AND QUEEN'S PARK KILBURN ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2022

The Committee received a joint report of the Chamberlain and Executive Director, Environment concerning the Trustee’s Annual Report and Financial Statements for the Year ended 31 March 2022 for Highgate Wood and Queen’s Park Kilburn (charity registration number 232986) in the format required by the Charity Commission.

RESOLVED – That the report be noted.

13. RISK MANAGEMENT UPDATE REPORT

The Committee considered a report of the Executive Director Environment regarding the risk management procedures in place within the Environment Department and its Natural Environment Division are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011.

Members noted the possibility of reputational risk for the Corporation from the report. The Committee agreed they were not satisfied that appropriate systems were in place to mitigate the risks identified in the report and requested that an updated report be presented to the Committee at the next meeting, showing an achievable plan which would satisfactorily set out the key risks, top category of likelihood and identify factors that would mitigate the identified risks.

Members requested for Officers to provide further information to enable the Committee to send a report to the Resource Allocation Sub (Policy and Resources) Committee for consideration.

In response, Officers noted they would unpack the risk items in the report and revert to the committee with an updated Risk. Officers will also provide the result of the operational asset review.

RESOLVED – That Members:

- Review the risks faced by the charities.
- Were not satisfied that report satisfactorily set out the key risks and noted that appropriate systems had not been identified to mitigate key risks. It was agreed that a report would be brought back to Committee for review.

14. HIGHGATE WOOD CONSULTATIVE GROUP ACTION POINTS

The Committee received a report of the Executive Director, Environment concerning the Highgate Wood Consultative group meeting held on 19th April 2023.

RESOLVED – That the report be noted.

15. QUEEN'S PARK CONSULTATIVE GROUP ACTION POINTS

The Committee received a report of the Executive Director, Environment concerning the Queens Park Consultative Group meeting held on 24th April 2023.

RESOLVED – That the report be noted.

16. SPORTS STRATEGY VERBAL UPDATE

The Committee received an update of the Executive Director, Environment concerning a Sports Strategy.

RESOLVED – That the report be noted.

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

There were no questions.

18. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

19. EXCLUSION OF THE PUBLIC

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

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

There were no questions.

21. **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.

22. **CONFIDENTIAL MINUTES**

RESOLVED – that the non-public minutes of the meeting held on 8th February 2023 be approved as an accurate record.

The meeting ended at 5.50pm

Chairman

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