



Natural Environment Board

Date: TUESDAY, 10 DECEMBER 2024
Time: 11.00 am
Venue: COMMITTEE ROOMS - 2ND FLOOR WEST WING, GUILDHALL

Members:

Caroline Haines (Chair)	William Upton KC (Ex-Officio Member)
Eamonn Mullally (Deputy Chairman)	Alderman & Sheriff Gregory Jones KC (Ex-Officio Member)
Anne Corbett	Heather Barrett-Mold OBE
Andrew McMurtrie	Vladislav Dobrokhotov
Wendy Mead OBE	Tony Leach
Benjamin Murphy	Dani Stephenson
Deputy Alpa Raja	Catherine Bickmore (Observer)
James St John Davis	Paul Morris (Observer)

Enquiries: Callum Southern
Callum.Southern@cityoflondon.gov.uk

Accessing the virtual public meeting

Members of the public can observe all virtual public meetings of the City of London Corporation by following the below link:

<https://www.youtube.com/@CityofLondonCorporation/streams>

A recording of the public meeting will be available via the above link following the end of the public meeting for up to one civic year. Please note: Online meeting recordings do not constitute the formal minutes of the meeting; minutes are written and are available on the City of London Corporation's website. Recordings may be edited, at the discretion of the proper officer, to remove any inappropriate material.

Whilst we endeavour to livestream all of our public meetings, this is not always possible due to technical difficulties. In these instances, if possible, a recording will be uploaded following the end of the meeting.

Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the minutes of the previous meeting.

For Decision
(Pages 7 - 14)

4. **ANNUAL REVIEW OF TERMS OF REFERENCE**

Report of the Town Clerk.

For Decision
(Pages 15 - 18)

5. **BIOPHILIC EVIDENCE BASED DESIGN AND INTEGRATING NATURE FOR LONGEVITY - PRESENTATION**

The Committee to receive a verbal presentation from Niall McEvoy, Viritopia.

For Information

6. **YOUTH NATURAL ENVIRONMENT BOARD - VERBAL UPDATE**

The Committee to receive a verbal update from Simon Lightman, King Edward's Witley.

For Information

Open Spaces

7. **ASSISTANT DIRECTOR OF CHARITY DEVELOPMENT - VERBAL UPDATE**

The Committee to receive a verbal update from the Assistant Director of Charity Development.

For Information

8. **ASSISTANT DIRECTOR CULTURE AND PROJECT'S UPDATE REPORT Q2:
JULY-SEPTEMBER 2024**

Report of the Executive Director, Environment.

For Information
(Pages 19 - 32)

9. **ENVIRONMENT DEPARTMENT HIGH-LEVEL BUSINESS PLAN 2024/25 –
PROGRESS REPORT (MID- YEAR)**

Report of the Executive Director, Environment.

For Information
(Pages 33 - 44)

City Gardens

10. **CITY GARDENS UPDATE**

Report of the Executive Director, Environment.

For Information
(Pages 45 - 48)

11. **CITY GARDENS EVENT POLICY AND FEES AND CHARGES FOR 25/26**

Report of the Executive Director, Environment.

For Decision
(Pages 49 - 86)

12. **KING GEORGE'S FIELD - CITY OF LONDON TRUSTEE'S ANNUAL REPORT AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024**

Joint Report of the Chamberlain and the Executive Director, Environment.

For Information
(Pages 87 - 104)

13. **CLIMATE ACTION STRATEGY, COOL STREETS AND GREENING PROGRAMME
– PHASE 3 CITY GREENING AND BIODIVERSITY (FANN STREET AND ST
PETER WESTCHEAP)**

Report of the Executive Director, Environment.

For Information
(Pages 105 - 154)

14. **UPCOMING DATES OF INTEREST TO THE NATURAL ENVIRONMENT BOARD**

Thursday 6 February 2025 – Natural Environment Board Meeting

Thursday 1 May 2025 – Natural Environment Board Meeting

For Information

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

16. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED**

17. **EXCLUSION OF THE PUBLIC**

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

For Decision

Part 2 - Non-Public Agenda

18. **NON-PUBLIC MINUTES**

a) **Non-Public Minutes of the 17 October Meeting of Natural Environment Board (Pages 155 - 156)**

For Decision

b) **Informal Non-Public Notes of the 17 October 2024 Meeting of Natural Environment Board (Pages 157 - 158)**

For Information

19. **DEBT ARREARS - NATURAL ENVIRONMENT DIVISION - 30/09/2024**

Report of the Executive Director, Environment.

For Information
(Pages 159 - 170)

20. **REPORT OF ACTION TAKEN**

Report of the Town Clerk.

For Information
(Pages 171 - 174)

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

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

This page is intentionally left blank

NATURAL ENVIRONMENT BOARD Thursday, 17 October 2024

Minutes of the meeting of the Natural Environment Board held at Committee Room -
2nd Floor West Wing, Guildhall on Thursday, 17 October 2024 at 11.00 am

Present

Members:

Caroline Haines (Chair)
Eamonn Mullally (Deputy Chairman)
Wendy Mead OBE
James St John Davis
Heather Barrett-Mold
Dani Stephenson
Catherine Bickmore (Observer)

In Attendance:

Vladislav Dobrokhotov
Tony Leach
Benjamin Murphy

Externals:

Simon Lightman (King Edward's Witley)

Officers:

Clem Harcourt	- Chamberlain's Department
Anna Cowperthwaite	- Comptroller and City Solicitor's
Ola Obadara	- City Surveyor's
Emily Brennan	- Environment Department
Simon Glynn	- Environment Department
Joanne Hill	- Environment Department
Joe Kingston	- Environment Department
Jake Tibbetts	- Environment Department
Abigail Tinkler	- Environment Department
Heinz Traut	- Environment Department
Katie Stewart	- Executive Director of Environment
Joseph Smith	- Town Clerk's Department
Callum Southern	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Anne Corbett and Alderman & Sheriff Gregory Jones KC.

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

No declarations were made.

3. **MINUTES**

The Board agreed to amend the attendee list to add Catherine Bickmore who attended the last meeting and amend the apologies to ensure 'Wendy Mead MBE' was changed to 'Wendy Mead OBE'.

RESOLVED – That, the public minutes of the last meeting held on 11 July 2024 be agreed, subject to the agreed amendments, as a correct record of the meeting.

4. **YOUTH NATURAL ENVIRONMENT BOARD UPDATE**

The Board considered a report by Simon Lightman, an external contributor from St. Edwards Witley School, that provided an update on the progress of the City of London Natural Environment Youth Board (YNEB) since its initial proposed was endorsed on 17 April 2024.

Simon Lightman noted that the YNEB was currently in the process of signing a Memorandum of Understanding with the Institute of Sustainability at the University of Surrey and the City of London with the Bridewell Foundation as the coordinating partner.

During the discussion, the following points were made:

- a) Members sought clarity on the reference to 'City Academy' under Key Data, noting there were several such institutions. Lightman confirmed it was City Academy – Southwark.
- b) The Board considered the legacy when the students involved left school. The Chair noted it was for sixth formers and older Year 11s and the City would continue working with the students as long as they're in further education.
- c) Members discussed whether it would be worth Donation Representative Governors from schools outside the 18-school group receiving a note on this to coordinate with Simon Lightman.
- d) A Member suggested that an offer of Freedom of the City of London could be made when pupils and students reached a certain age.

5. **ASSISTANT DIRECTOR OF CHARITY DEVELOPMENT - VERBAL UPDATE**

The Board received a verbal update from the Assistant Director of Charity Development and highlighted the main themes being considered were financial models, income generation and use of assets. An analysis of similar charity organisation was being undertaken to consider how they dealt with problems of fundraising and resourcing.

6. ASSISTANT DIRECTOR CULTURE AND PROJECTS UPDATE REPORT Q1: APRIL - JUNE 2024

The Board considered a report which provided an update against workstreams, outcomes and key performance indicators from the Natural Environment Division Business Plan and objectives from the Natural Environment Strategies that are applicable to staff in the Culture and Projects Section covering April-June 2024 (Q1).

During the discussion, the following points were made:

- a) Officers informed the Board that work had taken place to mitigate unplanned closures of the Monument to maximise income received and ensure it stayed on a sound financial footing.
- b) It was also noted by Officers that they were enacting resolutions by NEB and the City Bridge Foundation Board to support the transfer of the Monument to a more suitable corporate home. A report would be brought to the Board in future on that.
- c) Officers also indicated they had explored opportunities for further income generation opportunities at the Monument ahead of the permanent transfer.
- d) The Board enquired into the cost of ensuring Wanstead Grotto was removed from the Heritage-at-Risk register. Officers explained that a request for the Listed Building Consent repair had been submitted and were awaiting the outcome of that. Officers confirmed the project would then be taken through the corporate gateway process and the estimated cost, subject to contractors and quotes, was £550,000.
- e) The Board considered whether the public were being made aware of when the Monument was open/closed. Officers reported that the Cultural, Heritage and Libraries were aware of mitigation measures and ensured that the webpage was being updated if there were any unplanned closures.

RECEIVED.

7. RISK MANAGEMENT UPDATE REPORT

The Board considered a report of the Executive Director of Environment regarding the Natural Environment Cross-Divisional Risk Register which included risks which are managed by the Executive Director of Environment at a higher, strategic, level.

The Executive Director of Environment proposed an amendment to the recommendation that read "Members are asked to consider and note the Natural Environment Cross-Divisional Risk Register which sets out the key top-

level risks to the charities and the systems in place to identify and mitigate risks across the charities.

During the discussion, the following points were made:

- a) Officers indicated there was a willingness to re-prioritise the highest risks and make use of expertise of teams on the ground; efforts were underway to strengthen the relationship between City Surveyors' and Natural Environment Division.
- b) A Member considered the declining condition of assets in relation to the Pergola at Hampstead Heath. The Chair noted a paper was going to the next meeting of Hampstead Heath, Highgate Wood and Queen's Park Committee on the issue.
- c) The Chair raised a question concerning negative aspects of public behaviour. Officers reported the outreach team was investigating issues at the tunnel in Castle Baynard ward and were involved in a joint operation with City Operations to tackle rough sleeping.
- d) Officers noted a Keeper with enforcement powers had been appointed to start on Monday 21 October. The keeper would initially deal with anti-social behaviour at Bunhill Fields before being deployed to other parts of the City.

RESOLVED – That, Members:

- Considered and noted the Natural Environment Cross-Divisional Risk Register which sets out the key top-level risks to the charities and the systems in place to identify and mitigate risks across the charities

8. **PROJECT PRIORITISATION PROCESS**

The Board considered a report which proposed a project prioritisation process for the Natural Environment Division which would inform the development and implementation of the five-year business plan.

During the discussion, the following points were made:

- a) A Member of the Board suggested the prioritisation process would allow Members to see why certain projects were not being carried out and allowed the charities to make external partners aware of financial implications and the resources required to complete projects.
- b) It was discussed why more weight was not being given to the criteria around whether a project would be delivered in partnership with another organisation. Officers accepted it would need to be reviewed at a later stage and the weighting may need to change as a result of its performance.

RESOLVED – That, Members:

- Approved the proposed project prioritisation criteria and process for the Natural Environment Division Business Plan, subject to the approval by the City Corporation acting in its capacity as trustee for each of the relevant Natural Environment charities.
- Authorised the Executive Director, Environment to make minor amendments to the project prioritisation matrix to take on board comments/feedback arising from its consideration by the different Natural Environment charity management committees.

9. VOLUNTEERING AUDIT

The Board considered a report which described volunteering across the Natural Environment Division and City Gardens, providing an overview of the scale of volunteering activities, highlighting achievements and areas needing improvement.

During the discussion, the following points were made:

- a) It was considered whether a Member could be involved as a volunteering lead to raise its profile and noted the importance of the value offered from volunteering being put on a business-footing.
- b) Members expressed the need for volunteering to be aligned with strategic ambitions of the organisations and charities.
- c) It was discussed how youth volunteering could be built into the long-term objectives of the Corporation and the charities with the City family of schools. Officers noted that policy and guidance was in place across the sites for youth volunteering and there was a need for more DBS-checked staff.
- d) The Board contemplated the training volunteers received. Officers explained that volunteering was a two-way process and training happened on site dependent of needs of volunteers.
- e) A Member felt Appendix 1 slightly underplayed the role of volunteers at West Ham Park, particularly with consideration of their role with the 150th anniversary celebrations.
- f) Members considered whether the time value of volunteering could be converted into capital value to assist with grant applications. The Chair confirmed that had already been occurring with the individual charities.
- g) It was emphasised that huge social cohesive value could be brought out when communities are involved and stressed that volunteer opportunities could be a means for change of career or steps to employment.

- h) A Member discussed whether Civic Affairs Sub-Committee should consider an event to showcase volunteer value as there was huge scope for involvement from businesses with CSR funding in the Square Mile and would tie into wider City Corporation objectives.

RECEIVED.

10. **BIODIVERSITY ACTION PLAN - PROGRESS REPORT**

The Board considered a report which provided an update on the progress of the Biodiversity Action Plan (BAP) following its launch in 2021. The report noted that at this stage, the BAP sat at an average completion rate of 47% across 21 actions which put it on track for the 2026 planned completion date.

During the discussion, the following points were made:

- a) A Member welcomed the Cross-London Nature Recovery Initiative and queried how it would fit into the Climate and Nature Bill in Parliament as it may be helpful to direct that Bill.
- b) The Chair suggested it may be helpful to have an item on the agenda in future on how bills proceeding through the parliamentary process can be influenced.
- c) The Committee discussed the need for a huge amount of attention on nature recovery and highlighted the amount of communication to BIDs on greening.
- d) It was reiterated by Committee members of the need to continually emphasise the interrelationship of biodiversity and climate change.

RECEIVED.

11. **OPERATIONAL FINANCE PROGRESS REPORT - QUARTER 2 (AUGUST 2024) 2024/25**

The Board received a report which provided an update on the operational finance position for Quarter 2 for 2024/25 for the Natural Environment Division's revenue budget to date to the end of August 2024 and projected year-end outturn position, current live capital projects and outstanding debt position.

Officers noted that the report had been updated to ensure it was more in line with charity financial reporting rather than local authority reporting.

During the discussion, the following points were made:

- a) The Chair considered why there was an overspend forecasted and if mitigations were in place to manage it. Officers explained it was not the local risk budget and was related to the City Surveyors' budget and the upkeep of buildings, monuments and memorials at Bunhill Field.

- b) Officers indicated there was a need to ensure that local teams and the City Surveyors were looking at the same asset registers.
- c) It was discussed that 70% of Total Debt Outstanding was over 60 days old and a Member emphasised the need for that to be addressed.

RECEIVED.

12. **CITY GARDENS UPDATE**

Officers reported to the Board that World Urban Parks had awarded London a special legacy award for its achievements on green spaces, including the establishment of London as the world's first national park city. Specific organisations such as the City of London and Royal Parks were highlighted by the organisation and Officers accepted the award on behalf of the whole of London.

The Board received a report which provided an update to Members on current management and operational activities across the City Gardens section.

During the discussion, the following points were made:

- a) Officers indicated that an official opening for Finsbury Circus would likely occur on the first week of June.
- b) In response to questions about Jubilee Gardens, Officers suggested the likely official opening day would be early in July once details had been confirmed with the Worshipful Company of Gardeners. Work on the Garden was scheduled to be completed in December.
- c) A Member indicated the garden launch for Big Curry Lunch would take place on 28 January 2025 and explained it was set up to raise money for military veterans, having raised around £3.7m since its inception with more than £400,000 raised this year.
- d) The Chair informed the Committee that the Christmas tree lighting was due to take place 3 December 2024.

RECEIVED.

13. **UPCOMING DATES OF INTEREST TO THE NATURAL ENVIRONMENT BOARD**

The Board received a list of upcoming dates of interest to the Natural Environment Board.

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

No questions were raised on matters relating to the work of the Committee.

15. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED

No other business was raised that the Chair considered urgent.

16. EXCLUSION OF THE PUBLIC

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

17. FINSBURY CIRCUS GARDENS REINSTATEMENT

The Board received a report of the Executive Director of Environment.

18. CARBON REMOVALS (CLIMATE ACTION STRATEGY) PROJECT 2024/25 UPDATE

The Board received a report of the Executive Director of Environment.

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

A presentation was received by the Board from the Natural Environment Director.

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

One Item of urgent business was raised by the Chair for discussion.

The meeting ended at 1.11 pm

Chairman

**Contact Officer: Callum Southern
Callum.Southern@cityoflondon.gov.uk**

City of London Corporation Committee Report

Committee(s): Natural Environment Board	Dated: 10 December 2024
Subject: Annual Review of Terms of Reference	Public report: For Decision
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:	Town Clerk
Report author:	Callum Southern, Town Clerk's Department

Summary

As part of the implementation of the 2021 Governance Review, it was agreed that the cycle and process of annually reviewing the Terms of Reference of all Committees/Boards should be revised, to provide more time for Committees to consider and discuss changes before they are submitted to the Policy and Resources Committee. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

Following approval at the Natural Environment Board, the terms of reference of the are attached as an appendix to this report for Members' consideration.

Recommendations

It is recommended that:

- The terms of reference of the Natural Environment Board, subject to any comments, be approved for submission to the Court of Common Council in April, and that any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman;
- Members consider whether any change is required to the frequency of the Board's meetings.

Appendices

- Appendix 1 – Terms of Reference

Callum Southern

Governance Officer

E: Callum.Southern@cityoflondon.gov.uk

MAINELLI, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25 th April 2024, doth hereby appoint the following Committee until the first meeting of the Court in April, 2025
-----------------	--

NATURAL ENVIRONMENT BOARD

1. **Constitution**
A Non-Ward Committee consisting of,
- eight Members elected by the Court of Common Council, at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the following ex-officio Members:-
 - the Chairman and Deputy Chairman of the Epping Forest & Commons Committee
 - the Chairman and Deputy Chairman of the Hampstead Heath, Highgate Wood & Queen's Park Committee
 - up to four external non-voting representatives, appointed by the Natural Environment Board with appropriate expertise in the Natural Environment, including biodiversity & nature resilience, community engagement, access & recreation, culture, heritage & learning and income generation.
 - up to one observer nominated by the Epping Forest & Commons Committee, Hampstead Heath, Highgate Wood & Queen's Park Committee and West Ham Park.

2. **Quorum**
The quorum consists of any five Members.

3. **Membership 2024/25**

- 4 (4) Andrew Stratton McMurtrie, JP
- 2 (2) Eamonn Mullally *for two years*
- 2 (2) Alpa Raja *for two years*
- 3 (3) Benjamin Murphy
- 1 (1) Anne Corbett, Deputy *for two years*
- 7 (2) Caroline Wilma Haines
- 14 (2) Wendy Mead, OBE
- 3 (1) James St John Davis

together with the ex-officio Members referred to in paragraph 1 above.

3. Terms of Reference

To be responsible for:-

- (a) the approval, monitoring, and regular review of the Natural Environment Board strategies overseeing the overall policy and performance framework for the Natural Environment Division of the Environment Department (where such matters are not the responsibility of another committee) and the City Gardens team which sit within the City Operations Division of the Environment Department.
- (b) overseeing the delivery of the Natural Environment Board's strategies (where such matters are not specifically the responsibility of another committee).
- (c) dealing with and making recommendations to the Court of Common Council where appropriate, all matters relating to the strategic management of the City of London Corporation's natural environment (where such matters are not specifically the responsibility of another committee).
- (d) the allocation of Enjoying Green Spaces and the Natural Environment Programme grants and the allocation of non-site specific grants related to the Natural Environment Board.
- (e) the management and day-to-day administration of the gardens, churchyards and open spaces in the City under the control of the Common Council, together with Bunhill Fields Burial Ground;
- (f) arrangements for the planting and maintenance of trees and other plants and shrubs in open spaces and in footpaths adjacent to highways in the City;
- (g) advising on applications for planning permission relating in whole or in part to the gardens, churchyards or open spaces in the City under the control of the Common Council; and
- (h) the functions of the Common Council under the Local Government (Miscellaneous Provisions) Act 1976 to make safe by felling, or otherwise, dangerous trees in the City generally on receipt of notices served on the City of London Corporation in the circumstances set out in Section 23 of the Act and where trees are in danger of damaging property.

This page is intentionally left blank

Agenda Item 8

Committee(s): Natural Environment Board	Dated: 10/12/2024
Subject: Assistant Director Culture and Project's Update Report Q2: July-September 2024	Public report
This proposal: <ul style="list-style-type: none">• delivers Corporate Plan 2024-29 outcomes	<ul style="list-style-type: none">• Diverse engaged communities• Leading sustainable environment• Vibrant thriving destination• Providing excellent services• Flourishing public spaces
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:	Katie Stewart, Executive Director Environment
Report author: Simon Glynn, Natural Environment Division, Environment Department	

Summary

This report provides an update against workstreams, outcomes and key performance indicators from the Natural Environment Division Business Plan and objectives from the Natural Environment Strategies that are applicable to staff in the Culture and Projects Section covering July-September 2025 (Q2).

The Culture and Projects Section comprises the Natural Environment Learning Team, Heritage and Museums Team and Carbon Removals Project Team.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. The Assistant Director's update for Quarter 1 was presented to this Committee in October 2024.
2. This quarterly report format and content has been amended to align the reporting with the objectives of the Natural Environment Strategies and Business Plan currently being updated for the period 2025-2030. The revised reporting process is still being developed, and further refinements will be forthcoming.

Current Position

3. This report provides a breakdown of activity in Appendix 1 with summary details and key points highlighted in the main report.
4. In the Natural Environment Division Business Plan for 2024/25, the priority workstreams for the Culture and Projects Section are:
 - Establish a natural capital-based management process across our open spaces (Carbon Removals Project)
 - Develop communities of interest that participate in, advocate for, and support our Natural Environment and Heritage charities
 - Develop a learning offer that builds nature connection and well-being
 - Protect and enhance our built heritage, landscape heritage and archaeological assets and promote them as part of our visitor and learning offers
5. The outcomes identified in the NE Business Plan relevant to the Culture and Projects Section are:
 - Delivery of the Climate Action Strategy will ensure the Corporation meets its target of being carbon neutral across our own operations (Scopes 1 and 2) by 2027.
 - Increased nature connection, pro-environmental behaviour and well-being of participants. More participants are from high pupil premium schools, are looked after children, young carers, young refugees and 13–25-year-olds who are struggling with education, employment or mental health.
 - Built heritage, landscape heritage and archaeological assets are protected, meet statutory obligations and are enhanced to support improved visitor and learning offer.
6. The performance measures associated with these outcomes and their reporting frequency are:
 - Achieve and protect annual carbon removal target of 16.2 kt CO₂e
 - Number of participants per annum in our school learning and play programmes/ Annually
 - Number of heritage assets on the Heritage at Risk Register/Every 6 months
 - Number of visitors per annum to our managed heritage attractions/Every 6 months

7. Reporting on the relevant key performance indicators, therefore, will take place after Q2 and after Q4, once the data has been gathered and assessed.

Progress against Natural Environment Strategies and Business Plan objectives for the period July-September 2024 (Q2)

Nature Conservation and Resilience

8. In July, a successful hand-over of the Carbon Removals project was achieved and all project workstreams captured in updated project management documentation.
9. In September, the reversion of arable land to wildflower meadow at Copped Hall commenced with ground preparation and seed sowing. This work forms part of activities to increase carbon sequestration by 0.21kt and support biodiversity objectives.

Community Engagement

10. Any activities in support of the Community Engagement Strategy largely relate to learning and heritage activities and are therefore referenced in section 4 of this report.

Access and Recreation

11. Any activities in support of the Access and Recreation Strategy largely relate to learning and heritage activities and are therefore referenced in section 4 of this report.

Culture, Heritage and Learning

12. The Learning Team have continued to facilitate nature and heritage learning at Epping Forest, providing school workshops at the Tudor Hunting Lodge and outdoor learning sessions at Barn Hoppitt.
13. The Learning Team also hosted sessions for young unaccompanied asylum seekers, working in partnership with the Corporation's Virtual School, and for young people from a pupil referral unit. The team have worked in partnership with Tindersticks (community interest company), to expand the programme for families and young people.
14. In July, the Learning Team partnered with Hackney Council to support their 10x 10 programme, which is a new initiative to support every child in Hackney to achieve 10 amazing activities by the time they are 10 years old.
15. Despite funding cuts in effect from April, the Learning Team was able to maintain its popular play offer at its two centres in Hampstead Heath during Q2, whilst undertaking an assessment of options to secure new income in support of maintaining the play offer in the longer-term.

16. In addition to delivering the ever-popular schools learning programme at Hampstead Heath, Epping Forest and West Ham Park, during Q2 the Learning Team expanded its learning provision for participants aged 3 - 11 with special educational needs and disabilities, funded through a grant from the Cultural and Creative Learning Fund.
17. In Q2, the Learning Team delivered bespoke learning sessions, including a tree-trail co-created with a local primary school and undertook photography with park users and a range of other activities in support of the weekend of celebration for West Ham Park's 150th anniversary on 20-21 July.
18. At Keats House, between July and September 2024, a total of 12 sessions have been delivered to over 250 students from 12 different schools. Summer School 2024, on the theme of 'The Outer Limits' engaged a further 36 students from five schools, three of which were high pupil premium schools which had not visited Keats House in the current year. Keats House also took part in Open House Festival 2024, with 387 people visiting the house for free on Sunday 15 September.
19. The Heritage Team managed the reinstatement of the Highgate Roman Kiln and replica kiln into Highgate Wood, together with a temporary exhibition detailing the connection between the kiln and Highgate Wood. This work formed part of a successful Highgate Wood Community Heritage Day on 1 September, when the replica was fired for the first time. This was followed by a successful second firing of the kiln, led by local community group Turning Earth, as part of their open studio day event on 21 and 22 September.
20. In July, options for the repair of Wanstead Grotto and Landing Stage were considered by Epping Forest and Commons Committee. The approved option was to repair the Grotto to a condition sufficient to remove the asset from the Heritage at Risk Register. The number of heritage assets on the Heritage at Risk Register in Q2 is four, with a target of four by Q4.
21. During Q2, the Heritage team led the research, design and production of an outdoor exhibition on the history of West Ham Park, which was displayed at both Guildhall Yard and subsequently at West Ham Park to coincide with the weekend of celebration for its 150th anniversary on 20-21 July.
22. The Heritage team on behalf of Keats House charity progressed a new 5-year licence with Keats Community Library to continue their library service from 10 Keats Grove.
23. The number of visitors per annum to our managed heritage attractions in Q2 is: Keats House 4,200 (comparable with 4,206 visitor numbers in Q2, 2023-24) and; The Monument 51,778 (a 12% decrease in numbers compared with Q2, 2023/24).
24. During Q2, Culture and Projects Section led the delivery of community engagement activities at West Ham Park, seeking feedback on the future of

the former nursery site. Activities delivered included young designers' workshops and an on-line survey.

Income Generation

25. Income from admissions and group visits to Keats House by Q2 was £23k against a target of £52k for the year (this is a slight increase on the same period last year, when £22k was received). From April 2024, Keats House increased charges for its core learning offer to bring it in line with the Natural Environment Learning Team's charging structure. Income from admissions and sales at The Monument was £164k (a 25% decrease in income compared with Q2, 2023-24).
26. In Q2, an assessment of options to increase revenue to support the play offer at Hampstead Heath was completed (and reported to HHHWQP Committee in Q3).

People Management

27. In July, both dedicated Carbon Removals Project roles were successfully recruited to, with the new members of staff receiving corporate inductions and visiting key sites and meeting with local site teams.
28. In July, The Learning and Heritage teams oversaw the successful recruitment of a project officer to deliver the 'Green Change-Makers' project at Keats House and the Adventure Clubhouse at Hampstead Heath.
29. In August, the Learning Team successfully recruited a new part-time Learning Officer to support the learning offer at Epping Forest.

Conclusion

30. This revised Assistant Director report being presented is under development and will focus on reporting on the Business Plan and Natural Environment Department Management Strategies outcomes.

Appendices

Appendix 1: Progress against key objectives / actions (categorised by Natural Environment Strategy).

Simon Glynn

Assistant Director Culture and Projects, Natural Environment Division

T: 020 7332 1095

E: simon.glynn@cityoflondon.gov.uk

This page is intentionally left blank

Appendix 1: Progress against key objectives / actions (categorised by Natural Environment Strategy). Quarter Two (July-September) 2024-25

Culture and Projects Section includes Learning Team, Heritage and Museums Team, Carbons Removals Project Team

1	Nature Conservation and Resilience strategy		
	Action/Objective	Progress update (Quarter Two 2024-25)	Also contributes to:
1.12	The City of London Corporation's Climate Action Strategy goals are met for the open spaces	<ul style="list-style-type: none"> <i>In July, a successful hand-over of the Carbon Removals project was achieved and all project workstreams captured in updated project management documentation.</i> <i>In September, the reversion of arable land to wildflower meadow at Copped Hall commenced with ground preparation and seed sowing. This work forms part of activities to increase carbon sequestration by 0.21kt and support biodiversity objectives.</i> 	

4	Culture, Learning and Heritage Strategy		
	Action/Objective	Progress update (Quarter One 2024-25)	Also contributes to:
4.1	Deliver learning activities which incorporate the 'pathways to nature connection' and which facilitate an increase in participants' feelings of nature connection	<ul style="list-style-type: none"> <i>The Learning Team have continued to facilitate nature and heritage learning at Epping Forest, providing school workshops at the Tudor Hunting Lodge and outdoor learning sessions at Barn Hoppitt.</i> <i>The Learning Team also hosted sessions for young unaccompanied asylum seekers, working in partnership</i> 	Nature Conservation and Resilience Strategy Community Engagement Strategy

		<p><i>with the Corporation’s Virtual School, and for young people from a pupil referral unit. The team have worked in partnership with Tindersticks (community interest company), to expand the programme for young people.</i></p> <ul style="list-style-type: none"> <i>The team have updated all school session plans to enhance pathways to nature connection for delivery of sessions at Hampstead Heath, Epping Forest and West Ham Park.</i> <i>In addition to delivering the ever-popular schools learning programme at West Ham Park, during Q2 the Learning Team expanded its learning provision for participants 13-25 with special educational needs and disabilities, funded through a grant from the Cultural and Creative Learning Fund.</i> 	
4.2	Develop synergies between NE Learning, CoL Environmental Resilience and CoL Climate Action, and provide opportunities for children and young people to get involved and make a positive contribution to biodiversity and environmental resilience.	<ul style="list-style-type: none"> <i>In July, The Learning and Heritage teams oversaw the successful recruitment of a project officer to deliver the ‘Green Change-Makers’ project at Keats House and the Adventure Clubhouse at Hampstead Heath.</i> 	Nature Conservation and Resilience Strategy Community Engagement Strategy
4.3	Collaborate with educators and researchers to develop an evidence-informed model of best practice in climate education and apply best practice to the NE learning programme.	<ul style="list-style-type: none"> <i>The Learning Team collaborated with the Education Strategy Unit and King Edward’s School, Witley to prepare the launch the NE Youth Board.</i> 	Community Engagement Strategy

4.4	Adopt sustainable practices, including an aim to achieve net zero, in accordance with Corporation policy and strategies e.g. the Climate Action Strategy.	<ul style="list-style-type: none"> <i>In July, The Learning and Heritage teams oversaw the successful recruitment of a project officer to deliver the 'Green Change-Makers' project at Keats House and the Adventure Clubhouse at Hampstead Heath.</i> 	Nature Conservation and Resilience Strategy
4.5	Engage participants in activities which increase feelings of wellbeing.	<ul style="list-style-type: none"> <i>In Q2, the Learning Team delivered bespoke learning sessions and undertook photography with park users and a range of other activities in support of the weekend of celebration for West Ham Park's 150th anniversary on 20-21 July.</i> 	Community Engagement Strategy
4.6	Provide more opportunities for children to engage in outdoor play.	<ul style="list-style-type: none"> <i>Despite funding cuts in effect from April, the Learning Team was able to maintain its popular play offer at its two centres in Hampstead Heath during Q2, whilst undertaking an assessment of options to secure new income in support of maintaining the play offer in the longer-term.</i> 	Community Engagement Strategy Access and Recreation Strategy
4.7	Provide opportunities for adult volunteering to increase wellbeing.	<ul style="list-style-type: none"> <i>A Learning volunteer contributed photographs for the West Ham Park 150 anniversary exhibition.</i> 	Community Engagement Strategy
4.8	Engage participants from London boroughs with high levels of deprivation and child poverty.	<ul style="list-style-type: none"> <i>In July, the Learning Team partnered with Hackney Council to support their 10x 10 programme, which is a new initiative to support every child in Hackney to achieve 10 amazing activities by the time they are 10 years old.</i> 	Community Engagement Strategy
4.9	Provide bespoke learning opportunities for young people struggling with education, employment or mental health	<ul style="list-style-type: none"> <i>In addition to delivering the ever-popular schools learning programme at West Ham Park, during Q2 the Learning Team expanded its learning provision for participants 13-25 with special educational needs and disabilities, funded</i> 	Community Engagement Strategy

		<i>through a grant from the Cultural and Creative Learning Fund.</i>	
4.10	Provide bespoke learning sessions for children and young people with additional needs.	<ul style="list-style-type: none"> • <i>See above.</i> 	Community Engagement Strategy
4.11	Provide opportunities for apprenticeships and traineeships leading to skills and career development.	<ul style="list-style-type: none"> • <i>The Learning Team hosted a young person on a work placement at Epping Forest supporting both the Learning and Epping Forest teams.</i> 	
4.12	Engage participants in our learning, heritage and cultural activities which provide opportunities to explore, enjoy and feel safe in our spaces.	<ul style="list-style-type: none"> • <i>The Learning Team have continued to facilitate heritage learning at Epping Forest, providing school workshops at the Tudor Hunting Lodge and outdoor learning sessions at Barn Hoppitt.</i> 	
4.13	Provide activities which enable participants to build confidence to explore green spaces.	<ul style="list-style-type: none"> • <i>The Learning Team at Epping also hosted sessions for young unaccompanied asylum seekers, working in partnership with the Corporation's Virtual School, and for young people from a pupil referral unit. The team have worked in partnership with Tindersticks (community interest company), to expand the programme for young people.</i> • <i>In addition to delivering the ever-popular schools learning programme at West Ham Park, during Q2 the Learning Team expanded its learning provision for participants 13-25 with special educational needs and disabilities, funded through a grant from the Cultural and Creative Learning Fund.</i> 	Community Engagement Strategy

4.14	Develop strategic partnerships with organisations that help to deliver our culture, heritage and learning offer.	<ul style="list-style-type: none"> <i>In July, the Learning Team partnered with Hackney Council to support their 10x 10 programme, which is a new initiative to support every child in Hackney to achieve 10 amazing activities by the time they are 10 years old.</i> 	Community Engagement Strategy
4.15	Ensure that our programming to build participants' fusion skills and confidence is informed by our communities of interest.	<ul style="list-style-type: none"> <i>See above</i> 	Community Engagement Strategy
4.16	Develop our communities of interest that participate in, advocate for, and support, our natural environment and heritage charities and assets.	<ul style="list-style-type: none"> <i>In Q2, the Learning Team delivered bespoke learning sessions and undertook photography with park users and a range of other activities in support of the weekend of celebration for West Ham Park's 150th anniversary on 20-21 July.</i> <i>During Q2, the Heritage team led the research, design and production of an outdoor exhibition on the history of West Ham Park, which was displayed at both Guildhall Yard and subsequently at West Ham Park to coincide with the weekend of celebration for its 150th anniversary on 20-21 July.</i> <i>During Q2, Culture and Projects Section led the delivery of community engagement activities at West Ham Park, seeking feedback on the future of the former nursery site. Activities delivered included young designers' workshops and an on-line survey.</i> 	Community Engagement Strategy

4.17	Conserve and enhance our heritage assets in accordance with statutory requirements, sector guidance and best practice.	<ul style="list-style-type: none"> • <i>The Heritage Team managed the reinstatement of the Highgate Roman Kiln and replica kiln into Highgate Wood, together with a temporary exhibition detailing the connection between the kiln and Highgate Wood. This work formed part of a successful Highgate Heritage Day on 1 September. This was followed by a successful Turning Earth open day event on 21 and 22 September, where the replica kiln was fired for a second time.</i> • <i>In July, options for the repair of Wanstead Grotto and Landing Stage were considered by Epping Forest and Commons Committee. The approved option was to repair the Grotto to a condition sufficient to remove the asset from the Heritage at Risk Register. The number of heritage assets on the Heritage at Risk Register in Q2 is four, with a target of four by Q4.</i> 	
4.18	Ensure a consistent approach to the management and promotion of our heritage assets.	<ul style="list-style-type: none"> • <i>The Heritage team on behalf of Keats House charity progressed a new 5-year licence with Keats Community Library to continue their library service from 10 Keats Grove.</i> • <i>The number of visitors per annum to our managed heritage attractions in Q2 is Keats House 4,200 (comparable with 4,206 visitor numbers in Q2, 2023-24) and The Monument 51,778 (a 12% decrease in numbers compared with Q2, 2023/24).</i> 	Community Engagement Strategy Access and Recreation Strategy

4.19	Ensure our cultural programming is both informed by, and representative of, our diverse communities of interest.	<ul style="list-style-type: none"> • <i>At Keats House, between July and September 2024, a total of 12 sessions have been delivered to over 250 students from 12 different schools. Summer School 2024, on the theme of 'The Outer Limits' engaged a further 36 students from five schools, three of which were high pupil premium schools which had not visited Keats House in the current year. Keats House also took part in Open House Festival 2024, with 387 people visiting the house for free on Sunday 15 September.</i> • <i>During Q2, the Heritage team led the research, design and production of an outdoor exhibition on the history of West Ham Park, which was displayed at both Guildhall Yard and subsequently at West Ham Park to coincide with the weekend of celebration for its 150th anniversary on 20-21 July.</i> 	Community Engagement Strategy
------	--	--	-------------------------------

5	Income Generation		
	Action/Objective	Progress update (Quarter One 2024-25)	Also contributes to:
5.1	Revenue Income	<ul style="list-style-type: none"> • <i>Income from admissions and school group visits to Keats House by Q2 was £23k. From April 2024, Keats House increased charges for its core learning offer to bring it in line with the Natural Environment Learning Team's charging structure. Income from The Monument £164k (a 25% decrease in income compared with Q2, 2023-24).</i> • <i>In Q2, an assessment of options to increase revenue to support the play offer at Hampstead Heath was completed (and reported to HHHWQP Committee in Q3).</i> 	Culture, Heritage and Learning Strategy Nature Conservation and Resilience Strategy

6	People Management		
	Action/Objective	Progress update (Quarter One 2024-25)	Also contributes to:
6.1	Recruitment	<ul style="list-style-type: none"> <i>In July, both dedicated Carbon Removals Project roles were successfully recruited to, with the new members of staff receiving corporate inductions and visiting key sites and meeting with local site teams.</i> <i>In July, The Learning and Heritage teams oversaw the successful recruitment of a project officer to deliver the 'Green Change-Makers' project at Keats House and the Adventure Clubhouse at Hampstead Heath.</i> <i>In August, the Learning Team successfully recruited a new part-time Learning Officer to support the learning offer at Epping Forest.</i> 	<p>Nature Conservation and Resilience Strategy</p> <p>Culture, Heritage and Learning Strategy</p>

Committee: Natural Environment Board	Dated: 10/12/2024
Subject: Environment Department high-level Business Plan 2024/25 – Progress Report (Mid- Year)	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	<ul style="list-style-type: none"> • Diverse engaged communities • Vibrant thriving destination • Providing excellent services • Flourishing public spaces • Leading sustainable environment
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:	Katie Stewart, Executive Director Environment
Report author:	Joanne Hill, Environment Department

Summary

This report provides an update on progress made by the Natural Environment Division and the City Gardens Team towards delivery of the Environment Department’s high-level Business Plan 2024/25.

The report summarises the progress that has been made against major workstreams and performance measures during the first two quarters of 2024/25. An update on the financial position to the end of Quarter Two was presented to the Board’s October meeting in a report of the Chamberlain.

Recommendation

Members are asked to:

- Note the content of this report and its appendices.

Main Report

Background

1. The Environment Department’s high-level Business Plan provides a strategic overview of the key areas of work that will be undertaken across the whole department during 2024/25. On 19 February 2024, the Natural Environment

Board approved the content of the Business Plan that relates to the service areas within its remit, i.e. the Natural Environment Division and City Gardens.

2. Detailed business plans for each of the Natural Environment charities are under development; these plans will set out the specific priorities and activities of each charity and, subject to the approval of the relevant Charity Management Committee, progress against them will be reported regularly to those Committees.
3. To ensure the Natural Environment Board is kept informed, progress made against the high-level Business Plan is reported every six months. This approach allows Members to ask questions and have a timely input into areas of particular importance to them.

Current Position

Major workstreams

4. The high-level Business Plan set out the Natural Environment Division and City Gardens priority workstreams for 2024/25. Throughout the year, Members have been, and will continue to be, kept informed of the progress of specific workstreams by way of regular Assistant Director update reports and/or separate detailed reports. An overall summary of progress is presented at Appendix 1.

Performance Measures

5. Sixteen Key Performance Indicators were identified in the high-level Business Plan to assess performance against targets. Ten of those key performance indicators are annual measures, but the remaining six which do have mid-year data are provided at Appendix 2.

Corporate & Strategic Implications

Strategic implications – The monitoring of key workstreams and performance measures links to the achievement of the aims and outcomes set out in the Corporate Plan.

Financial Implications – Financial implications are addressed in the separate Chamberlain's Revenue Outturn report.

Resource implications – Recruitment to vacant posts across the service areas continued throughout the year and is now progressing well.

Risk implications - Risks to achieving the objectives set out in the Business Plan are identified and managed in accordance with the City of London Risk Management Framework. Risk Registers are reported to the Natural Environment Board and the Charity Management Committees quarterly.

Climate implications – The Climate Action Strategy is supported by a range of workstreams being undertaken by the Natural Environment Division and City Gardens. Progress against these is regularly reported to Members.

Charity implications - The Natural Environment sites are registered charities. Any decisions must be taken in the best interests of the relevant charity.

Appendices

Appendix 1 – Progress against key workstreams

Appendix 2 – Progress against key performance indicators

Background Papers

- Draft High-Level Business Plan 2024/25 – Environment Department' (Natural Environment Board, 19 February 2024)
- Operational Finance Progress Report - Quarter 2 (August 2024) 2024/25 (Natural Environment Board, 17 October 2024)

Contact

Joanne Hill, Business Planning and Compliance Manager, Environment Department
T: 020 7332 1301 E: Joanne.Hill@cityoflondon.gov.uk

This page is intentionally left blank

Progress against key workstreams 2024-25
1 April 2024 – 30 September 2024

Ref:	Workstream	Progress April-September 2024-25
1.	<p>City Gardens Maintain City-owned green spaces in the Square Mile. Complete Finsbury Circus re-landscaping (Nov2023-Dec 2024). Effectively manage our spaces to ensure they are safe and pleasant and fit to provide the essential long-term benefits of green areas, including increasing biodiversity and adapting to become more climate resilient.</p>	<ul style="list-style-type: none"> • Work is on course to open Finsbury Circus to the public early in February 2025, with an official Mayoral launch programme planned for June 2025. • An updated City Gardens Events Policy is presented to this meeting of the Natural Environment Board for approval. • A new 'Keeper' role at Bunhill Fields has been filled. The postholder is authorised to enforce byelaws and legislation with a focus on promoting responsible dog ownership. • The Biodiversity Action Plan is on track to deliver its actions by 2026. <ul style="list-style-type: none"> ○ Work is underway on a range of climate resilient biodiversity schemes which will be delivered in the second half of the year. These include the refurbishment of Jubilee Gardens; a new garden at Finsbury Circus western arm; several new Sustainable Drainage Systems (SuDS); and the planting of 18 new highway trees. ○ The City Nature Challenge took place in April, endorsed by the Lord Mayor. Staff joined the Climate Champions in three City gardens to record biodiversity.
2.	<p>Nature conservation and resilience Protect and enhance the biodiversity of our open spaces. Increase the resilience of our open spaces within a wider, interconnected natural landscape. Establish a natural capital-based management process across our open spaces.</p>	<p>A wide range of actions were undertaken across the open spaces during the first half of the year to progress this workstream.</p> <p>Epping Forest</p> <ul style="list-style-type: none"> • A Countryside Stewardship Grant (of £2,351,965) was awarded which will support work to conserve veteran trees, acid grassland and other protected landscapes across 10 years. • Officers contributed to the consultation document for the proposed National Planning Policy Framework reform. • Natural England commenced the re-survey for the SSSI condition assessments. • Delivery of the Climate Action Strategy included the commencement of an arable reversion project at Copped Hall where eight fields were re-seeded with a grass and wildflower mix.

Ref:	Workstream	Progress April-September 2024-25
		<p>North London Open Spaces</p> <ul style="list-style-type: none"> • The Tree Team continued their tree safety work across NLOS following high winds in August. • Tree safety work at West Ham Park was a key focus in the preparations for the site's 150th Event in July. • The continuing irrigation of the trees planted over the last three years across Hampstead Heath has ensured that the trees are now establishing well and are developing resilient root systems. <p>The Commons</p> <ul style="list-style-type: none"> • Monitoring of the impact of recreation pressure on the SAC at Burnham Beeches has commenced as part of the Burnham Beeches SAMMs agreement. • Natural England's response to the first consultation on the proposed extensions to the Surrey Hills National Landscape (formerly Area of Outstanding Natural Beauty) was published in July 2024. A second phase of consultation will be held which will focus on the changes made since the first consultation. • Species records and other biological data are regularly gathered and professionally managed. • Landscape connectivity around the Commons was enhanced through collaboration with other organisations and stakeholders.
3.	<p>Community engagement</p> <p>Partnership: create meaningful and lasting partnerships.</p> <p>Ownership: cultivate a sense of deep pride in, and attachment to, our spaces amongst users.</p> <p>Knowledge exchange: ensure continuous transfer of information between the Corporation and its customers.</p>	<p>Volunteers</p> <ul style="list-style-type: none"> • Awareness of the environmental importance of Epping Forest has been raised with groups of young people participating in volunteering events, and new volunteers have been recruited. • Heath Hands, our valued partners on the Heath and in Highgate Wood – celebrated their 25th anniversary on 6 June at a well-attended event on the grounds of Kenwood House. • The North London Open Spaces charities continued to benefit from the extraordinary efforts of local volunteers: West Ham Park hosted 118 during April and March alone. • Volunteers from the local community were encouraged to participate in activities at the Commons sites, providing many thousands of hours of support.

Ref:	Workstream	Progress April-September 2024-25
		<p>Engagement</p> <ul style="list-style-type: none"> • Community Engagement Rangers, funded by s106 and SAMMs agreements, developed new partnerships with Slough Borough Council and Burnham Parish to mitigate impacts of increased visitor numbers from development on the Burnham Beeches SAC. • Burnham Beeches officers hosted a visit by Natural England National staff responsible for giving guidance on trees, wood pasture and woodland. • Over 120 people attended the 'Big Wild Walk' event on Kenley Common in May. This 4km trail had multiple stations led by Rangers and volunteers with activities to highlight important species/habitats and showcase management actions e.g. conservation grazing, coppicing/charcoal production.
4.	<p>Access and recreation</p> <p>Excellence: Enable the best possible visitor journey, creating the right information from pre-visit to on-site experience in exemplar sites.</p> <p>Equal access: Provide welcoming places that visitors from all backgrounds and abilities are comfortable to explore.</p> <p>Inform: Build understanding and knowledge about our open spaces.</p> <p>Visitors will respect one another and will care for and advocate for the sites.</p>	<p>The open spaces won a total of six gold awards in this year's 'London in Bloom' competition. In addition, 14 Green Flag Awards were won, with 12 of those sites receiving Green Heritage status. Queen's Park and Highgate Wood are two of only four parks across the country that have won a Green Flag every year since the launch of the Awards 28 years ago.</p> <p>Access</p> <ul style="list-style-type: none"> • Improvements were made to a section of the easy access path at Burnham Beeches and provision of free loan of a mobility scooter continued. • Walks delivered in partnership have welcomed new audiences to Epping Forest such as 'Black Girls Hike' and 'Muslim Hikers' with Epping Forest Heritage Trust leading the walks. • The Ponds Access Project was completed at Hampstead Heath's Ladies, Mixed and Men's ponds: this includes hoists, sliding doors and fencing to assist with control of the new accessible platform. <p>Visitor experience</p> <ul style="list-style-type: none"> • Work to install or replace signage has progressed across the open spaces sites to improve visitor experience, and better protect specific features and areas: <ul style="list-style-type: none"> ○ At Epping Forest, new signs were installed for the protection of iron age hillforts. Visitors are now more aware of the location and importance of the Iron Age Hillfort at Loughton Camp and Forest Keepers are better able to enforce against misuse. ○ The Countryside Stewardship Scheme grant will pay for new signage to welcome and inform visitors across less accessed parts of Epping Forest.

Ref:	Workstream	Progress April-September 2024-25
		<ul style="list-style-type: none"> ○ New signage is being developed for the Golders Hill Park Zoo. ○ Replacement of signs, with ones made from sustainable materials, is being scoped at Ashted, West Wickham and Coulsdon Commons. ● A consultant has been engaged to prepare a Sustainable Visitor Strategy for Burnham Beeches. ● A £50,000 grant from the Rural Recovery Fund was awarded for the Epping Forest sculpture trail. ● Sports and leisure facilities across the North London Open Spaces saw high visitor numbers, particularly over the spring and summer months. The successful, large public event, 'Night of the 10k PBs', was held in May at the recently refurbished Athletics Track.
5.	<p>Culture, Heritage and Learning Develop communities of interest that participate in, advocate for, and support our Natural Environment and Heritage charities. Develop a learning offer that builds nature connection and wellbeing. Protect and enhance our built heritage landscape heritage and archaeological assets and promote them as part of our visitor and learning offers.</p>	<p>Culture and heritage</p> <ul style="list-style-type: none"> ● Following successful restoration, the original Highgate Roman kiln was displayed at Highgate Wood. A replica kiln was displayed and fired at Highgate Wood Heritage Open Day on 1 September. ● A recommended repair option essential to remove Wanstead Grotto from the Heritage at Risk Register was approved by Epping Forest and Commons Committee in July. ● A new exhibition was launched at Keats House in May. ● The Culture and Projects team received grant funding from the City of London Cultural and Creative Learning Fund for four engagement projects. <p>Learning</p> <ul style="list-style-type: none"> ● Learning Programmes promoting nature connection and wellbeing for schools, young people and families were delivered over a busy Summer period. ● In September, a 'Green change-makers project' commenced, in partnership with the Learning Team, Heritage and Museums Team and Heath Hands to deliver two climate resilient gardens. ● An article authored by officers in the Learning Team featured in the publication 'Implementing Climate Change Education in Schools; Constructive Hope in Action; Climate Adapted Pathways for Education and Leeds Trinity University 2024'.

Ref:	Workstream	Progress April-September 2024-25
6.	<p>Income generation Develop and start to implement an income generation plan for the Natural Environment Division. Complete the Operational Property Review. Conserve and improve built assets across the Natural Environment Division and City Gardens, tackling the 'bow wave' of maintenance backlog works.</p>	<p>Financial sustainability</p> <ul style="list-style-type: none"> • A Fundraising Strategy is in development, in collaboration with colleagues across the Corporation, to identify funding sources. The Strategy will include clear targets, define priority income streams and help to develop a coordinated approach. Actions from the Strategy will be built into the new five-year charity business plans. • Officers continue to support delivery of the Natural Environment Charity Review. The Charity Review will also aim to develop a sustainable funding model for the charities and enable funds to be restricted for specific use within the Natural Environment Division. <p>Built assets</p> <ul style="list-style-type: none"> • Historical maintenance backlog funding for the City Surveyor's Department's (CSD) Cyclical Works Programme (CWP) was approved in early 2024 to address maintenance items that had remained unfunded and incomplete in recent years. • Work is underway with CSD to ensure agreed new funding, where those specific items are no longer required, is directed towards other necessary works within the charity.

This page is intentionally left blank

**Progress against Key Performance Indicators
1 April 2024 – 30 September 2024**

Performance Measure Description	Performance 2023-24 (full year result)	Target 2024/25	Performance 2024/25 (Mid-Year Result)
Number of volunteer work hours.	42,037	>42,500	19,244
Number of participants per annum in our School Learning Programme and our Play Programme.	Schools: 18,431 Play: 20,345	Schools: 18,500 Play: 20,500	Schools: 10,000 Play: 14,000
Number of heritage assets on the 'Heritage at the Risk' register.	4	4	4
Number of visitors to Keats House and The Monument.	Keats House: 7,338 Monument: 100,123	11,500 150,000	Keats House: 4,200 The Monument: 51,778
Visitors to Natural Environment Division web pages.	921,079 (2022/23) (Not measured in 2023/24)	1 million	938,508
City Gardens - Achieve Green Flag Awards for Bunhill Fields and Finsbury Circus.	1 (Bunhill Fields)	2	1 (Bunhill Fields)

This page is intentionally left blank

City of London Corporation Committee Report

Committee(s): Natural Environment Board	Dated: 10 December 2024
Subject: City Gardens Update	Public report: For Information
This proposal: <ul style="list-style-type: none"> delivers Corporate Plan 2024-29 outcomes 	Diverse Engaged Communities Leading Sustainable Environment Vibrant Thriving Destination Providing Excellent Services Flourishing Public Spaces
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:	Katie Stewart Executive Director Environment
Report author:	Jake Tibbetts City Gardens Manager

Summary

This report provides an update to Members of the Natural Environment Boards on current management and operational activities across the City Gardens section.

Recommendation

Members are asked to:

- Note the report

Main Report

Personnel

1. Since the last update the Keeper, the Gardener (Volunteer Facilitator) and four other gardeners have started. City Gardens are in the process of recruiting a Gardener for the EC Bid area (funded by EC Bid) and a new Team Leader.

Operational Activities

2. Tower Hill Playground

LUC have been commissioned to deliver the design and build of the new playground at Tower Hill. The programme for delivery is below, it is a tight programme but there is an ambition to bring a final design to the next Natural Environment Board, so that the playground can be completed during the summer of 2025.

Below is a timetable for the development of the designs, as part of the consultation process we will letter drop every business and resident within 200m of the playground as well as Mansell Street and Middlesex Street estates. We will be holding a public consultation workshop in Artizan Street Library, and have a presence at Aldgate School Christmas Fair. The consultation will also be promoted online via social media platforms.

DESIGN PHASE PROGRAMME – KEY DATES

Task Name	Start	Finish
Develop x3 concept designs	4/11/24	29/11/24
Develop & prepare online consultation strategy	4/11/24	29/11/24
Stakeholder meeting 1	25/11/24	29/11/24
Public consultation events	29/11/24	17/12/24
Develop preferred design	2/12/24	19/12/24
Stakeholder meeting 2	16/12/24	17/12/24
Christmas Holiday Break	23/12/24	03/01/25
Develop detail design proposal	16/12/24	23/01/25
Prepare post consultation report	6/01/25	17/01/25
Natural Environment Board Meeting	6/02/25	6/02/25

3. **Friends of City Gardens:** The FoCG are progressing well with delivering the rewilding works at Bunhill Fields, they have held a number of corporate volunteering days, creating new planting beds and held a successful open day on Sunday the 13th October.
4. **Corporate Volunteering –** City Gardens are developing a programme of corporate volunteering days for 2025 which will be delivered by an external provider “Leaves Breath”. This is being done on a trial basis and we will feed back to Natural Environment Board after the trial period.
5. **Open Squares Weekend –** The City Gardens Manager and the Deputy Chair of NEB met with representatives from London Parks and Gardens Charity who run the annual Open Gardens weekend in June. Discussions were held around how a partnership approach could be fostered to develop interactive digital resources, volunteer-led activities, and creating sustainable programs to increase awareness and accessibility, particularly for underrepresented communities. The City Gardens Manager will also be leading a tour of Finsbury Circus for Open Gardens Weekend in 2025.
6. **Bunhill Fields:** The new keeper is now in post, he is receiving a programme of training including specific training from Parkguard on enforcement. The City Gardens team will also be providing some free dog workshops and training in Bunhill Fields to help build positive relationships with dog owners.
7. **Memorial to Catherine Blake -** The Blake Society are in discussion with Historic England and are working up a proposal document to be discussed before submitting a planning application. Natural Environment Board will be kept apprised of developments and any proposed memorial will be presented for approval.

Project Updates

8. Current projects City Gardens are working on with Policy and Projects:
 - Jubilee Gardens – planting has now been completed, there are some snagging works that need to be completed before the site is opened to the public.
 - Moorgate London Wall – a redesign of the area around the oldest Oak tree in the Square Mile, anticipated to be delivered before March 2025
 - Nicolas Cole Abbey - the two planters on Queen Victoria street are being rebuilt and a new tree planted.
 - Finsbury Circus Western Arm anticipated planting – January 2025

9. Current City Gardens Projects

- St Anne St Agnes – City Gardens are working with the developer of Alderscastle to develop a master plan for this site. Initially the first phase will be an improvement scheme that will be implemented to the area in front of the entrance to Alderscastle to improve the aesthetics of the site for when the building works are completed in March 2025
- St Olaves Silver Street – This scheme which includes the removal and replacement of two trees and improved planting will be delivered before March 2025.
- St Mary Staining – Improvements to planting will be delivered before January 2025, with the possibility of a small pond being installed being discussed with the church and dioceses. This would be delivered later in 2025.
- Riverside – rear of St Magnus the Martyr Church, a climate resilient scheme similar to the one outside of the boys' school will be delivered before March 2025.

10. **Finsbury Circus:** Maylim, the main contractor, took occupation of the site 20th November 2023. Expected Completion February 2024.

- Physical works completed since last update:
 - Installation of irrigation tank
 - Installation of central lawn turf
 - Decompaction of Soil in perimeter beds
 - Trees Planted
 - Main planting programme has now commenced
 - Installation of listed fountain
- Works planned for coming month:
 - Complete paving
 - Complete planting
 - Complete parks office clay render and make building watertight

Jake Tibbetts

City Gardens Manager – Gardens and Cleansing

T: 020 7332 4127

E: jake.tibbetts@cityoflondon.gov.uk

City of London Corporation Committee Report

Committee(s): Natural Environment Board	Dated: 10 December 2024
Subject: City Gardens Event Policy and Fees and Charges for 25/26	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	<ul style="list-style-type: none"> • Vibrant Thriving Destination • Flourishing Public Spaces
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:	Katie Stewart Executive Director Environment
Report author:	Jake Tibbetts City Gardens Manager

Summary

1. This report outlines updates to the City Gardens Events Policy and related fees and charges in preparation for the reopening of Finsbury Circus Gardens in 2025.
2. The updated policy introduces major and minor event categories, a new cultural event category with variable discounts, and an appendix specific to Finsbury Circus. These changes aim to support diverse event types while ensuring the gardens remain accessible to the public.
3. The proposed updates provide a structured and flexible approach to event management that balances public access, financial sustainability, and activation of City Gardens.

Recommendations

Members are asked to:

- Approve the new City Gardens Events Policy
- Approve the new Fees and Charges as set out in Appendix 2 in this report.

Main Report

Background

4. The City Gardens Events Policy was first presented to Open Spaces and City Gardens Committee in 2015 and an updated document presented in July 2018. Both of these policies were written whilst Finsbury Circus Gardens was closed during the construction of Cross Rail.
5. An annual events fees and charges report is required to be submitted to the Natural Environment Board which considers the charges applied to events for the following financial year.

Current Position

6. Finsbury Circus Gardens will reopen to the public early in 2025, due to its size and the way it has been designed and constructed Finsbury Circus Gardens will be able to accommodate much larger events than any other site managed by City Gardens and is the City's only outdoor event space that can hold over 500 participants. Events of this size require full premises licencing. It is therefore necessary to review and update the events policy to reflect these larger events.
7. This report also outlines a proposed new set of fees and charges for the 2025/2026 financial year. There is a need to set fees for Finsbury Circus which have previously not been considered. Both the fees and charges and the Events Policy have been reviewed to ensure they are in line with fees and policies from neighbouring local authorities, whilst also supporting the City's ambitions to be a "Vibrant Thriving Destination" and provide "Flourishing Public Spaces".
8. Over the past few years the City Gardens teams have received applications for a number of events which are free and may occur over multiple days and weeks to increase the cultural offering in the City and support the ambitions of Destination City. These include events such as "Aldgate Live" and the "Summer of Sport". For the purposes of this report, these will be referred to as Cultural Events. City Gardens would like to continue to support these events and recognise that existing fees and charges are not appropriate as the total cost of the events could become prohibitive. Whilst there may still need to be a charge levied to cover maintenance costs (lawn repair etc.), this varies from event to event and some degree of flexibility is required in the calculation of fees.

Options

9. Options for the Events Policy

- Retain the current events policy for existing City Gardens sites and introduce a separate events policy for Finsbury Circus Gardens. This would lead to an inconsistent approach across sites and more administration involved in the updating of two documents moving forward. **This option is not recommended.**
- Update the events policy to covers all events on all sites. Include a specific appendix for Finsbury Circus Gardens that will aid planning and delivery of an event at this site. This appendix can be updated and developed independently of the events policy over time as lessons are learned from events that are delivered in Finsbury Circus Gardens. **This option is recommended.**

10. Options for the fees and charges

- Apply no increase and retain current fees and charges at existing City Gardens sites. Apply similar rates to Finsbury Circus Gardens. This would reduce the ability to cover costs and meet income targets. **This option is not recommended**
- Increase fees and charges in line with the Retail Price Index (RPI) and apply similar fees and charges to Finsbury Circus Gardens as other City Gardens. This option does not recognise that Finsbury Circus Gardens is a unique event space within the City and the price for hiring it should reflect this. **This option is not recommended**
- Increase fees and charges by a greater amount than RPI. A larger than RPI increase could result in a reduced number of bookings. Bookings at City Gardens sites are still recovering, these still need to increase before price increases are considered. **This option is not recommended.**
- Increase fees and charges in line with the Retail Price Index. Create a separate fee structure for Finsbury Circus Gardens that is in line with the benchmarking work undertaken and reflects the capacity of the space. This option keeps fees and charges competitive whilst also considering lessons learned from benchmarking. **This option is recommended..**

11. Options for discounts applicable to Cultural Events

- Apply no discount and charge at full rate event rate. This could mean that events which bring benefit to the City and activate public spaces in different ways could

not be able to take place as the costs would be prohibitively expensive. **This option is not recommended.**

- Apply a discount at set amounts for different events. Due to the amount of variables such as size, impact, public benefit, length and synergies with corporate objectives, it is considered too complex to apply set percentage discounts. **This option is not recommended.**
- Apply a variable pricing model which is discussed at the City Gardens Advisory Group with a recommendation provided to the Assistant Director, City Gardens and Cleansing who has the authority to approve the final fees and charges. This gives the ability to consider a range of variables for different events and apply appropriate discounts. **This option is recommended.**

Proposals

Events Policy

12. The main content of the event policy is largely the same as that agreed by committee in 2018. The proposed changes are detailed below.
13. A new categorisation of events into minor and major events. Previously all events will have been considered to be minor. Major events will be any event exceeding 500 participants and events that have a significant impact on a site and happen over a period of days. Major events will have a longer and more detailed application process to ensure additional security and licensing requirements can be met. This is in line with City of London existing thresholds for full premises licences and Temporary Event Notices (TENs).
14. It is also likely that upcoming legislation “Martyn's Law”, also known as the Terrorism (Protection of Premises) Bill, which aims to improve public safety by making venues and events better prepared for terrorist attacks will impact events over 200 attendees. When this new legislation becomes law, its requirements will be incorporated into the policy and event application form.
15. A new event category of cultural events has been introduced for events that support corporate objectives. These may be part of a larger programme of activities and span a number of days and different locations. Typically these events will enhance or activate the space in different ways and will usually be either be free to the public or in exceptional circumstances be able to charge if it can be demonstrated that the event is organised on a non-profit basis and that it could not otherwise be held. These events will receive discounted fees and charges.
16. A new appendix has been added specifically for Finsbury Circus Gardens, it provides details on the infrastructure within the garden such as where vehicles can access, the location of the London underground tunnel, water and electrical points. It also covers specific byelaws and provides suggested event layouts.

Fees and Charges

17. For all existing fees and charges we propose an increase which is in line with the Retail Price Index of 2.7%.

18. A new event category of Exercise Classes has been introduced, which will be dealt with on a case by case basis but will have a defined fee structure.

19. Based on benchmarking which can be found in Appendix 4 the following fee structure for Finsbury Circus Gardens is proposed:

Private Hire/ Commercial & Corporate Events	-	£7,500 per day
Non Profit/ Charity Events	-	£3,750 per day

20. For Cultural Events that will typically be free and look to enhance or activate the space in different ways a degree of flexibility is required on fees and charges. This is because they will often vary in size, duration and nature. It is proposed that these applications are considered by the City Gardens Advisory Group with a recommendation provided to the Assistant Director, City Gardens and Cleansing who has the authority to approve the final fees and charges. This gives the ability to consider a range of variables for different events and apply appropriate discounts. Information on these discounts given will be recorded and will be reported back to committee during the annual Fees and Charges Report.

21. **Financial implications** – The appropriate pricing of events will ensure that support provided by City Gardens team for events is sustainable and local income targets are met.

22. **Resource implications** – Resourcing the processing of event applications is covered by the income generated from events.

23. **Legal implications** - Section 7 of the City of London Corporation (Open Spaces) Act 2018 authorises the City to impose charges for temporary use of part of an open space for an event or for admission to an open space area where access is restricted for an event, and requires that the power be exercised in accordance with the relevant policy. Paragraph 15.8 of the Open Spaces Event Policy 2018 makes provision for the charges and also provides that the schedule of charges will be reviewed annually. The exercise of the charging power and the review of charges is in accordance with the 2018 Act and the Policy.

24. **Risk implications** - Reputational: Cultural and community events bring value to the City but may face scrutiny if discounts are perceived as inconsistent. The introduction of a variable discount system ensures transparency and alignment with "Destination City" objectives, with all decisions recorded and reported annually.

25. **Equalities implications** – The updated City Gardens Events Policy prioritises inclusivity and equitable access. Public access remains a key focus, with efforts to minimize disruptions during events. Discounts for non-profit and cultural events support affordability and encourage diverse participation, while event planning requirements ensure accessibility for individuals with disabilities. The policy fosters community engagement and inclusivity by promoting events that celebrate cultural diversity and benefit underrepresented groups. Feedback will be monitored to address any barriers, ensuring the policy continues to support equitable access for all.

26. **Climate implications** N/A

27. **Security implications** – Larger events obviously deliver higher risks in regards to security. All applicants for major events will need to produce an Event Management Plan in line with the Purple Guide which is produced by the Health and Safety Executive which covers all aspects of security.

Conclusion

28. The proposed updates to the City Gardens Events Policy reflect the evolving needs of the City Gardens, particularly with the reopening of Finsbury Circus Gardens in 2025. These changes aim to balance the increased opportunities for hosting major events with the ongoing commitment to preserving these spaces as public assets. The revised policy includes provisions for categorising events, introducing cultural event discounts, and accommodating site-specific considerations for Finsbury Circus Gardens through a flexible appendix.

29. The proposed fee and charge updates ensure financial sustainability while aligning with market benchmarks, ensuring that event fees are competitive yet reflective of the unique offerings of the City Gardens. Similarly, the introduction of a variable discount structure for cultural events enables tailored support for initiatives that align with the "Destination City" objectives, fostering cultural vibrancy while maintaining operational and financial prudence.

30. These proposals collectively ensure that the City Gardens can continue to facilitate a diverse range of events in a sustainable and well-managed manner, enhancing public engagement while safeguarding the spaces for future generations

Appendices

Appendix 1 - City Gardens Events Policy

Appendix 2 - Finsbury Circus Gardens Events Pack

Appendix 3 - Fees and Charges 25/26

Appendix 4 - Benchmarking

Jake Tibbetts

City Gardens Manager

T: 020 7332 4127

E: jake.tibbetts@cityoflondon.gov.uk

This page is intentionally left blank



City Gardens

Gardens Events Policy

Contents

1. Introduction	5
2. Aims	5
3. Legislative and strategic context	6
4. Whole site events	6
5. Events covered in this policy	6
6. Finsbury Circus Gardens	6
7. Time restrictions	7
8. Event Size Classification	7
8.1. Minor Events	7
8.2. Major events	7
9. Event categories	7
9.1. Photography, including Wedding photographs	7
9.2. Private Hire	7
9.3. Weddings/ Civil Partnerships	7
9.4. Commercial Events	8
9.5. Corporate Events	8
9.6. Community Events	8
9.7. Charity Events	8
9.8. Exercise classes	8
9.9. Other events	8
9.10. Cultural Events	8
9.11. Events which will not be granted permission	9
9.12. Amenity impact	10
9.13. Historic and environmental protection	10
Scheduled Ancient Monument	10
Listed Buildings	10
10. Toilets	11
11. Parking	11
12. Time restrictions	11
13. Advertising	11

14. Licensing.....	12
14.1. Temporary Events Notice (TENs).....	12
14.2. Temporary street trading	12
15. Application requirements for event organisers	12
15.1. Essential criteria	12
15.2. Cost to the City of London Corporation	13
15.3. Compliance with local byelaws and legislation	13
15.4. Event organiser responsibilities.....	13
15.5. Event Management Plan (EMP)	14
15.6. Permissions.....	14
15.7. Health and safety	14
16. Event application.....	15
16.1. Event application form	15
16.2. Consultation	15
17. Decision and assessment process.....	16
17.1. City Gardens Support Officer (CGSO).....	16
17.2. City Gardens Event Group (CGEG)	16
17.3. The City of London Safety Advisory Group (SAG)	16
17.4. Open Spaces and City Gardens Committee.....	17
17.5. Further requirements.....	17
17.6. Appeals	17
17.7. Concerns.....	17
18. Fees and charges	17
18.1. Application fee.....	17
18.2. Cultural Event Discount.....	18
18.3. Ticketed events/entrance fees.....	18
18.4. Booking deposit.....	18
18.5. Damage deposit	18
18.6. Full payment.....	18
19. Waste management conditions.....	19
20. Cancelling an event.....	19
21. Appendices	19

1. Introduction

The City of London Corporation has around 180 areas of planting and green space within the Square Mile creating a network of gardens, planting areas and churchyards of which the City Gardens team undertake the management and care. It also manages Bunhill Fields which is located within the London Borough of Islington.

The City gardens provide much-needed oases of calm to be enjoyed by residents, workers and visitors alike as well as providing important habitats for wildlife within the urban landscape.

The City Corporation acknowledges the value and benefit of outdoor events. Diverse and well-designed events can provide a vital element for the City of London's cultural offer. However, the City gardens are open spaces that are primarily to be enjoyed by the general public as open spaces and it is important that the impact of any proposed event has on the public's use of the garden needs to be carefully considered.

This policy has been developed to encourage the appropriate use of the City gardens and assist the City Gardens team in providing high quality urban green spaces that reflect and benefit the local community.

2. Aims

It is intended that this policy will:

- Detail the event application process providing a clear framework for making decisions about staging events in the City gardens.
- Assist event organisers and user groups in making applications to hold events in the City gardens.
- Facilitate events that are appropriate to the character and size of the City gardens as open space and which are: high quality, safe and environmentally sustainable.
- Facilitate engagement, recreation and enjoyment for local communities and other City Gardens users while balancing the interests of residents, businesses and stakeholders.
- Ensure all events are run effectively and comply with relevant legislation and byelaws and align with strategic policies.
- Encourage events that have strong community benefit and engagement, offering a diverse range of community events, with wide appeal for local communities.
- Ensure that events are well planned and have comprehensive and appropriate environmental protection, insurance and liability measures in place.
- Ensure the protection of the historic and natural environment and the biodiversity at all of our sites.
- Generate income that can be reinvested back into the gardens to enhance and protect the infrastructure.
- Protect the reputation and promote a positive image of the City Corporation.

3. Legislative and strategic context

This policy takes into consideration the overall strategic priorities of the City Corporation.

There is a variety of legislation pertaining to the management and use of the City gardens within the Square Mile. Many sites are subject to their own byelaws, founding legislation or maintenance agreements which set out the City Corporation's powers and duties.

Byelaws can prohibit certain activities and uses from taking place within some City gardens. Where they apply, we will advise you when you make your initial enquiry or application whether byelaws will affect your proposed event. Please contact the City Gardens office for further information regarding these restrictions. citygardens@cityoflondon.gov.uk

The City Gardens team will assess applications against planning and highways legislation and policy to ascertain whether other permissions or licences may be required.

Some green spaces in the City are disused churchyards which the City Corporation may manage and/or own, or ownership may lie wholly or partly with third parties. Particular policies or restrictions may apply in the case of churchyards and event organisers will be required to seek further advice or approvals from church authorities.

Several gardens are jointly owned or managed. Applications for events in churchyards or sites that are managed by, through or in conjunction with third parties will be considered through a joint approval process.

4. Whole site events

Due to the Open Spaces Act and other relevant legislation it is not possible to close an entire site for an event as they need to remain open and free to members of the public. Whilst it is possible to close part of a site for an event as long as part of the garden remains free for public access .

5. Events covered in this policy

This policy applies to all events which are held in the City gardens where the permission of the City Corporation is required.

The Policy covers a range of event types, recognising that some City gardens may be inappropriate for some or all events due to their size or other constraints.

The majority of City gardens are less than two hectares in size and therefore can only accommodate small events, performances and activities.

6. Finsbury Circus Gardens

Finsbury Circus is the only garden that can accommodate major events. It has been built and designed as a multifunctional space that can accommodate major events. As such there is a dedicated appendix to Finsbury Circus Gardens. Please see appendix 1 for information on the facilities and constraints.

7. Time restrictions

No event will be allowed to continue past 11pm or start before 8am.

8. Event Size Classification

8.1. Minor Events

Minor events are small-scale events where the number of attendees is less than 500 or is deemed a low enough number of attendees and/or activities proposed do not significantly restrict the use by members of the general public or require significant part of the garden to be closed. AN event application form for minor events must be received six (6) weeks in advance of the event date.

8.2. Major events

Major events are any which exceed 500 people (including staff) or which result in a significant part of the garden to be closed. It should be noted that the only site that is large enough to hold over 500 people is Finsbury Circus Garden. Events that have a significant impact on a site and last over a period of days can also be considered to be a major event. Due to the size and complexity of these events, a fully completed event application form must be received 3 months in advance of the event date, with final Risk assessments, Insurance and an Event Management Plan being submitted no later than one month before.

9. Event categories

Applicants must state whether their event is private, community, charity, photographic, commercial or corporate as this may affect the fees and charges applied to the event. Details of charges are provided in the application form.

9.1. Photography, including Wedding photographs

Pre-arranged or professional photography shoots.

9.2. Private Hire

These may include family occasions, private parties and other personal events, and will be assessed on a case-by-case basis. The erection of small marquees (water ballast only) or temporary enclosures/ shelters may be appropriate (where not otherwise prohibited e.g. under relevant byelaws) providing these structures do not obstruct the enjoyment and use of the City garden by other garden users.

9.3. Weddings/ Civil Partnerships

None of the gardens are licenced for weddings/civil partnership ceremonies. However, several of the gardens are suitable for small wedding/civil partnership celebrations or wedding and engagement photographs.

9.4. Commercial Events

These are defined as events which are intended to generate a profit and at which an entrance fee may be charged by the organiser.

9.5. Corporate Events

Corporate events are events organised by businesses for activities such as team building, VIP functions and incentive events.

9.6. Community Events

A community event is one organised by community groups or volunteers. There should be no entrance fees charged by such organisers. No advertising or other commercial benefit opportunity can be provided to any profit-making business or organisation. The organiser will be asked to confirm that they are not profiting from allowing third party contractors, e.g. commercial stallholders, to attend their event.

The City Corporation has links with a number of different garden user groups who help oversee the maintenance, development and enjoyment of our gardens. These volunteer groups hold several events throughout the year and in recognition of the invaluable role played by them, hire fees will not be charged by the City Corporation for such events.

9.7. Charity Events

Charities must be able to provide a UK registered charity number and demonstrate that all income from the event will be used for the purposes of the charity.

9.8. Exercise classes

Exercise classes will be dealt with on a case by case basis, anyone wishing to organise exercise classes within one of the City gardens must contact the City Gardens team directly.

9.9. Other events

The fees for any events that do not fall into any of the above categories will be considered by CGEG on a case-by-case basis and an appropriate fee determined.

9.10. Cultural Events

Cultural Events are events that are open to the public will receive a substantial discount to the garden hire fee. Typically these events look to enhance or activate the space in different ways, and which may attract visitors that may not otherwise visit the garden or the City. They support the objectives of "Destination City" and may be part of a larger programme of activities and span a number of days and different locations. These can include:

- Music
- Performance
- Small scale sport and fitness
- Historical interpretation
- Lighting events
- Educational Events

These events are not to be used to advertise brands or products.

These events are usually free to the public, and whilst they may be ticketed to control numbers the tickets are free or offered at a nominal rate. In exceptional circumstances an entrance fee may be allowed to cover costs if it can be demonstrated that the event is organised on a non-profit basis and that it could not otherwise be held.

These events may span over days or even weeks, offering a programme of activities.

These events will receive a discounted hire fee depending on its type, scale, length and impact on the garden and usual users. A small event that lasts a short period of time, with limited impact on the garden and other users will have a much greater discount. An event that has a high impact on the garden and users that lasts many days will have a much lower discount. The amount of the discount will be determined once a fully completed events application form has been submitted.

These events will receive a discount, see the Fees and Charges section below 18.2

9.11. Events which will not be granted permission

Applications for the following type of events will be refused:

- Any event which contravenes byelaws specific to the garden or any other legislation or regulation;
- Political campaigns or rallies;
- Events associated with extremist organisations or proscribed organisations;
- Events which could damage the reputation of the City Corporation;
- Events which could be damaging to community relations;
- Any event which is considered discriminatory on the grounds of race, religion, gender, sexual orientation or disability. This aspect will specifically include any ticketed event where any of groups or individuals affected by the above are excluded or refused entrance;
- Boxing/wrestling or gaming events (defined as an event which includes any form of gambling);
- Any event which is refused support by any of the Emergency Services;
- Any event which is likely to have an unacceptable impact on the infrastructure and biodiversity of the selected site;
- Any event for which the organiser has not provided adequate documentation;
- Any event where there is a risk of serious injury or ill health to participants, contractors or members of the public, and when measures to reduce risk to an acceptable level are either not available or are not proposed by the event organiser; and / or

- Any event where there have previously been problems (sometimes, event applications may be received from people who have run events inadequately in the past, or where there are still fees outstanding). These may be identified at the initial application stage and may prevent an event from proceeding any further.

It must be noted that the holding of events in the City gardens is entirely at the discretion of the City Corporation which retains the right to decline any application for any reason.

9.12. Amenity impact

Events (whether individually or taken with other events) must not cause material damage to the amenity of the City garden or significantly impair public enjoyment of it or cause unreasonable disruption to residents or business in the vicinity.

The following principles will be applied to the timing and frequency of events:

- i) No more than one (1) event will normally be approved on the same day in any garden; and
- ii) The overall number of events approved throughout the year will be managed to maintain a balance between general public access, maintenance needs and structured access for event purposes to City Gardens.

Should two applications be received for the same garden on the same date, one or both organisers may be offered an alternative date or choice of garden.

9.13. Historic and environmental protection

Events must not cause damage to ecology, landscape, fauna and flora of the City garden. Location, duration and timing of all events will be restricted in order to protect the environment of the City gardens.

Scheduled Ancient Monument

Where the garden forms part of a Scheduled Ancient Monument and has statutory protection, no activities will be permitted that would affect or cause potential disturbance or damage to or negatively affect its Scheduled status. This includes proposed work to any structures or surroundings or any intrusions into the ground. It is a criminal offence to destroy or damage a Scheduled Ancient Monument whether intentionally or through recklessness. It is also a criminal offence to carry out or to permit others to carry out unauthorised¹ works to a Scheduled Ancient Monument.

Listed Buildings

¹ i.e. works undertaken without Scheduled Monument or Class Consent

Where a garden contains Listed Buildings, no works will be permitted that would affect or cause potential disturbance or damage to the Listed Building. Carrying out unauthorised² works to a Listed Building is a criminal offence.

10. Toilets

None of the gardens have toilets that are available to the public. If required, provision for these will need to be organised and paid for by the event organiser. Organisers are required to consider the provision of access suitable toilets for their event which must be demonstrated in the application.

11. Parking

Parking inside of gardens is not allowed unless it is an intrinsic part of the event, such as a mobile food vehicle. Restrictions apply throughout the City and there is limited available parking near to most of the City gardens.

12. Time restrictions

Some City gardens have restricted opening hours. Due to the nature, use and setting of the City gardens, events should be carried out within normal opening times, which can vary according to the time of year.

13. Advertising

Where the City Corporation, as owner of the City gardens, is minded allowing advertisements to be displayed, permission will depend on the type and historical infrastructure of the site. Advertisement consent will also be subject to advice from our Planning Department and may require Express Consent under the Town and Country Planning (Control of Advertisements) Regulations. The following is intended as a guide (and for further information please contact the City of London Planning Department):

- The maximum size of a poster is A2 (420 x 590mm).
- Posters may be placed on either side of an entrance where railing or fencing allows. Posters may be displayed in permanent cabinets, where available, with the City Corporation's prior consent.
- Banners will not be permitted.
- Any displays must have all necessary advertisement consents issued by the Planning Department before the advertising is displayed.

If these conditions are not complied with, signs and advertisements are liable to be removed. The cost of this removal will be deducted from any refundable deposit paid. Bill posting on highway verges, fences, highway barriers, street or park furniture or vacant premises is not permitted within the City of London.

Any poster and details of proposed poster locations should be submitted as part of the event booking form and agreement to the form and location of the same will be subject to the City Corporation's agreement to the event.

Organisers of events who are granted final permission will be entitled to advertise their event on the Events page on the City Corporation's website.

² i.e. works undertaken without Listed Building or Conservation Area Consent

14. Licensing

Some activities related to an event, subject to any applicable byelaws or other restrictions, will require a licence, these include:

- The sale of alcohol;
- The sale of food and drink;
- Performing amplified music;
- Theatrical and dance performance; and
- Charity collections.
- Events with over 500 participants

Further information can be found on our website:

[Alcohol and entertainment - City of London](#)

14.1. Temporary Events Notice (TENs)

A Temporary Event Notice (TENs) will be required to enable alcohol to be sold at an event. Please note that TENs are restricted to attendances of 499 people or less and there is a limit on the number of TENs notifications per venue granted each year. Event organisers need to formally notify the City Corporation if they are holding a licensable event. Any premises (including any open space) may be given up to twelve (12) TENs notifications per calendar year. Each notification can be for a period of up to seven (7) days but the total number of days, the subject of notifications per annum, may not exceed twenty-one (21). Full details are available on the City Corporation's website.

See website for further information:

<http://www.cityoflondon.gov.uk/business/licensing/Pages/default.aspx>

14.2. Temporary street trading

The City of London (Various Powers) Act 1987 permits temporary street trading to take place in accordance with a licence.

Where permission for an event has been given in accordance with this Events Policy, associated street trading may take place. The area of permissible street trading for the duration of the event will be designated on an approved plan. Legal trading from private land is unaffected by these provisions, however planning permission may be required in certain locations.

15. Application requirements for event organisers

15.1. Essential criteria

Events must:

- Be appropriate to the character, size and local environment of the City garden and surroundings.

- Not damage the historic and biodiversity value of the City garden.
- Comply with relevant legislation, byelaws and policies.
- Not financially impact the City Corporation unless otherwise specifically approved in writing by the City Corporation.
- Be carried out strictly in accordance with any City Gardens guidelines or other approvals granted.

15.2. Cost to the City of London Corporation

No costs should result to the City Corporation by reason of the event, unless specifically approved in writing in advance by the City Corporation. Event organisers should therefore be clear that all associated event costs, for example waste management, are met by the event organiser. This will include the costs of cleansing and dealing with litter affecting adjoining property or the adjoining highway. Where additional waste management issues arise, or the organiser would like to use one of our services, full cost recovery is required by the City Corporation for the use of the service. Invariably, the City Corporation's waste service is used at events as we are confident with the quality of the service provided. This is also the case with the City Corporation's Environmental Protection (noise) team.

15.3. Compliance with local byelaws and legislation

Due to restrictions governing many of the City gardens under relevant byelaws and other legislation you must notify, by way of request in your application, if you wish to do any of the following:

- Bring vehicles into the garden/open space;
- Bring equipment or infrastructure into the garden/open space (i.e. gazebos, mini marquees, tables and chairs);
- Play music, amplified or not;
- Display signs or banners;
- Sell items/goods;
- Sell food and drink or alcohol; and/or
- Play games.

15.4. Event organiser responsibilities

We expect all event organisers to:

- Clear away all items and equipment after the event;
- Remove all litter;
- Adhere to the route and area of the site agreed;
- Be covered by Public liability insurance with cover of at least £5 million per incident. (Organisers of private/family celebrations may find that this is included as part of their household policy);
- Ensure that children (or vulnerable persons) participating in the event are supervised at all times by a competent adult or carer;

- Provide adequate stewards if required. For example, sponsored walks will be expected to provide stewards along the route and at road crossings; and
- Make arrangements for first aid.

15.5. Event Management Plan (EMP)

Event organisers must develop and submit an Event Management Plan with their application. This plan together with the application form must demonstrate that each of the requirements within this Policy will be met. For major events an EMP in line with the guidance as laid out in the Purple Guide will be required: [The Purple Guide](#), organisers running smaller events may wish to refer to the Lite version of the Purple Guide or the HSE's event safety web page www.hse.gov.uk/event-safety/index.htm (<http://www.hse.gov.uk/event-safety/index.htm>)

15.6. Permissions

Event organisers must not:

- Fix items to trees, railings, fences or any other structures in the City garden;
- Drive stakes into the ground;
- Aside from approved food concessions; cook or barbecue any food, or light fires or flaming torches;
- Leave items or equipment unattended;
- Hand out literature at an event, unless written permission has been given;
- Solicit donations from garden visitors i.e. bucket collections or similar; (charitable collections require the grant of a licence and the terms and conditions of any granted licence must be adhered to).
- Release balloons or confetti;
- Stage pyrotechnic displays;
- Disturb wildlife;
- Climb, or allow others to climb on, statues, monuments, trees or infrastructure;
- Move benches, fixtures and fittings; and/or allow vehicles into the gardens without prior written permission from City Gardens

15.7. Health and safety

The event organiser is responsible for the safety of the event. Event organisers must assess the health and safety risks of their proposed activities and ensure that, as far as reasonably practicable, people setting up, breaking down and attending the event are not exposed to risks to their health and/or safety. A pre-site visit will be essential to assess the hazards within the garden in relation to the activities.

Further information is available on the Health and Safety Executive website. <http://www.hse.gov.uk/event-safety>

Certain events may require fire risk or other risk assessments to be carried out.

When selecting food businesses for an event, event organisers will need to be able to demonstrate that they have ensured that the business has been registered by its operator as a food business. Organisers are also advised to ask for and take into consideration the food hygiene rating achieved at the business's last local authority food hygiene rating inspection.

For some events, evidence of safety test certificates will be required for equipment such as bouncy castles, mini-marquees etc. Sub-contractors engaged by organisers also have health and safety responsibilities and must provide to the City Corporation all relevant documentation on demand.

Where the garden is also a disused churchyard, other conditions may apply, and special care may need to be taken with regards to memorials³. A risk assessment may also be required. Advice should be sought from the church authorities where relevant.

16. Event application

A comprehensive application, vetting and approval process is intended to ensure that events are not approved or staged until all conditions and criteria have been properly met.

An applicant having held a previous event should not presume that subsequent events will similarly be approved.

16.1. Event application form

An event application form is available on the City Gardens events and green space hire page: www.cityoflondon.gov.uk/citygardensspacehire. All relevant sections of the form must be completed by the event organiser and returned to either citygardens@cityoflondon.gov.uk or to the postal address given on the form. If you are applying on behalf of a company, charity or community group, please state the name of your organisation and the name of the person who is organising the event. At a later date we will require contact details of the individual who will be responsible during the event or activity.

It is advisable to submit your application as early as possible for summer events as these dates are particularly in demand and availability is limited.

The fully completed event application form for minor events must be received six (6) weeks, and for major events a fully completed event application form must be received 3 months in advance prior to the event date to allow for the consultation and approval process to be completed. Should an application not be received within this period, it may be declined.

Commercial or corporate event organisers must include their non-refundable application fee payment with their form.

16.2. Consultation

Depending on the size, type and impact of the event, consultation may be required. This will include some, but not necessarily all, of the following stakeholders; garden user groups, garden staff, Ward Members, residents, local

³ i.e. tombs headstones, plaques

businesses, churches, the City of London Police, Environmental Health, Pollution Control Team, Licensing and Planning departments and the Open Spaces and City Gardens Committee.

17. Decision and assessment process

17.1. City Gardens Support Officer (CGSO)

The event application and supporting information is to be sent to the CGSO. An initial assessment will determine whether the application is complete and consistent with policies and legislation and appropriate for further consideration.

Small photography events will be determined by the CGSO; all other events will be considered by the City Gardens Event Group (CGEG) at their next group meeting.

17.2. City Gardens Event Group (CGEG)

The CGEG was established to consider and provide recommendations on applications where events are likely to cause minimal impact or issues to the City Gardens or the community. CGEG meetings are held monthly.

The CGEG will consider the application in accordance with this Policy and either grant or refuse permission.

CGEG decisions will take account of the frequency and timing and impact of events to ensure that they are spread throughout the summer wherever possible. A site visit, to assess the appropriateness of the site for activities associated with an event, may be required.

If the CGEG is satisfied that your event can proceed, we will write to you giving permission. After payment is received the event licence will be issued and must be signed and returned to the City Gardens team. The signed copies must be carried with you on the day of the event and made available should you be asked by a member of the City Gardens team or the City of London Police to show proof of your event.

CGEG will also make recommendations on discounts for Cultural Events that will be determined by the Assistant Director (Gardens and Cleansing)

The CGEG can in its discretion make recommendations to the Safety Advisory Group (SAG) and to Open Spaces Committee (as appropriate) whether to grant or refuse permission.

17.3. The City of London Safety Advisory Group (SAG)

The SAG was established to provide a forum for all stakeholders, both internal and external, including all emergency services, to offer expert advice and provide guidance to event organisers. Only those event organisers who are planning events which have the potential to cause significant community impact or safety issues may be invited to attend SAG. At any time, SAG can refuse permission for an event. SAG meetings are arranged quarterly.

17.4. Open Spaces and City Gardens Committee

Events of significant size or impact may be presented to Open Spaces and City Gardens Committee, to decide on whether the event should be held or not. The committee's views on the event will be final.

17.5. Further requirements

At any stage of the assessment process further information may be sought from the event organiser. Requests will be made in writing to the event organiser with a request for further details and/or additional documentation and a specified deadline given for their production.

17.6. Appeals

Appeals from decisions of the CGSO or CGEG must be submitted in writing to the City Gardens Manager within seven (7) days of a refusal notice being issued. If refused, one (1) further appeal may be submitted within twenty-one (21) days of the appeal decision notice, to the Assistant Director (Gardens & Cleansing), whose decision will be final.

Decisions of SAG or Natural Environment Board cannot be appealed against.

17.7. Concerns

Residents wishing to express a concern while an event is taking place should contact the City Gardens office on telephone number 020 7374 4127 or email citygardens@cityoflondon.gov.uk.

Outside office hours there will be an answering service. For noise complaints please call 020 7606 3030, or email publicprotection@cityoflondon.gov.uk.

18. Fees and charges

A fees and charges structure for events in City Gardens has been benchmarked against prices charged by other equivalent London boroughs. The fees and charges schedule will be reviewed annually. In addition, the City Corporation reserves the right to vary any proposed entrance fees set for commercial events by their organiser(s) where the City Corporation considers that they are excessive. The current fees and charges can be found in the application form on the events and green space hire page on the website:

www.cityoflondon.gov.uk/citygardensspacehire

18.1. Application fee

A non-refundable application fee for commercial and corporate events will be payable.

Once your application form is received you will be sent an invoice for the application fee. The application will not be processed until payment has been received.

18.2. Cultural Event Discount

Cultural events as defined in section "[Cultural Events](#)". These events will receive a discounted hire fee depending on its type, scale, length and impact on the garden and users. A small event that lasts a short period of time, with limited impact on the garden and other users will have a much greater discount. An event that has a high impact on the garden and users that lasts many days will have a much lower discount. The amount of the discount will be determined once a fully completed events application form has been submitted by Assistant Director (gardens and Cleansing).

18.3. Ticketed events/entrance fees

Where an event is ticketed, or an entrance fee is charged by the organisers, the City Corporation will make an additional charge which will be a percentage of the total anticipated sales in addition to the hire fee.

18.4. Booking deposit

A booking deposit may be required, this will be determined by the CGEG. Once an event is approved and the organiser advised of the hire fee, a deposit payment of £500, or 25% of the hire fee, whichever is greater, will be required prior to the event. This amount will be deducted from the final payment of the hire fee for the event. Payment of the deposit secures the booking and until this fee or the total hire fee is received the allocated garden will remain available for hire by other users.

18.5. Damage deposit

In addition to the hire charge, events that are assessed to have potential risk to the physical environment of the City garden may attract a damage deposit. This additional deposit must be paid a minimum of **ten (10) working days** before the event date and will be used to fund any renewal or repair for damage caused by the event. Should funds remain after any renewal or repairs are completed, the remainder will be refunded to the event organiser.

The damage deposit is usually £500 or 25% of the hire fee whichever is the greater. CGEG reserves the right to apply a higher fee if it considers the event presents a higher than normal risk.

Where the deposit proves to be insufficient to pay for damage caused, the organiser will remain liable for all additional costs.

18.6. Full payment

Full payment of all fees in cleared funds must be made a minimum of **ten (10) working days** before any event takes place.

19. Waste management conditions

The event organiser is responsible for clearing their waste from the site.

Where this is not feasible the costs of waste management at the event site will be assessed to determine the appropriate cost for clean-up by City Gardens staff or a City Corporation subcontractor.

Waste management in the City gardens after events can absorb considerable resources. Where an event is expected to generate substantial waste the event organiser will be required to either:

- Use a professional licensed waste management service provider and show prior evidence of payment for their services, or
- Use the City Corporation's waste management service (preferred).

Any waste management following an event not using the City Corporation waste management service must be carried out to the satisfaction of the City Gardens Manager.

20. Cancelling an event

The City Corporation reserves the right to cancel forthwith the holding of any event in the City gardens in the event of any emergency or as a result of a security alert or on the advice of the police authority or any other appropriate authority or because of poor or extreme weather.

Where proposed due to poor or extreme weather conditions the City Gardens team will make an assessment taking in to account the type of audience and the nature of the event. In the event of any event being cancelled under the provisions of this clause, the City Corporation shall not be held liable to the hirer for any fees costs or damages, or other loss nor for consequential loss sustained as a result of or in any way arising out of the cancellation of the event but shall repay to the hirer without interest all sums paid on account of the hire fee (and/or deposit(s)).

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

In the event of the hirer cancelling the event more than **60 days** in advance of the event and no alternative booking is received, City Gardens reserves the right to retain the full deposit.

In the event of the hirer cancelling the event less than **60 days** before the event and no alternative booking received the City of London Corporation reserves the right to retain the full deposit and to recover the balance of the Hire Fee as debt due.

21. Appendices

Appendix 1 – Finsbury Circus Events Information Pack

This page is intentionally left blank

APPENDIX 2 - FINSBURY CIRCUS GARDENS - EVENT INFORMATION

Introduction

Finsbury Circus Gardens is the largest public green space within the City of London.

The garden has recently seen a major redevelopment of the site, it has been designed as a multifunctional space that can be enjoyed most of the time, by the public as a tranquil and beautiful environment but has also been designed to accommodate events and activities. It is the only site within the Square mile that can host major events and it offers a unique setting within the heart of the City of London.

The following information may help you decide if Finsbury Circus Garden is suitable for your event.

City Gardens Event Policy

This document is a supplement to the City Gardens Event Policy and should be read in conjunction with that document. This document sets out site specific information required to hold an event in Finsbury Circus.

The site has been designed with events in mind.

Plan 1 & 2 Event Layout Scenarios, show a layout of the garden and specifically:

- The location of power and water outlets
- Suggested stage area
- suggested screen area on hardstanding.
- Area of paving designed to take heavier vehicles

Byelaws

There are specific Byelaws for Finsbury Circus Gardens that are set under the Various Power Act of 1900. In summary the following restricted activities may be relevant to proposed events:

- No person shall cut, break, pluck, take a way or otherwise damage, injure or interfere with the trees, shrubs, plants, flowers, grass, birds, birds' nests, walks, seats, edging or other things in the Garden
- No person may sell, or offer or expose for sale any article
- No person may gamble
- No person shall hold or invite person to hold or assemble any meeting in the Garden. This includes political and religious discussions
- No person shall play or take part in any game in the Garden unless the space is specifically set apart by City Gardens for the game
- No individuals or bands may play an instrument of music, except with the permission of the Corporation and at such parts of the garden as they may appoint for that purpose
- No person may bring a dog into the garden unless on a lead

Event Guidance

Capacity

Capacity of the event is for the event organiser to calculate, but will be determined on the type of event and available lawn and hardstanding space and if the event is open to the public. Plan 2 shows area measurements of the lawn and sections of paving.

Audio Equipment

It is suggested that the speakers of any amplified music point to the east as there are a large number of residential properties to the west.

Timings:

No event can start before 8am or run later than 11pm.

Electrical Feeds:

There are 4 electrical feeds within the garden. The locations of which are identified in plan 1.

- 3no retractable feeder pillar for outdoor use c/w outlet box unit, with stainless steel cover to match landscape architectural design. As POP UP PUPS 05 63A Single Phase with 6x no. 16 amp 2P sockets with RCBO protection 2x no. 32 amp 2P sockets with RCBO protection
- 1no in ground outlet box unit for outdoor use, with stainless steel cover to match landscape architectural design. As POP UP PUPS 02 5050 62A Single Phase with 6x socket 2p 16A with RCBO protection

Water Points

There are a number of water points available, but only one potable water point; the locations of which are identified in plan 1

Vehicle Access

The southern gate and an area of path inside those gates leading up to the lawn and the gardeners yard has been constructed to take 16.5 tonne vehicles. Outside of these areas there is a strict gross vehicle weight restriction of 3.5 tonnes on all paths and no vehicles are allowed on the grass. The area for the 16 tonne vehicles is shown on plan 1

London Underground Tunnel

There is a shallow tunnel that runs east to west directly under the centre of the garden. There are weight restrictions within this area and it may be necessary to get permission from Transport for London for any significant structures that may sit on top of this tunnel. Please see plan 1 for location of the tunnel.

Pedestrian Access/ exit Points

Please see attached plan 1 for locations and widths of pedestrian exits and access points.

The East entrance is not accessible /DDA compliant as the slope is too great.

Gate measurements:

Within the site exist 3 exit gates at 2.8m widths each and 1 (northern gate), totalling 1.4m

Evacuation rates :

Organisers of large events will need to calculate emergency evacuation rates.

A flow rate of 66 persons per minute, per metre, (for evacuation of the event) will be used. Therefore the 2.8m gates each have an evacuation rate of 184.8 people per gate per minute

And the 1.4m gate has an evacuation rate of 92.4 people per minute

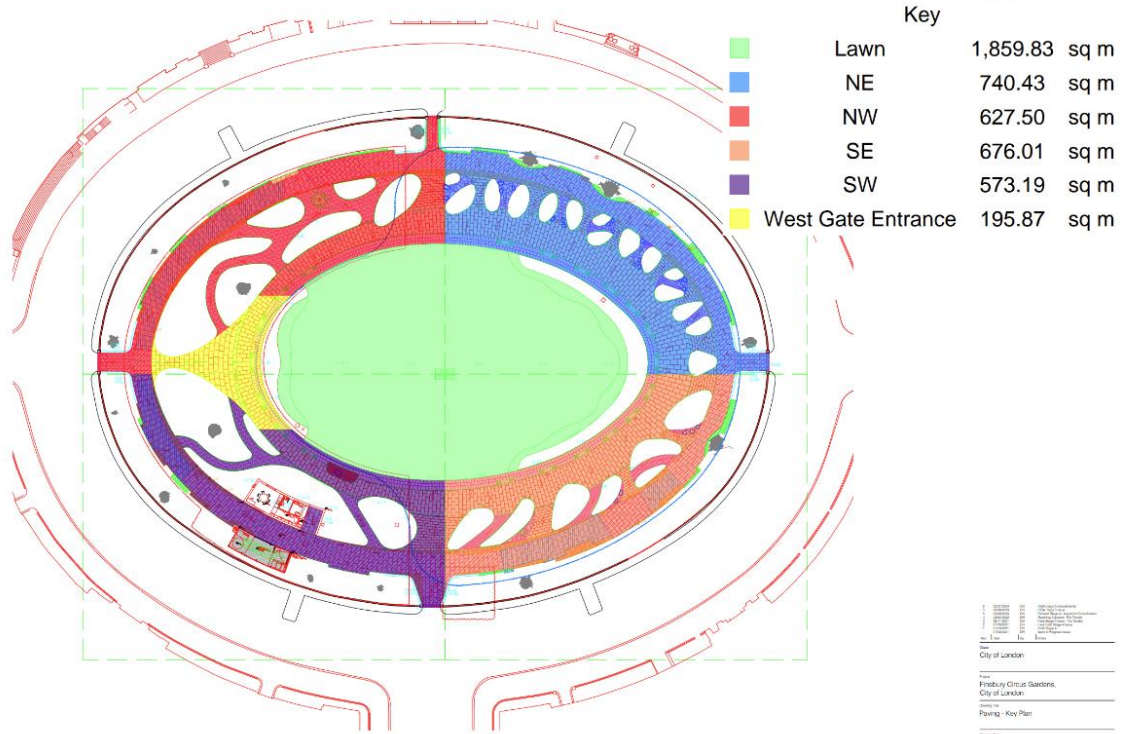
Equipment

- Only silent/quiet electrical generators will be permitted.
- Deckchairs would not be permitted on grass areas; beanbags and blankets are preferred for seating.
- No equipment to be staked into the lawn, everything to be weighted including marquees.
- Food stalls/vehicles to be placed on the hardstanding, near to the water and power outlets. Suggested locations can be found in plan 5
- It is suggested that a good location for portable toilets is the hardstanding along the southern edge of the garden. See plan 3 & 4

Suggested event layouts

Plan 3 & 4 show suggested layouts for events in Finsbury Circus Gardens

Plan 2

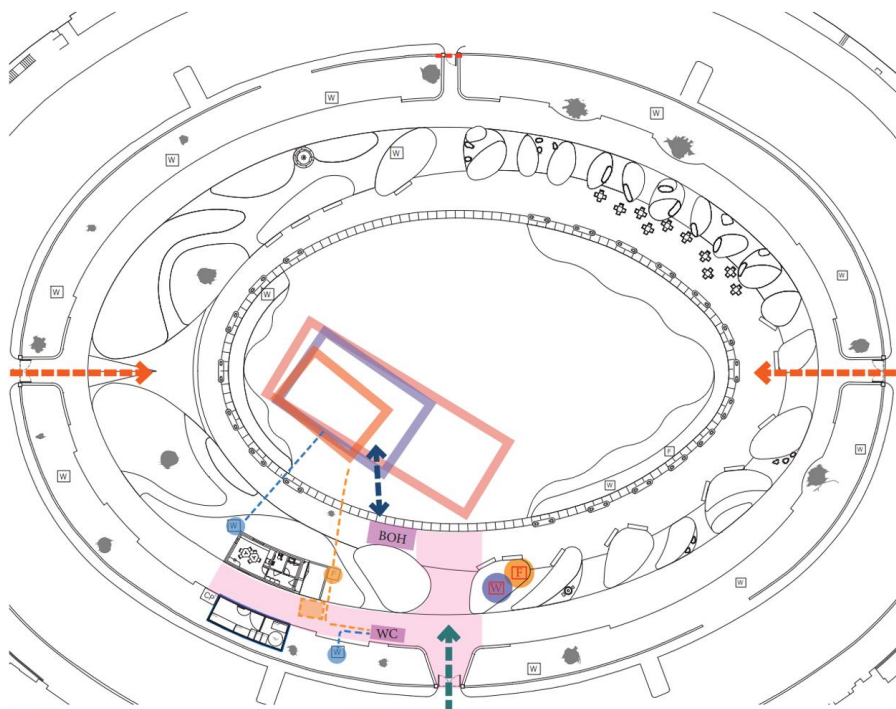


Key

Green	Lawn	1,859.83	sq m
Blue	NE	740.43	sq m
Red	NW	627.50	sq m
Orange	SE	676.01	sq m
Purple	SW	573.19	sq m
Yellow	West Gate Entrance	195.87	sq m

City of London
 Finsbury Circus Gardens
 City of London
 Planning - Key Plan
 REF: RPA Stage 5
 1:2000(A1) 01/08/2021 DH JR
 NGA/RSL/000894-00-D-L-201 8 EF

Plan 3



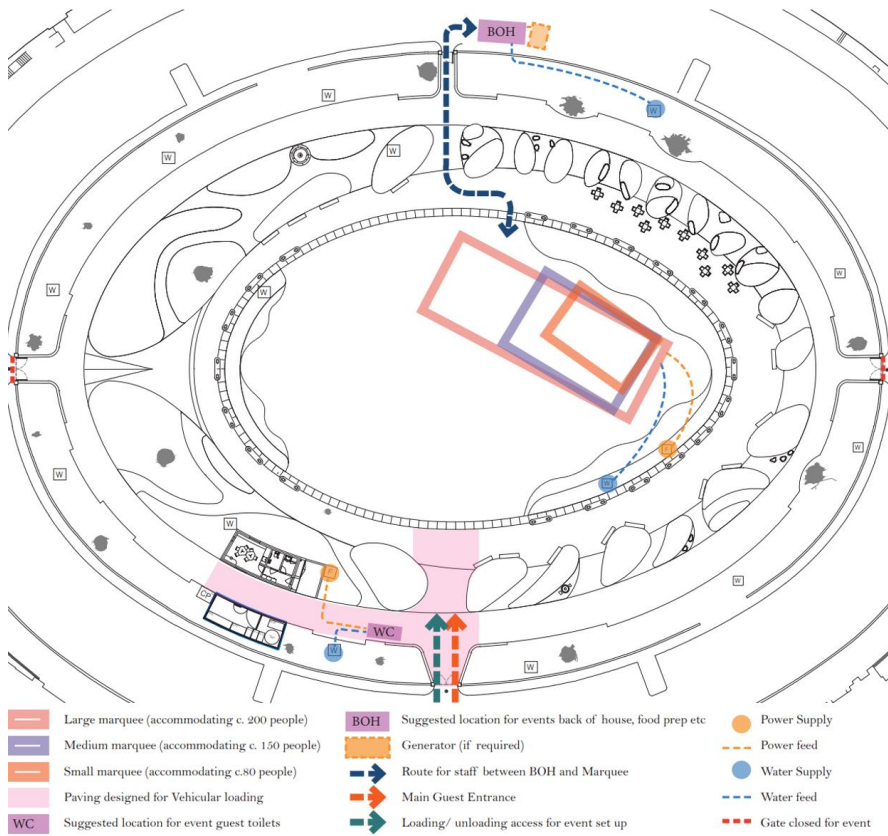
Event Layout Scenario

This scenario imagines an event hosted in Finsbury Circus Gardens using a traditional marquee. It demonstrates several sizes of marquee and how the event may be set up / hosted using infrastructure already included in current proposals.

- Large marquee (accommodating c. 200 people)
- Medium marquee (accommodating c. 150 people)
- Small marquee (accommodating c.80 people)
- Paving designed for Vehicular loading
- WC Suggested location for event guest toilets
- BOH Suggested location for events back of house, food prep etc
- Generator (if required)
- ➔ Route for staff between BOH and Marquee
- ➔ Main Guest Entrance (options)
- ➔ Loading/ unloading access for event set up
- Power Supply
- Power feed
- Water Supply
- Water feed
- Gate closed for event



Plan 4



Event Layout Scenario

This scenario imagines an event hosted in Finsbury Circus Gardens using a traditional marquee. It demonstrates several sizes of marquee and how the event may be set up / hosted using infrastructure already included in current proposals.

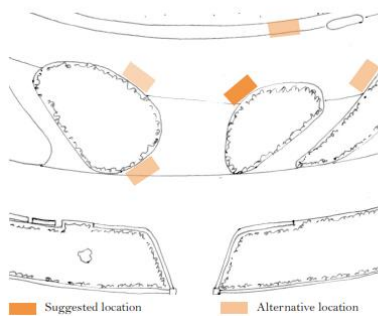
Loading & other constraints over TFL tunnel to be noted, but would not prohibit temporary structures to be erected in this area



Plan 5

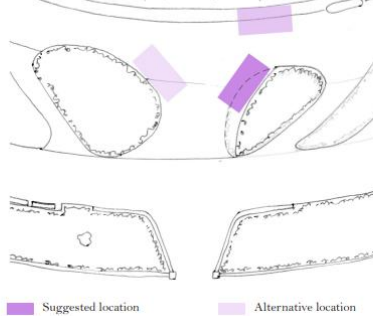
Small - Piaggio Ape Or Similar

- 1290 x 2500mm
- Very flexible in terms of where it could be located.
- Potential to be able to drive over the paving to the seating area in the North (TBC by Engineer)
- No adjustments required to existing designs.
- 5+ location options for 1x van (or option to have more than 1)



Medium - Citroen H Van Or Similar

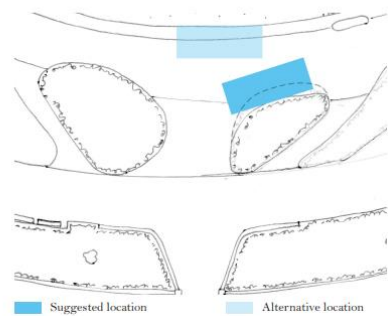
- 1997 m 4278mm
- Can be accommodated in several locations in the area of vehicular paving.
- No requirement to adjust designs to accommodate, although it may be beneficial.
- 3 options for location of 1 x van.
- Option to accommodate 2 or 3 at one time.



Provision for Food and Beverage Offer

Large - Ford Stepvan Or Similar

- 2362 x 6705mm
- Could be located on the edge of the central lawn.
- Vista would be blocked into the park from the outside by the van.
- Alternative locations could be explored by squeezing the dimensions of the proposed soft landscape.
- 1 no van could be accommodated in current landscape configuration.



Wedding/Other photography	City Gardens 2024/2025 current fees	City Gardens 2025/2026 proposed fees (2.7% Increase)	Finsbury Circus 2025/2026 proposed fees
Wedding/Other photography for 2 hours	£225	£235	£235
Private Hire, Weddings & Civil Partnerships			
Application Fee	£0	£0	£0
Basic Hire Fee (1st hour)	£410	£425	£2000
Subsequent hours (Up to 4 Hours)	£200	£205	£1000
Full day	£2050	£2105	£7500
Required set up / de-rig time outside of the event hire time – per hour.	£200	£205	£500
Damage deposit (£500 or 25% hire fee whichever is the greater)			
Commercial/corporate events			
Application Fee	£225	£235	£235
Basic Hire Fee per hour	£200	£205	£2000
Per hour (Up to 4 Hours)	£1855	£1905	£7500
Full day			
% of on anticipated ticket sales - additional to basic hire fee	15%	15%	15%
Additional event day	£1030	£1060	£7500
Required set up / de-rig time outside of the event hire time – per hour.	£200	£205	£2000
Booking Deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%	£500 or 25%	25%
Damage deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%	£500 or 25%	25%
Non-profit/charity events			
Application Fee	£0	£0	£0
Basic Hire Fee (1st hour)	£195	£200	£1000
Subsequent hours (Up to 4 hours)	£130	£135	£500
Full Day	£1280	£1315	£3750
Required set up / de-rig time outside of the event hire time – per hour.	£130	£135	£250
Damage deposit (£500 or 25% hire fee whichever is the greater)	£500 or 25%	£500 or 25%	£500 or 25%

This page is intentionally left blank

Appendix 4 - Finsbury Circus Events Benchmarking

A benchmarking exercise of other public open spaces in Westminster, Southwark and the Royal Parks was undertaken. Whilst it is not always possible to draw direct comparisons due to differences in event type categorisation, application process as well as size and location of the different spaces available to hire. The following information formed the thinking on the price point for Finsbury Circus Gardens.

Westminster charge a £7,500 per day for all event types (standard, Charity and community) in their tier 1 sites. These being Berkeley Square, Leicester Square, Marble Arch (hardstanding area), Strand/ Aldwych.

Southwark charge £7,707 per day for events of between 500 and 2000 attendees.

The royal parks charge for events of over 500 participants:

- £5,000 to £980,000 for commercial events
- £2,000 to £20,000 for charitable events
- £100 to £4,000 for non-profit, free events

This page is intentionally left blank

Committee(s)	Dated:
Natural Environment Board	10/12/2024
Subject: King George’s Field–City of London Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2024	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	n/a
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: The Chamberlain Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain’s Department	

Summary

The Trustee’s Annual Report and Financial Statements for the year ended 31 March 2024 for King George’s Field–City of London (charity registration number 1085967) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee’s Annual Report and Financial Statements for the 2023/24 Financial Year for King George’s Field–City of London be noted.

Main Report

1. The Trustee’s Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chamberlain and Chief Financial Officer. The information contained within the Annual Report and Financial Statements has already been presented to your Board via the outturn report on 11 July 2024.
2. Members may also wish to note that the Trustee’s Annual Report and Financial Statements for 2023/24 was previously approved by Finance Committee in November 2024 as part of its role for being responsible for administering the Trust on behalf of the Trustee in line with the arrangements in place for other charities in which the City is trustee.
3. It should be noted that owing to the size of the charity, no audit or independent examination was required for King George’s Field – City of London in 2023/24.
4. A previous review of the charities for which the City is responsible detailed key reports that should be presented to your Board. The Trustee’s Annual Report and

Financial Statements was one of these reports. Information from these statements forms part of the Annual Return to the Charity Commission.

5. The Trustee's Annual Report and Financial Statements have also been submitted to the Charity Commission ahead of the regulatory deadline of 31 January 2025.

Appendices

- Appendix 1 – King George's Field–City of London Annual Report and Financial Statements for the year ended 31 March 2024

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

King George's Field–City of London

Annual Report and Financial Statements for the year
ended 31 March 2024

Charity registration number 1085967

CONTENTS

ORIGINS OF THE CHARITY	1
STRUCTURE AND GOVERNANCE	2
FINANCIAL REVIEW	5
STATEMENT OF FINANCIAL ACTIVITIES	7
BALANCE SHEET	8
NOTES TO THE FINANCIAL STATEMENTS.....	9
REFERENCE AND ADMINISTRATION DETAILS	14

ORIGINS OF THE CHARITY

The King George's Field was established in 1936 as a memorial to King George V, the intention being to provide much needed open space for sports, games and recreation. The City of London Corporation was a Trustee of a King George's Field which was originally situated in Vine Street, Minories. In 1973 this site was acquired by compulsory purchase order by the Greater London Council and in return that council transferred to the City Corporation a plot of land in Portsoken Street which was laid out as a children's playground. The playground was closed in 1981, and the space then used as a garden for general public use.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Trust deed dated 19 December 1939. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the Trustee of King George's Field–City of London. The City Corporation is Trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills.

Members of the Court of Common Council are unpaid and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2023/24 were as follows:

- **Finance Committee** - responsible for administering the Trust on behalf of the Trustee.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Natural Environment Board** – the committee is the overarching policy and strategic body in relation to the activities of the City Corporation's Natural Environment Division. It is also responsible for the day to day management of the gardens, churchyards and green spaces in the City under the control of the Common Council.

Individuals collectively act as Trustee by virtue of positions that they hold in the City of London Corporation in accordance with the governing document. They act as a Trustee during their tenure of these positions.

All of the above committees are ultimately responsible to the Court of Common Council of the City of London. Committee meetings are held at the Trustee's discretion in public (except where it is not considered in the charity's best interests to do so), supporting a decision-making process which is clear, transparent and publicly accountable.

Governance Arrangements (continued)

The charity is consolidated within City Fund as the City of London Corporation exercises operational control over their activities. City Fund is a fund of the City Corporation responsible for delivering the functions of a local authority and a police authority for the Square Mile.

The Trustee believes that good governance is fundamental to the success of the charity. An initial review of governance has been undertaken to ensure that the charity is effective in fulfilling its objectives, and further more detailed work is currently being undertaken as part of a review of the City of London Corporation's Natural Environment charities which is due to conclude by 31 December 2024. Reference is being made to the good practices recommended within the Charity Governance Code, with a focus on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

As part of the City of London Corporation's Target Operating Model (TOM) restructure, the Open Spaces Department merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. King George's Field became part of the Environment Department from 1 April 2022.

OBJECTIVES AND ACTIVITIES

The objective for King George's Field–City of London is to preserve in perpetuity a recreational and playing field as a memorial to King George V, under the provisions of the King George's Fields Foundation.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing King George's Field–City of London's aims and objectives and in planning future activities. The purpose of the charity is to preserve in perpetuity a recreational and playing field as a memorial to King George V, under the provisions of the King George's Fields Foundation.

Consequently, the Trustee considers that King George's Field–City of London operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 14.

ACHIEVEMENTS AND PERFORMANCE

King George's Field was maintained during the year at a cost of £22,346 (2022/23: £20,987); this was met by the City of London's City Fund.

There were no improvements undertaken in 2023/24 other than general grounds maintenance.

PLANS FOR FUTURE PERIODS

The aim for King George's Field is to preserve in perpetuity a recreational and playing field as a memorial to King George V under the provisions of the King George's Field Foundation.

There are no improvements scheduled for 2024/25 other than general grounds maintenance.

The Trustee will continue with its plans in line with the charity's objectives.

FINANCIAL REVIEW

Income

In 2023/24, the charity's total income for the year was £22,346, an overall increase of £1,359 against the previous year (£20,987).

The only contributor to income was an amount of £22,346 (2022/23: £20,987) received from the City of London Corporation's City Fund as a contribution towards the running costs of the charity. The charity is supported wholly by the City of London Corporation and expenditure in the year was offset by this income.

Expenditure

Total expenditure for the year was £22,346, all being for the category charitable activities (2022/23: £20,987). Activities consist of grounds maintenance costs £20,946 (2022/23: £18,491), premises maintenance costs of £1,300 (2022/23: £2,397) and administrative support of £100 (2022/23: £100), see note 4.

Funds held

There are no funds held for this charity as at 31 March 2024 (2022/23: £nil).

Reserves policy

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve King George's Field-City of London out of its City Fund. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the Trustee to be inappropriate.

Principal Risks and Uncertainties

The charity is committed to a programme of risk management as an element of its strategy to preserve the charity's assets. In order to embed sound practice the senior leadership team ensures that risk management policies are applied, that there is an on-going review of activity and that appropriate advice and support is provided. A key risk register has been prepared for the charity, which has been reviewed by the Trustee. This identifies the potential impact of key risks and the measures which are in place to mitigate such risks.

Risk	Actions to manage risks
Health & Safety	Good Health & Safety culture amongst staff; contractor protocol in place; regular review of site health and safety by peer review; comprehensive training programme and hierarchy of responsibilities. It is accepted that when providing a hands-on service and dealing with the public, a certain level of risk is inevitable and therefore cannot be removed completely.
Extreme weather and climate change risk	City Climate Adaptation Strategy now adopted. Emergency Plan in place; monitoring of warning systems; Extreme Weather Policy adopted for the Charity.

Risk	Actions to manage risks
	Current level of risk cannot be removed completely.
Poor repair and maintenance of buildings (inadequate planned or reactive maintenance)	Most pressing repairs/assets at risk have been escalated through the Cyclical Works Programme (CWP) or identified and submitted as target projects under the City Corporation's projects procedure. Seeking to further lower current risk level
Impact of development	Monitoring of local planning applications. Respond to consultation on host and neighbouring Borough local plans.
Pests and diseases	Comprehensive tree management system in place, along with training of staff in early identification and treatment. Some residual risk accepted (natural cycles).
Poor Public Behaviour	Including crime, irresponsible dog owners, rough sleepers, user conflict, trespassing and alcohol. Continue to develop strong relationship with CoL Police, community outreach teams and supported by use of outsourced security team at key times.
Budget Reductions Implications	Budgets monitored and reprofiled monthly; non-essential works cancelled and focus on increasing income to offset budget reduction. Review of staffing structures required in order to align with Target Operating Model.
Major Incident	Emergency Plan reviewed and updated annually, forming regular item on Divisional H&S meeting agenda. Superintendent attends Corporate Resilience Forum and disseminates learning. All staff have received counter terrorism awareness training.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2024

		Unrestricted Funds	Unrestricted Funds
	Notes	2023/24	2022/23
		£	£
Income from:			
Grant from City of London Corporation	2	22,346	20,987
Total income		22,346	20,987
Expenditure on:			
Charitable activities	3,4	22,346	20,987
Total expenditure		22,346	20,987
Net income/(expenditure)		-	-
Reconciliation of funds:			
Total funds brought forward	6	-	-
Total funds carried forward		-	-

All of the above results are derived from continuing activities.

There were no other recognised gains and losses other than those shown above.

The notes on pages 9 to 13 form part of these financial statements.

Balance Sheet
as at 31 March 2024

	Notes	2024 Total £	2023 Total £
Current assets		-	-
Total current assets		-	-
Current liabilities		-	-
Total net assets		-	-
The funds of the charity:			
Restricted income funds		-	-
Unrestricted income funds	6	-	-
Total funds		-	-

The notes on page 9 to 13 form part of these financial statements

Approved and signed on behalf of the Trustee.



Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

04 November 2024

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

The following accounting policies have been applied consistently in dealing with items that are considered material in relation to the financial statements of the charity.

(a) Basis of preparation

The financial statements of the charity, which is a public benefit entity under FRS102, have been prepared under the historical cost convention and in accordance with the Accounting and Reporting by Charities: Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (second edition effective 1 January 2019) and the Charities Act 2011.

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City Fund. The Trustee considers the level of grant funding received and plans activities as a result of this. On an annual basis, a financial forecast is prepared for City Fund.

In making this assessment the Trustee has considered the financial position of the charity in light of planned expenditure over the 12-month period from the date of signing these financial statements. The global pandemic of Coronavirus did not have an impact on income as the Charity has no income streams which would be affected by the closure of King George's Field. The charity is funded by the City of London Corporation's City Fund and the charity will be able to reduce its expenditure principally on grounds maintenance. For these reasons the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the application of policies and reported amounts of assets and liabilities, income and expenditure. The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances, the result of which form the basis of decisions about carrying values of assets and liabilities that are not readily apparent from other sources. The resulting accounting estimates will, by definition, seldom equal the related actual results.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure.

ACCOUNTING POLICIES (continued)

(d) Statement of Cash Flows

As per section 14.1 of the Charities SORP the Charity is not required to produce a statement of cash flows on the grounds that it is a small entity.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of a grant from the Trustee, the City Corporation.

The City of London Corporation's City Fund meets the deficit on running expenses of the charity. This income is recognised in the SOFA when it is due from City Fund.

(f) Expenditure

Expenditure is accounted for on an accruals basis and has been classified under the principal category of 'expenditure on charitable activities'. Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that settlement will be required, and the amount of the obligation can be measured reliably.

The charity does not employ any staff. Officers of the City Corporation provide administrative assistance to the charity when required. Costs incurred by the City Corporation in the administration and management of the charity are recharged.

(g) Taxation

The charity meets the definition of a charitable trust for UK income tax purposes, as set out in Paragraph 1 Schedule 6 of the Finance Act 2010. Accordingly, the charity is exempt from UK taxation in respect of income or capital gains under part 10 of the Income Tax Act 2007 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

(h) Funds structure

Income, expenditure and gains/losses are allocated to particular funds according to their purpose:

Unrestricted income funds – these funds can be used in accordance with the charitable objects at the discretion of the Trustee and include both income generated by assets held within the permanent endowment fund and from those representing unrestricted funds. Specifically, this represents the surplus of income over expenditure for the charity which is carried forward to meet the requirements of future years, known as free reserves.

(i) Indemnity insurance

The Charity, elected Members and staff supporting the charity's administration are covered by the City Corporations insurance liability policies and otherwise under the indemnity the City Corporation provides to Members and staff, funded from City Fund.

2. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2023/24 £	Unrestricted funds 2022/23 £
Revenue grant from City of London Corporation	22,346	20,987

Income for the year included:

Grants from the City of London Corporation – being the amount received from the City of London Corporation's City Fund to meet the deficit on running expenses of the charity.

3. EXPENDITURE

Expenditure on charitable activities	Unrestricted funds 2023/24 £	Unrestricted funds 2022/23 £
Grounds maintenance costs	20,946	18,491
Surveyors maintenance costs	1,300	2,397
Support Costs (see note 4)	100	100
Total	22,346	20,987

Expenditure on the charitable activities includes labour, premises costs, equipment, materials, other supplies and services and administration fees incurred in the running of King George's Field-City of London.

4. SUPPORT COSTS

	Charitable activities £	2023/24 £	2022/23 £
Chamberlain	100	100	100
Total support costs	100	100	100

Following a review, from 2021/22, the City Corporation, as Trustee, took a decision to seek reimbursement for the administration fees incurred from each of its charities.

5. TRUSTEE EXPENSES

The members of the Finance Committee of the City of London Corporation are not remunerated and expenses are not reimbursed for acting on behalf of the Trustee during 2023/24 (2022/23: nil).

6. MOVEMENT IN FUNDS

At 31 March 2024	Total as at 1 April 2023 £	Income £	Expenditure £	Total as at 31 March 2024 £
Unrestricted funds:				
General funds	-	22,346	(22,346)	-

At 31 March 2023	Total as at 1 April 2022 £	Income £	Expenditure £	Total as at 31 March 2023 £
Unrestricted funds:				
General funds	-	20,987	(20,987)	-

7. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are

required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

Members and senior staff are requested to disclose all related party transactions, including instances where their close family has made such transactions.

Figures in brackets in the following table set out amounts due(to)/from another entity at the balance sheet date. Other figures represent the value of transactions during the year.

Related party	Connected party	2023/24 £	2022/23 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	22,346 (nil)	20,987 (nil)	The City of London Corporation's City Fund meets the deficit on running expenses of the charity.

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: King George's Field–City of London

Registered charity number: 1085967

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Ian Thomas CBE – The Town Clerk and Chief Executive of the City of London Corporation

Treasurer

Caroline Al-Beyerty - The Chamberlain and Chief Financial Officer of the City of London Corporation

Solicitor

Michael Cogher - The Comptroller and City Solicitor of the City of London Corporation

Environment Department

Katie Stewart - Executive Director of Environment

Bankers

Lloyds Bank Plc., P.O.Box 1000, BX1 1LT

Contact for The Chamberlain & Chief Financial Officer, to request copies of governance documents & of the Annual Report of City Fund:

CHBOffice-BusinessSupport@cityoflondon.gov.uk

Committees: Streets and Walkways Sub (for decision) Projects and Procurement Sub (for information) Natural Environment Board (for information)	Dates: 19 November 2024 9 December 2024 10 December 2024
Subject: Climate Action Strategy, Cool Streets and Greening Programme – Phase 3 City Greening and Biodiversity (Fann Street and St Peter Westcheap) Unique Project Identifier: N/A <i>PV Project ID 12332</i>	Gateway 4: Detailed Design (Regular)
Report of: Executive Director Environment Report Authors - Ben Bishop, Environmental Resilience Officer, Districts Surveyors (Climate Action Strategy) - Emmanuel Ojugo, Project Manager, City Operations	For Decision
<h1 style="margin: 0;">PUBLIC</h1>	

1. Status update	<p>Programme Description:</p> <p>Cool Streets and Greening is a £6.8m Climate Action Strategy (CAS) programme to pilot climate resilient streets and open spaces in the Square Mile.</p> <p>In February 2023 a Gateway 3-4 report was approved for Phase 3: ‘City Greening and Biodiversity’, which identified several sites for relandscaping along with various other projects that have been separately taken forward.</p> <p>Detailed designs for the relandscaping of Fann Street (west) and St Peter Westcheap churchyard have been prepared and this report seeks approval to progress these to Gateway 5.</p> <p>Project Descriptions</p> <p><u>Fann Street</u></p> <p>The proposals include removing the existing free-standing concrete planters to construct a series of in-ground planting beds along with permeable paving. The design focuses on enhancing biodiversity through flower-rich perennial planting and offers an improved public realm, by increasing accessibility, and supporting efforts to mitigate antisocial behaviour.</p> <p><u>St Peter Westcheap Churchyard</u></p> <p>This churchyard is located on Wood Street at its southern border with Cheapside, set back behind the small retail unit. The garden currently feels dated and shabby, attracting smokers and littering. It is</p>
-------------------------	---

	<p>proposed to relandscape it by increasing the green coverage with more resilient planting and ensuring the existing mature tree, reportedly one of the oldest in the City of London, is protected. The existing pavements are concrete, and these are to be replaced by natural stone that is befitting an historic churchyard. New seating will also be introduced.</p> <p>RAG Status: Green (both projects)</p> <p>Risk Status: Medium (both projects)</p> <p>Total Estimated Cost of Project post-Gateway 5 (excluding risk): <i>Fann Street: £150,000 – £230,000</i> <i>St Peter Westcheap £180,000 - £350,000</i></p> <p>Change in Total Estimated Cost of Project (excluding risk): N/A</p> <p>Spend to Date: £390,685 spent across a number of projects within the City Greening and Biodiversity project code and includes spend on the preparation and design on these sites to date.</p> <p>Fann Street and St Peter Westcheap are deliverables from Phase 3: City Greening and Biodiversity - Cool Streets and Greening programme as approved by Members in the February 2023 Gateway 3-4 report. Each project will be allocated individual budget codes prior to the next gateway.</p> <p>Costed Risk Provision Utilised: None</p> <p>Funding Source: Cool Streets & Greening Programme (OSPR)</p> <p>Slippage: These proposals have been subject to extensive consultation with the local community at Fann Street and the church at St Peter Westcheap. Due to their location and constraints, design development has taken longer and they are due for completion by winter 2025/26.</p>
<p>2. Next steps and requested decisions</p>	<p>Next Gateway: Gateway 5 (Authority to start work) – delegated to Chief Officer for both projects</p> <p>Next steps Fann Street:</p> <ul style="list-style-type: none"> • Final arrangement subject to further below ground investigations • Finalise construction package produced in collaboration with Highways Team • Undertake trial holes • Undertake tree root survey • Develop construction programme with the City's Highways Term contractor. • Gateway 5 approval (2025) • Construction – start on site end of 2025 utilising City's Highways Term contractor

Next steps St Peter Westcheap:

- Undertake tree root survey
- Undertake trial holes
- Church approvals and planning permission
- Seek approval of the design by the Diocese of London
- Seek a Burial Licence
- Develop construction programme with the City's Highways Term contractor.
- Gateway 5 approval (exp. July 2025)
- Finalise construction package produced in collaboration with Highways Team
- Construction – start on site winter 2025 utilising City's Highways Term contractor

Requested Decisions:

It is recommended that the Streets and Walkways Sub-Committee:

- I. Approve the budget adjustment/increase as per the Table 2 in Appendix 4 in order to fund the staff costs and fees required to reach the next gateway. (£31,000 proposed for Fann Street and £4,000 proposed for St Peters) see table 2.
- II. Approve the design of the projects as set out in this report.
- III. Approve the funding strategy for Fann Street as set out in Table 4 in Appendix 4 and note the estimated project cost post Gateway 5 (excluding risk) is £150,000 - £230,000.
- IV. Approve the funding strategy for St Peter Westcheap as set out in Table 4 in Appendix 4 and note the estimated project cost post Gateway 5 (excluding risk) is £180,000 - £350,000.
- V. Approve the Risk Registers in Appendix 2; and delegate approval of any future costed risk provision and its drawdown to Executive Director Environment should this be required at Gateway 5.
- VI. Grant authority to City officers to enter into regulatory agreements with the Diocese of London and the Rector of St Vedast to carry out works on church land. In keeping with the various statutory powers in place for agreement between the Diocese of London and the City of London; to grant care management and maintenance to the City Corporation of a schedule of churchyard and disused burial sites throughout the City.

3. Resource requirements to reach next Gateway

Table 2: Resources Required to reach the next Gateway

Description	Resources Required for Fann Street (£)	Resources Required for St Peter Westcheap (£)
Env Servs Staff Costs	21,000	6,000
Open Spaces Staff Costs	2,000	4,000
P&T Staff Costs	-	15,000
P&T Fees	8,000	20,000
TOTAL	31,000	45,000

- 3.1. Additional fees and staff costs are required to reach the next gateway. This will include trial holes and other site investigations, as well as engagement with local occupiers and the church, project management and finalisation of design.
- 3.2. It should be noted the City is responsible for the care and maintenance of the Churchyard Peter Westcheap, in consideration of the same being used as a garden and open space by members of the public. This undertaking is consistent with various statutory powers in place for agreement between the Diocese of London and the City of London.
- 3.3. Further to this the City's responsibility does not extend to maintenance or repair of any drains beneath the churchyard, whether carrying surface water or otherwise nor for any downpipe, water supply, pipe, gas or electric mains or other apparatus.
- 3.4. Costed Risk Provision requested for this Gateway: None.

4. Design summary

Fann Street

- 4.1. The site is bounded by the Golden Lane Estate and opposite the Fann Street Wildlife Garden. Extensive residential engagement has been carried out as part of the project development prior to appointment of a landscape architect. Through this process residents were involved in an options assessment process to identify the preferred outcomes for the site and public realm enhancement.
- 4.2. The proposals are sited entirely within the public highway and the estate boundary will be retained. Further investigations will be undertaken to protect and retain the existing trees on the estate.
- 4.3. The site is within one of the City Greening and Biodiversity green corridor priority areas. Therefore, enhancement to greening has been identified as beneficial for both public and biodiversity benefit.

Proposal

- 4.4. The proposal includes three, connected planting beds which are to be set between a new area of permeable paving, to provide the existing and proposed greening with an improved catchment area for surface water.
- 4.5. The planting proposed will consist of 'flower-rich' perennials to provide high biodiversity value including a year-round provision of forage for wildlife (nectar, pollen, fruit and seeds). A dry shade planting palette will be developed with a horticultural landscaping consultant or City Gardens. A series of biodiversity enhancement measures will be reviewed including installation of 'bee posts', ground nesting invertebrate installation and interpretation, and loggeries, see appendix 3a Fann Street RIBA Stage 3 report.
- 4.6. The design provides an option to incorporate an innovative material such as 'HydroRock' as a water retention measure. These materials convey water beneath the permeable paving, allowing infiltration for any existing root systems and provide passive irrigation to the proposed planting. Implementation of 'HydroRock' or similar materials needs to be assessed and will be considered to be taken forward if the sustainability benefits are substantial. The benefits include the reduction of potable water use for the irrigation of the site, through re-use of surface water held within the material and increasing drought resilience.

Other considerations

Accessibility

- 4.7. The layout of these planting beds have been configured following an assessment of onsite desire lines and accessibility policies. Throughout the design, a minimum of 2 metre wide pavements have been provided. There are 3 existing single seats which will be replaced with new seats.

Security and anti-social behaviour

- 4.8. The design has taken into account reports of anti-social behaviour in the area through consultation with the City of London Police. To mitigate this further the proposed planting and levels retain site lines between the public highway and the housing estate. Whilst the new scheme provides a transition space that will delineate the boundary of the estate from the public highway.

Impact

- 4.9. The overall project is expected to have a positive environmental and social impact through improvements to the public realm in proximity to residents, local businesses and enhancement of local green infrastructure. There are expected to be some positive impacts on surface water management with a reduction

in the volume of water entering local drainage systems.

Next steps

4.10. The scheme will be progressed through the development of a construction pack, providing detailed construction designs. This will also include a construction programme which will be delivered by the highways term contractor. This will be funded through the Cool Streets and Greening programme of the CAS.

St Peter Westcheap

4.11. St Peter Westcheap is the site of the medieval church of St Peter, Westcheap (now Cheapside) that used to stand on the corner facing Cheapside. The church was lost to the Great Fire of 1666 and was never rebuilt. What remains is an old churchyard garden at the corner of Cheapside and Wood Street. The site is accessed via Wood Street and has a linear railing and gate defining the boundary between the public highway of Wood Street and the garden enclosure.

4.12. The garden is characterised by concrete pavements, a trio of gravestones and a mature plane tree said to be the oldest in the City of London. The tree is one of the great trees of London and was once described as the most valuable tree in the world. The tree has a preservation order protecting it from being impeded by nearby buildings, building work or highway activity. There are also low-level ancillary planting beds in the centre and to the rear of the garden, flanked by eight benches.

4.13. The project is restricted to the boundary of the churchyard. It is accessed via a set of steps (two treads) and there is no level access provision into the garden. The garden has poor legibility, it is almost unnoticeable tucked behind a two-storey retail unit on Cheapside. The garden feels dated, restricted, uninviting, unkempt, attracting smokers and other visitors contributing to the build-up of litter. The space is locked at night, but there is some evidence of anti-social behaviour, possibly related to the night-time economy nearby.

Proposal

4.14. The design of the new garden has been developed by architectural consultants with input from the City Gardens team, City Surveyor, City Engineers, City's Planning Authority as well as Diocese of London who own the asset managed by the City. See Appendix 6.

4.15. Given the relative simplicity of the scheme there is a single design option being developed. It is proposed to improve the garden by redesigning the space into a more user-friendly environment. Enhancements will include the following:

- a) Carry out some light pruning to the plane tree canopy.
- b) Replacing the concrete pavements with natural stone with semi-porous jointing to manage surface water run-off. Materials will be in keeping with the City's approved palette of materials in the City Public Realm Toolkit (January 2024).
- c) Reconfiguring the planters, by increasing their volume and establishing robust, climate resilient plants that are low maintenance and encourage local biodiversity.
- d) Existing benches will be replaced with new furniture, potentially utilising reclaimed timber in keeping with the City's approved palette of materials in the City Public Realm Toolkit (January 2024).
- e) Improve signage within the garden.

4.16. It is believed these measures will improve the quality of the garden and encourage a wider spectrum of visitors, who will provide some natural surveillance discouraging behaviour that may be considered anti-social.

Other Considerations

Railings, Gate and Wall

4.17. The railings/gate to the garden and the low wall in which they are inset, are currently in a poor state of repair visibly damaged by the plane tree roots. Whilst the structure is clearly part of the garden enclosure, these elements fall outside this project scope. Repair of the railings/gate and wall are part of an ongoing cyclical works package being managed by the City Surveyor.

Historic Interpretation

4.18. Whilst there is an opportunity to incorporate historic interpretation into the design for the garden, this has been limited in the proposed design. More ambitious interpretations of the local history will be subject to identifying additional sources of funding. If successful, this will be reported at the next gateway stage.

Accessibility

4.19. It is proposed to retain the existing stepped entrance and levels. This is because works to provide level access into the garden would result in disturbing the burials and archaeology and damage the tree roots. Provision of ramped access in such a small space would also greatly reduce the useable garden area and prevent an increase in green coverage reducing sustenance to the plane tree. Various seating options will improve accessibility and provide opportunities for rest.

<p>5. Confirmation that design solution will meet our SMART objectives</p>	<p>Climate Action Strategy Objectives:</p> <ul style="list-style-type: none"> • The City of London Corporation and its assets are resilient to climate change • The Square Mile’s buildings, public spaces and infrastructure are resilient to climate change • People in the Square Mile and beyond benefit from a clean, green and safe environment and job creation. <p>Fann Street</p> <ul style="list-style-type: none"> • The increase in additional greening will contribute to a wider network of green corridors providing connectivity and supporting access to nature. • This project at will enhance biodiversity through provision of ‘flower-rich perennial planting’ for pollinators and other wildlife. • The use of materials to capture surface water will enable to project to meet objectives to reduce water use and support drought resilient greening. • The increasing of greening within this location will provide benefits to local occupants including residents, businesses and community groups, supporting positive outcomes. <p>St Peter Westcheap</p> <ul style="list-style-type: none"> • The increase in additional greening will contribute to a wider network of pocket parks to provide respite and places to rest. • This project at will provide an improved environment for the large plane tree by providing a greater green volume to support root function and a planting palette that encourages for pollinators and other wildlife. • The use of materials to capture surface water will enable to project to meet objectives to reduce water use and support drought resilient greening. • The increasing of greening within this location will provide benefits to local occupants including residents, businesses and community groups, supporting positive outcomes.
<p>6. Risk</p>	<p>The main risks for the two projects are as follows:</p> <p>a) Utilities and underground structures restrict the ability to implement the schemes.</p> <p>Response: Ground investigations including radar surveys have been carried out Fann Street. Further trial holes are needed to confirm underground conditions.</p> <p>b) Burial constraints/archaeology may affect the final layout of the garden and delay the work programme.</p> <p>Response: The necessary statutory approvals will be sought to obtain the permissions to carry out works on church land.</p>

	<p>c) Objections from local occupiers Response: Extensive consultation has been undertaken with local occupiers at both locations with positive responses and further engagement is planned as the designs are developed.</p> <p>d) Cost escalation as a result of inflation or other factors Response: initial cost estimates have been produced and the proposed cost range is sufficient to cover the project costs including maintenance of planting and paving.</p> <p>e) Diocese of London do not support design proposals Response: Regular meetings have been carried out as part of the project governance ensuring buy-in from stakeholders throughout the life of the project.</p> <p>Costed Risk Provision Utilised at Last Gateway: None</p> <p>Change in Costed Risk: None</p> <p>NB: It should be noted both projects will be allocated individual budget codes and unique project identifiers prior to the next gateway. Likewise associated project risks will be reported separately at the next gateway.</p>
<p>7. Procurement strategy</p>	<p>a) A procurement exercise will be undertaken to appoint consultants to provide technical advice on the design following standard procurement rules.</p> <p>b) All works will be undertaken by the City's highway term contractor FM Conway</p>

Appendices

Appendix 1	Project Coversheet
Appendix 2	Risk Register
Appendix 3a	Fann Street General Arrangement
Appendix 3b	St Peter Westcheap General Arrangement
Appendix 4	Finance Tables (TBC with City Chamberlain)
Appendix 5	Fann Street RIBA Stage 3 report
Appendix 6	St Peter Westcheap RIBA Stage 3 report - Excerpt
Appendix 7a	Fann Street Test of Relevance (Equalities Impact)
Appendix 7b	St Peter Westcheap Test of Relevance (Equalities Impact)

Contact

Report Author(s)	Ben Bishop, Emmanuel Ojugo
Email Address(es)	Ben.bishop2@cityoflondon.gov.uk , Emmanuel.ojugo@cityoflondon.gov.uk
Telephone Number	Ben Bishop (DES) – Via MS Teams Emmanuel Ojugo - 020 7332 1158 / 07597 425 829

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.

Project Coversheet

[1] Ownership & Status

UPI: 12332

Core Project Name: Climate Action Strategy, Cool Streets and Greening Programme – Phase 3 City Greening and Biodiversity

Programme Affiliation (if applicable): Climate Action Strategy, Cool Streets and Greening Programme

Project Manager: Ben Bishop and Emmanuel Ojugo

Definition of need: The Climate Action Strategy Cool Streets & Greening programme is introducing climate resilience measures into the City’s public realm to avoid future disruption from climate risks. This report (November 2024) focuses on two projects, Fann Street and St Peter Westcheap

Key measures of success: Installation of an improvement of greening in this area and climate resilience measures, and improving accessibility (Fann St).

Expected timeframe for the project delivery: 2022-2026

Key Milestones:

- GW2/3 – November 2022 Programme level
- GW 3/4 – December 2022 Phase 3 City Greening and Biodiversity
- Cool Streets and Greening Programme report
- GW 4 – Fann Street and St Peter Westcheap (November 2024)
- GW5 – Autumn 2025
- Implementation winter 2025/26

Are we on track for completing the project against the expected timeframe for project delivery? Y

Has this project generated public or media impact and response which the City of London has needed to manage or is managing? N

[2] Finance and Costed Risk

Headline Financial, Scope and Design Changes:

‘Project Briefing’ G1 report (as approved by Chief Officer 30/09/20):

- Total Estimated Cost (excluding risk): Cool Streets and Greening Programme approved at total cost of £6.8m (all Phases)
- Costed Risk Against the Project: none
- Estimated Programme Dates: 2021-2026

Scope/Design Change and Impact:

‘Project Proposal’ G3/4 report (as approved by OSCG, OPP, S&W 05/12/22, 16/01/23, 17/01/23):

- Total Estimated Cost (excluding risk): £2.5m for Phase 3
- Resources to reach next Gateway (excluding risk): £95K
- Spend to date: £49,804
- Costed Risk Against the Project: None
- CRP Requested: None

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.

- CRP Drawn Down: None
- Estimated Programme Dates: 2024-2026

Scope/Design Change and Impact: N/A

Cool Streets and Greening Programme report (as approved by S&W 14/05/24):

- Total Estimated Cost (excluding risk): £330,000
- Resources to reach next Gateway (excluding risk: N/A
- Spend to date: NA
- Costed Risk Against the Project: None
- CRP Requested: None
- CRP Drawn Down: None
- Estimated Programme Dates: 2024-2026

Scope/Design Change and Impact: Reduced number of sites and extended programme due to utilities constraints and survey delays

Detailed Design' G4 report Fann Street and St Peter Westcheap (this report):

- Total Estimated Cost (excluding risk): £330,000 - £580,000
- Resources to reach next Gateway (excluding risk: £73k
- Spend to date: £390,685 as part of the development and delivery of Phase 3: City Greening and Biodiversity
- Costed Risk Against the Project: None
- CRP Requested: None
- CRP Drawn Down: None
- Estimated Programme Dates: 2025-2026

Scope/Design Change and Impact: This report focuses only on Fann Street and St Peter Westcheap and includes detailed design approval.

Total anticipated on-going commitment post-delivery [£]: Included in the project cost range

Programme Affiliation [£]: Cool Streets and Greening £6.8m programme,

City of London: Projects Procedure Corporate Risks Register

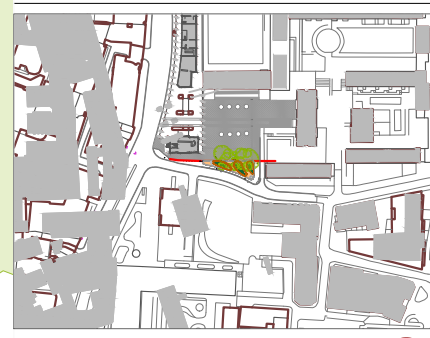
Project Name:	Cool Streets & Greening: Phase 3 City Greening and	PM's overall risk rating:	Medium	CRP requested this gateway	£ -	Average unmitigated risk	5.6	Open Risks	10
Unique project identifier:	PV12332	Total estimated cost (exc risk):	£ 2,600,000	Total CRP used to date	£ -	Average mitigated risk score	1.9	Closed Risks	0

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	(2) Financial	Funding not available	Project will not progress	Rare	Minor	1	£0.00	N	A - Very Confident	Climate Action Strategy funding identified	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R2	2	(1) Compliance/Regulatory	Delays due to governance & sign off procedures	Project will be delayed	Possible	Minor	3	£0.00	N	A - Very Confident	Steering Group governance structure	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R3	2	(4) Contractual/Partnership	Contract or partnership problems	Project will be delayed	Rare	Minor	1	£0.00	N	A - Very Confident	Procurement and contract terms will oversee contracts and partnership arrangements	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R4	2	(4) Contractual/Partnership	Skills shortage	Project delayed	Possible	Serious	6	£0.00	N	A - Very Confident	Skills available for this phase but key offices left/being recruited. Use consultants if required	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R5	2	(9) Environmental	Minimal opportunities for resilience measures due to utilities	Need to identify alternative sites and liaise with engineers	Likely	Serious	8	£0.00	N	A - Very Confident	Carry out this phase as preparation avoiding costly re-design for sites	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R6	3	(9) Environmental	Minimal opportunities for resilience measures due to environmental constraints	It may not be possible to implement resilience measures due to unforeseen underground structures	Unlikely	Serious	4	£0.00	N	A - Very Confident	Close liaison with project managers will enable early re-design before costs are incurred	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R7	4	(3) Reputation	Objections from local occupiers	Design adaptations may be needed	Possible	Minor	3	£0.00	N	B - Fairly Confident	Consult with local occupiers	£0.00	Rare	Minor	£0.00	1	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R8	4	(2) Financial	Unexpected cost increases	Review of scope may be required and identification of additional funding	Possible	Major	12	£0.00	N	A - Very Confident	Avoid project delays, regular meetings with contractors, regular cost reviews	£0.00	Possible	Serious	£0.00	6	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R9	4	(10) Physical	Burial sites	Excavations unearth bodies and burial sites delaying/preventing project delivery	Possible	Major	12	£0.00	N	A - Very Confident	Liaise with Church and Historic England throughout design process. Ensure an archaeologist is present at all excavations	£0.00	Possible	Minor	£0.00	3	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R10	4	(10) Physical	Minimal opportunities due to tree roots	Tree roots within the boundary of the project may reduce opportunities to implement full proposal	Possible	Serious	6	£0.00	N	A - Very Confident	Carry out further investigations at this phase to avoid costly re-design and mitigate impacts to existing trees	£0.00	Possible	Minor	£0.00	3	£0.00		0	17/10/24	Ben Bishop / Emmanuel Ojugo	Gordon Roy		
R11							£0.00																	
R12							£0.00																	
R13							£0.00																	
R14							£0.00																	
R15							£0.00																	
R16							£0.00																	
R17							£0.00																	
R18							£0.00																	
R19							£0.00																	
R20							£0.00																	
R21							£0.00																	
R22							£0.00																	
R23							£0.00																	
R24							£0.00																	
R25							£0.00																	
R26							£0.00																	
R27							£0.00																	
R28							£0.00																	
R29							£0.00																	
R30							£0.00																	
R31							£0.00																	
R32							£0.00																	
R33							£0.00																	
R34							£0.00																	
R35							£0.00																	
R36							£0.00																	
R37							£0.00																	
R38							£0.00																	
R39							£0.00																	
R40							£0.00																	
R41							£0.00																	
R42							£0.00																	
R43							£0.00																	
R44							£0.00																	
R45							£0.00																	
R46							£0.00																	
R47							£0.00																	
R48							£0.00																	
R49							£0.00																	
R50							£0.00																	
R51							£0.00																	
R52							£0.00																	
R53							£0.00																	
R54							£0.00																	
R55							£0.00																	
R56							£0.00																	
R57							£0.00																	
R58							£0.00																	
R59							£0.00																	
R60							£0.00																	
R61							£0.00																	
R62							£0.00																	
R63							£0.00																	
R64							£0.00																	
R65							£0.00																	

Revision	Stage Description	Drawn By
*	Stage 3	TJ

Notes:
All dimensions to be checked by site measurement prior to the commencement of works or ordering of materials. Do not scale from this drawing.

- Key:
- Existing Trees
 - Proposed Trees 01-06 (Species tbc)
 - Planted bed with mixed native hedging and flower rich planting (shade tolerant and climate resilient species tbc)
 - Insect/Invertebrate nesting posts
 - York Stone threshold kerb - flush with footway
 - Resin-bound permeable gravel paving - Sureset - Chestnut
 - Water tap for watering and maintenance
 - CoL Boundary between Highways land and Housing land



Proposed location for potential fixed seating

Page 119



Corten Steel edging to raised planted bed (300mm height above FFL)

Ground nesting Bee nest

Distance between planter and lamp post

Structural Log Piles for boring insects

FANN STREET

York stone circle for alternative feature options

Project
ENHANCING FANN STREET

Location
FANN STREET
LONDON
EC1Y 0RB

Client
CITY OF LONDON CORPORATION

ScottWhitbySTUDIO
76 Brewer Street
London
W1F 9TX

+44(0)20 7 287 2614
info@scottwhitby.com
www.scottwhitby.com

Status	Scale		
STAGE 3	1:100 @ A3		
Drawn	Checked	Authorised	Date
TJ	OMG	ASW	OCT 2024

Drawing Name
FANN STREET - Proposed Plan

Project Number	Drawing Number	Revision
2441	PL/001	*

This page is intentionally left blank



WOOD STREET

KEY

- 01. Entrance
- 02. Historic plane tree
- 03. New raised bed with resilient planting
- 04. Central square – greening/ historic interpretation
- 05. Reclaimed timber benches
- 06. New natural stone resurfacing
- 07. City of London signage

This page is intentionally left blank

APPENDIX 4: FINANCE TABLES

Table 1: Spend to date			
Description	Approved Budget (£)	Expenditure (£)	Balance (£)
City Greening & Biodiversity Project (SRP) - 16800467			
P&T Staff Costs	27,677	27,676	1
P&T Fees	28,975	28,974	1
Total 16800467	56,652	56,650	2
City Greening & Biodiversity Project (CAP) - 16100467			
Env Servs Staff Costs	46,000	19,858	26,142
Open Spaces Staff Costs	28,000	13,013	14,987
P&T Staff Costs	109,323	101,174	8,149
P&T Fees	79,000	29,154	49,846
Env Servs Works	170,000	103,982	66,018
Open Spaces Works	175,000	66,855	108,145
Cost Risk Provision	45,000	-	45,000
Total 16100467	652,323	334,035	318,288
GRAND TOTAL	708,975	390,685	318,290

Table 2: Resources Required to reach the next Gateway		
Description	Resources Required for Fann Street (£)	Resources Required for St Peter Westcheap (£)
Env Servs Staff Costs	21,000	6,000
Open Spaces Staff Costs	2,000	4,000
P&T Staff Costs	-	15,000
P&T Fees	8,000	20,000
TOTAL	31,000	45,000

Table 3: Funding Sources		
Description	Resources Required for Fann Street (£)	Resources Required for St Peter Westcheap (£)
OSPR - CAS Cool Streets & Greening Programme	31,000	45,000
TOTAL	31,000	45,000

Table 4: Funding Strategy		
Description	Funding Strategy for Fann Street (£)	Funding Strategy for St Peter Westcheap (£)
OSPR - CAS Cool Streets & Greening Programme	230,000	350,000
TOTAL	230,000	350,000

This page is intentionally left blank

Fann Street Gardens

ScottWhitbyStudio

RIBA Stage 3 Report

October 2024

Page 125

Site Location

The site is located on the northern side of Fann Street. This road runs on the divide between the Barbican Estate to the South and the Golden Lane Estate to the North



Golden Lane Estate

Fann Street

Barbican Estate

Proposal Site

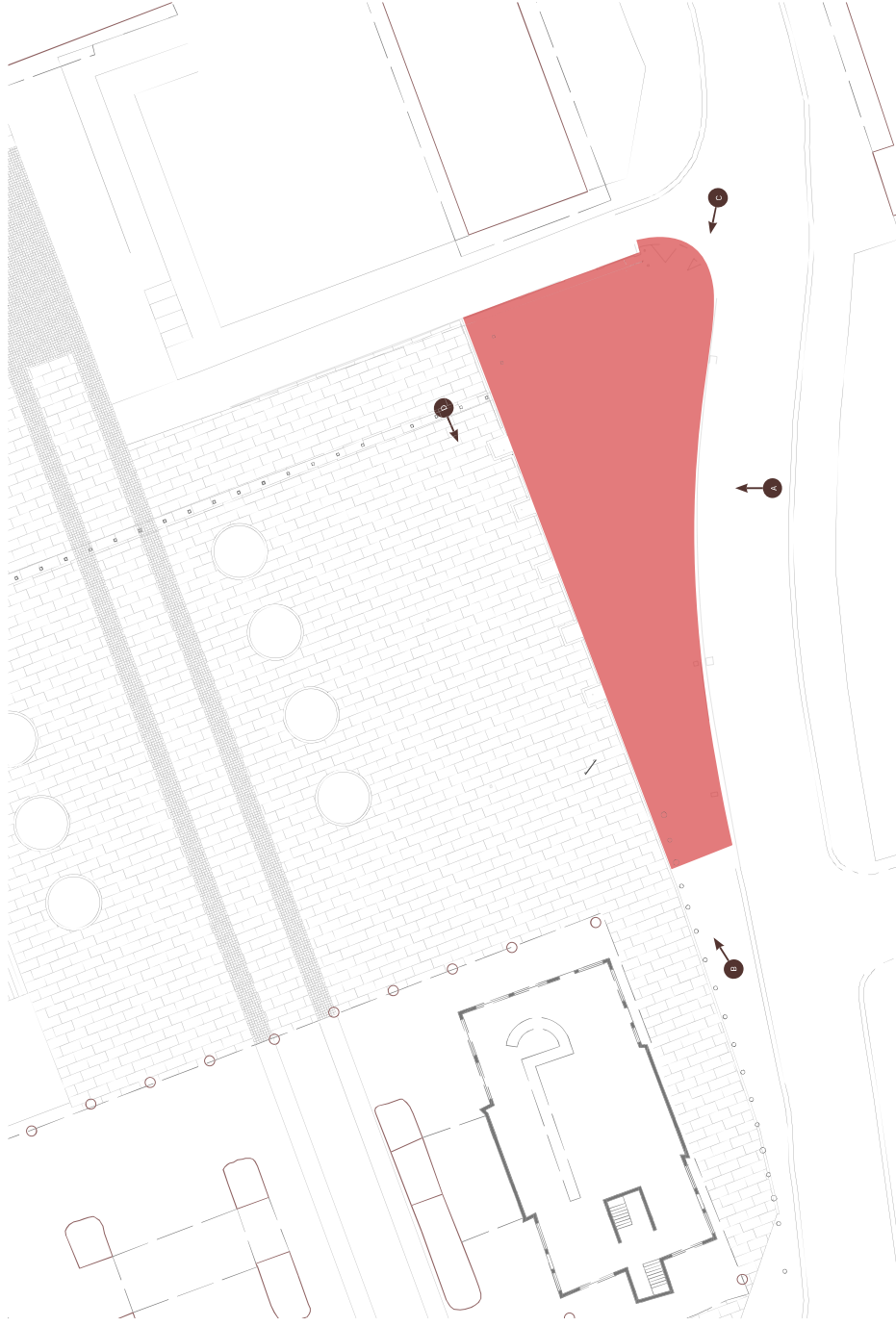


Location Plan 1:1250 @ A3

The existing site is on the edge of the Golden Lane Estate and is used as a thoroughfare for user journeys to and from the Barbican and Golden Lane estates.

Right next to the site, there stands a dual row of trees forming a colonnade. These trees have offered the public a green space over the years.

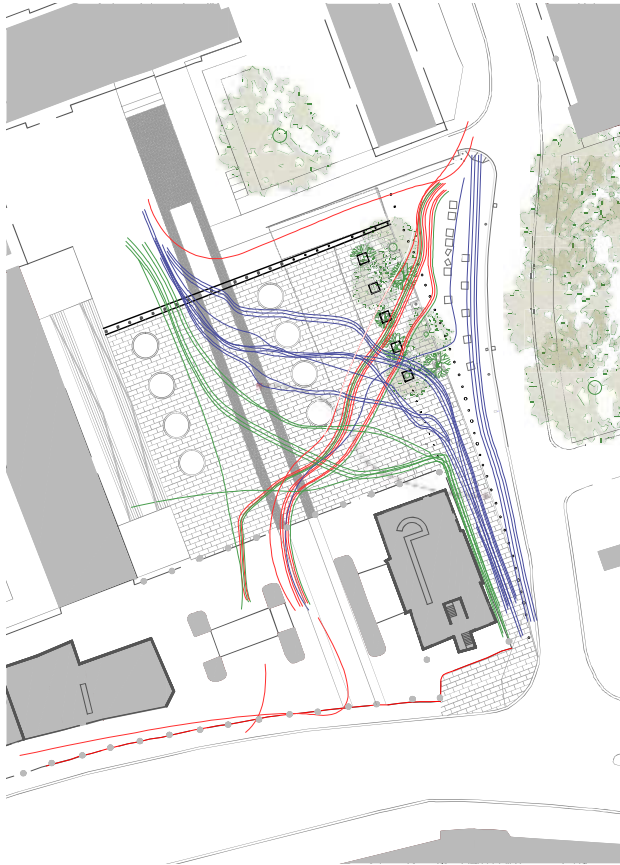
The area directly to the north belongs to the Golden Lane Estate and is listed. The Fann Street Garden proposal will be confined within the red shaded area on the plan, which falls within the City of London Highways Land.



x View on following page
■ Fann Street Site

Our initial observation on site was how the space is used by residents and visitors as a thoroughfare to different destination points.

This observational exercise enabled us to develop an understanding of the existing site usage and now defines the forms of the proposed planters.



Across site travel - desire lines

- Movement Right to Left
- Movement Left to Right
- Movement in Both Directions



Existing Site



Desire Lines

Proposed Site Plan

The proposal keeps open the two major desire lines across the site. Three large planters with a mix of shade tolerant and planting will house five young trees.

The new public realm is encompassed by a border of York stone with a main floor material of resin bound gravel.

The planters are made from corten steel and due to underground utilities we propose the planters to be around 300mm high.

Movement in Both Directions



Greening

The planting brief for the garden is the following:

- Multi-stem flowering trees that bloom at different points in the year.
- A mix of shade tolerant and flowering plants, bushes and grasses to promote bio diversity with animals and insects
- And spaces made to house and encourage invertebrates such as ground nesting bee nests and structural log walls

Opposite are examples of some potential tree species we propose to introduce to the scheme.



Prunus 'Kursar' Tree



Amelanchier lamarckii



Shade Tolerant and Climate Resilient plants



Ground Nesting Bee Nests



Syringa Pekinensis - China Snow



Malus x Robusta - Red Sentinel



Grasses, bushes and shrubs, such as Lavender and Rosemary for pollinating insects



Structural Log walls

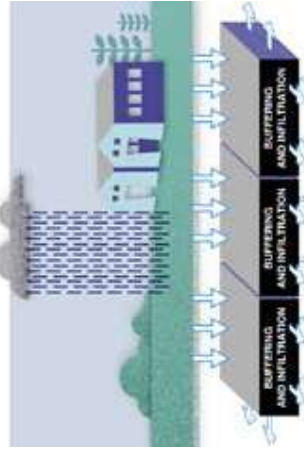
Hydrorock

Hydrorock is made from natural stone wool, pre-wrapped in a protective geo-filtration membrane and is a natural aquifer.

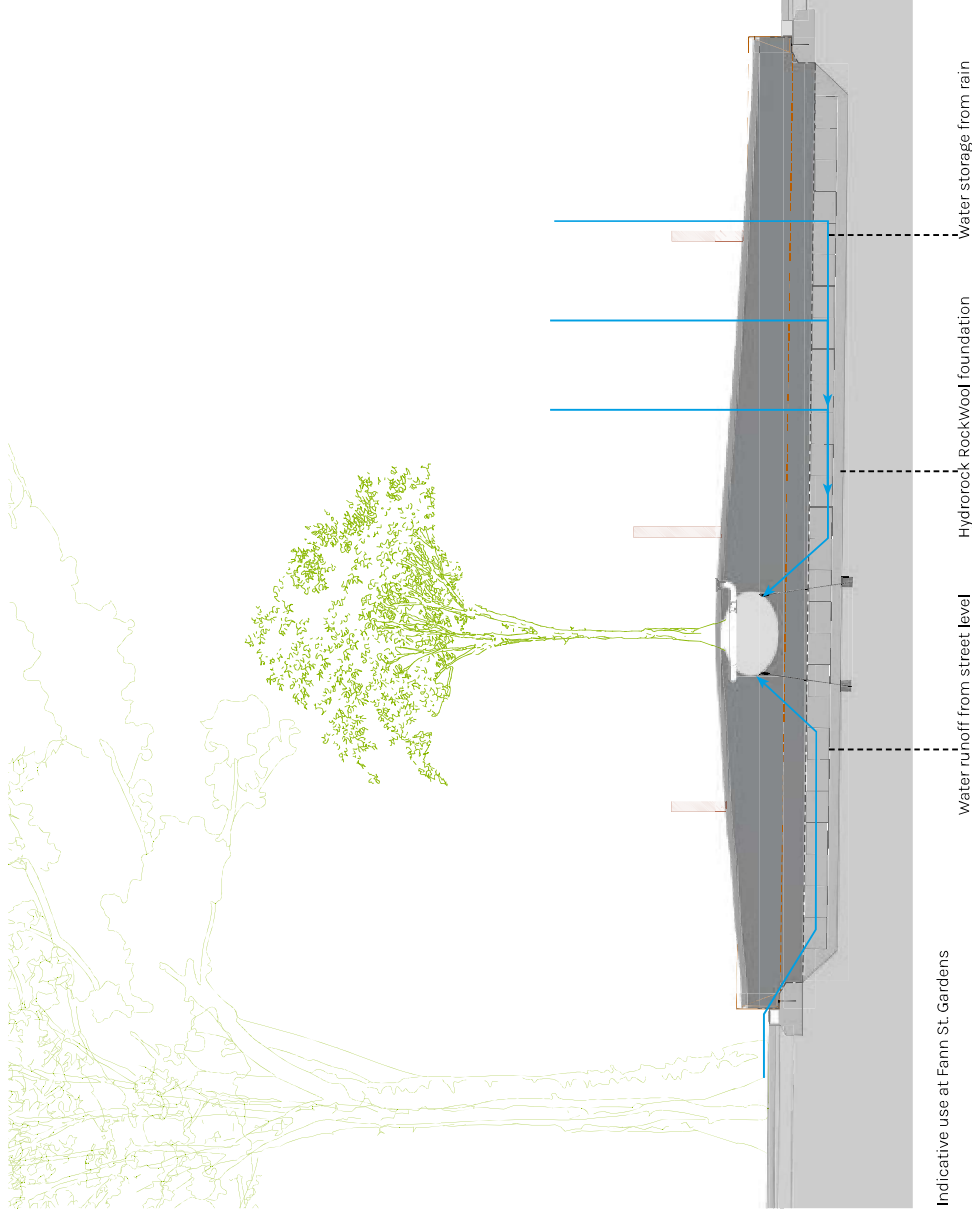
As such it claims to be able to absorb 94% of its volume in water.

Utilising the product as a foundation could enhance water management by mitigating runoff from the hard landscaping on Fann Street and the Golden Lane Estate, while seamlessly integrating into the existing drainage system.

The City aims to trial this product within this scheme, to assess its attenuation performance, with the intention of using it elsewhere in the Square Mile in the future.



Highly Absorbent - slow water release



This page is intentionally left blank

St. Peter's West Cheap

Existing Site

Lack of Historic Interpretation



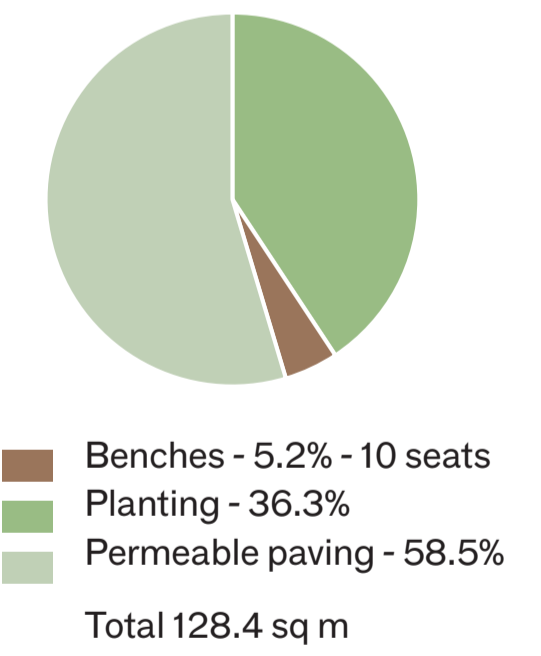
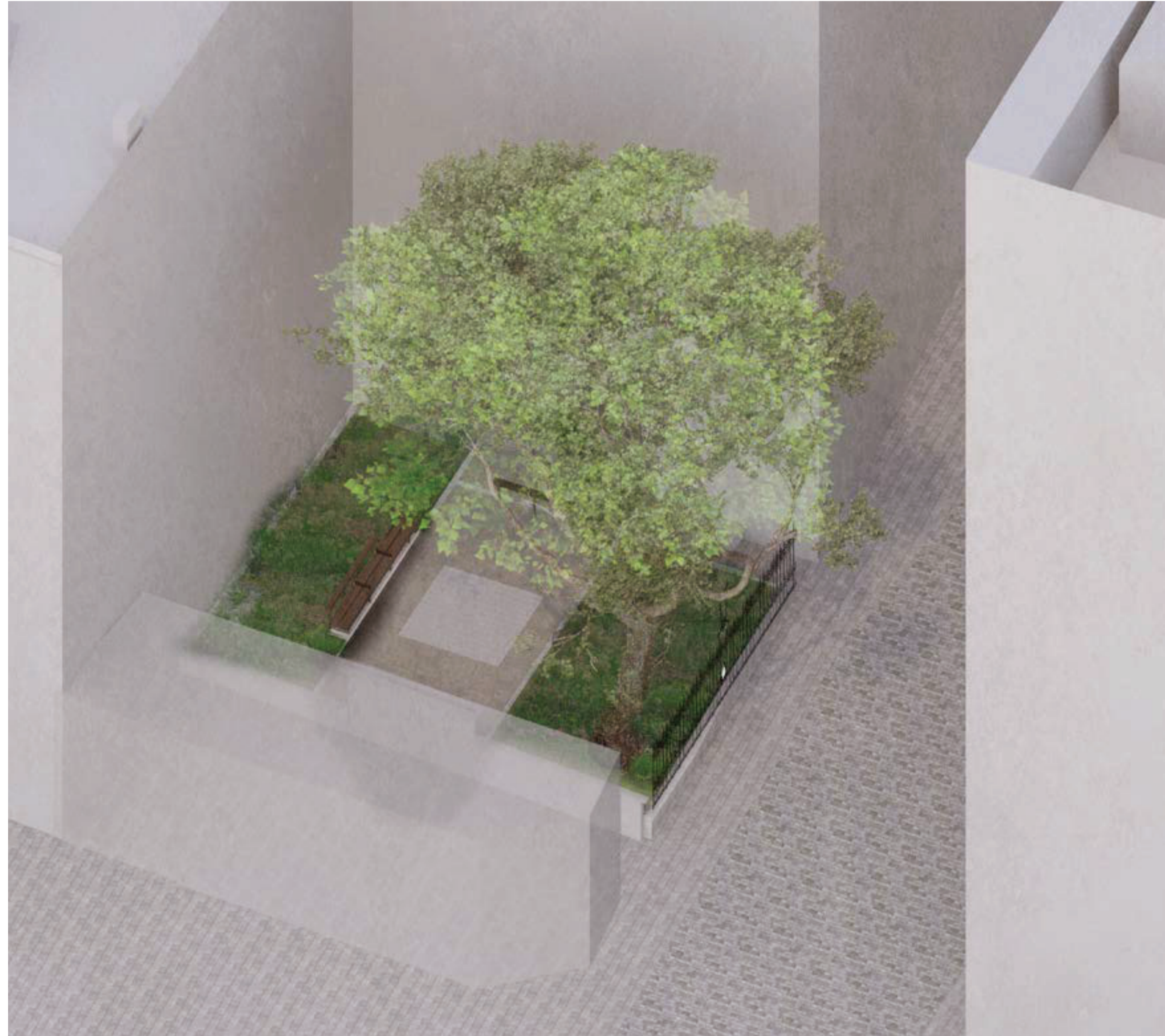
St. Peter's West Cheap, 2017



St. Peter's West Cheap, April 2024

RIBA Stage 3 Design Proposal

Proposed Axo



Proposed Plan



- 01. Entrance
- 02. Historic Plane Tree
- 03. New Raised bed with Shade resilient planting
- 04. Central Square - Greening and Historical Interpretation
- 05. Reclaimed timber benches
- 06. York Stone - Manchester Bond
- 07. City of London Sign Posting

St. Peter Westcheap



--- Off the shelf benches

--- Honed York Stone - Manchester Bond

Climate resilient planting





TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

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

Introduction

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

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

statutory 'due regard' to the need to:

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

The characteristics protected by the Equality Act 2010 are:

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

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

What is due regard?

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

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

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

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

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

How to demonstrate compliance

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

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

However, there is no requirement to:

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

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

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

Test of Relevance screening

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

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

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

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

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

What to do

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

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

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

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

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

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

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

**1. Proposal / Project Title:
Fann Street Enhancement**

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

Removal of hardstanding and existing concrete planters for the construction of three new connected and raised planting beds with integrated permeable paving. The project aims to increase greening to trial climate resilience measures and enhance biodiversity. The project proposed seeks to develop a woodland edge style planting scheme with species-rich perennial planting, integrating a range of measures for biodiversity including invertebrate nesting habitat. The project will also review opportunities to include small standard or multi-stem trees, shrubs and hedging to create layers enhancing ecological value. There are aspirations to incorporate educational interpretation. The proposed beds will be open to the ground and raised by 300mm utilising a range of climate resilient soils, substrates and mulches. Permeable paving will be implemented with a proposed subsurface measure to attenuate and infiltrate surface water for existing and new greening. The project has been co-designed with the local community, taking into account their aspirations and concerns, and has reached a viable design. The option will be progressed to Gateway 4 for approval. This project is not a Sustainable Drainage System (SuDS).

Page 144

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

Protected Characteristic (Equality Group)	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme should increase local accessibility. Currently there is a series of 12 concrete planters though-out the public walkway which provide no clear route through. The proposed designs have been developed to create defined walkways and retain a minimum of 2000mm for accessibility. Seating has been included to replace the existing seating.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme should increase local accessibility. Currently there is a series of 12 concrete planters though-out the public walkway which provide no clear route through. The proposed designs have been developed to create defined walkways and retain a minimum of 2000mm for accessibility. Seating has been included to replace the existing seating.
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Pregnancy and Maternity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Race	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable

Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Sex (i.e. gender)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable

4. Are there any potential social mobility or wider issues? Please check appropriate box

Yes	No	Briefly explain your answer:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable

5. There are no negative / adverse impact(s) Please briefly explain and provide evidence to support this decision:
A core objective of the project is to enhance to local area for public benefit. The project has been co-designed with local residents and focuses on providing an enhanced public realm, whilst retaining and improving accessibility. Once approved the detailed design and construction phase will continue to retain accessibility as a core objective.

6. Are there positive impacts of the proposal on any equality groups or Social Mobility? Please briefly explain how these are in line with the equality aims or social mobility strategy:
The project proposed will improve accessibility through defining and providing walkways of a minimum of 2000mm and will incorporate improved seating to provide pedestrian respite opportunities, in a favourable position to reduce the opportunity for antisocial behaviour. The proposed enhancements are likely to have a positive effect on wellbeing through providing improved green infrastructure and access to nature.

7. As a result of this screening, is a full EA necessary? Please check appropriate box

Yes	No	Briefly explain your answer:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	The design process to date has ensured that accessibility, the primary potential impact, has been a core focus of the project development. Through the detailed design phase this will continue to be implemented and will be a key outcome of the project.

8. Name of Lead Officer: Ben Bishop Job title: Environmental Resilience Officer Date of completion: 26/09/2024

Signed off by Department Director:  Name: Ian Hughes – City Operations Director Date: 18/10/2024

This page is intentionally left blank



TEST OF RELEVANCE: EQUALITY ANALYSIS (EA)

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

Introduction

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

This requires public authorities, in the exercise of their functions, to have statutory 'due regard' to the need to:

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

The characteristics protected by the Equality Act 2010 are:

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

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

What is due regard?

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

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

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

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

The Corporation has also adopted a voluntary (non-statutory) due regard of the impact upon social mobility issues. This should be considered generally

How to demonstrate compliance

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

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

However, there is no requirement to:

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

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

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

and, more specifically, against the aims/objectives in the Social Mobility Strategy, 2018-28.

Test of Relevance screening

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

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

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

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

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

What to do

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

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

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

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

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

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

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

**1. Proposal / Project Title:
St Peter Westcheap Enhancement**

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

The site contains what is reportedly the City's oldest plane tree, approximately 300 years old. There is evidence the tree is being negatively impacted by the current layout and this needs to be addressed quite urgently. It is proposed to relandscape the former churchyard, now garden, that feels dated, tired and unkempt attracting smokers and littering. It is proposed to improve the garden by increasing its green coverage with resilient planting and ensuring the existing mature tree, is protected. Existing pavements are concrete and these are to be replaced by natural stone that is befitting an historic churchyard. There is an opportunity to utilise surface water run-off by introducing measures to slow the rate at which ground water enters the sewer system via jointing between stone pavements. The project will also utilise reclaimed timber for new seating to replace the existing seats that have deteriorated. There are aspirations to incorporate historic interpretation. However this is subject to a separate funding stream that will be reported at the Gateway 5 stage.

The project has been designed by consultant architects with City Gardens, Transport and Public Realm, City Surveyor and the Diocese of London who own the churchyard. There is a single option being proposed and this will be progressed to Gateway 4 for approval. This project is not a Sustainable Drainage System. It is important to note this is the site of a former burial ground and there are existing access restrictions that prevent level access into the space. Therefore, improvements to access are limited and will take the form of introducing handrails either side of the single point of entry.

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

Protected Characteristic (Equality Group)	Positive Impact	Negative Impact	No Impact	Briefly explain your answer. Consider evidence, data and any consultation.
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The proposed scheme is design to be inviting by improving legibility and increasing green coverage encouraging visitors to dwell and rest. It is believed proposed enhancements will encourage a wider range of users, providing natural surveillance that helps to reduce the possibility of anti-social behaviour.
Disability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Access to the churchyard garden is via steps (two treads) it remains the only point of entry. The site also has some known restrictions namely the in-situ burial ground which prevents change the level of the ground significantly to meet street level. Provision of a ramp is not possible because longitudinal/lateral falls prevent a navigable route which does not negatively impact the space itself. Therefore, improvements to access are limited and will take the form of introducing handrails either side of the single point of

				entry that will improve access for some visitors. Upgrading the concrete pavements to natural stone together with varied seating options will accommodate differing needs.
Gender Reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more inviting to people, the natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Marriage and Civil Partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Pregnancy and Maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Religion or Belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Sex (i.e. gender)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.
Sexual Orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	By making the space more legible and inviting to people. The natural surveillance of a diverse visitorship will help to make the space feel more welcoming and less prone to anti-social behaviour, acts of discrimination or domination by a particular demographic.

Page 152

4. Are there any potential social mobility or wider issues? Please check appropriate box

Yes	No	Briefly explain your answer:
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Not applicable

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

A core objective of the project is to enhance to local area for public benefit. The project has been designed collaboratively and focuses on providing an enhanced public realm, recognising the importance of providing protection for the City's oldest plane tree. It is recognised that access to the space is not fully inclusive the site conditions, namely the burial ground beneath and the extensive tree roots prevent in significant changes in height in the space. Therefore, minor improvements to access such as handrails either side of the gated entry point are being introduced. The proximity of a newly completed fully accessible garden

spaces at the junction of Cheapside and New Change is within close proximity to the project site and provides an alternative option for visitors unable to access the garden at St Peter Westcheap.

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

The space is currently dominated by smokers and those brave enough to take a moment to have their lunch. Unfortunately, due to poor legibility the site is dark, uninviting and prone to littering. The project will increase green coverage, provide places to dwell and encourage natural surveillance reducing the possibility of behaviours that may be considered anti-social. This is in keeping with the City’s response to improve wellbeing, address climate change and counter the “Urban heat island effect”, by providing green lungs to improve air quality and cool surrounding areas.

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

Please check appropriate box

Yes

No

Briefly explain your answer:

The design process to date has ensured that improved greenery and legibility, have been the main focus of the project development. Through the detailed design phase, this will be optimised become key outcomes of the project.

Page 153

8. Name of Lead Officer: Emmanuel Ojugo

Job title: Project Manager

Date of completion: 26/09/2024

Signed off by Department Director:



Name: Ian Hughes

Date: 01/11/2024

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank