



## West Ham Park Committee

**Date:** THURSDAY, 16 MAY 2024

**Time:** 9.30 am

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

**Members:**

Caroline Haines	Catherine Bickmore
Andrew McMurtrie	Rafe Courage
Deputy Anne Corbett	Councillor Joy Laguda MBE
Eamonn Mullally	Justin Meath-Baker
James St John Davis	Reverend Simon Nicholls
Wendy Mead OBE	Councillor John Whitworth
Benjamin Murphy	Tim Hodgson
Deputy Alpa Raja	

**Enquiries:** Blair Stringman  
Blair.Stringman@cityoflondon.gov.uk

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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**

NB: Certain items presented for information have been marked \* and will be taken without discussion, unless the Committee Clerk has been informed that a Member has questions or comments prior to the start of the meeting

### **Part 1 - Public Agenda**

1. **APOLOGIES**

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

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

To receive the Order of the Court of Common Council 25 April 2024 appointing the Committee and setting its Terms of Reference.

**For Information**  
(Pages 5 - 6)

4. **ELECTION OF CHAIRMAN**

The Committee are invited to elect a Chairman in accordance with Standing Order 29.

**For Decision**

5. **ELECTION OF DEPUTY CHAIRMAN**

The Committee are invited to elect a Chairman in accordance with Standing Order 30.

**For Decision**

6. **MINUTES**

To agree the public and non-public summary of the minutes of the previous meeting held on 19 February 2024.

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

7. **RESOLUTION OF THANKS TO OLIVER SELLS**

Chairman to be heard.

**For Decision**

8. **RESOLUTION OF THANKS TO GRAEME DOSHI-SMITH**

Chairman to be heard.

**For Decision**

9. **RESOLUTION OF THANKS TO BOB ROBERTS**

Chairman to be heard.

**For Decision**

10. **RISK MANAGEMENT UPDATE REPORT**

Report of the Interim Executive Director, Environment.

**For Decision**  
(Pages 13 - 32)

11. **\*ASSISTANT DIRECTOR'S UPDATE**

Report of the Interim Executive Director, Environment.

**For Information**  
(Pages 33 - 38)

12. **\*NATURAL CAPITAL AUDIT**

Report of the Interim Executive Director, Environment.

**For Information**  
(Pages 39 - 44)

13. **\*REVIEW OF CURRENT DESIGNATED, UNRESTRICTED, AND RESTRICTED INCOME FUNDS HELD AND PROPOSED CHANGES**

Joint report of the Chamberlain and Interim Executive Director, Environment.

**For Information**  
(Pages 45 - 48)

14. **\*MANAGEMENT PRIORITIES FOR FY' 2024-25 (BUSINESS PLAN)**

Report of the Interim Executive Director, Environment.

**For Information**  
(Pages 49 - 58)

15. **WEST HAM PARK FORMER NURSERY SITE**

Report of the Interim Executive Director, Environment.

**For Discussion**

(Pages 59 - 64)

16. **PLANNING FOR THE 150TH ANNIVERSARY FOR WEST HAM PARK**

Report of the Interim Executive Director, Environment.

**For Discussion**  
(Pages 65 - 68)

17. **\*DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

Report of the Town Clerk.

**For Information**  
(Pages 69 - 70)

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

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

20. **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.

**For Decision**

**Part 2 - Non-Public Agenda**

21. **MINUTES**

To agree the public and non-public summary of the minutes of the previous meeting held on 19 February 2024.

**For Decision**  
(Pages 71 - 72)

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

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

# Agenda Item 3

MAINELLI, Mayor	<b>RESOLVED:</b> That the Court of Common Council holden in the Guildhall of the City of London on Thursday 25 <sup>th</sup> April 2024, doth hereby appoint the following Committee until the first meeting of the Court in April, 2025
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## WEST HAM PARK COMMITTEE

### 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 membership to be the same as the Open Spaces & City Gardens Committee.
- plus the following:-
  - four representatives nominated by the Heirs-at-Law of the late John Gurney
  - one representative nominated by the Parish of West Ham
  - two representatives nominated by the London Borough of Newham

### 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 and:-

Four representatives appointed by the heirs-at-law of the late John Gurney:-

- Catherine Bickmore
- Rafe Courage
- Tim Hodgson
- Justin Meath-Baker

One representative appointed by the incumbent or priest, for the time being, in charge of the present benefice of West Ham:-

- The Rev. Simon Nicholls

Two representatives appointed by the London Borough of Newham

- Councillor Joy Laguda
- Councillor John Whitworth

### 4. Terms of Reference

To:-

- (a) have regard to the overall policy laid down by the Natural Environment Board.
- (b) be responsible for the ownership and management of West Ham Park (registered charity no. 206948) in accordance with the terms of conveyance of the Park by John Gurney, Esq. to the City of London Corporation dated 20th July 1874 and in accordance with the Licence in Mortmain dated 22nd May 1874.
- (c) authorise the institution of any criminal or civil proceedings arising out of the exercise of its functions.
- (d) express views or make recommendations to the Natural Environment Board for that Committee's allocation of grants which relate to West Ham Park.

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## WEST HAM PARK COMMITTEE Monday, 19 February 2024

Minutes of the meeting of the West Ham Park Committee held at Committee Room -  
2nd Floor West Wing, Guildhall on Monday, 19 February 2024 at 9.30 am

### Present

#### Members:

Caroline Haines (Chair)  
Andrew McMurtrie (Deputy Chairman)  
Eamonn Mullally  
Wendy Mead OBE  
Oliver Sells KC  
Catherine Bickmore  
Councillor Joy Laguda MBE  
Councillor John Whitworth  
Tim Hodgson

#### In Attendance:

Rafe Courage

#### Officers:

Emily Brennan	- Environment Department
Anna Cowperthwaite	- Comptroller and City Solicitor's
Simon Glynn	- Environment Department
Clem Harcourt	- Chamberlain's Department
Joanne Hill	- Environment Department
William LoSasso	- Environment Department
Bob Roberts	- Environment Department
Joseph Smith	- Town Clerk's Department
Jack Joslin	- City Bridge Foundation
Pauline Mouskis	- Chamberlain's Department
Sally Gadsdon	- Environment Department
Maria Trayner	- Environment Department
Fiona McKeith	- City Surveyor's Department

#### 1. **APOLOGIES**

Apologies were received by James St John Davis, Benjamin Murphy and Deputy Alpa Raja.

#### 2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

There were no declarations of interest.

#### 3. **MINUTES**

**RESOLVED** – That, the minutes of the last meeting held on 4 December 2023 be approved.

#### 4. **RISK MANAGEMENT UPDATE REPORT**

The Committee considered a report of the Interim Executive Director, Environment concerning a summary risk register for West Ham Park, showing the current and target scores, direction of travel, and risk owners for each identified risk.

The committee received a summary risk register for West Ham Park, showing the current and target scores, direction of travel, and risk owners for each identified risk. The committee agreed that the list of risks was comprehensive and that the processes for managing them were sufficient.

The committee noted that the main change since the previous report was the increased risk of adverse impacts of antisocial behaviour on staff and park users, which was being addressed by a new reporting system and increased collaboration with the police and other open spaces. Members asked questions about the decline in condition of assets, the effects of climate change and extreme weather, and the involvement of the Lord Mayor in the 150th anniversary celebrations.

**RESOLVED** – That Members, confirm, on behalf of the City Corporation as Trustee, that the West Ham Park Summary Risk Register (Appendix 1 of the report) satisfactorily identifies the key risks to the West Ham Park charity and that an appropriate risk management process is in place.

5. **\* DRAFT HIGH-LEVEL BUSINESS PLAN 2024/25 - ENVIRONMENT DEPARTMENT**

The Committee received a report of the Interim Executive Director, Environment concerning the draft high level business plan for 2024/25.

The following points were noted.

- Officers outlined the vision, mission, and four strategic priorities for the division, which are nature conservation and resilience, community engagement, access and recreation, culture, heritage and learning.
- Officers explained how the business plan aligns with the corporate plan and the departmental business plan, and how the division will measure and report on its performance and impact.
- There were no questions or comments were raised by the committee Members.

6. **\* ASSISTANT DIRECTOR'S UPDATE**

The Committee received a report of the Interim Executive Director, Environment concerning an update on matters relating to West Ham Park since the last Committee meeting on 4 December 2023.

The following points were noted.

- The assistant director thanked the chair of the Friends of West Ham Park, for her presentation and praised the work of the Friends group.
- The assistant director reported on the planning for the 150th anniversary of the park, which will take place on 20th and 21st of July 2024, with a



cultural and civic event on the Saturday and a sporting festival on the Sunday.

- The assistant director thanked the steering group, the media team, and the philanthropist who is supporting the event, and asked for help from the committee members with funding sources, volunteering, and links with potential partners.
- The assistant director mentioned some of the activities and attractions that are planned for the anniversary, such as Bollywood music and dance, cricket, football, tennis, paddle, arts and crafts, and a passport for success scheme.
- The assistant director also said that the committee will award six freedoms of the city to local people who have contributed to the park, and that the chair of policy will attend the civic opening on the Saturday.
- The assistant director answered some questions from the committee Members about the cricket involvement, the history and heritage of the park, and the media coverage.

7. **\* PLANNING FOR THE 150TH ANNIVERSARY FOR WEST HAM PARK**

The Committee received a report of the Interim Executive Director, Environment concerning an update on matters relating to West Ham Park since the last Committee meeting on 4 December 2023.

The following points were noted.

- The chair thanked the Friends of West Ham Park for their contribution and welcomed, the chair of the Friends, who gave a presentation about their activities and events.
- The chair and assistant director gave an update on the preparations for the 150th anniversary celebration, which will take place on 20th and 21st of July 2024.
- The celebration will include cultural, civic, and musical events on the Saturday and a sporting festival on the Sunday, with a focus on cricket, football, tennis, and other activities.
- The chair asked the committee Members to save the date, to help with fundraising and sponsorship, to volunteer to help, and to promote the event on social media.
- The chair also mentioned the idea of giving six freedoms of the city to local people who have contributed to the park, and the involvement of the Lord Mayor and the Chair of Policy and Resources.
- The committee Members expressed their support and enthusiasm for the celebration and offered their suggestions and assistance.
- The chair said that more information and updates will be provided by email and at the next meeting in May.

8. **\* WEST HAM PARK FORMER NURSERY SITE**

The Committee received a report of the Interim Executive Director, Environment concerning an update on West Ham Park Charity's plans for community and stakeholder engagement in relation to the former nursery site.

The following points were noted.

- Members noted that the engagement would take place from March to July 2024 and will aim to reach a broad range of stakeholders and use their feedback to inform the charity's next steps.
- The engagement will be framed to reflect the context of the proposed redevelopment, which includes the need for a residential enabling development to fund the park extension and the new community facilities.
- Members were informed that the report also details the appointment of a planning and heritage consultant to advise the charity on the heritage value of the site and to liaise with statutory organisations such as London Borough of Newham and Historic England.
- Committee members asked some questions about the engagement objectives, the water leak costs, and the staffing numbers.

9. **\* OPERATIONAL FINANCE PROGRESS REPORT (PERIOD 9 APRIL - DECEMBER 2023) 2023/24 - WEST HAM PARK**

The Committee received a report of the Interim Executive Director, Environment concerning an update on the operational finance position as of period 9 (April – December 2023) 2023/24 for West Ham Park's local risk revenue budget to date and projected year-end outturn position, current live capital projects and outstanding debt position.

The following points were noted.

- Members noted the report projected a small overspend of £19,000 at the end of the financial year, which was mainly due to increased costs of water, equipment and repairs.
- The committee noted that the park was fully staffed and that the income from tennis courts was lower than budgeted at the start of the year.
- The committee asked some questions about the employment costs, the water leak and the heritage assets of the park, which were answered by the officers.

10. **\* WEST HAM PARK TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

The Committee received a report of the Interim Executive Director, Environment concerning The Trustee's Annual Report and Financial Statements for the year ended 31 March 2023 for West Ham Park.

The following points were noted.

- It was noted the report was approved by the Finance Committee on behalf of the trustees in November 2023 and was for information only.
- The report shows an increase in net assets of the charity from £188,000 to £954,000, mainly due to the capital expenditure on the playground refurbishment.
- The report also outlines the charitable objectives, activities, achievements, and risks of the charity, as well as the governance and management arrangements.

- The Deputy Chair asked a question about the change in net assets and the cost of the playground work, officers confirmed that it was due to the cost of the playground refurbishment.
- A Member asked a question about the progress of broadening the potential membership of the committee, which was deferred to the non-public part of the meeting.
- A Member asked a question about the heritage value of the park and the listed parks and gardens, which was not answered in the meeting and was taken away for clarification.

**11. VISION AND STRATEGIES**

The Committee received a verbal update of the Interim Executive Director, Environment.

The following points were noted.

- The Natural Environment Director gave a verbal update on the vision, mission, and strategies for the natural environment division, which were launched at the Natural Environment Board dinner on 29 January 2024.
- The vision is of open spaces that are rich in diversity, conserving nature, creating memories, and enhancing lives. The four strategic priority areas are nature conservation and resilience, community engagement, access and recreation, culture, heritage and learning.
- The Director explained how the vision, mission, and strategies will be delivered and reported through various mechanisms, such as a five-year business plan, a park management plan, a business plan/annual work plan, policies and procedures, and an annual report for the North London open spaces.
- The Director also mentioned that the vision, mission, and strategies are aligned with the new corporate plan and the Environment Department business plan, and that relevant stakeholder organisations, such as the Friends of West Ham Park, will be involved in the consultation and feedback process.

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

There were no questions.

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

There was no urgent business.

**14. 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.

**15. \* CARBON REMOVALS (CLIMATE ACTION) PROJECT RESCOPING REAPPROVAL (JANUARY 2024)**

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

16. \* **CORPORATE CHARITIES REVIEW SCOPING EXERCISE TO SUPPORT THE NATURAL ENVIRONMENT CHARITIES REVIEW**

The Committee received a joint report of the Managing Director City Bridge Foundation and Interim Executive Director, Environment.

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

There were no questions.

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

There was no urgent business.

**The meeting ended at 10.53 am**

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Chairman

**Contact Officer: Polly Dunn**  
**[polly.dunn@cityoflondon.gov.uk](mailto:polly.dunn@cityoflondon.gov.uk)**

<b>Committee(s)</b>	<b>Dated:</b>
West Ham Park Committee	16 May 2024
<b>Subject:</b> Risk Management Update Report	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	<ul style="list-style-type: none"> <li>• Leading sustainable environment</li> <li>• Providing excellent services</li> <li>• Flourishing public spaces</li> </ul>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of:</b> Bob Roberts, Interim Executive Director Environment	<b>For decision</b>
<b>Report author:</b> Joanne Hill, Business Planning and Compliance Manager	

## Summary

This report is presented to provide the West Ham Park Committee with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division, which includes West Ham Park, are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011. Risk is reviewed regularly within the Department as part of the ongoing management of the operations.

Your Committee is responsible for the West Ham Park Charity (registered charity number: 206948). In accordance with the Charity Commission’s Statement of Recommended Practice (SORP), Trustees are required to confirm in the charity’s annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. By following the processes defined in the Corporate Risk Management Framework, the management of these risks meets the requirements of the Charity Commission.

The risks held by the West Ham Park charity are summarised in this report and the detailed risk register is provided at Appendix 1.

## **Recommendation**

Members are asked to confirm, on behalf of the City Corporation as Trustee, that the register appended to this report satisfactorily sets out the key risks to the charity and that appropriate systems are in place to identify and mitigate risks.

## **Main Report**

### **Background**

1. The City of London's Risk Management Strategy, which forms part of its Corporate Risk Management Framework, requires each Chief Officer to report regularly to Committees on the risks faced by their department.
2. The Charity Commission requires Trustees to confirm in a charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually.
3. Each Committee to which the Natural Environment Division of the Environment Department reports receives an update on the risks relevant to the Committee every quarter. This frequency aligns with the City of London's Risk Management Strategy and exceeds the requirements of the Charity Commission.
4. The Interim Executive Director Environment assures your Committee that all risks held by the Natural Environment Division continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. Risks held by the West Ham Park Charity are regularly reviewed by management team, in consultation with risk owners, with updates recorded in the corporate risk management information system. Risks are assessed on a likelihood-impact basis, and the resultant score is associated with a traffic light colour. For reference, the City of London's Risk Matrix is provided at Appendix 2.
6. The detailed risk register for West Ham Park is summarised in the main body of this report and provided in full at Appendix 1. For each risk, officers are undertaking a range of actions to mitigate the effects.

### **Current Position**

#### **West Ham Park Risks**

7. The West Ham Park Risk Register, summarised below and provided in full at Appendix 1, contains nine risks (one RED, seven AMBER and one GREEN) which are owned and managed by the Assistant Director, North London Open Spaces, and his Management Team.

8. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system. None of the risk scores have changed.
- **ENV-NE-WH 011: Decline in condition of assets** (*RED, 16*)
  - **ENV-NE-WH 004: Budget pressures** (*AMBER, 12*)
  - **ENV-NE-WH 006: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
  - **ENV-NE-WH 003: Risk to health and safety** (*AMBER, 8*)
  - **ENV-NE-WH 009: Impacts of anti-social behaviour on staff and site** (*AMBER, 8*)
  - **ENV-NE-WH 012: Recruitment of suitable staff** (*AMBER, 8*)
  - **ENV-NE-WH 014: Tree failure** (*AMBER, 8*)
  - **ENV-NE-WH 005: Negative impacts of pests and diseases** (*AMBER, 6*)
  - **ENV-NE-WH 010: Negative impacts of development and encroachment** (*GREEN, 4*)

### **Risk Management Process**

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

### **Identification of New Risks**

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

### **Corporate and Strategic Implications**

13. Effective management of risk is at the heart of the City Corporation's approach to delivering cost effective and valued services to the public as well as being an important element within the corporate governance of the organisation.
14. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional

Business Plans and relevant Corporate Strategies, such as the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being considered as part of the development of the Natural Environment Division's emerging strategies.

15. Risks which could have a serious impact on the achievement of business and strategic objectives are proactively identified, assessed and managed in order to minimise their likelihood and/or impact.

### **Conclusion**

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

### **Appendices**

- Appendix 1 – West Ham Park Risk Register
- Appendix 2 – City of London Corporation Risk Matrix

### **Contact**

Joanne Hill, Business Planning and Compliance Manager, Environment Department  
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E: [Joanne.Hill@cityoflondon.gov.uk](mailto:Joanne.Hill@cityoflondon.gov.uk)

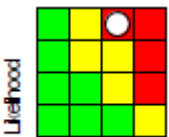
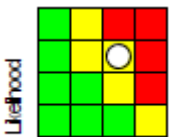



# West Ham Park Risk Register

Generated on: 25 April 2024



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
P 2024-04-17 V-NE-WH Decline in condition of assets	<p><b>Cause:</b>                      Inadequate proactive and reactive maintenance related to insufficient budget for maintenance, repairs and Cyclical Works Programme, and limited capital works programme. Delays in works being carried out once faults are reported. Lack of staff resources.                      Lack of clarity (cross-departmentally) around roles and responsibilities for facilities maintenance.</p> <p><b>Event:</b> Operational and public buildings further decline, becoming unusable and/or unsafe.</p> <p><b>Effect:</b>                      Serious injury to a member of the public or member of staff.                      Service capability disrupted/operational impact.                      Continuation of decline in condition of assets.                      Ineffective use of staff resources.                      Damage to corporate reputation.                      Increased costs for reactive maintenance.                      Overrun of additional works programme.</p>	 <p>Lielihood</p> <p>Impact</p>	<p>16</p>	<p>Surveys of condition of high priority assets has been undertaken. This will inform further agreements and working with City Surveyor's Department to maximise investment in neglected assets, particularly housing in need of improvement and buildings that have income generation potential.</p> <p>The Natural Environment Charity Review is considering alternative funding options, including the use of reserve funds in order for charities to have greater influence over management and investment in their assets.</p> <p>City Surveyor's Department has recently been awarded £130m to address the growing bow-wave of previously unfunded maintenance, a</p>	 <p>Lielihood</p> <p>Impact</p>	<p>12</p>	<p>31-Dec-2025</p>	

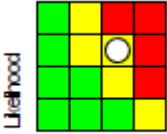
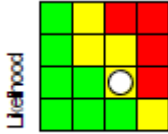
## Appendix 1

24-Feb-2022 Bill LoSasso				significant proportion of which is calculated against Natural Environment assets. We are working closely with City Surveyor's to formally assess, allocate and prioritise the funding within the department to areas of most need.						Reduce	Constant
										25 Apr 2024	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 011a <b>Page 18</b>	Review condition of assets in conjunction with City Surveyor's Department.	Review is cyclical and ongoing. This is coordinated between the City Surveyor's Department (CSD) and local teams. City Surveyor's Department owns, and makes decisions on, the budget for works.  This is an ongoing action and is kept under review.	Bill LoSasso; Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Dec-2024
ENV-NE-WH 011b	Annual inspections of all buildings, including residential, carried out jointly by local teams and City Surveyor's Department to capture maintenance needs.	Annual inspections of built assets are undertaken in conjunction with the City Surveyor's Department and are contingent upon there being sufficient capacity and resource. There is currently insufficient resource within the local team to complete all inspections but officers continue to liaise with colleagues in the City Surveyor's Department to progress this.  A light-touch condition survey of staff accommodation has been carried out but identification and allocation of resources to carry out necessary works has yet to be confirmed. In the meantime, all defects notified by tenants continue to be reported to City Surveyor's Department for action.  This is an ongoing action and is kept under review.	Bill LoSasso; Jonathan Meares; Charlotte Williams	25-Apr-2024	31-Dec-2024
ENV-NE-WH 011g	Asset management review	A full review of Natural Environment assets is underway. The outcome will include a comprehensive asset register for West Ham Park which will enable the investigation of potential options to tackle the backlog of repair and maintenance works.	Bill LoSasso; Jonathan Meares; Charlotte Williams	05-Apr-2024	31-Dec-2024

## Appendix 1

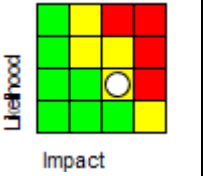
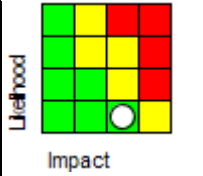

ENV-NE-WH 011h	Hold regular Client Liaison meetings with City Surveyor's Department to discuss issues and raise concerns about Building Repairs and Maintenance and Projects.	<p>The Assistant Property Facilities Manager (APFM) is in regular contact with Natural Environment Division stakeholders, but there have been delays in liaison between the client and City Surveyor's Department (CSD). Officers are continuing to work with CSD to resolve service delivery issues.</p> <p>This is an ongoing action and is kept under review.</p>	Bill LoSasso; Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Jul-2024
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Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WH 004 Budget pressures  24 Nov-2015 Bill LoSasso	<p><b>Cause:</b> Reduced budgets, insufficient income generation, expanding demand on services, and aging assets requiring investment.</p> <p><b>Event:</b> Adequate funds are not available to maintain sufficient staffing levels, provide services and maintain the built assets.</p> <p><b>Effect:</b> Failure to deliver statutory duties. Failure to meet strategic objectives. Decline in range, and quality, of services. Closure of facilities. Decline of the built environment. Reputational damage to the City of London.</p>	 <p>Likelihood</p> <p>Impact</p>	12	<p>The new operational structure devotes staff resource to develop income generation - recruitment to this post (Head of Development and Partnerships) is underway.</p> <p>The date by which we aim to reduce this risk to the target score has been moved to the end of the financial year. This reflects the time needed for the new post holder to be recruited and for the effect of their work to begin to be realised.</p> <p><b>25 Apr 2024</b></p>	 <p>Likelihood</p> <p>Impact</p>	8	31-Mar-2025	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 004a	Monitor budgets monthly and consider income generation opportunities.	<p>Regular review and forecasting of the budget position is undertaken with the Chamberlain's Department.</p> <p>Once in post, the Head of Development and Partnerships will focus on developing income generation opportunities.</p>	Bill LoSasso; Jonathan Meares; Charlotte Williams	05-Apr-2024	31-Aug-2024
ENV-NE-WH 004b	Appoint Head of Development and Partnerships	The new operational structure includes the role of 'Head of Development and Partnerships' for North London Open Spaces. Recruitment to this currently vacant post is underway. Once on board, the post holder will focus on income generation.	Bill LoSasso; Jonathan Meares; Charlotte Williams	25-Apr-2024	31-Aug-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<b>ENV-NE-WH 006 Adverse impacts of extreme weather and climate change</b>  Page 24 Nov-2015 Jonathan Meares; Charlotte Williams	<b>Cause:</b> Climate change: more frequent and severe storms, wind, rainfall, snow or drought. <b>Event:</b> More frequent and severe storm damage, flooding, and fires. <b>Effect:</b> Injury or death to staff, visitors, contractors and volunteers. Damage to flora and fauna. Damage to property (City of London owned property and that of neighbours and service users). Disruptions to service delivery. Temporary site/area closures. Increased demand for staff resources to respond to incidents and maintain site safety. Increased costs for reactive management and insurance claims.	<p>Life/hood</p> <p>Impact</p>	<b>12</b>	The current risk score remains Amber 12 (possible / major) due to the increased frequency of extreme weather events.  An Extreme Weather Protocol is in place and has been successfully implemented several times due to recent storms. This improves our ability to reduce the risk by closing the site before extreme weather events occur.  Increased watering is carried out during drought conditions.  <b>20 Apr 2024</b>	<p>Life/hood</p> <p>Impact</p>	<b>6</b>	31-Dec-2024	<p>Constant</p>
							Reduce	

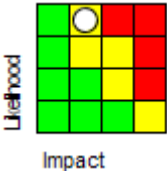
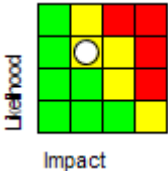

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 006a	Increased variety of species planted in order to ‘spread the risk’, e.g. more drought tolerant species and those better able to cope with a range of temperatures/ rainfall levels.	This is captured in strategic documents, e.g. the City of London Tree Strategy SPD. This is an ongoing action.	Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Dec-2024
ENV-NE-WH 006c	Monitor weather warnings: fire severity index, hydrological outlook and water situation reports. Use staff email to advise on reactive reporting of weather warnings.	Our Extreme Weather Protocol is in place, it has recently been reviewed and updated as necessary. The Protocol includes procedures to close the park in high winds. An action log of these decisions is held to monitor patterns. New signage to alert visitors of fire risk has been developed. This is an ongoing action.	Jonathan Meares; Charlotte Williams	05-Apr-2024	31-Dec-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<b>ENV-NE-WH 003 Risk to health and safety</b>  Page 22 25-Nov-2015 Jonathan Meares; Charlotte Williams	<b>Cause:</b> The operation of a large public green space, such as West Ham Park, carries a range of potential health and safety implications for members of the public, staff, volunteers and contractors. <b>Event:</b> Incident or accident with health and safety implications. <b>Effect:</b> Injury or death of a member of the public, volunteer, staff or contractor. Financial penalty as a result of insurance claims, or non-compliance with health and safety legislation. Reputational damage.		8	Health and safety management was negatively impacted during the Covid pandemic and then by the organisational restructure and lack of staff resource. It is now being reinstated, but it has taken some time to get this back on track.  The current risk score remains unchanged, but we aim to reduce it the over coming months by further increasing proactive Health and Safety management, including audits, inspections, communications and staffing. Work is ongoing to clearly define roles and responsibilities pertaining to health and safety management across the North London Open Spaces.  <b>05 Apr 2024</b>		4	31-Dec-2024	  Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 003a	Continue to develop a culture of proactively reporting accidents, incidents and near misses.	Officers continue to report accidents and near misses. Accidents are subject to investigation and reviewed by the site supervisor and the Departmental Health and Safety Improvement Group.	Jonathan Meares; Charlotte Williams	05-Apr-2024	31-Dec-2024
ENV-NE-WH 003g	Continue to undertake regular health and safety audits.	This is an ongoing action which is reviewed regularly.	Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Dec-2024

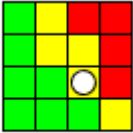
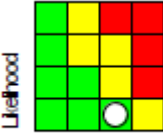
## Appendix 1

ENV-NE-WH 003h	<p>Relevant officers to participate in Departmental Health and Safety Improvement Group meetings.</p> <p>Hold regular Divisional and Sub-Divisional Health and Safety meetings.</p> <p>Keep staff informed, consulted and updated on health and safety matters.</p>	<p>Departmental, Divisional and Sub-Divisional Health and Safety meetings are held regularly. Relevant officers attend and participate in these meetings.</p> <p>This is an ongoing action.</p>	Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Dec-2024
ENV-NE-WH 003i	Annual RoSPA inspections of playgrounds.	<p>Annual RoSPA inspections of all playgrounds are carried out.</p> <p>Training has been provided to all staff who carry out weekly and monthly inspections of playgrounds. A Playground Working Group has been established to discuss ongoing maintenance of playgrounds.</p> <p>A best practice guide for the design, creation, installation and maintenance of playgrounds is being developed.</p>	Jonathan Meares; Charlotte Williams	05-Apr-2024	31-Jul-2024

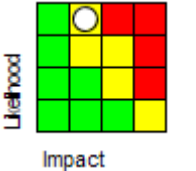
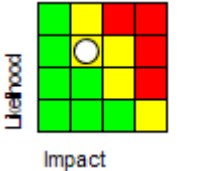

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WH 009 Impacts of anti-social behaviour on staff and site  25 Nov-2015 Bill LoSasso	<p><b>Cause:</b> Crime, irresponsible dog owners, rough sleepers, user conflict, trespass, alcohol. External societal environment, gang conflict.</p> <p><b>Event:</b> (Knife) crime; anti-social behaviour including litter, dog fouling, dog attacks, public incursions.</p> <p><b>Effect:</b> Reputational damage; injury to visitors and staff; negative impact on mental health and wellbeing of staff; insurance claims; increased costs to manage effects of damaging public behaviour.</p>		8	<p>Poor public behaviour is an ongoing issue at the Park and, as a result, the current risk score remains Amber 8 (likely/serious).</p> <p>Targeted support from ParkGuard is being used to tackle specific antisocial behaviour incidents such as loud music.</p> <p>We continue to work with the London Borough of Newham's Community Safety Team as necessary.</p> <p><b>20 Apr 2024</b></p>		6	31-Dec-2024	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 009b	Develop stronger links and become a trusted partner with London Borough of Newham. Develop relationships with officers in other local authorities.	<p>We continue to work with Met Police, schools liaison and SNT's. West Ham Park is very busy, increasing so in periods of good weather and following the opening of the new playground.</p> <p>We are working with the London Borough of Newham's Community Safety Team where required. We also work in partnership with ParkGuard as necessary.</p> <p>This is an ongoing action.</p>	Ricky O'Garro	20-Apr-2024	31-Mar-2025
ENV-NE-WH 009c	Develop Departmental 'Abuse of Staff Policy'.	An Environment Department reporting system is being trialled, following which a decision will be taken as to a permanent arrangement and departmental policy. Methods are being developed to ensure incidents are reported and actions taken as necessary.	Bill LoSasso	20-Apr-2024	30-Jun-2024
ENV-NE-WH 009d	Provide training for staff on conflict management.	First-time or refresher training for staff on conflict management is being organised as part of a departmental arrangement.	Bill LoSasso; Charlotte Williams	20-Apr-2024	31-Dec-2024



Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator	
ENV-NE-WH 012 <b>Recruitment of suitable staff</b> 25-Jun-2022 Bill LoSasso; Jonathan Meares; Charlotte Williams	<p><b>Cause:</b> Difficulties in recruiting and retaining suitable individuals. Reduced affordability of living in or near London.</p> <p><b>Event:</b> Lack of appropriately skilled and capable staff retained to deliver ongoing management and maintenance of the spaces.</p> <p><b>Effect:</b> Inability to maintain West Ham Park to an acceptable standard. Increased number of complaints regarding the services. Pressure on existing staff to cover vacancies and absences. Decline of natural and built environment. Decline in quality of assets. Closure of facilities. Reputational damage to the Corporation.</p>	 <p>Lifehood</p> <p>Impact</p>	8	The current risk score remains as Amber 8. We aim to reduce this risk further once the new organisational structure is embedded.  <b>05 Apr 2024</b>	 <p>Lifehood</p> <p>Impact</p>	4	30-Sep-2024	Reduce	Constant

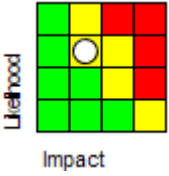
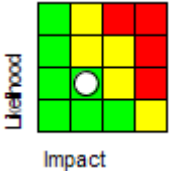

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 012c	Embed new operational structure.	Support and training is being provided to existing and new staff to enable the creation of strong, supportive teams with consistent management support and good development opportunities.	Bill LoSasso; Jonathan Meares; Charlotte Williams	05-Apr-2024	30-Sep-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<b>ENV-NE-WH 014 Tree failure</b>  02-Feb-2023 Jonathan Meares	<p><b>Cause:</b> Large numbers of older, more vulnerable trees which require regular inspection and works to prevent failure. Extreme weather conditions, particularly high winds, heavy/prolonged rain and snow, exacerbate the risk, as does soil compaction.</p> <p><b>Event:</b> More frequent tree failures. Greater risk during high winds, particularly when accompanied by heavy rainfall, and when trees are in leaf. High levels of soil compaction leading to tree health issues.</p> <p><b>Effect:</b> Public safety - people (serious injury/death) and property; loss of trees; loss of habitat; insurance claims; reputational damage; increased expense for the City of London.</p>		8	<p>Robust tree management systems are in place to address this risk. These include regular inspections of trees to identify any which are more likely to fail due to structural or health issues. Works are prioritised to ensure the most urgent issues are addressed quickly.</p> <p>The Extreme Weather Protocol contains criteria for closing West Ham Park in extreme weather conditions.</p> <p>We are allocating additional resources where needed to manage the tree maintenance programme.</p> <p><b>20 Apr 2024</b></p>		6	31-Dec-2024	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 014a	Continue to comply with established tree management systems.	<p>A tree management system is in place which includes regular inspections. Trees with issues/features that require action are identified and works are prescribed based in order of priority (high, medium and low) with all urgent works undertaken straight away.</p> <p>Expert staff are resident at the site and are, therefore, able to monitor tree condition on a continuous basis.</p>	David Humphries; Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Dec-2024
ENV-NE-WH 014b	Continue to enforce Extreme Weather Protocol and site closures as appropriate (see also ENV-NE-WH 006: Climate and Weather)	An Extreme Weather Policy is in place which requires relevant sites/parts of sites to be closed during extreme weather events, such as high winds, lightening/storms or flooding. The Protocol has recently been reviewed and it was determined that the criteria for closure are still appropriate.	David Humphries; Jonathan Meares;	20-Apr-2024	31-Dec-2024

## Appendix 1

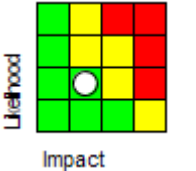
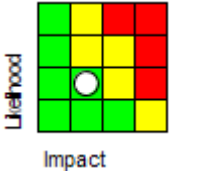
			Charlotte Williams		
ENV-NE-WH 014c	Review Divisional Tree Safety Policy	<p>The Natural Environment Division Tree Safety Policy sets out the requirements and processes that must be in place at all sites for proactive tree inspection programmes, based upon prioritisation criteria, and reactive inspections following incidents such as severe weather events. The Policy is based upon guidance issued by the National Tree Safety Group (NTSG) and has proven effective when tested following previous incidents.</p> <p>The Natural Environment Division’s Tree Safety Group will review the Policy to check that it is being implemented fully across the Division and amend the content as necessary to reflect any changes. This will be completed by the end of July.</p> <p>When the NTSG releases its revised guidance (date to be confirmed but expected later this year), the Divisional Group will further review the Policy to ensure it aligns with the National Guidance.</p>	David Humphries; Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Jul-2024
ENV-NE-WH 014e	Annual tree management audit undertaken by external consultant.	An annual review of systems and inspections is undertaken by an independent external consultant.	David Humphries; Jonathan Meares; Charlotte Williams	20-Apr-2024	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-WH 005 Negative impacts of pests and diseases</p>	<p><b>Cause:</b> Inadequate biosecurity, buying of infected trees, plants or animals. Oak Processionary Moth (OPM) is endemic across England.  <b>Event:</b> Sites become infected by plant or tree diseases.  <b>Effect:</b> Threat to human health, either directly or indirectly. Service capability disrupted; ineffective use of staff resources; damage to corporate reputation; loss of species; temporary site closures and associated access; increased costs for reactive maintenance.</p>		<p>6</p>	<p>Environmental factors, specifically drought and hotter summers will increase vulnerability of trees to pests and diseases. However, we aim to reduce the risk to a score of 4 (serious/unlikely) through effective monitoring and actions.</p> <p>The threat of OPM across the North London Division (NLOS) is reducing but we continue with the Forestry Commission led management on a targeted caterpillar spray in specific areas and nest removal in others.</p> <p>Staff continue to manage Massaria and Horse chestnut bleeding canker. Ground compaction is a particular issue, exacerbated by climate change, which in turn exacerbates Massaria risk.</p> <p>The Tree Team works with the Forestry Commission in conjunction with the London Tree Officers Association on an annual inspection program looking at 53 plots around London for the presence of Canker Stain of Plane (<i>Ceratocystis platani</i>) and <i>Xylella fastidiosa</i>.</p> <p>Sooty Bark Disease is becoming more common, due to warmer, drier summers.</p> <p>Staff continue to be vigilant and inspect for all these and all the other</p>		<p>4</p>	<p>31-Oct-2024</p>	

# Appendix 1

<p>25-Nov-2015</p> <p>Jonathan Meares</p>			<p>tree pest and diseases on the list. We have Chalara dieback of ash at NLOS which currently is not a major concern. The Division has a Severe Weather Protocol which requires staff to actively review tree canopies for storm damage. The park may be closed in high winds to reduce incidents with tree damage (which may be associated with pests/disease).</p> <p><b>20 Apr 2024</b></p>			<p>Reduce</p>	<p>Constant</p>
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Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
<p>ENV-NE-WH 05b</p>	<p>Annual tree inspections undertaken by qualified personnel through framework contract.</p>	<p>Tree inspections for Spring and Summer 2024 will be undertaken and resultant works carried out. An annual programme is in place for cyclical inspections and is being met.</p>	<p>Jonathan Meares</p>	<p>20-Apr-2024</p>	<p>31-Oct-2024</p>
<p>ENV-NE-WH 05d</p>	<p>Maintain relationships with industry bodies and neighbouring local authorities to ensure free flow of information.</p>	<p>Relationships with industry bodies and neighbouring local authorities continue to be maintained.</p>	<p>Jonathan Meares</p>	<p>20-Apr-2024</p>	<p>31-Oct-2024</p>

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<b>ENV-NE-WH 010 Negative impacts of development and encroachment</b>  Nov-2015 Jonathan Meares	<b>Cause:</b> Population growth in London Borough of Newham. Planning Authorities obligation to meeting housing demand. Fail to monitor and challenge planning applications. Lack of resource to employ specialist support or carry out monitoring/research. Lack of partnership working with relevant Planning Authorities. <b>Event:</b> Houses, buildings or other developments on land affecting West Ham Park. Local population growth puts more pressure on the park and its facilities. <b>Effect:</b> Additional pollution, ground compaction and resulting associated effects on tree and plant health. Wear and tear to sports pitches. Lack of budget to facilitate repairs.		4	The current and target risk scores remain Green 4 (unlikely/serious). This is because our ongoing actions, including collaboration with local stakeholder groups in opposition of potentially damaging developments, have been effective in reducing the risk. We accept the risk at a score of 4 as we are unable to reduce it any further at the present time.  We continue to liaise with relevant partners and stakeholders as necessary.  <b>20 Apr 2024</b>		4	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WH 010a	Attendance at meetings and respond to consultation on the local plans to help influence the content of the document.	Communication with London Borough of Newham is undertaken as necessary.  Stakeholders, including the West Ham Park Committee and the Friends of West Ham Park, are consulted and updated as appropriate.	Jonathan Meares	20-Apr-2024	31-Mar-2025
ENV-NE-WH 010b	Maintain a close partnership with local planning authorities.	Ongoing. Officers respond to planning issues as necessary.  Stakeholders, e.g. West Ham Park Committee and the Friends of West Ham Park, are updated as appropriate.	Jonathan Meares	20-Apr-2024	31-Mar-2025



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

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

### (A) Likelihood criteria

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

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### (B) Impact criteria

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

### (C) Risk scoring grid

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

### (D) Risk score definitions

<b>RED</b>	Urgent action required to reduce rating
<b>AMBER</b>	Action required to maintain or reduce rating
<b>GREEN</b>	Action required to maintain rating

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

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

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<b>Committee(s):</b> West Ham Park Committee	<b>Date(s):</b> 16 May 2024
<b>Subject:</b> Assistant Director's update	<b>Public</b>
Which outcomes in the City Corporation's Corporate Plan (2024-2029) does this proposal aim to impact directly?	Diverse engage communities Leading sustainable environment Vibrant thriving destination Providing excellent services Flourishing public spaces
Does this proposal require extra revenue and/or capital spending?	<b>No</b>
If so, how much?	<b>N/A</b>
What is the source of Funding?	<b>N/A</b>
Has this Funding Source been agreed with the Chamberlain's Department?	<b>N/A</b>
<b>Report of:</b> Executive Director, Environment	<b>For Information</b>
<b>Report author:</b> Bill LoSasso, Assistant Director (Superintendent) North London Open Spaces	

## Summary

This report provides Members with an update on matters relating to West Ham Park since the last Committee meeting on 19 February 2024.

## Recommendation

Members are asked to:

- Note the content of the report.

## Main Report

### Grounds Maintenance

1. Work has been carried out in the grounds, which has included turf management, grass cutting, strimming, pruning, and marking and preparing the cricket square. Spring bulbs were planted in the autumn in the gardens

and park have come into full glory this spring, providing an amazing display. In the gardens, a “Double Pleasure” mix was planted, which consists of a combination of early yellow and late white flowering dwarf narcissi giving an extended flowering period. In the park, a mix called “Bee Surprise” was planted. As the name suggests, this mix has been specially developed for pollinators. The flowering started in February with a show of crocus, leading to a display of narcissi, chionodoxa, scilla and muscari, and ending with a flash of red and yellow from the naturalising tulips. These areas have proven very popular with park visitors, as they are an excellent food source for the insects and provide an amazing visual floral display.

2. The works for the playground hedge commenced with the decompaction and digging of the area. The perimeter of the playground has been dug over, using a 360-digger borrowed from Epping Forest. The ground lacked nutrients and was very compacted, so the soil was turned, and compost was added from the leaf yard. The area will be regularly weeded and rotovated.
3. The ornate stone urn in the gardens has been hidden from view by the surrounding shrubbery, so planting has been undertaken to make the urn more of a feature. The area was dug over and many of the old “leggy” shrubs were removed to reveal the urn. It has now been planted up with a backdrop of a dark yew hedge, to make the urn stand out. The area in front and around the urn has been planted up with various pennisetum grasses, phormium, erigeron and verbenas.

#### **Fees and charges (FY'2024-25)**

4. Officers completed their annual review of the sports fees in the park, and fees were increased in line with RPI inflation (5%), as noted elsewhere in the agenda pack.

#### **Sports and Recreation**

5. Work was undertaken to ensure the cricket pitch retains its excellent standard. The cricket season has begun with the first game being played on Sunday 14 April. There are two adult teams and one “teen” team using the main cricket square this season. Several corporate games have also been booked for the season.
6. The 400m grass running track has been marked out for the summer. 10 bookings have been received from the local primary and secondary schools to hold their school sports days. More booking requests are expected from the local schools.
7. Meetings have been held with the Lawn Tennis Association and the tennis coaches to review the tennis provision, with the aim of improving use and increasing income.

8. Officers have met with the Lawn Tennis Association to discuss the introduction of Padel at West Ham Park. LTA are supportive, with the caveat that it does not come at the expense of or detriment to the existing provision of tennis. The LTA co-funded the City Corporation's renovation of nine of the park's 12 tennis courses in the park in 2015, providing £85,000 towards the project and requiring the City Corporation to keep and maintain the tennis courts for a period of 21 years. The other three courts were renovated under a separate effort shorting before the renovation of the other 9 courts. LTA requests that the City Corporation make all reasonable efforts to increase the use of tennis at courts before a conversation to Padel is considered. Officers were continuing their research into this matter at the time of submission of this report. As further investigation is needed to inform our exploration of the introduction of Padel at West Ham Park, we will provide a more detailed report at the next meeting of this committee.

In a parallel effort, other areas are also being considered for conversion to Padel at West Ham Park, including the disused basketball court. Additional information will be reported at the next meeting of the Committee once officers have had time to complete further research.

### **Partnerships**

9. Friends of West Ham Park have conducted several volunteer sessions in the wildlife garden. The works included the removal of the pond netting and corn flower meadow ground covering. Wildlife such as frogs, newts, dragonfly lava and many smaller insects were removed from the netting and leaves, and returned to the pond.
10. On Friday 22 March, volunteers from "Ambition, Aspire, Achieve"- a children's and young people's organisation focused on supporting the most disadvantaged and at-risk young people in Newham – had a session in the park. They assisted the gardeners with wood chipping the path in the woodland walk, which helped with their confidence, health, and wellbeing.
11. Friends of West Ham Park also held a food bank donation on 6 April. Many supplies were donated, which were then given to local Newham food banks, which were very grateful as they had nearly run out of food when they were open earlier that day.

### **Events**

12. Friends of West Ham Park organised a star gazing event called 'Eyes in the Sky' on 16 February. The evening went well and 12 people attended in

addition to the Friends members. The moon and its craters were seen by everyone.

13. A successful bird watching event was held on 18 February, and 21 different species of bird were recorded.
14. We are working in partnership with Sustainable Newham, as the Park is hosting the Newham Green Fair on Bank Holiday Monday on 6 May, where “over 50 community activists and groups, voluntary organisations, musicians, artists, small traders and local businesses came together to showcase initiatives, projects, organisations and businesses that help protect and enhance the environment, create a sustainable community and contribute to social, economic and environmental justice locally and globally.” We are delighted to host this year’s event, which will form a part of the programming for the park’s 150<sup>th</sup> anniversary celebration.
15. Eid celebrations took place on 10 April in the Park. It was extremely busy with families gathering to celebrate the end of Ramadan.
16. Friends of West Ham Park will be leading two bat walks on 23 August and 20 September 2024.

### **Tree Management**

17. On 15 April we had very high winds in the park, with gusting recorded at 46mph+. Although this was not a named storm, it posed significant risk and officers proactively closed the park for part of the day, with the protocol on wind speed threshold having been reached. No significant tree failures were reported.
18. In March and April, contractors performed reduction and dead wooding to 15 trees in the park following surveys in late 2023 to ensure that the tree inventory and park remain safe.
19. There was also an inspection of a decaying weeping willow in the garden area, which it was decided may require stabilisation pruning. The tree has an active nesting in dead wood cavity, so it has been taped off to exclude public access and will be reinspected in May. A dead wood cavity will be preserved for future habitat.
20. Trees across the park continue to support biodiversity. Officers have noted a bee nest – which presents no public hazard - within a London plane and have additionally noted birds and mammals in tree cavities, including great tit, ring necked parakeets, pigeon, collared dove, and squirrels.

## **Learning Team**

21. 3,827 students have participated in the school programme this year (April 2023– March 2024). The programme enables participants to apply and consolidate their classroom learning, and to build a connection with nature which is an essential foundation for pro-environmental attitudes and behaviours.
22. The Learning Team’s new programme for children with additional needs, funded by the City Corporation’s ‘Cultural and Creative Learning Fund’, is flourishing, with five schools per week participating and three additional schools on the waiting list. The wildlife garden at West Ham Park is a huge draw for our schools, including groups with additional needs. The team are keen to make a case for an additional teaching garden to increase opportunities, access and participation.
23. To celebrate the park’s 150<sup>th</sup> anniversary, the Learning Team are working with the adjacent Park Primary School to develop a West Ham Park tree trail. Students have been making close observations of West Ham Park trees and using creativity and design skills to develop ideas and visuals for an interactive trail. The team are also preparing to offer Eco Art Workshops for families celebrating the park’s 150<sup>th</sup> anniversary and is continuing to run a monthly Community Campfire event.

## **150th anniversary**

24. A separate report entitled “Planning for the 150<sup>th</sup> anniversary for West Ham Park” has been submitted with the papers for this Committee.

## **FY2024-25 Management activities**

25. A separate report entitled “Management Priorities for FY’2024-25 (Business Plan)” has been submitted with the papers for this Committee.

## Financial Implications

26. No implications.

## Resource Implications

27. No implications.

## Climate Implications

28. Included within the annual plan for 2023/24 are a series of projects which contribute towards achieving the City of London’s Climate Action Strategy, which was launched in October 2020. A key part of the strategy is conserving

and enhancing biodiversity alongside reducing carbon emissions. The Climate Action Strategy will be embedded into future strategies which are currently being drafted within the Natural Environment Division.

Legal Implications

29. No implications.

Risk Implications

30. Risks are monitored and recorded through the Departmental Risk Register.

Equality Implications

31. No impact.

Security Implications

32. Security implications are monitored and recorded through the Departmental Risk register.

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<b>Committee(s):</b> Natural Environment Board EF&C Committee WHP Committee HH,HW&QP Committee	<b>Dated:</b> 19/2/2024 21/3/2024 16/5/2024 21/5/2024
<b>Natural Capital Audit</b>	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	1.2.4.9.10.11.12
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of: Bob Roberts - Interim Executive Director, Environment</b>	<b>For information</b>
<b>Report author: Emily Brennan - Natural Environment Director</b>	

## Summary

The Corporation recently commissioned a Natural Capital Audit of its Open Spaces to identify and map the range of different ‘ecosystem services’ that these spaces provide for example carbon sequestration, air purification, access and recreation. Natural Capital Solutions (NCS), who were appointed to carry out this audit, also estimated the financial value of these ecosystem services for our Open Spaces.

NCS has estimated the total value of the ecosystem services provided by our Open Spaces as **£282.6 million annually**, with a combined predicted value of **£8.1 billion over 50 years**.

## Recommendation(s)

Members are asked to note the contents of the report and to consider how the findings and data could be used to deliver benefits for the charity(s) their Committee oversees.

## Background

Natural Capital is defined as ‘elements of nature that directly or indirectly produce value or benefits to people, including ecosystems, species, water, land, food, fuel and air, as well as natural processes and functions such as carbon sequestration and air purification’. The natural environment underpins our wellbeing and economic prosperity, providing multiple benefits to society, yet is consistently undervalued in decision-making.

The Corporation owns 11,000 acres of land in and around London. This includes small pockets of land within the Square Mile and larger sites in Greater London and adjacent counties. These open spaces are managed by three Environment Department Divisions: Natural Environment, City Operations and Port Health & Public Protection. Whilst these open spaces are appreciated and visited by many, the breadth and value of the services they provide has not previously been understood or articulated.

A detailed assessment of the natural capital ('ecosystem services') value of these open spaces was carried out by NCS in December 2023. They mapped and valued key ecosystem service benefits across 13 groups of sites:

1. Ashted Common
2. Burnham Beeches
3. Cemeteries & Crematoria
4. City Gardens
5. City of London schools
6. Coulsdon Commons
7. Epping Forest & the Buffer Lands
8. Hampstead Heath
9. Highgate Wood
10. Queen's Park
11. Stoke Common
12. West Ham Park
13. West Wickham Common and Spring Park.

The ecosystem services mapped for each group of sites were: Carbon storage; carbon sequestration; air purification; noise regulation; local climate regulation; pollination; food production; timber/woodfuel production; water flow regulation; water quality regulation; and accessible nature. They applied a number of different models to calculate the value of each open space to society, taking into consideration industry standards and following best practice. More information about the different methodologies used by NCS can be found in the appendices of the technical report, which is available upon request.

### **Results:**

This Natural Capital Audit will help us articulate and communicate the wide range of benefits that our open spaces deliver for people and nature and will estimate the monetary values of these benefits. It will also help us generate future income to help manage our open spaces.

The total estimated value of the benefits delivered by the natural capital assets quantified across the whole Open Spaces portfolio is **£282.6 million annually**, with a predicted value of **£8.1 billion over 50 years**. The sum of annual benefits over a 50-year period has been discounted to give a 'present value'. This is standard practice when estimating what something is going to be worth in the future and reflects what we'd think of it in 'today's money'.

The ecosystem services that provide the largest values are recreation (£4.5 billion) and health benefits (£2.8 billion) followed by air quality regulation (£389.7 million)



and carbon sequestration (£200.8 million). There are over **47 million visits** to our open spaces every year.

The Corporation currently invests circa £38 million per year in managing and maintain its open spaces. The benefit to cost ratio is 16.4, which means that every £1 spent on maintaining the open spaces delivers £16.40 in natural capital benefits. This indicates that the investment is delivering a good return in public natural capital benefits. This cost-to-benefit ratio of 16.4 has been calculated based on the present value of the open spaces, not the annual predicted value. That is to say, if the City of London continued to invest the same yearly amount on running its open spaces for the next 50 years, the ratio would equal £16.40 return for every £1 spent. This is an estimated calculation over time and takes into account how the benefits in value would also increase over that timeframe.

The Natural Capital Audit has potential to be used in many ways, for example to:

- Raise awareness of the importance and value of the Corporation's open spaces to a wide range of audiences;
- Raise the profile of the City Corporation's work in the natural environment and the ecosystem services provided to Greater London, for example through positive media coverage;
- Support income generation e.g. biodiversity credits, government grants, Community Infrastructure Levy funding;
- Establish CoL as an international leader in natural capital accounting;
- Establish a baseline against which progress can be measured (e.g. for the Corporate Plan and Natural Environment Strategies);
- Identify opportunities to increase natural capital values (improve and increase habitats, prevent damage/loss);
- Inform and influence CoL's governance and priorities;
- Build effective delivery strategic partnerships.

Crucially, the data, maps and other outputs - such as financial values - can be collated to show results for the whole of the Open Spaces portfolio or for a group of sites (for example all sites under a Committee's remit), or they can be disaggregated to show results at the individual site level. This ability to aggregate or disaggregate gives the Corporation huge potential and flexibility. All data and maps have been provided to the Environment Department's GIS team.

### **Financial implications:**

The total cost of carrying out this Natural Capital Audit was £29,643; this was paid for out of the Director's NE Division budget for 2023-24. The report has great potential to support income generation for the NE Division.

### **Corporate & Strategic Implications**

- The Natural Capital Audit will support the delivery of the Natural Environment Division's priorities and business plans and the Corporation's new Corporate Plan.
- Financial implications: Potential to help generate significant additional income.
- Resource implications: None.
- Legal implications: None.

- Risk implications: None.
- Equalities implications: None.
- Equality Impact Assessment: N/A.
- Climate implications: The Natural Capital Audit will enable a more effective contribution to the Climate Action Strategy.
- Security implications: N/A

## **Conclusion**

The Committee is asked to note the contents of this report and consider how the results and data generated by the Natural Capital Audit could be used to raise income for, and awareness of, the Corporation's Open Spaces which fall under the remit of their Committee.

## **Appendices**

1. Example maps.

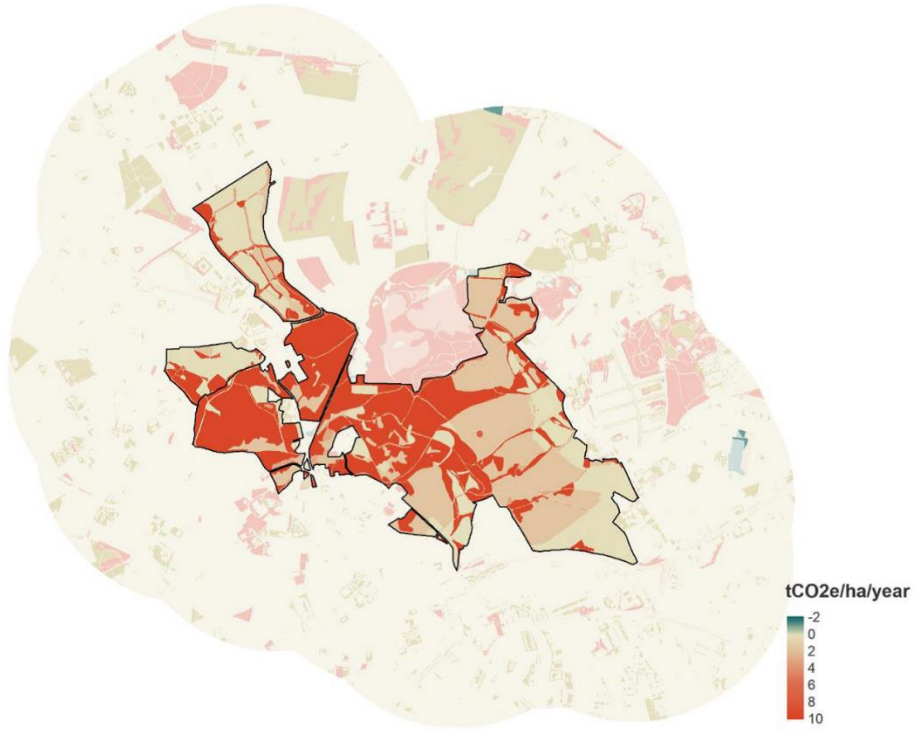
## **Background Papers**

None

## **Emily Brennan**

Natural Environment Director.

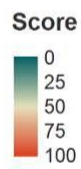
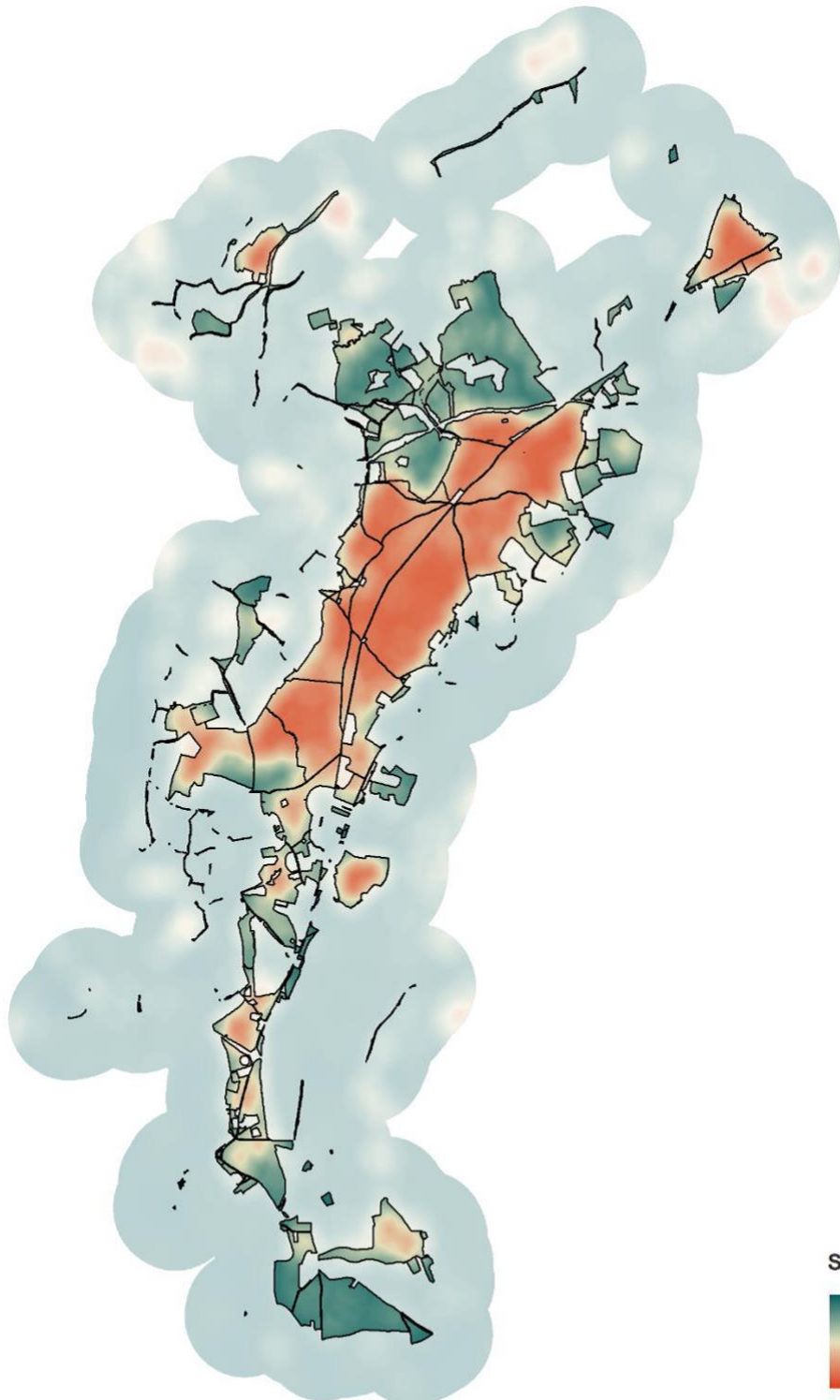
E: [emily.brennan@cityoflondon.gov.uk](mailto:emily.brennan@cityoflondon.gov.uk)



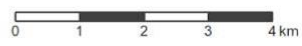
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<b>Committee(s)</b>	<b>Date</b>
<b>West Ham Park</b>	<b>17 May 2024</b>
<b>Subject:</b> Review of current designated, unrestricted, and restricted income funds held and proposed changes	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	n/a
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>No</b>
<b>If so, how much?</b>	n/a
<b>What is the source of Funding?</b>	n/a
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	n/a
<b>Report of:</b> The Chamberlain Interim Executive Director Environment	<b>For Information</b>
<b>Report author:</b> Pauline Mouskis, Chamberlain’s Department	

### Summary

This report provides the complete list of the current designated, unrestricted, and restricted income funds held for West Ham Park with the recommended future usage and changes required for these funds, in order to meet charity accounting SORP (Statement of Recommended Practice) rules.

Appendix 1 details a full list of current individual income funds held by West Ham Park for 2024/25 following movement in the previous financial year 2023/24 balance and recommended usage for each reserve. The report covers:

- A summary of the movement in funds in 2023-24 and the anticipated final balance at 31<sup>st</sup> March 2024.
- Details and proposed uses of the restricted and designated income funds.
- Fuller notes where needed for specific funds held.

### Recommendation(s)

Members are asked to:

- Note the contents of the report as they relate to the funds of West Ham Park.

### Main Report

#### Background

1. As part of the Natural Environment Charities Review scoping exercise a complete review of the charities’ restricted and designated income funds has been progressed.

2. Under the Charity Statement of Recommended Practice for accounting and reporting (“SORP”) rules, designated income funds remain unrestricted income funds that should be applied within a reasonable time, say 1-2 years for the purposes set aside by the Trustee. This paper identifies where the funds were required to be spent over a longer period, then a clear plan and timeline would need to be in place as to when the funds will be spent. This will need to be a disclosure in the annual accounts per SORP 7.46, which requires disclosure of the likely timing of expenditure of designated income funds in the annual accounts. When designated income funds are no longer needed, they should be released back to the general unrestricted income fund.
3. All charities have designated income funds equivalent to the fixed and heritage asset values held in the balance sheet. This includes land and buildings, vehicles & plant and equipment and heritage assets. The designated fund balances are adjusted each year end to the holding net book value of the assets on the balance sheet. These are not reviewed in this report.

### **Current Position – West Ham Park**

4. A detailed review of all funds held by West Ham Park has been carried out on the anticipated balances held as at 31st March 2024 and is shown in appendix 1.

### **Restricted Funds**

5. The restricted fund for ‘Campaign Donations’ has now been used. These donations have been spent on the West Ham Park Playground Refurbishment project.

### **Designated Funds**

6. The designated fund has been set aside by the Trustee for the following purposes:
  - Tangible Fixed Assets - This fund is maintained as the total of the fixed assets and heritage asset values held in the balance sheet. This fund is not available to be used for any other purpose.

### **Appendices**

- Appendix 1 – West Ham Park review of designated funds

### **Contact**

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**Appendix 1 WHP committee on 16th May 2024**

**Review of unrestricted designated reserve funds and proposed changes.**

**West Ham Park Committee**

	Opening Balance 2023/24	2023/24 Q1-Q4		Anticipated Balance 31/03/20245	Future use
		Income	Expenditure		
	£	£	£	£	
<b>Restricted Income Funds:</b>					
Campaign Donations - Playground Refurbishment Project	1,481		(1,481)	0	Playground refurbishment completed.
<b>Designated (Unrestricted Income Fund):</b>					
Tangible Fixed Assets (Equipment)	954,091			954,091	Matched to Fixed asset total in balance sheet. Not available to be used.
<b>Unrestricted Funds</b>					
General Funds	0	470		470	
<b>Total West Ham Park</b>	<b>955,572</b>	<b>470</b>	<b>(1,481)</b>	<b>954,561</b>	

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<b>Committee(s)</b> West Ham Park	<b>Dated</b> 16 May 2024
<b>Subject:</b> Management Priorities for FY'2024-25 (Business Plan)	<b>Public</b>
<b>Which outcomes in the City Corporation's "Corporate Plan (2024-2029)" does this proposal aim to impact directly?</b>	Engage diverse communities Dynamic economic growth Leading sustainable environment Vibrant thriving destination Providing excellent services Flourishing public spaces
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	<b>N/A</b>
<b>Report of:</b> Bob Roberts Interim Executive Director, Environment	<b>For Information</b>
<b>Report Author:</b> Bill LoSasso Assistant Director (Superintendent) North London Open Spaces	

## Summary

This report presents an overview of the planned key management activities and initiatives at West Ham Park for financial year 2024-25 (1 April 2024 – 31 March 2025).

These proposals draw upon previously agreed strategies and guiding documents of the City Corporation, such as the Corporate Plan, Natural Environment Division strategies, and West Ham Park management plan, as well as wider projects such as the Carbon Removals Project. This is an interim measure pending the preparation of a multi-year Business Plan that will be developed this year for North London Open Spaces.

## Recommendation(s)

Members are asked to:

- Note the contents of the report.

## Main Report

### Background

1. North London Open Spaces is the sub-division of the City of London Corporation that is responsible for the day-to-day management of four public open spaces: 1) Hampstead Heath, 2) Highgate Wood, 3) Queen's Park, and 4) West Ham Park.
2. The City Corporation has numerous strategies, plans, programmes, projects, and initiatives that inform North London Open Spaces' management of West Ham Park.
3. These guiding documents and initiatives include the following:
  - a. The City of London Corporation Corporate Plan (2024-2029), which was released on 25 March 2024.
  - b. The Environment Department's High-Level Business Plan (FY'2024-25).
  - c. The Natural Environment Division Strategies (2024-2029), which were launched on 4 December 2023, consisting of:
    - i. Vision: "Open Spaces that are rich in diversity, conserve nature, create memories, and enhance lives".
    - ii. Mission: "To protect and enhance our open spaces across London and the Home Counties, working in partnership to ensure they remain accessible, sustainable and preserved for the benefit of the public."
    - iii. Four key strategies to deliver the vision:
      1. Nature Conservation and Resilience: Conserve the special biodiversity and habitats or open spaces and manage them to secure their future.
      2. Access and Recreation: Conserve, enhance and sustainably manage our open spaces' special natural environments and their heritage; and we will welcome, encourage and inspire our visitors to enjoy and protect these spaces for future generations.
      3. Community Engagement: Act as stewards of our public open spaces in partnership with communities to ensure their responsible use and conservation in perpetuity.
      4. Culture, Heritage and Learning: Take care of our cultural assets and our culture, heritage and learning offer will develop participation, confidence, connection, opportunity and well-being of, and support from, our priority audience.

- d. West Ham Park Management Plan (2020-2025), which will be updated during FY'2024-25.

### **Other supportive and guiding documents and initiatives**

4. Other extant corporate strategies, plans and projects that guide the Natural Environment Division and North London Open Spaces, and thus help guide our activities at West Ham Park, include:
  - a. Climate Action Strategy
  - b. Carbon Removals Project
  - c. Cultural Strategy
  - d. Destination City
  - e. Education Strategy
  - f. Sport & Physical Activity Strategy
  
5. Other initiatives that are still underway and will inform our management of open spaces, inclusive of West Ham Park, include:
  - a. Natural Environment Division 'Income Generation Strategy'
  - b. Operational Property Review
  - c. Natural Environment Division 'Charity Review'
  
6. Additional documents and initiatives that guide and inform the management of West Ham Park and its work programme, include:
  - a. North London Open Space business plan
  - b. Individual site management plans
  - c. Events policies for each of the open spaces
  - d. Annual work plans
  - e. Cyclical Work Programme (led by City Surveyor's Department)

### **Current Position and planned work for FY'2024-25**

7. Given the recent completion of the Corporate Plan and Natural Environment Division Strategies, and the important work that is still underway and nearing completion that will guide activities across NLOS's four spaces, a detailed business plan does not currently exist for NLOS or the other sub-divisions of the Natural Environment Division.

8. A multi-year business plan for North London Open Spaces is being developed during FY'2024-25, however, and will be in place by 1 April 2025. The business plan will align with the governing documents for the West Ham Park Charity, the relevant strategies and guiding documents outlined above, draw together the operational priorities across the Environment Department High-Level Business Plan, and will further plan and guide delivery of the updated West Ham Park management plan.
9. As an interim measure, this report outlines key management activities at West Ham Park for financial year 2024-25 that will guide our activities as a multi-year business plan is developed.
10. North London Open Spaces will also be updating all site management strategies/plans in FY'2024-25.

### **Proposals and Actions**

11. Appendix 1 provides key outputs at West Ham Park for North London Open Spaces for FY'2024-25. These also identify the team at (or partner of) North London Open Spaces that is the primary lead, as well as applicability to other documents mentioned herein.

### **Financial Implications**

12. Actions will have either been met through the local risk budget or from external grants and income generation.

### **Resource Implications**

13. Actions will be implemented using existing staffing resources, supplemented by contractors where required.

### **Legal Implications**

14. The City Corporation as trustee of the West Ham Park Charity (206948), must act in the best interests of the Charity, and ensure that all management activities and initiatives align with its objects (as set out in the governing documents), the Charities Act 2011 (as amended) and the requirements under the Equality Act 2010 (to not discriminate against people with protected characteristics).

### **Equalities Implications**

15. A number of access improvements are proposed in the report along with accessibility audit across West Ham Park.

### **Climate Implications**

16. Actions in the report form part of the City's Carbon Removals Project which is seeking to address climate change issues. Other actions are also seeking to improve the resilience of species and habitats across Hampstead Heath.

## Conclusion

17. This report has provided an outline of the planned key management activities at West Ham Park for FY'2024-25.

## Appendices

- [Appendix 1](#): West Ham Park Business Plan (FY 2024-25)
- [Appendix 2 \(via hyperlink\)](#): City of London Corporate Plan (2024-2029):
  - [Our Corporate Plan 2024-29 - City of London](#)
- [Appendix 3 \(via hyperlink\)](#): Natural Environment Division key strategies (2024 – 2029)
  - [Natural Environment - City of London](#)
- [Appendix 4 \(via hyperlink\)](#): Environment Department FY'2024-25 High-Level Business Plan (p. 13-28)
  - [\(Public Pack\)Agenda Document for Natural Environment Board, 19/02/2024 11:00 \(cityoflondon.gov.uk\)](#)

## Report author

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# APPENDIX 1: West Ham Park business plan FY 2024-25

CITY OF LONDON CORPORATION CORPORATE PLAN OUTCOMES (2024-2029)	NATURAL ENV'T DIVISION STRATEGIC PRIORITIES (2024-2029)	WEST HAM PARK MANAGEMENT PLAN THEMES (2020-2025)
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OUTPUT TOPIC	BRIEF DESCRIPTION	PRIMARY LEAD	CITY OF LONDON CORPORATION CORPORATE PLAN OUTCOMES (2024-2029)										NATURAL ENV'T DIVISION STRATEGIC PRIORITIES (2024-2029)		WEST HAM PARK MANAGEMENT PLAN THEMES (2020-2025)		
			Diverse Engaged Communities	Dynamic Economic Growth	Leading Sustainable Environment	Vibrant Thriving Destination	Providing Excellent Services	Flourishing Public Spaces	Nature conservation and resilience	Community engagement	Access and recreation	Culture, heritage, and learning	Income generation	High standards for all	Inclusive for all	Community involvement and enhancement in Education, Wellbeing, Health	
Cyclical Work Programme	Provide necessary support to ensure delivery by colleagues in City Surveyor's Department	City Surveyor's Department				X	X		X	X	X	X	X	X	X	X	X
Reactive Repairs and Maintenance Programme	Provide necessary support to ensure delivery by colleagues in City Surveyor's Department	City Surveyor's Department			X	X	X	X		X		X	X				X
Carbon Removals Project	Implement West Ham Park actions as part of the Carbon Removals Project, including building in resilience to natural habitats to protect against climate change, relaxed mowing, woodland creation, leaky dams, etc).	Conservation Team			X				X					X			
Natural Capital Audit	Explore possibilities for projects to increase natural capital and biodiversity net gain across West Ham Park based on recent Natural Capital Audit report	Conservation Team			X	X		X	X	X	X				X		
Carbon Sequestration Project	Planting of hedgerow and trees in the south side of the park	Conservation Team			X				X					X			
Visitors	Ecological monitoring of visitor impact to West Ham Park	Conservation Team			X				X					X			
Veteran tree conservation	Tree team to promote the VETCert qualification and provide training for Natural Environment staff to obtain VETCert qualification. This project is supported by the Ancient Tree Forum (ATF).	Conservation Team							X					X	X		
Student projects	Encourage and support student projects across West Ham Park	Conservation Team	X		X	X			X	X				X	X		
Tree management	Review existing contracts for tree surveys and tree works to ensure best practice and efficiency of operation	Conservation Team			X		X		X					X			
150th anniversary	Deliver a comprehensive programme of events to celebrate the park's 150th anniversary	Development & Partnerships / Operation & Parks	X		X	X	X	X		X	X	X		X	X	X	
Concessions	Review provision of food and beverage offer in the park	Development & Partnerships / Operation & Parks	X			X	X	X					X		X		
Income Generation Strategy	Work with colleagues to support development of the Income Generation Strategy with respect to Natural Environment Division, North London Open Spaces and West Ham Park	Development & Partnerships Team					X						X				
Income stream review	Complete review of existing income streams and charging frameworks for North London Open Spaces and West Ham Park	Development & Partnerships Team											X	X	X	X	
Income generation / Business development	Create a business development plan for North London Open Spaces and West Ham Park	Development & Partnerships Team				X	X						X	X	X	X	
Events	Conceive and deliver a holistic events programme that meets visitor needs and is aligned with the Events Policy	Development & Partnerships Team	X			X		X		X		X	X		X	X	
Events	Create a 'lookbook/prospectus' of event spaces on West Ham Park for events, filming, and weddings.	Development & Partnerships Team				X		X		X	X	X	X		X	X	

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Communications	Creation of Communications Plan to encourage positive behaviours on West Ham Park and promote health and wellbeing benefits of the the park	Development & Partnerships Team				X	X		X	X	X				X		
Website	Complete a review and update to the West Ham Park portion of the website	Development & Partnerships Team					X			X	X						X
Licensing	Explore wedding licensing for West Ham Park	Development & Partnerships Team					X		X		X			X			X
Catering	Complete procurement for food vendors for all spaces on West Ham Park	Development & Partnerships Team					X	X	X		X		X	X		X	X
Fundraising campaigns	Explore development of campaigns to complete and/or close out existing project-specific fundraising campaigns, and where appropriate, support or initiate fundraising campaigns to support work	Development & Partnerships Team					X		X					X	X	X	X
Access to information	Audit availability of digital and physical information from City Corporation-managed information resources to assess public access to information about the park	Development & Partnerships Team	X					X		X	X					X	X
Learning	Offer environmental resilience projects for young people	Learning Team (partner)					X	X	X		X	X	X			X	X
Wellbeing	Engage young people in activities that engage them with nature	Learning Team (partner)					X	X	X		X	X	X			X	X
Learning	Offer climate education learning programmes	Learning Team (partner)					X	X	X		X	X	X			X	X
Learning	Work with the City Corporation's Learning Team on their offer in the Wildlife Garden	Learning Team (partner)	X			X	X	X	X	X	X	X			X	X	X
Global City of Sport' Strategy	Review Corporate strategy and examine opportunities for alignment and synergies	Operations & Parks Team	X				X	X	X		X	X		X		X	X
Health & Safety	Create and updated Health and Safety Plan for North London Open Spaces	Operations & Parks Team					X	X	X		X	X	X		X	X	X
Health & Safety	Complete maintenance on vehicles and equipment to ensure H&S requirements are met	Operations & Parks Team					X	X	X		X	X	X		X	X	X
Health & Safety	Complete staff training to ensure H&S needs and requirements are met	Operations & Parks Team					X	X	X		X	X	X		X	X	X
Sports and physical activity	Review existing licenses and booking systems for sports facilities on West Ham Park	Operations & Parks Team	X			X	X	X	X		X	X				X	X
Fleet	Dispose of non-ULEZ vehicles where possible	Operations & Parks Team								X					X		
Sports	Explore possibility to introduce Padel to West Ham Park	Operations & Parks Team	X				X	X	X		X	X		X		X	
Sports	Review provision of tennis in the park to ensure best practice and efficiency of operation	Operations & Parks Team	X				X	X	X		X	X		X		X	
Training	Review training needs of West Ham Park staff	Operations & Parks Team					X		X		X	X	X		X	X	X
Playground	Complete remaining components of playground project, including native hedgerow and tree planting around perimeter	Operations & Parks Team					X	X	X	X	X				X		
Access	Complete a self audit of access challenges across West Ham Park	Operations & Parks Team / Conservation Team	X				X	X	X		X	X				X	X
Visitor survey	Complete a survey of visitor footfall to inform future management of West Ham Park	Operations & Parks Team / Conservation Team	X	X			X		X	X	X		X	X	X	X	X
Signage	Audit on-site signage for accuracy, condition, and clarity, and to direct visitors away from sensitive areas where possible.	Operations & Parks Team / Conservation Team					X	X	X	X	X				X	X	X
Stakeholder and user groups	Complete an audit and inventory of all user group agreements	Operations & Parks Team / Conservation Team						X			X	X		X		X	X
Sport	investigate introduction of second grass cricket square	Operations & Parks Team	X				X	X	X		X	X		X		X	
Gardens	Assessment of plant collection in the ornamental gardens, focussing on any missing varieties	Operations & Parks Team					X	X		X					X		
Charity Review	Work with colleagues to support the Charity Review with respect to North London Open Spaces and West Ham Park	Superintendent					X		X		X	X	X	X	X	X	X
Operational Property Review	Work with colleagues to support the Operational Property Review with respect to North London Open Spaces and West Ham Park	Superintendent					X	X	X	X		X		X			X
Staff recruitment	Complete recruitment for remaining vacancies for North London Open Spaces	Superintendent	X				X	X	X	X	X	X	X	X	X	X	X



West Ham Park Management Plan	Complete update of West Ham Park Management Plan	Superintendent	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Policies and protocols	Complete inventory and prioritise updates of all policies and protocols across North London Open Spaces	Superintendent	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Community Engagement	Create a 'Community Engagement Toolkit' to guide engagement activities by type, size, subject, etc	Superintendent	X			X	X	X		X	X	X				X	X
Partnerships	Continue to work with external partners and volunteers - including Friends of West Ham Park - to support caring for West Ham Park	Superintendent	X		X	X		X	X						X	X	X
Stakeholder management	Continue to engage meaningfully with stakeholders ensure that West Ham Park management is informed by its community of users	Superintendent	X		X	X	X	X	X	X	X				X	X	X
Modernised administrative processes	Support Services Team will interrogate existing administrative processes, update where necessary, and create where needed.	Support Services Team				X	X	X		X	X	X	X				X

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<b>Committee(s):</b> West Ham Park Committee	<b>Dated:</b> 16 May 2024
<b>Subject: West Ham Park former nursery site</b>	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	<u><i>City’s Corporate Plan 2024-29</i></u>  <u><i>Diverse Engaged Communities</i></u> <u><i>Leading Sustainable Environment</i></u> <u><i>Providing Excellent Services</i></u> <u><i>Vibrant Thriving Destination</i></u> <u><i>Flourishing Public Spaces</i></u>
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N –within existing project budget</b>
<b>If so, how much?</b>	<b>N/A</b>
<b>What is the source of Funding?</b>	<b>N/A</b>
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	<b>N/A</b>
<b>Report of:</b> Bob Roberts, Interim Executive Director, Environment	<b>For Information</b>
<b>Report author: Simon Glynn</b>	

## Summary

This report provides an update on West Ham Park charity’s community and stakeholder engagement activities in relation to the former nursery site.

It describes the activities undertaken to date and the forthcoming engagement activities taking place up to the end of July 2024.

## Recommendation(s)

Members are asked to:

- Note the report.

## Main Report

### Background

1. In October 2023, this Committee gave approval to officers to work towards a positive pre-application outcome (in relation to the redevelopment of the former nursery site) with LB Newham, informed by the charity undertaking comprehensive stakeholder and community engagement.

2. The approved community engagement exercise would be undertaken by an engagement consultancy and supported by officers in the Natural Environment Division and City Surveyors' Department, conducted as soon as possible to fully understand the public aspirations associated with the park and to increase public awareness of the redevelopment of the site.
3. The Committee also approved further engagement with the local authority and statutory consultees to establish the heritage value of the site.
4. Formal appointments of a planning and heritage consultant (Montagu Evans) and community engagement consultant (make: good) were made in February 2024.

### **Current Position: Establishing the Engagement Process**

5. Engagement activities commenced in February 2024 with the following tasks undertaken:
  6. Review of demographic data: This developed a comprehensive understanding of the communities and groups that use, are adjacent to and/or have an interest in, West Ham Park. This information will be used to tailor the engagement activities accordingly and ensure that the exercise reaches and is reflective of the community that West Ham Park serves.
  7. Stakeholder Mapping: This built on the stakeholder mapping that was previously carried out and addressed the gaps identified. It has helped to clarify where opportunities exist to promote activities and extend the reach of the project. This step also included a review of the dates of local events and activities that are outside of the engagement process but at which it would be suitable to have a presence.
  8. Engagement Plan: Using the stakeholder mapping, this stage confirmed which activities are best to deliver to ensure a good reach and an inclusive audience. It includes a communications plan so that any misinformation or misunderstandings within the local community can be addressed. Also included in this plan is digital engagement planning (e.g. use of social media and an online survey platform). Stakeholders will be engaged to help promote digital activities and further extend our reach.
  9. Establish conversation framework: With activities identified and a network established to share the opportunity for engagement, a comprehensive conversation framework was created to make sure we are clear on what we are asking, what feedback we want to focus on and making sure there is parity between digital and in-person activities.
10. Update of webpage: The public engagement officially commenced on 18 March 2024 with the launch of a dedicated webpage, where details regarding all public engagement activities are listed, together with a set of frequently asked questions in relation to the site, the opportunity to sign up to a mailing list to receive regular updates and the opportunity to provide feedback via an online survey.

## Proposals: Community Engagement

11. The following engagement with the local community has been undertaken as of 24 April 2024.
12. The marketing of the engagement activities included:
  - 57 stakeholder emails sent inviting them to one-to-one conversations.
  - 2 x targeted Instagram adverts for 14 days.
  - 200 flyers to adjacent households
  - 6 x A3 posters on entrance gates to the park.
13. Approximately 250 responses have been received to our on-line survey. The online survey will continue to be open for public feedback until 28 June 2024. After this date, make:good will collate responses and present the results back to the public via an outdoor exhibition for their further review and comment. The timing of the exhibition is most likely to coincide with the West Ham Park 150 anniversary celebrations on the weekend of 20 and 21 July 2024.
14. Demographic information in relation to the online survey responses has been collated and is presented in Appendix One. This information will be used to tailor future engagement activities to ensure the feedback received is representative of the LB Newham's own demography and to ensure that our engagement process is as inclusive as possible.
15. A range of local stakeholders, including organisations who regularly use the Park, such as local schools, sports clubs and community groups and, of course, the Friends of West Ham Park, were contacted directly in March and April 2024 and invited to participate in a one-to-one conversation regarding the future of the old nursery site.
16. One 1:1 conversation has been held to date with four more 1:1 conversations scheduled for late April and early May 2024.
17. An initial set of pop-up engagement events (comprising a temporary information stand in the park with engagement staff on hand to ask and answer questions) has been scheduled for the following dates:
  - Wednesday 17 April, 3pm-5pm (delivered)
  - Tuesday 30 April, 10am-1pm (delivered)
  - Sunday 19 May, 1pm-5pm
  - Friday 7<sup>th</sup> June, 1pm-5pm
  - Saturday 15<sup>th</sup> June, 1pm-4pm.
18. The event on 17 April resulted in an additional 38 conversations and 20 written responses being received.
19. Forthcoming engagement activities are planned for May, June and July. The events and dates are subject to confirmation. They include:

20. Engagement activities that ‘tag-on’ to other planned events taking place in West Ham Park, such as Newham Green Fair on 6<sup>th</sup> May, sporting events throughout May-July, Philanthropunks Fun Run on 30<sup>th</sup> June and WHP Summer Fun Fair between 26-30 July 2024. Tagging on to existing activities will be an important way to reach a diverse and representative audience and range of Park users.
21. A ‘Young Designer’ or creative workshops programme in May or June 2024. Workshops are a great way to bring in new audiences and make:good would explore creating a dedicated Young Designers Programme to bring in voices that do not normally participate.
22. An exhibition and showcase of public feedback in July, which can be planned to coincide with West Ham Park 150 anniversary celebrations 20-21 July 2024, subject to the agreement of the event organisers. This exhibition forms part of an important feedback loop to ensure that the process has validity by enabling the community to review their feedback, to ensure our understanding of feedback is accurate and to alert us if they have other things to add.
23. A summary of the key stages of the community engagement process is as follows:
  - February 2024: Stage 1: Setting up engagement.
  - March-July 2024: Stage 2: Engagement activities.
  - July-September 2024: Stage 3: Wrap up engagement, final analysis and report.
  - October 2024: Final report and recommendations to Committee.

### **Proposals: Statutory engagement**

24. Appointed planning and heritage consultants Montagu Evans have commenced their engagement on behalf of West Ham Park charity with both LB Newham and Historic England.
25. LB Newham has confirmed publication of its draft Local Plan (at Regulation 19 stage), will take place in Spring/Summer 2024. Montagu Evans will prepare a response to this draft Local Plan upon receipt.
26. LB Newham officers have been made aware of the charity’s community engagement process and invited to attend any of the forthcoming engagement events to observe the process.
27. The results of the community engagement process will be reviewed by Montagu Evans in July and their advice given as to its implications for the future of the old nursery site and recommended future engagement with LB Newham.
28. Historic England has been asked for a formal pre-application meeting to provide heritage advice on the specific areas, and nature of, the heritage value within the old nursery site. A meeting between Historic England and Montagu Evans is scheduled to take place in May 2024.

29. The timeline of proposed planning and heritage activities, led by Montagu Evans in 2024 are as follows:

- May 2024: Formal pre-application meeting with Historic England and receipt of written feedback
- Spring/Summer 2024: Make representations to LB Newham's public consultation on its draft Local Plan (Regulation 19 stage).
- July 2024: Review the output from the community engagement workshops and advise the charity on any planning or heritage impacts arising from the feedback.
- October 2024: Advise the charity on how best to engage LB Newham at the conclusion of the stakeholder and community engagement activities and secure 'in principle' support for a redevelopment of the site.

### **Strategic, Charity and Corporate Implications**

30. Strategic implications: This Committee has previously approved the delivery of these community and stakeholder engagement activities as being in the best interests of the West Ham Park charity.

31. Financial implications: None - The cost of the community and stakeholder engagement work is within the approved project budget.

32. Resource implications: None

33. Legal implications: None

34. Risk implications: The proposed community and stakeholder engagement activities seek to limit project risks through effective and meaningful engagement.

35. Equalities implications: The proposed community and stakeholder engagement activities will be compliant with the Equalities Act and GDPR.

36. Climate implications: None

37. Security implications: None

### **Conclusion**

38. This report provides information on the stakeholder and community engagement activities that West Ham Park charity is undertaking in 2024, in relation to the old nursery site. Officers will provide a further written update to this Committee on the progress of these activities at its next meeting.

### **Appendices**

- Appendix 1: Timeline of community engagement activities.

### **Simon Glynn**

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## Appendix 1 – Timeline of community engagement activities.

<b>Engagement Stage</b>	<b>Summary of task</b>
Stage 1: February 2024 Setting up engagement	Plan and prepare stakeholder mapping and engagement strategy. Update communications plan: agree activities, update visual identity for visual and physical activities, update website; prepare for on ground engagement.
	<b>Work Item</b>
	Update and refresh stakeholder mapping
	Prepare engagement plan, communications plan and write key messages
	Update artwork and graphics for digital engagement and key messaging
	Finalise artwork and graphics for in-person engagement (including pop-up set up)
	Agree email contact and conversation framework (questions and points of clarification); liaise with communications team
<b>Engagement Stage</b>	<b>Summary of task</b>
Stage 2: March -July 2024	Deliver pop-ups and tag-ons and engagement to reach a wide audience; monitor and address any gaps in reach; run digital promotion and idea collection; regular analysis and write up of findings; initial activities to reach 'hidden' groups.
	<b>Work Item</b>
	Write to specific stakeholders and introduce project and approach
	One to ones with stakeholder groups and plan tag on activities
	Deliver 5 pop ups
	Deliver 5 tag on activities (focus on harder to reach groups identified through stakeholder mapping)
	Explore feasibility of a Young Designers Programme/activity to engage young people.
	Launch and promote digital engagement
	Analyse and write feedback summary
	Weekly meeting between consultant and officers to share findings and effective reach of the engagement.
	Prepare interim report (7 June 2024)
<b>Engagement Stage</b>	<b>Summary of task</b>
Stage 3: July - September 2024	Prepare and deliver open access sharing exhibition; ensure broad reach; write up and submit final report.
	<b>Work Item</b>
	Finalise content for July drop-ins
	Produce materials for July drop-ins
	Arrange wrap-around activities and partner activities for July exhibitions
	Open exhibitions and wrap-around activities
	Produce initial summary report following July activities
	Complete final report (13 September 2024)



<b>Committee(s):</b> West Ham Park Committee	<b>Date(s):</b> 16 May 2024
<b>Subject:</b> Planning for the 150 <sup>th</sup> anniversary for West Ham Park	<b>Public</b>
Which outcomes in the City Corporation’s Corporate Plan (2024-2029) does this proposal aim to impact directly?	Diverse engage communities Leading sustainable environment Vibrant thriving destination Providing excellent services Flourishing public spaces
Does this proposal require extra revenue and/or capital spending?	<b>Yes</b>
If so, how much?	<b>£35,000 - £55,000</b>
What is the source of Funding?	<b>Natural Environment local risk and external grants.</b>
Has this Funding Source been agreed with the Chamberlain’s Department?	<b>Yes</b>
<b>Report author:</b> Bill LoSasso, Assistant Director (Superintendent) North London Open Spaces	<b>For Information</b>

## Summary

This report provides Members with an update on matters relating to the 150<sup>th</sup> anniversary celebration of West Ham Park’s transfer to the City of London Corporation since the last Committee meeting on 19 February 2024.

## Recommendation

Members are asked to:

- Note the content of the report.

## Main Report

1. West Ham Park was transferred to the City of London Corporation by the Gurney Family on 20 July 1874. Since then, the Corporation has steadfastly

overseen its protection, conservation, and improvement.

2. 150 years after the transfer, the Corporation will commemorate the anniversary with a programme of activities that celebrates the past, marks the present, and instills optimism for the future.
3. The Events Manager has been working with a steering group of Members, officers, and local stakeholders to deliver a diverse and varied programme of entertainment, workshops and sporting and wellbeing activities this spring and summer.
4. The programme of events is still being planned and finalised, but this report provides an overview. The themed program of activities will be delivered throughout the spring and summer that includes sports, learning and education, history, events, community activities and a green fair. The emphasis will be on the 20 and 21 July, in celebration of the actual anniversary of the transfer, with the first day focusing on music and culture, and the second focusing on sport and wellbeing. The current offering includes:
  - a. Spring and summer: The Learning Team will deliver a number of activities and events on Fridays, walks in the park will occur, the Friends of West Ham Park will continue to deliver community-based activities, the Newham Green Fair will occur on 6 May, Capital Kids Cricket will host activities on 24 June. In addition, the fun fair will support the 150<sup>th</sup> branding and celebration while on site in the park.
  - b. 20 July: The programme will culminate in a flagship event to mark the official transfer with a civic reception managed by the Remembrancer's, with invited guests including the City of London Corporation and London Borough of Newham. The day will begin at 12:30pm with a specially curated music event with a Bollywood theme, followed by a community music event hosted by the Friends of West Ham Park. In addition, the day will include children's themed activities, photography exhibitions, sustainability workshops, and a children's fair.
  - c. 21 July: This sports health and wellbeing day will feature a 'Give it a Go' event, featuring football activities sponsored by West Ham United, cricket, tennis, tai chi, athletics, and meditation, and will begin at 12.00pm and finish at 4.30pm.
5. With the support of Members and executive leadership, officers have secured and allocated c. £35,000 to ensure sufficient resources for the celebration programme. This funding will be used to support added event and programming delivery costs, additional grounds maintenance and reinstatement supply and material related costs, and the hiring of occasional casual staff required for additional tasks related to the increase in activities this financial year. Officers are also awaiting information on an application on

an additional £20,000 to fund an outdoor interpretive exhibition at two locations (The Guildhall and West Ham Park) to raise awareness and understanding of the park and the City Corporation's commitment, as well as the history of the site and its historic transfer to the City Corporation in 1874, similar to the successful and impactful exhibition displayed for Hampstead Heath's 150<sup>th</sup> anniversary. Any deficit will be covered by the Natural Environment local risk.

6. Officers invite all Members of the West Ham Park Committee to join this celebration, and a detailed event calendar will be shared once the programme is finalised in greater detail than noted in paragraph 4 above.

#### Financial Implications

7. As noted above covered in paragraph 5.

#### Resource Implications

8. The anniversary celebration will require additional operational resource as noted within this report.

#### Climate Implications

9. Included within the annual plan for 2023/24 are a series of projects which contribute towards achieving the City of London's Climate Action Strategy, which was launched in October 2020. A key part of the strategy is conserving and enhancing biodiversity alongside reducing carbon emissions. The Climate Action Strategy will be embedded into future strategies which are currently being drafted within the Natural Environment Division.

#### Legal Implications

10. No implications.

#### Risk Implications

11. Risks are monitored and recorded through the Departmental Risk Register.

#### Equality Implications

12. No impact.

#### Charity implications

13. West Ham Park is a registered charity. Charity Law obliges a trustee to ensure that the decisions taken in relation to the Charity are taken in the best interests of the Charity.

#### Security Implications

14. Security implications are monitored and recorded through the Departmental Risk register.

Bill LoSasso  
Assistant Director (Superintendent)  
Natural Environment (North London Open Spaces)  
bill.losasso@cityoflondon.gov.uk

<b>Committee(s)</b> West Ham Park Committee	<b>Dated:</b> 16 May 2024
<b>Subject:</b> Decisions taken under delegated authority or urgency powers	<b>Public</b>
<b>Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?</b>	See Background Report
<b>Does this proposal require extra revenue and/or capital spending?</b>	See Background Report
<b>If so, how much?</b>	See Background Report
<b>What is the source of Funding?</b>	See Background Report
<b>Has this Funding Source been agreed with the Chamberlain’s Department?</b>	See Background Report
<b>Report of:</b> Town Clerk	<b>For Information</b>
<b>Report author:</b> Blair Stringman, Town Clerk’s Department	

## Summary

This report advises Members of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman, in accordance with Standing Order Nos. 41(a).

## Main Report

### **Urgency Decision: West Ham Park Fees and Charges for Financial Year 2024-2025**

#### **BACKGROUND:**

The majority of charges are suggested to increase by **5%**, aligning with the Retail Price Index (RPI) as reported by the Office of National Statistics. Concessionary rates will continue, offering a **40% discount** on the standard adult charge, except where indicated. The income from fees and charges is crucial for the provision and maintenance of sports and recreational facilities at **West Ham Park**, which is known for offering excellent value for money. The proposed changes are detailed in **Appendix 1** of the background report.

There had been a delay in the preparation and submission of proposed fees and charges for **Hampstead Heath, Highgate Wood, and Queen’s Park**, which also affected **West Ham Park**. Due to the delay, an urgency procedure was required to implement the updated fees and charges at West Ham Park before **1 April 2024**, as the last meeting of the current financial year was held on **19 February 2024**.

Officers have committed to working closely with relevant colleagues to schedule meetings of consultative bodies to minimize the likelihood of similar delays in the future

#### **RECOMMENDATION(S):**

The Town Clerk, in consultation with the Chairman and Deputy Chairman of the committee:

1. Agree the proposed fees and charges for financial year 2024-25, as set

out in Appendix 1 of the report.

Copies of background papers concerning this decision are available from Blair Stringman on request.

**Contact:**

Blair Stringman

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

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