



Hampstead Heath, Highgate Wood and Queen's Park Committee

Date: WEDNESDAY, 10 JULY 2024
Time: 4.00 pm
Venue: COMMITTEE ROOM 2, 2ND FLOOR, WEST WING, GUILDHALL

Members:

William Upton KC (Chair)	Caroline Haines (Ex-Officio Member)
Alderman Gregory Jones KC (Deputy Chairman)	Emily Hills, English Heritage
John Absalom	Michael Hudson
John Beyer	Pauline Lobo, Ramblers' Association
Councillor Marcus Boyland, London Borough of Camden	Deputy Charles Edward Lord
Deputy Timothy Butcher	Wendy Mead OBE
John Foley	Councillor Arjun Mittra, London Borough of Barnet
Matthew Frith, London Wildlife Trust	Eamonn Mullally
Jason Groves	Alethea Silk

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

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Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

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

Part 1 - Public Agenda

1. APOLOGIES

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

3. MINUTES

- a) Draft Minutes of Hampstead Heath, Highgate Wood and Queen's Park Committee (**Pages 7 - 14**)

To agree the public and non-public summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee held on 21 May 2024.

For Decision

- b) Draft Minutes of Hampstead Heath Consultative Committee (**Pages 15 - 18**)

To note the public minutes and non-public summary of the Hampstead Heath Consultative Committee held on 10th June 2024.

For Information

- c) Draft Highgate Wood Consultative Group Minutes (**Pages 19 - 24**)

To note the draft minutes of the Highgate Wood Consultative Committee held on 26th April 2024.

For Information

4. MATTERS ARISING

- a) Committee Appointment from the London Borough of Barnet

For Information

- b) Appointment of Sub Committees, Consultative Committees and Groups and Representatives on Other Bodies

For Decision

5. ***ASSISTANT DIRECTOR'S REPORT - HAMPSTEAD HEATH**

Report of the Natural Environment Director.

For Information
(Pages 25 - 32)

6. ***ASSISTANT DIRECTOR'S REPORT - HIGHGATE WOOD & QUEEN'S PARK**

Report of the Natural Environment Director.

For Information
(Pages 33 - 38)

7. **RISK MANAGEMENT UPDATE REPORT**

Report of the Natural Environment Director.

For Decision
(Pages 39 - 50)

8. ***REVENUE OUTTURN - 2023/24**

Report of the Chamberlain and the Executive Director of Environment.

For Information
(Pages 51 - 58)

9. ***HEATH HANDS 2024-25 YEARLY REPORT**

The Committee to receive a report of Heath Hands.

For Information
(Pages 59 - 70)

10. ***DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

Report of the Town Clerk.

For Information
(Pages 71 - 72)

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

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

13. **EXCLUSION OF THE PUBLIC**

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

For Decision

Part 2 - Non-Public Agenda

14. **NON-PUBLIC MINUTES**

- a) Draft Non-Public Minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee (Pages 73 - 74)

To agree the non-public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee held on 21st May 2024.

For Decision

- b) Draft Non-Public Minutes of the Hampstead Heath Consultative Committee (Pages 75 - 76)

To note the non-public minutes of the Hampstead Heath Consultative Committee held on 10th June 2024.

For Information

- c) Draft Informal Minutes of the Hampstead Heath Consultative Committee (Pages 77 - 80)

To note the draft informal minutes of the Hampstead Heath Consultative Committee held on 10th June 2024.

For Information

15. **LAND AVAILABLE FOR ACQUISITION AT HAMPSTEAD HEATH**

Report of the Natural Environment Director.

For Decision
(Pages 81 - 94)

16. **NATURAL ENVIRONMENT CHARITIES - INCOME ANALYSIS AND PRIORITIES**

Report of the Executive Director of Environment.

For Information

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

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

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HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE **Tuesday, 21 May 2024**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Tuesday, 21 May 2024 at 4.00 pm

Present

Members:

William Upton KC (Chair)
John Beyer
Councillor Marcus Boyland
Deputy Timothy Butcher
John Foley
Jason Groves
Michael Hudson
Pauline Lobo
Andrew McMurtrie (Ex-Officio Member)
Councillor Arjun Mittra

In Attendance:

Alderman Gregory Jones KC
Mathew Frith

Officers:

Emily Brennan	- Environment Department
Clem Harcourt	- Chamberlain's Department
Joanne Hill	- Environment Department
Simon Owen	- Chamberlain's Department
Bob Roberts	- Environment Department
Niranjan Shanmuganathan	- Chamberlain's Department
Sunil Singh	- City Surveyor's Department
Callum Southern	- Town Clerk's Department
Blair Stringman	- Town Clerk's Department
Edward Wood	- Comptroller & City Solicitor's
William LoSasso	- Environment Department

1. APOLOGIES

Apologies were received by Deputy Charles Edward Lord and Caroline Haines.

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

There were no declarations.

3. *ORDER OF THE COURT OF COMMON COUNCIL

The Committee received the order of the Court of Common Council held at the Guildhall of the City of London on Thursday 25th April 2024, which appointed the Committee and approved its Terms of Reference.

4. **ELECTION OF CHAIRMAN**

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

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

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

5. **ELECTION OF DEPUTY CHAIRMAN**

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

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

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

6. **MINUTES**

6.1 **Draft minutes of Hampstead Heath, Highgate Wood and Queen's Park Committee**

RESOLVED – That, the public and non-public summary of the meeting held on 12 February 2024 be agreed as a correct record.

6.2 **Draft minutes of Hampstead Heath Consultative Committee**

Members noted the draft minutes of the Hampstead Heath Consultative Committee held on 22 April 2024.

6.3 **Draft Queen's Park Consultative Group Minutes**

Members noted the draft minutes of the Queen's Park Consultative Group held on 8 May 2024.

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

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

RESOLVED – That Members:

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

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

8. ***ASSISTANT DIRECTOR'S REPORT**

8.1 **Hampstead Heath**

The Committee received a report of the Interim Executive Director, Environment, concerning update on matters relating to Hampstead Heath since the last Hampstead Heath, Highgate Wood and Queen's Park Committee meeting on 12 February 2024

The following points were noted:

- The opening of the Parliament Hill athletics track on April 17th was discussed and was well received locally.
- The night of the 10,000-meter personal bests on Saturday was also discussed, with the biggest crowd ever for the event.
- The Bowling Green and croquet lawn were mentioned for making it into Parks for London's Green Space Quality Manual.
- The popularity of the swimming facilities on the heath was discussed, with 3000 swimmers at the Lido alone and 10,000 swimmers at all three ponds over the weekend of May 11th and 12th.
- The Ponds access project was expected to conclude in June.
- The committee congratulated the staff and volunteers for their excellent work on the events.
- A suggestion was made to do a big social media campaign around the launch of the access project.
- The committee discussed the recruitment at Golders Hill Park and the appointment of a new head zookeeper.
- A ceremony for Declan Gallagher at Golders Hill Park was mentioned, with a memorial bench placed at the top of the lawn near the car park.
- The committee discussed the issue of sexual activity and drug paraphernalia being found on West Heath and suggested a deeper dive into the issue at the next meeting.
- The committee discussed the possibility of reviving the liaison with a local group to help with the issue on West Heath.

- A suggestion was made to do a committee walk around West Heath to see the problem on the ground.
- The committee discussed the Heath Hands agreement and the finalisation of the document.
- The committee discussed the Hampstead Heath management strategy review and the possibility of having an away day in October to facilitate the review.
- A suggestion was made to have the away day at Hampstead Heath or one of the other council spaces.

8.2 **Highgate Wood and Queen's Park**

The Committee received a report of the Interim Executive Director, Environment, concerning update on matters relating to Highgate Wood and Queen's Park since the last Hampstead Heath, Highgate Wood and Queen's Park Committee meeting on 12 February 2024.

The following points were noted:

- The Committee received an update on the Roman kiln project in Highgate Wood, the sandpit project in Queen's Park and its progress, the paddling pool in Queen's Park and its status and the cafe tendering process and the use of consultants..
- Members noted the sandpit project in Queen's Park has taken longer than expected, but is nearing completion and is expected to open in June.
- The committee were informed that the paddling pool in Queen's Park requires investment and would not open this year.
- Members noted that the Woodland Walk proposal in Queen's Park would be considered as part of the updated 10-year management strategy for Queen's Park.
- In regard to the cafe tendering process Members were informed that this would be discussed in more detail at the next committee meeting, including the use of consultants and the potential for investment in the buildings.

9. **RISK MANAGEMENT UPDATE REPORT**

The Committee considered a report of the Interim Executive Director, Environment, concerning the Hampstead Heath, Highgate Wood and Queen's Park Committee with assurance that risk management procedures in place within the Environment Department and its Natural Environment Division are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011.

Officers explained that the report included the detailed risk registers and that all risks had been recently reviewed in detail by the assistant director and the management team. The report asked members to confirm whether the registers satisfactorily set out the key risks to the charities and that appropriate systems were in place to identify and mitigate the risks.

RESOLVED – That Members confirm, on behalf of the City Corporation as trustee, that the registers appended to the report satisfactorily set out the key

risks to the charities and that appropriate systems are in place to effectively identify and mitigate risks.

10. ***NATURAL CAPITAL AUDIT**

The Committee received a report of the Interim Executive Director, Environment, concerning a Natural Capital Audit.

The Director of Natural Environment provided an update on the natural capital audit, explaining that the audit articulated the huge value of open spaces for many different ecosystem services, including biodiversity, carbon sequestration, access, recreation, health and well-being, and flood management. The data from the audit was captured on a geographic information system, allowing it to be broken down to the site-specific level or clustered up to a group of sites. The audit covered not only the open spaces within the division, but also City Gardens, school grounds, and the cemetery and crematorium.

Members noted that the next steps for the audit included feeding into the new corporate plan, influencing local planning, working with funding organisations, supporting income generation, establishing a reputation as an international leader in natural capital accounting, establishing a baseline against which progress can be measured, informing governance and priorities, and building effective delivery partnerships.

It was noted that an internal working group meeting was planned for later in the month to prioritise the next steps and determine who would deliver outcomes. Members were informed that the audit was planned to be repeated every two to three years to enable significant progress to be shown and more value to be delivered by the open spaces.

11. **NORTH LONDON OPEN SPACES BUSINESS PLAN**

The Committee considered reports of the Interim Executive Director, Environment, concerning an overview of the planned key management activities and initiatives for Hampstead Heath, Highgate Wood and Queens Park.

11.1 **Management Priorities for Hampstead Heath for FY'2024-25 (Business Plan)**

RESOLVED – That Members, approve the FY'2024-25 business plan for Hampstead Heath.

11.2 **Management Priorities for Highgate Wood FY'2024-25 (Business Plan)**

RESOLVED – That Members, approve the FY'2024-25 business plan for Highgate Wood.

11.3 **Management Priorities for Queen's Park FY'2024-25 (Business Plan)**

RESOLVED – That Members, approve the FY'2024-25 business plan for Queen's Park.

12. ***ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

The Committee received joint reports of the Chamberlain and Interim Executive Director, Environment concerning annual report and financial statements for the year ended 31 March 2023.

12.1 **Hampstead Heath Incorporating Hampstead Heath Trust Fund Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2023**

Members noted the report.

12.2 **Highgate Wood and Queen's Park Kilburn Annual Report and Financial Statements for the Year Ended 31 March 2023**

Members noted the report.

13. ***HIGHGATE WOOD AND QUEEN'S PARK KILBURN CHARITY - REVIEW OF CURRENT DESIGNATED, UNRESTRICTED, AND RESTRICTED INCOME FUNDS HELD AND PROPOSED CHANGES**

The Committee received a report of the Interim Executive Director, Environment concerning the complete list of the current designated, unrestricted, and restricted income funds held for the Highgate Wood and Queen's Park Kilburn charity.

The following points were noted:

- There is an unrestricted fund of nearly £170,000, which the committee could designate for certain purposes.
- The committee discussed the potential use of the funds for dangerous trees work.
- A Member suggested considering using the funds for the capital of the paddling pool.
- Officers agreed to work to produce a paper on the costs and the committee's wish to utilise some of the funds.

13.1 ***Hampstead Heath and Hampstead Heath Trust Fund Charities**

The Committee received a report of the Interim Executive Director, Environment concerning the complete list of the current designated, unrestricted, and restricted income funds held for the Hampstead Heath and Hampstead Heath Trust Fund charities.

Members noted the contents of the report and were informed that an updated paper would be brought to the next meeting.

14. ***HAMPSTEAD HEATH - HILL GARDEN PERGOLA - UPDATE REPORT**

The Committee received a report of the City Surveyor concerning background information on the Hill Garden Pergola, to provide an update its current condition and comment on next steps.

The following points were noted:

- Officers provided an update on the pergola, stating that short-term repairs had been completed.
- It was noted that repairs were expected to last until August 2024, after which it is recommended that the timbers be removed and replaced in full.
- A feasibility study is being conducted to provide options and refine costs for the repairs, which are estimated to be between two to four million pounds.
- The committee discussed potential funding strategies, including applying to the Heritage Lottery Fund and dividing the project into stages.
- It was agreed that the matter needed to be escalated and that a report should be provided at the next meeting, with the possibility of a verbal update if more time was needed.
- Officer agreed to consider putting the matter on the risk register.

15. *DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS

The Committee received reports of the Town Clerk concerning decisions taken under urgency powers since its last meeting.

15.1 Urgency Decision: Hampstead Heath Fees and Charges for Financial Year 2024-2025

Members noted the report.

15.2 Urgency Decision: Highgate Wood and Queen's Park Fees and Charges for Financial Year 2024-2025

Members noted the report.

15.3 Urgency Decision: Parliament Hill Athletics Track

Members noted the report.

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

There were no questions.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no urgent business.

18. EXCLUSION OF THE PUBLIC

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

19. NON-PUBLIC MINUTES

19.1 **Draft Minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee**

RESOLVED – That, the non-public minutes of the meeting held on 12 February 2024 be agreed as a correct record.

19.2 **Draft Minutes of the Hampstead Heath Consultative Committee**

Members noted the draft non-public minutes of the Hampstead Heath Consultative Committee held on 22 April 2024.

20. ***OUTTURN REPORT: AFFORDABLE ART FAIR**

The Committee received a report of the Interim Executive Director.

21. ***DECISIONS TAKEN UNDER DELEGATED AUTHORITY OR URGENCY POWERS**

The Committee received a report of the Town Clerk concerning a decision take under urgency powers.

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

There was no questions.

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

There was one item of urgent business.

23.1 ***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 the Interim Executive Director, Environment.

The meeting ended at 6.04 pm

Chairman

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

HAMPSTEAD HEATH CONSULTATIVE COMMITTEE Monday, 10 June 2024

Minutes of the meeting of the Hampstead Heath Consultative Committee held at Committee Rooms, West Wing, Guildhall. on Monday, 10 June 2024 at 5.30 pm

Present

Members:

William Upton KC (Chairman)
Nick Bradfield (Dartmouth Park Conservation Area Advisory Committee)
John Arnoldi (Heath Hands)
Michael Hammerson (Highgate Society)
Dr. Gaye Henson (Marylebone Birdwatching Society)
Helen Payne (Friends of Kenwood)
Richard Sumray (London Council for Sport and Recreation)
Jeff Waage (Heath & Hampstead Society)
John Weston (Hampstead Conservation Area Advisory Committee)

Officers:

Emily Brennan	- Natural Environment Director
William LoSasso	- Environment Department
Charlotte Williams	- Environment Department
Callum Southern	- Town Clerk's Department
Blair Stringman	- Town Clerk's Department
Paul Maskell	- Leisure and Events Manager

1. APOLOGIES

Apologies were received from Colin Gregory and Steve Ripley.

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

No declarations were made.

3. MINUTES

3.1 To agree the public minutes and non-public summary of the Hampstead Health Consultative Committee held on 22nd April 2024.

RESOLVED, that, subject to amendment, the public minutes and non-public summary of the Hampstead Heath Consultative Committee held on 22nd April 2024 were approved.

3.2 To note the public minutes and non-public summary of the Hampstead Health, Highgate Wood & Queen's Park held on 21st May 2024.

The public minutes and non-public summary of the Hampstead Heath, Highgate Wood and Queen's Park Committee were formally noted.

4. **ASSISTANT DIRECTOR'S UPDATE**

The Committee received the Assistant Director's report which presented an update on matters relating to Hampstead Heath since the last Hampstead Heath Consultative Committee meeting on 22 April 2024.

During the discussion, the following points were raised:

- a) Acknowledged a significant increase in the amount of litter and drug use being discovered on West Heath and Officers were also being subjected to inappropriate behaviour. Officers were in the process of putting together a collaborative partnership-based approach to deal with anti-social behaviour at West Heath.
- b) Officers indicated they would produce a report for the next meeting with suggestions on combatting anti-social behaviour on West Heath in the future. The Committee welcomed this report.
- c) The Committee stressed the need to work with different community groups moving forward and emphasised the importance of engagement from the Constabulary. Officers agreed on the importance of working with different community groups and the need to reinitiate partnerships that had existed previously.
- d) Expressed concern that Officers were sufficiently trained to deal with disposed needles and acknowledged that it was difficult to continue with buddy system with reduction in staffing numbers.
- e) Officers suggested that an appointment to the role of Business Development Manager could be made in the next two-to-three weeks.

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

There were no questions.

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

There was one item of urgent business concerning an update from Heath Hands on conservation work, ecological monitoring, learning, wellbeing and community, and upcoming events.

7. **EXCLUSION OF THE PUBLIC**

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

8. MINUTES

8.1 To agree the non-public minutes of the Hampstead Health Consultative Committee held on 22nd April 2024.

RESOLVED, that - the non-public minutes of the Hampstead Heath Consultative Committee held on 22nd April 2024 were approved.

8.2 To note the non-public minutes of the Hampstead Health, Highgate Wood & Queen's Park held on 21st May 2024.

The non-public minutes of the Hampstead Heath, Highgate Wood and Queen's Park Committee were formally noted.

9. NATURAL ENVIRONMENT CHARITIES - INCOME ANALYSIS AND PRIORITIES

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

10. THE NEXT MEETING OF THE HAMPSTEAD HEATH CONSULTATIVE COMMITTEE WILL TAKE PLACE ON MONDAY 16TH SEPTEMBER 2024.

The Chair formally closed the meeting.

The meeting ended at 6.37 pm

Chairman

**Contact Officer: Callum Southern
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HIGHGATE WOOD CONSULTATIVE GROUP

Friday 26 April, 1pm meeting

432 Archway Road, London, N6 4JH

Members:	William Upton KC CC (Chair) (WU)	Hampstead Heath, Highgate Wood & Queens Park Committee (online meeting only)
	Jason Groves (Deputy Chair) (JG)	Hampstead Heath, Highgate Wood & Queens Park Committee
Co- Optees:	Therese Gray (TG)	Highgate Conservation Area Advisory Committee
	Laura Dekker (LD)	Friends of Queen's Wood
	Michael Hammerson (MH)	Highgate Society
	Cllr Pippa Connor (PC)	London Borough of Haringey
Officers:	Bill LoSasso	Assistant Director NLOS
	Jonathan Meares (JM)	Head of Conservation
	Declan O'Brien (DO'B)	Ranger Manager Hampstead Heath and Highgate Wood
	Simon Glynn (SG)	Assistant Director Culture and Projects
	Rob Shakespeare (RS)	Head of Heritage and Museums
	Michaela Wright (MW)	Heritage Officer
	Karin Oleinikova (KO)	Heath Hands Programme Manager
	Helen Evans	Minutes (meeting only)

Apologies

Lucy Roots

Introductions

There were some errors on the agenda noted. We had Cllr. Pippa Connor in attendance, and officers from the Corporation accidentally excluded, these were: Simon Glynn, Michaela Wright, Rob Shakespeare and Karin Oleinikova. We noted that Peter Corley of Tree Trust for Haringey had sadly passed since the last meeting. The Chair was joining us online, so Deputy Chair was acting Chair.

Minutes of the last meeting

The minutes of the last meeting, held on 13 November 2023, were agreed.

Assistant Director's Update

- **Volunteers & conservation work**

JM offered his thanks to KO and the Heath Hands volunteers, who have been very active in the Wood with 13 sessions since the last meeting. It was discussed whether more volunteers were needed but KO advised they were at capacity. It was mentioned that with nesting season from April to September there is limited work that can be done during this time. DO'B mentioned they we have a camera capturing footage of a blue tit nest with 14 eggs.

It was mentioned that Heath Hands had been working with local residents to help make gardens more hedgehog friendly. There is an issue of genetic isolation in the hedgehog population at spaces like Regent's Park, which we are hoping to mitigate through engagement and education.

- **Tree management**

The Consultative Group discussed the recent high winds and the lowering of the closure threshold to 37mph. JM said closures above these speeds were justified and would continue. It was questioned whether we are lowering this due to being concerned we could be sued, and whether we might be being overly cautious. There was the mention of the recent death of a lady walking along the pavement in high winds and that we have to safeguard civilians, but that it is not possible to stop people walking along the roadside around the wood. It was mentioned that this death has made us cautious. JM mentioned we have a statutory duty of care to regularly inspect trees for safety. The closing of our other sites was mentioned. Kenwood, used as an example, closed with lower thresholds in April due to its number of ancient trees. PC questioned whether this was new practice and wholly necessary, mentioning that in the countryside, people are left to make the decision on safety and risk themselves, questioning upon whom lies the responsibility of personal safety. As an example, in Camden spaces they put up signage advising of the danger and don't close spaces, although we didn't know which space(s) this was and how it compares to Highgate Wood in terms of woodland. It was mentioned this decision to close requires the right balance, as we don't want to see the wood closed too often. We expect 37mph to be met around six times a year. The National Trust and

other organisations also make the decision to close woodland with variable thresholds to safeguard life. DO'B advised the Consultative Group that it takes one hour to close the wood to visitors, so we only close with forecasts of wind that will be of longer duration. JG advised we need a year's worth of data to make decisions on the new threshold, balancing safety with the number of days closed.

ACTION (JM): in November's report, provide a figure of trees and branches down from the past year and number of days closed in the year to discuss.

- **Recruitment**

BL provided an update that the Corporation would be hiring a Head of Business Development & Partnerships which will cover all NLOS.

- **Roman Kiln project**

RS gave a presentation on the Roman Kiln, showing its position in the wood, and how it was excavated and is being conserved. It was advised that we will continue to consult on the extent to which we conserve and restore in terms of the kiln's missing parts.

Works include: refurbishing the existing Information Hut, including replacing the roof, in order to house the original kiln; and build a replica kiln adjacent to the Information Hut, which will be fired three times during September. The latter will require a gazebo / pergola style structure to protect the replica kiln, which will be constructed from wood to ensure it is in harmony with existing structures and the natural environment of the Wood.

The works required to the hut to prepare it for the kiln will require funding. The team are working with City Surveyors to establish the budget for the project. This is going to be a 3-year project in total, but the full realisation might take us a little beyond this.

JG asked whether the project had a timeline, and expressed his satisfaction with the new plans for the information hut compared to the previously proposed plan. The kiln has gone to a conservation team and due to be returned in August. It was noted that we need to establish a conservation management plan for the life of the kiln. The timeframe they are looking at for the replica and the hut is September, with the site works time frame TBC. A contractor is in place for the works.

MW went on to present the work of the STEM programme and the engaging of local children in the project. It was discussed that we will continue to use social media to showcase work,

inspire, and engage people with woods. It was mentioned that the children's pots that have been fired using clay from the wood ought to be used for media coverage.

ACTION (HE): to send MW's part of the presentation to Jen Wood, who manages NLOS social media.

The Consultative Group discussed the existing Roman history trail in London and whether we could get the wood included to link up to other historical sites, to attract visitors and engage the public. It was confirmed that there will be an event to open the kiln to the public.

It was noted that this is a busy time of year for the Lord Mayor and City Corporation. JG mentioned that we should try to get this on BBC London. Katherine West a local MP is very interested in the project.

ACTION (RS): to liaise with Roman history trail and get Highgate Wood added.

ACTION (BL and RS): to get a date in the diary for opening the Kiln Project and begin organising this event.

- **Management Plan Update**

A new management plan will be approved before the end of the year. It was queried if this will go out to consultation beforehand and whether a heritage assessment is in need of being updated. JM advised that we will refer to any existing plans for the creation of the 5-year management plan, as they are still valuable references, but that we will keep in mind of how understanding of the site has changed and adjust accordingly.

- **Café tendering**

BL provided an update that the cafe licences at all four spaces are being planned for tender. Currently, discussions are being had with City Surveyors on various matters, including the tenancy length.

ACTION (BL): update with more substantive details on the criteria for the vendors, length of term etc.

The Consultative Group then discussed the condition survey of the Highgate Wood Café and necessary repairs and improvements. BL advised we would make repairs and the site made suitable for future operators. Officers are also interested in ensuring that the space is a 'community hub', with the potential to host community-centric small events, including for

families and children. These events will likely be small, intimate musical events, not making an ecological impact on the Wood, and that officers would seek feedback from users on what types of community events might be most sought. It was mentioned that the café isn't currently well used by dog walkers, who prefer the kiosk and alternative local cafés. A consultation on cafés occurred in recent years. The desire to preserve the building was discussed, and the current layout as a smaller space with limited indoor seating, which may have an impact on attracting customers.

- **AOB**

A 12-month business plan was included in the papers. Concern was expressed over the phrasing of 'business' for a green space. Reassurance was given that this is standard practice and it's not a public-facing document. There is going to be an update to the wood management plan.

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Agenda Item 5

Committee(s): Hampstead Heath, Highgate Wood, and Queen's Park Committee	Dated: 10 July 2024
Subject: Assistant Director Report - Highgate Wood & Queen's Park	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	-Diverse engaged communities -Leading sustainable environment -Vibrant thriving destination -Providing excellent services -Flourishing public spaces
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£0
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Emily Brennan Natural Environment Director	For Information
Report author: Bill LoSasso Superintendent North London Open Spaces	

Summary

This report provides Members with an update on matters relating to Hampstead Heath since the last Hampstead Heath Consultative Meeting on 22 April 2024.

Given the unique structure of this Committee, and following discussion with the Chairman, North London Open Spaces officer reports will resume the past practice of being split between the two charities for which this committee is responsible - Hampstead Heath charity and Highgate Wood & Queen's Park Kilburn charity – where possible.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Parliament Hill / Leisure

1. Meetings and arrangements are underway for 'Give it a Go' 2024, which will be taking place on 14 July. It is a collaborative event with partners from Camden Council and local sports clubs and leisure centres. It's an event to promote health and wellbeing and a chance to try out new sports from tennis to fencing and bowling to boxing.
2. A decision has been made to repair one lane of the existing cricket nets on Heath Extension. The existing budget of the City Surveyor's Department will be used to repair one of the lanes. The other lane cannot be repaired, as the tree roots under it make this unfeasible. It has previously been considered whether a relocation of the nets elsewhere on the Extension was possible, but after internal review it has been determined that a move would be more expensive and exceed the funding available, would take planning permission and risk losing the Surveyor's funds that must be spent by 31 March 2025, and that a relocation would threaten currently open views on the Extension.
3. Football and rugby season is now completed at Heath Extension. Bookings are also increasing for the football pitches, rounders and grids at Parliament Hill Fields, with schools and the general public. Summer sports grids have been marked out and are now being used by Camden School Sports Association (CSSA), local schools, and groups for football training and general fitness. Work is underway to mark out rounders pitches for local schools.
4. Hampstead Heath Extension changing rooms have been closed due to traces of Legionella in a recent routine water quality test. The changing rooms were closed immediately after the issue was identified, our risk guidance for Legionella has been followed, and we are working closely with the City Surveyor's Department and specialist external contractors to address the situation and ensure continued public safety. Despite the closure of the changing rooms, there will not be any impact on our sports clubs' ability to use sports pitches while work is carried out to resolve this problem. It is hoped that the changing rooms will be reopened by the start of the rugby season in September this year.
5. The Lido and Ponds are getting much busier with the warmer weather, and with more awareness and publicity being generated about the health benefits of year-round swimming, showing a year-on-year rise. As an example, the weekend of 11-12 May was very busy with over 3,000 visitors to the Lido and

over 10,000 visitors to the three bathing ponds. Wi-Fi connection has now been installed at the Mixed Pond and new cables were installed at the Men's Pond in April to strengthen the Wi-Fi connection, which will help with payment made by credit cards.

6. The Lido started its summer opening hours on 4 May and the Mixed Pond opened to the public on this date. Repairs and maintenance of the Lido and Parliament Hill paddling pools began on 16 May. The work includes new filter media and dosing units for both paddling pools and a new pump for the Lido paddling pool. Both paddling pools were able to open on Monday 27 May, in time for the half-term.
7. The Ponds Access Project is now coming to a close. All the work at the Ladies, Mixed and Men's Ponds have progressed well and is now complete. The hoists are installed, the grating has been added and the sliding doors at the Men's Pond were installed the week commencing 13 May. The extra grating to fill the void in the Men's Pond has now been instructed and will be carried out in mid-June. The handover is scheduled for when all work associated with the Ponds Access Project will be signed off and completed. Training was provided to the lifeguards at the end of March on how to use the new hoists. Heath Hands helped with some planting at the Mixed Pond to replace vegetation removed during the Ponds Access Project. They also installed new fencing to help with control of the new accessible platform.

Golders Hill Park

8. The main task currently is cutting the grass, but areas of long grass are being left where possible to create more wildlife friendly areas within Golders Hill Park. The sandpit area is still closed due to refurbishment works taking place. Progress has been made with the local team, but it has been decided to appoint external contractors to complete the work, due to the machinery and technical expertise required to meet play safety standards. Quotes are being gained from contractors to install the remaining plastic sleepers. The sandpit remains closed, but we are working hard to ensure it can be opened in a timely manner. The other half of the sandpit area where the sunshade is located was opened by Saturday 18 May.
9. Structural repair work has taken place on the Pergola and five of the worst columns were pinned at the base with two 450mm steel pins. Temporary structural repair work has been carried out and the eastern section of the colonnade was reopened on 15 May 2024. It is now safe for the public to access temporarily until August 2024. Future steps are now being evaluated. Senior Building Surveyors are still working with specialist contractors on the

next phase of works, as parts of the pergola may need to be removed to ensure continued public safety if a longer-term, more comprehensive solution is not implemented. A feasibility report has been commissioned by the City Surveyor's Department to identify options, and the cost for a full restoration is currently estimated to be more than £2 million.

10. In partnership with the Zoological Society of London (ZSL) and Heath Hands, the NLOS Senior Ecologist led a hedgehog survey workshop in Golders Hill Park. Wildlife cameras were placed throughout the park and will be in situ for approximately 3 weeks from the 1 May 2024. Based on previous surveys, Golders Hill Park remains one of the healthiest hedgehog populations in London, and results of this year's survey will be known later this summer.

Conservation

11. The Conservation Team was called in by the Swimming Team to carry out some emergency reinstatement to the Mixed Pond access path following the completion of the contractor works to install an upgraded electrical supply. The work was successfully completed last week with the assistance of the lifeguards, and we are now just waiting for the coxwell gravel aggregate to dry out before the surface is rolled to achieve a suitable wearing surface for access to the facility. The team has also been involved in tree damage clearance at various locations following the recent wet and stormy weather, and last week started the weekly butterfly transect surveys. With the recent warmer drier weather tree irrigation operations have recommenced as part of a three- to five-year establishment programme.

Ecology

12. The Ecologist has now identified potential sites for new leaky dams on the Fleet Stream as part of the Climate Action Strategy objectives to improve resilience and reduce flood risk. These minimal structures using natural materials will be constructed by the Conservation Team over the next twelve to eighteen months. 150 wildlife cameras have been installed around the Heath to start the new hedgehog survey. Heath hands volunteers and the Zoological Society London (ZSL) team were involved in installing the cameras. Ecological monitoring is planned for the butterfly meadow installed in 2023 on the Hampstead Heath Extension, using the Butterfly Conservation App.

Arboriculture

13. The Tree Team has been carrying out scheduled inspections at a number of locations around the Heath and follow up tree works. We had more stormy weather during April, which caused several tree failures which were then worked on and made safe by the Tree Team. They also carried out repairs to the veteran tree enclosure fencing at the Vale of Health and provided professional advice and guidance during a film shoot below Kite Hill.

West Heath unlicensed gathering

14. A large unlicensed amplified music event and party occurred on 15 June in the woods of West Heath. This event was initially reported to numerous Members and officers by members of the public as a political demonstration and encampment. While there appear to have been some political aspects of the event, and there were political messages that were hung and subsequently removed by Heath officers, the event appears to have been primarily an annual celebration of George Michael's life that has arrived unannounced on West Heath in recent years.

15. The gathering was much larger than Heath officers were equipped to safely manage or disperse. Given concerns about public safety given the size (c. 500 ppl), lack of license, location in a non-event space, unsafe and unlit egress and muddy and slippery paths, intoxicated self-identified organiser, and refusal of the organisers to stop, loud amplified music until midnight, the Metropolitan Police were called to provide support.

16. The Met ultimately decided to not forcibly disperse the crowd and stayed on site until agreement was reached for the event to conclude at 10.00pm. Until then, the party and music continued. A site visit the following morning showed c. 35 garbage bags that had been filled - including an empty petrol canister that underscored the public safety risk, litter, and worn natural areas of West Heath. Officers discarded all of the waste. Officers will liaise with the Metropolitan Police to discuss the event and ensure the best possible coordination for expected future incidents.

Events

17. The 'Night of the 10K PBs' was held on Saturday 18 May 2024, which was a qualifying event for athletes ahead of the Paris Olympics this summer. It was a wonderful evening that was supported by representatives from the management and consultative committees, local councillors and the Mayor of Camden, and the Town Clerk. There were thousands of spectators, athletes from over 40 countries represented, over 50% of athletes running their own

personal best, and a spot at the Paris Olympics secured by Megan Keith. William Upton KC CC supported the event in a television interview, and over 100,000 people watched the event on the European Athletics YouTube feed.

6

18. The Hampstead Heath and Golders Hill Park music programme begins on Friday 21 June and finishes on Sunday 25 August. We have a varied mix of music genres which caters for our wide and diverse audiences during the event.
19. Heath Hands – our valued partners on the Heath and in Highgate Wood – celebrated their 25th anniversary on 6 June at a well-attended event on the grounds of Kenwood House. The event was a joyous celebration of Heath Hands' achievements in support of green spaces the past quarter century, and was attended by numerous volunteers, elected officials, this committee's Chairman, Director of Natural Environment, Superintendent and numerous other Heath officers. We remain grateful to Heath Hands for its support of the Heath and Highgate Wood and look forward to continuing to work together toward their conservation.

Financial implications

20. No implications.

Resource implications

21. No implications.

Legal implications

22. The unlicensed event in paragraph 14 occurred in violation of Heath byelaws and

Risk implications

23. Risks are monitored and recorded through the various risk registers, including the Division and Departmental Risk Registers.

Equalities implications

24. No implications.

Climate implications

25. Included within the business plan for 2024-25 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.

Security implications

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

Conclusion

27. This report provides Members with an update on matters relating to Hampstead Heath since the last Hampstead Heath Consultative Meeting on 22 April 2024.

Appendices: None

Bill LoSasso

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Agenda Item 6

Committee(s) Hampstead Heath, Highgate Wood, and Queen’s Park Committee	Dated 10 July 2024
Subject: Assistant Director’s Report: Highgate Wood & Queen’s Park	Public
Which outcomes in the City Corporation’s “Corporate Plan (2024-2029)” does this proposal aim to impact directly?	Diverse engaged communities Leading sustainable environment Vibrant thriving destination Providing excellent services Flourishing public spaces
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Emily Brennan, Natural Environment Director	For Information
Report Author: Bill LoSasso Assistant Director (Superintendent) North London Open Spaces	

Summary

This report provides Members with an update on matters relating to Hampstead Heath since the last Hampstead Heath, Highgate Wood and Queen’s Park Committee meeting on 21 May 2024.

Given the unique structure of this Committee, and following discussion with the Chairman, North London Open Spaces officer reports will resume the past practice of being split between the two charities for which this committee is responsible - Hampstead Heath charity and Highgate Wood & Queen’s Park Kilburn charity – where possible.

Recommendation(s)

Members are asked to:

- Note the contents of the report.

PART 1: HIGHGATE WOOD

Volunteers

1. Volunteer sessions with Heath Hands have now stopped for the summer months until September to allow the birds to nest undisturbed. We will be looking at projects for the start of September to help us clean up dead hedging, breaking down camps and coppicing in some of the older conservation areas.

Tree management and conservation

2. Hampstead Heath tree team have been paying us regular visits, inspecting and collecting Oak Processionary Moth caterpillars. They visually inspect the canopy of the trees around the field and the playground area and remove any processioning caterpillars low to the ground, so they don't affect any public or dogs.
3. The live TV camera based at the playground building provides the public with some spring watch entertainment. Blue tits built a nest in the camera box, and they were successful in producing and fledging 14 chicks on 22 May. We also had approximately nine Woodpecker nests around the wood, which also bred quite early and benefitted from the abundance of small caterpillars.

Events

4. The insect safari run on 1 June was a success, with our Senior Ranger and local enthusiast running the event. Another safari is to be held on 6 July.
5. The summer guided walks will occur on 13 July, and our well attended bat walks begin on 17 July and are held once a month until September.
6. The annual Community Heritage Day will be held on 1 September 2024

Site maintenance

7. We have had several complaints from the public regarding the numbers of rats in and around the Wood. This is unusual, and due to the mild winter and heavy rainfall, which caused them to breed and has pushed them out of their flooded dens above ground more often than usual. With the weather improving as we go into summer, we believe that the number of rats above ground will diminish as their burrows dry out. The Highgate Wood Team are addressing the issue with limited targeted use of traditional rat control methods, as well as hiring a contractor who is putting down traps which catch the rats alive, and they are then dispatched humanely.

8. Contractors have been in since the start of June rewiring the tractor shed and are now rewiring our main office in the wood.

Recruitment

9. We are recruiting for one Ranger and two Operative Rangers. Once appointed, all position will be filled at Highgate Wood. Interviews are planned for July.

Sports

10. Cricket season has now started, with the same four teams from last year enrolled. To date, we have only had one game called off due to rain.

PART 2: QUEEN'S PARK

Invasive Species

1. Japanese knotweed has been found along the North side tennis court hedgerow. This was previously treated in this location several years ago. We will prepare to treat this at the start of autumn when the plant is fully active and will absorb the herbicide efficiently, minimising the risk of return. Toxic Hemlock plant has been identified on one of the mounds on the South side of the park. We have fenced this area off and installed signage. We are currently investigating the best course of action to eradicate this and prevent the plant from reestablishing itself in the future.

Sandpit

2. A post-installation ROSPA play safety inspection was carried out which identified some issues that needed to be addressed with the play equipment. This work has now been completed. Further measurements were then taken, which identified more wet pour (surfacing) was needed than was originally calculated and included in the tender/drawings. This has now been addressed and the contractors will be onsite from 17 June to complete the work, weather dependent. Once this is completed, a further ROSPA play safety inspection will be carried out. If everything is satisfactory the sandpit will be open to the public before the end of June. We can then identify a date to have an official opening to celebrate.

Staff Recruitment

3. Two Operative Rangers were appointed and have now started. One of the new team members has experience working with farm livestock and has been working closely with the Senior Ranger and the Zoo Manager to make improvements to the farm area. The other new team member brings a

background in conservation, adding new skills and knowledge to our local team. The final position of Ranger is currently advertised with the closing date for applicants of 21 June.

Farm

4. The Zoo Manager has secured two more sheep which should be onsite from July and is working towards finding two more billy goats. The newly appointed Operative Ranger (Farm) successfully secured the donation of four ducklings, these are currently being kept in a separate nursery enclosure and will be introduced to the public and the rest of the ducks once they reach maturity.

Events

5. 'Kilburn State of Mind' festival – a day of music and activities in the park - went ahead as scheduled on 1 June. The event was a success and was well organised by the sponsoring organisation. The event is becoming more popular each year and was attended by several hundred visitors this year.
6. 'Shakespeare in the Squares' returned for another successful year on 15th June in the park, performing "All's Well That Ends Well". The afternoon show was well attended despite heavy rain in the morning.
7. The biannual 'Open Gardens' event occurred on 16 June; the park provided the bandstand for two bands to perform, the first being the Palace Band who were a wind ensemble act followed by the Big Top Chorus.

Green Flag Award and London in Bloom Award

8. Judges for the Green Flag award attended site on 2 May and were shown around the site by the Formal Parks Manager and Senior Ranger. Good impressions were given by the judges, and winners will be notified on 16 July at the awards ceremony. London in Bloom judging is due to take place onsite 3 July.

Financial implications

9. No implications.

Resource implications

10. No implications.

Climate implications

11. Included within the annual plan for 2024-35 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.

Legal implications

12. No implications.

Risk implications

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

Equality implications

14. No impact.

Security implications

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

Appendices: N/A

Report author

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Agenda Item 7

Committee(s)	Dated:
Hampstead Heath, Highgate Wood and Queen's Park Committee	10 July 2024
Subject: Risk Management Update Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	<ul style="list-style-type: none">• Diverse engaged communities• Vibrant thriving destination• Providing excellent services• Flourishing public spaces• Leading sustainable environment
Does this proposal require extra revenue and/or capital spending?	No
Report of: Bob Roberts, Interim Executive Director Environment	For Decision
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

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

Your Committee is responsible for two Registered Charities: Hampstead Heath (charity number 803392) and Highgate Wood and Queen's Park Kilburn (charity number 232986). 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.

Each of the charities holds a risk register which is summarised in the main body of this report and at appendices 1 and 2.

Recommendation

Members are asked to confirm, on behalf of the City Corporation as Trustee, that the Summary Risk Registers appended to this report satisfactorily identify the key risks to the charities and that an appropriate risk management process is in place.

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. Your Committee receives a quarterly update on the risks faced by the two charities for which it is responsible. Detailed risk registers are presented every six months. The two interim quarterly reports present summary risk registers, with individual risks being reported in detail by exception. This reporting frequency aligns with the City of London's Risk Management Strategy and exceeds the requirements of the Charity Commission.
4. The Executive Director Environment assures your Committee that all risks held by the Hampstead Heath charity and the Highgate Wood and Queen's Park charity continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. Risks are regularly reviewed by the Assistant Director and his 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 3.
6. The risk register for Hampstead Heath and the register for Highgate Wood and Queen's Park are summarised in the main body of this report and at Appendices 1 and 2. For each risk, officers are undertaking a range of actions to mitigate the effects.

Current Position

7. For both charities, the two highest risks remain the 'Decline in condition of assets' and 'Impacts of anti-social behaviour on staff and site', both of which are currently scored at Red 16 (likely to occur, with a major impact).
 - a. **Decline in condition of assets** – The cause of this risk is the backlog of repair and maintenance works required to be undertaken on the charities' built assets. Additional funding to address the bow-wave of maintenance works across the Corporation has recently been approved. Officers are working closely with colleagues in the City Surveyor's Department to formally assess, allocate and prioritise the funding allocated to the Environment Department to areas of most need. The completion of priority works, along

with any alternative funding options identified through the Natural Environment Charity Review should help to reduce the risk.

- b. **Impacts of anti-social behaviour on staff and site** – A departmental approach to tackle abuse of staff, including rapid reporting of incidents, is being trialled. Alongside this, training for staff on conflict management is being offered. At a local level, officers encourage responsible behaviour by members of the public, via social media messaging, onsite signage and face to face engagement. Preventative measures are put in place where possible and collaboration with the police and other enforcement agencies to minimise incidents is ongoing. It is hoped that these actions will enable the risk to be reduced.

Hampstead Heath Risks

8. The Hampstead Heath Risk Register, summarised below and at Appendix 1, contains thirteen risks (two RED, ten AMBER, one GREEN) which are owned and managed by the Assistant Director, North London Open Spaces, and his management team.
9. 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-HH 007: Decline in condition of assets** (*RED, 16*)
 - **ENV-NE-HH 014: Impacts of anti-social behaviour on staff and site** (*RED, 16*)
 - **ENV-NE-HH 001: Budget pressures** (*AMBER, 12*)
 - **ENV-NE-HH 004: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
 - **ENV-NE-HH 002: Negative impacts of visitor pressure** (*AMBER, 8*)
 - **ENV-NE-HH 003: Outbreak of fire in woodland/heathland** (*AMBER, 8*)
 - **ENV-NE-HH 006: Risks to health and safety** (*AMBER, 8*)
 - **ENV-NE-HH 009: Water facilities** (*AMBER, 8*)
 - **ENV-NE-HH 010: Deterioration of water bodies** (*AMBER, 8*)
 - **ENV-NE-HH 011: Recruitment of suitable staff** (*AMBER, 8*)
 - **ENV-NE-HH 013: Tree event or failure** (*AMBER, 8*)
 - **ENV-NE-HH 005: Negative impacts of pests and diseases** (*AMBER, 6*)
 - **ENV-NE-HH 008: Negative impacts of development and encroachment** (*GREEN, 4*)

Highgate Wood and Queen's Park Risks

10. The Highgate Wood and Queen's Park Risk Register, summarised below and at Appendix 2, contains eleven risks (two RED, eight AMBER and one GREEN) which are owned and managed by the Assistant Director, North London Open Spaces, and his management team.

11. 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-HWQP 007: Decline in condition of assets** (*RED, 16*)
 - **ENV-NE-HWQP 012: Impacts of anti-social behaviour on staff and site** (*RED, 16*)
 - **ENV-NE-HWQP 001: Budget pressures** (*AMBER, 12*)
 - **ENV-NE-HWQP 004: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
 - **ENV-NE-HWQP 002: Negative impacts of visitor pressure** (*AMBER, 8*)
 - **ENV-NE-HWQP 003: Outbreak of fire in woodland/heathland** (*AMBER, 8*)
 - **ENV-NE-HWQP 006: Risk to health and safety** (*AMBER, 8*)
 - **ENV-NE-HWQP 009: Recruitment of suitable staff** (*AMBER, 8*)
 - **ENV-NE-HWQP 011: Tree event or failure** (*AMBER, 8*)
 - **ENV-NE-HWQP 005: Negative impacts of pests and diseases** (*AMBER, 6*)
 - **ENV-NE-HWQP 008: Negative impacts of development and encroachment** (*GREEN, 4*)

Risk Management Process

12. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
13. 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.
14. 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

15. 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

16. 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.

17. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan 2024-29, our Departmental high-level Business Plan, charity business plans, the Natural Environment Division's core strategies, and relevant corporate strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies.
18. 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

19. 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 – Hampstead Heath Summary Risk Register
- Appendix 2 – Highgate Wood and Queen's Park Summary Risk Register
- Appendix 3 – City of London Corporation Risk Matrix

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Hampstead Heath Summary Risk Register




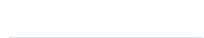



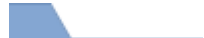




Generated on: 14 June 2024



Rows are sorted by Risk Score

Risk code	Risk title	Current risk score	Current risk score indicator	Target risk score	Target risk score indicator	Direction of travel (since last assessment)	Flight path (last 10 assessments)
ENV-NE-HH 007	Decline in condition of assets	16		12			
ENV-NE-HH 014	Impacts of anti-social behaviour on staff and site	16		8			
ENV-NE-HH 001	Budget pressures	12		8			
ENV-NE-HH 004	Adverse impacts of extreme weather and climate change	12		6			
ENV-NE-HH 002	Negative impacts of visitor pressure	8		6			
ENV-NE-HH 003	Outbreak of Fire in Woodland / Heathland	8		6			
ENV-NE-HH 006	Risk to health and safety	8		4			
ENV-NE-HH 009	Water facilities	8		6			
ENV-NE-HH 010	Deterioration of water bodies	8		6			
ENV-NE-HH 011	Recruitment of suitable staff	8		4			

Appendix 1

Risk code	Risk title	Current risk score	Current risk score indicator	Target risk score	Target risk score indicator	Direction of travel (since last assessment)	Flight path (last 10 assessments)
ENV-NE-HH 013	Tree event or failure	8		6			
ENV-NE-HH 005	Negative impacts of pests and diseases	6		4			
ENV-NE-HH 008	Negative impacts of development and encroachment	4		4			

Highgate Wood and Queen's Park Summary Risk Register





Generated on: 14 June 2024



Rows are sorted by Risk Score

Risk code	Risk title	Current risk score	Current risk score indicator	Target risk score	Target risk score indicator	Direction of travel (since last assessment)	Flight path (last 10 assessments)
ENV-NE-HWQP 007	Decline in condition of assets	16		12			
ENV-NE-HWQP 012	Impacts of anti-social behaviour on staff and site	16		8			
ENV-NE-HWQP 001	Budget pressures	12		8			
ENV-NE-HWQP 004	Adverse impacts of extreme weather and climate change	12		6			
ENV-NE-HWQP 002	Negative impacts of visitor pressure	8		6			
ENV-NE-HWQP 003	Outbreak of fire in woodland / heathland	8		6			
ENV-NE-HWQP 006	Risk to health and safety	8		4			
ENV-NE-HWQP 009	Recruitment of suitable staff	8		4			
ENV-NE-HWQP 011	Tree event or failure	8		6			
ENV-NE-HWQP 005	Negative impacts of pests and diseases	6		4			

Appendix 2

Risk code	Risk title	Current risk score	Current risk score indicator	Target risk score	Target risk score indicator	Direction of travel (since last assessment)	Flight path (last 10 assessments)
ENV-NE-HWQP 008	Negative impacts of development and encroachment	4		4			



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

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

(A) Likelihood criteria

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

(B) Impact criteria

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

(C) Risk scoring grid

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

(D) Risk score definitions

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

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

Contact the Corporate Risk Advisor for further information. Ext 1297

October 2015

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Agenda Item 8

Committee(s)	Dated:
Hampstead Heath, Highgate Wood & Queen's Park Committee	10 July 2024
Subject: Revenue Outturn 2023/24 – Hampstead Heath, Highgate Wood and Queen's Park	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: Chamberlain Executive Director Environment	For Information
Report author: Niranjan Shanmuganathan – Chamberlain's Department	

Summary

This report compares the revenue outturn for the services overseen by your Committee in 2023/24 with the final budget for the year. Overall, there was an unfavourable budget variance of (£1.636m) for the services overseen by your Committee compared with the final budget for the year as set out below.

	Final Budget £000	Outturn £000	Variation Better/ (Worse) £000
Local Risk			
Interim Executive Director Environment	(4,612)	(4,374)	238
City Surveyor	(774)	(1,377)	(603)
Total Local Risk	(5,386)	(5,751)	(365)
Central Risk	2,037	885	(1,152)
Recharges	(1,931)	(2,050)	(119)
Total	(5,280)	(6,916)	(1,636)

Significant budget variances compared with the final agreed budget are detailed with further information provided in paragraphs 5 to 10.

The Interim Executive Director Environment had an overall local risk underspend of £238k (excluding City Surveyor) for your Committee. The Interim Executive Director Environment also had a net local risk overspend totalling (£201k) on activities overseen by other Committees within his remit, after adjusting for unspent carry forwards from 2022/23. The Interim Executive Director Environment has requested a carry forward into 2024/25 of £37k, for activities overseen by your Committee.

Recommendation(s)

Note the report and the proposed carry forward of local risk underspending to 2024/25.

Main Report

Budget Position for 2023/24

1. The 2023/24 original budget for services overseen by your Committee (received in December 2022) was (£5.648m) net expenditure. This budget was endorsed by the Court of Common Council in March 2023 and was subsequently updated for approved net reductions of £368k, resulting in a final budget of (£5.28m) net expenditure. These adjustments primarily consisted of the following:
 - £889k net reductions to your Committee's local risk resource base following implementation of the new staffing structure within the Natural Environment Division;
 - £358k contributions from your Committee's local risk budget to part fund capital projects consisting of £321k for the Parliament Hill Athletics Track project at Hampstead Heath and £37k relating to the Play Area and Sandpit project at Queen's Park;
 - £51k net decrease in Natural Environment Directorate and Learning recharges following changes to the Division's Target Operating Model (TOM);
 - (£342k) central funding to cover cost of living pay rises to staff effective from July 2023 as well as backdated agency costs;
 - (£259k) central contingency funding to cover increased energy prices during 2023/24;
 - (£145k) funding from the Natural Environment Directorate to meet the cost of extra casual staffing required over the summer months;
 - (£135k) funding for centrally funded apprenticeships; and
 - (£30k) agreed local risk carry forward funding from 2022/23 relating to works at Hampstead Heath to support the redevelopment of the Parliament Hill playground and Lido.
2. Movement of the original budget to the final budget is provided in Appendix A.

Revenue Outturn 2023/24

3. Actual net expenditure for your Committee's services during 2023/24 totalled (£6.916m), an unfavourable budget variance of (£1.636m) compared with the final budget of (£5.280m).
4. A summary comparison with the final budget for the year is tabulated below. In the tables, income, increases in income and reductions in expenditure are shown as positive balances, whereas brackets are used to denote expenditure, increases in expenditure, or shortfalls in income. Only significant variances (generally those greater than £50k) are commented on.

Hampstead Heath, Highgate Wood, and Queen's Park Comparison of 2023/24 Revenue Outturn with Final Budget

	Original Budget £000	Final Budget £000	Revenue Outturn £000	Variation Better/(Worse) £000	Para
LOCAL RISK					
Interim Executive Director Environment					
Hampstead Heath	(4,105)	(3,556)	(3,536)	20	
Queen's Park	(496)	(587)	(470)	117	5
Highgate Wood	(347)	(469)	(368)	101	6
	(4,948)	(4,612)	(4,374)	238	
City Surveyor					
Repairs and Maintenance	(476)	(493)	(678)	(185)	
Cyclical Works Programme	(281)	(281)	(699)	(418)	
Total City Surveyor Local Risk	(757)	(774)	(1,377)	(603)	7
TOTAL LOCAL RISK	(5,705)	(5,386)	(5,751)	(365)	
CENTRAL RISK					
Hampstead Heath	2,050	2,048	903	(1,145)	8
Queen's Park	(16)	(16)	(24)	(8)	
Highgate Wood	5	5	6	1	
TOTAL CENTRAL RISK	2,039	2,037	885	(1,152)	
RECHARGES					
Insurance	(115)	(115)	(104)	11	
Support Services	(502)	(502)	(449)	53	
Surveyor's Employee Recharges	(284)	(284)	(277)	7	
IT Recharges	(225)	(225)	(375)	(150)	
Recharges Within Fund (Directorate, Democratic Core, and Learning)	(848)	(797)	(823)	(26)	
Recharges Across Fund (Structural Maintenance - Inspections)	(8)	(8)	(22)	(14)	
TOTAL RECHARGES	(1,982)	(1,931)	(2,050)	(119)	9, 10
OVERALL TOTAL NET EXP	(5,648)	(5,280)	(6,916)	(1,636)	

Reasons for Significant Variations

5. The £117k underspend on local risk outturn at Queen's Park mainly relates to savings on salary costs due to vacant posts being held whilst the Natural Environment Division has undergone the TOM staffing restructure, plus some reduced expenditure on equipment, furniture and materials.
6. There was a £101k underspend at Highgate Wood on local risk outturn compared with the final budget. This is predominantly explained by lower than budgeted employment costs due to a number of vacancies being held whilst the TOM staffing restructure has been undertaken, plus lower than anticipated expenditure being incurred on grounds maintenance costs.
7. The (£603k) overspend on budgets managed by the City Surveyor is largely explained by CWP expenditure being (£418k) higher than expected due to the rephasing of projects managed by the City Surveyor, such as works at Sandy Heath and the upgrade of the electrical system at Highgate Wood. The CWP is a three-year rolling programme reported to the Projects and Procurement Sub Committee quarterly, where the City Surveyor will report on financial performance and phasing of the projects. Under the governance of the programme, variances on budgets are adjusted for the life of the programme to allow for the completion of works which span multiple financial years. Further overspends of (£185k) relate to additional expenditure on the corporate Integrated Facilities Management contract, including additional reactive works at the Parliament Hill Lido at Hampstead Heath.
8. There was a (£1.145m) adverse variance on the central risk income budget at Hampstead Heath. This is largely attributable to reduced contributions from the Hampstead Heath Trust during 2023/24 due to a reduction in the overall income compared to 2022/23 as UK inflation remained stubbornly high, affecting corporate earnings and dividend payouts. Consequently, during the year the fund made several strategic adjustments to manage risk and optimize long-term growth which included trimming positions in certain high-performing stocks and reallocating capital. While these adjustments were necessary for maintaining portfolio balance and positioning for future growth, they resulted in lower dividend income in the short term. The shortfall was offset by increased deficit funding from City's Estate reserves to meet the total net expenditure of the Hampstead Heath charity for 2023/24.
9. There was a net overspend of (£119k) on central recharges for 2023/24 compared with the final budget. This is primarily attributable to an overspend on recharges from the IT Division of (£150k). The overspend was partly offset by an underspend on recharges from the cost of services provided by other corporate departments during 2023/24 of £53k.
10. Members should note that during 2023/24, a review of central support services recharges was carried out. This involved updating the basis of apportionment for all recharges following the TOM and Governance Review along with trying to make them more transparent and fairer across all services. The updated basis has led to several variations to the original budget across committees, but overall total recharges have remained with the

total original envelope: City Fund Original Budget (£29.9m) vs Outturn (£27.9m), and City's Estate Original Budget (£24.2m) vs Outturn (£22.9m). Consultation has been held with areas where recharges are funded from local reserves, i.e. HRA and Police, any variation/increase in costs across other services are met from the deficit funding and have no effect on front-line services. The full review has not yet been formally approved by Members as work is ongoing as how to the new basis will affect 2024/25 budgets. Once the review is fully adopted, the 2024/25 budget will be reviewed and updated where necessary and the paper on the review made available.

Local Risk Carry Forward to 2024/25

11. Chief Officers can generally request underspends of up to 10% or £500,000 (whichever is the lesser) of the final local risk budget to be carried forward, so long as the underspending was not fortuitous and the resources were for a planned purpose that was prevented from happening during the year. Such requests are subject to the approval of the Chamberlain in consultation with the Chairman and Deputy Chairman of the Resource Allocation Sub Committee. In accordance with Financial Regulations, any overspends are carried forward in full and are met from the agreed 2024/25 budgets.
12. The Interim Executive Director Environment had a net local risk underspend of £238k on the activities overseen by your Committee. The Interim Executive Director Environment also had a net local risk overspend totalling (£201k) on activities overseen by other Committees within his remit, after adjusting for unspent carry forwards from 2022/23. The Interim Executive Director Environment is proposing that his maximum eligible underspend of £37k be carried forward, all of which relates to your Committee for the following purpose:
 - £37k to support the completion of essential works needed to bring the children's play area at Highgate Wood to a safe state of repair. Specifically, this covers the installation of the safety play surface for children using the facility that was identified as necessary following a third-party external inspection and a ROSPA (Royal Society for the Prevention of Accidents) inspection of playgrounds, both of which identified this as a needed project to ensure safety of the play area for users. These works were prevented from happening during 2023/24 as a result of staff vacancies whilst the TOM staffing restructure was undertaken with the relevant staff now likely to be in place by summer 2024. The cost of the project is estimated at £47k with the remaining £10k to be funded from Highgate Wood's existing local risk budget.

Please note that at the time this report was written, a decision has not yet been made regarding Member approval of these carry forward bids.

Conclusion

13. This report presents the revenue outturn position for 2023/24 for Members to note.

Appendices

- Appendix A – Movement between the 2023/24 Original Budget and the 2023/24 Final Budget

-

Niranjn Shanmuganathan

Finance Business Partner (Natural Environment)

Chamberlain's Department – Financial Services

E: Niranjn.Shanmuganathan@cityoflondon.gov.uk

Appendix A - Movement between the 2023/24 Original Budget and the 2023/24 Final Budget

	£000
Original Budget (All Risks)	(5,648)
Original Net Local Risk Budget (Interim Executive Director Environment & City Surveyor)	(5,705)
Interim Executive Director Environment	
Adjustments to local risk resource base following implementation of TOM2 staffing structure	889
Local risk contribution to Parliament Hill Athletics Track Resurfacing capital project	321
Local risk contribution to Play Area and Sandpit capital project at Queen's Park	37
Central contingency funding for July 2023 Pay Award and backdated pay rises for agency staff	(342)
Central budget uplift for increased energy costs	(259)
Funding from Natural Environment Directorate to meet casual staffing requirements over summer months	(145)
Uplift for centrally funded apprenticeships	(135)
Approved carry-forwards from 2022/23 relating to works to support redevelopment of Parliament Hill playground and Lido	(30)
City Surveyor	
Additional Planned & Reactive Works following implementation of corporate Integrated Facilities Management contract	(17)
Final Net Local Risk Budget (Interim Executive Director Environment & City Surveyor)	(5,386)
Central Risk	2,039
Original Central Risk Budget (Interim Executive Director Environment)	
Supplementary Revenue Project (SRP) funding for Hampstead Heath Swimming Facilities Safety, Access and Improvements	(2)
Final Central Risk Budget	2,037
Recharges	(1,982)
Original Recharges Budget	
Reduction in Directorate recharges due to budget adjustments arising from TOM2 staffing restructure within Natural Environment Division	94

Additional Learning Programme recharges due to pay increases and adjustments following implementation of staffing restructure	(43)
Final Recharges Budget	(1,931)
Final Budget (All Risks)	(5,280)

Annual Report

2023/24



Heath Hands
The Dairy, Kenwood House, Hampstead Lane, London, NW3 7JN

Registered charity no: 1173419

Trustees

Rachel Chapman (Chair)

Merlin Fox (Deputy Chair), Sarah Williams (Treasurer)

Volunteer Representatives: Stuart Clark, Andrew Morgan, John Arnoldi, Liz Andrew, Susie Gorney

Co-optee: Jeremy Simons

Ex-officio: Emily Hills (EH), Bill LoSasso and William Upton (CoLC), Jeff Waage (Heath & Hampstead Society)

Projects and Volunteer Manager: Colin Houston

Programme Manager: Karin Oleinikova

Bankers: Lloyds Bank, Virgin Money, United Trust Bank

Independent Examiner: Simon Erskine FCA FCIE DChA

Heath Hands is a charitable incorporated organisation (CIO), governed by its Trustees, all of whom are appointed by members in General Meetings. The Trustees herewith submit their Annual Report including independently examined financial report for the year ended 31st March 2024. The Trustees employ staff to administer the charity's operations and membership is open to those who register and contribute to our charitable activities.

Heath Hands works in partnership with the City of London Corporation (CoLC) and English Heritage (EH).

The trustees have given consideration to the major risks to which the charity is exposed and satisfied themselves that appropriate procedures are in place to manage those risks.

Objects of Heath Hands

To help, engaging volunteers, to conserve, protect and enhance Hampstead Heath, the Kenwood Estate, Highgate Wood, Keats House and such other areas as the charity trustees may determine from time to time (the "Relevant Open Spaces");

To advance education in conserving, protecting and enhancing the environment of the Relevant Open Spaces for the benefit of the members of the CIO and for the benefit of the public at large, and

To help the bodies responsible for the Relevant Open Spaces to provide facilities in the interests of social welfare for recreation and leisure time occupation by the members of the CIO and the public at large with the object of improving their conditions of life.

Structure, governance and management

At each AGM of the CIO, the members elect from amongst themselves charity trustees that hold office from the conclusion of that meeting.

The Chair of the Hampstead Heath Management Committee and Superintendent of Hampstead Heath are trustees, while English Heritage and the Heath and Hampstead Society may appoint a trustee.

Highlights for 2023-24

Over **15,750 hours contributed by volunteers** and more than 8,500 participants across our public activity programmes

More than **500 volunteer sessions** delivered, with an active membership of over 250

Heath Hands staff deliver over 400 activities and sessions across our green spaces

- More than 1,000 school **children** take part and we deliver our first school **work experience week**
- Around 3,000 public engagements at **interpretation** sessions; the **Dairy Interpretation Centre** opened weekly through Summer with some 2,200 visitors
- **Youth programmes** grow and successful **Youth Wellbeing project** provides therapeutic activities
- Busy **wildlife monitoring** year with reptile, butterfly, dragonfly surveys and Nature's Calendar phenology project (with London Natural History Society (LNHS))
- Over 50 **corporate volunteering** events delivered this year, with more than 750 people taking part,
- Guided **nature walks** popular once again, with sold-out summer bat walks, and walks on birds, bugs, the historic landscape Kenwood Estate, River Fleet, trees and butterflies.
- Large public **events** delivered: Little Amal visit in April, Community Fun day in June, Seethrough Carnival in September and Conker Championships in October
- Popular programme of **festive** activities, with additional **family** provision during school holidays attracting new audiences to the green spaces
- Busy year for **community engagement and wellbeing** activities, taking over delivery of the Heath's Health Walks, and over 2,500 people participating in these programmes.
- A growing team of dedicated staff help support our volunteers, members and community participants

2024 marks the **25th anniversary** of our charity's founding, and new partnership agreements are being agreed with the City of London Corporation and English Heritage.



Aim: Conservation - key impacts

Over the past year, Heath Hands has:

- Created a **new wildflower meadow** near the Hive and worked to enhance the Sparrow Site meadow
- Planted over **200m of native hedgerows** around the Parliament Hill area; and worked on significant restoration of mature hedgerows
- Continued enhancing the **Savernake Road entrance** to the Heath as a wildlife corridor
- Taken part in a conservation grazing project on the Extension in collaboration with other groups to improve an area of acid grassland
- Launched our Hedgehog Friendly Heath project to help conserve this iconic species, carrying out dozens of practical conservation sessions, installing and checking over 30 hedgehog boxes across the Heath and working with community groups and schools around the fringes of the Heath on wildlife connectivity.

Aim: Conservation (Heath Hands staff-led activities)

Conservation and gardens

Volunteers undertake 17 **sessions around Parliament Hill** assisting with path maintenance, litter picking, hedgerow and meadow management and more. Youth conservation volunteering sessions based around Hive.

Focus on **litter picking** and meadow management over summer to support CoLC Ranger teams; **hedge** conservation and planting during Autumn and Winter.

Popular sessions at **Whitestone Garden** with landscaping and general maintenance. New heathland area created in Autumn 2023.

Increased maintenance with several events and schools now using the **Old Orchard Garden** on a regular basis, regeneration of play and natural features (e.g. willow tunnel), hedgerow management and general maintenance.

Savernake Road bridge and Hive area

Work continues on developing the **Savernake Road Bridge** and places around the **Hive** as wildlife friendly areas and green corridors. Wildflower meadows, native hedgerows, a heathland area all created and maintained and signage and interpretation boards help engage visitors.

New wildflower meadow in collaboration with Big City Butterflies very popular with the public (and butterflies!). Large adjacent grass areas planted with bulbs in Autumn 2023. **New hedge planting** Autumn-Winter 2023 with trees from CPRE.



Corporate Volunteering

53 companies undertook volunteering, with over 775 participants contributing over 1,800 hours of volunteering effort.

A range of tasks completed including fence line maintenance, litter picking, invasive species control, reptile and hedgehog conservation, path clearance and wildlife-friendly gardening.

Youth Programmes

Regular **youth volunteering sessions** run successfully from the Hive contributing nearly 400 hours of volunteering during term time and engaging young people in conservation.

Completion of **successful 'InYouth'** project working with young people who struggle with school attendance and handover to CoLC learning team. First school **work experience** week in July 2023.

Wildlife monitoring

Record levels of **wildlife monitoring** this year (over 1500 volunteer hours contributed).

Collaborating with CoLC Ecologist, LNHS and others - we have coordinated 4 reptile transects and 2 butterfly transects, extending monitoring to Kenwood Estate. Nature calendar plant monitoring project running since January 2023 and expanding to 3 transects in 2024 and dragonfly monitoring developing this year, with many new volunteers involved.

Development of **Hedgehog Friendly Heath** project, working to educate local community and increase wildlife connectivity for hedgehogs - 11 school sessions, 11 community engagement events, new hedgehog first aid protocols, monitoring and conservation initiatives.

City of London and English Heritage Teams

Highgate Wood

Weekly conservation sessions run outside of bird nesting season, with each Tuesday oversubscribed and 365 hours contributed.

Ran a stall, litter picking and interpretation session at Highgate Wood Heritage Day.

Ranger and Conservation teams

Conservation Team run sessions on Wednesdays and Saturdays. 2,129 hours contributed since April, across 119 sessions

Collaboration with Heath and Hampstead Society, Mudchute City Farm, CoLC Ecologist and Ranger teams on sheep grazing project at Heath Extension.



Golders Hill Park and Hill Garden

Regular sessions working up to three times a week - 685 hours contributed at Golders Hill Park and 1310 at the Hill Garden working with the Garden Team over 131 sessions at both sites combined.

Apprentice Gardeners have been helping lead sessions, with new Friday sessions helping their development.

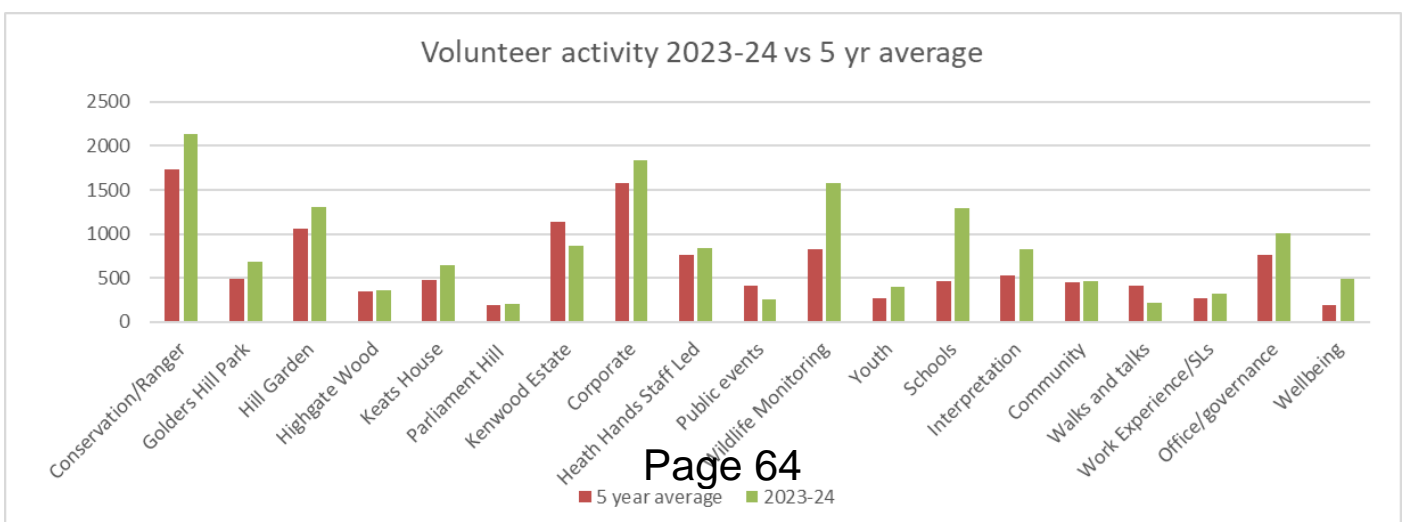
Several sessions run in Golders Hill Park zoo to help the Keepers.

Keats House

Dedicated team of volunteers contribute 667 hours at 47 sessions to help maintain the Keats House grounds, supporting the Head Gardener.

Kenwood Estate

Twice-weekly sessions have volunteers working at locations across Kenwood - 866 hours contributed so far this year across 64 sessions - a slight decrease from previous years, in particular due to the winter cancellation of afternoon sessions.



Aim: Community

74 dedicated **community outreach** activities with local organisations since April, with around 2,700 participants

Community newsletter reaching over 250 organisations locally and across London

Ongoing partnerships with Umoja (African) Health Forum, Queens Crescent Community Association (QCCA) for wellbeing and family sessions on the Heath with groups from BAME communities. Continued **joint working** with wide range of organisations, including Kentish Town City Farm, Barnet Mencap, Camden Carers for disability inclusion and for older people support.

Links with **new organisations** this year: New Citizen Gateway (teen refugees), Prospex (youth centre), Elfrida Rathbone (SEN school)

Little Amal visit to Hampstead Heath in April and **Community Fun Day** in June , with over 1,500 participants. Music from local musicians and a Bengali band, nature activities, visit of Mayor of Camden and we hosted Seethrough Theatre's inclusive **Carnivall** in September.



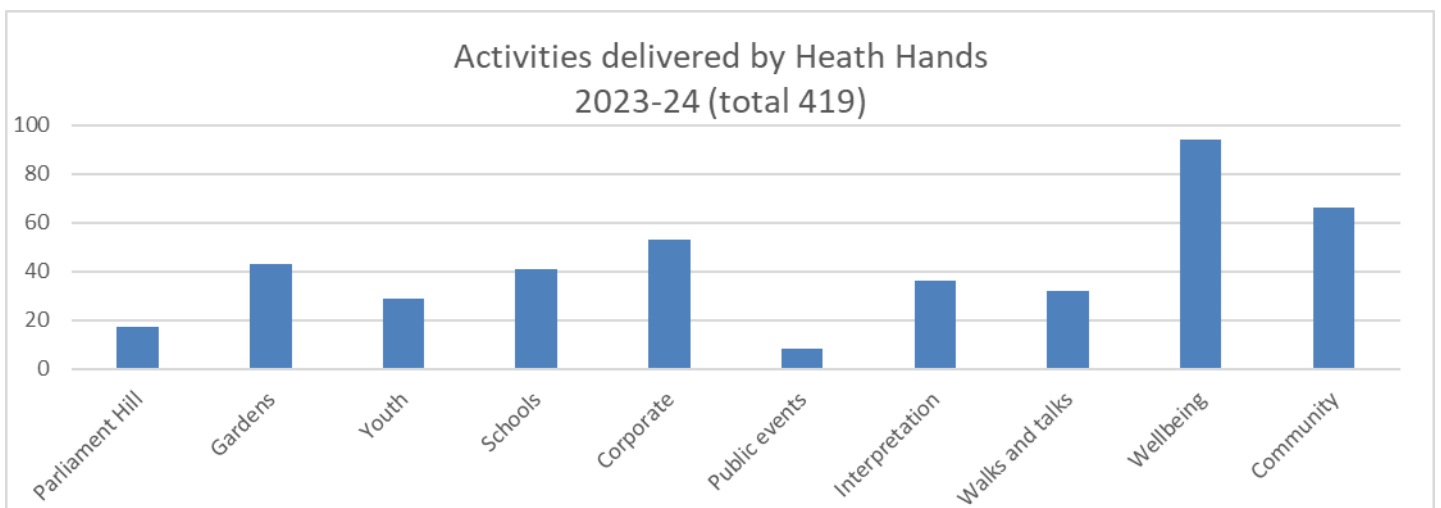
Aim: Wellbeing

12 Mindfulness and mental health wellbeing sessions delivered, with over 80 participants

Social Prescribing: new activities focusing on those with poor mental health in partnership with Mind in Camden and sheltered housing group. Visits organised with UCL / Royal Free medical students.

21 individuals with additional needs supported into beneficial activities across the green spaces.

Ongoing walking programmes - weekly health walks with our walk leaders with new weekly walk added March 2024, family/community walks, women-only Nordic walks with QCCA.



Aim: Learning

Interpretation (WaHH)

Over **2,900 public engagements at 39 weekend activity sessions**. Running multiple activities each month on the Heath, plus participation in community events, Highgate Wood, Kenwood (Dairy) and street parties off the Heath.

New nature interpretation centre at the Dairy opened! Open once a week on average throughout the year, with schedule varying by season. Over 2,200 visitors at the Dairy Centre.

4 nature outreach sessions delivered for young people at Kentish Town City Farm.

Walks and talks

32 walks, talks and workshops this year, with bat walks particularly popular. Other topics including bugs, the River Fleet, history, birds and the Kenwood Estate.

Very popular festive programme running in December .

Return of member outings with visits to Stephen's Garden, Hackney Wick and Brompton Cemetery.



Work Experience

Work experience trainee (Jay) worked with us this year, focusing on office tasks, interpretation and helping open the Dairy.

7 volunteer Session Leaders regularly helping us lead community, youth and school sessions.

First school **work experience** week delivered in partnership with Acland Burghley school to provide more opportunities to discover the environmental sector as a career path.

Heath Friendly Schools

41 school sessions and outings delivered, involving **over 1000 children** and contributing 1,295 volunteer hours. Successful fundraising initiatives and multiple visits to school assemblies and clubs.

20 schools now members including: Brookfield, Heathside, South Hampstead High School, Highgate School, the Village School, St Margarets, CFBL, Gospel Oak, Fleet, Hampstead Hill, Swiss Cottage, UCS, Christchurch, St Anthony's and Abacus.

Supporting special educational needs (**SEN**) **projects** to use Old Orchard Garden every week and weekly activities with Swiss Cottage Special Needs school and working with Camden DoFE to support their expedition preparation.

2023-24 Financial review

Total cash funds at the end of the period were £74,288 with £65,663 held in deposit accounts.

The charity's principal sources of income are donations, retail sales, grant funding, corporate volunteering plus the benefits in kind set out in the Notes to the Accounts. Total receipts for the period were £120,392.

Total payments for the period were £138,161 and included payroll, catering, events, office expenses, volunteer uniform and equipment, insurance and training.

Statement on reserves

The trustees of Heath Hands employ a prudent approach in terms of financial management, retaining a fairly large reserve against risk, but spending a proportion of the reserves on beneficial projects that enhance our green spaces in line with our charitable objectives and Strategic Plan. The reserves were generated from a variety of sources including a major legacy left by our founder Bobby de Joia.

Heath Hands will retain reserves to cover 12 months of core operational costs for the charity, this has increased to around £60,000 due to the increased growth of the charity. Financial unrestricted reserves on 31st March 2024 were £70,443.

Signed on behalf of the Trustees

Heath Hands Annual Accounts

For the year ended 31 March 2024

Account	2023/24 to 31 March Restricted	2023/24 to 31 March Unrestricted	2023/24 to 31 March TOTAL	2022/23 TOTAL
	£	£	£	£
Receipts				
Interest Income	-	2,734	2,734	883
Merchandise	-	5,464	5,464	4,707
Donations	-	15,310	15,310	14,580
Friends	-	3,345	3,345	2,441
Heath Friendly Schools	-	8,440	8,440	6,407
Events and Venue Hire	-	5,913	5,913	3,785
Wildlife adoptions	-	2,550	2,550	1,431
Gift Aid	-	2,322	2,322	1,902
Corporate Volunteering	-	42,046	42,046	29,761
Grants	31,608	-	32,268	55,920
Total Receipts	31,608	88,124	120,392	121,817
Payments				
Catering and events	142	3,693	3,836	4,464
Transportation	-	3,145	3,145	6,483
Insurance	-	1,439	1,439	1,290
Office expenses	53	10,143	10,197	15,983
Tools and equipment	1,745	5,604	7,349	8,858
Training	2,407	5,034	7,441	5,783
Volunteer Expenses	441	485	926	500
PPE/ Uniform	362	4,388	4,750	3,587
Buildings and Rates	-	6,012	6,012	4,456
Pensions Costs	-	1,416	1,416	1,370
Salaries	29,655	61,337	91,652	70,012
Total Payments	34,805	102,696	138,161	122,787
Surplus (deficit)	(3,197)	(14,572)	(17,769)	(970)
Transfers	111	(111)	-	-
Surplus (deficit) after transfers	(3,086)	(14,683)	(17,769)	(970)
Cash funds last year end	6,931	85,126	92,056	93,026
Cash funds this year end	3,845	70,443	74,288	92,056

Heath Hands Statement of assets and liabilities as at 31/03/2024

Bank balances

	2024	2023
Lloyds Cash	£9,070	£12,330
United Trust Savings	£62,868	£80,152
Virgin Money Savings	£2,795	£2,760
Credit card payable	<u>(445)</u>	<u>(3186)</u>
TOTAL	<u>£74,288</u>	<u>£92,056</u>

Other assets

Equipment, stock and PPE	£16,245
ATV vehicle	<u>£13,400</u>
TOTAL	<u>£29,645</u>

Liabilities

PAYE due for Feb-Mar 2024	£1,740
Account examination fee	£1,300
Rent on Dairy for April 2024-March 2025	<u>£3,600</u>
TOTAL	<u>£6,640</u>

Notes to accounts:

1. The full-time Projects and Volunteer Manager is seconded from the City of London Corporation which meets all their costs.
2. Heath Hands occupies the Hive, Hampstead Heath, courtesy of the City of London Corporation.
3. Grants received in 2023-24: The National Lottery Awards for all (£10,000), Aviva / BA community fund crowdfunders (£8,458), London Catalyst (£3,000), Camden Giving (£2,000), John Lyon's Charity (£2,000), Walking and Cycling Grants London (£1,500), CPRE (£1,000), Camden Festival Grant (£400)
4. Transfers represent the short-fall in funding of completed projects which has been met from Unrestricted funds.
5. Donations include Co-counsel in memory of Peter Usborne (£5,000), Kenwood Walking Group (£420).

Independent examiner's report on the accounts

Report to the trustees of Heath Hands, registered charity no. 1173419, on the accounts for the year ended 31/03/2024 set out on the preceding two pages.

Responsibilities and basis of report

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended.

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Signed:



Date: 19/06/2024

Simon Erskine FCA FCIE DChA
61 Mortimer Road
London
NW10 5QR

Heath Hands

The Dairy

Kenwood House, Hampstead Lane

London

NW3 7JN

Committee(s) Hampstead Heath, Highgate Woods and Queen's Park Committee	Dated: 10 July 2024
Subject: Decisions taken under delegated authority or urgency powers	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	See Background Report
Does this proposal require extra revenue and/or capital spending?	See Background Report
If so, how much?	See Background Report
What is the source of Funding?	See Background Report
Has this Funding Source been agreed with the Chamberlain's Department?	See Background Report
Report of: Town Clerk	For Information
Report author: Callum Southern, 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(b).

Recommendation

Members are asked to note the report.

Main Report

Delegated Authority: Revenue Budgets 2023-24

At a meeting of Hampstead Heath, Highgate Wood & Queen's Park Committee on 29 November 2023, Members agreed that amendments to the Committee's revenue budgets for the fiscal years 2023/24 and 2024/25 should be delegated to the Town Clerk, in consultation with the Chairman and Deputy Chairman. This report sought approval for changes to the Committee's revenue budget for the year 2023/24, amounting to a net increase of £227k. The proposed budget adjustments included allocations for the pay award and energy costs, as well as revisions to recharge budgets and contributions from local risk budgets, intended to fund capital projects at Hampstead Heath and Queen's Park.

Therefore, the Town Clerk, in consultation with the Chair and Deputy Chairman of the Hampstead Heath, Highgate Wood and Queen's Park Committee agreed:

1. To Note the latest revenue budget for the Committee for 2023/24 and approve amendments to the budget for 2023/24 as set out in this report.

Copies of background papers concerning this decision are available from Callum Southern on request.

Contact:

Callum Southern

Callum.Southern@cityoflondon.gov.uk

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