



Epping Forest & Commons Committee

Date: THURSDAY, 21 MARCH 2024

Time: 10.00 am

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

Members:

Benjamin Murphy (Chairman)	Andrew McMurtrie (Ex-Officio Member)
Caroline Haines (Deputy Chairman)	David Sales
George Abrahams	Philip Woodhouse
Jaspreet Hodgson	Verderer Michael Chapman DL
Alderman Vincent Keaveny, CBE	Verderer William Kennedy
Gregory Lawrence	Verderer Paul Morris
Nicholas Lyons	Verderer Nicholas Munday
Alderman and Sheriff Bronek Masojada	

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

Accessing the virtual public meeting

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

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

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

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

Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

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

Part 1 - Public Agenda

1. **APOLOGIES**

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

3. **MINUTES**

To agree the public minutes and non-public summary of the meeting held on 25 January 2024.

For Decision
(Pages 7 - 12)

4. **MATTERS ARISING**

- a) Action Log (Pages 13 - 14)
Report of the Town Clerk.

Natural Environment

5. **DIRECTORS REPORT**

Report of the Interim Executive Director, Environment.
(Item is to be read in conjunction with the non-public appendix at item 19)

For Discussion
(Pages 15 - 20)

6. **RISK MANAGEMENT UPDATE REPORT**

Report of the Interim Executive Director, Environment.

For Decision
(Pages 21 - 94)

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

Report of the Interim Executive Director, Environment.

For Decision
(Pages 95 - 104)

Epping Forest

8. ***EPPING FOREST - ASSISTANT DIRECTOR'S UPDATE**

Report of the Interim Executive Director, Environment.

For Information
(Pages 105 - 114)

9. ***EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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

For Information
(Pages 115 - 154)

The Commons

10. ***THE COMMONS - ASSISTANT DIRECTOR'S UPDATE - OCTOBER-JANUARY 2024**

Report of the Interim Executive Director, Environment.

For Information
(Pages 155 - 166)

11. ***ASHTED COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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

For Information
(Pages 167 - 196)

12. ***BURNHAM BEECHES AND STOKE COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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

For Information
(Pages 197 - 236)

13. ***WEST WICKHAM COMMON AND SPRING PARK WOOD, COULSDON AND OTHER COMMONS TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2023**

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

For Information
(Pages 237 - 272)

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

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

Part 2 - Non-Public Agenda

16. **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

17. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 25 January 2024.

For Decision
(Pages 273 - 276)

18. **MATTERS ARISING**

a) Action Log (Pages 277 - 278)

Report of the Town Clerk.

19. **DIRECTORS REPORT - APPENDIX 2**

Report of the Interim Executive Director, Environment.

For Discussion
(Pages 279 - 282)

20. ***CORPORATE CHARITIES REVIEW SCOPING EXERCISE TO SUPPORT THE NATURAL ENVIRONMENT CHARITIES REVIEW**
Joint report of the Managing Director, Bridge House Estates and Interim Executive Director, Environment.
For Information
(Pages 283 - 296)
21. **REVIEW OF LEARNING AND HERITAGE ACTIVITIES**
Report of the Interim Executive Director, Environment.
For Discussion
(Pages 297 - 320)
22. **COMPENSATION CLAIM**
Report of the Interim Executive Director, Environment.
For Decision
(Pages 321 - 366)
23. **DEMOLITION OF BUILDING**
Report of the Interim Executive Director, Environment.
For Decision
(Pages 367 - 544)
24. **ORCHARD BUNGALOWS ENTRANCEWAY LICENCE**
Report of the Interim Executive Director, Environment.
For Decision
(Pages 545 - 554)
25. **REQUEST FOR THE PROVISION OF A DEED OF GRANT EASEMENT**
Report of the Interim Executive Director, Environment.
For Decision
(Pages 555 - 594)
26. **NON PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
27. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

This page is intentionally left blank

EPPING FOREST & COMMONS COMMITTEE **Thursday, 25 January 2024**

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 25 January 2024 at
10.00 am

Present

Members:

Benjamin Murphy (Chairman)
Caroline Haines (Deputy Chairman)
George Abrahams
Jaspreet Hodgson
Alderman Vincent Keaveny, CBE
David Sales
Philip Woodhouse
Verderer William Kennedy
Verderer Paul Morris
Verderer Nicholas Munday

In Attendance:

Andrew McMurtrie
Michael Chapman

Officers:

Emily Brennan	- Environment Department
Anna Cowperthwaite	- Comptroller & City Solicitor's
Jacqueline Eggleston	- Environment Department
Sally Gadsdon	- Environment Department
Clem Harcourt	- Chamberlain's Department
Joanne Hill	- Environment Department
Jo Hurst	- Environment Department
Simon Owen	- Chamberlain's Department
Bob Roberts	- Environment Department
Joseph Smith	- Town Clerk's Department
Blair Stringman	- Town Clerk's Department
Geoff Sinclair	- Environment Department
Paul Thomson	- Environment Department
Tristan Vetta	- Environment Department
Sonia Virdee	- Chamberlain's Department

1. APOLOGIES

Apologies were received from Gregory Lawrence.

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

There were no declarations of interest.

3. MINUTES

RESOLVED – That, the minutes of the last meeting held on 23 November 2023 be agreed as a correct record.

4. **MATTERS ARISING**

There were no matters arising.

4.1 **Action Log**

The Committee received a report of the Town Clerk.

RESOLVED – That, the Town Clerk and Officers update the action log as appropriate.

5. **TRIPLE SSSI CONDITIONS SURVEYS**

The Committee received a verbal update of the Interim Executive Director, Environment concerning a presentation from Natural England.

The presentation covered the assessment of Epping Forest's condition as a Site of Special Scientific Interest (SSSI) by an officer from Natural England. It was noted that Epping Forest spans 41 units, with 83% of them in favourable or recovering condition. However, challenges like air pollution, invasive species, and climate change remain. The officer emphasised the need for ongoing habitat management, data collection, and partnerships to address these challenges. The committee expressed interest in further discussions and requested a copy of the presentation slides for future reference.

A Member asked how to take conversations forward for mutually beneficial partnerships. The officer noted that there was a need to initiate discussions with potential partners, identify common goals, and explore how respective strengths and resources can complement each other to achieve those goals.

RESOLVED – That, the presentation be noted.

6. **DIRECTOR & ASSISTANT DIRECTOR UPDATE**

The Committee received a verbal update on the Interim Executive Director, Environment concerning matters related to Epping Forest & The Commons.

The Director addressed staffing challenges within Epping Forest and the Commons, noting there was a focus on recruitment strategies and onboarding initiatives. Discussions highlighted the difficulty in finding suitable replacements for key roles, particularly the head of conservation, and Members were informed of efforts made to revise job descriptions to attract a more diverse pool of candidates. Concerns were raised about the timeline for resolving these staffing issues, as vacancies were causing increased damage to the forest, prompting considerations of utilising volunteers and contractors as temporary solutions.

A presentation on the Natural Capital Audit results underscored the financial value of ecosystem services provided by open spaces, while ongoing efforts to review the financial sustainability of natural environment charities were also mentioned. Members were informed that further discussions on

accommodation provisions and staffing strategies, would be brought to a future Committee meeting.

RESOLVED – That, the verbal update be noted.

7. ***NATURAL ENVIRONMENT VISION AND STRATEGIES**

The Committee received a report of the Interim Executive Director, Environment concerning the Natural Environment Vision and Strategies.

Members noted the launch of the new vision, mission, and four key strategies for the natural environment. Officers informed Members that the vision emphasises open spaces rich in diversity, conservation of nature, creating memories, and enhancing lives. Members noted that the mission aims to achieve this vision by protecting and improving 11,000 acres of open space in London and the Home Counties and four key strategic priority areas were identified: nature conservation and resilience, community engagement, access and recreation, and culture, heritage, and learning. Officers said these strategies would be shared with stakeholders soon. Additionally, officers highlighted how these plans align with broader organisational goals, including the corporate plan and business plans.

There was discussion about reviewing delivery mechanisms such as site management plans and policies to ensure alignment with the new strategies for Epping Forest & The Commons. Members also stressed the importance of accessibility and signage in public spaces like Kenley Common.

RESOLVED – That, the report be noted.

8. ***EPPING FOREST AND COMMONS PHYSICAL ACCESS DISCUSSION**

The Committee received a report of the Interim Executive Director, Environment concerning an overview of physical access issues and approaches to access for Epping Forest, Burnham Beeches and The Commons.

Officers presented an overview of physical access issues and improvements made in recent years. They highlight five areas for further effort, including improving access information, path auditing, forest path management, the principle of least restrictive access, and local access points. Committee Members discussed incorporating these proposals into action plans and management plans, ensuring ongoing review and implementation. Members also discussed focusing on utilising technology for accessibility and cautioned against endorsing standards without independent judgment.

It was suggested by a Member to include an accessibility section in each of the annual reports for the respective charities to ensure continued momentum and discussion on accessibility initiatives.

RESOLVED – That, the report be noted.

9. **LICENCES, AND PRODUCE FEES AND CHARGES FOR 2023/24 (SEF 02/24)**

The Committee considered a report of the Interim Executive Director, Environment concerning proposals for the setting of fees and charges for activities in Epping Forest for the forthcoming financial year of 2024/25.

Concerns were raised about the purpose of the fees, as outlined in the report with clarification from officers that they are not intended to generate income but rather to cover the maintenance and upkeep of Epping Forest, which is used by various bodies. Members discussed the need for thorough analysis before increasing charges, questioning whether cost increases were justified and suggesting autonomy at the local level for decision-making. The topic of placing skips on forest land also arose, with some Members advocating for charging fees to prevent dumping and others seeking further clarification on the rationale behind considering this action.

In relation to proposal 16 as outlined in the report, officers agreed to review current City of London Corporation policy on delegated powers and come back to Committee with a recommendation at a future meeting.

RESOLVED – That Members, agreed to the proposed licence fees for 2024/25 as itemised in Appendix 2 subject to the withdrawal of proposal 14 as outlined in the report.

10. ***OPERATIONAL FINANCE PROGRESS REPORT (PERIOD 9 APRIL - DECEMBER) 2023/24**

The Committee received a report of the Chamberlain concerning an update on the operational finance position as of period 9 (April – December) 2023/24.

The Chairman asked which officer was responsible for chasing down outstanding debt, officers noted this should be held with an individual, with relevant information and would additionally involve legal and finance officers. Discussion was raised on designated funds, it was noted these are being reviewed as part of the charity's review, with plans to reintegrate them into reserves.

RESOLVED – That, the report be noted.

11. **THE COMMONS: LICENCES, SPORTS, WAYLEAVES AND PRODUCE FEES AND CHARGES FOR 2024/25**

The Committee considered a report of the Interim Executive Director, Environment concerning proposals for an October 2023 Retail Price Index based increase of 6.1% in 2024/25 on charges levied for licensed activities, produce sales and formal sports and this is forecast to generate additional income of £826.

In relation to proposal 11 as outlined in the report, officers agreed to review current City of London Corporation policy on delegated powers and come back to Committee with a recommendation at a future meeting.

RESOLVED – That Members, agreed to the proposed licence fees and sports charges for 2024/25 as itemised in Appendix 2 subject to the withdrawal of proposal 11 as outlined in the report.

12. **RESOLUTION OF THANKS**

The Committee received a resolution of thanks from the Chairman to the Superintendent of Epping Forest.

RESOLVED – That Members, approve the resolution of thanks as outlined in the agenda.

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

A question was raised in relation to heritage assets at Epping Forest.

- Officers noted a survey undertaken which highlighted hidden and significant heritage assets, the need to analyse these assets was stressed noting that historic England had made contact to assist with this. It was noted that this would be a 1–2-year piece of work which officers were looking to progress soon.

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

There was no urgent business.

15. **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.

16. **NON-PUBLIC MINUTES**

RESOLVED – That, the non-public minutes of the meeting held on the 23 November 2023 be agreed as a correct record.

17. **MATTERS ARISING**

There were no matters arising.

17.1 **Action Log**

The Committee received a report of the Town Clerk.

RESOLVED – That, the Town Clerk and Officers update the action log as appropriate.

18. **CARBON REMOVALS (CLIMATE ACTION) PROJECT RESCOPING REAPPROVAL**

The Committee considered a joint report of the Interim Executive Director, Environment and Executive Director of Innovation and Growth.

19. **RENEWABLE ENERGY STORAGE FACILITY (SEF 24/23)**

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

20. **REQUEST FOR THE PROVISION OF A DEED OF GRANT EASEMENT (SEF 03/24)**

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

21. **CLIMATE ACTION STRATEGY UPDATE**

The Committee agreed to defer the item to a future meeting.

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

There were 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 no urgent business.

The meeting ended at 12.35pm

Chairman

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



Number	Recommendation	Progress Update	Owner	Creation date	Target date
2022-1	Lodges: Income Generation: Members discussed vacant lodges that required investment. The Executive Director, Environment noted that a structure and aspiration were required for a long-term approach. It was requested that a business case on potential funding be brought back to the Committee regarding the costs of refurbishing lodges.	<p>18 May 2023 – Verbal Update to be provided at the next meeting.</p> <p>13 July 2023 - Verbal Update to be provided at the next meeting.</p> <p>14 September 2023 – Update provided by the Director of Natural Environment at the meeting</p> <p>23 November 2023 – Information shared by Jo Hurst about ongoing work to audit income generation across different portfolios, including lodges.</p> <p>Emphasis on both long-term goals and short-term opportunities for additional income.</p>	Bob Roberts/ Jo Hurst	21 Nov 2022	Report due in May
2023-2	Target Operating Model Review: The Director to perform a formal review of the Target Operating Model changes in Epping Forest and the Commons in May 2024, which will include engagement with staff, Members and Verderers.	25 January 2024 – A review will be led by the Director in summer 2024 and Members will have an opportunity to feed back into this.	Emily Brennan	14 Sept 2023	28 November 2024



2023-3	The Warren Battery Storage Facility Introduction: the Superintendent of Epping Forest, in conjunction with City Surveyor, to determine how to celebrate the good news story of the installation of a solar electricity battery storage facility at The Warren	The battery system is installed and awaiting connection to the EF electrical supply system managed by the City Surveyor. The City Surveyor has received quotations for the connection work. 25 January 2024 – Recommendations Approved at the last committee.	Jacqueline Eggleston	14 Sept 2023	TBC
2023-4	Digital Enablement: the Superintendent of the Commons to identify a solution to the lack of Wi-Fi at Coulsdon Common, which is also impacting the educational offering on site.	Update: (13/11/2023) no progress 19 January 2024: Contractors have been engaged to assess and price the works required. Outcome pending	Geoff Sinclair	14 Sept 2023	21 March 2024
2023-5	Corporate Plan and Strategies: Brief discussion on the corporate plan update and strategies for Epping Forest and other areas to be brought to the next committee.	25 January 2024 – Update provided, look to review delivery mechanisms, including site management plans and policies, to ensure alignment with the newly developed strategies for the natural environment.	Bob Roberts	23 November 2023	Autumn 2024

Committee(s): Epping Forest & The Commons Committee	Date(s): 21 st March 2024
Subject: Directors Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 2, 3, 4, 5, 11 & 12
Does this proposal require extra revenue and/or capital spending?	N/A
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: Interim Executive Director, Environment	For Discussion
Report author: Emily Brennan, Director, Natural Environment	

Recommendation

Members are asked to:

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

Contents

1. Natural Capital Audit
2. Members' landing page

Main Report

1. Natural Capital Audit

1.1 Summary

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

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

1.2 Background

Natural Capital is defined as 'elements of nature that directly or indirectly produce value or benefits to people, including ecosystems, species, water, land, food, fuel and

air, as well as natural processes and functions such as carbon sequestration and air purification'. The natural environment underpins our wellbeing and economic prosperity, providing multiple benefits to society, yet is consistently undervalued in decision-making.

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

A detailed assessment of the natural capital ('ecosystem services') value of these open spaces was carried out by NCS in December 2023. They mapped and valued key ecosystem service benefits across 13 groups of sites: Ashted Common; Burnham Beeches; Cemeteries & Crematoria; City Gardens; City of London schools; Coulsdon Commons; Epping Forest & the Buffer Lands; Hampstead Heath; Highgate Wood; Queen's Park; Stoke Common; West Ham Park; West Wickham Common and Spring Park.

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

1.3 Results

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

The total estimated value of the benefits delivered by the natural capital assets quantified across the whole Open Spaces portfolio is **£282.6 million annually**, with a predicted value of **£8.1 billion over 50 years**. The sum of annual benefits over a 50-year period has been discounted to give a 'present value'.

The ecosystem services that provide the largest values are recreation (£4.5 billion) and health benefits (£2.8 billion) followed by air quality regulation (£389.7 million) and carbon sequestration (£200.8 million). There are over **47 million visits** to our Open Spaces every year.

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

years, the ratio would equal £16.40 return for every £1 spent. This is an estimated calculation over time and takes into account how the benefits in value would also increase over that timeframe.

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

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

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

1.4 Corporate & Strategic Implications

The Natural Capital Audit will support the delivery of the Natural Environment Division's priorities and business plans and the Corporation's new Corporate Plan.

- Financial implications: The total cost of carrying out this Natural Capital Audit was £29,643; this was paid for out of the Director's NE Division budget for 2023-24. The report has great potential to support income generation for the NE Division.
- Resource implications: None.
- Legal implications: None.
- Risk implications: None.
- Equalities implications: None.
- Equality Impact Assessment: N/A.
- Climate implications: The Natural Capital Audit will enable a more effective contribution to the Climate Action Strategy.
- Security implications: N/A

1.5 Background Papers

None

2. EF&CC Landing Page

2.1 Summary

The Environment Department Business Services Team is working on the creation of a Members 'landing page' for Epping Forest & Commons Committee. This page will contain links to key information needed by Members for example organograms, an events calendar, strategies, business plans and policies. The Epping Forest Officer Manager will own the set up of the Members landing page and will work with IT to ensure that it is accessible to the right people.

2.2. Corporate & Strategic Implications

- Financial Implications: Not applicable.
- Resource Implications: Not applicable.
- Climate Implications: Not applicable.
- Legal Implications: Not applicable.
- Risk Implications: Not applicable.
- Equality Implications: No impact.
- Security Implications: Officers will work with IT to ensure that the relevant data security precautions are in place.
- Appendices:
 - Appendix 1: Natural Capital Audit example map
 - Appendix 2: Directors Report, Non-Public Appendix

Emily Brennan

Emily.brennan@cityoflondon.gov.uk

Appendix 1: Natural Capital Audit example map

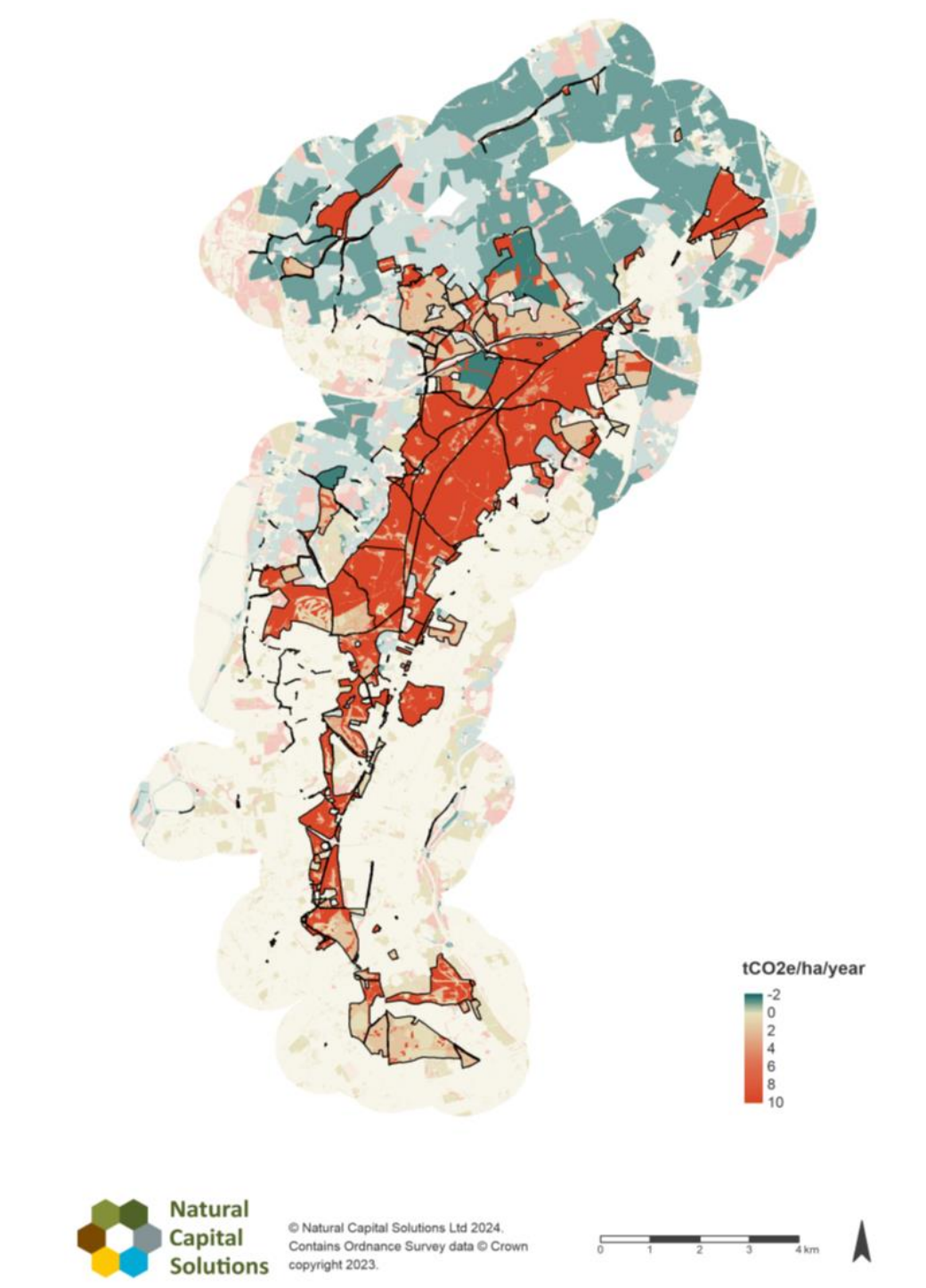


Figure 25. Carbon sequestration capacity at Epping Forest and Buffer Land.

This page is intentionally left blank

Agenda Item 6

Committee(s)	Dated:
Epping Forest and Commons Committee	21 March 2024
Subject: Risk Management Update Report	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	1, 5, 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of: Interim Executive Director Environment	For decision
Report author: Joanne Hill, Business Planning and Compliance Manager	

Summary

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

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

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

Recommendation

Members are asked to confirm, on behalf of the City Corporation as Trustee, that the risk registers appended to this report satisfactorily set out the key risks to each of the five charities and that appropriate systems are in place to identify and mitigate risks.

Main Report

Background

1. The City of London's Risk Management Strategy, which forms part of its Corporate Risk Management Framework, requires each Chief Officer to report regularly to Committees on the risks faced by their department.
2. The Charity Commission requires Trustees to confirm in a charity's annual report that any major risks to which the charity is exposed have been identified and reviewed and that systems are established to mitigate those risks. These risks are to be reviewed annually.
3. Each Committee to which the Natural Environment Division of the Environment Department reports receives an update on the risks of the charity or charities relevant to that Committee every quarter. This frequency aligns with the City of London's Risk Management Strategy and exceeds the requirements of the Charity Commission.
4. The Executive Director Environment assures your Committee that all risks held by the Natural Environment Division continue to be managed in compliance with the Corporate Risk Management Framework and the Charities Act 2011.
5. Each of the five charities for which your Committee is responsible holds a risk register. All risks are regularly reviewed by management teams, 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 6.
6. The detailed risk registers for Epping Forest and each of the four Commons charities are summarised in the main body of this report and provided in full at Appendices 1 to 5. Officers are undertaking a range of actions to control each risk, as shown in the appended registers.

Current Position

Epping Forest Risks

7. The Epping Forest Risk Register is provided at Appendix 1. The register contains seven RED and eight AMBER risks owned and managed by the Interim Assistant Director, Epping Forest and her management team.
8. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system. The titles of some risks have been updated to improve clarity and consistency.
9. The risks are listed below with their current score and notes summarising significant recent updates, where applicable.

- **ENV-NE-EF 004: Decline in condition of assets** (*RED, 32*)
As a result of ongoing deterioration of assets and the lack of funding for remediation, the current risk score remains Red 32 (likely / extreme). Officers continue to liaise with colleagues in the City Surveyor's Department with the aim of reducing the risk.
- **ENV-NE-EF 017: Tree failure** (*RED, 32*)
This risk remains at the maximum level of likelihood and impact (likely / extreme) due to a single Poplar tree identified as dangerous close to the M25 and high voltage power cables. The Chief Lawyer has written to the power company asking them to commit to fell the tree their response is awaited. Once this matter is resolved, the risk score will be reassessed and reduced if appropriate.
- **ENV-NE-EF 006: Failure of raised reservoirs** (*RED, 24*)
- **ENV-NE-EF 018: Wanstead Park Reservoirs** (*RED, 24*)
This risk continues to be managed in collaboration with the District Surveyor's Office's Engineering Team and has been updated to reflect the current status of the project. A further detailed report on the project will be brought to your Committee as Project Gateway 5 is reached.
- **ENV-NE-EF 008: Negative impacts from pests and diseases** (*RED, 16*)
- **ENV-NE-EF 012: Loss of forest land and buffer land/or concession of prescriptive rights** (*RED, 16*)
- **ENV-NE-EF 015: Impacts of anti-social behaviour on staff and site** (*RED, 16*)
- **ENV-NE-EF 003: Risk for health and safety** (*AMBER, 12*)
- **ENV-NE-EF 010: Negative impacts of development and encroachment** (*AMBER, 12*)
- **ENV-NE-EF 013: Recruitment of suitable staff and workforce planning** (*AMBER, 12*)
- **ENV-NE-EF 016: Budget pressures** (*AMBER, 12*)
- **ENV-NE-EF 005: Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) condition** (*AMBER, 8*)
- **ENV-NE-EF 009: Adverse impacts of extreme weather and climate change** (*AMBER, 8*)
- **ENV-NE-EF 011: Wanstead Park – Heritage at Risk Register** (*AMBER, 8*)
- **ENV-NE-EF 014: Major incident resulting in prolonged 'access denial'** (*AMBER, 8*)

The Commons Risks

10. A separate risk register is held for each of the four Commons charities to enable effective site-specific management and assessment.

11. Since the date of the last report to your Committee, all risks have been reviewed and updated in the risk management information system. The titles of some risks have been updated to improve clarity and consistency. The risks are listed below with their current score and notes summarising significant recent updates, where applicable.

Ashtead Common

12. The Ashtead Common Risk Register (Appendix 2) contains two RED, three AMBER and one GREEN risk as shown below.

- **ENV-NE-AC 005: Negative impacts of pests and diseases** (*RED, 16*)
The score of this risk has been increased from 8 (likely/serious) to 16 (likely/major) due to an increase in reports of tick bites and at least two confirmed cases of Lyme Disease. An action plan is in place which should help to bring the risk score back to 6 over the coming months.
- **ENV-NE-AC 009: Decline in condition of assets** (*RED, 16*)
The score of this risk has increased from 8 (likely/serious) to 16 (likely/major) to reflect the general deterioration of built assets and mechanical and electrical installations due to insufficient inspection and maintenance. Funding has recently been agreed to replace the six byelaw boards and Officers continue to work with colleagues in the City Surveyor's Department to resolve other issues. It is hoped that planned and ongoing actions will enable the risk score to be reduced by the end of December.
- **ENV-NE-AC 004: Negative impacts of development and encroachment** (*AMBER 8*)
- **ENV-NE-AC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 6*)
- **ENV-NE-AC 008: Water pollution** (*AMBER, 6*)
- **ENV-NE-AC 001: Budget pressures** (*GREEN, 4*)

Burnham Beeches and Stoke Common

13. The Burnham Beeches and Stoke Common Risk Register (Appendix 3) contains four RED and four AMBER risks. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-BBSC 002: Negative impacts of visitor pressure** (*RED, 16*)
- **ENV-NE-BBSC 005: Negative impacts of pests and diseases** (*RED, 16*)
- **ENV-NE-BBSC 007: Rural Payment Agency Grants** (*RED, 16*)
- **ENV-NE-BBSC 009: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-BBSC 001: Budget pressures** (*AMBER, 12*)
- **ENV-NE-BBSC 004: Negative impacts of development and encroachment** (*AMBER, 12*)
- **ENV-NE-BBSC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
- **ENV-NE-BBSC 008: Pollution** (*AMBER, 8*)

Coulsdon and Other Commons

14. The Coulsdon and Other Commons Risk Register (Appendix 4) contains one RED and six AMBER risks. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-COC 009: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-COC 002: Negative impacts of visitor pressure** (*AMBER, 12*)
- **ENV-NE-COC 004: Negative impacts of development and encroachment** (*AMBER, 8*)
- **ENV-NE-COC 005: Negative impacts of pests and diseases** (*AMBER, 8*)
- **ENV-NE-COC 008: Pollution** (*AMBER, 8*)
- **ENV-NE-COC 001: Budget pressures** (*AMBER, 6*)
- **ENV-NE-COC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 6*)

West Wickham and Spring Park

15. The Wickham and Spring Park Risk Register (Appendix 5) contains one RED and five AMBER risks. None of the risk scores have changed since the last report to your Committee.

- **ENV-NE-WWSP 009: Decline in condition of assets** (*RED, 16*)
- **ENV-NE-WWSP 002: Negative impacts of visitor pressure** (*AMBER, 12*)
- **ENV-NE-WWSP 004: Negative impacts of development and encroachment** (*AMBER, 8*)
- **ENV-NE-WWSP 005: Negative impacts of pests and diseases** (*AMBER, 8*)
- **ENV-NE-WWSP 001: Budget pressures** (*AMBER, 6*)
- **ENV-NE-WWSP 006: Adverse impacts of extreme weather and climate change** (*AMBER, 6*)

Risk Management Process

16. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
17. 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.
18. 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

19. 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

20. 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.
21. The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental high-level Business Plan, local Management Plans and relevant Corporate Strategies, including, but not limited to, the Climate Action; Cultural; Sport and Physical Activity; and Volunteering Strategies. Risks are also being taken into consideration as part of the development of the Natural Environment Divisions' emerging strategies.
22. 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

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

Contact

Joanne Hill, Business Planning and Compliance Manager, Environment Department

T: 020 7332 1301

E: Joanne.Hill@cityoflondon.gov.uk

Epping Forest Risk Register

Generated on: 01 March 2024



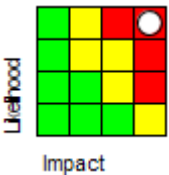
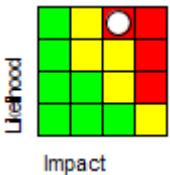

Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
P 004 ENV-NE-EF Decline in Condition of Assets 19-Aug-2015 Jacqueline Eggleston	Causes: Insufficient maintenance resource; failure to implement recommendations; damaging activity by visitors to the Forest. Event: Failure to meet statutory regulations and checks. Assets deteriorate to unusable/unsafe condition. Effect: Poor condition of assets; loss of value; cost of repair; fines from Local Authority and other statutory bodies. Reputational risk (including media coverage, stakeholder group escalations and Consultative Group complaints); inability to deliver corporate objectives.		32	The current score of this risk remains 32 (likely / extreme) due to the ongoing deterioration of assets across the Forest, including Grade II listed and heritage assets, and no identified funding for remediation. This has resulted in increased reputational and H&S risks and decreased ability to deliver corporate objectives. 01 Mar 2024		24	30-Sep-2024	
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 004d	Schedule of statutory checks and visits held and carried out by City Surveyor's or delegated to site.	Comprehensive Fire Risk Assessment Audits have been carried out across all Epping Forest sites with no local actions outstanding.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025
ENV-NE-EF	Joint inspection of all buildings including residential by	COVID-19 and changes of staff in the City Surveyor's Department (CSD) have delayed	Jacqueline	01-Mar-	31-Mar-

Appendix 1

004e	site and City Surveyor's to capture maintenance needs. Required annually.	progress. Some empty lodges have been visited for condition surveys. A proposed CSD SLA indicates that CSD are likely to withdraw their attendance at these inspections.	Eggleston	2024	2025
ENV-NE-EF 004g	Put actions and processes in place which ensure the upkeep and development of the Forest.	At Great Gregories, the replacement of the asbestos roof on the small barn has been postponed further under CWP, with no future date identified. Planning permission has been granted for the Roofing for Pad1. This is a Spend to Save project subject to a 40% Defra grant which has been agreed and extended; the shortfall is being made up from the local risk trading account. Where possible, local risk money is being invested to fill gaps in maintenance left by inadequate CWP provision. This includes a review of car park surfacing and prioritisation of associated works.	Jacqueline Eggleston	01-Mar- 2024	31-Mar- 2025
ENV-NE-EF 004j	Monitor the path network annually and carry out necessary maintenance.	The path network is monitored on an annual basis, and a maintenance programme prepared to address issues raised. We have £250k RASC funding, recently confirmed after review, for environmental damage to paths caused by high levels of use by visitors.	Jacqueline Eggleston	01-Mar- 2024	31-Mar- 2025
ENV-NE-EF 004k	<i>Fleet replacement programme</i>	<i>This action has been completed and will be removed from the risk register.</i> <i>Some remaining assets such as vehicles, tractors and other mobile agricultural machinery are exceeding their operational life and failing increasingly tight environmental standards, such as the extension of ULEZ. All replacements must be funded by local risk as no central fund is available. Budget has been prioritised for a series of replacements, using part exchange, hire purchase or other financial arrangements to allow the most efficient replacement of assets, prioritised by risk.</i>	Jacqueline Eggleston	01-Mar- 2024	31-Mar- 2024
ENV-NE-EF 004l	Maintain the condition of the scheduled ancient monuments (SAMs). Improve the current state of knowledge of the extent of the monuments. Protect the monuments from erosion due to visitor activities.	Conservation Management Plans are in place for Loughton Camp and Ambresbury Bank to manage the conflicting risks of protection of the Scheduled Ancient Monuments (SAMs) and the veteran trees upon the monuments. The SAMs at Purlieu Bank (2 sections) and The Temple at Warlies Park are subject to ongoing review. A Conservation Management Plan is complete for The Temple. Specific plans are being prepared to alter public use of SAMs to prevent erosion. Signage and patrols are in place. We undertook a LiDAR of all SAMs during winter 2022/23, while trees were not in leaf. Results have been transferred to GIS and will be the subject of a 2-3 year analysis which will prioritise the SAMMS and inform future protection measures.	Jacqueline Eggleston	01-Mar- 2024	31-Mar- 2025

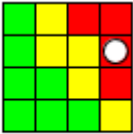
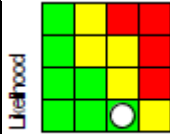
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-EF 017 Tree failure</p>	<p>Cause: Large numbers of older, more vulnerable trees throughout Epping Forest which require regular inspection and works to prevent failure. A rise in tree disease combined with extreme weather conditions due to climate change exacerbate the risk. Staff shortages due to the Target Operating Model (TOM) process have resulted in insufficient staff resources to complete necessary works. Event: More frequent tree failures. Greater risk during high winds, particularly when accompanied by heavy rainfall, and when trees are in leaf. Effect: Public safety - people (serious injury/death) and property; loss of trees; loss of habitat; insurance claims; reputational damage.</p>		<p>32</p>	<p>This risk is actively managed with regular inspections of trees according to Forest-wide risks zones as well as the Severe Weather Protocol which is implemented in the event of large storms/high winds.</p> <p>At 24 March 2023, the risk score was set to the maximum (likely/extreme) largely due to a single Poplar tree identified as dangerous in close proximity to the M25 and high voltage power cables. Following legal advice, the City of London served notice on the power company to resolve the matter. The Chief Lawyer has written to the power company asking them to commit to fell the tree (we will work with them to arrange access) and we are now waiting for their response, via the legal process. Once this matter is resolved, the risk score will be reassessed and lowered if appropriate.</p> <p>Annual tree surveys have been carried out but works arising, particularly at the amber zones, have not been completed due to recruitment restrictions and larger numbers of trees requiring work being identified. These works are unlikely to be completed this year but Red zones are being prioritised.</p> <p>A recent survey identified additional works. A further survey is currently underway and is due to complete in</p>		<p>16</p>	<p>30-Apr-2024</p>	<p></p>

Appendix 1

20-Apr-2023 Jacqueline Eggleston			<p>April.</p> <p>A series of storms in January resulted in an increased number of tree failures.</p> <p>We are currently recruiting arborists to address the backlog and we have tendered a second contract for external support. Work is also underway to seek additional resourcing to address the backlog.</p> <p>01 Mar 2024</p>			Reduce	Constant
-------------------------------------	--	--	---	--	--	--------	----------

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 017a	Carry out tree safety survey and works.	<p>Annual tree surveys have been carried out but works arising, particularly at the amber zones, have not been completed due to recruitment restrictions and larger numbers of trees requiring work being identified. However, Red zones are being prioritised.</p> <p>A recent survey identified additional works. A further survey is currently underway and is due to complete in April.</p> <p>We are currently recruiting arborists to address the backlog and we have tendered a second contract for external support. Work is also underway to seek additional resourcing to address the backlog.</p>	Jacqueline Eggleston	01-Mar-2024	31-Dec-2024
ENV-NE-EF 017b	Continue to enforce the Severe Weather Protocol as appropriate and keep it under regular review.	<p>A Severe Weather Protocol is in place which details planning and response, in particular to high winds. We are unable to 'close' the Forest during such events but social media and staff broadcast messages to warn members of the public to avoid the Forest, and serious or large scale events are followed by a programme of walking trails and paths to find and action resulting dangers such as hanging tree limbs.</p> <p>The Protocol will be reviewed during March 2024.</p>	Jacqueline Eggleston	01-Mar-2024	31-Mar-2024
ENV-NE-EF 17c	Resolve the issue with the Poplar tree in close proximity to the M25.	At 24 March 2023, the risk score was set to the maximum (likely/extreme) largely due to a single Poplar tree identified as dangerous in close proximity to the M25 and high voltage power cables. Following legal advice, the City of London served notice on the power company	Jacqueline Eggleston	01-Mar-2024	30-Apr-2024

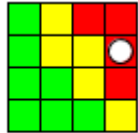
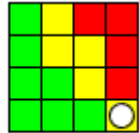
		<p>to resolve the matter. The Chief Lawyer has written to the power company asking them to commit to fell the tree (we will work with them to arrange access) and we are now waiting for their response, via the legal process. The Corporate Health and Safety Team has allocated resource to help clarify and expedite.</p> <p>We have extended the due date of this action to the end of April and are keeping the matter under continual review.</p>			
--	--	---	--	--	--

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 006 Failure of raised reservoirs 19-Aug-2015 Jacqueline Eggleston	<p>Cause: Inadequate design; insufficient prescribed maintenance; leaks compromising dam integrity; failure to implement Panel Engineer’s recommendations; failure to keep dams clear of vegetation; failure to evaluate large water body capacities; disputed ownership/responsibility for one LRR.</p> <p>Event: Severe rainfall event resulting in overtopping of embankments, leading to erosion of dam and potential collapse.</p> <p>Effect: Loss of life; damage to downstream land/property; litigation; risk of prosecution; reputational harm; damage to/loss of habitat and associated rare species; fines from Environment Agency.</p>	 <p>Life/hood</p> <p>Impact</p>	24	<p>A Design-Build contractor for the Baldwins Pond project has been appointed. Works are contracted and are due to commence in Summer 2024.</p> <p>01 Mar 2024</p>	 <p>Life/hood</p> <p>Impact</p>	4	31-Oct-2024	Constant
							Reduce	

Page 32

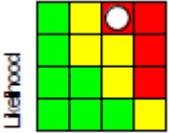
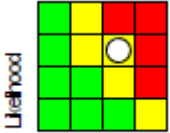

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 006a	Statutory inspection visits by engineer - 6 monthly in March and October.	Twice yearly inspections completed on schedule as agreed with the Panel Engineer.	Laura Lawson	01-Mar-2024	31-Mar-2024
ENV-NE-EF 006c	Weekly inspection of reservoirs/dam.	Ongoing action. Digital Blue Books are being completed at agreed intervals. Formal recording has moved to an online process.	Laura Lawson	01-Mar-2024	31-Mar-2024
ENV-NE-EF 006e	Undertake scoping evaluations for Baldwins Pond.	A Design-Build contractor has been appointed for the Baldwins Pond project. Works are contracted and are due to commence in Summer 2024.	Jacqueline Eggleston	01-Mar-2024	31-Oct-2024
ENV-NE-EF 006f	Maintenance of Rookery Wood, Tudor Square Pond. Conservation management of Copped Hall.	<p>District Surveyor's Division to fund and plan maintenance works. A plan to schedule the structure and seek Countryside Stewardship Funding for some dam elements was approved by Committee in November 2022. We are currently looking at further survey work on heritage and biodiversity value with Historic England to explore options on the site and possible funding. This may have medium-term implications beyond 2024 for beginning to access site and explore modifying the earthworks in the long term. There is no funding from the Cyclical Works Programme at present. A draft report on the Historic England assessment has been submitted to the CoL.</p> <p>A £470k CWP bid has been submitted for the sluice gates at Rookery Wood due to the deteriorating conditions.</p>	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025

		<p>The most recent Panel Engineer inspection raised a notice of concern in relation Tudor Square Pond sluice gates. We are making a Capital Bid to address this safety issue.</p> <p>This will be linked to the Copped Hall Conservation Management Plan which has been completed and is currently out for consultation. District Surveyor's Division has carried out assessment works of the in-place dam structure and LiDAR mapping.</p> <p>The due date of this action has been extended to March 2025 to allow time for the necessary funding to be sought and works to be completed.</p>			
--	--	---	--	--	--

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-EF 018 Wanstead Park Reservoirs</p>	<p>Cause: Gradual deterioration of the fabric of the reservoirs and / or excessive rain. Event: Risk that the reservoirs may overtop and be washed away, leading to a cascading breach. Impact:</p> <ul style="list-style-type: none"> • Potential for loss of life or injury to staff/residents. • Legal action by the Environment Agency. • Low level flooding of the park and surrounding residential/commercial areas. • Damage to a listed landscape. • Requirement for significant immediate CoL funds to repair damage. • Civil claims/financial loss claims made from residents/businesses. • Adverse effect on the reputation of the City corporation (local/national media interest). • Park closed for several weeks. 	<p>Lifehood</p>  <p>Impact</p>	<p>24</p>	<p>Engineering study completed November 2020 recommended a lower level of activity required than originally envisaged. While the Large Raised Reservoirs (LRRs) are classified as High Risk under the Reservoirs Act 1975 and the Flood and Water Management Act 2010, their Dam Category of C or D means that the outcome of failure is relatively small. A further additional assessment of the interaction between the River Roding and Ornamental Waters has been undertaken.</p> <p>The project progressed through Gateway 4 in January 2023.</p> <p>Detailed designs for dam strengthening works and the reinstatement of the up-cascade pumping system are now being progressed with procurement having been delayed.</p> <p>The City Surveyors are progressing works to reinstate the River Roding pumphouse and other land drainage works to increase water supply to the Ornamental Water. This has been delayed due to funding issues which have now been resolved. An application for winter abstraction is due to be submitted to the Environment Agency.</p> <p>The GLA Fund SuDS Feasibility</p>	<p>Lifehood</p>  <p>Impact</p>	<p>8</p>	<p>30-Nov-2024</p>	<p>■</p>

09 Dec-2019 Page 35 Daily Brennan				<p>report was finalised in February 2023. A bid to Round 2 of the Green and Resilient Spaces Fund was submitted but was unsuccessful. Alternative approaches to funding this are now being considered. Proposals are underway to partially clear the Lost Spur in Heronry and create a wetland/reedbed in this area.</p> <p>In October 2021, a weekly inspection of the Perch Pond dam revealed a leak in the vicinity of the outflow structure. This remains under in consultation with the supervising Panel Engineer.</p> <p>The target date for reducing the risk score has been extended to November 2024.</p> <p>01 Mar 2024</p>				
						Reduce	Constant	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE 007d	Confirm to EA that measures in the interest of safety have been completed.	<p>The Supervising Panel Engineer is kept up to date with the project's progress during their six-monthly inspections of the lakes, during which the Panel Engineer determines if further action is required. The next inspection is due in March 2024.</p> <p>Gateway 4 approval has now been received.</p>	Tim Munday	01-Mar-2024	30-Nov-2024
ENV-NE 007h	A Gateway 5 report will be prepared to request funding and permission to progress works on site. Procurement and progression of detailed designs, tendering for site works, gaining required permissions, design consultation, enabling works and to works to begin on site.	Tender and procurement documentation is being prepared and possible consultants and contractors are being identified. Procurement exercise has been delayed to align with other works in the park. Exercise is now expected to take place in Spring 2024. The due date of the action has been extended accordingly.	Tim Munday	01-Mar-2024	19-Sep-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 008 Negative impacts from pests and diseases 19-Aug-2015 Jacqueline Eggleston	<p>Cause: Lack of adequate controls on international trade encourages transmission of invasive non-native species (INNS), pests and pathogens; inadequate site biosecurity often through conscious public release of organisms within the Forest.</p> <p>Event: Sites become occupied by such organisms which can lead to the decline, hybridisation or loss of key native species due to out-competition/disease transmission. Some organisms have health protection issues particularly moths producing urticating hairs and terrapins carrying <i>Salmonella</i> (DT 191a).</p> <p>Effect: Loss or decline of key species; temporary site closures; increased costs of monitoring and control. Threat to existing conservation status of sites. Harm to individuals or spread of disease.</p>	 Life/hood Impact	16	<p>Ramorum: Rhododendron regrowth continues to require treatment by spraying. A current Ramorum outbreak is being dealt with. Annual inspections are carried out and will next be done in late 2024.</p> <p>Ash Dieback: There are no obvious changes, but if weather patterns continue, this is likely to lead to larger ash deterioration. This is being picked up by existing monitoring in target zones but remains a concern.</p> <p>Sooty bark disease: This remains a significant problem and now forms a major part of the annual Hazardous Tree Programme.</p> <p>Harmful algal blooms (HABs): Under nutrient-rich eutrophic conditions Cyanobacteria (Blue-Green Algae) can produce HABs producing harmful toxins which can kill wild animals, livestock and pets and induce skins rashes and sickness in humans. This is a seasonal issue as it is driven by increasing temperatures and low water levels.</p>	 Life/hood Impact	12	31-Dec-2024	
							Reduce	Constant

Appendix 1

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 008c	Develop a Natural Environment Divisional approach to INNS, pests and pathogens.	Monitoring for pests and diseases is part of our ongoing processes. Each and any new disease is dealt with according to the appropriate lead body, e.g. APHA. We will work with colleagues across the Natural Environment Division to develop a division-wide approach to INNS, pests and pathogens.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025
<i>ENV-NE-EF 008j</i>	<i>Develop a biosecurity policy and then implement.</i>	<i>This action has been completed and will be removed from the risk register.</i> <i>Appropriate biosecurity measures are in place and used as part of business as usual.</i>	<i>Jacqueline Eggleston</i>	<i>01-Mar-2024</i>	<i>31-Dec-2024</i>
<i>ENV-NE-EF 008k</i>	<i>Undertake a weekly survey of bird fatalities.</i>	<i>This action is now complete and will be removed from the register.</i> <i>The outbreak of Avian Influenza has been declared over.</i>	<i>Laura Lawson</i>	<i>01-Mar-2024</i>	<i>31-Mar-2024</i>
ENV-NE-EF 008l	Actions in response to notification of a nearby Bovine Tuberculosis breakdown (loss of OFT status).	We continue to test the herd for Bovine TB as required by Defra.	John Phillips	01-Mar-2024	31-Mar-2025
ENV-NE-EF 008m	HABs monitoring and awareness raising.	A reactive process for HABs is in place. Visual inspections increase over the summer months. Positive testing for HABs by the Environment Agency will lead to health warning signage and social media messaging.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025

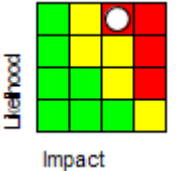
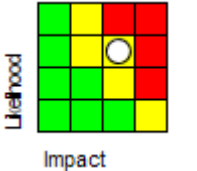
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 012 Loss of forest and buffer land and/or concession of prescriptive rights Page 38 19-Aug-2015 Tristan Vetta	Cause: Lack of single definitive reference point for Epping Forest boundaries and accesses. Event: Failure to recognise encroachments or legal limitation by the failure to act within a reasonable period of time. Effect: Compromised statutory responsibility through loss of forest and buffer land to encroachment; concession of prescriptive rights and loss of potential income; significant costs and jeopardy of litigation in recovering rights; harm to City of London’s reputation as Conservators.	Likelihood Impact	16	The risk remains at the same level. We have not yet achieved the target to reach Amber due to test case issues (as below) and insufficient resources in terms of completing on-site surveys. The target date has been adjusted to reflect this. Test cases put forward so far are too old to legally challenge, so we are not preferred at this time. We are currently seeking advice from the Legal Team as to how to address the remaining encroachments. Access audit phase one (desk-based review) has been completed. However, more than half of the 38 compartments are still to have a ground-truthing field visit to assess the issues with access on the ground. Therefore, risk remains of potential prescriptive rights being developed. A dedicated Wayleaves Officer has been recruited to address concession of rights.	Likelihood Impact	12	31-Jul-2024	
							Reduce	

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF	Undertake audits of all 38 Forest compartments and buffer	A dedicated Wayleaves Officer has recently been recruited to address concession of rights.			Tristan	01-Mar-	31-Mar-

Appendix 1

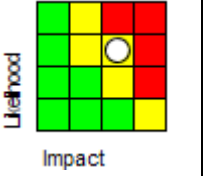
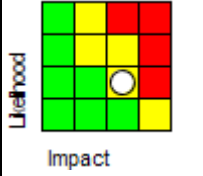
012b	land.	Audits will be completed when the team is at full complement.	Vetta	2024	2025
ENV-NE-EF 012d	Work with the City Surveyor's and the Comptroller and City Solicitor's Departments to consider whether legal action is required to settle disputes.	Test cases brought forward are too old for challenge. A draft EFCC report collates all potential historic encroachments with a view to resolve the remaining encroachments. This draft is currently with the Legal Team for their comment. The due date of this action has been extended accordingly.	Tristan Vetta	01-Mar-2024	31-Jul-2024

Appendix 1

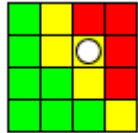
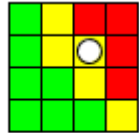
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 015 Impacts of anti-social behaviour on staff and site 19-Aug-2015 Jacqueline Eggleston	Cause: Crime; irresponsible dog owners; rough sleepers; user conflict; trespass; alcohol; unlicensed activity. Event: Fly tipping, litter, dog fouling, dog attacks, abandoned/burnt out vehicles, traveller incursions, anti-social, irresponsible or unsafe behaviour. Effect: Negative PR; injury to visitors; insurance claims; police exclusion zones; rise in crime rates; illegal occupancy of Forest land; increase in costs of managing public behaviour.		16	We work in partnership with a range of Police and Anti-Social Behaviour managers to manage this risk. We have put in place a range of controls to limit the effects and which should reduce the risk score in time. 01 Mar 2024		12	30-Jun-2024	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 015b	Implementation and monitoring of PSPOs and other dog control measures on sites.	PSPOs have been reviewed for Epping Forest District Council. A Code of Conduct for responsible dog walking is in place. This is not high priority at present for enforcement, but we are monitoring and taking action where appropriate.	Laura Lawson	01-Mar-2024	31-Mar-2025
ENV-NE-EF 015f	Develop stronger links and become a trusted partner with EFDC, LBWF, LBR and LBN. New relationships with officers in local authorities need creating/developing following staff changes Ongoing action	We now work in partnership with a range of Police and ASB managers to address this risk. This is an ongoing action.	Laura Lawson	01-Mar-2024	31-Mar-2025
ENV-NE-EF 015i	Take appropriate action to address cases of anti-social, irresponsible and unsafe public behaviour.	Officers continue to monitor rough sleeping, fly-tipping, anti-social behaviour and conflict between forest users. They work with appropriate local authorities and agencies to deal with individual cases.	Laura Lawson	01-Mar-2024	31-Mar-2025
ENV-NE-EF 015j	Develop an Enforcement Policy to deal with public behaviour which contravenes the Epping Forest byelaws.	This policy will ensure that City of London staff, those we regulate, and other stakeholders and partners are aware of the intent and principles underpinning our approach to the action we may take when managing unlawful activity in Epping Forest. A draft Policy has been prepared and will be presented to Committees in due course.	Laura Lawson	01-Mar-2024	30-Jun-2024
ENV-NE-EF 015k	Produce guidance and plans to encourage safe and responsible use of the Forest.	<i>This action is complete and will be removed from the risk register.</i> <i>Activity based codes of conduct or guidelines for cycling, dog walking, fishing and horse</i>	Jacqueline Eggleston	01-Mar-2024	30-Jun-2024

		<p><i>riding have been developed and are available online.</i></p> <p><i>A general code of conduct for visiting Epping Forest, based on the Countryside Code has been developed. Widespread distribution of this needs further work.</i></p> <p><i>The Epping Forest Communications plan includes key messages about behaviour and respect for others.</i></p>			
--	--	--	--	--	--

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 003 Risk for health and safety 19-Aug-2015 Jacqueline Eggleston	<p>Cause: Poor understanding and/or delivery of Health and Safety policies and procedures; failure to link work activity with adequate procedures; risk assessments and safe systems of work not undertaken or completed incorrectly; inadequate appropriate training; failure to implement the results of audits.</p> <p>Event: Staff, volunteers, contractors or licensees undertake unsafe working practices. Insufficient staff numbers and heavier workload for those who are in post.</p> <p>Effect: Injury or death of staff, volunteers, contractors, licensees or members of the public; prosecution by HSE and/or Police; increased insurance premiums; harm to City's reputation; fine levied by HSE; staff experience higher levels of physical and mental stress.</p>		12	<p>We continue to prioritise all necessary monitoring, audits and risk assessments.</p> <p>A programme of training will be required as we move forward with recruitment and cross skilling into new structures.</p> <p>We will review our Emergency Plan by the end of March 2024.</p> <p>01 Mar 2024</p>		8	31-Mar-2024	Constant
							Reduce	

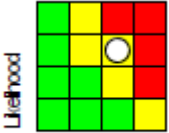
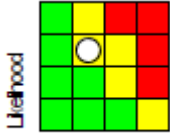
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 003c	Staff roles linked to essential and desirable training needs. Continual and annual review.	A health and safety training (operational) system is in place and established. Expiring training is known in advance and scheduled. A training matrix link to induction and new starters is in place. This is an ongoing action.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025
ENV-NE-EF 003e	Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements enables cascading of decisions, issues, responsibilities and communications.	All roles and responsibilities are outlined and clarified in the agreed local Health and Safety statement. Due to the current vacancies, there are gaps in responsibilities which are being prioritised on a risk basis. The Emergency Plan is being reviewed during March 2024. Health and safety communications will also be reviewed.	Jacqueline Eggleston	01-Mar-2024	30-Apr-2024
ENV-NE-EF 003f	H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans	Statutory checks of licensees take place as necessary. This is an ongoing action.	Tristan Vetta	01-Mar-2024	31-Mar-2025
ENV-NE-EF 003g	Provide support to staff experiencing physical and mental stress due to work.	Staff whose wellbeing has been affected by the restructure process have been referred to Occupational Health and the Employee Assistance Programme. Recruitment is in process to alleviate excess workloads.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 010 Negative impacts of development and encroachment Page 43 19-Aug-2015 Jacqueline Eggleston	<p>Cause: Lack of suitable protections in Epping Forest Acts; Planning Authorities obligations to meet housing targets; failure to monitor and challenge housing and other development plans; lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Large housing, transport infrastructure or other developments on land affecting Epping Forest.</p> <p>Effect: Change in character to the context and setting of Forest Land; potential increase in visitor numbers and recreational pressure; increased air, light and noise pollution and consequent potential decline in biodiversity and tranquillity; further increases in traffic volumes on local road network.</p>	 <p>Liethood Impact</p>	<p>12</p>	<p>The Epping Forest Special Area of Conservation (EFSAC) SAMM Strategy Agreement was sealed by all parties (i.e. LB Waltham Forest; LB Redbridge; Epping Forest District Council; LB Newham; and LB Enfield).</p> <p>This confirms their local plans will provide mitigation monies to address uplift in visitors.</p> <p>Their individual Local Plans cover air pollution mitigation to the SAC and the provision of SANGS (alternate natural greenspaces). The CoL does not, however, receive any money for that as it is for the respective authority to provide.</p> <p>In relation to planning applications on the edge of the Forest, we monitor these and will comment when a risk to the Forest is identified.</p> <p>01 Mar 2024</p>	 <p>Liethood Impact</p>	<p>12</p>	<p>Accept</p>	<p>Constant</p>

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 010a	Epping Forest DC Local Plan: Attend meetings and respond to consultation on the local plan in order to influence the content of the Plan and the Memorandum of	The Epping Forest Special Area of Conservation (EFSAC) SAMM Strategy Agreement has been sealed by all parties (i.e. LB Waltham Forest; LB Redbridge; Epping Forest District Council; LB Newham; and LB Enfield). This confirms their local plans will provide mitigation	Tristan Vetta	01-Mar-2024	31-Mar-2025

	Understanding between EFDC and Natural England. LB Waltham Forest Core Strategy and other LA actions plans: Respond to any further consultation.	monies to address uplift in visitors.			
ENV-NE-EF 010c	Development and ongoing work on the Forest Transport Strategy	<p>Progress is being made and the Strategy is now in draft. Meetings are held every two months with the District Council and the intention is to extend consultation to other relevant authorities.</p> <p>Work is continuing on the Forest Transport Strategy. Currently, focus is on the A104 Safety Plan which has been presented to Committee. The due date of this action has been extended accordingly.</p>	Jacqueline Eggleston	01-Mar-2024	31-Dec-2024

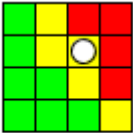
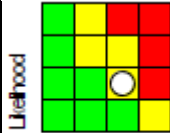

Appendix 1

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 013 Recruitment of suitable staff and workforce planning <div style="text-align: right; font-size: 2em; font-weight: bold; margin-top: 20px;">Page 45</div>	Cause: Previous reliance on memory-based rather than documentary records; retirements amongst ageing workforce; challenge to recruit to some roles due to competitive marketplace. Event: Loss of knowledge and skills. Effect: Extra training needs; challenges with recruitment to some posts.		12	Risk is medium. Some loss of skilled staff due to retirement and staff taking external positions. Where possible, we have taken advantage of opportunities to recruit staff internally to suit capabilities, skills and ambitions. However, with such a large number of outstanding vacancies further succession plans will need to be reviewed in the future. Staff will be encouraged to participate in departmental talent management programmes and other appropriate learning and development opportunities that arise. The target date for reducing this risk has been extended to allow time for mitigating actions to be implemented and completed. 01 Mar 2024		6	31-Dec-2024	<div style="width: 10px; height: 10px; background-color: blue; margin: 0 auto;"></div> Constant
19-Aug-2015 Jacqueline Eggleston							Reduce	Constant

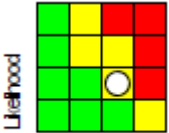
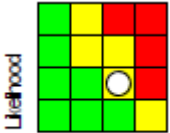
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 013a	Identify key roles where officers are nearing retirement or expressing development needs or desire to leave CoL or the Department. Review this data annually via PDR's and one to ones. Succession plan drawn up by Management Team and agreed by the Assistant Director. HR support for key roles.	A new departmental talent management programme is being considered for 2024. When confirmed, relevant staff will be encouraged to participate in this and other development opportunities that arise.	Emily Brennan	01-Mar-2024	31-May-2024

Appendix 1

ENV-NE-EF 013b	Increase documentation of memory based knowledge. Ensure that information needed for emergency situations and out of hours is written down forming part of a pack. Move collected data onto the GIS system.	CiviCRM solution has been delivered and has now been implemented throughout the Epping Forest teams. The StarTraq system for management of PCNs and FPNs is also ready for deployment but delayed due to recruitment and structure pressures in Forest Keeper and Enforcement Team. A Divisional update of policy and procedure is in progress.	Angela Cater; Laura Lawson	01-Mar-2024	31-Dec-2024
ENV-NE-EF 013c	Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR.	There will always be budgetary constraints and decisions ARE taken on case-by-case basis but we have successfully done this for the Superintendent role.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2024

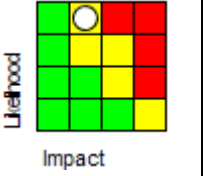
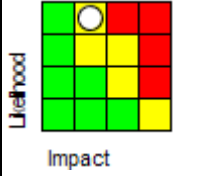
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 016 Budget pressures 18-May-2016 Jacqueline Eggleston	<p>Cause: Prices continues to rise putting increased pressure on the Corporation’s budgets. Some key Natural Environment Division income streams are also likely to reduce due to revisions to EU common agricultural policy (CAP) regulation, transition from Basic Payment Scheme (BPS) (total cessation in 2027) and UK interpretation and tightening of qualifying eligibility criteria.</p> <p>Event: Possible reduction in deficit funding from the CoL; reductions in direct grant available from the Environment Agency or Rural Payments Agency (RPA) to deliver agricultural/conservation activity, especially conservation grazing. NE Division may be unable to deliver spend to profile or income generation programmes to agreed targets and timescales.</p> <p>Effect: Adverse impact on service delivery: reduction in income and rising costs mean that less work can be delivered. Reduction or cessation of agricultural/conservation activity, including negative impact on grazing. Reduction / loss of biodiversity, negative impacts on visitor infrastructure and experience.</p>	 <p>Liability Impact</p>	12	There remains a need to achieve savings and manage inflationary pressures. Our focus is currently on car parking, lodge rentals, commercial wayleaves, and public events. An application to the Rural Payments Agency's (RPA) Countryside Stewardship Scheme was submitted in November 2023 which will help address the loss of Basic Payment Scheme (BPS) income. Furthermore, new grant schemes under the Environment Land Management Programme also offer additional income for the future. 01 Mar 2024	 <p>Liability Impact</p>	8	31-Mar-2025	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 016e	Working to deficit budget reduction targets by increasing income generation.	Net income from car parking, lodge rentals and commercial wayleaves has met current budgets, but further efficiencies and income enhancement must be found over the coming years. The draft Natural Environment Division's strategies include a focus on income generation. We are also awaiting the outcome of the Natural Environment Charity Review which may present additional opportunities through changes to financial structures and governance. The due date of this action has been extended to allow for the ongoing Natural Environment Charity Review.	Jacqueline Eggleston	01-Mar-2024	31-Dec-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-EF 005 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition</p> <p>19-Aug-2015 Jacqueline Eggleston</p>	<p>Cause: Lack of appropriate habitat and tree management (pollarding) and lack of grazing pressure; Invasive Non Native Species (INNS); anthropogenic nitrogen deposition; atmospheric pollution; and climate change. Event: Unfavourable assessment by Natural England. Effect: Decrease in % SSSI area in favourable condition (currently 35.42%); decrease in % SSSI area in unfavourable recovering (currently 48.24%); loss of current (HLS) and future grant (e.g. CSS) funding; harm to City’s reputation; fines from Natural England and Defra.</p>	 <p>Impact</p>	<p>8</p>	<p>10-year Countryside Stewardship (CSS) Agreement (Forest 1) for part of the SSSI is in place for 2020-2029 and is being delivered; this includes three SSSI units in “unfavourable” condition.</p> <p>Three further applications to cover the remainder of the SSSI, Wanstead Park and Copped Hall are being prepared. Forest 2 was submitted in November 2023 with work planned to start in 2024. The Copped Hall applications may be submitted in 2024.</p> <p>Work is being targeted to address some of the reasons for 'unfavourability' in the units in this second half of the Forest.</p> <p>Expansion of conservation grazing should see an improvement in the grassland management of sites within the SSSI.</p> <p>Damage from visitor pressure has been included in the second CSS application and will be subject to future separate capital CSS applications.</p> <p>01 Mar 2024</p>	 <p>Impact</p>	<p>8</p>	<p>Accept</p>	<p>Constant</p>

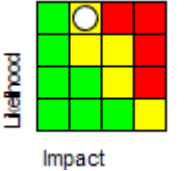
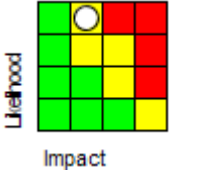
Appendix 1

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 005a	Make CSS grant application to avoid loss of this vital income stream whilst ensuring habitat management targets are sustainable across 10-year agreement period.	<p>10-year Countryside Stewardship Agreement (Forest 1) for part of the SSSI has been achieved and is being delivered.</p> <p>A second agreement is being sought for the remainder of the Forest (Forest 2); this was submitted in November 2023 with work planned to start in 2024. A further application for Copped Hall Park has also been agreed by Committee and may be submitted in 2024.</p>	Jacqueline Eggleston	01-Mar-2024	30-Apr-2024
ENV-NE-EF 005b	Create plan of action for 5 compartments within existing resources to ensure consideration of priorities for CSS application.	Natural England officers review the SSSI compartments for reassessment on a rolling basis. They have been encouraged to address the backlog of assessments.	Jacqueline Eggleston	01-Mar-2024	31-Mar-2025

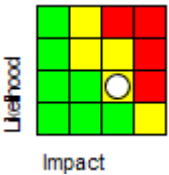
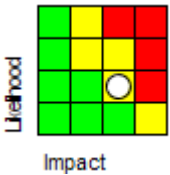
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 009 Adverse impacts of extreme weather and climate change Page 50 19-Aug-2015 Jacqueline Eggleston	Cause: Severe gale and storm events; prolonged precipitation/increased precipitation events; restricted precipitation increasing fire severity. Event: Severe weather events including periods of drought; flooding; gales; and increased fire severity. Effect: Risk of injury or death to staff, visitors, contractors and/or volunteers; loss of habitat/public access and intensification of visitor pressure on other areas of Forest; damage/loss of rare/fragile habitats and species; incidents increase demand for staff resources to respond to maintain public and site safety; temporary site closures; increased costs for reactive management.		8	Incident management plan has been updated to incorporate wildfire planning and the JESIP protocols for joint action across authorities. The London Fire Brigade, Fire and Rescue Services have signed off wildfire plans both in London and Essex. There are site visits with Essex Fire and Rescue Service at the end of July / early August to confirm infrastructure is satisfactory. In London, two additional sites are having wildfire response plans prepared. The current risk score remains at Amber 8 (likely; serious) due to dry summers increasing the risk of wildfires and driving sooty bark disease of maples, bleeding canker of horse chestnuts, and Massaria disease of London Plane. We have implemented mitigating actions to maintain the risk at its current level but are unable to reduce it any further for the foreseeable future. 01 Mar 2024		8	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 009h	Reduce the impact of grass and heathland fires.	Nine site-specific wildfire response plans have been signed off by the respective Fire and Rescue Services. Site inspections by fire officers have been completed at the London sites.	Jacqueline Eggleston	01-Mar-2024	30-Jun-2024

ENV-NE-EF 009i	Maintain fire access zones.	<p>We have increased the frequency of cutting fire access zones to three times per year. Drought limits grass growth but growth recommences quickly when wetter conditions develop.</p> <p>Fire experience during Summer 2023 showed that these fire access zones have been an effective barrier.</p>	Jacqueline Eggleston	01-Mar-2024	30-Sep-2024
-------------------	-----------------------------	---	----------------------	-------------	-------------

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 011 Wanstead Park – Heritage at Risk Register 19-Aug-2015 Jacqueline Eggleston	<p>Cause: Grade II* Registered Park and Garden, Wanstead Park, has been on the “Heritage at Risk” register since 2009, listed as in declining condition. Further restoration by four landowners is required to halt deterioration in condition and secure continued abstraction licence.</p> <p>Event: Failure to complete restoration work.</p> <p>Effect: Wanstead Park remains on the Heritage at Risk Register; continuing deterioration of at risk heritage features; education and interpretation opportunities missed; deteriorating state impacts negatively on the City’s reputation; fines from English Heritage in respect of listed buildings.</p>		8	<p>This remains at risk with Historic England (HE). However, there have been productive meetings with HE and the Wanstead Park Liaison Group.</p> <p>Grotto stabilisation works have now been completed, as has the Temple CMP.</p> <p>An application for a Countryside Stewardship grant for 2024 has been approved by Committee.</p> <p>01 Mar 2024</p>		8	Accept	Constant

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 011b	Identify potential funding / partners and submit bid. Funders may include HLF.	<p>Funding is being worked on through the Wanstead Park Project Board; a Gateway 5 report for works to the dam was approved in January 2023 for £1.15m. Because of project inflation costs, further funding has now been agreed and the consultants will be engaged in 2024.</p> <p>The principal challenge is that project match funding does not qualify under City capital prioritisation rules.</p>			Jacqueline Eggleston	01-Mar-2024	31-Dec-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-EF 014 Major Incident resulting in prolonged 'Access Denial' 19-Aug-2015 Jacqueline Eggleston	<p>Cause: Pandemic; human error; mechanical failure; deliberate act of terrorism.</p> <p>Event: Major incident; terrorism; evacuation of East London; aircraft crash; failure of underground services; major pollution incident from M25; pollution from septic tanks or cattle buildings.</p> <p>Effect: Damage to, and loss of, Forest habitat; threat to existing conservation status of sites; reduced income from licensees unable to trade; costs of remediation and staff engagement; fines from Environment Agency for pollution incidents.</p>		<p>8</p>	<p>We have accepted this risk in recognition of how this will remain an active issue in the coming years. We are confident that our work in this area has been successful but will continue to assess protocols going forward.</p> <p>The Emergency Plan worked well during the COVID-19 pandemic and lessons learned during that time have now been incorporated in the Plan and our 'Business as Usual' routines. The Emergency Plan was tested using the JESIP (Joint Emergency Services Interoperability Principles) Framework and has been implemented and supported by additional measures.</p> <p>The Emergency Plan is being reviewed in March 2024.</p> <p>01 Mar 2024</p>		<p>8</p>	<p>Accept</p>	<p>Constant</p>

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 014a	Ongoing review and updating of the Emergency Plan.	<p>The Emergency Plan worked well during the COVID-19 pandemic and lessons learned during that time have now been incorporated in the Plan and our 'business as usual' routines. The Emergency Plan was tested using the JESIP (Joint Emergency Services Interoperability Principles) Framework and has been implemented and supported by additional measures.</p> <p>The plan is being reviewed in March 2024 and will be kept under regular review.</p>	Jacqueline Eggleston	01-Mar-2024	31-Mar-2024

This page is intentionally left blank

Ashtead Common Risk Register

Generated on: 28 February 2024

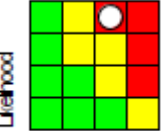
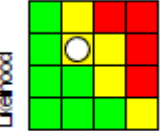


Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-AC 2025 Negative impacts of pests and diseases 24-Feb-2022	<p>Cause: ‘Natural’ spread of pests and diseases from neighbouring areas e.g. ticks and Lyme Disease and Oak Processionary Moth (OPM).</p> <p>Event: Individuals are affected by Lyme Disease or suffer allergic reaction to OPM.</p> <p>Effect: Staff and other individuals suffer severe long-term health effects; service capability disrupted; damage to corporate reputation; increased costs for reactive maintenance.</p>	<p>Likelihood</p> <p>Impact</p>	<p>16</p>	<p>Tick bites increase threefold during the summer and at least two cases of Lyme disease have been confirmed. Therefore, we have increased the risk score from 8 (likely/serious) to 16 (likely/major).</p> <p>An action plan is in place for Lyme Disease, including adjustments to staff work schedules to reduce the risk of exposure. Tick/Lyme Disease information cards have been produced for volunteers, contractors and visitors to Ashtead Common. These actions should help to reduce the risk score to 6 by the end of June.</p> <p>OPM is endemic and widespread at Ashtead Common but appears to be subject to natural controls which have suppressed numbers.</p> <p>22 Feb 2024</p>	<p>Likelihood</p> <p>Impact</p>	<p>6</p>	<p>30-Jun-2024</p> <p>Reduce</p>	<p>↑</p> <p>Increasing</p>

Andy Thwaites							
---------------	--	--	--	--	--	--	--

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 005e	Review The Common's Tree Safety Policy tri-annually and the local site risk map annually.	The Commons' Tree Safety Policy is reviewed every three years: next due in July 2024. The annual review of the local site risk map is underway.	Andy Thwaites	22-Feb-2024	01-Jul-2024
ENV-NE-AC 005f	Keep risk under regular review.	The tick and Lyme Disease situation is kept under review and further measures will be implemented as and when they become necessary.	Andy Thwaites	22-Feb-2024	31-Dec-2024

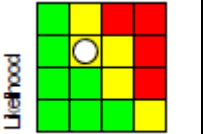
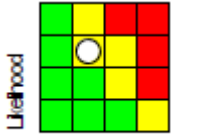
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score	Risk Update and date of update	Target Risk Rating & Score	Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-AC 009 Decline in condition of assets 15-Jun-2022 Andy Thwaites	<p>Cause: Poor condition of buildings and other structures, combined with inadequate planned and/or reactive maintenance, reduced CWP budget and limited capital programme.</p> <p>Event: Structures, specifically byelaw boards, deteriorate to an unsafe condition.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>	 Likelihood Impact 16	<p>The Cyclical Works Programme (CWP) has not allocated any money for this issue for the 2023/24 financial year, therefore City Surveyor's Department does not have the resources to carry out necessary works.</p> <p>Failure of maintenance arrangements means that safety critical issues are not being addressed.</p> <p>There is general deterioration of built assets and mechanical and electrical installations due to a lack of inspection and maintenance.</p> <p>Therefore, the current risk score is 16 (Likely/Major) and the date by which we aim to achieve the target risk score has been extended to the end of the calendar year.</p> <p>22 Feb 2024</p>	 Likelihood Impact 6	31-Dec-2024	↑
					Reduce	Increasing

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 009a	Monitor byelaw boards, report on condition and remove any which become unsound.	Byelaw boards are monitored on a regular basis. Any which become unsafe are removed. This is an ongoing action until the existing boards are replaced. The 'due date' for this action has been extended to the end of December accordingly.	Andy Thwaites	22-Feb-2024	31-Dec-2024
ENV-NE-AC 009b	Explore alternative funding sources to replace byelaw boards.	A request for capital funding to remove and replace the six byelaw boards has been agreed for the 2024/25 financial year. The due date to this action has been extended to the end of	Geoff Sinclair;	22-Feb-2024	31-Dec-2024

		December, by which time we expect that the funding will have been received and the works carried out.	Andy Thwaites		
--	--	--	---------------	--	--

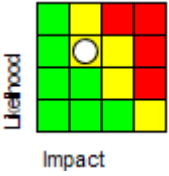
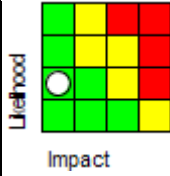

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-AC 004 Negative impacts of development and encroachment Page 59 24-Feb-2022 Andy Thwaites	<p>Cause: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities and inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Increase in housing or other developments on land affecting Ashted Common.</p> <p>Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network.</p>	 Likelihood Impact	8	<p>Local plans continue to be developed and are scrutinised and commented on when required.</p> <p>Epsom and Ewell Council have begun consultation on a new Local Plan that could see significant residential development in the vicinity of Ashted Common. Locally there are limited resources to engage with this process. For this reason the risk score remains 8 (likely / serious). This will be an extended consultation process, therefore the target date has been set to March 2025.</p> <p>The Local Plans of Mole Valley and Kingston generally protect the immediate environs of Ashted Common. However, possible areas for development are identified within the general area, and this could increase pressures on the Common in the long term.</p> <p>22 Feb 2024</p>	 Likelihood Impact	6	31-Mar-2025	 Constant
							Reduce	

Action no	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 004c	Keep situation under regular review.	This situation is kept under regular review.			Andy Thwaites	22-Feb-2024	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-AC 006 Adverse impacts of extreme weather and climate change 24-Feb-2022 Andy Thwaites	<p>Causes: Climate change causes severe wind, drought or floods to occur more frequently.</p> <p>Event: More frequent and severe storms or fires at Ashtead Common.</p> <p>Effect: Injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species; service capability disrupted; temporary site closures; increased demand for staff resources to respond to incidents and maintain site safety; increased costs for reactive management.</p>	 <p>Likelihood</p> <p>Impact</p>	6	<p>Fire is a significant risk to Ashtead Common. Although a number of measures are taken to manage the impact of this risk, we are unable to reduce the likelihood of it occurring.</p> <p>22 Feb 2024</p>	 <p>Likelihood</p> <p>Impact</p>	6	Accept	Constant

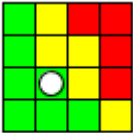
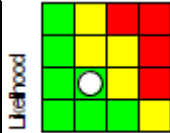

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 006a	Review and update Fire Management Plan bi-annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services.	The Major Emergency Plan was shared with Surrey Fire and Rescue in May 2022. A revised map will be produced between April-August 2024.	Andy Thwaites	22-Feb-2024	31-Aug-2024
ENV-NE-AC 006b	Storm monitoring & management and closure policies are in place and are linked to high staff awareness and training	Officers continue to monitor and respond to warnings of extreme weather.	Andy Thwaites	22-Feb-2024	31-Mar-2025
ENV-NE-AC 006c	Understand the potential impacts of climate change on Ashtead Common. Engage in climate change research and debate.	Officers continue to explore ways to maintain and improve the Reserve's resilience to climate change.	Andy Thwaites	22-Feb-2024	31-Mar-2025

Page 60

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-AC 008 Water pollution May-2022 Andy Thwaites	Cause: Pollution of the Rye Brook. Event: Polluted water poured into road drain; misconnection into the surface water system from other utilities. Effect: Toxins and/or biohazards introduced into the watercourse threatening the health of people and animals; damage/loss of rare/fragile habitats and species; adverse local media coverage.		6	Working in partnership with the South East Rivers Trust, a remote monitoring device will soon be installed in the surface water outlet that feeds into the Rye Brook. This will capture real time pollution data to help assess the extent of the pollution entering the Rye and therefore the worthwhileness of any project designed to tackle it. The Rye Brook is regularly monitored, including kick sampling and measurement of phosphate levels. 22 Feb 2024		2	31-Mar-2031	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 008b	Gather baseline data to determine whether a reedbed filtration system would be beneficial.	Remote water quality monitoring equipment has been ordered and will be installed before April 2024. This long-term monitoring will determine if the apparent improvements in water quality seen in summer 2022 are genuine and sustained.	Andy Thwaites	22-Feb-2024	31-Oct-2024

Appendix 2

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-AC 001 Budget pressures 24-Feb-2022 Andy Thwaites	Cause: Potential reductions in budget and income. Event: The City of London reduces its budget for Ashtead Common, or external funding is reduced. Effect: Financial failure; failure of key services; loss of staff; failure to maintain habitats on site; reduction in the ability to manage threats; significant reduction in service to users; reputational damage.	 Likelihood Impact	4	This risk remains low for Ashtead Common. Additional Countryside Stewardship funding has been secured up to 2031. Therefore, the current likelihood of this risk occurring is 'unlikely'. 22 Feb 2024	 Likelihood Impact	4		 Constant
							Accept	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 003a	Keep risk under regular review.	This risk is kept under regular review.	Andy Thwaites	22-Feb-2024	31-Dec-2024

Burnham Beeches and Stoke Common Risk Register

Generated on: 28 February 2024

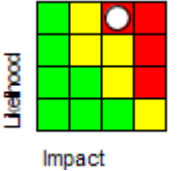
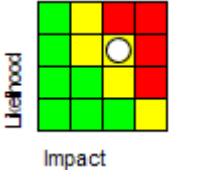



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-BBSC 002 Negative impacts of visitor pressure 24-Feb-2022 Martin Hartup	<p>Cause: Burnham Beeches was damaged during the COVID-19 pandemic due to higher than usual visitor numbers. Even though numbers have since returned to 'normal' levels, the site is still subject to ongoing degradation.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes, especially Burnham Beeches which is a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC) and not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; negative press coverage; loss of grants related to conservation; increased spend required to maintain the sites/mitigate damage.</p>	 Likelihood Impact	16	Visitor numbers have returned to more normal/pre-COVID levels, although the impact of 'normal use' may lead to ongoing site damage and degradation. Seasonal area/path restrictions have now become part of normal business to protect the Special Area of Conservation (SAC) but more work is required in order to reduce the impact of the risk. 28 Feb 2024	 Likelihood Impact	12	31-Dec-2024	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 002a	Prevent damage from car parking on surrounding roads and land.	Four miles of permanent parking restrictions are still expected to be installed by Buckinghamshire Council around Burnham Beeches. Officers have been in contact with	Martin Hartup	28-Feb-2024	30-Jun-2024

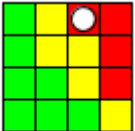
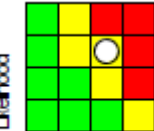

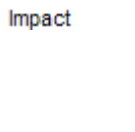
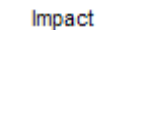
		Buckinghamshire Council and work was expected to commence in October 2023, but there has been no action to date. The 'due date' for this action has been extended accordingly and the situation will be kept under review.			
ENV-NE-BBSC 002b	Develop an action plan to reduce the impact of high visitor levels.	<p>A 'Carrying Capacity' study has been carried out, the results of which will be used to formulate a 'Sustainable Visitor Access and Mitigation Strategy' to mitigate the impacts of high visitor levels. The aim is to do this by the end of July 2024.</p> <p>Funding is being finalised to carry out a mobile phone-based visitor assessment to gather additional data on visitor numbers and movements. This is expected prior to the end of March 2024.</p>	Helen Read	28-Feb-2024	31-Jul-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-BBSC 005 Negative impacts of pests and diseases Page 65 24-Feb-2022 Martin Hartup	Cause: Inadequate biosecurity, purchase or transfer of infected plants, soil and animals. ‘Natural’ spread of pests and diseases e.g. Oak Processionary Moth/Ash Dieback, and lack of funding to deliver requirements of the OPM survey and nest removal. Event: OPM spreads further throughout sites. Additional Ash Dieback survey and tree works become necessary. Effect: Health and safety risk to staff and visitors: individuals suffer an allergic reaction to OPM. Increased costs for survey and tree works and reactive maintenance. Potential consequences of non-compliance with legal requirements. Reputational damage. Temporary site/area closures.		16	OPM is now well established at Stoke Common and still spreading there. OPM has also been discovered in trees at Burnham Beeches. We have been monitoring Ash trees and have now confirmed the presence of Ash Dieback at Burnham Beeches. Funding for works to deal with this issue is available from the Division’s central budget. Without additional funding there is nothing more we can do to reduce the risk. We will continue to undertake all reasonable actions to keep the situation under control as far as we are able. 28 Feb 2024		12	31-Mar-2025	 Constant
							Accept	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 005a	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Ongoing action. Training needs are reviewed at regular team meetings, and proactively promoted via Departmental Health and Safety Group and relevant corporate boards. Needs are also reviewed at six-monthly local Health and Safety meetings.	Martin Hartup	28-Feb-2024	31-Jul-2024
ENV-NE-BBSC 005b	Annual tree inspections undertaken by qualified personnel.	Ongoing action. Inspections continue on a scheduled basis or if and when the need arises.	Martin Hartup	28-Feb-2024	31-Mar-2025
ENV-NE-BBSC 005d	Measures in place for staff, volunteers and contractors including public messages	Ongoing biosecurity actions and implementation of biosecurity policy.	Martin Hartup	28-Feb-2024	31-Mar-2025

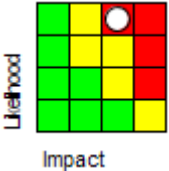
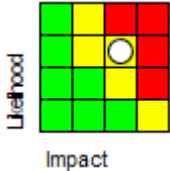

Appendix 3

ENV-NE-BBSC 005e	Review The Commons' Tree Safety Policy tri-annually and the local site policy annually.	The Commons' Tree Safety Policy is reviewed every three years: next due in July 2024. Burnham Beeches and Stoke Common local site policy is reviewed annually: next due in July 2024.	Martin Hartup	28-Feb-2024	01-Aug-2024
ENV-NE-BBSC 005f	Actions for the management of OPM at Burnham Beeches and Stoke Common.	OPM Management Plan for 2023 was produced for both sites. The Plan sets out the actions that we will take in relation to OPM at Burnham Beeches and Stoke Common, and it will be reviewed in 2024. We received positive feedback in 2023 from the Forestry Commission regarding our OPM Action Plan.	Martin Hartup	28-Feb-2024	30-Jun-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-BBSC 007 Rural Payment Agency Grants</p> <p>24-Feb-2022 Martin Hartup</p>	<p>Cause: The Rural Payment Agency (RPA) has altered the administration of the BE6 grant for work on trees. Event: Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver agricultural/conservation related services. Effect: Reduction in the amount of grant received from the RPA; cessation of agricultural/conservation services; reduction in income, direct and indirect; reduction/loss of biodiversity (legal implications); restrictions on recreational access due to reduction/cessation of grazing activities.</p>		<p>16</p>	<p>RPA is reassessing the agreed grant. There is the potential to reduce it by 50% which would cause a significant funding gap.</p> <p>Our initial appeal against the RPA’s alteration of administration of the BE6 grant for work on trees was declined. We continue to challenge this and further decisions from the RPA. In view of this situation we have had to set our 2023/24 budget based on the minimum BE6 payments.</p> <p>An appeal with the Independent Arbitration Board will took place on 18 September 2023. We sought external support for advice on preparing for the meeting. The Appeal Panel found in favour of our appeal and recommended the original agreement be honoured by the RPA. However, this finding was subsequently overruled by the Minister for Defra in a letter dated 14 December 2023. The City of London is now considering what further action is possible on behalf of the BBSC charity.</p> <p>Therefore, the current risk remains at Red (16) to reflect the significant financial impact this could cause.</p> <p>28 Feb 2024</p>		<p>12</p>	<p>31-Mar-2024</p>	
		<p>Likelihood</p>  <p>Impact</p>	<p>Likelihood</p>  <p>Impact</p>		<p>Reduce</p>	<p>Constant</p>		




--	--	--	--	--	--	--

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 007c	Seek clarity/advice from RPA/Natural England (NE) and agree any possible mitigation to limit the negative impacts of proposed changes in payments for the existing Countryside Stewardship Scheme (CSS) agreement for Burnham Beeches and Stoke Common (BBSC).	<p>RPA is still looking to reduce payments for one element of the previously agreed CSS agreement at Burnham Beeches.</p> <p>Our initial appeal against the RPA’s alteration of administration of the BE6 grant for work on trees was declined. We continue to challenge this and further decisions from the RPA. In view of this situation we have had to set our 2023/24 budget based on the minimum BE6 payments.</p> <p>An appeal with the Independent Arbitration Board took place on 18 September. We sought external support for advice on preparing for the meeting. The Appeal Panel found in favour of our appeal and recommended the original agreement be honoured by the RPA. However, this finding was overruled by the Minister for Defra in a letter dated 14 December 2023. The City of London is now considering what further action is possible on behalf of the BBSC charity.</p>	Martin Hartup; Helen Read	28-Feb-2024	31-Mar-2024

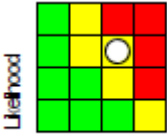
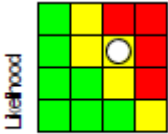
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-BBSC 009 Decline in condition of assets</p>	<p>Cause: Poor condition of buildings and other structures, combined with inadequate planned and/or reactive maintenance, reduced CWP budget and limited capital programme. Event: Structures become unsafe or unusable. Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>		<p>16</p>	<p>The key outstanding issues at Burnham Beeches: the large, wooden corporate image (byelaw) boards located across the site and the ‘access for all’ gate which was out of use for several months have now been resolved. The gate was repaired in November 2023 and the byelaw boards have now been replaced.</p> <p>However, there is a general failure of maintenance arrangements, including failure to undertake timely critical repairs (e.g. roof leaks), and safety critical issues not being addressed. For example, important PPMs with health and safety implications, such as checks on roller shutters, fall arrest systems, boilers and lightning protection, and at business critical locations, e.g. sewerage pumps at public toilets, are not being undertaken resulting in non-compliance and the inability to deal with other maintenance issues.</p> <p>There is a general deterioration of built assets and mechanical and electrical installations due to lack of inspection and maintenance.</p> <p>Concerns about the general situation are raised at quarterly client liaison meetings with City Surveyor's Department (CSD), and we continue to work with CSD to resolve service delivery issues.</p>		<p>12</p>	<p>31-Jul-2024</p>	

15-Jun-2022 Martin Hartup				The risk score remains 16 (major/likely) to reflect the ongoing issues. 28 Feb 2024				Reduce	Constant
------------------------------	--	--	--	---	--	--	--	--------	----------

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 009a	Work with City Surveyor's Department to resolve the issues with the byelaw boards and access gate.	<i>This action has now been completed and will be removed from the risk register.</i> <i>The 'access for all' gate was repaired in November 2023, and the byelaw boards have now been replaced.</i>	Martin Hartup	28-Feb-2024	31-Mar-2024
ENV-NE-BBSC 009b	Continual liaison with CSD on overdue PPM checks on key infrastructure.	The Head Ranger continues to liaise with colleagues in the City Surveyor's Department (CSD) to restore a programme of regular PPM checks on key infrastructure. We are reliant on the CSD Facilities Management Team to achieve this.	Martin Hartup	28-Feb-2024	31-Jul-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-BBSC 001 Budget pressures Feb-2022 Martin Hartup	Cause: 12% budget reduction with in-year unidentified savings. Loss of income from car parking, filming and other funding streams. Event: Fewer visitors and less filming interest. Effect: Inability to meet approved budgets; reduction in essential repairs and maintenance; reduction in key services; failure to meet business plan objectives; reputational damage.	 Likelihood Impact	12	Whilst the 12% budget reductions were addressed in 2021/22 and through stage one of the Natural Environment Division's restructure, there are still unidentified savings listed in the budget until April 2024. The Rural Payment Agency (RPA) has proposed a change in the value of the Countryside Stewardship Scheme grant at Burnham Beeches, reducing it by around 50% due to a change in the claim rules after the agreement was signed. See ENV-NE- BBSC 007 for details. 28 Feb 2024	 Likelihood Impact	6	31-Mar-2024	 Constant
							Reduce	

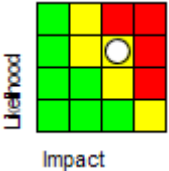
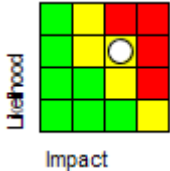
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 001a	Keep budgets under continual review.	Budgets are kept under continual review and reported quarterly as part of the budget forecast process. We continue to liaise with our Chamberlain's Business Partners on potential solutions to this matter. This is an ongoing action.	Martin Hartup	28-Feb-2024	30-Sep-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-BBSC 004 Negative impacts of development and encroachment Page 72 24-Feb-2022 Martin Hartup	<p>Cause: Pressure on Planning Authorities to meet housing targets. Failure to monitor and challenge housing and other development plans. Lack of partnership working with Planning Authorities and inclusion in Local Development Plans. Lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Large housing or other developments on land affecting Burnham Beeches and Stoke Common.</p> <p>Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increased air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network.</p>	 <p>Likelihood</p> <p>Impact</p>	12	Ongoing - local plans continue to be developed and are scrutinised and commented on when required. Staffing capacity is currently able to manage the volume of work associated with commenting on local plans. The Buckinghamshire Council Local Plan, whilst not yet produced, has established clear policies to protect the SAC at Burnham Beeches with an agreed mitigation strategy and funding mechanism for its delivery. The Slough Borough Council plan is still very much a work in progress but, again, some mitigation has already been agreed for specific development and funding identified to help protect Burnham Beeches from the impacts of increased development. Risks, however, still remain. 28 Feb 2024	 <p>Likelihood</p> <p>Impact</p>	12	Accept	Constant

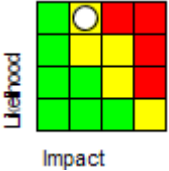
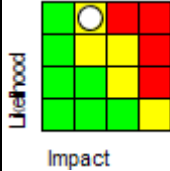
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 004a	Inclusion in core strategy planning documents or equivalent. Close partnership working with local planning authorities. Active monitoring of planning applications with responses	Monitoring activity continues. Mitigation strategy with Buckinghamshire Council completed and projects within it are underway. Plan/mitigation strategy still a work in progress with Slough BC.	Helen Read	28-Feb-2024	31-Mar-2025

	as appropriate.	Officers made comments on the proposed Farnham Common Neighbourhood Plan and responded to the formal consultation.			
ENV-NE-BBSC 004b	Active monitoring of air pollution and environmental impacts where possible. Undertake research where appropriate and where resources allow.	A section 106 funded project on air quality work resulted in the production of a Site Nitrogen Action Plan (SNAP) in conjunction with Natural England and Centre for Ecology and Hydrology. Other monitoring and mitigation projects are identified and carried out where possible. Officers respond to planning applications regarding air quality issues.	Helen Read	28-Feb-2024	31-Mar-2025
ENV-NE-BBSC 004e	Monitor the success of the funded Ranger posts.	Establish monitoring programmes to measure the success of the two funded Ranger posts to deliver s106 and SAMMS commitments. This will involve annual SAMMS 106 reports to the relevant parts of Buckinghamshire Council and Slough Borough Council on how the funds have been spent, and the EF&CC will be kept updated throughout the year. The 2024 report will be produced by the end of April 2024.	Martin Hartup	28-Feb-2024	30-Apr-2024

Appendix 3

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-BBSC 006 Adverse impacts of extreme weather and climate change 24-Feb-2022 Martin Hartup	Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced. Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species, temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.		12	Work on site continues to mitigate the impact of extreme weather events and this is monitored on an ongoing basis. We accept the current level of risk. 28 Feb 2024		12	Accept	Constant
							Accept	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 006a	Review and update plan annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services.	New Burnham Beeches site maps are currently under construction in collaboration with local fire services. An emergency plan for Stoke Common, agreed with Buckinghamshire Fire and Rescue, is in place and subject to annual review and fire drills.	Martin Hartup	28-Feb-2024	31-Jul-2024
ENV-NE-BBSC 006b	Storm monitoring & management and closure policies are in place across the sites and are linked to high staff awareness and training.	The site continues to monitor and respond to warnings of extreme weather. This is an ongoing action.	Martin Hartup	28-Feb-2024	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-BBSC 008 Pollution Page 75 19-Jun-2022 Martin Hartup	Cause: Continual pollution of Burnham Beeches as a result of inadequate sewerage provision for existing development in the local area, which is managed by Thames Water. Event: Sewage escapes into the watercourse running into Burnham Beeches after heavy rain. Effect: Pollution of the watercourses running into Burnham Beeches and associated degradation of the environment; potential reputational damage.		8	Thames Water is looking at the whole sewer system in Farnham Common with a view to carrying out work to resolve the issue across the whole area. We are engaging in the process, which so far has largely been fact finding, prior to drawing up detailed proposals. Thames Water stated that they would present detailed proposals by December 2023 - we have not heard from them and await further communications. We are unable to reduce the possibility of the risk occurring but continue to report any issues to the Environment Agency and Thames Water. 28 Feb 2024		8	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
NE-ENV-BBSC 008a	Commission surveys to assess the impact of pollution on indicator species.	BBSC has commissioned a project to compare the mosses and liverworts of the polluted stream with those of another local unpolluted stream. Thames Water is funding an equivalent project on freshwater invertebrates, the first part of the field work for which has been completed. Surveys and associated reports have been completed. Thames Water will continue to support monitoring activity and committed to propose a solution by December 2023, however, we have not yet heard from them and await communications. The due date of this action has been extended accordingly.	Helen Read	28-Feb-2024	31-Jul-2024

This page is intentionally left blank

Coulsdon and Other Commons Risk Register

Generated on: 28 February 2024

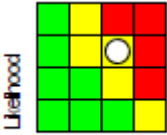
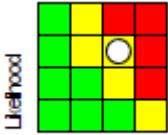



Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
P 30 77 V-NE-COC Decline in condition of assets	<p>Cause: Poor condition of buildings and other structures, combined with inadequate planned and/or reactive maintenance, reduced CWP budget and limited capital programme.</p> <p>Event: Structures deteriorate to an unsafe condition.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>		<p>16</p>	<p>The key issues at Coulsdon Common are:</p> <ul style="list-style-type: none"> The large, wooden corporate image (byelaw) boards located across the site, and The cattle grids on Farthing Downs. <p>The local team has updated the previous audit of byelaw boards which was carried out by the City Surveyor's Department (CSD) in 2019. Since the 2019 audit, a further eight boards have been found defective and removed. In the last five years, there have been three near-misses where boards have collapsed. Funding has now been approved to replace the byelaw boards in the 2024/25 financial year.</p> <p>For the cattle grids, the CSD should undertake annual inspections but these</p>		<p>12</p>	<p>31-Mar-2025</p>	

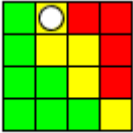
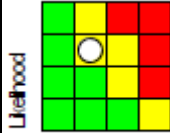
<p>15-Jun-2022 Allan Cameron</p>				<p>have not been carried out for some years. The local team monitors the grids and reports any concerns to CSD.</p> <p>Concerns about the general situation are raised at monthly client liaison meetings with CSD. Issues continue to be raised at the monthly meetings with the Assistant Property Facilities Manager (APFM).</p> <p>23 Feb 2024</p>			<p>Reduce</p>	<p>Constant</p>
--------------------------------------	--	--	--	---	--	--	---------------	-----------------

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
<p>Page 78 09a</p> <p>V-NE-COC</p>	<p>Monthly site infrastructure checks.</p>	<p>Continual monitoring of byelaw boards, cattle grids and other structures is undertaken. This is an ongoing action.</p>	<p>Allan Cameron</p>	<p>23-Feb-2024</p>	<p>31-Mar-2025</p>

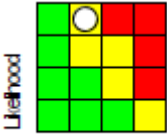
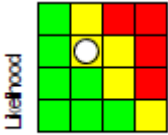

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-COC 002 Negative impacts of visitor pressure 24-Feb-2022 Allan Cameron	<p>Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area.</p> <p>Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers.</p> <p>Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.</p>	 <p>Likelihood</p> <p>Impact</p>	12	<p>We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly.</p> <p>23 Feb 2024</p>	 <p>Likelihood</p> <p>Impact</p>	12		 Constant
							Accept	

Page 79

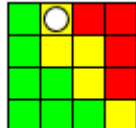
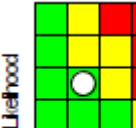
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 002a	Recruit to the vacant Conservation Ranger post.	We are in the process of recruiting a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys.	Allan Cameron	23-Feb-2024	30-Jun-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-COC 004 Negative impacts of development and encroachment 24-Feb-2022 Allan Cameron	<p>Cause: Pressure on Planning Authorities to meet housing targets; failure to monitor and challenge housing and other development plans; lack of partnership working with Planning Authorities and inclusion in Local Development Plans; lack of resources to employ specialist support or carry out necessary monitoring/research.</p> <p>Event: Large housing or other developments on land affecting the sites.</p> <p>Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increased traffic on local road network.</p>	 <p>Livelihood Impact</p>	8	<p>Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans.</p> <p>However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive.</p> <p>23 Feb 2024</p>	 <p>Livelihood Impact</p>	6	31-Mar-2025	Constant
							Reduce	

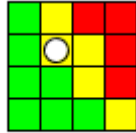
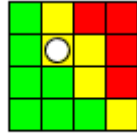

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 004c	Recruit to the vacant Conservation Ranger post.	We are in the process of recruiting a Conservation Ranger who will monitor development applications.	Allan Cameron	23-Feb-2024	30-Jun-2024
ENV-NE-COC 004d	Seek advice and support from colleagues in the Planning and Development Division.	Investigate options for obtaining support and advice from colleagues in the Environment Department's Planning and Development Division.	Allan Cameron	23-Feb-2024	31-Mar-2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-COC 005 Negative impacts of pests and diseases 24-Feb-2022 Allan Cameron	<p>Cause: Inadequate biosecurity; purchase or transfer of infected plants, soil and animals. ‘Natural’ spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth (OPM); Ash Dieback; foot and mouth disease; and neospora.</p> <p>Event: Sites become infected by animal, plant or tree diseases.</p> <p>Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.</p>	 <p>Likelihood</p> <p>Impact</p>	8	Ash Dieback: The cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 23 Feb 2024	 <p>Likelihood</p> <p>Impact</p>	6	31-Mar-2025	 Constant
							Reduce	

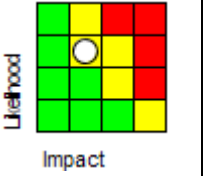
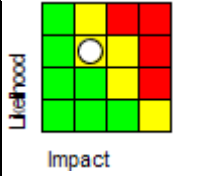
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 005a	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/ prevention.	Ongoing. Training needs are reviewed at regular team meetings, and proactively promoted via the Department Health & Safety Group and relevant corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-COC 005b	Annual tree inspections undertaken by qualified personnel.	This is ongoing action. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-COC 005c	Active involvement with leading partners such as Forestry Commission and Natural England	This is an ongoing action.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-COC 005d	Measures in place for staff, volunteers and contractors including public messages	This is an ongoing action.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-COC 005e	Review The Commons' Tree Safety Policy tri-annually.	The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	23-Feb-2024	01-Aug-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-COC 008 Pollution 15-Jun-2022 Allan Cameron	<p>Cause: Continual pollution of Coulsdon Common through defective drainage infrastructure owned by Surrey County Council and managed by Thames Water.</p> <p>Event: High rainfall leads to prolonged periods of pollution from two soakaways located on Stites Hill Road. Contamination of site with sanitary toxic and foul waste.</p> <p>Effect: Health and safety implications for visitors; reduction in quality of land within a National Nature Reserve (NNR); reputational damage and potential legal liability for the CoL.</p>	 <p>Likelihood</p> <p>Impact</p>	8	<p>The Head Ranger attends meetings of the local multi-agency Flood Action Group where this is a standing agenda item.</p> <p>Thames Water has now accepted responsibility and liability for the drainage structures and the resulting pollution of the site. They have committed to develop an action plan to resolve the problem by October 2024.</p> <p>We continue to report any issues to the Environment Agency and Thames Water.</p> <p>23 Feb 2024</p>	 <p>Likelihood</p> <p>Impact</p>	4	31-Oct-2024	Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 008a	Attend meetings of the local Flood Action Group.	The Head Ranger represents the CoL at meetings of the local Flood Action Group which are held periodically (every 2-3 months).	Allan Cameron	23-Feb-2024	31-Dec-2024
ENV-NE-COC 008c	Monitor progress of Thames Water action plan.	<p>Thames Water has now accepted responsibility and liability for the drainage structures and the resulting pollution of the site. They have committed to develop an action plan to resolve the problem by October 2024.</p> <p>The Head Ranger will continue to monitor progress of Thames Water's action plan.</p>	Allan Cameron	23-Feb-2024	31-Oct-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-COC 001 Budget pressures 24-Feb-2022 Allan Cameron	Cause: Potential reduction in budget and income: reduction of income from car park charging; loss of income from rental properties. Event: Reduced budget and income. Effect: Potential staff reductions and inability to provide key services; financial failure; failure to achieve strategic objectives; significant reduction in service to users; reputational damage.	 Likelihood Impact	6	A Countryside Stewardship grant has been secured until 2026 and two vacant properties have been rented out, one with a long-term tenant until 2027, and the other on a rolling residential annual contract. These help to offset previous budget cuts. Car parking income was lower than estimated during 2022/23 (52% of estimated levels). The Assistant Director is currently reviewing income generation opportunities for The Commons. We will review the current and target risk scores again when the 2024/25 budgets are confirmed. 23 Feb 2024	 Likelihood Impact	6	Accept	 Constant
							Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 001a	Regular review and monitoring of income situation.	Income targets are continually monitored and are reported monthly to the Chamberlain's Finance Business Partner. The due date of this action is the date when we will submit revised budget estimates for 2025/26.	Allan Cameron	23-Feb-2024	31-Dec-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-COC 006 Adverse impacts of extreme weather and climate change 24-Feb-2022 Allan Cameron	Causes: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced. Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.		6	We are unable to reduce this risk but work on site continues to mitigate the impact of extreme weather events should they happen. 23 Feb 2024		6	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 006a	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Detailed fire maps have been completed and shared with the fire services. The next review of the Fire Management Plan will be undertaken in 2024 by an external contractor appointed by the CoL's Fire Safety Advisor.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-COC 006b	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-COC 006c	Understand the potential impacts of climate change on Coulsdon Common. Engage in climate change research and debate.	Officers engage in ongoing research and dialogue.	Allan Cameron	23-Feb-2024	30-Sep-2024

West Wickham and Spring Park Risk Register

Generated on: 23 February 2024



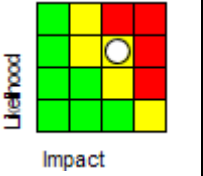
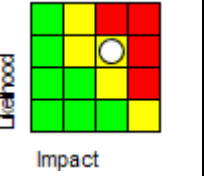

Rows are sorted by Risk Score

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
P 2024-01-23 WSP 009 Decline in condition of assets	<p>Cause: Poor condition of buildings and other structures, combined with inadequate planned and/or reactive maintenance, reduced CWP budget and limited capital programme.</p> <p>Event: Structures deteriorate to an unsafe condition.</p> <p>Effect: Potential serious injury to a member of the public, or member of staff; disruption to service delivery/performance; financial loss; reputational damage as a result of legal action and/or negative publicity.</p>		16	<p>The key issue at West Wickham and Spring Park is the large, wooden corporate image (byelaw) boards located across the sites.</p> <p>The local team has updated the previous audit of byelaw boards which was carried out by the City Surveyor’s Department (CSD) in 2019. Since the 2019 audit, further boards have been found defective and removed. In the last five years, there have been three near-misses where boards have collapsed. Funding has recently been approved to replace the byelaw boards during the 2024/25 financial year.</p> <p>Concerns about the general situation are raised at monthly client liaison meetings with CSD. Issues continue to be raised at the monthly meetings with the Assistant Property Facilities</p>		12	31-Mar-2025	

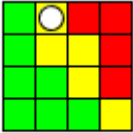
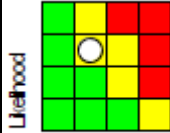

Appendix 5

15-Jun-2022 Allan Cameron				Manager (APFM). 23 Feb 2024				Constant
							Reduce	

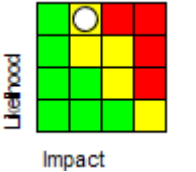
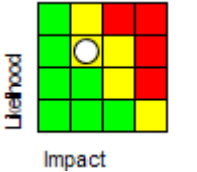

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE- WWSP 009a	Monthly site infrastructure checks.	Continual monitoring of byelaw boards and other structures.	Allan Cameron	23-Feb- 2024	31-Mar- 2025

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WWSP 002 Negative impacts of visitor pressure 24-Feb-2022 Allan Cameron	Cause: The sites are more popular than in previous years, linked to people enjoying local natural environments which are free of charge. Increased population and housing in the local area. Event: Long-term environmental damage, with a particular focus on protected landscapes and Sites of Special Scientific Interest (SSSI) which are not designed for such high visitor numbers. Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.		12	We are seeing a continual increase in visitor numbers and general population growth which we cannot influence. Therefore, we accept that we cannot reduce the possibility of the risk occurring. However, we continue to encourage people to use the sites responsibly. 23 Feb 2024		12		 Constant
							Accept	

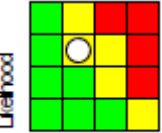
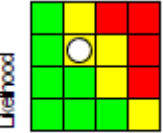
Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 002a	Recruit to the vacant Conservation Ranger post.	We are in the process of recruiting a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys.	Allan Cameron	23-Feb-2024	30-Jun-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WWSP 004 Negative impacts of development and encroachment 24-Feb-2022 Allan Cameron	Cause: Pressure on Planning Authorities to meet housing targets; failure to monitor and challenge housing and other development plans; lack of partnership working with Planning Authorities and inclusion in Local Development Plans; lack of resources to employ specialist support or carry out necessary monitoring/research. Event: Large housing or other developments on land affecting the sites. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and habitat quality; increase in air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increased traffic on local road network.	 Likelihood Impact	8	Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans. However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive. 23 Feb 2024	 Likelihood Impact	6	31-Mar-2025	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 004c	Recruit to the vacant Conservation Ranger post.	We are in the process of recruiting a Conservation Ranger who will monitor development applications.	Allan Cameron	23-Feb-2024	30-Jun-2024
ENV-NE-WWSP 004d	Seek advice and support from colleagues in the Planning and Development Division.	Investigate options for obtaining support and advice from colleagues in the Environment Department's Planning and Development Division.	Allan Cameron	23-Feb-2024	31-Mar-2025

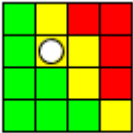
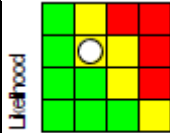
Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WWSP 005 Negative impacts of pests and diseases 24-Feb-2022 Allan Cameron	Cause: Inadequate biosecurity; purchase or transfer of infected plants, soil and animals. ‘Natural’ spread of pests and diseases from neighbouring areas e.g. Oak Processionary Moth (OPM); Ash Dieback; foot and mouth disease; and neospora. Event: Sites become infected by animal, plant or tree diseases. Effect: Service capability disrupted; ineffective use of staff resources; reputational damage; loss of species; temporary site closures and associated access; increased costs for reactive maintenance; threat to existing conservation status of sites, particularly those with woodland habitats.		8	Ash Dieback: The cost of future Ash Dieback management is unknown; local risk budgets are not resourced sufficiently to meet costs. Local tree safety inspections deal with immediate risk, but we are unable to predict with any certainty the condition of trees and their likelihood of infection over the next two to three years. 23 Feb 2024		6	31-Mar-2025	 Constant
							Reduce	

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 005a	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Ongoing. Training needs are reviewed at regular team meetings and proactively promoted via the Departmental Health & Safety Group and relevant corporate boards. Needs are also reviewed at six-monthly divisional Health and Safety meetings.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-WWSP 005b	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if and when the need arises.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-WWSP 005c	Active involvement with leading partners such as Forestry Commission and Natural England	This is an ongoing action.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-WWSP 005d	Measures in place for staff, volunteers and contractors including public messages	This is an ongoing action.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-WWSP 005e	Review The Commons' Tree Safety Policy tri-annually.	The Commons' Tree Safety Policy is reviewed every three years. It was last reviewed in July 2021 and will be reviewed again in July 2024.	Allan Cameron	23-Feb-2024	01-Aug-2024

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
<p>ENV-NE-WWSP 001 Budget pressures</p> <p>24-Feb-2022 Allan Cameron</p>	<p>Cause: Potential reduction in budget and income: reduction of income from car park charging; loss of income from rental properties. Event: Reduced budget and income. Effect: Potential staff reductions and inability to provide key services; financial failure; failure to achieve strategic objectives; significant reduction in service to users; reputational damage.</p>	 <p>Likelihood</p> <p>Impact</p>	<p>6</p>	<p>A Countryside Stewardship grant has been secured until 2026 and two vacant properties have been rented out, one with a long-term tenant until 2027, and the other on a rolling residential annual contract. These help to offset previous budget cuts.</p> <p>Car parking income was lower than estimated during 2022/23 (52% of estimated levels).</p> <p>The Assistant Director is currently reviewing income generation opportunities for The Commons.</p> <p>We will review the current and target risk scores again when the 2024/25 budgets are confirmed.</p> <p>23 Feb 2024</p>	 <p>Likelihood</p> <p>Impact</p>	<p>6</p>	<p>Accept</p>	<p>Constant</p>

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 001a	Regular review and monitoring of income situation.	Income targets are continually monitored and are reported monthly to the Chamberlain's Finance Business Partner. The due date of this action is the date when we will submit the revised budget estimates for 2025/26.	Allan Cameron	23-Feb-2024	31-Dec-2024

Appendix 5

Risk no, title, creation date, owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Current Risk score change indicator
ENV-NE-WWSP 006 Adverse impacts of extreme weather and climate change 24-Feb-2022 Allan Cameron	Cause: Severe wind events, prolonged precipitation or restricted precipitation. May be climate change influenced. Event: Severe weather/climate impacts; fire, flood and storm events (potentially increasing in frequency). Effect: Service capability disrupted; increased demand for staff resources to respond to incidents and maintain site safety; loss of species; temporary site closures and associated access; increased costs for reactive management; injury or death to staff, visitors, contractors and volunteers; damage/loss of rare/fragile habitats and species.	 Likelihood Impact	6	We are unable to reduce this risk but work on site continues to mitigate the impact of extreme weather events should they happen. 23 Feb 2024	 Likelihood Impact	6	Accept	Constant

Action no	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 006a	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Detailed fire maps have been completed and shared with the fire services. The next review of the Fire Management Plan will be undertaken in 2024 by an external consultant appointed by the CoL's Fire Safety Advisor.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-WWSP 006b	Storm monitoring and management and closure policies are in place at the site and linked to high staff awareness and training.	The sites continue to monitor and respond to warnings of extreme weather.	Allan Cameron	23-Feb-2024	30-Sep-2024
ENV-NE-WWSP 006c	Understand the potential impacts of climate change on West Wickham and Spring Park. Engage in climate change research and debate.	Officers engage in ongoing research and dialogue.	Allan Cameron	23-Feb-2024	30-Sep-2024

This page is intentionally left blank



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

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

(D) Risk score definitions

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 Manager for further information.

May 2021

This page is intentionally left blank

Committee(s): Epping Forest and Commons Committee	Dated: 21/03/2024
Subject: Review of current designated, unrestricted, and restricted income funds held and proposed changes	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1,2,3
Report of: Bob Roberts, Interim Executive Director, Environment.	For Decision
Report author: Pauline Mouskis, Interim Head of Finance, Chamberlains	

Summary

This report provides the complete list of the current designated, unrestricted, and restricted income funds held for Epping Forest and each of the Common charities with the recommended future usage and changes required for these funds, in order to meet charity accounting SORP rules.

Appendix 1 details a full list of current individual income funds held by Epping Forest and movement in the current financial year balance and recommended usage for each reserve. Appendix 2 details a full list of current individual income funds held by each of the Common’s Charities and movement in the current financial year balance and recommended usage for each reserve. The report covers:

- A summary of planned work from these individual income funds in 2024-25 and 2025-26.
- Details and proposed uses of the restricted and designated income funds for all four charities.
- Proposals to release three of the designated income funds for Epping Forest back to unrestricted income funds as they are no longer required to be held for their current purposes.
- Fuller notes where needed for specific funds held by each charity.

Recommendation(s)

Members are asked to:

In their capacity as the Conservators of Epping Forest:

- Note the contents of the report as they relate to the funds of Epping Forest; and
- Approve the release of three designated income funds in Epping Forest back into the Epping Forest unrestricted income fund:
 - South Lodge the Warren (Loughton Golf Course) - current balance £496,800
 - Sport Ground Deposit – current balance £4,061

- Branching Out Project – current balance £42,423.

In their capacity as the Trustee of the Burnham Beeches and Stoke Common Charity, the Coulsdon and Other Commons Charity, the West Wickham and Spring Park Wood Charity and the Ashted Common Charity, note the contents of the report as it relates to the review of the funds of those charities.

Main Report

Background

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

Current Position – Epping Forest

4. A detailed review of all funds held by Epping Forest has been carried out on the balances held as at 31st December 2023 and is shown in appendices 1.

Designated income funds

5. Operational staff have reviewed the reasons for these income funds and identified current and potential plans for them. This has been summarised in the appendices with notes as appropriate. Potential plans in Epping Forest identified include:

Matching costs that are being spent from the local risk budget for routine expenditure that is in line with the designated purposes of the income funds held. These local risk costs will be matched and reduce the

balances in both the **Ancient Trees Maintenance Fund** (current balance £15,000) (App 1 – EF) and the **Knighton Wood Maintenance** (current balance £5,801) in Epping Forest (App 1 EF).

Funds held in the **Epping Forest Fund Reserve** (current balance £894,162)) for use on appropriate initiatives in relation to Epping Forest, for example capital investment in the built assets and land purchases, will continue to be considered when proposals arise. (App 1 – EF)

Funds held in the **Wanstead Park/Flats Future Projects Fund** (current balance £100,000) are part of plans currently being developed for the pond project in Wanstead Park to potentially use as match funding in the development at Wanstead Park. (App 1 – EF)

Future Green Infrastructure Fund (current balance £4,101) was held by Epping Forest charity for The Green Arc Partnership. They take a strategic view of future ‘green’ infrastructure, principally the provision of further public open space in London’s peri-urban fringe and metropolitan green belt. The City of London, as the lead authority in 2004, held the initial partnership contributions to meet any admin expenditure and have paid their annual website costs from this fund. As the City is no longer the lead partner, we are in discussions about repaying the balance of £4,101, to them for their use. We expect this will be paid to them in 2024-25 to help fund their new project. (App 1 – EF)

Cattle Purchase Fund (Grazing Account) (current balance £158,975) is the cattle trading reserve to ensure funds for cattle welfare. Plans are being finalised to use £83,000 of this balance as part of the capital project at Gateway 5 –project for the Future Proof Farm Buildings. (App 1 – EF)

Restricted income funds

Campaign Donations Accumulating sufficient funds for amphibian and other projects.

Countryside Stewardship Scheme Being spent in line with operational need and grant stipulations.

Current Position – Commons Charities

6. A detailed review of all funds held by the four Commons charities has been carried out on the balances held as at 31st December 2023 and is shown in appendix 2.

Burnham Beeches and Stoke Common

Designated income fund

- a. Stoke Common projects planned for the next 2 years for fencing horses & grazing. (App 2 Burnham Beeches)

Restricted Income fund

- b. Legacy Income - Pond Maintenance Legacy Income - restricted fund from Legacies in 2018-19 and another in 2020-21 for pond restoration works. Projects to improve the environment around the pond are being developed for work in the work in the next two years. (App 2 Burnham Beeches)
- c. Campaign Donations (App 2 Burnham Beeches)
- d. Section 106 Contributions - Projects will be undertaken to mitigate the impact of local new developments. (App 2 Burnham Beeches)

West Wickham Common and Spring Park Wood & Coulsdon and Other Commons

Restricted income fund

- e. **Campaign Donations** - Farthing Downs for the replacement of interpretations when sufficient funds have been accumulated. (App 2 WW&CC)

Ashtead Common

Designated income fund

- f. **Ancient Trees Reserve** - to be used for relevant expenditure on trees (App 2 Ashtead Common)

Proposals

- 7. We have identified three designated income funds in Epping Forest that we propose are released to the Epping Forest unrestricted income funds as they are no longer relevant.
 - a. South Lodge the Warren (Loughton Golf Course) current balance £496,800. This fund was set up for the South Lodge the Warren in August 2020. The Epping Forest charity received a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim at South Lodge, on the Warren Estate and no immediate plans were made to use it. The full amount was transferred into reserve as at 31 March 2021. A subsequent insurance claim for the Loughton Golf Course of £296,150 was also added to the fund during the 2022-23 financial year. The purpose of this this fund is not clearly defined. We propose that the balance held of £496,800 should be released back to the general fund as free unrestricted reserves.
 - b. Sports Grounds Deposit – This a sum of money invested in 1968 relating to the sports ground, current balance £4,061. This is no longer needed under our current processes for deposits. We propose that this should be released back to the general fund as free unrestricted reserves.
 - c. Branching Out Project - Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost

of the 'Branching Out' project. The funding from the City was used to finance the costs of the project that were not met by the grant and were provided by Epping Forest. The visitor centre project was completed 10 years ago and no further costs are needed, as staffing costs and on-going repairs are covered under existing local risk budgets. We propose that the balance held of £42,423 should be released back to the general fund as free unrestricted reserves.

Corporate & Strategic Implications

Financial implications

8. The release of £543,284 of currently designated income funds will be added to the Epping Forest unrestricted income balance of £15,305, increasing this balance to £558,589 and will be available to fund any of Epping Forest's charitable objects in the future.

Legal implications

9. Under Charity SORP rules designated income funds remain unrestricted income funds that should be applied within a reasonable time, say 1-2 years for the purposes set aside by the Trustee. If the funds were required to be spent over a longer period, then a clear plan and timeline would need to be in place as to when the funds will be spent, and this will need to be a disclosure in the annual accounts per SORP 7.46, which requires disclosure of the likely timing of expenditure of designated income funds in the annual accounts. When funds are not needed, they should be released back to the general fund as free reserves.

Conclusion

10. This report shows the outcome of the details of the designated and restricted income funds of the four Epping Forest and Commons Committee charities. This review has looked at future use and identified two funds in the Epping Forest charity that should be released back into general funds. Operational staff will review the other designated income funds to conduct relevant expenditure in line with the specified purposes over the next two years.

Appendices

Appendix 1 Review of designated, unrestricted, and restricted reserve funds and proposed changes for Epping Forest

Appendix 2 Review of designated, unrestricted, and restricted reserve funds and proposed changes for Burnham Beeches and Stoke Common Charity, the Coulsdon and Other Commons Charity, the West Wickham and Spring Park Wood Charity and the Ashted Common Charity,

Pauline Mouskis

Interim Head of Finance

E: pauline.mouskis@cityoflondon.gov.uk

Appendix 1 EECC committee on 21st March 2024

Review of unrestricted designated reserve funds and proposed changes.

Epping Forest		Opening Balance 2023/24	2023/24 Q1-Q3		Proposed Transfers 2023/24	Anticipated Balance 31/03/2025	Report Ref	Future plans 2025-2027
			Income	Expenditure				
Restricted Income Funds:		£	£	£	£	£		
	Campaign Donations	785	25			810		Accumulate sufficient funds for amphibian and other project
	Countryside Stewardship Scheme	251,147	67,931	(87,929)		231,149		Being spent in line with operational need and grant stipulations
Unrestricted Income Funds:								
	Unrestricted Income Funds	6,109	9,196		543,284	558,589		Release of designated reserves and subject to year end entries
Designated (Unrestricted Income Fund):								
	Tangible Fixed Assets (Land & Buildings, Infrastructure, Vehicle & Plant, and Equipment)	4,619,544				4,619,544	3	Matched to Fixed asset total in balance sheet. Not available to be used
	Heritage Assets	377,950				377,950	3	Matched to Heritage Assets total in balance sheet. Not available to be used
	Epping Forest Fund Reserve (Capital Fund)	795,162	99,000			894,162	e	The Forest Fund for capital investment for the built assets or purchase of land.
	Ancient Trees Maintenance Fund	15,000				15,000		To be spent in line with operational need and grant stipulations in 2024-25
	Sports Ground Deposit	4,061			(4,061)	0	5	See note
	Golf Course Machinery Fund	12,717				12,717		Superintendent to utilise as needed in 2024-25 and 2025-26.
Page 101	Knighton Wood Maintenance	5,801				5,801		To be used in line with operational need in 2024-25
	Branching Out Project	42,423			(42,423)	0	b	See note
	Future Green Infrastructure fund	5,051		(950)		4,101	c	See note
	Cattle Purchase Fund (Grazing Account)	152,788		(5,685)				Plans are being finalised to use £83,000 of this balance as part of the capital project at Gateway 5 –project for the Future Proof Farm Buildings.
	Wanstead Park/ Flats future Projects fund	100,000				100,000		Plans being developed for the pond project in Wanstead as match funding
	South Lodge the Warren (Loughton Golf Course)	496,800			(496,800)	0	d	See note
Total Epping Forest		6,885,339	188,024	(94,564)	0	6,978,799		
Notes								
a	Sports grounds deposit – sum of money was invested in 1968 relating to the Sports ground. This is no long needed under our current processes for deposits. Proposed release of this reserve							
b	Branching Out project - Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. Project has completed and is closed. The funding from HLF was retrospective, without a retentions. Proposed releese forthis reserve.							
c	Future green infrastructure fund - The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London as the lead authority in 2004 held the funding to meet website costs. As the City is no longer the lead partner the balance will be paid back to them in 2024-25 to help fund thier new project.							
d	South Lodge the Warren (Loughton Golf Course). This fund was set up for the South Lodge The Warren - in August 2020, the charity received a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim at South Lodge, on the Warren Estate and no immediate plans were made to use it. The full amount was transferred into reserve as at 31 March 2021. A subsequent insurance claim for the Loughton Golf Course of £296,150 as also added to the fundduring the 2022-23 financial year. The purpose of this this fund is not clearly defined. We propose that the balance held of £496,800 should be released back to the general fund as free unrestricted income reserves.							
e	The Epping Forest Fund Reserve (Capital Fund) was set up as a designated fund and was established under the Epping Forest Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund and the Trustees have the freedom to decide what the grant is spent on.							

This page is intentionally left blank

Appendix 2 EECC committee on 21st March 2024

Review of unrestricted designated reserve funds and proposed changes for Burnham Beeches and Stoke Common Charity, the Coulsdon and Other Commons Charity, the West Wickham and Spring Park Wood Charity and the Ashted Common Charity,

Burnham Beeches and Stoke Common	Opening Balance 2023/24	2023/24 Q1-Q3		Transfers 2023/24	Anticipated Balance 31/03/2025	Future plans 2025-2027	
		Income	Expenditure				
Restricted Income Funds:	£	£	£	£	£		
Legacy Income - Pond Maintenance	60,014				60,014	6b	See note
Campaign Donations	6,228	218			6,446	6c	
Section 106 Contributions	721,310		(70,455)		650,855	6d	Projects will be undertaken to mitigate the impact of local new developments.
Unrestricted Income Funds:							
Unrestricted Income Funds	2,268	879			3,147		Subject to year end entries
Designated (Unrestricted Income Fund):							
Stoke Common	132,586				132,586	6a	To projects planned for the next 2 years for fencing horses & grazing.
Capital Adjustment Account (Fixed Assets)	470,086				470,086	3	Matched to Fixed asset total in balance sheet. Not available to be used
Infrastructure (Fixed Assets)	137,725				137,725	3	Matched to Fixed asset total in balance sheet. Not available to be used
Furniture and Equipment (Fixed Assets)	232,487				232,487	3	Matched to Fixed asset total in balance sheet. Not available to be used
Plant (Fixed Assets)	50,000				50,000	3	Matched to Fixed asset total in balance sheet. Not available to be used
Total Burnham Beeches	1,812,704	1,097	(70,455)	0	1,743,346		
Notes							
e	Legacy Income - Pond Maintenance restricted fund from Legaces in 2018-19 and another in 2020-21 for pond restoration works. Project to improve the environment around the pond are being developed for work in the work in the next two years.						
The Coulsdon and Other Commons Charity, the West Wickham and Spring Park Wood Charity							
	Opening Balance 2023/24	2023/24 Q1-Q3		Transfers 2023/24	Anticipated Balance 31/03/2025	Future plans 2025-2027	
		Income	Expenditure				
Restricted Income Funds:	£	£	£	£	£		
Campaign Donations - Farthing Downs	2,524	20			2,544	6f	For the replacement of interpretations when sufficient fund have accumulated
Unrestricted Income Funds:					0		
General Funds	3,272	1,368			4,640		Subject to year end entries
Designated (Unrestricted Income Fund):					0		
Capital Reserve Funds	570,809				570,809		Matched to Fixed asset total in balance sheet. Not available to be used
Total West Wickham & Coulsdon Commons	576,605	1,388	0	0	577,993		
Ashted Common							
	Opening Balance 2023/24	2023/24 Q1-Q3		Transfers 2023/24	Anticipated Balance 31/03/2025	Future plans 2025-2027	
		Income	Expenditure				
Designated (Unrestricted Income Fund):	£	£	£	£	£		
Ancient Trees Reserve	1,660	701	0	0	2,361	6	To be allocate relevant expenditure on trees
Total Ashted Common	1,660	701	0	0	2,361		

This page is intentionally left blank

Agenda Item 8

Committee(s)	Dated:
Epping Forest and Commons Epping Forest Consultative Group	21/3/24 19/6/24
Subject: Epping Forest – Assistant Director’s Update (SEF 08/24)	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2, 5, 11 & 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Bob Roberts, Interim Executive Director Environment Department	For Information
Report author: Jacqueline Eggleston – Assistant Director (Superintendent) of Epping Forest (Interim)	

Summary

The purpose of this report is to summarise Epping Forest’s progress against business plan objectives since October 2023 along with updates of note.

Of particular note, recruitment to new posts and existing vacancies is progressing well, a range of new fleet vehicles have been purchased to create working efficiencies and new gates installed across the Warlies estate to improve accessibility.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Key performance measures

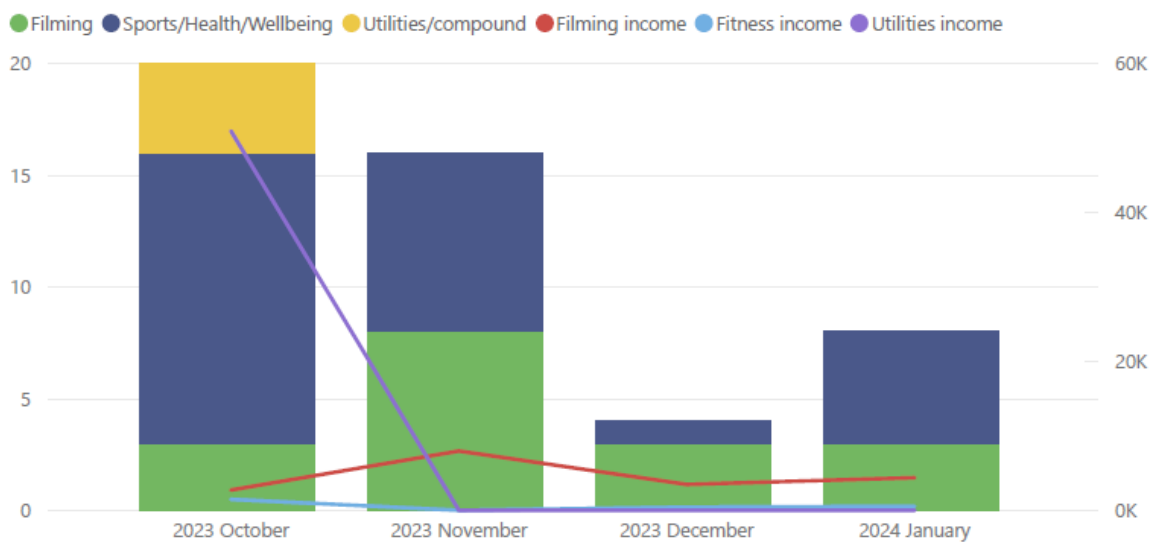
1. **Car Parking Income**– Monthly income for car parking in Financial Year 2023/24 is approximately the same as that received in the previous financial year.

Car park income December 2022/23



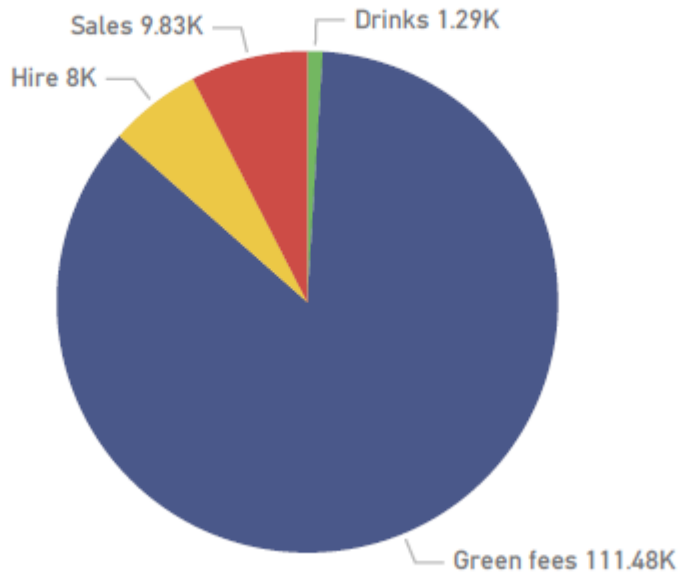
2. **Licencing** - Licencing continues to do well, particularly in Filming and Photography. This is an unpredictable income stream, but work continues to focus on growing this area where possible.

Licences and income



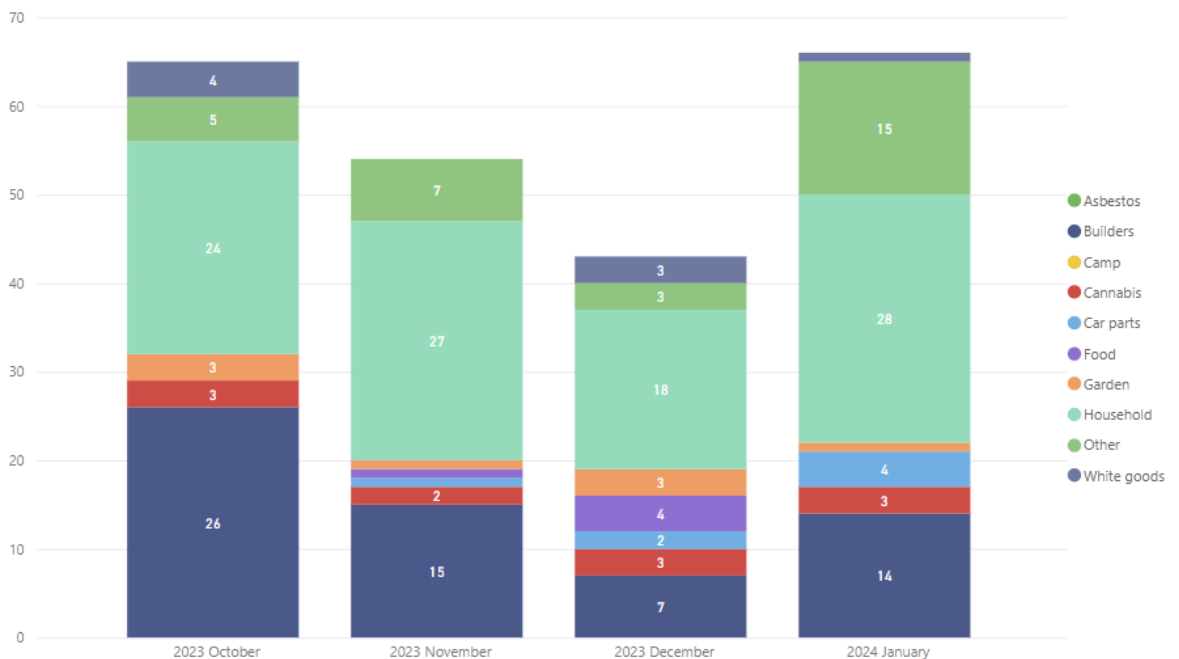
3. **Golf** – Income for the period since October is higher than the same period last year. Of note, a new buggy store has been built which will house 13 buggies in total, to meet demand and increase hire income.

Golf course income October - February 2024



4. **Fly tips**—General household waste continues to dominate the fly tips experienced across Epping Forest followed by builder’s waste.

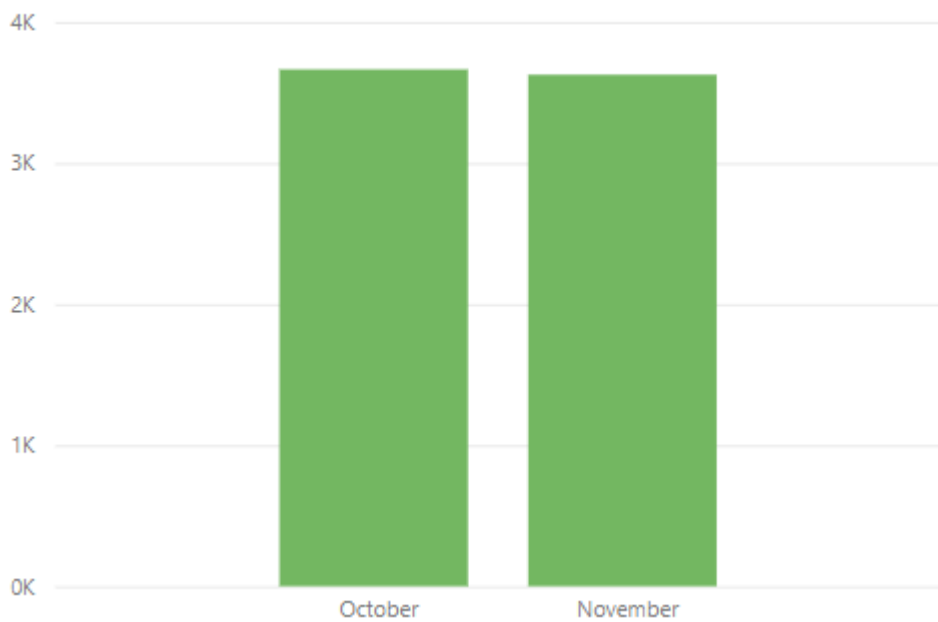
Number of Fly Tips



5. **Waste Disposal costs**

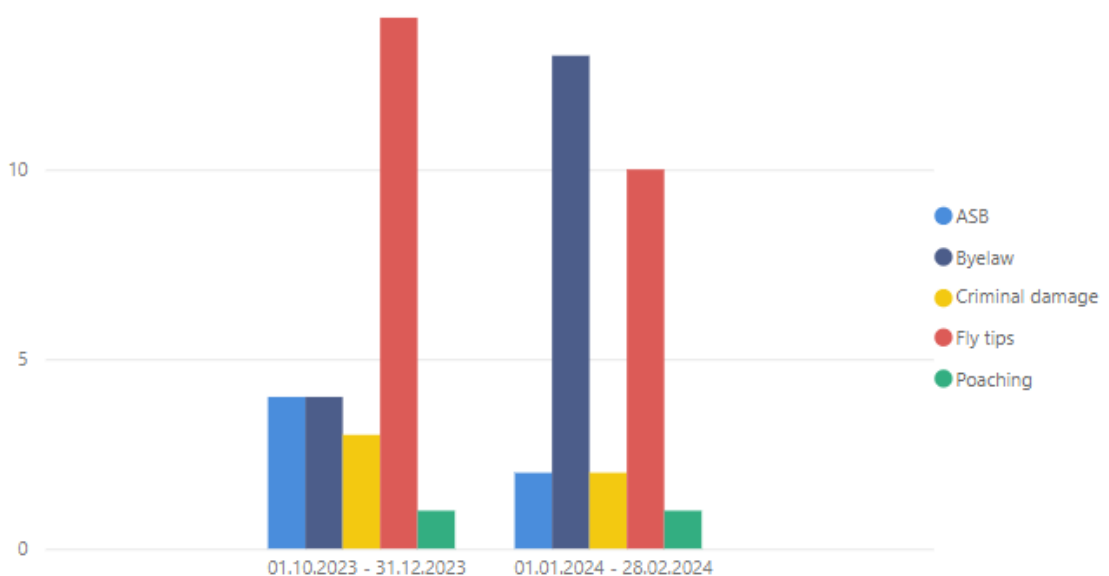
Costs of disposal of litter and fly tips. All waste is recycled.

Waste Disposal Costs



6. **Enforcement** - Epping Forest Enforcement Officers have investigated a total of 54 matters since October. 24 fly tip reports; 17 byelaw matters of which 7 involved dog attacks, 5 damage to trees and 6 anti-social behaviour matters involving off road motorcycles in the forest and 3 parking matters. Of these matters, 7 conditional cautions / fixed penalty notices totalling £1050 were issued. 30 investigations remain on-going. One summonsed for court for fly tipping.

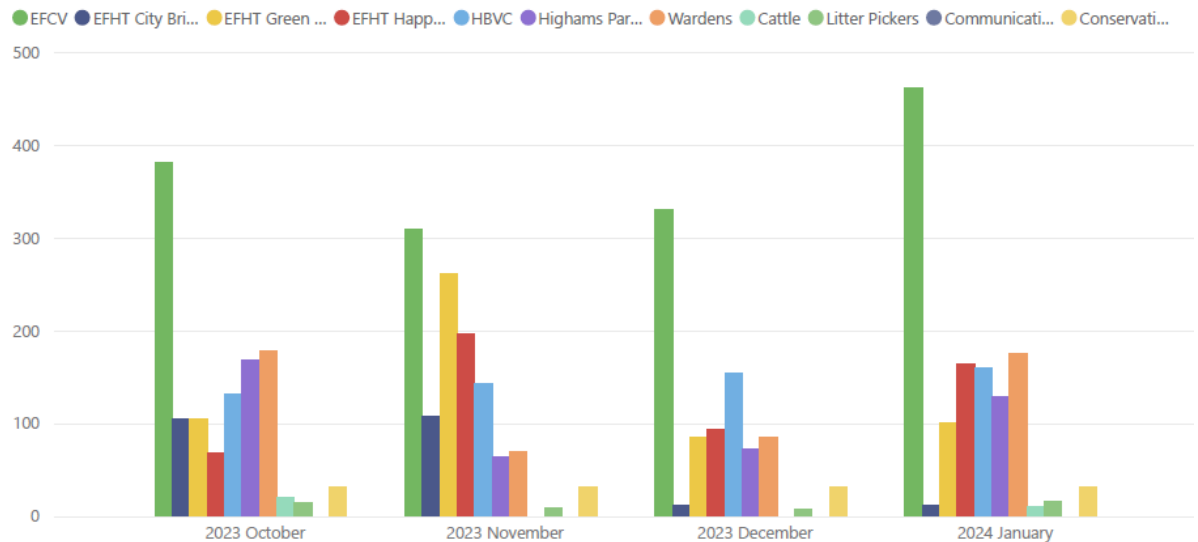
Enforcement investigations



7. Volunteering

We continue to be supported by significant volunteering efforts. The table shows those organisations we collect numbers from but we recognise that considerable informal volunteering is undertaken throughout the Forest.

Volunteer hours by group



Updates

8. **Current Lodge Occupancy** –We have a TOTAL of 32 residential properties excluding 2 holiday lets. Of these, 21 are currently (or about to be) occupied by staff. Two are commercially let and one is an assured shorthold tenancy (AST).

There are 8 vacant properties of which two flats are undergoing renovation to be ready by summer for AST. 3 require work before use and 3 are earmarked for new staff yet to be recruited but may be released for AST once the recruitment round is completed if not required.

Following a programme of assessment and inspections, the City Surveyor is confident that there is no Reinforced Autoclaved Aerated Concrete (RAAC) in any Epping Forest properties.

9. **Outstanding Tree Works** – An in house survey of ‘green zones’ took place from December to January and an externally provided survey of red zones will continue until April. Storms Gerrit, Henk, Isha and Jocelyn in the early part of 2024 have created a constant stream of reactive work for the arborists creating a further lag in progress with tree work.

Recruitment to vacant Arborists posts is currently taking place alongside recruitment for temporary and contract arrangements to help address the backlog.

10. Recruitment

Epping Forest now has 40% vacancies. This is broken down as follows:

Total staff number 101 in new structure (about 25% increase).

39 vacancies

Of which, 10 vacancies currently live in process of recruitment

3 are pending external funding sources/ project commencement

3 apprentice positions pending managers in place

4 pending job re-evaluation

19 pending managers recruitment to provide adequate line management resource. (this includes 15 from keeper team)

Posts recruited since November and in post:

Visitor Centre Manager

Campaigns and Fundraising Officer

Assistant Grounds/Greenskeeper

Sports Administration Assistant (2 part time posts)

Grazing and Landscape Team Leader

Herdsperson

Grassland Conservation Officer

Regulatory Officer

Due to start in April:

Wildlife Management Officer

Health and Safety and Property officer

Head of Conservation

Arborist Manager

Within the current live recruitment process are the four vacant team managers within the Operations team. Keeper and Assistant Keeper roles will be advertised concurrently from early March.

11. Incidents

- There have been two separate incidents of poaching in the Forest/buffer land. These have been investigated with the support of Essex Police.
- A person was injured due to an encounter with one of the cattle on the Forest. This has been investigated and a report concluded minor recommendations.
- There is an ongoing issue with quad bikes riding aggressively through the Forest. Officers are collaborating with Essex Police to try to apprehend the offenders.
- If members or public witness an incident this can be reported on our 24 hour telephone 020 8532 1010. Emails can be sent to eppping.forest@cityoflondon.gov.uk or to any of our social media accounts but these will only be responded to during normal business hours.
- There is often speculation about incidents on social media. We will post an update, if necessary, on our website, or on our own social media accounts

once officers have the full account of an incident. Public enquiries should be referred to the epping.forest@cityoflondon.gov.uk email and media enquiries to the City's media team.

12. Fleet

We are pleased that some long standing fleet needs have now arrived:

- 4.5t litter cart (after waiting two years)
- Toyota Yaris pool vehicle
- Hilux pool vehicle.
- Massey Ferguson tractor for the farm.

13. Education

The Natural Environment Learning Team has worked with 3,844 students at Epping Forest (April 2023 – Jan 2024). This is a positive increase on previous years' numbers, with a total of 3,381 school students in 2022-23 and 2,260 in 2021-22.

In addition to the general school programme at Epping Forest, this year the team has facilitated visits for:

- Phoenix SEND School from Tower Hamlets
- Mulberry School (SEND group) from Tottenham
- Greenwell Academy Pupil Referral Unit from Essex
- Unaccompanied Asylum Seekers, via CoL DCCS Virtual School
- Ambition Achieve Aspire groups from Newham

The Learning Team has a leadership role in Climate Action Pathways in Education (CAPE), an alliance of researchers, educators, schools, and partners across the UK who are working to change today's education for tomorrow's climate. Their work was showcased in the latest CAPE report [CAPE+Report+2024-web_2.pdf \(squarespace.com\)](#) (see p31-32).

14. Projects

Wanstead Park

A contractor has been appointed to carry out work to the Lost Spur and reedbed creation on Heronry Pond. The work will take place in the Autumn and clearance work to the Lost Spur will need to take place early September, ideally with volunteer support. This contract has been funded via Thames 21.

Procurement of a consultant to deliver The Grotto restoration and management plan has now been completed and work will be commencing on this.

Wanstead Flats

A refresh of the former 'Parklife' football hub project is taking place to look at potential alternative methods of delivering against the core objectives. A zero based costing of football provision along with fresh analysis of latent demand will inform a new report.

Paths

A trial of materials for path works is taking place using a range of samples. Significant path works are due to take place and materials must be suitable for use within the SSSI, meet a range of user needs (horse-riding/cycling), and have sufficient durability and porosity.

Access

A new suite of gates have been installed across the Warlies estate to replace broken and difficult to use gates and to replace stiles to improve accessibility. The gates all conform to latest best practice standards for accessibility. Further work will take place once the weather is drier to provide robust surfacing around the gates to address the poached ground.

Before Photos



After Photos



Countryside Stewardship Grant Scheme – The final application to the government's Countryside Stewardship (CS) grant scheme was submitted in November for the second half of the Forest, which follows on from the first CS 10-year agreement started in 2020.

Baldwins Pond Small Raised Reservoir Dam Repairs – The Environment Department's District Surveyors Team has appointed a contractor to progress plans for the repair of the leaking 6.4-metre-high dam. Site meetings are underway with works planned to commence in early Summer 2024.

Great Gregories Farm – Roofing improvement and Barn Project – Planning consent has now been provided for EPF/1054/23 for the erection of

three agricultural buildings, roof canopy to existing building, water storage tank and retrospective consent for staff welfare cabin. Principal contractor has been appointed and building works commence in May.

Climate Action Strategy – Carbon Removals Project – This project has widened its scope to include protecting our existing habitats as well as creating new habitats to increase carbon removal capacity. The project will include work such as natural flood management, wood-pasture, meadow, hedge and reedbed creation.

Jacqueline Eggleston

T: 0208 532 1010

E: jacqueline.eggleston@cityoflondon.gov.uk

This page is intentionally left blank

Committee(s)	Dated:
Epping Forest and Commons	21 March 2024
Subject: Epping Forest Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2023	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Interim Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the year ended 31 March 2023 for Epping Forest (charity registration number 232990) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2022/23 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of Finance Committee and the auditors, Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 13 July 2023.
2. Members may also wish to note that the Trustee's Annual Report and Financial Statements for 2022/23 was previously approved by Finance Committee in November 2023 on behalf of the Trustee in line with the arrangements in place for other charities in which the City is trustee.
3. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. The Trustee's Annual Report and Financial Statements was one of these reports. Information from these statements forms part of the Annual Return to the Charity Commission. Since this undertaking, the City Corporation has approved that a further comprehensive review be undertaken across its Natural Environment charities, the outcome of which will be reported to this Committee in due course.

4. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2024.

Appendices

- Appendix 1 – Epping Forest Annual Report and Financial Statements for the year ended 31 March 2023

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

Epping Forest

Annual Report and Financial Statements for the
year ended 31 March 2023

Charity registration number 232990

CONTENTS

Origins of the charity	1
Structure and governance.....	2
Achievements and performance	6
Financial review	8
Trustee responsibilities	13
Independent auditor's report	15
Statement of financial activities.....	18
Balance sheet.....	19
Notes to the financial statements	20
Reference and administration details	36

ORIGINS OF THE CHARITY

As one of the earliest publicly accessible wild landscapes in England, Epping Forest predates the UK's National Parks by nearly 80 years and shares a common bond in seeking to preserve the wildness of a treasured landscape whilst guaranteeing widespread public access.

Purchased by the City of London Corporation under founding legislation The Epping Forest Act 1878, the Forest was then dedicated by Queen Victoria “for the enjoyment of my people forever”, and as the custodian of the Forest, the City and the Forest's Conservators have continued to conserve it for everyone to enjoy.

Promoting and enabling public access to the Forest remains our guiding principle and we strive to exceed visitors' expectations by providing a safe and welcoming environment, rich in wildlife, which offers activity and excitement, and peace and tranquillity in equal measure. We welcome 4.2 million people to the Forest every year, and we want all Londoners to continue to value their Forest, and for visitors from further afield to benefit from all that the Forest has to offer.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

The governing documents are the Epping Forest Acts 1878 and 1880 as amended. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of Epping Forest. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of this charity to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. For Epping Forest, Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee, together with four Verderers - locally elected by Epping Forest Commoners in elections held every seven years - governing Epping Forest for the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid for support provided to the charity and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charities during 2022/23 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Investment Committee** – responsible for the strategic oversight and monitoring of the performance of the charity's investments which are managed by three separate sub-committees, namely the Financial Investment Board, the Property Investment Board and the Social Investment Board.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at Epping Forest, approving budget allocations for the forthcoming year and acting as Trustee of the charity.
- **Epping Forest Consultative Committee** – considers and discusses areas of concern or debate at Epping Forest with representative user groups across the Forest– particularly those due to be raised at Epping Forest and Commons Committee.

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

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests, and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charities. An initial review of governance was undertaken to ensure that the charity is effective in fulfilling its objectives, and further more detailed work is to commence in 2023/24 as part of a review of the City of London Corporation's Natural Environment charities. Reference is being made to the good practices recommended within the Charity Governance Code, with a focus on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 36.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Epping Forest. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective of the charity is the preservation of Epping Forest in perpetuity, as an open space for the recreation and enjoyment of the public. The open space consists of the lands known as Epping Forest including Wanstead Park and Highams Park in Essex. Various buffer lands have been acquired by the City Corporation around the edges of Epping Forest.

Investment Policy

The charity's investments are held in units of the City of London Charities Pool (registered charity number: 1021138). The investment policy is to provide a real increase in annual income in the long term whilst preserving the value of the capital base. The annual report and financial statements of the Charities Pool (which include an analysis of investment performance against objectives set) are available from the Chamberlain of London, at the email address stated on page 36.

Volunteers

Epping Forest welcomes volunteers both directly and through partner organisation in all aspects of Forest management from conservation, to front of house and Rangers.

Remuneration Policy

The charities senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of recognition awards.

The above policy applies to staff within the charities key management personnel, as defined within note 9 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

The Equality, Diversity, and Inclusion (EDI) sub-committee is currently overseeing the update of our four-yearly Equality Objectives in accordance with the Equality Act 2010. The draft objectives were reviewed by Policy and Resources and Corporate Services Committees in April 2023. Following committee approval, a period of 12 weeks consultation with stakeholders will be undertaken and then analysis of consultation responses and amendments made in August 2023. Amendments will then go to September's EDI Sub-Committee and Policy and Resources and Corporate Services Committees and then to Court of Common Council for approval in October 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as “soliciting or otherwise procuring money or other property for charitable purposes”. Although Epping Forest charity does not undertake widespread fundraising from the general public, any such amounts receivable is presented in the financial statements as “voluntary income” including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day-to-day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

There is a donations page on the Epping Forest webpage, inviting and enabling the public to make online donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

The charity received no complaints in relation to fundraising activities in 2022/23 (2021/2022 was also nil). Individuals are not approached for funds; hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission’s general guidance on public benefit when reviewing Epping Forest’s aims and objectives and in planning future activities. The purpose of the charity is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

This charity is operated as part of the City of London Corporation’s City’s Cash. The City of London Corporation is committed to fund the ongoing net operational costs of the charity in accordance with the purpose which is the preservation of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that Epping Forest operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 36.

ACHIEVEMENTS AND PERFORMANCE

Epping Forest's 2022/23 aims together with their outcomes were:

Corporate Restructure – This process continues, with staff being consulted on initial structure plans during February-March 2023. Outcomes of consultation to be communicated and implemented through 2023/24.

Carbon Removal – An accurate calculation of the carbon captured by the City of London Corporation's open spaces was undertaken showing 16.4kt of carbon is absorbed every year. Epping Forest captures the most carbon of all the open spaces sites. Opportunities to increase carbon capture through habitat works has been identified and consultants are also looking at how our existing woodlands, which provide the greatest carbon capture capacity, can be better protected.

Special Areas of Conservation (SAC) Mitigation Strategy – All participating authorities have agreed the SAC Mitigation Strategy – Governance Agreement. Authorities have already commenced the collection of SAMMS payments from developments within their boroughs.

Wanstead Parkland Plan – Feasibility study complete for sustainable urban drainage scheme funded by Mayor of London. Engineers report complete for large, raised reservoir. Natural play area created. Restoration of landing stage at the Grotto phase one complete.

Baldwins & Birch Hall Park Ponds Small Raised Reservoirs. Birch Hall Park works complete. Baldwins Pond undergoing further review and retender.

Sustainable Visitor Strategy and Car Parking – Visitor Management Plan completed awaiting consultation. Phase 3 car parking roll out in progress.

Byelaw Review – Initial plans for amendments and additions have been drawn up. Due to resourcing issues this is next due for progress in September 2023.

Implementation of new Customer Service and Regulatory Software– CiviCRM Customer Relationship Management software has been delivered and is in the process of being fully embedded to business as usual. The StarTraQ system, used to capture and support enforcement processes has completed development and training, but integration delayed due to resourcing issues.

Developing sporting partnership opportunities – City of London match funding agreed towards Football Hub scheme.

Lodges – Barn Hoppitt Lodge at Rangers Road has been successfully launched as Epping Forest's second holiday let and is receiving an excellent level of bookings and good reviews. Other empty lodges are being refurbished, as far as resources allow, ready for staff occupation or letting according to needs on completion of corporate restructure.

Countryside Stewardship Scheme (CSS) – The two-year capital works programme to undertake the initial major wood pasture restoration works was completed in October. Just under 80 veteran trees have received tree pruning to stabilise and reinvigorate the old, pollarded trees. Volunteers have been delivering heathland, pond and other wood pasture restoration works. On the heathlands, small areas of competitive grasses were removed to encourage sensitive heathland species to colonise and expand their populations. A new application was submitted in April 2023 for a CSS grant for the rest of Epping Forest.

Conservation Cattle Grazing – Budget provided for improvements to cattle overwintering facilities. Planning permission received for hay barn.

Sustainable Fleet and Operations – A number of new road vehicles and tractors have been purchased this year, all compliant with increasing environmental legislation including ULEZ. The replacement programme will continue into future years.

PLANS FOR FUTURE PERIODS

Key projects for 2023/24 include:

Corporate Restructure This process continues with staff being consulted on initial structure plans during February- March 2023. Outcomes of consultation to be communicated and implemented through 2023/24

Charity Review – Scoping phase of a review of the governance and operations of the natural environment charities of which the City of London Corporation is Trustee (including Epping Forest charity) will take place in 2023/24, with initial recommendations implemented where applicable and areas for further work identified.

Byelaws – Continuation of the existing project to review and update EF Byelaws where necessary or desirable.

Lodges and Property – Following the Residency Strategy, to then continue the programme of refurbishment of properties suited to their planned use, including various letting options.

Visitor Management Plan – Consultation stages and implementation.

Countryside Steward Scheme (CSS) – Continue to deliver the existing grant programme of habitat management, and work towards being awarded a second CSS grant for the remaining areas of Epping Forest.

Conservation Management Plan – to be completed for The Temple.

Sustainable Urban Drainage Scheme (SUDS) – to be implemented in Wanstead Park pending funding award.

Great Gregories – Commencement of construction of improved overwintering facilities.

Carbon Reduction Strategy – To continue to participate in the City of London Climate Action Strategy.

Natural Capital Programmes – to further research and programmes where possible.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 20.

The Trustee is monitoring the situation and will continue with its purpose to preserve of Epping Forest in perpetuity by the City of London Corporation as the Conservators of Epping Forest, as an Open Space for recreation and enjoyment of the public.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2022/23 the charity's total income for the year was £8,188,103, an overall increase of £924,445 against the previous year (£7,263,658). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities totalled £2,480,124 (2021/22: £2,001,464), including £1,845,995 from charges for use of facilities and licences (2021/22: £1,359,149), £488,724 from rents (2021/22: £541,531) and £145,405 from sales of goods, products and materials (2021/22: £100,784).

In total, grant income of £778,947 was received in the year, towards programmes administered by the charity (2021/22: £502,243) (see below).

- A restricted government grant of £207,654 was received in the year from the Countryside Stewardship Scheme (CSS) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. (2021/22: £264,469).
- Capital property receipts of £427,652 (2021/22: £118,000) was received in 2022/23. Capital receipts relating to easements from Woodredon Farm and Mornington Road, Woodford, were credited to the Epping Forest Capital Fund which can be used for the acquisition of Forest land or capital projects in the Forest.

Donations – being amounts received from the public including through donation boxes at the Temple and at the View as well as via the Epping Forest webpage. Unrestricted donations amounted to £39,178 during 2022/23 (2021/22: £894) and included a contribution from the Lord Mayor to support the maintenance of ancient trees at Epping Forest in addition to sponsorship income received. In total £60 in restricted donations income was received during the year (2021/22: £185) via the website. Donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign.

Investment income of £11,212 (2021/22: £3,171) received during the year consists of distributions from the Charities Pool and interest receivable on cash balances held on behalf of the charity.

No other income was received (2021/22: £3,112 was received in relation to Coronavirus Job Retention Scheme).

An amount of £4,878,582 (2021/22: £4,527,135) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity.

Expenditure

Total expenditure for the year relating to charitable activities expenditure was £7,601,136 (2021/22: £7,351,365). The increase in expenditure can be explained by additional repairs and maintenance costs, equipment purchases and professional fees being required in 2022/23 in addition to an increase in recharges from the Natural Environment Directorate.

Funds held

The charity's total funds held increased by £586,876 to £6,885,338 as at 31 March 2023 (2021/22: £6,298,463).

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to "undesignate" these funds at any time. Designations as at 31 March 2023 totalled £6,627,298 (2021/22: £6,171,657). In addition, unrestricted general funds amounted to £6,109 as at 31 March 2023 (2021/22: £0) in relation to surplus donations income.

Restricted funds of £251,932 (2021/22: £126,806) were held at year-end. These relate to Campaign Donations of £60 and £251,147 in relation to the Countryside Stewardship Scheme. Donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. Plans are being put in place for utilising these funds.

In addition to the above restricted funds, £38,000 was received in 2022/23 from the Greater London Authority (GLA) to fund the Wetlands Project at Wanstead Park. £10,000 was also received from the Heritage of London Trust to support Phase One Landing Stage Works at The Grotto. The funding for both of these projects was fully spent during 2022/23.

Details of all funds held, including their purposes, is set out within note 17 to the financial statements.

Investments performance

Over the course of 2022/23 the Charities Pool investment strategy delivered an absolute return (gross of fees) of +2.22% which was below the FTSE All Share Index benchmark return of +2.92% (2021/22: the investment strategy gained +11.1% versus +13.0% from the benchmark). However, over the longer term three and five year horizon, performance of the Charities Pool Investments, as displayed in the table below, was above the benchmark. With effect from 22 July 2022, the Charities Pool transferred its investments from the Artemis Income Fund to the Artemis Income (Exclusions) Fund, which is an unconstrained, multigap strategy that aims to generate a rising income stream combined with long-term capital growth. The fund invests in UK equities and can also hold international equities and bonds. Shares in companies that derive more than 20% of their revenues from tobacco, gambling, weapons and fossil fuels are excluded.

Fund	2022/23		2021/22	
	3 year	5 year	3 year	5 year
FTSE All Share	14.1%	5.6%	7.3%	6.2%
Fund outperformance	0.3%	0.6%	2.0%	1.5%

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Epping Forest out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, a reserves policy is considered by the trustee to be inappropriate. Free reserves of £6,109 were held

as at 31 March 2023 (2021/22: £nil) relating to surplus unrestricted donation income held in reserve.

Principal Risks and Uncertainties

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

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
<p>Health & Safety incidents/Catastrophic Health and Safety Failure</p>	<p>Staff roles linked to essential and desirable training needs. Continual and annual review Clear role and responsibilities set out in documentation and reinforced by training. Structure of local H&S meeting arrangements enables cascading of decisions, issues, responsibilities, and communications. H&S checks undertaken annually for all refreshments and food outlets under licence in the forest, excluding ice cream vans. Provide support to staff where possible.</p>
<p>Decline in Assets condition</p>	<p>Schedule of statutory checks and visits carried out by City Surveyor or delegated to site. Joint inspection of all buildings including residential by site and City Surveyor to capture maintenance needs. Improvements to Great Gregories. Capital funding being sought for essential works to Aldersbrook changing facilities.</p>
<p>Raised Reservoirs</p>	<p>Weekly inspection of reservoirs / dams. Statutory inspection visits by engineer every six months. Complete works on Birch Hall Park Pond. Undertake surveys and investigate funding options for works on other ponds.</p>
<p>Invasive Non-Native Species (INNS)</p>	<p>Develop an INNS policy - particular focus on Oak Processionary Moth, although other pathogens and areas of concern to be tackled. Track works done to mitigate the spread of Oak Processionary Moth in Epping Forest.</p>
<p>Loss of forest and buffer land and/or concession of prescriptive rights</p>	<p>Audits of all forest compartments to be completed. Work with City Surveyor’s and Comptroller and City Solicitor’s Departments to consider whether legal action is required to settle disputes.</p>
<p>Loss of knowledge of skilled staff/difficulties in recruitment</p>	<p>Succession plan approved and to be reviewed annually. Talent Management Strategy to be developed but deferred awaiting outcome of TOM process. Increase documentation of memory-based knowledge.</p>

Risk	Actions to manage risks
	<p>Ensure that information needed for emergency situations and out of hours is written down forming part of a pack. Move collected data onto the GIS system. Ability to recruit overlapping positions to allow transfer of knowledge. Budgetary consideration and proactive support from HR</p>
Public behaviour	<p>Public Spaces Protection Orders (PSPO's) are in place. These and other dog control measures are monitored and action taken where appropriate. Multi-disciplinary approach with enforcement and outreach team. Develop relationships with local authority neighbours, police services, fire service etc.</p>
Pathogens	<p>Implement actions arising from Massaria survey. Annual inspection of all Rhododendron and Larch to ensure Ramorum disease does not spread. Develop a biosecurity policy for whole Forest, building on Ramorum security policy approach. Measures will be integrated into the INNS Action Plan for completion in 2024.</p>
Development Consents close to Forest Land	<p>Continue to influence the Epping Forest District Council, London Borough of Waltham Forest and other surrounding local plans. Look to embed the Epping Forest Special Area of Conservation (SAC) Mitigation Strategy in Local Plans and to ensure robust monitoring of the effectiveness of mitigation measures. Development and ongoing work on the Forest Transport Strategy</p>
Financial management and loss of income	<p>Working to deficit budget reduction targets by increasing income generation e.g., from car parking charges. Further efficiencies and income enhancement to be sought.</p>
Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition	<p>Application for a further Countryside Stewardship grant is likely to be submitted in 2023. Create plan of action for 5 compartments within existing resources to ensure consideration of priorities for CSS application.</p>
Severe Weather Events	<p>Incident Management Plan updated to incorporate wildfire planning and JESIP protocols for joint action across authorities. Site visits by fire services to confirm infrastructure is satisfactory have been scheduled. Tree safety survey has identified necessary works. Relevant works are being prioritised and options for employing additional staff or contractors to carry them out are being considered.</p>

Risk	Actions to manage risks
Wanstead Park – Heritage at Risk Register	Identify potential funding / partners and submit bid. Funders may include HLF
Major Incident resulting in prolonged ‘Access Denial’	The Emergency Action Plan was tested successfully during the pandemic using JESIP (Joint Emergency Services Interoperability Principles) and has been implemented and supported by additional measures.

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Henry Nicholas Almroth Colthurst, Deputy
Chairman of Finance Committee of
The City of London Corporation
Guildhall, London

Randall Keith Anderson, Deputy
Deputy Chairman of Finance
Committee of The City of London
Corporation, Guildhall, London

Guildhall, London

30th January 2024

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF EPPING FOREST

Opinion

We have audited the financial statements of Epping Forest ('the charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustee with respect to going concern are described in the relevant sections of this report.

Other information

The trustee is responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee's report; or
- sufficient and proper accounting records have not been kept by the Charity; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustee

As explained more fully in the trustee's responsibilities statement set out on page 13 and 14, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustee determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustee either intends to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011, and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the Charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102) 2019. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the Charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Health and safety legislation, and Employment legislation. Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustee and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, internal audit, legal counsel and the Audit & Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory

correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charity's trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Crowe U.K. LLP
Statutory Auditor

55 Ludgate Hill, London, EC4M 7JW

31 January 2024

Crowe U.K. LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds 2022/23 £	Restricted Funds 2022/23 £	2022/23 Total Funds £	2021/22 £
Income from:					
Voluntary activities	2	562,471	255,714	818,185	728,776
Charitable activities	3	2,480,124	-	2,480,124	2,001,464
Grant from City of London Corporation	4	4,878,582	-	4,878,582	4,527,135
Investments	5	11,212	-	11,212	3,171
Other income	6	-	-	-	3,112
Total income		7,932,389	255,714	8,188,103	7,263,658
Expenditure on:					
Charitable activities:					
Preservation of Epping Forest	7	7,470,548	130,588	7,601,136	7,351,365
Total expenditure		7,470,548	130,588	7,601,136	7,351,365
Net gains/(losses) on investments	12	(92)	-	(92)	185
Net expenditure		461,750	125,126	586,876	(87,522)
Transfers between funds					
				-	-
Net movement in funds		461,750	125,126	586,876	(87,522)
Reconciliation of funds:					
Total funds brought forward	17	6,171,657	126,806	6,298,463	6,385,985
Total funds carried forward	17	6,633,407	251,932	6,885,339	6,298,463

All of the above results are derived from continuing activities.

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

The notes on pages 20 to 35 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2023**

	Notes	2023 Total £	2022 Total £
Fixed assets:			
Heritage assets	10	377,950	378,911
Tangible assets	11	4,619,544	4,849,752
Investments	12	3,966	4,058
Total fixed assets		5,001,460	5,232,721
Current assets			
Stock		31,293	28,077
Debtors	13	531,993	443,120
Cash at bank and in hand		2,026,358	1,428,251
Total current assets		2,589,644	1,899,448
Creditors: Amounts falling due within one year	14	(643,680)	(769,946)
Net current assets/(liabilities)		1,945,964	1,129,502
Total assets less current liabilities		6,947,424	6,362,223
Creditors: Amounts falling due after more than one year	15	(62,085)	(63,760)
Total net assets		6,885,339	6,298,463
The funds of the charity:			
Restricted income funds	17	251,932	126,806
Unrestricted income funds	17	6,633,407	6,171,657
Total funds		6,885,339	6,298,463

The notes on pages 20 to 35 form part of these financial statements.

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

30th January 2024

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

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

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the current high inflationary pressures on the financial position, including future income levels, planned expenditure and the liquidity of the charity over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period from these financial statements being signed. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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

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

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets and the recovery of debts.

(d) Statement of Cash Flows

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

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2023 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for services and use of facilities, contributions, grants (including government grants), investment income, interest, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

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

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. These costs are recharged, and the basis of the cost allocation is set out in note 8.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid.

(g) Pension costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation

as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £142.6m as at 31 March 2023 (£832.7m as at 31 March 2022). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2022, using the projected unit method. The 31 March 2022 valuation was carried out in 2022/23 and has set the contribution rates for the period 01 April 2023 to 31 March 2026 at 21%. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 had been set at 21%.

(h) Taxation

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

(i) Fixed Assets

Heritage Land and Associated Buildings

Epping Forest comprises 2,485 hectares (6,142 acres) of land stretching 12 miles from Manor Park in East London to just north of Epping in Essex, together with associated buildings. The object of the charity is the preservation of Epping Forest in perpetuity as an Open Space for the recreation and enjoyment of the public. Epping Forest is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings and other assets would be included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. Heritage assets are reviewed annually for indicators of impairment and adjusted accordingly if required.

Tangible fixed assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged in the year of acquisition, on a

straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Infrastructure	up to 20
Heavy vehicles and plant	5

(j) Investments

Investments are made in the City of London Charities Pool (charity number 1021138) which is an investment mechanism operating in a similar way to a unit trust. This enables the City of London Corporation to “pool” small charitable investments together and consequently obtain better returns than would be the case if investments were made individually.

Investments are valued at bid-price. Gains and losses for the year on investments held as fixed assets are included in the Statement of Financial Activities.

(k) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charity operation.

(l) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation’s treasury management activities with original maturities of three months or less.

(m) Funds structure

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

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

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

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(n) Insurance

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

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2022/23	Unrestricted funds	Restricted funds	Total 2021/22
	£	£	£	£	£	£
Grants	523,293	255,654	778,947	237,774	264,469	502,243
Donations and legacies	39,178	60	39,238	894	225,639	226,533
Total	562,471	255,714	818,185	238,668	490,108	728,776

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022/23	Unrestricted funds 2021/22
	£	£
Charges for use of facilities	1,845,995	1,359,149
Sales	145,405	100,784
Rental income	488,724	541,531
Total	2,480,124	2,001,464

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2022/23	Unrestricted funds 2021/22
	£	£
Revenue and capital grants from City of London Corporation	4,878,582	4,527,135

5. INCOME FROM INVESTMENTS

	Unrestricted funds 2022/23 £	Unrestricted funds 2021/22 £
Interest	<u>11,212</u>	<u>3,171</u>

6. OTHER INCOME

	Unrestricted funds 2022/23 £	Unrestricted funds 2021/22 £
Other income	<u>-</u>	<u>3,112</u>

Income for the year included:

Grants – being amounts received from organisations towards programmes operated by the charity.

Donations – being amounts received from the public through donation boxes at the Temple and at the View. A donations page has also been created on the Epping Forest webpage, inviting and enabling the public to make on-line donations to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. Donations income also refers to income generated from contributions and sponsorship.

Grants from the City of London Corporation – being the amount received from the City of London Corporation’s City’s Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Investment income – being the amount received from the Charities Pool and interest receivable on cash balances held on behalf of the Trust.

Charitable activities – being amounts generated from the sales of leaflets, books, maps cards and other publications relating to Epping Forest; charges made to the public for the use of facilities, admissions and services and from rental income.

7. EXPENDITURE

Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2022/23 £	Direct costs £	Support costs £	Total 2021/22 £
Preservation of Epping Forest	<u>6,137,313</u>	<u>1,463,823</u>	<u>7,601,136</u>	<u>6,225,588</u>	<u>1,125,777</u>	<u>7,351,365</u>

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Epping Forest.

Auditor's remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London's City's Cash Fund and provide assurance services to all of the different charities of which it is Trustee. In 2022/23 an audit fee of £5,500 was recharged (2021/22: £5,000). No other services were provided to the charity by its auditors during the year (2021/22: £nil).

8. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2022/23 £	2021/22 £
Department:				
Chamberlain	175,703	-	175,703	170,320
Comptroller & City Solicitor	30,698	-	30,698	32,965
Town Clerk	-	151,410	151,410	104,294
City Surveyor	336,134	-	336,134	334,933
Natural Environment directorate	536,894	-	536,894	223,295
Other governance & support costs	83,324	5,500	88,824	89,877
Digital Services	144,160	-	144,160	170,093
Sub-total	1,306,913	156,910	1,463,823	1,125,777
Reallocation of governance costs	156,910	(156,910)	-	-
Total support costs	1,463,823	-	1,463,823	1,125,777

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

9. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 67 (2021/22: 77).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2022/23	2021/22
	£	£
Salaries and wages	2,274,886	2,237,668
National Insurance costs	229,211	213,948
Employer's pension contributions	448,193	478,609
Total emoluments of employees	2,952,290	2,930,225

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was 1.0 (2021/22: 1.0).

	2022/23	2021/22
£70,000 - £79,999	1.0	1.0

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £87,357 (2021/22: £45,781). No members received any remuneration for acting on behalf of the Trustee, with directly incurred expenses reimbursed, if claimed. No expenses were claimed in 2022/23 (2021/22: nil).

10. HERITAGE ASSETS

	2019	2020	2021	2022	2023
	£	£	£	£	
Cost					
At 1 April	388,382	388,382	388,382	388,382	388,382
At 31 March	388,382	388,382	388,382	388,382	388,382
Depreciation					
At 1 April	5,628	6,589	7,550	8,510	9,471
Charge for the year	961	961	960	961	961
At 31 March	6,589	7,550	8,510	9,471	10,432
Net book value					
At 31 March	381,793	380,832	379,872	378,911	377,950
At 31 March	382,754	381,793	380,832	379,872	378,911

Since 1878 the primary purpose of the charity has been the preservation of Epping Forest for the recreation and enjoyment of the public. As set out in Note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Epping Forest are contained in the Epping Forest Conservation Management Plan. Records of heritage assets owned and maintained by Epping Forest can be obtained from the Director of Natural Environment at the principal address as stated on page 36.

11. TANGIBLE FIXED ASSETS

	Land and Buildings	Infrastructure	Vehicles and Plant	Equipment	Total
	£	£	£	£	£
Cost					
At 1 April 2022	3,942,370	4,340,120	305,528	409,738	8,997,756
Additions		146,844	53,050	-	199,894
At 31 March 2023	3,942,370	4,486,964	358,578	409,738	9,197,650
Depreciation					
At 1 April 2022	1,895,618	1,744,626	157,663	350,097	4,148,004
Charge for the year	163,720	231,723	25,904	8,755	430,102
At 31 March 2023	2,059,338	1,976,349	183,567	358,852	4,578,106
Net book value					
At 31 March 2023	1,883,032	2,510,615	175,011	50,886	4,619,544
At 31 March 2022	2,046,752	2,595,494	147,865	59,641	4,849,752

12. FIXED ASSET INVESTMENTS

The investments are held in the City of London Corporation Charities Pool, a charity registered in the UK with the Charity Commission (charity number 1021138). The Charities Pool is a UK registered unit trust.

The value of investments held by the charity are as follows:

	2023	2022
	£	£
Market value 1 April	4,058	3,873
Gain/(loss) for the year	(92)	185
Market value 31 March	3,966	4,058
Cost 31 March	438	438
Units held in Charities Pool	438	438

The geographical spread of listed investments as at 31 March 2023 was as follows:

	Held	Total at 31	Held	Total at 31
	Held in the	outside the	Held in the	outside the
	UK	UK	UK	UK
	£	£	£	£
Equities	3,218	540	3,758	3,762
Pooled Units	130	-	130	239
Cash held by Fund Manager	78	-	78	57
Total	3,426	540	3,966	4,058

13. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2023	2022
	£	£
Rental debtors	33,220	24,576
Prepayments and accrued income	34,924	39,049
Recoverable VAT	126,115	119,586
Other debtors	337,734	259,909
Total	531,993	443,120

14. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	248,097	263,919
Accruals	263,142	352,531
Deferred income	76,037	123,899
Other creditors	56,404	29,597
Total	643,680	769,946

Deferred income relates to rental income received in advance for periods after the year-end.

	2023	2022
	£	£
Deferred income analysis within creditors:		
Balance at 1 April	123,899	70,619
Amounts released to income	(123,899)	(70,619)
Amounts deferred in the year	76,037	123,899
Balance at 31 March	76,037	123,899

15. CREDITORS – AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2023	2022
	£	£
Sundry deposits	62,085	63,760

Sundry deposits relate to rent deposits held on behalf of tenants.

16. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2023	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2023	Total at 31 March 2022
	General Funds	Designated Funds			
	£	£			
Heritage Assets	-	377,950	-	377,950	378,911
Tangible Assets	-	4,619,542	-	4,619,542	4,849,752
Investments	-	3,966	-	3,966	4,058
Current Assets	711,874	1,625,838	251,932	2,589,644	1,899,448
Current Liabilities	(643,680)	-	-	(643,680)	(769,946)
Non-Current Liabilities	(62,085)	-	-	(62,085)	(63,760)
Total	6,109	6,627,296	251,932	6,885,337	6,298,463

At 31 March 2022	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2022	Total at 31 March 2021
	General Funds	Designated Funds			
	£	£			
Heritage Assets	-	378,911	-	378,911	379,872
Tangible Assets	-	4,849,752	-	4,849,752	4,971,853
Investments	-	4,058	-	4,058	3,873
Current Assets	833,706	938,936	126,806	1,899,448	1,490,011
Current Liabilities	(769,946)	-	-	(769,946)	(411,114)
Non-Current Liabilities	(63,760)	-	-	(63,760)	(48,510)
Total	-	6,171,657	126,806	6,298,463	6,385,985

17. MOVEMENT IN FUNDS

At 31 March 2023	Total as at 1 April 2022 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2023 £
Restricted funds:						
Campaign Donations	725	60	-	-	-	785
Countryside Stewardship Scheme	126,081	207,654	(82,588)	-	-	251,147
Wanstead Park Wetlands Project Funding from Greater London Authority (GLA)						
Heritage of London Trust funding for Phase One Landing Stage Works at The Grotto	-	38,000	(38,000)	-	-	-
	-	10,000	(10,000)	-	-	-
Total restricted funds	126,806	255,714	(130,588)	-	-	251,932
Unrestricted funds:						
General funds	-	7,289,843	(6,987,561)	-	(296,173)	6,109
Designated funds:						
Tangible fixed assets	4,849,752	199,894	(430,102)	-	-	4,619,544
Heritage assets	378,911	-	(961)	-	-	377,950
Capital fund	418,483	427,652	(50,973)	-	-	795,162
Sports ground deposit	4,153	-	-	(92)	-	4,061
Golf course machinery fund	57,717	-	-	-	(45,000)	12,717
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	6,002	-	(951)	-	-	5,051
Cattle purchase fund	107,765	-	-	-	45,023	152,788
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
South Lodge The Warren	200,650	-	-	-	296,150	496,800
Ancient Trees Maintenance	-	15,000	-	-	-	15,000
Total designated funds	6,171,657	642,546	(482,987)	(92)	296,173	6,627,298
Total unrestricted funds	6,171,657	7,932,389	(7,470,548)	(92)	-	6,633,407
Total funds	6,298,463	8,188,103	(7,601,136)	(92)	-	6,885,339

At 31 March 2022	Total as at 1 April 2021 £	Income £	Expenditure £	Gains & (losses) £	Transfers £	Total as at 31 March 2022 £
Restricted funds:						
Campaign Donations	90	635	-	-	-	725
Transport for London Cycle Stands	-	9,000	(9,000)	-	-	-
Countryside Stewardship Scheme	-	264,469	(138,388)	-	-	126,081
Orion Harriers	-	216,004	-	-	(216,004)	-
Total restricted funds	90	490,108	(147,388)	-	(216,004)	126,806
Unrestricted funds:						
General funds	-	6,598,676	(6,558,078)	-	(40,598)	-
Designated funds:						
Tangible fixed assets	4,971,853	56,874	(460,113)	-	281,138	4,849,752
Heritage assets	379,872	-	(961)	-	-	378,911
Capital fund	549,620	118,000	(184,003)	-	(65,134)	418,483
Sports ground deposit	3,968	-	-	185	-	4,153
Golf course machinery fund	27,716	-	-	-	30,001	57,717
Knighton Wood maintenance	5,801	-	-	-	-	5,801
Branching Out project	42,423	-	-	-	-	42,423
Future green infrastructure fund	6,824	-	(822)	-	-	6,002
Cattle purchase fund	97,168	-	-	-	10,597	107,765
Wanstead Park/Flats future projects fund	100,000	-	-	-	-	100,000
South Lodge The Warren	200,650	-	-	-	-	200,650
Total designated funds	6,385,895	174,874	(645,899)	185	256,602	6,171,657
Total unrestricted funds	6,385,895	6,773,550	(7,203,977)	185	216,004	6,171,657
Total funds	6,385,985	7,263,658	(7,351,365)	185	-	6,298,463

Purposes of restricted funds

Restricted funds have been set aside by the Trustee for the following purposes:

- i. *Campaign Donations* - donations can be made on the Epping Forest webpage, to either the Epping Forest Common Toad Conservation Project or the Epping Forest New Sculptures and Trail campaign. In total £60 was received in restricted donations during the year (2021/22: £635) which is restricted income for 'Campaign Donations'.
- ii. *Countryside Stewardship Scheme* – 10 year grant funding from the Rural Payment Agency towards a specific programme administered by the charity providing financial incentives for farmers, woodland owners, foresters and land managers to look after and improve the environment. At 31 March 2023, £251,147 was held in a restricted fund for the Countryside Stewardship Scheme (2021/22: £126,081).
- iii. *Wanstead Park Wetlands Project Funding* – grant funding from the Greater London Authority (GLA) to support the Wetlands Project at Wanstead Park. £38,000 grant funding was received from the GLA in 2022/23 which was all fully spent by 31 March 2023.
- iv. *Heritage of London Trust Funding* - £10,000 was received from the Heritage of London Trust during 2022/23 to fund the Phase One Landing Stage Works project at The Grotto. The grant monies were fully spent by 31 March 2023.

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes:

- i. *Fixed Assets* – these are included at historic cost less depreciation on a straight line basis to write off their costs over their estimated useful lives and less any provision

- for impairment. At 31 March 2023 the net book value of fixed assets relating to direct charitable purposes amounted to £4,997,493 (2021/22: £5,228,663).
- ii. *Heritage Assets* – additions to land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment. The net book value of heritage assets to direct charitable purposes at 31 March 2023 was £377,950 (2021/22: £378,911).
 - iii. *Capital Fund* - the Epping Forest capital fund was established under the Epping Forest and Open Spaces Act 1878. The fund finances the purchase, construction, or repair of Forest buildings and can also be used to purchase further charitable land. The income of the fund is comprised of income from the sale of buildings and by any contribution the City of London Corporation may wish to make to the fund. Capital property receipts of £427,652 (2021/22: £118,000) were received in 2022/23 primarily relating to easements from Woodredon Farm and Mornington Road, Woodford. Proceeds were credited to the Epping Forest Fund which can be used for the acquisition of Forest land or capital projects in the Forest.
 - iv. *Sports grounds deposit* – sum of money was invested in 1968 relating to the Sports ground.
 - v. *Golf course machinery fund* – the purpose of this fund is to provide for the future replacement of plant and equipment at Chingford Golf Course. At 31 March 2023, the fund balance relating to the Golf course machinery fund amounted to £12,717 (2021/22: £57,717). During 2022/23, two mowers were purchased at a cost of £45,000 which was funded through this reserve.
 - vi. *Knighton Wood maintenance* - a gift was made in 1930 to be spent on maintaining the beauty of Knighton Wood. The unused balance of the fund was invested in 1931 for future use. Charity Pool units relating to E.N. Buxton Knighton Wood were sold in 2016/17. It is anticipated that the balance of £5,801 will be spent in 2023/24.
 - vii. *Branching Out project* - Epping Forest was awarded a £4.76m Stage 3 grant by Heritage Lottery Fund in March 2009, towards the £6.8m cost of the 'Branching Out' project. The fund is used to finance the costs of the project that are not met by the grant and are to be provided by Epping Forest. The scheme was completed in 2017/18. Verification of final accounts is underway.
 - viii. *Future green infrastructure fund* - The Green Arc Partnership takes a strategic view of future 'green' infrastructure, principally the provision of further public open space in London's peri-urban fringe and metropolitan green belt. The City of London as the lead authority holds the funding and meets expenditure when required. Expenditure amounted to £951 in 2022/23 (2021/22: £822).
 - ix. *Cattle purchase fund* - The purpose of this fund is to provide for the future purchase of cattle. Surplus net income of £45,023 from sale of livestock and produce was transferred into reserve as at 31 March 2023 (2021/21: £10,597) to fund future herd expansion at Epping Forest
 - x. *Wanstead Park/Flats future projects fund* - the City of London Corporation received a payment of £195,000 as a fee-in-lieu-of-rent in compensation for the temporary use of part of Wanstead Flats for 90 days spanning the 2012 Olympic and Paralympic Games. No expenditure incurred during the accounting period. The balance of £100,000 will be used for future projects at Wanstead Park and Wanstead Flats.
 - xi. *South Lodge The Warren* - in August 2020, the charity received a cash settlement of £200,650 from the RSA Insurance Group in relation to a subsidence damage claim at South Lodge, on the Warren Estate). The full amount was transferred into reserve. These funds were set aside by the Trustee to fund replacement for operational needs elsewhere in the Forest.

- xii. *Ancient Trees Maintenance* – a designated reserve was established in 2022/23 for the purpose of funding the maintenance of ancient trees at Epping Forest. A £15k contribution was received from the Lord Mayor during 2022/23 to support this purpose.

18. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 3. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 7.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

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

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party transactions				
Related party	Connected party	2022/23 £	2021/22 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	4,878,582	4,527,135	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		(nil)	(nil)	
		1,463,823	1,125,777	Administrative services provided for the charity
		(nil)	(nil)	
		11,212	3,171	Distribution from the Charities Pool
		(nil)	(nil)	

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Epping Forest

Registered charity number: 232990

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (resigned 31 December 2022)

Ian Thomas CBE – The Town Clerk and chief Executive of the City of London Corporation (appointed 06 February 2023)

Treasurer

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

Solicitor

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

Environment Department

Juliemma McLoughlin – Executive Director of Environment

Sally Agass – Interim Director of Natural Environment (resigned 31 March 2023)

AUDITORS:

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS:

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

INVESTMENT ADVISORS:

Artemis Investment Management Limited, Cassini House, 57 St. James's Street, London, SW1A 1LD

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

CHBOffice-BusinessSupport@cityoflondon.gov.uk

Committee(s): Epping Forest and Commons Committee – For information	Dated: 21/03/2024
Subject: The Commons – Assistant Directors Update October 2023 -January 2024	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	2,5,11 & 12
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Bob Roberts, Interim Executive Director Environment Department	For Information
Report author: Geoff Sinclair, Assistant Director The Commons	

Summary

The purpose of this report is to summarise activities across The Commons between October 2023 and January 2024. Key data is presented in a dashboard format with further detail given in the main report.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background

1. Appendix 1 contains a graphical representation of financial data to the end of January 2024 (period 10-24) These figures are The Commons Local Risk only and do not include non-local risk elements such as City Surveyors projects.
2. The first table in Appendix 1 gives actual expenditure to the end of January 2024 against the whole year budget, subdivided by type and Division of Service (DOS), where BB is Burnham Beeches, SC is Stoke Common, WW is West Wickham and Coulsdon Commons and AC is Ashtead Common. This is further summarised graphically in the chart ‘Budget and Actuals by Type’, across all the DOS combined for this financial year.
3. There are no significant discrepancies between the budget and actual figures to note. Government grant income figures are still being impacted by the late

payment of grant income for the 2022 calendar year and payments for 2023 are yet to be fully received. Transport expenditure for this year includes spending in 2023/24 on new vehicles at Burnham Beeches and West Wickham and Coulsdon Commons which are due to be charged to a previously agreed capital project for the purchase of the vehicles.

The Commons Key Data – Appendix 2

- 1. Car Parking Income (Fig 1):** Overall for the calendar year (Jan-Dec) car parking income is about 91% of the annual average. The drop is largely attributable to the weather with periods of wet and inclement weather reducing visits. Reduced income at Riddlesdown Car Park follows a pattern where free local on road parking is reducing the numbers who park in the Car Park
- 2. Volunteering (Fig 4):** Volunteers undertook 5817 hours (845 seven-hour days) of work during the period, the equivalent of £58,170 using the National Lottery Heritage Fund's match funding calculator. Overall, in the ten months since April, volunteer time represents the equivalent of £136,330 of much appreciated 'matched funding' from local people.
- 3.** A large proportion of the volunteers time has been taken up undertaking scrub management of some form, eg clearing hawthorn that is encroaching grassland and holly clearance within woodland. Hazel coppicing has continued across various sites with the cut materials used on hedge laying projects. Volunteers from the Surrey Hegelaying group undertook hazel coppicing at Ashtead Common with the cut hazel used on their projects and were full of praise for the woodland and quality of the hazel *'As a club we take pride in the hedges we lay and it is heartwarming to know that there are still people around that take pride in managing their coppices. These are traditions that support each other and together add to the overall management of the countryside benefiting both wildlife and nature.'*
- 4.** Ashtead Common hosted the joint volunteer task in conjunction with neighbouring Epsom common in January. Volunteers across the Commons have also helped with livestock lookering during this period.
- 5.** At Burnham Beeches the Tuesday Eco volunteer group have been carrying out an evaluation of air quality at the Beeches, using lichens. This work complements direct measurement of air quality funded by a section 106 grant from the power station on Slough trading estate and results will be fed into a wider online meeting at the end of February. These volunteers have also helped with an ongoing experiment to look at the impact of cutting young pollards at different times of year this work is being supported by researchers from University College London.
- 6. Energy use and Production (Fig 2):** PV energy production was down by 11% in the period October to December on the five-year average. Overall for the year Jan to Dec PV energy production was 88.2% and energy use 98.2% of the five year average.

7. **Accidents:** Accident data is given on figures 7 (Accidents by month) and 8 (Accidents by type). During the period we only had one accident where a member of staff cut themselves with a pruning saw. Overall, we have recorded 12 incidents over the ten months since April 2023.

Additional Important Updates

Rural Payments Agency Independent Agricultural Appeals Panel

8. The Assistant Director and Conservation Officer represented the City Corporation at the Rural Payments Agency's (RPA) Independent Agricultural Appeals Panel. This was the final stage in the long-standing appeal to the RPA on them changing the payment schedule for the agreed Countryside Stewardship Scheme at Burnham Beeches. In December the IAAP unequivocally accepted the Burnham Beeches and Stoke Common Charity's case and recommended that there should be a full payment of the CSS grant as originally agreed. The final decision however rests with the Minister of Agriculture's office and the Minister chose to ignore the IAAP's recommendation and concluded that the original RPA decision to not pay the grant as agreed should stand.
9. The Chairman has made representation to the Minister in writing that this decision will have a significant impact on the BBSC charity and requested he reconsider. In addition, at the time of writing officers were preparing a Pre-action protocol request to be submitted to the Ministers office to seek to better understand the basis for the Ministers decision. An urgency report will be separately prepared on this issue following receipt of any comments from the Ministers office.

Events and educational activities

10. As this reporting period covered Christmas, events across the Commons included wreath making, Christmas themed trails, Carol singing and volunteer thank you events. Family Ranger days have introduced young people to hands on conservation work at Ashtead Common. Fungal forays were held across Coulsdon Common along with a besom broom making workshop. At Burnham Beeches fungi surveys were led by the Bucks Fungus Group and this will be followed up with training from the group about the interest and importance of the fungi at Burnham Beeches and Stoke Common.

Licences

11. UK Power Network was granted A licence to coppice and cut back scrub along power lines that run between Farthing downs and happy valley - this work is supported by Croydon Council and Natural England.
12. At Ashtead Common Network Rail were granted a licence for a small works compound near Woodlands Road to facilitate the installation of warning lights to improve safety at Lady Howard's Crossing.

Recruitment and Apprentices

13. Across the Commons we have four roles currently vacant. Community Engagement Ranger and Assistant Ranger at Burnham Beeches, Support Services Assistant at Ashted Common and Conservation Ranger (Ecology) at West Wickham and Coulsdon Commons. In addition, we are looking at recruiting an apprentice for Ashted Common.
14. The fourth round of recruitment for the Burnham Beeches and Stoke Common Conservation Officer who is retiring is underway. The role has been reprofiled as a Veteran Tree and Wood Pasture Lead with interviews scheduled for the 9th April 2024.

Training and Development

15. Various team members across The Commons have completed the IOSHH managing safety training/refreshers. The two apprentices are progressing well with their college courses and have completed various other bits of training including NPTC level 2 chainsaw training. Burnham Beeches hosted a Commons wide decaying wood training day and organised training around why trees fall over for volunteers and staff.

Livestock

16. Sussex cattle have been grazing areas of chalk grassland since January utilising no fence colour technology at Farthing Downs and Kenley Commons. To date 11 calves, out of a total hoped for 17, had been born at the Merlewood estate yard.
17. The cattle at Burnham Beeches have gone to their winter quarters having grazed all the invisible fences area at the Beeches in 2023 with the No Fence system. The ponies are still working hard over at the west part of Stoke Common.

Project work

18. Following the necessary consultation and notification process undertaken throughout 2023 and this Committee's decision to extend the Public Spaces Protection Orders (PSPOs) Burnham Beeches for a further three years in September 2023, with two minor modifications - the PSPO's were duly extended for a further three years from December the 1st 2023.
19. Winter habitat work has been in full swing across the commons with 73 ancient pollards worked on at Ashted Common along with another 50 at Burnham Beeches where 100 young pollards were also cut, for a 2nd or 3rd time, on a 10–15-year rotation.
20. Work has been completed to create a new pond on Coulsdon Common with an additional pond to be established on Kenley Common. At the end of January contractors started work to coppice sweet chestnut at Spring Park as part of a rotational coppice programme.
21. At Stoke Common heathland restoration work was undertaken on around 0.5 hectares of land on the West Common by volunteers and contractors who also undertook wood pasture restoration works at Burnham Beeches on a similar sized area.

Survey and monitoring

22. At Burnham Beeches fungus gnats collected during field work for saproxylic beetles in summer 2022 have recently been identified. Catches included two species listed as red data book or nationally scarce. Three species of fly were also found that are parasitoids of woodlice. None of these are especially rare but they are new records for Burnham Beeches.
23. Star fruit (*Damasonium alisima*) a very rare plant nationally was found to have had a good year at Stoke Common in 2023 by a Natural England national survey. 38 individual plants were found in one pond, estimated to provide 11500 thousand seeds.

Consultative Committees

24. The Burnham Beeches and Stoke Common Consultative Group was held on the 30th January 2024 with 18 attendees, excluding officers and EF&CC members. The annual report of the Community Engagement Rangers on their first year working on the SAMMS and S106 project at Burnham Beeches was well received. Questions on the future financing of Burnham Beeches were raised following the Assistant Director's Report and the Chairman set out the City's funding situation. Verderer Morris suggested that the charity review being undertaken hopefully will be favourable to many open spaces. This review should support income generation from a wide range of sources. The Head Ranger advised the Group that he would be looking at the possibility of establishing byelaws covering Stoke Common and invited the group to give their thoughts on issues that might be addressed through any new byelaws.

Appendices

Appendix 1 – The Commons Local Risk Financial Summary

Appendix 2 – The Commons Key Data

Geoff Sinclair

Assistant Director, The Commons

T: 01753 647358

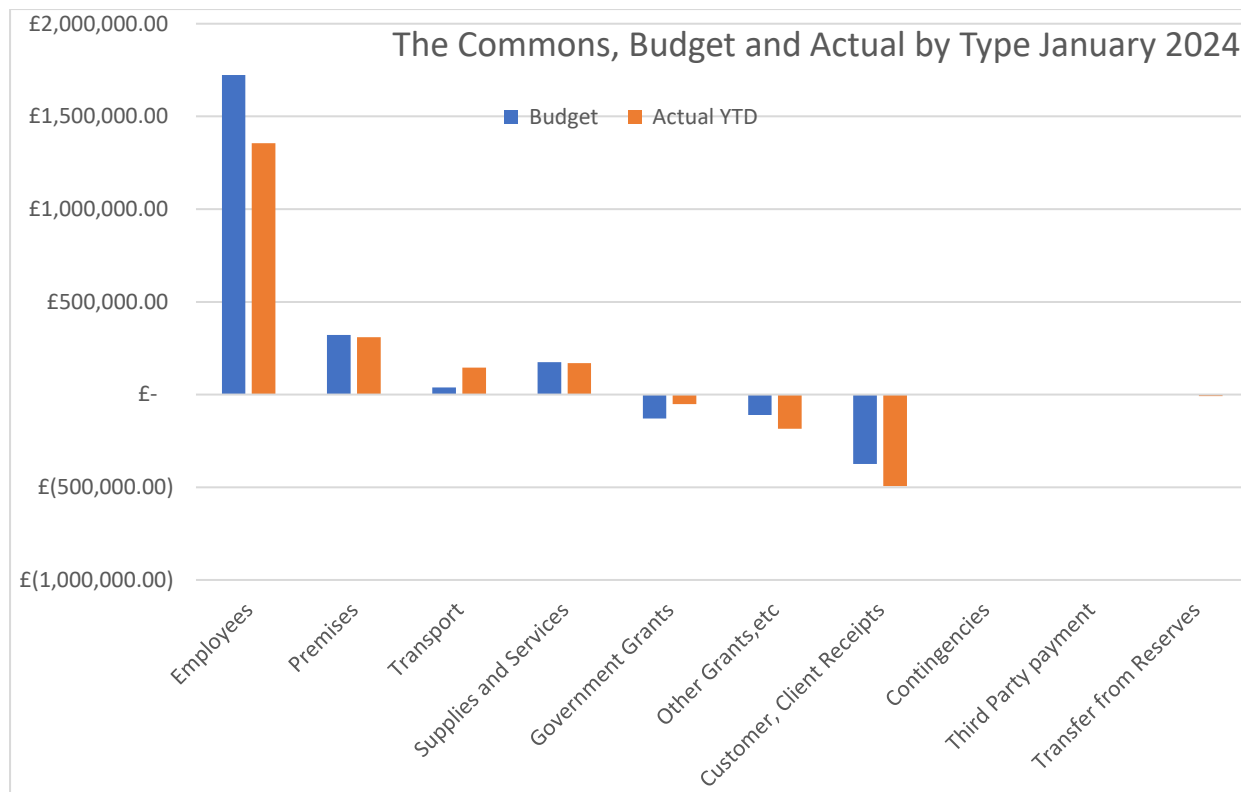
E: geoff.sinclair@cityoflondon.gov.uk

Appendix 1: The Commons performance against budget to end January 2024 (Period 10-24, 83% of FY)

Summary of The Common's Expenditure and Income for the year to date (10 months)

Exp/Inc	P&L Header	DOS	Budget	Actual YTD
Expenditure	Contingencies	BB	0	0.00
Expenditure	Contingencies	WW	0	0.00
Income	Customer, Client Receipts	AC	-3,000	-28,314.86
Income	Customer, Client Receipts	BB	-258,000	-325,352.37
Income	Customer, Client Receipts	WW	-113,000	-140,331.41
Expenditure	Employees	AC	325,000	284,138.80
Expenditure	Employees	BB	746,000	579,923.80
Expenditure	Employees	SC	23,000	16,133.02
Expenditure	Employees	WW	630,000	474,995.94
Income	Government Grants	AC	-20,000	-53,651.66
Income	Government Grants	BB	-35,000	44,802.01
Income	Government Grants	SC	-25,000	12,464.69
Income	Government Grants	WW	-50,000	-54,596.40
Income	Other Grants, Reimbursements and Contributions	AC	0	-2,904.03
Income	Other Grants, Reimbursements and Contributions	BB	-110,000	-179,211.69
Income	Other Grants, Reimbursements and Contributions	WW	0	-2,597.88
Expenditure	Premises	AC	79,000	102,245.25
Expenditure	Premises	BB	82,000	64,384.12
Expenditure	Premises	SC	23,000	30,189.55
Expenditure	Premises	WW	137,000	113,291.89
Expenditure	Supplies and Services	AC	31,000	26,144.21
Expenditure	Supplies and Services	BB	103,000	97,314.66
Expenditure	Supplies and Services	SC	5,000	469.34
Expenditure	Supplies and Services	WW	35,000	46,256.34
Expenditure	Third Party payment	SC	1,000	157.00
Income	Transfer from Reserves	WW	0	-8,426.97
Expenditure	Transport	AC	11,000	10,333.76
Expenditure	Transport	BB	14,000	34,685.08
Expenditure	Transport	WW	14,000	100,641.38
Total			1,645,000	1,243,184

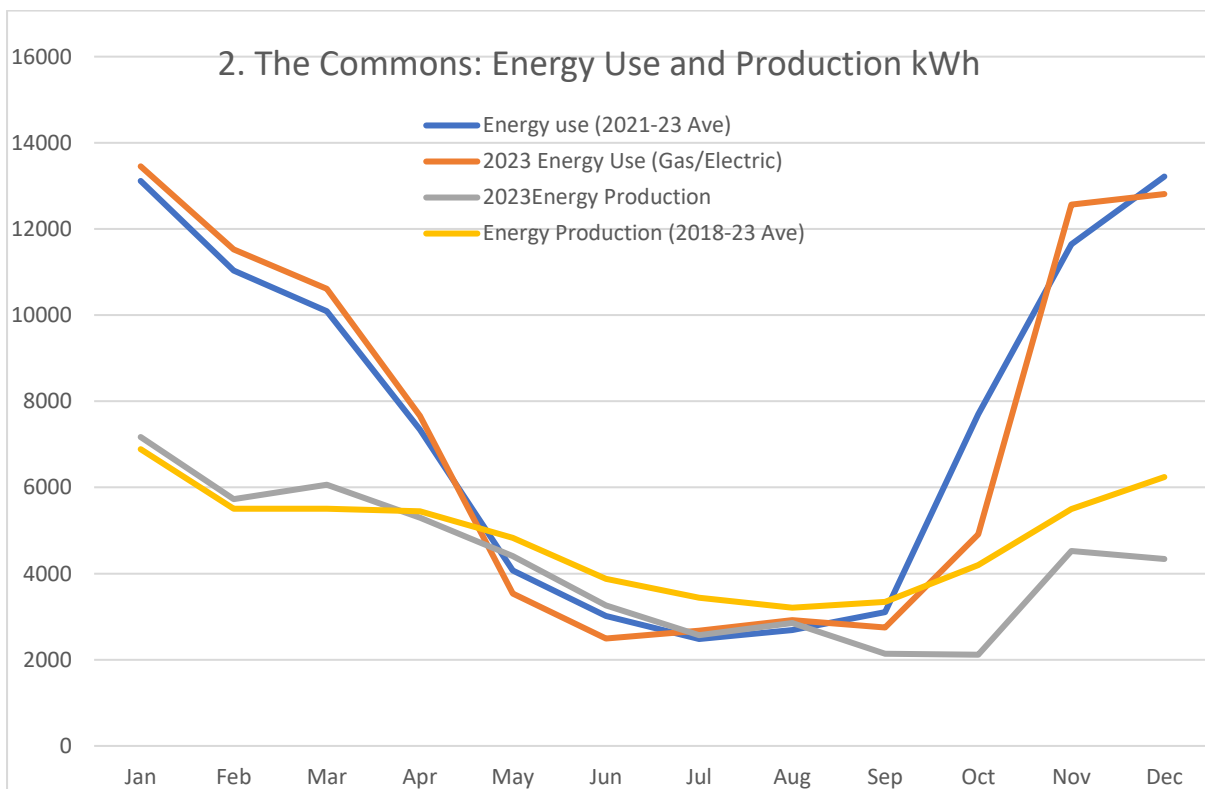
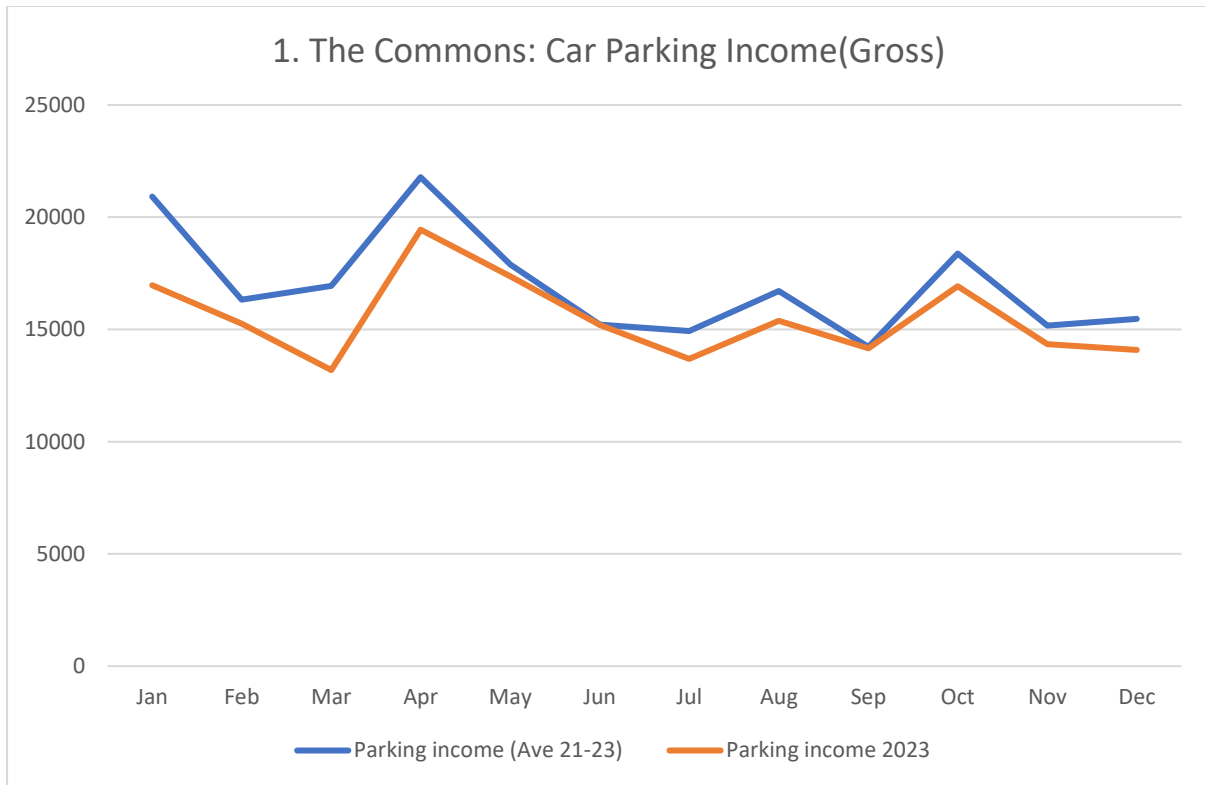
Appendix 1: The Commons performance against budget to end January 2024 (Period 10-24, 83% of FY)



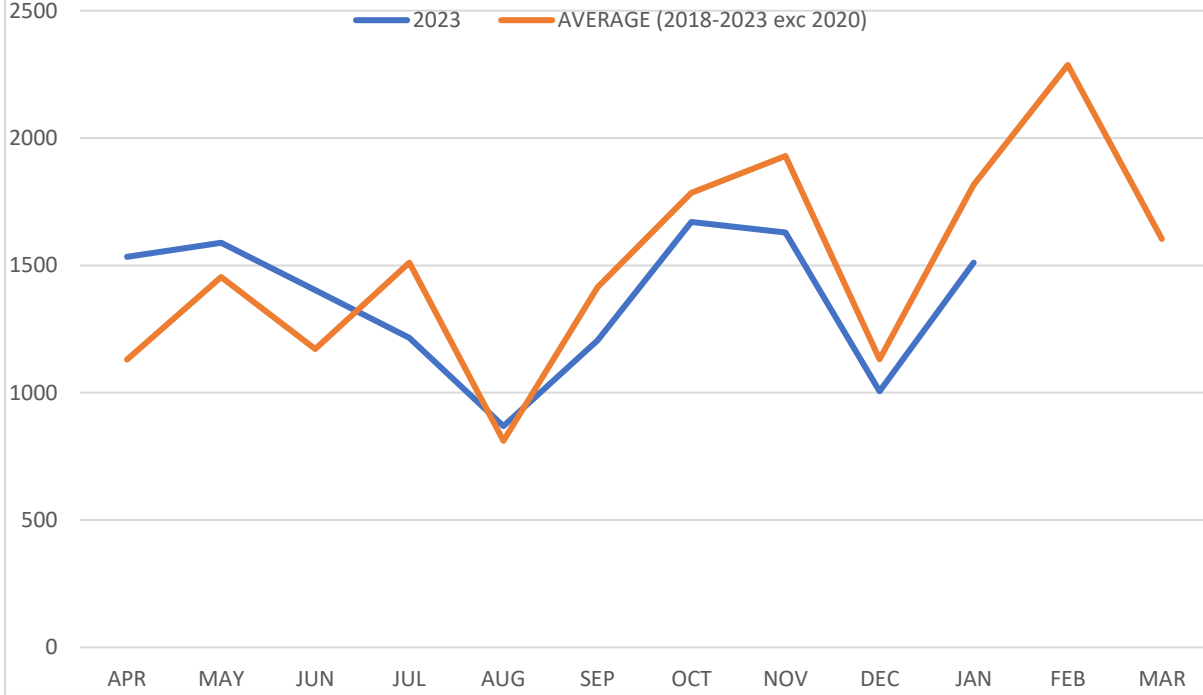
Progress Against Budget for the year to date (Ten months)

EXPENDITURE	
£2,259,000 Sum of Budget	88% Actual by Budget
£1,981,304.14 Sum of Actual YTD	
INCOME	
-£614,000 Sum of Budget	120% Actual by Budget
-£738,120.57 Sum of Actual YTD	

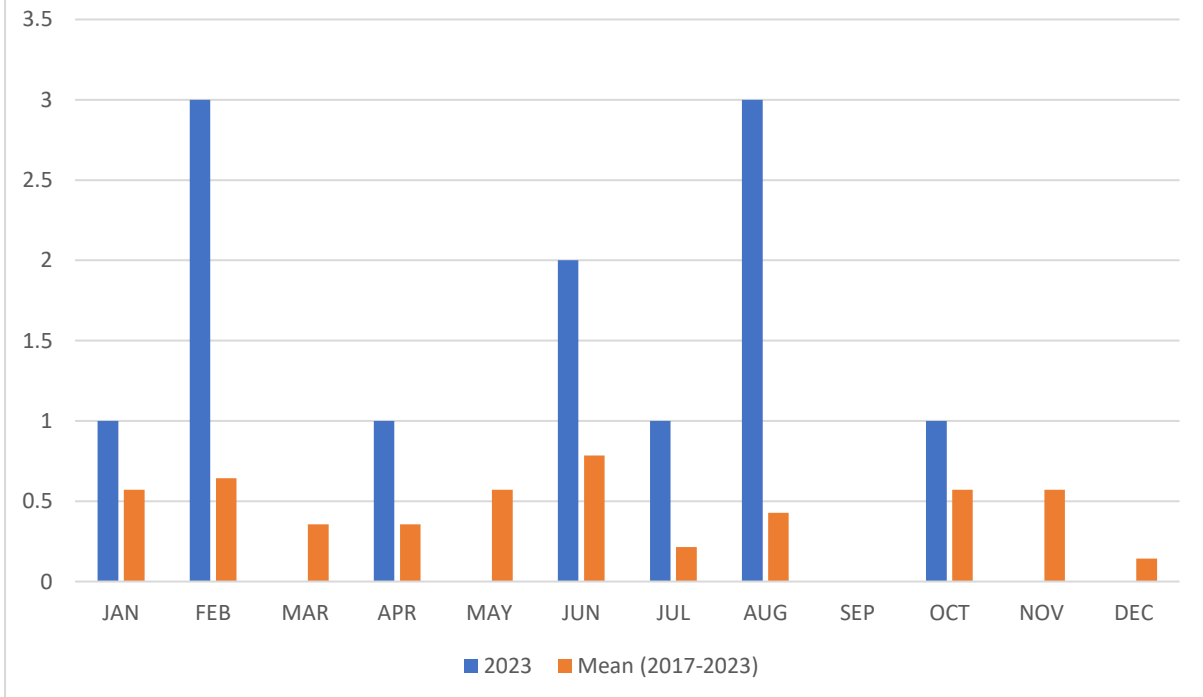
Appendix 2: The Commons: Key Data, July 2023

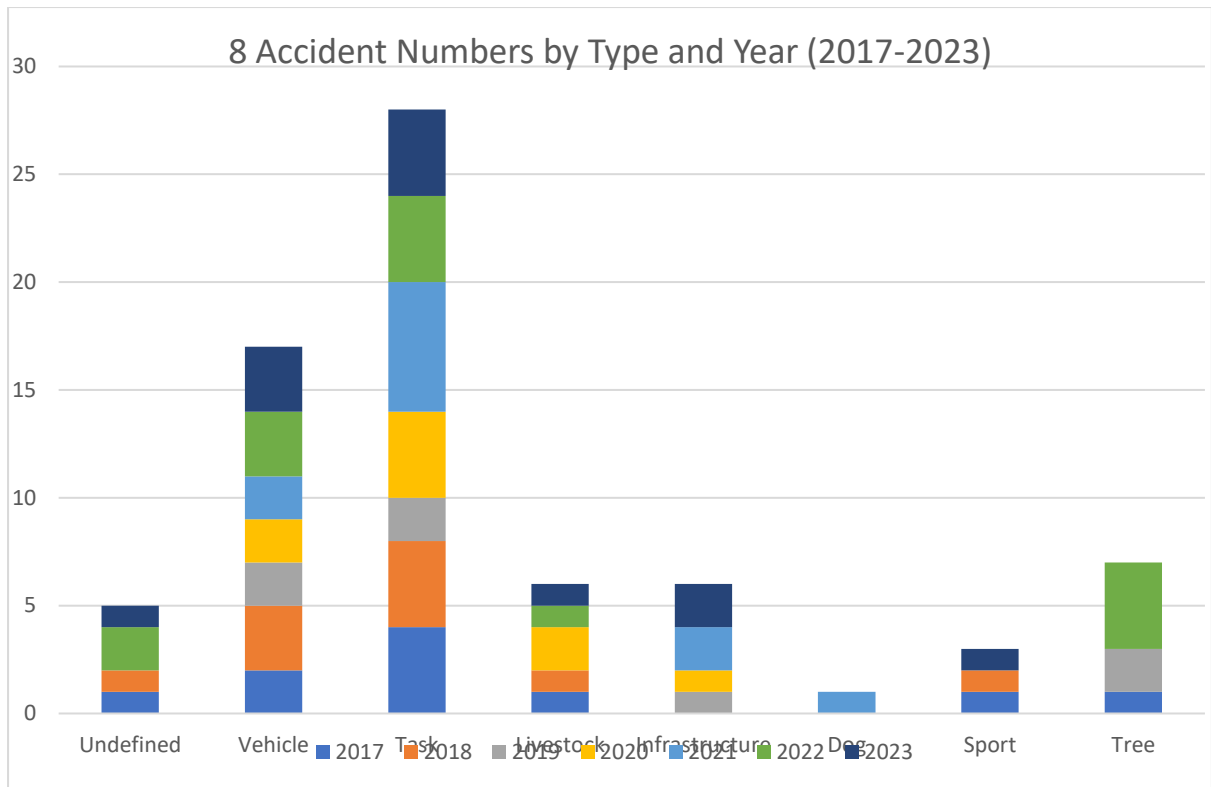


4. The Commons, Volunteer Hours January 2024



7. Accidents by Month 2023-24





Committee(s)	Dated:
Epping Forest and Commons	21 March 2024
Subject: Ashtead Common Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2023	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Interim Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the year ended 31 March 2023 for Ashtead Common (charity registration number 1051510) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2022/23 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of Finance Committee and the independent examiners, Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 13 July 2023.
2. Members may also wish to note that the Trustee's Annual Report and Financial Statements for 2022/23 was previously approved by Finance Committee in November 2023 on behalf of the Trustee in line with the arrangements in place for other charities in which the City is trustee.
3. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. The Trustee's Annual Report and Financial Statements was one of these reports. Information from these statements will form part of the Annual Return to the Charity Commission. Since this undertaking, the City Corporation has recently approved that a further comprehensive review be undertaken across its Natural

Environment charities, the outcome of which will be reported to this committee in due course.

4. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission within the regulatory deadline of 31 January 2024.

Appendices

- Appendix 1 – Ashtead Common Annual Report and Financial Statements for the year ended 31 March 2023

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

Ashtead Common

Annual Report and Financial Statements for the
year ended 31 March 2023

Charity registration number 1051510

CONTENTS

ORIGINS OF THE CHARITY	1
STRUCTURE AND GOVERNANCE	2
ACHIEVEMENTS AND PERFORMANCE.....	7
FINANCIAL REVIEW	9
TRUSTEE RESPONSIBILITIES.....	12
INDEPENDENT EXAMINER'S REPORT.....	14
STATEMENT OF FINANCIAL ACTIVITIES	15
BALANCE SHEET.....	16
NOTES TO THE FINANCIAL STATEMENTS	17
REFERENCE AND ADMINISTRATION DETAILS	26

ORIGINS OF THE CHARITY

Ashtead Common is a 200-hectare area of open space, home to over 1,000 living ancient oak pollards. Its natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. The Ashtead Common charity was established under the Corporation of London (Open Spaces) Act 1878 which states that the purpose of the charity is the preservation of the Common at Ashtead for the recreation and enjoyment of the public.

Acquisition

The City of London acquired the Lordship of the Manor of Ashtead from the Trustees of Lord Barnby's Charitable Foundation on March 25th 1991. It was the wish of the Trustees that the nature of the Common be forever preserved for the use and benefit of the general public. To achieve this, they approached Mole Valley District Council, who already held a lease for Woodfield, to see whether they would be prepared to purchase the Common. In subsequent negotiations it was agreed that Mole Valley District Council would complete the acquisition of the southern part of Woodfield for the sum of £875. The Trustees transferred the remainder of the Common directly to the City of London for the sum of £29,125.

Protected rights and designations

Ashtead Common was registered as a common in 1968 (register unit number CL 280). An entry was made in the Register of Common Land in 1970 to record rights in common held by the private owners of Newton Wood. These include rights of access, right of pasture for four cattle, estovers (collection of fallen branches or bracken) and turbarry (turf or peat). In conjunction with Epsom Common, much of Ashtead Common (180 hectares) was designated as a Site of Special Scientific Interest (SSSI) in 1955 for its diversity of habitat, rare invertebrates (particularly decaying wood specialists, flies and butterflies) and rich community of breeding birds. Woodfield (8 hectares) was not included but was later designated as a Site of Nature Conservation Importance for species diversity with rare species present. The area designated as National Nature Reserve (NNR) on September 26th 1995 follows the SSSI boundary, so it too is 180 hectares in size. As well as Woodfield, the other notable exclusions include the City owned land south of the railway line (sometimes called Craddocks Wood), and a thin strip adjacent to the railway line between the Woodlands Road entrance and Bridleway 38. Ashtead Common was registered as a charity on December 19th 1995.

Community involvement and visitors

The City of London adopted aspects of the Community Woodland model when it acquired Ashtead Common in 1991, and the local community has been an integral part of the Commons' management ever since. Primarily it is through practical conservation volunteering that the local community is involved. Much of the work to manage the Common is literally done by the local community itself.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The Governing Document is the Corporation of London (Open Spaces) Act 1878. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

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

Members of the Court of Common Council are unpaid for support provided to the Charity and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2022/23 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Epping Forest and Commons Committee** - responsible for the activities undertaken at Ashtead Common, approving budget allocations for the forthcoming year and acting as Trustee of the charity.

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

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties,

land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. An initial review of governance was undertaken to ensure that the charity is effective in fulfilling its objectives, and further more detailed work is to begin in 2023/24 as part of a review of the City of London Corporation's Natural Environment charities. Reference is made to the good practices recommended within the Charity Governance Code, with a focus on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 26.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. Ashtead Common became part of the Environment Department from 1 April 2022

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Ashtead Common. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objective of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878:

- Ashtead Common to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Land to be unenclosed and unbuilt upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes:

- Practical conservation management activities to maintain the biodiversity of Ashtead Common, such as tree surgery work on the veteran oak pollards, bracken suppression and management of firebreaks, scrub, grassland and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle.
- Protecting Ashtead Common and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting Scheduled Monuments, including a Roman villa and tileworks.
- Managing and creating watercourses and water management systems.

Ashtead Common's natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims of the charity

- Maintain the biodiversity of Ashtead Common by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond.
Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Encourage the sustainable use of Ashtead Common for recreation and promote community involvement in all aspects of the site.
Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public
- Protect Ashtead Common and its users from harm. Challenge threats and maintain assets, including heritage assets, in good condition.
Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.

The Ashtead Common Management Plan describes the strategy for achieving these aims.

Volunteers

Volunteer activity returned to pre-pandemic levels, although some adjustments introduced during the pandemic period remained in place. In total 6,070 hours of volunteering was achieved (2021/22: 6,099 hours).

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within note 7 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

The Equality, Diversity, and Inclusion (EDI) sub-committee is currently overseeing the update of our four yearly Equality Objectives in accordance with the Equality Act 2010. The draft objectives were reviewed by Policy and Resources and Corporate Services Committees in April 2023. Following committee approval, a period of 12 weeks consultation with stakeholders will be undertaken and then analysis of consultation responses and amendments made in August 2023. Amendments will then go to September's EDI Sub-Committee and Policy and Resources and Corporate Services Committees and then to Court of Common Council for approval in October 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Ashtead Common charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fundraisers, or third parties. The day-to-day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

During 2022/23 a donations page has been created on the Ashtead Common webpage, inviting and enabling the public to make an online donation.

The charity received nil complaints in relation to fundraising activities in the current year (2021/22: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Ashtead Common's aims and objectives and in planning future activities. The purpose of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. Almost the entire open space is designated as a NNR and SSSI.

Past land use has influenced the Common, creating its rich ecological and cultural diversity. Today it is an important amenity resource for local people, who use the site for a variety of informal recreational and educational activities. Local people are actively encouraged to become involved as volunteers in all aspects of managing the Common.

Consequently, the Trustee considers that Ashtead Common operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 26.

ACHIEVEMENTS AND PERFORMANCE

A full programme of conservation management was delivered by staff, volunteers and contractors.

The key targets for 2022/23 together with their outcomes were:

Additional staff resource – An additional Assistant Ranger post was created and filled during the year, the successful candidate was previously employed at Ashtead Common as an apprentice ranger. The Ashtead based Team now comprises a Head Ranger, Senior Ranger, two rangers, and assistant ranger and an admin assistant.

Enhance the visitor experience – This initially focussed on improved presentation standards partly to mitigate the effects of high visitor numbers during lockdown periods. A limited number of four events (excluding various walks and talks arranged for organised groups) were held to engage people in the past, present and future story of Ashtead Common.

Implementing the Management Plan – The extended period of drought during the summer led to a decision not to undertake tree surgery work on the ancient oak pollards. However, wood pasture management work around the ancient trees progressed as planned. The programme of tree surgery on the ancient oaks will recommence in autumn/winter 2023. Work that was achieved included the creation of a pond exclusion area to enhance biodiversity in wetland habitats. The area available for grazing was increased by bringing more scrub into a management rotation. A series of small fires in the Woodlands Road area during the summer led to a package of winter work to manage scrub blocks and improve access and firebreaks in that area. Firebreak maintenance tasks also occurred on and close to the western boundary.

Implement Countryside Stewardship – Although some of the ancient tree work was not achieved as planned due to the drought, there was work undertaken in January 2022 for which funding was claimed. Bracken was not treated but work on all other options submitted as part of the scheme went ahead as planned and was claimed.

Budget management – The creation of a new Assistant Ranger post under the City's Targeting Operating Model restructure means that Ashtead's budget will increase slightly going forward.

PLANS FOR FUTURE PERIODS

Key projects for 2023/24 include:

Landscape scale conservation – Actively support the proposals to enlarge the NNR to create a landscape scale designation that includes several sites in various ownerships near to Ashtead Common NNR. Additionally seek to engage with initiatives such as Local Nature Recovery Networks as the opportunity presents and continue to work with neighbours to safeguard and restore ecosystems beyond our boundaries (a NNR Standard).

Implementing the Management Plan – Work to manage the ancient oak pollards will recommence providing the trees are not subject to undue climatic stress. Wood pasture management will focus on areas around the ancient pollards, options for introducing virtual fencing will be reviewed to establish a likely timescale for their introduction. Pond maintenance regimes will also be reviewed. Survey and monitoring will focus mainly on saproxylic invertebrates.

Implement Countryside Stewardship – Delivery of the BE6 option to manage veteran trees will be adjusted to take account of the missed cutting cycle.

Provide volunteering opportunities – Provide high quality opportunities to engage with all aspects of the charities work. Seek ways to demonstrate the value of volunteering and the benefits it provides.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2022/23 the charity total income for the year was £559,172, an overall increase of £76,583 against the previous year (£482,589). The increase was largely due to a reduction in grant income in the previous year whilst transitioning to a new government scheme, which has now started.

Income from Charitable Activities (£2,633) comprised of charges for use of facilities, licences and sales of timber (2021/22: £3,823 from charges for use of facilities, licences and an auction sale).

Grants income of £30,942 was received in the year (2021/22: £7,620). The increase was largely due to a reduction in grant income received in the previous year due to transitioning to the new Countryside Stewardship Scheme (CSS). The grants relate to Agri-environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil.

From November 2022 the public were able to donate via the Ashtead Common website, resulting in £1,660 in donations. This income is designated to the maintenance of the ancient trees of Ashtead Common (2021/22: nil). Other donations collected of £410 (2021/22: £135) related to amounts contributed towards the hosting of events and supply of by-products to the local allotment.

An amount of £523,527 (2021/22: £471,011) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charity. The grant increased in the year because it represents deficit funding required for any expenditure not covered by other income, and expenditure in the year increased as explained below.

Expenditure

Total expenditure for the year was £557,512 (2021/22: £482,589) all of which related to charitable activities. The increase in expenditure was largely due to an increase in spending on repairs and maintenance and cyclical works projects that had been previously delayed due to the COVID pandemic.

Funds held

The charity's designated fund consists of unrestricted income which the Trustee has chosen to set aside for a specific purpose. Such designations are not legally binding, and the trustee can decide to "undesignate" the fund at any time. Designations as at 31 March 2023 were £1,660 (2021/22: nil). This relates to donations collected via the Ashtead Common website, designated to maintain ancient trees.

Details of funds held, including their purposes, are set out within note 12 to the financial statements.

Reserves

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

Principal Risks and Uncertainties

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

The principal risks faced by the charity, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Climate change – fire, storms, drought, (ancient trees particularly vulnerable)	Review and update Fire Management Plan bi-annually. Habitat fire management and monitoring policies and plans are in place and link to staff training and local emergency services. Storm monitoring and management and closure policies are in place and are linked to high staff awareness and training. Understand the potential impacts of climate change on Ashtead common. Engage in climate change research and debate.
Water Pollution	Gather baseline data to determine whether a reedbed filtration system would be beneficial.
Maintenance of buildings and other structures	Monitor Bylaw boards, report on condition, and remove any which become unsound.
Tree diseases and other pests	Review The Common's Tree Safety Policy tri-annually and the local site risk map annually. Keep risk under review.
Budget reduction and income loss	Keep risk under review.
Local planning issues	Keep risk under review.
Industrial action by emergency services	Implement appropriate controls within the Fire Management Plan and The Commons. Days on which industrial action takes place are classed as high risk days and 'The Commons Habitat Fire Action Plan' will be enacted accordingly (no burning, increased patrols etc) Maps within the 'Major Emergency Plan' will help in a slow response/unfamiliar fire crew/army reserves scenario. Proactive work to manage firebreaks and residential boundaries to increase the resilience of Ashtead Common to wildfire will also help in a slow/no response scenario.

Risk	Actions to manage risks
	<p>Staff are conversant with the content of the City of London's 'Industrial Action Contingency Advice' document as it applies to their site.</p> <p>High risk activities such as tree-climbing would be paused or have additional controls applied should the emergency services be unavailable.</p> <p>All planned events are risk-assessed to ensure appropriate controls are in place to address fire, health and safety, and other risks. If it is considered that it would be unsafe to proceed with an event in the absence of external emergency services availability, a decision would be taken to modify, postpone or cancel as appropriate.</p>

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Henry Nicholas Almroth Colthurst, Deputy
Chairman of Finance Committee of
The City of London Corporation

Guildhall, London

24th January 2024

Randall Keith Anderson, Deputy
Deputy Chairman of Finance
Committee of The City of London
Corporation

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEE OF ASHTEAD COMMON

I report to the Trustee on my examination of the accounts of Ashtead Common for the year ended 31 March 2023 which are set out on pages 15 to 26.

This report is made solely to the charity's Trustee, as a body, in accordance with section 154 of the Charities Act 2011. My independent examiner's work has been undertaken so that I might state to the charity's Trustee those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity, the charity's members as a body and the charity's Trustee as a body for my independent examiner's work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the charity Trustee 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 all 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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view' which is not a matter considered as part of an independent examination.

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

Vincent Marke, FCA

Crowe U.K LLP,
55 Ludgate Hill,
London,
EC4M 7JW
31 January 2024

STATEMENT OF FINANCIAL ACTIVITIES**FOR THE YEAR ENDED 31 MARCH 2023**

		Unrestricted Funds	Unrestricted Funds
	Notes	2022/23	2021/22
		£	£
Income from:			
Voluntary activities	2	33,012	7,755
Charitable activities	3	2,633	3,823
Grant from City of London Corporation	4	523,527	471,011
Total income		559,172	482,589
Expenditure on:			
Charitable activities:			
Preservation of Ashtead Common	5	557,512	482,589
Total expenditure		557,512	482,589
Net income/(expenditure)		1,660	-
Net movement in funds		1,660	-
Reconciliation of funds:			
Total funds brought forward	12	-	-
Total funds carried forward	12	1,660	-

All of the above results are derived from continuing activities.

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

The notes on pages 17 to 25 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2023**

	Notes	2023	2022
		Total £	Total £
Current assets			
Debtors	9	35,520	3,980
Cash at bank and in hand		-	4,619
Total current assets		35,520	8,599
Creditors: Amounts falling due within one year	10	(33,860)	(8,599)
Net current assets		1,660	-
Total assets less current liabilities		1,660	-
Total net assets		1,660	-
The funds of the charity:			
Unrestricted income funds	12	1,660	-
Total funds		1,660	-

The notes on pages 17 to 25 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

24th January 2024

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

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

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the financial position, including future income levels and the liquidity of the charity over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in any future periods affected. Management do not consider there to be any material revisions requiring disclosure. In preparing the financial statements, management have not made any key judgements or assumptions.

(d) Statement of Cash Flows

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2023 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of charges for use of facilities, contributions, grants (including government grants from the RPA), sales and license income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and it recognised in the SOFA at this point.

(f) Expenditure

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

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. These costs are recharged and the basis of the cost allocation is set out in Note 6.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid.

(g) Pension costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £142.6m as at 31 March 2023 (£832.7m as at 31 March 2022). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on

the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2022, using the projected unit method. The 31 March 2022 valuation is being carried out in 2022/23 and has set contribution rates for the period 01 April 2023 to 31 March 2026 at 21%. Contribution rates adopted for the financial years 2020/21 2021/22 and 2022/23 have been set at 21%.

(h) Taxation

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

(i) Fixed Assets

Heritage Land and Associated Buildings

Ashtead Common comprises 200 hectares (500 acres) of land located in North East Surrey, together with associated buildings. The object of the charity is the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. Ashtead Common is considered to be inalienable (i.e. may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts

Additions to the original land and capital expenditure on buildings and other assets would be included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. Heritage assets are reviewed annually for indicators of impairment and adjustments recognised accordingly if required.

(j) Funds structure

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

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

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(k) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(l) Insurance

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

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds 2022/23 £	Unrestricted funds 2021/22 £
Grants	30,942	7,620
Donations	2,070	135
Total	33,012	7,755

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds 2022/23 £	Unrestricted funds 2021/22 £
Charges for use of facilities	482	1,046
Sales	500	2
Licenses	1,651	2,775
Total	2,633	3,823

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds 2022/23 £	Unrestricted funds 2021/22 £
Revenue and capital grant from City of London Corporation	523,527	471,011

Income for the year included:

Grants – being amounts received from organisations for delivering some or all of the charity's objects. Grants have been received from Natural England's Stewardship Scheme and the Rural Payments Agency under the basic payment scheme relating to works carried out at Ashtead Common during 2022/23. All grant income received has been fully recognised as revenue in the financial statements and there were no unfilled conditions

relating to the grant income received as at 31 March 2023. No other forms of government assistance were received by the charity during 2022/23.

Donations – consist of campaign donations collected through the Ashtead Common website plus voluntary contributions towards hosting events and supplying by-product materials to local allotments.

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

Charitable activities – being amounts generated from licences, room hire, sale of timber and charges made to the public for the use of facilities.

5. EXPENDITURE

	Direct costs £	Support costs £	Total 2022/23 £	Direct costs £	Support costs £	Total 2021/22 £
Preservation of Ashtead Common	440,048	117,464	557,512	398,324	84,265	482,589
Total	440,048	117,464	557,512	398,324	84,265	482,589

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Ashtead Common.

Independent examiner’s remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London City’s Cash Fund and provide assurance services to all of the different charities of which it is Trustee. In 2022/23 an independent examination fee of £2,000 was recharged (2021/22: £1,750). No other services were provided to the charity by its examiners during the year (2021/22: £nil).

6. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2022/23 £	2021/22 £
Department:				
Chamberlain	20,081	-	20,081	19,077
Comptroller & City Solicitor	3,660	-	3,660	3,965
Town Clerk	-	18,054	18,054	12,544
City Surveyor	5,668	-	5,668	5,938
Natural Environment directorate	48,566	-	48,566	19,380
Other governance & support costs	2,987	2,000	4,987	3,534
Digital Services	16,448	-	16,448	19,827
Sub-total	97,410	20,054	117,464	84,265
Reallocation of governance costs	20,054	(20,054)	-	-
Total	117,464	-	117,464	84,265

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 6 (2021/22: 7).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2022/23 £	2021/22 £
Salaries and wages	225,702	214,924
National Insurance costs	24,470	22,244
Employer's pension contributions	50,529	47,919
Total emoluments of employees	300,701	285,087

The number of directly charged employees whose emoluments (excluding employer's pension contribution and national insurance contribution) for the year were over £60,000 was nil (2021/22: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Natural Environment who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £7,902 (2021/22: £3,538). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2022/23 (2021/22: £nil).

8. HERITAGE ASSETS

Since 1995 the primary purpose of the charity has been the preservation in perpetuity of the common at Ashtead as an open space for the recreation and enjoyment of the public. As set out in Note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Ashtead Common are contained in the Ashtead Common Heritage Conservation Plan 2021. Records of heritage assets owned and maintained by Ashtead Common can be obtained from the Executive Director of Environment at the principal address as stated on page 26.

9. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2023 £	2022 £
Prepayments and accrued income	1,311	1,059
Recoverable VAT	4,832	2,911
Other debtors	29,377	10
Total	35,520	3,980

10. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	2,133	1,428
Accruals	1,251	4,165
Bank overdraft	24,122	-
Deferred income	566	246
Other creditors	5,788	2,760
Total	33,860	8,599

Other creditors consist of listed creditors and a telecommunications wayleave rent deposit that will be returned in 2023/24.

Deferred income relates to income received in advance from customers relating to future accounting periods.

	2023 £	2022 £
Deferred income analysis within creditors:		
Balance at 1 April	246	256
Amounts released to income	(246)	(256)
Amounts deferred in the year	566	246
Balance at 31 March	566	246

11. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2023	Unrestricted Income Funds			Total at 31 March 2022
	General Funds	Designated Funds	Total at 31 March 2023	
	£	£	£	£
Current Assets	33,860	1,660	35,520	8,599
Current Liabilities	(33,860)	-	(33,860)	(8,599)
Total	-	1,660	1,660	-

At 31 March 2022	Unrestricted Income Funds			Total at 31 March 2021
	General Funds	Designated Funds	Total at 31 March 2022	
	£	£	£	£
Current Assets	8,599	-	8,599	24,333
Current Liabilities	(8,599)	-	(8,599)	(22,333)
Non-current Liabilities	-	-	-	(2,000)
Total	-	-	-	-

12. MOVEMENT IN FUNDS

At 31 March 2023	Total as at 1 April 2022 £	Income £	Expenditure £	Total as at 31 March 2023 £
Unrestricted funds:				
General funds	-	557,512	(557,512)	-
Designated funds:				
Ancient tree maintenance	-	1,660	-	1,660
Total unrestricted funds	-	559,172	(557,512)	1,660
Total funds	-	559,172	(557,512)	1,660

At 31 March 2022	Total as at 1 April 2021 £	Income £	Expenditure £	Total as at 31 March 2022 £
Unrestricted funds:				
General funds	-	482,589	(482,589)	-
Total unrestricted funds	-	482,589	(482,589)	-
Total funds	-	482,589	(482,589)	-

Purposes of designated funds

Ancient tree maintenance – This designated fund has been established by the Trustee to support the maintenance of over 2,300 ancient trees at Ashtead Common, with plans for

how best to deliver this support currently in development. From November 2022, the public have been invited to donate to Ashtead Common via a campaign donations page on their website. Donations received through that campaign are designated to this fund. Designated donations amounted to £1,660 (2021/22: £nil).

13. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 2. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 5.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

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

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2022/23 £	2021/22 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	117,464 (nil)	84,265 (nil)	Management, surveying and administrative services provided for the charity
		523,527 (nil)	471,011 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME: Ashtead Common

Registered charity number: 1051510

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (resigned 31 December 2022)

Ian Thomas CBE - The Town Clerk and Chief Executive of the City of London Corporation (appointed 06 February 2023)

Treasurer

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

Solicitor

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

Environment Department

Juliemma McLoughlin – Executive Director of Environment

Sally Agass – Interim Director of Natural Environment (resigned 31 March 2023)

INDEPENDENT EXAMINER

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS:

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

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

CHBOffice-BusinessSupport@cityoflondon.gov.uk

Committee(s)	Dated:
Epping Forest and Commons	21 March 2024
Subject: Burnham Beeches and Stoke Common Trustee's Annual Report and Financial Statements for the Year Ended 31 March 2023	Public
Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Interim Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain's Department	

Summary

The Trustee's Annual Report and Financial Statements for the year ended 31 March 2023 for Burnham Beeches and Stoke Common (charity registration number 232987) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee's Annual Report and Financial Statements for the 2022/23 Financial Year be noted.

Main Report

1. The Trustee's Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of Finance Committee and the auditors, Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 13 July 2023.
2. Members may also wish to note that the Trustee's Annual Report and Financial Statements for 2022/23 was previously approved by Finance Committee in November 2023 on behalf of the Trustee in line with the arrangements in place for other charities in which the City is trustee.
3. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. The Trustee's Annual Report and Financial Statements was one of these reports. Information from these statements forms part of the Annual Return to the Charity Commission. Since this undertaking, the City has approved that a further

comprehensive review be undertaken across its Natural Environment charities, the outcome of which will be reported to this Committee in due course.

4. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission on 20 February 2024, after the regulatory deadline of 31 January 2024. This late filing can be explained by delays in the City's Estate Annual Report and Financial Statements for 2022/23 being signed off by the auditors which also contributed to delays in a number of the City's Estate funded charities being filed with the Charity Commission.

Appendices

- Appendix 1 – Burnham Beeches and Stoke Common Annual Report and Financial Statements for the year ended 31 March 2023

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

Burnham Beeches and Stoke Common

Annual Report and Financial Statements for the year ended 31 March 2023

Charity registration number 232987

CONTENTS

ORIGINS OF THE CHARITY	3
STRUCTURE AND GOVERNANCE	4
ACHIEVEMENTS AND PERFORMANCE.....	10
FINANCIAL REVIEW	13
TRUSTEE RESPONSIBILITIES.....	17
INDEPENDENT AUDITOR'S REPORT	18
STATEMENT OF FINANCIAL ACTIVITIES	23
BALANCE SHEET.....	24
NOTES TO THE FINANCIAL STATEMENTS	25
REFERENCE AND ADMINISTRATION DETAILS	37

ORIGINS OF THE CHARITY

Burnham Beeches is a 220-hectare area of open space, home to hundreds of living veteran beech and oak pollards. It is a natural and cultural heritage area of international importance, the legacy of centuries of interaction between people and the environment.

Burnham Beeches is designated as Site of Special Scientific Interest (SSSI), it is also a National Nature Reserve and a Special Area of Conservation (SAC); there are requirements under the Wildlife and Countryside Act and also a European obligation to manage the Beeches for the benefit of its wildlife.

Stoke Common is an 80-hectare area of open space and contains the largest remnant of Buckinghamshire's once extensive heathland and is also designated as Site of Special Scientific Interest (SSSI).

The Burnham Beeches charity was established under the Corporation of London (Open Spaces) Act 1878 which provided that the purpose of the charity is the preservation in perpetuity of the Open Space known as Burnham Beeches, "the Beeches", as Open Space for the recreation and enjoyment of the public.

On 12 September 2011 the assets of Stoke Common (unregistered) were transferred to Burnham Beeches (232987). After this date the Charity is called Burnham Beeches and Stoke Common.

The objects of the Charity are the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment and to preserve the natural aspect.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Corporation of London (Open Spaces) Act 1878 as amended. The charity is constituted as a charitable trust.

GOVERNANCE ARRANGEMENTS

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

Members of the Court of Common Council are unpaid for support provided to the charity and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charity during 2022/23 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity
- **Finance Committee** – Responsible for administering the Trust on behalf of the Trustee.
- **Audit and Risk Management Committee** – Responsible for overseeing systems of internal control and making recommendations to the Finance Committee of the charity.
- **Epping Forest and Commons Committee** – responsible for the activities undertaken at Burnham Beeches and Stoke Common approving budget allocations for the forthcoming year and acting as Trustee of the charity.
- **Burnham Beeches and Stoke Common Consultation Group** – provides a forum for local residents and users to comment upon both the management of Burnham Beeches and Stoke Common.
- **Corporate Services Committee** – responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions.

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

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

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London;
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charity. An initial review of governance was undertaken to ensure that the charity is effective in fulfilling its objectives, and further more detailed work is to commence in 2023/24 as part of a review of the City of London Corporation's Natural Environment charities. Reference is being made to the good practices recommended within the Charity Governance Code, with a focus on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charity is administered in accordance with its governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 37.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as Trustee of the charity by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of London Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's corporate restructure, the Open Spaces Department merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department. Burnham Beeches and Stoke Common became part of the Environment Department from 1 April 2022.

INDUCTION AND TRAINING OF MEMBERS

The City of London Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charity, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of Burnham Beeches and Stoke Common. If suitable seminars or other training options are identified that are relevant to the charity, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objectives of the charity are the preservation and maintenance of Burnham Beeches and Stoke common, as open spaces for the recreation and enjoyment of the public and to maintain their natural aspect.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878:

- Burnham Beeches and Stoke Common to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Land to be unenclosed and unbuilt upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes (All day to day activity is governed by 10-year site management plans):

- Practical conservation management activities to maintain the biodiversity of Burnham Beeches and Stoke Common, such as tree surgery work on the veteran and young replacement pollards, restoration of wood pasture and heathland habitats and management of firebreaks, scrub, grassland, bracken and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle, ponies and other livestock where appropriate.
- Protecting Burnham Beeches and Stoke Common and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting three Scheduled Monuments, including an iron age hillfort and 13th century moated farmstead.

Issues the charity is seeking to tackle:

- Burnham Beeches and Stoke Common's natural and cultural heritage are of national and international importance, the legacy of centuries of interaction

between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims:

- Maintain the biodiversity of Burnham Beeches and Stoke Common by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond.
Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Encourage the sustainable use of Burnham Beeches and Stoke Common for recreation and promote community involvement in all aspects of the site.
Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public
- Protect Burnham Beeches and Stoke Common and site users from harm. Challenge threats and maintain assets, including heritage assets, in good condition.
Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.

The Burnham Beeches and Stoke Common Management Plans describe the strategy for achieving these aims.

Volunteers

Burnham Beeches and Stoke Common provide a wide range of volunteer opportunities. Volunteers helped deliver a varied range of habitat restoration and site maintenance, monitoring activity, care of livestock and office support, all year round, with a total of 4,250 hours of support provided. (2021/22: 4,500 hours) Highlights include volunteers helping to replace 2 boardwalks (around 200m in length) at Burnham Beeches and supporting events from an iron age/prehistory day to health walks.

Remuneration Policy

The charity's senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of recognition awards.

The above policy applies to staff within the charity's key management personnel, as defined within Note 8 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity and inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against

the Equality Objectives. This also includes addressing the City Corporation's gender pay gap.

The Equality, Diversity, and Inclusion (EDI) sub-committee is currently overseeing the update of our four yearly Equality Objectives in accordance with the Equality Act 2010. The draft objectives were reviewed by Policy and Resources and Corporate Services Committees in April 2023. Following committee approval, a period of 12 weeks consultation with stakeholders will be undertaken and then analysis of consultation responses and amendments made in August 2023. Amendments will then go to September's EDI Sub-Committee and Policy and Resources and Corporate Services Committees and then to Court of Common Council for approval in October 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although Burnham Beeches and Stoke Common charity does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day to day management of all income generation is delegated to the executive team, who are accountable to the Trustee. The charity is not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

There is a donations page on the Burnham Beeches webpage, inviting and enabling the public to make online donations to the Burnham Beeches Ancient Trees campaign.

The charity has received no complaints in relation to fundraising activities in the current year (2021/22: nil). Individuals are not approached for funds, hence the charity does not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing Burnham Beeches and Stoke Common aims and objectives and in planning future activities. The purpose of the charity is the preservation of Burnham Beeches and Stoke Common in perpetuity by the City of London Corporation as the Conservators of Burnham Beeches and Stoke Common, as Open Spaces for the recreation and enjoyment of the public.

Consequently, the Trustee considers that Burnham Beeches and Stoke Common operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charity are stated on page 37.

ACHIEVEMENTS AND PERFORMANCE

The key targets for 2022/23 together with their outputs and outcomes were:

Protection of Burnham Beeches and Stoke Common from Impact of development

The team have worked with Buckinghamshire Council and Natural England to enforce the mitigation strategy to prevent damage from additional recreation pressure from new development which includes no additional dwellings within 500m of Burnham Beeches SAC. Buckinghamshire Council have been collecting mitigation payments from new dwellings between 500m and 5.6km. This work involved the adoption of an 80yr Strategic Access Management and Monitoring Strategy (SAMMS) to confirm projects to be undertaken by the charity with the money raised to help mitigate the impact of development between 500m and 5.6Km from the SAC boundary. Projects undertaken under the SAMM in 22/23 were: a study to calculate the carrying capacity of Burnham Beeches in terms of visitor numbers and the employment of a new full time Conservation and Community Engagement Ranger, appointed in January 2023.

The team have also continued to liaise with Slough Borough Council to attempt to gain quality mitigation in respect of the impact of development within 5.6km. This has resulted in Section 106 agreements related to two developments to date. Funds provided have been used in 2022/23 for; the employment of a second Conservation and Community Engagement Ranger, for 5 years, also appointed in January 2023; and air quality monitoring related to development at the Slough power station.

Both Buckinghamshire Council and Slough Borough Council are in the early stages of Local Plan development and the team have continued to engage with this process. A review of the boundary of the Chilterns Area of Outstanding Local Beauty is also still in the early stages and the team have contributed to this process to explore the options for better protection for Burnham Beeches and Stoke Common through expansion of the boundary to include both areas.

Protection of the wider landscape around Burnham Beeches

The team at Burnham Beeches and Stoke Common worked with partner organisations including the Dorneywood Trust, National Trust, Buckinghamshire Council and Plantlife to continue to develop proposals to improve the management of the land around Burnham Beeches, so that it better supports and buffers the habitats and species found within the nature reserve. In 2022/23 this involved continuing to liaise with partners and, building on the information from survey work, undertaken in 2021/22 by commissioning contractors to undertake a study to look at what the landscape would be like compared to now as a result of any proposed changes.

Protection of Burnham Beeches from very high recreation pressure

The implementation of SAMMs project and employment of the 2 Community engagement rangers are all actions to support this objective.

The team have continued to liaise with Buckinghamshire Council to support the implementation of a roadside parking prevention plan, to protect verges and land

around Burnham Beeches and prevent nuisance parking on local roads. This was due to be implemented in 2021/22 but the Council's delivery timetable has moved back to 2022/23

The temporary seasonal area and path closures at Burnham Beeches, first introduced in late winter 2020/21, were again put in place from December 2022 to the end of March 2023 with clear signage and good alternative access routes made available and have again prevented damage to the monuments.

Caring for scheduled Ancient Monuments (SMs)

The Iron Age hillfort at Burnham Beeches, known as Seven Ways Plain (SWP), and adjoining wood bank was subject to a further activity by archaeologists working for the Heritage Lottery Fund (HLF) funded project, Beacons of the past - Hillforts in the Chilterns Landscape. In April 2022 a 10-day public dig was organised on a bank and ditch leading to SWP. A pre-history/iron age open day event, attended by around 200 visitors, was also held in April 2022. Work to improve interpretation and help with long term management at Seven Ways Plain and the Moat SMs also continued with designs for a site signboard agreed, augmented reality interpretation in development and a walk over survey carried out to produce a new SM management plan to guide the care of the SMs in future years.

Countryside Stewardship and key habitat management works and veteran trees

Wood pasture restoration work funded by the scheme was undertaken in two areas at Burnham Beeches. All other required countryside stewardship work was carried out at both sites; with the exception of the planned cutting in rotation of the ancient pollarded trees. This specialised work, planned for the winter of 2022/23, has been postponed due to the likely negative impact of the prolonged drought of summer 2023 on the health of these veteran trees. Work to cut 200 young pollarded trees (the future veteran pollards) was undertaken instead.

Grazing

The expansion of the area of Burnham Beeches grazed by livestock continued in 2022/23 with an expansion of the area grazed by invisible fences (IF) and the grazing of the whole of the main Common. The Beeches also successfully used a new satellite based IF system during the summer of 2022 – the system worked well and as hoped allowed the grazing of areas currently not possible with existing systems and also provided additional information for monitoring of the impact of grazing.

Pond restoration

A pond silt survey and work options study were undertaken to help guide how the biological restoration works at both Top and Middle ponds at the Beeches could be undertake in future.

Oak Processionary Moth (OPM)

Site inspection and control plans were implemented as required at Stoke common in 2022/23. As expected the number of nests dealt with increased from 95 in 2021/22 to 238 in 2022/23.

Boardwalks

Two boardwalks at Burnham Beeches (over 200m in total length) were replaced in 2022/23 by staff and volunteers to continue to improve access at the National Nature Reserve whilst ensuring damage to vulnerable habitat is minimised.

PLANS FOR FUTURE PERIODS

The aim of the charity is the preservation in perpetuity by the Corporation of London of the Open Spaces known as Burnham Beeches and Stoke Common, for the perpetual use thereof by the public for recreation and enjoyment.

Key projects for 2023/24 include:

Protection of Burnham Beeches and Stoke Common from impact of development - The team at Burnham Beeches and Stoke Common will continue to support Buckinghamshire Council in developing their local plan and by implementing actions required by the SAMMs including developing the role of SAMMs funded Conservation and Community Engagement Ranger

The team will continue to work with Slough Borough Council to obtain the best protection possible from development pressure caused by housing development and the Slough local plan develop the role of the section 106 funded Conservation and Community Engagement Ranger.

Protection of the wider landscape around Burnham Beeches – The team will continue to work with neighboring landowners, including the National Trust and the Dorneywood Trust, to change the management of land adjacent to Burnham Beeches to better support the protected species and habitats. This will include using information gathered over the last few years to draw up a plan for the ideal long- term management and obtain costs for delivering this, including potential funding options for delivery.

Protection of Burnham Beeches from very high recreation pressure – The team will continue to work with Buckinghamshire Council to help them implement a roadside parking prevention plan, to protect verges and land around Burnham Beeches and prevent nuisance parking on local roads.

The team will look to produce an Access strategy for the Beeches based on the findings from the visitor impact study completed in June 2022. This will further guide future options to help minimise damage from heavy recreational use.

Public Spaces Protection Orders in relation to Dog walking activities at Burnham Beeches are due for review in 2023.

Caring for Scheduled Monuments (SMs) – 2023/24 should see the completion of outstanding actions at the Beeches from the HLF funded project, Beacons of the past – Hillforts in the Chilterns Landscape. This will include new site signage, augmented reality interpretation and a final whole site SM management plan.

Countryside Stewardship and key habitat management works & veteran trees – Work to meet obligations under the scheme, at both sites, will be undertaken as per site management plans. The team will also carry out clearance and reduction work as

per the 10-year work programme and maintain efforts on squirrel control to ensure reduction in damage on old pollards which are the most important habitat feature at Burnham Beeches and of international significance.

Grazing – Plans from the new management plan 2020 -2029 to further expand the area of Burnham Beeches grazed by livestock will continue in 2023/24 with an expansion of the area grazed by invisible fences.

Sculpture/Sensory trail and information point – Plans to refresh both the Burnham Beeches information point and sculpture/sensory trails will be developed and costed for future delivery.

Pond restoration – Plan to deliver pond restoration will be progressed to detailed work plans and tender and year 1 works delivered subject to team capacity and funds being available.

Oak Processionary Moth (OPM) – Site inspection and control plans will be implemented as required in 2023/24 and numbers of nests dealt with are likely to increase again this year.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 25.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2022/23, the charity total income for the year was £2,274,288, an overall increase of £963,782 against the previous year (£1,310,506). The principal source of income was from City of London Corporation's City's Cash fund (see below), and the main reason for the increase in income was in relation to new contributions received from local authorities, detailed below.

Income from Charitable Activities comprised £304,300 from fees and charges (2021/22: £213,385) and £57,282 from rents (2021/22: £57,169). The increase in income from fees and charges was due to an increase in filming income.

Grants income of £97,070 was received in the year (2021/22: £140,290). Donation income was £8,113 (2021/22: £3,664) and Section 106 and Strategic Access Management & Monitoring Strategy (SAMMS) contributions from local authorities amounted to £754,785 (2021/22: £nil).

An amount of £1,050,592 (2021/22: £895,524) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities. The grant increased during the year because it represents deficit funding required for any expenditure not covered by other income, and expenditure in the year increased as explained below.

Expenditure

Total expenditure for the year was £1,514,234 (2021/22: £1,262,241) all of which related to charitable activities. The increase in expenditure was due to an increase in recharges from the Natural Environment directorate and additional spending on repairs and maintenance and cyclical works projects.

Funds held

The charity's total funds held increased by £760,054 to £1,812,704 as at 31 March 2023 (2021/22: increased by £48,265 to £1,052,650).

The charity's designated funds consist of unrestricted income which the Trustee has chosen to set aside for specific purposes. Such designations are not legally binding, and the Trustee can decide to 'undesignate' these funds at any time. Designations as at 31 March 2023 totalled £1,022,884 (2021/22: £990,252) an increase of £32,632. Designated funds within the unrestricted income fund represent the net book value of fixed assets held and a designated fund for Stoke Common.

A general fund of £2,268 (2021/22: £831) relates to surplus unrestricted donations income.

A restricted fund of £787,552 (2021/22: £61,567) was held at year-end. This relates to £721,310 of S106 and SAMMS contributions from Buckinghamshire Council and Slough Borough Council (2021/22: £nil), £60,014 legacy payments for the purpose of

specific restoration work (2021/22: £60,014) and £6,228 in donations generated from the Burnham Beeches Ancient Trees Campaign (2021/22: £1,553).

Details of all funds held, including their purposes, is set out within Note 15 to the financial statements.

Reserves

The charity is wholly supported by the City of London Corporation which is committed to maintain and preserve Burnham Beeches and Stoke Common out of its City's Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, this charity has no free reserves and a reserves policy is considered by the Trustee to be inappropriate. Donations are now being sought and these may be carried forward, but there is currently no intention to hold them as a minimum amount owing to the deficit funding status of the charity.

Principal Risks and Uncertainties

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

The principal risks faced by the charity, and actions taken to manage them are as follows :

Risk	Actions to manage risks
Health and Safety Failure	Policies and procedures developed and under active review. Staff training for roles and activity undertaken. Staff, volunteers and contractors follow established safety protocols. Regular compliance checks including annual audit.
Local Planning Issues	Impact of visitor and development pressure monitored. Environmental monitoring is carried out. Section 106 funding will be used to employ additional Rangers and mitigation projects. Local plans being developed by neighbouring boroughs are scrutinised and commented on by officers. Production of mitigation strategies with neighbouring local authorities as part of the local plan process.
Tree Diseases and Other Pests	Biosecurity policies and procedures in place and regularly reviewed. An OMP management plan is in place for Stoke Common and a similar one may be introduced for Burnham Beeches if required. Education and information for visitors. Staff and volunteer training to help them recognise issues at early stages.

Risk	Actions to manage risks
	<p>Programme of tree health and annual tree safety inspections in place.</p> <p>Active involvement with leading partners such as Forestry Commission and Natural England.</p>
<p>Climate and Weather</p>	<p>Storm procedures in place and regularly reviewed.</p> <p>Fire plans in place and subject to annual review.</p> <p>Research on impact of climate change on protected habitats of Burnham Beeches and Stoke Common.</p> <p>Ongoing liaison with local fire services to develop emergency plans.</p>
<p>Reduction in direct grant available from the Rural Payments Agency (RPA) to deliver conservation related services across the charity and reduction in Basic Payment Schemes (BPS)</p>	<p>CSS grants secured until 2028.</p> <p>Monitoring of proposed changes to grant options with phasing out of BPS and responding to consultations as required.</p> <p>RPA re-assessment of elements of the previously secured grants may see a reduction for some annual payments related to the management of veteran trees. This is still being actively discussed.</p>
<p>Accelerated long term damage to sites</p>	<p>Visitor numbers have returned to 'normal' pre-Covid levels. Although they have still been higher than average at times.</p> <p>Seasonal; area/path restrictions are now part of normal business in order to protect the SAC. Permanent parking restrictions are expected to be installed by Buckinghamshire County Council around Burnham Beeches during the next 12 months.</p>
<p>Cyclical Works Programme (CWP) reduction in 2021/22</p>	<p>Reduction in centrally funded CWP and site maintenance funding for 2022/23 and regular fabric work suspension requiring local budget to deliver needed repairs.</p>

TRUSTEE RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and accounting estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Henry Nicholas Almroth Colthurst, Deputy

Chairman of Finance Committee of
The City of London Corporation,
Guildhall, London

31st January 2024

Randall Keith Anderson, Deputy

Deputy Chairman of Finance
Committee of The City of London
Corporation, Guildhall, London

31st January 2024

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF BURNHAM BEECHES AND STOKE COMMON

Opinion

We have audited the financial statements of Burnham Beeches and Stoke Common ('the charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustee with respect to going concern are described in the relevant sections of this report.

Other information

The trustee is responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the

financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the trustee report; or
- sufficient and proper accounting records have not been kept by the Charity; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of trustee

As explained more fully in the trustee responsibilities statement set out on page 17 and 18, the trustee is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the trustee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustee is responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustee either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011, and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the Charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102). We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the Charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Health and safety legislation, and Employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustee and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, internal audit, legal counsel and the Audit & Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission, and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk

of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charity's trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Vincent Marke, FCA

Crowe U.K LLP,
55 Ludgate Hill,
London,
EC4M 7JW

19.02.2024

Crowe U.K. LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDING 31 MARCH 2023

	Notes	Unrestricted Funds £	Restricted Funds £	2022/23 Total Funds £	2021/22 Total Funds £
Income from:					
Voluntary activities	2	90,508	769,460	859,968	143,954
Charitable activities	3	361,582	-	361,582	270,554
Grant from City of London Corporation	4	1,050,592	-	1,050,592	895,524
Investments	5	2,146	-	2,146	474
Total income		1,504,828	769,460	2,274,288	1,310,506
Expenditure on:					
Charitable activities:					
Preservation and operation of Burnham Beeches and Stoke Common	6	1,470,759	43,475	1,514,234	1,262,241
Total expenditure		1,470,759	43,475	1,514,234	1,262,241
Net income/(expenditure) and net movement in funds		34,069	725,985	760,054	48,265
Reconciliation of funds:					
Total funds brought forward	15	991,083	61,567	1,052,650	1,004,385
Total funds carried forward	15	1,025,152	787,552	1,812,704	1,052,650

All of the above results are derived from continuing activities.

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

The notes on pages 25 to 36 form part of these financial statements.

BALANCE SHEET**AS AT MARCH 2023**

	Notes	2023 Total £	2022 Total £
Fixed assets:			
Tangible assets	10	890,298	859,812
Total fixed assets		890,298	859,812
Current assets			
Debtors	11	116,719	39,256
Cash at bank and in hand		955,959	214,865
Total current assets		1,072,678	254,121
Creditors: Amounts falling due within one year	12	(138,272)	(49,283)
Net current assets		934,406	204,838
Total assets less current liabilities		1,824,704	1,064,650
Creditors: Amounts falling due after more than one year	13	(12,000)	(12,000)
Total net assets		1,812,704	1,052,650
The funds of the charity:			
Restricted income funds	15	787,552	61,567
Unrestricted income funds	15	1,025,152	991,083
Total funds		1,812,704	1,052,650

The notes on pages 25 to 36 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

31st January 2024

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of Preparation

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

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charity's ability to continue as a going concern. The charity's governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. The Trustee considers the level of grant funding received and plans activities as a result of this. On an annual basis, a medium-term financial forecast is prepared for City's Cash, covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the 12 months from the date of these financial statements being signed to enable the charity to continue to fulfil its obligations.

In making this assessment the Trustee has considered the potential ongoing impact of the current high inflationary pressures on the financial position, including future income levels and planned expenditure and the liquidity of the charity over the next 12-month period. The assessment helps to provide assurances that the charity can continue to keep operating over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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

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

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets.

(d) Statement of Cash Flows

The charity has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity.

A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2023 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charity is legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charity and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, contributions, grants, investment income, interest, sales and rental income:

The City of London Corporation's City's Cash meets the deficit on running expenses of the charity and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

Contributions income relating to both Section 106 of the Town and Country Planning Act 1990 and Strategic Access Management & Monitoring Strategy (SAMMS) contributions have been recognised in the SOFA in the year in which this income has been received.

(f) Expenditure

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

Governance costs include the costs of governance arrangements which relate to the general running of the charity as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charity, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. The basis of the cost allocation is set out in Note 7.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charity accounts for all such sums due as having been paid. The costs incurred in the administration of each charity are recharged by the City Corporation, and these costs are included within support costs.

(g) Pension Costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £142.6m as at 31 March 2023 (£832.7m as at 31 March 2022). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2022, using the projected unit method. The 31 March 2022 valuation was carried out in 2022/23 and has set the contribution rates for the period 01 April 2023 to 31 March 2026 at 21%. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 had been set at 21%.

(h) Taxation

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

(i) Fixed Assets

Heritage Land and Associated Buildings

Burnham Beeches and Stoke Common comprises 303 hectares (748 acres) of land in South Buckinghamshire, together with associated buildings. The object of the charity is the preservation of Burnham Beeches and Stoke Common in perpetuity as Open Spaces for the recreation and enjoyment of the public. Burnham Beeches and Stoke Common is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or

in the valuation, which would be onerous compared to the benefit to the users of these accounts.

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured. Heritage assets are reviewed annually for indicators of impairment and adjustments recognised accordingly if required.

Tangible Fixed Assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged on a straight-line basis, in order to write off each asset over its estimated useful life as follows:

	Years
Operational buildings	30 to 50
Improvements and refurbishments to buildings	up to 30
Equipment	5 to 25
Plant	10

(j) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(k) Funds structure

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

Restricted Funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

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

Designated Funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(I) Insurance

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

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted funds	Restricted funds	Total 2022/23	Unrestricted funds	Restricted funds	Total 2021/22
	£	£	£	£	£	£
Grants	87,070	10,000	97,070	140,290	-	140,290
Donations and legacies	3,438	4,675	8,113	2,221	1,443	3,664
Contributions	-	754,785	754,785	-	-	-
Total	90,508	769,460	859,968	142,511	1,443	143,954

Contributions income included £264,697 in funding received from Slough Borough Council under Section 106 of the Town and Country Planning Act 1990 to fund a ranger post at Burnham Beeches over a five-year period and £479,297 received from Buckinghamshire Council in relation to Strategic Access Management & Monitoring Strategy (SAMMS) contributions to mitigate the adverse ecological impacts associated with developments in the Special Area of Conservation.

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted funds	Total 2022/23	Unrestricted funds	Total 2021/22
	£	£	£	£
Charges for use of facilities	304,300	304,300	213,385	213,385
Rental income	57,282	57,282	57,169	57,169
Total	361,582	361,582	270,554	270,554

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted funds	Total 2022/23	Unrestricted funds	Total 2021/22
	£	£	£	£
Revenue and Capital grants	1,050,592	1,050,592	895,524	895,524

5. INCOME FROM INVESTMENTS

	Unrestricted funds	Total 2022/23	Unrestricted funds	Total 2021/22
	£	£	£	£
Interest	2,146	2,146	474	474

Income for the year included:

Grants – Grants have been received from Natural England’s Countryside Stewardship Scheme and the Rural Payments Agency under the basic payment scheme for carrying out specific programmes operated by the charity. Also Buckinghamshire Council awarded a grant to carry out a landscape project.

Contributions – being funding received under Section 106 of the Town and Country Planning Act 1990 and Strategic Access Management & Monitoring Strategy (SAMMS) contributions from local authorities.

Donations – being voluntary amounts received from the public through donations; including donations collected via the Burnham Beeches webpage for the Burnham Beeches Ancient Trees campaign.

Grants from the City of London Corporation – being the amount received from the City of London Corporation’s City’s Cash to meet the deficit on running expenses of the charity, alongside funding for capital purchases.

Charitable activities – being amounts generated from charges made to the public for the use of facilities, such as car parks, the use of the site as a filming location and from the rental of the Beeches Eco Café.

6. EXPENDITURE

	Direct costs	Support costs	Total 2022/23	Direct costs	Support costs	Total 2021/22
	£	£	£	£	£	£
Preservation and operation of Burnham Beeches and Stoke Common	1,302,026	212,208	1,514,234	1,110,716	151,525	1,262,241

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of Burnham Beeches and Stoke Common.

Auditor’s remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London’s City’s Cash Fund and provide assurance services to all of the different charities of which it is Trustee. In 2022/23 an

audit fee of £5,500 was recharged (2021/22: £5,000). No other services were provided to the charity by its auditors during the year (2021/22: £nil).

7. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the Charity, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charity based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2022/23 £	2021/22 £
Department:				
Chamberlain	28,884	-	28,884	27,702
Comptroller & City Solicitor	4,659	-	4,659	4,984
Town Clerk	-	22,978	22,978	15,770
City Surveyor	21,353	-	21,353	21,201
Open Spaces directorate	95,310	-	95,310	39,702
Other governance & support costs	7,401	5,500	12,901	11,904
Digital Services	26,123	-	26,123	30,262
Sub-total	183,730	28,478	212,208	151,525
Reallocation of governance costs	28,478	(28,478)	-	-
Total	212,208	-	212,208	151,525

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

8. DETAILS OF STAFF COSTS

All staff that work on behalf of the charity are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charity during the year was 12 (2021/22: 13).

Amounts paid in respect of employees directly undertaking activities on behalf of the charity were as follows:

	2022/23 £	2021/22 £
Salaries and wages	427,671	406,239
National Insurance costs	43,623	39,346
Employer's pension contributions	92,731	89,391
Total emoluments of employees	564,025	534,976

The number of directly charged employees whose emoluments (excluding employer's pension contribution) for the year were over £60,000 was nil (2021/22: nil).

Remuneration of Key Management Personnel

The charity considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Open Spaces who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to this charity.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £15,508 (2021/22: £7,732). No members received any remuneration, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2022/23 (2021/22: £nil).

9. HERITAGE ASSETS

Since 1880 the primary purpose of the charity has been the preservation of Burnham Beeches and Stoke Common for the recreation and enjoyment of the public. As set out in Note 1(j), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of Burnham Beeches and Stoke Common are contained in the Management plans for Burnham Beeches and Stoke Common. Records of heritage assets owned and maintained by Burnham Beeches and Stoke Common can be obtained from the Executive Director of Environment at the principal address as stated on page 37.

10. TANGIBLE FIXED ASSETS

	Land and Buildings £	Infrastructure £	Plant £	Equipment £	Total £
Cost					
At 1 April 2022	835,256	126,424	50,000	165,045	1,176,725
Additions	-	11,301	-	67,442	78,743
Disposals	-	-	-	-	-
At 31 March 2023	835,256	137,725	50,000	232,487	1,255,468
Depreciation					
At 1 April 2022	286,804	8,604	-	21,505	316,913
Charge for the year	18,148	8,604	5,000	16,505	48,257
Disposals	-	-	-	-	-
At 31 March 2023	304,952	17,208	5,000	38,010	365,170
Net book value					
At 31 March 2023	530,304	120,517	45,000	194,477	890,298
At 31 March 2022	548,452	117,820	50,000	143,540	859,812

11. DEBTORS

	2023	2022
	£	£
Rental debtors	8,701	2,353
Prepayments and accrued income	3,983	3,754
Recoverable VAT	34,838	23,486
Other debtors	92	9,663
Sundry debtors	69,105	-
Total	116,719	39,256

12. CREDITORS – AMOUNT FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Trade creditors	25,604	29,969
Accruals	76,161	13,070
Deferred income	9,940	2,703
Other creditors	26,567	3,541
Total	138,272	49,283

Deferred income relates to rental income received in advance for periods after the year-end.

	2023	2022
	£	£
Deferred income analysis within creditors:		
Balance at 1 April	2,703	6,526
Amounts released to income	(2,703)	(6,526)
Amounts deferred in the year	9,940	2,703
Balance at 31 March	9,940	2,703

13. CREDITORS - AMOUNTS DUE AFTER MORE THAN ONE YEAR

	2023	2022
	£	£
Sundry deposits	12,000	12,000

The Sundry deposit relates to a Café rent deposit.

14. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2023	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2023	Total at 31 March 2022
	General Funds	Designated Funds			
	£	£			
Tangible Assets	-	890,298	-	890,298	859,812
Current Assets	152,540	132,586	787,552	1,072,678	254,121
Current Liabilities	(138,272)	-	-	(138,272)	(49,283)
Non-current liabilities	(12,000)	-	-	(12,000)	(12,000)
Total	2,268	1,022,884	787,552	1,812,704	1,052,650

At 31 March 2022	Unrestricted Income Funds		Restricted Funds	Total at 31 March 2022	Total at 31 March 2021
	General Funds	Designated Funds			
	£	£			
Tangible Assets	-	859,812	-	859,812	814,295
Current Assets	62,114	130,440	61,567	254,121	274,028
Current Liabilities	(49,283)	-	-	(49,283)	(71,938)
Non-current liabilities	(12,000)	-	-	(12,000)	(12,000)
Total	831	990,252	61,567	1,052,650	1,004,385

15. MOVEMENT IN FUNDS

At 31 March 2023	Total as at 1 April 2022	Income	Expenditure	Total as at 31 March 2023
	£	£	£	£
Restricted funds:				
Legacy income	60,014	-	-	60,014
Campaign donations	1,553	4,675	-	6,228
S106 contributions	-	754,785	(33,475)	721,310
Landscape Project	-	10,000	(10,000)	-
Total restricted funds	61,567	769,460	(43,475)	787,552
Unrestricted funds:				
General funds	831	1,423,939	(1,422,502)	2,268
Designated funds:				
Stoke Common	130,440	2,146	-	132,586
Capital Adjustment Account	518,343	-	(43,257)	475,086
Infrastructure	126,424	11,301	-	137,725
Furniture and Equipment	165,045	67,442	-	232,487
Plant	50,000	-	(5,000)	45,000
Total designated funds	990,252	80,889	(48,257)	1,022,884
Total unrestricted funds	991,083	1,504,828	(1,470,759)	1,025,152
Total funds	1,052,650	2,274,288	(1,514,234)	1,812,704

At 31 March 2022	Total as at 1 April 2021 £	Income £	Expenditure £	Total as at 31 March 2022 £
Restricted funds:				
Legacy income	60,014	-	-	60,014
Campaign donations	110	1,443	-	1,553
Total restricted funds	60,124	1,443	-	61,567
Unrestricted funds:				
General funds:				
General funds	-	1,219,815	(1,218,984)	831
Designated funds:				
Stoke Common	129,966	474	-	130,440
Capital Adjustment Account	561,600	-	(43,257)	518,343
Infrastructure	87,650	38,774	-	126,424
Furniture and Equipment	165,045	-	-	165,045
Plant	-	50,000	-	50,000
Total designated funds	944,261	89,248	(43,257)	990,252
Total unrestricted funds	944,261	1,309,063	(1,262,241)	991,083
Total funds	1,004,385	1,310,506	(1,262,241)	1,052,650

Purposes of restricted funds

Legacy income - To be held and spent in accordance with the donator's wishes in maintaining a pond area.

Campaign donations - Represents funds received from the public through donations. A donations page has been created on the Burnham Beeches webpage, inviting and enabling the public to make on-line donations to the Burnham Beeches ancient trees campaign. In total, £4,675 was received during the year (2021/22: £1,443).

Section 106 Contributions – Funds received from Slough Borough Council and Buckinghamshire Council under Section 106 of the Town and Country Planning Act 1990 and Strategic Access Management & Monitoring Strategy agreements. Projects will be undertaken to mitigate the impact of local new developments.

Purposes of unrestricted funds

General fund – Consists of surplus unrestricted donation income. Unrestricted donations received during the year were £3,438 (2021/22: £2,221) of which £1,437 (2021/22: £831) was surplus and transferred to the general fund.

Designated funds have been set aside by the Trustee for the following purposes:

Fixed Assets (Capital Adjustment Account Fund, Infrastructure Fund, Furniture and Equipment Fund and Plant Fund) – Plant and equipment are included at historic cost less provision for depreciation and any impairment. The net book value of fixed assets at 31 March 2023 was £890,298 and is represented by these four designated funds (2021/22: £859,812, three designated funds).

Stoke Common designated fund – Stoke Common was acquired by the City of London from South Bucks District Council on 31 October 2007. On 12 September 2011 the assets and liabilities of Stoke Common were transferred to Burnham Beeches and Stoke Common. £109,872 was transferred, being the balance of the lump sum from South Buckinghamshire District Council; interest accrued to date is reflected in the

balance of £132,586 as at 31 March 2023 (2021/22: £130,440). This lump sum is to fund on-going maintenance costs of Stoke Common.

16. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of the charity, as described on page 4. The City Corporation provides various services to the charity, the costs of which are recharged to the charity. This includes the provision of banking services, charging all transactions to the charity at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in Note 6.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

The charity is required to disclose information on related party transactions with bodies or individuals that have the potential to control or influence the charity. Members are required to disclose their interests, and these can be viewed online at www.cityoflondon.gov.uk.

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

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2022/23 £	2021/22 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	1,050,592 (nil)	895,524 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		212,208 (nil)	151,525 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAME Burnham Beeches and Stoke Common

Registered charity number 232987

PRINCIPAL OFFICE OF THE CHARITY & THE CITY CORPORATION

Guildhall, London, EC2P 2EJ

TRUSTEE

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (resigned 31 December 2022)

Ian Thomas CBE – The Town Clerk and Chief Executive of the City of London Corporation (appointed 06 February 2023)

Treasurer

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

Solicitor

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

Environment Department

Juliemma McLoughlin – Executive Director of Environment

Sally Agass – Interim Director of Natural Environment (resigned 31 March 2023)

AUDITORS

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS

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

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

CHBOffice-BusinessSupport@cityoflondon.gov.uk

This page is intentionally left blank

Committee(s)	Dated:
Epping Forest and Commons	21 March 2024
Subject: West Wickham Common and Spring Park Wood, Coulsdon and Other Commons Trustee’s Annual Report and Financial Statements for the Year Ended 31 March 2023	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	n/a
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain’s Department?	n/a
Report of: The Chamberlain Interim Executive Director Environment	For Information
Report author: Clem Harcourt, Chamberlain’s Department	

Summary

The Trustee’s Annual Report and Financial Statements for the year ended 31 March 2023 for West Wickham Common and Spring Park Wood, Coulsdon and Other Commons (charity registration numbers 232988 and 232989) are presented for information in the format required by the Charity Commission.

Recommendation(s)

It is recommended that the Trustee’s Annual Report and Financial Statements for the 2022/23 Financial Year be noted.

Main Report

1. The Trustee’s Annual Report and Financial Statements are presented for information, having been signed on behalf of the Trust by the Chairman and Deputy Chairman of Finance Committee and the auditors, Crowe U.K LLP. The information contained within the Annual Report and Financial Statements has already been presented to your Committee via the outturn report on 13 July 2023.
2. Members may also wish to note that the Trustee’s Annual Report and Financial Statements for 2022/23 was previously approved by Finance Committee in November 2023 on behalf of the Trustee in line with the arrangements in place for other charities in which the City is trustee.
3. A previous review of the charities for which the City is responsible, (completed in 2010), detailed key reports that should be presented to your Committee. The Trustee’s Annual Report and Financial Statements was one of these reports. Information from these statements forms part of the Annual Return to the Charity

Commission. Since this undertaking, the City has approved that a further comprehensive review be undertaken across its Natural Environment charities, the outcome of which will be reported to this Committee in due course.

4. The Trustee's Annual Report and Financial Statements were submitted to the Charity Commission on 20 February 2024, after the regulatory deadline of 31 January 2024. This late filing can be explained by delays in the City's Estate Annual Report and Financial Statements for 2022/23 being signed off by the auditors which also contributed to delays in a number of the City's Estate funded charities being filed with the Charity Commission.

Appendices

- Appendix 1 – West Wickham Common and Spring Park Wood, Coulsdon and Other Commons Annual Report and Financial Statements for the year ended 31 March 2023

Clem Harcourt
Chamberlain's Financial Services Division

E: clem.harcourt@cityoflondon.gov.uk

West Wickham Common and Spring Park Wood
Coulsdon and other Commons

Annual Report and Financial Statements for
the year ended 31 March 2023

Charity registration numbers 232988 and 232989

CONTENTS

ORIGINS OF THE CHARITY	1
STRUCTURE AND GOVERNANCE	2
ACHIEVEMENTS AND PERFORMANCE.....	7
FINANCIAL REVIEW	9
TRUSTEE'S RESPONSIBILITIES	12
INDEPENDENT AUDITOR'S REPORT	14
STATEMENT OF FINANCIAL ACTIVITIES	17
BALANCE SHEET.....	18
NOTES TO THE FINANCIAL STATEMENTS	19
REFERENCE AND ADMINISTRATION DETAILS	32

ORIGINS OF THE CHARITY

West Wickham, Spring Park and Coulsdon and other Commons is a collection of separate sites comprising of over 275-hectares of area of open space, made up of natural chalk grassland, wooded pasture, copse and natural wooded areas, including several veteran species. Its natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. The Coulsdon and other Commons were designated as part of the South London Downs National Nature Reserve in 2019.

Acquisition

In 1883 the City of London Corporation bought the freehold to the greater part of Coulsdon Common as one of the four Coulsdon Commons. Further acquisitions were made in 1924 (a strip of land on the north side of Stites Hill Road and part of Rydons Wood), 1936 (the remainder of Rydons Wood), 1939 (the area known as Merlewood) and 2003 (an enclosure which was the site of a windmill). The City of London Corporation also owns a plot of land adjacent to, but not part of Coulsdon Common that is occupied by the Merlewood Estate Office, tied accommodation for its Rangers and the Lodge Garden. This land is not public open space. In 1926, the City of London Corporation was given the woodland at Spring Park as a gift from Colonel Sir Arthur and Stephen Hallam Farnaby Lennard of Wickham Court. In 1927, the area of open meadow between the woodland and the Addington Road was sold to the City of London Corporation from the same vendors for a cost of £1,623 2s 6d.

The City of London Corporation bought the four Coulsdon Commons, including Kenley, in 1883 from the Lord of the Manor of Coulsdon, Edmund Byron. During the First World War the Air Ministry requisitioned the whole Common (20.6 hectares) to form part of Kenley Aerodrome. After the war only the northern half was returned but 25 ha of adjacent agricultural land was compulsory purchased and given to the City in substitution for the land lost to the airfield, now owned by the Ministry of Defence (MoD). In 1965 the City of London Corporation extended its holding when it bought land between Welcomes Road and Kenley Lane. Then in 1983 the City acquired land outside the perimeter track of the airfield that was no longer required for military purposes. Finally, in 2004, a small parcel of land, (0.63 hectares) linking Kenley and Coulsdon Commons was returned from the MoD.

Farthing Downs was also part of the 1883 acquisition. Prior to this, it belonged to the Lord of the Manor of Coulsdon. In 2002 New Hill, together with Eight and Ten Acre, was bought at auction by the City of London Corporation from a developer. In 2004, Woodplace Farm Fields to the west of Farthing Downs were also purchased by the City of London Corporation, following a successful local fund-raising appeal.

Riddlesdown Common was the last of the four 'Coulsdon Common' also acquired in 1883. Coombes Wood and Donkey Field were acquired in 1929, the Bull Pen in 1973, Riddlesdown Quarry and adjacent Quarry Field in 1996, and the Riddlesdown Cottage plot in 2006.

TRUSTEE'S ANNUAL REPORT

STRUCTURE AND GOVERNANCE

GOVERNING DOCUMENTS

The governing document is the Corporation of London (Open Spaces) Act 1878. The charities are constituted as charitable trusts.

GOVERNANCE ARRANGEMENTS

The Mayor and Commonalty and Citizens of the City of London (also referred to as 'the City Corporation' or 'the City of London Corporation'), a body corporate and politic, is the trustee of West Wickham Common and Spring Park Wood Coulsdon and other Commons. The City Corporation is trustee acting by the Court of Common Council of the City of London in its general corporate capacity and that executive body has delegated responsibility in respect of the administration and management of these charities to various committees and sub-committees of the Common Council, membership of which is drawn from 125 elected Members of the Common Council and external appointees to those committees. In making appointments to committees, the Court of Common Council will take into consideration any particular expertise and knowledge of the elected Members, and where relevant, external appointees. External appointments are made after due advertisement and rigorous selection to fill gaps in skills. Elected Aldermen and Members of the City of London Corporation are appointed to the Epping Forest and Commons Committee governing West Wickham Common and Spring Park Wood Coulsdon and other Commons by the Court of Common Council of the City of London Corporation.

Members of the Court of Common Council are unpaid for support provided to the charity and are elected by the electorate of the City of London. The Key Committees which had responsibility for directly managing matters related to the charities during 2022/23 were as follows:

- **Policy and Resources Committee** – responsible for allocating resources and administering the charity.
- **Finance Committee** – responsible for controlling budgets, support costs and other central charges that affect the charity as a whole.
- **Audit and Risk Management Committee** – responsible for overseeing systems of internal control and making recommendations to the Finance Committee relating to the approval of the Annual Report and Financial Statements of the charity.
- **Epping Forest & Commons Committee** – responsible for the activities undertaken at West Wickham Common and Spring Park Wood, Coulsdon and Other Commons approving budget allocations for the forthcoming year and acting as Trustees of the charity.
- **West Wickham, Spring Park and Coulsdon Commons Consultation Group** - provides a forum for local residents and users to comment upon both the management of Coulsdon Common and its neighbouring public open spaces: Kenley Common (with its World War II-era airfield), Riddlesdown, and Farthing Downs and New Hill.
- **Corporate Services Committee** - responsible for personnel and establishment matters throughout the City of London, including negotiations with the recognised trade unions.

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

The charity is consolidated within City's Cash as the City of London Corporation exercises operational control over their activities. City's Cash is a fund of the City Corporation that can be traced back to the 15th century and has been built up from a combination of properties, land, bequests and transfers under statute since that time. Investments in properties, stocks and shares are managed to provide a total return that:

- Allows City's Cash to use the income for the provision of services that are of importance nationally and internationally as well as to the City and Greater London.
- Maintains the asset base so that income will be available to fund services for the benefit of future generations.

The trustee believes that good governance is fundamental to the success of the charities. An initial review of governance was undertaken to ensure that the charity is effective in fulfilling its objectives, and further more detailed work is to commence in 2023/24 as part of a review of the City of London Corporation's Natural Environment charities. Reference is being made to the good practices recommended within the Charity Governance Code, with a focus on ensuring regulatory compliance and the ongoing maintenance of an efficient and effective portfolio of charities that maximise impact for beneficiaries.

ORGANISATIONAL STRUCTURE AND DECISION-MAKING PROCESS

The charities are administered in accordance with their governing instruments and the City Corporation's own corporate governance and administration framework, including Committee Terms of Reference, Standing Orders, Financial Regulations and Officer Scheme of Delegations. These governance documents can be obtained via a request to the email address stated on page 32.

Each Member by virtue of their membership of the Court of Common Council, its relevant committees and sub-committees, has a duty to support the City Corporation in the proper exercise of its functions and in meeting its duties as trustee of the charities by faithfully acting in accordance with charity law, the Terms of Reference of the relevant committee or sub-committee, and the City of Corporation's agreed corporate governance framework as noted above, backed up by its standards regime.

As part of the City of London Corporation's restructure, the Open Spaces Department has merged with Planning & Transportation and Port Health & Environmental Services to form a new Environment Department, and West Wickham Common and Spring Park Wood Coulsdon and other Commons became part of the Environment Department from 1 April 2022.

INDUCTION AND TRAINING OF MEMBERS

The City Corporation makes available to its Members, seminars and briefings on various aspects of its activities, including those concerning the charities, to enable Members to carry out their duties efficiently and effectively. Induction meetings are provided on specific aspects of the work of West Wickham Common and Spring Park Wood Coulsdon and other Commons. If suitable seminars or other training options are identified that are relevant to the charities, Members are advised of these opportunities.

OBJECTIVES AND ACTIVITIES

The objectives of the charities are the preservation and maintenance of West Wickham Common and Spring Park Wood Coulsdon, as Open Spaces for the recreation and enjoyment of the public.

Purposes of the charity as set out in the governing document, the Corporation of London (Open Spaces) Act 1878 and the Open Spaces Act 2018:

- West Wickham and Spring Park Wood and Coulsdon and other Commons to be kept as open space for public recreation.
- Natural aspect to be preserved.
- Protect the timber and other trees, pollards, shrubs, underwood and herbage.
- Land to be unenclosed and un-built upon, except those features required for better attainment of the Act and deemed necessary by the City.
- Byelaws protecting the site and its features to be enforced.
- Encroachments to be resisted and abated.

Main activities undertaken in relation to these purposes:

- Practical conservation management activities to maintain the biodiversity of the open spaces, including tree surgery work on the veteran oaks, bracken suppression and management of firebreaks, scrub, chalk grassland and wetland habitats.
- Providing volunteering opportunities to encourage community involvement.
- Providing and maintaining facilities for informal recreation.
- Grazing with cattle, sheep and goats.
- Protecting the open spaces and its users from harm by patrolling, enforcing byelaws, resisting encroachments, challenging threats and managing assets.
- Providing educational activities and events.
- Surveying and monitoring, for wildlife, visitor use, archaeological investigations and pollution monitoring.
- Managing and protecting Scheduled Monuments, including Farthing Downs, a scheduled ancient monument and Kenley airfield and the World War II heritage assets.
- Managing and creating chalk downland and woodland pasture.

West Wickham and Spring Park Wood and Coulsdon and other Commons natural and cultural heritage are of national importance, the legacy of centuries of interaction between people and the environment. As we progress through the 2020's and beyond the challenge of protecting this valuable resource will increase as pressures from environmental and human factors mount.

Aims of the charity

- Maintain the biodiversity of West Wickham and Spring Park Wood and Coulsdon and other Commons by managing habitats to favourable condition and achieving conservation gains that benefit the site and beyond. *Governing document link: preserve natural aspect, protect the timber and other trees, pollards, shrubs, underwood, and herbage.*
- Encourage the sustainable use of West Wickham and Spring Park Wood and Coulsdon and other Commons for recreation and promote community involvement in all aspects of the site. *Governing document link: commons acquired by the City to be kept as open spaces for the recreation and enjoyment of the public.*
- Protect West Wickham and Spring Park Wood and Coulsdon and other Commons and its users from harm. Challenge threats and maintain assets, including heritage assets, in good condition. *Governing document link: open spaces kept unenclosed and unbuilt upon. Shall by all lawful means prevent, resist and abate enclosures, encroachments and buildings upon. The City may from time to time make and alter byelaws.*

The West Wickham and Spring Park Wood and Coulsdon and other Commons Management Plans describe the strategy for achieving these aims.

Volunteers

Group volunteering returned to normal activities following the disruptions of 2020/21 and 2021/22. Individual volunteering for activities such as litter picking and livestock checking continued and increased with all six commons receiving requests from locals wanting to help out in some way. There was a marked increase in younger people wanting to get involved, notably through the Duke of Edinburgh Award Scheme. We also saw an increase in corporate volunteering across all six sites.

Volunteer numbers have increased from 546 in 2021/22 to 991 in 2022/23 and the total number of hours they contributed also increased, from 2,310 to 3,159 in the same period.

Remuneration Policy

The charities senior staff are employees of the City Corporation and, alongside all staff, pay is reviewed annually. The City Corporation is committed to attracting, recruiting and retaining skilled people and rewarding employees fairly for their contribution. As part of this commitment, staff are regularly appraised and, subject to performance, eligible for the payment of recognition awards.

The above policy applies to staff within the charities key management personnel, as defined within note 7 to the financial statements.

The charity is committed to equal opportunities for all employees. An Equality and Inclusion Board has been established to actively promote equality, diversity inclusion in service delivery and employment practices. The Board is responsible for monitoring the delivery of the Equality and Inclusion Action Plan and progress against the Equality Objectives. This also includes addressing the City Corporation's gender, ethnicity and disability pay gaps.

The Equality, Diversity, and Inclusion (EDI) sub-committee is currently overseeing the update of our four-yearly Equality Objectives in accordance with the Equality Act 2010. The draft objectives were reviewed by the City Policy and Resources and Corporate

Services Committees in April 2023. Following committee approval, a period of 12 weeks consultation with stakeholders will be undertaken and then analysis of consultation responses and amendments made in August 2023. Amendments will then go to September's EDI Sub-Committee and Policy and Resources and Corporate Services Committees and then to Court of Common Council for approval in October 2023.

Senior staff posts of the City Corporation are individually evaluated and assessed independently against the external market allowing each post to be allocated an individual salary range within the relevant grade, which incorporates market factors as well as corporate importance.

Fundraising

Section 162a of the Charities Act 2011 requires charities to make a statement regarding fundraising activities. The legislation defines fundraising as "soliciting or otherwise procuring money or other property for charitable purposes". Although West Wickham Common and Spring Park Wood Coulsdon and other Commons charities does not undertake widespread fundraising from the general public, any such amounts receivable are presented in the financial statements as "voluntary income" including grants.

In relation to the above we confirm that all solicitations are managed internally, without involvement of commercial participators or professional fund-raisers, or third parties. The day-to-day management of all income generation is delegated to the executive team, who are accountable to the trustee. The charities are not bound by any regulatory scheme and does not consider it necessary to comply with any voluntary code of practice.

There is a donations page on the Farthing Downs webpage, inviting and enabling the public to make on-line donations to the Farthing Downs Interpretation Improvements campaign.

The charity has received no complaints in relation to fundraising activities in 2022/23 (2021/22: nil). Individuals are not approached for funds, hence the charities do not consider it necessary to design specific procedures to monitor such activities.

Public benefit statement

The Trustee confirms that it has referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing West Wickham Common and Spring Park Wood Coulsdon and other Commons aims and objectives and in planning future activities. The purposes of the charities are the preservation in perpetuity of West Wickham Common and Spring Park Wood Coulsdon and other Commons as an open space for the recreation and enjoyment of the public.

Consequently, the Trustee considers that West Wickham Common and Spring Park Wood Coulsdon and other Commons operates to benefit the general public and satisfies the public benefit test.

REFERENCE AND ADMINISTRATIVE DETAILS

The administrative details of the charities are stated on page 32.

ACHIEVEMENTS AND PERFORMANCE

West Wickham and Coulsdon Commons teams were still dealing with some of the disruptions arising from the previous Covid-19 period in early 2022 but by early spring the team were back to operating at full capacity, ensuring that the sites remained open and accessible. We were pleased to see our volunteer numbers and activities return to and surpass previous levels.

West Wickham and Coulsdon Commons' 2022/23 aims together with their outcomes were:

Staff - Following the completion of the corporate restructure phase 2 and agreement of the new staff structure permission was given to recruit to our vacant post in 2023.

Countryside Stewardship – Established an evidence-based monitor and review system to record the habitat management work across our sites using mapping and photography.

Countryside Management:

Grassland – continued with the work programme designed for the maintenance of species-rich chalk grassland habitats through grazing and hay-cutting that satisfies prescription from Natural England and enhances and enriches biodiversity across all sites.

Scrub – controlled scrub to create and maintain open downland landscape focusing on chemical-free “tree-popping”. This facilitates larger grazing areas and enhances the mosaic of grassland habitats across the sites.

Woodland – Completed tree safety management. Coppiced sweet chestnut compartment at Spring Park as part of the 16-year rotation. Undertook essential ash dieback clearance on Kenley Common and New Hill.

Events - Restarted our programme of walks, talks and guided events which were cancelled during the Covid-19 pandemic. We achieved 21 educational walks/talks as well as 13 other events that were attended by 757 people.

Volunteers - lifted restrictions on volunteering across the 6 sites within the charities.

Trial of the Nofence® (virtual fencing) – Trial of technology completed and will become part of our standard operation for the use of cattle to manage our sites.

Budget management - Achieved financial savings as required through a combination of reducing expenditure and appropriate income generation activities. The café concession trial planned for Riddlesdown did not happen due to the operator withdrawing.

Corporate Restructure - Supported the development of the City of London Corporation's new corporate restructure Phase 2.

PLANS FOR FUTURE PERIODS

Key projects for 2023/24 include:

Staff - Recruit to our vacant conservation ranger post to strengthen our biodiversity monitoring and stewardship across all the charities sites.

Countryside Stewardship – Continue to deliver agreed programme of nature conservation works across the charities to enhance the quality of the sites and develop our evidence-based monitor and review system to record habitat changes. As part of our funded Capital Works programme continue hedge laying at Spring Park and Farthing Downs

Grassland – Continue with the work programme designed for the maintenance of species-rich chalk grassland habitats through grazing and hay-cutting that satisfies prescription from Natural England and enhances and enriches biodiversity across all sites.

Scrub – Continue controlling scrub to create and maintain open downland landscapes focusing on Farthing Downs, Riddlesdown and Kenley Common

Woodland – Undertake all tree safety works identified in the 2022 surveys. Coppice sweet chestnut compartment at spring park as part of the 16-year rotation. Undertake further remedial ash dieback work on Kenley Common and New Hill.

Events – Continue with the development and delivery of a programme of walks, talks and guided events across both charities.

Volunteers – Continue to provide and develop further opportunities for volunteering across the 6 sites within the charities.

Budget management - Achieve financial savings as required through a combination of reducing expenditure and appropriate income generation activities.

The Trustee does not consider there to be any material uncertainty around going concern and further detail regarding this is set out on page 19.

FINANCIAL REVIEW

Overview of Financial Performance

Income

In 2022/23 the charity's total income for the year was £1,408,599 an overall increase of £123,079 against the previous year (£1,285,520). The principal source of income was from City of London Corporation's City's Cash fund (see below).

Income from Charitable Activities comprised £40,975 from fees charged (2021/22: £58,322), £66,344 from rents (2021/22: £43,568) and £19,924 from sales (2021/22: £14,776). 2022/23 saw increased sales of livestock as well as increased income generated from rents. The decline in fees and charges income is attributable to reduced income from car parking charges.

In total grant income of £23,411 was received in the year, towards programmes administered by the charities (2021/22: £116,951). The main reason for the reduction in income was that 2021/22 was the final year of the Heritage Lottery Fund grant (£80,266) towards the Kenley Revival project. No such income was received in 2022/23.

- A government grant of £23,411 (2021/22: £36,685) was received from the Rural Payment Agency in relation to Agri - environment schemes that provide funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. The reduction in grant income was due to the transition to the new Countryside Stewardship Scheme (CSS).

Donations – included contributions towards corporate volunteering events and for free events such as guided walks, as well as amounts donated by the public at walks and talks advertised via Eventbrite. In total £8,544 was received during the year (2021/22: £3,456). Donations can be made on the Farthing Downs webpage to the Farthing Downs Interpretation Improvements project. In total £130 was received during the year (2021/22: £2,394). The full amount was held as at 31 March 2023 in a restricted fund for 'Campaign Donations'.

An amount of £1,249,271 (2021/22: £1,046,052) was received from the City of London Corporation's City's Cash as a contribution towards the running costs of the charities.

Expenditure

Total expenditure for the year relating to charitable activities expenditure was £1,406,870 (2021/22: £1,126,927). The increase in expenditure is owing to a higher number of cyclical building works taking place during the year.

Funds held

The charity's total funds held increased by £1,729 to £576,605 as at 31 March 2023 (2021/22: increased by £158,593 to £574,876).

A restricted fund of £2,524 (2021/22: £2,394) was held at year-end. This relates to Campaign Donations for the Farthing Downs Interpretation Improvements project.

The charity's designated funds consist of unrestricted income funds which the Trustee has chosen to set aside for specific purposes. Such designations are not legally

binding, and the Trustee can decide to “undesignated” these funds at any time. Designations as at 31 March 2023 totalled £570,809 (2021/22: £571,742). The decrease in designated funds relates to depreciation charges having been incurred relating to tangible fixed assets.

A general fund of £3,272 (2021/22: £740) relates to surplus unrestricted donation income available for spending on the charity’s purposes.

Details of all funds held, including their purposes, is set out within note 14 to the financial statements.

Reserves

The charities are wholly supported by the City of London Corporation which is committed to maintain and preserve West Wickham Common and Spring Park Wood Coulsdon and other Commons out of its City’s Cash Funds. These Funds are used to meet the deficit on running expenses on a year by year basis. Consequently, these charities only have minimal free reserves relating to unrestricted donations received but do not require specific reserves as minimum working capital and a reserves policy is considered by the trustee to be inappropriate.

Donations are now being sought and these may be carried forward, but there is currently no intention to hold them as a minimum amount owing to the deficit funded status of the Charity.

Principal Risks and Uncertainties

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

The principal risks faced by the charities, and actions taken to manage them are as follows:

Risk	Actions to manage risks
Maintenance of buildings and other structures	Monthly site infrastructure checks.
Damage to sites	Recruit to the vacant Conservation Ranger post.
Local Planning Issues	Recruit to the vacant Conservation Ranger post. Seek advice and support from colleagues in the Planning and Development Division.
Tree Diseases and other Pests	Ensure staff training is kept updated to enable timely identification of pest and knowledge of correct treatment/prevention. Annual tree inspections undertaken through qualified personnel. Active involvement with leading partners such as Forestry Commission and Natural England. Measures in place for staff, volunteers and contractors including public messages.

Risk	Actions to manage risks
	Review The Commons' Tree Safety Policy tri-annually.
Pollution	Attend meetings of the local Flood Action Group. Liaise with City Solicitors regarding liabilities.
Budget reduction and income loss	Keep risk under regular review.
Climate and Weather	Review and update plan bi-annually. Fire management and monitoring policies and plans in place and link to staff training and local emergency services. Storm monitoring & management policies across all sites linked to high staff awareness and training. Understanding of the potential impacts of climate change on the open spaces. Engagement in climate change research and debate.
Industrial action by emergency services	Implement appropriate controls within the Fire Management Plan and The Commons Days on which industrial action takes place are classed as 'high risk' days and 'The Commons Habitat Fire Action Plan' will be enacted accordingly (e.g., extra patrols; suspension of any work where fire is a component). Maps within the 'Major Emergency Plan' will help in a slow response/unfamiliar fire crew/army reserves scenario. Proactive work to manage firebreaks and residential boundaries to increase the resilience of Coulsdon Common (and other Commons) to wildfire will also help in a slow/no response scenario. A water bowser is available on site for use by staff to damp down peat after a fire (not for firefighting). Staff are conversant with the content of the CoL's 'Industrial Action Contingency Advice' document as it applies to their site. This includes ensuring the safety of livestock. High-risk activities such as tree-climbing would be paused or have additional controls applied should the emergency services be unavailable. All planned events are risk-assessed to ensure appropriate controls are in place to address fire, health and safety, and other risks. If it is considered that it would be unsafe to proceed with an event in the absence of external emergency service availability, a decision would be taken to modify, postpone or cancel as appropriate.

TRUSTEE'S RESPONSIBILITIES

The Trustee is responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Charity law requires the Trustee to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under charity law the Trustee must not approve the financial statements unless the Trustee is satisfied that they give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charity for that period. In preparing these financial statements, the Trustee is required to:

- select suitable accounting policies and then apply them consistently.
- make judgements and accounting estimates that are reasonable and prudent.
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The Trustee is responsible for keeping adequate accounting records that are sufficient to show and explain the charity's transactions and disclose with reasonable accuracy at any time the financial position of the charity and enable the Trustee to ensure that the financial statements comply with the Charities Act 2011. The Trustee is also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the Trustee is aware:

- there is no relevant audit information of which the charity's auditors are unaware; and
- the Trustee has taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Financial statements are published on the Trustee's website in accordance with legislation in the United Kingdom governing the preparation and dissemination of financial statements, which may vary from legislation in other jurisdictions. The maintenance and integrity of the Trustee's website is the responsibility of the Trustee. The Trustee's responsibility also extends to the ongoing integrity of the financial statements contained therein.

Adopted and signed for on behalf of the Trustee.

Henry Nicholas Almroth Colthurst, Deputy

Chairman of Finance Committee of
The City of London Corporation,
Guildhall, London

31st January 2024

Randall Keith Anderson, Deputy

Deputy Chairman of Finance
Committee of The City of London
Corporation, Guildhall, London

31st January 2024

INDEPENDENT AUDITOR'S REPORT TO THE TRUSTEE OF WEST WICKHAM COMMON AND SPRING PARK WOOD COULSDON AND OTHER COMMONS

Opinion

We have audited the financial statements of West Wickham Common and Spring Park Wood Coulsdon and Other Commons ('the charity') for the year ended 31 March 2023 which comprise the statement of financial activities, the balance sheet and notes to the financial statements, including significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the Charity's affairs as at 31 March 2023 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Charities Act 2011.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Charity in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the Trustee's use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the Charity's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the Trustee with respect to going concern are described in the relevant sections of this report.

Other information

The Trustee are responsible for the other information contained within the annual report. The other information comprises the information included in the annual report, other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

Our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Charities (Accounts and Reports) Regulations 2008 requires us to report to you if, in our opinion:

- the information given in the financial statements is inconsistent in any material respect with the Trustee's report; or
- sufficient and proper accounting records have not been kept by the Charity; or
- the financial statements are not in agreement with the accounting records and returns; or
- we have not received all the information and explanations we require for our audit.

Responsibilities of Trustee

As explained more fully in the Trustee's responsibilities statement set out on page 12 and 13, the Trustee are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Trustee determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the Trustee are responsible for assessing the Charity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the Trustee either intend to liquidate the charity or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

We have been appointed as auditor under section 144 of the Charities Act 2011, and report in accordance with the Acts and relevant regulations made or having effect thereunder.

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Details of the extent to which the audit was considered capable of detecting irregularities, including fraud and non-compliance with laws and regulations are set out below.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We identified and assessed the risks of material misstatement of the financial statements from irregularities, whether due to fraud or error, and discussed these between our audit team members. We then designed and performed audit procedures responsive to those risks, including obtaining audit evidence sufficient and appropriate to provide a basis for our opinion.

We obtained an understanding of the legal and regulatory frameworks within which the Charity operates, focusing on those laws and regulations that have a direct effect on the determination of material amounts and disclosures in the financial statements. The laws and regulations we considered in this context were the Charities Act 2011 together with the Charities SORP (FRS102) 2019. We assessed the required compliance with these laws and regulations as part of our audit procedures on the related financial statement items.

In addition, we considered provisions of other laws and regulations that do not have a direct effect on the financial statements but compliance with which might be fundamental to the Charity's ability to operate or to avoid a material penalty. We also considered the opportunities and incentives that may exist within the charity for fraud. The laws and regulations we considered in this context for the UK operations were General Data Protection Regulation (GDPR), Anti-fraud, bribery and corruption legislation, Health and safety legislation, and Employment legislation.

Auditing standards limit the required audit procedures to identify non-compliance with these laws and regulations to enquiry of the Trustee and other management and inspection of regulatory and legal correspondence, if any.

We identified the greatest risk of material impact on the financial statements from irregularities, including fraud, to be within the timing of recognition of income, and the override of controls by management. Our audit procedures to respond to these risks included enquiries of management, internal audit, legal counsel and the Audit & Risk Committee about their own identification and assessment of the risks of irregularities, sample testing on the posting of journals, reviewing accounting estimates for biases, reviewing regulatory correspondence with the Charity Commission,

and reading minutes of meetings of those charged with governance.

Owing to the inherent limitations of an audit, there is an unavoidable risk that we may not have detected some material misstatements in the financial statements, even though we have properly planned and performed our audit in accordance with auditing standards. For example, the further removed non-compliance with laws and regulations (irregularities) is from the events and transactions reflected in the financial statements, the less likely the inherently limited procedures required by auditing standards would identify it. In addition, as with any audit, there remained a higher risk of non-detection of irregularities, as these may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal controls. We are not responsible for preventing non-compliance and cannot be expected to detect non-compliance with all laws and regulations.

Use of our report

This report is made solely to the charity's Trustee, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. Our audit work has been undertaken so that we might state to the charity's Trustee those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and the charity's Trustee as a body, for our audit work, for this report, or for the opinions we have formed.

Vincent Marke, FCA

Crowe U.K LLP,
55 Ludgate Hill,
London,
EC4M 7JW

19.02.2024

Crowe U.K. LLP is eligible for appointment as auditor of the charity by virtue of its eligibility for appointment as auditor of a company under section 1212 of the Companies Act 2006.

STATEMENT OF FINANCIAL ACTIVITIES

FOR THE YEAR ENDED 31 MARCH 2023

	Notes	Unrestricted Funds 2022/23 £	Restricted Funds 2022/23 £	Total Funds 2022/23 £	Unrestricted Funds 2021/22 £
Income from:					
Voluntary activities	2	31,955	130	32,085	122,802
Charitable activities	3	127,243	-	127,243	116,666
Grant from City of London Corporation	4	1,249,271	-	1,249,271	1,046,052
Total income		1,408,469	130	1,408,599	1,285,520
Expenditure on:					
Charitable activities:					
Preservation and operation of West Wickham Common and Spring Park Wood	5	1,406,870	-	1,406,870	1,126,927
Total expenditure		1,406,870	-	1,406,870	1,126,927
Net income/(expenditure)		1,599	130	1,729	158,593
Transfers between funds		-	-	-	-
Net movement in funds		1,599	130	1,729	158,593
Reconciliation of funds:					
Total funds brought forward	14	572,482	2,394	574,876	416,283
Total funds carried forward	14	574,081	2,524	576,605	574,876

All of the above results are derived from continuing activities.

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

The notes on pages 19 to 31 form part of these financial statements.

BALANCE SHEET**AS AT 31 MARCH 2023**

	Notes	2023 Total £	2022 Total £
Fixed assets:			
Heritage assets	8	575,365	575,365
Tangible assets	9	5,024	5,957
Intangible assets	10	420	420
Total fixed assets		580,809	581,742
Current assets			
Debtors	11	33,836	12,240
Cash at bank and in hand		149,091	52,151
Total current assets		182,927	64,391
Current liabilities			
Creditors: Amounts falling due within one year	12	(187,131)	(71,257)
Net current (liabilities)/assets		(4,204)	(6,866)
Total assets less current liabilities		576,605	574,876
The funds of the charity:			
Restricted income funds	14	2,524	2,394
Unrestricted income funds	14	574,081	572,482
Total funds		576,605	574,876

The notes on pages 19 to 31 form part of these financial statements

Approved and signed on behalf of the Trustee.

Caroline Al-Beyerty

Chamberlain of London and Chief Financial Officer

31st January 2024

NOTES TO THE FINANCIAL STATEMENTS

1. ACCOUNTING POLICIES

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

(a) Basis of preparation

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

(b) Going concern

The financial statements have been prepared on a going concern basis as the Trustee considers that there are no material uncertainties about the charities ability to continue as a going concern. The governing documents place an obligation on the City of London Corporation to preserve the open spaces for the benefit of the public. Funding is provided from the City of London Corporation's City's Cash. On an annual basis, a medium-term financial forecast is prepared for City's Cash covering the next 5 years from the period covered by these financial statements. The latest forecast anticipates that adequate funds will be available in the next 12 months from the date of these financial statements being signed to enable the charities to continue to fulfil its obligations.

In making this assessment, the Trustee has considered the potential ongoing impact of current high inflationary pressures on the financial position, including future income levels and planned expenditure and the liquidity of the charity over the next 12-month period. For this reason, the Trustee continues to adopt a going concern basis for the preparation of the financial statements.

(c) Key management judgements and assumptions

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

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

In preparing the financial statements, management has made the following key judgements: useful economic life of fixed assets.

(d) Statement of Cash Flows

The Trust has taken advantage of the exemption in FRS102 (paragraph 1.12b) from the requirement to produce a statement of cash flows on the grounds that it is a qualifying entity. A Statement of Cash Flows is included within the City's Cash Annual Report and Financial Statements 2022 which is publicly available at www.cityoflondon.gov.uk.

(e) Income

All income is included in the Statements of Financial Activities (SOFA) when the charities are legally entitled to the income; it is more likely than not that economic benefit associated with the transaction will come to the charities and the amount can be quantified with reasonable certainty. Income consists of donations, charges for use of facilities, contributions, grants, sales and rental income.

The City of London Corporation's City's Cash meets the deficit on running expenses of the charities and also provides funding for certain capital works. This income is considered due each year end once the deficit on running expenses and capital works funding has been confirmed, and is recognised in the SOFA at this point.

(f) Expenditure

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

Governance costs include the costs of governance arrangements which relate to the general running of the charities as opposed to the direct management of functions inherent in the activities undertaken. These include the costs associated with constitutional and statutory requirements such as the cost of Trustee meetings.

Support costs (including governance costs) include activities undertaken by the City Corporation on behalf of the charities, such as human resources, digital services, legal support, accounting services, committee administration, public relations and premises costs. These costs are recharged and the basis of the cost allocation is set out in note 7.

The Trustee, the City Corporation, accounts centrally for all payroll related deductions. As a result, the charities account for all such sums due as having been paid.

(g) Pension costs

Staff are employed by the City of London Corporation and are eligible to contribute to the City of London Local Government Pension Fund, which is a funded defined benefit scheme. The estimated net deficit on the Fund is the responsibility of the City of London

Corporation as a whole, as one employer, rather than the specific responsibility of any of its three main funds (City Fund, City's Cash and Bridge House Estates) or the trusts it supports.

The Fund's estimated net liability has been determined by independent actuaries in accordance with FRS102 as £142.6m as at 31 March 2023 (£832.7m as at 31 March 2022). Since any net deficit is apportioned between the financial statements of the City of London's three main funds, the charity's Trustee does not anticipate that any of the liability will fall on the charity. The charity is unable to identify its share of the pension scheme assets and liabilities and therefore the Pension Fund is accounted for as a defined contribution scheme in these financial statements.

Barnett Waddingham, an independent actuary, carried out the latest triennial actuarial assessment of the scheme as at 31 March 2022, using the projected unit method. The 31 March 2022 valuation was carried out in 2022/23 and has set the contribution rates for the period 01 April 2023 to 31 March 2026 at 21%. Contribution rates adopted for the financial years 2020/21, 2021/22 and 2022/23 had been set at 21%.

(h) Taxation

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

(i) Fixed Assets

Heritage Land and Associated Buildings

West Wickham Common and Spring Park Wood Coulsdon and other Commons comprises 277 hectares (685 acres) of land located in the London Boroughs of Bromley and Croydon, together with associated buildings. The objects of the charities are the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons in perpetuity as an Open Space for the recreation and enjoyment of the public. West Wickham Common and Spring Park Wood Coulsdon and other Commons is considered to be inalienable (i.e. they may not be disposed of without specific statutory powers).

Land and the original associated buildings are considered to be heritage assets. In respect of the original land and buildings, cost or valuation amounts are not included in these financial statements as reliable cost information is not available and a significant cost would be involved in the reconstruction of past accounting records, or in the valuation, which would be onerous compared to the benefit to the users of these accounts. Heritage assets are reviewed annually for impairment.

Additions to the original land and capital expenditure on buildings and other assets are included as fixed assets at historic cost, less provision for depreciation and any impairment, where this cost can be reliably measured.

Tangible fixed assets

Assets that are capable of being used for more than one year and have a cost greater than £50,000 are capitalised. Such assets are stated at cost less accumulated depreciation and accumulated impairment losses. Depreciation is charged from the year of acquisition, on a straight-line basis, in order to write off each asset over its estimated useful life as follows. Land is not depreciated.

	Years
Infrastructure	up to 20
Heavy vehicles and plant	5

Intangible fixed assets

Intangible assets comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost.

Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. Amortisation charges are charged to the SOFA.

(j) Stocks

Stocks are valued at the lower of cost or net realisable value. All stocks are finished goods and are held for resale as part of the charities operations.

(k) Cash

Cash and cash equivalents include cash in hand, overdrafts (if any) and short term deposits and other instruments held as part of the Corporation's treasury management activities with original maturities of three months or less.

(l) Funds structure

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

Restricted funds – These include income that is subject to specific restrictions imposed by donors, with related expenditure deducted when incurred.

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

Designated funds – these are funds set aside by the Trustee out of unrestricted funds for a specific purpose.

(m) Insurance

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

2. INCOME FROM VOLUNTARY ACTIVITIES

	Unrestricted income funds	Restricted income funds	Total 2022/23	Unrestricted income funds 2021/22
	£	£	£	£
Grants	23,411	-	23,411	116,951
Donations and legacies	8,544	130	8,674	5,851
Total	31,955	130	32,085	122,802

3. INCOME FROM CHARITABLE ACTIVITIES

	Unrestricted income funds 2022/23	Unrestricted income funds 2021/22
	£	£
Charges for use of facilities	40,975	58,322
Sales	19,924	14,776
Rental income	66,344	43,568
Total	127,243	116,666

4. INCOME FROM THE CITY OF LONDON CORPORATION

	Unrestricted income funds 2022/23	Unrestricted income funds 2021/22
	£	£
Revenue and capital grants from City of London Corporation	1,249,271	1,046,052

Income for the year included:

Grants – being amounts received from organisations towards programmes operated by the charity. Grant income includes a government grant received from the Countryside Stewardship Scheme (CSS) which provides funding to farmers and land managers to farm in a way that supports biodiversity, enhances the landscape, and improves the quality of water, air and soil. There are no unfulfilled conditions or other contingencies relating to this grant income and no other forms of government assistance have been received in the year.

Donations – being amounts received from the public for walks and talks advertised via Eventbrite. Donations can be made on the Farthing Downs webpage, to the Farthing Downs Interpretation Improvements project.

Contributions – being amounts contributed towards corporate volunteering events and by the public towards free events such as guided walks.

Charitable activities – being amounts generated from the sales of livestock and woodland products such as timber and charcoal; from charges made for the use of facilities, such as for car parking, for filming on City Commons and from rental of catering facilities, licence fees and wayleave licences.

Grants from the City of London Corporation – being the amount received from the City of London Corporation’s City’s Cash to meet the deficit on running expenses of the charities, alongside funding for capital purchases.

5. EXPENDITURE

Expenditure on charitable activities

	Direct costs £	Support costs £	Total 2022/23 £	Direct costs £	Support costs £	Total 2021/22 £
Preservation and operation of West Wickham Common and Spring Park Wood	1,165,769	241,101	1,406,870	945,897	181,030	1,126,927

Charitable activity

Expenditure on the charitable activities includes labour, premises costs, equipment, materials and other supplies and services incurred in the running of West Wickham Common and Spring Park Wood Coulsdon and other Commons.

Auditor’s remuneration and fees for other services

Crowe U.K. LLP are the auditors of the City of London’s City’s Cash Fund and provide assurance services to all of the different charities of which it is Trustee. The City of London Corporation charges the audit fee to its City’s Cash Fund. In 2022/23 an audit fee of £5,500 was recharged (2021/22: £5,000). No other services were provided to the charity by its auditors during the year (2021/22: £nil).

6. SUPPORT COSTS

Support costs include activities undertaken by the City of London Corporation on behalf of the charities, such as human resources, digital services, legal support, accounting services, committee administration and premises costs. Such costs are determined on a departmental basis, and are allocated on a cost recovery basis to the charities based on time spent, with associated office accommodation charged proportionately to the space occupied by the respective activities, with the split of costs as follows:

	Charitable activities £	Governance £	2022/23 £	2021/22 £
Department:				
Chamberlain	39,239	-	39,239	37,332
Comptroller & City Solicitor	6,240	-	6,240	6,684
Town Clerk	-	30,774	30,774	21,146
City Surveyor	31,067	-	31,067	31,315
Natural Environment directorate	92,882	-	92,882	40,842
Other governance & support costs	10,244	5,500	15,744	14,493
Digital Services	25,155	-	25,155	29,218
Sub-total	204,827	36,274	241,101	181,030
Reallocation of governance costs	36,274	(36,274)	-	-
Total support costs	241,101	-	241,101	181,030

All support costs are undertaken from unrestricted funds. Governance costs are allocated based on a proportion of officer time spent on the administration of Trustee and Committee related meetings.

7. DETAILS OF STAFF COSTS

All staff that work on behalf of the charities are employed by the City Corporation. The average number of people directly undertaking activities on behalf of the charities during the year was 14 (2021/22: 13).

Amounts paid in respect of employees directly undertaking activities on behalf of the charities were as follows:

	2022/23 £	2021/22 £
Salaries and wages	396,903	373,470
National Insurance costs	41,816	37,659
Employer's pension contributions	90,248	89,351
Total emoluments of employees	528,967	500,480

The number of directly charged employees whose emoluments (excluding employer's NI and pension contribution) for the year were over £60,000 was £nil (2021/22: £nil).

Remuneration of Key Management Personnel

The charities considers its key management personnel to comprise the Members of the City of London Corporation, acting collectively for the City Corporation in its capacity as the Trustee, and the Director of Natural Environment who manages the seven open spaces funded by the City of London Corporation. A proportion of the Directors' employment benefits are allocated to these charities.

Support is also provided by other chief officers and their departments from across the City of London Corporation, including the Town Clerk and Chief Executive, Chamberlain, Comptroller and City Solicitor and City Surveyor.

The amount of employee benefits received by key management personnel totalled £15,113 (2021/22: £7,315). No members received any remuneration for acting on

behalf of the Trustee, with directly incurred expenses reimbursed, if claimed. Expenses totalling £nil were claimed in 2022/23 (2021/22: £nil).

8. HERITAGE ASSETS

Heritage assets represent the historic cost of restoring the blast pens on Kenley airfield.

	2019 £	2020 £	2021 £	2022 £	2023 £
Cost					
At 1 April	418,248	462,673	463,341	409,394	575,365
Additions	44,425	668	89,053	165,971	-
Transfers	-	-	-	-	-
At 31 March	462,673	463,341	552,394	575,365	575,365
Depreciation					
At 1 April	-	-	-	-	-
Impairment	-	-	143,000	-	-
At 31 March	-	-	143,000	-	-
Net book value					
At 31 March 2023	462,673	463,341	409,394	575,365	575,365
At 31 March 2022	418,248	462,673	463,341	409,394	575,365

Since 1892 the primary purpose of the charities has been the preservation of West Wickham Common and Spring Park Wood Coulsdon and other Commons for the recreation and enjoyment of the public. As set out in note 1(i), the original heritage land and buildings are not recognised in the Financial Statements. Policies for the preservation and management of West Wickham Common and Spring Park Wood Coulsdon and other Commons are contained in the West Wickham Common and Spring Park Wood Coulsdon and other Commons Conservation Plans. Records of heritage assets owned and maintained by West Wickham Common and Spring Park Wood Coulsdon and other Commons can be obtained from the Executive Director Environment at the principal address as stated on page 32.

9. TANGIBLE FIXED ASSETS

	Infrastructure	Plant	Total
	£	£	£
Cost			
At 1 April 2022	730	8,955	9,685
At 31 March 2023	730	8,955	9,685
Depreciation			
At 1 April 2022	146	3,582	3,728
Charge for the year	37	896	933
At 31 March 2023	183	4,478	4,661
Net book value			
At 31 March 2023	547	4,477	5,024
At 31 March 2022	584	5,373	5,957

10. INTANGIBLE FIXED ASSETS

	Website development £
Cost	
At 1 April 2022	29,120
Additions	-
At 31 March 2023	29,120
Depreciation	
At 1 April 2022	28,700
Charge for the year	-
At 31 March 2023	28,700
Net book value	
At 31 March 2023	420
At 31 March 2022	420

11. DEBTORS – AMOUNTS DUE WITHIN ONE YEAR

	2023 £	2022 £
Rental debtors	607	514
Recoverable VAT	28,213	7,099
Other debtors	5,016	4,627
Total	33,836	12,240

Other debtors consist of amounts owed by non-property related customers of £5,016 (2021/22: £4,627).

12. CREDITORS – AMOUNTS DUE WITHIN ONE YEAR

	2023 £	2022 £
Trade creditors	23,151	16,238
Accruals	52,115	9,836
Deferred income	13,378	9,208
Sundry deposits	31,735	31,164
Other creditors	66,752	4,811
Total	187,131	71,257

Other creditors consist of sundry creditors. Deferred income relates to rental income received in advance for periods after the year-end.

	2023 £	2022 £
Deferred income analysis within creditors:		
Balance at 1 April	9,208	9,293
Amounts released to income	(9,208)	(9,293)
Amounts deferred in the year	13,378	9,208
Balance at 31 March	13,378	9,208

13. ANALYSIS OF NET ASSETS BY FUND

At 31 March 2023	Unrestricted income funds		Restricted funds	Total at 31 March 2023	Total at 31 March 2022
	General funds	Designated funds			
	£	£	£	£	£
Heritage assets	-	575,365	-	575,365	575,365
Tangible assets	-	5,024	-	5,024	5,957
Intangible assets	-	420	-	420	420
Current assets	190,405	(10,002)	2,524	182,927	64,391
Current liabilities	(187,131)	-	-	(187,131)	(71,257)
Total	3,274	570,807	2,524	576,605	574,876

At 31 March 2022	Unrestricted income funds		Restricted funds	Total at 31 March 2022	Total at 31 March 2021
	General funds	Designated funds			
	£	£			
Heritage assets	-	575,365	-	575,365	409,394
Tangible assets	-	5,957	-	5,957	6,889
Intangible assets	-	420	-	420	-
Current assets	71,997	(10,000)	2,394	64,391	165,127
Current liabilities	(71,257)	-	-	(71,257)	(165,127)
Total	740	571,742	2,394	574,876	416,283

14. MOVEMENT IN FUNDS

At 31 March 2023	Total as at 1 April 2022				Transfers	Total as at 31 March 2023
	Income	Expenditure	£	£		
Restricted funds:						
Campaign Donations	2,394	130	-	-		2,524
Total restricted funds	2,394	130	-	-		2,524
Unrestricted funds:						
General funds	740	1,408,469	(1,405,937)	-		3,272
Designated funds:						
Capital reserve funds	571,742	-	(933)	-		570,809
Total funds	574,876	1,408,599	(1,406,870)	-		576,605

At 31 March 2022	Total as at 1 April 2021				Transfers	Total as at 31 March 2022
	Income	Expenditure	£	£		
Restricted funds:						
Kenley Revival Project	-	80,266	-	(80,266)		-
Campaign Donations	-	2,394	-	-		2,394
	-	82,660	-	(80,266)		2,394
Unrestricted funds:						
General funds	-	1,125,535	(1,124,795)	-		740
Designated funds:						
Capital reserve funds	416,283	77,325	(2,132)	80,266		571,742
Total funds	416,283	1,285,520	(1,126,927)	0		574,876

The restricted fund for 'Campaign Donations' presents funds received from the public through donations. A donations page on the Farthing Downs webpage invites

and enables the public to make on-line donations to the Farthing Downs Interpretation Improvements project. In total £130 was received during the year (2021/22: £2,394).

Purposes of general funds

A general fund of £3,272 (2021/22: £740) relates to surplus unrestricted donation income received.

Purposes of designated funds

Designated funds have been set aside by the Trustee for the following purposes in relation to the Kenley Revival project:

- i. *Tangible Assets* – these are included at historic cost less depreciation on a straight-line basis to write off their costs over their estimated useful lives and less any provision for impairment. At 31 March 2023 the net book value of tangible assets relating to direct charitable purposes amounted to £5,024 (2021/22: £5,957).
- ii. *Heritage Assets* – this represents the historic cost of restoring the blast pens on Kenley airfield. The net book value of heritage assets relating to direct charitable purposes at 31 March 2023 was £575,365 (2021/22: £575,365).
- iii. *Intangible Assets* - comprise website design relating to the Kenley Revival project which are capitalised at cost and reflected within the financial statements at amortised historic cost. Amortisation is calculated by allocation of the balance sheet value of the asset, less any residual value, to the periods expected to benefit from its use on a straight-line basis over 3 to 7 years. At 31 March 2023 the net book value of intangible fixed assets relating to direct charitable purposes amounted to £420 (2021/22: £420).

The Kenley Revival project aims to conserve the historic airfield structures associated with Kenley Airfield during World War II and to promote the heritage resource to make it accessible to a wider range of people.

15. RELATED PARTY TRANSACTIONS

The City Corporation is the sole Trustee of these charities, as described on page 2. The City Corporation provides various services, the costs of which are recharged to the charities. This includes the provision of banking services, charging all transactions to the charities at cost and crediting or charging interest at a commercial rate. The cost of these services is included within expenditure, as set out in note 5.

The charity is consolidated within the accounts of City's Cash, a fund of the City of London Corporation (the City Corporation, the Corporate Trustee of the charity), by virtue of the deemed control arising from the provision of the shortfall between the charity's income and expenditure by City's Cash, whose place of business is Guildhall, London EC2P 2EJ. The principal purpose of City's Cash is to manage its investments in properties, stocks and shares to provide returns which allows the City Corporation to use the income for the provision of services that are of importance to the City and Greater London as well as nationally and internationally, and to maintain the asset base so that income will be available to fund services for the benefit of future generations. The financial statements of City's Cash can be obtained from the address provided above.

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

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

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

Figures in brackets represent the amounts due at the balance sheet date. Other figures represent the value of the transactions during the year.

Related party	Connected party	2022/23 £	2021/22 £	Detail of transaction
City of London Corporation	The City of London Corporation is the Trustee for the charity	1,249,271 (nil)	1,046,052 (nil)	The City of London Corporation's City's Cash meets the deficit on running expenses of the charity
		241,101 (nil)	181,030 (nil)	Administrative services provided for the charity

REFERENCE AND ADMINISTRATION DETAILS

CHARITY NAMES: West Wickham Common and Spring Park Wood Coulsdon and other Commons

Registered charity numbers: 232988 and 232989

PRINCIPAL OFFICE OF THE CHARITIES & THE CITY CORPORATION:

Guildhall, London, EC2P 2EJ

TRUSTEE:

The Mayor and Commonalty & Citizens of the City of London

SENIOR MANAGEMENT:

Chief Executive

John Barradell OBE - The Town Clerk and Chief Executive of the City of London Corporation (resigned 31 December 2022)

Ian Thomas CBE – The Town Clerk and Chief Executive of the City of London Corporation (appointed 06 February 2023)

Treasurer

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

Solicitor

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

Environment Department

Juliemma McLoughlin – Executive Director of Environment

Sally Agass – Interim Director of Natural Environment (resigned 31 March 2023)

AUDITORS:

Crowe U.K. LLP, 55 Ludgate Hill, London, EC4M 7JW

BANKERS:

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

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

CHBOffice-BusinessSupport@cityoflondon.gov.uk

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

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

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1, 2, 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank