



Epping Forest & Commons Committee

Date: THURSDAY, 29 MAY 2025
Time: 1.45 pm
Venue: COMMITTEE ROOMS - 2ND FLOOR WEST WING, GUILDHALL

Members:

George Abrahams	Alderman Sir Nicholas Lyons
Elizabeth Corrin	David Sales
Deputy Caroline Haines	James St John Davis (Ex-Officio Member)
Deputy Jaspreet Hodgson	Philip Woodhouse
Alderman Vincent Keaveny, CBE	Verderer Michael Chapman DL
Gregory Lawrence	Verderer William Kennedy
Charles Edward Lord, OBE JP (Ex-Officio Member)	Verderer Paul Morris
Deputy Benjamin Murphy	Verderer Nicholas Munday

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

Agenda

Part 1 - Public Agenda

1. **APOLOGIES**

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

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

To receive the Order of the Court of Common Council dated 25 April 2025 appointing the Committee and setting its Terms of Reference.

For Information
(Pages 7 - 8)

4. **ELECTION OF CHAIR**

To elect a Chairman in accordance with Standing Order No. 28.

For Decision

5. **ELECTION OF DEPUTY CHAIR**

To elect a Deputy Chairman in accordance with Standing Order No. 29.

For Decision

6. **APPOINTMENT OF CONSULTATIVE COMMITTEES AND GROUPS AND REPRESENTATIVES ON OTHER BODIES**

Report of the Town Clerk.

For Decision
(Pages 9 - 26)

7. **MINUTES**

To agree the public minutes and non-public summary of the previous meeting held on 23 January 2025.

For Decision
(Pages 27 - 42)

8. **MATTERS ARISING**

For Information

- a) *Action Log
Report of the Town Clerk.

Burnham Beeches & The Commons

9. **INCOMING CHAIR'S INTRODUCTION: BURNHAM BEECHES & THE COMMONS**

For Information

10. **ASSISTANT DIRECTOR'S GOLDEN THREAD**

Verbal update to be presented.

For Information

11. ***ASSISTANT DIRECTOR (SUPERINTENDENT) REPORT**

Report of the Executive Director, Environment.

For Information

12. **NATURE RESILIENCE AND LANDSCAPE**

Verbal update to be presented.

For Information

13. ***ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2024 - BURNHAM BEECHES AND STOKE COMMON**

Joint Report of the Chamberlain and Executive Director, Environment.

For Information

14. ***ANNUAL REPORT AND FINANCIAL STATEMENTS FOR YEAR ENDED 31 MARCH 2024 - WEST WICKHAM COMMON AND SPRING PARK WOOD AND COULSDON AND OTHER COMMONS**

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

For Information

Epping Forest

15. **INCOMING CHAIR'S INTRODUCTION: EPPING FOREST**

For Information

16. ***ASSISTANT DIRECTOR SUPERINTENDENT'S REPORT**

Report of the Executive Director, Environment.

For Information

17. **MEMBERSHIP OF THE EPPING FOREST CONSULTATIVE GROUP**

Report of the Executive Director, Environment.

For Decision
(Pages 43 - 70)

18. **RISK MANAGEMENT UPDATE**

Report of the Executive Director, Environment.

For Decision
(Pages 71 - 144)

19. ***EPPING FOREST SSSI FEATURE CONDITION SURVEYS UPDATE**

Report of the Executive Director, Environment.

For Information

20. ***FOREST KEEPER ROTA AND RECRUITMENT UPDATE PRESENTATION**

Verbal update to be presented.

For Information

21. **TERMS OF REFERENCE FOR THE NATURAL ENVIRONMENT
COMPLEMENTARY LAND POLICY AND COMPLEMENTARY LAND USE
APPRAISAL**

Report of the Executive Director, Environment.

For Discussion
(Pages 145 - 156)

22. ***TRANSFORMATION FOR THE NATURAL ENVIRONMENT CHARITIES –
PROJECT UPDATE AND GOVERNANCE ARRANGEMENTS FOR
IMPLEMENTATION PHASE**

Report of the Executive Director, Environment.

For Information

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

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

25. **EXCLUSION OF THE PUBLIC**

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

For Decision

Part 2 - Non-Public Agenda

26. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the previous meeting held on 23 January 2025.

For Decision
(Pages 157 - 162)

27. ***EPPING FOREST AND COMMONS COMMITTEE DIARY 2025/26**

For Information

28. **BURNHAM BEECHES & THE COMMONS**

Verbal update to be presented.

For Information

29. **GRANT OF EASEMENT (SEF 12-25)**

Report of the Executive Director, Environment.

For Decision

(Pages 163 - 210)

30. **GRANT OF EASEMENT (SEF 11-25)**

Report of the Executive Director, Environment.

For Decision
(Pages 211 - 222)

31. **PERMISSION TO LET (SEF 13-25)**

Report of Executive Director, Environment.

For Decision
(Pages 223 - 272)

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

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

Part 3 - Confidential Agenda

34. **CONFIDENTIAL MINUTES**

To agree the confidential minutes of the previous meeting held on 23 January 2025.

For Decision

Agenda Item 3

KING, Mayor	RESOLVED: That the Court of Common Council holden in the Guildhall of the City of London on Friday 25 th April 2025, doth hereby appoint the following Committee until the first meeting of the Court in April, 2026.
-------------	---

EPPING FOREST & COMMONS COMMITTEE

1. **Constitution**
A Non-Ward Committee consisting of,
 - two Aldermen nominated by the Court of Aldermen
 - 8 Members elected by the Court of Common Council at least one of whom shall have fewer than five years' service on the Court at the time of their appointment
 - the Chairman and Deputy Chairman of the Natural Environment Board (ex-officio)
 - plus, for the consideration of business relating to Epping Forest only, four Verderers elected or appointed pursuant to the Epping Forest Act 1878.
2. **Quorum**
The quorum consists of any five Members.
For the purpose of non-Epping Forest related business the quorum must consist of five Committee Members who must be Members of the Court of Common Council.
3. **Membership 2025/26**

ALDERMEN
 - 6 Sir Nicholas Stephen Leland Lyons
 - 3 Vincent Keaveny CBE
COMMONERS
 - 9 (4) George Christopher Abrahams
 - 9 (4) Caroline Wilma Haines, Deputy
 - 3 (3) David James Sales *for three years*
 - 10 (2) Philip Woodhouse
 - 4 (2) Jaspreet Hodgson, Deputy
 - 1 (1) Elizabeth Corrin
 - 11 (1) Gregory Lawrence
 - 8 (1) Benjamin Daniel Murphy

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

Verderers pursuant to the provisions of the Epping Forest Act, 1878:-

 - Michael Chapman, D.L.
 - H.H. William Kennedy
 - Paul Morris
 - Nicholas Munday
4. **Terms of Reference**
To be responsible, having regard to the overall policy laid down by the Court of Common Council or by other committees exercising its functions and responsibilities under authorised delegations for:-
 - (a) exercising of the powers and duties of the Court of Common Council as Conservators of Epping Forest (registered charity no. 232990) and the various additional lands which have been acquired to protect the Forest in accordance, where appropriate, with the Epping Forest Acts 1878 and 1880 (as amended) and all other relevant legislation.
 - (b) the ownership and management of the following open spaces in accordance with the provisions of the Corporation of London Open Spaces Act 1878:-
 - Coulsdon and other Commons (registered charity no. 232989), the other Commons being Kenley Common, Farthing Downs and Riddlesdown
 - West Wickham Common and Spring Park (registered charity no. 232988)
 - Ashted Common (registered charity no. 1051510)
 - Burnham Beeches and Stoke Common (registered charity no. 232987)

- (c) appointing such Consultative Committees as are considered necessary for the better performance of its duties including:-
 - Ashted Common Consultative Group
 - Burnham Beeches Consultation Group
 - Epping Forest Consultative Group
 - Epping Forest Local Authority Liaison Group
 - West Wickham, Spring Park and Coulsdon Commons Consultative Group
- (d) expressing views or making recommendations to the Natural Environment Board for that Committee's allocation of grants which relate to Epping Forest and Commons.

City of London Corporation Committee Report

Committee(s): Epping Forest & Commons Committee – For Decision	Dated: 29/05/2025
Subject: Appointment of Consultative Committees and Groups and Representatives on Other Bodies	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • provides business enabling functions 	N/A
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of:	Ian Thomas CBE, Town Clerk & Chief Executive
Report author:	Callum Southern, Governance Officer

Summary

The Committee is asked to consider its appointments for the next twelve months. Provision for appointing a Member to serve as an observer on the Natural Environment Board is also to be considered. It is expected that this appointment would encompass the strategic Open Spaces capacity of that Committee. It was agreed in the Governance Review that local consultative bodies be removed from formal centrally administered structures.

Recommendation(s)

Members are asked that:

- Consideration be given to the appointment and composition of the following Consultative Committees and Groups:
 - **Ashtead Common Consultative Group;**
 - **Burnham Beeches and Stoke Common Consultative Group;**

- **West Wickham, Spring Park and Coulsdon Commons Consultative Group;**
 - **Epping Forest Consultative Group**
 - **Deer Management Oversight Group (DMOG)**
- Endorse the continuation of the appointment and composition of the following Consultative Committees and Groups made last year.
 - Consider the appointment of a Member to serve as an observer on the Natural Environment Board.

Main Report

Background

1. The Committee makes a number of appointments to Consultative Committees and Groups that fall within its remit. Although these are reviewed annually it is within the gift of the Committee to set up groups and working parties as required based on the management of projects being undertaken during the year.
2. The Committee are also asked to review terms of reference for the Consultative Committees and Groups.
3. As agreed last year, the terms of reference for the consultative bodies detailed in this report should replace references to the Town Clerk with local officers to reflect the decision for these bodies to be supported locally to allow suitable freedom to better reflect their role as consultative rather than decision making bodies. Also, the terms of reference should be updated to accurately reflect correct job titles where they have changed.

Implications

4. There are no financial, legal or risk implications.

Conclusion

5. That consideration be made to endorsing appointments to the various Consultative Committees and Groups last year and reappoint.

Appendices

- Appendix 1 – Epping Forest Consultative Group Terms of Reference
- Appendix 2 – Ashted Common Consultative Group Terms of Reference
- Appendix 3 – West Wickham, Spring Park and Coulsdon Commons Consultative Group Terms of Reference
- Appendix 4 – Burnham Beeches and Stoke Common Consultative Group Terms of Reference
- Appendix 5 – Deer Management Oversight Group Terms of Reference

Callum Southern

Governance Officer, Town Clerk's Department

E: Callum.Southern@cityoflondon.gov.uk

This page is intentionally left blank



Epping
Forest

Registered Charity

Epping Forest Consultative Group – Terms of Reference

Purpose of Group2

Conduct, attendance and other principles2

Scheduling, location and public access3

Allocation of positions3

Requirements and responsibilities6

Table of Contents

Purpose of Group

1. The Epping Forest Consultative Group (EFCG) considers and debates management proposals or areas of concern at Epping Forest.
2. EFCG will meet annually in an Annual General Meeting (AGM) to review previous reports of the EF&CC and provide feedback. EFCG may also propose issues to be considered in more depth by the EFCG in further meetings during the year.
3. Members of the Epping Forest and Commons Committee (EF&CC) will be in attendance to listen to views expressed by consultees, and to represent them back to the EF&CC where necessary and appropriate.
4. Minutes from EFCG Annual General Meetings will be presented to the following EF&CC in a public report.
5. The EF&CC Acts for and on behalf of the City of London Corporation ("City Corporation") in its capacity as Conservators of Epping Forest and trustee of the Epping Forest Charity, and is mandated to make management policy and spending decisions in relation to deficit grant arrangements. The EFCG is not a formal decision-making body, however, EFCG's views will be noted and considered in formal reports to the EF&CC as relevant.
6. A link to the published agenda and reports, will be shared in advance of the EF&CC meetings to standing members of the EFCG.

Conduct, attendance and other principles

7. The City Corporation Member's Code of Conduct 2018, associated guidance, declarations appendices establish the principles of behaviour and conduct expected by Members of this Group.
8. Members should attend or send a delegate to the AGM. Failure to attend more than one AGM, could forfeit their position on the Group, subject to EF&CC approval.
9. Although not a decision-making Group, deliberations should be sufficiently well attended for advice to the EF&CC to be considered representative. For those reasons, minimum attendance of four representatives of locally interested organisations is required.
10. EFCG members are representatives of their organisation, affiliates and theme of interest, but Code of Conduct and other legal and

administrative requirements apply to individuals. Every effort will be made to accommodate attendance by nominated proxy in unavoidable circumstances, but such substitutions may not always be possible and must not be considered routine.

Scheduling, location and public access

11. There will be an Annual General Meeting to be held in the Autumn each year. Further meetings will be scheduled during the year, to a number not less than two further meetings, to allow for detailed consultation on matters in a timeframe that is applicable to the matter.
12. Such further meetings may take the form of a meeting or workshop which will be held at The Warren or alternative suitable premises, or a site visit depending on the theme to be discussed.
13. The AGM will be hybrid, held in person at The Warren and on Teams, and will be recorded by Microsoft Teams™ to be shared for 12 months after the meeting, as a recording held for public access on YouTube® online video sharing and social media platform.
14. The Annual General meeting will be held on a weekday evening, avoiding school and public holidays.

Allocation of positions

15. The EFCG has representation from Members of the EF&CC including Verderers. The Chairman and Deputy Chairman may attend according to availability and agenda.
16. The AGM is to be chaired by an Epping Forest Verderer nominated by the EF&CC Chairman, or another EF&CC Member or other nominated Officer in their absence.
17. Other City Corporation officers will attend as required.
18. The meetings are administered by the Environment Department's Epping Forest Support Services Team.
19. Attendants are nominated members of groups that hold a specified interest in Epping Forest, and that have a comparably large membership, and/or a broad geographically spread membership from across the Forest and with knowledge or interest in the themes of heritage; recreation/sport; conservation; general/informal use or voluntary and friends' groups.

20. Tenants, business partners or other organisations with commercial interest in Epping Forest (or wider City Corporation Open Spaces) are not invited to attend as other routes exist for such input. Local authorities of all tiers also have access to direct liaison forums and are not invited to attend.
21. In the interests of impartiality and equality, political parties and religious groups are not invited to attend. In these terms of reference, a 'political party' means a party registered under [Part 2 of the Political Parties, Elections and Referendums Act 2000](#).
22. Organisations with or supportive of extremist policies or views including supporting, planning or carrying out criminal activity motivated by a political or ideological viewpoint are prohibited.
23. Groups nominating a representative must be formal, constituted organisations. This may include rule books, articles of association, standing orders or other formal agreement to which members sign-up to and adhere. This must include their own definitions of formal membership and their subscription terms, meetings and voting rights.
24. Groups must also ensure that their constitution (or equivalent) includes or makes reference to that group's Equality Statement or policy, which must be provided to the City Corporation on request.
25. Invitations to express interest and to nominate representatives are advertised through press release, social media, email and direct correspondence by City Corporation.
26. Applications require details of how the nominating organisation meets the above criteria and must include:
- The theme of interest the organisation wishes its application to be considered under.
 - A brief (maximum 150 words) explanation of the purposes and aims of the organisation.
 - Number of members at time of application (see definition at 29 below)
 - Name and contact details of nominated representative.
 - Copies of Constitution, Equality Statement and other relevant documentation.
 - Any other relevant and necessary information requested by Officers at the time of application.
27. A balance of themes of interest is ideally met as follows:

Nature Conservation <i>Conservation groups in Forest, or with wider remit</i>	3
Friends/Voluntary	3

<i>Formal working groups e.g., litter pickers groups, 'Friends of' etc.</i>	
Heritage <i>Historical societies, rural preservation etc.</i>	2
Informal users <i>Schools, Youth groups, families' associations, local forums and interest bodies</i>	2
Recreation <i>Recreational user groups – e.g., walkers, riders, cyclists</i>	3
Sports <i>Formal organised sports on Forest e.g., Golf, Football, cricket running etc.</i>	3
	16

28. Should more expressions of interest be received than can logistically be accommodated, selection will be made by decision of the Epping Forest and Commons Committee by the following (not in order of importance):

- Size of membership
- Geographical area of interest (i.e., area of Forest covered)
- Theme of interest
- Record of attendance (if existing attendee)

29. Where membership numbers are declared by an applying organisation or group, these must be active members – i.e. those who have actively subscribed or joined providing full name and contact details; agree to a constitution or similar as aforementioned, including invitation to attend and vote at annual general meetings; and requirement to renew periodically (typically annually), most usually with an associated fee. Members must be counted as individuals subject to such terms, and not households or groups. 'Membership', for the purposes of this definition does not include customers paying for goods or services or 'passive' subscriptions or sign ups to mailing lists either electronic or hard copy, or followers or group members to social media broadcasts, chats and communications.

30. Work planning will be undertaken to report on improvements to the diversity and inclusion of the membership of the EFCG.

31. Epping Forest and Commons Committee may appoint further members or co-opt representatives (for example subject matter experts) to attend where it deems appropriate.

32. The Consultative Group serves as established for three years (starting in 2018), after which the invitation and nomination process outlined above is repeated.

Requirements and responsibilities

33. Nominated representatives must meet criteria similar to those set out by the Electoral Commission for eligibility for local government election:

- At least 18 years old
- Not employed by the City Corporation, or another organisation holding a commercial interest in Epping Forest or other City Corporation open spaces.
- Have not been sentenced to a term of imprisonment of three months or more (including suspended sentences), without the option of a fine, during the five years before nominations close.
- Not disqualified under the terms of the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

34. Representatives must commit to representing the views of their organisation and members. Organisations that have applied but could not be accommodated will be advised to communicate with members representing their theme of interest either formally (e.g., affiliation) or informally and such communication is encouraged.

35. Representatives must share agenda and documentation internally within their organisation (subject to confidentiality) as well as minutes and outcomes of discussions.

36. Any representative or organisation found to contravene any of the terms herein may be excluded from the Consultative Group permanently and without notice by order of the Chairman of the Epping Forest and Commons Committee.

37. A regular skills audit of group members will be undertaken to allow the experience and skills of individual members and organisations to be fully leveraged by the Epping Forest Charity.

Ashtead Common Consultative Group

Terms of Reference

Purpose

The main purpose of the Ashtead Common Consultative Group is to assist the delivery of the latest Ashtead Common Management Plan which itself is a product of extensive stakeholder consultation. The aim of the Management Plan is to ensure an appropriate balance between the needs of access and nature conservation and thereby protect and conserve Ashtead Common *in perpetuity*.

1. To consider the annual work programme as set out in the management plan.
2. To identify and agree areas where further public consultation may be required.
3. To consider any major changes to the plan that may arise from time to time.
4. To consider, where appropriate, issues raised by the local community, or visitors and to assist the Assistant Director in resolving them.
 - In addition, outcomes of Ashtead Common Consultative Group meetings should not:
 - Compromise the long-term welfare of the site
 - Conflict with the site's use for quiet enjoyment
 - Harm the conservation status of the site

Membership

5. Members of the group are invited to attend a series of meetings on the basis that, together, they ensure a broad representation of the local community and/or belong to organisations and bodies that are closely associated with, or have a direct interest or effect upon, the work carried out at Ashtead Common.
6. The City of London has statutory responsibilities and interests and will always be represented at the Group. Other bodies such as Natural England and Historic England also have statutory interests in the management of the sites and they will be invited to attend as meeting agendas dictate.
7. The Ashtead Resident's Association, Ashtead Common Volunteers, Surrey County Council and Mole Valley District Council will each have the right to a representative at the Group.
8. Otherwise, membership of the Consultative Group will be for a period of four years after which you may be invited to serve for a further period of four years.
9. The Consultative Group will identify and welcome additional participants who have an interest in the management of Ashtead Common and accept the terms of reference

Attendance by members of the public.

10. Members of the public may attend. Any member of the public wishing to bring an issue to the attention of the Consultative Group must provide a minimum two weeks written notice and provide details as required, to the Chairman and Assistant Director who will consider its inclusion on a future agenda as appropriate.

General

11. The Chairman of the Epping Forest & Commons Committee or his nominated representative shall be Chairman of the Committee.
12. Outputs from the Ashted Common Consultative Group will inform the Epping Forest and Commons Committee, which remains the decision making body.
13. Meetings will be held not less than once per year (plus an annual 'external site meeting' to view works carried out and discuss forthcoming project issues).
14. The Group will meet formally in January or February each year.
15. Meetings shall take place locally to Ashted Common.
16. The Town Clerk to convene the meetings and prepare and circulate the agendas and be responsible for the minutes, supported by local Officers where appropriate.
17. A further meeting or site visit may be arranged each year should circumstances require – see **Appendix 1**.

Appendix 1

Protocol for additional meetings site visits

For additional meetings/visits to be held for consideration of essential business by Officers or Members of Consultative Committees/Groups between scheduled meetings.

- i. A minimum of five members of the Consultative Committee/Group, the Chairman and Deputy Chairman must be in agreement to do so.
- ii. The minimum notice period for calling an additional meeting/visit is 28 days.
- iii. The nature of the issue must be submitted in writing to the Chairman, Deputy Chairman and Assistant Director at least 14 days before the meeting.
- iv. The Chairman or Deputy Chairman and the Assistant Director will preside at all additional meetings/visits.

Coulsdon Commons, West Wickham & Spring Park Consultation Group

Terms of Reference

Purpose

The main purpose of the Coulsdon Commons, West Wickham & Spring Park Consultation Group is to assist the delivery of the latest management plans for the Commons which themselves are a product of extensive stakeholder consultation. The aim of the management plans is to ensure an appropriate balance between the needs of public access and nature conservation and thereby protect and conserve the Coulsdon Commons, West Wickham & Spring Park *in perpetuity*.

1. To consider the annual work programme as set out in the management plans.
2. To identify and agree areas where further public consultation may be required.
3. To consider any major changes to the management plans that may arise from time to time.
4. To consider, where appropriate, issues raised by the local community, or visitors and to assist the Superintendent in resolving them.

In addition, outcomes of the Consultation Group meetings should not:

- Compromise the long-term welfare of the sites.
- Create conflict with each site's use for quiet enjoyment.
- Harm the conservation status of the sites.

Membership

7. Members of the group are invited to attend a series of meetings on the basis that, together, they ensure a broad representation of the local community and/or belong to organisations and bodies that are closely associated with, or have a direct interest or effect upon, the work carried out at the Coulsdon Commons, West Wickham & Spring Park.
8. The City of London has statutory responsibilities and interests and will always be represented at the Consultation Group. Other bodies such as Natural England and Historic England also have statutory interests in the management of the sites and will be invited to attend as meeting agendas dictate.
9. Membership of the Consultation Group will be for a period of four years after which you may be invited to serve for a further period of four years.
10. The Consultation Group will agree and welcome additional participants who have an interest in the management of the Coulsdon Common, West Wickham & Spring Park and accept the Terms of Reference.

Attendance at meetings by members of the public.

11. Members of the public may attend meetings of the Consultation Group.

12. Any member of the public wishing to bring an issue to the attention of the Consultation Group must provide a minimum two weeks written notice and provide details as required, to the Chairman and Superintendent who will consider its inclusion on a future agenda as appropriate.

General

13. The Chairman of the Epping Forest & Commons Committee or his nominated representative shall be Chairman of the Committee.
14. Outputs from the Coulsdon Commons, West Wickham & Spring Park Consultation Group will inform the Epping Forest and Commons Committee, which remains the decision making body.
15. Meetings will be held not less than once per year (plus an annual 'external site meeting' to view works carried out and discuss forthcoming project issues).
16. The Consultation Group will meet formally in January or February each year.
17. Meetings shall take place locally to Coulsdon Commons, West Wickham & Spring Park.
18. The Town Clerk to convene the meetings and prepare and circulate the agendas and be responsible for the minutes, supported by local officers where appropriate.
19. A further meeting or site visit may be arranged each year should circumstances require – see **Appendix 1**.

Appendix 1

Protocol for additional meetings site visits

For additional meetings/visits to be held for consideration of essential business by Officers or Members of Consultation Groups between scheduled meetings.

- i. A minimum of five members of the Consultation Group, the Chairman and Deputy Chairman must be in agreement to do so.
- ii. The minimum notice period for calling an additional meeting/visit is 28 days.
- iii. The nature of the issue must be submitted in writing to the Chairman, Deputy Chairman and Superintendent at least 14 days before the meeting.
- iv. The Chairman or Deputy Chairman and the Superintendent will preside at all additional meetings/visits.

Burnham Beeches and Stoke Common Consultative Group

Terms of Reference

Purpose

The main purpose of the Burnham Beeches and Stoke Common Consultative Group is to assist the delivery of the latest Burnham Beeches and Stoke Common Management Plans which themselves are a product of extensive stakeholder consultation. The aim of the Management Plans is to ensure an appropriate balance between the needs of access and nature conservation and thereby protect and conserve Burnham Beeches and Stoke Common *in perpetuity*.

1. To consider the annual work programme as set out in the management plans.
2. To identify and agree areas where further public consultation may be required.
3. To consider any major changes to the plans that may arise from time to time.
4. To consider, where appropriate, issues raised by the local community, or visitors and to assist the Assistant Director in resolving them.
 - In addition, outcomes of Burnham Beeches and Stoke Common Consultative Group meetings should not:
 - Compromise the long-term welfare of the site
 - Conflict with the site's use for quiet enjoyment
 - Harm the conservation status of the site

Membership

5. Members of the Group are invited to attend a series of meetings on the basis that, together, they ensure a broad representation of the local community and/or belong to organisations and bodies that are closely associated with, or have a direct interest or effect upon, the work carried out at Burnham Beeches and Stoke Common.
6. The City of London has statutory responsibilities and interests and will always be represented at the Group. Other bodies such as Natural England and Historic England also have statutory interests in the management of the sites and they will be invited to attend as meeting agendas dictate.
7. The Ward Councillor(s) local to the Open Space may be represented on the Group according to the duration of their election in that specific role.
8. Otherwise, membership of the Group will be for a period of four years after which you may be invited to serve for a further period of four years.
9. The Group will identify and welcome additional participants who have an interest in the management of Burnham Beeches and Stoke Common and accept the terms of reference.

Attendance by members of the public.

10. Members of the public may attend. Any member of the public wishing to bring an issue to the attention of the Consultative Group must provide a minimum two weeks written notice and provide details as required, to the Chairman and Assistant Director who will consider its inclusion on a future agenda as appropriate.

General

11. The Chairman of the Epping Forest & Commons Committee or his nominated representative shall be Chairman of the Committee.
12. Outputs from the Burnham Beeches And Stoke Common Consultative Group will inform the Epping Forest and Commons Committee, which remains the decision making body.
13. Meetings will be held not less than once per year (plus an annual 'external site meeting' to view works carried out and discuss forthcoming project issues).
14. The Group will meet formally in January or February each year.
15. Meetings shall take place locally to Burnham Beeches.
16. The Town Clerk to convene the meetings and prepare and circulate the agendas and be responsible for the minutes, supported by local Officers where appropriate.
17. A further meeting or site visit may be arranged each year should circumstances require – see **Appendix 1**.

Appendix 1

Protocol for additional meetings site visits

For additional meetings/visits to be held for consideration of essential business by Officers or Members of Consultative Groups between scheduled meetings:

- i. A minimum of five members of the Consultative Group, the Chairman and Deputy Chairman must be in agreement to do so.
- ii. The minimum notice period for calling an additional meeting/visit is 28 days.
- iii. The nature of the issue must be submitted in writing to the Chairman, Deputy Chairman and Assistant Director at least 14 days before the meeting.
- iv. The Chairman or Deputy Chairman and the Assistant Director will preside at all additional meetings/visits.

Epping Forest Deer Management Oversight Group (DMOG)

Terms of Reference

Purpose

- DMOG will provide oversight of the implementation of the Epping Forest Deer Management Strategy approved by the Epping Forest and Commons Committee (“the Committee”)
- DMOG oversight will include:
 - Making recommendations to the Committee to ensure the discharge of its duties under Epping Forest Acts 1878 & 1880 section 4 duty to ensure deer are *‘preserved as objects of ornament in the Forest’*.
 - To review annually the Epping Forest Deer Management Strategy to ensure relevance and appropriateness and make recommendations to the Committee.
 - To monitor the implementation of the Deer Management Strategy throughout the year and to bring to the attention of the Committee any issues that may affect the appropriate implementation of the strategy or give rise to other concerns that should be brought to the attention of the Committee.
 - To make recommendations to the Committee on the most effective and cost-efficient method to implement the Deer Management Strategy.
- DMOG will consider the scientific and best practice basis for deer management activity based upon evidence provided by officers
- DMOG will scrutinise officer population projections of wild and parkland deer herds based on evidence obtained by officers regarding the species, sex, and age of the deer together with cull data from adjoining estates where this is made available
- DMOG will review and provide an assessment of officer’s annual recommendations to the Committee, based on stocking rates furnished by the Independent Review on a proposed cull figure range for both the Birch Hall Park Deer Sanctuary and the Buffer Land
- DMOG will satisfy itself that the Epping Forest risk assessments, safe systems of work, food hygiene arrangements, carcass handling and waste disposal records are suitably legally and financially compliant for the management of deer management operations

- DMOG will appraise regular assessments of the welfare of the Birch Hall Park deer regarding weight and condition of the deer herd and ancillary activity designed.

Other Business

- Officers, will regularly update DMOG on broader plans for the management of Birch Hall Park the buffer land including statutory works, grant applications, government consultations and liaison with neighbouring landowners.

Membership

- DMOG will have 4 members, drawn from the elected members of the Committee.
- The members will be appointed with the approval of the Committee and will be members of DMOG in a personal capacity.
- One member of DMOG will be appointed by the DMOG members as the Group's Chair.
- DMOG will be provided with the services of an independent and suitably qualified deer manager.

Governance

- Membership of DMOG will be based on a one-year term renewed through the annual Committee appointment process conducted in January each year.

Meetings

- DMOG meetings will be held bi-monthly during the fallow deer season and by arrangement outside the season.
- Officers will provide papers to support DMOG's oversight together with a summary record of the meetings proceedings.
- All papers will remain confidential and be subject to the City of London Corporations Members Code of Conduct
- The groups status will be as an informal meeting outside CoL Committee arrangements

EPPING FOREST & COMMONS COMMITTEE

Thursday, 23 January 2025

Minutes of the meeting of the Epping Forest & Commons Committee held at
Committee Rooms - 2nd Floor West Wing, Guildhall on Thursday, 23 January 2025
at 1.45 pm

Present

Members:

Benjamin Murphy (Chairman)
Caroline Haines (Deputy Chairman)
George Abrahams
Jaspreet Hodgson
Alderman Vincent Keaveny, CBE
Alderman Bronek Masojada
Eamonn Mullally (Ex-Officio Member)
David Sales
Verderer Paul Morris
Verderer Nicholas Munday

In Attendance:

Philip Woodhouse
Verderer Michael Chapman DL

Officers:

Clem Harcourt	- Chamberlain's Department
Pauline Mouskis	- Chamberlain's Department
Simon Owen	- Chamberlain's Department
Jack Joslin	- City Bridge Foundation
Jagdeep Bilkhu	- City Surveyor's Department
Mark Kober	- City Surveyor's Department
Gordon Roy	- City Surveyor's Department
Anna Cowperthwaite	- Comptroller and City Solicitor's Department
Emily Brennan	- Environment Department
Tanith Cook	- Environment Department
Jacqueline Eggleston	- Environment Department
Joanne Hill	- Environment Department
Geoff Sinclair	- Environment Department
Tristan Vetta	- Environment Department
Heinz Traut	- Environment Department
Joseph Smith	- Town Clerk's Department
Callum Southern	- Town Clerk's Department
Zoe Williams	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Gregory Lawrence, Alderman Sir Nicholas Lyons and Verderer William Kennedy.

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

No declarations under the Code of Conduct were made in respect of items on the agenda.

3. MINUTES

RESOLVED – That, Members approved the public minutes and non-public summary of the meeting held on 28 November 2024 as an accurate record of proceedings.

4. MATTERS ARISING

4.1 Action Log

During the discussion, the following points were made:

- a) The Chairman indicated that Action 2023-2: Target Operating Model (TOM) Review could be closed.
- b) The Chairman suggested a new action needed to be considered as to whether HR could provide analysis on Epping Forest and Commons staffing to ensure the founding principles of the TOM were being met. Officers indicated they would provide the information requested. Another Member suggested it may not be work for the Committee to consider, instead referring staffing matters to the Corporate Services Committee.

5. SSSI FEATURES ASSESSMENT - VERBAL UPDATE

The Committee received a presentation from Officers on the SSSI Feature Assessment.

The Committee noted the positive change from 'unfavourable recovering' to 'favourable' for the population of *zygodont forsteri* / knothole moss. It also noted no change in the 'unfavourable recovering' assessment for lowland wet or dry heath. Officers added that changes in condition of SSSI features could take many years, which was why assessments were only performed by Natural England every four years.

6. EPPING FOREST CONSULTATIVE GROUP REVIEW OF THE TERMS OF REFERENCE (SEF 04/24)

The Committee received a report which proposed additional changes to the Terms of Reference for the Epping Forest Consultative Group, primarily to

reflect the outcome of a recent consultation with the current members of that group regarding frequency of meetings.

During the discussion, the following points were made:

- a) A Member stated a need for something different to be done but acknowledged work was in progress and expressed the need for the Committee to agree the Consultative Group Terms of Reference.
- b) The Chairman indicated that feedback from the Consultative Group had suggested it could take some time for minutes to be approved by the next Committee and suggested a need for a better feedback mechanism.

RESOLVED – That, Members –

- Agreed, in principle, the revised Terms of Reference for the Epping Forest Consultative Group.
- Authorised the Superintendent, in consultation with the Chair and Deputy Chair of the Epping Forest and Commons Committee, to finalise the Terms of Reference.
- Agreed to hold over the current membership of the Epping Forest Consultative Group until May 2025.
- Agreed that the Superintendent implement a feedback mechanism from Epping Forest & Commons Committee meetings to Epping Forest Consultative Committee Members.

7. RISK MANAGEMENT UPDATE

The Committee received a report which provided the Epping Forest and Commons Committee with assurance that risk management procedures in place within the Environment Department are satisfactory and meet the requirements of the Corporate Risk Management Framework and the Charities Act 2011.

During the discussion, the following points were made:

- a) The Chairman drew attention to the reduction of the risk score for the failure of raised reservoirs from 24 to 16 following weekly inspections by Epping Forest staff and biannual inspections by reservoir engineers and queried, if the control was reducing the risk, what was happening to ensure the control was in place. Officers stated it needed to be ensured there was a biannual inspection by a panel engineer which was recorded and there was a work programme for staff that did visual inspections on a weekly basis.
- b) The Chairman queried what would occur if checks were not carried out. Officers indicated it would be alerted through the management process to ensure checks were still carried out.

- c) The Chairman sought an explanation for the risk score of 12 in relation to the decline in condition of built assets and infrastructure. Officers confirmed it was reduced due to the separation out of heritage-built assets which were a much higher risk and there was now CWP funding allocated, and a project plan being developed.
- d) A Member indicated he was concerned about the unintended effects of affecting upon roots and natural groundwater in existing flood zones put into place to prevent flooding as it could increase the risk if it was not managed correctly. Officers indicated they were about to appoint a hydrologist to carry out a full assessment of plans and how an intervention could affect the area.
- e) The Member sought clarification on whether work would begin until a full assessment had been carried out. Officers confirmed that was the case.

RESOLVED – That, Members:

- Confirmed, on behalf of the City Corporation as Trustee, that the risk registers appended to the report satisfactorily set out the key risks to each of the five charities and that appropriate systems were in place to identify and mitigate risks.

8. ASSISTANT DIRECTOR EPPING FOREST UPDATE REPORT OCT-DEC 2024 (SEF 01/25)

The Committee received a report which presented key information on business activity aligned to objectives for Epping Forest for the period October 2024 – December 2024.

During the discussion, the following points were made:

- a) The Chairman informed the Committee he had recently visited the cattle management overwintering facility and had shared a number of issues which required remediation with the Superintendent, including staff facilities, the need for a great concrete hardstanding, access to the site via the public footpath and the promotion of the role of volunteer warders. The Superintendent agreed to take these items away and feed them into business planning.
- b) The Chairman asked Officers to comment on ornamental waters given how complicated the project was. Officers noted the timeframe was slightly delayed from the last time it was reported on in relation to the pumping station, but that was still beneficial to the work of the Grotto and work would need to be carried out on removal of vegetation, but the intention was to carry out that work before the pond was refilled in 2026. A Wanstead Park Project Officer had been appointed and would join in March 2025.

- c) The Chairman drew attention to the issue of fly tipping as it had become a big problem and noted the project partnership carried out by the Epping Forest team with Essex Police and Epping Forest District Council.
- d) A Member queried whether consideration had been given to involving the judiciary on the issue of fly tipping as pressure needed to be put on them to ensure the full force of the law fell down on culprits. Officers noted the previous Superintendent had a successful meeting with magistrates a few years ago and there was an attempt to repeat that. However, there had been no further engagement.
- e) Another Member suggested coordinated pressure, perhaps at a ministerial level, could be useful as magistrates would ultimately operate within sentencing guidelines which would be formed by the Ministry of Justice and noted the Corporation was in a strong position to speak to the issue.
- f) The Member queried, in relation to the overwintering cattle facility, whether there was any scope for school visits to give children a sense of what real agriculture looked like and the charity's involvement in the provision of agricultural services and facilities in Southeast England. The Chairman noted it had been considered, but further work was needed to ensure toilet facilities, as well as other amenities, were provided before visitors could be allowed onto the site. Officers added it was an aspiration and would continue to be reviewed to see if funding was available.
- g) Another Member asked whether it could be communicated that ANPR technology was now in use to deter fly tipping and whether a reporting mechanism could be established. Officers indicated there was a joint press release being worked on with Epping Forest District Council.
- h) It was questioned by a Member whether portable A frames could be utilised to deter fly tipping. The Chairman indicated there was a challenge in ensuring there was not too much signage in the Forest and suggested a mix of overt and covert CCTV, with partners who could act quickly on the spot, was possibly the best framework for now. Officers suggested that A frames could be helpful for seasonal messages and stated more could be done on how fly tipping could be reported.

RESOLVED – That, Members:

- Noted the report.

9. EPPING FOREST FIVE YEAR BUSINESS PLAN 2025-30 (SEF 06/25)

The Committee received a report which provided an introduction to a five-year business plan for Epping Forest which outlined high level projects and core business plans indicatively for the next five years.

During the discussion, the following points were made:

- a) A Member queried whether Keepers could be deployed by the Summer.
- b) The Chairman indicated it would be useful to see the document as a rolling update and raised the issue of car parking repairs as the project prioritisation number did not seem to be high enough given it was a paid-for service.
- c) The Chairman also suggested the standalone website commissioning was important as it released the potential for benefits and cost avoidance for the charity which had not been focused on through the five-year plan as much. The Chairman added a public self-service tool for facilities and reporting functionality could be helpful.
- d) The Chairman noted the tree safety works were not reflected in the project prioritisation process as a high priority which he stated he found surprising. Officers indicated that refinements and improvements would be seen over the next few months.
- e) A Member requested a link be included for Gift Aid to the charity's website and suggested it would be worth consulting with the City Bridge Foundation Trust before paying an external consultant. Officers stated they were working closely with colleagues from City Bridge Foundation Trust and added the external consultant was for areas of expertise the Foundation did not have, especially on fundraising.

RESOLVED – That, Members:

- Approved, in principle, the Five-Year Business Plan contained in Appendix A for Epping Forest and authorised the Assistant Director, Epping Forest to make amendments and carry out annual reviews as necessary to re-prioritise or re-scope workstreams to accommodate new pressures or change.

10. EFCC BUDGET ESTIMATE REPORT 2025-26 APPENDIX 1 FINAL (1)

The Committee received a report which presented for approval the revenue and capital budgets for the Epping Forest charity for 2025/26, for subsequent submission to Finance Committee.

During the discussion, the following points were made:

- a) A question was raised by a Member on the reduction in the staffing statement from 91.30 to 88.10. Officers indicated they would need to come back to Members to provide more information on that.
- b) The Chairman enquired as to why there was no mention of CAS projects for future years. Officers stated the table on Paragraph 15 was

referencing current projects at their current stage in the gateway and did not include future projects.

- c) The Chairman noted the allocation from central recharges was significant and was an area that needed focus and a better breakdown to understand how central departments were allocating costs. Officers indicated their agreement and told the Committee they had highlighted the issue as part of the Natural Environment Charities Review. Officers added that more detail was required on what the level of recharges covered and what level of service was provided for the recharges, and there was a need to develop service-level agreements (SLAs) for each of the services provided by the Corporation to charities to ensure there was value for money.
- d) Officers provided further clarification to the Committee regarding central recharges, and stated that previous Epping Forest figures were based on the pre-TOM structure and had now been readjusted based on the current staffing level. It was noted that charges were fixed at approximately £15,000 per FTE for the Port Health and Environmental Services, as it was for Epping Forest, and £13,000 per FTE for the Planning and Transportation Committee which suggested it had not greatly increased over other areas. Officers added there was big investment in IT due to the ERP project which counted for significant increases in central support. They also stated that City Surveyors also involved some of the significant increase in recharges due to CWP work that would be underway in future.
- e) The Chairman expressed a need for the charity to have more autonomy to agree service level agreements, and to have mechanisms in place that provide reassurance the charity was getting its fair share of central service provision for the level of recharge.
- f) A Member agreed, as the charity moved to a grant funding model, that a different type of transparency was necessary to see what services were being used and how they were being resourced.
- g) Another Member sought confirmation that the Park Life project had ceased. Officers confirmed it had and a final closing down report was required. The Chairman added that there was no support from the local planning authorities for the project.
- h) The Chairman drew attention to the combined income of the visitors centre and the golf course at Chingford and suggested it would be worth reviewing the entire costs and management structures of the visitor centres now they were performing better to take into account building maintenance and the cost of the facilities to run.

RESOLVED – That, Members:

- i. Noted the latest revenue budget for the Epping Forest charity for 2024/25;
- ii. Approved the proposed revenue budget for 2025/26 for Epping Forest for submission for approval by the Finance Committee;
- iii. Approved Epping Forest's capital and supplementary revenue project budgets for 2025/26 for submission for approval by the Finance Committee; and
- iv. Agreed that amendments for 2024/25 and 2025/26 budgets arising from changes to recharges and support services or for any further implications arising from corporate contracts, energy price increases, changes to the Cyclical Works Programme (CWP) and capital changes during budget setting be delegated to the Chamberlain, in consultation with the Executive Director, Environment.

11. ROOKERY WOOD RESERVOIR REMEDIAL WORKS

The Committee received a report on a combined project to carry out engineering and forest projects for synergy, which included culvert remedial works and potential improvements to the dam to satisfy the design flood conditions for the engineering team and to carry out removal of Poplar trees planted in the reservoir.

During the discussion, the following points were made:

- a) The Chairman queried how significant a population of the trees would be removed as part of the project. Officers noted it was approximately 500.
- b) The Chairman asked why a full renewal of the dam had been considered not acceptable. Officers responded that a conservation study had been carried out and Officers at Epping Forest had reported that it was a nationally significant heritage landscape and stated the staff had wanted to explore maintenance options. Officers added the Tudor Pond sat within the Copped Hall Estate which was a registered park and Grade II-listed by Historic England. While it was not a scheduled monument, Officers stated that, following good practice, the first step should be investigating potential maintenance options. Officers added that protected species were identified in surveys carried out in 2022-23; works would require relevant licenses and mitigations.
- c) The Chairman stated that, should the project proceed to completion, it would involve significant cost. There was no information as to how long it would last, the pond was not a scheduled monument, and the project would involve felling of 500 trees.
- d) Officers stated the report was asking for permission to start feasibility work and noted the resource had not been identified for the project yet. Officers added that the project would require relevant licenses and tree removal which would present challenges.

- e) A Member sought clarity as he believed the Tudor Pond was to be restored and expressed concern about chopping trees down on the site on the earthwork banks which could decay in a few years. The Member also queried why badger setts would be removed.
- f) It was suggested by a Member that a site visit be held before a decision on the site was made and queried what impact removing trees could have, particularly on flood risk. An Officer expressed concern that a large amount would be spent developing a project that did not necessarily have the funding to be delivered and suggested the paper needed to be reviewed and brought back to Committee.
- g) A Member suggested that if there was an immediate flood risk, action needed to be taken as a matter of urgency to mitigate it.
- h) Another Member agreed with a previous suggestion for a site visit and indicated the end goal of the project needed to be identified.
- i) Officers indicated there was a risk of the pond becoming classified as a large reservoir and a flood routing exercise had been carried out which did not pick up Cobbins Brook. Officers added they had carried out a site visit to discuss a natural flood management proposal in Cobbins Brook and there were opportunities to create a wetland habitat. Officers summarised that the project was a mixture of safety, flood management and historic feature management with interest from Historic England on the Tudor Pond.
- j) The Deputy Chair noted there had been a previous visit and one only needed to visit the site to realise action needed to be taken in relation to water retention and how the Tudor bricks were affected. The Deputy Chair suggested clarity needed to be had over what was needed and a site visit needed to be conducted.
- k) The Chairman suggested not approving the project and noted a decision could be taken under Urgency Procedures should an urgent health and safety issue become apparent

RESOLVED – That, Members:

- Did not agree the recommendations as outlined in the report.

12. CARBON REMOVALS PROJECT WORKSTREAM ON EPPING FOREST & BUFFER LANDS LEAKY DAMS (SEF 03/25)

The Committee received a report which provided an update on the Carbon Removals project within the Climate Action Strategy which specifically focused on the implementation of the leaky dams in Epping Forest and the Buffer Lands.

A Member emphasised the need for careful scrutiny and oversight of this project in the context of the hydrology of the Forest to ensure that there are no unintended consequences.

RESOLVED – That, Members:

- Approved, in principle, the implementation of the project described in the report, with up to 400 leaky dams installed at Epping Forest and Buffer Land;
- Authorised the Superintendent, in consultation with the Chair and Deputy Chair, to decide on the final number and locations of the leaky dams subject to recommendations from expert studies;
- Authorised the Carbon Removals (CR) Project team and Epping Forest (EF) Conservation team to begin discussions with academic and expert partners to outline the scope of a proposed beaver feasibility study in 2025.
- Authorise the Superintendent to enter into all necessary arrangements and agreements, including those to outline, and establish, roles and responsibilities and to manage governance and procurement protocols for the scheme, in consultation with the City Solicitor.

13. LICENCES FEES AND CHARGES 2025/26 (SEF 02/25)

The Committee received a report which made proposals for the setting of fees and charges for activities in Epping Forest for the forthcoming financial year of 2025/26. The report also updated the Committee on the performance of charges levied for licensed activities, produce sales, formal sports, and car park charges in the last full financial year 2023/24.

During the discussion, the following points were made:

- a) The Chairman suggested the Committee needed to move toward a five-year term to align with the five-year business plan which would have all license fees and charges increase in line with consumer price index (CPI) or retail price index (RPI) on a regular basis unless there was an exception which Officers needed to present to the Committee.
- b) The Chairman noted there was a concern raised from the Consultative Groups on some of the parking charges as they were not updated every year, but every four years due to operational controls as signage had to be updated and the backend systems had to be updated for those who paid electronically. The Chairman added while the report looked like it proposed a 14% increase in charges, it was an average over four years of 3.5% which was in line with CPI.
- c) A Member suggested extending the six-hour parking limit to eight hours in areas that did not suffer from commuter parking and indicated parking users needed to be pushed toward annual license permit, provided it be set at a competitive rate. Officers indicated they would look into it, but there was an issue around consistency and a habitats regulation

assessment in some car parks and the charity was obliged to be consistent with the scheme across the Forest to protect the SAC. Officers added exceptions could be made on a case-by-case basis, mainly for groups, providing they were informed that a user would be parked for longer than 6 hours. Officers added the six-hour limit was set up to avoid commuter car parking.

- d) Officers added that a new system was in place to allow for the purchase of the annual car parking permit electronically.
- e) The Chairman reiterated the need for the parking charges as they contributed to the maintenance of the car parks which cost around £150,000 to resurface which was why a reserve needed to be built up.
- f) A Member suggested pushing Forest visitors toward the annual permit scheme would provide good value for money and a steady income stream that would not be affected by weather conditions.
- g) Another Member queried whether filming receipts would improve next year from previous levels. Officers explained that filming receipts were down due to the Hollywood writers' strike and, during the current financial year, the charity had made three times the amount on filming.
- h) The Member also indicated it would be good to see an analysis of the costs from running the car parks to examine if they were a net generator of income as there were a lot of hidden costs. The Chairman indicated a project had been carried out on the cost of the car parks and suggested the report could be shared with Members.
- i) It was questioned by a Member whether the charity would be entitled to gift aid if the annual fee for car parking was linked to a donation to the charity. The Chairman confirmed that a charitable donation could not be given for a service and, therefore, would not be entitled to gift aid.
- j) The Member also suggested a thorough review of the amount made from the sale of produce (venison, beef and wood).
- k) A Member enquired as to whether filming was charged in fixed amounts or negotiable. Officers confirmed there were set rates, but it depended on the scale of the film as there were a lot of add-ons once car parking and staff time.

RESOLVED – That, Members:

- Noted the income generated in 2023/24 from charged activities in Epping Forest; and
- Agreed the proposed license fees for 2025/26 as itemised in Appendix 2.
- Authorised the Superintendent to, on occasion, make minor variation to these fees in respect of filming and other licensing where it appears to the Superintendent that the scale of the activity and impact upon the

Forest indicated that a different fee was required in order to ensure an appropriate contribution towards the costs incurred by the Conservators in connection with Epping Forest.

14. EPPING FOREST TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

The Committee received the final version of the Trustee's Annual Report and Financial Statements for the year ended 31 March 2024 for Epping Forest (charity registration number 232990) presented for information in the format required by the Charity Commission.

The Chairman noted he was disappointed that comments made earlier in the year had not been reflected in the report given it had now been signed off. The Chairman added that there was no reflection of the Natural Environment Board which set corporate strategy, an incorrect reference to the Epping Forest Consultative Group, which was referred to as a 'Committee', and there were no comments on the Committee being responsible for setting operational policy, approving the business management plans, managing risk and embedding the Epping Forest Act, 1878.

The Chairman further noted that the Natural Environment Charities Review would look at best practice and regulatory requirements in relation to charity annual reports to ensure that accurate representations were made to the Charities Commission.

RESOLVED – That, Members:

- Noted the report.

15. SUMMARY OF MEDIA COVERAGE FOR EPPING FOREST AND THE COMMONS (2024)

The Committee received a report which gave a summary of media coverage for Epping Forest and The Commons (EF&C), achieved by the corporate Media Team, for the period January to December 2024, as well as a forward look for 2025.

RESOLVED – That, Members:

- Noted the report.

16. BUDGET ESTIMATES 2025/26 - THE COMMONS CHARITIES

The Committee received a report which presented for approvals the revenue budgets for each of the individual Commons charities for 2025/26, for subsequent submission to the Finance Committee.

During the discussion, the following points were made:

- a) The Chairman raised concerns about West Wickham and Coulsdon Commons and the need for additional budget to cover grounds maintenance costs permanently given it had recently been covered through the Director's local risk budget and suggested the need for Finance Committee to be made aware of concerns that it was not a permanent solution. Officers stated that the costs were reflected in the five-year budget and agreed with the need to raise the issue with Finance Committee.

Matters Arising

Officers agreed to raise concerns to the Finance Committee about the need for additional budget to cover grounds maintenance costs permanently at West Wickham and Coulsdon Commons given it had recently been covered through the Director's local risk budget.

RESOLVED – That, Members:

- i. Noted the latest revenue budget for each of the Commons charities for 2024/25;
- ii. Approved the proposed revenue budget for 2025/26 for Burnham Beeches and Stoke Common charity for submission for approval by the Finance Committee.
- iii. Approved the proposed revenue budget for 2025/26 for West Wickham Common and Spring Park Wood and Coulsdon and Other Commons charities for submission for approval by the Finance Committee;
- iv. Approved the proposed revenue budget for 2025/26 for the Ashted Common charity for submission for approval by the Finance Committee; and
- v. Agreed that amendments for 2024/25 and 2025/26 budgets arising from changes to recharges and support services or for any further implications arising from corporate contracts, energy price increases, changes to the Cyclical Works Programme (CWP) and capital charges during budget setting be delegated to the Chamberlain, in consultation with the Executive Director, Environment.

17. BURNHAM BEECHES AND CITY COMMONS FIVE YEAR BUSINESS PLAN 2025-30

The Committee received a report which provided a five-year costed business plan for the four City Commons Charities comprising; Burnham Beeches and Stoke Common (number 232987), Ashted Common (number 1051510), Coulsdon and other Commons (number 232988-1), and West Wickham Common and Spring Park Woods (number 232988).

During the discussion, the following points were made:

- a) The Chairman expressed the need to clearly establish the assessment process, timeline, and a target date for completion. Officers clarified that

'ongoing' referred to an activity carried out every year and suggested it could be presented differently.

- b) The Chairman suggested it would be useful to have a member of staff confident with technology that could assist with the monitoring of KPIs (key performance indicators).

RESOLVED – That, Members:

- Approved the five-year business plan contained in Appendix A for the Four City Commons charities and authorised the Assistant Director of the Commons to make amendments and carry out annual reviews necessary to re-prioritise or re-scope workstreams to accommodate new pressures or changes.

18. THE COMMONS: LICENCES, WAYLEAVES AND PRODUCE FEES AND CHARGES FOR 2025/26

The report presented proposals for an October 2024 Retail Price Index increase of 3.4% in 2025/26 on charges levied for licensed activities produce sales and formal sports.

During the discussion, the following points were made:

- a) The Chairman queried how Officers sought to address a reduction in filming and car parking income. Officers stated they were apprehensive about last year due to the Hollywood writers' strike but there had been a relatively good three years in filming. Officers added car parking was an ongoing difficulty, especially at West Wickham, and they would be reviewing car parking charges for the start of next year. Officers further noted they would be looking to address income deficits at West Wickham Common, as well as look at widening the use of car parks for camper van use as the extra income that could be generated was significant.
- b) A Member queried whether the second-car charge was worth retaining as it seemed to be a giveaway and potentially made more sense not to have it. Officers indicated they would follow-up on the issue of the cheaper rate for the second car as they were not aware of the history of it.
- c) The Deputy Chair suggested the need to identify why the second car policy came about.

RESOLVED – That, Members:

- Noted the income generated in 2023/24 from charged activities in The Commons; and
- Agreed the proposed license fees and sports charges for 2025/26 as itemised in Appendix 2.

19. ASHTEAD COMMON TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2024

The Committee received the final version of the Trustee's Annual Report and Financial Statements for the year ended 31 March 2024 for the Ashtead Common charity (charity registration number 1051510) are presented for information in the format required by the Charity Commission.

RESOLVED – That, Members:

- Noted the report.

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

There were no questions on matters relating to the work of the Committee.

21. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT

There was no other business that the Chairman considered urgent.

22. 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.

23. NON-PUBLIC MINUTES

RESOLVED – That, Members approved the non-public minutes of the meeting held on 28 November 2024 as an accurate record of proceedings.

24. MARKETING OUTCOME – BUFFER LAND AT CLAYS LANE NORTH (SEF07/24)

The Committee received a joint report of the City Surveyor and Executive Director, Environment.

25. REQUEST FOR THE PROVISION OF A DEED OF GRANT EASEMENT (SEF 05/25)

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

**26. TRANSFORMATION FOR THE NATURAL ENVIRONMENT CHARITIES –
OUTCOMES OF THE NATURAL ENVIRONMENT CHARITIES REVIEW**

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

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

There were no non-public questions on matters relating to the work of the Committee.

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

There was one item of any other business raised in non-public session that the Chairman considered urgent.

29. RESTRUCTURE REVISION (SEF 08/25)

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

The meeting ended at 4.09 pm

Chairman

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

City of London Corporation Committee Report

Committee(s): Epping Forest and Commons Committee - For decision	Dated: 29/05/2025
Subject: Epping Forest Consultative Group Membership 2024-26. Renewal of applications and Review of the Terms of Reference (SEF 10/25)	Public For decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties 	Leading Sustainable Environment Flourishing Public Spaces: Diverse Engaged Communities
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of:	Katie Stewart, Executive Director Environment
Report author:	Juliane Heinecke, PA and Stakeholder Liaison - Epping Forest

Summary

The Epping Forest Consultative Group Terms of Reference recommends that membership for the Epping Forest Consultative Group is reconsidered every three years. This report summarises the applications received and makes recommendations for the appointment of twenty members to the Epping Forest and Consultative Group, an increase from the recommended sixteen places.

Recommendations

Members are asked to:

- Consider the applications as detailed in this report and in Appendix 1, and make appointments as recommended in Option 1 of this report.
- Extend thanks to the organisations that have applied, particularly those who have attended for the last three years but have been unsuccessful in their application this time round.

Main Report

Background

1. The Epping Forest Consultative Group (EFCG) was formerly known as the Epping Forest Consultative Committee and was established in January 2018.

2. Membership of the EFCG is reconsidered every three years. Membership was due for renewal in 2024 and the application process was widely advertised in August of that year. However, only 11 applications were received for the ideal 16 places.
3. Officers consulted members at their EFCG meeting in October 2024 and sent a follow up survey, to seek ideas of how the meetings could be improved to make membership of the EFCG more relevant and appealing to stakeholders.
4. Officers used the consultation feedback to revise the EFCG Terms of Reference (Appendix 2) which were approved in principle by your Committee in January 2025. Your Committee also agreed to hold over the then existing membership of the EFCG and delay the authorisation of the new membership until May 2025, to allow for further expressions of interest to be submitted.

Current Position

5. A further advertisement for membership of EFCG has subsequently taken place, this time with 24 applications received.
6. Four applications were not eligible (for the reasons discussed in paragraph 19 and 20 of this report). The remaining 20 applicants are listed in Appendix 1.

Options

Option 1 – To appoint all 20 recommended organisations to join the EFCG for the next three years. **This option is recommended.**

Option 2 – To appoint only a maximum of 16 organisations to join the EFCG over the next three years. This option would recommend using the priority order listing to select the top 16 organisations **This option is not recommended.**

Proposals

7. According to section 27 of the Terms of Reference, sixteen places are *ideally* made up from the following themes of interest:

Nature Conservation <i>Conservation groups in Forest, or with wider remit</i>	3
Friends/Voluntary <i>Formal working groups e.g., litter pickers groups, 'Friends of' etc.</i>	3
Heritage <i>Historical societies, rural preservation etc.</i>	2
Informal users <i>Schools, Youth groups, families' associations, local forums and interest bodies</i>	2
Recreation <i>Recreational user groups – e.g., walkers, riders, cyclists</i>	3
Sports	3

<i>Formal organised sports on Forest e.g., Golf, Football, cricket running etc.</i>	
	16

8. It is possible that organisations may arguably sit within two or more of these themes as their interests and activities may be broad, with particular crossover between sports and recreation categories. The applicants have been allocated to the theme or category considered most appropriate as set out in Appendix 1 and summarised in paragraphs 16 to 22 below.
9. Paragraph 28 of the Terms of Reference states, “Should more expressions of interest be received than can logistically be accommodated, selection will be made by members of the Epping Forest and Commons Committee by four criteria.
 - Size of membership
 - Geographical area of interest (i.e., area of Forest covered)
 - Theme of interest
 - Record of attendance (if existing attendee)”.
10. Accordingly, the applications in Appendix 1 have been placed in order firstly in terms of category and secondly in order of best fit with the criteria.
11. In this way organisations can be selected in priority order to achieve the total ‘ideal’ number of 16.
12. However, this number is not a cap and as the new terms of reference mean that the group will meet in workshops or on-site visits there is less need to limit numbers as in a traditional meeting. Therefore, your Committee may choose to appoint all 20 eligible applicants.
13. **Nature Conservation.** Four applications were received for three recommended places. It is recommended that The London Wildlife Trust, Butterfly Conservation, Cambridgeshire & Essex and Wren Wildlife & Conservation Group are appointed and that the River Roding Trust are appointed as an additional member.
14. **Friends/Voluntary.** Four applications were received for three recommended places. It is recommended that Epping Forest Heritage Trust, Friends of Wanstead Parklands and the Epping Forest Conservation Volunteers are all appointed and that the Higham’s Park Planning Group are appointed as an additional member.
15. **Heritage.** Two applications were received for two available places. It is recommended that West Essex Archaeological Group and the Chingford Historical Society be appointed.
16. **Informal Users.** Four applications were received in this category for two recommended places. It is recommended that Theydon Bois Preservation Society and the Woodford Green Amenity Group are appointed, and that the Chingford Residents Association and Bushwood Area Residents Association are also appointed as additional members.

17. **Recreation.** Three applications received for three available places. It is recommended that West Essex Ramblers, Epping Forest Riders Association and Epping Forest Transport Action Group are appointed.
18. **Sports.** Three qualifying applications received for three places. It is recommended that Orion Harriers, Royal Epping Forest Golf Club and Lee Valley Youth Cycling are appointed.
19. In addition, there were two applications that were considered to be ineligible in line with the factors set out in paragraphs 20 and 21 of the revised Terms of Reference. These applicants are considered to be either an organisation that meets the definition of a political party or a tier of local authority. In both cases, there are alternative avenues of engagement available to those groups through, for example, direct liaison forums.
20. A further two applications were received from individuals, also ineligible per paragraph 23 of the revised Terms of Reference as membership must be from a constituted organisation.

Corporate & Strategic Implications

21. Strategic implications – The EFCG supports the Corporate Plan - Leading Sustainable Environment Flourishing Public Spaces: Diverse Engaged Communities
22. Financial and resource implications – The resources required for room hire, light refreshments, the publication of agendas; reports and minutes will be provided by the support staff at Epping Forest.
23. Legal implications – The EFCG is a consultative group, rather than a formal statutory committee, and its constitution is not subject to specific legislative provisions. The Epping Forest and Commons Committee is therefore able to vary its Terms of Reference and membership as considered appropriate.
24. Prior to exercising certain powers under the City of London Corporation (Open Spaces) Act 2018 the Corporation as Conservators must consult such persons or bodies as it thinks appropriate, and the arrangements for the EFCG generally satisfy that requirement.
25. Risk implications – The existing EFCG structure is ‘business as usual’ and considered low risk.
26. Equalities implications – The Equalities statements are incorporated into application requirements.
27. Climate implications – The UK Government has binding targets to reduce greenhouse gas emissions and hence global warming by 2050, with the EFCG acting as a key factor in the engagement and protection of the Special Area of

Conservation (SAC) and Site of Special Scientific Interest (SSSI) at Epping Forest which is directly affected by climate warming.

28. Security implications – None

29. Charity implications – Epping Forest is a registered charity (number 232990). Charity Law obliges Members to ensure that the decisions they take in relation to the Charity must be taken in the best interests of the Charity.

Conclusion

30. The Epping Forest Consultative Group Terms of Reference recommends that membership for the Epping Forest Consultative Group is reconsidered every three years. This report summarises the applications received and makes recommendations for the appointment of twenty members to the Epping Forest and Consultative Group, an increase from the recommended sixteen places. The reason for recommending this increase in membership numbers is due to the change of format of the meetings, which are to be more subject focussed, strategic discussions, where only those relevant to those discussions need attend and therefore these additional members may help to provide a broader and more informed stakeholder engagement.

Appendices

- Appendix 1 – Epping Forest Consultative Group Applications
- Appendix 2 - Terms of Reference – revised January 2025

Juliane Heinecke

PA and Support Services Officer (Stakeholder Liaison)

T: 020 8532 1010

E: juliane.heinecke@cityoflondon.gov.uk

This page is intentionally left blank

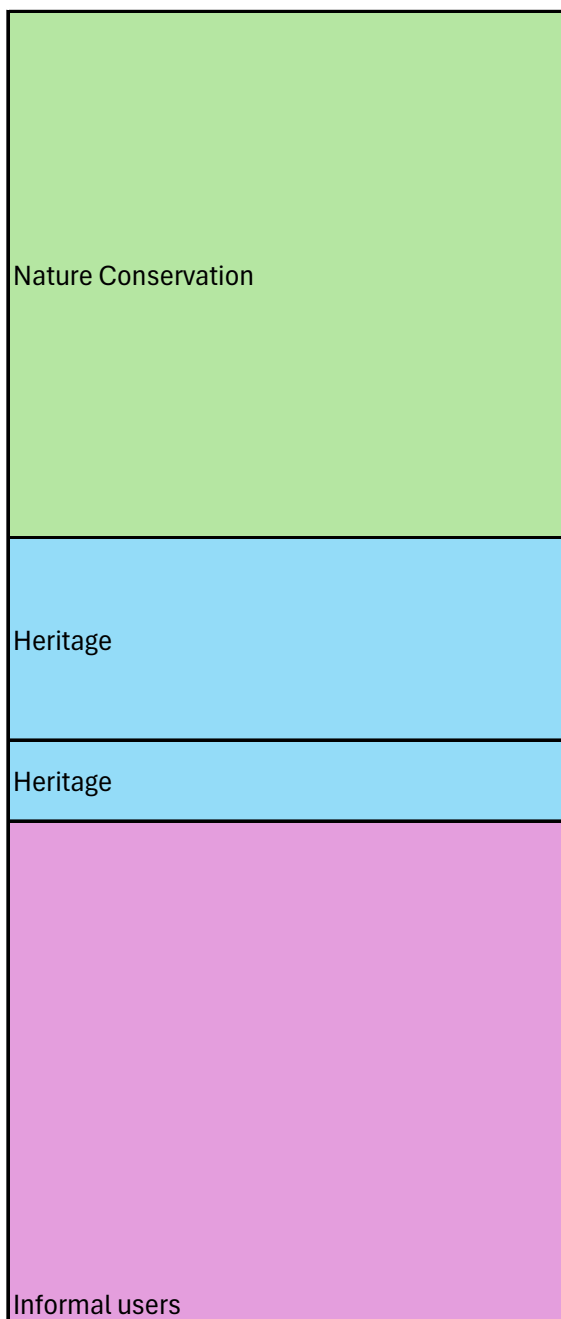
Name of Organisation	Existing / New application
London Wildlife Trust	Existing
Butterfly Conservation	Existing
Wren Group	Existing
River Roding Trust	New application
The Highams Park Planning Group	Existing
Epping Forest Heritage Trust	Existing
Friends of Wanstead Parklands	Existing

Epping Forest Conservation Volunteers (EFCV)	Existing
West Essex Archeological Group	New application
Chingford Historical Society	New application
Theydon Bois and District Rural Presevation	Existing

Woodford Green Amenity Group	New application
Chingford Residents Association	New application
Bushwood Area Residents Association	New application
West Essex Ramblers	Existing

Epping Forest Riders Association	Existing
Epping Forest Transport Action Group	Existing
Lee Valley Youth Cycling Club	Existing
Royal Epping Forest Golf Club	Existing
Orion Harriers	Existing

Theme / Category organisation is to be considered
Nature Conservation
Nature Conservation
Nature Conservation
Nature Conservation
Friends/voluntary
Friends / Voluntary
Friends / Voluntary



Informal users
Informal users
Informal users
Recreation

Recreation
Recreation
Sport
Sport
Sport

Summary
Deliver a wide range of programmes, from restoring valuable wild habitats across the capital city, to supporting people from under-represented backgrounds to engage with nature.
Wildlife representation. Organisation operates UK wide. Butterfly Conservation conserves and recovers butterflies and moths and champions them for the benefit of nature and people.
Active voluntary organisation, supporting Epping Forest on conservation and wildlife tasks. Additional interest architecturally and wildlife interest.
To preserve, protect and restore the River Roding for the public benefit and to undertake and carry on projects and activities of a charitable nature related to the river which will assist in promoting recreation, protecting the environment and educating the public about the history of the river.
Active Voluntary Organisation, working in collaboration with the Epping Forest delivering on conservation and volunteering.
Active Voluntary organisation supporting on conservation tasks, community engagement and volunteering activity. Place would be allocated as a Friends / Voluntary Organisation with added value through nature conservation and recreation. Epping Forest Heritage Trust (EFHT) is a membership organisation and charity dedicated to preserving and protecting Epping Forest, its biodiversity, culture and heritage for people to enjoy now, and for generations to come. Our work covers all aspects of protecting and conserving the Forest.
Active voluntary organisation, supporting Epping Forest on conservation and wildlife tasks. Additional interest architecturally and wildlife interest. To provide or assist in the provision of facilities or opportunities for recreation and other leisure time occupation for the public at large in the interests of social welfare and with the object of improving their conditions of life, in particular but not exclusively by the preservation, promotion, support, assistance and improvement of Wanstead Parklands

Key voluntary Organisation partnership, working across all areas of Epping Forest. Added value is the group representative is also a member of Voluntary Organisation, Friends of Swaines Green. EFCV undertakes habitat management on sensitive sites that require intensive use of manpower rather than large machinery. Keep ponds, streams and bogs clear of small trees and invasive plants and install dams to maintain water levels. Also undertake species specific work. Tasks nominated by City's Conservation Team. Members includes ecology specialists and experienced forestry leaders. We fund and maintain a comprehensive collection of hand and power tools with associated PPE and refresher training for working in all environments.

The Group is established to promote the advancement of knowledge and education by the study of archaeology, history and kindred subjects, particularly in West Essex and to promote and organise co-operation in the achievement of the above purposes.

The society is to advance the education of the public on local history.

Most of Epping Forest, but in particular the forest and buffer lands around Theydon Bois. The Committee has been instrumental in forming our GreenShoots sessions. This is the youth arm of our Society which aims to provide outside opportunities for children and their families to enjoy and learn about the history and natural characteristics of Epping Forest and the surrounding district. Activities include learning about trees and plants in our local environment, mini beast hunts, craft activities, and observing signs of the season.

The Woodford Green Amenity Group WGAG, covering the area of Woodford Green,

- i) To stimulate public interest in The Area of Benefit, as well as creating a community spirit and atmosphere e.g. litter picks, community gardening, providing flower baskets & troughs, etc
- ii) To promote high standards of planning and architecture in The Area of Benefit.
- iii) To secure the preservation protection development and improvement of features of historic or public interest in The Area of Benefit.
- iv) To investigate opportunities to benefit from grants etc which may be available in the Area of Benefit to fund Initiatives leading to the enhancement of the area.

Examples of which are - regular litter picks; planting of troughs in the area of interest in concert with local schools; engagement with the CoL Arborialist and Engagement and Community Officer

The Chingford Residents Association (CRA) promotes, listens, and represents the interests, views, and needs of residents in Chingford and is a non-political organisation. It was founded by two residents of Chingford; one in the north and the other one in the south of Chingford.

BARA aims to enhance and encourage a positive community spirit; Where possible, to protect the general welfare, amenities, and environmental and communal rights of all Members. BARA will form no political or religious affiliations and will practice no discrimination on any grounds.

Representation for walking in Epping Forest. West Essex Ramblers is part of the Ramblers Association which is a charity dedicated to keeping the countryside open to all and fighting for the things that matter most to walkers. The Ramblers aims to open the way for everyone to enjoy the pleasures of walking and to step up to protect the places we all love to walk.

Representation for Horse Riders in Epping Forest. EFRA is the only organisation that represents the horse riders in Epping Forest and surrounding areas. Liaising with Epping Forest The Warren, Essex Highways, Essex Bridleways Association, British Horse Society and other user groups on the Consultative Group in order to protect the interests and safety of those who own/ride/care for horses in those areas. And to improve and maintain a working relationship with those groups, on riders behalf, to assist with the continuance of horse riding in the Forest and also the work done in the forest by Epping Forest to maintain it for everyone's enjoyment and benefit.

Representative for Transport with added value through local representative for CyclingUK. They campaign for better transport in our local area, to improve quality of life, protect the environment and support an efficient economy.

Representation for Cycling in Epping Forest. LUYCC is a youth cycling club for riders age 6-18. The club is a 100% volunteer run organisation that encompasses both competitive and non competitive cycling and covers all disciplines. The club is particularly successful in encouraging it's members to gain British Cycling coaching qualifications so many of the sessions are run by youth members (with adult supervision as required under BC rules)

Private Sports club representation on the consultative group would be a positive benefit. Would represent a niche population of users.

Representation for runners in Epping Forest. A local running club, catering for local people aged 8-80 Hosting training for juniors, beginners, right through to national level athletes. Organise a large number of open events, bringing people from across London and Essex (and beyond) into the Forest.

Recommendation based on application	
Recommended	
Recommended	
Recommended	
Recommended	
Recommended	
Recommended	
Recommended	

Recommended
Recommended
Recommended
Recommended

Recommended

Recommended

Recommended

Recommended

Recommended
Recommended
Recommended
Recommended
Recommended



Epping
Forest

Registered Charity

Epping Forest Consultative Group – Terms of Reference

Table of Contents

Purpose of Group2

Conduct, attendance and other principles2

Scheduling, location and public access3

Allocation of positions3

Requirements and responsibilities6

Purpose of Group

1. The Epping Forest Consultative Group (EFCG) considers and debates management proposals or areas of concern at Epping Forest.
2. EFCG will meet annually in an Annual General Meeting (AGM) to review previous reports of the EF&CC and provide feedback. EFCG may also propose issues to be considered in more depth by the EF&CC in further meetings during the year.
3. Members of the Epping Forest and Commons Committee (EF&CC) will be in attendance to listen to views expressed by consultees, and to represent them back to the EF&CC where necessary and appropriate.
4. Minutes from EFCG Annual General Meetings will be presented to the following EF&CC in a public report.
5. The EF&CC Acts for and on behalf of the City of London Corporation ("City Corporation") in its capacity as Conservators of Epping Forest and trustee of the Epping Forest Charity, and is mandated to make management policy and spending decisions in relation to deficit grant arrangements. The EFCG is not a formal decision-making body, however, EFCG's views will be noted and considered in formal reports to the EF&CC as relevant.
6. A link to the published agenda and reports, will be shared in advance of the EF&CC meetings to standing members of the EFCG.

Conduct, attendance and other principles

7. The City Corporation Member's Code of Conduct 2018, associated guidance, declarations appendices establish the principles of behaviour and conduct expected by Members of this Group.
8. Members should attend or send a delegate to the AGM. Failure to attend more than one AGM, could forfeit their position on the Group, subject to EF&CC approval.
9. Although not a decision-making Group, deliberations should be sufficiently well attended for advice to the EF&CC to be considered representative. For those reasons, minimum attendance of four representatives of locally interested organisations is required.
10. EFCG members are representatives of their organisation, affiliates and theme of interest, but Code of Conduct and other legal and

administrative requirements apply to individuals. Every effort will be made to accommodate attendance by nominated proxy in unavoidable circumstances, but such substitutions may not always be possible and must not be considered routine.

Scheduling, location and public access

11. There will be an Annual General Meeting to be held in the Autumn each year. Further meetings will be scheduled during the year, to a number not less than two further meetings, to allow for detailed consultation on matters in a timeframe that is applicable to the matter.
12. Such further meetings may take the form of a meeting or workshop which will be held at The Warren or alternative suitable premises, or a site visit depending on the theme to be discussed.
13. The AGM will be hybrid, held in person at The Warren and on Teams, and will be recorded by Microsoft Teams™ to be shared for 12 months after the meeting, as a recording held for public access on YouTube® online video sharing and social media platform.
14. The Annual General meeting will be held on a weekday evening, avoiding school and public holidays.

Allocation of positions

15. The EFCG has representation from Members of the EF&CC including Verderers. The Chairman and Deputy Chairman may attend according to availability and agenda.
16. The AGM is to be chaired by an Epping Forest Verderer nominated by the EF&CC Chairman, or another EF&CC Member or other nominated Officer in their absence.
17. Other City Corporation officers will attend as required.
18. The meetings are administered by the Environment Department's Epping Forest Support Services Team.
19. Attendants are nominated members of groups that hold a specified interest in Epping Forest, and that have a comparably large membership, and/or a broad geographically spread membership from across the Forest and with knowledge or interest in the themes of heritage; recreation/sport; conservation; general/informal use or voluntary and friends' groups.

20. Tenants, business partners or other organisations with commercial interest in Epping Forest (or wider City Corporation Open Spaces) are not invited to attend as other routes exist for such input. Local authorities of all tiers also have access to direct liaison forums and are not invited to attend.
21. In the interests of impartiality and equality, political parties and religious groups are not invited to attend. In these terms of reference, a 'political party' means a party registered under [Part 2 of the Political Parties, Elections and Referendums Act 2000](#).
22. Organisations with or supportive of extremist policies or views including supporting, planning or carrying out criminal activity motivated by a political or ideological viewpoint are prohibited.
23. Groups nominating a representative must be formal, constituted organisations. This may include rule books, articles of association, standing orders or other formal agreement to which members sign-up to and adhere. This must include their own definitions of formal membership and their subscription terms, meetings and voting rights.
24. Groups must also ensure that their constitution (or equivalent) includes or makes reference to that group's Equality Statement or policy, which must be provided to the City Corporation on request.
25. Invitations to express interest and to nominate representatives are advertised through press release, social media, email and direct correspondence by City Corporation.
26. Applications require details of how the nominating organisation meets the above criteria and must include:
- The theme of interest the organisation wishes its application to be considered under.
 - A brief (maximum 150 words) explanation of the purposes and aims of the organisation.
 - Number of members at time of application (see definition at 29 below)
 - Name and contact details of nominated representative.
 - Copies of Constitution, Equality Statement and other relevant documentation.
 - Any other relevant and necessary information requested by Officers at the time of application.
27. A balance of themes of interest is ideally met as follows:

Nature Conservation <i>Conservation groups in Forest, or with wider remit</i>	3
Friends/Voluntary	3

<i>Formal working groups e.g., litter pickers groups, 'Friends of' etc.</i>	
Heritage <i>Historical societies, rural preservation etc.</i>	2
Informal users <i>Schools, Youth groups, families' associations, local forums and interest bodies</i>	2
Recreation <i>Recreational user groups – e.g., walkers, riders, cyclists</i>	3
Sports <i>Formal organised sports on Forest e.g., Golf, Football, cricket running etc.</i>	3
	16

28. Should more expressions of interest be received than can logistically be accommodated, selection will be made by decision of the Epping Forest and Commons Committee by the following (not in order of importance):

- Size of membership
- Geographical area of interest (i.e., area of Forest covered)
- Theme of interest
- Record of attendance (if existing attendee)

29. Where membership numbers are declared by an applying organisation or group, these must be active members – i.e. those who have actively subscribed or joined providing full name and contact details; agree to a constitution or similar as aforementioned, including invitation to attend and vote at annual general meetings; and requirement to renew periodically (typically annually), most usually with an associated fee. Members must be counted as individuals subject to such terms, and not households or groups. 'Membership', for the purposes of this definition does not include customers paying for goods or services or 'passive' subscriptions or sign ups to mailing lists either electronic or hard copy, or followers or group members to social media broadcasts, chats and communications.

30. Work planning will be undertaken to report on improvements to the diversity and inclusion of the membership of the EFCG.

31. Epping Forest and Commons Committee may appoint further members or co-opt representatives (for example subject matter experts) to attend where it deems appropriate.

32. The Consultative Group serves as established for three years (starting in 2018), after which the invitation and nomination process outlined above is repeated.

Requirements and responsibilities

33. Nominated representatives must meet criteria similar to those set out by the Electoral Commission for eligibility for local government election:

- At least 18 years old
- Not employed by the City Corporation, or another organisation holding a commercial interest in Epping Forest or other City Corporation open spaces.
- Have not been sentenced to a term of imprisonment of three months or more (including suspended sentences), without the option of a fine, during the five years before nominations close.
- Not disqualified under the terms of the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices and offences relating to donations).

34. Representatives must commit to representing the views of their organisation and members. Organisations that have applied but could not be accommodated will be advised to communicate with members representing their theme of interest either formally (e.g., affiliation) or informally and such communication is encouraged.

35. Representatives must share agenda and documentation internally within their organisation (subject to confidentiality) as well as minutes and outcomes of discussions.

36. Any representative or organisation found to contravene any of the terms herein may be excluded from the Consultative Group permanently and without notice by order of the Chairman of the Epping Forest and Commons Committee.

37. A regular skills audit of group members will be undertaken to allow the experience and skills of individual members and organisations to be fully leveraged by the Epping Forest Charity.

City of London Corporation Committee Report

Committee: Epping Forest and Commons Committee	Dated: 29/05/2025
Subject: Risk Management Update	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides business enabling functions 	<ul style="list-style-type: none"> • Flourishing Public Spaces • Vibrant Thriving Destination • Leading Sustainable Environment
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain's Department?	N/A
Report of:	Katie Stewart, Executive Director Environment
Report author:	Joanne Hill, Environment Department

Summary

This report provides 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.

Your Committee is responsible for five Registered Charities: Epping Forest (charity number 232990), Ashted 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 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 contains four RED, nine AMBER, and one GREEN risk, owned and managed by the Assistant Director, Epping Forest and her management team. Since last reported to your Committee, all risks have been reviewed and updated in the risk management information system.

8. The detailed risk register (Appendix 1) includes explanations of changes to risk scores, target dates, and progress of mitigating actions. All risks are also listed below with their current score and notes summarising significant recent updates, where applicable.
- **ENV-NE-EF 017: Tree event or failure** (*RED, 24*)
 - **ENV-NE-EF 018: Deterioration of Wanstead Park Reservoirs** (*RED, 24*)
 - **ENV-NE-EF 006: Failure of raised reservoirs** (*RED, 16*)
 - **ENV-NE-EF 008: Negative impacts from pests and diseases** (*RED, 16*)
 - **ENV-NE-EF 004: Decline in condition of built assets and infrastructure** (*AMBER, 12*)
This risk was amended in August 2024 to address non-heritage assets and infrastructure only and the score was reduced from Red 16 (likely / major) to Amber 12 (possible / major) accordingly. Heritage assets have been separated out and are now covered by risk ENV-NE-EF 019.
 - **ENV-NE-EF 010: Negative impacts of development and encroachment** (*AMBER, 12*)
Officers will monitor developments as part of the Local Government reorganisation process (Devolution Bill) to assess how they may impact Epping Forest and take action as necessary.
 - **ENV-NE-EF 015: Impacts of anti-social behaviour on staff and site** (*AMBER, 12*)
 - **ENV-NE-EF 016: Budget pressures** (*AMBER, 12*)
 - **ENV-NE-EF 019: Decline in condition of heritage assets** (*AMBER, 12*)
 - **ENV-NE-EF 020: Security of site, staff and the public** (*AMBER, 12*)
 - **ENV-NE-EF 003: Risk for health and safety** (*AMBER, 8*)
The score of this risk has been reduced from Amber 12 (possible / major) to the target score of Amber 8 (unlikely / major). This reassessment is the result of the introduction of a new Corporate health and safety reporting system; a review of the Emergency Plan/Major Incident Plan and subsequent improvements; and a range of other ongoing actions which control the risk. It is not considered possible to reduce the risk any further for now, but the processes, systems and actions in place will maintain it at the new score. The risk will be kept under continual review and additional actions will be taken, and scores amended as appropriate.
 - **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 013: Recruitment of suitable staff and workforce planning** (*GREEN, 2*)

The Commons Risks

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

Ashtead Common

10. The Ashtead Common Risk Register contains five AMBER and one GREEN risk, owned and managed by the Assistant Director, Head Ranger and the local management team. Since last reported to your Committee, all risks have been reviewed and updated in the risk management information system.
11. The detailed risk register (Appendix 2) includes explanations of changes to risk scores, target dates, and progress of mitigating actions. All risks are also listed below with their current score and notes summarising significant recent updates, where applicable.
 - **ENV-NE-AC 005: Negative impacts of pests and diseases** (*AMBER, 12*)
 - **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 009: Decline in condition of assets** (*AMBER, 6*)
The score of this risk has been reduced from Amber 12 (possible / major) to the target score of Amber 6 (possible / serious) following the commencement of some outstanding works, particularly the replacement of byelaw boards which are now being installed.
 - **ENV-NE-AC 001: Budget pressures** (*GREEN, 4*)

Burnham Beeches and Stoke Common

12. The Burnham Beeches and Stoke Common Risk Register (Appendix 3) contains one RED and five AMBER risks, owned and managed by the Assistant Director, Head Ranger and the local management team. Since last reported to your Committee, all risks have been reviewed and updated in the risk management information system.

13. The detailed risk register (Appendix 3) includes explanations of changes to risk scores, target dates, and progress of mitigating actions. All risks remain stable with a range of ongoing actions to keep them under review and reduce the scores over time, where possible.

- **ENV-NE-BBSC 002: Negative impacts of visitor pressure** (*RED, 16*)
- **ENV-NE-BBSC 004: Negative impacts of development and encroachment** (*AMBER, 12*)
- **ENV-NE-BBSC 005: Negative impacts of pests and diseases** (*AMBER, 12*)
- **ENV-NE-BBSC 006: Adverse impacts of extreme weather and climate change** (*AMBER, 12*)
- **ENV-NE-BBSC 009: Decline in condition of assets** (*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, owned and managed by the Assistant Director, Head Ranger and the local management team. Since last reported to your Committee, all risks have been reviewed and updated in the risk management information system.

15. The detailed risk register (Appendix 4) includes explanations of changes to risk scores, target dates, and progress of mitigating actions. All risks remain stable with a range of ongoing actions to keep them under review and reduce the scores over time, where possible.

- **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

16. The West Wickham and Spring Park Risk Register (Appendix 5) contains one RED and five AMBER risks, owned and managed by the Assistant Director, Head Ranger and the local management team. Since last reported to your Committee, all risks have been reviewed and updated in the risk management information system.
17. The detailed risk register (Appendix 5) includes explanations of changes to risk scores, target dates, and progress of mitigating actions. The risks are also listed below with their current score. All risks remain stable with a range of ongoing actions to keep them under review and reduce the scores over time, where possible:
 - **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

18. Across the Environment Department, risk management is a standing agenda item at the regular meetings of local, divisional and departmental management teams.
19. 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.
20. 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

21. 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

22. 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.
23. 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.
24. 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

25. 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

This page is intentionally left blank

Epping Forest Risk Register

Generated on: 08 May 2025



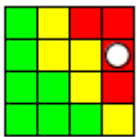
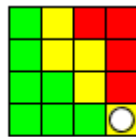
Rows are sorted by Risk Score

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	Flight path
ENV-NE-EF Tree event failure 20-Apr-2023 Jacqueline Eggleston	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.	 Likelihood Impact	24	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. Annual tree surveys have been reviewed and reprioritised and a scheme of works specified to address them. This will resolve the backlog of works by early 2016, using existing resources. Once the backlog is cleared, the risk score will be reassessed and reduced further if appropriate. 08 May 2025	 Likelihood Impact	8	31-Mar-2026	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF	Carry out tree safety survey and works.	Annual tree surveys have been reviewed and reprioritised and a scheme of works specified to address			Jacqueline	08-May-	31-Mar-2026

Appendix 1

017a Tree safety works		<p>them.</p> <p>This is an ongoing action which will be kept under close and regular review.</p>	Eggleston	2025	
ENV-NE-EF 017b Severe Weather Protocol	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 has been reviewed and some minor changes have been made.</p> <p>This is an ongoing action which will be kept under regular review. The 'Due Date' shown is the date of the next review.</p>	Jacqueline Eggleston	08-May-2025	31-Jul-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	Flight path
ENV-NE-EF 018 Deterioration of Wanstead Park Reservoirs	<p>Cause: Gradual deterioration of the fabric of the reservoirs and / or excessive rain.</p> <p>Event: Risk that the reservoirs may overtop and be washed away, leading to a cascading breach.</p> <p>Effect:</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>	24	<p>An engineering study completed in 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 has been submitted to the Environment Agency (EA) and they have now issued the case to an EA Officer for consideration.</p> <p>A new officer group has been created to coordinate the projects within the park; including issues related to water levels.</p> <p>A new Wanstead Park Project Officer has</p>	 <p>Lifehood</p> <p>Impact</p>	8	30-Nov-2026	

Appendix 1

09-Dec-2019 Emily Brennan				<p>been appointed and is now in place. They are beginning stakeholder engagement. This role will support the progression of this project and the refresh of the Wanstead Parkland Plan.</p> <p>In October 2021, a weekly inspection of the Perch Pond dam revealed a leak in the vicinity of the outflow structure. This has been resolved and the source identified, in consultation with the supervising Panel Engineer.</p> <p>The target date for reducing the risk score has been extended to November 2026.</p> <p>09 May 2025</p>					
								Reduce	

Page 32

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE 007d Environment Agency Actions	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 Autumn 2025.</p> <p>The 10-yearly Section 10 inspection is due to be undertaken by the Inspection Panel Engineer in March 2026.</p> <p>Gateway 4 approval has now been received.</p>			Tim Munday	09-May-2025	30-Nov-2026
ENV-NE 007h Gateway 5 report	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 Summer 2025. The due date of the action has been set accordingly.			Tim Munday	09-May-2025	19-Sep-2025

Appendix 1

Engineer inspections					
ENV-NE-EF 006c Internal inspection regime	Weekly inspection of reservoirs/dam.	Digital Blue Books are completed at agreed intervals. Formal recording has moved to an online process. This is an ongoing action which is reviewed quarterly - the Due Date shown is the date of the next review.	Laura Lawson	08-May-2025	31-Jul-2025
ENV-NE-EF 006e Baldwins Pond	Undertake scoping evaluations for Baldwins Pond.	A Design-Build contractor is being sought. Works are now unlikely to commence until summer 2026.	Jacqueline Eggleston	08-May-2025	31-Oct-2026
ENV-NE-EF 006f Rookery Wood, Tudor Square Pond	Maintenance of Rookery Wood, Tudor Square Pond. Conservation management of Copped Hall.	The remedial works on the culverts within the Rookery Wood Reservoir will be undergoing a feasibility assessment, and a report will be presented to the Epping Forest and Commons Committee. Work is to be partially funded through the Cyclical Works Programme and funding for the remaining costs is still to be identified. The aim is to complete the remedial works to the culverts in 2027 and this action will be kept under regular review - the due date shown is the date of the next review.	Jacqueline Eggleston	08-May-2025	31-Jul-2025

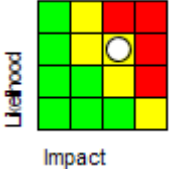
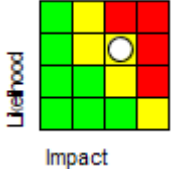
Appendix 1

Eggleston							
-----------	--	--	--	--	--	--	--

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 008c INNS, Pests and Pathogens Policy	Develop a Natural Environment Divisional approach to INNS, pests and pathogens.	<p>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.</p> <p>Officers are working with colleagues in the Environment Department's Environmental Resilience Team and across the other open spaces to develop a division-wide approach to INNS, pests and pathogens.</p> <p>The development of an INNS policy for Epping Forest is an objective in the new five-year Business Plan.</p> <p>This action will be kept under regular review - the due date shown is the date of the next review.</p>	Tanith Cook	08-May-2025	31-Jul-2025
ENV-NE-EF 008l Bovine Tuberculosis	Actions in response to notification of a nearby Bovine Tuberculosis breakdown (loss of OFT status).	<p>The herd was tested as clear and we are now out of special measures. Further testing was carried out in December 2024, again with clear results. We are now out of special measures and into our four-year testing cycle.</p> <p>This action will now be closed.</p>	John Phillips	08-May-2025	31-Jul-2025
ENV-NE-EF 009m Harmful Algal Blooms (HABs)	HABs monitoring and awareness raising.	<p>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.</p> <p>This action is kept under review - the due date shown is the date of the next review.</p>	Laura Lawson	08-May-2025	31-Jul-2025

Appendix 1

compliance of buildings and infrastructure	Department (CSD) or delegated to site.	Concern remains on key infrastructure such as bridges and culverts. This may be addressed through recommendations for a full Service Level Agreement between the Natural Environment Division and CSD.			
ENV-NE-EF 004e Annual building inspections	Joint inspection of all buildings including residential by site and City Surveyor's Department (CSD) to capture maintenance needs. Required annually.	Annual tenant/occupier surveys should be reinstated by CSD, with a recommendation that they are carried out by a competent third party and that findings should feed into future maintenance plans and prioritisation.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF 004g Upkeep of operational facilities	Put actions and processes in place which ensure the upkeep and development of the Forest.	Car parks continue to be in declining condition with surfacing and maintenance being provided through local risk. Provision for car park surfacing was contained within the CWP but has recently been withdrawn. Works on car park surfacing are currently being undertaken and funded from local budgets and resources.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF 004j Maintain the path network	Monitor the path network annually and carry out necessary maintenance.	<p>The path network will be monitored annually and a maintenance programme prepared to address issues raised.</p> <p>A programme of work to spend the £250k RASC (Resource Allocation Sub (Policy and Resources) Committee) funding for environmental damage to paths caused by high levels of use by visitors is now being established.</p>	Jacqueline Eggleston	08-May-2025	31-Jul-2025

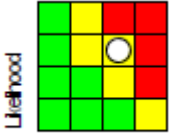
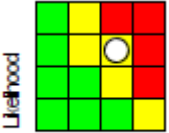
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 010 Negative impacts of development and encroachment	<p>Cause: Lack of suitable protections 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>		12	<p>Income from the Strategic Access Management Measures (SAMMs) is now being received and recruitment to a SAMMs post is ongoing.</p> <p>Additional Forest Keepers have been recruited which will enable instances of encroachment to be noticed sooner, and then be addressed.</p> <p>Air quality monitoring is in place.</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>Officers will monitor developments as part of the Local Government reorganisation (Devolution Bill) to assess how they may impact Epping Forest.</p> <p>We accept that we cannot reduce the risk score any further at present, but the ongoing actions will maintain the risk at its current level. The target date shown is the date of the next review.</p>		12	31-Jul-2025	
19-Aug-2015 Jacqueline Eggleston				08 May 2025			Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF	Epping Forest DC Local Plan: Attend	We have commented on inadequacies on the South Epping Masterplan, and we are also providing	Tristan	08-May-	31-Jul-2025

Appendix 1

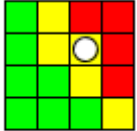
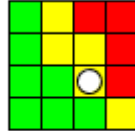
010a Local authorities/Cou nties Local Plans and Core Strategies	meetings and respond to consultation on the local plan in order to influence the content of the Plan and the Memorandum of Understanding between EFDC and Natural England. LB Waltham Forest Core Strategy and other LA actions plans: Respond to any further consultation.	comment on the revision of the National Planning Policy Framework (NPPF) in relation to green belt.	Vetta	2025	
ENV-NE-EF 010c Forest Transport Strategy	Development and ongoing work on the Forest Transport Strategy	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. Work is continuing on the Forest Transport Strategy. Currently, focus is on the A104 Safety Plan. Due to delays on the A104 Scheme, partner officers have not been able to progress this to the planned schedule and consultation on the draft strategy is now due in Winter 2025.	Jacqueline Eggleston	08-May-2025	31-Dec-2025

Appendix 1

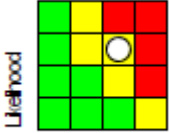
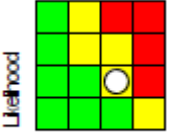
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-EF 015 Impacts of anti-social behaviour on staff and site 14 Aug-2015 Jacqueline Eggleston	Cause: Anti-social, irresponsible or unsafe behaviour, including irresponsible dog owners, rough sleepers, unlicensed activity. Event: Crime; user conflict; trespass; fly-tipping; hazardous litter; dog fouling; dog attacks; abandoned/burnt out vehicles; traveller incursions; illegal motorbike use. Effect: Negative PR; injury to visitors; risk to wellbeing and safety of members of staff; damage to Forest land; insurance claims; illegal occupancy of Forest land; increase in costs of managing public behaviour.	 Likelihood	12	We work in partnership with a range of Police and Anti-Social Behaviour managers to manage this risk. A range of targeted sessions, such as volunteer litter picks take place., There is a continued need to monitor anti-social behaviour and address new issues as they arise. Increased Keeper and Enforcement resources are now in place to keep the risk under control and keep it at the current level. The target date shown is the date of the next risk review. 08 May 2025	 Likelihood	12	31-Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-EF 015f Develop and improve joint working	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 work in partnership with a range of Police and ASB managers to address this risk. This is ongoing and improving, for example, a recent joint training session on dealing with fly-tipping was held with local authorities and the Police. We have, and continue to, undertake targeted ASB and fly-tip operations in conjunction with neighbouring Local Boroughs, the Police, Safer Neighbourhood Teams, local Councillors, and a representative from the Local MP's office. This is an ongoing action - the due date shown is the date of the next review.		Laura Lawson	08-May-2025	31-Jul-2025
ENV-NE-EF 015i Address	Take appropriate action to address cases of anti-social, irresponsible and unsafe public	Officers continue to monitor rough sleeping, fly-tipping, anti-social behaviour and conflict between forest users. Officers work with appropriate local authorities and agencies to deal with individual		Laura Lawson	08-May-2025	31-Jul-2025

problematic public behaviour	behaviour.	cases. This is an ongoing action - the due date shown is the date of the next review.			
------------------------------------	------------	--	--	--	--

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	Flight path
ENV-NE-EF 016 Budget pressures 18-May-2016 Jacqueline Eggleston Page 93	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. 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. 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.	 Likelihood Impact	12	The risk for the current financial year is low due to vacant posts. The risk will be reviewed once the outcome of the Natural Environment Charity Review is known. The target date is the end of 2025 to reflect this. 08 May 2025	 Likelihood Impact	8	31-Dec-2025	
							Reduce	

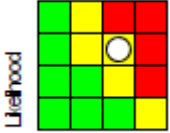
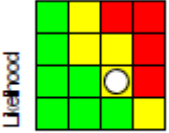
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 016e Next round of savings to be agreed	Working to deficit budget reduction targets by increasing income generation.	Net income from car parking, lodge rentals and commercial wayleaves has met current budgets, but further efficiencies and income enhancement must be found over the coming years. The 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.			Jacqueline Eggleston	08-May-2025	31-Dec-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	Flight path
ENV-NE-EF 019 Decline in condition of heritage assets <div>Page 94</div> 19-Aug-2024 Jacqueline Eggleston	Cause: Insufficient maintenance resource; damaging activity by visitors. Event: Heritage assets deteriorate to unusable, unsafe condition with loss of registered heritage features. Effect: Reputational risk including adverse media coverage and complaints; loss of noted heritage features; increasing cost of repair; fines from statutory bodies.	 <div>Liability</div> <div>Impact</div>	12	<p>Action plans are in place to address each of the assets/asset groups. Funding is the major barrier: we are working to identify funding sources.</p> <p>The Grade II* registered Park and Garden, Wanstead Park, remains at risk with Historic England (it has been on the Heritage at Risk register since 2009, listed as declining condition). However, a programme board is now in place overseeing multiple projects to address different aspects. Although funding is now in place to progress the Wanstead Park Temple to removal from the Heritage at Risk Register, this alone is not sufficient to reduce the overall risk score.</p> <p>A Wanstead Park Project Officer is now in place.</p> <p>08 May 2025</p>	 <div>Liability</div> <div>Impact</div>	8	31-Dec-2025	
							Reduce	

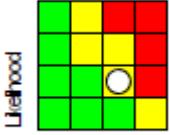
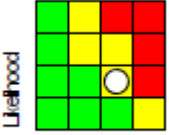
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 019a Protect Scheduled Ancient Monuments	Maintain the condition of the scheduled ancient monuments (SAMs). Improve the current state of knowledge of the extent of the monuments. Protect the monuments from erosion due to visitor activities.	<p>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 SAM at Purlieu Bank (2 sections) is subject to ongoing review.</p> <p>Loughton Camp, Ambresbury Bank and Purlieu Bank have Countryside Stewardship Scheme (CSS) funding for land management practices which will restore the sites.</p> <p>A Conservation Management Plan is complete for The Temple at Wanstead Park.</p>	Jacqueline Eggleston	08-May-2025	31-Dec-2025

Appendix 1

		<p>Specific plans are being prepared to alter public use of SAMs to prevent erosion. Signage and patrols are in place. Use of dead hedging and physical measures are being considered.</p> <p>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 SAMS and inform future protection measures.</p>			
ENV-NE-EF 019b Wanstead Parkland	Identify potential funding / partners and submit bid. Funders may include HLF.	Work to refresh the Wanstead Parkland Plan is ongoing and project works will be subject to identification of funding.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF 019c Wanstead Park - The Grotto	Wanstead Park - The Grotto	A Restoration and Maintenance Plan has now been completed which will remove The Grotto from the Heritage at Risk Register. The Planning Application was approved and City Surveyor's Department is going out to tender for the works. The project is due to commence in summer 2025 and the 'Due date' of this action has been extended accordingly.	Jacqueline Eggleston	08-May-2025	31-Dec-2025
ENV-NE-EF 019d Warren House	Warren House	Warren House is a Grade II* listed building in declining condition. There is a high risk that it will be added to the Heritage at Risk register. Fully costed plans for financially sustainable use have been completed, however, clarification over land type through the Natural Environment Charity Review is necessary as a first step to identify available funding and maintain the building as an asset of the charity.	Jo Hurst	08-May-2025	31-Dec-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	Flight path
ENV-NE-EF 020 Security of site, staff and the public <div>Page 96</div> 19-Aug-2024 Jacqueline Eggleston	Cause: Potential terrorist attacks and the requirement to be prepared for, and protected against, such attacks in compliance with the new Martyn's Law legislation (Protect Duty). Working compounds on the site may not be properly secured at all times. Event: Act of terrorism at Epping Forest. Unauthorised access to unsecured areas of the site. Effect: Harm to members of the public and staff. Theft of, or damage to, property. Financial cost of replacement, repairs or insurance claims.	 Impact	12	The threat of an act of terrorism at Epping Forest is recognised. The new Martyn's Law (Protect Duty) will require certain venues to fulfil necessary but proportionate steps to ensure they are better prepared and ready to respond in the event of a terrorist attack. Prior to the enactment of this legislation, we will review staff training to ensure that our staff are prepared to respond to such an attack should it become necessary – keeping themselves and members of the public safe. Security of working compounds is also being reviewed with plans for improvements being identified for implementation when resource has been identified. This will mitigate the risk of unauthorised access. 08 May 2025	 Impact	8	31-Dec-2025	
							Reduce	

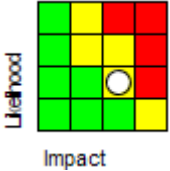
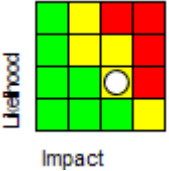
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 020a Training	Provide training for staff.	A review will be undertaken of training in place for staff who may need to deal with terrorist attacks or other dangerous incidents, with reference to the requirements of the Martyn's Law (Protect Duty) prior to its enactment. Local actions will be put in place to keep staff and the public safe.			Jacqueline Eggleston	08-May-2025	31-Dec-2025
ENV-NE-EF 020b Security of working compounds	Ensure security of all working compounds.	Compounds across the site such as the Warren Yard; Great Gregories Yard; and Aldersbrook, may not be properly secured at all times, enabling unauthorised access. Plans for improvements to Warren Yard and other compounds have been drawn up and will be implemented when resource has been identified.			Jacqueline Eggleston	08-May-2025	31-Dec-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	Flight path
ENV-NE-EF 003 Risk for health and safety <div>Page 97</div>	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; inadequate equipment maintenance. Event: Staff, volunteers, contractors or licensees undertake unsafe working practices. Insufficient staff numbers and heavier workload for those who are in post. 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.	 Likelihood Impact	8	<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 have further reviewed our Emergency Plan/Major Incident Plan and made improvements. Sections are being added for use in the event of specific situations which will make the plan clearer, and more useful.</p> <p>A new Corporate reporting system is now in place and being used. This gives greater oversight of incidents being reported.</p> <p>Following the developments described above, and the ongoing controls/actions in place, the risk score has now been reduced from Amber 12 (Possible likelihood; Serious impact) to the target score of Amber 8 (Unlikely; Serious). We do not consider it will be possible to reduce the score further and accept the risk at the new level. A health and safety risk will always be present, but the processes, training, checks and systems in place will maintain the score of 8. We will keep the risk under continual review, implementing additional actions as appropriate, and amend the current or target score should that become necessary.</p> <p>The target date shown is the date the risk will next be reviewed.</p>	 Likelihood Impact	8	31-Jul-2025	
							Accept	
19-Aug-2015				08 May 2025				

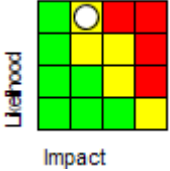
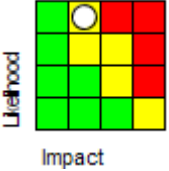
Appendix 1

Jacqueline Eggleston							
----------------------	--	--	--	--	--	--	--

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 003c Training programme	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 for new starters is in place. This is an ongoing action - the 'Due Date' shown is the date of the next review.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF 003e Hierarchy responsibilities and communications	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. The Emergency Plan has recently been reviewed. Health and safety communications have also been reviewed to ensure they are effective and timely. This is an ongoing action, the Due Date shown is the date of the next review.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF 003f Annual licensee checks	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 - the Due Date shown is the date of the next review.	Tristan Vetta	08-May-2025	31-Jul-2025
ENV-NE-EF 003i Site based assessments	Carry out a programme of site-based risk assessments across the Forest.	A programme of site-based risk assessments is commencing to create detailed Risk Assessments across the Forest in terms of visitor safety. We expect this will take at least two years to complete.	Laura Lawson	08-May-2025	31-Mar-2027

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	Flight path
ENV-NE-EF 005 Declining Site of Special Scientific Interest (SSSI)/Special Area of Conservation (SAC) Condition <div>Page 99</div> <div>16 Aug-2015</div> <div>Jacqueline Eggleston</div>	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.		8	<p>The Forest Two Countryside Stewardship Scheme agreement has been confirmed. Works continue throughout Forests One and Two to address the condition of the SSSI.</p> <p>Natural England has a programme of SSSI assessment surveys which began in 2024 and are due to be carried out over a four-year period.</p> <p>We have accepted the risk at its current score as there are too many external contributing factors which are beyond our control. The actions will maintain the risk at the current level, and it will be kept under regular review: the target date shown is the date of the next review.</p> <p>08 May 2025</p>		8	31-Jul-2025	
							Accept	

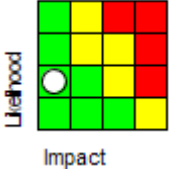
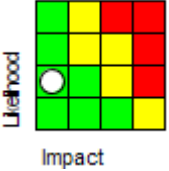
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-EF 005d Strategy to address visitor pressure.	Develop a strategy to address visitor pressure.	A strategy to address the impact of visitor pressure is being developed under the SAMMS agreement (see also risk 'ENV-NE-EF 010 Negative impacts of development and encroachment').			Jacqueline Eggleston	08-May-2025	31-Dec-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	Flight path
ENV-NE-EF 009 Adverse impacts of extreme weather and climate change <div>Page 100</div>	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	<p>Incident management plan has been reviewed. London Fire Brigade (LFB) has trialled new equipment and a new agreement has been signed with them. Joint training exercises have been taking place and we have been meeting with the London Borough of Waltham Forest's Resilience Team as part of our partnership with LBWP and LFB.</p> <p>There are annual site visits with Essex Fire and Rescue Service and Thames Water to confirm infrastructure is satisfactory. In London, two additional sites are having wildfire response plans prepared. A new Wildfire Management Strategy is being developed as part of the Carbon Removals Strategy.</p> <p>Members of staff have attended Vegetation Fire Foundation and Wildfire Management Plan training courses. An additional Fire Fogger is being purchased through the Carbon Removals Project and relevant staff will be attending training on use of this equipment, at the end of May.</p> <p>The current risk score remains at Amber 8 (likely; serious) due to dry summers increasing the risk of wildfires. 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. The target date shown is the date of the next review.</p>		8	31-Jul-2025	
							Accept	
19-Aug-2015				08 May 2025				

Appendix 1

Jacqueline Eggleston							
----------------------	--	--	--	--	--	--	--

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF009h Reduce the impact of fire	Reduce the impact of grass and heathland fires.	Specific wildfire response plans have been prepared for two sites. A new Wildfire Management Strategy is being developed as part of the Carbon Removals Project. This includes the establishment of a Wildfire Working Group across the City's open spaces and funding for new equipment. This is an ongoing action - the 'due date' is a date of review.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF009i Fire access zones	Maintain fire access zones.	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. Fire experience during Summer 2024 showed that these fire access zones have been an effective barrier. This is an ongoing action - the 'due date' is a date for further review.	Jacqueline Eggleston	08-May-2025	31-Jul-2025
ENV-NE-EF009j Awareness campaigns	Undertake fire prevention awareness campaigns and actions.	During the high risk season, high-impact signage is displayed at key locations reminding visitors not to light fires or barbecues etc. Proactive social media campaigns are also undertaken to deliver these messages. In addition, officer patrols are increased at high risk areas and times.	Laura Lawson	08-May-2025	31-Jul-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	Flight path
ENV-NE-EF 013 Recruitment of suitable staff and workforce planning <div>Page 102</div> 19-Aug-2015 Jacqueline Eggleston	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 undocumented knowledge and skills. Effect: Extra training needs; challenges with recruitment to some posts.		2	Recruitment is on track. New systems of working and recording are being implemented to ensure institutional documentation of decisions and procedures for future reference and retention of knowledge. Staff are encouraged to participate in departmental talent management programmes and other appropriate learning and development opportunities that arise. A new management training package is commencing; relevant staff will be encouraged to take part. We do not consider that we can reduce the risk further but will continue to monitor the situation and take appropriate action to maintain it as the current level. The target date shown is the date of the next review. 08 May 2025		2	31-Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-EF 013a Key role assessment actions	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 package of management training courses has been delivered in both Leadership and Project Management. CPD is contained within individual Performance Development objectives. Relevant training is offered to staff as appropriate.	Emily Brennan	08-May-2025	31-Jul-2025

Appendix 1

ENV-NE-EF 013b Increase process documentation	<p>Increase documentation of memory based knowledge.</p> <p>Ensure that information needed for emergency situations and out of hours is written down forming part of a pack.</p> <p>Move collected data onto the GIS system.</p>	<p>CiviCRM solution has been delivered and has now been implemented throughout the Epping Forest teams.</p> <p>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.</p> <p>A Divisional update of policy and procedure is in progress. New systems are being introduced to ensure procedures and decisions are recorded for reference by relevant officers. This will prevent the loss of undocumented knowledge/information when staff members leave.</p>	Angela Cater; Laura Lawson	08-May-2025	31-Jul-2025
--	--	--	-------------------------------------	-------------	-------------

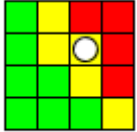
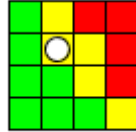

This page is intentionally left blank

Ashtead Common Risk Register

Generated on: 08 May 2025

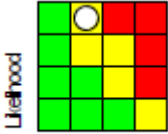
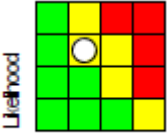


Rows are sorted by Risk Score

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	Flight path
ENV-NE-AC-005 Negative impacts of pests and diseases 105 24-Feb-2022 Andy Thwaites	Cause: 'Natural' spread of pests and diseases from neighbouring areas e.g. ticks and Lyme Disease and Oak Processionary Moth (OPM). Event: Individuals are affected by Lyme Disease or suffer allergic reaction to OPM. Effect: Staff and other individuals suffer severe long-term health effects; service capability disrupted; damage to corporate reputation.	 Likelihood Impact	12	There has been one reported case of Lyme disease in 2025 to date, which was quickly diagnosed and treated. In the past, some individuals experienced long-term issues. Therefore, the current score remains the same and the target date has been extended. 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. OPM is endemic and widespread at Ashtead Common but appears to be subject to natural controls which have suppressed numbers. 03 Apr 2025	 Likelihood Impact	6	30-Sep-2025 Reduce	

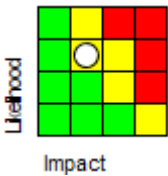
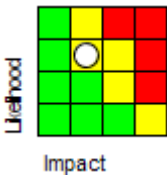
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 005f Risk review	Keep risk under regular review.	The tick and Lyme Disease situation is kept under review and further measures will be implemented as and when they become necessary.	Andy Thwaites	03-Apr-2025	30-Sep-2025

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	Flight path
ENV-NE-AC 004 Negative impacts of development and encroachment <div>Page 107</div>	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: Increase in housing or other developments on land affecting Ashted Common. 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.	 Likelihood Impact	8	A planning application has been submitted to Mole Valley District Council for a battery energy storage system next to the Epsom and Ashted Commons SSSI. The City has objected to this proposal. For this reason the risk score remains 8 (likely / serious). Epsom and Ewell Council has submitted a Local Plan that makes provision for nearly 5,000 new dwellings in the borough, of which 1,580 will be within walking distance of Ashted Common. Representation to Epsom and Ewell has been made to highlight the impact this will have on the Common, particularly in relation to additional recreational pressure. 03 Apr 2025	 Likelihood Impact	6	30-Sep-2025	
							Reduce	

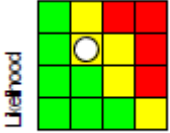
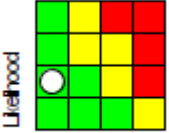
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 004c Ongoing Review	Keep situation under regular review.	This situation is kept under regular review.			Andy Thwaites	03-Apr-2025	30-Sep-2025

Appendix 2

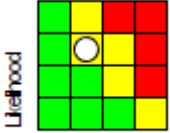
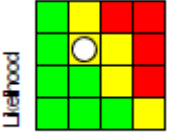

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 006 Adverse impacts of extreme weather and climate change 24-Feb-2022 Andy Thwaites	Causes: Climate change causes severe wind, drought or floods to occur more frequently. Event: More frequent and severe storms or fires at Ashted Common. 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.		6	Fire is a significant risk to Ashted 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. The target date shown is the date of the next review. 03 Apr 2025		6	31-Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 006a Fire management	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 revision is currently underway.			Andy Thwaites	03-Apr-2025	31-Jul-2025
ENV-NE-AC 006b Storms	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	03-Apr-2025	31-Jul-2025
ENV-NE-AC 006c Climate change	Understand the potential impacts of climate change on Ashted 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	03-Apr-2025	31-Jul-2025

Appendix 2

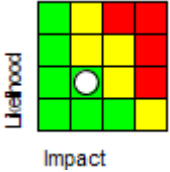
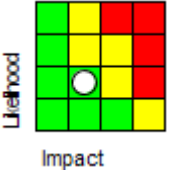
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-AC 008 Water pollution 27-May-2022 Andy Thwaites	Cause: Pollution of the Rye Brook. Event: 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.	 Impact	6	A technical design for a wetland filtration system has been produced. If implemented, this system will intercept polluted water from a surface water outfall before it enters the Rye, thereby improving water quality for at least a 1km stretch of the brook. However, there is no clear funding source available for this project. The Rye Brook is regularly monitored, including kick sampling and measurement of phosphate levels. 03 Apr 2025	 Impact	2	30-Sep-2031	
							Reduce	

Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-AC 008b Data gathering exercise	Gather baseline data to determine whether a reedbed filtration system would be beneficial.	A remote monitoring device has been installed. This long-term monitoring will determine if the apparent improvements in water quality seen in summer 2022 are genuine and sustained. The due date shown is the date this action will next be reviewed.			Andy Thwaites	03-Apr-2025	31-Jul-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	Flight path
ENV-NE-AC 009 Decline in condition of assets 13 Jun-2022 Andy Thwaites	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, specifically byelaw boards, deteriorate to an unsafe condition. 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.	 Lifelihood Impact	6	Cyclical Works Programme work has commenced, and some long-standing issues and maintenance lapses have been rectified. New byelaw boards have arrived and are being installed. Therefore, the current risk rating has been reduced to the target score of Amber 6 (serious/ possible) and is accepted at that level. The target date shown is the next review date. 03 Apr 2025	 Lifelihood Impact	6	31 Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 009a Regular monitoring	Monitor byelaw boards, report on condition and remove any which become unsound.	New byelaw boards have now replaced the defective signs. All remaining old style byelaw boards, although not defective, are due to be replaced in the next few weeks. Due date extended to cover full replacement.	Andy Thwaites	03-Apr-2025	31-Jul-2025
ENV-NE-AC 009b Alternative funding	Explore alternative funding sources to replace byelaw boards.	New byelaw boards are currently being installed. All defective and missing boards have now been replaced. Due date extended to cover full replacement.	Geoff Sinclair; Andy Thwaites	03-Apr-2025	31-Jul-2025

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	Flight path
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 Ashted 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.		4	This risk remains low for Ashted Common. Additional Countryside Stewardship funding has been secured up to 2031. Therefore, the current likelihood of this risk occurring is 'unlikely'. The risk is accepted at its current level. The target date shown is the date of the next review. 03 Apr 2025		4	31-Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-AC 001a Risk review	Keep risk under regular review.	This risk is kept under regular review.	Andy Thwaites	03-Apr-2025	31-Jul-2025

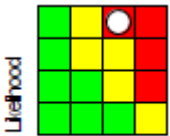
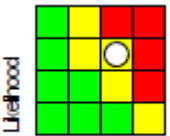
This page is intentionally left blank

Burnham Beeches and Stoke Common Risk Register

Generated on: 8 May 2025



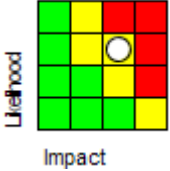
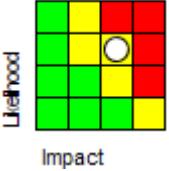
Rows are sorted by Risk Score

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	Flight path
ENV-NE-002 Negative impacts of visitor pressure	<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>	 <p>Liability</p> <p>Impact</p>	16	<p>Visitor numbers have returned to more normal/pre-COVID levels, although the impact of 'normal use' may lead to ongoing site damage and degradation.</p> <p>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 long term risk.</p> <p>In addition, a SAMMs Project has been established: A Community Engagement Ranger has been employed to raise awareness of the impact of recreation pressure at Burnham Beeches. A Monitoring Strategy has been prepared and first stages were implemented in 2024 to establish baselines for future comparison and allow for the monitoring of the impact of visitors and impact of mitigation efforts. A framework for sustainable visitor use at Burnham Beeches is being developed. This</p>	 <p>Liability</p> <p>Impact</p>	12	31-Mar-2026	

Appendix 3

24-Feb-2022 Martin Hartup				risk will remain and will need to be managed long term. 17 Apr 2025				
							Reduce	

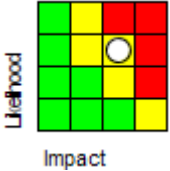
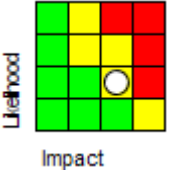
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 002a Car parking	Prevent damage from car parking on surrounding roads and land.	Four miles of permanent parking restrictions are being installed by Buckinghamshire Council around Burnham Beeches. Buckinghamshire Council is completing works in phases. Phase 1 was completed in May 2024. Phase 2 is also now completed and this is now being enforced.	Martin Hartup	17-Apr-2025	31-Jul-2025
ENV-NE-BBSC 002b Action Plan	Develop an action plan to reduce the impact of high visitor levels.	A 'Carrying Capacity' study has been carried out, the results of which have been used to produce a 'Sustainable Visitor Access and Mitigation Strategy' to mitigate the impacts of high visitor levels. An action plan based on this strategy has also been developed. The Plan sets out already planned actions as well as future options that will be taken over the next 5 or 10 years should the monitoring strategy not show a reduction in the negative impacts of recreation pressure. This action will be kept under regular review.	Helen Read	17-Apr-2025	31-Jul-2025
ENV-NE-BBSC 002c Mitigation Measures	Deliver action to monitor the impact of recreation and effect of mitigation measures.	A Monitoring Strategy has been prepared and the first stages implemented in 2024 to establish baselines for future comparison and allow for the monitoring of the impact of visitors and impact of mitigation efforts. This will improve the information for 5 yearly SAMMs reviews, the next of which is due in December 2025.	Martin Hartup	17-Apr-2025	31-Jan-2026

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	Flight path
ENV-NE-BBSC 004 Negative impacts of development and encroachment <div>Page 115</div>	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 Burnham Beeches and Stoke Common. Effect: Increase in visitor numbers and general recreation pressure; potential decline in biodiversity due to disturbance and impact on habitat quality; increased air, light and noise pollution; decrease in water availability; increased hydrological pollution risk; increase in traffic on local road network causing pollution and erosion.		12	<p>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 this.</p> <p>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. Buckinghamshire Council are starting to look at their plan in 25/26.</p> <p>The Slough Borough Council Local 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. However, officers have some doubts that aspects of the agreed mitigation will be sufficient to protect Burnham Beeches and therefore further active engagement will be needed.</p> <p>The target date shown is the date of the next review.</p>		12	31-Jul-2025	
							Accept	
24-Feb-2022 Martin Hartup								

Appendix 3

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 004a Local authorities/Cou nties Local Plans and Core Strategies	Inclusion in core strategy planning documents or equivalent. Close partnership working with local planning authorities. Active monitoring of planning applications with responses as appropriate.	Monitoring activity continues. Mitigation strategy with Buckinghamshire Council completed and projects within it are underway. Plan/Mitigation Strategy is still a work in progress with Slough Borough Council. Officers made comments on the proposed Farnham Common Neighbourhood Plan and responded to the formal consultation. This has now been completed Officers are maintaining contact with local authorities and Natural England but further engagement will be required to ensure mitigation for Slough developments is effective and that the needs of the SAC are taken into account in any revised Buckinghamshire local plan.	Helen Read	17-Apr-2025	31-Jul-2025
ENV-NE-BBSC 004b Monitoring of impacts	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. £10,000 has been secured from Scottish & Southern Electricity, some of which will be used for a further project on lichens and air quality.	Helen Read	17-Apr-2025	31-Jul-2025
ENV-NE-BBSC 004e Monitor success	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 2025 report will be produced by the end of April 2026.	Martin Hartup	17-Apr-2025	30-Apr-2026

Appendix 3

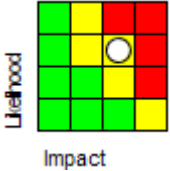
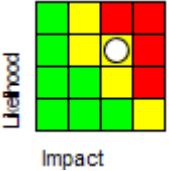
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-BBSC 005 Negative impacts from pests and diseases <div>Page 17</div>	Cause: Inadequate biosecurity, 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.	 Likelihood Impact	12	OPM is now well established at Stoke Common and is still spreading there. OPM has also been discovered in trees at Burnham Beeches. This is now managed on a health and safety basis rather than Plant Health Notice. Ash Dieback is present at Burnham Beeches. Tree safety costs are likely to rise. We have set a target to reduce the risk from a score of 12 (possible likelihood / major impact) to 8 (unlikely / major) but this is dependent upon additional funding becoming available. We will continue to undertake all reasonable actions to keep the situation under control as far as we are able. 17 Apr 2025	 Likelihood Impact	8	31-Mar-2026	
							Reduce	
24-Feb-2022 Martin Hartup								

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 005a Staff training	Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention.	Ongoing action. Training needs are reviewed annually as part of Performance Development Reviews and in line with the Tree Safety Policy. Training needs are also proactively reviewed at six-monthly local Health and Safety meetings.	Martin Hartup	17-Apr-2025	30-Sep-2025
ENV-NE-BBSC 005b Inspections	Annual tree inspections undertaken by qualified personnel.	Inspections continue on a scheduled basis or if and when the need arises, and are subject to annual review of tree safety maps/training needs which are checked in July each year. This is an ongoing action with reviews due to be completed in July 2025 as scheduled, and tree inspection and remedial works are all in progress, in accordance with the 2025/26 plan.	Martin Hartup	17-Apr-2025	31-Jul-2025
ENV-NE-BBSC 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	Ongoing biosecurity actions and implementation of biosecurity policy. This is an ongoing action – the due date shown is the date the action will next be reviewed.	Martin Hartup	17-Apr-2025	31-Jul-2025

Appendix 3

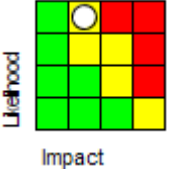
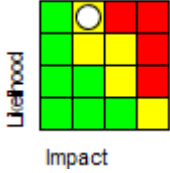
ENV-NE-BBSC 005e Tree Safety Policy	Review The Commons' Tree Safety Policy tri-annually and the local site policy annually.	The Commons' Tree Safety Policy is reviewed every three years and should be completed by the end of December 2025. Burnham Beeches and Stoke Common local site policy is reviewed annually, procedure review happened in July 2025.	Martin Hartup	17-Apr-2025	31-Dec-2025
ENV-NE-BBSC 005f OPM at Stoke Common	Actions for the management of OPM at Burnham Beeches and Stoke Common.	OPM Management Plan for 2025 was produced for both sites and is being implemented.	Martin Hartup	17-Apr-2025	31-Mar-2026

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	Flight path
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. The Target Date shown is the date of the next review. 17 Apr 2025		12	31-Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-BBSC 006a Fire management	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. Next meeting booked September 2025. An emergency plan for Stoke Common, agreed with Buckinghamshire Fire and Rescue, is in place and subject to annual review and fire drills. There is now one being developed for Berkshire Fire and Rescue. Next meeting booked September 2025. All employees undertaking Fire Action Training to be completed by the end of May 2025.	Martin Hartup	17-Apr-2025	30-Sep-2025
ENV-NE-BBSC 006b Storms	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. There have been two one day closures in the last quarter.	Martin Hartup	17-Apr-2025	31-Jul-2025

Liaison with City Surveyor's Department		reliant on the CSD Facilities Management Team to achieve this.			
---	--	--	--	--	--

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	Flight path
ENV-NE-BBSC 008 Pollution	<p>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.</p> <p>Event: Sewage escapes into the watercourse running into Burnham Beeches after heavy rain.</p> <p>Effect: Pollution of the watercourses running into Burnham Beeches and associated degradation of the environment; potential reputational damage.</p>		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 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. There has been an interim proposal from Thames Water that is currently being reviewed by officers prior to any major scheme being developed.		8	31-Jul-2025	
				<p>We are unable to reduce the possibility of the risk occurring but continue to report any issues to the Environment Agency and Thames Water.</p> <p>Thames Water have presented the proposals for remedial work to Ofwat to gain approval for funding and a decision is pending. It is unclear how the financial issues relating to Thames Water will impact on the future of this project.</p> <p>The risk is accepted at its current level. The target date shown is the date of the next review.</p> <p>17 Apr 2025</p>			Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
NE-ENV- BBSC 008a Surveys to monitor impact	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 shown is the date of the next review.	Helen Read	17-Apr-2025	31-Jul-2025

This page is intentionally left blank

Coulsdon and Other Commons Risk Register

Generated on: 08 May 2025

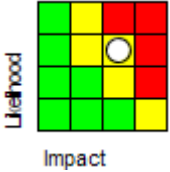
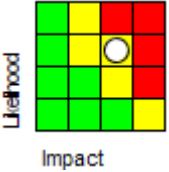


Rows are sorted by Risk Score

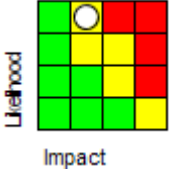

Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-009 Decline in condition of assets 30-Sep-25	<p>Cause: Poor condition of buildings and other 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>Lifehood</p> <p>Impact</p>	16	<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. Completed <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 2024 and 2025. The cattle grid has now been replaced and we will be working with the CSD to introduce annual inspections.</p> <p>Concerns about the general situation are</p>	<p>Lifehood</p> <p>Impact</p>	12	30-Sep-2025	

15-Jun-2022 Allan Cameron				raised at monthly client liaison meetings with CSD. Issues continue to be raised at the monthly meetings with the Assistant Property Facilities Manager (APFM). 08 Apr 2025				
							Reduce	

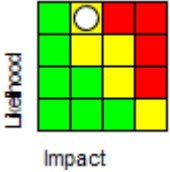
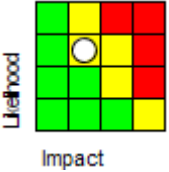
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 009a Monitoring	Monthly site infrastructure checks.	Continual monitoring of byelaw boards, cattle grids and other structures is undertaken. Approval for funding of bye law boards of £160,000 has been agreed. £80,000 for 2024 and £80,000 for 2025.	Allan Cameron	08-Apr-2025	30-Sep-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	Flight path
ENV-NE-COC 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. The target date shown is the date of the next review. 08 Apr 2025		12	31-Jul-2025	
							Accept	

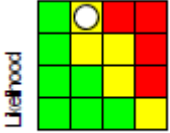
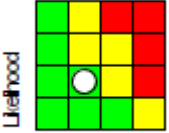
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 002a Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We have recruited a Conservation Ranger who is monitoring development applications and undertaking detailed ecological surveys.			Allan Cameron	08-Apr-2025	31-Jul-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	Flight path
ENV-NE-COC 004 Negative impacts of development and encroachment 24-Feb-2022 Allan Cameron Page 1	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.		8	Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity has been insufficient to manage the volume of work associated with commenting on local plans. We have recruited a Conservation Ranger who is now monitoring development applications. 08 Apr 2025		6	30-Sep-2025	
							Reduce	

Action no, Date,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-COC 004d Collaborative working	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	08-Apr-2025	30-Sep-2025

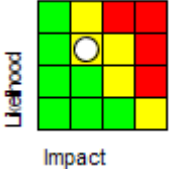
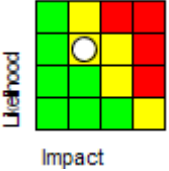
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 005 Negative impacts of pests and diseases 24-Feb-2022 Allan Cameron	Cause: Inadequate 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. 08 Apr 2025		6	30-Sep-2025	
							Reduce	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 005a Staff training	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.	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-COC 005b Inspections	Annual tree inspections undertaken by qualified personnel.	This is ongoing action. Inspections continue on a scheduled basis or if/when the need arises.	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-COC 005c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	This is an ongoing action.	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-COC 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	This is an ongoing action.	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-COC 005e Tree Safety Policy	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 by the end of December 2025.	Allan Cameron	08-Apr-2025	31-Dec-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	Flight path
ENV-NE-COC 008 Pollution <div>Page 130</div> 15-Jun-2022 Allan Cameron	Cause: Continual pollution of Coulsdon Common through defective drainage infrastructure owned by Surrey County Council and managed by Thames Water. 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. 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.	 Impact	8	The Head Ranger attends meetings of the local multi-agency Flood Action Group where this is a standing agenda item. Thames Water has now accepted responsibility and liability for the drainage structures and the resulting pollution of the site. They committed to develop an action plan to resolve the problem by December 2024 but, despite meetings with Thames Water, the issue has still not been resolved. We will continue to have discussions on this to encourage a solution. We continue to report any issues to the Environment Agency and Thames Water. The target date has been extended to 31 December 2025 with the hope that Thames Water will put an action plan in place by that date. 08 Apr 2025	 Impact	4	31-Dec-2025	
							Reduce	

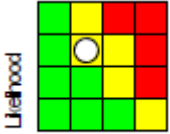
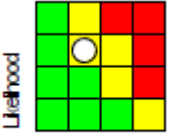
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 008a Flood Action Group	Attend meetings of the local Flood Action Group.	The Head Ranger represents the CoL at meetings of the local Flood Action Group which are held periodically (every 2-3 months).	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-COC 008c Thames Water action	Monitor progress of Thames Water action plan.	Thames Water has now accepted responsibility and liability for the drainage structures and the resulting pollution of the site. They committed to develop an action plan to resolve the problem by December 2024 but have not yet done so. Officers have met with Thames Water but have been	Allan Cameron	08-Apr-2025	31-Dec-2025

plan		<p>unable to resolve the issue. We will continue to have discussions on this to encourage a resolution. The due date of this action has been extended to the end of December 2025 as the original target for an action plan has been missed.</p> <p>On 20 February 2025, officers met with Thames Water and the Flood Action Group (FLAG) regarding Thames Water’s proposed scheme to reduce flooding on Stites Hill Road. Their proposal would mean the City “accepts” additional (contaminated) storm water on Coulsdon Common. The City of London is unable to accept this proposal. Thames Water’s focus needs to be on resolving the issue of foul water entering the drainage system and polluting the Common during high rainfall events.</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	Flight path
ENV-NE-COC 001 Budget pressures <div>Page 132</div> 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.		6	<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 revised 2025/26 budget estimates are confirmed. In the meantime, we accept the risk at the current level. The target date shown is the date of the next review.</p> <p>08 Apr 2025</p>		6	30-Sep-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 001a Risk review	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	08-Apr-2025	30-Sep-2025

Appendix 4

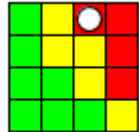
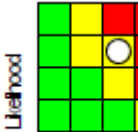
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-COC 006 Adverse impacts of extreme weather and climate change 24-Feb-2022 Allan Cameron	Causes: 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.	 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. The target date shown is the date of the next review. 08 Apr 2025	 Impact	6	31-Jul-2025	
							Accept	

Page 133

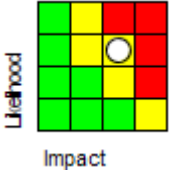
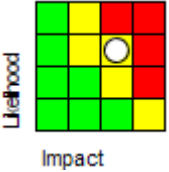
Action no, Title, File,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-COC 006a Fire management	Review and update Fire Management plan bi-annually. Habitat fire management and monitoring policies and plans in place which link to staff training and local emergency services.	Detailed fire maps have been completed and shared with the fire services. The next review of the Fire Management Plan will be undertaken an external contractor appointed by the CoL's Fire Safety Advisor.	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-COC 006b Storms	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	08-Apr-2025	31-Jul-2025
ENV-NE-COC 006c Climate change	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	08-Apr-2025	31-Jul-2025

This page is intentionally left blank

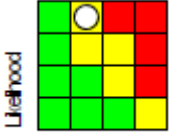
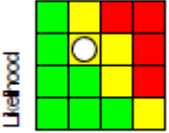
Generated on: 08 May 2025

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	Flight path
ENV-NE-009 Decline in Condition of Assets 135	<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>Likelihood</p> <p>Impact</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 been approved to replace the byelaw boards in 2024 and 2025.</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>Likelihood</p> <p>Impact</p>	12	30-Sep-2025	
15-Jun-2022 Allan Cameron				08 Apr 2025			Reduce	


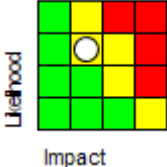
Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE- WWSP 009a Monitoring	Monthly site infrastructure checks.	Continual monitoring of byelaw boards and other structures is undertaken. Approval for funding of bye law boards of £160,000 has been agreed. £80,000 for 2024 and £80,000 for 2025.	Allan Cameron	08-Apr-2025	30-Sep-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	Flight path
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. The target date shown is the date of the next review. 08 Apr 2025		12	31-Jul-2025	
							Accept	

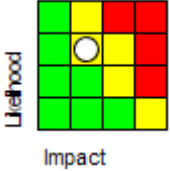
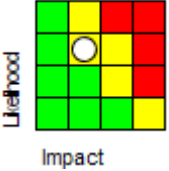
Action no, Title,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 002a Establish a Conservation Ranger post	Recruit to the vacant Conservation Ranger post.	We have recruited a Conservation Ranger who is monitoring development applications and undertaking detailed ecological surveys.			Allan Cameron	08-Apr-2025	31-Jul-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	Flight path
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.	 Impact	8	Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity has been insufficient to manage the volume of work associated with commenting on local plans. We have recruited a Conservation Ranger who is now monitoring development applications. 08 Apr 2025	 Impact	6	30-Sep-2025	
							Reduce	

Action no, Date,	Action description	Latest Note			Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 004d Collaborative working	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	08-Apr-2025	30-Sep-2025

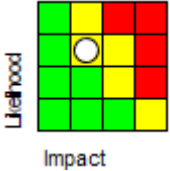
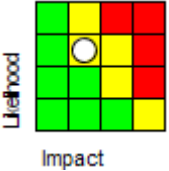
Risk no, Title, Creation date, Owner	Risk Description (Cause, Event, Impact)	Current Risk Rating & Score		Risk Update and date of update	Target Risk Rating & Score		Target Date/Risk Approach	Flight path
ENV-NE-WWSP 005 Negative impacts of pests and diseases 24-Feb-2022 Allan Cameron	Cause: Inadequate 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. 08 Apr 2025		6	30-Sep-2025 Reduce	

Action no, Title,	Action description	Latest Note		Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 005a Staff training	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	08-Apr-2025	31-Jul-2025
ENV-NE-WWSP 005b Inspections	Annual tree inspections undertaken by qualified personnel.	Ongoing. Inspections continue on a scheduled basis or if/when the need arises.		Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-WWSP 005c Partnerships	Active involvement with leading partners such as Forestry Commission and Natural England	This is an ongoing action.		Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-WWSP 005d Biosecurity	Measures in place for staff, volunteers and contractors including public messages	This is an ongoing action.		Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-WWSP 005e Tree Safety Policy	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 by the end of December 2025.		Allan Cameron	08-Apr-2025	31-Dec-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	Flight path
ENV-NE-WWSP 001 Budget pressures <div>Page 140</div>	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.		6	<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 2025/26 budgets are confirmed. In the meantime, we accept the risk at the current level. The target date shown is the date of the next review.</p> <p>08 Apr 2025</p>		6	30-Sep-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 001a Risk review	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	08-Apr-2025	30-Sep-2025

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	Flight path
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.		6	We are unable to reduce this risk but work on site continues to mitigate the impact of extreme weather events should they happen. The target date shown is the date of the next review. 08 Apr 2025		6	31-Jul-2025	
							Accept	

Action no, Title,	Action description	Latest Note	Action owner	Latest Note Date	Due Date
ENV-NE-WWSP 006a Fire management	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 by an external consultant appointed by the CoL's Fire Safety Advisor.	Allan Cameron	08-Apr-2025	31-Jul-2025
ENV-NE-WWSP 006b Storms	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	08-Apr-2025	31-Jul-2025
ENV-NE-WWSP 006c Climate change	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	08-Apr-2025	31-Jul-2025

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

Likelihood	Impact				
	X	Minor (1)	Serious (2)	Major (4)	Extreme (8)
	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

City of London Corporation Committee Report

Committee(s): Hampstead Heath Consultative Committee – For discussion Natural Environment Board – For discussion West Ham Park Committee – For discussion Hampstead Heath, Highgate Wood & Queen’s Park Committee – For discussion Epping Forest & Commons Committee – For discussion	Dated: 29/4/2025 1/5/2025 1/5/2025 20/5/2025 29/5/2025
Subject: Terms of Reference for the Natural Environment Complementary Land Policy and Complementary Land Use Appraisal	Public report: For discussion
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties • provides business enabling functions 	Dynamic Economic Growth Leading Sustainable Environment Vibrant Thriving Destination Flourishing Public Spaces
Does this proposal require extra revenue and/or capital spending?	Yes
If so, how much?	Up to £50,000 will be needed to pay for a consultant to carry out an independent appraisal of the Complementary Land Use Appraisal
What is the source of Funding?	Funding will be sought from the Transformation Fund
Has this Funding Source been agreed with the Chamberlain’s Department?	Chamberlains has been consulted and has advised that an application can be made for Transformation funding.
Report of:	Katie Stewart, Executive Director Environment
Report author:	Emily Brennan, Natural Environment Director

Summary

The City of London Corporation (CoLC) has commissioned a review of its eight Natural Environment charities (NE charities) as part of a wider charity review. The key aims of the Natural Environment Charities Review (NECR) are to improve and align the governance of these charities and to improve their efficiency and their financial sustainability, including by supporting income generation.

The NE charities own and manage an extensive portfolio of land and built assets outside of the Square Mile. A number of CoLC-owned assets which were originally purchased to support charity operations and/or to support income generation for the NE charities are managed in complement with those charities.

This report proposes the scope and terms of reference for two specific pieces of work to review and improve management of these assets: (a) the development of an updated Complementary Land Policy and (b) a Complementary Land Use Appraisal. The ToRs for the Complementary Land Policy and the Complementary Land Use Appraisal are being submitted to your Committee for consultation. Amendments suggested as a result of that consultation will be taken into account in preparing a final draft of the paper and accompanying ToRs which will be submitted to Policy & Resources Committee for decision on 12 June.

Recommendation(s)

Your Committee is asked to:

- Consider the report and appendices;
- Suggest any amendments and/or changes to the proposed Terms of Reference (ToRs) for (a) the work to develop a Natural Environment Complementary Land Policy (Appendix 1), and (b) the Natural Environment Complementary Land Use Appraisal (Appendix 2). Any proposed amendments and changes by your Committee and by other NE Committees will be considered in the preparation of the version of the ToRs which will be submitted to the Policy & Resources Committee on 12th June 2025 for decision.

Background

1. The City of London Corporation (CoLC) manages a number of greenspaces and buildings in or around London, which are located outside of the Square Mile. Most of these assets are held by the CoLC in its capacity as the sole trustee of the NE charities, but some are held by the CoLC in its corporate capacity with the aim of supporting charity operations and/or funding. These assets are managed in complement to the activities of the NE charities.

2. It is proposed that land assets which are managed, used and/or occupied by the Natural Environment charities, but which are held by the CoLC in a non-charity trustee capacity, will be referred to henceforth as Complementary Land, replacing previously used terms such as 'Buffer Land' and 'Pink Land'.
3. For the purposes of this report and appendices, reference to Complementary Land also includes any built assets associated with it, such as sheds, offices, lodges and otherwise.
4. Land held by the NE charities is managed and administered in line with the objects of the relevant charity, which generally require the preservation of these greenspaces in perpetuity for the recreation and enjoyment of the public. As land held by CoLC in a non-charity trustee capacity, Complementary Land is not restricted to these objects (although it may be subject to other, site specific constraints); however, the purpose of such land when acquired was and historically has remained to support and protect the land which is subject to those charitable objects. Many Complementary Land sites are essential for operations and host buildings and facilities such as sheds and offices; however, a large area, mainly to the north of Epping Forest, is tenanted farmland, grassland, woodland or other open space, and is not subject to the restrictions of the Epping Forest Act and so offers broader potential opportunities for income generation or other uses. The North London Open Spaces only have one site of Complementary Land, Heathfield House, which is used as office space. The majority of Complementary Land is located at Epping Forest, and there are also several parcels at The Commons.

Current Position

5. The NECR has recommended that updated governance arrangements should be developed for these land parcels and their associated built assets. The 'Buffer Land Policy', which was principally articulated in a series of decisions of the Epping Forest and Open Spaces and Policy and Resources Committees in the 1990s, does not meet current management or governance needs and does not include all Complementary Land assets associated with the NE charities.

Proposals

6. In order to better manage these Complementary Land assets, a Complementary Land Policy will be developed as part of the existing NECR programme. The policy development process will review existing policies relating to the acquisition and management of Complementary Land, including the existing 'Buffer Land Policy' for Epping Forest, with a view to replacing and consolidating them as appropriate within the Complementary Land Policy. This paper sets out the proposed Terms of Reference (ToRs) for the development of the Complementary Land Policy (Appendix 1).
7. The aims of the Complementary Land Policy are to set out a framework for CoLC's governance, resourcing and management of Complementary Land, as well as for determining the optimum use for each asset moving forwards, considering the aims and objectives of the CoLC in its roles and responsibilities

including as Charity Trustee. It will also consider priorities such as income generation potential, restrictions on potential uses and/or disposal of assets, and existing commitments such as contribution to the CoLC's Climate Action Strategy (CAS) targets. No additional funding is required for this piece of work as it is being funded as part of the existing NECR programme.

8. This paper also sets out the proposed ToRs for second piece of work: a Complementary Land Use Appraisal (Appendix 2). This piece of work will help inform the development of the Complementary Land Policy, but was a distinct piece of work requested by Policy & Resources Committee on 13th February 2025 following a debate about future potential uses of Loughton Golf Course (a Complementary Land asset in Epping Forest). This Appraisal will involve appointing a consultant to carry out an independent, detailed options appraisal for each Complementary Land asset.
9. The Policy and Appraisal are both critical to the NECR as commissioned by Finance Committee in 2023, and the P&R request to look afresh at how Complementary Land may be used against wider Corporation and/or NE Charities' objectives.
10. The Appraisal will be commenced as soon as possible in order to start assembling the necessary evidence for a site-by-site assessment as requested by Committee, but recommendations to P&R on the ultimate use of each site will be made in view of the final Policy that is developed. A recommendation for the future use of each asset will be proposed and will be put to P&R for decision following consultation with the NE charities' management committees and with other key stakeholders, including consultative committees. This assessment will consider what options are viable for each asset, strategic priorities, any restrictions on usage / disposal, potential for income generation, operational requirements, whether or not that asset is still delivering its original purpose, and whether that purpose is still valid – all against the newly developed Policy.
11. As part of the proposed Complementary Land Policy Review and Appraisal, there is also a requirement to fully understand and articulate their modern context, including the services they continue to provide to the charities such as operational function, climate mitigation, protection from encroachment, access, and income generation. It is also important to identify and explore the opportunities associated with these assets, such as income generation, environmental improvements including carbon sequestration, recreational and operational uses. Key constraints on existing or potential uses also need to be identified including legal and environmental restrictions and/or designations, national and local planning policies and frameworks, and any existing commitments (e.g. usage for carbon credits or biodiversity offsetting). It is proposed that this current and potential value should be formally, independently assessed alongside the benefits and risks of disposal options, including for housing, commercial or other development.
12. In the longer term it may be desirable for simplification of CoLC and charity administration to seek formal changes to the governing documents of relevant NE charities, to ensure they have appropriate powers to facilitate the management of

a broader range of land and assets than currently envisaged in their charitable objects and founding Acts. The routes to achieve this are either through a Various Powers Act, or potentially through Charity Commission processes, either of which would be significant projects in themselves.

Corporate & Strategic Implications

Strategic implications: The CoLC NE Complementary Land Policy and the Complementary Land Use Assessment both satisfy the City of London Corporate Plan outcome 'Leading Sustainable Environment'; *'We have a responsibility to ensure that we act as a leader on environmental sustainability and strive to enhance it in all aspects of how we work. Climate action, resilience, air quality, and sustainability are all facets of ambitious targets for the entire City to be net zero by 2040'*. They will also contribute to 'Providing Excellent Services' and 'Flourishing Public Spaces'.

Financial implications: The Appraisal does not fall within the original scope of the NECR therefore additional funding is sought to cover the cost of appointing an independent consultant to deliver it. The cost is anticipated to be in the region of £50,000 and funding will be sought from the CoLC's Transformation Fund. The need for additional budget for the legal input necessary to support the Land Use Assessment will be assessed as the detailed scope of the project is defined and included within any funding bids as appropriate.

It should be noted that as Members have indicated that this work is a priority and should be completed by mid to late 2025, the Executive Director Environment has approved the appointment of a consultant to enable work to be progressed, underwritten by the Department's budget, which will ensure the work is not delayed.

Resource implications: The Terms of Reference at Appendices 1 and 2 outline membership of officer task and finish groups for oversight and delivery of these two workstreams.

Legal implications: Comptrollers and City Solicitors representation is included in both the Policy Development and Land Use Assessment work streams. The Complementary Land parcels were acquired at different times and have differing legal contexts. For example, while the majority are held in City's Estate, there are parcels adjacent to Epping Forest held in City Fund. Some parcels will have specific restrictive covenants on their titles. These factors will need to be taken into account during the review, and are particularly relevant to the 'constraints' element of the Land Use Assessment. The Complementary Land Policy will need to reflect the distinctions between CoLC in its charity trustee capacity and in its City's Estate/Fund capacities in the use and management of the various parcels, with appropriate supporting internal governance mechanisms identified and implemented.

Risk implications: Risks of both Complementary Land Policy Development and Complementary Land Use Assessment will be recorded on NECR Risk Register and managed by the Task and Finish Group for each project stream.

Equalities implications: Equalities implications will be taken into account where relevant as the Complementary Land Policy and Land Use Assessment are developed.

Climate implications: The City of London Climate Action Strategy will be taken into account both in the development of the Complementary Land Policy and in the Land Use Assessment. The latter will also include existing Natural Capital Assessment data and Biodiversity Net Gain potential, in combination with other considerations such as mitigation of local development pressures.

Security implications: To be included as part of Land Use Assessment (for example, if change of use of all or part of an existing land parcel presented a security concern to a charity or CoLC property).

Appendices

Appendix 1: Terms of Reference: Complementary Land Policy Development

Appendix 2: Terms of Reference: Complementary Land Use Appraisal

Emily Brennan

Natural Environment Director
Environment Department

T: 07599 200587

E: emily.brennan@cityoflondon.gov.uk

City of London Complementary Land and Associated Assets Policy

Development: Draft Terms of Reference 8/4/2025

1. Introduction

The City of London Corporation (CoLC) manages a number of greenspaces in and around London, which are located outside of the Square Mile. Most of these greenspaces are held by the CoLC in its capacity as the sole trustee of the charities, but some assets are held by the CoLC in its corporate capacity with the aim of supporting charity operations and/or funding, henceforth described as 'Complementary Land'.

Land held by the NE charities is managed and administered in line with the objects of the relevant charity, which generally require the preservation of these greenspaces in perpetuity for the recreation and enjoyment of the public. Complementary Land is not restricted to these objects, but its purpose originally and historically has been to support and protect the land which is subject to those charitable objects. For instance, many Complementary Land assets are essential for operational purposes and host buildings and facilities such as farm buildings and offices. However, a large area of Complementary Land around the northern sections of Epping Forest, is a mosaic of tenanted farmland, grassland, woodland or other open space and is not directly covered by the obligations of the Epping Forest Act. Similar sites exist at other Natural Environment sites but not to the same scale as at Epping Forest.

This document sets out the terms of reference for the Complementary Land Policy, to create a policy for managing what we now describe as 'Complementary Land' – defined as land parcels and associated assets that are close to (usually bordering) and managed in complement with the Natural Environment charities' assets. Complementary Land assets are not charity assets, instead being owned by the CoLC and held in City's Estate or City Fund.

2. Membership

The Task and Finish Group will be chaired by the Natural Environment Director. The following departments/teams will be represented on the Group: City Surveyor's, the City Bridge Foundation (Central Funding and Charity Management Team), Comptrollers & City Solicitors, Town Clerk's, The Policy Unit, Chamberlains, and the Natural Environment Division. Representatives from Planning and from the Climate Action Programme will be invited into meetings as needed.

3. Purpose

The purpose of this work is to undertake a review of Complementary Land and to create a policy that:

- 1) Updates and/or replaces extant policy and governance documentation relevant to the land parcels and assets, in particular the Epping Forest Buffer Land Policy;
- 2) Creates a framework for the City Corporation governance, resourcing and management of Complementary Land;

- 3) Considers the intention for which Complementary Land was originally purchased or transferred including specific circumstances arising;
- 4) Defines what Complementary Land needs to provide to support the charities now and considers if the original purchase intentions remain relevant;
- 5) Provides recommendations for any long-term charity governance and legislative powers required for the charities to manage Complementary Land;
- 6) Fully considers and clarifies the process for acquisition/disposal of Complementary Land;
- 7) Provides a clear framework for financial arrangements relating to the management, acquisition and disposal of Complementary Land.

4. Duration

The Complementary Land Task and Finish Group will exist until the Complementary Land Policy is approved and associated implementation processes and procedures have been agreed. Officers aim to bring the Complementary Land Policy to Policy & Resources Committee in 2025 for approval.

5. Governance

A policy recommendation from the Complementary Land Task and Finish Group will be brought to Policy & Resources Committee for decision as these assets are held by the CoLC in City's Estate or City Fund. Prior to this, Natural Environment Committees and other key stakeholders will be consulted on the content of the Policy as the use and management of Complementary Land assets may have implications for the management of charity sites and operations. Feedback from these engagements will be shared with P&R along with the proposed policy.

6. Legal Advice

Initial legal advice has been sought from C&CS and external legal advisors; this will be considered as part of policy development through C&CS representation on the Task and Finish Group. Further advice will be obtained as necessary as work progresses.

7. Financial Advice

Initial advice on financial arrangements has been sought from external legal advisors and CHB. Further advice will be considered through Chamberlains' representation on the Task and Finish Group.

8. Meetings and Process

The Complementary Land Policy Task and Finish Group will meet regularly. Initial reports outlining background, ToRs, timelines and long-term aims will go to NE and P&R committees in late spring to early summer 2025. This work is within scope of the Natural Environment Charities Review and will be funded from the agreed NECR budget.

City of London Complementary Land Use Appraisal **Draft** Terms of Reference

1. Introduction

The City of London Corporation (CoLC) manages a number of greenspaces in and around London which are located outside of the Square Mile. Most of these greenspaces are held by the CoLC in its capacity as the sole trustee of the charities, but some assets are held by the CoLC in its corporate capacity with the aim of supporting charity operations and/or funding, henceforth described as 'Complementary Land'. Complementary Land assets are not charity assets, instead being owned by the CoLC and held in City's Estate or City Fund.

Land held by the NE charities is managed and administered in line with the objects of the relevant charity, which generally require the preservation of these greenspaces in perpetuity for the recreation and enjoyment of the public. Complementary Land is not restricted to these objects, but its purpose originally and historically has been to support and protect the land which is subject to those charitable objects. For instance, many Complementary Land assets are essential for operational purposes and host buildings and facilities such as farm buildings and offices. However, a large area of Complementary Land around the northern sections of Epping Forest is a mosaic of tenanted farmland, grassland, woodland or other open space and is not directly covered by the restrictions of the Epping Forest Act. Similar assets exist at other Natural Environment sites but not to the same scale as at Epping Forest.

Complementary Land parcels and the built assets on them may provide opportunities for income, environmental buffering and improvements, commercial ventures, recreation, operational uses and other projects. They may also present opportunities for housing or other development. In order to fully inform decisions over these assets a full impartial assessment by an external consultant is proposed, which will consider all relevant criteria and associated risks, constraints and obligations. This document sets out the Terms of Reference (ToRs) for a Complementary Land Use Appraisal.

2. Membership

The Task and Finish Group will be chaired by Rob McNicol, Assistant Director Planning Policy & Strategy, and will report to the Executive Director Environment, Katie Stewart. The following departments/teams will be represented on the Group: City Surveyor's, the City Bridge Foundation (Central Funding and Charity Management Team), Planning, Transformation, Comptrollers & City Solicitors, and the Natural Environment Division. Representatives from Town Clerk's, Chamberlains and the Climate Action Programme will be invited into meetings as needed.

3. Purpose

A methodology will be established for appraisal of Complementary Land parcels and their associated built assets and the Task & Finish Group will oversee an independent appraisal of all Complementary Land parcels according to the agreed criteria, ultimately identifying

preferred option(s) for each land parcel and making recommendations to relevant senior officer boards and committees. Key objectives are:

- 1) To define what Complementary Land needs to provide to support the charities now and reasonably foreseeable future, having regard to the intention of why the complementary land was originally purchased;
- 2) To quantify and value options for future use, with regard to corporate, charity, local, environmental, financial priorities and strategies;
- 3) To assess the potential viability of each site alternative use, e.g. housing, commercial development or other development, and/or for natural conservation (i.e. biodiversity net gain) of whole or part of those land parcels, in view of the corporation and Charities' priorities; subject to planning permission and taking into consideration such matters as changing National Green Belt policy, Local Plan and new housing targets for local authorities;
- 4) To understand and compile an assessment of constraints and obligations against those land parcels and assets;
- 5) To fully articulate upfront costs and risks alongside opportunities and value (current or potential) for each option;
- 6) To calculate and apply scoring and weighting to each element to assess highest priority opportunities;
- 7) To establish said scoring and weighting as a standard for future plans, disposals and acquisitions.

4. Duration and Resourcing

Engagement of a suitable consultant will take place by June 2025 with completion of the appraisal by end of 2025. Recommendations to senior officer panels and appropriate Committees will be made by the end of 2025.

This work, in particular the potential for housing or commercial use of these land parcels, has been requested by Policy & Resources Committee and is outside of the budgeted scope of the Natural Environment Charities Review (although the overarching Complementary Land Policy is included within scope). It is estimated that up to £50,000 will be needed to engage a suitably qualified consultancy firm to carry out this independent assessment to the required standard.

5. Governance

The appraisal with recommendations for each of the land parcels at each location will be brought to each of the local Natural Environment Management Committees and Resource Allocation Sub-Committee for consultation and then brought to Policy &

Resources Committee for approval as these assets are currently held by the CoLC in City's Estate or City Fund.

Following approval of the assessment and options, delegated authority will be sought from Policy & Resources Committee to manage the implementation of recommended options, alongside any necessary changes to standing orders or terms of reference.

6. Legal Advice

Initial legal advice has been sought from C&CS and external legal advisors; this will be considered as part of developing the methodology for assessment, and through C&CS representation on the Task and Finish Group. Further advice will be obtained as necessary, (particularly in relation to understanding constraints, obligations and risks) as work progresses. The level of input needed will be scoped as the methodology of assessment is developed further, and reflected in future funding requests as necessary.

7. Financial Advice

Initial advice on financial arrangements and internal governance mechanisms relating to management of Complementary Land was received during the scoping phase of the NECR. Further advice will be considered through CHB representation on the Task and Finish Group, and obtained externally as required.

8. Meetings and Process

The Complementary Land Use Appraisal Task and Finish Group will meet on a regular basis. Initial reports outlining background, Terms of Reference, timelines and long-term aims will go to committees in spring to early summer 2025.

9. Funding

This appraisal work is outside the agreed scope of the Natural Environment Charities Review and is a corporate review of non-charitable land and property assets and therefore additional funding will be necessary to support this workstream. A request for Transformation funding will be made.

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

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

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

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