

**HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE**  
**Wednesday, 28 November 2018**

Minutes of the meeting of the Hampstead Heath, Highgate Wood and Queen's Park Committee held at Committee Rooms, 2nd Floor, West Wing, Guildhall on Wednesday, 28 November 2018 at 4.00 pm

**Present**

**Members:**

Karina Dostalova (Chairman)  
Anne Fairweather (Deputy Chairman)  
Deputy David Bradshaw  
Alderman Prem Goyal  
Michael Hudson  
Alderman Gregory Jones  
Wendy Mead  
Ruby Sayed  
William Upton  
John Beyer (Heath & Hampstead Society)  
Sam Cooper (English Heritage)  
Councillor Thomas Gardiner (London Borough of Camden)  
Adeline Siew Yin AU (Ramblers' Association/Open Spaces Society)

**Officers:**

Colin Buttery	- Director of Open Spaces
Bob Warnock	- Superintendent of Hampstead Heath
Katherine Radusin	- PA to Superintendent of Hampstead Heath
Richard Gentry	- Constabulary and Queen's Park Manager
Jonathan Meares	- Highgate Wood, Conservation & Trees Manager
Alison Elam	- Group Accountant, Chamberlain's Department
Declan Gallagher	- Operational Service Manager
Lucy Gannon	- Projects Management & Support Officer
Gerry Kiefer	- Open Spaces Business Manager
Yvette Hughes	- Business Manager Hampstead Heath
Paul Maskell	- Leisure and Events Manager
Laura Simpson	- Town Clerk's Department
Leanne Murphy	- Town Clerk's Department

**1. APOLOGIES**

Apologies were received from Mark Bostock, Stuart Fraser, Deputy John Tomlinson, Councillor Melvin Cohen and Graeme Smith.

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

There were no declarations.

### **3. MINUTES**

The Chairman welcomed Adeline Siew Yin AU to her first Committee meeting as the new representative for the Ramblers' Association and gave special thanks to Maija Roberts for all of her hard work during her tenure on the Committee.

**RESOLVED**, that the public minutes of the meeting held on 5 September 2018 were approved as a correct record.

### **4. SUB-COMMITTEE MINUTES**

#### **4.1 Hampstead Heath Consultative Committee**

The draft public minutes of the Hampstead Heath Consultative Committee meeting held on 29 October 2018 were received subject to the removal of a typographical error.

#### **4.2 Highgate Wood Consultative Group**

The draft public minutes of the Highgate Wood Consultative Group meeting held on 17 October 2018 were received.

#### **4.3 Queen's Park Consultative Group**

The draft public minutes of the Queen's Park Consultative Group meeting held on 31 October 2018 were received.

### **5. ACTIONS SHEET**

Members noted the various outstanding actions and the update provided thereon.

Regarding Action 1 to identify a representative for people with a physical disability, the Chairman advised that three charities were approached, and Leonard Cheshire responded confirming their interest in fulfilling this role. Members delegated authority for the decision on the representative following receipt of the list of candidates to the Chairman and Superintendent.

With regards to Action 3, the Director of Open Spaces advised that a report detailing the costs and implications of OPM would be first considered at the upcoming Open Spaces and City Gardens Committee meeting in December and come to the HHHWQP Committee in March 2019.

Concerning Actions 5 and 6, the Kenwood House General Manager provided an update on 2017/18 events held at Kenwood House and public consultation involved with upcoming events. He confirmed that a report on 2019 events would come to the March 2019 Committee meeting. Members were impressed by the income raised from the 2017/18 events despite some negative comments from public. A Member suggested using text donations which could be advertised at concerts/events.

The Chairman advised that all other actions were complete or covered on the agenda.

## **6. ANNUAL REVIEW OF TERMS OF REFERENCE**

The Committee considered a report of the Town Clerk concerning their Terms of Reference.

The Chairman advised that she had previously approached the Lord Mayor for an Alderman to sit on the Committee in the same manner as the Epping Forest & Commons Committee as per their Terms of Reference. Members agreed for a recommendation to be made to the Court that the Committee's constitution in its Terms of Reference be updated to include the line "1 Alderman nominated by the Court of Aldermen".

**RESOLVED** - That: -

- The Terms of Reference of the Committee were approved for submission to the Court in April 2019 as set out in the appendix with the addition of the line "1 Alderman nominated by the Court of Aldermen";
- Any further changes in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

## **7. SUPERINTENDENT'S UPDATE**

Members considered a report of the Superintendent providing an update on matters concerning Hampstead Heath, Highgate Wood and Queen's Park. The following points were made:

### **Planning**

- **The Water House, Millfield Lane 2017/3692/P.** The Superintendent advised that Officers were involved with the Community Working Group and continued to engage with the Developer and local Stakeholders. It was noted that the development was due to complete in the autumn 2019.
- **Parliament Hill William Ellis School 2018/1270/P.** The Superintendent noted that Officers were represented on the Community Working Group and continued to engage concerning trees.
- **South Fairground Site.** The Public Inquiry has been moved to April 2019. The Superintendent noted that the Team have received ongoing support from the Comptroller & City Solicitor and had appointed Counsel for the Inquiry
- **North Fairground Site 2017/4346/P.** A Public Inquiry is scheduled to take place in early February 2019.
- **Jack Straws Castle 2017/2064/P.** A decision has not yet been determined by the London Borough of Camden.

- **55 Fitzroy Park.** The Superintendent stated that the City would object to this application as this development was on the periphery of the Heath and the construction of the additional properties proposed would have an impact on hydrology, and the openness and character of Hampstead Heath. A review of the Basement Impact Assessment has been commissioned by the City of London Corporation to assess the potential impacts on the Heath.
- The Superintendent advised Members that Camden Council had prepared a draft Planning Framework for Kentish Town and encouraged Members to send their views to help shape the future of the area.

### **Golders Hill Park Disabled Car Park**

- The Superintendent advised that he had received correspondence from a member of the public concerning the impact of the closure of the car park during weekends for disabled users.
- A Member supported the need for the car park to be open during weekends to provide accessibility for disabled people and queried whether third party enforcement could be used to provide enforcement against double parking, etc. The Superintendent advised that an Enforcement Agency was already being used and felt that a mechanism for closing the car park when full was required. Further engagement with users would be carried out in order to gather further information to develop a safe solution.

### **City Surveyors Cyclical Work Programme**

- The Superintendent advised Members that the painting of the toilets adjacent to the café at Golders Hill Park was now complete, and the next projects to provide improvements to public toilet facilities would take place at Parliament Hill and the Heath Extension.

### **Capital Projects**

- Members were advised that development of the Adventure Playground project had advanced and a detailed design was being prepared to enable the works to be put to tender. A Member asked that the design make provision for accessibility and people with disabilities, the Superintendent advised that this was part of the design.

### **Swimming**

- The Superintendent advised that work on access facilities at the Men's Pond were still ongoing and that the Team were working with architects regarding access to the water and a topographical survey. This project is planned to go through the capital gateway process.

- The Superintendent noted that he was liaising with the Highway Authority regarding disabled parking provision in close proximity to the facility.

## **Events**

- Members were advised that Zippos Circus was successful and received minimal peaceful protests with no disruption.
- The London Youth Games and Greater London Cross Country Championships held on 17 November 2018 was successful and well attended by young people. For the first time, all 32 London Boroughs participated in the event. It was noted that the event had minimal impact on the Heath.

## **Local Government Reorganisation (Hampstead Heath) Order 1989**

- Members were advised that 30 March 2019 marked 30 years of the Corporation's custodianship of Hampstead Heath and an all Court visit to the Heath had been suggested to celebrate this occasion with a picnic. Members were supportive of this suggestion noting that there were a number of Members that had never been to the Heath. It was recommended that this event take place in June.
- A Member suggested creating Hampstead Heath branded merchandise, e.g. a tie, hat or brooch/pin, like Epping Forest which could be sold at the Heath. The Chairman advised that a review of asset management was planned, part of which is the provision of a Visitor Engagement location, which would be a place for such items to be available.
- A pool party at the ponds or swimming facilities was suggested.
- A Member noted that there was a wide selection of literature associated with the Heath, e.g. Keats, and suggested attracting famously associated people to the celebrations.

## **RESOLVED – That:-**

- Members approve the proposed Events Policy (Part Two) for Highgate Wood (Appendix 2);
- Members approve the proposed Events Policy (Part Two) for Queen's Park (Appendix 3);
- Members approve the proposed Heath events for 2019, as detailed in paragraph 23 (Appendix 4);
- Members provide feedback on the Sports Licencing Scheme (Appendix 5);

- Members approve the draft Highgate Wood Woodland Management Plan (Appendix 6);
- Members to consider a programme of events to mark the 30<sup>th</sup> anniversary of the City of London Corporations custodianship of Hampstead Heath.

### **7.1 Appendix 1 - Divisional Plan Q2 Update**

Members noted the Divisional Plan 2<sup>nd</sup> Quarter Update.

Members were advised that the plan would be updated in February reflecting a new format with an emphasis on priorities. This updated plan would come back to the HHCC in February and HHHWQPC in March for feedback.

RECEIVED.

### **7.2 Appendix 2 - Highgate Wood Events Policy Part 2**

Members considered and approved the draft Highgate Wood Site Specific Events Policy (Part Two).

The Deputy Chairman advised that Highgate Wood currently hosted only a small number of events due to the nature of the site. Members were advised that the HWCG had already provided feedback which had been reflected in the policy. It was noted that Zone C was added to cover activities in the wider parts of the Woods.

RECEIVED.

### **7.3 Appendix 3 - Queen's Park Events Policy Part 2**

Members considered and approved the proposed Events Policy (Part Two) for Queen's Park.

The Superintendent noted that one change was made to the duration of large events in Table 1 setting out the proposed Event Scale to up to three days as three-day events were not captured under large or major events.

RECEIVED.

### **7.4 Appendix 4 - Events Approval Large and Major Events 2019**

Members considered and approved three large or major proposed Heath events for 2019. The following comments were made:

- Members were advised that a Hampstead Heath Officer Events Group had been set up to review event applications before bringing them to the HHCC for feedback.

- Members discussed three of the major events that had applied for 2019: Race for Life, Affordable Art Fair and Night of the10k Personal Bests.
- In response to a query concerning whether business cases considered the costs of hosting events, the Superintendent advised that there was a schedule of charges detailed in the Events Policy and the rates were set out in the annual fees and charges report.
- It was noted that only staff time was charged for the Night of the10k Personal Bests event with the hire fee waivered as it was considered of importance to health and wellbeing.
- A Member was concerned that the Heath was subsidising costs and was making a loss from hosting events. The Chairman requested that the Committee received more detail in relation to the costs associated with Events.
- A Member raised concerns regarding the charging arrangements for events, notably the Affordable Art Fair. Members requested further details on the charging arrangements for the Major and Large Events.
- The Deputy Chairman noted that 2019 would mark the 30<sup>th</sup> year of the Corporation's custodianship of the Heath and recommended that all organisations put this within their literature when the Heath hosted an event. The Deputy Chairman suggested developing a special logo to commemorate the occasion. The Chairman agreed that this should be part of the events arrangement noting that there had been no mention of the Corporation at the Queen's Park Day. Members were supportive of this approach.
- The Chairman requested additional information be included in future including the financial implications to assist the Committee when making decisions on events.
- The Director of Open Spaces gave background on the Events Policy explaining that this separated commercial and charity activity and laid out the costs of ground hire as well as the additional costs of hosting an event that would also be covered. He noted that the City of London Corporation Open Spaces Act 2018, provided more freedom to pursue a better return and for special events that the Heath supported. Members were advised that they were in a process of change for how events were managed and that the three long running big events had been honoured for 2019. The Director hoped that the Committee would trust Officers to negotiate the financial rewards associated with new events and renegotiation of long-running events.
- A Member requested a breakdown of the overarching figures concerning the expense of events for the year and what the Heath needed to raise annually as a regular agenda item for the Committee to assess. The Chairman agreed that transparency was required regarding costs and

suggested bringing pie charts to the Committee setting out income and expenditure.

- In response to a query regarding the licensing of commercial dog walkers, the Superintendent advised that this was captured in the Divisional Plan under item 3.6.

RECEIVED

#### **7.5 Appendix 5 - Open Spaces Organised Sports Licence Application Form**

Members noted the draft Open Spaces Organised Sports Licence Application Procedure.

Members were advised that the Open Spaces Department is currently consulting on a licensing scheme applying to sports activities involving fewer than 500 participants and/or spectators with no or limited infrastructure requirements. This scheme will sit alongside the Events Policy for Hampstead Heath. It was noted that the Hampstead Heath Sports Advisory Forum and the HHCC have been consulted and were supportive of the approach. Members were also supportive of the scheme.

RECEIVED.

#### **7.6 Appendix 6 - Highgate Wood Woodland Management Plan**

Members considered and approved the draft Highgate Wood Woodland Management Plan.

RECEIVED.

### **8. BREXIT UPDATE**

The Director of Open Spaces reassured Members that the City of London Corporation were looking at potential issues that could arise from Brexit across all of its Open Spaces noting that the Corporation had submitted information on the Agriculture Bill which would provide protection against any outcomes for Brexit. He advised that land management and farming issues were the main focus and that concerns around grants, the impact on staff and procurement of food sources and vehicles were also being considered.

In response to a query regarding plant health, the Director of Open Spaces advised that all EU legislation would cross over, and the Port Health Committee were dealing with border control issues and legislation.

### **9. PROPOSED HAMPSTEAD HEATH MANAGEMENT STRATEGY 2018-2028**

Members considered a report of the Superintendent of Hampstead Heath concerning the proposed Hampstead Heath Management Strategy 2018-2028 and the following comments were made:

- Members were advised that the strategy had been developed with intense scrutiny including consultation with key stakeholder groups and incorporated the views of the HHCC.
- It was noted that the strategy fully aligned with the Departmental Business Plan and the Corporate Plan.
- The Superintendent advised Members that an online survey had been set up to capture further feedback and 80% of respondents stated that the outcomes in the draft Strategy reflected the aspirations of the Heath Vision well and very well.
- A Member suggested adding a table to demonstrate how the Management Strategy aligns with the Corporate Plan. The mid-term review of the Management Strategy will provide the opportunity to maintain alignment with the Corporate Plan in 2023.
- A Member noted that issues with a conflict of interest, e.g. cyclists and pedestrians, was discussed at the last HHCC meeting and it was noted that the 10-year Strategy provides a mechanism for addressing conflicts.
- Following a query from a Member regarding how the team would measure success, Members were advised that a baseline to measure outcomes was in development and would come to the Committee next year.
- The Committee approved the strategy subject to an additional section to demonstrate the alignment with the Corporate Plan.

**RESOLVED** - That Members approved the proposed Hampstead Heath Management Strategy 2018-2028.

#### 10. QUEEN'S PARK PUBLIC TOILET REDEVELOPMENT

Members considered a report of the Superintendent of Hampstead Heath concerning the Queen's Park Public Toilet Redevelopment. The following comments were made:

- The Chairman stated that this matter had been ongoing for over a year and Members of the QPCG were keen to progress with the project. There were two options available to Members: Option 1a which set out a proposal for refurbishment of the toilet unit and Option 2a which proposed a new build toilet unit.
- The Chairman advised that the QPCG were strongly in favour of Option 2a as they felt that it would be a better investment in the long-term.
- Members were very concerned by the cost difference between Options 1a and 2a and questioned the need for a new build. A Member noted

that Option 2a incurred an added cost of £168k plus surveys/surveyor's costs which would mean an additional cost of over £200k.

- It was noted that the number of people using the Park was increasing and the current toilets were not up to standard. It was also highlighted that the new build would allow access from the children's play area which was not currently available.
- A Member suggested a variation to Option 1a to bring in access from the children's play area instead of creating a new build. The Chairman explained that the original intention had been to repair and redecorate the toilets; however, discovery of cracks in the structure resulted in Officers having to reassess what was required.
- Members were advised that a Member at QPCG had raised a concern over accessibility for disabled users and it was agreed that a new structure could make improvements making the facility fit for purpose for all.
- Members discussed exploring the potential for Community Infrastructure Levy (CIL) money from the London Borough of Brent which would assist with the cost of the project (either Option 1a or 2a). Members were not confident that the funding would be significant enough to fund Option 2a and it was noted that the additional criteria needed to make the facility fully accessible for CIL funding would make the project more expensive.
- Members were advised that there were a number of large Open Spaces schemes that required funding which would be prioritised.
- A Member noted that the cracks in the structure had been caused by a nearby tree which had now been removed. He felt that if the structure was now considered sound by Surveyors, then Option 1a was the most suitable in terms of costs and longevity of the works.
- It was agreed that details concerning the quality and lifespan of the options were needed in order to make a decision on the meaningful benefit of the proposals.
- With regards to comments concerning how eco-friendly the plans were, Members were advised that Officers were looking into the most sustainable options for either proposal.
- It was noted that Option 2a was not on a like-for-like basis to the original facility. Member questioned whether the larger facility was necessary as this had cost implications.
- A Member stated that whilst the toilet facility was considered unappealing in aesthetics, it did serve its purpose. Members voiced

concern that as the toilets were a frontline service, there was a PR impact of them not being fit for purpose.

- The Chairman asked the Committee to vote on the two proposed options:

Option 1a – 4 Members

Option 2a – 7 Members

- As the majority of Members agreed with Option 2a, the Chairman approved this decision. However, it was noted that four Members were strongly against this decision and were of the opinion that even Option 1a would struggle to be approved by the Projects Sub-Committee.

**RESOLVED** – Members approved the recommendation for option 2a to be value engineered and agree that Officers develop a Capital Project to enter the Gateway Approval Process.

#### **11. TENDER OF THE HIGHGATE WOOD PAVILION CAFÉ**

Members considered and approved a report of the Superintendent of Hampstead Heath concerning the proposed tender process for the Highgate Wood Pavilion Café.

The Superintendent advised Members that the same process was used recently at Queen's Park and this process incorporated lessons learned from the previous café tendering experience.

**RESOLVED** – That Members approve the proposal to retender the Highgate Wood Pavilion Café as set out in paragraphs 6-14.

#### **12. FEES AND CHARGES 2019/20 & 2020/21**

Members considered and approved a report of the Superintendent of Hampstead Heath concerning the proposed fees and charges for a range of sports facilities and services provided at Hampstead Heath, Highgate Wood & Queen's Park for 2019/20. The report also set out the proposed fees and charges for Weddings and Civil Ceremonies for 2020/21.

Members were advised that new fees relating to Event Hire were included. The Superintendent noted that swimming remained a contentious issue and would be further looked at.

**RESOLVED** – That:-

- The views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen's Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their 28 November 2018 meeting;
- The Hampstead Heath, Highgate Wood and Queen's Park Committee agree the proposed fees and charges for 2019/20 and 2020/21, as set out in Appendix 1 of this report.

### **13. REVENUE & CAPITAL BUDGETS - 2018/19 & 2019/20**

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***RESOLVED*** - *With two hours having elapsed since the start of the meeting, in accordance with Standing Order No. 40 the Committee agreed at this point to extend the meeting by up to thirty minutes.*

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Members considered a joint report of the Chamberlain and Director of Open Spaces providing an update on the latest approved revenue budget for 2018/19 and sought approval for the provisional revenue budget for 2019/20 prior to submission to the Finance Committee.

A Member noted that original budgets should not be revised/increased at a later stage in the year highlighting the need for all Departments to live within their means. Members were advised that the changes had occurred from a reprioritisation of the Cyclical Works Programme and unexpected additional costs incurred during the busy summer period. The Member stated that he would approve the proposed revenue budget for 2019/20 but was not happy to approve the current revised budget.

The Chairman asked the Committee if they were happy to approve the budgets which had been approved by other Committees. Members (except one) approved the budgets as recommended.

**RESOLVED** – That Members:-

- Review the provisional 2019/20 revenue budget to ensure that it reflects the Committee's objectives and, if so, approve the budget for submission to the Finance Committee;
- Authorise the Chamberlain, in consultation with the Director of Open Spaces, to revise these budgets to allow for any further implications arising from Corporate Projects, departmental reorganisations and other reviews, and changes to the Additional Works Programme. Any changes over £50,000 would be reported to Committee;
- To delegate to the Chamberlain any minor budget changes for 2018/19 and 2019/20 as a result of the completion of the asset verification exercise;
- Review and approve the draft capital and supplementary revenue budget.

### **14. DEPARTMENTAL BUSINESS PLAN 2018/19 - SIX MONTH PERFORMANCE UPDATE**

Members considered a report of the Director of Open Spaces providing an update on progress and performance against the 2018/19 Business Plan by the services which report to the various Open Spaces Committees.

**RESOLVED** – That Members note the progress made against the 2018/19 Business Plan objectives, projects and performance indicators.

**15. HAMPSTEAD HEATH AND HIGHGATE WOOD & QUEEN'S PARK TRUSTEE'S ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2018**

Members considered two reports of the Chamberlain, one concerning the Hampstead Heath Trustee's Annual report and Financial Statements for the Year Ended 31 March 2018 (15a) and the other concerning Highgate Wood & Queen's Park Trustee's Annual report and Financial Statements for the Year Ended 31 March 2018 (15b).

RECEIVED.

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

There were no questions.

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

The Chairman advised Members that the venue for the Hampstead Heath, Highgate Wood & Queen's Park Committee Dinner on 6 February 2019 would be at the Old Bailey. The Dinner would mark the 30<sup>th</sup> anniversary of the Corporation's custodianship of Hampstead Heath.

**18. EXCLUSION OF THE PUBLIC**

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

**19. NON-PUBLIC MINUTES**

**RESOLVED**, that the non-public minutes of the meeting held on 5 September 2018 were approved as a correct record.

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

There were no questions.

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

There were no urgent items.

**22. DATE OF NEXT MEETING**

The date of the next meeting on 13 March 2019 at 4.00pm was noted.

**The meeting ended at 6.14 pm**

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Chairman

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