

**HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE**  
**Wednesday, 15 June 2022**

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, 15 June 2022 at 4.00 pm

**Present**

**Members:**

William Upton KC (Chair)  
Alderman Gregory Jones KC (Deputy Chairman)  
Timothy Butcher  
John Foley  
Alethea Silk  
Caroline Haines (Ex-Officio Member)  
Emily Hills  
Arjun Mittra

**Officers:**

|                   |                                  |
|-------------------|----------------------------------|
| Katherine Radusin | - Natural Environment Department |
| Richard Gentry    | - Natural Environment Department |
| Kristina Drake    | - Town Clerk's Department        |
| Edwin James Birch | - City Surveyor's Department     |
| Richard Holt      | - Town Clerk's Department        |
| Stefania Horne    | - Natural Environment Department |
| Graham Nickless   | - Chamberlain's Department       |

**1. APOLOGIES**

The Chairman welcomed to the Committee those Members newly elected and thanked those Members attending the meeting in person, who were to be elected by the Court of Common Council on the 16th. In addition those Members who had stood down were thanked for their time on the Committee.

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

No declarations were received.

**3. MINUTES**

The Committee considered the public minutes and non-public summary of the meeting held on 4 May 2022.

RESOLVED - That the public minutes of the Hampstead Heath, Highgate Wood and Queens Park Committee meeting held on the 4th of May be approved as an accurate record.

**4. OTHER MINUTES**

The Committee agreed to appoint John Foley to the Hampstead Heath Consultative Committee. It was noted that Jason Groves would be appointed to the Highgate Wood Consultative Committee once he was formally elected by the Court of Common Council to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

RESOLVED- That the draft minutes be noted.

4.1 **Hampstead Heath Consultative Committee\***

4.2 **Highgate Wood Consultative Group\***

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

5. **ASSISTANT DIRECTORS UPDATE**

The Committee considered a report of the Executive Director Environment on the Assistant Director's Update.

The Chairman thanked the staff for their work supporting the successful events over the jubilee.

RESOLVED - That: -

- I. The report be noted; and
- II. That the content of the Swimming Annual Review 2021/22 be approved.

6. **SWIMMING CAPITAL PROJECT GATEWAY 3 /4 REPORT**

The Committee considered a report of the Executive Director Environment regarding the Safety, Access and Security Improvements to the Hampstead Heath Swimming Facilities.

The Committee were informed of the context of the project and noted that the final report on this would be prepared for Member approval in October.

Replying to a Member's query the improvements to the site were explained and it was confirmed that there would be no significant impact to the natural surroundings of the site caused by the works. The Chairman observed that the full details of this potential impact would be provided in the planning application which, as confirmed by Officers, had been completed on the 7th of June.

RESOLVED- That: -

- I. That an additional budget of £30,700 be approved to reach the next Gateway; and
- II. That the revised project budget of £163,700 (excluding risk) be noted; and
- III. That the total estimated cost of the project at £691,245 (excluding risk) be noted; and
- IV. A Costed Risk Provision of £27,000 be approved to reach the next Gateway (to be drawn down via delegation to City Surveyor); and
- V. That the Committee approved Option 2 be progressed as the only viable option; and

VI. That it was noted that a minor planning application was submitted on 7th June 2022

7. **SUB-DIVISIONAL PLAN 2022-25**

The Committee considered a report of the Executive Director Environment on the Sub-Divisional Plan 2022-25.

Replying to a Member's query it was confirmed that the enforcement and administration of car parking charges would be continuously reviewed for their effectiveness. The Chairman requested regular updates on this matter going forward.

RESOLVED- That the Hampstead Heath, Highgate Wood & Queen's Park Sub-Divisional Plan 2022-2025 be approved.

8. **PROPOSED SUSTAINABLE MANAGEMENT OF THE GOLDER'S HILL PARK ZOO**

The Committee considered a report of the Executive Director on the Proposed sustainable management of the Golder's Hill Park Zoo. The Chairman observed that the Hampstead Heath Consultative Committee had reacted positively to this report.

The Superintendent informed the Committee that options were being explored to make the Golder's Hill Park Zoo more financially stable in the long term and that the report's recommendations were produced to this end. The Chairman noted that the Zoo was a highly valued community asset.

Members encouraged Officers to expedite work on the contactless donations to ensure this was in place for the summer. Following explanation from Officers that there was ongoing issue with the wireless internet at the site the Chairman requested a update on the progress of the contactless donation posts at the next meeting of the Committee.

Replying to a Member's concern it was explained that the Zoo's charges were based on the benchmarks of the British & Irish Association Of Zoos and Aquariums and were at the lower end of these benchmarks.

It was confirmed, in response to a Member's query, that the Zoo had appropriate links with local schools and the University of London but that communication of these links could be better managed.

RESOLVED- That the preferred option and ancillary plans, including the change of use of the Butterfly House be approved.

9. **REGISTERING HAMPSTEAD HEATH, HIGHGATE WOODS AND QUEEN'S PARK FOR GIFT AID DONATIONS**

The Committee considered a report of the Executive Director Environment on the Registering of Hampstead Heath, Highgate Woods and Queen's Park for Gift Aid donations.

The Committee noted that the Hampstead Heath charity was the pilot for the use of Gift Aid across the City of London Corporation's Charities.

Responding to the Member's question it was explained that the use of third parties was not favoured by the Chamberlain as the Value Added Tax position was not preferable but confirmed that it would be explored further, if the pilot was successful.

RESOLVED- That the Chamberlain be authorised to open dedicated bank accounts in order to register with HMRC the Hampstead Heath charity (803392), and the Highgate Wood and Queen's Park Kilburn charity (232986) for Gift Aid status.

10. **FUTURE ARRANGEMENTS FOR WEDDINGS AND CIVIL CEREMONIES AND HAMPSTEAD HEATH AND QUEEN'S PARK**

The Committee considered a report of the Executive Director Environment on the Future arrangements for Weddings and Civil Ceremonies and Hampstead Heath and Queen's Park.

The Committee observed that it was important to balance achieving income through holding events and maintaining public usage of the open spaces. It was confirmed that a report from the City Surveyor would be prepared, and brought to the Committee for consideration accordingly, on the repairs to the pergola.

In response to a Member's query it was confirmed that income from filming fees paid in relation to the filming at Hampstead Heath was received by the Hampstead Heath Charity.

RESOLVED- That the proposal to engage a specialist wedding contractor on a two year contract with a concession to take over the provision of the service at Golders Hill Park and Queen's Park through an income share formula be approved.

11. **REVIEW OF COMMERCIAL LICENSING SCHEME (PROFESSIONAL DOG WALKERS)**

The Committee considered a report of the Executive Director Environment on the Review of Commercial Licensing Scheme Professional Dog Walkers.

RESOLVED- That the Assistant director and relevant officers be authorised to review the commercial dog licencing scheme considering the number of applications received in 2022 as a baseline and to consider a holistic approach that considers the use of the Heath and its sensitive areas.

12. **HAMPSTEAD HEATH TRUSTEES ANNUAL REPORT AND CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021\***

The Committee received a joint report of the Chamberlain and the Executive Director Environment on the Hampstead Heath Trustees Annual Report and Consolidated Financial Statements for the Year Ended 31 March 2021.

RESOLVED-That the report be noted.

13. **HIGHGATE WOOD & QUEEN'S PARK KILBURN TRUSTEES ANNUAL REPORT AND FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2021\***

The Committee received a joint report of the Chamberlain and the Executive Director Environment on the Highgate Wood & Queen's Park Kilburn Trustees Annual Report and Financial Statements for the Year Ended 31 March 2021.

RESOLVED- That the report be noted.

14. **REVENUE OUTTURN 2021/22 - HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK\***

The Committee received a joint report of the Chamberlain and Executive Director on the Revenue Outturn 2021/22 Hampstead Heath, Highgate Wood and Queen's Park.

RESOLVED- That the report be noted.

15. **OPEN SPACES DEPARTMENTAL BUSINESS PLAN 2021/22 - YEAR END PERFORMANCE REPORT**

The Committee received a report of the Executive Director Environment on the Open Spaces Departmental Business Plan 2021/22 – Year End performance report.

RESOLVED- That the report be noted.

16. **RISK MANAGEMENT UPDATE REPORT**

The Committee received a report of the Executive Director Environment on the Risk Management Update Report.

The Committee noted that the report had been completed to satisfy the Charity Commission's approach to risk management and was compliant with the City of London Corporation's risk register format. It was added that another risk report would be received by the Committee at its next meeting which would provide further detail on these risks.

RESOLVED-That the report be noted.

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

There were no questions in the public session received.

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

There was no urgent business considered in the public session.

19. **EXCLUSION OF THE PUBLIC**

20. **NON-PUBLIC MINUTES**

The Committee considered the non-public minutes of the meeting held on 4 May 2022.

RESOLVED- That the non-public minutes of the Hampstead Heath, Highgate Wood and Queens Park Committee meeting held on the 4th of May be approved as an accurate record.

21. **HIGHGATE WOOD INCIDENT UPDATE**

The Committee considered a report of the Executive Director Environment on the Highgate Wood incident. The Committee were updated on the Highgate Wood tree incident and the Coroner's report.

22. **CHARITIES POOL AND HAMPSTEAD HEATH TRUST FUND: FUND MANAGER STRATEGY CHANGE**

The Committee considered a report of the Chamberlain on the Charities Pool and Hampstead Heath Trust Fund: Fund Manager Strategy Change.

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

There were no questions in the non-public session.

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

There was no non-public urgent business.

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Chairman

**Contact Officer: Ben Dunleavy**  
**ben.dunleavy@cityoflondon.gov.uk**