

**HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK COMMITTEE**  
**Wednesday, 8 February 2023**

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, 8 February 2023 at 4.00 pm

**Present**

**Members:**

William Upton KC (Chair)  
Alderman Gregory Jones KC (Deputy Chairman)  
John Beyer  
Councillor Marcus Boyland  
Timothy Butcher  
John Foley  
Deputy Madush Gupta  
Caroline Haines (Ex-Officio Member)  
Emily Hills  
Pauline Lobo  
Wendy Mead  
Councillor Arjun Mittra  
Alethea Silk

**Officers:**

Sally Agass	- Natural Environment Department
Jako Beatrix	- Chamberlain's Department
Neil Chambers	- Chamberlain's Department
Ellen Fouweather	- Town Clerk's Department
Declan Gallagher	- Natural Environment Department
Elisabeth Hannah	- Natural Environment Department
Joanne Hill	- Natural Environment Department
Stefania Horne	- Natural Environment Department
Paul Maskell	- Natural Environment Department
Simon Owen	- Chamberlain's Department
Blair Stringman	- Town Clerk's Department Comptroller &
Edward Wood	City Solicitor's

**1. APOLOGIES**

Apologise for absence were received from Alderman Prem Goyal, Deputy John Absalom and Caroline Haines.

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

There were no declarations.

**3. MINUTES**

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

**RESOLVED** – That the public and non-public summary of the meeting held on 7 December 2022 be agreed as a correct record.

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

**RESOLVED** – That the public minutes of the meeting held on 16 January 2023 be noted. It was noted that the venue listed was incorrect.

**4. APPOINTMENT OF THE MEMBER OF THE LONDON WILDLIFE TRUST**

The Committee received a report of the Town Clerk concerning the appointment of the Member of the London Wildlife Trust to the Hampstead Heath, Highgate Wood and Queen's Park Committee.

**RESOLVED** – That,

- a) That Mathew Frith, nominated by the London Wildlife Trust, be appointed as a Member of the Management Committee for the consideration of business relating to Hampstead Heath, in accordance with the London Government Reorganisation (Hampstead Heath) Order 1989.

**5. DIRECTOR'S REPORT**

The Committee received a report of the Executive Director, Environment concerning an update on matters relating to the work of the Natural Environment Division of the Environment Department since the last Committee in December 2022.

The Interim Director, Environment noted that work was ongoing to review assets across the organisation, in particular property and land assets held by the Charity which was a large piece of work. It was noted that there the was no record previously of who owned various assets and how they were purchased but City Solicitor's had assisted with this piece of work. The Committee were informed that an operation report would be brought to the next Committee.

**RESOLVED** – That, the report be noted.

**6. ASSISTANT DIRECTOR'S REPORT**

The Committee received a report of the Executive Director, Environment concerning an update on matters relating to Hampstead Heath, Highgate Wood and Queen's Park since December 2022.

The Committee was informed by the Assistant Director, Environment, that most projects were progressing well, this included capital projects. Members were informed that work was ongoing on celebrations for the Kings coronation on 6 May. Members were informed that the City of London Corporation continues to work in partnership with Barnet Council to facilitate a family day with stalls and music for the coronation at the beginning of May. The Assistant Director noted

that the Queen's Green Canopy tree planting was a success and 33 trees had been planted on the Heath, the Heath extension and a special tree gifted for Golders Hill Park.

The Committee was provided with an update on the Swimming Capital Project. It was noted that market uncertainty and cost increases were due to market conditions and inflationary issues countrywide. Members were informed that there was a lack of interest during the procurement process and as a result, another tender was run and the closing date was extended with 4 bids being received, however, at present the bids were above budget and contact had been made with contractors to agree processes going forward. It was noted that officers were working with the Chamberlain on pricing and discussions regarding additional funding streams were being explored. Members noted that work was ongoing to ensure a programme of construction can be carried out without impacting too much on the accessibility of the facilities.

The Chairman gave thanks to officers for the creation of the Hampstead Heath Events Proposed Programme.

**RESOLVED** – That, the report be noted.

7. **OPERATIONAL FINANCE PROGRESS REPORT (PERIOD 9 APRIL - DECEMBER) 2022/23 - HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK**

The Committee received a report of the Chamberlain concerning an update on the operational finance position as of April to December 2022/23 for Hampstead Heath Highgate Wood and Queen's Park.

The Committee was informed by the Assistant Director, Environment, that there was no issue currently with how parks and open spaces were staffed. It was noted that staff had risen to the challenge and have worked in an agile and flexible way despite numerous vacancies that could not be recruited during the Target Operating Model implementation.

**RESOLVED** – That, the report be noted.

8. **DRAFT HIGH-LEVEL BUSINESS PLAN 2023/24 - ENVIRONMENT DEPARTMENT**

The Committee received a report of the Executive Director, Environment concerning the high-level business plan for the Environment Department for 2023/24.

**RESOLVED** – That, the report be noted.

9. **HAMPSTEAD HEATH FEES AND CHARGES 2023-24**

The Committee considered a report of the Executive Director, Environment concerning proposed fees and charges for a range of sports and services provided at Hampstead Heath for 2023-24.

The Committee discussed the proposed fees and charges outlined in the report. Members approved the 5% increase in principle but requested for reasons of transparency that officers investigate the possibility of rounding the fees and charges to the decimal point or, for charges above £100, to the nearest 50p.

As the charges were due to come into effect on 1 April, Members agreed to approve the proposed fees and charges as presented, so that changes could be implemented, but also to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chairman, to approve revised fees and charges once officers had made the requested revision, as officers would not have time to bring this to the next Committee meeting.

**RESOLVED** – That,

- a) Members agree the proposed fees and charges for 2023-24, as set out in appendix 1 of the report subject to delegated authority to the Town Clerk, in consultation with the Chair and Deputy Chairman, to approve revised fees and charges once officers have made the requested revision.

10. **HIGHGATE & QUEEN'S PARK FEES AND CHARGES 2023-24**

The Committee considered a report of the Executive Director Environment concerning proposed fees and charges for a range of sports and services provided at Highgate Wood and Queen's Park 2023-24.

The Committee discussed the proposed fees and charges for 2023-24. At the meeting, Members approved the 5% increase in principle but requested that officers investigate the possibility of rounding the fees and charges to the decimal point or, for charges above £100, to the nearest 50p.

The Committee agreed to delegate authority to the Town Clerk, in consultation with the Chair and Deputy Chairman of the Committee, to approve the proposed fees and charges following this work.

**RESOLVED** – That,

- a) Members agree the proposed fees and charges for 2023-24, as set out in appendix 1 of the report subject to delegated authority to the Town Clerk, in consultation with the Chair and Deputy Chairman, to approve revised fees and charges once officers have made the requested revision.

11. **PARLIAMENT HILL ATHLETICS TRACK RESURFACING**

The Committee considered a report of the Executive Director, Environment concerning a capital project to resurface the Parliament Hill Athletics Track on Hampstead Heath.

The Committee discussed the proposed capital project. Members noted that engagement with the local community was required, and work would need to be undertaken with various communication teams.

**RESOLVED** – That,

- a) That additional budget of £141,025 is approved to reach the next Gateway;
- b) Note the total estimated cost of the project at £1,717,000 (excluding risk);
- c) Approve the Risk Register in Appendix 2 and that a Costed Risk Provision of £283,000 is approved (to be drawn down via delegation to Chief Officer).
- d) That Option 1 Non-Porous Sandwich System Surface is approved
- e) Note the new project timeline which is for earlier delivery than originally envisaged.
- f) Delegate to the Executive Director Environment in consultation with the Chairman and Deputy Chairman of Hampstead Heath, Highgate Wood and Queen's Park Committee and with the Chairman and Deputy Chairman of Operational Property and Projects Sub Committee subsequent reports in order to allow for the acceleration of the programme.
- g) Delegate to the Executive Director Environment authority to approve budget adjustments, above the existing authority within the project procedures and in consultation with the Chamberlains, between budget lines if this is within the approved total project budget.

**12. RISK MANAGEMENT UPDATE REPORT**

The Committee considered a report of the Executive Director, Environment concerning risk management procedures in place within the Environment Department and its Natural Environment Division.

**RESOLVED** – That,

- a) Members agree on behalf of the City Corporation as Trustee, that the registers appended to this report satisfactorily set out the key risks to the charities and that appropriate systems are in place to identify and mitigate risks.

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

There were no questions.

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

There were no items of urgent business.

**15. EXCLUSION OF THE PUBLIC**

16. **NON-PUBLIC MINUTES**  
**RESOLVED** – That the non-public minutes of the meeting held on 7 December be agreed as a correct record.
17. **PARLIAMENT HILL ATHLETICS TRACK RESURFACING - APPENDIX 4**  
The Committee received a non-public appendix to item 11.
18. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**  
There were no questions.
19. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**  
There were no items of urgent business.

**The meeting ended at 18.17**

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Chairman

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