

Epping Forest & Commons Committee
Action Log



Number	Recommendation	Progress Update	Owner	Creation date	Target date
2022-1	<p>Emergency Planning – Fire Risk: Committee requested a report on the learnings from the wildfires which took place in the summer of 2022 and what additional, detective or preventative measures could be taken to mitigate the risk</p> <p>Update (13/11/2023) The Commons: Luckily fires were not an issue in 2022 however as reported on the 12th July 2023 we have revised the fire plan for the only ‘high risk’ site at the Commons in association with Fire brigade.</p>	<p>18 May 2023 - Superintendent to provide an update to the Committee in September 2023</p> <p>7 July 2023 – Consultants Wildfire TacAd commissioned to undertake further evaluation work.</p> <p>12 July 2023 The Commons Staff worked with the local Fire Service Team to revise the emergency Plan for the Stoke Common, the Commons most high-risk site, following the summer of 2022.</p> <p>13 July 2023 EF&CC - Recent launch event took place with the Deputy Chief Fire Officer for London and the Deputy Mayor for Fire Resilience promoting new Smarthose™ fire protection equipment showcased by the London Fire Brigade. This innovative device acts as a fire screen, effectively preventing the spread of wildfires in open spaces. The desire is to incorporate this equipment into the Epping</p>	Paul Thomson / Geoff Sinclair	13 Oct 2022	23 Nov 2023

Epping Forest & Commons Committee
Action Log



		<p>Forest Wildfire planning to enhance fire safety measures.</p> <p>14 September 2023 EF&CC – Report due back in November on progress.</p> <p>23 November 2023 – Update Wildfire report provided to Epping Forest and Commons Committee for EF.</p>			
2022-2	<p>Buffer Land: The Superintendent of Epping Forest to provide DMOG with information on the method of counting deer and how assessments are made on deer stock across Epping Forest land.</p>	<p>16 March 2023 – PT apologies for the delay in supplying some data and would arrange for the data to be gathered.</p> <p>18 May 2023 – Update to be provided at the next meeting</p> <p>13 July 2023 – Update to be provided at the next meeting</p> <p>14 September 2023 – Officers to provide update at the next meeting.</p> <p>17 November 2023 – An email update on deer counting methodology was provided to DMOG Members.</p>	Paul Thomson	13 Oct 2022	23 Nov 2023

Epping Forest & Commons Committee
Action Log



2022-3	<p>Buffer Land: The Superintendent of Epping Forest to provide DMOG with analysis to understand:</p> <ul style="list-style-type: none"> i) The intended use of agricultural land forming part of the Buffer Lands ii) The extent of the anticipated damage caused by deer iii) The extent to which deer pass from Buffer Lands onto Epping Forest charity land iv) The extent to which adjacent land managers manage the deer population v) The extent to which deer fencing and other physical deer management techniques can protect the Epping Forest charity land, e.g. deer fencing on Copped Hall. 	<p>16 March 2023 – PT apologies for the delay in supplying some data and would arrange for the data to be gathered.</p> <p>13 July 2023 – Update to be provided at the next meeting</p> <p>14 September 2023 – Officers to provide update at the next meeting</p> <p>17 November 2023 – An email update on the five questions was provided to DMOG Members.</p>	Paul Thomson	13 Oct 2022	23 Nov 2023
2022-4	<p>Lodges: Income Generation: Members discussed vacant lodges that required investment. The Executive Director, Environment noted that a structure and aspiration were required for a long-term approach. It was requested that a business case on potential funding be brought back to the Committee regarding the costs of refurbishing lodges.</p>	<p>18 May 2023 – Verbal Update to be provided at the next meeting.</p> <p>13 July 2023 - Verbal Update to be provided at the next meeting.</p> <p>14 September 2023 – Update provided by the Director of Natural Environment at the meeting</p> <p>23 November 2023 – Information shared by Jo Hurst about ongoing work to audit</p>	Bob Roberts	21 Nov 2022	23 Nov 2023

Epping Forest & Commons Committee
Action Log



		<p>income generation across different portfolios, including lodges.</p> <p>Emphasis on both long-term goals and short-term opportunities for additional income.</p>			
2023-5	<p>Volunteers: Committee asked Officers to find identify a suitable and consistent framework for recording and measuring the impact volunteers are having on the delivery of management plans for individual charities. Members also requested that thought be given to celebrating and rewarding volunteers.</p>	<p>14 September 2023 – framework to be taken to the Natural Environment Board</p> <p>14 September 2023 - TOM Recruitment is underway for an Engagement & Volunteering Officer at Epping Forest who will help collect key volunteering information for EF.</p> <p>23 November 2023 - Currently in the process of recruiting an engagement and volunteering officer. Role involves managing volunteers and expected to be filled early next year.</p> <p>Discussion about the possibility of existing managers in the Warren taking on volunteer management responsibilities.</p>	Bob Roberts	26 January 2023	23 Nov 2023

Epping Forest & Commons Committee
Action Log



		<p>Emphasis on attracting the right people during recruitment to increase team capacity.</p> <p>Recognition of the value of volunteers, stressing the need for dedicated management for an ongoing relationship.</p> <p>Mention of potential delay due to tight schedule and staffing challenges.</p> <p>Plans to recruit additional managers in the Warren to address shortages.</p>			
2023-6	<p>Review of Dog Control Measures – Committee noted that the Commons would bring forward PSPO extension plans, but asked the Superintendent of Epping Forest to consider whether additional action is now required to tighten dog control measures, to include accreditation/ licensing of professional dog walkers, limits on number of dogs per dog walker and updates to byelaws. Hampstead Heath running a pilot study, which will feed into the approach.</p>	<p>18 May 2023 – Verbal update to be provided at June Committee.</p> <p>13 July 2023 – Verbal Update to be provided at the next meeting.</p> <p>14 September 2023 – On-going piece of work to be taken to Hampstead Heath Management Committee, Directors agreed to come back to EF&CC with an update. The</p>	Jacqueline Eggleston	26 January 2023	23 Nov 2023

Epping Forest & Commons Committee
Action Log



		current pilot scheme is still being revised and fine-tuned with evaluation planned for late 2024.			
2023-7	<p>Risk Register – Committee asked that officers review the risk register for all relevant charities, ensuring it accurately reflects the most significant risks and aligns with the corporate risk register. This should explicitly include:</p> <ul style="list-style-type: none"> i) the risk of damage to our Iron Age Hillforts ii) iii) iv) the fact that dangerous trees are at the highest rated risk, but Members felt that the health and safety risk rating for staff is not sufficiently reflected in the risks experienced by staff v) future reporting to include explicit reference to the actions which have been closed or extended and detail around actions which are in-flight and funded or pending resource allocation decisions 	<p>A Risk Management Update report will be presented to Committee in January and will include updated risks and actions.</p> <p>A report of protecting Scheduled Ancient Monuments will be brought to January Committee.</p>	Jo Hill/Paul Thomson	14 Sept 2023	23 Nov 2023
2023-9	<p>A104 Road Safety Scheme – Following Actions to be taken</p> <ul style="list-style-type: none"> a. Express concerns to the Cabinet Member for Highways and Transportation at Essex County Council about the lack of consultation regarding a scheme which is being proposed. b. Highlight the need to consider other users who may be affected by the scheme to avoid inadvertently creating additional road safety concerns which are contrary to the Epping Forest Transport Plan. Also recognise the potential 	<p>3 October 2023 – Chairman’s letter covering points a-d sent to Essex County Council Highways Department.</p> <p>19 October 2023 – Essex County Council presentation on A104 Safety Scheme to</p>	Bob Roberts	14 Sept 2023	November 2023

Epping Forest & Commons Committee
Action Log



	<p>damage which could be caused to Epping Forest by displacing non-motorised road users.</p> <p>c. Acknowledge that the surveys completed by Essex Highways may meet statutory requirements, but surveying for only 2 days does not adequately recognise the breadth of needs of all stakeholders who would be impacted by the proposed scheme (a number of whom have already contacting the Committee expressing concern).</p> <p>d. In return for the proposed damage to Epping Forest by the introduction of average speed cameras, propose that a revenue sharing agreement is created to support additional safety schemes outlined in the Epping Forest transport strategy.</p>	<p>Epping Forest Consultative Group.</p> <p>23 November 2023 – Further report on Road Safety Scheme brought to EF&CC.</p>			
2023-10	<p>Climate Action Strategy: The Director to provide a briefing for Members on their roles and responsibilities aligned to the Climate Action Strategy, particularly the carbon removals project in Epping Forest Buffer Land. This would include a breakdown of the key statistics from the Arcadia report.</p>	<p>Carbon Removals (Climate Action) Project Rescoping Reapproval Report being presented to 4 December 2023 Natural Environment Board and 18 January 2023 Policy & Resources Committee.</p>	Emily Brennan	14 Sept 2023	Dec 2023
2023-11	<p>Staff Recruitment: that a standing item of each agenda be introduced to provide an update to Committee on the recruitment and retention of staff.</p>		Blair Stringman	14 Sept 2023	23 Nov 2023
2023-13	<p>Target Operating Model Review: The Director to perform a formal review of the Target Operating Model changes in Epping Forest and the Commons in May 2024, which will include engagement with staff, Members and Verderers.</p>		Emily Brennan	14 Sept 2023	May 2024
2023-14	<p>Access Restrictions for Land Rest & Recovery: the Superintendent of Epping Forest to consider the appropriate framework to ‘restrict access’ to areas of Epping Forest to the public to protect them from erosion for set periods, as outlined in the 2020 cycling strategy.</p>	<p>Protections offered by Section 7.1-7.8 of the City of London (Various Powers) Act 1977 allows land (up to 100 acres or</p>	Paul Thomson	14 Sept 2023	23 Nov 2023

Epping Forest & Commons Committee
Action Log



		1.6% of the Forest) to be subject to access restrictions for the purposes of regeneration. Once staffing levels are restored Officers will survey and bring forward suitable proposals.			
2023-15	The Warren Battery Storage Facility Introduction: the Superintendent of Epping Forest, in conjunction with City Surveyor, to determine how to celebrate the good news story of the installation of a solar electricity battery storage facility at The Warren	The battery system is installed and awaiting connection to the EF electrical supply system managed by the City Surveyor. The City Surveyor has received quotations for the connection work.	Paul Thomson	14 Sept 2023	23 Nov 2023
2023-16	Education & Learning Cost Allocation: the Director to review the Education & Learning team's cost allocation model, which currently seems to work based on the number of students which the City encourages to visit Epping Forest, resulting in Epping Forest being a victim of its own success.		Emily Brennan	14 Sept 2023	Dec 2023
2023-17	SSSI Condition Surveys: to encourage Natural England to visit Epping Forest and Burnham Beeches to complete an overdue condition survey on each SSSI segment. Update (13/11/2023) The Commons: no progress	14 November 2023 - The Superintendent of Epping Forest wrote to Natural England, the NDPB responsible for SSSI assessment, seeking information on future condition assessments.	Paul Thomson & Geoff Sinclair	14 Sept 2023	Dec 2023
2023-18	Accessibility: the Superintendent of the Commons to identify a solution for the disabled access gate at Burnham Beeches, which is out of use.	Update (13/11/2023) The gate is the process of being replaced and should be in	Geoff Sinclair	14 Sept 2023	23 Nov 2023

Epping Forest & Commons Committee
Action Log



		operation by the time of the EF&CC meeting			
2023-19	Digital Enablement: the Superintendent of the Commons to identify a solution to the lack of Wi-Fi at Coulsdon Common, which is also impacting the educational offering on site.	Update: (13/11/2023) no progress	Geoff Sinclair	14 Sept 2023	23 Nov 2023
2023-20	Financial Planning: the Superintendent of the Commons to reflect upon the fact that car parking income is down, and filming income is down, therefore, how will he cut costs or explore income opportunities to balance the budget.	Update: (13/11/2023) 2024/25 budget have been set reflecting the net budget requirements. Income generation is being reviewed and integrated with the Charity review process.	Geoff Sinclair	14 Sept 2023	23 Nov 2023
2023-21	Vacancy Publication: the Chief of Staff to include Members in the weekly email to staff listing all of the staff vacancies published, to help encourage applicants through their networks.		Elizabeth Hannah	14 Sept 2023	23 Nov 2023
2023-22	Corporate Plan and Strategies: Brief discussion on the corporate plan update and strategies for Epping Forest and other areas to be brought to the next committee.		Bob Roberts	23 November 2023	25 January 2024