

West Wickham and Spring Park Risk Register

Generated on: 23 February 2024



Rows are sorted by Risk Score

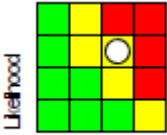
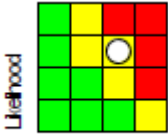

| Risk no, title, creation date, owner | Risk Description (Cause, Event, Impact) | Current Risk Rating & Score | | Risk Update and date of update | Target Risk Rating & Score | | Target Date/Risk Approach | Current Risk score change indicator |
|---|---|-----------------------------|------------------|--|----------------------------|------------------|---------------------------|-------------------------------------|
| ENV-NE-WWSP 009 Decline in condition of assets | <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>16</p> | <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 recently been approved to replace the byelaw boards during the 2024/25 financial year.</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</p> | | <p>12</p> | <p>31-Mar-2025</p> | |

Appendix 5

| | | | | | | | | |
|------------------------------|--|--|--|---------------------------------------|--|--|--------|----------|
| 15-Jun-2022 Allan Cameron | | | | Manager (APFM). 23 Feb 2024 | | | | Constant |
| | | | | | | | Reduce | |

| Action no | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|------------------|-------------------------------------|---|---------------|------------------|-------------|
| ENV-NE-WWSP 009a | Monthly site infrastructure checks. | Continual monitoring of byelaw boards and other structures. | Allan Cameron | 23-Feb-2024 | 31-Mar-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 | Current Risk score change indicator |
|--|---|--|----|--|---|----|---------------------------|---|
| ENV-NE-WWSP 002 Negative impacts of visitor pressure 24-Feb-2022 Allan Cameron | <p>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.</p> <p>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.</p> <p>Effect: Ecological and environmental damage; reputational damage; loss of grants related to preservation; increased spend required to maintain sites/mitigate damage.</p> |  <p>Likelihood</p> <p>Impact</p> | 12 | <p>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.</p> <p>23 Feb 2024</p> |  <p>Likelihood</p> <p>Impact</p> | 12 | |  Constant |
| | | | | | | | Accept | |

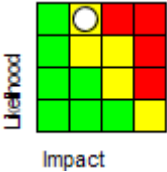
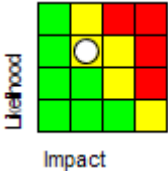

| Action no | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|------------------|---|--|---------------|------------------|-------------|
| ENV-NE-WWSP 002a | Recruit to the vacant Conservation Ranger post. | We are in the process of recruiting a Conservation Ranger who will monitor development applications and undertake detailed ecological surveys. | Allan Cameron | 23-Feb-2024 | 30-Jun-2024 |

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 | Current Risk score change indicator |
|--|--|-----------------------------|---|---|----------------------------|---|---------------------------|-------------------------------------|
| ENV-NE-WWSP 004 Negative impacts of development and encroachment 24-Feb-2022 Allan Cameron | <p>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.</p> <p>Event: Large housing or other developments on land affecting the sites.</p> <p>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.</p> | <p>Lifehood Impact</p> | 8 | <p>Local plans continue to be developed and are scrutinised and commented on by officers when required. Staffing capacity is currently unable to manage the volume of work associated with commenting on local plans.</p> <p>However, we now have funding to recruit a full-time Conservation Ranger which will provide greater capacity for responding to these issues and enable us to be more proactive.</p> <p>23 Feb 2024</p> | <p>Lifehood Impact</p> | 6 | 31-Mar-2025 | Constant |
| | | | | | | | Reduce | |

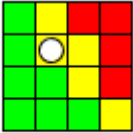
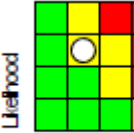
| Action no | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|------------------|---|---|---------------|------------------|-------------|
| ENV-NE-WWSP 004c | Recruit to the vacant Conservation Ranger post. | We are in the process of recruiting a Conservation Ranger who will monitor development applications. | Allan Cameron | 23-Feb-2024 | 30-Jun-2024 |
| ENV-NE-WWSP 004d | 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 | 23-Feb-2024 | 31-Mar-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 | Current Risk score change indicator |
|--|---|--|----------|---|---|----------|---------------------------|---|
| ENV-NE-WWSP 005 Negative impacts of pests and diseases 24-Feb-2022 Allan Cameron | <p>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.</p> <p>Event: Sites become infected by animal, plant or tree diseases.</p> <p>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.</p> |  | 8 | <p>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.</p> <p>23 Feb 2024</p> |  | 6 | 31-Mar-2025 |  Constant |
| | | | | | | | Reduce | |

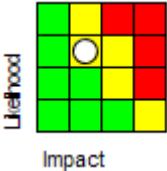
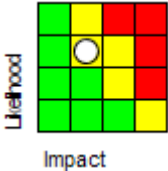
| Action no | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|------------------|---|---|---------------|------------------|-------------|
| ENV-NE-WWSP 005a | Ensure staff training is kept updated to enable timely identification of pests and knowledge of correct treatment/prevention. | 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 | 23-Feb-2024 | 30-Sep-2024 |
| ENV-NE-WWSP 005b | Annual tree inspections undertaken by qualified personnel. | Ongoing. Inspections continue on a scheduled basis or if and when the need arises. | Allan Cameron | 23-Feb-2024 | 30-Sep-2024 |
| ENV-NE-WWSP 005c | Active involvement with leading partners such as Forestry Commission and Natural England | This is an ongoing action. | Allan Cameron | 23-Feb-2024 | 30-Sep-2024 |
| ENV-NE-WWSP 005d | Measures in place for staff, volunteers and contractors including public messages | This is an ongoing action. | Allan Cameron | 23-Feb-2024 | 30-Sep-2024 |
| ENV-NE-WWSP 005e | 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 in July 2024. | Allan Cameron | 23-Feb-2024 | 01-Aug-2024 |

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 | Current Risk score change indicator | |
|--|--|--|---|--|---|---|---------------------------|-------------------------------------|----------|
| ENV-NE-WWSP 001 Budget pressures 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. |  Likelihood Impact | 6 | 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. Car parking income was lower than estimated during 2022/23 (52% of estimated levels). The Assistant Director is currently reviewing income generation opportunities for The Commons. We will review the current and target risk scores again when the 2024/25 budgets are confirmed. 23 Feb 2024 |  Likelihood Impact | 6 | | Accept | Constant |

| Action no | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|------------------|--|--|---------------|------------------|-------------|
| ENV-NE-WWSP 001a | 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 | 23-Feb-2024 | 31-Dec-2024 |

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 | Current Risk score change indicator |
|--|---|--|---|---|---|---|---------------------------|-------------------------------------|
| 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. 23 Feb 2024 |  | 6 | | Constant |
| | | | | | | | Accept | |

| Action no | Action description | Latest Note | Action owner | Latest Note Date | Due Date |
|------------------|---|---|---------------|------------------|-------------|
| ENV-NE-WWSP 006a | 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 in 2024 by an external consultant appointed by the CoL's Fire Safety Advisor. | Allan Cameron | 23-Feb-2024 | 30-Sep-2024 |
| ENV-NE-WWSP 006b | 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 | 23-Feb-2024 | 30-Sep-2024 |
| ENV-NE-WWSP 006c | 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 | 23-Feb-2024 | 30-Sep-2024 |