

# **MANAGEMENT PLAN 2014 – 2019**

**Parliament Hill Bowling Club** Est; 1937

Affiliated to E.B.A. / E.W. B. A. / M.C.B.A. / M.C.W.B.A.



&

**Hampstead Heath Croquet Club** Est; 2008

Affiliated to C.A / SECF

This is the Management Plan referred to in the Lease of the Bowling Green and  
Ancillary Buildings, Parliament Hill, Highgate Road  
Highgate, London  
NW5 1QR

Dated: April 2014 and made between (1) The Mayor and Commonalty and Citizens  
of the City of London (2) The Parliament Hill Bowling Club and (3) The Hampstead  
Heath Croquet Club

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## **1 THE VISION**

The Vision for Parliament Hill Bowling Club (PHBC) & Hampstead Heath Croquet Club (HHCC) collectively referred to as the Clubs is to make bowls and croquet accessible to members and bowls accessible to the public and to increase the awareness of the facilities amongst non-users and to encourage greater use by new users.

To achieve this vision the Clubs have produced this Management Plan which underpins the Clubs' activities in relation to the management of the facilities bearing in mind the fact that Hampstead Heath is a public recreational open space. During the years 2014 to 2019 the Clubs intend:

- To demonstrate a commitment to the development of bowls/croquet and provide coaching and playing opportunities for all levels
- To work to increase the volume and diversity of the membership of the Clubs
- To provide an annual report to the Superintendent analysing performance against this vision with specific regard to equality monitoring of members and users
- To inform the Superintendent of any complaint received and to deal with any complaint in a courteous manner within 10 working days of the complaint being made
- To maintain a record of all substantial complaints made together with the action taken
- To allow the Superintendent full access to the Clubs' records to undertake quality checks and to monitor the performance of the Clubs complying with the vision
- To keep this Management Plan under review

## 1.1 Key Performance Indicators (KPIs)

The following KPIs are for the year ending April 2015 only and will be reviewed in the last quarter of the year. They may be used in succeeding years and other KPIs introduced by the City of London Corporation in agreement with the Clubs. The intention is to increase and broaden membership of both clubs through a series of measures and to ensure that, in the longer term, both activities can thrive. The Clubs will need to provide evidence to the Corporation at the end of each season as to how each of these KPIs has been met.

- 1) Each Club to offer ten hours free coaching sessions throughout the season.
- 2) Each Club to advertise in one local newspaper offering details of membership.
- 3) Each Club to participate at the “Give it A Go” Day on Hampstead Heath.
- 4) Each Club to increase membership by 25% over the next 12 month period.
- 5) The Clubs to provide five taster sessions with local schools, and seek to encourage younger people to become Members.



## 2. SITE DETAILS

**Name & Address:** Parliament Hill Bowling Club, Parliament Hill Fields  
Highgate Road, London, NW5 1QR

**Websites:** Bowls: <http://bowlsclub.org/club/1704/>  
Croquet Club: [www.hampsteadheathcroquetclub.org.uk](http://www.hampsteadheathcroquetclub.org.uk)  
Hampstead Heath: [www.cityoflondon.gov.uk/hampstead](http://www.cityoflondon.gov.uk/hampstead)

**Ownership:** City of London Corporation

**Size:** 0.1684 Ha. (Excluding buildings)

**OS Grid Reference:** 528279 186178

**Transport:** Bus - 214, C2, C11 (stop at Highgate Road)  
London Underground - Northern Line- Kentish Town  
London Overground - Gospel Oak

**Access:** Pedestrian Access from Highgate Road or 5 minute walk  
across Hampstead Heath from Gordon House Road.

There is disabled access to the bowling green and pavilions.

**Parking:** There is a pay and display car park on Hampstead Heath,  
accessed from Gordon House Road. There is free public  
parking on Highgate Road and surrounding, except between  
the hours of 10:00 – 12:00

**Byelaws:** A copy of the byelaws can be found in the Constabulary  
section at: [www.cityoflondon.gov.uk/hampstead](http://www.cityoflondon.gov.uk/hampstead)

### Location Map



### **3 MANAGEMENT OF SERVICE**

#### **3.1 The Playing Season**

The Bowls Green and associated facilities will be open in accordance with the following criteria:

3.1.1 The season will start on the third Saturday in April and terminate on the third Sunday in September in each year of the term of the lease.

3.1.2 Opening times are from 10.00 hours to one hour before dusk each day during the season.

#### **3.2 Access**

The Clubs will adhere to the principles of equal opportunity and access for all.

3.2.1 The Premises, including the pavilions, to be available as follows or as otherwise agreed between the Clubs:

##### Parliament Hill Bowls Club:

- 1-6pm Monday to Sunday except on days with away fixtures involving a significant number of PHBC members.
- 6pm to dusk Tuesdays and Wednesdays when Prentice Cup or Bowls Wednesday Night League matches are taking place at the Premises.
- Other occasions when bowls league matches or club competitions or County cups are taking place, subject to the PHBC giving as much notice as reasonably possible to the HHCC as in previous years and provided that these occasions shall not include the last Thursday evening of each month unless a County Cup match is ordered by the Middlesex Bowling Association to be played on that particular evening.

##### Hampstead Heath Croquet Club:

- 10am to 1pm Monday to Sunday except when given notice by the PHBC in accordance with the preceding paragraph.
- 6pm to dusk Thursday to Monday except when given notice by PHBC in accordance with the preceding paragraph.

- 6pm to dusk Tuesdays and Wednesdays when Prentice Cup and bowls league matches are not taking place at the Premises.
- 1-6pm on days with away bowls fixtures involving a significant number of PHBC members.

Provided that:

- The groundsman may give notice to either club restricting any of the above times where this is reasonably required to carry out his work
- Evening croquet sessions may begin earlier than 6pm if all bowls play has already ceased for the day
- The PHBC may give notice to the HHCC restricting its use of the pavilion(s) during croquet hours in the event that it secures a hire booking under clause 9.8.1 of the lease but as much notice as possible must be given and hire bookings shall not be made for the last Thursday evening of each month.
- The PHBC will inform the HHCC of the dates of its away fixtures involving a significant number of members and of the dates when Prentice Cup and Wednesday bowls league matches are scheduled to take place at the Premises as soon as reasonably practicable.

3.2.2 Two rinks will always be kept accessible for use for bowls casual play by the public, except when six rink matches are planned by the PHBC or when croquet is permitted between 1 and 6pm. The PHBC will inform the general public of these dates as soon as reasonably practicable.

3.2.3 The Premises comply with the Equality Act 2010 and an adapted wheelchair is available for use on the green.

3.2.4 No child under the age of 8 years old will be allowed on the bowling green unless accompanied by a coach or parent / guardian.

3.2.5 Croquet may be played by:

- i. Members of the HHCC who have been issued with membership cards authorising them to play at the Premises by the HHCC.
- ii. Other HHCC members who are supervised on a one to one basis by a HHCC Trustee or their duly authorised delegate

- iii. Members of the public who have an official croquet association handicap or are supervised on a one to one basis by one of the HHCC trustees or their duly authorised delegate.

Provided that:

- The HHCC shall take full responsibility for any players under (ii) or (iii) above and for the charging of appropriate fees.
- Members of the public who do not have an official croquet association handicap shall not be permitted to play on the bowling green unless they have played before and have demonstrated to the supervisor that they are competent at hitting a ball with a mallet on nearby grass.
- No individual shall be permitted to play under (ii) or (iii) above on more than 4 occasions without becoming an authorised member entitled to play under (i) above.

### **3.3 Providing Access For Casual Play**

City of London Sport & Recreational Keeping staff will be present at the Tennis Hut on the hour until 15 minutes past the hour each day of the season.

- 3.3.1 Staff will be responsible for taking monies for casual bowls play during opening hours along with a deposit of £10 and returning the deposit when the equipment is returned.
- 3.3.2 Casual bowls players will be issued with a ticket and one pair of flat pull-over shoes, a set of bowls and a set of rules.
- 3.3.3 The City will collect income for bowls casual play and will make arrangements to forward this to the Clubs on a monthly basis.
- 3.3.4 No croquet will be played on the Bowls Green except in accordance with 3.2.5 above. Two public croquet lawns are available at Golders Hill Park, West Heath Avenue NW11 7QP for public play.

### **3.4 Development & Marketing**

The development & marketing plan will be drawn up by the Clubs and agreed by the Superintendent. The plan will be agreed at least 4 weeks before the



commencement of the playing season. The plan will include initiatives to encourage visitors and hard to reach groups to play bowls / croquet by providing coaching and playing opportunities at all levels which demonstrates the commitment to develop the sports on Hampstead Heath. Croquet development for authorised players can take place at Parliament Hill or on the two lawns in Golders Hill Park. Authorised croquet players will be permitted to undertake one to one coaching at Parliament Hill Bowling Green for competent players. All other croquet development sessions shall take place at Golders Hill Park.

3.4.1 The PHBC have 3 members who are fully Disclosure and Barring Service (DBS) cleared and qualified first aiders. The PHBC have made a commitment to offer free coaching to any person without green fees payment and to offer the development opportunities to the following organisations:

- London Borough of Camden Schools
- London Borough of Islington Schools
- Kith & Kids Disabled Charity.

3.4.2 The PHBC have made a commitment to advertise their services in the London Borough of Camden Schools online magazine and Camden New Journal.

3.4.3 The HHCC have made a commitment to hold an Open Day in Golders Hill Park that can be advertised in the Hampstead Heath diary of events and to hold regular (evening and weekend) Club sessions at Golders Hill Park which will be open to non-members free of charge and at which basic coaching will be provided, and to advertise the Open day and Club sessions in the local press, on City of London notice boards and on the Club website.

3.4.4 Both Clubs are committed to promoting the development initiatives from their respected Sporting Bodies (Bowls England and Croquet Association).

### **3.5 Dress - Detrimental Play**

The Clubs are responsible for preventing play detrimental to the playing surface or equipment and for ensuring that minimum standards of dress are adhered to by all users i.e. shirt trousers / shorts / skirts and appropriate footwear i.e. flat-soled footwear. In the case of any dispute over standard of dress between a user and the Clubs the decision of the Superintendent will be final.

### **3.6 Close of Play**

The Clubs will not leave any equipment including rink strings and markers outside overnight.

### **3.7 Liaising and Communicating**

The Clubs shall at the beginning of each calendar year agree provisional dates for at least three meetings between the Clubs. The Clubs shall also meet on additional occasions if agreed between the Clubs or requested by the Superintendent to discuss any matter concerning the management of the services. The Clubs shall notify the Superintendent of the date of each meeting. Up to four representatives of each Club [who may but need not be Trustees] may attend and participate in each meeting but **ONLY** Trustees may vote. Representatives of the Landlord may attend any meeting if they wish.

### **3.8 Sporting Equipment**

The Clubs will accept the sporting equipment listed in **Schedule 1** hereof in its condition at the date hereof.

3.8.1 The Clubs will provide at their own cost all further sporting equipment required for the provision of the management services.

3.8.2 The Clubs will allow the Superintendent to inspect all the sporting equipment at any time and comply with his instructions regarding repairs and maintenance.

3.8.3 The Clubs will take all reasonable care of the sporting equipment and ensure it is being used in a proper and efficient manner.

3.8.4 The Clubs will replace at their own expense any of the sporting equipment damaged however such damage may occur.

### **3.9 Maintenance of Bowling Green**

The Clubs will maintain the Bowling Green as specified in **Schedule 2** hereof. The Clubs will be provided with technical advice and support on all turf management related issues.

3.9.1 The Clubs will ensure that all Pesticides used in the management of the green are approved and applied by personnel with Certificate of Competence (Pa1 and Pa6) qualifications. Pesticide usage on site will be kept to the absolute minimum and cultural control methods will be promoted and encouraged. Warning signs will be displayed at all times and appropriate record logs kept.

3.9.2 In carrying out maintenance of the Bowling Green and buildings on the Premises the Clubs will observe and shall ensure that all employees, volunteers, sub-contractors and any other person working to the Clubs' orders shall observe all provisions statutory or otherwise for the time being in force to ensure health, safety and welfare at work including (but without limitation) the Health and Safety at Work Act etc. 1974 and all rules and regulations made thereunder and all relevant codes of safe working practices issued thereunder or by the City of London Corporation.

### **3.10 Maintenance of Equipment & Machinery**

The Clubs will accept the tools and machinery listed in **Schedule 3** hereof for the management of the Bowling Green in its condition at the date hereof.

3.10.1 The Clubs will carry out routine maintenance of all equipment and machinery, for example, cleaning, setting heights of cut, quality of cut for mowers, lubrication, changing air filters / spark plugs etc.

3.10.2 The City of London will undertake an annual service of all equipment and machinery and will maintain individual maintenance records indicating the servicing and all repairs or replacement of parts undertaken at each annual service.

3.10.3 The Clubs will ensure that refuelling of machinery/equipment is not carried out on the Bowls Green or tarmacadam surfaces and that any spilled fuels, oils etc are immediately cleaned up.

### **3.11 Maintenance of Irrigation System**

The City of London will maintain the Hunter XC Automatic Irrigation System, including the annual service and will drain down the system each winter. The Clubs will turn on/off the irrigation system during the playing season to maintain the health of the grass sward.

### **3.12 Litter & Refuse Disposal**

The Clubs will maintain the site as litter free as possible and will work with the City in safe litter and refuse disposal.

3.12.1 City of London Sports and Keeping Team will empty all litter bins prior to 10.30 each day during the playing season

3.12.2 The Clubs will ensure that arrangements are made for the regular removal of refuse arising from the Bowling Green and will fully comply with environmental legislation in the transfer and disposal of all extraneous matter.

3.12.3 The Clubs will clean all litter from immediate environs of the Bowling Club, including the men's and ladies' pavilions and will ensure these areas are kept free of litter throughout the bowls / croquet season.

3.12.4 The Clubs will encourage users of the facilities to take their litter away with them after each playing session.

3.12.5 The Clubs shall ensure that all refuse is stored within approved waste containers and disposed of regularly which must be at least once weekly to

prevent unpleasant smells and odours arising from the waste. The City of London will provide suitable refuse area within the confines of the Parliament Hill Staff Yard.

3.12.6 The Clubs shall gather up and properly dispose of all arisings (green waste – grass clippings, hollow cores) at the conclusion of each working day and not stockpile temporarily or otherwise arisings or extraneous materials within the environs of the bowling green. The City of London will provide suitable refuse area within the confines of the Parliament Hill Staff Yard.

### **3.13. Internal Cleaning of Men’s and Ladies’ Pavilions**

The Clubs will be responsible for cleaning the pavilions internally and for cleaning the veranda. Cleaning shall be planned and programmed to ensure no area or item is omitted and the required standards are achieved.

3.13.1 The Clubs will ensure that correct cleaning methods are employed and only recognised, suitable cleaning chemicals are used. All materials and equipment used shall be supplied by the Clubs at their own expense.

3.13.2 The Clubs will ensure that all cleaning chemicals are supplied in clearly labelled containers (labels should remain readable and attached to their original containers).

3.13.3 The Clubs will comply with manufacturer’s instructions and the COSHH Regulations when using chemicals.

### **3.14 Furniture and Equipment in Pavilions**

The Clubs will accept the furniture and equipment listed in **Schedule 4** hereof in its condition at date hereof.

3.14.1 The Clubs will repair and maintain all furniture and equipment.

3.14.2 The Clubs will replace any damaged, destroyed or stolen furniture or equipment at their own cost.

### **3.15. Hampstead Heath Byelaws and Security**

The Clubs will assist the Corporation in enforcing the Hampstead Heath byelaws and notify the Constabulary (020 8340 5260) or the Metropolitan Police (999 for emergencies) of any security related matter coming to the Clubs' attention which requires action by the Corporation.

3.15.2 The Clubs will ensure that the Premises are properly secured and reasonable precautions are taken to prevent unauthorised entry. The Clubs will hold access keys for the Premises.

3.15.3 The Clubs will ensure that at all times the Superintendent has written notice of the name home address and home telephone number of at least two key holders of the Premises.

3.15.4 The Clubs will not add any additional lock or change any existing lock without prior consent of the Superintendent.

3.15.5 The Clubs will be responsible for the security of all equipment and materials used in connection with the provision of the management service and the Corporation shall be under no liability in respect thereof.

3.15.6 The Clubs shall report any graffiti / damage / vandalism at the earliest opportunity to the Superintendent.

### **3.16. Deliveries & Vehicle Movements**

Vehicle access onto Hampstead Heath will be controlled so as to ensure that vehicle movements are minimised and based solely on necessity.

3.16.1 The Clubs will not bring any motor vehicles onto Hampstead Heath except with the prior approval of the Superintendent. If such approval is given the Clubs will comply with the requirements of the Vehicle Access Safe Systems of Work in **Schedule 5** hereof.

3.16.2 Vehicle access will only be permitted via Highgate Road (NW5 1QR) entrance.

3.16.3 Deliveries to the Premises will only take place Monday – Friday from 09.00 – 12.00. No deliveries will take place on Saturday, Sunday and Public Holidays.

**3.17 Sale of Alcohol**

The sale of alcohol will be prohibited on the Premises.

**3.18. Sustainability**

The Clubs will enter into the spirit of the City of London Open Spaces Department Sustainability Policy as highlighted in **Schedule 6** hereof.

**3.19. Finance**

The Treasurer of the joint clubs shall prepare a budget before the beginning of each financial year and annual accounts by 30 April in each year and provide them to both Clubs and the Landlord. Both Clubs shall have access to copies of the bank statements for the joint account.

**4. STAFFING & VOLUNTEERS**

The Clubs will ensure adequately trained and experienced persons are employed or utilised to ensure that the management services are provided to a high standard appropriately remunerated and supervised.

# SCHEDULE 1

## INVENTORY OF SPORTING EQUIPMENT

### Bowls

| Sporting Equipment                | No               |
|-----------------------------------|------------------|
| ▪ Woods                           | 36 (9 sets of 4) |
| ▪ Jacks                           | 12               |
| ▪ Rink Numbers 1-6                | 12               |
| ▪ Lane Markers                    | 18               |
| ▪ Pull Over Shoes                 | 16 pairs         |
| ▪ Rubber Mats                     | 18               |
| ▪ Bags                            | 9                |
| ▪ Wheel Chair for access to green | 1                |

### Croquet

| Sporting Equipment  | No         |
|---|------------|
| ▪ Cast Iron Hoops (one blue on top, and one red on top)                     | 6          |
| ▪ Centre Peg  | 1          |
| ▪ Primary Balls with corresponding clips and ball rack *                    | 1 Set of 4 |
| ▪ Secondary balls with corresponding clips and ball rack *                  | 1 Set of 4 |
| ▪ Corner Flags (blue, red, black, yellow)                                   | 1 Set of 4 |
| ▪ Rubber Mallet (for fixing hoops & pegs)                                   | 1          |
| ▪ Mallets (1 John Hobbs, 1 short with red handle, 1 tall with black handle) | 3          |
| ▪ Boundary White Line (approx 65 yards each on spools) *                    | 2 lengths  |
| ▪ 1 bag of white plastic plant labels and metal skewers*                    | 1 bag      |
| ▪ Flat Shoe Sandals   | 4          |

\* The following items, which are normally stored with the CoL croquet equipment, are the property of HHCC: one set of primary balls, two ball racks, a bag of white plastic plant labels (used as bisque markers) and boundary white line.

### Meter Readings

|                             |      |
|-----------------------------|------|
| Electricity Reading         | 6553 |
| Water: Ladies Changing Room | 41   |
| Water: Irrigation Tank      | 1486 |

|                        |             |                         |
|------------------------|-------------|-------------------------|
| Signed and checked by: | R S Caylor  | 08-03-2014              |
|                        | R Weinstein | 09-03-2014              |
| Witnessed by:          | T Krikke    | 08-03-2014 + 09-03-2014 |



## **SCHEDULE 2**

### **MAINTENANCE OF THE BOWLING GREEN PLAYING SURFACE**

#### **1.1 Rational**

The surface should be of an even gradient, without undulations, potholes, or any other factors which will deter the wood from the course as imparted by the bowler. The grass should be cut at a length which allows the wood to travel at a reasonable pace without undue effort or strain on the part of the bowler and he/she should not have to exert undue energy in projecting the wood across the green. At all times the wood should travel at a fast pace over the surface.

#### **1.2 Spring (Mid-March to April)**

- Cut green when appropriate, lowering cut over a period of weeks to 6mm.
- Micro core green to assist with gaseous exchange.
- Aerate every two weeks whenever possible using slit tines.
- Lightly roll the green to aid a smooth surface following winter frost heave.
- Sweep and clean out ditches.
- Monitor insect activity, particularly leatherjacket and control if necessary.
- Monitor weed / moss population and control if necessary.
- Apply a spring fertilizer.
- Irrigate as necessary.

#### **1.3 Summer (April to Mid- September)**

- Cut green three times per week at 5-6mm.
- Cut and edge grass banks at weekly intervals.
- Move rink markings daily to spread wear and tear.
- Rotate play 90 degrees each week to spread wear and tear.
- Verticut the green every four weeks.
- Apply two applications of summer fertiliser at even intervals Irrigate as necessary.
- Sweep and clean out ditches.
- Monitor insect activity, particularly leatherjacket and control if necessary.

- Monitor earthworm and disease (Fusarium) activity and control if necessary.

#### 1.4 Autumn (Mid–September to October)

- Scarification, aeration and topdressing of bowling green and banks.
- Application of an autumn winter fertilizer.
- Re-turfing / re-seeding of worn areas on the green.

#### 1.5 Winter (November – Early March)

- Daily brush / switch to remove dew, except when green is frozen or snow lying.

## SCHEDULE 3

### INVENTORY OF PLANT TOOLS AND MACHINERY

| Equipment   | No |
|---|----|
| <b>Plant</b>  |    |
| ▪ Steel Storage Shed 2.1 x 2.1 x 2.85 metres  | 1  |
| <b>Machinery &amp; Associated Equipment</b>   |    |
| ▪ Dennis FT510 Pedestrian Mower with the following individual cartridges attachments: | 1  |
| - Roller  | 1  |
| - Spiral Brush  | 1  |
| - Full Brush  | 1  |
| - Sarrel Spiker Roller  | 1  |
| - Verticut - Wide Tip & Fine  | 1  |
| - Scarify   | 1  |
| - Slitter   | 1  |
| ▪ Echo ES1000 Hand Blower   | 1  |
| ▪ Hardi Boom Sprayer  | 1  |
| ▪ Groundsman Spiker   | 1  |
| - Micro Cores   | 8  |
| - Jumbo Cores   | 8  |
| - Tine Attachments  | 4  |
| ▪ 5 Litre Petrol Can – Green & Red  | 1  |
| ▪ Oil Can   | 1  |
| ▪ Fuel Funnel   | 1  |
| ▪ Mower Height & Cut Bar  | 1  |
| ▪ Metal Ramp Set  | 1  |
| <b>Hand Tools</b>   |    |
| ▪ Bulldog Spade   | 1  |
| ▪ Large Ali Shovel  | 1  |
| ▪ Snow Shovels  | 3  |
| ▪ Edging Shears   | 1  |
| ▪ 1.8m Dew Brush  | 1  |
| ▪ Swish   | 1  |
| ▪ Fertiliser Distributer – Earthway's Cyclone   | 1  |
| ▪ Club Hammer   | 1  |
| ▪ 5 Metre Tape  | 1  |
| ▪ 30 Metre Tape   | 1  |
| ▪ Pop –UP Sprinkler Key   | 1  |
| ▪ Standing Sprinkler Hose Lock  | 1  |
| ▪ Turf Doctor   | 1  |
| ▪ True Lute   | 1  |
| ▪ Leaf Grabber  | 1  |
| ▪ BMS Turf Sample Spade   | 1  |
| ▪ Spraying Signs  | 2  |
| ▪ 50 Metre 25cm Hose Pipe   | 1  |
| ▪ Hose Storage Wheel  | 1  |
| ▪ Fan Sprinkler with attaching Hose and   | 1  |
| ▪ Plumbers Grips  | 1  |
| ▪ Wheel Barrow  | 1  |

## SCHEDULE 4

### INVENTORY OF KEYS FURNITURE AND EQUIPMENT IN PAVILIONS

| Furniture and Equipment           | No |
|-----------------------------------|----|
| <b>Men Pavilion</b>               |    |
| ▪ Lockers & Keys                  | 30 |
| ▪ Tables – Sico Model 3775.300    | 3  |
| ▪ Vertical Green Window Blinds    | 4  |
| ▪ Plastic Chairs                  | 27 |
| ▪ Green Notice Board - 122x 90 cm | 2  |
| ▪ White Notice Board - 60x 60cm   | 1  |
| ▪ Gray Notice - 145x 122 cm       | 1  |
| ▪ Rink Numbered Notice Board      | 1  |
| ▪ Addis Kitchen Bin               | 2  |
| ▪ Toilet Sanitary Bin             | 1  |
| ▪ Toilet Brush & Holder           | 1  |
| ▪ H.S 2150 People First Aid Box   | 1  |
| ▪ Fire Extinguishers              | 2  |
| <b>Women Pavilion</b>             |    |
| ▪ Lockers & Keys                  | 20 |
| ▪ Chairs                          | 4  |
| ▪ Tables                          | 1  |
| ▪ Vertical Blinds                 | 4  |
| ▪ Green Notice Board – 90x122 cm  | 1  |
| ▪ Toilet Sanitary Bin             | 1  |
| ▪ Toilet Brush & Holder           | 1  |
| ▪ Fire Extinguishers              | 2  |

| Keys  | No     |
|---|--------|
| ▪ Chu2 Disabled Toilet and Croquet Storage Room * | 28     |
| ▪ Set 4 keys for all facilities **                | 2 sets |

\* Same key does both locks

\*\* Disabled Toilet / Croquet Storage Room / men & ladies pavilion

Signed and checked by: R S Caylor 08-03-2014  
R Weinstein 09-03-2014  
Witnessed by: T Krikke 08-03-2014 + 09-03-2014

## **SCHEDULE 5**

### **VEHICLE ACCESS SAFE SYSTEM OF WORK**

#### **Vehicle Authorisation on North London Open Spaces (NLOS)**

The following vehicles have authorisation to drive onto the body of North London Open Spaces:

#### **Emergency Visits**

- Emergency vehicles  
(Include police, fire, ambulance, doctor and utility emergency services).

#### **Routine Visits**

- COL vehicles
- Residential staff
- Café staff
- Committee members
- Delivery vehicles incl. café delivery

#### **Planned Visits on body of Open Spaces**

- Special needs and community vehicles
- Railway maintenance vehicles (Highgate Wood and Parliament Hill only)
- Internal / external contractors
- TV crew vehicles (only under exceptional circumstances)
- Entertainers incl. bands, clowns, bouncy castles etc.
- Ad hoc visitors

**Indemnity Form** must be signed before access is allowed. Copies of permits can be obtained from relevant Park Manager / Technical and Support Services Manager.

Vehicle Permit to be completed by all vehicles entering North London Open Spaces.  
Copies of permits can be obtained from relevant Park Manager / Technical and Support Services Manager. Permits MUST BE displayed on all vehicles.



**North London Open Space**

**VEHICLE PERMIT FOR AUTHORISED ACCESS**

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Company Name: \_\_\_\_\_

Vehicle Registration: \_\_\_\_\_

Signature: \_\_\_\_\_

# Parliament Hill - Delivery Letter

Dear Sir / Madam,

## IMPORTANT NOTICE

### **Traffic Management at Parliament Hill**

I write to advise that a Risk Assessment on vehicular movements within Parliament Hill has been completed. This has highlighted a number of areas where traffic poses a risk to other users. A number of requirements have been identified for drivers entering onto Hampstead Heath at Parliament Hill. Please ensure that you and your drivers are aware of these and adhere to them as listed below

The following conditions **must** be adhered to:

1. Access to Parliament Hill is via Highgate Road only
2. On arrival and before entering Parliament Hill, the driver must contact the office, number **020 7332 3773**
3. Articulated vehicles are **not permitted** on Parliament Hill
4. Maximum weight of vehicle is 17.5 tonnes
5. Speed restriction is 5 m.p.h.
6. Hazard lights must be on at all times

### **Failure to comply with the conditions stated above will result in:**

- **Jeopardising the safety of park users and staff**
- The Corporation reviewing its contract and possible cessation of the business relationship with your company

**Reversing of your vehicle is only permitted in designated areas**

**A banks man must be used at all times**

THANK YOU FOR COMPLYING WITH THESE REGULATIONS

## SCHEDULE 6

### Open Spaces Department Sustainability Policy

#### General principles

Take reasonable measures to ensure that we consider the economic, environmental and social impact of activities on our open spaces and surrounding environment. Apply the principles of the City of London's sustainability framework to all we do on our sites.

#### Legislation & policy

Ensure that the Department complies with and **exceeds** where practicable, all relevant legislation and policy affecting operations by keeping up to date with changes and maintaining the Green File.

Use our enforcement powers, where appropriate, to prevent risk to human health and damage to the environment, by encouraging high standards of environmental protection and food safety.

#### Energy & water

Support the City's Carbon Reduction Commitment by improving and promoting energy efficiency in our buildings and operations.

Regularly measure, monitor and review our energy and water use and manage our activities to reduce wastage.

#### Procurement & waste

Meet the City's procurement standards whilst also seeking local environmental and ethical acceptable alternatives, when purchasing products and services.

Reduce waste and maximise the repair, re-use and recycling of equipment and materials during our operations.

#### Transport & pollution

Record our use of fuels and reduce the impact of our vehicles and machinery on the environment and people. Seek to minimise all forms of pollution generated by our activities and put in place procedures to deal with spillages.

#### Biodiversity & heritage

Ensure that operations support our policy for conserving the aesthetic, cultural, historical and biological interest of our open spaces, parks and gardens.

Record and monitor our important features as indicators of success in ensuring the sustainable development on and around our sites.

#### Information & best practice

Raise awareness of sustainability issues and share ideas and innovation both internally and externally to encourage best practice wherever possible.

Work closely with local communities and other organisations so that we encourage sustainable development on and around our sites.

#### Monitor & review

Regularly monitor and review progress using the Sustainability Audit System and quarterly energy data.