



Open Spaces, City Gardens & West Ham Park Committee

- Date:** MONDAY, 11 JUNE 2012
- Time:** 11.30 am
- Venue:** COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL
- Members:** Alderman Robert Hall (Chairman)
Dr Peter Hardwick (Deputy Chairman)
Deputy Stella Currie
Alex Deane
Alderman Ian Luder
Sheriff & Deputy Wendy Mead
Deputy Janet Owen
Deputy Michael Welbank
Alderman Gordon Haines (Ex-Officio Member)
Barbara Newman (Ex-Officio Member)
Jeremy Simons (Ex-Officio Member)

For Consideration of business relating to West Ham Park Only:

- | | |
|-------------------------|---|
| Catherine Bickmore | - Elected by the heirs-at-law of the late John Gurney |
| Robert Cazenove | - Elected by the heirs-at-law of the late John Gurney |
| Richard Gurney | - Elected by the heirs-at-law of the late John Gurney |
| Justin Meath-Baker | - Elected by the heirs-at-law of the late John Gurney |
| The Rev. Stennett Kirby | - Nominated by the Benefice of West Ham Park |
| Councillor Joy Laguda | - Nominated by the London Borough of Newham |
| Charlotte Evans | - Nominated by the London Borough of Newham |

- Observers:** Verderer Peter Adams - Observer Nominated by the Epping Forest & Commons Committee
- Tony Ghilchick - Observer Nominated by the Hampstead Heath, Highgate Woods, and Queen's Park Committee

- Enquiries:** Edward Foale
tel. no.: 020 7332 1426
edward.foale@cityoflondon.gov.uk

Lunch will be served in the Guildhall Club at 1pm

Chris Duffield
Town Clerk and Chief Executive

AGENDA

Part 1 - Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 25 April 2012 (copy attached).

For Decision
(Pages 1 - 8)
4. **DECISION TAKEN UNDER DELEGATED AUTHORITY PROCEDURES**
Report of the Town Clerk (copy attached).

For Information
(Pages 9 - 12)
5. **PROVISIONAL ADDITIONAL WORKS PROGRAMME 2013/14 AND 2014/15**
Report of the City Surveyor (copy attached).

For Discussion
(Pages 13 - 19)

Part A - West Ham Park

6. **SUPERINTENDENT'S UPDATE**
The Superintendent of West Ham Park & City Gardens to be heard.

For Information

Part B - Open Spaces

7. **SEETHING LANE GARDEN**
Report of the Director of Open Spaces (copy attached).

For Decision
(Pages 20 - 36)
8. **ANNUAL REVIEW OF VOLUNTEER WORKING ON THE OPEN SPACES**
Report of the Director of Open Spaces (copy attached).

For Information
(Pages 37 - 47)
9. **RESPONSIBLE DOG OWNERSHIP – GOVERNMENT CONSULTATIONS AND INITIATIVES**
Presentation from the Director of Open Spaces.

For Information

Part C - City Gardens

10. SUPERINTENDENT'S UPDATE

The Superintendent of West Ham Park & City Gardens to be heard.

For Information

11. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

12. URGENT ITEMS

Part 2 - Non-Public Agenda

13. EXCLUSION OF THE PUBLIC

MOTION: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
14	3
15&16	-

14. NON-PUBLIC MINUTES

To agree the non-public minutes of the meeting held on 25 April 2012 (copy attached).

For Decision
(Page 48)

15. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

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

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OPEN SPACES, CITY GARDENS AND WEST HAM PARK COMMITTEE

25 April 2012

MINUTES OF THE MEETING OF THE OPEN SPACES, CITY GARDENS AND WEST HAM PARK COMMITTEE HELD AT GUILDHALL, EC2 ON WEDNESDAY, 25 APRIL 2012 AT 11.30 am.

Present

Deputy Stella Currie
Alexander Deane
Alderman Robert Hall
Dr Peter Hardwick
Barbara Newman
Deputy Janet Owen
Jeremy Simons

For West Ham Park Business

Catherine Bickmore
Justin Meath-Baker
The Rev. Stennett Kirby
Charlotte Evans
Councillor Joy Laguda

Observers in attendance

Tony Ghilchik – nominated by the Hampstead Heath, Highgate Woods, and Queen's Park Committee

Officers:

Edward Foale	- Town Clerk's Department
Esther Sumner	- Town Clerk's Department
Matt Lock	- Chamberlain's Department
Mark Jarvis	- Chamberlain's Department
Paul Beckett	- Built Environment
Sue Bacon	- Built Environment
Paul Monaghan	- City Surveyor's Department
Sue Ireland	- Director of Open Spaces
Denis Whelton	- Open Spaces
Martin Rodman	- Open Spaces
Geraldine King	- Open Spaces

Deputy Janet Owen in the Chair.

1. APOLOGIES

Apologies were received from Alderman Ian Luder, Sheriff Wendy Mead, Deputy Michael Welbank and Richard Gurney.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. ORDERS OF THE COURT OF COMMON COUNCIL

The tabled Orders of the Court of Common Council, 19 April 2012 appointing the Committee and approving the Committee's Terms of Reference, were noted.

In response to a Member's query, the Town Clerk confirmed that the document was erroneous, and clarified that the eight Members of the Committee appointed directly by the Court of Common Council on 19 April 2012 were as follows:

Dr. Peter Bernard Hardwick, Q.H.P.,
Janet Owen, M.B.E., Deputy,
Benjamin Robert Hadley Hall, Alderman,
Ian David Luder, B.Sc.(Econ.), Alderman,
Wendy Mead, Deputy and Sheriff
Michael Welbank, Deputy
Stephanie Ella Maureen Currie, M.B.E., Deputy
Alexander John Cameron Deane

4. ELECTION OF CHAIRMAN

The Committee proceeded to elect a Chairman in accordance with Standing Order No. 29. The Town Clerk read a list of Members eligible to stand and Alderman Robert Hall, being the only Member expressing his willingness to serve, was declared to be duly elected Chairman of the Committee for the ensuing year.

5. ELECTION OF DEPUTY CHAIRMAN

The Committee proceeded to elect a Deputy Chairman in accordance with Standing Order No. 30. The Town Clerk read a list of Members eligible to stand and Dr. Peter Hardwick, being the only Member expressing his willingness to serve, was declared to be duly elected Deputy Chairman of the Committee for the ensuing year.

6. MINUTES

The public minutes and summary of the meeting held on 6 February 2012 were agreed as a correct record.

MATTERS ARISING

Stella Currie thanked the Committee for the letter she had received following her recent operation.

In response to a Member's query, the Director clarified that Buckingham Palace had recently approved the plan to name the garden under construction at St. Paul's Coach Park "Queen Elizabeth II Garden." The Department was currently awaiting approval from the Cabinet Office before applying through the planning process for the required permissions.

The Chairman welcomed Martin Rodman to his first meeting as Superintendent of West Ham Park & City Gardens.

PART A

WEST HAM PARK

7. SUPERINTENDENT'S UPDATE

The Committee received a verbal update from the Superintendent of West Ham Park & City Gardens. The following points were made:

- An event would be held in conjunction with the Friends of West Ham Park on 23 June 2012 to commemorate both the 300th anniversary of Dr. John Forthergill's birth and the 200th anniversary of Samuel Gurney moving to West Ham Park. The event would feature activities suitable for the entire family. Members noted that they were more than welcome to attend.
- The Park had recently recruited a new apprentice who was currently assisting in the Nursery. The team had also recently shortlisted for a Park Keeper vacancy.
- Two further boreholes had been installed in the Park.

8. WEST HAM PARK MANAGEMENT PLAN 2012-17 - FINAL

The Committee considered a report of the Superintendent of West Ham Park & City Gardens summarising the comments received during the recent consultation process on the West Ham Park Management Plan 2012-2017.

The Superintendent advised that further consultation had taken place with Newham Borough Council.

In response to a Member's query, the Superintendent acknowledged that either a new summary of no more than three pages or a shortened version of the overall document would be useful.

In response to a Member's query, the Park Manager advised that memorial plaques would no longer be installed as they were frequently stolen. However, memorial trees are permitted and recoded in a register.

RESOLVED: That the West Ham Park Management Plan 2012-2017 attached to the report be adopted.

9. WEST HAM PARK NURSERY BUSINESS PLAN: PROGRESS REPORT 2011-2012

The Committee received a report of the Superintendent of West Ham Park & City Gardens that updated Members on the progress made over the past year in delivering projects of the Nursery Business Plan in 2011– 2012.

The West Ham Park Manager tabled a replacement for the appendix to the report.

A Member believed that the wording of Nursery Action 2.1 suggested that the Gurney family had delayed the agreement. The Superintendent advised that this was not the case and advised that the wording would be amended.

RECEIVED

10. CITY CORPORATION RISK MANAGEMENT HANDBOOK

The Committee received a report of the Chamberlain, which provided Members with a summary of the key elements of the Risk Management Handbook and the City's risk management framework as approved by the Audit and Risk Management Committee in October 2011.

The Chamberlain drew attention to the process of risk owners reporting key risks to either the Chief Officer's Group or the Audit & Risk Management Committee.

The Director clarified that high level risks would be reported to the Chairman extra-judicially and thereafter to the Open Spaces & West Ham Park Committee.

RECEIVED

PART B

OPEN SPACES

11. OPEN SPACES DEPARTMENT BUSINESS PLAN 2012- 2015

The Committee considered a report of the Director of Open Spaces, which sought approval for the Open Spaces Department Business Plan for 2012 - 2015.

The Director clarified that although the City of London Cemetery and Crematorium had been factored into the Business Plan, this area fell under the remit of the Port Health and Environmental Services Committee.

The Director advised that a list of service responsibilities for Hampstead Heath had been prepared which would be reported to the Audit & Risk Management Committee in due course.

RESOLVED: That Members,

- i) approve the Open Spaces Department Business Plan for 2012 – 2015, including the key projects for City Gardens and West Ham Park, and agree the targets for service delivery as quantified by the performance indicators.
- ii) provide the Open Spaces Department with the discretion to determine which projects and performance indicators are high risk and priority sectors of service that should be featured in the quarterly progress reports which will be submitted to this Committee during 2012/13.

12. CONSULTATION ON THE IMPLEMENTATION OF AMENDMENTS TO THE RESERVOIRS ACT 1975

The Committee received a report of the City Surveyor, which advised that the Department for Environment, Food and Rural Affairs (Defra) had published a consultation on the Implementation of Amendments to the Reservoirs Act 1975 which would close on 17 May 2012.

The City Surveyor amended the report to note that the consultation would close on 17 May 2012.

RESOLVED: that the detailed response to the Consultation on the Implementation of Amendments to the Reservoirs Act 1975 be delegated to the Town Clerk in consultation with the Chairmen and Deputy Chairmen of the Open Spaces, City Gardens & West Ham Park Committee, the Policy & Resources Committee, the Hampstead Heath, Highgate Wood & Queens Park Committee, and the Epping Forest & Commons Committee.

13. TREE STRATEGY SUPPLEMENTARY PLANNING DOCUMENT: ADOPTION

The Committee received a report of the City Planning Officer. Members noted that a draft Tree Strategy Supplementary Planning Document (SPD) had been issued for public consultation during October/November 2011. In response to comments received during the consultation, a number of amendments were proposed, as set out in Appendix 2 to the report.

The City Planning Officer advised that the report would need to be agreed by both this Committee and the Planning & Transportation Committee before the amended SPD could be formally adopted by the City.

RESOLVED: That:

- i) the amendments to the Tree Strategy Supplementary Planning Document, as outlined in Appendix 2 of the report, be agreed.
- ii) the matter be referred to the Planning and Transportation Committee for Members to agree the amendments to the Tree Strategy Supplementary Planning Document, as outlined in Appendix 2 of the report.

14. TREE DISEASE – MANAGEMENT

The Committee received a presentation from the Director of Open Spaces relative to tree disease management. The following points were made:

- There had been significant level of oak decline nationwide over the past five years. In Highgate Wood 30 out of 325 oaks had died in the last 30 years.
- A further bout of Sudden Oak Death had arisen due to a new form of Phytophthora. This had also affected larch trees, which could be detrimental to the City's Heritage Landscapes, including that found on Wanstead Flats.
- A significant increase in Horse Chestnut Leaf Miner in London had affected the majority of Horse Chestnut trees, weakening them to attack by other diseases.
- Massaria had recently arrived in London. Twelve trees in Queen's Park had been found to be suffering from the disease. It was currently unclear how wide the impact would be and thus what counter measures could be put in place.
- The Oak Processioning Moth had been found in Richmond and Kew Gardens. The urticating caterpillar hairs are of significant risk to humans. If it made its way onto any of the City's Open Spaces it would prove difficult to eradicate. Kew Gardens and the Royal Parks are managing the

problem on their sites. The Forestry Commission is due to publish further guidance on the matter.

- In response to a Member's query, the Director clarified that Dutch Elm Disease was continuing to impact on Hedgerow Elms in England and Wales. The disease had not yet infiltrated parts of Scotland and the North West. Some species of Elm had been found to be more resistant to the disease than others.

RECEIVED

15. DROUGHT ORDER

The Committee received a verbal update from the Superintendent of West Ham Park & City Gardens. The following points were made:

- The hosepipe ban, which applied to all public gardens and open spaces, had taken effect from 4 April 2012.
- The City Gardens team was continuing with seasonal bedding schemes as usual.
- The City Gardens team had invested in "tree camels" to decrease the need for watering.
- The Environment Agency was unlikely to move towards stage three measures this year, but could reserve this as a contingency for 2013 should the UK experience another dry winter in 2012.
- There was currently no indication as to when the hosepipe ban would be lifted.
- The option of rainwater harvesting was being investigated.
- In response to a Member's question, the Director clarified that the Department had spoken with London Councils and lobbied the Cabinet Office to ask for the ban to be reconsidered in areas that would be on public show during the Olympics.

PART C

CITY GARDENS

16. COMMITTEE APPOINTMENT

RESOLVED: That,

- i) Alderman Robert Hall be appointed to represent this Committee on the Streets & Walkways Sub Committee for 2012/13.
- ii) Michael Welbank be appointed to represent this Committee on the Energy & Sustainability Sub Committee for 2012/13.

17. SUPERINTENDENT'S UPDATE

The Committee received a verbal update from the Superintendent of West Ham Park & City Gardens.

- City Gardens had achieved an intentional underspend of £6,000 for 2011/12. It was intended this would be carried forward to 2012/13 and used on Jubilee and Olympic events.
- The interviews for the City Gardens Management position would take place shortly.

- There were currently works taking place at St. Botolph's Church and at the St. Paul's Coach Park.
- There have been an increasing number of requests for walking tours this year.
- The Christmas tree ceremony had been arranged for 3 December at 4.15pm.
- A Committee visit had been arranged for 20 July, which would include areas affected by CrossRail.

18. CITY GARDENS MANAGEMENT PLAN 2011-16

The Committee considered a report of the Director of Open Spaces. The report summarised the comments received during the recent consultation process on the City Gardens Management Plan 2011-2016.

RESOLVED: that the Management Plan 2011-2016 for City Gardens be adopted, subject to the substitution of up to date financial information when available.

19. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

Following a query from the Deputy Chairman, discussion ensued regarding the name of the Committee. Members decided that the Committee name should remain unchanged.

The Deputy Chairman pointed out that the event arranged for 20 July mentioned by the Superintendent of West Ham Park & City Gardens clashed with an Establishment Committee meeting.

In response to a request from the Deputy Chairman, the Town Clerk undertook to circulate to Members all meetings and events relating to the Committee.

20. URGENT ITEMS

There were no urgent items.

18. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act as follows:-

<u>Item No.</u>	<u>Paragraphs in Schedule 12A</u>
22	3
23 & 24	-

22. NON PUBLIC MINUTES

The non-public minutes of the meeting held on 6 February 2012 were agreed as a correct record.

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

There were no questions

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

There were no urgent items.

The meeting closed at 1.12pm

CHAIRMAN

Contact Officer: Edward Foale

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e-mail: edward.foale@cityoflondon.gov.uk

Agenda Item 4

Committee:	Date:
Open Spaces, City Gardens & West Ham Park Committee	11 June 2012
Subject: Decision Taken Under Delegated Authority Procedures	Public
Report of: Town Clerk	For Information
<u>Summary</u> This report provides details of action taken by the Town Clerk in consultation with the Chairman and Deputy Chairman of this Committee, in accordance with Standing Order No. 41(b). Recommendations:- That the action taken since the last meeting be noted.	

Main Report

Background

Standing Order No. 41(b) provides a mechanism for decisions to be taken between scheduled Committee meetings, where the Committee has delegated authority to make the decision to the Town Clerk in Consultation with the Committee's Chairman and Deputy Chairman.

At the meetings of the Policy & Resources Committee on 3 May 2012 and the Open Spaces, City Gardens & West Ham Park Committee on 25 April 2012, each Committee agreed to delegate power to the Town Clerk, in consultation with the Chairman & Deputy Chairman of each Committee, to finalise the City's response to the consultation on implementation of amendments to the Reservoirs Act 1975.

Decisions Taken under Delegated Authority

1. The following actions have been taken under urgency Standing Order No. 41(b), since the last meeting of the Committee:

Consultation on Implementation of Amendments to the Reservoirs Act 1975

Approval was granted (with the approval of the Court of Common Council) to delegate authority to the Town Clerk in consultation with the Chairman and Deputy Chairman in respect of the following : -

Appendix A proposed a response to the Department for Environment, Food & Rural Affairs (DEFRA) on the consultation of the amendments to the Reservoirs Act 1975 contained in the Flood and Water Management

Act 2010. This would affect the City's reservoirs and ponds in Hampstead Heath and Epping Forest. The response proposed:

- i) Was intended to ensure that cascades would be treated as an entity for registration and inspection in line with the risk based approach. This would reduce the bureaucratic burden of registering every pond and minimise the risk of breaching the new regulations. However, guidance would be requested where chains are in multiple ownership.
- ii) Conveyed that the City does not consider that extending criminal liability in relation to the registration of large raised reservoirs is appropriate.
- iii) Pointed out that costings contained within the consultation documents were low compared to our recent activities for Hampstead Heath and advised that they should be reviewed.

Appendix A was approved as the City's response by the Town Clerk, in consultation with the Chairman and Deputy Chairman of the Policy & Resources Committee and the Chairman and Deputy Chairman of the Open Spaces, City Gardens & West Ham Park Committee, in accordance with Standing Order No. 41 (b). It should also be noted that the response was approved by the Town Clerk in consultation with the Chairmen & Deputy Chairmen of the Epping Forest & Commons and Hampstead Heath, Highgate Wood & Queen's Park Committees under urgency procedures in accordance with Standing Order No. 41 (a).

Appendix A was submitted to DEFRA as the City's response to the consultation on implementation of amendments to the Reservoirs Act 1975 ahead of the closing date of 17 May 2012.

Conclusion

2. Members are asked to note to contents of this report.

Contact:

Edward Foale

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edward.foale@cityoflondon.gov.uk

City Surveyor's Department

Peter Bennett MA(Cantab), FRICS
The City Surveyor

Reservoir Policy Team
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Area 2D,
Ergon House,
London,
SW1P 2AL

Telephone 020 7332 3122
Email paul.monaghan
@cityoflondon.gov.uk

Our ref CS/Prj/PM/MH

Date 14 May 2012

Dear Sirs

Consultation Response to Amendment of 1975 Act

We agree with many of the amendments proposed in the Flood and Water Management Act 2010 but with regard to the consultation there are specific areas of concern we believe should be addressed.

The proposal for classifying cascades by the most significant reservoirs is accepted. We propose that registration is undertaken for the cascade as a whole and not each individual reservoir within the cascade. This will reduce the bureaucratic burden of registering every pond and minimise the risk of breaching the new regulations. This will also impact on the classification, description and charges applied. We would like further information on how the new requirements will be applied to cascades in multiple ownership as at Hampstead Heath the upper two ponds in one of the cascades fall into this category.

Secondly we are concerned at the proposal to create new criminal offences in relation to the registration of large raised reservoirs. These are a disproportionate form of control to ensure compliance. If not applied sensitively, there could be a risk that criminal prosecution could arise from an unforeseen administrative error.

We note that the consultation considers some of the costs involved with surveying and inspecting of reservoirs. Based on our own empirical evidence, these estimates are lower than the costs we have incurred in work recently undertaken at Hampstead Heath surveying and inspecting our reservoirs. We therefore believe that the estimated costs should be re-considered.

We look forward to revised proposals and would be happy to meet with your representatives to help develop these.

Yours faithfully

Peter Bennett
City Surveyor

Agenda Item 5

Committee(s):	Date(s):
Open Spaces, City Gardens & West Ham Park Committee	11 June 2012
Subject: Provisional Additional Works Programme 2013/14 and 2014/15	Public
Report of: City Surveyor	For Discussion CS 140/12
<u>Summary</u>	
<p>This report sets out a provisional list of cyclical projects being considered for properties under the management of Open Spaces, City Gardens and West Ham Park Committee under the umbrella of the “additional works programme”.</p> <p>The draft cyclical project lists for 2013/14 and 2014/15 total approximately £336,000 and £256,000 respectively and if approved will continue the momentum that has seen a significant improvement in the maintenance of the property and infrastructure assets.</p>	
Recommendations	
<ul style="list-style-type: none">• That the Committee’s views be sought on the provisional list of works.	

Main Report

Background

1. At the meeting of Resource Allocation sub Committee in December 2011 Members considered and approved a prioritised list of “additional works” projects for 2012/13.
2. The total value of the approved works packages was some £5.35m. Of this allocation Open Spaces, City Gardens and West Ham Park received some £305,000 to allow all 47 projects on the prioritised list to proceed in 2012/13.

3. This approved package of works continues a programme of works that has seen the additional investment of approximately £850,000 over the last three years.
4. The Director of Open Spaces has requested that your Committee be provided with a preview of the likely works list for Open Spaces, City Gardens and West Ham Park for the next two years.

Current Position

5. I am in the process of reviewing our 20 year forward maintenance plans which will form the basis of the next round of additional works bids for 2013/14.
6. This review is expected to be completed in the next few weeks. In the interim and to allow you to have a preview I append a provisional list of projects for Open Spaces, City Gardens and West Ham Park under consideration for 2013/14 and 2014/15.
7. It should be noted that the provisional list for 2013/14 is subject to a final review prior to presentation to the Corporate Asset sub Committee in June and approval by the Joint Meeting of the Resource Allocation Sub-Committee / Estimates Working Party in the autumn.
8. The provisional list for 2014/15 is provided for your information and should be considered as indicative as officers will review this list in early 2013.
9. At this stage in the cycle the two lists have not been prioritised. The prioritisation process is only possible when all the provisional lists from across the Operational estate have been compiled.
10. Work items are initially prioritised on the basis of condition, which places the work item into the appropriate year. Thereafter the following factors are considered: property status (e.g. English Heritage listing), potential reputational impact, health and safety, relevancy of works compared to other items at the same location and client consultation feedback.
11. The West Ham Park Conservation Management Plan has also been and will continue to be a reference document in considering the maintenance plan and priorities.

Financial and Risk Implications

As indicated above, these provisional schedules are based on a preliminary review of the 20 year repairs and maintenance plans and are subject to further evaluation in terms of value to Open Spaces, City Gardens & West Ham Park and with regard to overall corporate priorities, including availability of resources, sound asset management and accommodation provisions/arrangements. It will be appreciated that the indicative sums are material and no commitment to their funding can be implied or guaranteed at this stage.

Corporate Property Officers Comment

12. This provisional list for Open Spaces, City Gardens & West Ham Park identifies a number of works that could be progressed within a reasonable timescale subject to funding being made available from the additional works programme. The method of prioritisation for the 'additional works' has been provided but the resultant priorities may need to be reviewed following the consultation period to reflect strategic asset management decisions, for example the proposals to develop a Playground Master plan, which is subject to securing external funding and include a proposal to transform the paddling pool to a water play feature together with those proposals outlined in the Property Review and the wider corporate objectives to ensure that the City can meet its overall criteria relative to the management of its property assets.

13. It is intended that Open Spaces, City Gardens & West Ham Park benefit from the provisional 2013/14 additional works budget, in the order of £336k;

• West Ham Park	£258,100	76%
• City Gardens	£50,300	15%
• Open Spaces	<u>£28,000</u>	9%
	£336,400	

14. The works include various repair and replacement to major elements as classified beneath.

• General open space	£237,100	70%
• Historic property	£70,000	21%
• Lodges	£29,300	9%

15. Approximately 22% of the budget, £75,300 relates to the works to the West Ham Park playground toilets, which should be carefully considered, in line

with aspirations for refreshment facilities that could affect any eventual layout.

16. Similarly, the planned expenditure on the Nursery, West Ham Park at £51,000 amounts to approximately 15% of the budget and ideally this sum should be factored into the business case and the returns from the operation, although it is appreciated that the ability of the nursery to operate on an unfettered commercial basis is very much restricted. The planned expense on the mess room facilities are unlikely to impact greatly upon any efficiencies which may be achieved by reviewing its accommodation configuration.

Strategic Implications

17. The proposals contained within the attached annexe lists support the theme “Protects, promotes and enhances our environment” within the City Together Strategy.

Consultees

18. The Superintendent of West Ham Park & City Gardens, Corporate Property Officer and the Chamberlain have been consulted and their comments are included in this report.

Conclusion

19. The attached provisional lists of work for 2013/14 and 2014/15 present another opportunity to maintain the impetus of cyclical repairs and maintenance of the Open Spaces, City gardens and West Ham Park.

Background Papers:

- Appendix A Provisional additional works programme 2013/14
- Appendix B Provisional additional works programme 2014/15

Contact:

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**OPEN SPACES, CITY GARDENS AND WEST HAM PARK
ADDITIONAL WORKS PROGRAMME 2013-14
APPENDIX A**

May 2012

Property	Location	Description	2013 / 14
Open Spaces	Bunhill Fields Burial Ground	FENCING DECORATION (AROUND GRAVES)	15,000
Open Spaces	Bunhill Fields Burial Ground	RAILINGS AND BOUNDARY WALLS RESTORATION	12,000
Open Spaces	Bunhill Fields Burial Ground	RESTORED MEMORIALS OVERHAUL	10,000
Open Spaces	Bunhill Fields Burial Ground	PATHS RESTORATION WITHIN FENCED OFF AREA	5,000
Open Spaces	Bunhill Fields Burial Ground	BRICK STRUCTURES REMEDIAL WORKS	3,000
Open Spaces	Bunhill Fields Burial Ground	PAVING OVERHAUL	2,000
Open Spaces	Bunhill Fields Burial Ground	FENCE DECORATION (AROUND MEMORIALS)	2,000
Open Spaces	Bunhill Fields Burial Ground	CONSULTANCY FOR PAINTWORK	1,000
Open Spaces	Bunhill Fields Burial Ground	ELECTRICAL 5 YEAR TEST & INSPECTION	300
			50,300

Property	Location	Description	2013 / 14
Open Spaces (City)	General	STATUARY CONSERVATION (290)	20,000
Open Spaces (City)	General	RAILINGS OVERHAUL	5,000
Open Spaces (City)	Gardeners Depot, Castle Baynard St	WATER HYGIENE CYCLICAL WORK	3,000
			28,000

Property	Location	Description	2013 / 14
West Ham Park	General	WATER HYGIENE CYCLICAL WORK (INCLUDES COTTAGES)	5,000
West Ham Park	Bandstand	ELECTRICAL 5 YEAR TEST & INSPECTION	200
West Ham Park	Boundary Fence, Wall, Gates, Railings	DECORATIONS TO GATES AND RAILINGS (INSIDE PARK)	28,000
West Ham Park	Boundary Fence, Wall, Gates, Railings	FENCING TREATMENT (TIMBER WOOD PRESERVATIVE)	5,000
West Ham Park	Ornamental Gardens	GATES OVERHAUL (METAL)	2,000
West Ham Park	Boiler House Nursery	HEAT SOURCE - VALVES REPLACEMENT	2,000
West Ham Park	Boiler House Nursery	SPACE HEATING - VALVES REPLACEMENT	2,000
West Ham Park	Boiler House Nursery	ELECTRICAL 5 YEAR TEST & INSPECTION	500
West Ham Park	Dutch Barn (Nursery)	ELECTRICAL 5 YEAR TEST & INSPECTION	300
West Ham Park	Glass Houses (Nursery)	BENCH TOP REPLACEMENT	27,000
West Ham Park	Glass Houses (Nursery)	WALL/CILL OVERHAUL (GLASSHOUSES)	3,000
West Ham Park	Glass Houses (Nursery)	ELECTRICAL 5 YEAR TEST & INSPECTION	800
West Ham Park	Nursery Building Complex	ELECTRICAL 5 YEAR TEST & INSPECTION	700
West Ham Park	Polytunnels (Nursery)	ELECTRICAL 5 YEAR TEST & INSPECTION	500
West Ham Park	Potting Shed (Nursery)	ELECTRICAL 5 YEAR TEST & INSPECTION	200
West Ham Park	Vehicle Shed, Mess Room (Nursery)	KITCHEN REFURBISHMENT	4,000
West Ham Park	Vehicle Shed, Mess Room (Nursery)	INTERNAL DECORATIONS	3,500
West Ham Park	Vehicle Shed, Mess Room (Nursery)	EXTERNAL DECORATIONS INCL. WASHDOWN	3,000
West Ham Park	Vehicle Shed, Mess Room (Nursery)	DOOR REPLACEMENT (FIRE EXIT)	1,500
West Ham Park	Vehicle Shed, Mess Room (Nursery)	FLOOR PAINTING (VEHICLE SHED)	1,500
West Ham Park	Vehicle Shed, Mess Room (Nursery)	ELECTRICAL 5 YEAR TEST & INSPECTION	500
West Ham Park	Paddling Pool, Filter House	PADDLING POOL REFURBISHMENT/FENCING REPLACEMENT	45,000
West Ham Park	Paddling Pool, Filter House	PAVING & GENERAL TILING OVERHAUL	10,000
West Ham Park	Paddling Pool, Filter House	FILTER HOUSE REFURBISHMENT	5,000
West Ham Park	Paddling Pool, Filter House	ELECTRICAL 5 YEAR TEST & INSPECTION	100
West Ham Park	Pavilion Office	ELECTRICAL 5 YEAR TEST & INSPECTION	800
West Ham Park	Pavilion Office	EMERGENCY LIGHTING BATTERY REPLACEMENT	800
West Ham Park	Playground Toilets	PUBLIC TOILETS REFURBISHMENT	40,000
West Ham Park	Playground Toilets	ROOF REPLACEMENT	18,000
West Ham Park	Playground Toilets	ROLLER SHUTTER REPLACEMENT	10,000
West Ham Park	Playground Toilets	KITCHEN/FIRST AID REFURBISHMENT	7,000
West Ham Park	Playground Toilets	ELECTRICAL 5 YEAR TEST & INSPECTION	300
West Ham Park	Sports Changing Room	ELECTRICAL 5 YEAR TEST & INSPECTION	500
West Ham Park	Tennis Courts, Store and Cricket Nets	ELECTRICAL 5 YEAR TEST & INSPECTION	100
West Ham Park	1 Linden Cottage	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	2 Linden Cottage	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	1 Margery Park Cottage	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	2 Margery Park Cottage	GARAGE ROOF REPLACEMENT	3,000
West Ham Park	2 Margery Park Cottage	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	240 Upton Lane	ELECTRICAL 5 YEAR TEST & INSPECTION	150

**OPEN SPACES, CITY GARDENS AND WEST HAM PARK
 ADDITIONAL WORKS PROGRAMME 2013-14
 APPENDIX A**

May 2012

Property	Location	Description	2013 / 14
West Ham Park	242 Upton Lane	BOILER REPLACEMENT	4,500
West Ham Park	242 Upton Lane	SECURITY ALARM REPLACEMENT	1,500
West Ham Park	242 Upton Lane	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	East Lodge	BOILER REPLACEMENT	4,500
West Ham Park	East Lodge	INSULATE WALLS & ROOF	3,000
West Ham Park	East Lodge	CENTRAL HEATING SYSTEM REPLACEMENT	2,500
West Ham Park	East Lodge	DOORS REPLACEMENT (GARAGE)	2,000
West Ham Park	East Lodge	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	Park Cottage	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	Portway Lodge	ELECTRICAL 5 YEAR TEST & INSPECTION	150
West Ham Park	South Lodge	EXTERNAL DECORATIONS/ASBESTOS REMOVAL	6,800
West Ham Park	South Lodge	ELECTRICAL 5 YEAR TEST & INSPECTION	150
			258,100
		Grand Total	336,400

**OPEN SPACES, CITY GARDENS AND WEST HAM PARK
ADDITIONAL WORKS PROGRAMME 2014-15
APPENDIX B**

May 2012

Property	Location	Description	2014 / 15
Open Spaces	Bunhill Fields Burial Ground	MEMORIALS CONSERVATION	82,000
Open Spaces	Bunhill Fields Burial Ground	RAILINGS AND BOUNDARY WALLS RESTORATION	12,000
Open Spaces	Bunhill Fields Burial Ground	PATHS RESTORATION WITHIN FENCED OFF AREA	1,000
Open Spaces	Bunhill Fields Burial Ground	PAVING OVERHAUL	2,000
			97,000

Property	Location	Description	2014 / 15
Open Spaces (City)	General (Heritage)	QUINQUENNIAL INSPECTIONS	16,000
Open Spaces (City)	Finsbury Circus Pavilion	DECORATION & OVERHAUL TO NOTICE BOARD	500
Open Spaces (City)	Finsbury Circus Pavilion	GUTTER CLEARANCE THROUGHOUT	500
Open Spaces (City)	Gardeners Depot, Castle Baynard St	MECH VENT SYSTEMS CLEANING	200
Open Spaces (City)	Gardener's Hut, St Dunstan's in East	ROOF REPLACEMENT	1,000
			18,200

Property	Location	Description	2014 / 15
West Ham Park	Ornamental Gardens	ORNAMENTAL FOUNTAIN OVERHAUL	20,000
West Ham Park	Ornamental Gardens	FOOTPATH OVERHAUL (BRICK PAVOUR)	2,000
West Ham Park	Ornamental Gardens	BRIDGE INSPECTION/SURVEY	1,000
West Ham Park	Dutch Barn (Nursery)	GUTTER SEALING (CONCRETE)	500
West Ham Park	Glass Houses (Nursery)	DECORATION	1,500
West Ham Park	Nursery Building Complex	IRRIGATION SYSTEMS REPLACEMENT	5,000
West Ham Park	Tennis Courts, Store and Cricket Nets	RESURFACING (TENNIS COURTS)	80,000
West Ham Park	Tennis Courts, Store and Cricket Nets	ROOT BARRIER INSTALLATION	16,000
West Ham Park	Tennis Courts, Store and Cricket Nets	COURT SURFACE CLEAN AND COLOUR	10,000
West Ham Park	Tennis Courts, Store and Cricket Nets	FENCING REPLACEMENT (PERIMETER)	2,000
West Ham Park	Tennis Courts, Store and Cricket Nets	DECORATIONS (STORE)	1,500
West Ham Park	Tennis Courts, Store and Cricket Nets	TIMBER REPLACEMENT (CRICKET NETS)	1,500
			141,000
		Grand Total	256,200

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Agenda Item 7

Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park	11 th June 2012	
Projects Sub-Committee	20 th June 2012	
Subject: Seething Lane Garden	Public	
Report of: Director of Open Spaces	For Decision	
Ward (if appropriate): Tower		
<p style="text-align: center;"><u>Summary</u></p> <p>The City has granted planning permission for the redevelopment of 10 Trinity Square EC3 to provide a hotel and residential apartments which includes the construction of basement accommodation beneath the Seething Lane Garden, required by Bullet Investments Limited, the City's landlord.</p> <p>The City's Open Spaces Committee agreed 'in principle' to the replacement of the existing garden with a new, improved high quality garden provided, <i>inter alia</i>, that it received and approved the garden reinstatement proposals before the development commences.</p> <p>The detailed garden design attached herewith represents the optimum reinstatement and re-planting proposals to achieve an enlarged and much enhanced garden, which is to be undertaken at the expense of Bullet Investments Limited.</p> <p>The garden will be built over the proposed basement of the hotel/residential development at 10 Trinity Square and provision will be made to ensure the longevity of the garden and mitigate the impact of the additional hard surfacing on the capacity of the City's drainage system.</p> <p style="text-align: center;">Recommendations</p> <p>It is recommended that Members:</p> <p>(i) Approve the detailed design proposals attached herewith as shown on drawing numbers 048085-L100-F and 048085-L701-F which are to be undertaken wholly at the cost of Bullet Investments Limited or its successors subject to:</p> <ul style="list-style-type: none"> (a) Full costs being met by Bullet Investments Limited (and/or its successors); (b) The advance receipt of an £800,000 cash deposit for the contingency cost of the making good of Seething Lane Garden; (c) The advance receipt of the Estimated Soft Landscaping Works Cost. <p>(ii) Give the authority to start work, as outlined in this report, in line with the City's project management procedures.</p>		

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Gateway 5: Authority to Start Work

Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park	11th June 2012	
Projects Sub-Committee	20th June 2012	
Subject:	Public	
Seething Lane Garden		
Report of:	For Decision	
Director of Open Spaces		

Overview

Context	<p>In December 2008 the Open Spaces Committee approved in principle proposals for the re-development of Seething Lane Garden, City Open Space, that would be necessitated by construction of basement accommodation beneath the garden by Bullet Investments Limited (the Developer), the City's landlord, in conjunction with development of its adjoining premises at 10 Trinity Square, EC3.</p> <p>In February of this year your Committee noted the proposed deed transaction between the City and the Developer which was separately reported and approved by the Property Investment Board, to provide for construction of basement and superstructure accommodation on Seething Lane Garden and the taking of a co-terminus lease of the service road east of the Garden, all without cost to the City.</p> <p>Planning permission (11/00317/FULMAJ) for the redevelopment of 10 Trinity Square to provide a hotel and residential apartments (with ancillary facilities) was issued on 29th March 2012. This planning permission also permits excavation under Seething Lane Garden to create basements to accommodate a function room, plant, parking and servicing arrangements and the replacement of Seething Lane Garden with an improved area of public open space together with the construction of two pavilions to provide access to the basement</p>
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	<p>levels. A Section 106 planning agreement (dated 29th March 2012) was also completed, which includes provision for the redevelopment of Seething Lane Garden by the Developer and for its future maintenance.</p> <p>Discussions have been on-going with the Developer's landscape architects, Capita Symonds, since the landscaping proposals were originally presented in December 2008, and the landscaping scheme now proposed is very similar.</p> <p>The details of the design, reinforced by the Section 106 agreement, have been developed to achieve a high quality open space scheme, with the recommended proposals now presented herewith for approval.</p>
Brief description of project	<p>Detailed designs for the redevelopment of Seething Lane Garden are proposed which will ultimately create a new, improved and enlarged high quality garden.</p> <p>The garden will be built over the basements of the hotel/residential development at 10 Trinity Square and provision will be made to ensure the longevity and maintenance of the garden and mitigate the impact of the additional hard surfacing on the City's drainage capacity.</p>
Success Criteria	<ul style="list-style-type: none"> • A garden which will accommodate increased numbers of City workers, residents and visitors. • Improved access and permeability through the garden. • The establishment and flourishing of large trees, to maturity. • An increase in the size of the garden. • Improved biodiversity value through an increase in habitats. • Mitigation of the impact on the public drainage system, of the rainfall run-off arising from the development. • A garden which reflects the history and heritage of the area.
Notable Exclusions	<p>Two pavilion structures are to be built to facilitate access to the basements under the garden.</p>
Link to Strategic Aims	<p>The development proposals support three aspects of the City Together Strategy by:</p> <ul style="list-style-type: none"> • ensuring the City remains competitive and supports opportunity;

	<ul style="list-style-type: none"> • supporting communities; • protecting, promoting and enhancing the environment. <p>Sustainability has been taken into consideration in the development of the proposals including:</p> <ul style="list-style-type: none"> • facilitating the commercial reuse of the 10 Trinity Square building; • provision for the attenuation of the peak drainage water flowing into the City's combined drainage and sewer system; • use of harvested rainwater for irrigation; • the reuse of paving stones where possible and the use of new stone sourced from within the British Isles; • the specification for longevity for the basement structures; • provision for wildlife to enhance the biodiversity of the garden.
Within which category does the project fit	<ul style="list-style-type: none"> • Fully reimbursable • Asset enhancement/ improvement (capital)
Resources Expended To Date	In line with Member approval, design costs have been met by the Developer through its appointed consultants.
Option Selected at Detailed Options Appraisal	<p>The City's 999 years lease (from 1972) in respect of Seething Lane Garden, contains a reservation allowing the landlord to carry out building works on, around or under the garden subject to making good.</p> <p>The City has granted planning permission for the redevelopment of 10 Trinity Square, which includes the construction of basement accommodation beneath Seething Lane Garden.</p> <p>Pursuant to the Open Spaces Committee Resolution in 2008 and the subsequent requirements of the s.106 Agreement, detailed design proposals for the garden are to be submitted to and approved by the City before the development commences.</p> <p>The detailed garden design attached herewith represents the optimum reinstatement and re-planting proposals to achieve an enlarged and much enhanced garden, which is to be</p>

	undertaken at the Developer's expense.
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Authority to Start Work

<p>Design summary</p>	<p>The proposed design is shown at Appendix 1.</p> <p>High quality materials have been specified throughout. York stone will be used for the paving material; as much as possible of the existing York stone paving will be reused in the area under the pergola. Granite, sourced from within the British Isles, will be used for the kerbs and raised beds.</p> <p>It is proposed to construct an oak pergola along the northern edge of the garden, to be clad in climbers which will reduce the impact of the adjacent hotel's northern service pavilion and provide a pleasant seating area.</p> <p>The existing bust of Samuel Pepys and the blue plaque commemorating the Navy Office, will be removed and stored by the City until they can be restored to the reinstated garden. A new stone plinth will be provided for the bust, which is to become a centrepiece to the new garden.</p> <p>Discussion are in progress with Alan Lamb, who recently supervised the work of the City and Guilds of London Art School students at St Pancras Church Garden, to carry out a similar role at Seething Lane Garden for the design of the bust plinth and to develop historical references to the Navy Office and Pepys, through carvings of the new stonework in the garden.</p> <p>Seating will be provided throughout the garden and will include seats which meet full accessibility standards as well as opportunities to perch on raised bed edges. In addition the lawn is positioned to provide a sunny area for sitting on the grass. The possibility of managed seating will be investigated in response to seasonal demand.</p> <p>The new garden will be open to the public at all times with a network of paths and lighting to allow the key pedestrian routes to be accommodated. This public use and passive presence from the new hotel will help ensure the safety of those using the site. The perimeter hedges are to be kept low,</p>
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specified at 1.2m. Police guidance on safety in public space has been incorporated into the design.

Night-time lighting levels across the proposed garden have been modelled and the strategy to achieve the required levels utilises lights off the hotel and surrounding buildings as well as two new lamp columns in the garden.

Accessibility has also been considered in the design process and step-free changes in levels across the site have been accommodated with acceptable gradients on the main routes into the garden and through it. A single flight of steps remains at the central entrance on the east side of the garden. Integration with the Highway paving levels and making good with the surrounding paving will be achieved through the Section 278 highway agreement.

A planting plan is included at Appendix 2. The walls of the southern pavilion are to be clad in climbers supported by a full height stainless steel wire trellis system. This will enable a green backdrop to an area of the garden which will be more naturalistic in planting style than the more formal northern part of the garden. It is envisaged that this quieter, shadier part of the garden will encourage biodiversity and bird nesting boxes will be included.

Large and medium sized trees provide an open framework to the site while allowing light into the garden. Yew hedges run along much of the east boundary and a hornbeam hedge runs along the west of the garden. The lower level planting will consist of a mix of shrubs and herbaceous planting to add colour and interest throughout the year as well as supporting biodiversity in the garden.

The introduction of basement structures, in what is currently a largely naturally drained site, requires the introduction of a new drainage system. This incorporates an attenuation layer under the garden where excessive rainfall can be held and then slowly released, to reduce the impact on the public drainage system of the peak rainfall run-off from the development. The maintenance responsibility for this attenuation system will rest with the Developer.

Rainwater will be harvested from the hotel building,

	<p>stored and treated as necessary and made available to the City's garden irrigation system. Access to a mains water supply will also be provided. Accommodation is to be made available in the northern pavilion to house controls and meters. In addition the City is striving to obtain on-site toilet facilities for the gardening staff.</p>
<p>Proposals for delivery of the project</p>	<p>The Developer is to carry out the works, with the exception of the soft landscaping works which will be carried out by your City Gardens Section, but at the Developer's expense. This approach offers the best means of building a high quality garden on the roof of the Developer's basement structures. The involvement of the City Gardens Section will ensure the quality of planting is to a high standard and maintainable.</p>
<p>Benefits and details of how they will be achieved</p>	<p>The proposed garden redevelopment will provide an improved and enlarged, high quality open space.</p>
<p>Scope and exclusions</p>	<p>The scope of the proposed landscaping scheme is set out at Appendix 1. The northern and southern pavilion structures and basements under the garden are excluded.</p>
<p>Constraints and assumptions</p>	<p>The cost estimate for the soft landscaping work is based on the current price structure for City Gardens work.</p>
<p>Programme</p>	<p>The start date for the redevelopment will depend on the Developer's development programme (which, pursuant to the s.106 agreement, is to be submitted prior to any preparatory works) but it is understood that Seething Lane Garden is likely to close in December 2012. This will allow the Developer to begin erecting a hoarding and to clear the garden prior to excavation works. Completion of construction of the hard landscaping is expected in June 2014 with the soft landscaping to follow, to allow planting to take place in the next planting season beginning in November 2014.</p>
<p>Risk implications</p>	<p>The design has been developed to allow the garden to mature with minimal impact from the underlying basement structures. The Developer has indicated that the basement structure is to be</p>

	<p>designed and constructed to aim to minimise future disruption of the garden arising from the landlord's need to access the structure for repairs. This longevity also reflects the expected useful life of the major trees included in the design.</p> <p>The garden will no longer be locked at night, thus making the bronze bust of Samuel Pepys more vulnerable to being stolen. However this is mitigated by the improved garden illumination and the security associated with the new hotel at 10 Trinity Square.</p>
Legal implications	<p>A section 106 Agreement has been completed which deals with the works to the garden as well as for future maintenance. A section 278 highways agreement is still required. Pursuant to the s.106 agreement, the s.278 highways agreement should be executed prior to implementation of the planning permission.</p> <p>Variations to the 999 year lease agreement are being negotiated.</p> <p>Nothing in this report is intended to prejudice the obligations on the developer under the s.106 agreement or the on-going negotiations in respect of variations to the lease.</p>
HR implications	N/A
Communications strategy	<p>The proposals have been developed in consultation with relevant internal City Departments.</p> <p>Local stakeholders have been consulted through the planning approval process for the redevelopment of 10 Trinity Square.</p>
Results of consultation carried out to date	Considered as part of the planning application process.
Quality control arrangements	<p>Inspection rights and procedures for the certification of the works are included in the S106 agreement.</p> <p>Progress updates and project management procedures in accordance with approved City of London processes.</p>
<u>Financial Implications</u>	

<p>Total capital cost (£)</p>	<p>The proposed garden design is to be paid for and implemented by the Developer with the exception of the soft landscaping, which will be carried out through the City Gardens Section of the Open Spaces Department, but at the Developer's expense and at no cost to the City. The estimated soft landscape works cost is £140,490.</p> <p>The full cost of the development of the improved garden was previously estimated at £1,250,000, including the soft landscape works cost. The actual cost is to be met by the Developer.</p>
<p>Breakdown of capital expenditure</p>	<p>The estimated cost for the City Garden's soft landscape works will be submitted to the Developer. Under the S106 agreement the developer must pay the City's estimated soft landscaping works costs prior to implementation of the planning permission. Any excess needed to meet the City's actual costs is to be paid by the Developer within 20 working days of request, albeit that should the excess not be paid this amount may be claimed from the cash deposit which the Developer is obliged to make pursuant to the s.106 agreement. The soft landscaping works consist of attendance for the placing of the approved topsoil, the planting of trees, shrubs and other plants and the laying of the lawn as identified in Appendix 2. The Developer is, however, responsible for any soft landscaping to the Southern Pavilion façade including any trellising or climbing system required to assist and aid the growth of the soft landscaping and, unless agreed otherwise with the City, will also be responsible for the maintenance of the soft landscaping to the Southern Pavilion façade.</p>
<p>Contingency</p>	<p>Pursuant to the s.106 agreement, the Developer:</p> <p>(1) cannot carry out any preparatory operation until it has deposited £800,000 cash to cover the estimated costs of the works to make good the garden. This deposit of £800,000 is to be released back in two stages in line with the diminishing level of risk to the City in having to replace the garden, to a standard comparable to the existing garden, if for any reason there is default at any of the various stages. This level of contingency should protect the City on a 'worst</p>

	<p>case' basis.</p> <p>(2) cannot implement the planning permission unless it has paid to the City the estimated soft landscaping works costs for the purpose of meeting the costs to be incurred by the City in executing the soft landscaping works. Any excess (representing the actual cost to the City in carrying out the works) is to be paid by the Developer (failing which will be recouped from the balance of the cash deposit).</p>
Source of capital funding	The Developer is obliged to pay for the redevelopment of Seething Lane Garden through the Section 106 agreement and carry out the works, with the exception of the soft landscaping which will be carried out through the City Gardens Section, but at the Developer's expense.
Phasing of capital expenditure	The Developer has to pay the estimated soft landscaping cost in advance of implementing the planning permission and it is expected this money will be spent in 2014/15.
Anticipated capital value/return (£)	N/A
Fund/budget to be credited with capital return	N/A
Estimated revenue implications (£)	£375,000.
Source of revenue funding	<p>The Developer is to make a payment of £375,000 for the additional garden maintenance costs arising from the enhanced garden. This sum is to be paid prior to implementation of the planning permission and is based on additional costs arising over a 25 year period, after which time the garden will have matured to the extent that maintenance costs will have become comparable to the existing costs and will continue to be funded from local risk budget allocations. The Developer is to bear maintenance costs associated with:</p> <p>(1) infrastructure installed in the subsoil (including drains and drainage attenuation but excluding the irrigation system), and</p> <p>(2) any soft landscaping to the southern pavilion</p>

	(unless agreed otherwise with the City).
Fund/budget to be credited with income/savings	N/A
Anticipated life	N/A
Budgetary control arrangements	Day-to-day project management and supervision of works on site.
<u>Recommendation</u>	<p><i>It is recommended that Members:</i></p> <p><i>(i) Approve the detailed design proposals attached herewith as shown on drawing numbers 048085-L100-F and 048085-L701-F which are to be undertaken wholly at the cost of Bullet Investments Limited or its successors subject to:</i></p> <p><i>(a) Full costs being met by Bullet Investments Limited (and/or its successors);</i></p> <p><i>(b) The advance receipt of an £800,000 cash deposit for the contingency cost of the making good of Seething Lane Garden;</i></p> <p><i>(c) The advance receipt of the Estimated Soft Landscaping Works Cost.</i></p> <p><i>(ii) Give the authority to start work, as outlined in this report, in line with the City's project management procedures.</i></p>
Tolerances	Any excess needed to meet the City's actual costs for the soft landscaping work, above the estimated soft landscaping works costs, is to be paid by the Developer within 20 working days of request, failing which it may be recovered from the retained balance of the cash deposit.
Progress reporting	Progress will be reported to the Director of Open Spaces as the Developer's programme is confirmed.

Appendices

Appendix 1 Illustrative landscape masterplan

Appendix 2 Soft landscape general arrangement plan

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Legend

- | | | | |
|--|---------------------------|--|---------------------------------|
| | Proposed tree | | Pepys Statue |
| | Proposed hedge | | Seating walls / raised planters |
| | Proposed shrub areas | | Stepped access |
| | Proposed wildflower areas | | Reclaimed Yorkstone |
| | Proposed green walls | | Garden Paths |
| | Proposed lawn | | Footways |
| | Pergola | | Bird Bath |
| | Navy Blue Plaque | | |

F 31.05.12 CG Stage F Issue
 E1 03.02.12 CG Stage E Issue
 Rev Date By Issue
 Client **KOP PROPERTIES Plc Ltd**
 Project **10 Trinity Square, London**
 Drawing Title **Illustrative Landscape Masterplan**
 Drawing Status **Stage F**
 Scale **1:100@A1** Date **Feb 2011** Drawn **CG**
 Drawing No **048085-L100-F** Checked **CG** Approved **SJ**
 Feb 2011

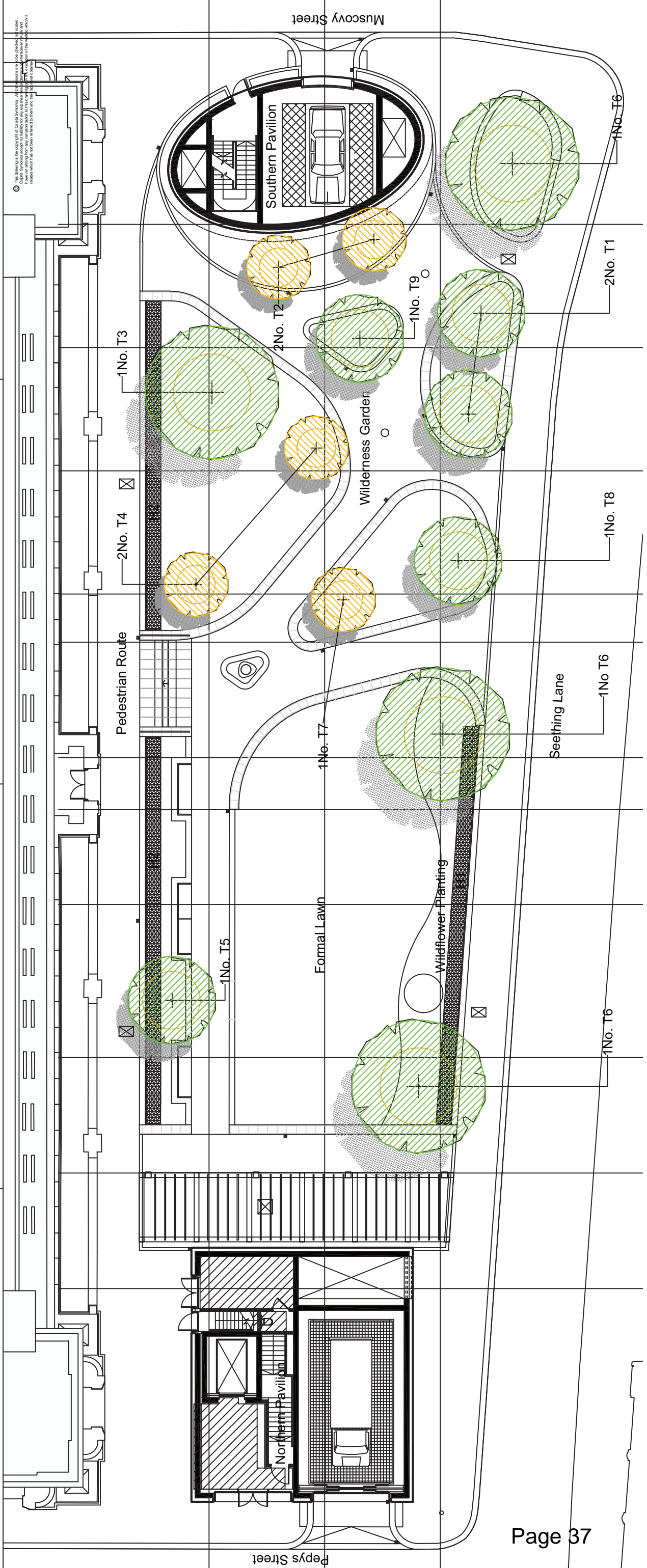
- Notes**
- This drawing is for illustrative purposes only, refer to 048085-L101 for technical layout
 - Drawing to be read in conjunction with Landscape Specification 048085-L804

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Legend

The soft landscape design provides places for people to enjoy as well as providing a habitat for wildlife.

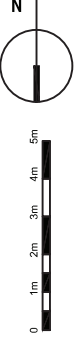
- Single stem tree
- Multi-stem tree
- Hedge

Tree & Hedge Planting Schedule

Ref	No	Tree Species	Common Name	Size	Specification	Mature Height
T1	2	Acer campestre	Field Maple	30-35 cm girth	2 m clear stem	10-15m
T2	2	Betula pendula	Silver Birch/ Lady of the Woods	3-3.5m high	Multi-stem with 2 m clear stem	c. 8m x 4m wide
T3	1	Carpinus betulus	Hornbeam	30-35 cm girth	2 m clear stem	15-20m
T4	2	Amelankier lamarckii	June Berry/Serviceberry	3-3.5m high	Multi-stem with 2m clear stem	c. 6m x 4m wide
T5	1	Magnolia x soulangeana	Saucer Magnolia	30-35 cm girth	2 m clear stem	5-10m
T6	3	Quercus petraea	Sessile oak	30-35 cm girth	2 m clear stem	20m+
T7	1	Sorbus acuparia	Rowan/Mountain Ash	25-30 cm girth	2 m clear stem	10-15m
T8	1	Betula pendula	Silver Birch/Lady of the Woods	25-30 cm girth	2 m clear stem	15-20m
T9	1	Crataegus monogyna	Common Hawthorn	25-30 cm girth	2 m clear stem	5-10m
H1		Hedge Species Carpinus betula	Common Name Hornbeam	Pot Size 500 x 500 x 1200mm	Density 0,5m centres	Specification Preformed, clipped hedge, containerised.
H2		Ilex aquifolium	Common Holly	500 x 500 x 1200mm	0,5m centres (with male and female plants)	Preformed, clipped hedge, containerised.

Client: KOP PROPERTIES Plc Ltd
 Project: 10 Trinity Square, London
 Drawing Title: Soft Landscape General Arrangement Plan 1 of 2
 Drawing Status: Stage F
 Scale: 1:100@A1
 Date: June 2011
 Drawn: EL
 Checked: RMK
 Approved: RMK
 Drawing No: 048085-L701-F
 Date: June 2011
 Approved: RMK

- Notes**
- Drawing to be read in conjunction with Landscape Specification 048085-L804
 - Refer to Architects drawings for internal layouts
 - Refer to Engineers details for drainage unit specifications
 - Soft landscape to be confirmed and installed by the City of London



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Agenda Item 8

Committee(s):	Date(s):	Item no.
Open Spaces, City Gardens and West Ham Park Committee	11 June 2012	
Subject: Annual Review of Volunteer Working on the Open Spaces	Public	
Report of: Director of Open Spaces	For Information	
<u>Summary</u>		
<p>In the last year many volunteers who live near our Open Spaces have continued to carry out a wide range of tasks that have supported the Superintendents in managing their areas. During this period the overall number of volunteer hours has increased and has been of immense benefit in maintaining each area. This report summarises the extent of the work carried out by volunteers across all of the City's Open Spaces in 2011/12, which amounted to over 46,000 hours worked from all sources, an increase of 1,132 hours on the previous year.</p>		
Recommendation		
<p>That this report is received and the invaluable work carried out by volunteers across all of the City's Open Spaces is acknowledged.</p>		

Main Report

Background

1. The range of work carried out by volunteers has been a significant factor in maintaining the City's Open Spaces for a number of years. Volunteer groups are now established at all our main sites and in the past year have contributed a total of over 46,000 hours work from all sources, for which we are extremely grateful.

Current Position

2. The Open Spaces Department has established a Volunteer Improvement Group to co-ordinate and promote volunteer work. The group has developed a Volunteer Strategy, a copy of which is appended to this report.

The strategy sets overarching principles under which each division can develop its own policy on volunteering. In producing this strategy the group made reference to the work of a number of organisations that work in this field, including the UK Volunteering Forum (Investing in Volunteers), London Parks and Green Space Forum and Greater London Volunteering. The document is therefore consistent with regional and national guidelines.

3. Each Superintendent has summarised his volunteering activities in the last year, as follows:

Epping Forest

4. The Epping Forest Division recruited people to 36 new volunteer roles, which is an increase of 19.5% on 2010/11.
5. The volunteers directly managed by the City of London (at Epping Forest and the London Metropolitan Archives) have completed 8,543 volunteer hours.
6. The Epping Forest Centenary Trust (EFCT) completed 6,415 volunteer hours in 2011/12 and the Epping Forest Conservation Volunteers (EFCV) 4,578 hours.
7. In 2011, Epping Forest ran an event with Orange RockCorps for the first time. Orange RockCorps is a charity that encourages young people to give their time to others and in return they can earn themselves a ticket to a concert organised by Orange RockCorps. Over 30 teenagers cut back burnt gorse on Leyton Flats, with the assistance of arborist staff who chipped and removed the gorse.
8. The Community Liaison Officer and Volunteer Development (VDO) set up Epping Forest's first project with The Challenge Network, a charity that empowers young people to work within their community. Last year they helped clear hawthorn and blackthorn as part of Project Nightingale. The task was run over two days where 80 young people aged 15 to 16 came and helped.
9. The VDO continues working with the Youth Reparation Service around Hollow Ponds. This year the group have expanded their work programme to include other areas of the Forest and working with the community. 24 work days were completed in 2011, with an average of 12 young offenders attending each work day for two and a half hours, completing 720 hours. These figures are not included in the volunteer hours, as it is compulsory for them to participate.

10. In 2011 the annual Scout Project was organised by the VDO in conjunction with the EFCT. The Scouts undertook a total of four projects consisting of two conservation tasks, clearing silver birch and gorse, one pond task, clearing Phragmites from Bulrush Pond and a construction task. The construction task was to weave willow spilling in front of previously installed geotextile revetments at the Eagle Pond to naturalise and stabilise the revetment. The events were a great success and enjoyed by all involved.
11. The Lakes and Ponds Task Force continue with the improvements to Hollow Pond, Eagle Pond and Connaught Water, creating new disabled angling swims and planting marginal and aquatic plants.
12. The Volunteer Awards Party in January 2011 in the newly refurbished Butler's Retreat was a great success. Five gold (for 600 hours), 19 silver (300 hours) and six bronze medals (150 hours) were awarded. The event was photographed by Volunteer Photographer, Bob Good.
13. Volunteer, Alan Sibley, has been a Volunteer Fishing Bailiff on the Forest for more than 10 years. Last year he became a Freeman of the City in recognition of over 10,000 hours of service.
14. The training of volunteers and staff has continued, with both staff and volunteers receiving joint training in first aid, visitor surveys, leading health walks and the safe use of brush cutters.

Burnham Beeches & Stoke Common

15. During 2011/12 volunteers contributed 6,200 hours of work at Burnham Beeches and Stoke Common. Yet again volunteers have been an important part of nearly every aspect of work at the reserves. In addition to the weekly Thursday and monthly practical tasks, at both sites, there is now a weekly Tuesday ecological group boosting activity in this area of work. Tasks have therefore ranged from the usual habitat and practical works and staffing the information unit, to leading and back marking guided walks, supporting community events (bird box building and Easter trails), to a juniper survey, fixed point photos and bird, reptile, butterfly and bat monitoring - but in reality the list is virtually endless.
16. Corporate groups were again involved with work at Stoke Common where Honda, Price Waterhouse Coopers, Timberland and Computer Associates all got involved. However, the number of volunteers attending these events was less the previous year, resulting in a lower overall volunteer figure.
17. Around 15% of all work carried out was by under 18's, including school work experience placements and one college placement over the year. Local school conservation groups also attended on ten occasions during the

winter period and there were monthly visits from Cub, Scout and Guide groups.

18. The Landlink and Acorn groups for people with special needs also attended on a monthly basis though for Landlink this is the last year this group will be visiting. After 15 years of helping us at the Beeches the group has changed how it is to be run and they are unable to visit us after March 2012.
19. The Friends of Stoke Common have continued to develop and events ranged from a bat and moth evening in the summer to the winter staple of heathland restoration and birch clearance. Their monthly meetings are averaging over twenty volunteers per outing and the construction of the birch Christmas tree was a particular highlight. This year also saw the group successfully fundraising through Christmas cards and donations to self fund their activity throughout the year.
20. Overall volunteers cleared 3ha of birch and other scrub at stoke common, cut the remaining pockets of rhododendron from the Beeches, cleared litter, repaired paths, built a bridge, staffed the information point, repaired fencing, assisted with general site maintenance and carried out a very varied range of ecological work. Eyes and ears volunteers also helped with spotting issues on the reserves and clearing litter.

City Commons

21. Volunteers contributed a total of 11,230 hours during 2011/12. This was on the back of a divisional Key Project to promote volunteering across the Commons. In addition to this, volunteer archaeologists from the Surrey Archaeological Society contributed a further 1,000 hours to the Ashted Common Roman Villa Project.
22. The Division runs six directly managed practical volunteer groups across its seven open spaces. Ashted Common provides a weekly opportunity for practical volunteering and here numbers have increased by 32%, so that group size is now regularly over 20. The biggest single increase was at Riddlesdown, where numbers went up by 76%. To support this increase extra leadership and supervisory capacity has been achieved by training some of the volunteers as group leaders.
23. The Volunteer Working Group has taken a further step forward in its development and now includes volunteer representatives to assist in its aim of implementing the division's Volunteer Policy. This policy seeks to

ensure that a range of diverse and interesting volunteer opportunities are offered to a consistently high quality standard across the seven Commons.

24. A number of volunteers across the Commons have been trained to conduct visitor surveys and they have been conducting these over the course of the year.
25. Volunteers continue to be involved in activities such as livestock checking and wildlife surveys.
26. The City Commons division supports the Friends of Farthing Downs and Kenley Airfield Friends Group to enhance appreciation and awareness of Farthing Downs and Kenley Common respectively. The division continues to support the Lower Mole and Downlands Countryside Management Projects and The Conservation Volunteers to promote local volunteering.

North London Open Spaces (NLOS)

27. Volunteers are an essential component of the management of our sites and the engagement of our visitors and communities. In 2011/12, volunteers across our sites contributed 6,459 hours of practical conservation work, species monitoring, people engagement and other expertise. In 2011/12, as a result of the generous funding provided by the City Bridge Trust, NLOS has put a focus on training and developing volunteers in specific areas of conservation. NLOS continues to work closely with our main volunteer partner organisation, Heath Hands, to deliver these remarkable achievements.
28. NLOS is committed to ensuring that volunteers have exceptional, informative and worthwhile experiences. As a result, and through the generous funding from the City Bridge Trust, various opportunities were highlighted and developed to provide volunteers with training and expertise in conservation tasks. In particular, volunteers were trained on species monitoring techniques to assist with a variety of projects including grass snake monitoring, amphibian monitoring and crayfish trapping. For example, 3 volunteers engage in weekly crayfish trapping on the Heath to protect natural aquatic fauna from these invasive species. Another 12 volunteers are now trained to monitor grass snakes along various transects across the Heath. The benefit of the focus on training is many-fold: providing us with essential information regarding the ecology of the Heath; giving back to our community by sharing our own expertise and knowledge; engaging our volunteers and augmenting the volunteer experience; and promoting the importance of the Open Spaces to a wider audience.

29. Heath Hands continues to contribute significantly to the work on Hampstead Heath and other NLOS sites, contributing 4984 hours of volunteering. As well as general, and invaluable, habitat management work, Heath Hands have been instrumental in various other self-contained projects. Heath Hands have continued to focus on their project to increase gorse on the Heath, which is a species of shrub that provides valuable habitat for other wildlife. Heath Hands volunteers have also contributed to the aesthetic of the popular Ladies Pond facility by running regular gardening sessions supported by the City Bridge Trust. They have also assisted in the planting and management of the Pergola and Hill Garden, Athlone House, Keats House gardens and Highgate Wood.
30. Heath Hands are an integral part of the smooth running of Hampstead Heath. The contribution of Heath Hands is often through regular habitat management and gardening, and can go unnoticed by the general public when visiting the Heath. However, this work is essential in providing a first class open space for the public to enjoy.
31. Heath Hands volunteers also act as fantastic ambassadors of the Heath to our local communities through their passion and enthusiasm for the Heath and its wildlife. As a result, they are increasingly involved in our various festivals and people engagement activities including the Hampstead Heath Heritage Festival and Conker Championships, Highgate Wood Heritage Day, and Golders Hill Park Butterfly House. This year, Heath Hands also helped the Hampstead Heath Education team deliver very successful Eco-Art workshops at the Affordable Art Fair. They were also instrumental in selling our popular Hampstead Heath calendar. Beyond their involvement in festivals and activities, Heath Hands volunteers continue to promote the importance of Hampstead Heath to their wider networks of colleagues, friends and Heath visitors, and are therefore essential in engaging our local community.
32. Along with Heath Hands, NLOS has another exceptional volunteer partnership with the Queen's Park Residents' Association. 30 volunteers organised and worked alongside NLOS staff to implement the popular and very successful 'Queen's Park Day' attended by 12,000 members of the public. With their expertise in organising large festivals and events, these 30 volunteers from the Residents' Association also organised Queen's Park's first Book Fair, which was very well attended by the local community. Queen's Park staff are also building on their successful partnership with Transition Town, who were managing two raised beds for vegetables as a community project. The project has now expanded with more volunteers from Transition Town resulting in more vegetable plots being maintained for the community. Local beekeepers have also

contributed their time and expertise to Queen's Park by managing seven beehives in the Park.

West Ham Park

33. In the last year 1,574 hours of volunteering have helped to make the Park a welcoming place to visit. The Friends of West Ham Park contributed greatly to this total with their popular events ranging from Park in the Dark, in which local people make their own lanterns and experience the Park after closing time, to educational bat walks attracting large numbers; 70 people in October 2011. Fun and energetic Leaf Pile events involved local people, the local scouts group and sea cadets in making the biggest leaf pile in Newham. The Friends nature walks were held again this year along with the annual promotion of the RSPB's Big Garden Bird Watch campaign. Nature related craft stalls are always part of a Friends event encouraging young people to learn about nature whilst having fun. These wonderful imaginative events are a chance for all to get involved in their local Park whilst enjoying work in the outdoors.
34. The successful Food Growing project located in the playground continued for a third year and showed visitors to the Park how to grow food in small areas in a sustainable way and without the need for outdoor space. The project was a great opportunity for our work experience candidates to get involved in community gardening. Huge developments have been made to the Food Growing project in the latter parts of 2011 and early 2012 thanks to funding from the City Bridge Trust. A new Jubilee Food Garden has been created in the area next to the playground with six permanent raised beds and an irrigation system using water from a ground water borehole. This area has already allowed several schools and organisations to be involved in the Park including young people from BTCV's Earn Your Travel Back scheme who created the compost bins, 75 Year 1 children from Park Primary who helped to plant the edible hedge around the fence line and a Year 3 class from Colegrave Primary who helped to plant a wildflower meadow. It is planned that this area will continue to be an excellent way for local schools and people to be involved in volunteering in their local Park for years to come.
35. The Park has continued to provide several work placements from local schools and other organisations giving candidates the opportunity to learn and carry out gardening in the Park. The Nursery also continues to provide an annual volunteer placement for two days a week. The volunteer involved with this placement is greatly appreciated for his hard work and dedication spanning 18 years.

City Gardens

36. The City Gardens Team support and encourage volunteering across the Square Mile and over the last year 1,213.5 volunteer hours have been accumulated; an increase of 17% from 2010/2011.
37. The City Gardens Team has had a successful year in engaging a wide variety of people in volunteering, from schools, businesses, community groups and individuals. Through these groups many achievements have been made, from conducting wildlife surveys, creating habitats for wildlife, improving the estates where people live to running a variety of events and activities for all to enjoy.
38. Lots of conservation work has been carried out by the Barbican residents volunteering at the Fann Street Wildlife Garden. Achievements have included the construction of a new pond to create an aquatic habitat, the installation of nest boxes and bird feeders including ensuring they remain topped up, carrying out a bird count in the garden, creating a stunning wildflower meadow, opening the garden as part of the Open Garden Squares Weekend in June and the planting of 105 tree whips with a local school to celebrate the Queens Diamond Jubilee.
39. We have continued to work with residents to improve where they live, for example we worked with children from the Middlesex Street Estate to carry out bedding and bulb planting. Some of the planted areas were being damaged when the children played ball games on the estate. In response to this we involved children with the planting to encourage a sense of ownership over the planted spaces and to look after them.
40. 72 school children from St. Paul's Cathedral Choir School volunteered in 4 sessions to plant a new biodiversity border and learn about wildlife in the City at St Pauls Cathedral Churchyard. Beavers, Cubs and Scouts volunteering to clean up the Queenshithe section of the river with Thames 21, build log piles, re-build the insect hotel at West Smithfield, and conduct wildlife surveys at Bunhill Fields.
41. We co-ordinated and ran the very popular RSPB Big Garden Bird Watch and the Summer Reading Challenge in association with the Barbican Children's Library. Volunteers from Orange Rock corps carried out fence painting at Bunhill Fields. We continued the Green Garden Lunchtimes – a week-long event promoting use of City Gardens by the local community and workers, whilst working alongside local businesses and organisations to provide free drop-in workshops and talks along a 'green' or healthy outdoors lifestyles themes.

42. In the year ahead the City Gardens Team will continue to support local groups, individuals, schools and businesses volunteering in the Square Mile and will look for further opportunities to engage more people.

City of London Cemetery

43. Volunteering is not currently offered at the Cemetery. However, the Cemetery Manager now attends the Volunteer Improvement Group and is exploring the possibility of introducing volunteering.

Volunteer Hours

44. The work carried out by volunteers allows the Superintendents to make the best use of their overall resources and increase the scope and diversity of their operations. The range of activities listed in this report demonstrates how many different tasks volunteers have been able to accomplish.
45. The volunteer hours contributed in 2011/12 compared to the position reported last year can be summarised as follows:

	2010/11	2011/12
Epping Forest	8,833	8,543
EFCT	5,656	6,415
EFCV	4,362	4,578
Burnham Beeches & Stoke Common	7,199	6,200
City Commons	10,995	11,230
North London Open Spaces	5,502	6,459
West Ham Park	1,494	1,574
City Gardens	1,040	1,214
TOTAL	45, 081	46,213

46. In the last year there has been an increase in volunteering, with 1,132 more hours worked than in the previous year, an increase of 2.5%. The departmental target for 2011/12 was to achieve a 3% increase in volunteer hours worked, which was recognised as a challenge because the 2010/11 figure represented a significant increase on the year before.
47. In 2011 the London Living Wage was £8.30/hour. It would not be unreasonable to multiply the total number of volunteer hours contributed during 2011/12 by this amount to suggest that the financial value of volunteering was at least £384,000. However, were the City to employ people to undertake these duties, employment costs would push the figure

to around £10/hour, so a total value figure of £462,000 would be more appropriate.

48. All volunteers continue to be provided with appropriate personal protective equipment and clothing, as required. Where possible and to recognise the work they carry out, visits are arranged to show some volunteers how some of the City's other Open Spaces are managed.

Strategic Implications

49. Working with volunteers supports the City Together Strategy theme of 'the Heart of a World Class City which is safer and stronger by strengthening the City's third sector to further meet the needs of our communities and promote volunteering'. The work volunteers carry out also supports one of the objectives in the current departmental Business Plan 'to provide focused learning opportunities for staff and volunteers to feel confident in meeting the changing needs of the organisation'.

Conclusion

50. The City encourages volunteers to get involved in the management of all its sites and the Open Spaces continue to benefit from the valuable support these groups provide. Well established groups exist at all our larger sites and the volunteers provide vital assistance in undertaking a wide range of projects and assist with other tasks ranging from sports development to wildlife surveys and support for special events. The Superintendents recognise that our volunteers should feel valued and appreciated as they are regarded as an important asset and should be provided with appropriate training and meaningful work assignments. To this end the Open Spaces Department has introduced a Volunteer Strategy to establish the overarching principles under which each division can develop its own policy on volunteering.

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Appendix A



Open Spaces Department Volunteer Strategy

To develop volunteering opportunities across all our Open Spaces and encourage people to volunteer, we are committed to:

1. Adopting local policies on volunteering to reflect local needs, resources and diversity.
2. Dedicating appropriate resources to working with all volunteers, such as money, management, staff time and materials.
3. Involving volunteers in the management and conservation of our sites, as a two way process which benefits both volunteers and the open space.
4. Developing roles for our volunteers in line with our aims and objectives, which are of value to volunteers and providing appropriate training.
5. Actively seeking to recruit volunteers who reflect the diversity of the local community.
6. Fair, transparent and consistent recruitment procedures for all potential volunteers.
7. Clear induction procedures for introducing new volunteers to the role, the organisation, its work, policies, practices and relevant personnel.
8. Managing and supervising volunteers as appropriate to their experience and need.
9. Reducing the risk of any physical, financial and emotional harm arising from volunteering.
10. Showing that we appreciate our volunteers and seeking innovative ways to demonstrate our thanks.
11. Measuring and publicising the impact of volunteering

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