

MANAGERS REPORT

30th March 2020

Report to Wormwood Scrubs Charitable Trust Committee

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1. Executive Summary and Decisions Sought

1.1 The Committee is asked to:

- approve the budget for 2020/21
- approve an option for the AEM masterplan
- request H&F officers appoint a specialist surveyor and legal advice for temporary HS2 access onto Trust land.
- recommend that H&F officers are approved to revise the walkway between KAA and Burlington Danes School and ensure the appropriate licence is in place
- approve an option for the KDFC proposal
- To note all other matters in the report.

2. HS2 Bill Alternative Ecological Mitigation

2.1 A Legal Agreement between LBHF and HS2 sets out Alternative Ecological Mitigation (AEM) works agreed as an alternative to the original plans set out by HS2.

2.2 £3.9 Million funding is available from HS2 with the overall objective to enhance biodiversity on the Scrubs through the AEM works. This design of this project is in three stages.

- Firstly, a Conservation management plan (CMP) has been completed to establish a biodiversity benchmark informed by surveys in 2016 and 2017, understand the values, issues and uses of the Scrubs, and to set the vision and overall objectives for management.
- Secondly a masterplan will illustrate the design proposals in broad terms so that these can be discussed with residents and user groups
- Finally, detailed designs will be developed along with a 10-year management and maintenance plan to maximise habitat improvement for wildlife and increase biodiversity.

2.3 The appointed consultants presented the first stage of the design proposals, the Masterplan (Appendix 1) on January 29th, 2020 to this committee. The main proposals are:

- Works to existing features such as; relocation of sports pitches from the nature conservation area, removing derelict tarmac areas and Japanese knotweed, management of existing seasonally wet areas.
 - New features such as; tree planting, meadows, pond, an avenue, orchard, hibernacula, bulb planting, entrance improvements and signage.
 - Recognition of adjacent development including; sewer relocation, services relocation (UTX), bridge link to Old Oak, Stadium proposals
 - Management improvements for; woodlands, meadows, scrubland and hedges.
- 2.4 HS2 funding is for biodiversity improvements. It can include new interpretation boards and signage, but not include paths or other park infrastructure such as benches and bins. Some works to support the ecological design might be available through other funding sources and has been included in the Masterplan
- 2.4 Following the presentation to the Committee the committee requested that further consultation was completed to engage more residents and user groups including a weekend event as a weekday may not be accessible for some.
- 2.5 A Community engagement strategy and report is attached as Appendix 2 this includes the results of Park user survey, co-design workshops, primary school workshop, initial presentation to the committee, public consultation events, a summary of results and commentary.
- 2.6 Proposals for biodiversity improvements were well supported. The most popular improvements were; increased meadows, woodland management, scrub enhancement and a pond.
- 2.7 A wide variety of comments were received some of which expressed opposite views. These are summarised and responded to in section 4.4 of Appendix 2.
- 2.8 Many of these responses are concerns of the Friends who have given detailed and helpful observations of the proposals. These can be divided into three themes of maintenance, Scrubs users and landscape character.
- 2.9 Long term maintenance is the most critical aspect of this project the Friends commented that:
- Proper control of brambles, proper management of the 'wilderness' area and proper management of paths is the most important single factor.
 - More detail needed on the extent and species mix of the Wildflower meadows.
 - existing wildflower mound along the verge of Braybrook Street should be retained.
 - The proposal for Meadow management to include provision ground nesting birds is supported but there is Limited reference to the protection of the rich variety of birdlife. The Scrubs was until recently home to a colony of nesting meadow pipits.
- Long term maintenance will be considered in the detailed proposals of the management plan in the next stage. The Friends have indicated that they have received some specialist advice in long grass management and would

be happy to share it. Maintenance proposals should be jointly developed in the next stage.

2.10 The Scrubs has several different user groups who sometimes have conflicting views. The Friends commented that:

- Signage needs to be considered in more detail
- That the use of the sports pitches for Sports and events is properly considered including improvements such as drainage.
- Use of the site for model aircraft needs to be considered any increase of this activity would be inconsistent with the Masterplan's proposals for improved biodiversity.
- Proposed creation of more wetland in south east is not supported as this would reduce its walkability.
- Paths should not be hard surfaced.
- Bridge link from Old Oak Station is not supported.

Signage can be considered in more detail at the next stage. Some of the other concerns such as the sports pitches and the Bridge link cannot be addressed through this biodiversity project. Others such as the model aircraft and the use of the Scrubs for Parkrun can be accommodated through site management.

2.11 Landscape Character is a key consideration of the CMP. The Scrubs has unique characters accommodating both significant sporting facilities and biodiversity opportunities. the Friends commented that:

- That the official designation of Wormwood Scrubs is that it is 'more wild than tamed'.
- That tree planting will block views and grassland is preferred.
- That the pond is out of character and would introduce other issues such as litter and children's safety.
- The avenue of trees from scrubs lane would affect views and change the character of the Scrubs.
- The NW corner is valuable habitat and should remain undisturbed rather than introduce new features of Orchard, shrubs and wetland.

The CMP respects the more wild than tamed approach. The masterplan proposals indicate a balance grassland and woodland to start the discussion. This balance can be reviewed at the next stage. Some features will need additional discussion and detail proposals such as the avenue and the pond and some areas such as the NW corner will need to be addressed. The sewer realignment and the UTX works will have considerable impact on this NW area. All habitat will be retained if possible but new planting will have to take place which can be agreed in the detail stage.

2.12 The overall design needs to move to the next stage but there are some features of the design that had both support and objections. The main elements being:

- The Pond and creation of wet woodland
- Increased woodland planting
- The east west avenue across the playing fields
- The sports pitches especially the proposed relocation of Gaelic football
- The use of Model aircraft

- Proposals in NW corner
It is proposed a subgroup is formed to discuss the benefits and issues of these elements in further detail and agree the inclusion, revision or omission of these features.

2.13 The approval of the masterplan is recommended to the Committee. Comments raised in the consultation stage can all be considered in the next detailed design stage

- Option 1 to approve the plan as presented and move to next stage
- Option 2 to approve the plan but identify features that require further discussion with a subgroup before including in the detailed plans.
- Option 3 to request a revised masterplan

Committee to approve preferred option

3. HS2 – Compensation Code Temporary access to Trust Land

3.1 The planned re-route of the Stamford Brook sewer through the northern section of Wormwood Scrubs has now been confirmed and possession of the land within the dotted green outline is required with the land coloured in solid green being cleared for construction works (Fig 1)



Fig 1

3.2 Access rights to the above land parcel are also secured within the HS2 bill from Braybrook Street see Fig 2 for further detail.



Fig 2

3.3 Hs2 will also be taking possession of the land shown in Fig 3 to the west of the blue line to enable the UTX works.



Fig 3

- 3.4 The detail of how these works are managed and what mitigation will be put in place is to follow from HS2. Council officers have also engaged with HS2 to ensure community consultation.
- 3.5 The HS2 Bill received Royal Consent in February 2017 and HS2 Limited have necessary compulsory purchase powers to deliver the route. The HS2 proposals seek to re-route utilities under Trust land which was identified in the HS2 Act. HS2 will not acquire land using compulsory powers but temporary access to Trust land using its powers under the Act. HS2 will serve notices to allow access onto the Trust for 9-12 months and reinstate the land to its normal status. HS2 have agreed for any landowners affected under its established Compensation Code should get access to property advice and legal advice. HS2 will give a written undertaking to cover these reasonable costs borne by the Trust for surveyor and legal costs
- 3.6 The Trust will need advice to ensure heads of claims under Compensation Code are captured by a specialist surveyor and also legal advice to submit claims for disturbance and compensation
- 3.7 The principles of compensation are governed by the Compensation Code, which is derived from statute, case law and established practice. One of the main principles is that of “equivalence”, i.e. a claimant should be placed in no better or worse position (in financial terms) after the acquisition than they were prior to the acquisition
- 3.8 Trust are recommended to request H&F officers to appoint specialist surveyor and legal advice to submit claims for disturbance and compensation for the proposed HS2 works on Trust land. The specialist advice will be responsible for negotiation of the final terms of compensation and disturbance and advice on reinstatement works

Committee to request action

4. Kensington Aldridge Academy

- 4.1. The Kensington Aldridge Academy (KAA) have a decant secondary school on the RedGra (parade ground) adjacent the small car park off Wood Lane. KAA used this school as decant school following the Grenfell tragedy in 2017. The

school returned to their main site, in North Kensington W11 last academic school year

- 4.2. The DfE have consulted with the MOD who are content for KAA to remain at the parade ground.
- 4.3. The Trust have agreed a yearly licence since July 2017 and DFE have requested another 1-year licence commencing in July 2020. ODPC, as local planning authority granted planning permission in July 2019 as a decant school for KAA for up to 3 years.
- 4.4. The Grenfell Inquiry is ongoing and central government are working with residents to understand the next steps to Grenfell Tower, so it is essential a school is available as decant school from the main Grenfell locality. At present, due to Covid 19 post lockdown advice for schools then KAA are planning return for all pupils to the school in the autumn. The decant school located on the Trust land would assist as an overflow school to comply with new school standards post Covid 19 on social distancing and structure of classrooms.
- 4.5. The current licence was approved by the Trust at its June 2019 meeting. The proposed licence effective from July 2020 is on the same terms apart from an RPI rent increase. The licence fee is currently £309,000 per annum.
- 4.6. Since July 2017, there was a school hours pedestrian walkway between KAA on Trust land connecting via the Pony Centre to Burlington Danes School. A review by Parks and schools of the walkway location has been undertaken and it is proposed to re-locate to a location closer to Wood Lane position. The walkway will only be open for school hours.
- 4.7. Trust to recommend that H&F officers are approved to negotiate the final licence terms for 1 year on same terms, subject to rent increase linked to RPI index and to authorise the licence to be completed.
- 4.8. Trust to recommend that H&F officers are approved to revise the walkway between KAA and Burlington Danes School and ensure the appropriate licence is in place

Committee to request action

5. Community Safety Update

- 5.1 Additional patrols have been in place since April from the Community safety team to help manage the social distancing requirements in Public parks. Patrols were carried out on at least a daily basis.
- 5.2 20 incidents were recorded at the Scrubs from 1st Jan to June 18th, 2020

Date	Incident	Total
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January	Homelessness incident	1
	Found/recovered knife	1
February	Breach of Byelaw	1
March	Nil	
April	Anti-Social Behaviour	4
	Health & Safety incident	1
May	Anti-Social Behaviour	1
	Breach of Byelaw	2
	incident of fire	1
June	Vehicle related incidents	3
	Breach of Byelaw	2
	Anti-Social Behaviour	1
	Homelessness incidents	2

Committee to Note

6. Grounds Maintenance and site management update

- 6.1. Linford Christie Stadium (LCS) has been closed during the COVID-19 pandemic. We are looking to open again for some pre-booked track sessions, for Thames Valley Harriers only, starting week beginning 6th July.
- 6.2. Wormwood Scrubs playgrounds and outdoor gym have also been closed in line with Central Government guidance. Considerable work has had to be put in place to keep the heras fencing in place as this is moved daily by people trying to access the gym equipment and the BMX track.
- 6.3. Visitor numbers on the Scrubs have increased considerably during the COVID-19 pandemic. There has been a considerable increase in litter and anti-social behaviour especially after dark. There has also been a noticeable increase in people walking through the meadow area where in previous years Meadow pipits have nested. The management proposals in Section 2 will need to address this.
- 6.4. Management of Giant hogweed has been necessary this year again. This can cause severe burns if the plant is in contact with skin. We have controlled this next to pathways which looks unsightly and has caused some concern but the risk of injuring people using these paths, especially children, needs to be addressed.
- 6.5. A structural survey has been received for Park Lodge. This shows considerable work will have to be carried out. There will also be a need to address some of the potholes on the access road from Scrubs Lane at least as an interim measure.
- 6.6. Consideration is being given to the introduction of honey bees at Woodman's Mews Community garden as part of a community project.

- 6.7. Work on the Grounds Maintenance contract continues. Wormwood scrubs is to be included as a separate Lot so that it will be the choice of the committee if they wish the benefits of a borough wide GM contract or to manage their own local contract.

Committee to Note

7. Events

- 7.1. No events have been held at the Scrubs during the COVID-19 pandemic

Committee to Note

8. Kensington Dragons Football Club (KDFC) Proposal

- 8.1. At the meeting of 29th January 2020, the Committee requested that Council officers investigate potential funding, including Section 106 (S106), that could meet the £350,000 partnership funding required from the Trust for the KDFC proposal. The S106 board has confirmed that S106 funding would not be available as:

8.1.1. The board does not want to use generic s.106 for this purpose

8.1.2. The board needs an overall borough strategy to understand where this proposal fits in the priorities of the borough.

- 8.2. The KDFC proposal introduces a new Hybrid Grass pitch and improvements to the existing all-weather pitches to foster a higher level of football and renewed interest and community in the sports facilities at LCS This could include an increased revenue in the letting of the all-weather pitches, the income of which would still belong to the Trust.

- 8.3. There are other options available to the Committee

- 8.4. Option 1: The Committee could continue with minimal intervention as at present. The trust has an obligation with at least five years remaining, under the initial grant funding, to keep the pitches in playable condition. The condition of the all-weather pitches is deteriorating. Repairs are made on an ongoing basis but without significant investment some of the all-weather pitches will soon become unplayable. At the last meeting the Committee made it clear this was not an option they favoured but if no decision is made this will be the default option.

- 8.5. Option 2: The committee could use their capital reserves as partnership funding for the KDFC proposal. This would refurbish the all-weather pitches which could be used by the community and provide a Hybrid pitch for the use of KDFC. Potentially this could revitalise the sports facilities at LCS, allowing a range of sports to be played on the all-weather pitches, increasing revenue and creating a sports community capable of providing football at a higher level than now. However, much of the community benefit of this scheme is

intangible. The current heads of terms agreed with KDFC mean the hybrid pitch would only be available to the community for two days per year and KDFC only pay a peppercorn rent. In addition, any stadium redevelopment would have to work around the hybrid pitch, or there is a risk that the Trust would have to repay the KDFC investment (circa £1 million less 4% per annum) if the Hybrid pitch could not be incorporated.

- 8.6. Option 3. The Trust could refurbish the all-weather pitch without KDFC. A cost estimate was provided by KDFC in Jan 2020 of £372,450. This is not dissimilar to the amount the Trust is being asked to contribute to the joint venture. The Trust could refurbish the existing facilities without the risk that the Hybrid pitch would complicate the stadium redevelopment. It is possible the final scheme might cost more than the above estimate it is equally possible it could cost much less if a lower standard of refurbishment, to meet the obligations on the original grant, was agreed. By that time the Stadium redevelopment proposals might be more properly understood.
- 8.7. Option 4. The Trust could request that KDFC increase the community benefit of the proposal. It is unlikely that KDFC would agree to more community use of the Hybrid pitch since they would not wish this overplayed. However, the Trust could request that KDFC contribute more to the cost of the all-weather pitch refurbishment. A contribution by the Trust of e.g. £250,000 would limit the Trusts investment to this amount, refurbish the all-weather pitch and help provide a KDFC pitch which could help foster improvements in sport and a higher level of football. The improved facilities and Hybrid pitch would still have to be a consideration in the stadium redevelopment in this option.

Committee to approve an Option

9. Finance - Update on the 2018/19 Accounts

- 9.1. The 2018/19 accounts were presented to the January committee and it was noted remained subject to audit; audit work is substantially complete, however, the finalisation of accounts depends on the final agreement of the 2020/21 budget (to satisfy technical going concern requirements). Further to this it is anticipated that the final accounts will be issued. The net revenue (surplus) position for 2018/19, as reported to committee, remains unchanged at £226,944.
- 9.2. The delay in filing has been reported to the Charity Commission and they have asked that accounts be submitted at the earliest opportunity

Committee to Note

10. Financial Outturn 2019/20

10.1. The financial outturn for Wormwood Scrubs Charitable Trust (“the Trust”) for 2019/20 is summarised below and is detailed in Annexe A. Financial transactions for the financial year are set out in Annexe B.

Activity	Outturn 2018/19	Budget 2019/20	Outturn 2019/20	Variance	Movement Between Years		Previously Reported		
					Budget	Forecast	Comments	Last Reported	Movement
Pay and Display Meters & Cashless Parking	(351,834)	(345,428)	(324,945)	20,483	2%	-8%	The budget was based on the 2018/19 forecast at budget setting. Actual income to March 2020 is £20,483 less than the budget, which is £26,889 less than the 2018/19 outturn. March 2020 income was £10,008 less than the 2018/19 equivalent, mainly due to the COVID-19 lockdown.	(341,979)	17,034
Hammersmith Hospital Car Park Licence	(337,229)	(347,795)	(346,995)	799	-3%	3%	Following a rent review the annual Licence fee has increased to £352,364.39 w.e.f. Q3 2020/21. The 2019/20 outturn is £346,995: (Q1 - Q3 @ £86,301.37 and Q4 @ £88,091.00).	(349,812)	2,817
Other income from activities for generating funds	(315,725)	(147,341)	(322,073)	(174,732)	53%	-2%	The outturn includes: KAA income to 31st March 2020 £306,460 (Licence extension); UKPN rental £3,446; Filming £4,466; Lodge income £1,092; income for donated bench £1,070; and Interest £5,539. No Events took place.	(321,083)	(990)
Total Income and endowments	(1,004,788)	(840,564)	(994,013)	(153,450)	52%	-7%		(1,012,875)	18,862
Grounds Maintenance	719,895	762,360	747,453	(14,907)	6%	4%	Actual Planned Grounds Maintenance cost: £723,534.61 plus apportioned governance cost: £23,918.	743,946	3,507
Contribution to Linford Christie Stadium	32,356	32,444	85,227	52,783	0%	163%	Outturn includes: Fixed annual cost of £31,500; £51,000 one off contribution for repair of boiler and related changing room works cost; plus £2,727 governance costs.	78,658	6,569
Other Expenditure	25,593	29,869	24,508	(5,362)	17%	-4%	Outturn includes: Non-routine maintenance: £21,908; other expenditure (incl. encampment removal): £,1,816 and apportioned governance costs: £784.	34,445	(9,937)
Total Expenditure	777,844	824,674	857,188	32,514	23%	163%		857,050	138
Net (income)/expenditure	(226,944)	(15,890)	(136,825)	(120,935)	75%	156%		(155,825)	19,000

10.2. The budget for 2019/20 was set with an anticipated surplus of £15,890 to be added to the Trust’s reserves. The outturn against this was a surplus of £136,825, which is £120,935 better than budget.

10.3. The Trust’s opening unrestricted funds balance for 2019/20 was £742,187. The 2019/20 outturn has increased these funds to £879,012, which are being carried forward to 2020/21. This is £19,000 less than last forecasted. The Trust’s opening funds for 2020/21 are, therefore, £5,879,013 when £5,000,001 restricted funds are added.

10.4. The above outturn excludes HS2 project transactions as these have no impact on net outturn; all costs are fully recoverable from HS2 Limited. Statutory accounts do, however, include the HS2 project transactions.

Income

10.5. Total income for 2019/20 was £994,013. This was £153,450 better than the £840,564 budget.

10.6. Pay and Display and Cashless Parking income was budgeted at £345,428. However, actual income, at £324,945, is £20,483 lower than budget. Half of this shortfall, £10,008, occurred in March 2020, which is likely to be a result of the COVID-19 lockdown. It is likely that the effects of the lockdown will impact on income for the first quarter of 2020/21.

10.7. Hammersmith Hospital car park income was agreed at £352,364 from January 2020. Income for 2019/20 was £347,795 (3 quarters @ £86,301.37 and 1 quarter @ £88,091). This is £799 more than budgeted. The current assumption is that income will not be affected by COVID-19.

Other income from activities for generating income:

10.8. Kensington Aldridge Academy (KAA) rental income of £306,460 is £221,597 more than the 84,863 budget as the licence has been extended up to 12th July 2020. This includes a monthly payment increase of £750 (from £25,000 to £25,750). The extension has, however, had an impact on other income sources. A KAA lease extension post July 2020 is currently being negotiated.

10.9. Reinstatement of Filming and Events income to levels prior to KAA occupation was expected to be phased from September 2019 as customers returned from alternative sites. However, continued KAA occupation has led to no income from events and only £4,466 filming income. This is £42,874 less than the filming and events budget.

10.10. Annual rental from UKPN for electric charging points occupation was £3,446 (annual rent for seven years commencing March 2019). Investment income was £6,631 (£1,092 rental income and £5,539 bank interest on cash funds).

Expenditure

10.11. Total expenditure for 2019/20 was 857,188. This was £32,514 higher than the £824,674 budget.

10.12. Governance costs were £27,340, including £20,130 audit fees (£5,115 backdated 2018/19), £2999 legal fees, and £4,301 finance support costs. These costs have been apportioned to the expenditure items based on value.

10.13. Planned grounds maintenance totalled £747,453 (£723,534.61 actual grounds maintenance recharge plus £23,918 governance costs). Maintenance costs were £18,427 less than the £762,360 budget as the actual inflation calculation was only 3.36%, compared to the 5.74% budgeted increase based on the contractual price indices (Derv Fuel, Plant & Road Vehicles, and GLPC pay scales).

10.14. The Trust's fixed contribution to Linford Christie Stadium was £31,500. A one-off contribution to the stadium (£51,000) was also paid as the Trust agreed to fund the boiler related works in the stadium's changing rooms. The total contribution was £82,500 and £2,727 apportioned governance costs were added.

10.15. Other expenditure totalled £24,508, included non-routine maintenance £21,908, encampment removal and minor repairs £1,816 and apportioned governance costs £784.

Committee to Note

11. Financial Budget 2020/21

11.1. The proposed budget for Wormwood Scrubs Charitable Trust (“the Trust”) for 2020/21 is summarised below along with details of movements and assumptions.

Income and Expenditure						
Activity	Outturn 2016/17	Outturn 2017/18	Outturn 2018/19	Outturn 2019/20	Proposed Budget 2020/21	Forecast 2021/22
Pay and Display Parking Meters	(287,012)	(259,674)	(351,834)	(324,945)	(300,000)	(300,000)
Hammersmith Hospital Car Park Licence	(316,505)	(324,619)	(337,229)	(346,995)	(354,126)	(361,209)
Other income from activities for generating funds	(95,873)	(488,002)	(371,078)	(322,073)	(321,038)	(324,738)
Total Incoming Resources from Generated Funds	(699,390)	(1,072,295)	(1,060,141)	(994,013)	(975,164)	(985,947)
Grounds Maintenance	686,568	706,909	719,895	747,453	771,949	787,124
Contribution to Linford Christie Stadium	32,344	32,329	32,356	85,227	63,317	63,296
Other Expenditure	20,617	35,093	80,945	24,508	36,034	30,876
Total Resources Expended	739,529	774,331	833,196	857,188	871,299	881,295
Net Incoming Resources	40,139	(297,964)	(226,945)	(136,825)	(103,865)	(104,651)

11.2. The proposal is for a 2020/21 net income budget of £103,865. This is set lower than the 2019/20 outturn (net income of £136,825) as impact of COVID-19 and higher costs are anticipated.

Income Budget

11.3. The proposed 2020/21 income budget is £975,164. This is £18,849 less than the 2019/20 outturn, but significantly more than 2016-17, before occupation of the Kensington Aldridge Academy (KAA).

11.4. Income from Pay and Display and Parking Meters has increased since the introduction of cashless parking. However, this income has recently been affected by the COVID-19 lockdown; a £10k income reduction occurred in March 2020. The 2020/21 budget has, therefore, been set at a cautious £300,000.

11.5. The Hammersmith Car Park Licence budget (£354,1260) is set and the current agreed plus a 2% uplift is forecasted for Quarter 4 (January to March 2021).

11.6. The budget for other income includes £309,000 annual rental income payable by KAA as it is likely that the current lease agreement will be renewed, possibly at a higher rate. This budget, however, is based on the current monthly rate (£25,750). The current 2021/22 forecast is for KAA to remain on site for a full year (including removal of the temporary site), generating £312,000.

11.7. Reinstatement of Filming and Events income to levels prior to KAA occupation is not expected until post 2021/22; with 2022/23 income phased as customers return from alternative sites. Therefore, extremely cautious assumptions have been made about the likely income in 2020/21. Securing a large event is not assumed, but Council officers are working on possibilities as detailed elsewhere. The budget is only £3,000.

11.8. The income budget also includes: £3446 annual rental income payable by UKPN for occupation of the Scrubs land for the electric vehicle charging

points, which has been agreed for the next five years; and investment income from the bank balance and lodges, estimated at £5,592

Expenditure Budget

11.9. The proposed 2020/21 expenditure budget is £871,299. Expenditure is planned as far as possible, with priority being given to essential works. All costs are estimated, including Grounds Maintenance uplift and audit fees.

11.10. The budget for governance costs is £25,000. This estimate includes audit and legal fees, also finance support. The budget has been apportioned to expenditure budgets based on value.

Forecast Changes						
Activity	Adjustments	Budget 2018/19	Budget 2019/20	Proposed Budget 2020/21	Forecast 2021/22	Notes
Pay and Display & Cashless Parking	Brought forward / Actual	(287,012)	(281,611)	(345,428)	(300,000)	1
	Adjustment	5,401	(63,817)	45,428	(40,000)	
	Carried forward / Budget	(281,611)	(345,428)	(300,000)	(340,000)	
Hammersmith Hospital Car Park Licence	Brought forward / Actual	(322,896)	(336,109)	(346,995)	(354,126)	2
	RPI increase	(13,213)	(11,686)	(7,131)	(7,083)	
	Carried forward / Budget	(336,109)	(347,795)	(354,126)	(361,209)	
Other income from activities for generating funds	Brought forward	(95,873)	(138,341)	(147,341)	(321,038)	3
	Additional income	(76,085)	(9,000)	(173,697)	(3,700)	
	Carried forward / Budget	(171,958)	(147,341)	(321,038)	(324,738)	
Grounds Maintenance	Brought forward / Actual	688,761	699,994	723,535	749,799	4
	Inflation on contract	10,712	40,180	26,264	14,996	
	Carried forward	699,473	740,174	749,799	764,795	
	Governance cost apportioned	18,024	22,187	22,149	22,329	
	Carried forward / Budget	717,497	762,360	771,949	787,124	
Contribution to Linford Christie Stadium	Brought forward	31,500	31,500	61,500	61,500	5
	Carried forward	31,500	31,500	61,500	61,500	
	Governance cost apportioned	844	944	1,817	1,796	
	Budget	32,344	32,444	63,317	63,296	
Other Expenditure	Brought forward	20,000	29,000	35,000	30,000	6
	Carried forward	20,000	29,000	35,000	30,000	
	Governance cost apportioned	5,637	869	1,034	876	
	Budget	25,637	29,869	36,034	30,876	
Governance costs (Audit & Legal & Finance)	Estimated	19,351	24,000	25,000	25,000	7
	Governance cost apportioned	(19,351)	(24,000)	(25,000)	(25,000)	
	Budget	-	-	-	-	

Notes
1. Pay & Display and cashless parking income budget is based on the 2019/20 outturn forecast, plus a £24k reduction in anticipation of reduced April to June custom due to The COVID-19 pandemic. March 2020 saw the start of the pandemic and the month's income was £10k less the prior year equivalent period, March 2019. It is difficult to predict future income, e.g. price increases may cause usage to decrease.
2. Agreed inflationary increase of 2.8% from Q4 2019/20 has been carried forward for Q1-Q3 2020/21. Contracted increase for Q4 2020/21, based on RPI, is estimated at 2%.
3. Although the current KAA agreement ends in July 2020, it is likely to be renewed for a further 2 years; Terms are still being negotiated. The budget for KAA income is set at: 2020/21- £309k (@ £25,750 per month); and 2021/22 - £312k (@ £26k per month). Filming/Events income is assumed to be earned after the KAA lease arrangement; only £3k and £4k is budgeted for 2020/21 and 2021/22, respectively. The events team are exploring a number of income opportunities; nothing is certain at present. Other income budgets are: UKPN (£3,446 p.a.); and Investment income (£5,592 and £5,292 in 2020/21 and 2021/22, respectively)
4. Grounds Maintenance: 3.63% assumed based on September 2019 RPI plus a share of governance costs is apportioned here. The RPI for 2021/22 is estimated at 2%.
5. Currently a fixed contribution. Every effort is being made to keep expenditure at a minimum. The stadium has some pressures on maintenance, including minimising legionella risks and providing fully operational changing rooms. The budget includes an additional £30k in 2020/21 and 2021/22 plus a share of governance costs is apportioned here.
6. Depending on the work done by the Council, every effort is being made to plan ad hoc works and to keep expenditure at a minimum. In 2020/21 there are still cost pressures caused by tree works and the minimisation of flood risks.
7. Legal, audit and finance support costs are apportioned to the expenditure budgets.

11.11. The £771,949 planned contractual Ground Maintenance budget includes the £749,799 charge (2019/20 contractual cost (£723,535) uplifted by an estimated 3.63% (price indices – DERV Fuel, Plant & Road Vehicles, and GLPC pay scales)) and £22,149 apportioned governance costs.

11.12. The budget for Contribution to Linford Christie Stadium set at £63,317, includes the fixed contribution £31,500 and £1,817 apportioned governance costs. An additional £30,000 has been forecasted in 2020/21 and 2021/22 for anticipated changing room and other building works.

11.13. Other budgeted expenditure totals £36,034, including £35,000 non-routine maintenance and £1,034 apportioned governance costs.

Wormwood Scrubs Charitable Trust Funds

11.14. The forecast balance sheet position for 2017/18 to 2020/22 for Wormwood Scrubs Charitable Trust (“the Trust”) is summarised below.

Balance Sheet at end of Year					
	Outturn 2017/18	Outturn 2018/19	Forecast 2019/20	Proposed Budget 2020/21	Forecast 2021/22
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Cash at bank	251,781	547,902	643,302	1,014,660	1,115,865
Creditors	(9,900)	(21,501)	(37,182)	(15,015)	(15,015)
Debtors	273,361	239,445	293,106		
Deferred Income	0	(23,659)	(20,213)	(16,767)	(13,321)
Net Assets	5,515,243	5,742,188	5,879,013	5,982,878	6,087,530
Restricted funds	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Unrestricted Income Funds	515,243	742,187	879,012	982,877	1,087,529
Total Charity Funds	5,515,244	5,742,188	5,879,013	5,982,878	6,087,530

11.15. Cash reserves have significantly increased since the end of 2016/17 and are expected to increase further by the end of 2021/22 as additional income from KAA is received. The net assets statement above and the Statement of Accounts appendix (Annexe A) includes HS2 project transactions but budgets and forecasts do not include these transactions as all costs are fully recoverable from HS2 Limited.

11.16. The 2020/21 budget anticipates net income of £103,865. The Trust's forecasted opening unrestricted funds balance for 2020/21 is £879,012. The 2020/21 budget, therefore, increases these funds to £982,877 and the Trust's closing funds for 2020/21 to £5,982,878 when £5,000,001 restricted funds are added.

11.17. There are significant uncertainties around possible future income from July 2022. Possible streams include securing a significant event and generating income from commercial activities.

Committee to Approve

Annexe A

Current Financial Forecast

WORMWOOD SCRUBS CHARITABLE TRUST
STATEMENT OF ACCOUNTS 2019/20 - Unaudited

Wormwood Scrubs Charitable Trust

Statement of Financial Activities for Year ended 31 March 2020

Income and Expenditure	2019/20 Forecast	2018/19 Actual	Notes
	£	£	
Income and endowments from:			
Donations and legacies			
Income from Charitable activities:			
Pay and Display Parking Meters	(324,945)	(351,834)	Parking Income has reduced. This is likely to be linked to the COVID-19 lockdown
Hammersmith Hospital Car Park Licence	(346,995)	(337,229)	Contracted lease payments increased by 2.9% compared to 2019/20
	0		
Other trading activities	(315,441)	(311,978)	Includes income from the KAA and UKPN charging points
Income from Investments	(6,631)	(3,747)	Interest on cash balances and rental income from the park lodge.
Other Income	(172,545)	(78,161)	HS2 Ltd reimbursement
Total Income and endowments	(1,166,558)	(1,082,950)	
Expenditure on:			
Raising funds	0	0	
Charitable activities:			
Contribution to Linford Christie Stadium	85,227	32,356	Contribution to Linford Christie Stadium plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	22,632	25,593	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrubs	747,453	719,895	Grounds Maintenance contracted spend plus proportion of governance costs.
	0		
Other expenditure	174,421	78,161	Ad hoc expenditure plus costs to be recoverable from HS2 Ltd
Total Expenditure	1,029,733	856,006	
Net gains/(losses) on investments			
Net (income)/expenditure	(136,825)	(226,944)	
Reconciliation of Funds			
Total funds brought forward	(5,742,188)	(5,515,244)	
Total funds carried forward	(5,879,013)	(5,742,188)	

All income was unrestricted.

ANNEXE B

Wormwood Scrubs Charitable Trust Transactions 2019/20			(136,825.25)
Activity	Comments		Amount £
			Amount £
Routine Grounds Maintenance	WSCT - Fixed Ground Maintenance 2019/20		723,534.61
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		300.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		250.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		4,500.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		150.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		600.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		600.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		1,350.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		150.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited		130.00
Non Routine Maintenance of Wormwood Scrubs	Bell Decorating & Building Ltd		510.00
Non Routine Maintenance of Wormwood Scrubs	Idverde Ltd		6,485.68
Non Routine Maintenance of Wormwood Scrubs	Idverde Ltd		(6,485.68)
Non Routine Maintenance of Wormwood Scrubs	Idverde Ltd - Tree works		694.60
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		2,710.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		474.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		1,640.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		170.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		340.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		310.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		460.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		170.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited		480.00
Non Routine Maintenance of Wormwood Scrubs	Litter picking		238.14
Non Routine Maintenance of Wormwood Scrubs	Quadron Services Ltd T/A Idverde		130.90
Non Routine Maintenance of Wormwood Scrubs	Red Squirrel Tree Surgery Ltd		60.00
Non Routine Maintenance of Wormwood Scrubs	Red Squirrel Tree Surgery Ltd		5,490.00
Other Expenditure	REMOVAL OF ENCAMPMENTS IN WORMWOOD SCRUB		105.70
Other Expenditure	Scott Evans		1,710.00
Other Expenditure	Misposted water charges		891.63
Other Expenditure	Misposted water charges		(891.63)
Contribution to Linford Christie Stadium	WSCT Contributions to LCS		31,500.00
Contribution to Linford Christie Stadium	WSCT Contributions to LCS		51,000.00
Other trading activities	Donated Bench Joanna Blackburn		88.00
Other trading activities	Donated Bench Joanna Blackburn		473.00
Other trading activities	Donated Bench Joanna Blackburn		35.00
Other trading activities	Donated Bench Joanna Blackburn		(596.00)
Governance Costs	Finance Support Costs		4,301.00
Governance Costs	Legal fees		300.00
Governance Costs	Legal fees		306.00
Governance Costs	Legal fees		21.00
Governance Costs	Legal fees		84.00
Governance Costs	Legal fees		63.00
Governance Costs	Legal fees		343.00

Wormwood Scrubs Charitable Trust Transactions 2019/20

		(136,825.25)
Activity	Comments	Amount £
		Amount
		£
Governance Costs	Legal fees	1,183.00
Governance Costs	Legal fees	469.00
Governance Costs	Legal fees	6.00
Governance Costs	Legal fees	21.00
Governance Costs	Legal fees	133.00
Governance Costs	Legal fees	70.00
Governance Costs - Accrual	Audit fee	(9,900.00)
Governance Costs	Audit fee - Creditor	15,015.00
Governance Costs	Audit fee - Creditor	5,115.00
Governance Costs	Audit fee - Creditor	9,900.00
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME APRIL 2019	(27,470.00)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME MAY 2019	(29,325.92)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME JUNE 2019	(28,208.96)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME JULY 2019	(30,077.63)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME AUGUST 2019	(26,128.62)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME SEPTEMBER 2019	(27,696.71)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME OCTOBER 2019	(31,724.71)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME OCT 2019 CORRECTION	2,061.04
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME NOVEMBER 2019	(28,501.83)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME DECEMBER 2019	(24,418.21)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME JANUARY 2020	(28,546.67)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME FEBRUARY 2019	(26,194.29)
Pay & Display Parking Meters and pay by phone	WORMWOOD SCRUBS INCOME MARCH 2019	(18,712.67)
Other trading activities	Misposted transaction	2,000.00
Other trading activities	Misposted transaction	(2,000.00)
Other trading activities	Donated Bench Joanna Blackburn	(97.00)
Other trading activities	Donated Bench Joanna Blackburn	(150.00)
Other trading activities	Donated Bench Joanna Blackburn	(526.00)
Other trading activities	Donated Bench Joanna Blackburn	(200.00)
Other trading activities	Donated Bench Joanna Blackburn	(97.00)
Other trading activities	Events WWS	(360.00)
Other trading activities	Events WWS	(360.00)
Other trading activities	Filming July 2019	(945.84)
Other trading activities	Filming June 2019	(150.00)
Other trading activities	Filming June 2019	(150.00)
Other trading activities	Filming September 2019	(270.65)
Other trading activities	Filming September 2019	(337.60)
Other trading activities	Filming September 2019	(945.85)
Other trading activities	Fiming Income	(945.80)
Other trading activities	2019/20 Hospital Car Park Q1	(86,301.37)
Other trading activities	2019/20 Hospital Car Park Q2	(86,301.37)
Other trading activities	2019/20 Hospital Car Park Q3	(86,301.37)
Other trading activities	2019/20 Hospital Car Park Q4	(88,091.00)
Other trading activities	Kensington Aldrige Academy - APRIL 2019	(25,000.00)
Other trading activities	Kensington Aldrige Academy - MAY 2019	(25,000.00)
Other trading activities	Kensington Aldrige Academy - JUNE 2019	(25,000.00)
Other trading activities	Kensington Aldrige Academy - JULY 2019	(25,000.00)
Other trading activities	Kensington Aldrige Academy - RENT SHORTFALL - 13TH JULY TO 31ST JULY 20	(459.68)
Other trading activities	Kensington Aldrige Academy - AUGUST 2019	(25,000.00)
Other trading activities	Kensington Aldrige Academy - RENT SHORTFALL - AUGUST 2019	(750.00)

Wormwood Scrubs Charitable Trust Transactions 2019/20		
Activity	Comments	(136,825.25) Amount £
		Amount £
Other trading activities	Kensington Aldrige Academy - SEPTEMBER 2019	(25,750.00)
Other trading activities	Kensington Aldrige Academy - OCTOBER 2019	(25,750.00)
Other trading activities	Kensington Aldrige Academy - NOVEMBER 2019	(25,750.00)
Other trading activities	Kensington Aldrige Academy - DECEMBER 2019	(25,750.00)
Other trading activities	Kensington Aldrige Academy - JANUARY 2020	(25,750.00)
Other trading activities	Kensington Aldrige Academy - FEBRUARY 2020	(25,750.00)
Other trading activities	Kensington Aldrige Academy - MARCH 2020	(25,750.00)
Other trading activities - Accrual	UKPN	(23,659.39)
Other trading activities - Accrual	UKPN	23,659.39
Other trading activities	UKPN	(3,446.00)
Income from Investments	Park Lodge Rental Income	(273.00)
Income from Investments	Park Lodge Rental Income	(273.00)
Income from Investments	Park Lodge Rental Income - Oct _ dec 2019	(273.00)
Income from Investments	Park Lodge Rental Income April - June 2019	(273.00)
Income from Investments	Interest on Balances	(5,539.49)