

# Wormwood Scrubs Charitable Trust Committee

## Agenda

Wednesday 12 March 2014

7.00 pm

SMALL HALL - HAMMERSMITH TOWN HALL

### MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Andrew Brown Councillor Joe Carlebach (Chair)	Councillor Elaine Chumnerly	

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[http://www.lbhf.gov.uk/Directory/Council\\_and\\_Democracy](http://www.lbhf.gov.uk/Directory/Council_and_Democracy)

Members of the public are welcome to attend. A loop system for hearing impairment is provided, along with disabled access to the building.

Date Issued: 04 March 2014

# **Wormwood Scrubs Charitable Trust Committee Agenda**

**12 March 2014**

<b><u>Item</u></b>		<b><u>Pages</u></b>
<b>1.</b>	<b>MINUTES OF THE LAST MEETING</b> To approve as an accurate record, and the Chairman to sign, the minutes of the meeting held on 11 <sup>th</sup> December 2013.	1 - 5
<b>2.</b>	<b>APOLOGIES FOR ABSENCE</b>	
<b>3.</b>	<b>DECLARATIONS OF INTEREST</b> If a Councillor has any prejudicial or personal interest in a particular item they should declare the existence and nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.  At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a prejudicial interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken unless a dispensation has been obtained from the Standards Committee.  Where Members of the public are not allowed to be in attendance, then the Councillor with a prejudicial interest should withdraw from the meeting whilst the matter is under consideration unless the disability has been removed by the Standards Committee.	
<b>4.</b>	<b>MANAGER'S REPORT</b> To receive a report from the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS outlining recent management activity.	6 - 22
<b>5.</b>	<b>DATE OF FUTURE MEETINGS</b> Subject to the Committee's decision regarding the 2013/14 Annual Accounts detailed in the preceding agenda item, the following dates of future meetings are proposed: <ul style="list-style-type: none"><li>• Wednesday 2<sup>nd</sup> July 2014 (to be held at the Old Oak Children's &amp; Community Centre, tbc)</li><li>• Wednesday 24<sup>th</sup> September 2014</li><li>• Wednesday 10<sup>th</sup> December 2014</li></ul>	



London Borough of Hammersmith & Fulham

## **Wormwood Scrubs Charitable Trust Committee Minutes**

**Wednesday 11 December 2013**

### **PRESENT**

**Committee members:** Councillors Joe Carlebach (Chair) and Elaine Chumnerly

**Other Councillors:**

**Officers:** Craig Bowdery (Principal Committee Coordinator), Tom Cardis (Policy and Projects Officer), Mark Jones (Director for Finance & Resources), Barrie Maclaurin (Parks and Open Spaces Manager) and David Page (Director of Safer Neighbourhoods)

### **8. MINUTES OF THE LAST MEETING**

#### **RESOLVED –**

That the minutes of the meeting held on 7<sup>th</sup> October 2013 be approved as a correct record and that they be signed by the Chairman.

### **9. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Andrew Brown.

### **10. DECLARATIONS OF INTEREST**

There were no declarations of pecuniary or non-pecuniary interests. However Cllr Carlebach noted that he was ward member for the ward where Olympia was based (Avonmore & Brook Green), and this was referenced in the Manager's Report.

### **11. MANAGER'S REPORT**

The Committee received a report from the Director of Finance & Resources and the Director for Safer Neighbourhoods on the management activity carried out since the previous meeting. The report covered the following areas:

### *The Scheme of Delegation*

The Committee discussed the proposed scheme of delegation that would allow decisions to be taken outside of meetings when circumstances required a speedy decision. Members stated that they wanted to ensure there was transparency regarding expenditure and agreed that any decisions should be reported to the next Committee meeting and publicised. Some members expressed the view that if a decision was required outside of a meeting, technology allowed for the whole Committee to be consulted prior to decisions being taken. The Committee agreed that when opportunities for revenue raising activity arose, members should be consulted electronically.

### *Appointment of Auditors*

It was agreed that KPMG should be appointed as auditor of the Trust's accounts for 2013/14 and 2014/15.

### *Open Air Events*

Officers explained the imperative for the Trust to generate revenue to secure its long-term financial viability, and described plans for an open air music festival, aimed at families. Members noted that the festival was a good opportunity for the Trust and agreed that prior to any event there would need to be a robust traffic management plan, noise pollution plan and other strategies for dealing with rubbish and general crowd control. Officers assured the Committee that these would all be in place. Members also asked whether there might be an opportunity for a presence at the event for either a Friends of Wormwood Scrubs or a Trust stand. It was also agreed that any festival should seek to enhance local employment opportunities as well. It was agreed that an update on the festival would be presented at the next meeting.

The Chairman also recorded his thanks on behalf of the Trust to the Parks Police and Council officers for their work moving-on a group of travellers recently. The travellers had been hostile and aggressive but the situation was handled well. The Committee also recorded its thanks to the Council for meeting the security costs of approximately £12,000.

### *Renting lorry parking spaces to Olympia*

Officers described plans to rent lorry parking spaces on the Red Gra to Olympia. They acknowledged the potential for an adverse impact on local residents but noted the potential to raise revenue while also improving the security of the site and preventing the area from being used by travellers. Members noted that Olympia had a good record of mitigating against impacts such as noise. Members agreed that the Director for Safer Neighbourhoods should enter into an agreement with Olympia and that residents in Woodmans Mews should be written to to inform them of the plans.

### *Charging the Metropolitan Police for parking for the Notting Hill Carnival*

The Committee agreed that an increasing parking fee schedule for the use of Scrubs land by the Police should be negotiated.

#### *Review Licence for the Car Park with the Hospital*

The Committee noted that the Imperial healthcare trust had gone on record as stating it was in a good position financially, and therefore an increased parking charge should be negotiated.

#### *Introduction of parking charges at weekends*

Officers explained that there were no firm plans to introduce parking charges at weekends, but that it was being explored. An issue would be the potential for an adverse impact on the surrounding residential streets that could see visitors parking on local streets rather than in the Trust's car park. It was agreed that officers should discuss the issue in greater detail with parking officers from the Council and report back to the Committee with more detailed plans later. Members of the public stated that they were aware of instances when visitors hadn't paid to park but had not been given a parking ticket. Officers undertook to speak with the Council's parking wardens regarding the frequency of their patrols.

The Committee also identified that the prison car park was regularly empty and questioned whether there was potential for the spaces to be made available for visitors or residents. Similarly the roads were often extremely congested with parked vehicles so that buses sometimes had difficulty passing. Officers explained that many of the issues were the responsibility of the Council rather than the Trust, but undertook to investigate the issue with the prison and with Council parking officers.

#### *Community Safety update*

The Committee noted the figures on recorded crime for 2011/12 to 2013/14 and welcomed the news that crime was rare on the Scrubs and that it was a generally safe place for visitors.

#### *Sale of Tied Cottage*

The Committee discussed the possibility of exploring the options to sell the tied cottage and agreed that more detailed proposals would be considered at the March meeting.

#### *Grounds Maintenance*

Officers informed the Committee that work was ongoing to improve the biodiversity of the Scrubs and that two schools were running 'Forest Schools' on the site. The Committee agreed that opportunities to expand the Forest School programme wider should be explored, as they had proven to be successful for the children and further revenue could be generated.

Members of the public raised concerns that the agreed maintenance by voluntary groups was sometimes not being completed, which in their view gave the Scrubs a

run down appearance. Officers agreed that ensuring volunteers delivered on their agreed work was an issue and undertook to investigate how this could be addressed. It was agreed that an annual park management plan would be prepared and shared with the public and the Friends of Wormwood Scrubs so that all work was scheduled and could be tracked.

### *The potential impact of HS2*

The Committee was informed that the Chairman had written to TfL, the GLA and the Mayor's Office to highlight the importance of the Scrubs and to request that the Trust be consulted separately to the Council on any proposals for the HS2/Crossrail hub at Old Oak Common. The Chairman also informed the meeting that he had not yet received a response. Members of the Friends of Wormwood Scrubs explained that they had held a meeting with all interested parties in November, when they were informed that TfL were considering a number of different proposals, but that TfL's current preferred option included going across part of the Scrubs land. A further meeting was to take place in January 2014 on a date to be confirmed, and Committee members were invited to attend. The representatives of the Friends also explained that given the number of options being considered, they felt that it would be important to receive independent advice on the proposals and any other possibilities that TfL were not consulting on. The Friends therefore wished to hire a consultant engineer to prepare a report, at a cost of approximately £2-3,000, and asked if the Trust was in a position to help fund the report. The Chairman agreed to consider the suggestion. Officers explained that the Council had secured some money to research alternative options and to get an independent evaluation of the proposals put forward by TfL.

The Committee discussed the expected timetable for the High Speed Rail 2 Bill that was currently going through Parliament. The Bill had had its first reading and was now due to have its second reading in the House in March 2014, to go to the Committee Reading in April or May. After this the Bill would be considered by the House of Lords, when it was still possible to petition for amendments.

The Committee agreed that representatives from TfL, HS2 and the Mayor's Office should be invited to the Committee meeting in March 2014, when the meeting would be dedicated to considering the proposals and their impact on the Scrubs.

The Friends also highlighted that the Environmental Statement that was currently out for consultation included schemes for ecological enhancement. These included creating a stretch of wetland in the Scrubs in an area that seemed to be entirely unsuitable as it was on a gradient and out of keeping with the rest of the Scrubs. Officers explained that the Council was also concerned about this proposal and that it would be opposing it if it were not removed. The Chairman agreed to write to HS2 to find out where the idea came from and how it could be justified.

### **RESOLVED –**

The Committee agreed:

- i) that the Scheme of Delegation set out in the report be approved, until the January 2014 meeting of Full Council, when the alternative arrangements proposed can be considered;

- ii) that KPMG be appointed as auditors for the 2013/14 and 2014/15 accounts;
- iii) that the Director for Safer Neighbourhoods should enter into an agreement with Earls Court and Olympia Limited in consultation with the Committee Chair, to allow occasional vehicle parking on the 'Red Gra' area; and
- iv) To delegate to the Chairman the power to decide whether it would be in the interests of the Trust to open negotiations with the hospital about the terms of the licence to use the car park.

**12. FINANCIAL FORECAST 2013/14**

The Committee received a report from the Director for Finance & Resources on the forecast for the Trust's finances in 2013/14. It was noted that the receipts from parking were lower than expected and that without the revenue-raising activity discussed earlier in the agenda, the Trust's reserves would not last beyond next year.

Members asked whether there was potential for other London boroughs to contribute to the Trust's running costs, especially as the Wormwood Scrubs Act states that the land is for use by all Londoners. It was highlighted that in the current financial climate councils were unlikely to have funds available, although the City of London funded some parks outside of its boundaries, which officers undertook to investigate further.

**13. DATES OF FUTURE MEETINGS**

The dates of future meetings were agreed as:

- Wednesday 12<sup>th</sup> March 2014
- Wednesday 2<sup>nd</sup> July 2014 (to be held at the Wormwood Scrubs Community Centre)
- Wednesday 24<sup>th</sup> September 2014
- Wednesday 10<sup>th</sup> December 2014

Meeting started: 7.00 pm  
Meeting ended: 8.33 pm


Chairman .....

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Minutes are subject to confirmation at the next meeting as a correct record of the proceedings and any amendments arising will be recorded in the minutes of that subsequent meeting.

# Agenda Item 4

 <p><b>h&amp;f</b> the low tax borough</p>	<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE 12 MARCH 2014</b></p>
<b>MANAGER'S REPORT</b>	
<b>Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS</b>	
<b>Open Report</b>	
<b>Classification:</b> For Decision and for noting. <b>Key Decision:</b> No	
<b>Wards Affected:</b> College Park and Old Oak	
<b>Accountable Executive Director:</b> Lyn Carpenter, Executive Director for ELRS	
<b>Report Authors:</b> Mark Jones, Director for Finance and Resources David Page, Director for Safer Neighbourhoods	<b>Contact Details:</b> Tel: 020 8753 6700 E-mail: mark.jones@lbhf.gov.uk

## 1. EXECUTIVE SUMMARY

- 1.1. This report details the management activity undertaken on behalf of the Charitable Trust. This includes revenue raising activity, grounds maintenance and the annual budget.

## 2. RECOMMENDATIONS

- 2.1. That the Committee agree:
- i) that charging for parking at weekends be addressed as part of the future consultation on parking in the area;
  - ii) that the Grounds Management Plan be approved;
  - iii) that the proposed budget for 2014/15 be approved;
  - iv) whether the pre-audit approval of the 2013/14 Annual Accounts be undertaken by the Committee or delegated to the Director for Finance
- 2.2. That the Committee note all other activity detailed in the report.



### **3. Transport for London and the Potential Impact of HS2**

- 3.1. Officers have written to and met with TfL and HS2 regarding their future designs for the use of the Scrubs. At this time no proposal that has been put forward can be supported by the council or recommended to the Trust.

Committee to note.

### **4. Scheme of Delegation**

- 4.1. At the full Council on 29<sup>th</sup> January 2014 revised delegation arrangements for The Wormwood Scrubs Charitable Trust Committee were agreed. The approved arrangements are set out in Annexe A.

Committee to Note.

### **5. Open Air Events**

- 5.1. Officers have been in consultation with three event organisers. The first is for a music festival in early September. The negotiations are at a very early stage. The Good Times brand and Norman Jay have well documented history of inclusive music styles for discerning music lovers. Some of the music styles will be Soul, Funk, House, Hip Hop, R&B, Reggae, Latin, Jazz, Drum and Bass, dubstep, Disco, Electronica etc.... The event will encourage west Londoners (artists, business, and local community) to get involved with the event; Norman Jay wants to encourage participation leading up to, during and after. Norman would like to involve a few charities of which he has worked with namely Kids Company, UNICEF, and Sickle Cell Society, at this stage their involvement has not been confirmed but Norman will be partnering with a local, national and international charity if possible. This will NOT be an Urban Music event.

The event will feature:

- Main open air arena with the Good Times double decker bus featuring Norman Jay and Guest djs (mainly London based) 2000/2500capacity
- 2nd arena – closed tented structure for 500 / 800 capacity
- 3rd arena – closed tented structure for 350/500 cap VIP ticketed
- There will be a funfair for children as well as workshops to encourage learning and experience (all the senses)
- Ideas at this stage is to have a market selling vintage clothes, records, art, antiques, farmers market etc..
- Local artist installations
- Local food stalls / street food

The event will be open to families, children under 12 will enter free with only funfair rides being charged for (workshops and other activities will be free). There will be free tickets and job opportunities for the local residents

- 5.2. The 'Race for Life' event will take place again during July 2014.

- 5.3. The owners of Santus Circus were also spoken to by officers. The organiser withdrew from the negotiations saying the site was not suitable for their customer base.

The Committee to note

## **6. Renting Lorry Parking Spaces**

- 6.1. Earls Court Olympia are in negotiations to use the Red Gra area for overnight crew accommodation during the annual Horse Show at Olympia. The horses' grooms will stay there during the show arriving at 23.00 and leaving by 07.00. Strict guidelines will be issued regarding minimising noise and disturbance to local residents. Historically the grooms have stayed in Seagrave Road car park but due to redevelopment that is not now available. They may use LCS shower facilities during this period. A significant charge will be applied for both the parking and facilities. A charge of approximately £1,350 a day is being negotiated for the Red Gra and more if the LCS facilities are used.

Fulham Palace Country Fair event needs a vehicle parking for three days during September 2014. The Officers are in talks with the Organisers. The proposed daily fee is £1,350.00.

Committee to Note.

## **7. Review Licence for the Car Park with the Hospital**

- 7.1. The valuation for the car park has only just been received. An appointment to see the Head of Estates has been made for Friday 7<sup>th</sup> March.

Committee to Note.

## **8. Introduction of Parking Charges at Weekends**

- 8.1. The possibility of charging for parking at weekends has been raised previously with the Committee.
- 8.2. There are two options; charge now or wait for future public consultation. Currently the parking restrictions in the area are from 09.00 to 17.00 Monday to Friday. Officers have spoken to colleagues in Parking, their advice is not to charge in the car park at weekends as that may lead to displacement to roads that are already busy adding to the stress on parking spaces available to residents and overall congestion.
- 8.3. In the next 2 years there is likely to be a full consultation on the validity of current parking arrangements. If we were to impose a charge we would have to pay for upgraded meters. The financing of any enforcement is likely to be recovered by

the receipts for FPN's issued. It is recommended that charging in the car park at weekends is delayed and linked into future consultation.

The Committee is asked to approve that:

*Charging for parking at weekends is addressed as part of the future consultation on parking in the area.*

## 9. Community Safety Update

Month	Incidents	Crimes	Patrols
October 2013	7	1	84
November 2013	4	0	65
December 2013	5	1	68 + Traveller presence
January 2014	4	0	57

- 9.1. The table above shows the number of crimes that have been committed during the last 4 months. The crime in October was the pursuit of a stolen pedal cycle. The crime recorded in December was damage to a Parks Police vehicle by the travellers. This is a lower level of reported crime than the previous year. Incidents included; ASB, recovered stolen vehicles etc.

Committee to Note.

## 10. Grounds Maintenance

- 10.1. Officers are holding a discussion with the contractor to examine whether there is scope to alter the specification to reduce the costs to the Trust on Friday 28<sup>th</sup> February.
- 10.2. Work is ongoing to improve biodiversity, with fruit trees and native perennials planted this year. Groundwork and HCGA have done some work in the grasslands and woods near the redgra area. The contractor has done some bramble clearing in the north. Tree contractors have assisted with the creation of loggeries and basking areas in grassland.
- 10.3. At present two schools run their own 'Forest Schools' on the site and are not charged. It is believed there is potential to make significant improvements and officers from the RBKC Ecology Service are following up with the Urban Studies Centre to see if they could usefully combine resources to deliver a more comprehensive programme.
- 10.4. Additional benches and bins are being installed in this financial year by the Parks team.

- 10.5. An interim improvement plan has been drawn up by the Parks Officer responsible for the area. It is hoped that a fuller Green Flag template Management Plan can be drawn up in 2014/15. See Annexe D.
- 10.6. Three studies into Fungi, Invertebrates and Reptiles have been commissioned and completed with the assistance of Groundwork. Electronic copies have been sent to the Friends.

The Committee is asked to approve the:

*Grounds Management Plan at Annexe D.*

## **11. Proposal for a BMX Facility**

- 11.1. LBHF have been approached by Access Sport/Sport England regarding a London Mayor's Legacy project to develop a BMX track and riders club to be located in an area in or close to Wormwood Scrubs.
- 11.2. Wormwood Scrubs is the venue with most scope for a development of a BMX track due to its size. Re-landscaping an existing recreation/play area will be most sensible as the purpose of the land would not need to change, and it could increase the desirability to young people. The building of a track at this location could increase the green space of Wormwood Scrubs as an area of hard court/tarmac would be reduced with a permeable surface installed.
- 11.3. Funding, circa £50k, has been committed by Sport England to Access Sport to fund the capital build of the track if a secure tenure is secured and the project takes place as soon as practicable (May 2014). Two track builders have been asked to give informal quotes for designing a track and neither exceeded £50k.
- 11.4. Prior to proceeding consultation will take place with the Wormwood Scrubs Trust, TRA at Woodman Mews and Friends of Wormwood Scrubs, Burlington Danes Academy as well as an open consultation.
- 11.5. The club will be developed as a social enterprise which has as an aim to generate income to make the club and track self sustaining (by contributing costs to the track upkeep).
- 11.6. Sport England funding is confirmed but requires building completion for May 2014 to allow for a summer activity project to take place with young people in the northern wards of Hammersmith and Fulham and Kensington and Chelsea. If this timescale is not met then the funding may be withdrawn.

Committee to Note.

## 12. Discussion with Corporation of London About Funding of Open Spaces in London

The Corporation of London own Hampstead Heath therefore their relationship is that of an owner and not relevant to WSCT.

Committee to Note.

## 13. 2013/14 Financial Forecast

13.1. The financial performance of Wormwood Scrubs Charitable Trust (“the Trust”) for 2012/13 and the forecast for 2013/14 as at the end of December 2013 is summarised below and detailed in Annexe B. Financial transactions for the financial year until period 9 are disclosed in Annexe C.

Activity	Outturn 2012/13	YTD 2013/14	Forecast 2013/14	Movement between years	Previously Reported	
					Last Reported (November)	Movement
Pay and Display Parking Meters	313,378	180,874	305,234	-3%	305,344	(110)
Hammersmith Hospital Car Park Licence	226,000	169,500	226,000	0%	226,000	0
Other income from activities for generating funds	6,823	1,957	6,717	-2%	6,717	0
<b>Total Incoming Resources from Generated Funds</b>	<b>546,201</b>	<b>352,331</b>	<b>537,951</b>	<b>-2%</b>	<b>538,061</b>	<b>(110)</b>
Grounds Maintenance	667,200	667,743	667,743	0%	667,743	0
Contribution to Linford Christie Stadium	31,812	0	31,517	-1%	31,517	0
Other Expenditure	18,841	300	18,841	0%	18,841	0
<b>Total Resources Expended</b>	<b>717,854</b>	<b>668,043</b>	<b>718,101</b>	<b>0%</b>	<b>718,101</b>	<b>0</b>
<b>Net Incoming Resources</b>	<b>(171,652)</b>	<b>(315,712)</b>	<b>(180,150)</b>	<b>5%</b>	<b>(180,040)</b>	<b>(110)</b>

13.2. In 2012/13 expenditure exceeded income, resulting in a drawdown from the Trust’s cash balances of £171,652.

13.3. The opening cash balance for 2013/14 is £411,403 and the forecast at the end of October anticipates a drawdown of £180,150 (44% of the current cash balance). This would give a cash balance of £231,253 to carry forward to 2014/15.

13.4. There has been a general reduction in parking activity in the borough in recent months. Parking income is always difficult to forecast due to the numerous factors which affect the demand for parking spaces. Pay and display income has been volatile in recent years and has varied between £402,414 in 2008/09 and £313,378 in 2012/13. Given that pay and display income is the anchor income for the Trust, this will be closely monitored and reported.

13.5. The Trust contributes to the Linford Christie athletic stadium and other sports facilities located on the Trust grounds, in furtherance of the objectives of the Trust to support recreation. Whilst the Charity contributes to the running costs of the stadium and other facilities, the Council does not seek to generate a profit from this arrangement and only draws down from the Trust any year end budget variance on the Linford Christie and other facilities account. For 2013/14 a commitment has been made to the committee that everything will be done to ensure the contribution will not exceed £32,000 (the contribution reported to the last committee). The income from the rental of sports pitches has been affected

by the weather as some pitches have been so waterlogged as to become unusable, which may make it hard to limit the contribution to £32k. This may require some expenditure on non-essential stadium items to be scaled back this year.

Committee to Note.

**14. 2014/15 Budget**

The Committee should approve a budget for the Trust for 2014/15. At Annexe E there are budget estimates proposed for 2014/15. We know we face the challenge of improving the financial performance of the Trust, and for 2014/15 we think we can make some important progress towards that.

The budget proposal is that the Trust plans for income of £620k and for expenditure of £744k, giving rise to a budgeted loss of £124k in 2014/15. This is less than the loss of £180k projected for 2013/14. This improvement is anticipated to come from £50k from a family music event (although this is not yet certain), and £32k from use of the vehicle parking area of the Scrubs. It is assumed that we could sustain that income every year.

We have assumed that pay and display parking receipts stay at the same levels as in 2013/14 and that grounds maintenance costs go up by 0.76% for inflation.

We have assumed that the contribution to the Linford Christie Stadium remains at no more than £32k, but that may limit necessary maintenance work so we will have to monitor that closely in 2014/15.

On these assumptions the cash balances of the Trust will reduce to £108k by the end of 2014/15 but will be exhausted towards the end of 2015/16. This is the key financial challenge that we have to address.

No assumptions have been made in the budget about an increase in the charge for the hospital car park, so if negotiations with them were successful then that would further improve the Trust's income.

The Committee is asked to approve:

*The proposed budget for 2014/15 as set out in Annexe E.*

**15. 2013/14 Annual report**

The financial and statutory aspects of the Annual Report will be produced using well-established processes. Last year for the first time we included much more material about the activities and achievements of the Trust, and we will do the same again this year. Does the Committee have any suggestions about other content it would like to see?

The Annual Report and Accounts will need to be supplied to the auditors by the end of June 2014. There are two options for signing them off.

The Committee is asked to approve that:

*Either:*

a) *2013/14 Annual Accounts go to the WSCT Committee pre-audit so they can discuss and approve them, in which case the Committee will need to meet in June.*

*or*

b) *The Committee delegates the draft sign off of the Annual report and Accounts to the Director for Finance, who will do so in consultation with the Chairman, and will bring the final version to the Committee at the end of the Audit.*

## **16. Legal Comments**

These are all contained within the body of the report

Completed by David Walker, Principal Solicitor, email [david.walker@lbhf.gov.uk](mailto:david.walker@lbhf.gov.uk), 020 7361 2211.

## **17. Finance Comments**

These are all contained within the body of the report.

Completed by Mark Jones, Director for Finance TTS and ELRS, email [mark.jones@lbhf.gov.uk](mailto:mark.jones@lbhf.gov.uk), extension number 6700.

<p><b>Wormwood Scrubs Charitable Trust Committee</b>  Council has determined that the Wormwood Scrubs Charitable Trust Committee shall be constituted and shall have delegated authority for the discharge of the Council's functions as set out below.</p>	
<p><b>Appointed by:</b>  The Council</p>	<p><b>Quorum:</b>  Two</p>
<p><b>Membership and Political Proportionality:</b></p> <ol style="list-style-type: none"> <li>1. 3 Councillors: 2/1</li> <li>2. The Committee may co-opt non-voting independent members as appropriate.</li> <li>3. The Bi-Borough Director of Finance and Resources (Transport and Technical Services and Environment, Leisure and Residents Services) will attend the Committee as an advisor.</li> </ol>	
<p><b>Decision Making Powers:</b></p> <ol style="list-style-type: none"> <li>1.1 To discharge the Council's role as Corporate Trustee for the Wormwood Scrubs Charitable Trust, in line with Charities Commission guidance.</li> <li>1.2 To agree the Trust's annual budget and business plan.</li> <li>1.3 To make any decision regarding income or expenditure on behalf of the Trust.</li> <li>1.4 Should a decision be required in the period between Committee meetings, the Director of Safer Neighbourhoods is authorised to make any decision with a financial consequence of up to £20,000.</li> <li>1.5 As an appointed Agent of the Trust, the Chairman of the Committee is authorised to make any decision with a financial consequence of between £20,000 and £100,000.</li> <li>1.6 Decisions with a financial impact in excess of £100,000 can only be taken by the Committee.</li> <li>1.7 All decisions taken outside of Committee meetings will be circulated to all Committee members and reported to the next meeting of the Committee with details included in a report.</li> <li>1.8 To agree the Trust's annual accounts.</li> <li>1.9 To receive and respond to the audit findings relating to the annual accounts.</li> <li>1.10 To receive reports on the effective day to day management and financial performance of the Trust.</li> <li>1.11 To allow interested parties to give their view on the performance and direction of the Trust.</li> </ol>	



## ANNEXE B

<b>As at Period 9</b>			
<b>Wormwood Scrubs Charitable Trust</b>			
<b>Statement of Financial Activities for Year ended 31 March 2014</b>			
Income and Expenditure	2013/14 YTD	2013/14 PROJECTIO N	2012/13
		£	£
<b>Incoming Resources from Generated Funds</b>			
Pay and Display Parking Meters	180,874	305,234	313,378
Hammersmith Hospital Car Park Licence	169,500	226,000	226,000
Other income from activities for generating funds	1,957	4,703	4,703
Interest Receivable	0	2,014	2,120
<b>Total Incoming Resources from Generated Funds</b>	<b>352,331</b>	<b>537,951</b>	<b>546,201</b>
<b>Resources Expended</b>			
Costs of generating Parking Income	0	0	0
Contribution to Linford Christie Stadium	0	31,517	31,812
Non Routine Maintenance of Wormwood Scrubs	0	900	900
Routine Grounds Maintenance of Wormwood Scrubs	667,743	667,743	667,200
Charitable activities	0	0	0
Audit Fees	300	12,000	12,000
Legal Fees	0	22	22
Administration (Finance & Governance)	0	5,919	5,919
Governance costs	300	17,941	17,941
Other resources expended	0	0	0
<b>Total Resources Expended</b>	<b>668,043</b>	<b>718,101</b>	<b>717,854</b>
<b>Net Outgoing Resources</b>	<b>(315,712)</b>	<b>(180,150)</b>	<b>(171,652)</b>
<b>Reconciliation of Funds</b>			
Total funds brought forward		5,399,404	5,571,056
<b>Total funds carried forward</b>		<b>5,219,254</b>	<b>5,399,404</b>
WSCT Cash balance at end of 2012/13		411,403	
Anticipated 2012/13 drawdown		<b>(180,150)</b>	
<b>Cash balance to be carried forward to 2014/15</b>		<b>231,253</b>	

## ANNEXE C

<b>WSCT Financial Transactions 2013/14 as at Period 9</b>			
<b>Activity</b>	<b>Period</b>	<b>Transaction Description</b>	<b>Financial Value</b>
Pay and Display Parking Meters	4	WWS Parking Income - April 2013	(25,818)
Pay and Display Parking Meters	4	WWS Parking Income - May 2013	(29,531)
Pay and Display Parking Meters	4	WWS Parking Income - June 2013	(26,431)
Pay and Display Parking Meters	7	WWS Parking Income - July 2013	(24,344)
Pay and Display Parking Meters	7	WWS Parking Income - August 2013	(26,278)
Pay and Display Parking Meters	7	WWS Parking Income - September 2013	(24,306)
Pay and Display Parking Meters	8	WWS Parking Income - October 2013	(24,168)
Hammersmith Hospital Car Park Licence	3	Hammersmith Hospital Car Park Licence	(56,500)
Hammersmith Hospital Car Park Licence	6	Hammersmith Hospital Car Park Licence	(56,500)
Hammersmith Hospital Car Park Licence	9	Hammersmith Hospital Car Park Licence	(56,500)
Other income from activities for generating funds	3	Rent from Wormwood Scrubs Pony Centre	(84)
Other income from activities for generating funds	4	Filiming income	(150)
Other income from activities for generating funds	4	Filiming income	(400)
Other income from activities for generating funds	4	Filiming income	(150)
Other income from activities for generating funds	4	Filiming income	(750)
Other income from activities for generating funds	6	Rent from Wormwood Scrubs Pony Centre	(84)
Other income from activities for generating funds	7	Filiming income	(150)
Other income from activities for generating funds	9	Rent from Wormwood Scrubs Pony Centre	(84)
Other income from activities for generating funds	9	Rent from Thames Valley Harriers	(106)
<b>Year to date income</b>			<b>(352,331)</b>
Grounds Maintenance	5	Wormwood Scrubs Grounds Maintenance 13/14	667,743
Other Expenditure	1	2012/13 WSCT Audit Fee Accrual	(12,000)
Other Expenditure	6	2012/13 WSCT Audit Fee Payment	12,300
<b>Year to date expenditure</b>			<b>668,043</b>
<b>Net year to date incoming resources</b>			<b>315,712</b>

## WORMWOOD SCRUBS

### INTERIM IMPROVEMENT AND MANAGEMENT PLAN FOR WORMWOOD SCRUBS TRUST

#### 1. Introduction

At present there is currently no formal Site Management Plan in place for Wormwood Scrubs. This document sets out the work that the service intends to undertake, above and beyond that covered within general site management undertaken by Quadron Services Limited (QSL), during 2014/15.

#### 2. Review of work undertaken during 2013/14

##### 2.1. Works already completed:

- Replaced 3 benches and 3 bins around the central copse
- Placed 2 bins along pedestrian Scrubs Lane 'entrance'
- Bramble reduced and areas scalloped on north-western boundary
- Additional information signage about Meadow Pipits and other wildlife procured and placed along long grass area in western area of site

##### 2.2. Works to be completed in March/early April

- Placed 2 benches and 2 bins near hospital car park
- Placed 2 benches and 2 bins north of Linford Christie Stadium

*\* All benches and bins are either recycled or refurbished from other borough sites*

#### 3. Aspirations for 2014/15

The following section sets out the services aspirations for physical site management during 2014/15 via a range of proposals and/or actions. Comments are welcome on these.

##### 3.1. Site plan

See appendix 1. For the ease of reference the site has been split into 11 areas with the first number in the table below referring to the relevant area e.g. area = 1.1, 1.2, etc.

##### 3.2. Proposed works and actions

Area	Proposed works and actions	Who	When	Additional cost
1.1	Areas for long grass management and mowing around benches to be defined	SC/ QSL	April/ May	No

1.2	Whip planting to be considered	SC	October/ November	Yes
1.3	Funding pending and site meeting required to discuss potential wildflower and tree improvements	SC	Summer	Yes
2.1	Areas for long grass management and mowing around benches to be defined	SC/ QSL	April/ May	No
2.2	Trees require selective removal to allow for others to mature. Bramble to be reduced slightly where trees are removed	SC/ QSL/ ATS	Autumn	Yes
2.3	Some trees may need to be selected for removal to improve the herb layer and allow for other trees to mature.	SC/ ATS	Autumn	Yes
2.4	Black Poplars are to be selected to mature. When they flower each tree will be identified for which sex it is with a view to taking cuttings of the males and removing some depending on mix and numbers of the sexes	SC	March/ April	No
3.1	Areas for long grass management and mowing around benches to be defined	SC/ QSL	April/ May	No
3.2	Selective felling of some canopy may be required to allow for an herb layer to develop and to allow for other trees to develop further. Selected felled timber to be left on site as habitat pile	SC/ ATS	Autumn	Yes
5.1	Bramble area has been reduced in 2013 by QSL. Definition of scalloped areas to be continued.	SC/ QSL	Spring	No
5.2	Fruit tree planting and some whip planting could be considered; funding and consultation pending	SC/ QSL	Autumn	Yes
6.1	The footpath will need to have vegetation cut back to allow access	SC/ QSL	Spring	No
6.2	Some additional logs could be added where clearings could be made near to the paths to continue to allow the common lizards to hibernate and bask	SC/ QSL	Spring	No
6.3	Cutting back up to 20% of the bramble each year to be considered. This will be explored with QSL and volunteers	SC/ QSL/ Volunteers	Summer	No
6.4	Hedge laying is to be considered in this area for replacement of the ranch fencing	SC/ Gwk/ FoWS	Autumn/ Winter	Yes
6.5	The mowing regime around the southern boundary of Chat's Paddock will be reviewed with a view to maintaining the migratory roots for the lizards, and consider pruning back scrub where required	SC/ QSL	Spring	No
7.1	The areas of encroaching bramble onto the long grass areas will be reviewed with a view to reduction where required to maintain the herb layer	SC/ QSL	Spring	No
7.2	Areas for long grass management and mowing around benches to be defined	SC/ QSL	Spring	No
7.3	Some trees may need to be selected for removal to improve the herb layer and allow for other trees to mature. Selected felled timber to be left on site as habitat pile	SC/ ATS	Autumn	Yes

8.1	The areas of encroaching bramble onto the long grass areas will be reviewed with a view to reduction where required to maintain the herb layer	SC/ QSL	Spring	No
8.2	Areas for long grass management and mowing around benches to be defined	SC/ QSL	Spring	No
8.3	Some trees may need to be selected for removal to improve the herb layer and allow for other trees to mature. Selected felled timber to be left on site as habitat pile	SC/ ATS	Autumn	Yes
9.1	The areas of encroaching bramble onto the long grass areas will be reviewed with a view to reduction where required to maintain the herb layer	SC/QSL	Spring	No
9.2	Areas for long grass management and mowing around benches to be defined	SC/ QSL	Spring	No
9.3	Some trees may need to be selected for removal to improve the herb layer and allow for other trees to mature.	SC/ ATS	Autumn	Yes
9.4	Black Poplars are to be selected to mature. When they flower each tree will be identified for which sex it is with a view to taking cuttings of the males and removing some depending on mix and numbers of the sexes	SC	March/ April	No
10.1	The areas of encroaching bramble onto the long grass areas will be reviewed with a view to reduction where required to maintain the herb layer	SC/ QSL	Spring	No
10.2	Some trees may require selective removal where overcrowded to allow others to mature	SC/ ATS	Autumn	Yes
11.1	The establishing hedge may require a light prune to the top to encourage side growth	SC/ QSL	Summer	No
11.2	The long grass area may require about 20% bramble reduction in areas to control reversion to scrub and diversify the bramble ages whilst maintaining a quantity in flower and fruit each year	SC/ QSL	Summer	No

SC           Stefan Czeladzinski  
QSL         Quadron Services Limited  
ATS         Advanced Tree Services  
Gwk         Groundwork London  
FoWS       Friends of Wormwood Scrubs

*Nb. All proposed works are subject to the appropriate pre-work surveys being undertaken to ensure wildlife habitats are not disturbed. In circumstances where work isn't able to take place it will be re-programmed for an appropriate time.*

### **3.3. Funding**

All projects requiring additional funding are subject to an appropriate funding stream being identified and the relevant approvals being sought/ given.

It may be during 2014/15 additional projects/works can be delivered depending on funding streams being identified, again these will be subject to the relevant approvals being sought/ given.

## **4. April 2015 onwards**

### **4.1. Production of longer-term Site Management Plan**

It is the Council's intention during 2014 to produce a Site Management Plan that covers a 10 year period using the Green Flag Award format already adopted for other sites.

Officers see the production of this Site Management Plan as a vital document provide protection to the site, set out long-term aspirations and a tool to attract additional funding – once agreed, searches will be made for funding opportunities from S106 pots and external sources.

### **4.2. Consultation of draft Site Management Plan**

It is intended that once drafted the Site Management Plan will be circulated to the following groups for comments/consultation:

- Wormwood Scrubs Trust
- Friends of Wormwood Scrubs
- Local Ward Members
- All known user groups
- Internally within the Council (including the Planners)
- Via the Council's website

### **4.3. Sign-off of draft Site Management Plan**

Officers envisage the Site Management Plan being signed off by the Wormwood Scrubs Trust by March 2015 at the latest with a view to its implementation commencing in April 2015.

## **5. Further information**

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Ian Ross  
Bi-Borough Parks Manager  
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# Appendix 1



## Proposed Budget 2014/15

## Income and Expenditure

Activity	Outturn 2012/13	Forecast 2013/14	Proposed Budget 2014/15	Forecast 2015/16	Forecast 2016/17
Pay and Display Parking Meters	313,378	305,234	305,234	305,234	305,234
Hammersmith Hospital Car Park Licence	226,000	226,000	226,000	226,000	226,000
Other income from activities for generating funds	6,823	6,717	88,767	90,767	92,767
<b>Total Incoming Resources from Generated Funds</b>	<b>546,201</b>	<b>537,951</b>	<b>620,001</b>	<b>622,001</b>	<b>624,001</b>
Grounds Maintenance	667,200	667,743	672,818	677,931	683,083
Contribution to Linford Christie Stadium	31,812	31,517	31,517	31,517	31,517
Other Expenditure	18,841	18,841	39,241	39,641	40,041
<b>Total Resources Expended</b>	<b>717,854</b>	<b>718,101</b>	<b>743,576</b>	<b>749,089</b>	<b>754,641</b>
<b>Net Incoming Resources</b>	<b>(171,652)</b>	<b>(180,150)</b>	<b>(123,575)</b>	<b>(127,088)</b>	<b>(130,641)</b>

## Forecast Changes

Activity	Adjustments	Proposed Budget 2014/15	Forecast 2015/16	Forecast 2016/17	Notes
Pay and Display Parking Meters	Brought forward	305,234	305,234	305,234	
	Carried forward	305,234	305,234	305,234	
Hammersmith Hospital Car Park Licence	Brought forward	226,000	226,000	226,000	
	Review of licence	TBC	TBC	TBC	
	Carried forward	226,000	226,000	226,000	
Other income from activities for generating funds	Brought forward	6,717	88,767	90,767	
	Open air family music event	50,000			1
	Earls Court usage (£1.35k per event)	14,850			
	Race For Life	2,200			
	Olympia Horse Show	12,000			
	Local School Fair	1,000			
	Incremental increases to charges to Met Police	2,000	2,000	2,000	
	Carried forward	88,767	90,767	92,767	
Grounds Maintenance	Brought forward	667,743	672,818	677,931	
	Inflation on contract	5,075	5,113	5,152	2
	Carried forward	672,818	677,931	683,083	
Contribution to Linford Christie Stadium	Brought forward	31,517	31,517	31,517	3
	Carried forward	31,517	31,517	31,517	
Other Expenditure	Brought forward	18,841	39,241	39,641	
	Costs of Council work to increase income	20,000			4
	Inflation on Audit fee	400	400	400	
	Carried forward	39,241	39,641	40,041	

## Balance Sheet at end of Year

	Outturn 2012/13	Forecast 2013/14	Proposed Budget 2014/15	Forecast 2015/16	Forecast 2016/17
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Cash at bank	411,403	231,253	107,678	(19,410)	(150,051)
Creditors	(12,000)	(12,000)	(12,000)	(12,000)	(12,000)
<b>Net Assets</b>	<b>5,399,404</b>	<b>5,219,254</b>	<b>5,095,679</b>	<b>4,968,591</b>	<b>4,837,950</b>
<b>Unrestricted Income Funds</b>	<b>5,399,404</b>	<b>5,219,254</b>	<b>5,095,679</b>	<b>4,968,591</b>	<b>4,837,950</b>
<b>Total Charity Funds</b>	<b>5,399,404</b>	<b>5,219,254</b>	<b>5,095,679</b>	<b>4,968,591</b>	<b>4,837,950</b>

## Notes

1. Not confirmed or certain for 2014/15.
2. 0.76% assumed
3. Every effort is being made to reduce this to a minimum, or at least no more than the £32k assumed in 2013/14. The stadium has some pressures on maintenance as there are areas in need of updating and equipment to be purchased which cannot be funded by capital or S106 funds. It may not prove possible to contain them within the £32k.
4. Not agreed with the Council and exact figure will depend on income received by WSCT, and on cost of work done by Council officers.