

Wormwood Scrubs Charitable Trust Committee

Agenda

Tuesday 1 July 2014

7.00 pm

COMMITTEE ROOM 1 - HAMMERSMITH TOWN HALL

MEMBERSHIP

Administration:	Opposition	Co-optees
Councillor Elaine Chumney Councillor Wesley Harcourt	Councillor Joe Carlebach	

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Date Issued: 23 June 2014

Wormwood Scrubs Charitable Trust Committee Agenda

1 July 2014

<u>Item</u>	<u>Pages</u>
1. MINUTES OF THE LAST MEETING To approve as an accurate record, and the Chairman to sign, the minutes of the meeting held on 12 th March 2014	1 - 4
2. APOLOGIES FOR ABSENCE	
3. DECLARATIONS OF INTEREST 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.	
4. APPOINTMENT OF CHAIR AND VICE CHAIR The Committee is asked to appoint a Chair and Vice Chair for the 2014/15 municipal year	
5. MANAGER'S REPORT To receive a report from the Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS updating the Committee on the management work undertaken since the previous meeting	5 - 14
6. DATES OF FUTURE MEETINGS The following meeting dates are proposed: <ul style="list-style-type: none">• Wednesday 17th September 2014• Tuesday 9th December 2014• Wednesday 4th March 2015	



London Borough of Hammersmith & Fulham

**Wormwood Scrubs
Charitable Trust
Committee
Minutes**

Wednesday 12 March 2014

PRESENT

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

Officers: Craig Bowdery (Principal Committee Coordinator), Tom Cardis (Policy & Projects Officer), Mark Jones (Director for Finance & Resources), David Page (Director for Safer Neighbourhoods), Ian Ross (Bi-Borough Parks Manager) and Mike Rumble (Parks Inspector).

14. MINUTES OF THE LAST MEETING

RESOLVED –

That the minutes of the meeting held on 11th December 2013 be approved as a correct record and that they be signed by the Chairman.

With regards to matters arising from the minutes, members asked whether the proposal to rent lorry spaces to Olympia on the Red Gra would include consultation with the residents of Wood Mews. Officers confirmed that consultation with residents would take place. It was also asked whether there was any update on the suggestion to use the often-empty prison car park. Officers reported that they had raised the issue with the prison, but the prison was not receptive to the idea.

15. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Brown.

16. DECLARATIONS OF INTEREST

There were no declarations of interest.

17. MANAGER'S REPORT

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.

The Committee received a report from the Director for Finance & Resources and the Director for Safer Neighbourhoods updating members on recent management activity on the Scrubs.

The Chairman expressed his disappointment that to date Transport for London (TfL) and HS2 Ltd had failed to respond to the points raised by the Trust. He explained that he had met with HS2 and had raised his concerns, particularly in relation to the proposed wetlands creation. HS2 had recognised his concerns and promised a full response in time for this meeting, but this had not been received. It was agreed that the Chairman would write to HS2 to express the Committee's regret and concern regarding the timeliness of communication. The Chairman also reported that he had met with TfL with the Friends of Wormwood Scrubs to discuss the proposals and was seeking a follow-up meeting but this had not yet been arranged. The Chairman explained that he did not want to attend a larger meeting with multiple organisations as he wanted the Trust's perspective to get the consideration it deserved. He had written to TfL citing his strong objections and had received a response from the Mayor of London, with TfL now committed to a meeting.

Officers reported that the possibility of involving the Greater London Authority (GLA) had been discussed, as it was broadly aligned to the position of the Council and the Trust. The GLA was concerned that the proposed viaduct would limit the development potential of the site and, like the Council, supported TfL's option C. Option C however would mean that the West London train line and HS2 interchanges would be 600m apart, which TfL had concerns about due to the negative impact on journey times. However with the wider remits of the Council and GLA, this option was viewed as being preferable. Representatives of the Friends of Wormwood Scrubs asked if the Trust had a view on the two station approach of option C. The Chairman explained that he would be reserving judgement until TfL properly consulted the Trust and presented the options fully as until then the proposals were hearsay and speculation. The Friends reported that the two station approach was very attractive to them.

The Friends also asked whether there had been any indication that HS2 would be dropping their plans to create a wetlands on the Scrubs. The Chairman explained that he had had an indication that HS2 would be dropping the proposal, but that the Friends should continue to oppose the wetlands creation until it was formally removed from the proposals. Officers explained that they would be meeting with HS2 the following week and that a further update could be provided after that meeting. It was also reported that other petition points included the plans for the closure of Old Oak Common Lane during construction and the need for a pedestrian and cycle route between East Acton and Old Oak Common stations. It was agreed that it would be useful for the Friends and the Trust to work together to produce a shared vision for the development that would protect the Scrubs while also delivering the infrastructure required.

The Friends asked for clarification on the boundaries of the opportunity area announced in a recent document published by the Mayoral Development Corporation (MDC), as the Scrubs appeared to be included. Officers explained that the Council was equally perplexed by this and that the Leader would be meeting with MDC to discuss as the Scrubs, the prison, the hospital and the stadium all

appeared to be included. Concern was expressed by the Friends that the proposed development could seek to use the Scrubs as a substitute for green space in the actual development and that any access to the Scrubs could harm wildlife. It was agreed that the Trust would respond to the consultation raising these points. Members asked that details of the proposals be circulated to committee members and local ward members, which officers agreed to do.

Action: Tom Cardis

The Committee also discussed plans for an open air music event to take place in September. It was asked where exactly the event would take place and officers undertook to clarify and circulate details. Members also commented that whilst the job opportunities created by the event were welcomed, it would be important to ensure people had sufficient time to be trained effectively to deliver a smooth event. Concerns regarding noise and traffic issues were also expressed, with the need for proper planning emphasised and acknowledged. Proposals to rent lorry parking spaces at the Red Gra were also discussed, with concerns regarding noise and the need to keep residents of Woodmans Mews informed reiterated.

Action: David Page

Officers updated the Committee on a recent meeting with the Head of Estates at the hospital regarding increased parking charges. The hospital seemed receptive to the suggestion, and acknowledged that parking charges for the hospital had not increased since 2010. It was proposed that charges increase at a rate linked to RPI, although discussions were still at an early stage.

The Committee discussed community safety on the Scrubs and noted that a new vehicle fleet was being introduced by the Parks Police. The fleet of seven vehicles was being reduced to four 4x4 vehicles and one electric, with ten bicycles also being used. The new vehicles would have a higher profile and look more like Police vehicles with blue lights. Officers explained that the Parks Police were a bi-borough service and that the parks were covered 365 days a year from 7am to 10pm in the winter and until midnight in the summer.

The Committee noted the Trust's financial position and the forecast loss of £180,000 at the year end. For 2014/15 the loss was projected as being £124,000 so the budget was improving. Officers also explained that with the management action described in the report (such as the music event and lorry parking), it was hoped that the Trust could break even by the end of 2014/15.

RESOLVED –

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) that the pre-audit approval of the 2013/14 Annual Accounts be delegated to the Director for Finance; and
- v) that all other activity detailed in the report be noted

18. DATE OF FUTURE MEETINGS

Dates of future meetings were noted as being:

- Wednesday 2nd July 2014
- Wednesday 24th September 2014
- Wednesday 10th December 2014

However at the request of the Friends, the possibility of moving the July date would be explored.


Action: Craig Bowdery

Meeting started: 7.00 pm

Meeting ended: 8.04 pm

Chairman

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	London Borough of Hammersmith & Fulham WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE 1 JULY 2014
MANAGER'S REPORT	
Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS	
Open Report	
Classification: For noting. Key Decision: No	
Wards Affected: College Park and Old Oak	
Accountable Executive Director: Lyn Carpenter, Executive Director for ELRS	
Report Authors: Mark Jones, Director for Finance and Resources David Page, Director for Safer Neighbourhoods	Contact Details: Tel: 020 8753 6700 E-mail: mark.jones@lbhf.gov.uk

1. Executive Summary and Decisions Sought

- 1.1. This report updates the Committee on the work undertaken as part of the management of the Scrubs since the previous meeting.
- 1.2. The Committee is asked to approve the following:
 - There are no items for decision in this report
 and to note all other matters in this report.

2. Transport for London and the Potential Impact of HS2

- 2.1. The HS2 Hybrid Bill was submitted to Parliament in November 2013. It includes proposals for a station at Old Oak Common to the north of Wormwood Scrubs which would connect the HS2 line to Crossrail and the Great Western Main Line. The station proposals would have a limited impact on Wormwood Scrubs. However, the HS2 proposals include works to Wormwood Scrubs to offset for lost habitats along the HS2 route between Old Oak Common and Northholt.
- 2.2. The proposed works would result in a large swathe of the Scrubs being landscaped to produce a wetland habitat. The Trust met with HS2 Ltd and raised concerns about the impact that these proposals would have on the

use of the Scrubs, which would result in a reduction in the amount of recreational space and potentially impact on access to the Scrubs, as the wetland habitat would be located close to the two car parks.

- 2.3. On 16th May, H&F Council lodged a petition against the HS2 Bill, which included an objection to the creation of this habitat. Discussions are ongoing with HS2 Ltd regarding a potential alternative arrangement for offsetting the lost habitat along the HS2 Line, that would give the Wormwood Scrubs Charitable Trust greater control over how this offsetting is provided.
- 2.4. The current HS2 proposals at Old Oak Common do not include any connection to either the North London Line or West London Line, which pass in close proximity to the planned Old Oak Common station. The Greater London Authority (GLA), TfL and H&F Council all believe that this lack of a connection is a missed opportunity, both in terms of regenerating Old Oak and also in terms of benefitting West London as a whole through the better connectivity that such a connection would provide for both the West and North London Lines.
- 2.5. TfL have been leading on investigating options for how this connection could be provided. They have assessed a number of options and have settled on three preferred options, which they plan to consult on in September 2014. These options are:
 - A) A **viaduct** running along the northern edge of the Scrubs, connecting the West London Line to the North London Line and included a station to the north of Wells House Road. This option would result in physical and visual encroachment onto the Scrubs and is not supported by either the Wormwood Scrubs Charitable Trust or H&F Council.
 - B) A **loop line using existing freight lines** running to the north with a station to the north of Wells House Road. West London Line trains would have to turn around at this station, making this option less desirable in terms of connectivity. This option would need more platforms at Wells House Road which may result in the need to use Compulsory Purchase Orders (CPOs) to acquire land. Although this option does not have a negative impact on Wormwood Scrubs, because of the suboptimal connectivity and CPO, this option is not supported by the Council or the Wormwood Scrubs Charitable Trust.
 - C) **Two stations on the existing West and North London Lines** (The North London Line station at Wells House Road and the West London Line station at Hythe Road). This option may not be as good as Option A in terms of connectivity but it would not result in the CPO of any residential properties and would not result in any negative impacts on Wormwood Scrubs. This option may also have benefits in unlocking regeneration and development to the north of the canal. The Wormwood Scrubs

Charitable Trust and H&F Council have both stated their preference for this option at meetings with TFL.

- 2.6. TfL are developing criteria against which each option will be assessed. They have committed to share these with the Trust as they are developed. Consultation on the options is due to commence in September 2014.

Committee to note.

3. Up and Coming Events

- 3.1. Officers have been in consultation with three event organisers. The first is for a music festival in early September. The negotiations have been progressed.

- 3.2. 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 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.

- 3.3. The event will feature:

- Main open air arena with the Good Times double decker bus featuring Norman Jay and Guest DJs (mainly London based)
- 2nd arena – closed tented structure
- 3rd arena – closed tented structure
- A funfair for children as well as workshops to encourage learning and experience (all the senses)
- A market selling vintage clothes, records, art, antiques, farmers market etc..
- Local artist installations
- Local food stalls/street food
- Proposed event capacity 10,000 per day
- The Event would include a community hub

- 3.4. Proposed key steps and dates:

- Event launch date is on 28 May 2014 (online)
- Premises Licence Application date is early June.

- The Council officers would engage local residents and stakeholders during the formal licensing consultation period.
- Safety Advisory Group (SAG) meeting late July or early August
- Event set up from 7 September
- Main Event 13 and 14 September
- Breakdown by 17 September

3.5. Contract and Potential Income:

- If the event goes ahead there will be a one year contract only.
- After the event the Council will review the event and make decision about future years,
- Potential net income is £50k

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

3.7. Use of Red Gra as marshalling space by Earls Court Olympia started in April 2014. It has been successful and no resident feedback received. Further bookings will be made in this financial year.

Committee to Note.

4. Sports Facilities

4.1. The **BMX** pump track at Wormwood Scrubs will be built on the underused tarmac hard court area near Woodman Mews. It will form part of a larger Olympic sports legacy regeneration programme coordinated by LBHF, Access Sport following a successful funding application to the Mayor of London's Participation Fund last October.

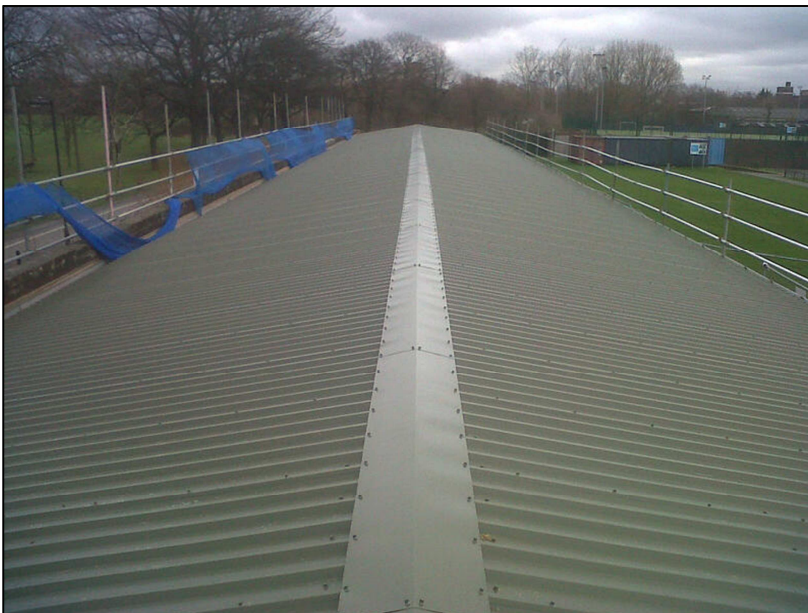
4.2. Riders – new and experienced – will be able to use helmets, gloves and bikes at the track. Young people will be trained by Access Sport to ride and also to organise events and local and national competitions at the track. Access Sport are looking for local people to help establish and develop the BMX Club and turn the project into social enterprise. Use of the track will be free of charge.

4.3. An open day was held next to the planned site by Wormwood Scrubs car park, just off Wormwood Scrubs Lane, on Saturday 24th May, 11am-5pm. The event - free and open to all ages and abilities - included BMX demonstrations, DJs and MCs, and food for everyone to enjoy. There was also be free taster sessions with Access Sport's mobile BMX team, all of whom are fully qualified British cycling coaches, on a portable BMX track.

4.4. The track is progressing to plan, on time and within budget. With an anticipated completion date of the 14th June 2014. Details of opening event to follow.



- 4.5. Works to improve the **Linford Christie Outdoor Sports Centre** mens changing room, roof and kitchen are now complete. The contractor is off site and works have resulted in an enhanced customer experience. Works to replace the roof of the covered sprint track have also been completed. The previous roof contained asbestos material and had been compromised through unauthorised access to the storage area. The new roof is more durable and the colour choice is far more in keeping with the surroundings (olive green).



Committee to Note.

5. Review Licence for the Car Park with the Hospital

- 5.1. Officers from the council met with the Head of Estates for Imperial Trust and had a very productive meeting. The senior officer in our property department has changed and another meeting is being set up to restart the process. Imperial were very receptive to our ideas.

Committee to Note.

6. Community Safety Update

Month	Incidents	Crimes	Patrols
January 2014	4	0	57
February 2014	4	0	59
March 2014	14	1	53
April 2014	8	1	78
May 2014	9	3	66

- 6.1. Parks Police dealt with 22 Incidents on Wormwood Scrubs during Quarter Four (January to March 2014). The majority involved anti-social behaviour or incidents involving vehicles or dogs. Two elderly ladies lost control of their vehicle and drove into a hedge adjacent to the hospital car park. Luckily neither were seriously injured and Parks Police were able to repatriate them to their homes and arrange for recovery of the vehicle.
- 6.2. There were a number of incidents involving illegal use of motorcycles on the scrubs and a number of youths received suitable advice and in one instance a motorcyclist was arrested by the Metropolitan Police.
- 6.3. Parks Police carried out 169 uniform patrols during the quarter, either vehicle, cycle or foot. The Barrier at Woodmans Mews continues to present technical problems and has failed on a number of occasions, probably due to the increasing numbers of heavy vehicles using the Redgra area or visiting the Linford Christie Stadium. It is hoped that we can convert the mechanism to allow remote opening via a UHF radio link, but in the longer term we will be looking at whether an alternative barrier system should be installed.

Committee to Note.

7. Grounds Maintenance update

- 7.1. The ranch fencing along Scrubs Lane and the Scrubs Lane car park has now been repaired and means the site is once again as secure as possible. Additionally the barrier from Scrubs Lane into the site is now operational again and officers are looking at ways in which vehicular access can be better managed.

7.2. Interim Improvement and Management Plan update:

- Officers have agreed with our contractor for long grass management this coming summer.
- Black Poplars have now come into flower and will be sexed with a view to removing some male trees (which will be propagated) to prevent overcrowding and promote female growth and maturity of remaining specimens.
- Bramble management continues as and when possible due to bird nesting.
- Log piles being created to promote basking and hibernacula sites for common lizards.

Committee to Note.

8. 2014/15 Financial Forecast

- 8.1. The financial performance of Wormwood Scrubs Charitable Trust (“the Trust”) for 2013/14 and the forecast for 2014/15 as at the end of May 2014 is summarised below and detailed in Annexe A. Financial transactions for the financial year until period 2 are disclosed in Annexe B.

Activity	Outturn 2013/14	2014/15 Budget	YTD 2014/15	Forecast Outturn 2014/15	Variance	Movement between years
Pay and Display Parking Meters	(309,218)	(305,234)	0	(309,218)	(3,984)	0%
Hammersmith Hospital Car Park Licence	(226,000)	(226,000)	0	(226,000)	0	0%
Grant Contribution from LBHF	(99,500)	0	0	0	0	-100%
Other income from activities for generating funds	(3,807)	(90,767)	250	(84,857)	5,910	2129%
Total Incoming Resources from Generated Funds	(638,525)	(622,001)	250	(620,075)	1,926	-3%
Grounds Maintenance	667,743	677,931	0	671,950	(5,981)	1%
Contribution to Linford Christie Stadium	31,500	31,517	0	31,500	(17)	0%
Other Expenditure	18,334	39,641	(12,700)	38,334	(1,308)	109%
Total Resources Expended	717,576	749,089	(12,700)	741,783	(7,306)	3%
Net Incoming Resources	79,052	127,088	(12,450)	121,708	(5,380)	54%

- 8.2. In 2013/14 expenditure exceeded income, resulting in a drawdown from the Trust’s cash balances of £79,051. The income included a one-off grant contribution from LBHF of £99,500. Without this the drawdown from cash balances would have been £178,551 in 2013/14.
- 8.3. The opening cash balance for 2014/15 is £333,051 and the forecast at the end of June anticipates a drawdown of £121,708 (36% of the current cash balance). This would give a cash balance of £211,343 to carry forward to 2015/16.
- 8.4. The financial performance in 2014/15 is forecast to be slightly better than budgeted with a £5,380 positive variance at the end of period 2.

- 8.5. The forecast in 2014/15 includes growth on income of £81,000. This includes new income initiatives such as use of the parking area which is intended to generate £32,000 and a family music event which is expected to generate £50,000. The family music event is subject to some risk as the application to the licensing group is currently pending.
- 8.6. Inflation on the Quadron contract for grounds maintenance is 0.63% in 2014/15.
- 8.7. Other expenditure is forecast to increase by 109% in 2014/15. This is because of £20,000 in costs to generate the additional £81,000 of income.

Committee to Note.

9. Legal Comments

These are all contained within the body of the report

Completed by David Walker, Principal Solicitor, email david.walker@lbhf.gov.uk, 020 7361 2211.

10. 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, extension number 6700.

ANNEXE A

As at Period 2			
Wormwood Scrubs Charitable Trust			
Statement of Financial Activities for Year ended 31 March 2015			
Income and Expenditure	2014/15 Forecast	2013/14	Notes
	£	£	
Incoming Resources			
Incoming Resources from Charitable Activities:			
Pay and Display Parking Meters	309,218	309,218	
Hammersmith Hospital Car Park Licence	226,000	226,000	
Grant Contribution from LBHF	0	99,500	
Incoming Resources from Generated Funds:			
Income from Activities for Generating Funds	83,541	2,491	
<i>Open air family music event</i>	50,000		Application to licensing group has been made post-election
<i>Earts Court usage (£1.35k per event)</i>	14,850		6 bookings in the diary so far
<i>Race For Life</i>	2,200		
<i>Olympia Horse Show</i>	12,000		
<i>Incremental increases to charges to Met Police</i>	2,000		
<i>Miscellaneous</i>	2,491		Includes filming income
Interest Receivable	1,316	1,316	
Total Incoming Resources	620,075	638,525	
Resources Expended			
Charitable activities:			
Costs of generating Parking Income	400	400	
Contribution to Linford Christie Stadium	31,500	31,500	
Non Routine Maintenance of Wormwood Scrubs	0	0	
Routine Grounds Maintenance of Wormwood Scrubs	671,950	667,743	0.63% inflation in 2014/15
Governance costs	17,934	17,934	
Other resources expended	20,000	0	Costs of generating income in 2014/15
Total Resources Expended	741,783	717,576	
Net Outgoing Resources	(121,708)	(79,051)	
Reconciliation of Funds			
Total funds brought forward	5,320,353	5,399,404	
Total funds carried forward	5,198,644	5,320,353	

ANNEXE B

WSCT Financial Transactions 2014/15			
Activity	Period	Description	Financial Value
Costs of generating Parking Income	1	Electricity Accrual 2013/14	(400)
Audit Fees	1	Audit Fee Accrual 2013/14	(12,300)
Total Income			(12,700)
Income from Activities for Generating Funds	2	LOCATION FEE-WORMWOOD SCRUBS	(100)
Income from Activities for Generating Funds	2	HIRE OF WORMWOOD SCRUBS UNIT BASE	(150)
Total Expenditure			(250)
Net Incoming Resources			(12,950)