

Wormwood Scrubs Charitable Trust Committee

Agenda

Thursday 24 September 2015
7.00 pm
Board Room
Old Oak Housing Association
43-45 Erconwold Street

MEMBERSHIP

Administration:	Opposition:	Co-optees:
Councillor Elaine Chumney Councillor Wesley Harcourt (Chair)	Councillor Joe Carlebach	David Jeffreys Miriam Shea

CONTACT OFFICER: Ibrahim Ibrahim
Assistant Committee Co-ordinator
Governance and Scrutiny
☎: 020 8753 01502075
E-mail: ibrahim.ibrahim@lbhf.gov.uk

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Date Issued: 16 September 2015

Wormwood Scrubs Charitable Trust Committee Agenda

24 September 2015

<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 24 June 2015.	1 - 9
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. MANAGER'S REPORT To receive a report from the Director of Safer Neighbourhood and the Director of Finance and Resources, ELRS, updating the committee on recent management activity. Alexandra Day from OPDC and Steven Kaye from Thames Valley Harriers will be providing a verbal update to the Committee.	10 - 26
5. STATEMENT OF ACCOUNTS 2014/15 This report presents the Wormwood Scrubs Charitable Trust Annual Trustee's Report which includes the draft 2014/15 financial accounts.	27 - 61
6. DATE OF THE NEXT MEETING The dates of the next meetings are: <ul style="list-style-type: none">• 8th December 2015• 15th March 2016	



London Borough of Hammersmith & Fulham

Wormwood Scrubs Charitable Trust Committee Minutes

Wednesday 24 June 2015

PRESENT

Committee Members: Councillors Elaine Chumnerly and Wesley Harcourt (Chair)

Co-opted Members: Miriam Shea and David Jeffreys

Officers: Mark Jones (Director of Finance and Resources, ELRS) Jem Kale (events Manager), Dave Page (Director for Safer Neighbourhoods), Mike Rumble (Parks Inspector), Jackie Simkins (Principal Planning Projects Officer)

Old Oak and Park Royal Development Corporation: Alexandra Day (Senior Community Engagement Officer) and Tom Cardis (Principal Strategic Planner)

1. APPOINTMENT OF A CHAIR AND A VICE-CHAIR

RESOLVED -

That Councillor Wesley Harcourt be appointed as the Chair of the Wormwood Scrubs Charitable Trust for municipal year 2015-16.

That Councillor Joe Carlebach be appointed as the Vice-Chair of the Wormwood Scrubs Charitable Trust for municipal year 2015-16.

2. APPOINTMENT OF CO-OPTED MEMBERS

Councillor Harcourt ask that it be noted that the non-voting status of the co-opted member positions did not reflect upon the proposed appointees and was due to the timescales involved with taking the decision to appoint voting members to Full Council.

RESOLVED-

That Miriam Shea and David Jeffreys be appointed as co-opted members of the Wormwood Scrubs Charitable Trust.

3. DECLARATIONS OF INTEREST

Councillor Harcourt asked that it be noted that he maintained an interest in the Old Oak and Park Royal Opportunity Area Planning Framework as he was a member of the Planning Committee of the Old Oak and Park Royal Development Corporation.

4. APOLOGIES FOR ABSENCE

Apologies for absence had been received from Councillor Joe Carlebach and Ian Ross, Parks Manager.

5. MINUTES OF THE LAST MEETING

RESOLVED -

That the minutes of the meeting held on the 4th March be approved as an accurate record subject to the following amendment:

That Ian Ross's title be amended from "Leisure Manager" to "Parks Manager"

6. OLD OAK AND PARK ROYAL OPPORTUNITY AREA PLANNING FRAMEWORK BRIEFING

Alexandra Day, Senior Engagement Officer, and Tom Cardis, Principal Strategic Planner, presented an overview of the Old Oak and Park Royal Opportunity Area Planning Framework (OAPF) and the work of the Old Oak and Park Royal Development Corporation (OPDC).

The OPDC had been formalised on the 1st April 2015. Since then an engagement exercise had begun, looking to involve key partners in the delivery of the project. The OPDC was now the local planning authority for the OPDC area and would be reviewing planning applications as well as developing the Local Plan for the area. It was confirmed that some planning applications had already been received.

The consultation on the Local Plan would commence in the autumn and take approximately 18 months for the plan to be formally adopted.

The OAPF

The OAPF was a GLA document that had been started before the creation of the OPDC. The framework served as a pre-local plan guide for dealing with the early stages of the development.

Revisions were currently being made to the OAPF in response to the consultation exercise that had taken place. The revised document would be sent to the planning committee for review prior to endorsement by the OPDC and adoption by the Mayor. The OPDC would not formally adopt the OAPF until the Local Plan is adopted.

It was reported that there had been 11,000 responses to the consultation on the framework; these had been received from 3000 separate respondents, including the Trust and the Friends. It was noted that the Friends, The Local Authority and the Trust had raised similar concerns.

How these issues were likely to be addressed in the revised framework was discussed. References to the objectives of the Trust and the Scrubs would be made more prominent in the document and details of the planned density around the boundary of the Scrubs would be specified. There would be clarity over the amenity spaces in the development north of the Scrubs.

The response to comments on the OAPF would be going to the planning committee in early July, and then to the OPDC Board two weeks later. A track changed version of the OAPF would then be submitted to Planning Committee and OPDC Board in September 2015 for approval.

Governance

It was asked whether the Trust would be keen to hold a position on one of the panels that comprised the governance structure of the OPDC. Suitable panels were advised to be the "Place Review Panel", the "Communities Panel" or the "Public Sector Advisory Panel". It was agreed that members of the Trust needed to have a discussion about where they felt they best aligned and where they would be able to have the most impact.

The timescale for a decision was questioned and it was reported that it was unlikely that all the committees would have been set-up by the time of the Trust's next meeting on the 24th September. Alexandra Day agreed to check the timescales for the creation of the panels.

Action: Alexandra Day

The membership of the board of the development corporation was discussed. It was confirmed that the OPDC was made up of 15 members, chaired by Ed Lister and including the leaders of three local authorities and representatives from HS2, TFL, The Department of Transport and the community. The planning authority comprised Cllr Harcourt and cabinet members for Brent and Ealing, as well as three development and regeneration experts.

Miriam Shea questioned whether an application had yet been submitted for the development of the Car Giant site, around 20 hectares in size. The application was thought to be for 9000 new homes. Tom Cardis reported that this application was currently in pre-application stage and was likely to be submitted in late 2015, early 2016. It was confirmed to be for a residential led scheme. The details of the scheme were still to be confirmed. Tom Cardis to arrange for Car Giant and QPR, another significant stakeholder to attend the next meeting of the Trust.

Action: Tom Cardis, Fern Aldous

Alexandra Day confirmed she would circulate the consultation details in relation to the scheme.

Action: Alexandra Day

It was confirmed that only small scale planning applications had been submitted, such as the Cross rail depot. Alexandra Day to circulate the link to the page for applications received.

Action: Alexandra Day

It was questioned to what extent the OAPF would inform the Local Plan. It was confirmed that Local Plan, although informed by the OAPF, would have a lot greater level of detail, as well as policy setting powers that the framework did not have.

Jackie Simkins asked that it be noted to the OPDC that the interface between the development area and the Scrubs, particularly along the northern boundary was a critical point in the scheme. The transition between the Scrubs to the development should not be “stark”; this should be made clear in the wording of the revised framework. Tom Cardis reported it was thought likely the area surrounding the Scrubs would be designated as a low density area.

David Jeffreys questioned the solidity of the proposal for the link between the new HS2 station and the Scrubs. It was unclear whether the decision on access would be included within the HS2 Bill. Tom Cardis confirmed that the development of any access would have to be subject to its own planning application as part of the link runs through the IEP Depot site; this was felt to be positive by the committee.

It was asked whether updates from the OPDC could become a standing item on the committee’s agenda. The clerk to circulate the dates of the upcoming committees.

Action: Fern Aldous

The Chair thanked Tom Cardis and Alexandra Day for their attendance at the committee.

7. MANAGER’S REPORT

Opposition to Wetland Mitigation Area Proposed in HS2 Bill

Jackie Simkins highlighted to the committee that the land currently being reviewed for a wetland mitigation scheme could be subject to a compulsory purchase order if an alternative solution with HS2 was not agreed upon. It was however felt unlikely that HS2 would use this option.

A document was circulated detailing the work that had been done to identify alternative enhancement areas that would meet HS2’s mitigation requirements. These were focused around the edge of the Scrubs and included work to remove knotweed, enrich grassland and improve hedges etc.

A meeting had taken place with HS2 where they had accepted the enhancement works in principal. The cost of the scheme was estimated to be £3.3 million,

reportedly more than HS2 had expected. HS2 were to take the proposal to their board.

A decision needed to be made on whether LBHF should continue with their planned petition to the HS2 select committee. It was felt this decision should be based on whether the assurances against the Wetland Mitigation Scheme had been strengthened before the hearing took place in the following week. It was felt to be frustrating that HS2 had asked for any proposed scheme to be equal in price to the Wetland Mitigation Area without supplying information of how much this scheme would cost. The pricing of the enrichment was felt to be robust, spread over ten years with no ongoing costs to the authority.

It was noted that there were other avenues for the Trust if an agreement was not reached with HS2, including petitioning to the House of Lords. However it was felt that HS2 were under pressure to agree to the authority's proposed scheme.

It was reported that the Friends were now likely to withdraw their Overground petition as they were happy with the proposed Option C.

It was asked that the document detailing the proposed enhancement not be circulated outside of the Trust until after the select committee hearing.

Amendment to Scrubs Act

Sharp Pritchard had been consulted on the possibility of strengthening the Act. They had quoted the cost of getting the Bill through parliament at between £55,000-130,000 based on the level of opposition it received. Councillor Harcourt asked that this be noted as an option for the Trust if required, with the progression of the proposal held off until the outcome of the OPDC consultation and plans were known. The OPDC had often publically stated that they would work within the Act.

Filming and Events

Jem Kale, Events Manager, reported that the Scrubs had been advertised to potential clients and that all attempts were being made to build the reputation of the Scrubs as a potential events venue. LiveNation had pulled out from holding an event on the Scrubs, although a payback scheme for structural changes had been discussed. AEG, LiveNation's main competitors had also been approached.

A few sports agencies had shown an interest in hosting supplementary events to large sporting occasions, such as the rugby world cup or the 2016 Euro's, on the Scrubs. Cllr Chumnerly queried the details of the potential rugby event and it was reported that it would likely comprise of a large screen with hospitality provided. In trying to book such events they were in competition with Hyde Park and Battersea Park. But it was noted that the Scrubs had a USP in its transport links, soon to become 24 hour. This was offset by the established reputation of the other parks.

It was noted that Parsons Green were due to hold a Rugby World Cup event, although it was not felt that any event on the Scrubs would impact on their revenue.

The RedGra had been in frequent use, raising £8000 in revenue for the year to date. It was thought there was a possibility of collaborating with a filming site in Kensington and Chelsea to raise extra revenue.

It was asked that quotations were sought for the installation of water and electrical supplies to the site, to increase the likelihood of Olympia re-hiring the area.

Linford Christie Stadium

Dave Page reported that the Trust had been approached by Thames Valley Harriers with a plan to regenerate the Linford Christie stadium. This would be on the same site as the existing stadium and involved rebuilding the changing rooms (with the potential addition of a second floor) and the development of the tennis courts into a tennis academy. It was asked that the planning restrictions in the area be investigated.

Action: Dave Page

The project would be entirely funded by TVH, who had yet to get an estimate for the works.

Income from the scheme would be put back into the trust on a profit sharing basis. It was felt that caution was required and lessons needed to be learnt from the Hammersmith Park exercise. Representative from TVH were happy to attend the September meeting of the Trust and it was asked that they be invited. It was agreed that options for the long term future of the stadium needed to be investigated.

Action: Dave Page

Property Issues

Dave Page confirmed that the removal of the artillery wall had been costed and a meeting had taken place with Amey in the previous week to discuss the progression of the plans.

The potential for RE:FIT scheme works at the Linford Christie stadium, with a potential saving of £7.5 thousand annual was noted.

It was reported that the diesel powered boiler at the stadium would be replaced by a gas fired alternative. The works would require a trench to be dug through Scrubs Lane, however there was a possibility that this could be tied to the work on the Red Gra improvements, minimising disruption. It was reported that the funding for this work had been approved with nil cost to the trust.

Community Safety Update

Mike Rumble, Parks Inspector, reported that in 2014/15 there had been 654 patrols undertaken on the Scrubs with 102 incidents recorded. Many of these were related to dog walkers and dangerous dogs. The number of dogs permitted per walker was discussed. It was confirmed that the bye-laws stated that four were allowed, although Little Wormwood Scrubs allowed for 6. It was thought that having more

dogs than was permissible would invalidate the insurance in any incidents that may occur.

It was confirmed that the energy company owned the land that had been subject to persistent fly-tipping. They had now installed bollards to prevent any further incidents.

The parks inspectors had acquired a new fleet of vehicles, including 4x4's that would help to prevent the moped crime prevalent on the Scrubs.

An incident of illegal metal detecting had resulted in the discovery of what was thought to be a landmine; this was confirmed to be a false alarm.

It was reported that a model aircraft had flown dangerously close to a user of the Scrubs; a discussion had taken place with the flying club following the incident. The number of drones being used on the Scrubs had significantly increased and it was reported that the regulations controlling their use were vague. The bye-laws made provision for powered aircraft but there was uncertainty over whether this included drones, which were battery operated. It was asked that the possibility of a change to the bye-laws be investigated.

Action: Dave Page

Jem Kale agreed to share information about the use of Drones at large events.

Action: Jem Kale

Cllr Chumnerly suggested the use of a public space protection order to further protect the Scrubs and define non-permissible usage. It was felt this could help tackle the use of drones, the problems associated with professional dog walkers and the use of mopeds on the Scrubs; evidence of a nuisance would need to be collected. It was asked that this be investigated further.

Action: Dave Page

It was reported that the parks inspectors were now based in Holland Park. This was felt to be an improvement on their previous location and had improved efficiency. Recent cuts to the service had diminished the team by one Sargent and two constables; this had left periods of vulnerability in the cover of the parks.

It was felt by the service that the Woodman's mews barrier was beginning to fail too frequently. There would be heavy costs involved in its replacement but it was seen as vital for preventing invasion on to the Scrubs.

It was noted that Hammersmith and Fulham was one of only three London Boroughs to retain its parks police service.

Grounds Maintenance Update

Dave Page reported that the waste bins at Braybook Road were being scoped for removal, due to the attraction of fly-tippers to the site. The removal would be for a trial period only and the decision was reversible if proven to be ineffective.

It was confirmed that the 10 year site management plan was on hold until the situation with HS2 mitigation was clarified.

Dave Page agreed to send a reminder to Ian Ross about the need for the trees in Wulfstan Lane to be cut back as they presented a safety hazard.

Action: Dave Page

Fundraising Possibilities

Mark Jones updated the committee on a recent meeting he had attended with the head of SOBUS, an organisation that helped charities to seek out funding. Ways in which the number of users of the Scrubs could be recorded was discussed. Ideas included using car-park data. SOBUS were willing to meet the group to facilitate a discussion on the development of a fundraising strategy. Cllr Harcourt asked that this be arranged as a separate meeting to the committee.

Action: Mark Jones

2015/16 Financial Forecast

The financial forecast was more positive than had been expected, with a loss of only £36,000 compared to the budgeted loss of £79,000. This was due to a slight increase in parking revenue, beneficial inflation adjustments to the grounds maintenance contract and the income generated from activities on the Scrubs.

Mark Jones updated Cllr Harcourt on the level of inflation of the Quodron contract. It was explained that 55% was related to standard council pay rates, 35% was on the Department for Transport index in relation to the use of plant or operating machinery and 10% was on the DoT index for diesel fuel.

The best hope for the Trust to become solvent was for regular (but not frequent) major events to be held on the Scrubs. It was felt the Trust would be in difficulty if this did not transpire.

8. DATES OF THE NEXT MEETINGS

The dates of the next meetings are:


24th September 2015
8th December 2015
15th March 2016

Meeting started: 7:00pm
Meeting ended: 8:45pm

Chair

Contact officer: Fern Aldous
Assistant Committee Co-ordinator
Governance and Scrutiny
☎: 02087532076
E-mail: fern.aldous@lbhf.gov.uk

Agenda Item 4

	London Borough of Hammersmith & Fulham WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE 24 SEPTEMBER 2015
MANAGER'S REPORT	
Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, Environmental Services	
Open Report	
Classification: For decision and for noting. Key Decision: No	
Wards Affected: College Park and Old Oak	
Accountable Director: David Page Director for Safer Neighbourhoods	
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

AUTHORISED BY:
.....
DATE:

1. Executive Summary and Decisions Sought

1.1. The Committee is asked to note all matters in this report except:

- It is asked to approve the fundraising plan.

2. Opposition to the Wetland Mitigation Area Proposed in HS2 Bill

2.1 LBHF did not appear at Select Committee on this item as the assurance provided by HS2 prior to Select Committee was felt to be adequate. A summary of the arrangements agreed with HS2 regarding the alternative mitigation scheme put forward by LBHF is detailed below.

- LBHF is to deliver an agreed mitigation scheme at HS2's cost (estimated cost £3.3m).
- The value of implementing and maintaining the scheme is initially capped at £3.9m, this cap is to be reviewed once a contractor has been appointed.

- LBHF is to prepare tender documentation.
- There is an obligation for both parties to seek value for money.
- Both parties to agree on the programme.
- An open book arrangement is to be introduced (both parties transparent about costs).
- The Secretary of State will reimburse LBHF for any reasonable costs incurred which are in excess of any cap agreed, provided LBHF acts reasonably in accordance with the agreement. HS2 also confirmed that the Wormwood Scrubs Ecological proposal submitted provide sufficient alternative ecological mitigation in substitution for the wetland proposal contained in the Environmental Statement deposited with the Bill.

2.2 HS2 have sent a draft of the legal agreement covering the arrangements for LBHF to deliver the agreed alternative mitigation scheme. Our lawyers, Sharpe Pritchard, have responded on a few minor points but generally the agreement seems acceptable. There is a meeting with HS2 planned for 14 September 2015 for discussions to take place regarding the legal agreement and practicalities regarding the delivery of the scheme. Royal Assent of the HS2 Bill is anticipated at the end of 2016 and the only requirement before Royal Assent is for LBHF to agree a design timetable with HS2.

Committee to Note.

3. TfL's proposed Overground Station at Old Oak Common

3.1. Under the petitioning process, HS2 agreed with Old Oak and Park Royal Development Corporation (OPDC) to undertake a joint study to look at options for a southern access from the proposed Old Oak Common Station including overbridge and underpass options. The conclusions of the study will be incorporated into the HS2 station design remit (subject to agreement between Department for Transport (DfT) & OPDC) – this will most likely take the form of enabling works to allow the access to be extended to Wormwood Scrubs, post the IEP depot site being released for development. The OPDC will have technical meetings with HS2 and TfL to progress the joint study. OPDC have proposed to give briefings to WSCT, Friends of Wormwood Scrubs and other interested parties at key points.

Committee to Note

4. Old Oak and Park Royal Development Corporation

4.1. The OPDC consulted on the draft Old Oak Common and Park Royal Opportunity Area Planning Framework (OAPF) from 27 February to 14 April 2015. The Trust sent a formal response to the draft consultation on 13 April 2015. The OPDC submitted the final version of the OAPF to OPDC Planning Committee on 2 September and OPDC Board on 15 September for final comment/approval before submitting to the Mayor for adoption as Supplementary Planning Guidance to the London Plan.

4.2. Key areas of concern/relevance to the trust are detailed below;

- We welcome new text focussing on fringe areas and plans to work with LBHF to join up planning on areas outside of the OPDC HM Prison Wormwood Scrubs and Linford Christie Stadium.
- Public Amenity Space Old Oak Square – Officers are concerned that no minimum size has been included for this park to ensure it is sufficient for the population to the north of the canal and does not place over reliance on Wormwood Scrubs. New text also gives the option for this proposed area of public green space to be provided as “a series of smaller usable spaces across the area” which adds to officer concern regarding overuse of the Scrubs. (OPDC Planning Committee 2nd September requested that it be made clear that if smaller spaces are provided they need to deliver a variety of functions to meet the needs of all future residents, employees and visitors to the area.)
- The OPDC will try and move the IEP Depot to deliver a southern access from the new station onto the Scrubs but highlight the potential problems of doing this in the short/medium term. They are therefore looking at connections to the Scrubs that could be delivered while the IEP depot is still operational. Although no details are given officers would want to make sure that LBHF and WSCT are consulted.
- Guidance regarding indicative building heights across Old Oak propose
 - Sensitive areas – 7 – 8 storeys (edge of Scrubs and canal)
 - Residential led areas 10 – 12 storeys
 - Commercial areas and transport nodes up to 20 storeys.

NOTE – Northern edge of Scrubs could be 7/8 storeys but quickly rising to 10/12 storeys on IEP depot site and then up to 20 storeys at OOC station. (OPDC Planning Committee 2nd September requested that the arrangement of building heights and densities should take account of their environmental impacts in particular on micro climate, daylight and sunlight and overshadowing of amenity spaces. Further environmental modelling work should be done through the OPDC Local Plan process to consider this in more detail.)

4.2 OPDC Preparation of Local Plan – The OPDC are currently preparing the evidence base for the Local Plan that will cover the OPDC area. They intend to commence public consultation (Reg 18) in December 2015.

Committee to Note

5. Fundraising Plan

5.1. The notes and actions from the Committee’s workshop session in July 2015 are included at Annexe A.

- 5.2. In the first quarter of the year 210 volunteer hours were spent on WS. Working with Quadron it is hoped to further increase the hours during the remainder of the year.
- 5.3. A plan has been developed outlining how all forms of transport could cope with an event on WS – see Annexe B.
- 5.4. Sports events. Thames Valley Harriers will be attending the meeting to update the committee on their proposals. The US National Football League has been approached and their requirement for training facilities can not be accommodated on WS. Polo in the Park have already signed an agreement to stay in Hurlingham Park (see 6.4).
- 5.5. Officers have spoken to the Third Sector Investment Team and the bidding criteria for Hammersmith United Charities is attached – it appears that the Trust fits their funding criteria if a suitable project could be identified.

Committee to approve the plan and note progress with it.

6. Filming and Events Update

- 6.1. The Filming and Events team have begun discussions for a music event to take place in the Scrubs with two event organisers. AEG and The Fair are both reputable and well-known firms. These plans are to be developed further.
- 6.2. Use of Red Gra as a filming unit base is an expanding business. Further synergies have been created to increase unit base income from RBKC filming customers.
- 6.3. Olympia and Winter Wonderland organisers have shown interest in using the Red Gra as a unit base during winter 2015. Further negotiations will take place during September.
- 6.4. The Polo in the Park event has been taking place for 7 years in Hurlingham Park. The Filming and Events team approached the event organisers regarding potential relocation of the event to the Scrubs. The choice of Hurlingham is an essential element of the event's marketing as the first polo game took place in Hurlingham Park. Polo in the Park have already signed an agreement to stay in Hurlingham Park and it is therefore not feasible to explore relocation of the event.

Committee to Note.

7. Sports Facilities

Linford Christie Outdoor Sports Centre and Discussion with Thames Valley Harriers (TVH)

- 7.1. Officers have met the TVH committee and architects associated with this project. TVH will be present at the meeting to outline their proposals.

Committee to Note.

8. Community Safety Update

- 8.1. The first quarter was very quiet on Wormwood Scrubs with Parks Police incidents reducing from previous years. Two mopeds were seized from youths who were riding them illegally and a number of professional dog walkers were warned for walking excessive numbers of dogs. The Red Gra area has seen an increase in use from film companies using it as a unit base, and was used as a vehicle marshalling area for the Metropolitan Police during Notting Hill Carnival. We have had no further complaints regarding dangerous flying of model aircraft, although an increase in drone use has been reported, most of which have been of small size and have not caused a hazard. The barrier appears to be operating correctly via the radio link from Linford Christie Stadium although its working life is coming to an end.

Parks Police Incidents and Patrols

Month	Incidents	Crimes	Patrols
April 2015	13	1	46
May 2015	6	0	33
June 2015	25	1	53
July 2015	6	0	42
August 2015	7	0	31

Committee to Note.

9. Parks Management/Grounds Maintenance update

- 9.1. Officers continue to monitor the Scrubs on a regular basis carrying out both scheduled inspections with the Council's contractor, Quadron Services, and unannounced visits. No complaints over maintenance standards have been received in the last quarter.
- 9.2. At the last meeting the committee authorised the removal of the street litterbins on Braybrook Street. Officers are liaising with colleagues in street cleansing and will look to start the trial during Autumn.
- 9.3. Oak Processionary Moth was discovered over the summer period. Due to the location of this treatment was not required, but this may become a bigger issue next year. Officers will monitor the situation when nesting season commences next year.
- 9.4. During recent routine officer inspection it was noted that the London Planes adjacent to Scrubs Lane were suffering dieback. Subsequent to this a member of the public reported a fallen branch on the cycle lane and when investigated, it was found that further dieback had occurred. These trees continued to deteriorate over a number of weeks and were eventually deemed to pose a serious health and safety hazard, especially given their location next to a footway, cycle lane and a busy road. Officers

initially thought the dieback may be caused by a leaking gas main, but when officers checked with National Grid they confirmed they have no apparatus on the line of the trees. Further research indicates the route the trees follow is on an old tram line. Officers believe this has caused soil contamination, which is now affecting the health and viability of the trees. Following consultation with the chair, a works order has now been issued to remove deadwood and reduce the canopy.

- 9.5. Quadron Services' Community Partners arm continues to market the site as a site for corporate/large volunteer groups. Since April 2015 Quadron Services has facilitated 210 volunteer hours at the site. Officers are working with them to produce a volunteer 'map' detailing the opportunities at the site in an attempt to increase this number further.
- 9.6. As advised at the last meeting officers have put on hold the drafting of the 10 year management plan for the site, pending the ongoing discussions with HS2 and the Council's proposal to deliver their ecological mitigation.

Committee to Note.

- 9.7. Officers have received requests for additional outdoor gym facilities at Wormwood Scrubs and invite the committee's feedback on the following proposals:

Children's Outdoor Gym

- i. This would be aimed at 8-14 year olds and would complement the outdoor gym for adults installed last year. Current best practice advises that outdoor gyms for both children and adults should not be installed too close together or close to play areas, to make clear that these facilities are suitable for use by different age groups and for different types of activity. Officers therefore propose that the new gym should be located in the Braybrook Street area of the Scrubs, either quite close to the road or further west from the existing 'Playbuilder' play area, to maintain separation between these facilities. The equipment would be a mix of 'gym style' equipment and traditional 'trim trail' equipment and would be unfenced.

Path from Braybrook Street

- ii. Officers propose to install a new pathway running alongside the outdoor gym installed in 2014, to Braybrook Street. This area is particularly wet in winter and would improve access to the existing outdoor gym and play area. The surface would be of naturally binding gravel (hoggin) with timber edging. The access point from Braybrook Street would be re-graded to give a more level entrance, but the timber posts would be replaced to discourage vehicles, as at present.

Replace Adult Gym Equipment

- iii. Officers also propose to replace the gym equipment behind the Linford Christie Stadium with equipment that is similar in style to existing items. This range of fitness equipment has attracted a dedicated group of users and both the equipment and paving is in need of replacement.

For discussion.

10. 2015/16 Financial Forecast

10.1. The latest financial forecast for Wormwood Scrubs Charitable Trust (“the Trust”) for 2015/16 is summarised below and is detailed in Annexe C. Financial transactions for the financial year to the end of August are set out in Annexe D.

Activity	Outturn 2014/15	Budget 2015/16	Forecast 2015/16	Variance	Movement between years	Comments
Pay and Display Parking Meters	(316,424)	(303,870)	(316,424)	(12,554)	0%	Forecast at 2014/15 actuals
Hammersmith Hospital Car Park Licence	(391,943)	(316,748)	(319,275)	(2,527)	-19%	Forecast a 2% RPI increase for Q4 invoice
Other income from activities for generating funds	(9,605)	(27,300)	(45,005)	(17,705)	369%	2014/15 actuals plus 2014/15 income to be transferred from the GF
Total Incoming Resources from Generated Funds	(717,972)	(647,918)	(680,704)	(32,786)	-5%	
Grounds Maintenance	671,940	677,249	664,952	(12,297)	-1%	Inflation 2015/16 is -1.04%
Contribution to Linford Christie Stadium	31,500	31,500	31,500	0	0%	
Other Expenditure	21,066	18,734	32,153	13,419	53%	Commitment for necessary tree works included in the forecast
Total Resources Expended	724,506	727,482	728,605	1,123	1%	
Net Incoming Resources	6,534	79,565	47,901	(31,663)	633%	

10.2. The budget for 2015/16 was set with an anticipated £79,565 deficit to be drawn down from the Trust’s reserves. The latest forecast deficit is £47,901, which is £31,663 better than budget. However it is not expected that a surplus of income compared to expenditure will be achievable in 2015/16.

10.3. The Trust’s opening cash balance for 2015/16 is £326,517. The latest forecast anticipates a drawdown of £47,901 (15% of the current cash balance), which would give a cash balance of £278,616 to carry forward to 2016/17. This is £31,663 better than the original forecast drawdown on reserves.

10.4. Year to date parking income is broadly in line with last year and so is currently forecast equal to 2014/15. The car park was observed to be busier towards the end of the last financial year. If this continues throughout 2015/16, the full year forecast of £316,424 may be exceeded.

10.5. The other income line includes £17,700 from hiring out areas of Wormwood Scrubs in 2014/15. This was identified too late to transfer in 2014/15 and so will be transferred from the Council to the Trust in 2015/16. All other income streams are forecast to achieve the same level as 2014/15.

10.6. Negative inflation on the Quadron grounds maintenance contract (-1.04%) has resulted in a small underspend of £12,297 in 2015/16.

10.7. Included in the forecast for this month is a commitment for £13,685 for necessary tree works as discussed above.

Committee to Note.

11. Legal Comments

11.1. The proposals outlined fall within acceptable uses for the Scrubs. Further advice will be given on detailed plans.

11.2. Comments completed by David Walker, Principal Solicitor, email david.walker@rbkc.gov.uk, 020 7361 2211.

12. Finance Comments

12.1. These are all contained within the body of the report.

12.2. Comments completed by Mark Jones, Director for Finance TTS and ELRS, email mark.jones@lbhf.gov.uk, 020 8753 6700.

Wormwood Scrubs Charitable Trust
Discussion about a Fundraising Plan

July 2015

1. Overall Objectives for Fundraising

WSCT needs to find additional income of around £70k per year to reach a breakeven position on income and expenditure. It should aim to do better than that so it can build reserves to enable it to do more in the future. Being seen as part of the Council may hamper efforts to secure donations from other organisations.

2. Other Areas of Open Land in London

It would be interesting to find out about other areas of open land in London (such as Hampstead Heath or Hackney Marshes), particularly how they raise funds.

Action: Research other areas of open land, particularly how they raise income (Shad, by 30/9/15)

3. Connect Better with Local People and Volunteers

Harry Audley is the Community Organiser for SOBUS and may be able to help WSCT connect with Community Champions.

Volunteers may be able to help attract people to the Scrubs and do things like offering guided walks.

Action: Recommend how WSCT could work with Community Champions and identify the benefits of doing so (Harry, by 30/9/15)

Action: Propose how WSCT could survey local residents and users of the Scrubs (Harry, by 30/9/15).

Action: Organising volunteers to improve landscaping (Dave, with Ian and Stefan, by December 2015)

4. Raise the profile of the Scrubs and WSCT

We have no website and a low profile presence generally on the internet and in social media (we think). In a website it would be normal to include a 'donate now' button and to encourage legacies.

Other website content could include the ability of Scrubs users to post pictures and comments, surveys, visitor guides, links to sports bookings, links to related sites.

Action: Create a website (Shad initially, with Dave and Mark, reporting to the September Committee). Resource issues: How will we maintain a website?

5. Encouraging Larger Events

We have had some interest from organisers of larger music events but have so far not been able to turn that into a real event. Transport of people in and out of the event may be one reason.

Action: Review the data we have about the capacity to move large numbers of people to and from the Scrubs (Jem, by September Committee)

6. Sports Facilities

Despite recent investment and the quality of the running track the Linford Christie Stadium (LCS) remains an old fashioned and very basic facility. As a result it is not appealing to schools, which otherwise might be willing to pay to use it.

Discussions in train with Thames Valley Harriers may, if successful, lead to a significant redevelopment of the LCS, and thus open up the possibility of additional revenue.

LCS currently requires a subsidy from the Council each year and WSCT makes a contribution to that. If the LCS could not be made to operate at breakeven or better, should we consider closing it?

The Scrubs has extensive grass playing fields. Have we maximised the use of them, and could we add others such as the NFL or the organisers of polo (although there is Hurlingham already)?

Action: Continue the discussions with TVH (invite them to meet the Committee) and sound out other sports organisations such as NFL (Richard Vernon) and polo organisers (Dave, with Jem, by September Committee).

7. Commercialising the Ecology Aspects

There is demand from schools to visit ecology centres, woodland areas, and to see farm animals. The Wimbledon Forest School¹ and Phoenix Farm² are examples. An ecology centre could open up the Trust to staffing and running costs however. There is a role for volunteers in this however.

Some sort of centre could be appealing to trusts and foundations who may provide funding. The Trust could start perhaps with volunteers operating out of the Old Oak Community Centre.

Action: Make contact with the organisations who run these kinds of events and see whether there is demand. If there is, establish the feasibility of using the Old Oak Community Centre as a base (Dave, with Ian, by December 2015)

8. WSCT's Identity

Although the WSCT benefits from the financial support of the Council (particularly capital), it may help create the right impression with potential donors to distance the WSCT further from the Council.

Some charities use friends' organisations as a conduit for raising funds which creates the separation and also enables tax to be recovered. The Friends of WS do not seem to be in a position to do this at present.

In the long term we should consider the benefits of seeking amendments to the original Act that established WSCT.

Action: Use the Old Oak Community Centre as a postal address for the Trust (Mark, by 30/9/15)

Action: Find out whether we can create an independent email address that could link to our council email accounts (Mark, by 30/9/15)

¹ The Wild Learning organisation runs activity days for children in various venues around London. This is a commercial venture which charges £38 per day. More details at: <http://www.wild-learning.net/index.php/for-parents/>

² Part of the Hammersmith Community Gardens initiative. The project grows vegetables and fruit and sells some. More details at: <http://hcgga.org.uk/gardens/phoenix-school-farm/>

9. Charging

Could we licence the flying club, or any other users?

Action: Examine the feasibility of charging, say, £20 per year to fly an aircraft on the Scrubs, and consider similar charges to other users. (Dave, by September Committee).

10. Neighbours

The WSCT has some large and influential neighbours in the form of Imperial College, and Imperial College Healthcare NHS Trust. The prison may no longer be required by HMP at some stage and these other organisations will be interested in the site. WSCT should talk to these organisations at a high level to see what long term opportunities for mutual benefit there might be.

There should be a Council representative on the Imperial collage Court. There are aspects of this that will fall into the remit of the Regeneration team in the Council.

Hammersmith United is investing in White City and is another organisation that WSCT should be in contact with.

Action: Make contact with Imperial College and the Hospital (Wesley, by 30/9/15)

Action: Find out more about Hammersmith United (through Sue Spiller) with a view to a meeting with the Committee (Dave, by September Committee)

11. Fundraising Working Group

There may be a need to establish a fundraising working group which would report to the WSCT Committee. We need to seek volunteers. A Council graduate trainee may be able to help.

Action: Review progress with the initiatives in this plan, and consider the need for a fundraising working group. (Mark and Dave, by December Committee). Resource issue: Are there enough people to sit on a working group?



Wormwood Scrubs Travel Information

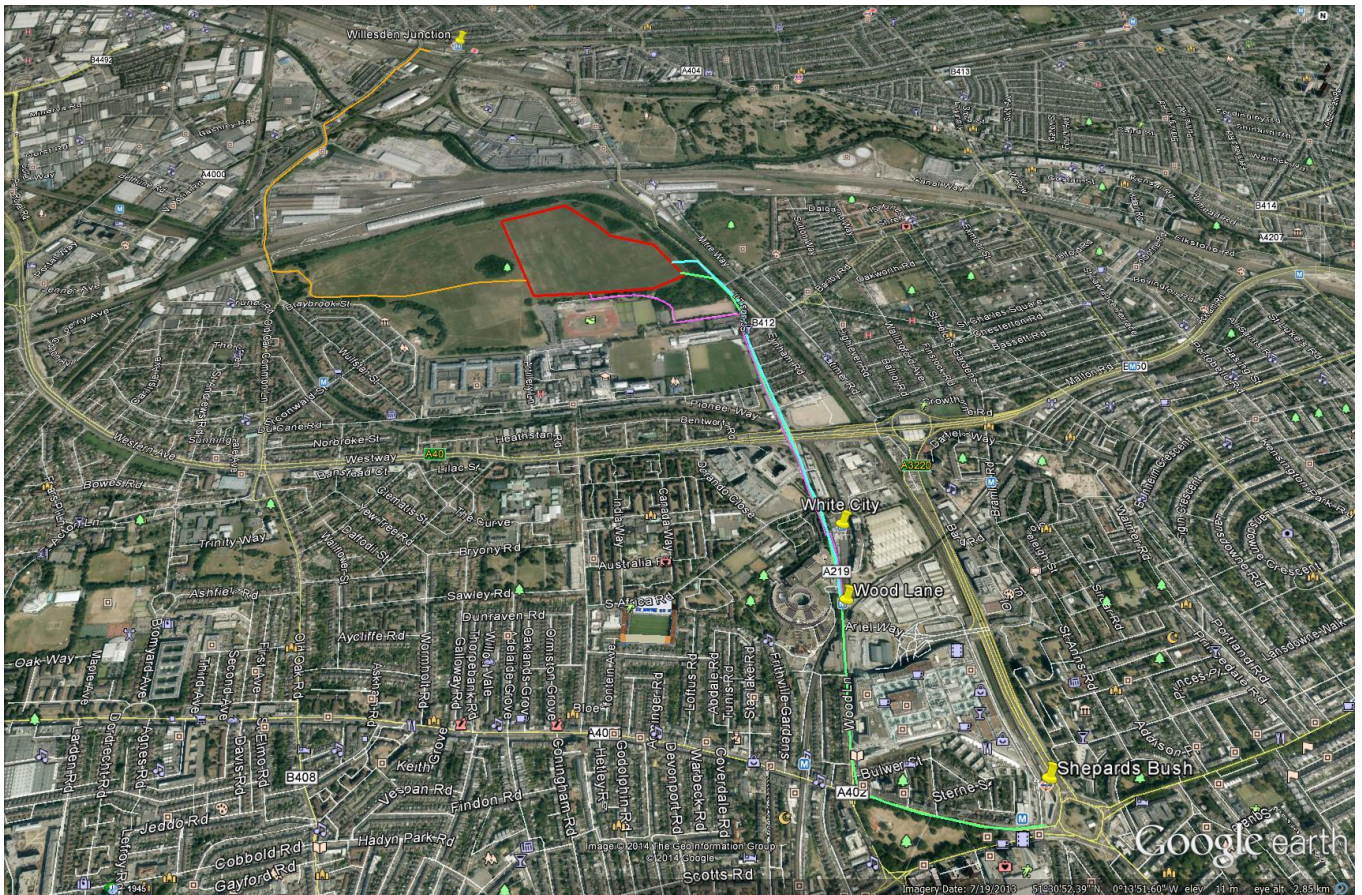
**Wormwood Scrubs Park,
Scrubs Lane,
London,
W12 0DF**

Live Nation (Music) UK Ltd
Regent Arcade House, 19-25 Argyll St, London, W1F 7TS
0207 009 3333
www.livenation.co.uk

Introduction

The live music event proposed will be promoted and organised by Live Nation (Music) UK Ltd (LN) who have extensive experience in staging similar events throughout the UK and worldwide, details can be found at www.livenation.co.uk The event proposed is for a capacity of 50,000 people and the following information relates to discussions and work to date on the travel plan and principally the egress management for that audience number.

Proposed Transport Hubs



- White City – Central Line (0.95 miles walking distance via Scrubs/Wood Lane)
- Wood Lane – Hammersmith & City and Circle Lines (1.15 miles walking distance via Scrubs/Wood Lane)
- Willesden Junction – Bakerloo Line and London Overground (1.5 miles walking distance)
- Shepherds Bush – London Overground and South East Trains (1.5 miles)

Method of Travel Splits

After positive conversations with TFL it has broadly been agreed that utilizing the following modal split, based on previous event experience, for customers coming to and from the event, that 50,000 can be accommodated as follows; these figures are in line with available capacities given by TFL.

Method of Travel:	Audience Percentage:	Number of people at 50,000 capacity
London Underground	60%	30,000
Pre Booked Coaches <i>(ring fenced capacity)</i>	20%	10,000
London Buses	4%	2,000
Customers from the Local Area	10%	5,000
Other ie use of taxis, black cabs, etc	6%	3,000

Enabling Works

Following on from the meeting with TFL to facilitate these modal splits there are further discussions and works to be undertaken in order to facilitate the flow of customers into and out of the park itself, these include:

- Landscaping work to be carried out on Eastern side of park to allow for larger entrances/ exits onto Scrubs lane.
- Road/ Lane Closures to facilitate the movement of a large percentage of the anticipated audience towards the tube stations at Wood Lane/ White City.
- Area of land to be found in order to operate large private coach pick up and drop off area.


Current Financial Forecast

As at Period 5		
Wormwood Scrubs Charitable Trust		
Statement of Financial Activities for Year ended 31 March 2016		
Income and Expenditure	2015/16 Forecast	2014/15
	£	£
Incoming Resources		
Incoming Resources from Charitable Activities:		
Pay and Display Parking Meters	316,424	316,424
Hammersmith Hospital Car Park Licence	319,275	391,943
Incoming Resources from Generated Funds:		
Income from Activities for Generating Funds	43,760	8,360
Interest Receivable	1,245	1,245
Total Incoming Resources	680,704	717,972
Resources Expended		
Charitable activities:		
Costs of generating Parking Income	0	(400)
Contribution to Linford Christie Stadium	31,500	31,500
Non Routine Maintenance of Wormwood Scrubs	13,685	3,306
Routine Grounds Maintenance of Wormwood Scrubs	664,952	671,940
Audit Fees	13,316	13,008
Legal Fees	0	0
Administration (Finance & Governance)	5,152	5,152
Governance costs	18,468	18,160
Other resources expended	0	0
Total Resources Expended	728,605	724,506
Net Outgoing Resources	(47,901)	(6,534)
Reconciliation of Funds		
Total funds brought forward	5,313,819	5,320,353
Total funds carried forward	5,265,918	5,313,819

Annexe D

Activity	Expenditure at P5	Comments
Other Expenditure	13,685	Tree canopy works (COMMITMENT)
Pay and Display Parking Meters	(18,238)	April receipts
Pay and Display Parking Meters	(29,825)	May receipts
Pay and Display Parking Meters	(26,082)	June receipts
Pay and Display Parking Meters	(25,295)	July receipts
Pay and Display Parking Meters	(27,247)	August receipts
Other Expenditure	(12,700)	2014-15 WCST Audit Fee (ACCRUAL)
Hammersmith Hospital Car Park Licence	(79,422)	2015/16 Q1 Hospital Car Park Rental
Hammersmith Hospital Car Park Licence	(79,422)	2015/16 Q2 Hospital Car Park Rental

The cut off point for pay and display monthly income collection is the last Friday of the month. As such, there were only 16 collection days in April, where the cut off date was Friday 24th April. The remaining days in April were allocated to May. There are usually 20-25 collection days in a typical month, hence the income for April looks lower.

	<p>London Borough of Hammersmith & Fulham</p> <p>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</p> <p>24 September 2015</p>
<p>WORMWOOD SCRUBS CHARITABLE TRUST STATEMENT OF ACCOUNTS 2014/15</p>	
<p>Report of the Director for Finance & Resources, Environmental Services</p>	
<p>Open Report</p>	
<p>Classification - For Information</p>	
<p>Key Decision: No</p>	
<p>Wards Affected: All</p>	
<p>Accountable Director: Hitesh Jolapara, Strategic Director for Finance</p>	
<p>Report Author: Mark Jones, Director for Finance & Resources, Environmental Services</p>	<p>Contact Details: Tel: 020 (8753 6700) E-mail: (mark.jones@lbhf.gov.uk)</p>
<p>AUTHORISED BY:</p> <p>.....</p> <p>DATE:</p>	<p>AUTHORISED BY:</p> <p>.....</p> <p>DATE:</p>

1. EXECUTIVE SUMMARY

- 1.1. This report presents the Wormwood Scrubs Charitable Trust Annual Trustee's Report which includes the draft 2014/15 financial accounts (Appendix 1).
- 1.2. The external auditors (KPMG LLP) require the Trust to approve a letter of representation, which is at Appendix 2.
- 1.3. The external auditors (KPMG LLP) must report their findings to a properly constituted governance body of the Trust before they can publish their signed and final opinion on the integrity of the Trust's accounts. Their draft opinion is at Appendix 3.

2. RECOMMENDATIONS

- 2.1. To note the content of the draft 2014/15 financial accounts for Wormwood Scrubs Charitable Trust ("the Trust") as s.
- 2.2. To approve delegation of authority to the Director for Finance & Resources, Environmental Services for the approval of the audited 2014/15 Statement of Accounts and Trustee's report in the event of auditor changes subsequent to this Committee meeting.
- 2.3. To approve the management representation letter (attached as Appendix 2).
- 2.4. To approve the Trustee's Annual Report, attached as Appendix 1.
- 2.5. To note the contents of the annual risk assessment (contained in the Trustee's report on pages 24-25).

3. REASONS FOR DECISION

- 3.1. The external auditors must report their findings to a properly constituted governance body of the Trust before they can publish their signed and final opinion on the integrity of the Trust's accounts.

4. INTRODUCTION AND BACKGROUND

- 4.1. The Wormwood Scrubs Charitable Trust's Statement of Accounts and Trustee's Report have been prepared in accordance with the Charities Statement of Recommended Practice 2005 and Charities Act 2011. The Statement of Accounts and Trustee's Report are provided from page 13 of Appendix 1. These are for approval by the Wormwood Scrubs Charitable Trust Committee.
- 4.2. This report gives a brief overview of the key points arising from the Statement of Accounts and Trustee's Report.
- 4.3. KPMG have remained the auditors of the financial statements for 2014/15.
- 4.4. It should be noted that these accounts remain "unaudited" until final sign-off by KPMG and may therefore be subject to change until that point. However, no further changes are expected. KPMG will consider and complete their final sign-off following the approval of the accounts by the Trust. In the event that changes are subsequently made, then the Director for Finance & Resources, Environmental Services will sign-off the amended accounts (following approval of delegated authority), will advise all Committee members, and report any changes to the next meeting of the Wormwood Scrubs Charitable Trust Committee.

5. STATEMENT OF ACCOUNTS 2014/15

- 5.1. Financial performance for the Wormwood Scrubs Charitable Trust in 2014/15 was an improvement of £72,516 when compared to last year, with the Trust almost breaking even on income and expenditure. Net incoming resources for the year totalled a small loss of £6,534. This improved position was due mainly to the successful renegotiation of the car park lease with the hospital.
- 5.2. The Trust started the year with an opening balance of £5,320,353. With net incoming resources of £(6,534), the year end balance was £5,313,819.
- 5.3. The amount carried forward consists of unrestricted income funds of £313,818 and designated funds relating to the valuation of land and buildings of £5,000,001.
- 5.4. The Trust's land includes the Linford Christie Athletics Stadium, Pony Centre, three bedroom cottage and single storey parks depot, all of which are valued as £1 in total. It also includes the car park valued at £5,000,000 as at 31st March 2015.
- 5.5. The main source of income is achieved through the use of the car parks that append Wormwood Scrubs. This income consists of public pay and display parking income and private car park rental income from the licence to Hammersmith Hospital Trust. These generated 99% (£708,367) of the Trust's £717,972 of incoming resources for 2014/15.
- 5.6. The main source of resources expended are payments in respect of grounds maintenance. These totalled 93% (£671,940) of the £724,506 total resources expended in 2014/15.
- 5.7. Further details on the financial performance of all these elements can be found within the Statement of Accounts and Trustee's report.

6. AUDITOR'S REPORT

- 6.1. The auditor asks the Committee and management for written representations about the financial statements and governance arrangements. To that end Members are asked to consider and approve the draft letter of representation attached as Appendix 2.
- 6.2. KPMG's findings and final opinion on the 2014/15 financial statements will be issued once the letter of representation has been approved.

7. REVIEW OF BALANCES

- 7.1. The Trust's balances have reduced in recent years, mainly due to reductions in pay and display parking income and increased grounds maintenance costs due to annual contract inflation. The Trust continues to

closely monitor and scrutinise its income and expenditure. Council officers are focussing on reducing the net costs of the Trust in the short, medium and long term.

- 7.2. In 2014/15 the car park lease was reviewed and uplifted in line with RPI increases. This has significantly improved the financial performance of the Trust. It is also intended to optimise the use of the scrubland through commercial lets. Expenditure is restricted to a few significant budget lines. Further information regarding reserves and the review of balances can be found within the Statement of Accounts and Trustee's report.

8. RISK MANAGEMENT

- 8.1. As part of the Trustee's risk management strategy, the Trustee completes an annual review of the risks the charity may face. The 2014/15 risk assessment is contained in the Trustee's report on pages 24-25.
- 8.2. The work has identified only a few risks and the situation is being monitored. A key element in the management of risk is managing income and expenditure and setting a reserves policy for regular review by the Trustee. The review of reserves is set out in section 7 above.

9. LEGAL IMPLICATIONS

- 9.1. KPMG LLP are required to report the findings from their audit to a properly constituted governance body of the Trust before their opinion on the accounts is issued.

10. FINANCIAL AND RESOURCES IMPLICATIONS

- 10.1. The financial elements are detailed in the main report.

11. CONSULTATION

- 11.1. Not applicable.

12. EQUALITY IMPLICATIONS

- 12.1. Not applicable.

13. PROCUREMENT AND IT STRATEGY IMPLICATIONS

- 13.1. Not applicable.

LOCAL GOVERNMENT ACT 2000
LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT

No.	Description of Background Papers	Name/Ext of holder of file/copy	Department/ Location
1.	Charities SORP 2005 Charities Act 2011	Mark Jones 020 8753 6700	Environmental Services Room 316 Pembroke Road

LIST OF APPENDICES:

Appendix 1 – WSCT Annual Trustee’s Report and draft Statement of Accounts 2014/15

Appendix 2 – WSCT Letter of Representation 2014/15

Appendix 3 – Draft Audit Opinion

Wormwood Scrubs Charitable Trust Trustees Report 2014/15

Overview of the Year

The Wormwood Scrubs Charitable Trust (The Trust) exists to ensure that this much valued area of open space in West London is used for the exercise and recreation of Londoners. In the last year we have:

- Worked with the Friends of Wormwood Scrubs, to successfully lobby the Department for Transport, resulting in the High Speed 2 rail connections with other lines not impinging on the Scrubs.
- Renegotiated the rent of the car park with the hospital to very significantly improve our financial performance.
- Held many successful sporting and recreational events.

An Oasis of Green Space in West London

Wormwood Scrubs is an open space located in the north-eastern corner of the London Borough of Hammersmith and Fulham in west London. It is the largest open space in the Borough, at 80 ha (200 acres), and is one of the largest areas of common land in London. It has been a public open space since the Wormwood Scrubs Act of 1879.

Wormwood Scrubs includes a Local Nature Reserve and there are also areas designated as Sites of Importance for Nature Conservation. These areas include Braybrook Woods, Martin Bell's Wood and the Central Woodland Copse.

Habitats include woodland (plantation), scrub and grassland. Animals include common lizards, approximately 100 species of bird and 20 species of butterfly. There are also approximately 250 native plant species which make up one sixth of UK native flora.

Structure, Governance and Management

Responsibility for the management of the Trust rests with the Wormwood Scrubs Charitable Trust Committee of The London Borough of Hammersmith and Fulham. The Committee was created in 2013. This consists of three Councillors and two co-opted members, advised by senior Council Officers. The Committee is charged with managing all the affairs of the Trust, improving the focus and performance of the Trust and ensuring it achieves its charitable objectives. The Committee members for 2014/15 were Councillors Wesley Harcourt, Joe Carlebach and Elaine Churnery.

After the close of the financial year the Committee appointed two non-voting co-opted members – Miriam Shea and David Jeffreys, who are both also members of the Friends of Wormwood Scrubs.

The London Borough of Hammersmith and Fulham (LBHF or 'The Council') is the sole corporate trustee for the Trust.

Day to day running of the Trust is undertaken by officers in line with the Committee's scheme of delegation. The de facto chief executive of the Trust, is Nigel Pallace, the

Council's Chief Executive. David Page, Director, Safer Neighbourhoods, is the main officers responsible for the day to day running of the Trust.

Hitesh Jolapara, the Council's Strategic Director of Financial Corporate Services is the Trust's Chief Finance Officer but day to day financial management of the Trust is undertaken by Mark Jones, Director for Finance and Resources, Environment, Leisure & Residents Services.

Objectives

Wormwood Scrubs is the subject of a charitable trust created by the Wormwood Scrubs Act 1879. The Council of the London Borough of Hammersmith & Fulham is the sole corporate trustee and holds the land in trust for the "use by the inhabitants of the metropolis for exercise and recreation". This is the Trust's sole objective.

The Trust therefore seeks to encourage sporting and recreational use of Wormwood Scrubs through the provision and maintenance of an environment that is conducive to its objective. The Trust is not linked with the prison located nearby.

The Linford Christie stadium is sited on Wormwood Scrubs and was built by the Greater London Council when that body was responsible for the Scrubs. The stadium is operated by the Council and the Trust makes an annual contribution to its running costs.

In addition to supporting the recreational activities provided by the Council through the Linford Christie stadium, the Trust's main activity relates to the maintenance of the Scrubs itself. Since 6th May 2008 Quadron Services Ltd has provided a grounds maintenance service at Wormwood Scrubs following a procurement exercise run by the Council.

The Trustee has paid due regard to the Charity Commission's public benefit guidance in preparing its annual report. The Trust delivers public benefit in meeting its charitable objective of holding the land in trust in accordance with the 1879 Act.

Working with the Friends of Wormwood Scrubs

The Trust continues to work closely with the Friends of Wormwood Scrubs on a regular basis. A walkabout was held in January and a number of actions were identified, both short and long term, which Officers continue to work through. Additionally, Officers worked with the Friends to provide a plaque in memory of Stephanie Gray, a longstanding and dedicated member of the Friends who sadly passed away in 2014. This was unveiled at a ceremony in early March attended by Stephanie's family and members of the Friends.

High Speed 2

Last year's annual report described the Trust's response to the Department for Transport's High Speed 2 Bill.

The HS2 Bill identified 22 hectares in the south of the Scrubs for compensatory wetland habitat as mitigation for lost habitat elsewhere along the HS2 route. The land is liable to compulsory acquisition by HS2 if agreement cannot be sought to the alternative mitigation package put forward to HS2 or if we are unsuccessful at Select Committee.

The Trust has made progress in arguing that the creation of a wetland habitat would result in loss of valuable recreational space, act as a barrier to recreational users, and would result in the loss of important species and habitat.

Working with the Council, the Trust has presented and discussed an alternative package of works to replace HS2's proposals with HS2's ecology representative. They involve protecting existing habitats that are of good quality, enhancing the quality of those habitats which are of lower ecological value and increasing and creating habitat. They include introducing native hedgerows, the creation of a 'scrape' area to attract birds, and a variety of other measures which will be good for animals and plants on the Scrubs.

HS2 has agreed in principle to this alternative mitigation package submitted to them subject to their Board's approval. Their intention is that HS2 would enter into a contract with Council to deliver the works. The Council is in discussions with HS2 to agree this arrangement through a formal undertaking. If agreement cannot be reached the Council will provide evidence at Select Committee to argue for the removal of the wetland mitigation proposal from the HS2 Bill.

TfL's proposed Overground Station at Old Oak Common

Independently of HS2 TfL publically consulted on three options to connect the London Overground network to the HS2/Crossrail station proposed at Old Oak Common.

Together with the Friends of Wormwood Scrubs the Trust was successful in lobbying for the least damaging option to connect HS2 to the other railway lines. This has avoided a railway viaduct being built over the north west corner of the Scrubs. Option C chosen by TFL includes two stations one on the West London Line and one on the North London Line and will not impinge at all on the Scrubs.

Old Oak and Park Royal Development Corporation (OPDC)

The OPDC came into existence with full planning powers over the Old Oak and Park Royal regeneration area (including Wormwood Scrubs) on 1 April 2015.

The Trust argued for the exclusion of the Scrubs from the OPDC and was partly successful in that the Mayor of London agreed to remove the Linford Christie Stadium from the OPDC area. The OPDC has made clear that they will work with the Trust and within the Wormwood Scrubs Act.



OPDC Boundary

The OPDC consulted on the Draft Old Oak Common and Park Royal Opportunity Area Planning Framework from 27 February to 14 April 2015. The Trust sent a formal response to the draft consultation raising the following key concerns that:

- there should be no southern access from the HS2 station directly onto the Scrubs;
- the presence of taller buildings and the higher densities proposed at stations would have a negative effect this would have on views from the Scrubs;
- the OAPF should state minimum sizes for areas of new public open space to the north of the Grand Union Canal to avoid over reliance on Wormwood Scrubs;
- the proposed east/west road north of the Scrubs should be identified as a secondary road and should be effectively shielded from the Scrubs; and
- that there will be pressure to locate play space for older children and school playing field requirements on the Scrubs.

Achievements and Performance

Sport

Currently, the Linford Christie Outdoor Sports Centre (LCOSC) boasts eight full size football pitches, three Junior nine-a-side pitches, two Junior seven-a-side pitches and two Junior five-a-side pitches. In addition to this are two Gaelic Football pitches, seasonal baseball pitches and a football pitch in the central area at LCOSC. The facility also offers a fully certified athletics track and five all weather pitches. There is a weekly park run on the Scrubs averaging over 90 runners at each.

The facility is the home of Thames Valley Harriers Athletics Club and PHC Chiswick Hockey Club.

Total usage for the 2014/15 financial year at Scrubs is as follows:

Lacrosse - 13 Bookings
Gaelic - 51 Bookings
Full Size Football - 384 Bookings
9A Football - 80 Bookings
7A Football - 51 Bookings
5A Football - 39 Bookings
Flag Football - 40 Bookings
Baseball - 297 Bookings

LCOSC held the following:

All Weather Pitches – 3,135 Bookings
Hockey – 77 Bookings
Football – 81 Bookings
Rugby – 36 Bookings
Athletics – 306 Bookings

A number of other sports activities take place on Wormwood Scrubs and these include,

- Tackle Africa Football Tournament
- London Baseball event
- 5K Your Way run
- Race for Life event.
- Old Oak Community Day
- British Athletic League Meetings
- Parkrun
- Extensive school usage including district sports day

Events

Hire of the 'Red Gra' area for parking provision has been very successful and is a useful source of income for the Trust. Filming units, Metropolitan Police Services and the Olympia Exhibition Centre are the main users. For the 'Red Gra' area the Trust is investigating the feasibility of increasing the supply of water, providing three-phase power, increasing drainage and resurfacing the tarmac entrance.

Annual events such as the Race for Life have taken place and they were well received by the local residents.

The Trust remains interested in facilitating a very small number of larger events and discussions continue with companies that specialise in organising these.

Grounds Maintenance and Site Management

The Scrubs is a highly popular site attracting a diverse range of users – the appearance and cleansing of both the grounds on the main site and in the stadium is critical. Numerous tasks are thus undertaken on a routine basis to ensure the grounds maintenance of the site is kept at a high standard.

In the past twelve months the following tasks have been scheduled as part of the grounds maintenance contract:

Activity
Inspecting daily three on-site play areas
Maintaining three on-site play areas
Strimming across the site and Linford Christie Stadium
Grass cutting all non pitch areas across the site
Grass cutting areas of Linford Christie Stadium
Maintaining all wildlife and copse perimeters
Maintaining and pruning of all shrub bed areas
Pruning and maintenance of all hedges
Low level tree works
Spraying of hard surface areas
Maintaining dog areas
Litter picking across the site
Litter picking within the Linford Christie Stadium
Emptying of litter bins
Emptying of dog bins
Cleansing hard surfaces across the site
Cleansing hard surfaces within the Linford Christie Stadium
Cleansing and sweeping synthetic pitch areas within Linford Christie Stadium
Maintenance of the Red Gra area
Leaf clearance across the site
Attending to fly tips
Attending to vandalised or damaged equipment, facilities or surfaces
Liaising with site and facility users
Liaising with Parks Constabulary
Assisting in the preparation for large events
Assisting with Groundwork/Volunteer initiatives

The Trust is pleased that schools have also been using the site to self-deliver the Forest Schools education programme (www.forestschoollassociation.org).

Community Safety

Between 1st April 2014 and 31st March 2015 the Parks Police Service carried out 654 patrols of Wormwood Scrubs both in uniform and plain clothes utilising vehicle, cycle and foot patrols. They dealt with 102 incidents during their operating hours of 0700 and 2300 hours in summer and to 2200 hours in winter.

The incidents included nineteen breaches of byelaw, eight dog related occurrences, one fire and a number of interactions with homeless people and unlawful campers. These incidents seem to have reduced following a peak last year when a number of illegal camps were demolished. Nine recorded crimes were reported to Parks Police, although others

may have been reported directly to the Metropolitan Police and are not always brought to the attention of the Trust.

The new vehicle fleet of marked 4X4's and one electric van have helped in establishing the Parks Police presence on the Scrubs and have allowed access to all corners of the Scrubs to deal with illegal moped riding. A number of stolen mopeds and motor cycles were recovered and restored to their owners.

A suspect 'landmine' found by some illegal metal detectors caused some concern but was later identified as a rusty brake drum.

A 'near miss' with a model aircraft landing very close to a young girl was investigated although the offender was not identified. A number of 'drones' have made an appearance and officers will continue to enforce the 'flying regulations' and advise aspiring pilots on safety issues.

The Barrier at Woodmans Mews has been linked to the Council's UHF radio network and can be remotely operated by staff at Linford Christie Stadium or by Parks Police patrols. It is however coming to the end of its useful operating life and has failed on a number of occasions and will need to be replaced in the near future.

	Incidents	Crimes	Patrols
April 2014	8	1	46
May 2014	9	3	32
June 2014	16	1	81
July 2014	12	1	91
August 2014	5	0	65
September 2014	11	0	71
October 2014	6	1	63
November 2014	5	1	44
December 2014	6	0	41
January 2015	9	0	48
February 2015	6	0	38
March 2015	9	1	34
TOTAL:	102	9	654

Parks Police can always be contacted on 0300 3655 101.

Financial Review

Financial performance in 2014/15 was an improvement of £72,516 when compared to last year, with the Trust almost breaking even on income and expenditure. This was due mainly to the successful renegotiation of the car park lease with the hospital and the backdating of the increase. This new agreement will see the income for the car park being updated annually in line with RPI increases.

Summary of Financial Position	2014/15	2013/14	2012/13	2011/12	2010/11
	£	£	£	£	£
Total Incoming Resources	717,972	638,525	546,201	579,106	654,208
Total Resources Expended	(724,506)	(717,576)	(717,853)	(687,501)	(673,004)
Net Outgoing Resources	(6,534)	(79,051)	(171,652)	(108,395)	(18,796)
Total funds brought forward	5,320,353	5,399,404	5,571,056	5,679,451	5,698,247
Total funds carried forward	5,313,819	5,320,353	5,399,404	5,571,056	5,679,451
Cash Balance	326,517	333,051	411,403	584,504	690,950

The main income sources are pay and display income from the 4 machines in Wormwood Scrubs Car Park and licence income for the use of the car park. Expenditure incurred by the Trust is in line with the objectives of the Trust.

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 exercise and recreation. The Linford Christie Stadium cannot operate without a subsidy, and the Council makes a significant contribution to that. From 2014/15 a commitment was made to the Trust that everything would be done to limit the contribution by the Trust, and that was successfully limited to £31,500.

In total funds brought forward, the Trust has designated funds of £5,000,001 relating to the valuation of the car park and tangible fixed assets in their existing use. The remaining, unrestricted income funds are solely used for the specific purpose of the Trust. These total £313,818 as at 31 March 2015 (see the Statement of Accounts note 11). Expenditure which meets this criteria is charged to the unrestricted fund, together with a fair allocation of management and support costs.

Plans for future periods

The Committee is determined to bring the financial performance of the Trust to breakeven or better, but expects this to take more than a year to achieve.

In approving the budget for 2015/16 the Committee expects a loss of £80k in 2015/16. This is more than the loss seen in 2014/15 as the trust benefitted from the backdated car park income arising from the revision of the licence.

It is assumed that pay and display parking receipts will stay at the same levels as in 2014/15 and that grounds maintenance costs will decrease marginally for inflation.

To create a secure financial position in the longer term the Trust is working on optimising the use of its assets by developing events on the Scrubs, and getting the best possible benefits from the development of High Speed 2.

Reserves and Treasury Management Policy

The Trust's reserves policy is to consider the level of its balances annually, taking into account;

- Whether the Trust has approved a balanced budget
- The robustness of the assumptions and calculations that have underpinned the budget strategy
- The frequency and effectiveness of in year budget monitoring
- The effectiveness of Risk Management
- The affordability of its commitments in respect of grounds maintenance and support of the Linford Christie Stadium
- The review of, and the opinion on, the Trust's financial statements by the External Auditor
- The condition of the Trust's assets
- The affordability considerations of prudential borrowing

Currently, the Fund's undesignated funds of £313,817 are in the region of 50% of the turnover of the Trust, which is considered prudent given the factors identified above. The Trust recognises that balancing its income and expenditure has become more challenging for the Trust in the last few years. The Committee established by the Council to run the Trust has a key role in improving financial performance.

Determining an adequate level of balance requires professional judgement in the context of assessing performance against the key criteria listed above. Consequently, it is considered inappropriate to stipulate either a minimum or a maximum level of balances held. It is considered more important that the key criteria are reviewed annually at the time of preparing the annual Revenue Budget and reviewing the previous year's performance.

The cash balance (£360,095) has reduced in recent years mainly due to reductions in pay and display parking income, increased grounds maintenance costs due to annual contract inflation and a contributions to the running costs for Linford Christie Stadium. The Trust continues to closely monitor and scrutinise its income and expenditure. Council officers are focussing on reducing the net expenditure of the Trust in the short, medium and long term. Increased income is being targeted through plans to optimise use of the scrubland. Expenditure is restricted to a few significant budget lines.

The Trust's cash balances are managed by the Council. The Council's Treasury Management Strategy Report governing the investment policy adopted, was adopted by the Council in February 2014. The Committee report can be found on the Council's website at the following location:

[http://lbh-vmw-p-mgov1:9070/Published/C00000114/M00002480/A100020642/\\$063TreasuryManagementStrategy.docA.ps.pdf](http://lbh-vmw-p-mgov1:9070/Published/C00000114/M00002480/A100020642/$063TreasuryManagementStrategy.docA.ps.pdf)

Risk Management

The Trustee has a risk management strategy which comprises:

- An annual review of the risks the charity may face;
- Establishment of plans to mitigate those risks identified;
- Implementation of steps designed to minimise any potential impact on the charity should those risks materialise.

The work has identified only a few risks and the situation is being monitored. A key element in the management of risk is managing income and expenditure and setting a reserves policy with regular review by the Committee. The full schedule of risks can be found later in this report.



Financial
Information,
Administrative
Details and Risk
Management

Statement of Trustee's Responsibilities in respect of the Trustee's Annual Report and the financial statements

Under charity law, the Trustee is responsible for preparing the Trustee's Annual Report and the financial statements for each financial year which show a true and fair view of the state of affairs of the charity and of the excess of expenditure over income for that period.

In preparing these financial statements, generally accepted accounting practice entails that the Trustee:

- selects suitable accounting policies and then apply them consistently;
- makes judgements and estimates that are reasonable and prudent;
- states whether the recommendations of the Statement of Recommended Practice have been followed, subject to any material departures disclosed and explained in the financial statements;
- states whether the financial statements comply with the trust deed [and rules], subject to any material departures disclosed and explained in the financial statements;
- prepares the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities.

The Trustee is required to act in accordance with the trust deed (and the rules) of the charity, within the framework of trust law. It is responsible for keeping proper accounting records, sufficient to disclose at any time, with reasonable accuracy, the financial position of the charity at that time, and to enable the Trustee to ensure that, where any statements of accounts are prepared by them under section 132(1) of the Charities Act 2011, those statements of accounts comply with the requirements of regulations under that provision. They have general responsibility for taking such steps as are reasonably open to them to safeguard the assets of the charity and to prevent and detect fraud and other irregularities.

The Trustee is responsible for the maintenance and integrity of the financial and other information included on the charity's website. Legislation in the UK governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

Disclosure of Information To Auditors

The Trustee who held office at the date of approval of this Trustee's Report confirms that, so far as it is aware, there is no relevant audit information of which the charity's auditor is unaware; and the Trustee has taken all steps that ought to have been taken as a trustee to make itself aware of any relevant audit information and to establish that the charity's auditor is aware of that information.

Auditors

The Trustee appointed KPMG LLP during the year to undertake the audit of accounts in this year and in the following year. The Independent auditor's report to the Trustee of Wormwood Scrubs Charitable Trust follows on page 14.

For and on Behalf of Wormwood Scrubs Charitable Trust

Signed

Name

Date

Independent auditor's report to the Trustee of Wormwood Scrubs Charitable Trust

[to be issued once the audit has been concluded]

WORMWOOD SCRUBS CHARITABLE TRUST

STATEMENT OF ACCOUNTS 2014/15

Wormwood Scrubs Charitable Trust			
Statement of Financial Activities for Year ended 31 March 2015			
Income and Expenditure		2014/15	2013/14
Notes		£	£
Incoming Resources			
2	Incoming Resources from Charitable Activities:		
	Pay and Display Parking Meters	316,424	309,218
	Hammersmith Hospital Car Park Licence	391,943	226,000
	Incoming Resources from Generated Funds:		
	Voluntary Income - Grant Contribution from LBHF	0	99,500
3	Income from Activities for Generating Funds	8,360	2,491
4	Interest Receivable	1,245	1,316
Total Incoming Resources		717,972	638,525
Resources Expended			
5	Charitable activities:		
	Costs of generating Parking Income	(400)	400
6	Contribution to Linford Christie Stadium	31,500	31,500
	Non Routine Maintenance of Wormwood Scrubs	3,306	0
7	Routine Grounds Maintenance of Wormwood Scrubs	671,940	667,743
	Audit Fees	13,008	12,600
	Legal Fees	0	340
	Administration (Finance & Governance)	5,152	4,993
8	Governance costs	18,160	17,933
	Other resources expended	0	0
Total Resources Expended		724,506	717,576
Net Outgoing Resources		(6,534)	(79,051)
Reconciliation of Funds			
	Total funds brought forward	5,320,353	5,399,404
Total funds carried forward		5,313,819	5,320,353

Wormwood Scrubs Charitable Trust			
Balance Sheet at 31 March 2015			
		2014/15	2013/14
		£	£
Fixed Assets			
9	Tangible Assets	5,000,001	5,000,001
Total Fixed Assets		5,000,001	5,000,001
Add: Current Assets			
	Cash in Bank	360,095	333,051
	Debtors	22,923	0
Total Current Assets		383,018	333,051
Less: Liabilities			
10	Creditors: Amounts falling due within one year	(69,200)	(12,699)
Total Liabilities		(69,200)	(12,699)
Total Net Assets and Liabilities		5,313,819	5,320,353
		£	£
11	The funds of the charity:		
	Unrestricted income funds	313,818	320,352
	Revaluation reserve	5,000,001	5,000,001
Total Charity Funds		5,313,819	5,320,353

Notes to the Accounts

(1) Statement of Accounting Policies

The Financial Statements have been prepared on a historic cost basis and in accordance with the Statement of Recommended Practice, Accounting and Reporting by Charities (SORP 2005)

(i) Accounting Concept

The accounts have been prepared on an accruals basis. That is, on the basis of income being due and expenditure being payable in the related financial year.

The Trustee has a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. They therefore continue to accept the going concern basis of accounting in preparing the financial statements.

(ii) Depreciation

Depreciation has not been charged to tangible fixed assets (the land or the car park). Any changes in value will be reported as gains or losses on revaluations. The Trustee is not aware of any indication that an impairment has occurred.

(iii) Fixed Assets

The Trust has ownership of land, passed under the Wormwood Scrubs Act 1879 for the perpetual use of the inhabitants of London for exercise and recreation. Due to the restrictions on the use of the land and its disposal, it is included in the balance sheet at a fair value at the point of donation, as there are no records of this value a nominal value of £1 is used. This is in line with the Charities SORP. The car park is held at historic value.

This was initially established by a valuation in 2004, though the Trust does not operate a policy of revaluation.

(2) Incoming Resources

The Trust has a licensing agreement with Hammersmith Hospital NHS Trust (HHT), for the use of a limited number of parking spaces within the car park, making use of surplus capacity. The Trustees consider that the arrangement is consistent with the Trust's objectives, as the arrangement can be terminated at any time.

(3) Income from Activities for Generating Funds

	2014/15	2013/14
	£	£
Filming income	(3,363)	(1,850)
Other rental income	(4,997)	(641)
	(8,360)	(2,491)

(4) Interest Received

Interest is calculated on an average cash position for the year and is included in the accounts at year end. The interest rate used is the 7 day LIBOR rate, which increased from 0.35% in 2013/14 to 0.36% in 2014/15.

(5) Charitable Activities

Resources expended on charitable activities comprise all the resources applied by the charity in undertaking its work to meet its charitable objectives. The Trust's objectives and work are detailed in the Trustees' Annual Report.

(6) Contribution to Linford Christie Stadium

The Charity contributes to the up-keep of an athletic stadium located on the Trust grounds, not as a cost apportionment exercise but in furtherance of the objectives of the Trust to support recreation. Linford Christie Stadium is managed by the Environment Leisure and Resident Services Department.

On 27 November 2006 a yearly contribution of up to £110,000 to the running costs of the stadium was approved by Cabinet as an ongoing commitment. In 2014/15 a contribution of £31,500 (£31,500 in 2013/14) was made to the Linford Christie Stadium.

(7) Grounds Maintenance

The grounds maintenance work undertaken at Wormwood Scrubs is undertaken by the Council's external contractor under a Grounds Maintenance contract that was tendered in 2008 for a period of 7 years. The award of this contract was considered in the best interest of both the Council and the Trust. Until 2001/02 the Trust was not in a position to fund the entire cost of the works and until this point, the Council only received a contribution. Since this time, the Trust has funded the full cost of grounds maintenance costs at Wormwood Scrubs. Grounds Maintenance services are currently provided by the Environment Leisure and Resident Services Department of the Council. The continuation of these services are periodically approved by Cabinet Members.

Routine Grounds Maintenance is undertaken in accordance with a series of schedules that form part of the new contract. The fixed element of the contract has increased from £667,743 in 2013/14 to £671,940 in 2014/15 due to a 0.63% inflationary uplift in line with the terms of the contract. The specification included in the new Grounds Maintenance contract represents a significant enhancement to the level of grounds maintenance that

currently takes place at Wormwood Scrubs, which is reflected in the increased costs.

Non-routine Grounds Maintenance is identified and commissioned on behalf of the Trust by the contractor.

The Council's Audit Committee formally approved the continuation of the service provided by the Environment Leisure and Resident Services Department in June 2009.

(8) Governance costs

The resources expended that relate to the governance of the charity consist of the following:

	2014/15	2013/14
	£	£
Financial Administration and Support fees - these costs result from the statutory requirement to prepare accounts. Also included are the costs of the time spent liaising and meeting with auditors, and attending closing of account meetings.	5,152	4,993
Legal Fees - In the management of the Trust during the year legal advice was required. This was provided by Legal Services of LBHF and the charges were based on a staff time basis.	0	340
Audit Fees - It is a statutory requirement that the accounts of the trust should be independently audited.	13,008	12,600
	18,160	17,933

(9) Tangible Assets

The Trust's Land and Buildings include an Athletics Stadium, Pony Centre, three bedroom cottage and single storey parks depot, all of which are valued as a nominal £1 due to the restrictions placed on the use of the land and its disposal.

The Athletics Stadium was built in 1961 under the Greater London Council (GLC) and prior to the creation of the London Borough of Hammersmith and Fulham, who are now responsible for administering the Trust. There is no available documentation to demonstrate that approval has been gained by the Secretary of State for Defence.

The Pony Centre was given approval to be built by the Secretary of State for Defence.

The car park is included in the accounts at historic cost in line with the charity SORP. The value included is £5,000,000. To establish a proxy for historic cost the asset was valued on the 31st March 2004. The Trust does not operate a policy of revaluation.

The car park is classified as a functional tangible fixed asset as the use of this land is considered as consistent with the charities objectives.

The Trust does not depreciate its assets as they are all either without a determinable finite useful life (i.e. land) or of a nominal value (i.e. £1)

(10) External Creditors

The creditors relate to audit services, income relating to 2015/16 and financial administration and support fees.

	2014/15	2013/14
	£	£
Amount of creditor liabilities as at 31 March	(69,200)	(12,699)

(11) Fund Structure:

The Trust's Unrestricted Funds comprise:

	2014/15	2013/14
	£	£
General	313,817	320,352
Designated - Fixed Asset Revaluation	5,000,001	5,000,001
	5,313,818	5,320,353

All Income and Expenditure are Unrestricted funds solely used for the specific purpose of the Trust. Expenditure which meets this criteria is charged to the fund, together with a fair allocation of management and support costs, as recharged by LBHF.

The Trustees have designated funds relating to the valuation of the car park and tangible fixed assets in their existing use.

(12) Related Party Transactions:

The Council of London Borough of Hammersmith and Fulham (LBHF) is the trustee of the charity. Most expenditure transactions of the Trust are with LBHF and therefore fall under the definition of related party transactions. However, as stated this does not conflict with the charity's ability to meet its objectives. There are no staff employed by the charity.

	2014/15	2013/14
	£	£
<u>a) London Borough of Hammersmith and Fulham as transacting party</u>		
- <i>LBHF as contractor to the Trust</i>		
Environment Leisure and Resident Services Department for the provision of Routine Grounds Maintenance of Wormwood Scrubs (Ref Note 6)	671,940	667,743
LBHF - Parking Control for the collection of Parking income	0	0
- <i>LBHF as recipient of contribution</i>		
Contribution to Linford Christie Stadium (Ref Note 5)	31,500	31,500
- <i>LBHF as provider of administrative and management support to the Trust</i>		
Environment Leisure and Resident Services Department for management & financial administration services of Wormwood Scrubs	5,152	4,993
Legal Services for the provision of legal advice required in the management of Wormwood Scrubs	0	340
	708,592	704,576

(13) Trustee Remuneration, Benefits and Expenses

The Charities SORP (2005) requires all trustees (or people connected with the charity) remuneration, benefits and expenses to be disclosed, regardless of size. There has been no remuneration, other benefit or expense payments to trustees, or people connected with the charity.

Reference and Administrative details

Charity Name and Number	Wormwood Scrubs Charitable Trust, Registration No. 1033705
Charity Correspondent	Mark Jones Director for Finance and Resources Finance Office Room 316 1st Floor, 37 Pembroke Road, London W8 6PW
Trustees	The Council of the London Borough of Hammersmith & Fulham
Telephone	020 8753 6700
Email Address	mark.jones@lbhf.gov.uk
Governing Document	Wormwood Scrubs Act 1879 As Amended By Scheme Of The Charity Commissioners Dated 25 March 2002.
Objects	For Recreational Use As Set Out In The Wormwood Scrubs Act 1879
Area of Benefit	Wormwood Scrubs and West London. (Area prescribed by Governing Document)
Area of Operation	Greater London – Hammersmith and Fulham
Registration History	23 Feb 1994 Registered
Auditor Details	KPMG LLP, 8th Floor 15 Canada Square East, Canary Wharf London E14 5GL

Risk Assessment Schedule 2014/15

Risk Index No.	AREA OF RISK	IMPACT OF RISK	SEVERITY High/Medium/Low	POTENTIAL High/medium/Low	VALUATION	COMMENT
001	High Speed 2 Railway and the development of Old Oak	Adverse impacts on the Scrubs that are contrary to the objectives of the Trust	High	Medium	May not be a financial loss	Trust is engaging with HS2 and TFL and the Old Oak development Corporation to agree outcomes that do not adversely impact.
002	Pay and Display income level	i) Theft of cash boxes. ii) Lower income levels due to decisions taken about Pay and Display tariffs.	High	High	Potential loss of income.	Usage fluctuates. Pay & display tariffs are set to match those in nearby streets.
003	Hammersmith Hospital Trust car park income	The licensing agreement with Hammersmith Hospital Trust has a three month notice period with a possible impact on the level of income.	High	Medium	Potential loss of income.	The Hospital relies on the car park. The Trust has been successful in securing increased income from this source.
004	Condition – Wormwood Scrubs car park	Wormwood Scrubs car park is in need of resurfacing.	High	Low	Significant expenditure.	Repair has been agreed as part of the renegotiation of the car park lease with the hospital.
005	Insurance claims against Trust	Liability of trust in case of personal injury claims.	Low	Low	Possible liability of Trust in case of insurance claim.	Wormwood Scrubs would be covered by the Council's insurance.

Risk Index No.	AREA OF RISK	IMPACT OF RISK	SEVERITY High/Medium/Low	POTENTIAL High/medium/Low	VALUATION	COMMENT
006	Safety of Artillery Wall	Cost of demolition, collapse could possibly lead to damage or liability of Trust.	Low	High	Cost of demolition or insurance claims.	The condition of the wall is being monitored. The Council are making plans to demolish it at no cost to the Trust.
007	Costs of Operating Linford Christie Stadium	Contribution by the Trust varies according to the trading conditions for the Stadium	High	Medium	Expenditure could be significant	In some years this contribution has been small, but it is volatile. The financial performance of the Stadium is monitored closely

Letter of Representation

KPMG LLP
8th Floor
15 Canada Square East
Canary Wharf
London
E14 5GL

XX September 2015

Dear Sirs

This representation letter is provided in connection with your audit of the financial statements of Wormwood Scrubs Charitable Trust (“the Charity”), for the year ended 31 March 2015, for the purpose of expressing an opinion:

- i. as to whether these financial statements give a true and fair view of the state of the Charity’s affairs as at 31 March 2015 and of its surplus or deficit for the financial year then ended;
- ii. whether the financial statements have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- iii. whether the financial statements have been prepared in accordance with the Charities Act 2011.

These financial statements comprise the Balance Sheet, the Statement of Financial Activities, and notes, comprising a summary of significant accounting policies and other explanatory notes.

The Trustee confirms that the representations they make in this letter are in accordance with the definitions set out in the Appendix to this letter.

The Trustee confirms that, to the best of their knowledge and belief, having made such inquiries as it considered necessary for the purpose of appropriately informing themselves:

Financial statements

1. The Trustee has fulfilled their responsibilities, as set out in the terms of the audit engagement dated 8 February 2013, for the preparation of financial statements that:
 - i. give a true and fair view of the state of the Charity’s affairs as at the end of its financial year and of its surplus or deficit for that financial year;

- ii. have been properly prepared in accordance with UK Generally Accepted Accounting Practice (“UK GAAP”); and
- iii. have been prepared in accordance with the Charities Act 2011.

The financial statements have been prepared on a going concern basis.

2. Measurement methods and significant assumptions used by the Trustee in making accounting estimates, including those measured at fair value, are reasonable.
3. All events subsequent to the date of the financial statements and for which FRS 21 Events after the balance sheet date requires adjustment or disclosure, have been adjusted or disclosed.

Information provided

4. The Trustee has provided you with:
 - access to all information of which it is aware, that is relevant to the preparation of the financial statements, such as records, documentation and other matters;
 - additional information that you have requested from the Trustee for the purpose of the audit; and
 - unrestricted access to persons within the Charity from whom you determined it necessary to obtain audit evidence.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. The Trustee acknowledges their responsibility for such internal control as it determines necessary for the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In particular, the Trustee acknowledges their responsibility for the design, implementation and maintenance of internal control to prevent and detect fraud and error.

The Trustee has disclosed to you the results of their assessment of the risk that the financial statements may be materially misstated as a result of fraud.

7. The Trustee has disclosed to you all information in relation to:
 - a) Fraud or suspected fraud that it is aware of and that affects the Charity and involves:
 - management;
 - employees who have significant roles in internal control; or
 - others where the fraud could have a material effect on the financial statements; and
 - b) allegations of fraud, or suspected fraud, affecting the Charity’s financial statements communicated by employees, former employees, analysts, regulators or others.

8. The Trustee has disclosed to you all known instances of non-compliance or suspected non-compliance with laws and regulations whose effects should be considered when preparing the financial statements.
9. The Trustee has disclosed to you and has appropriately accounted for and/or disclosed in the financial statements, in accordance with FRS 12 Provisions, Contingent Liabilities and Contingent Assets, all known actual or possible litigation and claims whose effects should be considered when preparing the financial statements.
10. The Trustee has disclosed to you the identity of the Charity's related parties and all the related party relationships and transactions of which it is aware. All related party relationships and transactions have been appropriately accounted for and disclosed in accordance with FRS 8 Related Party Disclosures.
11. The Trustee confirms that:
 - a) The financial statements disclose all of the key risk factors, assumptions made and uncertainties surrounding the Charity's ability to continue as a going concern as required to provide a true and fair view.
 - b) Any uncertainties disclosed are not considered to be material and therefore do not cast significant doubt on the ability of the Charity to continue as a going concern.

This letter was tabled and agreed at the meeting of the Wormwood Scrubs Charitable Trust Committee on behalf of the Trustee on 24 September 2015.

Yours faithfully,

Mark Jones
Director of Finance and Resources, Transport and Technical Services and
Environment, Leisure and Residents Services

For and on Behalf of
The Mayor and Burgesses of the London Borough of Hammersmith and Fulham

Appendix to the Trustee's Representation Letter of Wormwood Scrubs Charitable Trust: Definitions

Financial Statements

A complete set of financial statements comprises:

- a Balance Sheet as at the end of the period;
- a Statement of Financial Activities for the period; and
- notes, comprising a summary of significant accounting policies and other explanatory information.

Material Matters

Certain representations in this letter are described as being limited to matters that are material.

The ASB's *Statement of Principles for Financial Reporting* states that:

“An item of information is material to the financial statements if its misstatement or omission might reasonably be expected to influence the economic decisions of users of those financial statements, including their assessments of management's stewardship.”

Fraud

Fraudulent financial reporting involves intentional misstatements including omissions of amounts or disclosures in financial statements to deceive financial statement users.

Misappropriation of assets involves the theft of an entity's assets. It is often accompanied by false or misleading records or documents in order to conceal the fact that the assets are missing or have been pledged without proper authorisation.

Error

An error is an unintentional misstatement in financial statements, including the omission of an amount or a disclosure.

Prior period errors are omissions from, and misstatements in, the entity's financial statements for one or more prior periods arising from a failure to use, or misuse of, reliable information that:

- a) was available when financial statements for those periods were authorised for issue; and
- b) could reasonably be expected to have been obtained and taken into account in the preparation and presentation of those financial statements.

Such errors include the effects of mathematical mistakes, mistakes in applying accounting policies, oversights or misinterpretations of facts, and fraud.

Management

For the purposes of this letter, references to “management” should be read as “management and, where appropriate, those charged with governance”.

Related parties

A related party is a person or entity that is related to the entity that is preparing its financial statements (referred to in FRS 8 *Related Party Disclosures* as the “reporting entity”).

- a) A person or a close member of that person’s family is related to a reporting entity if that person:
 - i. has control or joint control over the reporting entity;
 - ii. has significant influence over the reporting entity; or
 - iii. is a member of the key management personnel of the reporting entity or of a parent of the reporting entity.
- b) An entity is related to a reporting entity if any of the following conditions applies:
 - i. The entity and the reporting entity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others).
 - ii. One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member).
 - iii. Both entities are joint ventures of the same third party.
 - iv. One entity is a joint venture of a third entity and the other entity is an associate of the third entity.
 - v. The entity is a retirement benefit scheme for the benefit of employees of either the reporting entity or an entity related to the reporting entity. If the reporting entity is itself such a scheme, the sponsoring employers are also related to the reporting entity.
 - vi. The entity is controlled or jointly controlled by a person identified in (a).
 - vii. A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity).

Related party transaction

The transfer of assets or liabilities or the performance of services by, to or for a related party irrespective of whether a price is charged.

Draft Audit Opinion

(Insert KPMG letterhead)

Independent auditor's report to the Trustees of Wormwood Scrubs Charitable Trust

We have audited the financial statements of Wormwood Scrubs Charitable Trust for the year ended 31st March 2015 set out on pages [x] to [y]. The financial reporting framework that has been applied in their preparation is applicable law and UK Accounting Standards (UK Generally Accepted Accounting Practice).

This report is made solely to the charity's trustees as a body, in accordance with section 144 of the Charities Act 2011 (or its predecessors) and regulations made under section 154 of that Act. Our audit work has been undertaken so that we might state to the charity's trustees those matters we are required to state to them in an auditor's report and for no other purpose.

To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charity and its trustees as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of trustees and auditor

As explained more fully in the Statement of Trustees' Responsibilities set out on page 13, the trustees are responsible for the preparation of financial statements which give a true and fair view.

We have been appointed as auditor under section 144 of the Charities Act 2011 (or its predecessors) and report in accordance with regulations made under section 154 of that Act. Our responsibility is to audit, and express an opinion on, the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland).

Those standards require us to comply with the Auditing Practices Board's Ethical Standards for Auditors.

Scope of the audit of the financial statements

A description of the scope of an audit of financial statements is provided on the Financial Reporting Council's website at www.frc.org.uk/auditscopeukprivate.

Opinion on financial statements

In our opinion the financial statements:

- give a true and fair view of the state of the charity's affairs as at 31st March 2015 and of its incoming resources and application of resources for the year then ended;
- have been properly prepared in accordance with UK Generally Accepted Accounting Practice; and
- have been properly prepared in accordance with the requirements of the Charities Act 2011.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Charities Act 2011 requires us to report to you if, in our opinion:

- the information given in the Trustees' Annual Report is inconsistent in any material respect with the financial statements; or
 - the charity has not kept sufficient accounting records; or
 - the financial statements are not in agreement with the accounting records and returns;
- or
- we have not received all the information and explanations we require for our audit.

Andrew Sayers
for and on behalf of KPMG LLP, Statutory Auditor

Chartered Accountants

15 Canada Square,

London E14 5GL

Date: XX September 2015

KPMG LLP is eligible to act as an auditor in terms of section 1212 of the Companies Act 2006