

London Borough of Hammersmith & Fulham

# Wormwood Scrubs Charitable Trust Committee

## Agenda

Tuesday 8 December 2015

7.00 pm

Conference Room, East Wing, 1<sup>st</sup> Floor

Phoenix High School, Shepherds Bush, The Curve, London, W12 0RQ

### MEMBERSHIP

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

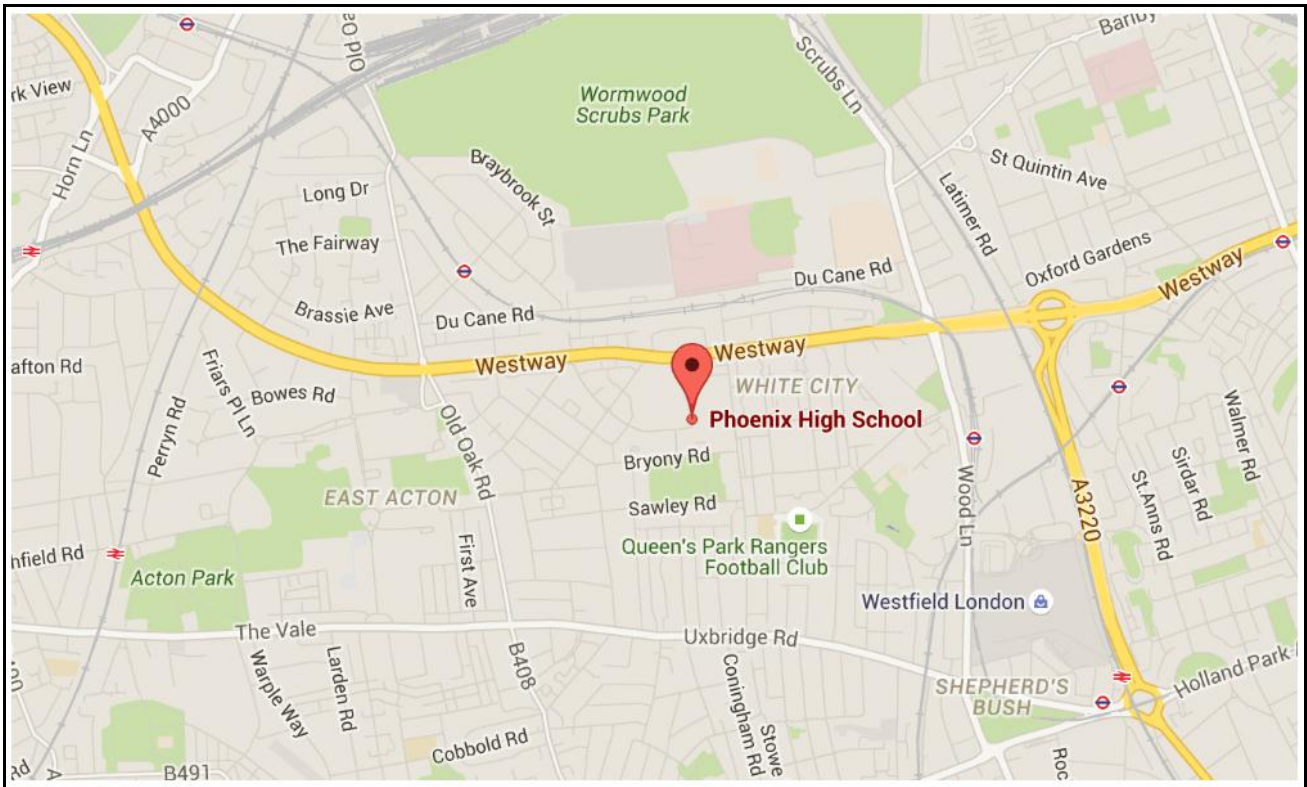
**CONTACT OFFICER:** Ibrahim Ibrahim  
Assistant Committee Co-ordinator  
Governance and Scrutiny  
☎: 020 8753 2075  
E-mail: Ibrahim.ibrahim@lbhf.gov.uk

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

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Date Issued: 30 November 2015

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**Buses:** 283 (Stop LM), 228 (Stop LS) or 95 (Stop W) followed by a 5 minute walk.

**London Underground:** White City Station, Wood Lane or East Acton.

**Driving:** Parking available on site.

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# **Wormwood Scrubs Charitable Trust Committee Agenda**

**8 December 2015**

<b><u>Item</u></b>	<b><u>Pages</u></b>
<b>1. MINUTES OF THE LAST MEETING</b> To approve as an accurate record, and the Chairman to sign, the minutes of the meeting held on 24 September 2015.	1 - 6
<b>2. APOLOGIES FOR ABSENCE</b>	
<b>3. DECLARATIONS OF INTEREST</b> If a Councillor has any prejudicial or personal interest in a particular item they should declare the existence and nature of the interest at the commencement of the consideration of that item or as soon as it becomes apparent.  At meetings where members of the public are allowed to be in attendance and speak, any Councillor with a prejudicial interest may also make representations, give evidence or answer questions about the matter. The Councillor must then withdraw immediately from the meeting before the matter is discussed and any vote taken unless a dispensation has been obtained from the Standards Committee.  Where Members of the public are not allowed to be in attendance, then the Councillor with a prejudicial interest should withdraw from the meeting whilst the matter is under consideration unless the disability has been removed by the Standards Committee.	
<b>4. MANAGER'S REPORT</b> To receive a report from the Director of Safer Neighbourhood and the Director of Finance and Resources, Environmental Services, updating the committee on recent management activity.  The Committee will be receiving a presentation from the Old Oak Park team. In addition, Tim Dye and Steven Kaye from Thames Valley Harriers will be attending to provide the Committee an update on Linford Christie Stadium.	7 - 16
<b>5. DATE OF THE NEXT MEETING</b> The next meeting of the Wormwood Scrubs Charitable Trust Committee will take place on 15 March 2016 at 7pm.	

London Borough of Hammersmith & Fulham

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



**Thursday 24 September 2015**

### **PRESENT**

**Committee Members:** Councillors Joe Carlebach, Elaine Chumnerly and Wesley Harcourt (Chair).

**Co-opted Members:** Miriam Shea and David Jeffreys.

**Officers:** Mark Jones (Director of Finance and Resources, Environmental Services), Jem Kale (Events Manager), David Page (Director for Safer Neighbourhoods), Ian Ross (Parks Manager) and Mike Rumble (Parks Inspector).

**External:** Steven Kaye (Thames Valley Harriers) and Sally-Anne Wouldidge (KPMG).

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

#### **RESOLVED –**

THAT, the minutes of the meeting held on 24 June 2015 were agreed as a correct record and signed by the Chair.

### **10. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

### **11. DECLARATIONS OF INTEREST**

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

Councillors Wesley Harcourt and Elaine Chumnerly asked that it be noted they were Ward Councillors for College Park and Old Oak.

### **12. MANAGER'S REPORT**

#### ***Opposition to the Wetland Mitigation Area Proposed in HS2 Bill***

David Page (Director for Safer Neighbourhoods) reported that the London Borough of Hammersmith and Fulham (LBHF) had agreed to deliver an agreed mitigation scheme at HS2's (High Speed Rail 2) cost. The value of implementing and

maintaining the scheme would be capped at £3.9m over 10 years although this would be reviewed once a contractor had been appointed. LBHF was in the process of preparing the tender documentation and there would be an obligation on both LBHF and HS2 to seek value for money. It was felt that this was a fantastic achievement for the Trust and it would be appropriate to issue a press release to highlight this achievement.

**ACTION: David Page, Director for Safer Neighbourhoods**

### ***Fundraising Plan***

Mark Jones (Director for Finance and Resources, Environmental Services) drew Members attention to pages 18 – 21; appendix 1 of the report, which sought views on fundraising plans. It was reported that the Trust would need to find an additional income of around £70,000 per year to reach a breakeven position on income and expenditure.

It was reported that LBHF had spoken to the Third Sector Investment Team regarding the bidding criteria for Hammersmith United Charities and it was reported that the Trust fits their funding criteria, if a suitable project could be identified. David Page would circulate a separate paper with further information.

**ACTION: David Page, Director for Safer Neighbourhoods**

Mark Jones circulated a hand-out to Members on 'Scoping Land Comparable to WSCT'. This would also be circulated electronically to Members of the Committee.

**ACTION: Mark Jones, Director for Finance and Resources, Environmental Services**

The hand-out examined big areas of open land across London and it was felt that it would be useful to speak to organisations that run those parks that have most in common with WSCT to investigate how they raise funds.

**ACTION: Mark Jones, Director for Finance and Resources, Environmental Services**

Further to previous meetings of the Committee, it was reported that Harry Audley (SOBUS) would propose recommendations on how WSCT could work with Community Champions. It was additionally reported that this action was outstanding and that Mark Jones would raise this again with Harry Audley.

**ACTION: Mark Jones, Director for Finance and Resources, Environmental Services**

Members were informed that the WSCT does not have a website and a low profile generally on the internet and in social media. It was felt that it would be beneficial to create a website, which would help to raise the profile of WSCT. The website would also include visitor information, surveys, guides, pictures and comments and by using WordPress, this could be achieved for a relatively small fee. In addition, the website would include a tool to include a donate option. It was suggested local schools or sixth forms could be provided with opportunities to create content and

maintain the website, which officers would examine in further detail. It was felt that Ark Burlington Danes Academy would be an appropriate school to contact in the first instance.

**ACTION: Mark Jones, Director for Finance and Resources, Environmental Services and David Page, Director for Safer Neighbourhoods**

Mark Jones reported that there was a demand from schools to visit ecology centres, woodlands areas and to see farm animals. It was additionally reported that the Wild Learning Organisation (WLO) charge £38 per child on ecology field trips. Mark Jones advised that he would contact the WLO to see if they were interested in working with the Trust.

**ACTION: Mark Jones, Director for Finance and Resources, Environmental Services**

The creation of an ecology centre was discussed. However, whilst this would create a further income stream, it would also open up the Trust to staffing and running costs. It was noted that the Trust could appeal to funding from Trusts and Foundations and that Imperial College could be a potential funding partner. Members requested information on the Council Appointee to the Court of the Imperial College Trust, who could assist in any discussions regarding funding opportunities.

**ACTION: Ibrahim Ibrahim, Assistant Committee Coordinator**

### ***Filming and Events Update***

Jem Kale (Events Manager) reported that the Polo in the Park event had been taking place for seven years in Hurlingham Park. The Filming and Events team approached the event organisers regarding potential relocation of the event to the Scrubs. However, the organisers had already signed an agreement to stay in Hurlingham Park and it was therefore not feasible to explore the relocation of the event.

The Filming and Events team had begun discussions for a music event to take in the Scrubs with three event organisers. These could take place as early as 2016 and would see attendances of up to 10,000. In addition, a 5k Charity run had been proposed and officers were in discussions regarding a pricing structure. A further update would be presented in due course.

**ACTION: Jem Kale, Events Manager**

The use of Red Gra as a filming unit base had become an expanding business and further synergies had been created to increase unit base income from the Royal Borough of Kensington & Chelsea (RBKC) filming customers. There had been prior discussions around the possibility of providing electricity and water at the site, and it was reported that this would be tied into the CCTV project in a collaborative manner. Members requested the timescale involved in implementing this.

**ACTION: Jem Kale, Events Manager**

It was reported that Olympia and Winter Wonderland organisers had shown an interest in using the Red Gra as unit base during Winter 2015. A pricing structure had yet to be determined for Winter Wonderland. In addition, there was a discussion regarding an exclusivity clause over the area used due to the length of time requested. A further update would be presented in due course.

**ACTION: Jem Kale, Events Manager**

### ***Community Safety Update***

Mike Rumble (Parks Inspector) provided Members an update on the Parks Police incident and patrols. It was reported that the first quarter was very quiet on Wormwood Scrubs with Parks Police incidents reducing from previous years. No trends had been identified.

### ***Parks Management/Grounds Maintenance Update***

Ian Ross (Parks Manager) reported that officers continue to monitor the Scrubs on a regular basis carrying out both scheduled inspections with the Council's contractor, Quadron Services, as well as unannounced visits. No complaints over maintenance standards have been received in the last quarter.

During a recent routine office inspection it was noted that the London Planes adjacent to Scrubs Lane were suffering dieback. In addition, a member of the public reported a fallen branch on the cycle lane and when investigated, it was found that further dieback had occurred. Investigative work indicated that the route the trees followed an old tram line and it was believed that this had caused soil contamination, affecting the health and viability of the trees. Members also noted that the trees by the barrier were also looking in a poor state, which Ian Ross would look into.

**ACTION: Ian Ross, Parks Manager**

### ***Children's Outdoor Gym***

It was noted that Members preferred the introduction of play equipment for children as young as 3 up to 14 year olds rather than an outdoor gym. This would complement the outdoor gym for adults installed last year but they would be kept separated to make clear that these facilities were suitable for use by different age groups and for different types of activity. Councillor Elaine Chumnerly agreed to forward Ian Ross email correspondence relating to the installation of play equipment for children.

**ACTION: Councillor Elaine Chumnerly**

### ***Path from Braybrook Street***

Ian Ross reported that officers proposed to install a new pathway running alongside the outdoor gym, to Braybrook Street as this area becomes particularly

wet in Winter. Ian Ross would liaise with Heather Miller (Business Development and Executive Support Officer) on this matter.

**ACTION: Ian Ross, Parks Manager**

### ***Linford Christie Outdoor Sports Centre***

Steven Kaye (Thames Valley Harriers (TVH)) attended the meeting to brief the Committee on plans to redevelop the Linford Christie Sports Centre. The plans include proposals for an international standard athletics and tennis facilities. The Sports Centre would be a self-generating and would be created as a not for profit organisation. It was reported that any profits would be reinvested back in to the Sports Centre.

The project would include plans for an additional level on the changing rooms, which would include scope function rooms, rehabilitation rooms, clinic rooms as well as a gym, making it a 21<sup>st</sup> Century redevelopment. The existing pavilion would also be refurbished. In response to the Members, Steven Kaye confirmed that the project do not include any plans for residential developments.

The project would require an investment of £15m - £20m and it was noted that there were interested parties willing to provide funding. Support would be sought initially from corporate organisations such as Sainsbury's, Barclays and/or Santander. Following this process and when the project had received a significant investment and progress, further support would be sought from the Lawn Tennis Association (LTA) and Sport England. In addition, the project would not use any additional land from Wormwood Scrubs and would solely focus on the redevelopment of the existing site.

It was reported that LBHF and TVH had held discussions ALFS+P Architects, who were responsible for the design of the Olympic Aquatic Centre. It was additionally reported that ALFS+P were undertaking a feasibility and cost study. It was understood that the architects would circulate a design within next two months.

David Page recognised that the stadium required significant refurbishment and Members also welcomed the project. In addition, the project would not have any capital or revenue implications for WSCT or LBHF. LBHF officers were expecting comments from the Planning Department regarding any potential planning constraints.

### ***Other Matters***

David Page would ask Jackie Simkins (Principal Planning Projects Officer) to provide Members a written update on any other outstanding matters.

**ACTION: David Page, Director for Safer Neighbourhoods**

### **RESOLVED –**

THAT, the report be noted.



### **13. STATEMENT OF ACCOUNTS 2014/15**

Mark Jones introduced the 2014/15 Statement of Accounts and drew Members attention to page 40; appendix 1 of the report, which showed a small loss of £6,534, which was an overall improvement of £72,516 when compared to 2013/14. This was largely attributed to the successful renegotiation of the car park lease with the hospital.

Sally-Anne Woulidge (KPMG) attended the meeting to provide a final opinion on the 2014/15 financial statements. It was noted that the accounts were unaudited until final sign off by KPMG and although further changes were unlikely, the accounts could be subject to change. Sally-Anne Woulidge drew Members attention to page 40; appendix 1 of the report as the cash balance was reported incorrectly and should have read £360,000.

Members placed their thanks on record to both Mark Jones and Dave Page and their respective teams as Sally-Anne Woulidge recognised that the accounts were in a good position.

#### **RESOLVED –**

(a) THAT, the Committee noted the draft 2014/15 financial accounts for Wormwood Scrubs Charitable Trust.

(b) THAT, the Committee approved delegation of authority to the Director for Finance and Resources, Environmental Services for the approval of the audited 2014/15 Statement of Accounts and Trustee's report.

(c) THAT, the Committee approved the Management Representation Letter.

(d) THAT, the Committee approved the Trustee's Annual Report.

(e) THAT, the Committee noted the contents of the Annual Risk Assessment.


### **14. DATE OF THE NEXT MEETING**

The 8<sup>th</sup> December 2015

Meeting started: 7:00pm  
Meeting ended: 8:15pm

Chair .....

Contact officer: Ibrahim Ibrahim  
Assistant Committee Co-ordinator  
Governance and Scrutiny  
☎: 020 8753 2075  
E-mail: [ibrahim.ibrahim@lbhf.gov.uk](mailto:ibrahim.ibrahim@lbhf.gov.uk)

<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</b></p> <p><b>8 December 2015</b></p>	
<b>MANAGERS REPORT</b>	
<b>Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, Environmental Services</b>	
<b>Open Report</b>	
<b>Classification: For Decision and for noting</b>	
<b>Key Decision: No</b>	
<b>Wards Affected:</b> College Park and Old Oak	
<b>Accountable Executive Director:</b> David Page Director for Safer Neighbourhoods	
<p><b>Report Author:</b>                  Mark Jones, Director for Finance and Resources                  David Page, Director for Safer Neighbourhoods</p>	<p><b>Contact Details:</b>                  Tel: 020 8753 6700                  E-mail:                  mark.jones@lbhf.gov.uk</p>

AUTHORISED BY: ..... ..... DATE: .....
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## 1. Executive Summary and Decisions Sought

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

## 2. HS2 Bill - Proposed Wetland Mitigation Legal Agreement

2.1. LBHF officers secured an assurance from HS2 regarding the proposed wetland mitigation proposals. A summary of the agreed arrangements with HS2 regarding the alternative mitigation scheme are as follows:

- LBHF to deliver an agreed mitigation scheme to be funded by HS2's at an estimated cost of £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 to prepare tender documentation

- Obligation for both parties to seek value for money
  - Both parties to agree on the programme to deliver the mitigation scheme
  - An 'open book' arrangement to be introduced to ensure transparency on costs
  - Secretary of State will reimburse LBHF for any reasonable costs incurred in excess of any cap agreed, provided LBHF acts reasonably in accordance with the agreement.
- 2.2. A legal agreement for the wetland mitigation was drafted and further meetings to discuss the process for delivering the mitigation have taken place since the last WSCT meeting. Finalising the legal agreement was placed on hold until the implications of HS2's Additional Provision – AP4 (published for consultation in October) was understood and how the legal agreement may need to be amended to reflect any new discussions with HS2 on the impact of the proposed Stamford Brook Sewer work on Wormwood Scrubs contained within AP4. An update on AP4 is provided in para 2.3 of this report below.

### **Committee to Note**

- 2.3. **HS2 Bill - Additional Provision 4 (AP4)** - High Speed 2 (HS2) recently consulted on their Additional Provision 4 to the HS2 Bill (AP4) which proposes to re-route the Stamford Brook Sewer through the northern section of Wormwood Scrubs. HS2's Proposed Stamford Brook Sewer works. The proposed works involve:
- digging a trench 365m running east to west along the northern edge of the Scrubs (south of the embankment)
  - would take an estimated 6-12 months to complete
  - would disturb an ecologically rich section of the Scrubs and would cut off sections of the Scrubs for public use.
  - There may be a maintenance implication as 5 new inspection chambers would be installed on the Scrubs to access the sewer
- 2.4. The consultation commenced on 16 October and the deadline for the council to lodge a petition against the proposals was 2pm Friday 13 November. This short timeframe did not give officers sufficient time to fully understand the impact of the proposals or look at alternative options.
- 2.5. Our first opportunity to meet with HS2 and their team of engineers and ecologists to understand the proposals took place on Wed 4 November. LBHF officers asked HS2 to draft a Method Statement outlining how they would carry out the works to minimise disruption to the Scrubs ecological habitats and to Scrubs users e.g. use by running club, walkers etc. The information provided by HS2 was not considered adequate to assure the council that the works would be carried out satisfactorily or how it would impact on future management and maintenance once a sewer runs across the Scrubs.

2.6. **LBHF Petition** - The council submitted a Petition which would allow time to fully understand the impact of the proposals and seek assurances from HS2 to safeguard the Scrubs. The Council Petition covers the:

- principle of needing to re-route the sewer through the Scrubs and;
- approach to executing the works in order to minimise harm and disruption and to cover the costs of making good the Scrubs on completion of the works.

**Committee to Note**

**3. Old Oak and Park Royal Development Corporation (OPDC)**

- 3.1. The OPDC Board agreed to adopt the Old Oak Planning Framework (OAPF) on 4 November.
- 3.2. The OPDC are currently developing proposals for their Local Plan and it is their intention to undertake a public consultation on the draft document in January 2016. Officers will update WSCT on any draft policies which may impact on the Wormwood Scrubs and on the councils response to the document at future meetings.

**Committee to Note**

**4. Fundraising Plan**

- 4.1. On the **community engagement aspects** Harry Audley reports to the Committee that:
- 4.2. Engagement levels in the Old Oak area are not high and there appears to be a wide range of reasons for this, from having no major concerns about their homes and neighbourhood that would lead them to raise issues in open forums, to a lack of common interests.
- 4.3. Around issues of importance people are reporting that they are not well informed and are not aware of any engagement even on major topics such as the HS2/Crossrail developments.
- 4.4. There are activities that take place in the area, primarily from the Old Oak Community and Children's Centre although in percentage terms numbers that are engaged are small.
- 4.5. It is possible to "piggy back" activities that are currently engaging residents such as the over 60's Coffee Club that meets twice monthly, the Friendship club, stay and play or Film Night.

- 4.6. There is a good Community Involvement Officer, Eleanor Harrington, who works from the centre and could facilitate attendance at existing meetings with residents.
- 4.7. In respect of Community Champions they are engaged in work primarily around health issues such as maternity, however volunteers who have an interest in the environment and the scrubs in particular could be encouraged to participate in initiatives on the Scrubs either during their time as champions or should they end their current roles, if initiatives have been developed with which they could be involved.
- 4.8. Randolph Beresford Early Years Centre would be open to engaging their specialist staff to work on the development of Forest School type activities on the Scrubs and are in a position to advise having been giving training to others seeking to offer these services. They currently travel to Wimbledon as it offers the best environment but obviously a closer venue would be advantageous.
- 4.9. Mark Jones met with Eleanor Harrington on 16 November to discuss how the Trust could work more closely with the **Old Oak Community Centre** (OOC). The OOC is run by the Family Mosaic Housing Association but its funding comes also from the Council as it runs the Children's Centre (as part of the Surestart initiative). Eleanor works for Family Mosaic and her role is to establish connections with the community and its organisations.

The range of activities organised or hosted by OOC include:

- Under 5's 'Stay and Play' (teaches parenting skills)
- After school club for 5 to 12 year olds, 4pm to 5.30pm Tuesday to Thursday. They grow some produce in their community garden.
- Over 60's club
- Community Champions – an initiative to train volunteers to give health advice to their communities (e.g. reducing sugar consumption)
- Maternity Champions (including buggy walks on the Scrubs)
- Adults IT – the ECDL
- Parenting courses
- 'Back on Track' psychiatric advice
- Health Trainers who offer one to one health coaching
- Youth club
- 'Fun day' held in June or July each year.

Opportunities and issues arising in doing more together:

- OOC don't seem to use the Scrubs as much as you might expect given that it's on the doorstep. Eleanor is interested in using it more but it seems that finding people to lead activities is the problem.
- Would the Friends be interested in facilitating and leading anything?
- Are any Council staff interested?

- OOCs are open to their building being used for children's nature activities, and they might get an income for it.
- The schools may be concerned about health and safety on the Scrubs, perhaps not well founded (e.g. the fear that drug user needles may be lurking).
- OOCs have kindly agreed that The Trust can use it as its official mailing address.

4.10. We also agreed to find out whether we can create an **independent email address** that could link to our council email accounts. HF Bridge Partnership are investigating the feasibility of this. Initial advice is that it will require the Trust to purchase a domain name.

4.11. There were some other actions from the fundraising plan which officers will report on at the meeting:

- Report on organising volunteers to improve landscaping (Ian Ross and Dave Page)
- Create a website (Dave Page with Mark Jones)
- Make contact with the organisations who run ecology events and see whether there is demand. If there is, establish the feasibility of using the Old Oak Community Centre as a base (Dave Page, with Ian Ross)
- Improve contacts with Imperial College, the Hospital, and Hammersmith United.

### **Committee to Note**

## **5. Filming and Events Update**

5.1. There are two new events to report:

- A new 5k Run in the Scrubs has been agreed and potential income is up to £9k per year. It is a low impact event.
- Winter Wonderland parking in the Red Gra has started on 17th November- £12k income.

5.2. A one day electric/dance music event in July 2016 was proposed earlier this year. The MPS and H&F Licencing Authority have met with the event organiser. Initial indications are positive. The H&F events team and the organisers will start consulting relevant stakeholders from 23<sup>rd</sup> November. The organisers will be liaising with TfL next and preparing their event management plan. A premises licence application would be made in early new year. Potential income for the first year is £30k.

## 6. Sports Facilities

- 6.1. Officials from Thames Valley Harriers will be in attendance at the Trust meeting and share their latest ideas in booklet form for the re-development of Linford Christie Stadium.

## 7. Community Safety Update

### *Wormwood Scrubs - Quarter 2 Activity: 2015/16*

Month	Incidents	Crimes	Patrols
July 2015	6	1	42
August 2015	7	0	31
September 2015	4	0	38

- 7.1. Patrols on the area have continued on a regular basis and the number of incidents have declined, especially reports of unauthorised motorcycling. One youth was seriously injured on the BMX track when he landed awkwardly and his brake lever impaled his thigh. The HEMS air ambulance attended but he was eventually taken to Hospital by land ambulance. The BMX club is carrying out a safety review but equipment and procedures were all operating correctly.
- 7.2. Regular 'homeless' patrols in company with HM Immigration Service have discovered a number of mainly eastern european persons sleeping in tents in the bushes. All have been referred to appropriate agencies and tents and bedding have been removed.
- 7.3. A number of dog related incidents have occurred and in the majority of cases the offending dogs and their owners have been traced and appropriate action taken to ensure the dogs are properly controlled in the future.

### **Committee to Note**

## 8. Parks Management/Grounds Maintenance update

- 8.1. **Pull up gym** - We plan to replace the fitness equipment behind the Linford Christie Stadium in Spring 2016, as the current pieces have been very well used and are becoming beyond economic repair. The Sports Development team have consulted with the users about what equipment would suit their needs. The users of the gym include an informal group of local young people and they have well-formed views on what sort of facility they would like. A specification will be drawn up and tendered later this financial year.
- 8.2. **Children`s gym and play area** - This project was originally intended to provide outdoor gym equipment and play facilities. However, following research into the advisability of allowing children to use scaled down gym equipment, the gym element was dropped, with the approval of the Councillor.

A site visit was carried out to consider options for the location of the play area, which will be located near the top of Erconwald Street and close to the Old

Oak Community Centre. The existing play area is aimed at the 8 to 14 age group and the new facility will provide play equipment for a younger age group. It is envisaged that this will be predominantly of timber to fit with the existing equipment and minimise visual impact on this naturalistic area.

- 8.3. **Grounds Maintenance update** - Normal operations have continued since the last meeting with no major issues to report.
- 8.4. **Volunteering** - The Area Parks Officer and Quadron continue to support volunteer opportunities and have been working with Hammersmith Community Garden Association. During October there were 70 volunteer hours in total.
- 8.5. **Trees** - The trees on Scrubs Lane have now been removed. An inspection of the trees by the barrier has taken place as requested and we believe all those suffering dieback have been addressed.

## 9. 2015/16 Financial Forecast

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

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)	(239,854)	76,894	-39%	Movement; £56.5k Invoice from 2014/15 to be written off £23k Income accrued for will not be invoiced as this was included in an invoice raised in 2014/15
Other income from activities for generating funds	(9,605)	(27,300)	(57,010)	(29,710)	494%	£17k income relating to 2014/15 included £12k income for winter wonderland parking
<b>Total Incoming Resources from Generated Funds</b>	<b>(717,972)</b>	<b>(647,918)</b>	<b>(613,287)</b>	<b>34,630</b>	<b>-15%</b>	
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
<b>Total Resources Expended</b>	<b>724,506</b>	<b>727,482</b>	<b>728,605</b>	<b>1,123</b>	<b>1%</b>	
<b>Net Incoming Resources</b>	<b>6,534</b>	<b>79,565</b>	<b>115,318</b>	<b>35,753</b>	<b>1665%</b>	

- 9.2. 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 £115,319, which is £35,753 worse than budget.
- 9.3. The Trust’s opening cash balance for 2015/16 is £360,095. The latest forecast anticipates a drawdown of £115,319 (32% of the current cash balance), which



would give a cash balance of £244,778 to carry forward to 2016/17. This is £35,753 worse than the original forecast drawdown on reserves.

- 9.4. Since the last update to the committee it has become apparent that there was an error in the invoicing to the Hammersmith Hospital for the car park licence. An additional quarter was invoiced in error in 2014/15 (leading to 5 'quarters' being invoiced). This means that £79,421 of income was included in the 2014/15 accounts which should not have been, and we have to correct that in 2015/16. It is regrettable that the error was made in the first place and that we subsequently failed to pick it up. Officers are confident that the invoicing is now correct.
- 9.5. 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.
- 9.6. The other income line includes £17,710 from hiring out areas of Wormwood Scrubs in 2014/15 and income of £12,000 from Winter Wonderland for parking which was not anticipated when we set the budget.
- 9.7. Negative inflation on the Quadron grounds maintenance contract (-1.04%) has resulted in a small underspend of £12,297 in 2015/16.

**Committee to Note.**

**10. Legal Comments**

- 10.1. The Director of Law comments that the legal implications are set out in the report.
- 10.2. Legal comments provided by David Walker, Principal Solicitor (020 7361 2211)

**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.	None		

Annexe A – Current Financial Forecast

Annexe B – Transactions at P7

## Annexe A

## Current Financial Forecast

<b>As at Period 7</b>		
<b>Wormwood Scrubs Charitable Trust</b>		
<b>Statement of Financial Activities for Year ended 31 March 2016</b>		
	<b>2015/16 Forecast</b>	<b>2014/15</b>
	£	£
<b>Income and Expenditure</b>		
<b>Incoming Resources</b>		
Incoming Resources from Charitable Activities:		
Pay and Display Parking Meters	316,424	316,424
Hammersmith Hospital Car Park Licence	239,854	391,943
Incoming Resources from Generated Funds:		
Income from Activities for Generating Funds	55,765	8,360
Interest Receivable	1,245	1,245
<b>Total Incoming Resources</b>	<b>613,287</b>	<b>717,972</b>
<b>Resources Expended</b>		
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
Governance costs	18,468	18,160
Other resources expended	0	0
<b>Total Resources Expended</b>	<b>728,605</b>	<b>724,506</b>
<b>Net Outgoing Resources</b>	<b>(115,318)</b>	<b>(6,534)</b>
<b>Reconciliation of Funds</b>		
Total funds brought forward	5,313,819	5,320,353
<b>Total funds carried forward</b>	<b>5,198,501</b>	<b>5,313,819</b>

## Annexe B

Activity	Transactions at P7	Comments
Other Expenditure	13,685	Tree canopy works
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
Pay and Display Parking Meters	(21,677)	September receipts
Pay and Display Parking Meters	(22,835)	October 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
Routine Grounds Maintenance of Wormwood Sc	664,931	2015/16 Annual Charge
Income from Activities for Generating Funds	(17,710)	2014/15 events income transferred in 2015/16