

Wormwood Scrubs Charitable Trust Committee Agenda

Wednesday 13 March 2019

7.00 pm

Kathy Dolan Centre, 78 White City Close, W12 7DZ

MEMBERSHIP

| Administration | Opposition |
|--|----------------------------|
| Councillor Wesley Harcourt (Chair) Councillor Alexandra Sanderson | Councillor Belinda Donovan |
| Co-optees | |
| Miriam Shea Stephan Waley-Cohen | |

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Members of the public are welcome to attend.

Wormwood Scrubs Charitable Trust Committee Agenda

13 March 2019

| <u>Item</u> | <u>Pages</u> |
|---|---------------------|
| 1. MINUTES OF THE LAST MEETING To approve as an accurate record, and the Char to sign, the minutes of the meeting held on 19 December 2019. | 4 - 9 |
| 2. APOLOGIES FOR ABSENCE | |
| 3. DECLARATIONS OF INTEREST If a Councillor has a disclosable pecuniary interest in a particular item, whether or not it is entered in the Authority's register of interests, or any other significant interest which they consider should be declared in the public interest, they should declare the existence and, unless it is a sensitive interest as defined in the Member Code of Conduct, the 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 disclosable pecuniary interest or other significant 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. Where Members of the public are not allowed to be in attendance and speak, then the Councillor with a disclosable pecuniary interest should withdraw from the meeting whilst the matter is under consideration. Councillors who have declared other significant interests should also withdraw from the meeting if they consider their continued participation in the matter would not be reasonable in the circumstances and may give rise to a perception of a conflict of interest. Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Audit, Pensions and Standards Committee. | |
| 4. MANAGERS REPORT The Committee is asked to note all matters in this report. | 10 - 20 |
| 5. DRAFT LINFORD CHRISTIE CONSULTATION QUESTIONNAIRE | 21 - 24 |



London Borough of Hammersmith & Fulham

Wormwood Scrubs Charitable Trust Committee Minutes

Wednesday 19 December 2018

PRESENT

Committee members: Councillors Wesley Harcourt, Alexandra Sanderson, and Belinda Donovan

Officers: Christina Cato (Director for Finance and Resources), Mahmood Siddiqi (Bi-Borough Director Transport Highways), Richard Gill (Wormwood Scrubs Development Manager), Ian Ross (Leisure Services Manager), David Burns (Assistant Director Growth, Finance, and Resources), and Amrita Gill (Governance)

1. MINUTES OF THE LAST MEETING

RESOLVED:

The minutes of the meeting held on 19 September 2018 were approved and signed by the Chair.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Farrah Rossi (Principle Planning Projects Officer)

3. DECLARATIONS OF INTEREST

There were no declarations of interest.

4. MANAGERS REPORT

Wormwood Scrubs Development Manager Update

Richard Gill provided an overview and noted that the procurement of consultants to manage the design of the Alternative Ecological Mitigation (AEM) works had been launched. Questionnaire's from prospective tenders were due to be received on 20 December.

Japanese Knotweed needed to be removed before any AEM proposal could be implemented on the embankment - the first treatment had now been completed.

Richard Gill said that works relating to the flooding at the Pony Centre had commenced. An overflow would be connected with the surface water drains of the Kensington Aldridge Academy (KAA) site to prevent future issues.

Stephen Waley-Cohen asked what action had been taken following an enquiry made to the Friends of Wormwood Scrubs relating to works carried out by UKPN adjacent Mitre Bridge. Vegetation within the Local Nature Reserve had been damaged. This was of concern as the area was known to be a valuable habitat for invertebrates. In response, Richard Gill said that a management plan and mitigation had been proposed by UKPN. A response was also sent to the individual encouraging their involvement around the management of the Scrubs.

The Chair asked for further clarification around how the treatment for the Japanese knotweed was progressing. Richard Gill explained that the very dry summer may have an impact on how effective the treatment would be. It was too early to establish the results of the current treatment. However, an assessment would be made in spring once it started growing again to ascertain if any changes needed to be made to the proposed treatment.

Forest Schools

Mahmood Siddiqi noted that forest schools were an innovative approach to outdoor play and education, where children used local woodlands on a regular basis to learn about the natural environment. The Council were keen on exploring this initiative and asked whether the Committee supported this in principle.

The Chair welcomed the idea and the Committee agreed. The Chair said that this linked in well with the Biodiversity Commission report and the aspiration for an Ecology Centre. The Chair said that he was keen to meet with Joe Brown, Head of The Old Oak Primary School to discuss the potential of an improved access route to the woodland area.

Miriam Shea asked for clarification around what works would be carried out to open a route through the woodland planting in relation to the activity planned by Idverde. Richard Gill explained that this would mainly involve cutting off lower branches of trees for accessibility purposes.

Re-Routing Stamford Brook Sewer Legal Agreement

Richard Gill provided an update and explained that there was a possibility that they may revert to their original plan, however details were to be finalised.

Parks Manager Update

Ian Ross explained that litter remained an ongoing issue at the site and the onsite team were working hard to keep on top of this.

The Chair asked what action had been taken against the sports teams to minimise some of the concerns caused by litter. Ian Ross explained that the worst offenders were not actually making bookings. Idverde were monitoring the situation and had staff working on weekends to follow this up. The Chair suggested that a higher duty presence was required and penalty notices needed to be issued to resolve

this matter. Ian Ross added that discussions would be held with Parks Police to proceed with this.

Action: Ian Ross

Ian Ross explained that the concrete barriers that separated the Scrubs Lane car park and access road at Wormwood Mews had been replaced with lockable bollards.

Options post March 2021

Ian Ross outlined the 5-possible options worth considering when the Ideverde contract ended.

Stephen Waley-Cohen asked how far forward would we need to start planning to ensure a plan was in place when the existing contract ended. In response Ian Ross explained that planning needed to commence immediately. Mahmood Siddiqi said that a specification of the current arrangements would be prepared and brought to the next Committee for review.

Stephen Waley-Cohen said that due to the complex nature of the Scrubs a stand-alone more specific contract may need to be considered. The Chair said that a detailed discussion needed to be held around the future options and asked if this could be added as an agenda item at the next Committee

Action: Mahmood Siddiqi

Community Safety Update

Ian Ross provided an overview and noted that the Scrubs had been remarkably quiet during the last three months. Two dog related incidents had been investigated and appropriate measures were put into place.

Rereferring to the table included on page 14 of the agenda pack, Councillor Alexandra Sanderson asked for clarification around the types of incidents that occurred. In response Mahmood Siddiqi explained that the incidents varied however a detailed breakdown would be circulated outside of the meeting.

Action: Mahmood Siddiqi

Stephen Waley-Cohen explained that he had noticed dog walkers participating in organised exercise classes at the Scrubs for financial benefits. He asked whether the Council wanted to monitor this activity and take appropriate action. The Chair said that this would be a policy decision and further planning would be required to identify if this would be cost effective to the Council.

Action: Ian Ross

UK Power Networks Lease Update

The Committee noted this item

Financial Forecast 2018/19

Christina Cato provided an overview and noted that the budget for 2018/19 was set with an anticipated surplus of £19,354 to be added to the Trust's reserves. The current forecast was for a surplus of £206,032 which was £187,028 better than budget. There had been a 16% increase in the pay and display parking income due to the introduction of cashless parking. This had proven to be an efficient method of collection.

She highlighted that the KAA lease extension to July 2019 generated income of £294,3552. Annual rental from UKPN for occupation was £3,446 and from electrical vehicle charging points was £9,000. Profit sharing although contractual had not been included due to uncertainty.

Referring to page 16 of the agenda pack, the Chair asked for further clarification around the the legal costs and what they related to. Christina Cato said that this was due to the ongoing discussions with UKPN – there had been some delays in receiving comments back despite regular requests for a response.

The Chair said that a member of the local community approached him, proposing plans to renovate and re-instate the sheltered picnic area on Wormwood Scrubs. The Chair requested that proposals be brought to a future Committee to review some potential options. Furthermore, he asked for the restoration of this area to feed into the plans for the Stamford Brook Sewer works.

Action: Richard Gill

Linford Christie Update – Appendix 1

David Burns introduced the report and noted the current considerations around the Linford Christie Outdoor Stadium. A proposal had been made to complete a joint public consultation on the options available to the Council and the Trust for the site. He explained that once the consultation had been completed the Council and the Trust would analyse the responses. Council Officers would prepare a further report for Cabinet setting out the results of the consultation and a preferred option. In addition, officers working with the Trust would prepare a separate report for the Trust setting out the results of the consultation. The consultation was not a statutory requirement; however, it was good practice for the Council to consult the public when it was considering making a decision.

He outlined the key areas of the report, highlighting the income and expenditure on the stadium and provided a summary of the Trust's financial position, including the reasons for exploring the options of the Stadium Site. He explained the legal implications, highlighting the governance and decision-making arrangements. The Trust were advised to seek independent legal and valuation advice and be able to demonstrate to the Commission how conflicts of interest had been managed. The Chair thanked David Burns for the report and the contributions made in gathering all the research. However, noted that the report needed to be reformatted and updated with the most recent information.

A resident asked who would be responsible for drafting the questions as part of the consultation. In response David Burns said that the Council's Communications

Officers would draft the questions and these would be circulated to Committee members for input.

Stephen Waley-Cohen noted that the report was flawed on a number of grounds and further work needed to be carried out in relation to some of the modest options in more detail. Community led proposals also needed to be factored in. In addition, he felt that the report didn't capture the potential ecological and environmental impact to the Scrubs as a result of the proposed options.

The Chair mirrored Stephen Waley-Cohen's comments and noted that certain key elements were not included in the report, highlighting the following points for consideration:

- The future of the Pony Centre and Hammersmith Hospital.
- The option of a Community and Engagement Hub – sporting activities
- The option of an Ecology Centre proposed by Imperial College.
- The loss of green space and the detrimental effect of footfall.
- Further clarification needed to be provided around the independent trustees and governance arrangements.
- Aspects of the Scrubs Act needed to be explored and factored into the report.

The Chair requested that the above comments be incorporated into the report and circulated to Committee members for review. In addition, he asked whether there was a possibility for this report to be considered at the Cabinet meeting in March rather than February - to allow time for the necessary amendments to take place.

Kensington Dragons Proposal

The Chair explained that he had received a proposal from Kensington Dragons to install a new grass hybrid football pitch and repair and upgrade the remaining all weather pitches at Linford Christie Stadium in the interim to any option chosen by public consultation. The Chair asked the Committee if they were in favour of this proposal.

David Burns confirmed that it would take at least 24 months before work would commence at the site to deliver the chosen option.

The Committee welcomed the proposal and was keen to proceed with this option provided a meeting between Kensington Dragons and the facilities managers resolved outstanding issues of concern. Meeting to be arranged.

Action: Mahmood Siddiqi

Stadium facilities

The Chair noted that the stadium facilities were currently unusable due to legionella bacteria that was discovered in the water supply. He explained that the showers and toilet facilities needed to be brought up to standard to ensure the continuity of sports bookings. This would cost approximately £60,000. The Chair asked the Committee if they approved these costs being funded by the Trust.

The Committee agreed the recommendation in principle. The Chair would make the final decision outside of the meeting in collaboration with officers. Amrita Gill

advised that a written report, including details of the decision, needed to be submitted to the next meeting for information purposes.

Action: Mahmood Siddiqi

RESOLVED:

1. That the Committee noted all matters in the report
2. That the Committee noted Appendix 1 (a report on options for the Linford Christie Stadium Site)
3. That the Committee agreed to complete a joint public consultation with the Council on the options for the Linford Christie outdoors sports stadium for a period of 12 weeks, as set out in Appendix 1
4. That the Committee noted that the showers and toilet facilities at the stadium needed to be brought up to standard and agreed this recommendation in principle.

5. EXCLUSION OF THE PUBLIC PRESS

That under Section 100A (4) of the Local Government Act 1972, that the public and press be excluded from the meeting during the consideration of the following items of business, on the grounds that they contain the likely disclosure of exempt information, as defined in paragraph 3 of Schedule 12A of the said Act, and that the public interest in maintaining the exemption currently outweighs the public interest in disclosing the information.

6. EXEMPT MINUTES OF THE PREVIOUS MEETING

The exempt minutes of the meeting held on 19 September 2018 were approved and signed by the Chair.

7. MANAGERS REPORT - EXEMPT APPENDIX 2


Appendix 2 of the Manager's Report was noted.

Meeting started: 7:00pm
Meeting ended: 8:50pm

Chair

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

| | |
|---|---|
| <p style="text-align: center;">London Borough of Hammersmith & Fulham</p> <p style="text-align: center;">WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</p> <p style="text-align: center;">13 March 2019</p> |  |
| <p>MANAGERS REPORT</p> | |
| <p>Report of the Director for Transport, Highways, Leisure and Parks</p> | |
| <p>Open Report</p> | |
| <p>Classification: For review and comment</p> | |
| <p>Key Decision: No</p> | |
| <p>Wards Affected: College Park and Old Oak</p> | |
| <p>Accountable Director: Mahmood Siddiqi, Director for Transport, Highways, Leisure and Parks</p> | |
| <p>Report Author: Mahmood Siddiqi, Director for Transport, Highways, Leisure and Parks</p> | <p>Contact Details: E-mail: mahmood.siddiqi@lbhf.gov.uk Telephone: 020 8753 3019</p> |

1. Executive Summary and Decisions Sought

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

2. Wormwood Scrubs Development Manager Update

2.1 Alternative Ecological Mitigation (AEM) Proposals

2.1.1 Appointment of AEM Consultant

The response to the OJEU Advert was very good, 7 consultants were shortlisted at the Pre- Qualification Stage and 6 submitted tenders. Tenders are currently being evaluated and a recommendation will shortly be made to the Director of Transport, Highways Leisure &, Parks in consultation with the Cabinet Member for the Environment, to award the contract on a on a 40% cost 60% quality basis.

2.1.2 Stakeholder Engagement

Ongoing engagement with stakeholders has addressed live issues and help define and inform the AEM works.

- Volunteer projects: Several projects have taken place; 'Get Out There' volunteers from the Hammersmith Community Garden Association (HCGA) and a group managed by Idverde under their Corporate Social Responsibility (CSR) Programme have created paths and clearings to enable Forest School activities, further CSR activities are planned to continue these activities and cut the hedge adjacent the meadow, discussions with local conservationists have agreed a plan to create a more butterfly friendly glade adjacent Martin Bells Wood and a litter pick organised with the help of the Friends and Idverde resulted in 15 bags of litter removed.
- OPDC: Following public consultation of the OPDC Local Plan the Trust has been given an opportunity to make further representation. The Trusts concerns around increased access damaging or devaluing biodiversity value have only been partly addressed. The Plan will still show routes to and into the Scrubs but these routes are; indicative only, to be within Policy SP8 and P12, and will only be approved by the Trust and/or LBHF. The OPDC also recognizes that the Trust is preparing a biodiversity management plan for the Scrubs but as this is not yet a document it cannot be referred to in an official capacity.
- Friends of Wormwood Scrubs: The Friends have asked to be 'heard' by the Inspector of OPDC's Local Plan their concern is that there is still insufficient protection especially with regard tall buildings and risk of excessive access. They are encouraging the Trust to join the Friends in being heard.
- Pony Centre: An earth bund north of the access road is now in place to prevent flooding of the Pony Centre with an overflow connection to the surface water drains of the KAA site.
- London Power Networks (LPN): A lease has been agreed with LPN for the area just south of the substation adjacent Mitre Bridge. This area was of concern recently as LPN had cleared scrub and rough grassland despite it being of value for invertebrates. This lease will formalise LPN occupation of this site with; an annual rent of £3,446, responsibility of site security with LPN, mitigation works to restore habitat to the cleared areas and agreement of an ecological management plan to aim to restore and improve the biodiversity value of this area.
- Hammersmith Hospital: Comments from the Trust, on the development of the former Cyclotron building, have been forwarded to planning. Suggested mitigation included exploring tree planting opportunities, green infrastructure and improvements to walking and cycling on this boundary through the Community Infrastructure Levy (CIL) or a Section 106 Agreement (S106). This development also proposes use of the disused tennis courts at Linford Christie Stadium. This is being separately considered by a legal agreement with the Council.
- Linford Christie Stadium (LCS): A proposal from Kensington Dragons Football Club (KDFC) offers a potential solution to improve sports facilities

especially while a long-term solution is being developed. However, the proposal would; displace sports opportunities, potentially restrict the operation of the Idverde yard and fragment leasehold and management responsibilities of the site at a time when the council needs to retain control and develop the long term preferred option. In addition, the site is partly covered by a legal agreement with the Barclays Spaces for Sports Programme which requires full market value and we are still unsure what commercial offer KDFC is prepared to make. Initial discussions have been held with KDFC and colleagues in the regeneration team and a recommendation will be put forward shortly.

2.2 Re-Routing Stamford Brook Sewer Legal Agreement

Further surveys for the Stamford Brook Sewer realignment have taken place and HS2 continue to explore alternative options to re-route the sewer. They do not yet have a final solution but plan to bring the sewer onto the scrubs with as short a route (least disturbance) as possible. A legal agreement is in place to provide method statements and protect the Scrubs habitats during these works.

Committee to Note

Richard Gill

3. PARKS MANAGER UPDATE

3.1 General site update

- The site team continue to work hard on the litter issue and officers are looking to implement re-siting of the some of the existing bins and retrofitting lids onto all. We are also in the process of mapping these, and benches, so we have an up to date asset list.
- Idverde recently assisted with removal of bins bags collected by a group of volunteers over a weekend; we are very grateful for their assistance.
- The two Forest School areas are now open for use and have already been used by Old Oak Primary School; the school are very pleased with the area and are now looking to train staff and parents to fully utilise it.
- In April Urbanwise (formerly H&F Urban Studies Centre) will be using the areas with other local schools.
- Officers have been working with Idverde management to look at how the staffing resource at Wormwood Scrubs can be increased and as a result the site now has a dedicated supervisor.
- Some willow coppicing outside Linford Christie Stadium has taken place; the coppiced willow is now being used by the Friends Groups in Wendell Park.

- Highways colleagues have recently been on-site as part of our agreed gulley sucking programme, all accessible gulley's on the main roadway have been cleared.
- Contact has been made with the local volunteers who are interested in Lepidoptera habitats; they have been undertaking some work in Martin Bells Wood. Officers are working with them to agree specific areas so as not to cause conflict with other site users/interest parties.
- Officers continue to work with Idverde and Parks Police over litter left after sports games; this will take time and a more formal strategy may be needed for next winter.

3.2 Options post March 2021

- The council is still considering its options post 2021 and will be presenting a report to the Cabinet Member in due course.
- The current specification for Wormwood Scrubs is resource deployed, in-line with all other elements of the contract. This gives some elements of flexibility.
- Once the council has made a decision on its direction of travel officers will be better placed to advise the committee. It may be that additional resource is required.

Committee to Note

Ian Ross

4. Community Safety

4.1 No incidents of concern

Parks Police Stats for ;

| | | |
|----------|---|--------------------------|
| December | - | 4 incidents / 16 patrols |
| January | - | 6 incidents / 19 patrols |
| February | - | 6 incidents / 12 patrols |

Mike Rumble

5. Lease with UK Power Networks

- ### 5.1
- The terms of the lease, compound licence and Ecological Management Plan have all now been agreed. We are awaiting approval of the completion statement and for UKPN's solicitors to be in funds. We now anticipate that legal completion should occur mid-March 2019

Committee to Note

6. Financial Forecast 2018/19

6.1 The latest financial forecast for Wormwood Scrubs Charitable Trust (“the Trust”) for 2018/19 is summarised below and is detailed in Annexe A. Financial transactions for the financial year to date are set out in Annexe B.

| Activity | Outturn 2017/18 | Budget 2018/19 | Forecast 2018/19 | Variance | Previously Reported | | |
|---|--------------------|------------------|--------------------|------------------|--|------------------|-----------------|
| | | | | | Comments | Last Reported | Movement |
| Pay and Display Parking Meters | (259,674) | (281,611) | (345,428) | (63,817) | The budget was based on the average income over the last 3 years. Income is expected to be higher than 2017/18 due to the introduction of cashless parking. Actual costs April 2018 to January 2019 are £95k higher than forecasted | (328,606) | (16,823) |
| Hammersmith Hospital Car Park Licence | (324,619) | (336,109) | (337,229) | (1,120) | The actual income increase in Q4 (from £83,643 to £86,301) was 3% rather than the forecasted 1.84% increase. | (336,109) | (1,120) |
| Other income from activities for generating funds | (488,002) | (171,958) | (329,456) | (157,498) | Current forecast assumptions: £294k KAA income (£200k increase due to licence extension); £13k 2017/18 KAA portacabin; £9k from UKPN EV charging points; £7k from Filming & Events (reduced to KAA occupation); and £3k investment income. | (329,456) | 0 |
| Total Income and endowments | (1,072,295) | (789,678) | (1,012,114) | (222,436) | | (994,171) | (17,943) |
| Grounds Maintenance | 706,909 | 712,344 | 722,638 | 10,294 | Actual 2018/19 inflation is 1.63% (0.11 % less than budgeted inflation). The contract price is budgeted at £699,994; £22,644 forecasted governance costs have been added to this. | 720,938 | 1,699 |
| Contribution to Linford Christie Stadium | 32,330 | 32,344 | 32,518 | 174 | Includes £1k of governance costs, not credited to Linford Christie Stadium accounts. | 32,441 | 76 |
| Other Expenditure | 35,093 | 25,637 | 25,177 | (460) | Forecast increased due to non routine maintenance costs expected to rise. However, commencement of works to mitigate flooding (estimated at £9,226) have been delayed until April 2019. The current forecast includes governance costs. | 34,409 | (9,232) |
| Total Expenditure | 774,332 | 770,325 | 780,332 | 10,008 | | 787,788 | (7,456) |
| Net (income)/expenditure | (297,964) | (19,354) | (231,781) | (212,428) | | (206,382) | (25,399) |

6.2 The budget for 2018/19 was set with an anticipated surplus of £19,354 to be added to the Trust’s reserves. The forecast for 2017/18 is for a surplus of £231,781 which is £212,428 better than budget.

6.3 The Trust’s opening cash balance for 2018/19 is £5,515,243. The latest forecast anticipates this being increased to £5,747,025 and carried forward to 2019/20. This is £25,399 better than last forecasted; a £206,382 addition to reserves.

Income

6.4 Income from pay & display and cashless parking was budgeted at 2016/17 levels; which was higher than 2017/18. However, actual year to date income is higher than expected. Income in each month April to December 2018 has exceeded the 2017/18 equivalent by at least £6,000; this exceeds a 90% increase year-to-date. January 2019 income, however, is £2,812 less than January 2018. The current forecast improves the budgeted income by £63,817(33); a £16,823 improvement compared to that reported at December 2018.

6.5 Hammersmith Hospital car park income, at £337,229, is £1,120 more than the forecast.

Other income from activities for generating income:

- 6.6 A cautious assumption was made about the likely income from filming and events in 2018/19. This was budgeted at £55,778 assuming Kensington Aldridge Academy(KAA) occupation for six months only. However, the KAA licence renewal has a negative effect on forecasted income generated from filming and events. For example, parking of police vehicles during the Notting Hill Carnival was not possible this year, resulting in the loss of approximately £3,100 income. The forecasts, due to uncertainty, remains at 7,000 as previously reported.
- 6.7 The KAA lease extension, to July 2019, generates income of £294,3552
- 6.8 Annual rental from UKPN for occupation is £3446 and from electrical vehicle charging points is £9,000. Profit sharing, although contractual, has not been included due to uncertainty.

Expenditure

- 6.9 Governance costs are currently estimated at £24,451; these include audit fees, legal fees, and Finance support costs. These costs have been apportioned to the expenditure items based on value.
- 6.10 The cost of the grounds maintenance contract is £699,994; £22,644 of governance costs are forecasted to be added to this, totalling £722,638. The Retail Price Index (RPI) indices used to calculate the contractual uplift on the grounds maintenance contract were forecast to be 1.98% during budget setting. However, the actual uplift is 1.632% for 2018/19. This has decreased the grounds maintenance forecast by 1,441; £5,813 higher than assumed during budget setting. The change of £1,699 since last reported results from increased legal costs; not grounds maintenance.
- 6.11 Contributions to Linford Christie Stadium have been capped at £31,500. The small variance and change is due to apportionment of governance costs.
- 6.12 The £25,177 forecast for other expenditure includes non-routine maintenance, estimated at £19,240, including governance costs. The main reason for the forecast decrease of £9,232 is that the commencement of works to mitigate flooding has been delayed until April 2019

Committee to Note

Carmen Lomotey

7. Financial Budget 2019/20

- 7.1 The proposed budget for Wormwood Scrubs Charitable Trust (“the Trust”) for 2018/19 is summarised below along with details of movements and assumptions.

| Income and Expenditure | | | | | | |
|--|------------------|------------------|--------------------|--------------------|-------------------------|------------------|
| Activity | Outturn 2015/16 | Outturn 2016/17 | Outturn 2017/18 | Forecast 2018/19 | Proposed Budget 2019/20 | Forecast 2020/21 |
| Pay and Display Parking Meters | (303,538) | (287,012) | (259,674) | (345,428) | (345,428) | (345,428) |
| Hammersmith Hospital Car Park Licence | (294,070) | (316,505) | (324,619) | (337,229) | (347,795) | (358,227) |
| Other income from activities for generating funds | (80,964) | (95,873) | (488,002) | (329,456) | (147,341) | (73,378) |
| Total Incoming Resources from Generated Funds | (678,572) | (699,390) | (1,072,295) | (1,012,114) | (840,564) | (777,033) |
| Grounds Maintenance | 684,032 | 686,568 | 706,909 | 722,638 | 762,360 | 777,445 |
| Contribution to Linford Christie Stadium | 32,405 | 32,344 | 32,329 | 32,518 | 32,444 | 32,437 |
| Other Expenditure | 21,335 | 20,617 | 35,093 | 25,177 | 29,869 | 20,595 |
| Total Resources Expended | 737,772 | 739,529 | 774,331 | 780,332 | 824,674 | 830,477 |
| Net Incoming Resources | 59,199 | 40,139 | (297,964) | (231,781) | (15,890) | 53,444 |

| Forecast Changes | | | | |
|---|-----------------------------|-------------------------|------------------|-------|
| Activity | Adjustments | Proposed Budget 2019/20 | Forecast 2020/21 | Notes |
| Pay and Display Parking Meters | Brought forward | (281,611) | (345,428) | 1 |
| | Adjustment | (63,817) | | |
| | Carried forward | (345,428) | (345,428) | |
| Hammersmith Hospital Car Park Licence | Brought forward | (336,109) | (347,795) | 2 |
| | RPI increase | (11,686) | (10,432) | |
| | Carried forward | (347,795) | (358,227) | |
| Other income from activities for generating funds | Brought forward | (171,958) | (147,341) | 3 |
| | Additional income | 24,617 | 72,933 | |
| | Carried forward | (147,341) | (73,378) | |
| Grounds Maintenance | Brought forward | 699,994 | 740,174 | 4 |
| | Inflation on contract | 40,180 | 14,803 | |
| | Carried forward | 740,174 | 754,977 | |
| | Governance cost apportioned | 22,187 | 22,467 | |
| | Budget | 762,360 | 777,445 | |
| Contribution to Linford Christie Stadium | Brought forward | 31,500 | 31,500 | 5 |
| | Carried forward | 31,500 | 31,500 | |
| | Governance cost apportioned | 944 | 937 | |
| | Budget | 32,444 | 32,437 | |
| Other Expenditure | Brought forward | 29,000 | 20,000 | 6 |
| | Carried forward | 29,000 | 20,000 | |
| | Governance cost apportioned | 869 | 595 | |
| | Budget | 29,869 | 20,595 | |
| Governance costs (Audit & Legal & Finance) | Estimated | 24,000 | 24,000 | 7 |
| | Governance cost apportioned | (24,000) | (24,000) | |
| | Budget | - | - | |

| Notes |
|--|
| 1. Pay & Display parking income budget based on the current 2018/19 forecast. Income has improved in 2017/18 following the introduction of cashless parking. However, it is difficult to predict future income crease, e.g. price increases may cause usage to decrease. |
| 2. Agreed inflationary increase of 3% from Q4 2018/19 to be carried forward for Q1-Q3 2018/19. Contracted increase for Q4 2019/20 based on RPI estimated at 3%. The 2020/21 RPI is also estimated at 3%. |
| 3. The events team are exploring a number of income opportunities nothing is certain at present. Filming/Events income is assumed to be earned after the KAA lease arrangement ends in July 2019 and is budgeted at £47,340 a pro rata average of prior years for four months only due to time needed to dismantle the temporary building and re-engage customers. Income is also budgeted from KAA between April and July 2019 (£84,863); UKPN (£3,400) and EV Charging Points (£9,000); Investment income (£2,700) . The 2020/21 forecast is lower due to no KAA income. |
| 4. 5.74% assumed based on September 2018 RPI plus an allowance for a share of governance costs apportioned here. The RPI for 2020/21 is estimated at 2% as it does not include an adjustment for lower paid staff as the 2018/19 calculation does. |
| 5. Currently a fixed contribution. Every effort is being made to keep expenditure at a minimum. The stadium has some pressures on maintenance, including minimising legionella risks. |
| 6. Depending on the work done by the Council, every effort is being made to plan ad hoc works and to keep expenditure at a minimum. In 2019/20 there is pressures on maintenance due to the minimisation of flood risks. |
| 7. Legal, audit and finance support costs are apportioned to the expenditure budgets. |

Income

- 7.2 The 2019/20 budget includes £84,863 income for rent payable by KAA for the period April to July 2019. Reinstatement of Filming and Events income to levels prior to KAA occupation is expected to be phased as customers return from alternative sites. Therefore, cautious assumptions have been made about the likely income in 2019/20. Securing a large event is not assumed, but Council officers are working on possibilities as detailed elsewhere.
- 7.3 The budget also includes rental income payable by UKPN for occupation of the land which has been agreed for the next six years and rental income payable for the new electric vehicle charging points on the Scrubs. It is expected that a share of any EV charging profits will also be agreed (estimated at 5%) but volumes and prices are unknown and so income from profit sharing is not budgeted.

Expenditure

- 7.4 Expenditure is to be planned as far as possible with priority being given to essential works. Apart from routine grounds maintenance costs are estimated, including audit fees.
- 7.5 The forecast balance sheet position for 2017/18 to 2020/21 for Wormwood Scrubs Charitable Trust ("the Trust") is summarised below.

| Balance Sheet at end of Year | | | | |
|----------------------------------|--------------------|---------------------|-------------------------------|---------------------|
| | Outturn 2017/18 | Forecast 2018/19 | Proposed Budget 2019/20 | Forecast 2020/21 |
| Tangible Assets | 5,000,001 | 5,000,001 | 5,000,001 | 5,000,001 |
| Cash at bank | 251,781 | 756,923 | 772,814 | 719,370 |
| Creditors | (9,900) | (9,900) | (9,900) | (9,900) |
| Debtors | 273,361 | | | 0 |
| Net Assets | 5,515,244 | 5,747,025 | 5,762,915 | 5,709,471 |
| Unrestricted Income Funds | 5,515,244 | 5,747,025 | 5,762,915 | 5,709,471 |
| Total Charity Funds | 5,515,244 | 5,747,025 | 5,762,915 | 5,709,471 |

- 7.6 Cash reserves have significantly increased since the end of 2017/18 and are expected to increase further by the end of 2018/19 as the outstanding cash from UKPN and additional income from KAA is received.
- 7.7 The 2019/20 budget anticipates a modest net income of £15,890. There are significant uncertainties around possible future income. Possible streams include securing a significant event and possible funding from the HS2 project.

Committee to Approve

Carmen Lomotey

8. Legal Comments

- 8.1. There are no legal implications arising from this report.
- 8.2. Comments provided by Adesuwa Omoregie, Chief Solicitor, Legal Services.

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 | | |

Current Financial Forecast

WORMWOOD SCRUBS CHARITABLE TRUST
STATEMENT OF ACCOUNTS 2018/19 - Based on Forecast


| Wormwood Scrubs Charitable Trust | | |
|--|--------------------|--|
| Statement of Financial Activities for Year ended 31 March 2018 | | |
| Income and Expenditure | 2018/19 Forecast | 2017/18 Actual |
| | £ | £ |
| Income and endowments from: | | |
| Donations and legacies | | |
| Income from Charitable activities: | | |
| Pay and Display Parking Meters | (345,428) | (259,674) Parking Income has grown April to December 2018 and exceeds the 2018/19 budget by £67k |
| Hammersmith Hospital Car Park Licence | (337,229) | (324,619) Contracted lease payments are forecasted to increase by 3% compared to 2017/18 |
| Other trading activities | (325,772) | (485,376) Includes income from the KAA and UKPN charging points. Backdated payments for UKPN is the reason why 2017/18 income is significantly higher. |
| Income from Investments | (3,684) | (2,626) Forecast interest on cash balance and rental income from the park lodge. |
| Other Income | | 0 |
| Total Income and endowments | (1,012,114) | (1,072,295) |
| Expenditure on: | | |
| Raising funds | | |
| Charitable activities: | | |
| Contribution to Linford Christie Stadium | 32,518 | 32,329 Contribution to Linford Christie Stadium plus proportion of governance costs. |
| Non Routine Maintenance of Wormwood Scrubs | 19,240 | 3,267 Expenditure on non-routine grounds maintenance plus proportion of governance costs. |
| Routine Grounds Maintenance of Wormwood Scrubs | 722,638 | 706,909 Grounds Maintenance contracted spend plus proportion of governance costs. |
| Other expenditure | 5,937 | 31,826 Other expenditure plus a proportion of governance costs |
| Total Expenditure | 780,332 | 774,331 |
| Net gains/(losses) on investments | | |
| Net (income)/expenditure | (231,781) | (297,964) |
| Reconciliation of Funds | | |
| Total funds brought forward | (5,515,244) | (5,217,280) |
| Total funds carried forward | (5,747,025) | (5,515,244) |

All income was unrestricted.

ANNEXE B

| 2018/19 Transactions to date | | | 55,042.04 |
|---|--|-------------|-----------|
| Activity | Comments | Amount | |
| Routine Grounds Maintenance | WSCT - Fixed Ground Maintenance 2018/19 | 699,994.61 | |
| Non Routine Maintenance of Wormwood Scrubs | Indigo Lodge Limited T/A Drayton Fencing | 180.00 | |
| Non Routine Maintenance of Wormwood Scrubs | Indigo Lodge Limited T/A Drayton Fencing | 1,520.00 | |
| Non Routine Maintenance of Wormwood Scrubs | Indigo Lodge Limited T/A Drayton Fencing | 1,130.00 | |
| Governance costs | Reversal Accrual HCWSCT02 - WSCT 2017/2018 Audit Fees - Creditor Accrual | -9,900.00 | |
| Governance costs | KPMG | 9,900.00 | |
| Governance costs | Savills UK Ltd | 1,732.50 | |
| Governance costs | Savills UK Ltd | 6.10 | |
| Governance costs | Legal Fees | 85.00 | |
| Governance costs | Legal Fees | 42.50 | |
| Governance costs | Legal Fees | 25.50 | |
| Governance costs | Legal Fees | 280.50 | |
| Governance costs | Legal Fees | 85.00 | |
| Governance costs | Legal Fees | 229.50 | |
| Governance costs | Legal Fees | 221.00 | |
| Governance costs | Legal Fees | 178.50 | |
| Governance costs | Legal Fees | 161.50 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income April 2018 | -14,297.42 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income April 2018 Correct | -28,550.20 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income May 2018 | -31,657.13 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income April 2018 reverse | 14,297.42 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income June 2018 | -30,479.54 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income July 2018 | -29,329.29 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income August 2018 | -30,264.96 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income September 2018 | -28,832.58 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income October 2018 | -31,373.92 | |
| Income from Investments | Park Lodge Rental Income | -273.00 | |
| Income from Investments | Park Lodge Rental Income | -273.00 | |
| Income from Investments | Park Lodge Rental Income | -273.00 | |
| Other trading activities | To be recharged | 812.50 | |
| Other trading activities Accrual | Kensington Aldridge Academy Feb 2018 | 23,333.34 | |
| Other trading activities Accrual | Kensington Aldridge Academy March 2018 | 23,333.34 | |
| Other trading activities | Kensington Aldridge Academy Feb 2018 | -23,333.34 | |
| Other trading activities | Kensington Aldridge Academy March 2018 | -23,333.34 | |
| Other trading activities | Kensington Aldridge Academy April to July 2018 | -119,354.82 | |
| Other trading activities | Kensington Aldridge Academy April to July 2018 | 119,354.82 | |
| Other trading activities | Kensington Aldridge Academy April to Aug 2018 | 23,333.34 | |
| Other trading activities | Kensington Aldridge Academy April to Aug 2018 | 23,333.34 | |
| Other trading activities | Kensington Aldridge Academy April to Aug 2018 | 23,333.34 | |
| Other trading activities | Kensington Aldridge Academy April to Aug 2018 | -7,357.00 | |
| Other trading activities | Kensington Aldridge Academy April to Aug 2018 | -189,354.84 | |
| Other trading activities | Kensington Aldridge Academy Sep to Nov 2018 | -75,000.00 | |
| Other trading activities | Kensington Aldridge Academy Portakabin 2017/2018 | -2,625.00 | |
| Other trading activities | Kensington Aldridge Academy Portakabin 2017/2018 | -9,600.00 | |
| Other trading activities | Kensington Aldridge Academy Portakabin 2017/2018 | -1,140.00 | |
| Other trading activities - Accrual | UKPN | 69,420.00 | |
| Other trading activities - Accrual | UKPN | 100,000.00 | |
| Other trading activities - Accrual | UKPN | 3,158.83 | |
| Other trading activities | 2018/19 Hospital Car Park Q1 | -83,642.58 | |
| Other trading activities | 2018/19 Hospital Car Park Q2 | -83,642.58 | |
| Other trading activities | 2018/19 Hospital Car Park Q3 | -83,642.58 | |
| Non Routine Maintenance of Wormwood Scrubs | Indigo Lodge Limited T/A Drayton Fencing | 5,600.00 | |
| Non Routine Maintenance of Wormwood Scrubs | Indigo Lodge Limited T/A Drayton Fencing | 1,757.00 | |
| Non Routine Maintenance - Asbestos removal | Bell Decorating & Building Ltd | 1,350.00 | |
| Governance Costs | Legal Fees | 824.50 | |
| Non Routine Maintenance of Wormwood Scrubs | Indigo Lodge Limited T/A Drayton Fencing | 1,380.00 | |
| Governance Costs | Legal Fees | 312.50 | |
| Income from Investments | Park Lodge Rental Income | -273.00 | |
| Governance Costs | Legal Fees | 68.00 | |
| Other trading activities | Kensington Aldridge Academy December 2018 | -25,000.00 | |
| Other trading activities | Kensington Aldridge Academy January 2019 | -25,000.00 | |
| Other trading activities | 2018/19 Hospital Car Park Q4 | -86,301.37 | |
| Governance Costs | Legal Fees | 238.00 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income December 2018 | -23,961.62 | |
| Pay & Display Parking Meters and pay by phone | Wormwood Scrubs Income November 2018 | -29,842.33 | |
| Contribution to Linford Christie Stadium | WSCT Contributions to LCS | 31,500.00 | |
| Governance Costs | Legal Fees | 438.00 | |

Agenda Item 5

| | |
|---|--|
| <p>London Borough of Hammersmith & Fulham</p> <p>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</p> <p>13 March 2019</p> |  |
| Draft Linford Christie Consultation Questionnaire | |
| Report of the Strategic Director of Growth and Place | |
| Open Report | |
| Classification: For review and Comment | |
| Key Decision: No | |
| Wards Affected: College Park and Old Oak | |
| Accountable Director: Jo Rowlands, Strategic Director of Growth and Place | |
| Report Author: David Burns, Assistant Director of Growth and Place | Contact Details: E-mail: david.burns@lbhf.gov.uk Telephone: 020 8753 6090 |

1. EXECUTIVE SUMMARY

- 1.1 Appendix 1 contains a draft Linford Christie Consultation Questionnaire

On-line consultation

We'd like to know what you think about the future of the Linford Christie Stadium.

The Linford Christie Stadium first opened in 1967 (as The West London Stadium), and most people would agree that it has seen better days. The facilities are no longer fit for purpose, being too outdated to be of real use for athletics in 2019. The site could be much better used to the benefit of local residents.

We'd like to improve and develop the site (including the associated sports pitches), but before we draw up any plans, we'd like to know what you'd like to see there.

Environmental impact

The stadium sits beside one of the borough's most important open spaces at Wormwood Scrubs, so any development there has to be environmentally sensitive.

We want to find a new plan that meets the objectives of the Wormwood Scrubs Act to provide exercise and recreation facilities, while protecting the valuable flora and fauna of the Scrubs.

Financial position

The stadium is currently losing money. It's owned by the Wormwood Scrubs Charitable Trust, but the Trust is not able to raise money to maintain the current facilities, so it's heavily subsidised by the council. This arrangement cannot continue, given the ongoing cuts to its finances that H&F Council faces from central government.

Planning for the future

It's a perfect time to take another look at what local people want on the site. So H&F Council and the Trust have agreed to run a joint public consultation on the future of the site.

The findings of this consultation and any proposals that come forward at a later date will need to be approved by The Wormwood Scrubs Charitable Trust Committee. They may also need approval from the Charity Commission and the Ministry of Defence.

We'd then need to draw up specific development proposals on which residents would again be consulted before any formal decisions are taken. As part of the planning permission process, we would look at the impact on the ecology of the Scrubs and the local transport infrastructure.

Full details on the site and the surrounding area can be found in this report [link].

Please let us know what you think.

Questions for the on-line consultation

Where do you live? (postcode)

Were you aware that the Linford Christie Stadium is managed by the Wormwood Scrubs Charitable Trust?

Yes/No

What is your connection to the Linford Christie Stadium (tick all that apply)?

- I live locally

- I work locally
- I use the facilities at the stadium – Please specify;
 - Athletics
 - Football
 - Hockey
 - Pitches on the Scrubs
- Other connection (please specify)

Which option do you prefer for the Linford Christie Stadium?

- Do nothing – under this option there is a high risk that the stadium and related facilities will have to close.
- Minimum intervention required to keep stadium open – with limited potential to raise additional revenue from the site to fund the essential works or the ongoing management and maintenance.
- Major redevelopment – to bring new facilities that can be managed and maintained sustainably in the long term

What kind of uses should the Council and the Trust consider (tick all that apply)?

- Community sports
- Professional sports
- Athletics
- Venue for major entertainment events
- Conference centre
- Other

Would you like to see improved facilities on Wormwood Scrubs eg. changing rooms, café?
Yes / No

What additional facilities would you like to see?

- Changing Rooms
- Café
- Ecology Centre
- Other

Please rank in order of your priority the issues that should be considered when planning the future of the Stadium site (Where 1 is the highest priority and 5 is the lowest):

- Preserving the biodiversity of the scrubs
- Disruption during construction
- Ensuring that local people benefit from employment and training opportunities created by any redevelopment
- Traffic management
- Pressure on local transport infrastructure
- Impact of large audiences entering and leaving site

Please tell us what you think about potential redevelopment of the Linford Christie Stadium site

Outline communications plan

Process

| Timing / Date | Action | Person / Team |
|-----------------|---|--|
| | Were there any pre-meets e.g. Wormwood Community Trust? | Assistant Director of Growth |
| 6 Feb 2019 | Cabinet Report seeking permission to consult | Assistant Director of Growth / Growth & Place |
| | Agree questions for on-line introduction text and consultation questions. Clear with Cabinet member (Cllr Jones) Clear with Trust | Growth & Place / Public Services & Reform / Communications Assistant Director of Growth Assistant Director of Growth |
| 12th March 2019 | Publish consultation on LBHF website | Communications / Public Services & Reform |
| | Publicise consultation <ul style="list-style-type: none"> • Story on LBHF website • Weekly LBHF e-bulletin • Press release | Communications |
| | Draft, clear & distribute letter for mass mail-out | Growth & Place to draft letter and seek clearance Communications to manage distribution |
| | Letter to major employers offering meetings and providing link to on-line consultation to encourage participation by their employees | Growth & Place |
| 12th May 2019 | Close consultation and compile data from responses. | Public Services & Reform |
| | Publicise results and next steps | Growth & Place / Communications |