

# Wormwood Scrubs Charitable Trust Committee Agenda

Wednesday 23 June 2021

6.30 pm

Online/Virtual

## MEMBERSHIP

Administration
Councillor Alexandra Sanderson Councillor Helen Rowbottom Councillor Belinda Donovan
Co-optees
Miriam Shea (To be appointed) Stephen Waley-Cohen (To be appointed)

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<https://youtu.be/YzjrtBlkUNc>

Date Issued: 14 June 2021

# Wormwood Scrubs Charitable Trust Committee

## Agenda - 23 June 2021

<u>Item</u>	<u>Pages</u>
<b>1. APPOINTMENT OF CHAIR</b> The Committee is asked to appoint a Chair for the 2021-22 Municipal Year.	
<b>2. APPOINTMENT OF CO-OPTED MEMBERS</b> The Committee is asked to approve the appointment of two non-voting co-opted members	4
<b>3. APOLOGIES FOR ABSENCE</b>	
<b>4. ROLL CALL AND DECLARATIONS OF INTEREST</b> At the start of the meeting the Chair will carry out a roll call of committee members to confirm attendance. Members will also have an opportunity to declare any interests.  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.	
<b>5. MINUTES OF THE LAST MEETING</b> To approve as an accurate record, the minutes of the meeting held on 24 <sup>th</sup> March 2021.	5 - 13
<b>6. MANAGER'S REPORT</b>	14 - 30

The Committee is asked to approve and note all matters in the report.

# Agenda Item 2

APPOINTMENT OF CO-OPTTEES	
<b>Report Author:</b> Amrita Gill, Committee Coordinator	<b>Contact Details:</b> Tel: 07776672845 E-mail: <a href="mailto:amrita.gill@lbhf.gov.uk">amrita.gill@lbhf.gov.uk</a>

## 1. EXECUTIVE SUMMARY

- 1.1 This report sets out the appointment of the Committee's co-opted members.

## 2. RECOMMENDATIONS

- 2.1 The Committee is asked to agree the appointments of the following non- voting co-opted members:
- **Sir Stephen Waley-Cohen** – Friends of Wormwood Scrubs Representative
  - **Miriam Shea** – Friends of Wormwood Scrubs Representative

## 3. INTRODUCTION

- 3.1 The terms of reference of the Wormwood Scrubs Charitable Trust Committee make provision for the co-option of two non-voting members to its committee.
- 3.2 As an appreciation for their commitment to supporting the work of the trust it is proposed that the Committee re-appoints 2 non-voting co-opted members in the role of a representative from the Friends of Wormwood Scrubs.
- 3.3 The Friends are an association of users of Wormwood Scrubs Park ("the Scrubs"), are recognised as a charity by HMRC and have over 3,000 supporters. The objectives of the Friends, according to their constitution, include the protection and conservation of the Scrubs for the exercise, recreation and enjoyment of the public in accordance with the Wormwood Scrubs Act 1879 and the resistance of encroachments and other inappropriate activity affecting the lawful use and enjoyment of the Scrubs by the public.

## 4. TERMS OF OFFICE

- 4.1 The co-opted members' period of office will expire at the end of the municipal year and the Committee will then decide whether these positions will be reappointed for a further year.

# Wormwood Scrubs Charitable Trust Committee Minutes

Wednesday 24 March 2021

## PRESENT

**Committee members:** Councillors Alexandra Sanderson (Chair) Helen Rowbottom and Belinda Donovan

**Co-opted Members:** Stephen Waley-Cohen and Miriam Shea

**Advisors to the Trust:** Stephen Hollingworth, Carmen Lomotey, Heather Marsh, Chris Harris

Amrita Gill (Clerk)

**Note:** This meeting was held remotely. A recording of the meeting can be found at: <https://youtu.be/ZjZ2Y2glBV8>

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Matt Rumble.

### 2. DECLARATIONS OF INTEREST

The Chair carried out a roll call to confirm attendance. There were no declarations of interest.

### 3. MINUTES OF THE LAST MEETING

#### **RESOLVED:**

That the minutes of the meeting held on 15<sup>th</sup> December 2021 were approved.

### 4. ANNUAL REPORT AND ACCOUNTS 2019/20

Chris Harris, Advisor to the Trust, presented the report and provided a brief overview of the key points arising from the Statement of Account and Trustee's report. It was noted that the Trust delivered a surplus for the year of £147,205. This was the third surplus in recent years. This surplus was substantially underpinned by the additional income from the Kensington Aldridge occupation of the Scrubs. Further details on the financial performance could be found within the Statement of Accounts and Trustee's report

Stuart McKay (MHA MacIntyre Hudson) provided a summary of the Audit Findings report for the year ended 31<sup>st</sup> March 2020, noting the following key points:

- MHA MacIntyre Hudson remained independent to the Charitable Trust within the meaning of regulatory and professional requirements.
- An overview was provided on the key areas of audit focus which had been identified as part of the overall audit strategy and how they had been resolved.
- The audit work on the financial statements was now substantially complete and the Auditors anticipated issuing an unqualified audit opinion for the year ended 31<sup>st</sup> March 2020 for the Charity.
- The audit findings and the areas reviewed were outlined, these included audit misstatements, risk of fraud and error in the financial statements, accounting policies and accounting estimates.

The Chair asked if there was a penalty to the Trust for filing late. In response Chris Harris noted that there was no penalty and the Trust had dispensation to file until the end of March 2021.

Stephen Waley-Cohen (Co-opted member) asked for clarification to be provided on whether the Auditors were independent to the Trust and separate to the Council. In response Stuart McKay confirmed that MHA MacIntyre Hudson were appointed as independent Auditors, specifically for the Trust.

Miriam Shea (Co-opted member) noted that she would send Chris Harris some minor comments on the Annual report so that it could be updated.

**Action – Miriam Shea**

Miriam Shea (Co-opted member) asked for some clarification to be provided on the income received from other trading activities and from donations and grants. Stuart explained that the income from other trading activities related to the rent received from Kensington Aldridge Academy and income from donations and grants related to the HS2 environmental remediation works.

Stephen Waley-Cohen (Co-opted member) asked a question concerning the treatment of the rental income received in respect of the Pony Centre and whether this was credited to the Council or the Trust. In response Chris Harris noted that a formal response would be circulated to the Committee, once this matter had been investigated.

**Action – Chris Harris**

**RESOLVED:**

That the Committee:

- Approved the Trustee's Annual Report, attached as Appendix A.
- Approved the 2019/20 financial accounts for Wormwood Scrubs Charitable Trust ("the Trust"), incorporated as part of the Annual Report (Appendix A).
- Approved the management representation letter (attached as Appendix B).
- Noted the contents of the annual risk assessment (contained in the Trustee's report on page 25).
- Noted that the accounts remained subject to change until the final audit opinion was issued and delegated authority to the Assistant Director Leisure, Sport & Culture, Stephen Hollingworth in consultation with the Chair of the Committee, to approve any changes to the 2019/20 Financial

Accounts, Annual Report and the management representation letter required as part of the finalisation of the audit process.

## **5. MANAGER'S REPORT**

Steve Hollingworth, Advisor to the Trust introduced the report.

### **HS2 Bill Alternative Ecological Mitigation**

Heather Marsh, Advisor to the Trust noted that the Ecological masterplan presented on the 30<sup>th</sup> of June to the Wormwood Scrubs Charitable Trust was taken to a subgroup on 29<sup>th</sup> October 2020. Three options drawn up by consultants were considered at the subgroup meeting on the 17th March, with the aim of recommending a preferred option. A detailed discussion was had at the subgroup meeting regarding all three options, and the preferred choice was option 3.

Heather provided a short presentation on the Ecological masterplan, the recommendations made at the meeting and the reasons why some features were not supported by the subgroup.

The Chair requested that the Ecological masterplan be circulated to the Committee.

**Action: Heather Marsh**

Members requested that the details of the final masterplan be made available to the public as soon as possible. The Chair asked that an additional engagement event be held to share the plans with the public when they were finalised.

**Action: Heather Marsh**

Councillor Helen Rowbottom asked for a summary to be provided on the new features that were recommended to be included in the master plan by the subgroup. Heather Marsh provided a breakdown of the new features agreed by the subgroup, these included meadow management to improve biodiversity, increasing tree planting on the Scrubs, woodland management of the existing trees and woods on the Scrubs and introducing additional signage in some of the main entrance points of the Scrubs.

Members requested that the Ecological masterplan and report, including the visualisations be published on the Council's website.

**Action: Heather Marsh**

Members considered the subgroups recommendations for approval and agreed for these to be progressed.

### **HS2 – Access to Trust Land**

Steve noted that planning permission had been approved for the alternative access from Old Oak Common Lane. This route provided temporary access for HS2 to the areas defined for their work within the Government Act. Agreement of a lease for this access should be completed by 22/03/21.

To enable the alternative route, a temporary route for light vehicles on matting was agreed from Braybrook Street, to carry out the vegetation clearance works. These works had to be done before the bird nesting season to minimise impact and disturbance of wildlife.

Concerns had been raised by residents that the agreed method statements for the vegetation clearance was not being followed. Officers had been on site daily to check that the agreed method of working was being followed.

Protestors against HS2 set up camp within the HS2 working area adjacent to Chats Paddock. HS2 took action to liaise with the protestors and demarcate their site with fencing. Wet weather later that afternoon meant that HS2's continued action to manage the protestors caused considerable damage to an area of grassland used as a main access way by members of the public. Action had been taken to reinstate this damage and provide alternative access for members of the public. HS2 were also providing a weekly programme of works which was being monitored by Council officers.

The Chair thanked Steve and his Team for all their hard work towards the completion of the vegetation clearance works.

The Chair queried when the matting would be placed on the Braybrook Street entrance. Steve to follow this up with HS2.

**Action: Steve Hollingworth**

Miriam Shea (Co-opted member) noted that there were ongoing concerns amongst the Friends of the Scrubs around the vegetation clearance works and asked whether HS2 were planning to clear additional bramble outside of its fencing boundaries and further into Chats Paddock. Steve clarified that any vegetation clearance works carried out by HS2 were planned to take place within their working boundary area.

Stephen Waley-Cohen (Co-opted member) asked for an update to be provided on the protestors who had set up camp within the HS2 working area. In response Steve explained that he had a discussion with the protestors and explained the process of the works that would be carried out by HS2, including the access route and location points of where these works would finish. However, the protestors felt that HS2 would continue towards the eastern part of the Scrubs if they were to leave the site.

Councillor Helen Rowbottom queried how long the protestors intended to camp onsite. In response Steve explained that the Council anticipated that protestors would remain on site until the permanent hoarding was placed around April/May 2021 to secure the area where the works that would be carried out by HS2.

Miriam Shea (Co-opted member) asked for clarification to be provided on the restitution process upon completion of the HS2 works. Steve Hollingworth provided a summary of how the reinstatement works would be carried out, noting that this would be considered separately from the masterplan.



The Chair asked how long the hoarding would be in place for. Steve noted that the hoarding would be up for the duration of the works conducted by HS2, which could be a maximum of 18 months.

### **Update on leases**

#### **Kensington Dragons Football Club (KDFC)**

Steve noted that the WSCT Committee of 15/12/20 requested clear guidance that a 40-year lease would have no significant difference to a 25-year lease for this project. This guidance had been received. A suite of documents had been proposed to ensure that the funding agreement between WSCT and Kensington Dragons Football Club (KDFC) was construed as grant funding. These documents were being updated and should be ready to review on 12/03/21.

#### **Tennis Courts**

Heather noted that the London Institute of Medical Sciences (LMS) was granted a licence to use the un-used tennis courts to the South of the Linford Christie Stadium to enable their development. The discovery of buried asbestos, which had now been safely removed, was an additional cost to LMS of £175 and they were requesting full recovery of the cost. These costs had been reviewed by Council officers and it was recommended that the Trust should approve the apportionment of costs for asbestos remediation between the LMS developer and WSCT. LMS would accept the Trust to pay 63% of the cost and agreed to pay the remainder. The cost of this would need to be offset against the income to be received for the licence (£170K).

The Committee unanimously agreed for the Trust to pay 63% of the cost for the asbestos remediation works.

#### **Parks Lodge**

Steve noted that a structural survey carried out in January 2020, found the building in poor condition. The survey noted that 'In view of the extensive distresses found in this property it was further recommended that the cost of the underpinning and restorations works be compared with that of a complete rebuild'. It would be prudent to examine these costs before making the decision on how to move forward and restore the property. Options should be considered for agreement of the preferred way forward including:

- Repair the building, to continue as a tenanted dwelling.
- Demolish and rebuild as a dwelling on a similar footprint
- Demolish and return the site to open space. The tenant could be helped to obtain alternative accommodation.
- Demolish and develop the site to maximise income for the Trust.

A fixed fee quote of £1,950 had been obtained to explore these options and develop outline costs for these options. The recommendation was for the Trust to accept this quotation, and for the findings to be presented at the next Committee meeting.

Members expressed concern about repairing the property for commercial purposes and the impact this might have on the Trust as a charity. However, the Committee

were keen to explore numerous options, including rebuilding it as an Ecology centre or a similar type of facility for public use.

Members agreed that an enhanced set of options, including outline costs for these options be brought to the next Committee meeting.

**Action: Steve Hollingworth**

### **Coffee Cart**

Heather noted that a resident living near the Scrubs had a proposal to run a mobile van selling refreshment from the Wormwood Scrubs car park. The van would occupy a parking space to sell refreshments during the day and be parked off site at night. The recommendation was to permit Council officers to negotiate a short-term licence with the proposer. If successful, the licence could be tendered for a longer period.

The Committee agreed for Council officers to proceed with this proposal.

### **Implementing Strategic Governance Review recommendations**

Steve explained that the terms of reference for this review were still awaiting legal advice. The Committee would be updated when this was completed.

The Trust Committee approved a budget allocation of £75K a year for two years (£150,000 in total), to fund an appropriate project manager role to support the implementation of the review recommendations and provide wider support to WSCT. Candidates had now been short listed for interview.

Miriam Shea (Co-opted member) queried whether the management of the Linford Christie Stadium would fall under the the Trust manager's remit. In response Steve noted that the work relating to Linford Christie would be overseen by a separate manager, however the Trust manager would support the project in collaboration with Council colleagues.

### **Community Safety Update**

Steve noted that the very high visitor numbers on the Scrubs seen during the Covid-19 pandemic reduced with colder, wetter weather but were still well above normal.

Parks Police monitored all incidents at the Scrubs and an up to date record had been requested.

### **Grounds Maintenance and site management update**

Steve noted that the stadium was due to reopen on the 29<sup>th</sup> March 2021 for organised sport and Thames Valley Harriers, Chiswick Hockey and Kensington Dragons had booked to start back that week. During this last lockdown period, the stadium had redecoration and internal works completed. During the lockdown many sections of fencing and pitch kickboards had been vandalised. These would be repaired before the stadium reopened.

Heather explained that the roadway providing vehicle access from Scrubs Lane to the Linford Christie Stadium, the Pony Centre, Council depot and to the temporary site for Kensington Aldridge Academy (KAA) was in poor condition. Selective repairs were carried out by the Department for Education (DfE) when KAA first

occupied the site, and under the terms of their agreement, DfE must provide remediation of any damage caused during their occupation of the site. It was noted that DfE were unwilling to contribute to repairs to the roadway until the end of their tenancy. In addition, potential construction projects may make the comprehensive repair of the road at this stage ill-advised.

Parks officers met with the Council's highways engineers to discuss options as set out under 7.2 in the Manager's report. It was recommended that Option 2 as an interim solution was approved, followed by a comprehensive scheme considered when KAA vacated their site.

The Chair noted that it was a priority to ensure that the roadway was repaired to a good standard as soon as possible. The Committee agreed to proceed with option 2 as long as a high-quality repair was achieved.

Steve noted that heavy use of the Scrubs during the winter had put pressure on the existing habitat at the Scrubs in particular the Meadow areas. Several measures were proposed to mitigate impact on the meadows as set out under section 7.3 in the Manager's report.

Stephen Waley-Cohen (Co-opted member) reminded the meeting of the problems concerning the Meadow area. They began in the very wet winter of 2019-20 when, despite requests to the Council to manage the paths they became so muddy that people created the alternative 'desire line' paths through the middle of the meadow. Prior to this, walkers had generally been very respectful of the signs requesting avoidance of the eastern section of the meadow most likely to be the site of the ground-nesting birds. In regard to the hedging activities to protect the meadow, Stephen thanked the Chair for her statement earlier this week, endorsed by him and by Emma Ranson.

Heather noted that the installation of additional bird and bat boxes in the woodland at the north eastern boundary of the Scrubs would increase capacity for nesting and help mitigate the loss of trees removed during HS2 clearance works. Installing a bird and bat box would cost £1,950. The Committee was recommended to approve this action and the funding required to achieve it.

The Committee unanimously agreed to proceed with this this recommendation.

Heather explained that the installation of signage to inform HS2 works, requested responsible use of the Scrubs and publicise the masterplan once this had been agreed would be useful to the management of the site. The Committee was recommended to approve the further development of artwork to obtain competitive quotes, and the funding to implement new and refurbished signage, to the maximum value of £10,000.

Heather to circulate some detailed proposals regarding the contents that would be included in the signage to the Committee.

**Action: Heather Marsh**

The Committee unanimously agreed to proceed with this this recommendation.

Steve noted that the first stage of the Grounds Maintenance contract had been completed. Five submissions were received for the Wormwood Scrubs Lot. Three suppliers demonstrated that they were capable of completing the specification and would be invited to submit an initial tender by the end of April 2021.

Stephen Waley-Cohen (Co-opted member) requested that a sub-group be set up for the grounds maintenance contract and Emma Ranson be invited to join.

**Action: Steve Hollingworth**

### **Events**

Steve noted that no events have been held at the Scrubs during the COVID-19 pandemic.

### **Audit and Accounts**

Steve noted that MHA Macintyre Hudson had been appointed to audit the 2019/20 financial year. The Auditor's report and the Annual report would be issued separately.

### **Risk Management 2021/22**

The Trust's risk management strategy included the annual review of risks and establishment of plans to mitigate these. The 2021/22 risks and mitigations were set out in Annexe A included in the agenda pack.

### **Financial Forecast 2020/21**

Carmen, Advisor to the Trust summarised the financial forecast for the Trust for 2020/21 and gave a summary of the key points.

### **Financial Budget 2021/22**

Carmen noted that the proposal was for a 2021/22 net income budget of £31,595. Although this was similar to the 2020/21 outturn both income and expenditure were higher than 2021/21. Some impact of Covid-19 was anticipated.

The Committee approved the 2021/22 financial budget subject to the budget being updated with the additional agreed items and circulated to members for review.

**Action: Carmen Lomotey**

Stephen Waley-Cohen (Co-opted member) asked for an update to be provided on the introduction of weekend parking charges. In response Carmen explained that weekend parking was factored into the budget, however this had not yet commenced.

Members requested that a progress report on the Linford Christie Stadium be brought to a future Committee meeting.

**Action Matt Rumble**

### **RESOLVED:**

That the Committee:

- Considered the recommendations made by the AEM subgroup 17/03/21
- Approved the apportionment of costs for asbestos remediation and agreed to pay 63% of the cost towards the works.
- Approved the expenditure of £1,950 to explore options for Park Lodge.

- Authorised officers to negotiate a short-term licence with the proposer of a coffee cart.
- Approved Option 2, as an interim solution for the access road from Scrubs lane.
- Approved the expenditure of £1,950 for bird and boxes.
- Approve expenditure of £10,000 for new and refurbished signage.
- Noted the audit update for 2019/20.
- Approved the 2021/22 risk management.
- Noted the 2020/21 financial forecast.
- Approved the 2021/22 financial budget subject to the budget being updated with the additional agreed items and circulated to members for review.
- Noted all other matters in the report.

Meeting started: 6:30pm  
Meeting ended: 8:30pm

Chair .....

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# Agenda Item 6

<b>MANAGERS REPORT</b>	
<b>23rd June 2021</b>	
<b>Report to Wormwood Scrubs Charitable Trust Committee</b>	
<b>Report Author:</b> Stephen Hollingworth, Advisor to the Trust	<b>Contact Details:</b> <a href="mailto:Stephen.Hollingworth@lbhf.gov.uk">Stephen.Hollingworth@lbhf.gov.uk</a>

## 1.0 Executive Summary and Decisions Sought

The Committee is asked:

1. That the Trust delegate authority to officers to: - Complete the funding agreement between the Wormwood Scrubs Charitable Trust and Kensington Dragons Football Club Limited, to award grant funding of £250,000 to the Club to contribute to the delivery of upgrading and providing new sports pitches and circulation areas on the Trust`s property at the Linford Christie Stadium.
2. to consider the options report on the future of Park Lodge
3. To approve access across WSCT land for the Met police as part of policing arrangements for Notting Hill carnival
4. To approve the development and submission of a bid to HS2's community fund for new play equipment
5. To approve the re-appointment of MHA Macintyre Hudson as the Trust's external auditor for the financial year 2020-21 as set out in section 16
6. to note the 2020/21 Financial Outturn as set out in section 17
7. to note the 2021/22 Financial Budget as set out in section 18
8. to note all other matters in the report.

## 2.0 Update on Kensington Dragons Lease, Grant Agreement and Service Level Agreement

At a meeting of the Wormwood Scrubs Charitable Trust on 14<sup>th</sup> July 2020, the Committee unanimously agreed the following: -

1. That the Trust supported in principle option 2 and working with KDFC to deliver a hybrid pitch, but that redevelopment opportunities for the Stadium must not be limited at this stage and this should be reflected in any property agreements with KDFC.

2. That the Trust delegated authority to officers to:

- Review with KDFC and the business case consultants the inclusion of the KDFC proposals, the impact of this on any of the business case options and reflect this in the final business case report to the Committee in September.
- Ensure that the terms of the lease do not limit any future redevelopment proposals or opportunities.
- Advise KDFC that if proposals for redevelopment of the stadium site are approved and move forward in the future they may be required to move from the proposed location, and that the property terms will reflect this

- Secure commitments from KDFC for an enhanced community use offer and develop a service level agreement for an enhanced community offer.

The above actions have now been completed and the Lease, Grant Agreement and Service Level Agreement are now all agreed and ready to be executed.

However, although the Trust delegated authority to officers to complete the terms of the lease and the service level agreement, it did not delegate authority to officers to complete the terms of the grant agreement.

Therefore, to execute all documents, the Trust are further asked to delegate authority to officers to: -

Complete the funding agreement between the Wormwood Scrubs Charitable Trust and Kensington Dragons Football Club Limited, to award grant funding of £250,000 to the Club to contribute to the delivery of upgrading and providing new sports pitches and circulation areas on the Trust`s property at the Linford Christie Stadium.

### **Committee to Approve**

#### **3.0 HS2 Bill Alternative Ecological Mitigation -Master Plan**

The consultation began on the Master Plan for the Scrubs in the autumn of 2019. Since then, there has been a noticeable increase in residents using the Scrubs during lockdown and continuing to enjoy the area as lock down is released. We have also noticed greater interest and engagement from schools with the natural world and therefore we are keen to capitalise on this increased interest and engage much more with the wider community and the educational sector.

To assist with this, we want to develop a vision for the Scrubs which reflects the feedback from the consultation so far; that recognises the potential for it to be an educational resource and maintains and develops a unique urban wild landscape for residents now and in the future.

We therefore wish to develop a more inclusive community engagement strategy and work in co-production with residents on the Master Plan to ensure we have wide community ownership before signing it off.

To achieve this, it is proposed to appoint specialist community engagement consults to develop the vision with residents, the educational sector, and key stakeholders before moving forward further.

### **Committee to Approve.**

#### **4.0 HS2 update**

HS2 are now working to secure access to the Stamford Brook Sewer compound from Old Oak Common (OOC) Lane. The access has been delayed due to the need to carry out investigate works, to identify the location of utilities under OOC Lane.

Current timetable for works is as follows: -

- End of June apply for a Schedule 4 to allow access from OOC lane.
- July, start work on the access.
- August, begin work on the road construction.
- September, commence work on the sewer construction.

- April 2022 start work on reinstatement. End of May 2022 work complete.

The Timetable to complete works on the UTX site is as follows: -

- The compound will be established in August.
- The construction of the UTX shafts will take place between circa. late Sept-21 to Nov-21.
- The 8 no. UTX bores will be driven between circa. Nov-21 and Feb-22
- The utility diversion works through the UTX take place between circa. May-23 to Apr-24. The reason there is a long gap between completion of the UTX and the start of the utility works is that there are other works further north along OOC Lane required to facilitate the utility works.
- Full delivery of the station into service is anticipated circa. late-2029.

Protesters

HS2 protesters remain on the Scrubs within Chats Paddock to the east of the Stamford brook Sewer compound.

Meetings between the Police, HS2 security and council officers are continuing on a fortnightly basis to monitor the situation.

**Committee to Note.**

## **5.0 Park Lodge**

WSCT previously approved funding to explore options for the future of Park Lodge. A report has been prepared and is appended to these documents, a summary of which is included as Appendix 1. Options considered are:

- Short term repair of the building, to continue as a tenanted dwelling. This is suitable as an interim option due to the poor state of the building.
- Redevelop as 2 new maisonettes, either to provide key worker accommodation or to be let at market rent.
- Redevelop as a new community building, with residential accommodation on the first floor.
- Demolish and return the site to open space.

**Committee to Consider.**

## **6.0 Catering Concession**

The proposal for a mobile van selling refreshments from the Wormwood Scrubs car park is under consideration. However, all concessions in H&F parks are currently under review until all legal lockdown restrictions are relaxed.

**Committee to note**

## **7.0 Implementing Strategic Governance Review recommendations**

The Trust Committee approved a budget allocation of £75K a year for two years (£150,000 in total), to fund an appropriate project manager role to support the implementation of the review recommendations and provide wider support to WSCT. Candidates were interviewed on 21<sup>st</sup> May, but none were successful.

Before readvertising the position, officers are updating the Job description to make it more outward facing with more focus on community development and engagement.

The person specification is also being reviewed to ensure candidates have relevant knowledge of ecological issues.



## **Committee to Note.**

### **8.0 Community Safety Update**

In April 2021 the council commenced employment of its new Law Enforcement Team (LET). The LET comprises of 72 staff creating one of the biggest environmental enforcement teams in the country. The team are responsible for providing high visibility presence in our parks and green spaces, housing estates, commercial areas and residential roads.

Each ward will have an allocated officer who will ensure they know all the key partners in that ward and they too, know them.

Currently officers are undergoing an intense training period and transitioning onto their shift patterns. The LET service is a uniformed service with all officers easily identifiable to the public. More information on the team can be found via the webpage - [Law Enforcement Team | LBHF](#)

Officers will continue to provide a presence on Wormwood Scrubs and engage with everyone using this space. Since coming into post officers have been on the Scrubs daily undertaking patrols, responding to concerns and issues, undertaking welfare visits, working with the local police and undertaking the daily lock up duties.

If you wish to share intelligence with the LET you can do so via [LET.HF@lbhf.gov.uk](mailto:LET.HF@lbhf.gov.uk) and, as you see the LET officers on the scrubs please do approach them and engage with them to share your knowledge, passion and equally any concerns about this great part of the borough.

## **Committee to Note**

### **9.0 Grounds Maintenance and site management update**

WSCT previously approved funding to repair the road providing vehicle access from Scrubs Lane to the Linford Christie Stadium, the Pony Centre, council depot and to the temporary site for Kensington Aldridge Academy (KAA). The main resurfacing work has been carried out. Further works are in hand to remove the defunct traffic management system near the junction with Scrubs Lane.

Traffic management to the access road from Scrubs Lane has become more of an issue since the stadium has started to re-open and sports pitches are receiving greater use, with instances of inappropriate parking on the Scrubs and to the access road being reported. Hardware for the inoperative system will be removed as outlined above and proposals for a replacement system will be investigated and put forward for consideration at the next WSCT committee meeting.

## **Committee to Note**

### **10.0 Signage**

WSCT previously approved funding for signage. The three existing large signs have been cleaned and repaired, and robust, temporary signage installed around the meadow area to deter users from disturbing wildlife during the bird nesting season.

**Committee to Note**

**11.0 Notting Hill Carnival**

The Met police have requested permission to cross WSCT land to access the KAA site for parking and canteen facilities on the 29<sup>th</sup> and 30<sup>th</sup> August. The access route will be from the Scrubs Lane entrance into the KAA car park. Most vehicles will be Mercedes Sprinter vans. They have already obtained approval from KAA.

**Committee to Approve**

**12.0 Network Rail Depot**

Network Rail have requested the use of part of North Pole open space as a compound for upcoming works to Mitre Bridge embankment. Possession is requested from August 1<sup>st</sup> to December 21<sup>st</sup> 2021. This site has been used as a compound by FM Conway for the previous 12 months or more, so this would represent an extension of the noise and disruption to residents. Officers will obtain further information from Network Rail to aid a decision on the appropriateness of a new compound.

**Committee to Note**

**12.0 Procurement of a new GM (Grounds Maintenance) contract**

The procurement process is ongoing. Suppliers passing the qualification stage of the tender were invited to submit bids, and these have now been received and evaluated. The next stage involves negotiation with each bidder and members of a sub group (Cllr Alex Sanderson and Miriam Shea) will be involved in this process. Key meetings will take place the w/c 5<sup>th</sup> July, date tbc. Final tenders will then be invited, expected to be returned around the 16<sup>th</sup> August. Approval to appoint the winning tenderer(s) is timetabled for October.

**Committee to Note.**

**13.0 Play equipment Braybrook Street**

Items of play equipment were removed from Braybrook Street in 2020 due to health and safety concerns. HS2 hold a fund for Community Projects and H&F are one of the boroughs invited to bid. It is recommended that WSCT, with the assistance of Parks officers, submit a bid to HS2 for the supply and installation of new play equipment.

**Committee to Approve**

**14.0 Weekend Parking charges**

The introduction of weekend parking charges is in hand but has been slightly delayed. A traffic order has been drafted and is expected to be operational in around 6 weeks.

**Committee to Note**

**15.0 Events**

No events have been held at the Scrubs during the COVID-19 pandemic.

## Committee to Note

### 16.0 Audit and Accounts

It is recommended that the Trust re-appoint MHA Macintyre Hudson as external auditor for the financial year 2020-21. The proposed audit-fee for 2020-21 is £9,950 + VAT.

### Committee to Approve

The current plan is for Trust Accounts and Annual report to be presented by the December 2021 meeting of the Trust.

### Committee to Note

### 17.0 Financial Outturn 2020/21

The 2020/21 financial outturn for the Trust (subject to audit) is summarised below and is detailed in Annexe A. Financial transactions for the financial year are set out in Annexe B.

Activity	Outturn 2017/18	Outturn 2018/19	Outturn 2019/20	Budget 2020/21	Outturn 2020/21	Variance	Movement Between Years		Comments	Last Reported	Movement
							Budget	Outturn			
Pay and Display Meters & Cashless Parking	(259,674)	(351,834)	(324,945)	(300,000)	(212,757)	87,243	8%	35%	The 2019/20 outturn was 92% of the 2018/19 outturn due to Covid-19 lockdown (March 2020). The 2020/21 budget was set at 85% of 2018/19 outturn. The outturn, however, is only 65% due to the prolonged effects of Covid-19.	(202,127)	(10,630)
Hammersmith Hospital Car Park Licence	(324,619)	(337,229)	(346,995)	(354,126)	(353,547)	579	-2%	-2%	Q4 Actual: 2020/21: £Q1 - Q3 @ £88,091 (signed agreement) and Q4 @ £89,274.	(353,547)	(0)
Other income from activities for generating funds	(488,002)	(371,078)	(322,073)	(321,038)	(331,286)	(10,248)	0%	-3%	Q4 forecast: KAA income to 31st March 2021 £315,658 (Licence extension: £26,523 pcm wef 13th July 2020); UKPN rental £3,446; Filming £9,162; Events £0; £1,092 Parks Lodge Income and Interest £1,928.	(331,286)	(0)
<b>Total Income and endowments</b>	<b>(1,072,295)</b>	<b>(1,060,141)</b>	<b>(994,013)</b>	<b>(975,164)</b>	<b>(897,590)</b>	<b>77,574</b>	<b>6%</b>	<b>30%</b>		<b>(886,960)</b>	<b>(10,630)</b>
Grounds Maintenance	706,909	719,895	738,368	771,949	769,767	(2,182)	5%	4%	Grounds Maintenance cost: £749,365 plus apportioned governance cost: £20,403.	775,085	(5,318)
Contribution to Linford Christie Stadium	32,330	32,356	84,205	63,317	63,174	(142)	-25%	-25%	Fixed annual cost of £31,500; £30,000 two year additional contribution for repair and maintenance of changing rooms; plus £1,674 governance costs	63,611	(437)
Other Expenditure	35,093	80,945	24,235	36,034	15,209	(20,825)	49%	-37%	Ad hoc works / non-routine maintenance, at only £14,806, are less than budgeted. Governance costs of £403 have been added.	16,677	(1,468)
<b>Total Expenditure</b>	<b>774,332</b>	<b>833,196</b>	<b>846,809</b>	<b>871,299</b>	<b>848,151</b>	<b>(23,149)</b>	<b>28%</b>	<b>-58%</b>		<b>855,373</b>	<b>(7,222)</b>
<b>Net (income)/expenditure</b>	<b>(297,964)</b>	<b>(226,944)</b>	<b>(147,205)</b>	<b>(103,864)</b>	<b>(49,439)</b>	<b>54,425</b>	<b>-29%</b>	<b>-66%</b>		<b>(31,587)</b>	<b>(17,852)</b>

The budget for 2020/21 was set with an anticipated surplus of £103,864 to be added to the Trust's reserves. The actual 2020/21 surplus for the year is £49,439. Although this outturn is £54,425 worse, it is £17,852, better than forecasted at March 2021. £87,822 parking income shortfall has been partially offset by the £10,248 surplus on other income (£6,162 filming and £4,658 Kensington Aldridge Academy (KAA)) and £23,149 underspend (mainly reduced non-routine maintenance).

The Trust's opening unrestricted funds balance for 2020/21 was £889,392. Subject to audit, this 2020/21 outturn means that £938,831 unrestricted funds will be carried

forward to 2021/22. The Trust's closing funds for 2020/21 are, therefore, £5,938,832 when £5,000,001 restricted funds are added.

### Income (2020/21)

The 2020/21 income budget was set at £975,164. Actual 2020/21 income, at £897,590, is £77,574 below budget.

Pre-Covid-19 lockdown income from pay and display and parking meters was fairly consistent, particularly since the introduction of cashless parking.

Since March 2020, as shown in the table below, this income source has fluctuated, with early shortfall forecasts exceeding £100,000.

Parking income loss - 2020/21 compared to 2019/20 (P&D and Meters)				
Month	2019/20 (£)	2020/21 (£)	Variance (£)	Decrease
Apr-20	- 27,470.00	- 7,135.37	20,334.63	74%
May-20	- 29,325.92	- 8,984.83	20,341.09	69%
Jun-20	- 28,208.96	- 13,883.71	14,325.25	51%
Jul-20	- 30,077.63	- 18,973.08	11,104.55	37%
Aug-20	- 26,128.62	- 14,879.42	11,249.20	43%
Sep-20	- 27,696.71	- 24,991.83	2,704.88	10%
Oct-20	- 29,663.67	- 19,489.29	10,174.38	34%
Nov-20	- 28,501.83	- 20,266.83	8,235.00	29%
Dec-20	- 24,418.21	- 17,716.88	6,701.33	27%
Jan-21	- 28,546.67	- 17,085.54	11,461.13	40%
Feb-21	- 26,194.29	- 21,634.21	4,560.08	17%
Mar-21	- 18,712.67	- 27,715.46	- 9,002.79	-48%
<b>Totals</b>	<b>- 324,945.18</b>	<b>- 212,756.45</b>	<b>112,188.73</b>	<b>35%</b>

The 2020/21 pay and display parking budget, at £300,000, underestimated the impact of Covid-19. The 2020/21 outturn is 40% and 35% less than the 2018/19 and 2019/20 outturns, respectively. Fortunately, March 2021 income gives a positive indication that income is returning to pre-Covid 19 levels. Also, weekend parking is to be introduced later in this financial year.

The Hammersmith Car Park Licence income is £353,547 (only £579 less than the £354,1260 budget).

Compared to the 2020/21 budget of £321,038, other income in 2020/21 totals £331,286 (£315,658 Kensington Aldridge Academy (KAA @ £26,523 per month) £9,162 filming income; £3446 annual rental income payable by UK Power Networks (UKPN) for occupation of the Scrubs land for the electric vehicle charging points; and £3,020 investment income (1,928 interest on Trust bank balances plus £1,092 parks lodge income).

### Governance costs 2020/21

The indirect costs of managing the Wormwood Scrubs (governance costs – i.e. legal charges, audit fees and Central Finance support costs) are apportioned to expenditure based on value.

The 2020/21 governance costs budget was set at £25,000. At £22,480, actual 2020/21 governance costs are £2,520 less than budgeted. The apportionment is as follows: planned contractual grounds maintenance (£20,403); Linford Christie Stadium contribution (£1,674); and non-routine maintenance / other costs (£403).

### Expenditure 2020/21

At £848,151 (£825,671 plus £22,480 governance costs), 2020/21 expenditure is £23,149 below the £871,299 expenditure budget.

Planned GM is £769,767 (£749,365 plus £20,403 governance costs); Contribution to Linford Christie Stadium is £63,1741 (£31,500 fixed contribution; £30,000 additional contribution; and £1,674 apportioned governance costs.); and other expenditure is 15,209 (£14,806 non-routine maintenance and £403 apportioned governance costs).

### Committee to Note

## 18.0 Financial Budget 2021/22 (Updated)

The proposed budget for Wormwood Scrubs Charitable Trust (“the Trust”) for 2021/22, a surplus of £31,595, was approved at the last meeting (held on 24<sup>th</sup> March 2021). Approval was also given for this budget to be updated with the financial items approved at that meeting. Changes are summarised below.

Income and Expenditure						
Activity	Outturn 2017/18	Outturn 2018/19	Outturn 2019/20	Outturn 2020/21	Approved Budget 2021/22	Revised Budget 2021/22
Pay and Display Parking Meters	(259,674)	(351,834)	(324,945)	(212,757)	(300,000)	(300,000)
Hammersmith Hospital Car Park Licence	(324,619)	(337,229)	(346,995)	(353,547)	(360,619)	(360,619)
Other income from activities for generating funds	(488,002)	(371,078)	(322,073)	(331,286)	(330,814)	(330,814)
<b>Total Incoming Resources from Generated Funds</b>	<b>(1,072,295)</b>	<b>(1,060,141)</b>	<b>(994,013)</b>	<b>(897,590)</b>	<b>(991,433)</b>	<b>(991,433)</b>
Grounds Maintenance	706,909	719,895	738,368	769,767	774,859	771,304
Contribution to Linford Christie Stadium	32,329	32,356	84,205	63,174	63,510	63,218
Other Expenditure (including Asbestos removal and roadway works)	35,093	80,945	24,235	15,209	46,471	195,586
Project Manager - Strategic Governance Review implementation					75,000	75,000
<b>Total Resources Expended</b>	<b>774,331</b>	<b>833,196</b>	<b>846,809</b>	<b>848,151</b>	<b>959,839</b>	<b>1,105,109</b>
<b>Net Incoming Resources</b>	<b>(297,964)</b>	<b>(226,945)</b>	<b>(147,205)</b>	<b>(49,439)</b>	<b>(31,595)</b>	<b>113,675</b>

£145,270 has been added to Other expenditure, which adjusts the 2021/22 net income budget of £31,595 to a net expenditure budget of £113,675.

2021/22 Budget Adjustments	
	£
<b>Previously approved budget</b>	<b>(31,595)</b>
<b>Amendments</b>	
Asbestos removal	103,320
Roadway improvements	40,000
Bird & Bat boxes	<u>1,950</u>
	<b>145,270</b>
<b>Revised budget</b>	<b>113,675</b>

### Income Budget 2021/22

The 2021/22 income budget is unchanged at £991,433. This is £93,843 more than the 2020/21 outturn, and slightly less than the 2019/20 outturn.

### Expenditure Budget 2021/22

The 2021/22 expenditure budget has increased from £959,839 to £1,105,109, due to the approved changes noted above. Reapportioned governance costs (£28,000) is the reason for the budget revisions of Grounds Maintenance and Linford Christie Stadium contribution.

Some expenditure items discussed and approved at the last meeting (24<sup>th</sup> March 2021), were as stated, already included in the proposed budget, i.e. the cost of the Project Manager (2-year assignment) and signage upgrades.

Updated Forecast Changes							
Activity	Adjustments	Budget 2017/18	Budget 2018/19	Budget 2019/20	Budget 2020/21	Proposed Budget 2021/22	Revised Budget 2021/22
Pay and Display & Cashless Parking	Brought forward	(281,611)	(287,012)	(281,611)	(345,428)	(345,428)	(345,428)
	Adjustment	(5,614)	5,401	(63,817)	45,428	45,428	45,428
	Carried forward	(287,225)	(281,611)	(345,428)	(300,000)	(300,000)	(300,000)
Hammersmith Hospital Car Park Licence	Brought forward	(316,505)	(322,896)	(336,109)	(348,178)	(353,547)	(353,547)
	RPI increase	(6,391)	(13,213)	(11,686)	(5,947)	(7,072)	(7,072)
	Carried forward	(322,896)	(336,109)	(347,795)	(354,126)	(360,619)	(360,619)
Other income from activities for generating funds	Brought forward	90,112	(95,873)	(138,341)	(147,341)	(321,038)	(321,038)
	Additional income	0	(76,085)	(9,000)	(173,697)	(9,776)	(9,776)
	Carried forward	90,112	(171,958)	(147,341)	(321,038)	(330,814)	(330,814)
Grounds Maintenance	Brought forward	685,893	688,761	0	723,535	749,365	749,365
	Inflation on contract	13,581	10,712	0	26,264	974	974
	Carried forward	699,474	699,473	0	749,799	750,339	750,339
	Governance cost apportioned	-	18,024	-	22,149	24,520	20,965
	Budget	699,474	717,497	0	771,949	774,859	771,304
Contribution to Linford Christie Stadium	Brought forward	31,500	31,500	31,500	61,500	61,500	61,500
	Carried forward	31,500	31,500	31,500	61,500	61,500	61,500
	Governance cost apportioned	0	844	12,496	1,817	2,010	1,718
	Budget		32,344	43,996	63,317	63,510	63,218
Other Expenditure	Brought forward		20,000	29,000	35,000	35,000	35,000
	Carried forward		20,000	29,000	35,000	45,000	190,270
	Governance cost apportioned		5,637	11,504	1,034	1,471	5,316
	Budget		25,637	40,504	36,034	46,471	195,586
Project Manager - Strategic Governance Review implementation	Brought forward						
	Carried forward						
	Budget					75,000	75,000
Governance costs (Audit & Legal & Finance)	Estimated		19,351	24,000	25,000	28,000	28,000
	Governance cost apportioned		(19,351)	(24,000)	(25,000)	(28,000)	(28,000)
	Budget		-	-	-	-	-

Subject to audit, unrestricted funds at the end of 2021/22 are now projected at £825,156 (previously £970,426).

<b>Balance Sheet at end of Year</b>						
	<b>Outturn 2017/18</b>	<b>Outturn 2018/19</b>	<b>Outturn 2019/20</b>	<b>Outturn 2020/21</b>	<b>Approved Budget 2021/22</b>	<b>Revised Budget 2021/22</b>
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Cash at bank	251,781	753,688	899,142	869,057	970,426	825,156
Creditors	(9,900)	(11,500)	(9,750)	(19,500)	0	0
Debtors	273,361	0		89,274	0	0
<b>Net Assets</b>	<b>5,515,244</b>	<b>5,742,189</b>	<b>5,889,393</b>	<b>5,938,832</b>	<b>5,970,427</b>	<b>5,825,157</b>
<b>Restricted funds</b>	<b>5,000,001</b>	<b>5,000,001</b>	<b>5,000,001</b>	<b>5,000,001</b>	<b>5,000,001</b>	<b>5,000,001</b>
<b>Unrestricted Income Funds</b>	<b>515,243</b>	<b>742,188</b>	<b>889,392</b>	<b>938,831</b>	<b>970,426</b>	<b>825,156</b>
<b>Total Charity Funds</b>	<b>5,515,244</b>	<b>5,742,189</b>	<b>5,889,393</b>	<b>5,938,832</b>	<b>5,970,427</b>	<b>5,825,157</b>

**Committee to Note**

**Annexe A**

**2020/21 Financial Outturn**  
**WORMWOOD SCRUBS CHARITABLE TRUST**

**STATEMENT OF ACCOUNTS 2020/21 - Unaudited**

**Wormwood Scrubs Charitable Trust**

**Statement of Financial Activities for Year ended 31 March 2020**

Income and Expenditure	WSCT	HS2	2020/21 Actual	2019/20 Actual	Notes
	£	£	£	£	
<b>Income and endowments from:</b>					
Donations and legacies					
<b>Income from Charitable activities:</b>					
Pay and Display Parking Meters	(212,757)	0	(212,757)	(324,945)	Covid-19 has had a significant effect on Parking Income. The outturn was only 65% of the 2019/20 outturn.
Hammersmith Hospital Car Park Licence	(353,547)	0	(353,547)	(346,995)	Contracted lease payments increased by 1.89% compared to 2019/20
Other trading activities	(328,266)	0	(328,266)	(517,324)	Includes income from the KAA and UKPN charging points and HS2 Ltd reimbursement. HS2 recharge income included in 2019/20 figures (offset by other expenditure) is not forecasted.
Income from Investments	(3,020)		(3,020)	(6,631)	Interest on cash balances and rental income from the park lodge.
Other Income		(117,918)	(117,918)	0	Ad hoc income plus income to be recovered from HS2 Ltd to cover expenditure
<b>Total Income and endowments</b>	<b>(897,590)</b>	<b>(117,918)</b>	<b>(1,015,508)</b>	<b>(1,195,896)</b>	
<b>Expenditure on:</b>					
Raising funds			0	0	
<b>Charitable activities:</b>					
Contribution to Linford Christie Stadium	63,174		63,174	84,205	Contribution to Linford Christie Stadium plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	15,209		15,209	24,235	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrub	769,767		769,767	738,368	Grounds Maintenance contracted spend plus proportion of governance costs.
Other expenditure	0	117,918	117,918	201,883	Ad hoc expenditure plus costs to be recovered from HS2 Ltd
<b>Total Expenditure</b>	<b>848,151</b>	<b>117,918</b>	<b>966,069</b>	<b>1,048,692</b>	
Net gains/(losses) on investments					
<b>Net (income)/expenditure</b>	<b>(49,439)</b>	<b>0</b>	<b>(49,439)</b>	<b>(147,205)</b>	
<b>Reconciliation of Funds</b>					
Total funds brought forward	(5,889,393)	0	(5,889,393)	(5,742,188)	
<b>Total funds carried forward</b>	<b>(5,938,832)</b>	<b>0</b>	<b>(5,938,832)</b>	<b>(5,889,393)</b>	

All income is unrestricted.



**Wormwood Scrubs Charitable Trust Transactions at MAY 2021 (April to March)**

**(49,439.43)**

Activity	Comments	Amount £
Routine Grounds Maintenance of Wormwood Scrubs	Quadron Idverde	749,364.61
Non Routine Maintenance of Wormwood Scrubs	Bell Decorating & Building Ltd SCRUBS REPLACEMENT INSPECTION COVERS	300.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited GATE REPAIR	480.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited OUTDOOR GYM CROSSBARS REMOVAL	410.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited KAS/19925- WORMWOOD SCRUBS REPAIRS TO	960.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited KAS/19926- WORMWOOD SCRUBS ACCESS ROAD	245.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited KAS/19895- OUTDOOR GYMNASIUM REPAIR	810.00
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited	300.00
Non Routine Maintenance of Wormwood Scrubs	Bell Decorating & Building Ltd	4,804.00
Non Routine Maintenance of Wormwood Scrubs	ARD Playgrounds	1,280.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited	412.00
Non Routine Maintenance of Wormwood Scrubs	Replacement of burned out bench	200.00
Non Routine Maintenance of Wormwood Scrubs	LITTER PICKING IN WORMWOOD SCRUBS AS PER	(238.14)
Non Routine Maintenance of Wormwood Scrubs	REMOVAL OF ENCAMPMENTS IN WORMWOOD SCRUB	(105.70)
Non Routine Maintenance of Wormwood Scrubs	280 SHRUBS FOR WORMWOOD SCRUBS	877.01
Contribution to Linford Christie Stadium	WSCT Contributions to LCS	30,000.00
Contribution to Linford Christie Stadium	WSCT Contributions to LCS	31,500.00
Non Routine Maintenance of Wormwood Scrubs	Materials	834.00
Non Routine Maintenance of Wormwood Scrubs	Materials	834.00
Governance Costs - Finance	WORMWOOD SCRUBS -FINANCE SUPPORT COSTS 2020-21	4,582.35
Other trading activities	Land Use Consultants Limited	9,581.25
Other trading activities	Land Use Consultants Limited	(9,581.25)
Other trading activities	Land Use Consultants Limited	12,870.00
Other trading activities	Land Use Consultants Limited	(12,870.00)
Other trading activities	Land Use Consultants Limited	16,695.00
Other trading activities	Land Use Consultants Limited	(16,695.00)
Governance Costs - Legal	Legal fees - Lease - Kensington Dragons	5,178.00
Governance Costs - Legal	Legal fees	7.00
Governance Costs - Legal	Legal fees	193.80
Governance Costs - Legal	Legal fees	345.60
Governance Costs - Legal	Legal fees	21.60
Governance Costs - Legal	Legal fees	583.20
Governance Costs - Legal	Legal fees	28.80
Governance Costs - Legal	Legal fees	324.00
Governance Costs - Legal	Legal fees	7.20
Governance Costs - Legal	Legal fees	698.40
Governance Costs - Legal	Legal fees	7.20
Governance Costs - Legal	Legal fees	453.60
Governance Costs - Legal	Legal fees	432.00
Governance Costs - Legal	Legal fees	14.40
Governance Costs - Legal	Legal fees	21.60
Governance Costs - Legal	Legal fees	237.60
Governance Costs - Legal	Legal fees	14.40

Activity	Comments	Amount £
Governance Costs - Legal	Legal fees	2.15
Governance Costs - Legal	Legal fees	21.60
Governance Costs - Legal	Legal fees	64.80
Governance Costs - Legal	Legal fees	18.00
Governance Costs - Legal	Legal fees	14.40
Governance Costs - Legal	Legal fees	561.60
Governance Costs - Legal	Legal fees	691.20
Governance Costs - Legal	Legal fees	325.00
Governance Costs - Legal	Legal fees	352.80
Governance Costs - Legal	Legal fees	324.00
Governance Costs - Legal	Legal fees	12.50
Governance Costs - Legal	Legal fees	6.00
Governance Costs - Legal	Legal fees	468.00
Governance Costs - Legal	Legal fees	208.80
Governance Costs - Legal	Legal fees	250.00
Governance Costs - Legal	Legal fees	108.00
Governance Costs - Legal	Legal fees	518.40
Governance Costs - Legal	Legal fees	619.20
Governance Costs - Legal	Legal fees	487.50
Governance Costs - Legal	Legal fees	713.00
Governance Costs - Legal	Legal fees	1,231.20
Governance Costs - Legal	Legal fees	1,550.00
Governance Costs - Legal	Legal fees	698.40
Governance Costs - Legal	Legal fees	712.80
Non Routine Maintenance of Wormwood Scrubs	Building works - Parks Lodge	900.00
Non Routine Maintenance of Wormwood Scrubs	ENG FEE WK1-48 20/21 H20WOOD01 WOODMAN MEWS (CARRI	75.00
Non Routine Maintenance of Wormwood Scrubs	ENG FEE WK1-50 20/21 H20WOOD01 WOODMAN MEWS (CARRI	1,428.80
Governance Costs - Audit	Audit fee - Accrual	(15,015.00)
Governance Costs - Audit	Audit fee - Accrual	(5,115.00)
Governance Costs - Audit	Audit fee - Accrual	(9,900.00)
Governance Costs - Audit	Audit fee - Accrual	15,015.00
Governance Costs - Audit	Audit fee - Accrual	(5,115.00)
Governance Costs - Audit	Audit fee	9,750.00
Governance Costs - Audit	Audit fee	9,750.00
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME APRIL 2020	(7,135.75)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME MAY 2020	(8,984.83)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME JUNE 2020	(13,883.71)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME JULY 2020	(18,973.08)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME AUGUST 2020	(14,879.42)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME SEPTEMBER 2020	(24,991.83)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME OCTOBER 2020	(19,489.27)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME NOVEMBER 2020	(20,266.83)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME DECEMBER 2020 VAT	(17,716.88)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME JANUARY 2021	(17,085.54)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME FEBRUARY 2021 VAT	(21,634.21)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME MARCH 2021 VAT	(33,258.55)
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME MARCH 2021 REVERSE	33,258.55
Pay and Display Parking Meters	WORMWOOD SCRUBS PARKING INCOME MARCH 2021 VAT	(27,715.46)

Activity	Comments	Amount £
Other trading activities	FILMING HIRE OF FOOTBALL PITCH	(385.56)
Other trading activities	FILMING HIRE OF FOOTBALL PITCHES	(8,776.90)
Hammersmith Hospital Car Park Licence	Charing Cross Hospital PERIOD Q1: 25/03/20 TO 23/06/20 (W'WD SCBS CR PK)	(88,091.00)
Hammersmith Hospital Car Park Licence	Charing Cross Hospital PERIOD: 24/06/20 TO 28/09/20 (W'WD SCBS CR PK)	(88,091.00)
Hammersmith Hospital Car Park Licence	Charing Cross Hospital PERIOD: 29/09/20 TO 24/12/20 (W'WD SCBS CR PK)	(88,091.00)
Hammersmith Hospital Car Park Licence	Charing Cross Hospital PERIOD: 25/12/20 TO 24/03/21 (W'WD SCBS CR PK)	(89,274.25)
Other trading activities	Kensington Aldridge Academy APRIL 2020	(25,750.00)
Other trading activities	Kensington Aldridge Academy MAY 2020	(25,750.00)
Other trading activities	Kensington Aldridge Academy JUNE 2020	(25,750.00)
Other trading activities	Kensington Aldridge Academy JULY 2020	(25,750.00)
Other trading activities	Kensington Aldridge Academy RENT SHORTFALL FOR PERIOD 13/07/20 TO 31/07/20	(473.77)
Other trading activities	Kensington Aldridge Academy AUGUST 2020	(26,523.00)
Other trading activities	Kensington Aldridge Academy SEPTEMBER 2020	(26,523.00)
Other trading activities	Kensington Aldridge Academy OCTOBER 2020	(26,523.00)
Other trading activities	Kensington Aldridge Academy NOVEMBER 2020	(26,523.00)
Other trading activities	Kensington Aldridge Academy DECEMBER 2020	(26,523.00)
Other trading activities	Kensington Aldridge Academy JANUARY 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy FEBRUARY 2021	(26,523.00)
Other trading activities	Kensington Aldridge Academy MARCH 2021	(26,523.00)
Other trading activities	UPKN RENT 2020/21 @ X3446 P.A.	(3,446.00)
Income from Investments	Mr Jenkyns Keigwin APRIL TO JUNE 2020 - PK LDG	(273.00)
Income from Investments	Mr Jenkyns Keigwin JULY TO SEPT 2020 - PK LDG	(273.00)
Income from Investments	Mr Jenkyns Keigwin OCTOBER TO DECEMBER 2020 - PK LDG	(273.00)
Income from Investments	Mr Jenkyns Keigwin JANUARY TO MARCH 2021 - PK LDG	(273.00)
Income from Investments	SO FND21 30/12/2020 I0300 62070 ICHNT	67,800.00
Income from Investments	ACCRUAL-WSC05-REVERSEINCORRECTLY APPLIED CREDIT N	(67,800.00)
Income from Investments	2020/21 INTEREST ON BALANCES	(1,927.84)
		<b>(49,439.45)</b>
Funded post	Basic Pay December 2020	3,633.25
Funded post	Basic Pay January 2021	3,633.25
Funded post	Basic Pay February 2021	3,633.25
Funded post	Basic Pay March 2021	3,633.25
Funded post	PROJECT COSTS (SALARY) APRIL 20	532.94
Funded post	PROJECT COSTS (SALARY) AUG 20	355.29
Funded post	PROJECT COSTS (SALARY) JULY 20	473.72
Funded post	PROJECT COSTS (SALARY) JUNE 20	651.37
Funded post	PROJECT COSTS (SALARY) MAY 20	473.72
Funded post	PROJECT COSTS (SALARY) NOV 20	2,311.78
Funded post	PROJECT COSTS (SALARY) OCT 20	710.58
Funded post	PROJECT COSTS (SALARY) SEP 20	296.08
Governance Costs	PROJECT COSTS (SALARY) DEC 20	1,642.78
Governance Costs	PROJECT COSTS (SALARY) FEB 21	1,095.19
Governance Costs	PROJECT COSTS (SALARY) JANU 21	1,034.34

Activity	Comments	Amount £
Governance Costs	PROJECT COSTS (SALARY) MAR 21	212.95
Governance Costs	PROJECT COSTS (SALARY) DEC 20	(730.12)
Governance Costs	PROJECT COSTS (SALARY) FEB 21	(334.64)
Governance Costs	PROJECT COSTS (SALARY) JANU 21	(638.86)
Governance Costs	PROJECT COSTS (SALARY) MAR 21	(30.42)
Funded post	Salary Oncost December 2020	400.37
Funded post	Salary Oncost January 2021	400.37
Funded post	Salary Oncost Janaury 2021	400.37
Funded post	Salary Oncost February 2021	400.37
Funded post	PROJECT COSTS (NI) APRIL 20	60.92
Funded post	PROJECT COSTS (NI) AUG 20	40.61
Funded post	PROJECT COSTS (NI) JULY 20	54.15
Funded post	PROJECT COSTS (NI) JUNE 20	74.46
Funded post	PROJECT COSTS (NI) MAY 20	54.15
Funded post	PROJECT COSTS (NI) NOV 20	274.13
Funded post	PROJECT COSTS (NI) OCT 20	81.23
Funded post	PROJECT COSTS (NI) SEP 20	33.84
Governance Costs	PROJECT COSTS (NI) DEC 20	188.82
Governance Costs	PROJECT COSTS (NI) FEB 21	125.88
Governance Costs	PROJECT COSTS (NI) JAN 21	118.89
Governance Costs	PROJECT COSTS (NI) MAR 21	24.48
Governance Costs	PROJECT COSTS (NI) DEC 20	(83.92)
Governance Costs	PROJECT COSTS (NI) FEB 21	(38.46)
Governance Costs	PROJECT COSTS (NI) JAN 21	(73.43)
Governance Costs	PROJECT COSTS (NI) MAR 21	(3.50)
Funded post	Salary Oncost December 2020	621.28
Funded post	Salary Oncost Janaury 2021	621.28
Funded post	Salary Oncost Janaury 2021	621.28
Funded post	Salary Oncost February 2021	621.28
Funded post	PROJECT COSTS (PENSION) APRIL 20	91.13
Funded post	PROJECT COSTS (PENSION) AUG 20	60.75
Funded post	PROJECT COSTS (PENSION) JULY 20	81.01
Funded post	PROJECT COSTS (PENSION) JUNE 20	111.38
Funded post	PROJECT COSTS (PENSION) MAY 20	81.01
Funded post	PROJECT COSTS (PENSION) NOV 20	395.31
Funded post	PROJECT COSTS (PENSION) OCT 20	121.51
Funded post	PROJECT COSTS (PENSION) SEP 20	50.63
Governance Costs	PROJECT COSTS (PENSION) DECL 20	280.91
Governance Costs	PROJECT COSTS (PENSION) FEB 21	187.28
Governance Costs	PROJECT COSTS (PENSION) JAN 21	176.87
Governance Costs	PROJECT COSTS (PENSION) MAR 21	36.41
Governance Costs	PROJECT COSTS (PENSION) DECL 20	(124.85)
Governance Costs	PROJECT COSTS (PENSION) FEB 21	(57.22)
Governance Costs	PROJECT COSTS (PENSION) JAN 21	(109.24)
Governance Costs	PROJECT COSTS (PENSION) MAR 21	(5.20)

Activity	Comments	Amount £
Consultancy and Works	Japanese Knotweed Eradication Ltd	800.00
Consultancy and Works	Japanese Knotweed Eradication Ltd	800.00
Consultancy and Works	Land Use Consultants Limited	6,865.00
Consultancy and Works	Pick Everard	7,152.00
Consultancy and Works	Land Use Consultants Limited	9,581.25
Consultancy and Works	Land Use Consultants Limited	12,870.00
Consultancy and Works	Land Use Consultants Limited	16,695.00
Consultancy and Works	Land Use Consultants Limited	2,805.00
Governance Costs	Administrative costs	9.63
Governance Costs	Administrative costs	8.28
Governance Costs	Administrative costs	9.42
Governance Costs	Administrative costs	9.48
Governance Costs	Administrative costs	9.42
Governance Costs	Legal fees	4,924.80
Governance Costs	Legal fees	856.80
Governance Costs	Legal fees	201.60
Governance Costs	Legal fees	50.40
Governance Costs	Legal fees	266.40
Governance Costs	Legal fees	237.60
Governance Costs	TEMPORARY TENNIS COURT SIGNS	178.75
Consultancy and Works	ENG FEE WK1-52 20/21 H20LSR062 HS2 COMPOUND BOUNDA	1,047.80
Funded post	Reimbursement from HS2 Limited 2017/18 Staff	2,354.24
Funded post	Reimbursement from HS2 Limited 2018/19 Staff	11,567.84
Funded post	Reimbursement from HS2 Limited 2019/20 Staff	5,569.23
Governance Costs	Reimbursement from HS2 Limited 2017/18 Legal & Admin	350.68
Governance Costs	Reimbursement from HS2 Limited 2018/19 Legal & Admin	2,217.00
Governance Costs	Reimbursement from HS2 Limited 2019/20 Legal & Admin	1,488.00
Consultancy and Works	JAPENESE KNOTWEED ERADICATION LTD	(1,600.00)
Consultancy and Works	LAND USE CONSULTANTS LIMITED	(46,011.25)
Consultancy and Works	PICK EVERARD	(7,152.00)
Funded post	Reimbursement from HS2 Limited 2020/21 Staff	(14,533.00)
Funded post	Reimbursement from HS2 Limited 2020/21 Staff	(9,790.74)
Funded post	Reimbursement from HS2 Limited 2020/21 Staff	9,790.74
Funded post	Reimbursement from HS2 Limited 2020/21 Staff	(5,805.48)
Governance Costs	Reimbursement from HS2 Limited 2017/18 Legal & Admin	(350.68)
Governance Costs	Reimbursement from HS2 Limited 2018/19 Legal & Admin	(2,217.00)
Governance Costs	Reimbursement from HS2 Limited 2019/20 Legal & Admin	(1,488.00)
Governance Costs	Reimbursement from HS2 Limited 2020/21 Legal & Admin	(6,762.58)
Funded post	Reimbursement from HS2 Limited 2017/18 Staff	(2,354.24)
Funded post	Reimbursement from HS2 Limited 2018/19 Staff	(11,567.84)
Funded post	Reimbursement from HS2 Limited 2019/20 Staff	(5,569.23)
Funded post	Reimbursement from HS2 Limited 2020/21 Staff	(4,086.60)
Governance Costs	Reimbursement from HS2 Limited 2020/21 Staff	(643.71)
Governance Costs	Reimbursement from HS2 Limited 2020/21 Staff	(2,251.22)
Funded post	Reimbursement from HS2 Limited 2020/21 Staff	(1,666.21)
Consultancy and Works	ENG FEE WK1-52 20/21 H20LSR062 HS2 COMPOUND BOUNDA	(1,047.80)
Consultancy and Works	LAND USE CONSULTANTS LIMITED	(2,805.00)

**Park Lodge**

A property condition review was carried out by 3BM Ltd, using a desktop review of available information and a site inspection on 14<sup>th</sup> April 2021. Based on these findings, costed proposals were provided for various options.

Option	Description	Comments	Costs: including an element for professional fees, disbursements and statutory approvals, contingency
1	<b>Short term repair</b>	Sufficient to ensure minimum tenancy standards are met for around 1-2 years. This would provide a grace period in which to develop a major project or refurbishment.	£9,900
2	<b>Complete refurbishment as a dwelling</b>	Including underpinning. Costs will vary depending on the specification for fit out and findings of a structural engineering report and further monitoring	£138,000
3	<b>Redevelopment as two new built maisonettes</b>	2 x 2 bed maisonettes. <i>Let as key worker accommodation, these could yield around £9,600 per annum. Let at market rates, these could yield around £13,000 to £15,000 per annum.</i> <sup>1</sup>	£612,540
4	<b>Redevelopment as new build Community facility</b>	Ground floor community space, with public toilets. 2 bed flat on first floor.	£708,400
5	<b>Demolish and return to green space</b>		£47,970

<sup>1</sup> Calculations based on estimated rental rates, less 20% managing agent fee.