

Wormwood Scrubs Charitable Trust Committee Agenda

Wednesday 7 September 2022 at 6.30 pm

This meeting will be held remotely

Watch it live on YouTube: youtube.com/hammersmithandfulham

MEMBERSHIP

Administration
Councillor Alex Sanderson (Chair) Councillor Bora Kwon Councillor Dominic Stanton
Co-optees
Miriam Shea Stephen Waley-Cohen

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Date Issued: 30 August 2022

Wormwood Scrubs Charitable Trust Committee

Agenda – 7 September 2022

<u>Item</u>	<u>Pages</u>
1. APOLOGIES FOR ABSENCE	
2. DECLARATIONS OF INTEREST <p>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.</p> <p>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.</p> <p>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.</p> <p>Councillors are not obliged to withdraw from the meeting where a dispensation to that effect has been obtained from the Standards Committee.</p>	
3. MINUTES OF THE LAST MEETING <p>To approve the minutes of the meeting held on 12 July 2022.</p>	3 - 9
4. MANAGER'S REPORT	10 - 26
5. DATE OF NEXT MEETING <p>To note the date of the next meeting:</p> <ul style="list-style-type: none">• 14 December 2022	

Wormwood Scrubs Charitable Trust Committee Minutes

Tuesday 12 July 2022

PRESENT

Committee members: Councillors Alex Sanderson (Chair), Bora Kwon and Dominic Stanton

Co-opted members: Stephen Waley-Cohen

Advisors to the Trust: Stephen Hollingworth (Trust Manager), Neil Morrison, Carmen Lomotey, Nicholas Falcone

Guests: Nyear Yaseen

Clerk: Rhea Gardener

1. ELECTION OF THE CHAIR AND VICE CHAIR

RESOLVED

1. That Councillor Alex Sanderson be appointed as Chair of Wormwood Scrubs Charitable Trust Committee for the 2022/23 Municipal Year.
2. That Councillor Dominic Stanton be appointed as Vice Chair of Wormwood Scrubs Charitable Trust Committee for the 2022/23 Municipal Year.

2. APPOINTMENT OF CO-OPTED MEMBERS

RESOLVED

1. That the Committee agreed the appointment of Miriam Shea and Stephen Waley-Cohen as non-voting Co-opted Members for the 2022/23 Municipal Year.

3. APOLOGIES FOR ABSENCE

Apologies were received from Miriam Shea.

4. DECLARATIONS OF INTEREST

There were no declarations of interest.

5. MINUTES OF THE PREVIOUS MEETING

Corrections

Steve Hollingworth noted a small inaccuracy regarding the car parking charging on weekends in which he had previously been advised it had started. However, due to the car parking signage not being in place it was not implemented. The issue was discussed later in the meeting.

Matters Arising

Stephen Waley-Cohen noted the single-story parks depot use needed to be addressed. Stephen Hollingworth stated officers were looking at the square footage, the likely cost, and the balance between what was being used by the Scrubs and the rest of the borough. A report would be produced in due course.

Stephen Waley-Cohen noted the adult sports day needed to be addressed. Steve Hollingworth stated the adult's sports day has been moved to another park in the borough as they were not prepared to pay additional costs.

RESOLVED

The minutes of the meeting held on 9 March 2022, with the correction noted above, were agreed as an accurate record.

6. MANAGERS REPORT

Steve Hollingworth, Advisor to the Trust, presented the report.

HS2 Update

Stamford Brook Sewer

Steve Hollingworth provided an update on Stamford Brook Sewer, an area of land north of the Scrubs, covering the meadow area which is where the Stamford Brook Sewer is being relined and relocated. It was previously proposed to be reinstated by August. However, there had been a delay and they have proposed a 6-month extension to February 2023. This will require planning permission for the access route which has been submitted. In addition to the planning permission, a licence extension needs to be granted for the access route occupied by HS2 for a further 6-month period.

The Committee unanimously agreed the recommendation to approve the licence extension for 6 months.

UTX site

Steve Hollingworth provided an update on the UTX site which is located on the Northwest corner of the scrubs.

Easement for the SBS

Following completion of the alteration to the SBS on Scrub's land, Thames Water require the granting of an easement in respect of the sewer. The agreement, included in Appendix 1 for approval, granted Thames Water the right to inspect,

reconstruct, replace, line, relay, alter, maintain, cleanse, repair and manage the sewer on the easement land.

The Committee unanimously agreed the recommendation to approve the easement.

Play equipment for Braybrook Street

Steve Hollingworth noted a grant had been awarded to upgrade the play area on Braybrook Street. As part of the grant conditions, it was required to have a monitoring and evaluation plan which had been agreed. This would include a survey of people and the children at Old Oak Primary School to assess how well it has been received. Tenders would be evaluated over the coming weeks. The plan was to make an award and be on site by the end of August and access the play area by autumn.

Stephen Waley-Cohen, Co-opted Member, enquired whether there would be fencing around the play area as had been discussed previously, and whether the picnic tables that had been burnt out would be replaced and if there would be general seating for the area. Steve Hollingworth stated fencing was not included within the scheme at this time but that could be a consideration going forward. The seating and tables were also not included in the spec for the play area. If members would like to replace the tables and seating, quotes could be explored and added to the scheme.

Stephen Waley-Cohen felt seating and tables for parents supervising their children at the play area would improve the scheme. The Chair stated she was happy to look at seating and felt it would be a nice addition.

Improvements to entrances

Steve Hollingworth provided an update and noted the ODPC secured funding from the London Mayors growth fund. Officers had put a bid in for three entrances onto the scrubs which had been successful. There could also be new signage and seating for each entrance, but proposals will be put together for the next committee meeting.

Stephen Waley-Cohen said the members welcomed funding for the entrances but there were concerns that the plans should highlight that it was a common area and not a park.

Hedge Laying

Steven Hollingworth noted the hedge laying by volunteers had been successful earlier in the year. Everyone involved was keen to continue the work in the autumn and the proposal was to do this through Idverde.

Grounds maintenance and site management update

Footpath surfacing

Steve Hollingworth noted there has been success with sandy loam in terms of retaining access during the winter and wet weather to stop it from hindering the access to the scrubs. The proposal was to continue this winter and to prepare for this, 180 tons of sandy loam at a cost of £10,500 will need to be ordered and this proposal has been put forward to the trustees for approval.

Stephen Waley-Cohen noted the members favoured maintaining improvements from last year.

The Committee approved the proposal.

Meadow signage

It was noted that members had requested stakes and ropes on the meadow to protect ground-resting birds during the nesting season. This had improved the situation, however people on the Scrubs had been removing the signage and the stakes and ropes on a continuous basis. Advisors suggested installing more permanent, robust signage next year to protect the nesting areas.

Stephen Waley-Cohen agreed with a policy of encouraging people to avoid the nesting areas and welcomed more robust signage.

The Committee agreed the proposal for more robust signage.

Dog Control

Steve Hollingworth noted the Council would be going out to consultation in August on a Public Space Protection Order in relation to responsible dog ownership. This would allow the Council to restrict dog walking in certain areas such as nesting areas and playgrounds, as well as control the number of dogs that walkers could walk at any one time. The proposals would also include provisions that dogs should be on leads in the forest school and outdoor gym areas as there had been some complaints.

Stephen Waley-Cohen said the Friends of Wormwood Scrubs discussed this topic and were not against the public space protection order, however they felt that what was being proposed was likely excessive and potentially unenforceable.

Councillor Bora Kwon agreed with the dogs on leads controls, specifically pertaining to the professional dog walkers. Although there were supposed to be restrictions, she had witnessed three dog walkers together at a time.

Traffic Management

Steve Hollingworth provided an update on the traffic management on Scrubs Lane and noted due the rising cost of steel the lowest tender was asking for an increase of 4.5%. There had been a useful suggestion to input curbing around the bollard areas to protect them from vehicles.

The Committee agreed the recommendation.

HS2 Bill alternative ecological mitigation - Master plan

Steve Hollingworth provided an update and noted there has been an additional consultation on the master plan which started last year due to the increased foot fall on the Scrubs during the pandemic and after. London Development Trust were appointed to complete this work – 317 surveys had been submitted at the time of the meeting. There was also a proposal to push the workshops for young people back to encourage to 28 and 30 July. The consultation period would be extended to 31 July.

Stephen Waley-Cohen noted the Friends of Wormwood Scrubs did not know about the workshops. The Chair stated the consultation was designed for a group of people under 30 as there had been difficulties getting feedback from that demographic. Steve Hollingworth to provide information on the workshops to members.

ACTION: Steve Hollingworth

Weekend parking charges

Steve Hollingworth noted there was an error at the last meeting, a timetable has been set for work required in terms of signage. The date for the trial period has been set for 9 August 2022. Potential migration of parking to residential areas will be monitored.

Events

Steve Hollingworth provided an update and noted a company named Slammin' Events has approached officers expressing interest in putting on a music event on the Scrubs next year. They are keen to present their proposals on 7 September to the Committee and address any mitigations needed to hold such an event.

The Committee agreed the proposal.

It was noted there was a meeting with organiser of the dog show, and they were happy to progress on 31 July from 12pm - 5pm on the sports field. They had secured sponsorships and support for the event. Officers noted this would be a good opportunity to discuss the public space protection order, responsible dog ownership, and DNA chipping advice for dog theft which was on the rise. Stephen Waley-Cohen noted a thank you to the Chair and Steve Hollingworth for their work on this.

Recruitment

Trust Manager

Steve Hollingworth provided an update on recruitment and noted the approval of the appointment of a new Trust Manager. A start date would be confirmed shortly.

Wormwood Scrubs Development Manager (Responsible for the Master Plan)

It was noted the other appointment for the replacement of Heather Marsh, the development manager funded by HS2 to develop the master plan. A suitable candidate named Vicky Able has been successful and was due to start on 4 August 2022.

Law enforcement team update

Neil Morrison, Advisor to the Trust, provided an update works undertaken by the Law Enforcement Officers on Wormwood Scrubs. He noted there was an operation day on 23 May 2022 with a large number of officers in attendance on the Scrubs, allowing them to obtain intelligence including from the professional dog walkers, residents, and visitors – and inform them of the upcoming Public Space Protection Order (PSPO). Neil noted he also met with parks officers and two members of the Friends of Wormwood Scrubs and discussed the PSPO in more detail, including the level of fines they were able to administer. Dates for the consultation period on the PSPO would be shared once confirmed.

Neil noted recently there had been an unlicensed music event which occurred on the scrubs last weekend. Officers attended and discovered people having a party and BBQ which they stopped. The Law Enforcement Team will continue to carry out patrols. He advised anyone with intelligence or evidence of unauthorised activities on the scrubs to inform The Law Enforcement Team.

Stephen Waley-Cohen noted there had been numerous reports of an unidentified person placing poison in the woods near Braybrook Street which caused a substantial number of people to avoid that area, causing other areas of the Scrubs to become more saturated. Neil said the Law Enforcement Team had not received any evidence of that but that it should be a police matter given that the act of poisoning was a criminal offence.

Kensington Aldridge academy (KAA) lease

Steve Hollingworth provided an update on Kensington Aldridge Academy. The Academy's pupils had returned to their original school site in RBKC but the temporary classrooms may be required when demolition works begin on Grenfell Tower. The Academy had requested an extension of the lease.

The Committee agreed to approve the extension of the licence from 13th July 2022 for a further year and delegate negotiation of an uplift in rental value to the Chair and the Trust Manager.

Audit and accounts

Audit

Nicholas Falcone provided an update and noted the proposal for the auditors MHA Macintyre Hudson to be reappointed for 2022/23 financial year audits at the same cost as last year.

The Committee agreed the recommendation.

Accounts

Carmen Lomotey, Advisor to the Trust, noted the 2021/22 outturn with a surplus of £102,507 (subject to audit). One of the main reasons for this was due to a Trust manager not having been appointed. She also noted there would be monitoring of parking charges as they were down 10% across the borough. Though once weekend charges were implemented it will compensate for some of those losses. There were several outstanding items which related to national insurance, pensions, and legal fees. They were historical costs that required clarification once the HS2 agreement was signed off. Carmen Lomotey said a more detailed breakdown of the transactions would be included in the next report to the Committee.

RESOLVED

The Committee agreed to:

1. Approve the licence extension for HS2 to occupy the access route to the Stamford Brook Sewer for a further 6 months until February 2023.
2. Approve the easement agreement with Thames Water for the Stamford Brook Sewer.

3. To approve the ordering of 180 tonnes of sandy loam at a cost of £10,500 to maintain paths over the autumn and winter period.
4. Approve a further £4,700 for the traffic management scheme on Scrubs Lane.
5. Approve the licence extension for The Kensington Aldridge Academy from 13th July 2022 for another year.
6. To approve the re-appointment of MHA Macintyre Hudson as the Trust's external auditor for the financial year 2021-22 as set out in section 13.
7. Note all other matters in the report.

7. AMENDMENT TO ITEM 6 MANAGERS REPORT

The amendments were considered under item 6.

8. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED

The Committee resolved, 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.

9. MANAGERS REPORT - EXEMPT ELEMENTS

The Committee discussed the exempt elements of the Managers Report.

RESOLVED

1. The Committee approved the compensation proposal in Item 1 of the exempt elements of the Managers Report.
2. The Committee supported the proposal in Item 2 of the exempt elements of the Managers Report in principle but requested more information before making a decision.

Meeting started: 7.00 pm
Meeting ended: 8.07 pm

Chair

Clerk: Rhea Gardener
E-mail: Rhea.Gardener@lbhf.gov.uk

Agenda Item 4

MANAGERS REPORT

7th September 2022

Report to Wormwood Scrubs Charitable Trust Committee

Report Author(s):

Stephen Hollingworth, Advisor to the Trust.
Osama El-Amin, Trust Manager

Contact Details:

Stephen.Hollingworth@lbhf.gov.uk
Osama.el-amin@lbhf.gov.uk

Executive Summary and Decisions Sought

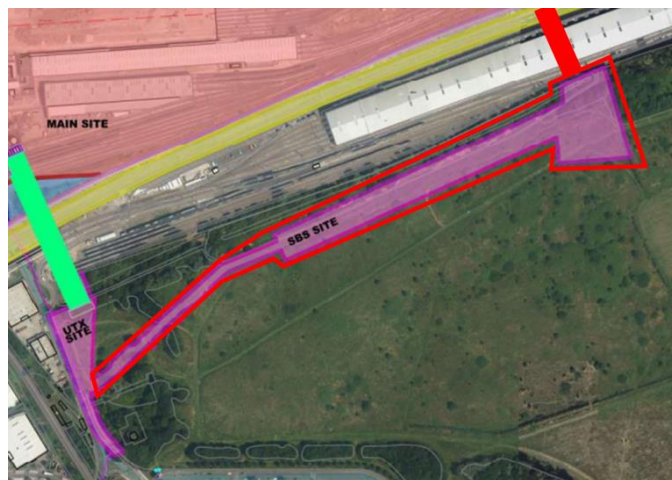
The Committee is asked to:

1. Approve a grant of £40,000 towards the development of the TVH Clubhouse for use by the wider community.
2. Approve undertaking a workshop with the OPDC to discuss the 'Local Plan'.
3. Approve one of two options proposed for site entrance improvements.
4. Approve the recommendations of the LDT consultation.
5. Note all other matters.

1. HS2 update

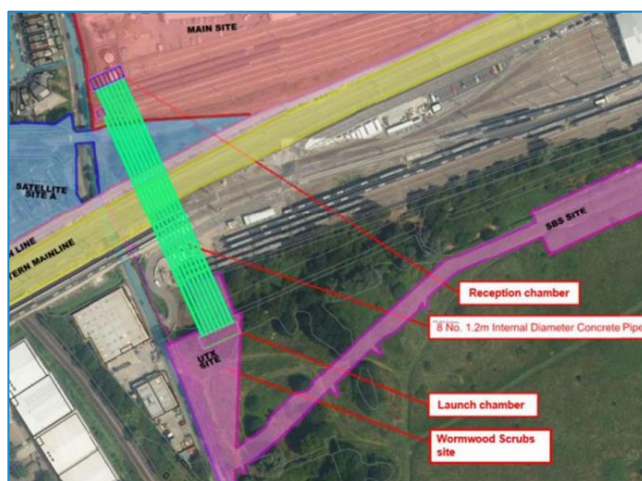
Stamford Brook Sewer (SBS)

- HS2 have confirmed they have not experienced any issues while tunnelling, the sewer installation, including dry channel flow is now complete and due to be in commission by September 2022.
- 3/5 manholes have been excavated. Further 2 to be completed by November 2022.
- Red area illustrated below is due to be handed back December 2022, with the contractor to begin 'reinstatement of the landscape.'



UTX site

- 2 of 8 tunnels have been completed.
- HS2 report that the remaining 6 tunnels are expected to be completed in October 2022. See the image below for reference



- The utility diversion works through the UTX are planned to take place between May-23 to Apr-24. This compound will be retained for future utility diversions on-site, up until the delivery of Old Oak station into service, which is anticipated late-2029.

Wycombe Line Bridge Demolition (WLB)

- To the north-western edge of the Scrubs, demolition of the existing WLB is underway to connect the Great Western Rail line, with the new station in construction. This demolition is not within the Trust land, but adjacent to the Scrubs, no major impacts will affect the Trust. Please note road closures to commence in December 2022, to be shared at a later date.

Committee to Note.

2. Thames Valley Harriers Clubhouse

Thames Valley Harriers (TVH) have decided to refurbish their club house, but not to extend the footprint as originally proposed. They are keen to secure more usage of the club house by the wider community, by improving the gym equipment, catering, and toilet facilities. They also intend to install a decking area outside that will serve the café and for wider community to use. They have confirmed that the internal café area and club room will be available for public use, with exception of club nights.

At a site visit by Members of Trust on 23rd June, TVH outlined their plans to those present, which included expenditure in the order of £400,000 to deliver the above improvements. Given that these improvements will benefit the wider community and potentially users of the Scrubs, HVH have asked the Committee to consider contributing £40,000 towards the cost of these works. If approved, it is proposed the terms of the grant be delegated to the Trust Manager to agree.

TVH has also asked for a contribution from Idverde, to allow them to use the club house as an Ecology Centre meeting place for groups visiting the Scrubs. It is anticipated that this would of a similar value over the length of the ground's maintenance contract.

Committee to Approve

3. OPDC Local Plan

OPDC is one of two mayoral development corporations tasked with stewarding the regeneration of a significant area of land spanning 3 London boroughs (Brent, Ealing,

Hammersmith, and Fulham). In June 2022, OPDC adopted a 20-year (2018 – 2038) local plan which aims to deliver a vision for the area known as Old Oak and Park Royal, with a view to delivering 20,000 new homes and 35,000 new jobs. This local plan provides the statutory planning policy framework to achieve those goals and has been in gestation since February 2016.

In relation to proposed interventions to areas surrounding the Scrubs, the framework identifies potential developments that aim to increase accessibility into or around the Scrubs, with a view to connecting residents to and from Old Oak Common Station.

The earmarked areas of regeneration will affect the northern section of the scrubs. Most notably the creation of 'Wormwood Scrubs Street.' This multi-access road linking the Old Oak Common Station to scrubs lane to the east and Old Oak Common Lane to the West is likely to have the greatest impact on the number of users accessing the open space. LBHF is a 'statutory consultee' to the OPDC. This committee should note that the Trust Manager is liaising with the OPDC and with LBHF legal and planning teams to ensure that the WSCT is also given 'statutory consultee' status.

List of proposed walking/cycling routes*

- A. From Old Oak Common Station around the northern, eastern and western borders of the Scrubs.
- B. From Scrubs Lane via improved points of access on the eastern boundary x 2.
- C. From Old Oak Common Lane via access points on the Western boundary x2.
- D. Via 'Wormwood Scrubs Street' running parallel to the railway track on the northern border.

Proposed infrastructural interventions giving access into the Scrubs*

- A. Creation of 'Wormwood Scrubs Street.'
- B. An underpass from 'Wormwood Scrubs Street' to mitre way, opposite the eastern entrance.
- C. A pedestrian bridge east of Old Oak Common Station into the northern edge of the Scrubs (applications for this will be based on giving access to the IEP Depot)

*-The items listed above form part of the 'Adopted' local plan but have not secured planning permission.

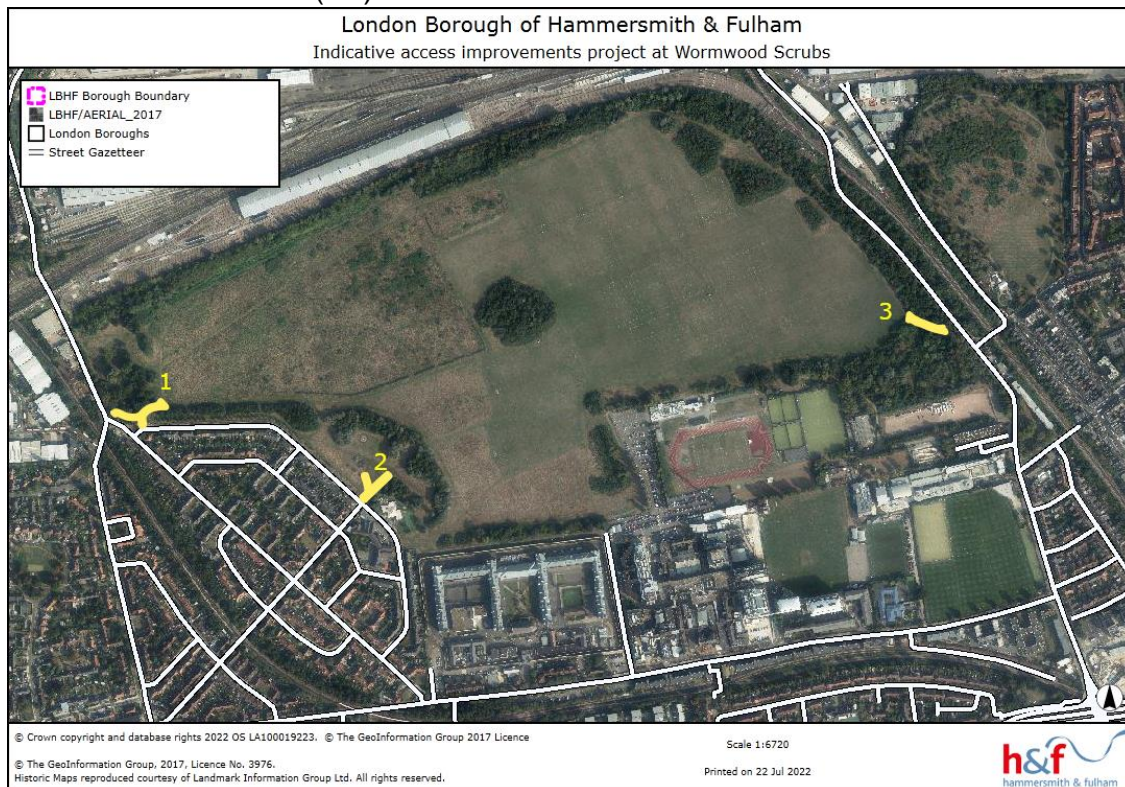
In conclusion, the elements listed above form a package of access interventions proposed by the OPDC and is not an exhaustive list of all potential plans. Once a baseline ecological audit of the Wormwood Scrubs is complete, it is proposed that the Trust Manager liaise with WSCT Committee Members and OPDC to arrange a workshop to better understand how the environment around the Scrubs could be affected and to discuss how any public realm improvements could impact the ecology of the open space.

Committee to Approve.

4. Improvements to Entrances

At the last meeting officers reported that The Old Oak and Park Royal Development Corporation (OPDC) had secured grant funding from Round 1 of the Mayor of London's Good Growth Fund to deliver several projects within the Old Oak area.

Officers had successfully applied to the OPDC for £110,000 of this funding to support greater use of the Scrubs by improving three of its entrances (including level access, planting, signage, new/improved footpaths, seating, etc). Officers have supplied the following 2 options for site entrance improvements across the 3 locations. I.e.: - Braybrook Street .1 - (BS). Old Oak Community Centre/Wulfstan Street .2 - (OCCC/WS), and Scrubs Lane .3 - (SL).



<u>OCCC/WS</u>	<u>BS</u>	<u>SL</u>
<u>Option 1</u>	<u>Option 1</u>	<u>Option 1</u>
<ul style="list-style-type: none"> Set up site (materials storage) Excavate areas (90x1.5m for path plus 5x3m for benches) Supply and install 6x1" treated timber edging retained with pegs. Supply and lay a geotextile membrane. Construct type 1 subbase - compacted depth 100mm. Lay self-binding aggregate surface - compacted depth 50mm. Supply and install 2no. accessible picnic tables. Clear site and make good 	<ul style="list-style-type: none"> Set up site (materials storage). Excavate areas (60x2.5m & 40x2.5m). Supply and install 6x1" treated timber edging retained with pegs. Supply and lay a geotextile membrane. Construct type 1 subbase - compacted depth 100mm. Lay self-binding aggregate surface - compacted depth 50mm. Supply and install 2no. accessible picnic tables onto slabbed base. Clear site and make good 	<ul style="list-style-type: none"> Set up site (materials storage). Excavate areas (85x2m & 25x1.5m). Supply and install 6x1" treated timber edging retained with pegs. Supply and lay a geotextile membrane. Construct type 1 subbase - compacted depth 100mm. Lay self-binding aggregate surface - compacted depth 50mm. Clear site and make good
£28,984.00	£47,841.00	£35,571.00
Contingency @ 15 % = £16,859.00		
Total Cost = £129,255.00		

<p><u>Option 2</u></p> <ul style="list-style-type: none"> • Set up site (materials storage). • Excavate areas (90x1.5m for path plus 5x3m for benches). • Supply and lay a geotextile membrane. • Construct type 1 sub-base - compacted depth 50mm. • Lay self-binding aggregate surface - compacted depth 50mm. • Supply and install 2no. accessible picnic tables. • Clear site and make good 	<p><u>Option 2</u></p> <ul style="list-style-type: none"> - Set up site (materials storage). - Excavate areas (60x2.5m & 40x2.5m). - Supply and lay a geotextile membrane. - Construct type 1 subbase - compacted depth 100mm. - Lay self-binding aggregate surface - compacted depth 50mm. - Supply and install 2no. accessible picnic tables onto slabbed base. - Clear site and make good 	<p><u>Option 2</u></p> <ul style="list-style-type: none"> - Set up site (materials storage). - Excavate areas (85x2m & 25x1.5m). - Supply and lay a geotextile membrane. - Construct type 1 subbase - compacted depth 50mm. - Lay self-binding aggregate surface - compacted depth 50mm. - Clear site and make good
£16,498.00	£27,166.00	£20,296.00
Contingency @ 15% = £9,594.00		
Total Cost - £73,554.00		

Total grant funding available committed to these site entrance improvements is £110,000 to be spent 2022/23. The lower quotation (option 2) is based on the exact specification provided.

The higher quotation (option 1) included shuttered timber edging and a 100mm depth sub-base at all three entrance points.

Officers believe that the inclusion of timber edging would be a more robust, durable and long-term solution in this instance. The timber edging will help retain the aggregate, as well as providing a level along the length of the path to help reduce pooling. It would vegetate over in time to produce a soft aesthetic appearance.

Therefore, the Committee is asked to agree proposals in option 1 and match fund the grant with £20,000 from its own resources to secure a long-term solution.

5. Events

Presentation by Secret Cinema events.

Committee to consider the proposals and next steps

6. LDT Consultation

LDT Update.

Committee to consider for Approval

7. Baseline audit of Flora and Fauna

WSCT have sought a quotation from Idverde, in conjunction with the Royal Society for the Protection of Birds (RSPB) to undertake a comprehensive measure of the existing plants and animals on the Scrubs. In addition, HogWatch – a programme delivered by the Zoological Society of London (LZS), committed to monitoring London's Hedgehog population have offered to deploy camera traps on-site, as their GiGL data indicates Hedgehog activity on Old Oak Estate, increasing the likelihood of Hedgehog activity on the Scrubs. The last survey of this nature took place in 2018 by the London Wildlife Trust and primarily involved spotlight surveys and tracking footpath tunnels that uncovered no activity. By deploying these camera traps, WSCT will gain a better view of the night life of Wormwood Scrubs, including bird, lizard, and fox activity. Camera's will be placed at ankle height, located at the western edge of the site, focused on the hedgerow, scrub, meadow and woodland areas. LZS have quoted for which technology installation and data analysis.

This committee should also note that any footage of human activity will be deleted under the LZS Data Monitoring and Protection Policy. We anticipate costs of this project to be forthcoming in September 2022. A figure to be presented at the next committee meeting.

The benefit of undertaking a baseline examination is threefold: -

- To have a complete understanding of all the living organisms under the care of WSCT.
- To understand the competing needs of living organisms that make the Scrubs their habitat of choice.
- Lastly, to act as an evidence base to support the ecological rationale for Trust representations to planning authorities on proposed developments.

Committee to Note.

8. Grounds Maintenance and site management update

Footpath surfacing

Sandy loam purchase order has been raised. Awaiting delivery at the depot.

Meadow signage

Robust signage is to be re-installed, with the hope that it will not be so easily damaged in future. A wider discussion on signage in the space is necessary to have a more consistent approach and drive better outcomes on the space. We await results of the LDT consultation before beginning the process of generating concepts on new signage and any co-design process.

Benches

All seating is currently being treated with linseed oil to protect against weather damage. New benches are to be installed near the play area on Braybrook Street to replace the burnt ones. Installation time to coincide with the construction of new play equipment.

Committee to Note.

9. Weekend parking charges

The new parking charges came into force on Saturday 20th August 2022. Charges income will be monitored along with any displacement of parking into residential streets.

Committee to Note.

10. Recruitment

Trust Manager – Osama El-Amin commenced his employment with the Trust on 1st August 2022.

Development Manager – Victoria Abel had commenced her employment contract on Monday 8th August 2022.

Committee to Note.

11. Law Enforcement team Update.

A report from the Law Enforcement Team (LET) is provided in a separate report, supplied as Appendix 1. and will be presented by LET Officer, Neil Morrison

Committee to Note.

12. Financial Forecast 2022/23

The financial forecast for Wormwood Scrubs Charitable Trust ("the Trust") for 2022/23 is summarised below and is detailed in Annexe 1. Financial transactions for the 2022/23 financial year to date are set out in Annexe 2.

The budget for 2022/23 was agreed with an anticipated net income outturn of £250,697. The current forecast is slightly better than this, at £254,696.

Forecast movement: Decreased income has almost been fully offset by decreased costs.

Any future proposals that are agreed will be incorporated in future forecasts, as necessary.

Activity	Outturn 2018/19	Outturn 2019/20	Outturn 2020/21	Outturn 2021/22	Budget 2022/23	Forecast 2022/23	Variance 2022/23	Movement Between Years		Comments	Last Reported	Movement
								Budget	Forecast			
Pay and Display Meters & Cashless Parking	(351,834)	(324,945)	(212,757)	(312,739)	(324,945)	(303,941)	21,004	-4%	3%	The budget is set at the 2019/20 Outturn. Actual costs are less compared to 2021/22 outturn	(324,945)	21,004
Hammersmith Hospital Car Park Licence	(337,229)	(346,995)	(353,547)	(362,466)	(381,413)	(381,413)	0	-5%	-5%	2022/23: £Q1 - Q3 (signed agreement) @ £94,643.37 plus forecasted Q4 @ £97,482.67	(381,413)	0
Other income from activities for generating funds	(371,078)	(322,073)	(331,286)	(404,224)	(346,668)	(352,227)	(5,559)	14%	13%	KAA Income (£330,564); Pony Centre Income (£10,125); UKPN rent (£3446); Filming income (£6,000); and investment income (£2,092)	(352,227)	0
Total Income and endowments	(1,060,141)	(994,013)	(897,590)	(1,079,429)	(1,053,026)	(1,037,581)	15,445	2%	4%		(1,058,585)	21,004
Grounds Maintenance	719,895	738,368	769,767	702,216	430,764	431,151	387	-39%	-39%	Grounds Maintenance cost (£315,731), Non Routine maintenance (70,000) and Depot Wall rebuild (£30,000) plus apportioned governance costs: £15,420.18	430,764	387
Contribution to Linford Christie Stadium	32,356	84,205	63,174	63,524	65,278	65,337	59	3%	3%	Fixed annual cost of £63,000 plus £2,336.78 governance costs.	65,278	59
Other Expenditure	80,945	24,235	15,209	211,172	228,575	223,543	(5,032)	8%	6%	£22,540 London Development Trust consultation, £100,000 Kensington Dragon Football Club (KDFC) grant funding, £74,000 traffic management system, £10,500 Footpath surfacing and other (£8,058) plus £7,995.05 governance costs	228,575	(5,032)
Trust Manager - Strategic Governance Review implementation	0	0	0	0	77,712	62,854	(14,858)	100%	100%	Manager's forecast £75,000 plus £2,247.99 governance costs	77,712	(14,858)
Total Expenditure	833,196	846,808	848,151	976,912	802,329	782,885	(19,444)	-18%	-20%		802,329	(19,444)
Net (income)/expenditure	(226,944)	(147,206)	(49,439)	(102,517)	(250,697)	(254,696)	(3,999)	-145%	-148%		(256,256)	1,560

Income Forecast 2022/23

The 2022/23 income forecast is £1,037,581. This is 15,445 less than budgeted and £21,004 worse than last reported (£1,058,585)

April to July 2022 Pay and display (P&D) income is £25,140.09 (net: £30,168.10 gross) less than the equivalent April to July 2021 period. The previous P&D forecast was set at budget (£324,945), as monthly income fluctuates, and weekend parking will be introduced shortly. However, as the current trend (at the Scrubs and Council car parks), show a general decline in parking income, the forecast (at £303,941) has now been decreased by £21,004. This forecast includes the assumption of increased income from weekend parking.

The table below shows the 2022/23 monthly decrease in P&D income compared to the previous financial year (2021/22).

Difference					
Wormwood Scrubs: Monthly Collections by Meter					
P&D Income - 2022/23 compared to 2021/22					
LBHF Machine Number	Apr-22	May-22	Jun-22	Jul-22	Total
Parkeon Machines (404, 405, 406) Card	3,532.65	5,316.85	3,336.85	8,842.35	21,028.70
RingGo Location - 17739 Off Street	-11,889.10	-10,893.25	-13,760.00	-14,654.45	-51,196.80
Totals (Wormwood Scrubs)	-8,356.45	-5,576.40	-10,423.15	-5,812.10	-30,168.10
Income	-6,963.71	-4,647.00	-8,685.96	-4,843.42	-25,140.09
VAT	-1,392.74	-929.40	-1,737.20	-968.68	-5,028.02
	-25%	-17%	-27%	-18%	-22%

The Hammersmith Car Park Licence forecast (£381,413) is based on the current agreed quarterly rate plus a 1.3% uplift is forecasted for Quarter 4 (January to March 2023).

The Other income forecast (352,227) includes: £330,564 annual rental income payable by KAA for the temporary site, which is £5,559 better than budget due to the change in the KAA licence fee with effect from 1st July 2021; £6,000 Filming income from ad hoc filming assignments, £10,125 Pony Centre income; £3446 annual rental income payable by UKPN for occupation of the Scrubs land for the electric vehicle charging points (the agreement continues for the next four years); and £3,092 estimated investment income from the bank balance and lodge.

Expenditure Forecast 2022/2023

The 2022/23 expenditure forecast of £782,885 (£754,885 direct costs + £28,000 governance costs) is £19,444 less than the budget (£802,329). This is subjects to new approved items that may be agreed over the 2022/23 financial year.

The £774,329 direct costs budget is the total of the contribution to Linford Christie Stadium (£63,000), contractual and routine maintenance (£415,731), non-routine maintenance (£220,598), and Trust Manager costs (£75,000).

The £754,885 direct costs forecast is the total of the contribution to Linford Christie Stadium (£63,000), contractual and routine maintenance (£415,731), non-routine maintenance (£215,548), and Trust Manager costs (£60,606).

The Trust manger is now in post, but his forecasted costs have decreased by £14,858 due to his appointment being after the start of the financial year.

The forecast for other expenditure has decreased by £5,032.

The governance costs (£28,000) comprise the estimated costs for Audit, Legal and Finance support to the Trust. Apportioned by value, the governance cost allocations are forecasted as follows:

Expenditure Forecast at Q1 2022/23 (June 2022)	Direct	Governance costs	Total
	£	£	£
Grounds Maintenance	415,731	15,420	431,151
Contribution to Linford Christie Stadium	63,000	2,337	65,337
Other Expenditure	215,548	7,995	223,543
Trust Manager	60,606	2,248	62,854
Total	754,885	28,000	782,885

Committee to Note.

2022/23 Financial Forecast

Wormwood Scrubs Charitable Trust

Statement of Financial Activities for Year ended 31 March 2023

Income and Expenditure	2022/23 Forecast	2021/22 Actual	Notes
	£	£	
Income and endowments from:			2021/22 figure are subject to audit
Donations and legacies			
Income from Charitable activities:			
Pay and Display Parking Meters	(303,941)	(312,739)	Parking income is recovering and is almost at pre-COVID-19 levels
Hammersmith Hospital Car Park Licence	(381,413)	(362,466)	Contracted lease payments are expected to increase by inflation
Other trading activities	(350,135)	(402,580)	Includes income from the KAA, UKPN charging points, Pony Centre and filming income.
Income from Investments	(2,092)	(1,644)	Interest on cash balances and rental income from the park lodge.
Income from donations and grants	0	(71,253)	HS2 Ltd
Total Income and endowments	(1,037,581)	(1,150,682)	
Expenditure on:			
Raising funds	0	0	
Charitable activities:			
Contribution to Linford Christie Stadium	65,337	63,524	Contribution to Linford Christie Stadium plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	223,543	42,598	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrubs	431,151	702,216	Grounds Maintenance contracted spend plus proportion of governance costs.
Direct Staff	62,854	0	Project manager costs plus a proportion of governance costs
Charitable expenditure	0	71,253	HS2 Ltd
Other expenditure	0	168,574	Asbestos removal, roadway repairs and bird & bat boxes
Total Expenditure	782,885	1,048,165	
Net gains/(losses) on investments			
Net (income)/expenditure	(254,696)	(102,517)	
Reconciliation of Funds			
Total funds brought forward	(6,040,895)	(5,938,378)	
Total funds carried forward	(6,295,592)	(6,040,895)	

All income is unrestricted.

Annexe 2

Wormwood Scrubs Charitable Trust Transactions (1st April 2022 to 15 August 2022)		
Activity	Comments	(9,258.72) Amount £
Trust Manager	HS2 CHARGES	2,993.03
Trust Manager	HS2 CHARGES	336.37
Trust Manager	HS2 CHARGES	511.80
Routine Grounds Maintenance of Wormwood Scrubs	GM CONTRACT 1ST FEBRUARY 20 31 MARCH 2022	4,033.50
Routine Grounds Maintenance of Wormwood Scrubs	GM CONTRACT 1ST FEBRUARY 20 31 MARCH 2022	492.96
Routine Grounds Maintenance of Wormwood Scrubs	NEW GM CONTRACT APR- JUN 2022	689.72
Routine Grounds Maintenance of Wormwood Scrubs	GM CONTRACT 1ST FEBRUARY 20 31 MARCH 2022	47,455.17
Routine Grounds Maintenance of Wormwood Scrubs	GM CONTRACT 1ST FEBRUARY 20 31 MARCH 2022	(47,455.17)
Routine Grounds Maintenance of Wormwood Scrubs	NEW GM CONTRACT APR- JUN 2022	71,182.75
Routine Grounds Maintenance of Wormwood Scrubs	NEW GM CONTRACT JUL- SEP 2022	71,182.75
Non Routine Maintenance of Wormwood Scrubs	1000 BULBS FOR SCRUBS- WSCT	(552.00)
Non Routine Maintenance of Wormwood Scrubs	PRS/22032 REPAIR DAMAGED CAR PARK	2,545.00
Non Routine Maintenance of Wormwood Scrubs	1000X FLYERS & LEAFLETS A6 SIZE FOR	450.00
Non Routine Maintenance of Wormwood Scrubs	JUNE ADHOC ORD SCRUBS TREES 67002	2,400.00
Governance Costs - Legal	LEGAL FEES	21.60
Governance Costs - Legal	LEGAL FEES	3,068.00
Governance Costs - Legal	LEGAL FEES	733.20
Governance Costs - Legal	LEGAL FEES	21.60
Governance Costs - Legal	LEGAL FEES	834.80
Governance Costs - Audit	2021/22 AUDIT FEE ACCRUAL	(9,750.00)
Governance Costs - Audit	2021/22 AUDIT FEE ACCRUAL	(200.00)
Other trading activities	WORMWOOD SCRUBS PARKING INC APRIL 2022 VAT	(20,861.96)
Other trading activities	WORMWOOD SCRUBS PARKING INC MAY 2022 VAT	(23,408.75)
Other trading activities	WORMWOOD SCRUBS PARKING INC JUNE 2022 VAT	(23,285.42)
Other trading activities	EID EVENT	(758.34)
Other trading activities	FILMING	(722.46)
Other trading activities	FILMING	(722.46)
Other trading activities	FILMING	(1,444.92)
Other trading activities	CHARING CROSS HOSPITAL CAR PARK PERIOD: 25/03/22 TO 23/06/22	(94,643.89)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY - APRIL 2022	(27,547.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY - MAY 2022	(27,547.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY - JUNE 2022	(27,547.00)
Income from Investments	RENTAL INCOME (LODGE) APRIL 2022 TO JUNE 2022	(273.00)
Income from Investments	RENTAL INCOME (LODGE) JULY 2022 TO SEPT 2022	(273.00)
Other trading activities	RENAL INCOME (PONY CENTRE) APRIL 2022 TO JUNE 2022	(2,531.25)
Other trading activities	RENAL INCOME (PONY CENTRE) JULY 2022 TO SEPT 2022	(2,531.25)
Main activities		(103,102.62)

Wormwood Scrubs Charitable Trust Transactions (1st April 2022 to 15 August 2022)		
		(22,358.64)
Activity	Comments	Amount £
Governance Costs	Reactive R&M - Grounds - Planting and Trees	390.00
Governance Costs	HS2 RECHARGES - Fees - Groundwork London	6,244.25
Governance Costs	HS2 RECHARGES - Legal costs	626.40
Governance Costs	HS2 RECHARGES - Legal costs	280.80
Governance Costs	HS2 RECHARGES - Legal costs	7.20
Governance Costs	HS2 RECHARGES - Legal costs	12.00
Governance Costs	HS2 RECHARGES - Legal costs	676.80
Governance Costs	HS2 RECHARGES - Legal costs	(304.00)
Governance Costs	HS2 RECHARGES - Staff costs	2,354.24
Governance Costs	HS2 RECHARGES - Staff costs	4,086.60
Governance Costs	HS2 RECHARGES - Staff costs	643.71
Governance Costs	HS2 RECHARGES - Staff costs	1,666.21
Governance Costs	HS2 RECHARGES - Staff costs	2,251.22
Governance Costs	HS2 RECHARGES - Staff costs	11,567.84
Governance Costs	HS2 RECHARGES - Staff costs	5,569.23
Governance Costs	HS2 RECHARGES - Staff costs	9,409.75
Governance Costs	HS2 RECHARGES - Staff costs	272.38
Governance Costs	HS2 RECHARGES - Legal & Admin costs	350.68
Governance Costs	HS2 RECHARGES - Legal & Admin costs	2,217.00
Governance Costs	HS2 RECHARGES - Legal & Admin costs	1,488.00
Governance Costs	HS2 RECHARGES - Legal & Admin costs	6,762.58
Governance Costs	HS2 RECHARGES - Legal & Admin costs	18,498.21
Governance Costs	HS2 RECHARGES - - Engineers fees	1,047.80
HS2 Ltd		93,843.90
Overall Result		(9,258.72)

Wormwood Scrubs updates

Date	26 August 2022
Classification	Information
Title of report	Service update
Report of	Law Enforcement Team (LET)
Decision /Decision maker	No
Report author(s)	Ahmad Rafique, SLEO

Law Enforcement Team Officers for your area –

Ahmad Rafique, Senior Law Enforcement Officer
Neil Morrison, Senior Law Enforcement Officer
Magdalena Niedzwiedz, Law Enforcement Officer, College Park & Old Oak ward
Vacancy, Law Enforcement Officer, College Park & Old Oak ward

Summary:

This report outlines the role and works undertaken by the Law Enforcement Officers in Wormwood Scrubs.

The Law Enforcement Team (LET) was launched in April 2021 following the amalgamation of various teams, including the Neighbourhood Wardens, Parks Police, Street Scene Enforcement and Highways Enforcement. The LET comprises 72 uniformed officers, and the service operates 24/7, 362 days a year.

The LET's main objectives are:

- To support the Council's vision to be the best Council and deliver continuous improvement for our residents.
- To be the cleanest and safest borough.
- To work in partnership with council services, residents, partners and external agencies to develop a coordinated approach to solving issues and increasing resident satisfaction.
- To support the Police and other partners to protect residents from anti-social behaviour and crime.
- Tackle persistent issues, particularly in known hotspots in the borough.

Details of our work in and around WWS since 1st June 2022:

Hi-Visibility patrols:

Since 1st June 2022, LET Officers have reported 458 various interactions. LET Officers have engaged with residents, visitors, dog walkers, hospital workers, event organisers, public gym users, encampments, stakeholders, and facility users.

Public reassurance and safeguarding work:

- Undertaking daily patrols ensuring no unauthorised campers occupying WWS
- Undertaking regular patrols to deter crime and fear of crime
- Inspect the litter bins, conduct knife sweeps, report waste for clearance, and report damage to litter bins and other park furniture.

- Following an unfortunate incident where a female was attacked, LET officers patrol the area/ footpath from the car park leading to Braybrook Street at the rear of the WWS Prison. These patrols are undertaken daily as part of the Violence Against Women and Girls (VAWG) taskings
- LET officers responded to a report of a tent in the western copse, after several visits was determined the tent was unoccupied so removal arranged by IDVerde

WWS is patrolled both by the North officers and the Night Teams – these taskings we will continue for the foreseeable future.

Mix of professional and non-dog walkers, educating on the need for a license if they are a professional and the Councils ruling on maximum 4 dogs per person. LET has been advised by Parks team that if we observe a professional walker without a licence or in breach of license that we are to obtain the details and report them to the Parks team. Dogs' Public Space Protection Order (PSPO) is in its final stages and once it is approved and published, LET will be better placed to take enforcement action against the dog related offences.

Safeguarding the Council Assets:

- Vehicles being parked on the grass.
- Reporting on broken bollards / Blocked drains
- Reporting of any damage to the infrastructure at WWS
- Checking on any unauthorised usage of WWS (sports events, personal training, unauthorised campers/ gazebos, illegal street trading (ice cream vendors, hot dog sellers, etc.).
- Regular patrols are being undertaken, ensuring no unauthorised campers are sighted at WWS.

Park Locking:

- LET officers lock the WWS main gates daily
- Reporting on any defects to gates, metal bollards, fences, trees, grass, path, car parking areas, etc

Engagement with Residents/ WWS users:

- Walkabout with friends of WWS was conducted in June 2022.
- Walkabout with the Cllr Sanderson was conducted in August 2022. DWO Madga attended and updated on the ongoing issues and the upkeep of the WWS/ surrounding streets.
- During one of the engagements, we met Friends of WWS laying the new hedges
- Residents using the space of WWS are often surprised to see us deep in the copses and the woods at the back running along the train line.
- It is encouraging that users discuss the on-going issues and about the WWS

Collaborative working:

- LET officers work closely with IDVerde on the upkeep of the WWS.
- Attend a monthly meeting with the partners of WWS to discuss any points of interest
- Attending ASB North Forum to discuss the ASB related issues in the North of the Borough
- Working closely with the local SNT, CSU, MET Intelligence, IDVerde, users of WWS to share intelligence and enhance the partnership working.
- Collaborating closely with the Councils' CCTV Control Room on ASB, campers, Anti Vaxers, etc.
- LET worked closely with Police, Parks and CCTV to restrict access to WWS following an attempted incursion by individuals. LET staff restricted access of the

breach and remained onsite for 24 hours until IDVerde and Highways secured the vandalised bollards.

Interactions logged since 1st June 2022:

Weapon Sweep	8
Abandoned vehicles (motorised vehicles)	3
Dog Fouling	2
ASB including UMEs	33
Professional Dog Walkers	6
Public Engagements Pedestrian/ cyclists/ dog walkers/ E-Scooters	150
Event work	2
Fly tipping	9
High Visibility Reassurance Patrols	140
Noise related	5
Rough Sleeper	4
Litter	5
Locking Duties	86
Illegal Encampment/Incursion Related	5
	458

Braybrook Street

In response to a WWS friend reporting drug dealing in the road, we have conducted regular inspections along the road abutting WWS. This has been completed throughout the day and in the night. We have also met with the person reporting and engaged with wider community around this area.

We have engaged with numerous vehicles parked up on the road and found nothing untoward or reason for suspecting drugs and/or dealing. No vehicle spoken too in the area has been observed twice. CCTV has been kept updated during our visits. The tasking is still on going

How to contact the LET:

We are aware that residents and resident groups will want to know their ward officers, and we are committed to ensuring that this happens. It is important that our ward officers know as much about their ward as possible and that residents are essential to assisting us with this knowledge.

If you would like to meet with the Seniors or the ward Officers on-site to undertake a site visit around WWS, please email oldoakcollegepark_northwards@lbhf.gov.uk or the team seniors at Ahmad.Rafique@lbhf.gov.uk / Neil.Morrison@lbhf.gov.uk.

To contact the LET, via telephone please call 020 8753 1100 (option 3) and via let.hf@lbhf.gov.uk. When you contact us, your enquiry is logged and allocated to a ward officer. Ward officer will contact you with updates and arrange to meet or speak with you, etc. Old Oak & College Park ward has now a dedicated email address which is oldoakcollegepark_northwards@lbhf.gov.uk.

The team website be accessed here - <https://www.lbhf.gov.uk/crime/law-enforcementteam>