

# Wormwood Scrubs Charitable Trust Committee Agenda

Wednesday 18 June 2025 at 6.30 pm

Online - Virtual Meeting

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## MEMBERSHIP

Administration
Councillor Alex Sanderson (Chair) Councillor Bora Kwon Councillor Dominic Stanton
Co-optees
Stephen Waley-Cohen (to be appointed) Faye Thomas (to be appointed)

**CONTACT OFFICER:** Liam Oliff  
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Date Issued: 09 June 2025

# **Wormwood Scrubs Charitable Trust Committee**

## **Agenda - 18 June 2025**

<b><u>Item</u></b>	<b><u>Pages</u></b>
<b>1. APPOINTMENT OF CO-OPTED MEMBERS</b> To approve the appointment of Sir Stephen Waley-Cohen and Faye Thomas as non-voting co-opted members	
<b>2. APOLOGIES FOR ABSENCE</b>	
<b>3. DECLARATIONS OF INTEREST</b> <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>	
<b>4. MINUTES OF THE LAST MEETING</b> To approve the minutes of the meeting held on 8 March 2025 as an accurate record.	4 - 14
<b>5. MANAGER'S REPORT</b> To note and approve all matters in the report.	15 - 31
<b>6. DATE OF THE NEXT MEETING</b> The next meeting will take place on 24 <sup>th</sup> September 2025.	



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

**Tuesday 18 March 2025**

### **PRESENT**

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

**Co-opted members:** Faye Thomas and Stephen Waley-Cohen

**Advisors to the Trust:** Osama El-Amin (Trust Manager), Simon Ingyon, Victoria Abel, Carmen Lomotey, Nick Falcone

**Clerk:** Tiffany Yip

### **1. APOLOGIES FOR ABSENCE**

No apologies for absence were received.

### **2. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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

#### **Matters arising:**

Stephen Waley-Cohen (Co-opted Member) asked there was any intention to replant the hedge which was removed between the Kensington Dragon works and the children's playground, to which Osama El-Amin (Trust Manager) replied that had been budgeted for and the hedge would be replanted once the works were completed.

#### **RESOLVED**

The minutes of the meeting held on 4<sup>th</sup> December 2024 were agreed as an accurate record.

### **4. MANAGER'S REPORT**

#### **Appointment of Auditors**

Nick Falcone (Advisor to the Trust) asked the Committee to approval the appointment of MHA as the auditor for the Trust's 2024/25 accounts for a fee of £11,700 (+VAT). There was a modest increase of around 1.7% from the 2023-24 fees and the working relationship between MHA and Council staff had been good with the former being the Trust's auditor since the 2019/20 financial year. The audit

would be conducted around October and November 2025 for the audited accounts to be reported to the December 2025 meeting.

The Chair was delighted at the relatively low increase in fees.

Councillor Dominic Stanton queried about the process for the reappointment of auditors. Nick Falcone replied that retendering had to take place every ten years, and so far, MHA had been reappointed because of their satisfactory performance. The Chair added that a procurement exercise was conducted six years ago when MHA came up significantly ahead of other options. They had been offering a competitive rate, and the Committee had been happy with their work.

*The Committee approved the appointment of MHA as the Trust's external auditor for the accounting year 2024/25 and approved their proposed fee of £11,700 (+VAT).*

### **Procuring the AEM Masterplan**

Victoria Abel (Advisor to the Trust) reported on the progress made on the procurement of the AEM Masterplan work. Four out of the five main tender documents had been finalised. However, two new contracts had to be drafted for each phase – a JCT contract for the capital work and a high value contract for the management and maintenance plan. As a result, not all documents were ready by 24<sup>th</sup> February 2025 when the new procurement regulations came into effect and any tenders not submitted by that date needed to be amended to reflect the new regulations. The new regulations required a new document, the Invitation to Tender (ITT), which was more comprehensive than the previous version and involved additional steps to be completed. The overall procurement timetable was likely to take longer than the nine months initially stated but the pre-market engagement could begin soon to let potential contractors know about the tender and gauge the level of interest.

Councillor Dominic Stanton asked how far the deadline had been missed by, to which Victoria Abel replied that the overall delay would be about 5 to 6 weeks.

Councillor Stanton expressed his disappointment with the delay and enquired about the updates regarding planning permission. Victoria Abel noted that planning permission was not being pursued anymore as it attracted several objections, including from Sport England. As this would mean that the application would go to the Secretary of State to determine and the timescale of that was uncertain, a decision was made to reduce the scope of the work in the masterplan so planning permission was not needed. The Chair added that the Trust was under the impression that the application would not be successful had it gone ahead. The Old Oak and Park Royal Development Corporation (OPDC) also indicated that they would like to see various improvements that were not within the remit of the scheme, such as an access route to the new HS2 station.

Councillor Stanton enquired if further decisions were made following the meeting in December. Mark Raisbeck (Advisor to the Trust) explained that the Committee at the last meeting agreed to move ahead with some elements that could be progressed but would continue to pursue the areas which remained challenging to avoid more delays of the main elements. The Committee's frustration with the reduced scope of the masterplan was noted and his team would endeavour to

explore how the rest of the masterplan could be carried out going forward. The elements subject to planning would be considered in a future stage at the right time.

Faye Thomas (Co-opted Member) asked for clarification of the advanced procurement process and if it would be opened to all existing contractors within the Council's framework. Victoria Abel explained that given that it was a high value contract, the most rigorous process of procurement would apply. There would be an open tender and pre-market engagement to make contractors aware of the tender.

Faye Thomas (Co-opted Member) then enquired when the tender would go live. Victoria Abel replied that if the new ITT was received by the end of March, the tender could go live in April.

Stephen Waley-Cohen (Co-opted Member) expressed his disappointment with the length of time it would take for the procurement process to be completed. He noted that the Friends of the Wormwood Scrubs had a formal opposition to the parts which were not being pursued at the time.

*The Committee noted the update.*

#### **Wormwood Scrubs Open Space – co-producing access improvements**

Osama El-Amin (Trust Manager) noted that this programme of footpath improvements would be phased. Officers were working with the Council's Inclusive Environment Disability group to identify how these improvements could speak to the needs of disabled people. They had also identified and approached 50 different groups, including regular sports bookers, the Metropolitan Police design out crime team, estate tenants and hospital staff/patient groups. A mixed range of view on the extent of the formal footpaths had been received, from fears over the rise of anti-social behaviour and creation of 'blind spots' along to more positive reception to the idea of enhancing access for less able individuals. Work was underway to develop a detailed proposal aimed at formalising some of the existing desire lines. new. Some of these routes would be of operational necessity, ensuring the successful maintenance of the new ecological features. In reference to the access audit in 2024 and the recent green flag inspection, improving accessibility in the play areas would be the highest priority in this scheme. A budget of £100k had been allocated in 2025/26 to facilitate access improvements, including the footpaths, new signage and around the Linford Christie Stadium.

*The Committee noted the update.*

#### **Q4. Grounds Maintenance - contractor performance in Q4. 2024/25. Upcoming activities in Q1. 2025/26.**

Osama El-Amin (Trust Manager) reported that the performance failures that had been recorded had largely been rectified since the last Committee meeting. The major outstanding item was the lack of scrub and bramble management undertaken in the first two years of the contract term and some ongoing concerns about the quality of maintenance within the Linford Christie site. It was agreed with Idverde and the on-site ecologist to increase the level of bramble clearance in the final two years of the contract term to compensate for the lack of work taken in the first two years. This would be guided by ecologists and would be done with the

utmost care for the habitats. The ongoing work on the Linford Christie site meant that the area of space to be maintained was temporarily reduced, giving Idverde more space to focus on the horticultural amenity and sports features.

In addition to the daily cleansing practices and rubbish clearance, in Q1 2025/26 the lines on the sports pitches would be marked once a week and the grass would be cut once a month. Preparations for summer sports were underway and a number of eco-volunteering activities would be happening at the same time, including dead hedging, forest school maintenance, litter picking, selective thinning of saplings in the woodland, group habitat survey sessions and bird walks. David Lindo, a broadcaster, writer and public speaker, would be conducting some guide bird watching sessions on the scrubs.

Faye Thomas (Co-opted Member) asked if there would be any advertising of the bird watching sessions from the Council. Osama El-Amin noted that some promotional materials would be put together and communicated to the Friends of the Wormwood Scrubs. Each group would have a maximum of 20 people and sign-ups would be done on a first-come-first-served basis. It might also be possible to have David Lindo host more sessions in the next year.

*The Committee noted the update.*

### **Grounds maintenance contract fee increase**

Simon Ingyon (Advisor to the Trust) sought the Committee's approval of an additional contract payment for Years 3-5 on the ground's maintenance contract. Idverde deliver the grounds maintenance contract for 3 contract LOTs - Parks, Highways and Cemeteries, Housing works and maintaining Wormwood Scrubs. Due to sustained inflationary pressure felt by Idverde, the Council's senior leadership in consultation with Housing and Wormwood Scrubs Officers approved a 3.51% uplift to the value of all 3 contract LOTs for Contract Year 2. Inflation had continued since then, going beyond the risk element built into the contract, hence the need for an increase for Year 3 of 6% and 2.96% from Year 4, for the remainder of the contract. This fee increase was in line with that of the other two LOTs.

Councillor Dominic Stanton pointed out that the area managed by Idverde now was reduced. Simon Ingyon noted that the area was reduced in Linford Christie where capital works were being done, allowing Idverde to consolidate other areas of Linford Christie where they had not performed to the standards expected. The maintenance which was part of the capital works would not be carried out for another nine months, and the ecological works would not start until the capital works were finished. Idverde had to complete the specification stated in the contract. As it was a no inflation contract, the risk of hyperinflation was not sufficiently built into the contract, resulting in poor performance standards.

Councillor Stanton asked how the increase was arrived at, given inflation was about 3% now. Simon Ingyon replied that the figure had been backdated to when the request was raised in Year 2 from Idverde. During the time the Council considered the request, their performance was not up to expectations. Therefore, the Council would like to coordinate approach in all three LOTs to consolidate the increase for the final two years. The 6% was based on the inflation in Year 2 and Year 3 and 3% for the remaining two years.

Councillor Stanton noted that the Council ended up paying more because the initial contract did not account for inflation. The Chair noted that the no inflation contract was awarded when inflation was at -2%. If it had tracked inflation, the Council would still be paying more. The rise in interest rates was not something expected by anyone on the Committee. While the contractor's performance on the scrubs was not completely up to expectation, it was felt during the conversation with them that the service would continue to deteriorate and if a decline of the inflationary uptick was not agreed to.

Mark Raisbeck highlighted that the decision had to balance between maintaining parks and open spaces in the right conditions and holding Idverde to account. After considering all the options, it was concluded that retendering would be extremely disruptive and may result in a significant increase in costs given the current inflationary pressures. The best solution was thus to give Idverde some increase, calculated by looking at the actual wage inflation and other general inflationary costs and deducting from the inflation which was already assumed on the contract. Subject to an upcoming strategy report, it would be an option to not extend the contract beyond Year 5 and retendering. It was also noted that these increases would be withheld if Idverde did not perform.

Councillor Stanton expressed that this seemed to be rewarding failures. Mark Raisbeck noted that there was significant improvement from Idverde in the general parks and open spaces LOT after implementing a penalising system, which resulted in the retention of 21 green flags and a significant uplift in the park satisfaction survey. On the housing LOT, Idverde would only receive any additional benefits if they delivered on the contract. The concerning factor was that given the loss Idverde was making on this contract, service would only suffer further with a fee increase. It was acknowledged that this was a challenging balance to strike, which was exacerbated by the contract being a zero-inflation contract and hyperinflation over the past few years going beyond anyone's anticipation.

Councillor Stanton queried about how often the targets were monitored. Mark Raisbeck answered that they were being monitored monthly with a point system in place. If they exceeded a certain level of default points, payment would be withheld subject to the rectification of issues.

Councillor Bora Kwon enquired how this increase compared to that of other council contracts. Mark Raisbeck noted that Idverde was feeling much more pressure than other contractors because this was a zero-inflation contract. While there had been some uplift in other contracts, there had been none in this one. Given about 70% of the cost of this contract was labour, it was very sensitive to annual increases such as the London Living Wage increase and absorbing the National Insurance increases.

*The Committee approved an additional contract payment for Years 3 – 5 on the grounds maintenance contract to ensure continued performance over the remainder of the contract term ending in January 2027.*

#### **Old Oak Family Hub – multi use games area (MUGA) re-surfacing**

Osama El-Amin (Trust Manager) noted an error in the Manager's Report – the date of transfer between the Trust and the Council concerning the Old Oak Community



Centre was 18 May 2001 not 18 May 2021. The deed excluded the multi-use game area, meaning that it still belonged to the Trust. The condition of the playing surface was below standard, with multiple tears and fire damage to the carpet. To maintain it as an open access facility, it was proposed that the Committee approve a £40,000 budget to resurface the area and once the improvements were done, the facility would be kept open until 6pm in the winter, 8pm in the spring and 9pm in the summer. A padlock with a key code would be installed on the gate, with access given to the Law Enforcement Team (LET) officers, hub staff, grounds maintenance supervisor and the Chair of the Old Oak resident's association.

*The Committee approved a £40K budget to re-surface the multi-use games area behind Old Oak Community Centre.*

### **WSCT Financial performance: Year-End forecast and 2025/26 budget**

Carmen Lomotey (Advisor to the Trust) presented the year-end forecast for 2024/25. The following points were highlighted:

- The Q4 2024/25 forecast was an additional income of £748,000 due to several items being deferred to 2025/26. While the 2025/26 budget was a deficit one, over two years the budget would be a surplus budget.
- The forecast net income overrun was £679,000 compared to an anticipated net expenditure overrun of £69,228.

The 2025/26 budget was also presented. The budget included all approved items discussed at this meeting.

Stephen Waley-Cohen (Co-opted Member) noted that the proposal for a dog exercise area had to be progressed carefully due to some concerns over dog walking that would be discussed later. He also wished that park ranger base be included in the options appraisal for Park Lodge.

Councillor Dominic Stanton asked if the higher income due to interest rates had been considered and what the forecast was for 2025/26. Carmen Lomotey replied that falling interest rates had been considered. The forecast for inflation was £80,000 after considering the funds of the Council. The inflation interest rate was forecasted to reduce even though the balances were rising because lowering interest rates would offset that.

Councillor Stanton asked if inflation had been considered for the deferred expenditure in the budget for 2025/26. Carmen Lomotey assured that the forecasts and quotes were taken into account before finalising the budget, especially for the Linford Christie Stadium and Kensington Dragons.

*The Committee noted WSCT Financial performance (forecast to year-end) and approved the 2025/26 financial budget.*

### **Wormwood Scrubs Meadow – Local Nature Reserve (LNR)**

Osama El-Amin (Trust Manager) updated that Natural England had accepted the Local Nature Reserve (LNR) designation. The next step in the process was for the Council legal team to seal the declaration. The public notice of the declaration was due to be advertised on 28<sup>th</sup> March 2025 both online and physically. The physical notice would be displayed in Shepherds Bush library, along with all LNR documentation. This notice would be in place for a period of 4 weeks. If no major

objections were received, the final designation would be communicated to the Trust and the Council. In line with the access improvement scheme, funding to improve signage in the meadow would form part of the 2025/26 budget. The Committee was asked if they would like to have a celebration event towards the end of the summer when the capital works at Linford Christie were completed, the designation was sealed, and the masterplan works were tendered.

Faye Thomas (Co-opted Member) agreed that it would be a fun and engaging event. She asked if the event could be scheduled after bird nesting season and if there would be a budget for signage. The Chair noted that there would be a budget for signage and the event would be kept away from sensitive areas. Osama El-Amin added that the community room facility at Linford Christie would be available for community events like this and the meadows would not be disturbed. It would also be a great opportunity to reflect on how to engage with people. There was £100,000 in the budget for access improvements to be split between paths and signage. The Trust would also try to raise money next year to improve the signage on the scrubs, including those in the meadow. The mapping data from Active Exchange was helpful for now, on top of the park ranger who could enforce against non-compliant dog-walking behaviours. It was hoped that the designation combined with other measures the LET was taking could change behaviours and protect the habitat for nesting birds and migratory birds.

*The Committee noted the final steps towards designating the Wormwood Scrubs Meadow – Local Nature Reserve.*

### **WSCT strategy development and future planning**

Osama El-Amin (Trust Manager) reported that officers had been engaging with a range of stakeholders to build a view of how the changes in the neighbourhood, including the 20,000 new homes in construction by the OPDC and the construction of the HS2 station, were going to affect how the scrubs was used and how the spirit of the Act could be maintained. Several different themes were highlighted, which could be a foundation for a strategic business plan. It was proposed that Committee members would work with officers to develop this plan. The Committee was asked to approve the five strategic themes:

1. Ensuring sustainable access to recreation and exercise.
2. Preserving and enhancing the ecology of Wormwood Scrubs.
3. Fostering health and educational outcomes through community engagement.
4. Improving facilities and maintaining assets.
5. Delivering financial security.

Stephen Waley-Cohen (Co-opted Member) expressed his support for long-term planning, including the themes and looked forward to working with officers on the plan. He noted that the Scrubs Act would be celebrating 150 years of the scrubs as a charitable trust in four years, which would be a good opportunity to work towards as a date for celebration and publicity.

Councillor Bora Kwon noted many people who were not local to the area knew little about the scrubs and there was much work to be done to make information about the scrubs more accessible. Osama El-Amin agreed that this was important and there were discussions with the Comms team on how to make the scrubs more external facing. There were a lot of opportunities in terms of the uniqueness of the

scrubs but communications about the space had to be careful as well. It was hoped that work on the website would begin soon, readying for fundraising and ambitions around accessibility improvements, hosting more community initiatives and being more external facing.

Faye Thomas (Co-opted Member) agreed that the scrubs would benefit from having a website. It was noted that the Friends of the Wormwood Scrubs had to be the ones distributing information about the scrubs when being contacted by the press in the past. There were some great works on the scrubs in the past 40 years and it would be a good idea to have such information on a council website.

*The Committee approved a set of strategic themes for the Trust and work with officers to develop a 3–5-year strategic business plan.*

### **Linford Christie Capital Programme**

Simon Ingyon (Advisor to the Trust) updated on the three main capital elements at the Linford Christie Stadium. Regarding the changing room demolition and replacement with the temporary portacabin buildings, new changing rooms and toilet and showering facilities were now available for the users of Wormwood Scrubs, the new artificial pitches and the athletics track. The final element of the changing room scheme was the installation of the community room, which had already started and should be completed by the end of March. There were also additional spectator toilet facilities provided alongside the community room. Planning permission for these temporary units was in place for the next two years.

The artificial pitch resurfacing, a 26-week work program, commenced on 20<sup>th</sup> January. Working with Kensington Dragons Football Club, the existing artificial pitches had been stripped away, and work was taking place until mid-April to level the surface, construct new drainage channels and establish new foundations to erect a new boundary fencing. It was hoped that the athletic track floodlighting improvements could be included within this scheme as this would save cost and enable faster completion of the capital programme. This programme was due to complete towards the end of July.

Work was underway for the resurfacing of the athletics track and associated field events. Working with Alliance Leisure through the UK leisure framework, these improvements were delivered with similar contractors that were delivering the pitch improvements, such as Surfacing Standards Limited, Hunts (contractors delivering the artificial pitch scheme), and Polytan (the track surfacing supplier). Works had to be delivered at the appropriate temperatures to ensure the surface could set correctly, which would be during the main or part of the main athletics season. Officers were working in close contact with the Thames Valley Harriers Athletics Club to ensure inconvenience was minimalized. The track work was set to take 6-8 weeks, which would hopefully land within the existing 26-week programme for the artificial pitch scheme, ideally by the end of May after half term when the school sports days would take place and the main annual event for the Thames Valley Harriers in July and August.

The construction of the hoarding around the perimeter of the site would provide security for the new portacabins and changing facilities. They would remain in place for the duration of the planning period. So far, the area had not suffered from major graffiti on this area, but the Committee was asked if they would like to work

with local artists to create murals depicting the scrubs, sports activities uh and health and well-being benefits.

The Chair was pleased to hear that the area would be open before the summer.

Stephen Waley-Cohen (Co-opted Member) supported the proposal of discouraging graffiti with the creation of murals and expressed his thanks for having the unused floodlights removed.

*The Committee noted the update.*

### **Braybrook play area re-design**

Victoria Abel (Advisor to the Trust) asked the Committee to approve a budget to extend the range of play equipment at Braybrook Street play area to create a high-quality destination play space. The proposal was to install one large scale dynamic and challenging piece of equipment made predominantly from wood for older children in the northeast corner of the play area that was currently open grassland. In addition, the proposal included smaller items for younger children, including another set of swings and items for imaginative play. The budget would also need to fund new safety surfacing installation and delivery costs. It was also proposed that both areas were fenced with a 1.1m high wooden fence to provide a safe dog-free play space. This was supported by a consultation that was carried out in 2024 when 68% of respondents requested a fenced play area. It was also proposed to extend the path from Braybrook Street further into the play area to improve accessibility as recommended in the access audit in 2024. The programme for tendering the work would need to be discussed with Procurement and an update would be provided at the next Committee meeting. The overall time scale for delivery might also be impacted by the need to apply for planning permission if the equipment was over 4m in height.

Faye Thomas (Co-opted Member) expressed her excitement for the plan. It was noted that if the large-scale equipment happened to be a pirate ship, suppliers could custom make them so they were under 4m, and no planning permission would be required.

The Chair thanked Faye Thomas' engagement in the planning process and highlighted that the installation would take place in two phases so that the smaller items could be installed while the Council apply for planning permission for the larger items.

*The Committee approved a budget of £198,300 to implement the Braybrook play area re-design scheme.*

### **Community Safety report**

Osama El-Amin (Trust Manager) reported that between the end of November and the end of February, the Law Enforcement Team (LET) conducted 107 High Visibility Patrols, amounting to roughly 1.1 patrols a day. These were conducted across the estate with a total of 296 interactions with two instances of fly tipping that were removed and investigated and one instance of dog fouling which was recorded and removed. Since issuing a community protection notice warning to businesses, there was a reduction in Public Spaces Protection Orders (PSPO)

related dog offenses. Non-compliance remained a challenge and the support of local users in helping LET identify instances of a breach was very welcomed. Local residents who were keen to connect with their local ward officers were encouraged to do so directly via telephone 020 8753 1100 (option 3 then option 1) and via [LET.HF@lbhf.gov.uk](mailto:LET.HF@lbhf.gov.uk).

Faye Thomas (Co-opted Member) wondered why no fines were issued for dog PSPO violations and raised that there were concerns from users of the scrubs that High Visibility Patrols were not often seen. Osama El-Amin agreed to pass this concern on to the LET. The difficulty with enforcing the PSPO remained in identifying designated organisations which were not licensed and were repeat offenders. It would be helpful to the LET if they had information of the names of these companies from residents. It was also noted that for fixed penalty notices to be issued, a non-compliance had to be spotted by the LET.

**Action: LET**

Stephen Waley-Cohen (Co-opted Member) noted that one of the Friends' trustees were threatened by two walkers with a total of 12 dogs on the scrubs, which she had reported to the LET but had not heard any response. He also asked for clarification on which email address should be used for reporting. The Chair was sorry to hear about this incident and noted that this sort of incident should be reported to the police. This incident would be flagged to the LET.

**Action: LET**

Councillor Bora Kwon noted that LET officers were frequently at the scrubs but may not be very visible to users and agreed that a clarification of contact details would be helpful. Osama El-Amin suggested that LET officers could use Active Exchange, a platform which took a view over the high footfall areas and most popular access routes, to take a more proactive approach and station themselves strategically according to how busy an area was during the day. Alfie Kerrigan, the Senior Officer for the area, was very keen to connect with more residents and make people feel comfortable about reporting any non-compliance. He also repeated that any threatening issue should be reported to the police. Simon Ingyon confirmed that the contact details provided in the report were the most updated ones.

*The Committee noted the update.*

## **RESOLVED**

The Committee:

1. Approved the appointment of MHA as the Trust's external auditor for the accounting year 2024/25 and approve their proposed fee of £11,700 (+VAT).
2. Noted an update on procuring the HS2 (High Speed 2) funded Alternative Ecological Mitigation (AEM) Masterplan scheme.
3. Noted progress towards co-producing access improvements on the open space.
4. Received an update on the Q4. Grounds Maintenance performance and note upcoming maintenance activities in Q1. 2025/26.

5. Approved an additional contract payment for Years 3 – 5 on the grounds maintenance contract to ensure continued performance over the remainder of the contract term ending in January 2027.
6. Approved a £40K budget to re-surface the multi-use games area behind Old Oak Community Centre.
7. Noted WSCT Financial performance (forecast to year-end) and approved the 2025/26 financial budget.
8. Noted the final steps towards designating the Wormwood Scrubs Meadow – Local Nature Reserve.
9. Approved a set of strategic themes for the Trust and work with officers to develop a 3–5-year strategic business plan.
10. Received an update on the Linford Christie sports stadium capital programme.
11. Approved a budget of £198,300 to implement the Braybrook play area re-design scheme.
12. Received an update on Community Safety.

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

The Committee noted the date of the next meeting scheduled to be held on 18<sup>th</sup> June 2025.

Meeting started: 6:32pm

Meeting ended: 7:53pm

Chair .....

Clerk: Tiffany Yip  
E-mail: [Tiffany.Yip@lbhf.gov.uk](mailto:Tiffany.Yip@lbhf.gov.uk)

MANAGERS REPORT	
Report to Wormwood Scrubs Charitable Trust Committee	
<b>Report Author:</b>  Osama El-Amin, Charitable Trust Manager	<b>Contact Details:</b>  <a href="mailto:Osama.el-amin@lbhf.gov.uk">Osama.el-amin@lbhf.gov.uk</a>

## Executive Summary and Decisions Sought

### The Committee is asked to:

1. Receive and update on the KAA2 site and agree to engage the Ministry of Defence (MoD) and the Old Oak and Park Royal Development Corporation (OPDC) on the future use of the space.
2. Receive an update on the performance of the Grounds Maintenance contractor and note upcoming maintenance activities in Q2. 2025/26.
3. Take note of the structural issues concerning the Park lodge building and discuss the next steps to securing the site.
4. Receive an update on the Linford Christie sports stadium capital scheme and delegate authority to the Chair for approving the final KDFC lease and progression of the track re-surfacing scheme.
5. Note an update on the Braybrook play area improvement scheme.
6. Celebrate the final designation of the Wormwood Scrubs Meadow – Local Nature Reserve.
7. Note an update on the MUGA re-surfacing programme at Old Oak Family Hub.
8. Receive an update on Community Safety.
9. Note WSCT financial performance and comparison to year end.

## **1. KAA2 Site Decommissioning Programme**

In 2024, the Trust Manager received notice from the Department for Education (DfE) on their intention to maintain the KAA2 temporary school site, on the 'parade ground' for a further 3-year period, beyond the expiry of the current planning permission in July 2025. Since then, DfE have engaged KAA and the wider Grenfell Community on the memorialisation of the tragedy and subsequent state of the tower. In concluding those discussions, the DfE has decided the KAA2 site is no longer required beyond the current permitted term. Officers are working with DfE to co-ordinate the decommissioning of the site and ensure an appropriate re-instatement plan is implemented.

The Wormwood Scrubs Act 1879 confers military access rights to the Ministry of Defence (MoD) over the Western section of the open space, along with the parade ground. Historically, the parade ground was used to exercise cavalry horses. The military has not exercised those rights for over a decade. In 2017, when the Trust was approached to support the establishment of the KAA2 site, the MoD gave express permission to its construction.

The initial re-instatement plan agreed in 2017, allows for the site to be returned to the original parade ground, which featured unbound gravel surfacing, wooden fencing and no security gates. In establishing the KAA2 site, a tarmac surface had been constructed, along with an electrical sub-station, water/foul drainage infrastructure, security gates and fencing. Officers are in discussion with DfE, MoD and the Old Oak and Park Royal Development Corporation (OPDC) to allow those features to be retained. By maintaining these assets, the Trust can supplement its charitable activities through the provision of community events and film unit basing, before seeking a long-term use of the space.

The proposed re-instatement plan will span from 07/07/2025 - 25/11/2025. At which time, the DfE will maintain a tenancy at will and continue to pay monthly rental fees. A detailed programme can be seen in [appendix A](#). In line with the programme, residents of Woodman's Mews have received communication from Portakabin as to the nature of the works. In consultation with the Chair of the Woodman's Mews Resident's Association, Officers have instructed Portakabin to work within the hours of 8am – 6pm, Monday – Friday in order to minimise disruption.

In seeking to establish appropriate re-instatement and secure both interim and long-term utility of the site, this committee is asked to consider how the space can be used, before agreeing to write to the MoD and OPDC on the Trust's ambitions.

**Committee to approve.**



## **2. Grounds Maintenance (GM) contract performance update and upcoming activities**

Since March 2025, the GM contractor continues to perform to a satisfactory level. No complaints have been received from the public in that time. Grass cutting, sports pitch line marking and regular cleansing regimes have been maintained successfully. Horticultural features including the wildlife hedges and flower beds have been weeded and maintained under the stewardship of the on-site Ecologist.

<b>Main Site: July – September 2025</b>	
Cleansing	1. Litter picked. 2. Benches cleaned. 3. Bins cleaned and emptied – Daily AM/PM.
Inspections	1. Goal posts. 2. Play areas. 3. Hedges. 4. Hard Surfaces. 5. Shrub Beds. - Once a week.
Horticultural Features	1. Shrub beds weeded, pruned and edged once a month.
Sports/Play Area's	1. Line marking once a week. 2. Grass cut once a month. 3. Defects inspected, isolated and reported daily.
Grass Cutting/Maintenance	1. Grass pitches cut once a month. 2. End of sports season renovations, summer sports season maintenance, winter season preparations.
Hard Surfaces	1. Daily sweep. 2. Daily litter picking. 3. Daily graffiti removal. 4. Weeds removed 5 days per week.

In line with the calendar of annual school sports day bookings, the GM team have been instructed to ensure all the facilities at the Linford Christie site are managed in line with GM contract specifications. This includes cutting all amenity grass, weeding hard surfaces and ensuring litter is picked daily. Corporate volunteering sessions have been scheduled throughout the summer period and a new partnership with The Conversation Volunteers (TCV) should offer more corporate volunteering resource to ensure enablement works are complete prior to the Alternative Ecological Mitigation (AEM) Masterplan capital programme.

**Committee to note.**

## **3. Park Lodge – Building condition and future use**

Park Lodge is a 2-storey, 3-bedroom detached house, located in the South-West corner of the open space. The property sits at the junction of Old Oak Common Lane, Wulfstan and Braybrook St. The property had been tenanted but has recently been vacated.

A building condition survey undertaken at the property has highlighted several structural issues with the building. The abundance of mature vegetation near the building has impacted the foundations, resulting in differential settlement (subsidence), evidenced by large cracks on the internal facade and ceilings. The first-floor façade has timber shiplap cladding which will need to be removed to understand the full extent of the structural movement to the external walls. The existing flat roof covering is also in poor condition and would fail decent homes standards based upon age and condition criteria. Since gaining vacant possession of the property, Officers are working to dispose of any residual items from the previous tenancy, de-commission the utilities and secure the property. Given the extensive structural damage to the property and the anticipated long-term closure of Old Oak Common Lane due to HS2 works, this committee is asked to consider the safety and security risks of maintaining the building in its current state and consider demolishing the building. In the short term, the area could then be repatriated to open space, before considering alternative long-term options, in line with the charitable ambitions of the Trust. If the committee is in agreement, Officers will seek costs of demolition.

**Committee to note.**

**4. Linford Christie Sports Centre – Capital Programme**

**Changing Room Scheme**

As reported in March, Phase 1 of this scheme had been completed, with all changing room units available for hire. Phase 2 involved the replacement of the community room facility at the same specification as the changing room units. Four bespoke portacabin units have been combined into 1 large space, with an accessible ramp and new signage affixed to the entrance. This facility is now available to hire at a cost of £39 per hour, with discounts available for local partners. Additional toilets for use by community room and sports centre users were also added. There is some concern about the state of the two substation buildings which needed to be left in situ following Phase 1, Officers continue to follow this up with the council's Facility Management colleagues.

**Artificial Pitch Re-development**

Pursuant to the agreement established in 2021 with the Kensington Dragon's Football Club, Officers have worked to ensure the charitable trust and future development ambitions are protected within the bounds of the various legislative designations covering the land. This capital programme is on track to be completed 2-3 weeks earlier than anticipated. Consistent and fortunate weather has contributed to the success of this programme so far. The enablement works, floodlighting improvements,

carpet installation and line marking have all been completed, with testing to take place over the coming fortnight. A new access gate delineating the entrance to the grounds maintenance depot and the KDFC new pitch site, along with the installation of new sports equipment (goal posts, netball hoops, tennis nets, signage etc.) will form the final element of the scheme, before working to re-instate the boundaries of the site and formally hand over. The new sports facilities will be available for hire from August 2025. After practical competition the Council, Trust and KDFC will finalise the Lease for the site. Approval is sought for delegated authority to the Chair for any final minor alterations to the original Lease documents previously approved in 2021.

### Track re-surfacing

In testing the surface of the artificial pitches, Surfacing Standards Ltd. (sports facility consultants on both pitch schemes) conducted an additional survey to understand the degree and significance of undulations across the athletics track. The results of that test showed very significant dips in the eastern aspect of the athletics track. Further investigation via trial hole excavation will be required in order to understand the full extent of the damage. Officers are working with SSL to schedule those surveys and finalise the cost implication before assessing the affordability of any additional works required to the track refurbishment programme. If the financial consequence of this work is above the £20K threshold for officer delegation, this committee is asked to delegate authority to the Chair to authorise a solution with a financial implication of up to £100K. If the cost of this addition is above £100K, Officers will consider the options, including raising funds externally, before liaising with the Chair and reporting back to this committee.

Officers have been in regular communication with the Thames Valley Harriers Athletics Club (TVHAC) and noted their concerns regarding the disappointing setback. The track will lose the UK Athletics 'track-mark' accreditation for hosting licensed competitions in August, which was known prior to raising and matching the funds necessary to complete the scheme. This committee should note that the lease covering the clubhouse facility was re-negotiated in 2021, which offers the club a valuation which is favourable to the charitable objects of the club, along with 3 evenings per week of access to the facilities at Linford Christie, including the track, pole vault and covered indoor sprint straight at no additional cost. The Council offers consistent staff support on training nights and event days and free parking for coaches on the weekends.

Officers continue to work in partnership with the club to complete this scheme and consider further improvements on the stadium site.

### **Committee to approve**

## **5. Braybrook Street Play Area Improvement Scheme Update**

The tender for the Braybrook Street Under 8s Play Area improvement was published on the Councils procurement portal at the end of April with a date to receive bids back by 21<sup>st</sup> May. One bid was received which, at the time of writing, is currently being evaluated. If the bid is deemed to meet the requirements of the brief it will be recommended for approval and the work to install new play equipment and safety surfacing could start on site within 6-8 weeks and completed by mid-September.

Once the new play equipment and safety surfacing is installed, the play area will then be fenced and the path from Braybrook Street entrance extended into the play area to improve accessibility.

Phase 2 involves improving the Over 8s play area. This tender will be published once the outcome of the Under 8s tender is known. If the under 8s tender is unsuccessful the two phases will be tendered together. The financial consequence will take the value of the project above £100K, which will result in a longer procurement timetable. If the Under 8s tender is successful, the Over 8s tender will be published soon after the approval, with potential for the work to install the play equipment on site later this year subject to a successful tender process.

**Committee to note.**

## **6. Wormwood Scrubs Meadow – Local Nature Reserve (LNR)**

In May 2025, the final LNR declaration was sealed by the LBHF legal team. Prior to this additional designation, the Scrubs hosted 15.95ha of LNR. The Wormwood Scrubs Meadow brings this figure up to – 29.15ha, which represents 38% of the open space. In finalising the designation, this committee, along with Hammersmith and Fulham Council demonstrate their commitment to addressing the climate and ecological emergency. With AEM Masterplan capital works due to start on-site in 2026 and the co-production of access improvements with local stakeholders, these areas of nature conservation will be further enhanced in the interest of equitable access and long-term management.

On the 10 & 11 May WSCT, The Friends of Wormwood Scrubs, RSPB and idverde delivered a 'nature day' celebration event. Over 100 participants engaged on a range of ecology focussed activities, with positive feedback recorded on the new designation and what this means for the protection of nature.

**Committee to note.**

## **7. MUGA re-surfacing programme at Old Oak Family Hub.**

A contractor has been selected to undertake these resurfacing improvements. On detailed inspection with the contractor, vegetation of the outer edges of the court have affected the uniformity of the surface. An additional layer of rubber crumb will be laid around the perimeter, before installing the new carpet and spraying the required lines. The carpet has been ordered from the EU, with anticipated delivery by the final week of July. The works will take approximately 2 weeks, which will occur during the summer holidays. Barring any logistical problems, this work should be complete by the second week of September.

**Committee to note.**

## **8. Community safety report**

### **Wormwood Scrubs updates**

Date	<b>4th June 2025</b>
Classification	<b>Information</b>
Title of report	<b>Service update</b>
Report of	<b>Law Enforcement Team</b>
Decision /Decision maker	<b>No</b>
Report author(s)	<b>Alfie Kerrigan &amp; Claire Willis</b>

**Law Enforcement Team Officers for your area: –**

**Alfie Kerrigan Senior Law Enforcement Officer, Claire Willis Senior Law Enforcement Officer, Magdalena Niedzwiedz Law Enforcement Officer, College Park & Old Oak ward, Raul Islas 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: 28<sup>th</sup> February 2025 – 30<sup>th</sup> May 2025**

<b>Issue</b>	<b>No</b>	<b>Comments</b>
<b>Weapon sweeps conducted</b>	<b>15</b>	<b>No weapons found.</b>
<b>ASB patrols</b>	<b>68</b>	<b>Conducted to tackle reports of ASB from residents.</b>
<b>Dog Issue/ PSPO awareness</b>	<b>19</b>	<b>Engagement with residents led to several cases of compliance.</b>
<b>Engagements</b>	<b>43</b>	<b>Engagements with members of the public/ persons using WWS.</b>
<b>Dogs PSPO Enforcement</b>	<b>8</b>	<p><b>During one incident a LET officer came across a dog walker with 6 dogs. The individual became very aggressive and threatened physical violence. Police called and FPN issued.</b></p> <p><b>1 x Community Protection Warning issued in May to a known dog walking company.</b></p>
<b>Fly tip/ waste</b>		<b>No reports of Fly tipping.</b>
<b>High Visibility Patrols</b>	<b>175</b>	<b>Average of 2 patrols a day at least to tackle issues in WWS.</b>
<b>Illegal encampment</b>	<b>2</b>	<b>Encampment found. Removed by parks Contractors.</b>
<b>Abandoned Vehicle</b>		<b>None reported or witnessed by LET.</b>
<b>locking duties</b>		<b>Daily locking duties continue unless the team are extracted to conduct other urgent duties across the borough.</b>
<b>TOTAL</b>	<b>330</b>	

In addition, and since the previous WWS report, a Community Protection Warning has been served and issued in May 2025 to another known dog walking company who are actively carrying out business on Wormwood Scrubs.

The issuing of dog related PSPO violations including Fixed Penalty Notices vary accordingly and are subject to various factors. LET endeavour to enforce accordingly towards any breaches observed or reported.

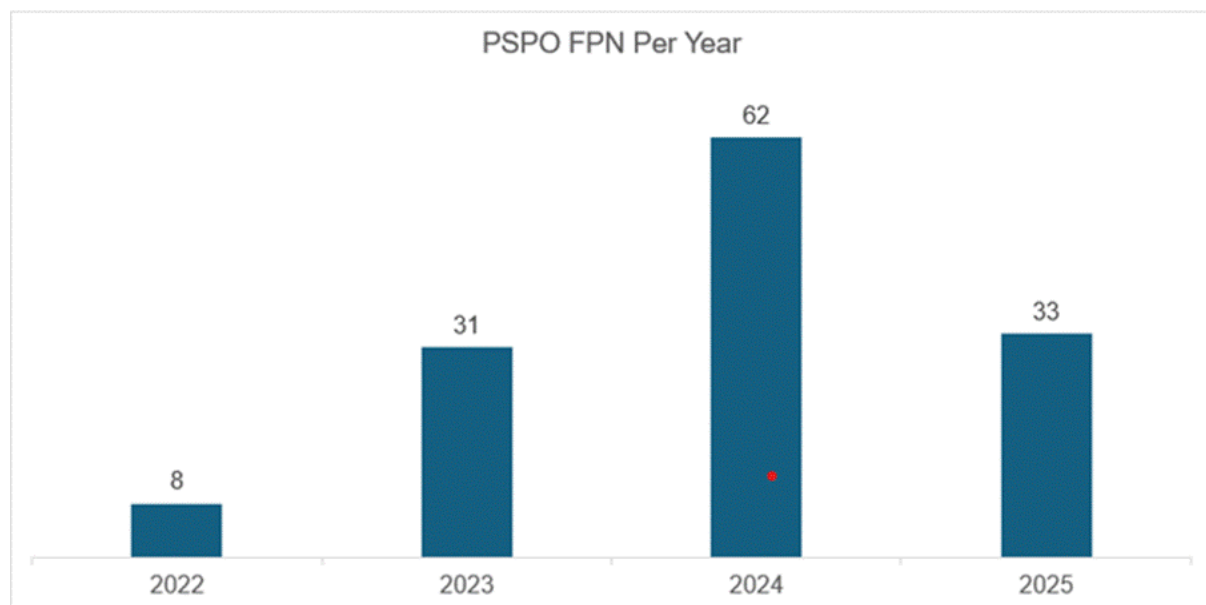
High visibility foot patrols are conducted at different times of the day; however, we aim to focus on specific and targeted approaches to patrols at time frames when anti-social behaviour and PSPO breaches are most likely to occur.

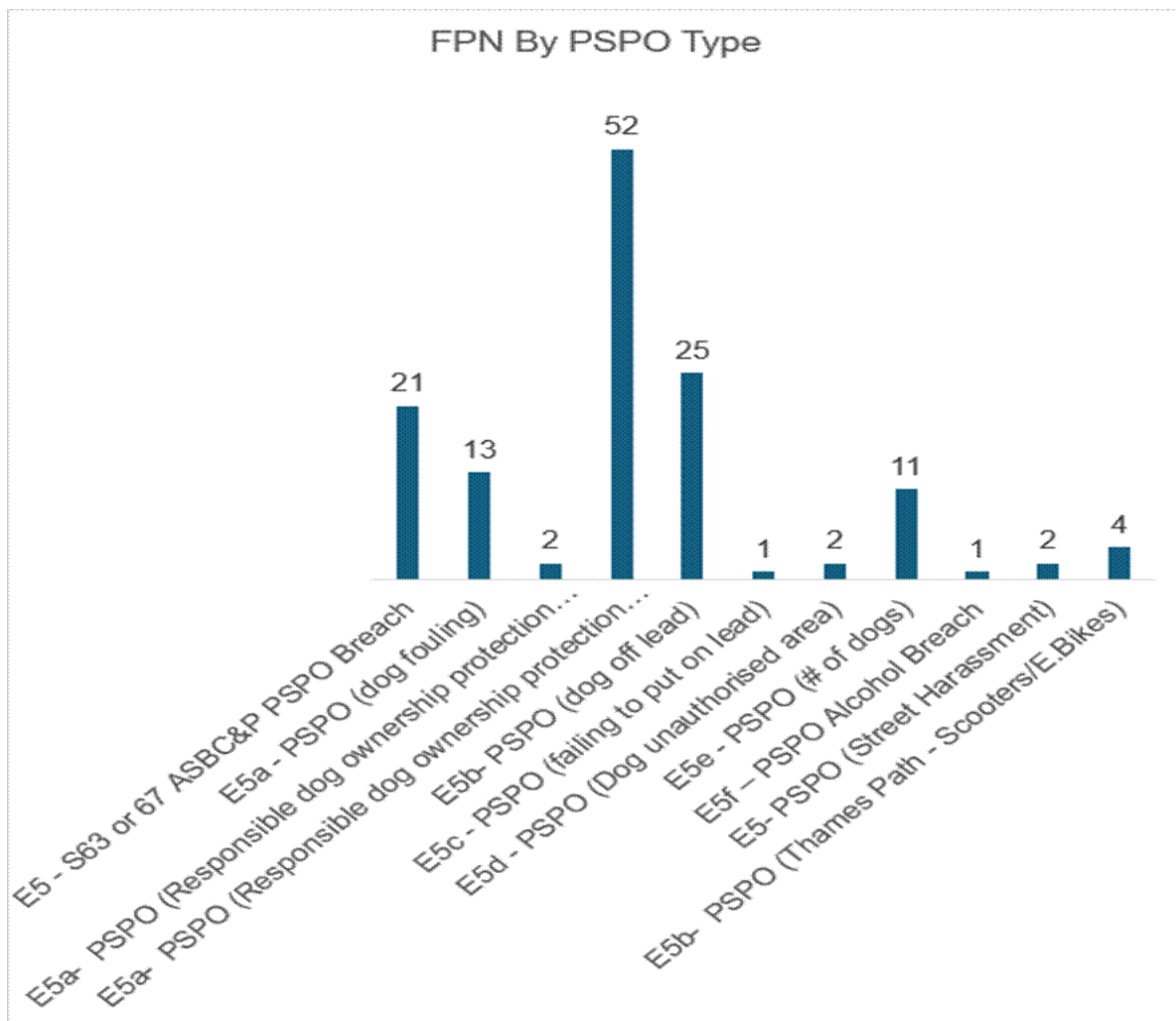
Dangerous vehicle & motorcycle usage and other related elements of crime & ASB such as threats or violence and dangerous dog issues which are experienced or witnessed on WWS are to be reported directly to the Police on 999 in the event of an emergency and 101 in a non-emergency situation. These issues can also be followed up and sent to [LET.HF@lbhf.gov.uk](mailto:LET.HF@lbhf.gov.uk) keeping us updated and informed.

All reports, issues and concerns are to be sent directly to [LET.HF@lbhf.gov.uk](mailto:LET.HF@lbhf.gov.uk)

WWS remains one of the most patrolled sites across the borough and staff spend more time here than any other park or open space.

#### **PSPO ENFORCEMENT 'FIXED PENALTY NOTICES' ACROSS THE BOROUGH**





### **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](mailto:oldoakcollegepark_northwards@lbhf.gov.uk) and the team seniors: [Claire.Willis@lbhf.gov.uk](mailto:Claire.Willis@lbhf.gov.uk) / [Alfie.Kerrigan@lbhf.gov.uk](mailto:Alfie.Kerrigan@lbhf.gov.uk)

To contact the LET, via telephone please call **020 8753 1100** (option 3 then option 1) and via [LET.HF@lbhf.gov.uk](mailto:LET.HF@lbhf.gov.uk)

When you contact us, your enquiry is logged and allocated to a ward officer. The 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](mailto:oldoakcollegepark_northwards@lbhf.gov.uk)

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



## 9. WSCT financial performance and comparison to year end

### Financial Outturn 2024/25

The financial outturn for Wormwood Scrubs Charitable Trust (“the Trust”) for 2024/25 is summarised below (subject to Audit) and is detailed in Annexe 1.

Activity	Outturn 2020/21	Outturn 2021/22	Outturn 2022/23	Outturn 2023/24	Budget 2024/25	Outturn 2024/25 (Q4)	Variance 2024/25 (Q4)	Comparison to 2023/24 Outturn		Comments	Last Reported March	Movement
				£	£	£	£	Budget	Forecast		£	£
Pay and Display Meters & Cashless Parking	(212,757)	(312,739)	(301,509)	(385,986)	(360,000)	(420,544)	(60,544)	7%	-9%	Pay & Display and cashless parking income budget is set at the conservative rate of £360,000 per annum. This is £25,986 less than the 2023/24 outturn. Favourable variance relates to actuals in each month April 2024 to January 2025 exceeding the 2023/24 equivalent income.	(418,957)	(1,587)
Hammersmith Hospital Car Park Licence	(353,547)	(362,467)	(391,983)	(438,757)	(460,705)	(462,327)	(1,622)	-5%	-5%	Actual income was £114,603.37 per quarter (Q1-Q3 in line with 2023/24 signed agreements) plus Q4 forecast of £118,516.50 (2024/25 agreement)	(460,706)	(1,621)
Other income from activities for generating funds	(341,411)	(394,099)	(389,797)	(464,662)	(395,998)	(517,945)	(121,947)	15%	-11%	Actual income from Kensington Aldridge Academy (KAA) (£364,497); Pony Centre (£13,500); UKPN rent (£3,446); Filming income (£8,777); and investment income (£127,715 - (bank interest £126,633 plus £1,092 rental income)). Favourable forecast is due to increased bank interest (£111,633), KAA (£8,347) and filming income (£1,967).	(464,198)	(53,747)
Grant Income	0	0	(173,572)	(14,255)	0	0	0			No approved grants	0	0
<b>Total Income and endowments</b>	<b>(907,715)</b>	<b>(1,069,304)</b>	<b>(1,256,862)</b>	<b>(1,303,659)</b>	<b>(1,216,703)</b>	<b>(1,400,816)</b>	<b>(184,113)</b>	<b>7%</b>	<b>-7%</b>		<b>(1,343,861)</b>	<b>(56,955)</b>
Grounds Maintenance	779,370	739,794	411,757	476,806	445,762	482,846	37,084	-7%	1%	Forecasted spend is Planned Grounds Maintenance cost (£353,471.40), Non Routine maintenance (£116,153), plus share of governance costs (£13,221.54)	435,580	47,266
Contribution to Linford Christie Stadium (LCS)	63,963	170,210	64,258	65,657	64,867	64,774	(94)	-1%	-1%	Forecast is fixed annual contribution of £63,000 plus £1,773.67 share of governance costs.	65,110	(337)
Other Expenditure	15,398	66,709	310,969	24,388	705,302	76,464	(628,838)	2792%	214%	Kensington Dragons contribution (£47,000); Scrubs school (£11,370); materials & equipment (£6,047.2); mapping software (£3,994); Asbestos removal (£2,485); Ecological survey (1,570); fees and publicity (£881.95); donation to Friends group (Dog Show - £672); electricity (£350), plus governance costs (£2,093.77).	101,141	(24,677)
Trust Manager - Strategic Governance Review implementation	0	0	43,052	61,461	70,000	63,132	(6,868)	100%	100%	Costs associated with Wormwood Trust Charitable Trust Manager	63,000	132
<b>Total Expenditure</b>	<b>858,731</b>	<b>976,713</b>	<b>830,036</b>	<b>628,312</b>	<b>1,285,931</b>	<b>687,215</b>	<b>(598,716)</b>	<b>105%</b>	<b>9%</b>		<b>664,832</b>	<b>22,383</b>
<b>Net (income)/expenditure</b>	<b>(48,984)</b>	<b>(92,591)</b>	<b>(426,825)</b>	<b>(675,347)</b>	<b>69,228</b>	<b>(713,601)</b>	<b>(782,829)</b>	<b>110%</b>	<b>-6%</b>		<b>(679,029)</b>	<b>(34,572)</b>

The 2024/25 outturn provides a significant surplus of £713,600.88 (subject to audit), which is £34,572 better than last forecasted (£679,029 surplus per the March 2025 report). This outturn is £782,829 better than the 2024/25 budget. The overall surplus was largely due to reduced project costs (other expenditure), increased parking income and higher bank interest.

The Trust’s audited opening unrestricted income funds balance for 2024/25 was £2,133,141. Subject to audit, this 2024/25 outturn means that £2,846,742 general unrestricted income funds will be carried forward to 2025/26. The Trust’s closing charity funds for 2024/25 are, therefore, estimated at £7,846,743 when £5,000,001 fixed asset funds are added.

## Trust Funds

Given the 2024/25 outturn total Trust funds are estimated to change as shown below.

Balance Sheet at End of Year							
	Outturn 2018/19	Outturn 2019/20	Outturn 2020/21	Outturn 2021/22	Outturn 2022/23	Outturn 2023/24	unaudited Outturn 2024/25
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Cash at bank	753,688	630,800	684,358	929,464	1,219,039	1,898,222	2,846,742
Creditors	(11,500)	(52,131)	(46,258)	(73,531)	(33,353)	(36,059)	0
Debtors	0	310,723	300,277	175,035	272,108	270,978	0
<b>Net Assets</b>	<b>5,742,189</b>	<b>5,889,393</b>	<b>5,938,378</b>	<b>6,030,970</b>	<b>6,457,795</b>	<b>7,133,142</b>	<b>7,846,743</b>
<b>Fixed Assets 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>5,000,001</b>
<b>Unrestricted Income Funds</b>	<b>742,188</b>	<b>889,392</b>	<b>938,377</b>	<b>1,030,969</b>	<b>1,457,794</b>	<b>2,133,141</b>	<b>2,846,742</b>
<b>Total Charity Funds</b>	<b>5,742,189</b>	<b>5,889,393</b>	<b>5,938,378</b>	<b>6,030,970</b>	<b>6,457,795</b>	<b>7,133,142</b>	<b>7,846,743</b>

## Committee to note.

## Financial Forecast 2025/26

The financial forecast for Wormwood Scrubs Charitable Trust ("the Trust") for 2025/26 is summarised below and is detailed in Annexe 1. Financial transactions for the 2025/26 financial year to date are set out in Annexe 2.

Activity	Outturn 2021/22	Outturn 2022/23	Outturn 2023/24	Outturn 2024/25	Budget 2025/26	Forecast 2025/26 (Q1)	Variance 2025/26 (Q1)	Comparison to 2024/25 Outturn		Comments
				£	£	£	£	Budget	Forecast	
Pay and Display Meters & Cashless Parking	(312,739)	(301,509)	(385,986)	(420,544)	(400,000)	(405,124)	(5,124)	5%	4%	Pay & Display and cashless parking income budget is set at the conservative rate of £400,000 per annum (£33,333 per month). This is £14,014 more than the 2023/24 outturn and £20,544 less than the 2024/25 outturn. Favourable variance relates to actual income in April and May exceeding the monthly budget. This income is below the 2024/25 equivalents by £1,428
Hammersmith Hospital Car Park Licence	(362,467)	(391,983)	(438,757)	(462,327)	(469,920)	(477,621)	(7,702)	-2%	-3%	Forecast is £118,516.50 per quarter (Q1-Q3 in line with signed agreements) plus Q4 forecast of £122,072
Other income from activities for generating funds	(394,099)	(389,797)	(464,662)	(517,945)	(471,121)	(472,922)	(1,801)	9%	9%	Forecast is income from Kensington Aldridge Academy (KAA - (£366,176)); Pony Centre (£13,500); UKPN rent (£3,446); Filming income (£9,000); investment income (£80,000); UKPN rental income (£3,446); and events (£800). Favourable forecast is net of increased KAA income (£2,893) less lost income from vacated park lodge (1,092).
Grant Income	0	(173,572)	(14,255)	0	0	0	0			No approved grants at Q4
<b>Total Income and endowments</b>	<b>(1,069,304)</b>	<b>(1,256,862)</b>	<b>(1,303,659)</b>	<b>(1,400,816)</b>	<b>(1,341,041)</b>	<b>(1,355,667)</b>	<b>(14,627)</b>	<b>4%</b>	<b>3%</b>	
Grounds Maintenance	739,794	411,757	476,806	482,846	477,494	477,494	(0)	-1%	-1%	Forecasted as budgeted: Planned Grounds Maintenance cost (£369,788), Non Routine maintenance (£100,000), plus share of governance costs (£7,706)
Contribution to Linford Christie Stadium (LCS)	170,210	64,258	65,657	64,774	64,033	64,033	0	-1%	-1%	Forecasted as budgeted: Fixed annual contribution of £63,000 plus £1,033 share of governance costs.
Other Expenditure	66,709	310,969	24,388	76,464	1,131,460	1,131,460	0	1380%	1380%	Forecasted as budgeted: LCS Athletics infrastructure improvements (£250,000); Kensington Dragons contribution (£202,500); LCS cafe (£150,000); Play Area (£150,000); Car park (£65,000) and MUGA (£40,000) improvements; Access and CCTV improvement (£115,000); Scrubs school, nature, art and communication activities (£35,000); Depot contribution and lodge options (£70,000); fencing and licencing (£30,000); mapping software (£5,700); plus governance costs (£18,260).
Trust Manager - Strategic Governance Review implementation	0	43,052	61,461	63,132	70,000	70,000	0	100%	100%	Costs associated with Wormwood Trust Charitable Trust Manager
<b>Total Expenditure</b>	<b>976,713</b>	<b>830,036</b>	<b>628,312</b>	<b>687,215</b>	<b>1,742,988</b>	<b>1,742,988</b>	<b>(0)</b>	<b>154%</b>	<b>154%</b>	
<b>Net (income)/expenditure</b>	<b>(92,591)</b>	<b>(426,825)</b>	<b>(675,347)</b>	<b>(713,601)</b>	<b>401,947</b>	<b>387,321</b>	<b>(14,627)</b>	<b>156%</b>	<b>154%</b>	

The 2025/26 budget was agreed with an anticipated net expenditure outturn of £401,947. The current forecast (at quarter 1 (Q1)) is a net expenditure outturn of £387,321; a favourable income movement of £14,627.

#### Income Forecast 2025/26 (Q1)

The 2025/26 income forecast is £1,355,667. This is £14,627 more than budgeted (£1,341,041).

Forecasted pay & display and cashless parking income (P&D) was budgeted at £400,000 (£33,333 monthly). The Q1 forecast is £405,124. This is £5,124 higher than budget but £15,420 less than the 2024/25 P&D outturn because 2025/26 year-to-date income (£71,791) is £1,428 less than the 2024/25 equivalent (£73,218). Also 5 months of 2024/25 actuals were either below or around the £33,333 monthly target.

Hammersmith Hospital Car Park income is forecasted at £477,621. This is £7,702 and £15,294 more than the 2025/26 budget and 2024/25 outturn, respectively. Quarterly income for quarters 1 to 3 is fixed at £118,516.50. Quarter 4 income is forecasted at £122,072 based on an estimated increase in Retail Price Index (RPI).

Other income is forecasted at £472,922, which is £1,801 above budget. This includes:

- annual rental income payable by KAA for the temporary site (£366,176). This is £2,893 more than budgeted.
- estimated investment income from the bank balance (£80,000). The budgeted income from the park lodge (£1,092) will not be achieved as the tenant has vacated.
- Pony Centre income (£13,500)
- filming and events income from ad hoc filming assignments and events (£9,800).
- annual rental income payable by UKPN for occupation of the Scrubs land for the electric vehicle charging points (£3446 - the agreement ends on 24<sup>th</sup> March 2026; renewal/termination needs to be considered soon).

#### Expenditure Forecast 2025/2026 (Q1)

At Q1 the expenditure forecast agrees with the 2025/26 budget (£1,742,988, i.e. £1,715,988 direct costs + £27,000 governance costs).

Governance Cost – These are variable and comprise of Audit, Legal and Finance support to the Trust. The Q1 governance costs forecast is £27,000, as budgeted. Apportioned by value to cost categories, the governance cost allocations are forecasted as follows:

2025/26 Q1 Forecast (6th June 2025)	Budgeted Direct	Forecasted Direct	Governance costs	Total
	£	£	£	£
Grounds Maintenance (contract)	369,788	369,788	6,066	375,854
Contribution to Linford Chrstie Stadium	63,000	63,000	1,033	64,033
Non Routine Maintenance	100,000	100,000	1,640	101,640
Other exepnditure	1,113,200	1,113,200	18,260	1,131,460
Strategic Governance Review implementation	70,000	70,000	-	70,000
<b>Total</b>	<b>1,715,988</b>	<b>1,715,988</b>	<b>27,000</b>	<b>1,742,988</b>

*Grounds Maintenance (GM) forecast (£477,494)* – Includes both planned routine maintenance (£369,788), non-routine maintenance (£100,000), and £7,706 apportioned governance costs.

Contribution to Linford Christie Stadium forecast (£64,033) – Governance costs, totalling £1,033 have been apportioned to this fixed cost of £63,000.

Other expenditure forecast (£1,131,460 (£1,113,200 plus £18,260 governance costs) – This includes a range of projects and investment:

- Linford Christie Stadium projects (£602,500) – Athletics infrastructure improvements (£250,000); Kensington Dragons contribution (£202,500), and café (£150,000).
- Recreation (£238,300) – Play area improvements (£198,000) and multi-use games area (MUGA) resurfacing (£40,000).
- Access and CCTV (£125,000) – Access improvements (£100,000), CCTV on access road (£15,000) and Dog exercise area (£10,000).
- Buildings and boundaries (£90,000) – Depot maintenance (£50,000), Park lodge options appraisal (£20,000) and Wooden fencing safety improvements (£20,000).
- Arts, communication and ecology (£35,000) – Scrubs school (outdoor learning), guided nature walks, art programme and WSCT communication.
- Hammersmith car park improvements (£10,000).
- Licences and administration (£12,400).

## Trust Funds

Subject to 2024/25 audit, opening 2025/26 general unrestricted income funds are projected at £2,846,742. Given the current 2025/26 net expenditure forecast total Charity Trust funds are estimated to reduce by £387,321 to £7,459,422 as shown below.

Balance Sheet at End of Year							
	Outturn 2019/20	Outturn 2020/21	Outturn 2021/22	Outturn 2022/23	Outturn 2023/24	unaudited Outturn 2024/25	Forecasted Outturn 2025/26
Tangible Assets	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
Cash at bank	630,800	684,358	929,464	1,219,039	1,898,222	2,846,742	2,459,421
Creditors	(52,131)	(46,258)	(73,531)	(33,353)	(36,059)	0	
Debtors	310,723	300,277	175,035	272,108	270,978	0	
<b>Net Assets</b>	<b>5,889,393</b>	<b>5,938,378</b>	<b>6,030,970</b>	<b>6,457,795</b>	<b>7,133,142</b>	<b>7,846,743</b>	<b>7,459,422</b>
<b>Fixed Assets funds</b>	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001	5,000,001
<b>Unrestricted Income Funds</b>	889,392	938,377	1,030,969	1,457,794	2,133,141	2,846,742	2,459,421
<b>Total Charity Funds</b>	<b>5,889,393</b>	<b>5,938,378</b>	<b>6,030,970</b>	<b>6,457,795</b>	<b>7,133,142</b>	<b>7,846,743</b>	<b>7,459,422</b>

**Committee to note.**

WORMWOOD SCRUBS CHARITABLE TRUST			
STATEMENT OF ACCOUNTS 2025/26 - Unaudited			
Wormwood Scrubs Charitable Trust			
Statement of Financial Activities for Year ended 31 March 2025			
Income and Expenditure	2025/26 Forecast	2024/25 Outturn	Notes
	£	£	
<b>Income and endowments from:</b>			
Donations and legacies			
<b>Income from Charitable activities:</b>			
Pay and Display Parking Meters	(405,124)	(420,544)	Parking income is recovering and is at its highest level
Hammersmith Hospital Car Park Licence	(477,621)	(462,327)	Contracted lease payments are expected to increase by inflation (RPI)
Other trading activities	(392,922)	(390,221)	Includes income from the KAA, UKPN charging points, Pony Centre and filming income.
Income from Investments	(80,000)	(127,725)	Interest on cash balances and 2024/25 rental income from the park lodge
Income from donations and grants	0		HS2 Ltd and GLA grant funding
<b>Total Income and endowments</b>	<b>(1,355,667)</b>	<b>(1,400,816)</b>	
<b>Expenditure on:</b>			
Raising funds	0	0	
<b>Charitable activities:</b>			
Contribution to Linford Christie Stadium	64,033	64,774	Contribution to Linford Christie Stadium plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	101,640	119,423	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrubs	375,854	363,423	Grounds Maintenance contracted spend plus proportion of governance costs.
Other expenditure	1,131,460	76,464	Projects and major works
Direct Staff	70,000	63,132	Strategic governance review implementation
Charitable expenditure	0	0	HS2 Ltd
<b>Total Expenditure</b>	<b>1,742,988</b>	<b>687,214</b>	
Net gains/(losses) on investments			
<b>Net (income)/expenditure</b>	<b>387,321</b>	<b>(713,601)</b>	
<b>Reconciliation of Funds</b>			
Total funds brought forward	(7,846,741)	(7,133,141)	
<b>Total funds carried forward</b>	<b>(7,459,421)</b>	<b>(7,846,741)</b>	
All income is unrestricted.			

## Annexe 2

Wormwood Scrubs Charitable Trust Transactions (1st April 2025 to 6th June 2025)		
Activity	Comments	(28,424.54) Amount £
Direct Costs staff related	Wormwood Scrubs Manager Direct Costs	4,642.50
Direct Costs staff related	Wormwood Scrubs Manager Direct Costs	4,642.50
Direct Costs staff related	Wormwood Scrubs Manager Direct Costs	633.82
Direct Costs staff related	Wormwood Scrubs Manager Direct Costs	633.82
Non Routine Maintenance of Wormwood Scrubs	TREE ROOT BARRIERS - LCS	2,976.00
Non Routine Maintenance of Wormwood Scrubs	TREE PLANTING - PAYMENT OF OUTSTANDING	(441.00)
Non Routine Maintenance of Wormwood Scrubs	DIG OUT AND REPLACE DAMAGED YELLOW BAR	879.00
Non Routine Maintenance of Wormwood Scrubs	PARKS GULLY CLEANSING - WORMWOOD SCRUBS	1,600.00
Routine Grounds Maintenance of Wormwood Scrubs	GM INFLATION - WSCT (Q1 24/25)	2,498.23
Routine Grounds Maintenance of Wormwood Scrubs	LOT3 INFLATION FEB & MAR'25	4,487.92
Routine Grounds Maintenance of Wormwood Scrubs	LOT3 INFLATION UP TO 31JAN'25	21,717.05
Routine Grounds Maintenance of Wormwood Scrubs	ACCRUAL 2024/25 WSCT03 GM INFLATION APR 24-JAN 25	(16,650.43)
Routine Grounds Maintenance of Wormwood Scrubs	ACCRUAL 2024/25 WSCT03 GM INFLATION FEB-MAR 25 CRE	(4,487.92)
Routine Grounds Maintenance of Wormwood Scrubs	ACCRUAL 2024/25 WSCT03 GM INFLATION TO 31/01/23 CR	(1,665.68)
Routine Grounds Maintenance of Wormwood Scrubs	ACCRUAL 2024/25 WSCT03 GM INFLATION TO 31/03/24 CR	(3,400.94)
Non Routine Maintenance of Wormwood Scrubs	WORMWOOD SCRUBS- GYM BIKE. REPLACE SPEED	310.50
Non Routine Maintenance of Wormwood Scrubs	5 TONNES OF TOP SOIL FOR WORMWOOD SCRUBS	935.00
Non Routine Maintenance of Wormwood Scrubs	IDV01173- GREEN FLAG PLANTING FOR	723.00
Other Expenditure	ACCRUAL 2024/25 WSCT01 ARTILLERY LANE RESURFACING	(53,037.61)
Other Expenditure	X10 METAL 'NO BBQ SIGNS' - WORMWOOD	736.85
Other Expenditure	X10 ACCESS CARDS AND PROGRAMMING - WWS	649.50
Other Expenditure	2ND PAYMENT - BRAYBROOK PLAYAREA	8,846.32
Other Expenditure	DELIVERY OF STALL AND ACTIVITY FOR WWS	300.00
Other Expenditure	WSCT/SV - BMX COACHING SESSION 24/05/2025	360.00
Other Expenditure	WORMWOOD SCRUBS CIRCULATION ROUTES PLAN	4,845.00
Other Expenditure	2ND GRANT FUNDING PAYMENT RELATING TO	53,000.00
Other Expenditure	3RD GRANT FUNDING PAYMENT RELATING TO	50,000.00
Other Expenditure	ARTILLERY LANE RESURFACING ON BEHALF OF	53,037.61
Governance Costs - Audit	WSCT 2024-25 ACCOUNTS AUDIT FEE	(11,700.00)
Other trading activities	WORMWOOD SCRUBS PARKING INC APRIL 2025 VAT	(33,793.17)
Other trading activities	0MFIN06858-	(800.00)
Other trading activities	CHARING CROSS HOSPITAL CAR PARK PERIOD: 25/03/2025 TO 24/06/2025	(118,516.50)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: APRIL 2025	(30,648.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: MAY 2025	(30,648.00)
Other trading activities	KENSINGTON ALDRIDGE ACADEMY RENT: JUNE 2025	(30,648.00)
Other trading activities	ACCRUAL-WSCT02- RENTAL INCOME 2025-26 (PONY CENTRE	(3,375.00)
Trust normal transactions		(121,357.63)
Direct Costs staff related	Wormwood Scrubs Development Manager direct costs	4,389.50
Direct Costs staff related	Wormwood Scrubs Development Manager direct costs	4,389.50
Direct Costs staff related	Wormwood Scrubs Development Manager direct costs	595.87
Direct Costs staff related	Wormwood Scrubs Development Manager direct costs	595.87
Direct Costs staff related	Wormwood Scrubs Development Manager direct costs	904.23
Direct Costs staff related	Wormwood Scrubs Development Manager direct costs	904.23
Governance Costs	Pick Everard - Financial work	2,000.00
Governance Costs	Pick Everard - Financial work	1,000.00
Governance Costs	ACCRUAL-WSCT05 BEVAN BRITTAN LLP 2021/22-HS2-DEBTO	1,344.00
Governance Costs	ACCRUAL-WSCT05 ENGINEERS COMPUND BOUNDARY 2020/21-	1,047.80
Governance Costs	ACCRUAL-WSCT05 LAMBERT SMITH HAMPTON 2021/22-HS2-D	14,999.00
Governance Costs	ACCRUAL-WSCT05 LAMBERT SMITH HAMPTON 2022/23-HS2-D	11,165.00
Governance Costs	ACCRUAL-WSCT05 LAMBERT SMITH HAMPTON 2024/25-HS2-D	11,635.67
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40002032 2020/21-HS2	6,033.60
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40002105 2021/22-HS2	10,939.60
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40002105 CPO-HS2-DEB	2,689.20
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40002105&2032 2022/2	2,037.74
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40004490 CPO-HS2-DEB	64.80
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40006228 AEM-HS2-DEB	7.20
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE NO. 40006527 MP-HS2-DEBT	7.20
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE-AA (SEWER) 2023-24-HS2-D	1,320.60
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE-AEM 2023-24-HS2-DEBTOR	1,330.00
Governance Costs	ACCRUAL-WSCT05 LEGAL FILE-CA (CPO) 2023-24-HS2-DEB	307.20
Governance Costs	ACCRUAL-WSCT05 NEIL CAMERON QC 2021/22-HS2-DEBTOR	9,225.00
Governance Costs	ACCRUAL-WSCT05-LEGAL FILE NO. 40002032 2021/22-HS2	4,752.00
Governance Costs	ACCRUAL-WSCT06-TELEPHONE RECHARGES RIA	(1.72)
Governance Costs	ACCRUAL-WSCT07-BBVS REIMBURSED LEGAL FEES SEWER -	(750.00)
HS2 transactions		92,933.09

## **Appendices**

1. Appendix A – [KAA2 Site decommission programme.](#)