


<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</b></p> <p><b>19 December 2018</b></p>	
<b>MANAGERS REPORT</b>	
<b>Report of the Director for Transport, Highways, Leisure and Parks and the Director for Finance and Resources, Residents' Services</b>	
<b>Open Report</b>	
<b>Classification:</b> For review and comment <b>Key Decision:</b> No	
<b>Wards Affected:</b> College Park and Old Oak	
<b>Accountable Director:</b> Mahmood Siddiqi, Director for Transport, Highways, Parks and Leisure	
<b>Report Author:</b> Mahmood Siddiqi, Director for Transport, Highways, Parks and Leisure	<b>Contact Details:</b> E-mail: mahmood.siddiqi@lbhf.gov.uk Telephone: 020 8753 3019

## **1. Executive Summary and Decisions Sought**

- 1.1 The Committee is asked to note all matters in this report.
- 1.2 The Committee is asked to note Appendix 1, a report on options for the Linford Christie Stadium Site..
- 1.3 The Committee is asked agree to complete a joint public consultation with the Council on the options for the Linford Christie Outdoors Sports Stadium for a period of 12 weeks, as set out in Appendix 1.

## **2. WORMWOOD SCRUBS DEVELOPMENT MANAGER UPDATE**

### **2.1 Alternative Ecological Mitigation (AEM) Proposals**

### **2.2 Appointment of AEM Consultant**

The procurement of consultants to manage the design of the AEM works has been launched. A questionnaire from prospective tenderers is due to be received 20<sup>th</sup> December. Following an evaluation of these bidders, 5-7

consultants will be invited to submit tenders with a planned appointment of consultants in early March 2019.

### 2.3 **Advance Works**

Advance works have been commissioned to facilitate the work of the AEM consultant including:

- Biodiversity Surveys: Following the recommendations of surveys in 2016 and 2017 further surveys were carried out this year by London Wildlife Trust (LWT) to inform the AEM proposals; An additional survey for birds and hedgehogs has been completed to complement those in 2017 which were not carried out in the optimum season and following the recommendations of the 2017 survey, a Phase 2 Vegetation and an invertebrate survey has now been completed in the meadow area.
- Japanese Knotweed Removal: Before any AEM proposals can be implemented on the embankment Japanese Knotweed needs to be removed. The first year's treatment has now been completed. The very dry summer may have impacted how effective the treatment was. An assessment will be made in the spring once it starts growing again to see if any changes need to be made to the proposed treatment.
- Woodland Management: The northern woodland of the Scrubs is a complex habitat with few survey records. A quote has been received for a tree survey to BS 5837 and we are waiting agreement from HS2 that they will fund these preliminary works. These works will enable the project to understand the type of information required by the AEM consultant to design the AEM works and identify any immediate Health and Safety concerns that should be addressed

### 2.4 **Stakeholders**

Ongoing engagement with stakeholders has addressed live issues and has helped to define and inform the AEM works

- Friends of Wormwood Scrubs: An enquiry to the Friends led to the discovery that UKPN had cleared vegetation within the Local Nature Reserve. UKPN have an easement over this part of the Scrubs but did not inform us that the works were planned. This was of concern as the area was known to be a valuable habitat for invertebrates. UKPN have agreed to provide mitigation proposals to reinstate this habitat and a management plan for its long-term care.
- Old Oak and Park Royal Development Corporation: A meeting was held with the OPDC and the Friends to familiarise the OPDC Chair with the site and discuss the concerns raised during the consultation for the OPDC Local plan.

OPDC have confirmed that they have £175,000 available from the Good Growth Fund. We have agreed that this is to be added to the AEM consultants brief to ensure compatibility of project works.

- Pony Centre: The WSCT requested that the flooding of the Pony Centre in Easter 2018 was investigated. It was due to the unexpected quantity of surface water runoff caused by a higher than average rainfall and impermeable ground conditions. In addition, the development of the KAA site had raised ground levels locally with the result that surface water could not run off site as it had done previously.

We have been working with Department for Education (DofE) and Highways to agree a solution. Idverde will start works in January to provide a continuous earth bund north of the access road to prevent flooding of the Pony Centre. To avoid excessive water collecting in Martin Bell's Wood, an area normally wet in winter conditions, an overflow will connect with the surface water drains of the KAA site. Highways have agreed to fund the connection with the balance of cost to the WSCT being £7-9,000.

## 2.5 Forest Schools

Forest Schools are an innovative approach to outdoor play and education where children use local woodlands on a regular basis to learn about the natural environment, how to handle risks, solve problems and co-operate with others. This use aligns with much of the H&F business Plan in particular; working with schools, helping children participate in sport, play and have access to parks.

- The Old Oak Primary School already use the Scrubs for forestry school type sessions but would benefit from improved access to woodland areas. They have few needs and use the area infrequently so a charge is thought inappropriate.
- A local resident is exploring the idea of a Forestry School at the Scrubs. This would need an occasional indoor space for wet weather, storage of equipment, pick up drop off arrangements and formalisation of use, restrictions and what charge would be appropriate.

Two potential areas are planned to benefit biodiversity and enrich the experience of general park users as well as providing benefits for organised groups of children.

- The Hammersmith Community Garden Association (HCGA) 'Get Out There' volunteers have cleared a path through the central copse, along a semi established route, and opened a clearing which could be used as an outdoor classroom. These actions will encourage an herb layer, increasing biodiversity.
- Idverde are planning a Volunteer activity, under their Corporate Social Responsibility (CSR) Programme, to open a route through the woodland planting immediately to the north of the large play area off Braybrook

Street. This area would probably be more attractive to the Old Oak school due to its proximity.

The long-term aspiration of the Biodiversity Commission for an Ecology Centre and Officer in one of the boroughs parks would support this type of outdoor learning initiative. If the committee supports initiative in principle we should explore the current potential for forest school use and report at a later date if required

For decision

## **2.6 Re-Routing Stamford Brook Sewer Legal Agreement**

Further surveys for the Stamford Brook Sewer realignment have taken place and HS2 continue to explore alternative options to re-route the sewer but do not yet have a final solution. If an alternative is not found a legal agreement is in place to provide method statements to protect the Scrubs habitats.

**Richard Gill**

## **3. PARKS MANAGER UPDATE**

### **3.1 General site update**

- Litter still remains the biggest challenge at the site and the on-site team are working hard to keep on top of this. We continue to monitor litter generated by sports teams and this has thrown up the issue that the worst offenders are not actually making bookings. Idverde are now monitoring this and have staff working weekends to follow this up.
- The concrete barriers that separate the Scrubs Lane car park and access road at Wormwood Mews will be replaced with lockable bollards, which are hopefully more aesthetically pleasing but also allow access when the temporary school is dismantled. This is being funded by the Department for Education (DofE). They are also covering the cost of replacing the wooden fencing along the access road.
- A number of repairs have taken place to the fencing around the car park at the hospital; this is primarily due to cars reversing into it. Officers continue to liaise with the hospital's property managers and they have paid for the most recent damage as it was obviously caused by someone using their car park

### **3.2 Options post March 2021**

- Officers were asked at the last meeting to outline the charitable trust's options when the Idverde contract comes to an end in March 2021. The possible options are:
  1. Be part of any future procurement exercise the council undertakes or arrangements it may consider

2. As above but perhaps only for general options (mowing, cleansing and sports pitch maintenance) and more specialist works (linked to HS2 project) are packaged separately or the trust has its own workforce to do this work
3. Seek to procure its own contract wholly separate from what the council does
4. Seek to employ its own workforce
5. Seek an extension to the existing contract should the council do so for the other elements

With options 1 and 2 it may be possible for the trust to test the market and include their elements only as provisional items and see what costs are before making a decision.

It is worth noting that the depot facilities at Wormwood Scrubs are pivotal and strategically important to the operation of the contract elements that operate on parks and housing.

**Ian Ross**

#### **4. Community Safety**

- 4.1 The Scrubs has been remarkably quiet during the last three months. Two dog related incidents of note included a husky dog that was entering the pony club enclosure and harassing the ponies and donkey. Despite ongoing observations we were unable to trace the owner or seize the dog, however no further reports have been made. A young dog sadly died after suffering a seizure whilst being walked. One FPN was issued for dog fouling.

<b>Month</b>	<b>Incidents</b>	<b>Patrols</b>	<b>/ Crimes</b>
September 2018	4	24	01
October 2018	5	29	NDA *
November 2018	4	22	NDA *

*\*No Data Available*

**Mike Rumble**

#### **5. UK Power Networks lease – Wormwood Scrubs**

- 5.1 All terms of the lease have been agreed with UK Power Networks, however there is an outstanding temporary works licence with terms to be approved. Legal Services drafted and sent the document to UKPN's solicitors in late September, but there have been unexplained delays in receiving comments

back despite numerous regular requests for a response from either party. We understand the solicitors are awaiting client instructions.

- 5.2 Approval of the Licence will facilitate completion of the lease and payment of all sums as per the Heads of Terms. We believe that UKPN's solicitors are in funds, so once the licence is approved, then the main lease completion should follow shortly afterwards.

**Henry Azariah**

## 6. Financial Forecast 2018/19

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

Activity	Outturn 2017/18	Budget 2018/19	Forecast 2018/19	Variance	Previously Reported	
					Comments	Last Reported
Pay and Display Parking Meters	(259,674)	(281,611)	(328,606)	(46,995)	The budget was based on the average income over the last 3 years. Income is expected to be higher than 2017/18 due to the introduction of cashless parking. Actual costs April to September 2018 are higher than forecasted	(306,168)
Hammersmith Hospital Car Park Licence	(324,619)	(336,109)	(336,109)	0	Current forecast: Quarterly contracted lease payments to increase 1.84% in Q4 (from £83,3642.58 to £85,181.60)	(336,109)
Other income from activities for generating funds	(488,002)	(171,958)	(329,456)	(157,498)	Current forecast assumptions: £294k KAA income (£200k increase due to licence extension); £13k 2017/18 KAA portacabin; £9k from UKPN EV charging points; £7k from Filming & Events (reduced to KAA occupation); and £3k investment income.	(329,456)
<b>Total Income and endowments</b>	<b>(1,072,295)</b>	<b>(789,678)</b>	<b>(994,171)</b>	<b>(204,492)</b>		<b>(971,733)</b>
Grounds Maintenance	706,909	712,344	720,938	8,595	Actual 2018/19 inflation is 1.63% (0.11 % less than budgeted inflation). The contract price is budgeted at £699,994; £20,944 forecasted governance costs have been added to this.	718,157
Contribution to Linford Christie Stadium	32,330	32,344	32,441	97	Includes £0.94k of governance costs, not credited to Linford Christie Stadium accounts.	32,316
Other Expenditure	35,093	25,637	34,409	8,771	Forecast increased due to non routine maintenance costs rising to £19,432 (including £565 governance costs) and legal fees associated with UKPN And KAA licence completions. Actual costs will depend on WSCT income and cost of work commissioned by Council officers.	34,409
<b>Total Expenditure</b>	<b>774,332</b>	<b>770,325</b>	<b>787,788</b>	<b>17,464</b>		<b>784,881</b>
<b>Net (income)/expenditure</b>	<b>(297,964)</b>	<b>(19,354)</b>	<b>(206,382)</b>	<b>(187,029)</b>		<b>(186,852)</b>

- 6.2 The budget for 2018/19 was set with an anticipated surplus of £19,354 to be added to the Trust's reserves. The current forecast for 2018/19 is for a surplus of £206,032, which is £187,028 better than budget.
- 6.3 The Trust's opening funds for 2018/19 is £5,515,244. The latest forecast anticipates this being increased to £5,721,626 and carried forward to 2019/20. This is £19,531 better than last forecasted; a £186,852 addition to reserves. These figures do not include proposed costs of approximately £9,000 for addressing litter and security issues.

### Income

- 6.4 Income from pay & display and cashless parking was budgeted at 2016/17 levels; which was higher than 2017/18. However, actual year to date income is higher than expected. Income in each month April to October has exceeded the 2017/18 equivalent by at least £8,000; this exceeds a 90% increase year-

to-date. This improves the budgeted income by £46,995; a £22,438 improvement compared to that reported at Quarter 2.

- 6.5 Hammersmith Hospital car park income has been estimated at £336,109, the same as Quarter 1.

**Other income from activities for generating income:**

- 6.6 A cautious assumption was made about the likely income from filming and events in 2018/19. This was budgeted at £55,778 assuming Kensington Aldridge Academy(KAA) occupation for six months only. However, the KAA licence renewal has a negative effect on forecasted income generated from filming and events. For example, parking of police vehicles during the Notting Hill Carnival was not possible this year, resulting in the loss of approximately £3,100 income. The forecasts, due to uncertainty, remains at £7,000 as reported at Quarter 2.
- 6.7 The KAA lease extension, to July 2019, generates income of £294,3552.
- 6.8 Annual rental from UKPN for occupation is £3,446 and from electrical vehicle charging points is £9,000. Profit sharing, although contractual, has not been included due to uncertainty.

**Expenditure**

- 6.9 Governance costs are currently estimated at £22,451; these include audit fees, legal fees and Finance support costs. These costs have been apportioned to the expenditure items based on value.
- 6.10 The cost of the grounds maintenance contract is £699,994; £20,944 of governance costs are forecasted to be added to this, totalling £720,938. The Retail Price Index (RPI) indices used to calculate the contractual uplift on the grounds maintenance contract were forecast to be 1.98% during budget setting. However, the actual uplift is 1.632% for 2018/19. This has decreased the grounds maintenance forecast by £1,441; £5,813 higher than assumed during budget setting. The change of £2,782 results from increased legal costs; not grounds maintenance.
- 6.11 Contributions to Linford Christie Stadium have been capped at £31,500. The small variance and change is due to apportionment of governance costs.
- 6.12 The £34,409 forecast for other expenditure includes non-routine maintenance, repairs estimated at £19,432, including governance costs. Legal fees associated with the licence completions for UKPN and KAA are also included.

**Christina Cato**

**Committee to Note**

## **7. Legal Comments**

7.1. There are no legal implications arising from this report.

### **LOCAL GOVERNMENT ACT 2000** **LIST OF BACKGROUND PAPERS USED IN PREPARING THIS REPORT**

<b>No.</b>	<b>Description of Background Papers</b>	<b>Name/Ext of holder of file/copy</b>	<b>Department/ Location</b>
1.	None		



## Current (Q3) Financial Forecast

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

<b>Wormwood Scrubs Charitable Trust</b>			
<b>Statement of Financial Activities for Year ended 31 March 2018</b>			
Income and Expenditure	2018/19 Forecast	2017/18 Actual	
	£	£	
<b>Income and endowments from:</b>			
Donations and legacies			
Income from Charitable activities:			
Pay and Display Parking Meters	(328,606)	(259,674)	Parking Income has grown April to October and exceeds the 2018/19 forecast by £47k
Hammersmith Hospital Car Park Licence	(336,109)	(324,619)	Contracted lease payments are forecasted to increase by 3.54% compared to 2017/18
Other trading activities	(325,772)	(485,376)	Includes income from the KAA and UKPN charging points. Backdated payments for UKPN is the reason why 2017/18 income is significantly higher.
Income from Investments	(3,684)	(2,626)	Forecast interest on cash balance and rental income from the park lodge.
Other Income		0	
<b>Total Income and endowments</b>	<b>(994,171)</b>	<b>(1,072,295)</b>	
<b>Expenditure on:</b>			
Raising funds	0	0	
Charitable activities:			
Contribution to Linford Christie Stadium	32,441	32,329	Contribution to Linford Christie Stadium plus proportion of governance costs.
Non Routine Maintenance of Wormwood Scrubs	19,432	3,267	Expenditure on non-routine grounds maintenance plus proportion of governance costs.
Routine Grounds Maintenance of Wormwood Scrubs	720,938	706,909	Grounds Maintenance contracted spend plus proportion of governance costs.
Other expenditure	14,977	31,826	Other expenditure plus a proportion of governance costs
<b>Total Expenditure</b>	<b>787,788</b>	<b>774,331</b>	
Net gains/(losses) on investments			
<b>Net (income)/expenditure</b>	<b>(206,382)</b>	<b>(297,964)</b>	
<b>Reconciliation of Funds</b>			
Total funds brought forward	(5,515,244)	(5,217,280)	
<b>Total funds carried forward</b>	<b>(5,721,626)</b>	<b>(5,515,244)</b>	

## 2018/2019 Transactions at Quarter 3

		201,952.36
Activity	Comments	Amount
Routine Grounds Maintenance	WSCT - Fixed Ground Maintenance 2018/19	699,994.61
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited T/A Drayton Fencing	180.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited T/A Drayton Fencing	1,520.00
Non Routine Maintenance of Wormwood Scrubs	Indigo Lodge Limited T/A Drayton Fencing	1,130.00
Governance costs	Reversal Accrual HCWSCT02 - WSCT 2017/2018 Audit Fees - Creditor Accrual	-9,900.00
Governance costs	KPMG	9,900.00
Governance costs	Savills UK Ltd	1,732.50
Governance costs	Savills UK Ltd	6.10
Governance costs	Legal Fees	85.00
Governance costs	Legal Fees	42.50
Governance costs	Legal Fees	25.50
Governance costs	Legal Fees	280.50
Governance costs	Legal Fees	85.00
Governance costs	Legal Fees	229.50
Governance costs	Legal Fees	221.00
Governance costs	Legal Fees	178.50
Governance costs	Legal Fees	161.50
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income April 2018	-14,297.42
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income April 2018 Correct	-28,550.20
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income May 2018	-31,657.13
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income April 2018 reverse	14,297.42
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income June 2018	-30,479.54
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income July 2018	-29,329.29
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income August 2018	-30,264.96
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income September 2018	-28,832.58
Pay & Display Parking Meters and pay by phone	Wormwood Scrubs Income October 2018	-31,373.92
Income from Investments	Park Lodge Rental Income	-273.00
Income from Investments	Park Lodge Rental Income	-273.00
Income from Investments	Park Lodge Rental Income	-273.00
Other trading activities	To be recharged	812.50
Other trading activities Accrual	Kensington Aldridge Academy Feb 2018	23,333.34
Other trading activities Accrual	Kensington Aldridge Academy March 2018	23,333.34
Other trading activities	Kensington Aldridge Academy Feb 2018	-23,333.34
Other trading activities	Kensington Aldridge Academy March 2018	-23,333.34
Other trading activities	Kensington Aldridge Academy April to July 2018	-119,354.82
Other trading activities	Kensington Aldridge Academy April to July 2018	119,354.82
Other trading activities	Kensington Aldridge Academy April to Aug 2018	23,333.34
Other trading activities	Kensington Aldridge Academy April to Aug 2018	23,333.34
Other trading activities	Kensington Aldridge Academy April to Aug 2018	23,333.34
Other trading activities	Kensington Aldridge Academy April to Aug 2018	-7,357.00
Other trading activities	Kensington Aldridge Academy April to Aug 2018	-189,354.84
Other trading activities	Kensington Aldridge Academy Sep to Nov 2018	-75,000.00
Other trading activities	Kensington Aldridge Academy Portakabin 2017/2018	-2,625.00
Other trading activities	Kensington Aldridge Academy Portakabin 2017/2018	-9,600.00
Other trading activities	Kensington Aldridge Academy Portakabin 2017/2018	-1,140.00
Other trading activities - Accrual	UKPN	69,420.00
Other trading activities - Accrual	UKPN	100,000.00
Other trading activities - Accrual	UKPN	3,158.83
Other trading activities	2018/19 Hospital Car Park Q1	-83,642.58
Other trading activities	2018/19 Hospital Car Park Q2	-83,642.58
Other trading activities	2018/19 Hospital Car Park Q3	-83,642.58