	London Borough of Hammersmith & Fulham WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE 3 SEPTEMBER 2014
MANAGER'S REPORT	
Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, ELRS	
Open Report	
Classification: For decision and for noting. Key Decision: No	
Wards Affected: College Park and Old Oak	
Accountable Executive Director: Lyn Carpenter, Executive Director for ELRS	
Report Authors: Mark Jones, Director for Finance and Resources David Page, Director for Safer Neighbourhoods	Contact Details: Tel: 020 8753 6700 E-mail: mark.jones@lbhf.gov.uk

1. Executive Summary and Decisions Sought

1.1. The Committee is asked to approve that:

- An allocation of £200,000 is made towards essential repairs to the car park surface and the car park fencing.
- Officers report back to this Committee the costs of complete resurfacing and essential repairs to the Hospital car park for the Committee to decide if it wishes to approve a further allocations of monies either this year or next from the retained accrued arrears

and to note all other matters in this report.

2. Transport for London, the Potential Impact of HS2 and the Mayoral Development Corporation

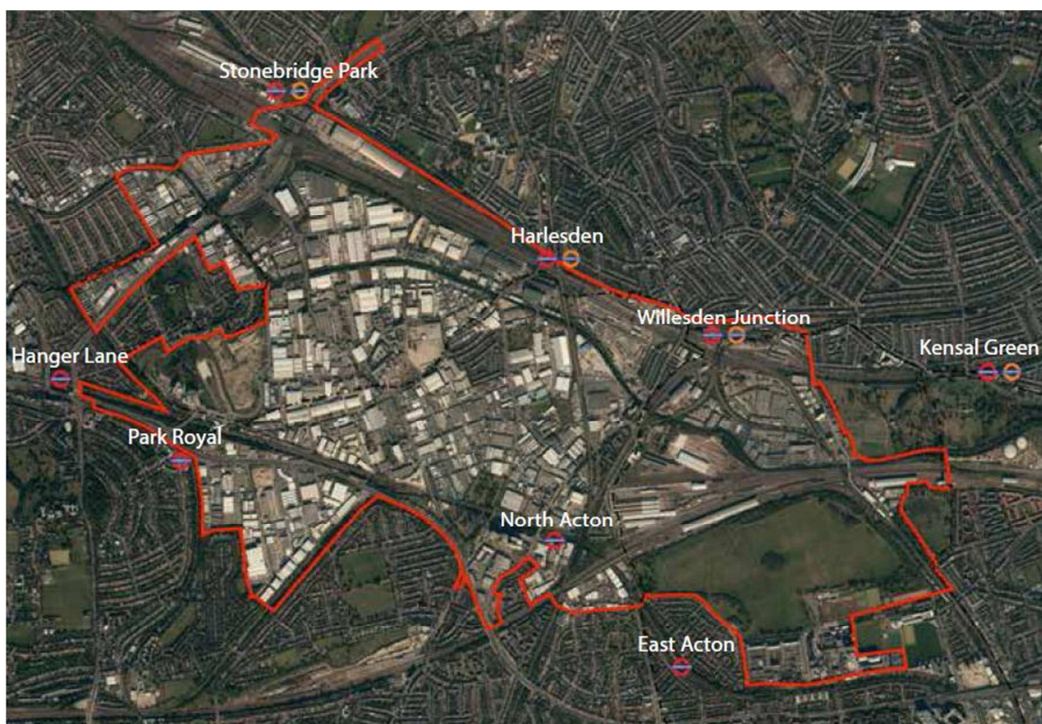
- ### 2.1. The HS2 Hybrid Bill was submitted to Parliament in November 2013. It includes proposals for a station at Old Oak Common to the north of Wormwood Scrubs which would connect the HS2 line to Crossrail and the Great Western Main Line. The station proposals would have a limited impact on Wormwood Scrubs. However, the HS2 proposals include works

to Wormwood Scrubs to offset for lost habitats along the HS2 route between Old Oak Common and Northholt.

- 2.2. The proposed works would result in a large swathe of the Scrubs being landscaped to produce a wetland habitat. The Trust met with HS2 Ltd and raised concerns about the impact that these proposals would have on the use of the Scrubs, which would result in a reduction in the amount of recreational space and potentially impact on access to the Scrubs, as the wetland habitat would be located close to the two car parks.
- 2.3. On 16th May, H&F Council lodged a petition against the HS2 Bill, which included an objection to the creation of this habitat. The Wormwood Scrubs Charitable Trust and Council has met with HS2 and suggested as an alternative that monies could be paid to the Trust to undertake works in agreement with HS2. A further meeting with HS2 is scheduled for September to discuss this matter further. This alternative would give the Wormwood Scrubs Charitable Trust greater control over how this offsetting is provided. From HS2's perspective, It would give any proposals greater democratic accountability, ensuring that local representatives who would be best placed to advise what improvements should be made to the Scrubs, are at the core of any proposals.
- 2.4. The Trust will continue to engage with HS2 Ltd and the Department for Transport on the wetland habitat proposals and any other issues relating to the Scrubs and continue to raise the profile of the Trust with HS2 and other central government departments. The Trust will also consider writing letters of support to the Council in relation to certain elements of the Council's petition on the HS2 Bill, particularly the wetland habitat creation.
- 2.5. The current HS2 proposals at Old Oak Common do not include any connection to either the North London Line or West London Line, which pass in close proximity to the planned Old Oak Common station. The Greater London Authority (GLA), TfL and H&F Council all believe that this lack of a connection is a missed opportunity, both in terms of regenerating Old Oak and also in terms of benefitting West London as a whole through the better connectivity that such a connection would provide for both the West and North London Lines.
- 2.6. TfL have been leading on investigating options for how this connection could be provided. They have assessed a number of options and have settled on three preferred options, which they plan to consult on in September 2014. These options are:
 - A) A **viaduct** running along the northern edge of the Scrubs, connecting the West London Line to the North London Line and included a station to the north of Wells House Road. This option would result in physical and visual encroachment onto the Scrubs and is not supported by either the Wormwood Scrubs Charitable Trust or H&F Council.

- B) A **loop line using existing freight lines** running to the north with a station to the north of Wells House Road. West London Line trains would have to turn around at this station, making this option less desirable in terms of connectivity. This option would need more platforms at Wells House Road which may result in the need to use Compulsory Purchase Orders (CPOs) to acquire land. Although this option does not have a negative impact on Wormwood Scrubs, because of the sub-optimal connectivity and CPO, this option is not supported by the Council or the Wormwood Scrubs Charitable Trust.
- C) **Two stations on the existing West and North London Lines** (The North London Line station at Wells House Road and the West London Line station at Hythe Road). This option may not be as good as Option A in terms of connectivity but it would not result in the CPO of any residential properties and would not result in any negative impacts on Wormwood Scrubs. This option may also have benefits in unlocking regeneration and development to the north of the canal. The Wormwood Scrubs Charitable Trust and H&F Council have both stated their preference for this option at meetings with TFL.

2.7. TfL are developing criteria against which each option will be assessed. They have committed to share these with the Trust as they are developed. Consultation on the options will run from 22nd September to 24th November and the consultation information will be made available on the 22nd September at <http://www.tfl.gov.uk/old-oak>.



2.8. The Mayor of London is currently consulting on a Mayoral Development Corporation (MDC) for the Old Oak and Park Royal area. The boundary of the proposed MDC includes Wormwood Scrubs. The Council's response

to the MDC can be found [here](#). The response objects to the inclusion of the Scrubs within the MDC boundary, stating:

“The Wormwood Scrubs Charitable Trust currently oversees the management and upkeep of the Scrubs. The relationship between the Trust and any MDC has not been clarified by the Mayor. This is particularly relevant to the situation where the MDC may be securing monies to make improvements to the Scrubs, but to which the Trust may have objections. The Trust also oversees the management of the Linford Christie stadium and the Council has its own aspirations and ambitions for how it can make the best use of this facility in future years. The Council would be concerned if it was incapable of undertaking these improvements because of a mismatched relationship between the Council, the Trust and the MDC.”

- 2.9. The Trust is considering responding separately to the Council on the MDC proposals, which would consist of an objection to the inclusion of the Scrubs within the MDC boundary. Consultation on the Mayor’s proposals for the MDC runs until 17:00 on Wednesday 24th September.

Committee to note.

3. Up and Coming Events

- 3.1. Officers have been in consultation with three event organisers. The first is for a music festival in early September.
- 3.2. The Good Times brand and Norman Jay have well documented history of inclusive music styles for discerning music lovers. Some of the music styles will be Soul, Funk, House, Hip Hop, R&B, Reggae, Latin, Jazz, Drum and Bass, dubstep, Disco, Electronica, etc. The event will encourage west Londoners (artists, business, and local community) to get involved with the event; Norman Jay wants to encourage participation leading up to, during and after. Norman would like to involve five charities which he has worked with namely Kids Company, UNICEF, and Sickle Cell Society, at this stage their involvement has not been confirmed. Norman will be partnering with the pony club as his fifth charity. This will not be an Urban Music event. The event will be open to families, children under 12 will enter free with only funfair rides being charged for (workshops and other activities will be free). There will be free tickets and job opportunities for the local residents. The sound systems will all close at 8.45pm on both nights. All visitors will be off site by 9.00pm on both nights.
- 3.3. The event will feature:
- Main open air arena with the Good Times double decker bus featuring Norman Jay and Guest DJs (mainly London based)
 - 2nd arena – closed tented structure
 - 3rd arena – closed tented structure

- A funfair for children as well as workshops to encourage learning and experience (all the senses)
- A market selling vintage clothes, records, art, antiques, farmers market etc..
- Local artist installations
- Local food stalls/street food
- Proposed event capacity 10,000 per day
- The Event would include a community hub

3.4. Proposed key steps and dates:

- Event launch date is on 28 May 2014 (online)
- Premises Licence Application date Monday 4th August 2014.
- The Council officers would engage local residents and stakeholders during the formal licensing consultation period.
- Safety Advisory Group (SAG) meeting early September
- Event set up from 7 September
- Main Event 13 and 14 September
- Breakdown by 17 September

3.5. Contract and Potential Income:

- If the event goes ahead there will be a one year contract only.
- After the event the Council will review the event and make decision about future years,
- Potential net income is £50k

3.6. The 'Race for Life' event will take place again during July 2014.

3.7. Use of Red Gra as marshalling space by Earls Court Olympia started in April 2014. It has been successful and no resident feedback received. The entry and egress of the lorries is timed and facilitated by marshals to minimise disruption. If the Red Gra is dusty then there is also a facility to dust down the area. As this has been successful it is hoped further bookings will be made in this financial year.

Committee to Note.

4. Sports Facilities

4.1. BMX Track at Wormwood Scrubs

A new BMX track has been built at Wormwood Scrubs adjacent to the Woodman Mews housing, completed on the 21st June 2014. The project led by LBHF and Access Sport has been wholly externally funded (by Sport England, London Mayor, Affinity Housing Trust) with no cost to the council.

A promotion event was held on the 24th May and signed up over 130 children to the newly formed resident club 'Hammersmith BMX Club'. The

first community coaching session was held on Saturday 21st June between 1pm and 3pm.



4.2. Linford Christie Outdoor Sports Centre Club House

Following London Nigerians RFC's departure, the Club room and kitchen at Linford Christie Outdoor Sports Centre is currently vacant.

As part of wider refurbishment project at the centre the community room, club room and kitchen have all undergone an extensive refurbishment, improving both the functionality, H&S and the aesthetics of associated areas (see attached photo).



These areas have been transformed from tired unusable areas into highly desirable rooms that offer centre users/clubs/teams an opportunity to offer

hospitality whilst also improving a club's ability to generate income via player and visitor secondary spend.

A number of key stakeholders (Fulham Irish, Thames Valley Harriers, Chiswick Hockey, Kensington Dragons) have all expressed an interest in getting involved with the club room. Some have made enquiries more recently and others have historically always been interested should an opportunity arise.

We believe the most obvious and suitable tenant for the club room is Chiswick Hockey (PHC) - <http://www.phcchiswick.com/>

4.3. Change for Life Parks

Change 4 Life Parks is the name for the summer programme that will encourage adults, children and families to increase their physical activity in the borough parks. Funded by Pro-Active West reserves the project will deliver a range of activities to encourage all members of the community to move more. All activities are free or low cost and will run from 14 July 31 August 2014.

Activities taking place at Wormwood Scrubs include Archery, Table Tennis Urban box Fitness, Outdoor gym (Instructor lead sessions), BMX and Parkrun.

4.4. Linford Christie Outdoor Sports Centre

Following a meeting with UK Athletics, the athletics track has been issued with a temporary track certificate that will last until the end of September 2014. Enabling essential repair works to be completed on the running track and throwing areas. Thus allowing a full renewal of the UKA 5 year Athletic track certificate.

4.5. Bus/Coach Access to the Linford Christie Outdoor Sports Centre

The majority of school use of LCOSC relies on the ability to drop and pick up children within the facility. Dropping pupils and students off at Wood Lane, or similar, would not work from a schools perspective and would ultimately result in schools looking for alternative venues for their PE lessons. The issue is the time it would add to their visit and the extra resource required to transport the schoolchildren safely from the main road to the centre. Drivers are periodically reminded to reduce their speed and be mindful of pedestrians as they enter and exit the facility.

4.6. Disability Sports Day

An annual Sports Day for disabled people is planned for Friday 15th August 2014. The event is being run in partnership with LBHF, Action on disability and Let Me Play. The event will run from 10.30am to 3pm and will involve various activities for participants to compete in or try for the first

time. Activities to include Dance, Archery, Tri-Golf, Goalball, football and athletics.

Committee to Note.

5. Update on the Hospital Car Park

- 5.1. Officers from the Council have had a meeting with the Imperial College Healthcare NHS Trust to review the current licence fee for the car parking spaces used by the Hammersmith Hospital for staff parking.
- 5.2. The existing licence fee of £226,000 per year is to be increased to £266,280 per annum (£840 per space) backdated to 25th December 2009, when the protracted negotiations originally commenced, and indexed annually from this date in accordance with RPI, with arrears payable in one sum.
- 5.3. On this basis, the licence fee as at 25th December 2014 will be in the region of £319,000 with arrears as at 29th September 2014 amounting to £300,214.
- 5.4. The surface of the car parking areas within the licence is in a poor state of repair. The parties are proposing to share the cost of repairs from 25th December 2014 on a 50:50 basis, subject to the Committee agreeing to allocate £200,000 of the licence fee as an initial contribution towards the costs of resurfacing and remarking and any essential repairs to the fencing. Under the new repairing arrangements the NHS Trust will be responsible for undertaking the repair works, subject to agreeing costs beforehand with the Committee. Initial estimates are being obtained by both parties and early indications are that the cost of a complete resurfacing, setting out and some repairs to fencing will be £495,000.

The Committee is asked to approve that:

- *An allocation of £200,000 is made towards essential repairs to the car park surface and the car park fencing.*
- *Officers report back to this Committee the costs of complete resurfacing and essential repairs to the Hospital car park for the Committee to decide if it wishes to approve a further allocations of monies either this year or next from the retained accrued arrears.*

6. Community Safety Update

- 6.1. Parks Police dealt with 33 Incidents and carried out 203 high-visibility uniform patrols during Quarter One.
- 6.2. Officers discovered a serious instance of fly-tipping adjacent to Scrubs Lane in which over fifteen skip loads of builders rubbish had been dumped in an area which had been leased to a utility company. After extensive

enquiries UK Power Networks agreed to remove the rubbish and have reinforced the site with concrete bollards which should prevent any further dumping. The total cost of the operation was £8K which has been picked up by UKPN. Council costs were minimal, however costs will be incurred in removing a refugee encampment which was found a 100 yards north of the dumping site.

- 6.3. The Woodmans Mews barrier has been converted to operate via a radio link from the Linford Christie Stadium, with a backup on parks police radios. This should assist in delivering a more effective control mechanism and lead to better access control. The Barrier has been assessed and is now subject to a quicker response maintenance contract, although other methods of access control are being looked at.
- 6.4. A consistent approach to unauthorised motor cycling has led to the confiscation of one stolen moped that was being used and the number of instances has considerably reduced.

Month	Incidents	Crimes	Patrols
April 2014	8	1	78
May 2014	9	3	66
June 2014	16	1	59

Committee to Note.

7. Grounds Maintenance update

- 7.1. The barrier on Scrubs Lane has now been repaired (the servicing and replacement of the hydraulic system) and put into a maintenance contract with an emergency call-out option should barrier fail again.
- 7.2. Review of site security remains ongoing and as a result a cast iron bollard has been placed on Scrubs Lane opposite Texaco to reduce opportunistic vehicular access.
- 7.3. Quotes are currently being gathered to carry out pot hole and minor surface repairs to the access road from Scrubs Lane. The Red Gra area will also be levelled shortly and any holes filled in.
- 7.4. Further improvements are being delivered to the newly opened BMX track, namely the re-location of three benches into the area and the installation of a picnic bench. Signs have been installed advertising contact details for the Council and the club.
- 7.5. Officers continue to monitor the work of Quadron Services Limited against the Interim Improvement and Management Plan. The latest position as follows.

- We were only able to sex three Black Poplars as they were the only ones that came into flower; these were female and we now need to wait until next year to progress this item further. We will selectively thin around maturing Black Poplars to allow further canopy development.
- Bench and bin replacement and re-siting remains ongoing and we anticipate this being completed towards the end of August.
- Log piles are being created to promote basking and hibernacula sites for common lizards.

7.6. Officers have met with Quadron Services Limited, who will be producing the Site Improvement and Management Plan to scope this out. The management will follow the same style that has been adopted for other Council sites. This will allow the site to be entered for a Green Flag Award easily should this be an aspiration of the Trust in the future (i.e. 2016). Quadron Services Limited is undertaking the production of the plan free of charge as part of their ongoing support to the Trust.

7.7. Quadron Services Limited undertake social responsibility activities across all their contracts. They have recently delivered a project with the Royal Horticultural Society Communities Teams to distribute donated materials from show gardens at Hampton Court Palace Flower Show to local community groups, which includes some housing sites in the borough. The White City Estate was one of those to benefit. Additionally Quadron Services Limited will also be supporting the Wormwood Scrubs Pony Centre by providing staff in preparation for their upcoming 25th anniversary celebration. A more detailed report is available on request.

Committee to Note.

8. 2014/15 Financial Forecast

8.1. The financial performance of Wormwood Scrubs Charitable Trust (“the Trust”) for 2013/14 and the forecast for 2014/15 as at the end of July 2014 is summarised below and detailed in Annexe A. Financial transactions for the financial year until period 2 are disclosed in Annexe B.

Activity	Outturn 2013/14	2014/15 Budget	YTD 2014/15	Forecast Outturn 2014/15	Variance	Movement between years
Pay and Display Parking Meters	(309,218)	(305,234)	0	(308,000)	(2,766)	0%
Hammersmith Hospital Car Park Licence	(226,000)	(226,000)	56,500	(319,000)	(93,000)	41%
Backdated Hammersmith Hospital Car Park Licence Income	0	0	0	(300,214)	(300,214)	N/A
Grant Contribution from LBHF	(99,500)	0	0	0	0	-100%
Other income from activities for generating funds	(3,807)	(90,767)	1,665	(85,541)	5,226	2147%
Total Incoming Resources from Generated Funds	(638,525)	(622,001)	58,165	(1,012,755)	(390,754)	59%
Grounds Maintenance	667,743	677,931	0	671,950	(5,981)	1%
Contribution to Linford Christie Stadium	31,500	31,517	0	31,500	(17)	0%
Other Expenditure	18,334	39,641	12,700	38,334	(1,308)	109%
Transfer backdated Hammersmith Hospital Car Park licence income to reserves	0	0	0	300,214	300,214	N/A
Total Resources Expended	717,576	749,089	12,700	1,041,997	292,908	45%
Net Incoming Resources	79,052	127,088	70,865	29,242	(97,846)	-63%

- 8.2. In 2013/14 expenditure exceeded income, resulting in a drawdown from the Trust's cash balances of £79,052. The income included a one-off grant contribution from LBHF of £99,500. Without this the drawdown from cash balances would have been £178,551 in 2013/14.
- 8.3. The opening cash balance for 2014/15 is £333,051 and the forecast at the end of July anticipates a drawdown of £29,242 (9% of the current cash balance). This would give a cash balance of £303,809 to carry forward to 2015/16.
- 8.4. The financial performance in 2014/15 is forecast to be significantly better than budgeted with a £97,846 positive variance at the end of period 2. This is because this forecast includes the increased income expected from the Hammersmith Hospital car park licence which was not anticipated in the budget at the start of the year.
- 8.5. The increased income from Hammersmith Hospital car park has been backdated to 25th December 2009. This has meant that the Trust can expect a one-off payment of £300,214 this financial year to backdate this increase. The whole of this backdated amount, £300,214 has been set aside on the balance sheet for repairs to the car park, and is not included in the Income and Expenditure forecast.
- 8.6. The forecast in 2014/15 includes growth in income of £81,000. This includes new income initiatives such as use of the parking area and an open air family music event in September which will generate £50,000.
- 8.7. At the time of writing this report the likelihood of the music event being held was still uncertain. If the event were not to be held the forecast above would be £50,000 worse than currently shown.
- 8.8. Inflation on the Quadron contract for grounds maintenance is 0.63% in 2014/15.
- 8.9. Other expenditure includes £20,000 of estimated costs required to generate the additional £81,000 of income.

Committee to Note.

9. Potential Committee Members

In addition to the Friends of Wormwood Scrubs, other organisations with an interest in the Scrubs include:

London Baseball – Peter Bohn
Thames Valley Harriers – Paul Oppe
Kensington Dragons – Chris Shirley
Chiswick Hockey – Chris
Fulham Irish – John Doyle

Committee to Note.

10. Legal Comments

Some of the current uses within Wormwood Scrubs do not fully comply with the original uses defined in the Wormwood Scrubbs Trust Deed of 1879. At some stage it would be advisable to approach the Charities Commission to regularise the current uses.

Completed by David Walker, Principal Solicitor, email david.walker@lbhf.gov.uk, 020 7361 2211.

11. Finance Comments

These are all contained within the body of the report.

Completed by Mark Jones, Director for Finance TTS and ELRS, email mark.jones@lbhf.gov.uk, extension number 6700.

ANNEXE A

As at Period 4		
Wormwood Scrubs Charitable Trust		
Statement of Financial Activities for Year ended 31 March 2015		
Income and Expenditure	2014/15 Forecast	2013/14
	£	£
Incoming Resources		
Incoming Resources from Charitable Activities:		
Pay and Display Parking Meters	308,000	309,218
Hammersmith Hospital Car Park Licence	319,000	226,000
Backdated Hammersmith Hospital Car Park Licence Income	300,214	
Grant Contribution from LBHF	0	99,500
Incoming Resources from Generated Funds:		
Income from Activities for Generating Funds	83,541	2,491
<i>Open air family music event</i>	50,000	
<i>Earls Court usage (£1.35k per event)</i>	14,850	
<i>Race For Life</i>	2,200	
<i>Olympia Horse Show</i>	12,000	
<i>Incremental increases to charges to Met Police</i>	2,000	
<i>Miscellaneous</i>	2,491	
Interest Receivable	2,000	1,316
Total Incoming Resources	1,012,755	638,525
Resources Expended		
Charitable activities:		
Costs of generating Parking Income	400	400
Contribution to Linford Christie Stadium	31,500	31,500
Non Routine Maintenance of Wormwood Scrubs	0	0
Routine Grounds Maintenance of Wormwood Scrubs	671,950	667,743
Governance costs	17,934	17,934
Transfer backdated Hammersmith Hospital Car Park licence income to reserves	300,214	
Other resources expended	20,000	0
Total Resources Expended	1,041,997	717,576
Net Outgoing Resources	(29,242)	(79,051)
Reconciliation of Funds		
Total funds brought forward	5,320,353	5,399,404
Total funds carried forward	5,291,111	5,320,353

ANNEXE B

Activity	Period	Description	Financial Value
Costs of generating Parking Income		1 Electricity Accrual 2013/14	(400)
Audit Fees		1 Audit Fee Accrual 2013/14	(12,300)
Total Expenditure			(12,700)
Income from Activities for Generating Funds		2 LOCATION FEE-WORMWOOD SCRUBS	(100)
Income from Activities for Generating Funds		2 HIRE OF WORMWOOD SCRUBS UNIT BASE	(150)
Income from Activities for Generating Funds		3 Rent Due Quarterly In Advance (Pony Centre)	(84)
Hammersmith Hospital Car Park Licence		3 Rent Due Quarterly In Advance	(56,500)
Income from Activities for Generating Funds		3 LOCATION FEE-WORMWOOD SCRUBS REDGRA	(188)
Income from Activities for Generating Funds		3 LOCATION FEE-WORMWOOD SCRUBS REDGRA	(69)
Income from Activities for Generating Funds		3 LOCATION FEE-WORMWOOD SCRUBS REDGRA	(275)
Income from Activities for Generating Funds		3 LOCATION FEE-WORMWOOD SCRUBS REDGRA	(400)
Income from Activities for Generating Funds		4 HIRE OF WORMWOOD SCRUBS REDGRA AREA	(400)
Total Income			(58,165)
Net Incoming Resources			(70,865)