


<p><b>London Borough of Hammersmith &amp; Fulham</b></p> <p><b>WORMWOOD SCRUBS CHARITABLE TRUST COMMITTEE</b></p> <p><b>6 December 2016</b></p>	
<p><b>MANAGERS' REPORT</b></p>	
<p><b>Report of the Director for Safer Neighbourhoods and the Director for Finance and Resources, Environmental Services</b></p>	
<p><b>Open Report</b></p>	
<p><b>Classification: For Decision and for noting</b> <b>Key Decision: No</b></p>	
<p><b>Wards Affected:</b> College Park and Old Oak</p>	
<p><b>Accountable Director:</b> David Page Director for Safer Neighbourhoods</p>	
<p><b>Report Author:</b> Mark Jones, Director for Finance and Resources David Page, Director for Safer Neighbourhoods</p>	<p><b>Contact Details:</b> Tel: 020 8753 6700 E-mail: <a href="mailto:mark.jones@lbhf.gov.uk">mark.jones@lbhf.gov.uk</a></p>

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

### **1.1 The Committee is asked to approve:**

- The appointment of KPMG as its auditors for the accounting years 2016/17 and 2017/18.
- A new route and design for a cycle path

All other matters in this report are for noting.

## **2. HS2 Bill - Proposed Wetland Mitigation Legal Agreement**

2.1. LBHF officers secured an assurance from HS2 regarding the proposed wetland mitigation proposals. The legal agreement to secure £3.9m for the development of ecological and environmental improvements to be delivered over a ten-year period has been now been finalised.

2.2. The funding for the improvements however can only be released if HS2 Bill receives Royal Assent which is currently scheduled for December 2016.

### **Committee to Note**

#### **3. HS2 Bill – Re-route Stamford Brook Sewer – Legal Agreement**

- 3.1. HS2 consulted on the Additional Provision to their Bill which proposed to re-route the Stamford Brook Sewer through the northern section of Wormwood Scrubs.
- 3.2. Officers have secured a legal agreement which means that **HS2 would have:**
  - to consult with LBHF regarding the implementation of the authorised works and mitigating the impact of the works on the ecology and the enjoyment of the users of Wormwood Scrubs
  - to supply method statements and have regard to any reasonable representations made by LBHF.
  - to agree, within reason, to the ongoing future maintenance of any man-holes to access the sewer.

### **Committee to Note**

#### **4. Old Oak and Park Royal Development Corporation (OPDC) Draft Local Plan Consultation Report**

- 4.1. The OPDC carried out the first consultation on the Draft Local Plan and its supporting evidence base documents from 4 Feb - 31 March 2016.
- 4.2. The OPDC are analysing and considering all comments received to inform the next version of the draft Local Plan.
- 4.3. The OPDC are aiming to undertake a further Local Plan public consultation in Spring 2017 and will also be publishing a report summarising the consultation comments and OPDC's response to these including how comments have helped to shape the Local Plan.
- 4.4. The consultation document and all supporting studies completed to date can be found at <https://www.london.gov.uk/about-us/organisations-we-work/old-oak-and-park-royal-development-corporation-opdc/get-involved-op-5>

### **Committee to Note**

#### **5. OPDC Wormwood Scrubs Survey Questionnaire, Aug- Sept 2016**

- 5.1. The OPDC drafted a survey questionnaire to capture existing use of the Wormwood Scrubs. The survey work/ consultation started on 17 August and ended on 7 Sept.
- 5.2. OPDC held an all-day drop in event at the Old Oak Community Centre on Wednesday 17 August. OPDC also carried out surveys involving knocking on

doors asking people to fill out surveys with them. The areas that were covered included:

- College Place
- North Kensington
- Eynham Road and surrounds
- Old Oak Estate
- Harlesden (south of the town centre)
- Residential areas in OPDC area

5.3 OPDC estimate that around 400 responses have been received. OPDC are aiming to publish a report on the outcome by the end of the year.

### **Committee to Note**

## **6. Filming and Events Update – Jem Kale**

### 6.1 New events proposals:

- The Fair (CAT Group) propose a live electric music event. Informal consultation has been carried out with the Metropolitan Police Service (MPS) and council officers. The MPS has raised several concerns and will not support the event and as such the council will not move forward with the licencing process.
- Secret Cinema organisers are proposing a four weekend event. The project requires temporary planning permission. It is a low risk event in the context of crime and anti-social behaviour. It may occupy part of the land for a total of five to six weeks. Once/if firmed up the proposals will be put before the Trust.
- A reggae festival has been proposed. The next step is to consult with the MPS and council's licencing and safety teams.
- A well-known event promoter has approached the council for an annual winter event. This is a complex proposal. We will arrange a presentation meeting with the Trust in early 2017.

The website has been partially completed. There is free trial access on this link until Monday 5<sup>th</sup> December. Officers are obtaining improved pictures.

<http://wormwood-scrubs.squarespace.com/>

### **Committee to Note**

#### **7. Community Safety Update – Mike Rumble**

- 7.1 Parks Police continue to patrol Wormwood Scrubs on a regular basis. Incidents follow a similar pattern with calls involving dogs, dog walkers and pony and traps coming to our attention on a regular basis. Our patrols are usually carried out by vehicle or bicycle which does allow high profile coverage and a rapid response to incidents. A fibre link to the Parks Police Office from the CCTV Room has been connected which will allow us to monitor the two cameras. The Barrier continues to operate on an intermittent basis.

Month	April 2016	May 2016	June 2016	July 2016	Aug 2016	Sept 2016	Oct 2016
Incident:	11	6	6	11	9	9	11
ASB							
Dogs							
Homeless							
Vehicle Related							
Byelaw							
Crime	0	1	1	0	1	9	0
Health & Safety							
Patrols	30	18	30	50	34	36	31

### **Committee to Note**

#### **8. Grounds Maintenance and site management update – Ian Ross**

- 8.1. General grounds maintenance has focused on sports pitch management/marketing, litter clearance and now leaf clearance mainly in and around Linford Christie Stadium.
- 8.2. The two Idverde staff based permanently at Wormwood Scrubs are both sadly off work due to long-term sickness. One post was immediately backfilled by Idverde and arrangements are being made to backfill the other post. Idverde local management have been requested that due to the staffing resource at the site being small that any further absences are covered by staff from elsewhere on the contract.
- 8.3. In October officers commissioned London Wildlife Trust to undertake an extended phase one habitat survey to provide baseline data in relation to the proposed HS2 ecological mitigation. The survey looked at existing habitats and identified where further specialised surveys are required.

Additionally, an assessment was made of the proposed ecological mitigation checking its viability and making further recommendations about where this can be improved/made more robust.

- 8.4. Volunteering numbers continue to be steady with officers and Idverde supporting groups from Hammersmith Community Garden Association over the last quarter.
- 8.5. Over the last quarter there have been ongoing issues with contamination of the water system at Linford Christie Stadium. Routine water testing identified high levels of Legionella bacteria in the pipework in mid-September and the changing facilities and toilets were immediately closed. The water temperature was raised and system chlorinated. Further samples taken showed the system still had traces of Legionella bacteria so the system chlorination and flush was repeated in mid-October with the facility being re-opened in late October after filters were fitted to the water outlets.

Issues remain with the water system and the facilities are only part open. Amey are in the process of procuring a company to overhaul/replace the pipework. Amey are aware of the urgency both in terms of reputational damage and loss of income. Meetings continue to be held between officers and senior account managers within Amey.

Officers will bring a verbal update to the meeting.

## **9. Introduction of Cycle Quietway between East Acton and Kensington-Richard Duffill**

- 9.1 Following the decision of the Trust to allow officers to explore an alternative route alignment alongside the northern edge of the main car park off Scrubs lane, council officers have met with our consultants Sustrans and representatives of the Parks team to evaluate a new alignment alongside the northern edge of the current overflow car park. On a visit issues such as seasonal flooding, nature habitats, and the existence of a nature reserve were advised and noted.
- 9.2 Following the site meetings a new alignment has been proposed which would be constructed some 5m inside the current fence line, which therefore retains the wildlife corridor, but doesn't impact excessively on the car park space. In its construction it is proposed to install a new 'French drain' on the northern edge of the track, this is simply a trench filled with different levels and grades of porous materials, and it would drain away to either new soak-away or a main drain. In addition, the existing drainage system on the current shared use track alongside the equestrian centre would also be upgraded. It is proposed that a new porous 'Flexi pave' material will be used which enables water to filter through it to the drainage system.
- 9.3 In the design we are also proposing to install new lighting along this track which will be of the latest LED directional type, if the Trust is not in favour of such lighting, we will install cable ducting in the scheme that could be used in any future lighting upgrade.

- 9.4 We believe that this proposed new alignment meets with the directive of the Trust and we would welcome approval of this alignment.

**Committee to Approve**

**10. Financial Forecast 2016/17**

- 10.1. The latest financial forecast for Wormwood Scrubs Charitable Trust (“the Trust”) for 2016/17 is summarised below and is detailed in Appendix A. Financial transactions for the financial year to date are set out in Appendix B.

Activity	Outturn 2015/16	Budget 2016/17	Forecast 2016/17	Variance	Movement between years	Comments	Previously Reported	
							Last Reported	Movement
Pay and Display Parking Meters	(337,117)	(292,489)	(294,899)	(2,410)	-13%	Parking income is £8k less when compared to income received in the prior period	(299,715)	4,816
Hammersmith Hospital Car Park Licence	(203,992)	(314,877)	(314,906)	(29)	54%		(314,906)	0
Other income from activities for generating funds	(80,964)	(78,919)	(63,254)	15,665	-22%		(63,254)	0
<b>Total Income and endowments</b>	<b>(622,072)</b>	<b>(686,285)</b>	<b>(673,059)</b>	<b>13,226</b>	<b>8%</b>		<b>(677,875)</b>	<b>4,816</b>
Grounds Maintenance	664,931	674,572	687,756	13,183	3%	Inflation 2016/17 is 0.56%	687,756	(0)
Contribution to Linford Christie Stadium	31,500	31,500	32,405	905	3%		32,405	(0)
Other Expenditure	41,341	35,315	31,335	(3,980)	-24%	Forecast based on 2015/16 expenditure plus estimated cost of £10k to upgrade payment machines in the car park	26,235	5,100
<b>Total Expenditure</b>	<b>737,772</b>	<b>741,388</b>	<b>751,495</b>	<b>10,108</b>	<b>2%</b>		<b>746,396</b>	<b>5,099</b>
<b>Net income/(expenditure)</b>	<b>115,699</b>	<b>55,103</b>	<b>78,437</b>	<b>23,334</b>	<b>-32%</b>		<b>68,521</b>	<b>9,916</b>

- 10.2. The budget for 2016/17 was set with an anticipated £55,103 deficit to be drawn down from the Trust’s reserves. The forecast for 2016/17 is for a deficit is £78,437, which is £23,334 worse than budget.
- 10.3. The Trust’s opening cash balance for 2016/17 is £275,570. The latest forecast anticipates a drawdown of £78,437 (28% of the current cash balance), which would give a cash balance of £197,133 to carry forward to 2016/17. This is £78,437 worse than the original forecast drawdown on reserves.
- 10.4. Year to date parking income is slightly lower than last year, with a reduction of 2% observed in 2016/17.
- 10.5. The other income line includes a forecast of £61,551 from filming and events in line with 2015/16 activity. Although a reduction in bookings on the Red Gra has been observed, the service remains optimistic that they can achieve the same level of income as last year.
- 10.6. Forecast inflation on the Quadron grounds maintenance contract is has been agreed and is 0.56% for 2016/17.
- 10.7. Included in the forecast this month is a forecast of £10,000 to upgrade the pay and display machines in the car park. The existing pay and display ticket machines in the car park are almost 20 years old, they can only accept coin payment and often break down. An upgrade of the ticket machines would include the introduction of phone payment parking service and the tendering for new ticket machines to replace the old out dated machines.

## **11. Appointment of Auditors**

- 11.1. KPMG have audited the Trust's accounts in recent years, and we have been satisfied with their performance over that time. The cost for the 2015/16 audit was £12,700.
- 11.2. The Trust must appoint an auditor for its 2016/17 accounts. KPMG are also the auditors for the council's main accounts. It is recommended that KPMG are engaged by the Trust for 2016/17 and 2017/18 to maintain consistency and enable the Trust to continue to benefit from KPMG's knowledge of the council's systems and synergies with the audit of the main council accounts.
- 11.3. KPMG have confirmed that for the next two years their fee for the Trust's audit would remain unchanged at £12,700 plus expenses (usually minimal).

**The Committee is asked to approve the appointment of KPMG as the Trust's auditors for the accounting years 2016/17 and 2017/18.**

## **12. Property Update**

### **Car Park**

- 12.1. Engineers will be conducting some site surveys and scoping work with contractors in November. This will be to finalise the location for 3 new ticket machines which will offer card payment services, as well as designing the locations for new signage which will include phone payment information.
- 12.2. The new ticket machines will hopefully be installed in January, with the phone payment system going live in this location at the same time.

## **13. UKPN**

- 13.1. UKPN are in discussions with the Council to regularise the easements and occupation of their compound over and within Wormwood Scrubs. The Council has appointed external consultants to value the proposed interests.

### **Committee to Note**

## **14. Legal Comments**

- 14.1. There are no legal comments to be made on the contents of this report. Comments completed by David Walker, Principal Solicitor, Legal Services.

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

None.



## Current Financial Forecast

## Appendix A

<b>Wormwood Scrubs Charitable Trust</b>		
<b>Statement of Financial Activities for Year ended 31 March 2017</b>		
Income and Expenditure	<b>2016/17 Forecast</b>	<b>2015/16</b>
	£	£
<b>Income and endowments from:</b>		
Donations and legacies		
Income from Charitable activities:		
Pay and Display Parking Meters	(294,899)	(303,538)
Hammersmith Hospital Car Park Licence	(314,906)	(294,070)
Other trading activities	(61,551)	(79,261)
Income from Investments	(1,704)	(1,704)
Other Income	0	0
<b>Total Income and endowments</b>	<b>(673,059)</b>	<b>(678,572)</b>
<b>Expenditure on:</b>		
Raising funds	0	0
Charitable activities:		
Costs of generating Parking Income	10,000	0
Contribution to Linford Christie Stadium	32,405	32,405
Non Routine Maintenance of Wormwood Scrubs	20,729	20,729
Routine Grounds Maintenance of Wormwood Scrubs	687,756	684,032
Other expenditure	606	606
<b>Total Expenditure</b>	<b>751,495</b>	<b>737,772</b>
Net gains/(losses) on investments		
<b>Net income/(expenditure)</b>	<b>78,437</b>	<b>59,199</b>
<b>Reconciliation of Funds</b>		
Total funds brought forward	(5,254,619)	(5,313,818)
<b>Total funds carried forward</b>	<b>(5,176,182)</b>	<b>(5,254,619)</b>

## Appendix B

### Transactions to Date

Activity	Comments	Amount
Routine Grounds Maintenance of Wormwood Scrubs	WSCT - Fixed Ground Maintenance 2016/17	668,655
Contribution to Linford Christie Stadium	WSCT Contributions to LCS	31,500
Hammersmith Hospital Car Park Licence	2016/17 Q1 Hospital Car Park Rental	(78,727)
Hammersmith Hospital Car Park Licence	2016/17 Q2 Hospital Car Park Rental	(78,727)
Hammersmith Hospital Car Park Licence	2016/17 Q3 Hospital Car Park Rental	(78,727)
Non Routine Maintenance of Wormwood Scrubs	Works on Redgra	3,746
Non Routine Maintenance of Wormwood Scrubs	Fencing works	3,711
Non Routine Maintenance of Wormwood Scrubs	Advanced Tree Services Limited	400
Non Routine Maintenance of Wormwood Scrubs	Fencing works	380
Non Routine Maintenance of Wormwood Scrubs	Fencing works	270
Non Routine Maintenance of Wormwood Scrubs	Fencing works	298
Other expenditure	New switch on barrier	525
Other expenditure	Audiolink Limited	106
Other expenditure	Legal Charges	60
Other expenditure	Legal Charges	198
Other expenditure	Pest Control	46
Other trading activities	April 2016 Filming Recharges to Wormwood Scrubs	(188)
Other trading activities	April 2016 Filming Recharges to Wormwood Scrubs	(250)
Other trading activities	April 2016 Filming Recharges to Wormwood Scrubs	(563)
Other trading activities	April 2016 Filming Recharges to Wormwood Scrubs	(750)
Other trading activities	May 2016 Filming Recharges to Wormwood Scrubs	(758)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(70)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(209)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(259)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(259)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(259)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(778)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(778)
Other trading activities	June 2016 Filming Recharges to Wormwood Scrubs	(778)
Other trading activities	July 2016 Filming Recharges to Wormwood Scrubs	(758)
Other trading activities	August 2016 Filming Recharges to Wormwood Scrubs	(1,035)
Other trading activities	August 2016 Filming Recharges to Wormwood Scrubs	(160)
Other trading activities	September 2016 Filming Recharges to Wormwood Scrubs	(6,212)
Other trading activities	September 2016 Filming Recharges to Wormwood Scrubs	(1,035)
Other trading activities	September 2016 Filming Recharges to Wormwood Scrubs	(3,106)
Other trading activities	October 2016 Filming Recharges to Wormwood Scrubs	(3,106)
Pay and Display Parking Meters	April Wormwood Scrubs Income	(23,634)
Pay and Display Parking Meters	May Wormwood Scrubs Income	(22,536)
Pay and Display Parking Meters	June Wormwood Scrubs Income	(26,857)
Pay and Display Parking Meters	July Wormwood Scrubs Income	(24,263)
Pay and Display Parking Meters	August Wormwood Scrubs Income	(23,557)
Pay and Display Parking Meters	September Wormwood Scrubs Income	(24,337)
Pay and Display Parking Meters	October Wormwood Scrubs Income	(21,444)