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To: All Members of the Alexandra Palace and Park Board

Dear Member,

Alexandra Palace and Park Board - Tuesday, 14th January, 2020

I attach a copy of the following reports for the above-mentioned meeting which were not available at the time of collation of the agenda:

**6. MINUTES (PAGES 1 - 8)**

To note the draft minutes of the Alexandra Park and Palace Statutory Advisory Committee held on 10 December 2019.

To note the draft minutes of the Joint Alexandra Park and Palace Statutory Advisory Committee & Alexandra Palace and Park Consultative Committee held on 10 December 2019.

Yours sincerely

Felicity Foley, Acting Committees Manager

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## **MINUTES OF MEETING ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE HELD ON TUESDAY, 10TH DECEMBER, 2019, 20.20 - 20.50**

**PRESENT:** Jason Beazley (Advisory Committee Member – Chair), Jane Hutchinson (Advisory Committee Member, Elizabeth Richardson (Advisory Committee Member), David Frith (Advisory Committee Member), Jim Jenks (Advisory Committee Member), Councillor Lucia das Neves, Councillor Justin Hinchcliffe and Councillor Yvonne Say

*\*The meeting initially began as an informal meeting as it was inquorate; however, upon Cllr Das Neves' attendance, the meeting became quorate.*

At the start of the meeting the Chair noted his concerns around the quorum of the meeting due to a misunderstanding of the substitution process for Councillors. Chair requested that the Chief Whips of each political party be reminded to inform their members on the apologies and substitution process (**Action: Clerk**). **Post meeting note: The Clerk has sent an email to the Chief Whips of each political party reminding them to inform their members on the apologies and substitution process.**

### **65. FILMING AT MEETINGS**

Noted.

### **66. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr James Chiriyankandath, Cllr Scott Emery, Cllr Khaled Moyeed, and Cllr Josh Dixon.

Apologies for lateness were received from Cllr Lucia das Neves.

### **67. DECLARATIONS OF INTEREST**

None.

### **68. URGENT BUSINESS**

There was one item of urgent business – North East Office Building – urgent works report, which was not included when the agenda was published. This report would be considered under agenda item 7.

### **69. MINUTES**

The following points were noted in discussion regarding the previous minutes of the Statutory Advisory Committee:

- A Member suggested that in future under the item of 'Dates of Future Meetings' to include the times for the meetings

- A Member queried the long gap until the next SAC meeting which would be in the end of April 2020. The Clerk clarified that the meeting dates had been set by the Council before the start of the municipal year, and there were a total of four meetings for this municipal year which were in June 2019, October 2019, December 2019 and April 2020. The CEO informed the Members that in future the sequencing of Board and SAC/CC meetings would be examined. **Post meeting note: the next meeting date is 28<sup>th</sup> April as listed on the agenda. This will give a total of four meetings this year, which is usual. Dates are set by the Council, following discussion with Alexandra Palace.**

*At 20:35 Cllr Das Neves arrived at the meeting, and the meeting became quorate. The meeting became formal.*

Additionally, the Chair had requested for the production of the SAC minutes on the Alexandra Palace and Park Board agenda as the SAC minutes had not been produced in the last two Board agendas. The Chair had also asked for the Board minutes to be provided to SAC members at the earliest opportunity. **Post meeting: The Board clerk has been notified of the SAC members' requests.**

## **RESOLVED**

To approve the minutes of the Advisory Committee held on 3<sup>rd</sup> October 2019.

## **70. CEO'S REPORT**

Regarding this item, the SAC endorsed the comments made at the Joint Meeting of the Alexandra Park and Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee.

Additionally, in discussion the following comments were made:

- Regarding the parking consultation which ends on 31<sup>st</sup> December, the CEO informed the SAC that the timings and outcome of the consultation would be dependent on the consultation feedback but a substantial amount of work would be required to compile a report. It was noted that before the Board makes any decision, the SAC would be consulted. The SAC were informed that a special meeting would be called should the proposals be developed earlier than anticipated; however, it was more likely that an update would be provided to the SAC at the meeting in April.
- Regarding concerns raised around fireworks and fire damage to the park, the CEO informed the SAC that the scorched marks on the field from the bonfire had been there every year, and the field recovered at a different rate each year depending on the weather conditions; however, the small area of the field had already been reseeded.

## **71. ANY OTHER URGENT BUSINESS**

Regarding this item, the SAC endorsed the comments made at the Joint Meeting of the Alexandra Park and Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee.

**72. DATES OF FUTURE MEETINGS**

Noted the date of the future meeting:

Tuesday 28<sup>th</sup> April 2020 19:30

CHAIR:

Signed by Chair .....

Date .....

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## **MINUTES OF MEETING JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE HELD ON TUESDAY, 10TH DECEMBER, 2019, 7.30 - 8.20PM**

**PRESENT:** Jason Beazley (Advisory Committee Member), Jane Hutchinson (Advisory Committee Member, Elizabeth Richardson (Advisory Committee Member), David Frith (Advisory Committee Member), Jim Jenks (Advisory Committee Member - Chair), Gordon Hutchinson (Consultative Committee Member), Dermot Barnes (Consultative Committee Member), Jacob O'Callaghan (Consultative Committee Member), Nigel Willmott (Consultative Committee Member), Rachael Macdonald (Consultative Committee Member), Val Paley (Consultative Committee Member), Richard Hudson (Consultative Committee Member), Councillor Justin Hinchcliffe, Councillor Yvonne Say, Councillor Dana Carlin, Councillor Nick da Costa, Councillor Eldridge Culverwell, Councillor Bob Hare and Councillor Anne Stennett

### **155. ELECTION OF CHAIR FOR THE MEETING**

Jim Jenks agreed to chair the meeting.

### **156. FILMING AT MEETINGS**

Noted.

### **157. APOLOGIES FOR ABSENCE**

Apologies for absence were received from John Wilkinson, Hugh Macpherson, John Thompson, Duncan Neill, Cllr James Chiriyankandath, Cllr Scott Emery, Cllr Khaled Moyeed and Cllr Josh Dixon.

Apologies for lateness were received from Cllr Lucia das Neves.

### **158. DECLARATIONS OF INTEREST**

None.

### **159. URGENT BUSINESS**

There was one item of urgent business – North East Office Building – urgent works report, which was not included when the agenda was published. This report would be considered under agenda item 10.

### **160. MINUTES**

The following points were noted in discussion:

- Members raised concerns that the minutes of the previous Alexandra Palace and Park Board meeting were not published on the agenda, and suggested that the Board minutes should be finalised in a timely manner to ensure the SAC/CC members had view of the Board minutes prior to the SAC/CC meeting. The SAC/CC Members asked for the Board minutes to be provided to SAC/CC Members at the earliest opportunity. **Post meeting: The Board clerk has been notified of the SAC/CC Members' concerns and requests.**
- A Member raised a concern that the minutes of the Joint SAC/CC meeting and SAC meeting had not been produced in the recent Alexandra Palace and Park Board agendas. Accordingly, the SAC/CC had requested for the Board to take account the minutes of the Joint SAC/CC and SAC meetings, and to ensure that the Board's consideration of the SAC/CC and SAC minutes were published. **Post meeting: The Board clerk has been notified of the SAC/CC Members' concerns and requests.**
- A Member queried whether the absence of SAC/CC and SAC meeting minutes at the Board meeting may be due to the sequencing of meetings. The Chair suggested that the sequencing of meetings should be a matter for the Board to consider.

## RESOLVED

1. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committee held on 3<sup>rd</sup> October 2019.
2. To note the minutes of the Statutory Advisory Committee held on 3<sup>rd</sup> October 2019.
3. To note the minutes of the Consultative Committee held on 3<sup>rd</sup> October 2019.

## 161. CEO'S UPDATE REPORT

The Chair invited Member comments in relation to the CEO'S report as set out. The following was noted:

### Park update

- Regarding the new pond in the Grove, the CEO informed this was still in development, being completed by volunteers who visited the site on a weekly basis.
- Regarding the Tree Planting Project, the CEO informed the trees composition would be confirmed in the minutes, with more information provided by the Tree Park Manager (**Action: CEO/Park Manager**).
- Regarding the budget for street lighting, the CEO explained that some of the street lighting had been budgeted for, but costs varied year on year. In years where additional funding was required, it would depend on other works needed to be funded from the budget.

### Theatre

- The CEO noted that profit from filming in the Theatre or East Wing was a matter reserved for the trading subsidiary. However, the profit margin was



dependent on the type of filming with some types being more lucrative than others.

- Regarding the list of events, the Trust Secretary noted these were circulated to SAC & CC Members in a monthly 'What's On' email.
- Discussing the Forward Programme for the theatre, the CEO informed that what was able to be released in the public domain appears on the what's on list and the website.

#### Creative Learning

- Regarding the graffiti on the Grove Pedestrian Bridge, the CEO confirmed she would inform the Creative Learning team to put up notices to help prevent against any further graffiti (**Action: CEO**).
- In answer to a question about provision for people with Autism, the CEO stated that the team were assessing what more can be done for a range of needs.

#### West Yard Storage Building

- Members indicated that having been consulted on the number of planning matters and a new planning application at West Yard Storage Building, they were satisfied with those plans and had raised no comments.
- The CEO confirmed that no decision had been taken with regards to whether the West Yard Tower building was to be hired for any specific purpose.

#### Events and Noise Management

- The CEO acknowledged that as standard lessons learnt from the 2019 fireworks event and a review of the event was to be carried out.
- Regarding the fencing put up for the fireworks event, the CEO explained that all fencing erected was considered necessary for the purposes of safety and to prevent access to the event. The CEO acknowledged that the signage could be improved and would inform the relevant team to address (**Action: CEO**).
- The CEO assured Members that Trust staff were always present at any event held at the Palace and Park and oversaw external companies, such as the ones responsible for delivering the fireworks.
- Regarding noise complaints, the CEO informed that those included in the report were those received by the Palace, which were roughly in line with the number received in the previous year. A yearly comparison of noise complaints received would be misleading as the number and type of events held at the Palace and Park varied year on year.
- The CEO informed the Board that if the Trust was able to identify which contractors caused damage to drains at the Palace and Park then it would charge them for the cost of repairs. However, in circumstances where the Trust was unable to identify those responsible, damage is listed in the maintenance log and repairs covered by the relevant event budget. Ticket sales include a restoration levy, a proportion of which is allocated to park maintenance.

### **RESOLVED**

To note the contents of this report.

### **162. NON-VOTING BOARD MEMBERS FEEDBACK**

The non-voting Member commented on recent discussions, which included looking at the possible effects of Brexit on the Trust in the future.

In addition, the following information was noted:

- The CEO informed the annual reports had yet to be sent to the Charity Commission. They had been prepared and were due to be forwarded onto the Commission prior to the December deadline.
- The CEO would ensure an update on the Park Boundary Survey would be provided to the Committee at a future meeting (**Action: CEO**).

**163. ITEMS RAISED BY INTERESTED GROUPS**

None.

**164. NEW ITEMS OF URGENT BUSINESS - NORTH EAST OFFICE BUILDING**

A tabled report was circulated to Members, discussing urgent works at the North East Office Building. The Chair invited Member comments. The following was noted:

- The CEO informed that the Trust has applied for part funding and would need to match fund the remaining costs of the project.
- The CEO informed that the heritage approach would be one of conservation in line with the heritage significance statement (still in draft).
- Some of the funding of the cost of conservation architect was provided by Historic England.

**RESOLVED**

To note the report and provide any advice to the Trustee Board.

**165. DATES OF FUTURE MEETINGS**

Tuesday 28<sup>th</sup> April 2020 19:30

CHAIR:

Signed by Chair .....

Date .....