

Nazyer Choudury,  
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Co-ordinator

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26 November 2021

To: All Members of the Alexandra Park and Palace Advisory Committee

Dear Member,

Alexandra Park and Palace Advisory Committee - Tuesday, 30th November,  
2021

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:

**4. MINUTES AND MATTERS ARISING (PAGES 1 - 8)**

- i) To approve the minutes of the Statutory Advisory Committee held on 4 October 2021.
- ii) To note the minutes of the Joint Statutory Advisory Committee and Consultative Committee held on 4 October 2021.
- iii) To note the draft minutes of the meeting of the Alexandra Palace and Park Board held on 11 October 2021 (to follow)

Yours sincerely

Nazyer Choudury, Principal Committee Co-ordinator

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**MINUTES OF MEETING Alexandra Palace and Park Board HELD  
ON Monday, 11th October, 2021, 7.30 - 9.05 pm**

**PRESENT:**

**Councillors: Anne Stennett (Chair), Elin Weston (Vice-Chair),  
Nick da Costa, Dana Carlin and Bob Hare**

**Non-voting Members: Jason Beazley, Duncan Neil, Val Paley and Nigel  
Willmott**

**132. FILMING AT MEETINGS**

The meeting was not filmed.

**133. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Hearn.

*Clerks note: Councillor Hearn joined the meeting via Teams and took part in the discussion of the items but did not take any decisions.*

**134. URGENT BUSINESS**

None.

**135. DECLARATIONS OF INTERESTS**

None.

**136. QUESTIONS, DEPUTATIONS OR PETITIONS**

None.

**137. MINUTES**

**RESOLVED**

- i. that the minutes of the Alexandra Palace and Park Board held on 29 March 2021, 12 July 2021 and 30 September 2021 be approved as a correct record of the meeting;
- ii. that the minutes of the Alexandra Palace and Park Panel held on 7 June 2021 be approved as a correct record of the meeting;
- iii. to note the minutes of the Alexandra Park and Palace Advisory Committee held on 16 August 2021; and

- iv. to note the minutes of the informal joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee held on 16 August 2021.

**138. APPOINTMENTS TO COMMITTEES**

NOTED the appointments to the Statutory Advisory Committee and Consultative Committees.

**139. TO CONSIDER ANY ADVICE OR COMMENTS FROM RECENT SAC/CC MEETINGS**

The Board noted the advice contained in the minutes of the Statutory Advisory Committee.

**140. CEO'S REPORT**

Louise Stewart, Chief Executive Alexandra Palace, introduced the report as set out. She advised that an update on lighting the park would be presented at a future meeting.

**RESOLVED to note the contents of the report.**

**141. FINANCE UPDATE**

Dorota Dominiczak, Director of Finance & Resources, introduced the report as set out. There had been no material changes since the last update. It was noted that the Trading Company were working to recover from the pandemic to be in a position to donate profits to the Trust again in the future. However it was likely that there would be no donation to the Trust in 2022/23. The Council had been made aware of this.

**RESOLVED to note the report.**

**142. FABRIC MAINTENANCE PLAN**

Emma Dagnes, Deputy Chief Executive Alexandra Palace, introduced the report as set out. Progress had been made with the maintenance programme, despite the challenges of the past year. The fire alarm system and lighting in the West Hall had been upgraded. The strategy in regard to repairs was to endeavour to carry out every repair in a future proofing way.

**RESOLVED to**

- 1. Note progress made in 2020/21 despite the challenges of the very limited budget, increasing number of severe weather events placing additional pressure on the assets.**
- 2. Approve adjustments to priorities as listed below with more detail to be presented at the meeting:**

**Sector 1 –West Entrance, Palm Court and Adjoining Spaces**

- Priority A Straighten, repair & reglaze external WSY doors
- Priority A Palm Court Roof -Glazing overhaul & repairs
- Priority A Palm Court extras and straightening of 1no vent
- Priority A Palm Court minstrel gallery rooflights
- Priority A Roof Access Palm Court July 2020 and August
- Priority A Palm Court West Atrium -replace GWG glass next to door exit
- Priority A West atrium Replacement of 2No door stays
- Priority A Palm Court Glazing Repairs Access –January 2021
- Priority A Palm Court Roof Repairs January 2021
- Priority A/B SW Pavilion roof repair and decoration (deferred)
- Priority A/B Palm Court arched window glazing repairs and access windows
- Priority A/B Redecoration

**Sector 2 –West Hall, West Corridor and Adjoining Rooms - Priority A/B Redecoration**

**Sector 3 –Service Yard, Stores and North West Tower**

- Priority A/B West hall Organisers office corridor redecoration works
- Priority A Security corridor/staircase redecoration works
- Priority A Level 5 corridor/staircase redecoration works
- Priority A Balance for West Yard Acoustic Doors
- Priority A Replace rooflights over Marble Staircase
- Priority A West Hall inner shutter emergency screen and door and repairs to existing doors
- Priority A Roof leak repairs
- Priority B North West Service Hall roof access install (deferred)

**Sector 4 –South West Tower**

- Priority A SW Tower Masonry Repairs & Reinstatements
- Priority A Access -spider hire, generator and leads
- Priority B SW Tower renew roof, windows and internal scaffold (deferred)

**Sector 5 –Panorama Room and South West Colonnade**

- Priority A Emergency repairs to PR link roof
- Priority A/B -SW Colonnade floor slab renewal ( 2 bays) (deferred)
- Priority B SW Colonnade & West Light well roof access install (deferred)

**Sector 6 –The Great Hall**

- Priority A Great Hall floor patching repairs
- Priority A Spaceframe sample decoration panel
- Priority A Spaceframe welding repairs
- Priority A GH/NY Bridge/fire escape Structural survey & recommendations
- Priority A CAD elevations Bridge/GH North

- Priority A/B Great Hall Partial Redecoration January 2021
- Priority A Great Hall/North Service Yard Bridge & Stairs structural fees
- Priority Additional welding to the space frame September 2020
- Priority A Great Hall Spaceframes -External Redecoration
- Priority A Great Hall Glazing Servicing & Replacements
- Priority B Carry out feasibility for resurfacing the entire floor to Great Hall (deferred)

**Sector 7 – Ice Rink and Adjoining Spaces**

- Priority A Ice Rink Duct Trims
- Priority A Smoke Vents Replacement
- Priority A/B Works to Ice Rink Perimeter Flat Ceiling
- Priority A Plinth & surround works Ice Rink & Café
- Priority A Additional masonry works to Ice Rink west wall
- Priority A Remedial flooring works
- Priority A Ice Rink West Staircase -Replastering and renewal
- Priority A/B Ice rink partial redecoration to doors, by stands, East Corridor plinths & East Lightwell
- Priority A Glazed roof lantern (West) over Ice Cafe/Reception
- Priority A Roof repairs (south)
- Priority A Upgrade works to low ceiling, ice pad, replacement kicker boards
- Priority A Essential barrier works
- Priority A Sump pit waterproofing Snow pit & plantroom pit

**Sector 8 –Theatre, North East Tower and Adjoining Spaces**

- Priority A Theatre ceiling joist hanger installation-East & General
- Priority A Door Refurbishments
- Priority A Theatre ceiling joist hanger installation-East end
- Priority A Spider access for bi-annual inspections of ceiling, walls & proscenium arch
- Priority A Theatre Bi-annual ceiling, proscenium arch and walls inspections January 21
- Priority A Theatre auditorium ceiling -Additional strengthening works structural advice
- Priority A Theatre Stage propping scaffold inspections 2020/21
- Priority A/B Redecorations

**Sector 9 : Former BBC Studios**

- Priority A Door refurbishments East Lightwell
- Priority A/B East Lightwell replacement ceiling tiles
- Priority B East Lightwell roof access install (deferred)

**Sector 10 : South East Tower and Adjoining Spaces**

- Priority A BBC Tower 4th floor CEO office -Prop and resecure
- Priority B BBC Tower -Additional decorations after rewiring
- Priority A Door refurbishment
- Priority A/B Decoration & repairs to staff toilets, part offices & corridor

- Priority A BBC colonnade office cornice -urgent works Jan 2021
- Priority A Over felting to leaking zinc roof over BBC link/toilets (deferred)
- Priority B Extra over to renew roof with zinc coverings (deferred)
- Priority A/B Redecoration

**Sector 11 : East Court, Ice Rink Foyer and Adjoining Spaces**

- Priority A East Court Roof -Glazing overhaul & repairs
- Priority A Glazing Works to East Court -Retention for glass changes
- Priority A East Court Roof -Access -July 2020
- Priority A East Court ramp Yorkstone pinning & rebedding
- Priority A East Court Roof Repairs March 2021
- Priority A Equipment hire for East Court Roof Repairs March 2021
- Priority A SE office building staircase renew beam and ceiling
- Priority A/B Zinc roof renewal and parapet repairs over corridor (deferred)
- Priority A/B Glazing repairs to East Lightwell

**Sector 12 : South Basement**

- Priority A -Coniston -Retention
- Priority B Annual structural survey (deferred)

**Services : Life Safety**

- Priority A Replace 2 x CBS units West Hall Gantry
- Priority A Tank 1 + 2 remedial works
- Priority A Replacement of 1 x aspiration unit in Palm Court

**Services : Critical**

- Priority A/B B&K distribution board and Skate hire distribution board
- Priority A/B Move isolator, contactor &DB from gantries to accessible location x6
- Priority B South Terrace Power Supply
- Priority A Power distribution 5 year fixed wiring testing 20% per year
- Priority A Repairs to Back-up generator Main Building
- Priority B Back-up generator Main Building (deferred)
- Priority B Power distribution 5 year fixed wiring testing remainder (deferred)

**Services : Operational**

- Priority A West Yard Goods Lift additional enclosing
- MOB Controls & further works Supply & Fit 1 No Safety Control Board
- Priority B Re-location of Air conditioning Unit PC4
- Priority A Supply & Install 3 x 2000L Flamco Expansion
- Priority A Palm Court disabled internal doors
- Priority A Palm Court plantroom -Replace B&K hot water booster set

- **Priority C Remove redundant chiller to North Yard serving Palace Suite**
- **Priority A BMS remedial works -Replace 7 Belinodampers**
- **Priority A Replace insulation on AHUs and pipework on level 5 roof**
- **Priority A/B Upgrade of BMS system**
- **Priority A Roof cleaning**
- **Priority A Clean up pipes and repaint with waxlow paint**
- **Priority A Pipe modifications on Level 5 roof plant**
- **Priority A Install and commission new DP switch on Boiler 1**
- **Priority A Replace PCB and fan/motor**
- **Priority A Replace 9 flow control valves East Corridor smoke vents**

**143. MAST LIGHTING POLICY**

Louise Stewart, Chief Executive Alexandra Palace, introduced the report as set out.

Members welcomed the policy, and following a short discussion it was felt best that a 'programme' of mast lighting should not be implemented as it would undermine the purpose of the policy. If Board Members felt that certain events should be marked by lighting the mast then they would need to submit an application in line with the policy.

**RESOLVED to approve the new policy on lighting the mast at Alexandra Palace.**

**144. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None

**145. FUTURE MEETINGS**

13 December 2021  
24 January 2022  
15 March 2022

**146. EXCLUSION OF THE PUBLIC AND PRESS**

**RESOLVED that the press and public be excluded from the remainder of the meeting as items 16-21 contained exempt information as defined in Section 100a of the Local Government Act 1972; Para 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information), and Para 5 – Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.**

**147. MINUTES**

**RESOLVED that the exempt minutes of the Alexandra Palace and Park Board held on 29 March 2021, 12 July 2021 and 30 September 2021 be approved as a correct record of the meeting.**

**148. EXEMPT - LEASED PROPERTIES ANNUAL REPORT**

The recommendations in the report were approved.

**149. EXEMPT - LEASE RENEWAL REPORT**

The recommendations in the report were approved.

**150. EXEMPT - AUDIT FINDINGS REPORT**

The recommendations in the report were approved.

**151. SAFEGUARDING / WHISTLEBLOWING**

There was no update.

**152. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT**

None.

CHAIR: Councillor Anne Stennett

Signed by Chair .....

Date .....

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