

NOTICE OF MEETING

ALEXANDRA PALACE AND PARK BOARD

Thursday, 9 June, 2022, 5pm, at the Woodside Room, George Meehan House, 294 High Road, Wood Green, N22 8JZ

Councillors: Ibrahim (Chair), Collett (Vice-Chair), Stennett, da Costa, Elliott and Mahbub

Non-Voting Co-optees: Jason Beazley (Three Avenues Residents Association), Duncan Neill (Muswell Hill and Fortis Green Association), Val Paley (Palace View Residents' Association) (Co-Optee) and Nigel Willmott (Friends of the Alexandra Palace Theatre).

Also attending: Emma Dagnes (Alexandra Park & Palace CEO), Natalie Layton (Executive Assistant), and Jack Booth (Principal Committee Co-ordinator)

Quorum: 3

1. **FILMING AT MEETINGS**

Please note that this meeting may be filmed or recorded by the Council for live or subsequent broadcast via the Council's internet site or by anyone attending the meeting using any communication method. Although we ask members of the public recording, filming or reporting on the meeting not to include the public seating areas, members of the public attending the meeting should be aware that we cannot guarantee that they will not be filmed or recorded by others attending the meeting. Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his or her opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the Council.

2. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

3. **URGENT BUSINESS**

The Chair will consider the admission of any late items of urgent business. (Late items will be considered under the agenda item where they appear. New items will be dealt with at items 10 below)

4. DECLARATIONS OF INTERESTS

A member with a disclosable pecuniary interest or a prejudicial interest in a matter who attends a meeting of the authority at which the matter is considered:

- a. must disclose the interest at the start of the meeting or when the interest becomes apparent; and
- b. may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

A member who discloses at a meeting a disclosable pecuniary interest which is not registered in the Register of Members' Interests or the subject of a pending notification must notify the Monitoring Officer of the interest within 28 days of the disclosure.

Disclosable pecuniary interests, personal interests and prejudicial interests are defined at Paragraphs 5-7 and Appendix A of the Members' Code of Conduct.

5. QUESTIONS, DEPUTATIONS OR PETITIONS

To consider any questions, deputations or petitions received In accordance with Part 4, Section B29 of the Council's Constitution.

6. MINUTES (PAGES 1 - 8)

- a. To approve the Alexandra Park and Palace Panel minutes on 15 March 2021.
- b. To approve the Alexandra Park and Palace Board minutes on 25 March 2022.

7. APPOINTMENTS TO COMMITTEES (PAGES 9 - 14)

- a. To ratify the following memberships for 2022-23
 - Advisory Committee; and
 - Consultative Committee.
- b. To appoint members of the Finance, Risk, Resource, and Audit Committee (FRRAC).
- c. To appoint directors to the Alexandra Palace Trading Limited (APTL).
- d. To appoint members to the Programme Board.
- e. To appoint lead trustees in the following areas:
 - Safeguarding;
 - Whistleblowing; and
 - Equity, Diversity & Inclusion (EDI).

8. SAC/CC MEETING

To consider any advice or comments from recent joint SAC/CC meeting.

9. PLANNING, LISTED BUILDING, AND ADVERTISING CONSENT (PAGES 15 - 36)

To approve the submission of various applications, prior to formal consultation with the Advisory and Consultative Committees.

10. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT

To consider any other unrestricted business.

11. EXCLUSION OF THE PUBLIC AND PRESS

Items 12 and 13 are likely to be subject of a motion to exclude the press and public from the meeting as they contain exempt information as defined in Section 100a of the Local Government Act 1972; Para 1 – information relating to any individual, Para 2 – Information which is likely to reveal the identity of an individual, 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.

12. EXEMPT MINUTES (PAGES 37 - 38)

To approve the exempt minutes of the meeting on the 25 March 2022.

13. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT

To consider any other exempt business.

14. FUTURE MEETINGS

Tuesday, 19 July 2022
Thursday, 29 July 2022
Tuesday, 13 December 2022
Monday, 20 March 2023

All meetings to commence at 7.30pm unless otherwise stated.

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Fiona Alderman

Head of Legal & Governance (Monitoring Officer)
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Monday, 30 May 2022

MINUTES OF MEETING Alexandra Palace and Park Panel HELD ON Monday, 15th March, 2021, 9.15 - 9.40 pm

PRESENT:

Councillors: Mike Hakata (Chair), Elin Weston (Vice-Chair), Dana Carlin, Eldridge Culverwell, Nick da Costa and Bob Hare

Non-Voting Members: Jason Beazley and Nigel Willmott

35. FILMING AT MEETINGS

The meeting was recorded for subsequent broadcast on the Council's website.

36. APOLOGIES FOR ABSENCE

None.

37. URGENT BUSINESS AT SPECIAL MEETINGS

As it was a special meeting, no other business was considered.

38. DECLARATIONS OF INTEREST

None.

39. PARK LICENCE VARIATION

The Chair opened the discussion on the report and referred to the earlier discussion by the Statutory Advisory Committee and Consultative Committee.

In response to the earlier discussion, Louise Stewart – Chief Executive, Alexandra Palace – advised that it would not be possible to have a trial period to assess whether the concerns raised by the Committees could be mitigated, as programming required licensing obligations to be in place so that event promoters and funders could confirm bookings. One of the biggest risks for the Trust was the inability to move quickly enough to realise opportunities for income generation due to governance restrictions.

With regards to toilet provision, the solution was not easy nor cheap. However, the Trust would commit to reviewing options for the future, as well as identifying requirements for this year in line with the increased catering which was to be provided in the Park.

Ms Stewart advised the Board that it could review the licence annually to evaluate whether a balance between impact on the Park and its neighbours and income generation had been achieved.

In regard to noise, the Trust had a good record of monitoring noise levels and responding to enquiries from residents. Very few noise complaints had been received and the licence had never been breached.

Ms Stewart confirmed that the Friends of Alexandra Park could be involved in the planning of all outdoor events to ensure any concerns that the group may have are addressed.

Following a discussion, the Board recognised the need for the Trust to generate income whilst achieving a balance between events and public enjoyment of the Park. The Board also recognised the need for increased and appropriate litter collections, as well as appropriate toilet provision.

The Board accepted that the timeliness of the Trust's recovery from Covid-19 and its financial position meant that it would not be possible to delay the licence application whilst finer details were ironed out. The Board noted that there would be the opportunity to review the licence in a years' time.

The Board noted the offer of the Chief Executive to provide communications to the Statutory Advisory Committee and Consultative Committee, and further requested that an item be added to the agenda for those meetings, as well as communicating with Members outside of the meeting cycle.

The Board therefore **RESOLVED** to approve the Trust's application to the Licensing Authority to:

- i. **Extend the licensable area of the Parkland to include the East & Pavilion Car Parks (currently under the Palace Licence) and Pitch and Putt area;**
- ii. **Maintain the cap of 30 licensable events days within the Park Licence;**
- iii. **Include within the Park Licence the ability to host an unlimited number of small-scale licensable events for under 600 attendees.**
- iv. **Increase the number of events permitted over 55Db level (from 4 events at 65Db to 5 and from 0 events at 70db to 4) to accommodate events in the added areas, within the existing 30 event days permitted;**
- v. **Ring fence 2 of the 4 proposed event days at 70db, if the licence variation is approved by the Trustee Board, for the Pavilion Car Park; and**
- vi. **Include, within the Park Licence, the ability to sell alcohol as part of an improved food and beverage offer across the Park site as detailed in the report.**

CHAIR: Councillor Mike Hakata

Signed by Chair

Date

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MINUTES OF MEETING ALEXANDRA PALACE AND PARK BOARD HELD ON FRIDAY, 25 MARCH 2022, AT 12.30-1.30PM

PRESENT:

Councillors: Anne Stennett (Chair), Nick da Costa, Dana Carlin, Bob Hare and Nigel Willmott (Co-Optee)

ALSO ATTENDING: Natalie Layton (Executive Assistant), Jack Booth (Principal Committee Co-ordinator)

1. FILMING AT MEETINGS

The meeting was not filmed.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Elin Weston (Vice-Chair), Councillor Kirsten Hearn, and Jason Beazley.

3. URGENT BUSINESS

There was no urgent business.

4. DECLARATIONS OF INTERESTS

There were no declarations of interest.

5. QUESTIONS, DEPUTATIONS OR PETITIONS

There were no questions, deputations, or petitions.

6. MINUTES

RESOLVED

- a. To approve the minutes of the Alexandra Palace and Park meeting on 24 January 2022.
- b. To note the minutes of the Alexandra Palace and Park meeting on 15 March 2022.

7. FINANCE UPDATE AND DRAFT BUDGET

The CEO gave a finance update, which highlighted:

- The Trust was at risk of going into deficit. This was at present manageable, and the Trust was in regular discussion with the Corporate Trustee. Presently there were

sufficient reserves, these would be bolstered through the implementation of the new car parking system.

The following responses to questions were provided:

- It was thought that the new car parking system would increase revenue. The figures that the Trust had put forward were considered conservative, which factored in staffing costs. The Trust was confident that the figure would increase over time, offsetting concerns around the deficit; and
- It was acknowledged that the current situation in Ukraine would result in further energy increases. These increases would impact the Trust. This impact was minimised through the investment in Salix lighting. The upcoming sustainability audit, from Julie's Bicycle, would also cover potential immediate and strategic cost savings.

RESOVLED

To approve the budget as recommended by the Board on 15 March 2022.

8. PÉTANQUE COURT

The CEO went through the pétanque courts proposal, which had been discussed at length at the previous meeting on 15 March 2022.

The following responses to questions were provided:

- Trustees were informed that the issues around drainage in the location of the proposed courts had been mostly resolved since an intervention from Thames Water; and
- The courts were of low impact to existing surroundings. It was noted that a pathway was accessible to the side of the courts, meaning it would not be necessary to create new pathways.

RESOVLED

To approve the proposal to create Pétanque Courts on land adjacent to the Lower Road, East as recommended by the Board on 15 March 2022.

9. YOUTH TRUSTEES

The CEO highlighted that the Board meeting on 15 March the proposal of adding Youth Trustees to the Board had been recommended for approval.

The following responses to questions were provided:

- The recruitment, support, and safeguarding process would be brought back to the new board;
- The proposal was aimed to meet required governance improvements in order to access certain funding streams;
- A Trustee suggested that youth groups from the creative network be invited to join the Consultative Committee. The CEO had agreed with this position; herself and the Head of Creative Learning had been in discussions around how youth groups could reinvigorate the resident and interested stakeholder groups. It was

highlighted that several of these groups on the Consultative Committee and Statutory Advisory Committee no longer met the requirements for committee membership as set out in the Alexandra Park and Palace Acts 1900-1985. It was felt that it was important to balance current stakeholder investment while meeting the requirements for memberships of these committees. Pertinent requirements were (quoting verbatim from the act page 8 section 9):

- the association shall have a written constitution;
 - the association shall require an annual subscription from its members;
 - the association shall meet regularly; and
 - the constitution of the association shall provide for elections of its officers.
- Trustees were supportive of the proposal.

RESOVLED

To approve the proposal to appoint two Youth Trustee Board members as recommended by the Board on 15 March 2022.

10. FORWARD PLAN

The CEO set out the Forward Plan. Several actions were agreed:

- To delay the workshop for the members (**Action: Executive Assistance**);
- To seek feedback from current members on being a Trustee (**Action: Executive Assistance**);
- To talk with the Chief Whips asking for a minimum four-year term for Trustees, this was to ensure stability and continuity among Trustees (**Action: Executive Assistance**).

RESOVLED

To approve the Board Forward Plan.

11. NEW ITEMS OF URGENT BUSINESS

None received.

12. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED

That the press and public be excluded for the consideration of agenda items 13-15 as they contained exempt information as defined in Section 100a of the Local Government Act 1972; Para 1 – information relating to any individual, Para 2 – Information which is likely to reveal the identity of an individual, 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.

13. MINUTES

RESOVLED

To approve the exempt minutes of 24 January 2022 and to note the minutes of the informal meeting held on 15 March 2022.

14. EXEMPT PÉTANQUE FUNDING AGREEMENT

RESOLVED

To note the additional exempt information relating to the report at item 8.

15. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIERS TO BE URGENT

There was no other exempt business.

CHAIR: Councillor Anne Stennett

Signed by Chair

Date



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

9 JUNE 2022

Report Title: Appointments to Committees

Report of: Emma Dagnes, Chief Executive, Alexandra Park and Palace Charitable Trust (APPCT)

Purpose: This report seeks formal ratification of the memberships of the Advisory and Consultative Committees for 2022/23, the Finance, Risk, Resource and Audit Committee (FRRAC), the Alexandra Palace Trading Limited Board (APTL) and Programme Board Members and Trustee Lead Members.

Local Government (Access to Information) Act 1985 – N/A

1. Recommendations

- 1.1 To note membership of the Alexandra Park and Palace Statutory Advisory Committee, as listed in Appendix 1;
- 1.2 To note the membership of the Alexandra Park and Palace Consultative Committee, as listed in Appendix 1;
- 1.3 To **appoint** Trustee Board members for the Finance, Resource, Risk and Audit Committee (FRRAC);
- 1.4 To **agree** which of the FRRAC members appointed will act as Chair of FRRAC;
- 1.5 To **appoint** Trustee Board members to act as APTL Company Directors;
- 1.6 To **agree** which member of APTL will act as Chair of the APTL Board,
- 1.7 To **appoint** Trustee Board Members to the Programme Board;
- 1.8 To **appoint**:
 - i. a Board Member as Lead Safeguarding trustee;
 - ii. a Board Member as Lead Whistleblowing trustee;
 - iii. a Board Member as Lead Equity, Diversity and Inclusion trustee.
- 1.9 To **extend** the terms of office for FRRAC Independent Member, Claire Pape, and APTL Non-Executive Directors, Andrew Morton and Jamie Copas for a period of three years.

2. Introduction/ background

- 2.1 The voting members of the Alexandra Park and Palace Charitable Trust Board are appointed by Haringey Council, the Corporate Trustee of Alexandra Park and Palace Charitable Trust.
- 2.2 The Board may appoint up to four of its voting members (who are representatives of the Corporate Trustee) to the board of the Charity's trading subsidiary, APTL.
- 2.3 The Statutory Advisory Committee was established by the Alexandra Park and Palace Act, 1985, and membership consists of:
 - eight members appointed by Haringey Council, 6 of whom shall be elected councillors of the areas (wards) neighbouring Alexandra Park and Palace (APP);
 - 6 members nominated by local residents' associations who meet the criteria stated within the Act.
- 2.4 Haringey Council has constituted a Consultative Committee of up to 30 members of local groups that meet specific criteria. The Council Members of the Trustee Board are also appointed to the Consultative Committee.
- 2.5 The memberships of the SAC, CC, APTL and FRRAC were last appointed in June and July 2021 and there have since been new appointments to Council committees, resulting in new Board Trustees.

3. Advisory Committee

- 3.1 The 1985 Act requires representatives on the Advisory Committee to represent residents' associations in one or more of the following wards: Alexandra, Bounds Green, Fortis Green, Hornsey, Muswell Hill, Noel Park.
- 3.2 The associations must be open to all residents in the areas and must have written constitutions, a minimum of 50 households in their memberships and meet regularly.
- 3.3 Haringey Council administrates the Committee and therefore confirms the Advisory Committee members each year and receive the minutes of the associations' AGMs (annual general meetings), 2022/23 members are listed at **Appendix 1**.

4. Consultative Committee

- 4.1 The Consultative Committee comprises the Alexandra Palace and Park Board and up to 30 community representatives.
- 4.2 Currently 16 community representatives sit on the Consultative Committee.
- 4.3 Haringey Council administrates the Committee and therefore reviews its membership annually and 2022/23 members are listed at **Appendix 1**.

5. FRRAC

- 5.1 The Finance, Risk, Resource and Audit Committee is appointed by the APPCT Board from amongst its members and shall consist of no less than three members.
- 5.2 In 2021/22 the FRRAC membership consisted of: Cllrs Dana Carlin (Chair), Elin Weston, Anne Stennett and Bob Hare and independent member Claire Pape.
- 5.3 The Trustee Board are asked to appoint up to four of its Members to sit on FRRAC in 2022/23 and to appoint a Chair of FRRAC.
- 5.4 At its meeting on 15 February 2022 FRRAC recommended that the term of office for FRRAC Independent Member, Claire Pape, for a further period of 3 years and the Trustee Board is asked to approve this.

6. APTL

- 6.1 The APTL Memorandum and Articles of Association state the maximum number of directors shall be eight and the minimum two comprising:
- Up to four trustees of the Charity;
 - One employee of the Company
 - One officer of the Council
 - Two others who are not officers or members of the Council or employees or trustees of the Charity (Non-Executive Directors (NEDs)).
- 6.2 in 2021/22 the APTL Company Directors, were:

Trustee Directors: Nick da Costa (Chair), Dana Carlin, Anne Stennett, Kirsten Hearn
Council Employee Director: Louise Stewart
APTL Employee Director: Emma Dagnes
Non-Executive Directors: Jamie Copas & Andrew Morton

- 6.3 At their respective meetings in February 2022, FRRAC and the APTL Board recommended extending the terms of office of Non-Executive Directors, Andrew Morton and Jamie Copas for a further period of 3 years.

7. Programme Board

The Programme Board is a sub-committee of the Trust Board, which oversees any major restoration and capital works projects and consists of two Trustees and a Council Planning officer and Finance Officer. In 2020/21 the Trustee Members of the Programme Board were Dana Carlin and Bob Hare.

8. Trust Board

At its annual general meeting on 23 May 2022, Haringey Council, the Corporate Trustee, appointed Councillors: Emine Ibrahim (Chair), Lotte Collett (Vice Chair), Anne Stennett, Ahmed Mahbub, Sarah Elliot and Nick da Costa to the Trustee Board.

9. Legal Implications

The Council's Head of Legal and Governance has been consulted on this report and has no comment.

10. Financial Implications

The Council's Chief Financial Officer has been consulted in the preparation of this report and has no comments.

11. Use of Appendices

Appendix 1 – 2022/23 SAC & CC Members (*subject to 20th June SAC & CC confirmation*)

Appendix 2 - FRRAC, APTL Membership lists & Lead Roles

STATUTORY ADVISORY COMMITTEE (SAC) MEMBERSHIP 2022/23**Advisory Committee Nominated Members of:**

Alexandra Residents Association

Bounds Green and District Residents Association

Muswell Hill and Fortis Green Association

Palace Gates Residents Association

Palace View Residents Association

The Rookfield Association

Three Avenues Residents Association

Warner Estate Residents Association

Jane Hutchinson

To be confirmed

John Crompton

Kevin Stanfield

Elizabeth Richardson

David Frith

Jason Beazley

Jim Jenks

Appointed Members

Bounds Green Ward

Muswell Hill Ward

Noel Park Ward

Alexandra Park Ward

Fortis Green Ward

Hornsey Ward

Council-Wide Member

Council Wide Member

Cllr Emily Arkell

Cllr Cathy Brennan

Cllr Emine Ibrahim

Cllr Alexandra Rossetti

Cllr Joy Wallace

Cllr Elin Weston

Cllr Ibrahim Ali

Cllr Sarah Elliot

CONSULTATIVE COMMITTEE MEMBERSHIP 2022/23**Nominated Members:**

Friends of Alexandra Palace

Alexandra Palace Allotments Association

Alexandra Palace Organ Appeal

Alexandra Palace Television Group

Alexandra Residents Association

Alexandra Park & Palace Conservation Area Advisory Committee

Bounds Green and District Residents Association

Friends of Alexandra Park

Friends of the Alexandra Palace Theatre

Heartlands High School

Hornsey Historical Society

Muswell Hill and Fortis Green Association

Muswell Hill Metro Group

Palace View Residents Association

Three Avenues Residents' Association

Warner Estate Residents Association

Annette Baker

John Wilkinson

Hugh Macpherson

John Thompson

Dermot Barnes ?

Jacob O'Callaghan

John Crompton

Gordon Hutchinson

Nigel Willmott

Elen Roberts

Rachael Macdonald ?

Duncan Neill

John Boshier ?

Val Paley

Jason Beazley

Adrian Thomas

Appointed Members

Councillor Emine Ibrahim (Chair of APPCT Board)

Councillor Lotte Collett (Vice Chair of APPCT Board)

Councillor Anne Stennett

Councillor Ahmed Mahbub

Councillor Sarah Elliot

Councillor Nick da Costa

APTL (ALEXANDRA PALACE TRADING LTD) MEMBERSHIP

Trustee Director TBC	APTL Director & Chair
Trustee Director TBC	Director (APPCT Board Member)
Trustee Director TBC	Director (APPCT Board Member)
Trustee Director TBC	Director (APPCT Board Member)
TBC (<i>previously CEO</i>)	Director (Council Employee)
<i>Currently</i> Emma Dagnes	Director (APTL Employee)
<i>Currently</i> Andrew Morton	Independent Director
<i>Currently</i> Jamie Copas	Independent Director

FRRAC (FINANCE, RESOUC, RISK AND AUDIT COMMITTEE) MEMBERSHIP

Trustee	APPCT Board Member (FRRAC Chair)
Trustee	APPCT Board Member
Trustee	APPCT Board Member
Trustee	APPCT Board Member
Claire Pape	Independent Member

PROGRAMME BOARD

Trustee TBC	APPCT Board Member
Trustee TBC	APPCT Board Member
Council Finance & Planning Officers	

SAFEGUARDING LEAD MEMBER: Trustee TBC

WHISTLEBLOWING LEAD MEMBER: Trustee TBC

EQUITY DIVERSITY & INCLUSION LEAD MEMBER: Trustee TBC



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

9 JUNE 2022

Report Title: Planning, Listed Building and Advert Consent Applications
Report of: Emma Dagnes, Chief Executive Officer

Purpose: To seek approval to submit applications for a number of planning, listed building and advertising consent proposals prior to consultation with the Advisory and Consultative Committees.

Local Government (Access to Information) Act 1985 - N/A

1.0 Recommendations

1.1]To approve the submission of planning, listed building and advertising consent applications for:

Generating revenue for the charity

Parking Management System (PMS) infrastructure

Improving quality of visitor experience

The Beach improvements

East Wing projects: Visitor Services office and store/ post room; East Court café/ restaurant; and signage and wayfinding improvements

Changing Places facility

Ice Rink café refurbishment

Enhancing leisure operations and generating revenue for the charity

Skywalk Rooftop Adventure

Go Ape Climbing Wall (non-material amendment to extant permission)

1.2 To note that the proposals may be changed subject to advice and feedback from the Advisory and Consultative Committees at their meetings on 20th June. The Trustee Board will have another opportunity consider the applications and committees' feedback at the next meeting in July.

2.0 Overview

2.1 For the past two years the Trust has been focussed on pandemic survival and recovery. Consequently, a number of other work streams and projects were put on hold.

2.2 Now that we are slowly returning to business as usual, the team have been able to re-establish these work streams and projects in accordance with the 5-year plan priorities, including generating revenue for the charity by introducing

car park charging, enhancing leisure operations and improving the quality of visitor experience. The following projects are in various stages of development, and it is hoped that applications will be submitted to Haringey Council over the next few months.

- 2.3 The Statutory Advisory and Consultative Committee will be formally consulted on the proposals on 20th June and their comments will be taken into consideration as the projects progress.

3.0 Parking Management System (PMS) Infrastructure

- 3.1 As part of the PMS project, the following infrastructure is required:

- Pay terminals
- Automatic Number Plate Recognition (ANPR) cameras
- Car park signage
- Variable Message Signs (VMS)

- 3.2 A planning application is required for the terminals and cameras, and an advertisement consent application is required for the signage and VMS.

- 3.3 The proposal is to install 9no pay terminals in the following locations: East Court car park (3no), Palm Court hopper island (3no), Grove car park (1no) and Paddocks car park (2no). Appendix 1 shows the location of the terminals and Appendix 2 illustrate what the terminals will look like.

- 3.4 There will be 6no ANPR cameras mounted on new posts. Appendix 3 shows the location of the cameras. Care has been taken to ensure the posts are located as discreetly as possible.

- 3.5 Signage will be a requirement in all car parks. The signage has been designed in accordance with the Trust's brand guidelines and with the required British Parking Association stipulations. See Appendix 4.

- 3.6 Finally, 2no VMS will be located along Alexandra Palace Way, one located close to the Lower Road entrance on the east side, and one close to the Hornsey Gate entrance on the west side. The VMS will inform visitors as they are driving up towards the Palace of the car park status, whether any car parks are closed, or which ones have better availability. This sign has yet to be designed – Appendix 4 includes an example VMS.

4.0 The Beach Improvements

- 4.1 During the pandemic, the team had to establish new, innovative ways to continue to generate revenue whilst various social distancing requirements were in place. During the summer months of 2020, the area known commonly as 'The Beach' (see Appendix 5) was reopened as 'The Terrace' – a ticketed event serving street food and a variety of beverages. This provided a much-needed revenue stream during a time when indoor events were prohibited. A minor makeover of this space was carried out and included some new seating, a scattering of parasols and some planters.

- 4.2 The success of 'The Terrace' and the forthcoming outdoor events programme has prompted the team to establish a holistic improvement project for the entire Beach area including:

- Decluttering/ consolidation of infrastructure (cables, wires, apparatus etc.) to improve the visual appearance of the building;
- Modest package of masonry repair works including low level reinstatement of missing rendered features and brick repairs to SW Tower and adjacent West Wall. Renewal of 1980's temporary tin roof to the SW Tower with new roof structure and coverings to make the disused interior safe and weather-tight and capable for meanwhile use;
- Repairs and redecoration of existing joinery in accordance with the Trust's Colour Framework, to match the dark greens used on the Eastern end of the building;
- An alternative lighting solution to enhance the visitor experience, whilst also highlighting architectural features such as:
 - a) Permanent dual directional flood lights to illuminate the building elevations and terrace areas (which are currently either in darkness or bright glare from small outward flood lights);
 - b) Illuminated bollards and/or inset floor lights to changes in levels;
 - c) Temporary facility for festoon lighting runs from summer pagoda roof to the building with discrete and removable anchor points;
 - d) Permanent underground power supply run to centre of Terrace to facilitate lighting and servicing of the summer pagoda, and minimise infrastructure during rest of the year for event power and lighting;
 - e) Conversion of the globe lanterns to LED to provide better overall lighting distribution towards the large and dimly lit majority of the terrace area, whilst maintaining a soft and consistent lighting level towards the road and Park.
- New signage for the Phoenix Bar and Kitchen that is in keeping with the wider site signage (similar to Palm Court entrance signage), and provision of traditional/discrete illumination (to indicate to public, particularly in winter months, that the B&K is open for business).

4.3 A holistic approach to improvements will not only enhance the overall visitor experience, but more importantly allow for some much-needed repair works to the listed fabric, which will improve the overall look and resilience of the SW corner of the site – repairing and maintaining the building for all to enjoy being our mission.

5.0 East Wing Projects: Visitor Services Office and Post Room

5.1 Since 2018 and the reopening of the East Court, over 150,000 visitors have been through the doors. Consequently the Visitor Services (VS) team has grown from 2 to 43; as the team has grown, so has their remit which now includes operating the in-house Box Office, running visitor operations for all public events and duty managing the East Court.

5.2 The VS team has no designated office space, and with the arrival of the in-house Box Office facility and CRM system, the VS team will require appropriate office space and a working area fit for purpose.

5.3 Whilst 2no rooms within the South East Office Building (SEOB) have been informally used as a post room and store room, they have never been designed as such, and require a number of changes in order to make them more efficient; particularly the access route in and out. It is proposed that a listed building consent application is submitted to create a new opening/ doorway from the

East Court into 2no rooms located within the South East Office Building. See Appendix 6 for proposed rooms in orange.

6.0 East Wing Projects: East Court Café / Restaurant

- 6.1 There has been a long-standing aspiration to have a permanent, quality catering offer in the East Court. Since re-opening in 2018, there have been a number of temporary, modest catering operations focussed on teas, coffees, cold drinks and light snacks.
- 6.2 Some initial advice has been sought from conversation architects and a detailed options appraisal has been carried out by a catering consultant. The early thoughts on the project include utilising part of the ground floor of the South East Office Building and the entirety of the building known as the South East Pavilion (the sister building to the Theatre toilet block on the opposite side of the East Court). See Appendix 7 for proposed footprint marked in green.
- 6.2 A listed building consent application will need to be worked up to include the following interventions:
- Making openings from the East Court into the South East Pavilion
 - Making openings from the East Court into the South East Office Building
 - Reinstating 2no large windows in the South East Pavilion, out onto the East Car Park/ BBC Car Park areas

7.0 East Wing Projects: Signage and Wayfinding Improvements

- 7.1 Prior to the East Wing project, IR customers entered through the East Court to purchase tickets and access the Ice Rink. Shortly before the construction works started, the IR reception and skate hire areas were reconfigured and the desk and entrance point were moved to accommodate. The East Lightwell was transformed into the dedicated IR entrance, and a desk was situated at the eastern end of the Ice Café corridor.
- 7.2 The East Wing project completed at the end of 2018, and we have now had to the time to assess customer flows and understand how best the East Court works in its new state. By reinstating the access to the IR through the East Court, customers have the chance to engage in the wider AP offer, with CL activities, catering and interpretation.
- 7.3 However, the VS team and IR team regularly report that there are difficulties with visitors navigating themselves in the East Court, particularly if they are visiting for the first time.
- 7.4 As visitors enter the East Court, there is little or no signage to indicate to the visitor where the Ice Rink entrance or Theatre entrance are located.
- 7.5 The proposal is to design and install directional signage that is in keeping with both the existing signage in the Palm Court, and the new signage that was installed as part of the East Wing project (see Appendix 8). Fixings into the fabric will be minimal, undertaken with care and reversible.

8.0 Changing Places facility

- 8.1 Standard accessible toilets meet the needs of some disabled people – but not all. Over 250,000 people in the UK need personal assistance to use the toilet, including people with profound and multiple learning disabilities, spinal injuries and people living with stroke.
- 8.2 Changing Places toilets are larger facilities that have the right equipment, including a changing bench and hoist, designed to support disabled people who need assistance.
- 8.3 The location of the facility has been narrowed down from seven potential locations, all to be close to the Ice Rink and the Great Hall, but also the South Terrace, with external access to the Transmitter Hall, around/ through to the East Court and Theatre, plus the outdoor events programme.
- 8.4 The proposed location is in a location on the ground floor of the former BBC Wing, just off the East Lightwell. The works required will create a room within a room, whereby a 1980s brick infill wall would be reopened to enable access to the Changing Places facility. The facility will have its own power supply, and will be connected to existing drainage pipes in the basement and take its water supply from the ladies toilets in the Great Hall.
- 8.4 In addition to these works, the East Lightwell door will be automated, to provide improved and hands-free access to the facility from the South Terrace.

9.0 Ice Rink café refurbishment

- 9.1 The Ice Café in the East Corridor is from the 1980's refurbishment of the Palace, with a couple of minor refreshes, and is now dated, in poor condition and does not work operationally for staff and the public.

The intention is to:

- Fully refurbish the existing kitchen and stores, with new and hygienic whiterock ceiling and walls, new vinyl flooring and skirting. Replace existing cooking appliances with new, using existing ventilation system and modified fire measures;
- Strip out the existing linear and claustrophobic servery under the mezzanine, and create an open seating area with original walls re-exposed, new ceiling and floor finishes;
- Re-establish potential access into the ground floor of the BBC Wing with reopening doorways into the Victorian staircase and former BBC Canteen, facilitated by relocating the existing servery and refurbishment of Kitchen stores;
- Create a new servery along the line of the columns to the projecting mezzanine with open curved end towards the East Court, and better visibility/connection with refurbished kitchen, to allow order and collection points at each end of the new servery and improved circulation, together with more pleasant working environment for staff;
- Rewiring and new lighting throughout to kitchen, seating area and relocated servery, from electrical distribution board already upgraded as part of the SALIX project

The proposed reconfiguration of existing uses, may merit submission of Listed Building Consent, but unlikely to require planning permission as no additional

development is required, and involves like-for-like repositioning of servery/seating/circulation.

The aspiration would be to have the new Ice Café in the East Corridor fully refurbished and operational during September 2022, and generating better income, with the existing café having been closed to the public since the major rewiring and relighting project to Ice Rink and East Corridor.

10.0 Skywalk Rooftop Adventure

- 10.1 In November 2021 the Trust was approached by Wire and Sky, the market leader and experts in installing and running urban aerial adventures. They currently operate at the O2, the Arcelor Mittal Orbit, BA i360 in Brighton and Wembley Stadium. Their most recent launch was in March 2022 at the Grade I listed Cutty Sark, Greenwich.
- 10.2 The proposal is to create a rooftop adventure, offering AP audiences a new and exciting way to enjoy the asset through an authentic experience. This project will deliver on a number of Strategic Vision objectives, will diversify the charity's income stream as well as raising the profile and reputation of the Park and Palace as a destination venue.
- 10.3 The interventions required will be temporary and reversible. Some CGIs are provided in Appendix 10 and Appendix 11. We intend to have a pre-application meeting with Haringey planning team in the coming weeks.

11.0 Go Ape Climbing Wall

- 11.1 A climbing wall was installed on the existing high ropes course tower as part of the celebrations for the Tokyo Olympics in 2021. This application is to secure the permanent use of the climbing wall. Advice from Chris Smith, Principal Planning Officer, has stated that permission can be secured by a non-material amendment to the original planning application ([HGY/2015/3141](#)).
- 11.2 The climbing wall was installed on the western elevation of the existing high ropes tower. The wall will be attached to the supports of the existing tower. There is no increase in height to the high ropes tower. It is approximately 12m high. It also does not add to the footprint of development on the ground. The climbing wall is contained within the fenced area of the high ropes course. See Appendix 12.

12.0 Legal Implications

- 12.1 All applications outlined above sit within the functions, powers and duties of the Trustees as set out in the 1985 Act of Parliament:
- Sections 8 & 11 – making all provisions necessary to ensure that Alexandra Park and Palace remains a place of public resort and recreation and other public purposes, taking in to account the contemporary needs of the public
 - Section 4 and Section 17(v) – The Trust can let part or parts of the Park (not exceeding 40 acres) and Palace for up to 22 years in line with the Board's main duty; restrictions apply.

12.2 The Council's Head of Legal & Governance has been consulted in the preparation of this report, and has no comments.

13. Use of Appendices

Appendix 1 – Location of Pay Terminals

Appendix 2 – Images of proposed Pay Terminal

Appendix 3 – Location of ANPR Cameras

Appendix 4 – Proposed car park signage

Appendix 5 – The Beach Location Plan

Appendix 6 – Proposed location of VS office and post room and proposed location of EC café/ restaurant

Appendix 7 – East Court signage

Appendix 8 – Changing Places facility

Appendix 9 – Ice café refurbishment location plan

Appendix 10 – Rooftop adventure design CGIs

Appendix 11 – View CGIs

Appendix 12 – Go Ape proposal

APPENDIX 1 : LOCATION OF PAY TERMINALS



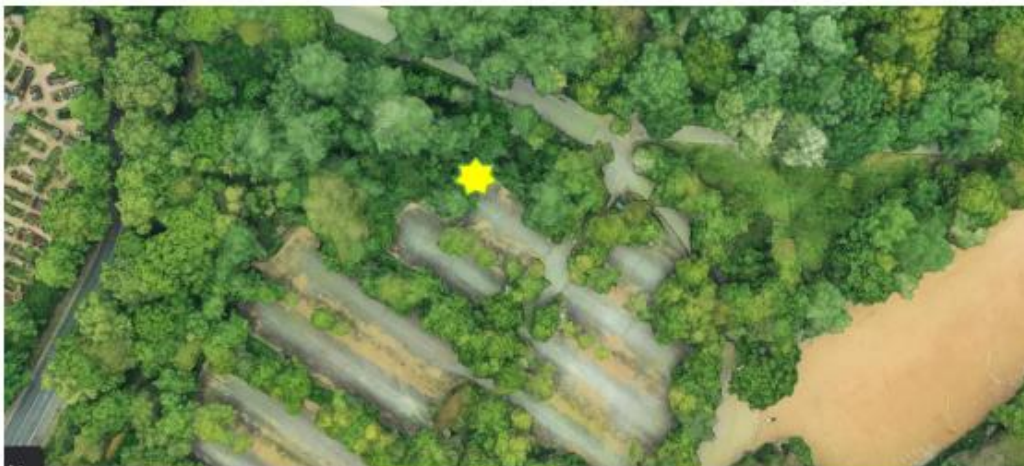
East car park – 3no pay terminals



Palm Court hopper island – 3no pay terminals



The Grove car park – 1 no pay terminal



The Paddocks – 2 no pay terminals

APPENDIX 2 : PAY TERMINAL

Jupiter+



- ❖ 1554mm Tall Stainless Steel Unit
- ❖ Suitable For In&Outdoors
- ❖ Can Be Wall Mounted
- ❖ Large 15" Touch Screen
- ❖ Barcode Scanner
- ❖ Thermal Head Printer
- ❖ Disabled Badge Reader
- ❖ 4g or LAN configurable
- ❖ Customisable Screens and payment flow

- ❖ Accepts Payment Methods
 - ✓ Chip&Pin + Contactless

APPENDIX 3 : LOCATION OF ANPR CAMERAS



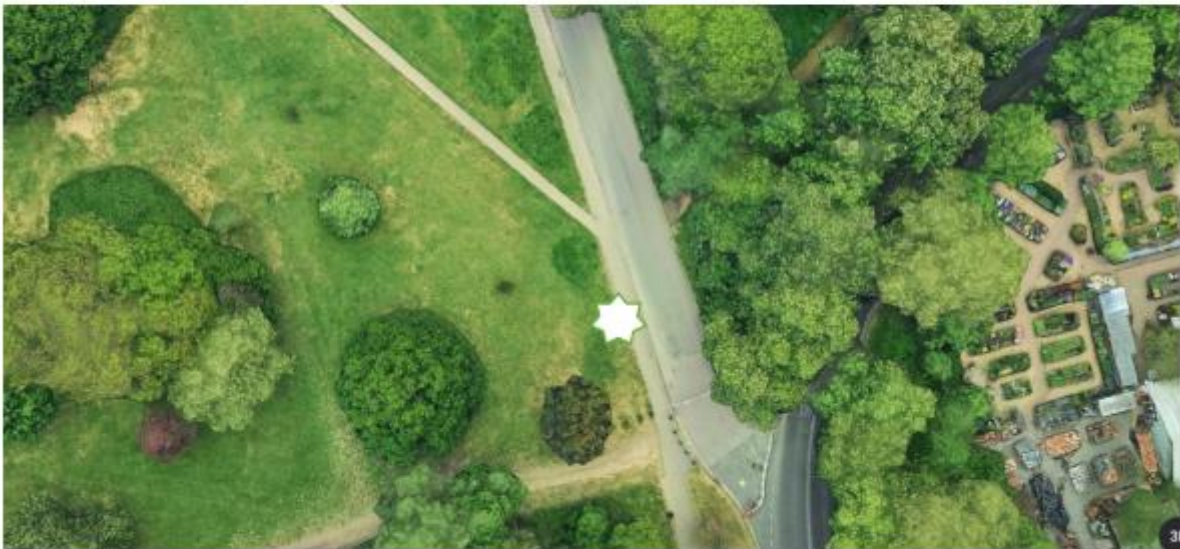
East Car Park – ANPR camera location x2



North Service Yard – ANPR camera location



The Grove – ANPR camera location



Paddocks Slip – ANPR camera location



Hornsey Gate – ANPR camera location

APPENDIX 4: CAR PARK SIGNAGE



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PARKING CHARGES APPLY

How to pay with ECPparkbuddy

Download the ECPparkbuddy app for super easy payment

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Call 0330 022 3866

Or pay by web
www.ecpparkbuddy.com

All payments are cashless

Location ID **68XXXX**

Payment must be made by phone at the time of parking. For full terms and conditions and for information on alternative methods of payment, visit www.ecpparkbuddy.com

Service charges apply and depend on the level of parking fee. Optional rates are charged at 50p per day.

CALLS CHARGED AT LOCAL RATES. PARKING FEES AND RATES WILL BE CHARGED TO YOUR CREDIT/DEBIT CARD.

TARIFF

**30 MINUTES FREE PARKING
(NO PAYMENT REQUIRED)**

30 MINUTES - 1 HOUR	£ X.XX
UP TO X HOURS	£ X.XX
UP TO X HOURS	£ X.XX
UP TO X HOURS	£ X.XX
UP TO X HOURS	£ X.XX

TERMS AND CONDITIONS APPLY AT ALL TIMES

FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS WILL RESULT IN THE ISSUE OF A £XX PARKING CHARGE NOTICE (£XX IF PAID WITHIN 14 DAYS OF ISSUE)

 **PURCHASE AND RETAIN A VALID TICKET OR HAVE A VALID ECPparkbuddy SESSION FOR THE LENGTH OF YOUR STAY**

 **PARK ONLY WITHIN MARKED BAYS**

 **DISABLED BAYS ARE FOR BLUE BADGE HOLDERS ONLY**
VALID BADGE MUST BE CLEARLY DISPLAYED IN WINDSCREEN. FREE PARKING FOR BLUE BADGE HOLDERS - SEE PAYMENT MACHINES FOR DETAILS

BY PAYING FOR PARKING YOU ARE CONTRIBUTING TO THE UPKEEP OF THE PARK AND PALACE. THANK YOU

ALEXANDRA PARK AND PALACE IS A REGISTERED CHARITY. NO 281991

MANAGED BY
EURO CAR PARKS
30 DORSET SQUARE
LONDON NW1 6QJ
TEL 020 7563 3000

THIS LAND IS PRIVATE PROPERTY
WE ARE USING AUTOMATIC NUMBER PLATE RECOGNITION AND/OR HANDHELD CAMERAS TO CAPTURE IMAGES OF VEHICLE NUMBER PLATES TO MONITOR AND ENFORCE THE ABOVE TERMS AND CONDITIONS

 
SITE NO. XXXX

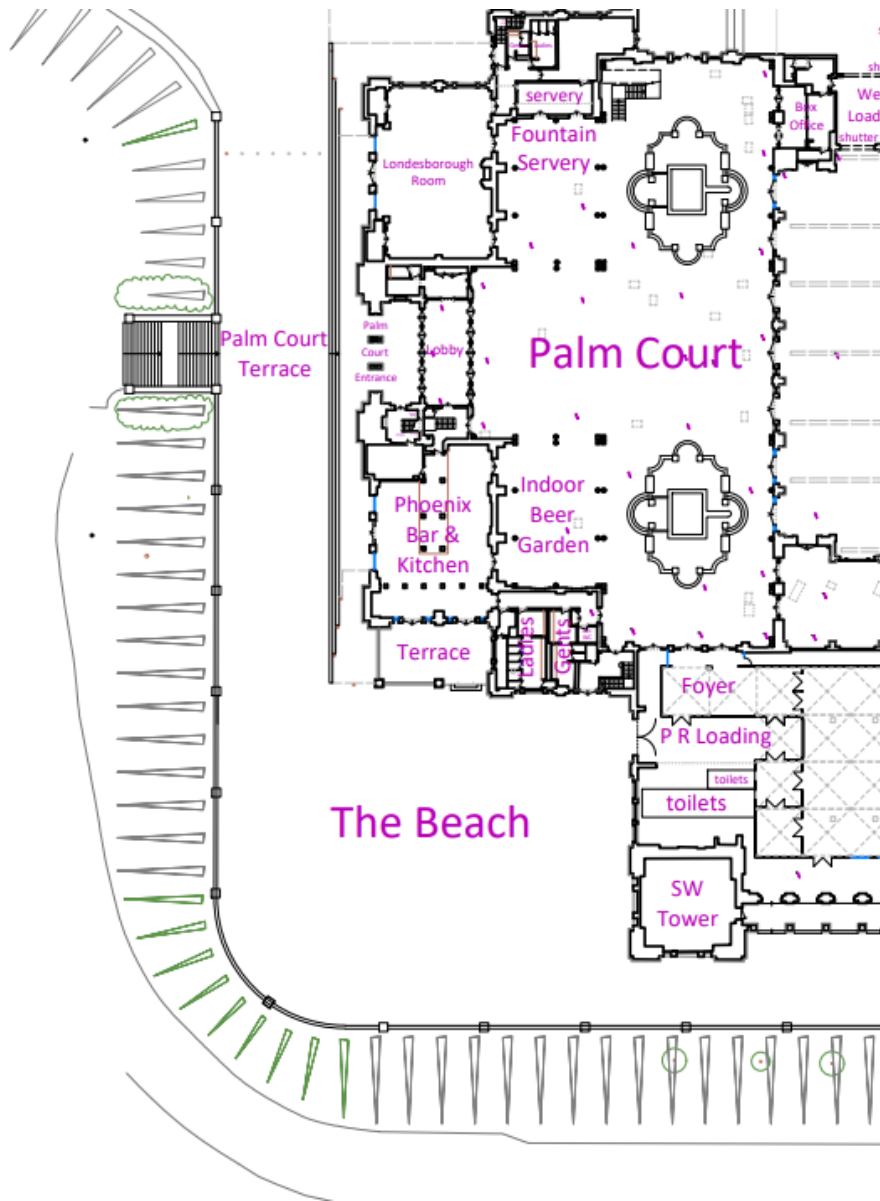
IMPORTANT NOTICE: EURO CAR PARKS IS SOLELY ENGAGED TO PROVIDE A SPACE MAXIMISATION SCHEME. WE ARE NOT RESPONSIBLE FOR THE CAR PARK SURFACE, OTHER MOTOR VEHICLES, DAMAGE OR LOSS FROM MOTOR VEHICLES OR USER'S SAFETY. THIS LAND IS PRIVATE PROPERTY. NO PARKING WITHOUT THE AUTHORITY, WHETHER EXPRESSED OR IMPLIED OF THE OWNER OF THE VEHICLE. IF YOU FAIL TO ADHERE TO THE TERMS AND CONDITIONS YOU WILL BE ISSUED WITH A PARKING CHARGE NOTICE. VEHICLE KEEPERS DETAILS MAY BE REQUESTED FROM THE DVA IF AUTOMATIC NUMBER PLATE RECOGNITION OR IF THE PARKING CHARGE NOTICE PLACED ON YOUR VEHICLE REMAINS UNPAID. ADDITIONAL CHARGES WILL BE INCURRED FROM FURTHER CIVIL ACTION BEING TAKEN. VEHICLES PARKED CAUSING OBSTRUCTION OR IN UNAUTHORISED AREAS IN ACCORDANCE WITH ADVERTISED TERMS AND CONDITIONS MAY BE RELOCATED TO AN ALTERNATIVE POSITION WITHIN THE IMMEDIATE VICINITY. ABANDONED VEHICLES MAY BE REMOVED AND IMPROVED OF AT A REGISTERED RECYCLING CENTRE. APPROPRIATE NOTICES WILL BE PLACED ON BLUED VEHICLES IF THE REGISTERED KEEPER FAILS TO RESPOND TO NOTICES SERVED TO THE REGISTERED KEEPER'S ADDRESS. FOR ALL ENQUIRIES CONTACT ECP 24HR HELP DESK 020 7563 3000. COMPANY REGISTRATION NO. 1270612

Signage for car parks

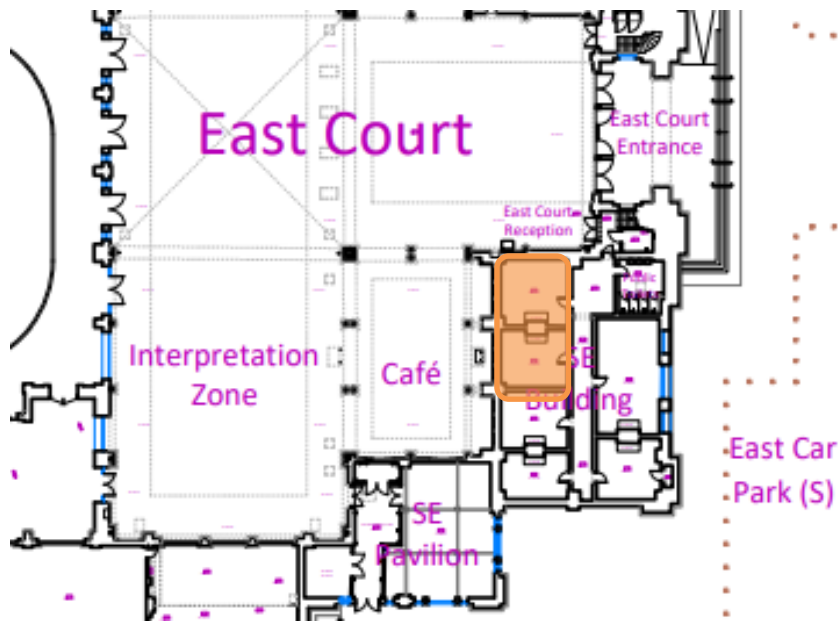


Variable Message Sign example

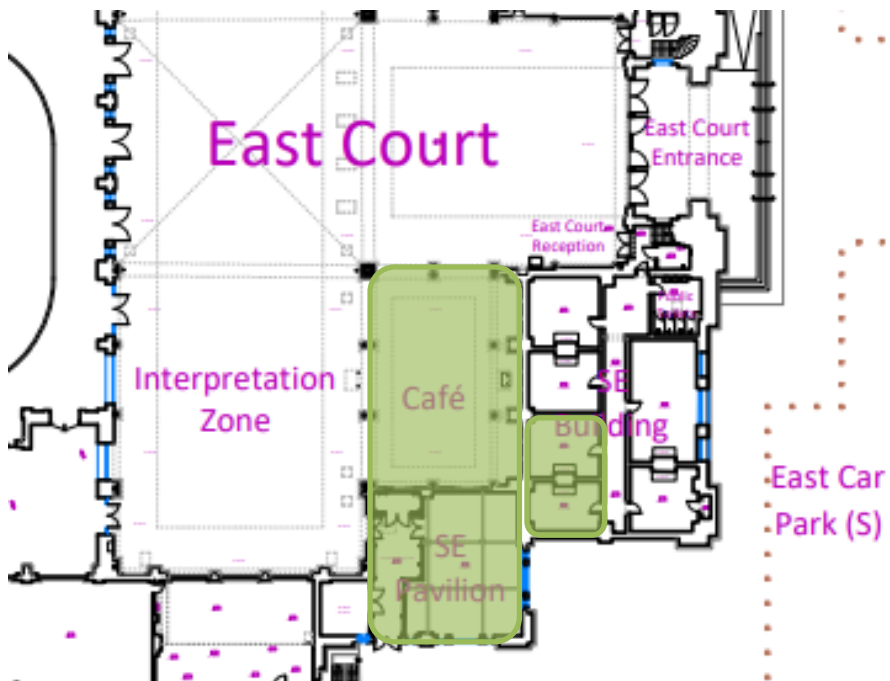
APPENDIX 5: THE BEACH LOCATION PLAN



APPENDIX 6: PROPOSED VISITOR SERVICES OFFICE AND POST ROOM AND EAST COURT CAFÉ/ RESTAURANT



Proposed office and post room location (2no ground floor rooms in the SE Office Building)



Proposed EC café/ restaurant location (SE Alcove, SE Pavilion and part of the SE Office Building)

APPENDIX 7: EAST COURT SIGNAGE



Temporary banner solution using existing fixings in East Court

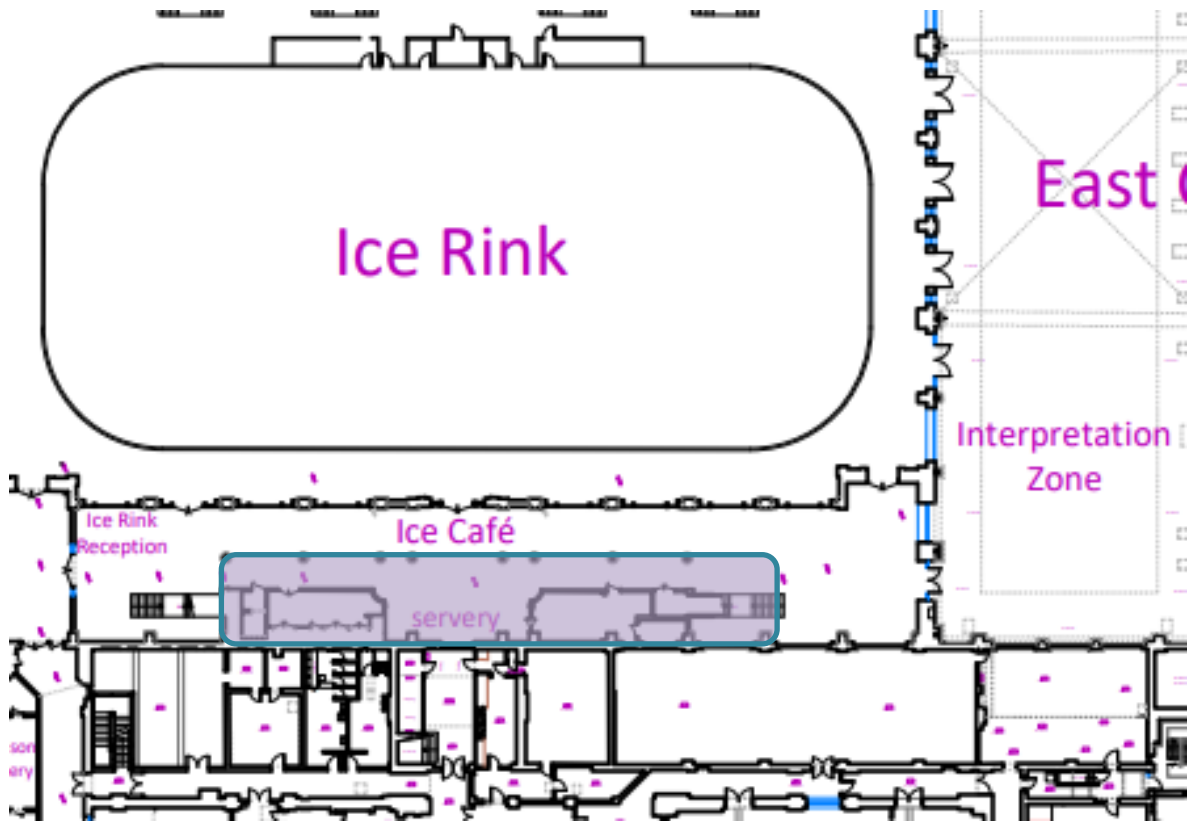


Precedent for gold/brass directional signage in Palm Court

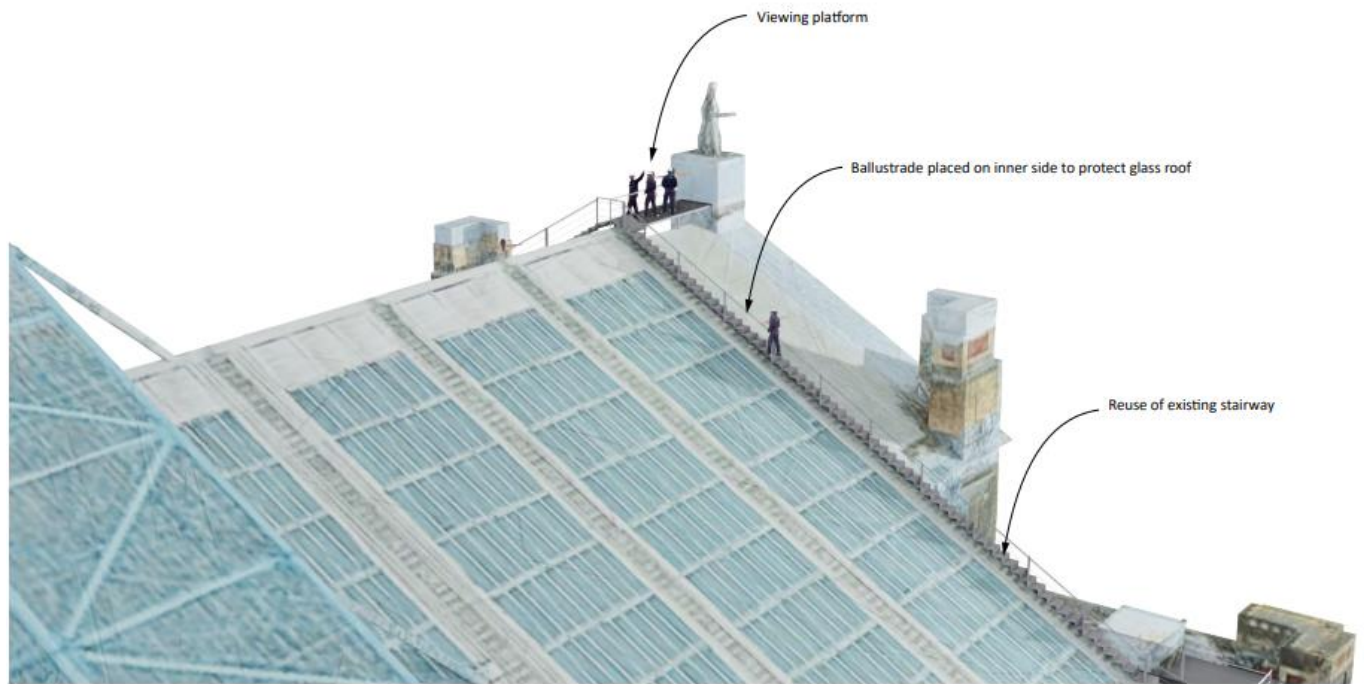
APPENDIX 8: CHANGING PLACES FACILITY LOCATION



APPENDIX 9: ICE RINK CAFÉ LOCATION PLAN



APPENDIX 10: CGI DESIGNS FOR ROOFTOP ADVENTURE



APPENDIX 11: CGIS OF IMPACT ON VIEWS OF PALACE

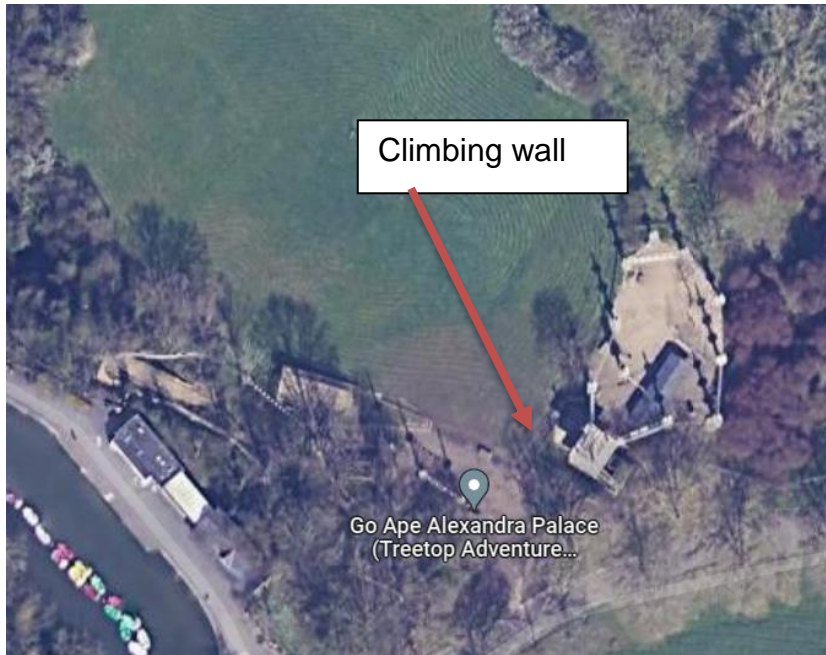


CGI view from the Park



CGI view from Park Avenue Road

APPENDIX 12: GO APE CLIMBING WALL PROPOSAL



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