

## NOTICE OF MEETING

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# Joint Informal meeting of the Alexandra Park & Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee

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(Alexandra Park & Palace Advisory Committee established by Statute in 1985)

To: The Members of the Advisory Committee (Statutory) and the Consultative Committee

David McNulty - Head of Local Democracy  
and Member Services  
5<sup>th</sup> Floor, River Park House  
225 High Road, Wood Green  
London, N22 8HQ

Contact: Felicity Parker, Principal Committee  
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2 October 2013

Dear Member,

The **JOINT INFORMAL MEETING OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE** will take place on **THURSDAY 10 OCTOBER 2013** commencing at **19:30 hrs** in **ALEXANDRA PALACE, PALACE WAY, WOOD GREEN, LONDON N22 7AY** to consider the business set out in the Agenda detailed below.

Yours sincerely

Felicity Parker  
Clerk to the Committee

## **AGENDA**

### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

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:

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) 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.

### **3. MINUTES AND MATTERS ARISING (PAGES 1 - 28)**

- i. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committees held on 18 June 2013.
- ii. To note the minutes of the Consultative Committee held on 18 June 2013.
- iii. To note the informal note taken at the inquorate Statutory Advisory Committee held on 18 June 2013.
- iv. To note the minutes of the Alexandra Palace and Park Board held on 23 May 2013.
- v. To note the draft minutes of the Alexandra Palace and Park Board held on 16 July 2013.

### **4. GOVERNANCE (PAGES 29 - 30)**

Return of delegate nominations from member bodies – Consultative Committee.

Those who have not returned nomination forms or provided AGM minutes are requested to do so by 10 October 2013.

### **5. REPORT OF THE CHIEF EXECUTIVE (PAGES 31 - 58)**

To receive the report of the Chief Executive, Alexandra Park and Palace.

**6. REPORT OF REGENERATION AND PROPERTY DIRECTOR (PAGES 59 - 78)**

To receive the report of the Regeneration and Property Director, Alexandra Park and Palace.

**7. NON-VOTING BOARD MEMBERS FEEDBACK**

**8. ITEMS RAISED BY INTERESTED GROUPS**

**9. ANY OTHER BUSINESS OR URGENT BUSINESS**

**10. DATES OF FUTURE MEETINGS**

Tuesday 28 January 2014

**Advisory Committee Nominated Members of:**

Alexandra Residents' Association	: Ms J. Hutchinson
Bounds Green and District Residents Association	: Mr K. Ranson
Muswell Hill and Fortis Green Association	: Mr D. Heathcote
Palace Gates Residents' Association	: Mr K. Stanfield
Palace View Residents Association	: Ms E. Richardson
The Rookfield Association	: Mr D. Frith
Warner Estate Residents' Association	: Mr D. Liebeck
1 Vacancy	

**Advisory Committee Appointed Members:**

Alexandra Ward	:	Councillor Beacham
Bounds Green Ward	:	Councillor Demirci
Fortis Green Ward	:	Councillor Newton
Hornsey Ward	:	Councillor Gorrie
Muswell Hill Ward	:	Councillor Jenks
Noel Park Ward	:	Councillor Gibson
Council-wide Member	:	Councillor Griffith
Council-wide Member	:	Councillor Dogus

**Consultative Committee Nominated Members:**

Alexandra Palace Amateur Ice Skating Club	Mr M. Tarpey
Alexandra Palace Allotments Association	Ms E. Regan
Alexandra Palace Angling Association	Mr K. Pestell
Alexandra Palace Organ Appeal	Mr R. Tucker
Alexandra Palace Television Group	Mr J. Thompson
Alexandra Residents' Association	Ms C. Hayter
Alexandra Palace Garden Centre	Mr C. Campbell-Preston
Alexandra Park and Palace Conservation Area	
Advisory Committee	Mr C. Marr

Bounds Green and District Residents' Association  
CUFOS  
Friends of Alexandra Park  
Friends of the Alexandra Palace Theatre  
Hornsey Historical Society  
Muswell Hill and Fortis Green Association  
Muswell Hill Metro Group  
New River Action Group  
Palace View Residents' Association  
Vitrine Ltd - The Lakeside Café  
Warner Estate Residents' Association

Mr R. Lock  
Mr J. Smith  
Mr G. Hutchinson  
Mr N. Willmott  
Mr J. O'Callaghan  
Ms D Feeney  
Mr J. Boshier  
Miss R. Macdonald  
Ms V. Paley  
Mr A. Yener  
Prof. R. Hudson

**Appointed Members:**

Councillor Cooke  
Councillor Christophides  
Councillor Egan  
Councillor Hare  
Councillor Scott  
Councillor Stewart  
Councillor Williams

**Also to:**

Chief Executive  
Trust's Solicitor  
Director of Corporate Resources  
Head of Legal Services

**MINUTES OF THE JOINT INFORMAL MEETING OF THE ALEXANDRA PARK & PALACE  
STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK  
CONSULTATIVE COMMITTEE  
TUESDAY, 18 JUNE 2013**

PRESENT: \* denotes absence

NOMINATED BY LOCAL RESIDENTS' ASSOCIATIONS

**Advisory Committee Nominated Members of:**

Alexandra Residents' Association	: *Ms J. Hutchinson
Bounds Green and District Residents Association	: Mr K. Ranson
Muswell Hill and Fortis Green Association	: Mr D. Heathcote
Palace Gates Residents' Association	: Mr K. Stanfield
Palace View Residents Association	: Ms E. Richardson
The Rookfield Association	: Mr D. Frith
Warner Estate Residents' Association	: Mr D. Liebeck
1 Vacancy	

**Advisory Committee Appointed Members:**

Alexandra Ward	:	*Councillor Beacham
Bounds Green Ward	:	*Councillor Demirci
Fortis Green Ward	:	*Councillor Newton
Hornsey Ward	:	*Councillor Gorrie
Muswell Hill Ward	:	*Councillor Jenks
Noel Park Ward	:	*Councillor Gibson
Council-wide Member	:	*Councillor Griffith
Council-wide Member	:	*Councillor Dogus

**Consultative Committee Nominated Members:**

Alexandra Palace Amateur Ice Skating Club	*Mr M. Tarpey
Alexandra Palace Allotments Association	*Ms E. Regan
Alexandra Palace Angling Association	Mr K. Pestell
Alexandra Palace Organ Appeal	Mr R. Tucker
Alexandra Palace Television Group	*Mr J. Thompson
Alexandra Residents' Association	Ms C. Hayter
Alexandra Palace Garden Centre	*Mr C. Campbell-Preston
Alexandra Park and Palace Conservation Area Advisory Committee	Mr C. Marr
Bounds Green and District Residents' Association	Mr K. Ranson
CUFOS	*Mr J. Smith
Friends of Alexandra Park	*Mr G. Hutchinson
Friends of the Alexandra Palace Theatre	Mr N. Willmott
Hornsey Historical Society	Mr J. O'Callaghan
Muswell Hill and Fortis Green Association	*Ms D Feeney
Muswell Hill Metro Group	Mr J. Boshier
New River Action Group	Miss R. Macdonald
Palace View Residents' Association	Ms V. Paley
Vitrine Ltd - The Lakeside Café	*Mr A. Yener
Warner Estate Residents' Association	Prof. R. Hudson

**Consultative Committee Appointed Members:**

\*Councillor Cooke  
\*Councillor Christophides  
Councillor Egan

**MINUTES OF THE JOINT INFORMAL MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE  
TUESDAY, 18 JUNE 2013**

Councillor Hare  
Councillor Scott  
\*Councillor Stewart  
Councillor Williams

**Also attending**

Councillor Erskine – Substitute for Councillor Newton  
Duncan Wilson – Chief Executive – Alexandra Palace  
Felicity Parker – Clerk to the Committee (LB Haringey)

**MINUTE  
NO.**

**SUBJECT/DECISION**

<p><b>APSC120</b></p>	<p><b>ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2013/14</b></p> <p>The outgoing Chair, Colin Marr, opened the meeting and asked for nominations for Chair of the Joint Informal meeting of the Alexandra Park &amp; Palace Statutory Advisory Committee and the Alexandra Palace &amp; Park Consultative Committee for the 2013/14 Municipal Year.</p> <p>Jacob O’Callaghan nominated Colin Marr, and Denis Heathcote seconded the nomination.</p> <p>There being no further nominations it was</p> <p><b>RESOLVED that Colin Marr be elected as Chair of the Joint Informal meeting of the Alexandra Park &amp; Palace Statutory Advisory Committee and the Alexandra Palace &amp; Park Consultative Committee for the 2013/14 Municipal Year.</b></p> <p style="text-align: center;"><u>Colin Marr in the Chair</u></p>
<p><b>APSC121</b></p>	<p><b>ELECTION OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2013/14</b></p> <p>Following a discussion with the Committee, it was decided that a Vice-Chair would be elected as and when one would be required.</p>
<p><b>APSC122</b></p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Jane Hutchinson, Gordon Hutchinson and Councillors Beacham, Dogus, Newton (Councillor Erskine substituted), Jenks, Gibson, Gorrie and Griffith.</p> <p>Apologies for lateness were received from Val Paley.</p>
<p><b>APSC123</b></p>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillor Hare declared an interest as he was Chair of the Alexandra Palace</p>

**MINUTES OF THE JOINT INFORMAL MEETING OF THE ALEXANDRA PARK & PALACE  
STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK  
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TUESDAY, 18 JUNE 2013**

	Allotments Association.
<b>APSC124</b>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>i) The minutes of the Joint Informal Statutory Advisory and Consultative Committee held on 13 May 2013 were approved as a correct record.</p> <p>ii) The minutes of the Statutory Advisory Committee meeting held on 13 May 2013 were noted.</p> <p>The Clerk advised that the draft Alexandra Palace and Park Board minutes were not available for noting, as they had not been cleared by the Chair.</p>
<b>APSC125</b>	<p><b>REPORT OF THE CHIEF EXECUTIVE, ALEXANDRA PALACE</b></p> <p>RECEIVED the report of the Chief Executive – Alexandra Palace and Park – as set out in the agenda pack.</p> <p>NOTED:</p> <ul style="list-style-type: none"> <li>• The procurement phase of the HLF project had begun, and OJEU procedures had to be followed. This meant that a design team would not be appointed earlier than November / December 2013.</li> <li>• Quantity surveyors were due to be appointed, and project managers would be appointed in Summer 2013. The intention was to appoint a ‘lead designer’ responsible for a modern design in a historical context – this would require heritage, architectural and other specialist skills.</li> <li>• The aim was to complete the design, validate it and produce costs for the HLF Stage Two submission by the end of 2014. If the bid was successful then building works would commence in early 2015, for completion by 2017.</li> <li>• The design team would be an independent practice, the contract would be with the Council, on behalf of the Trust.</li> <li>• A formal bid for match-funding had not been made to the Council, the Palace was looking to see what funding might be available from external sources before preparing a bid.</li> <li>• The Regeneration Working Group (which comprised Council and AP staff) would continue as it previously had done, but the membership and role was being reviewed. The Chair requested closer links with the RWG and that a separate report be presented to the SAC/CC meeting to outline any issues / feedback from RWG meetings.</li> </ul> <p style="text-align: right;"><b>ACTION: Chief Executive</b></p> <ul style="list-style-type: none"> <li>• Fundraising would be carried out by either an external consultant or an individual on a short term contract. The focus would be on institutions – GLA, Trusts and Foundations.</li> <li>• Richard Hooper had been appointed as a non-voting advisory member to the Alexandra Palace and Park Board.</li> <li>• Open House – some members expressed concerns over the planning of the tours around the Palace. It was felt that the time allocated for these tours had been underestimated and could be looked at again.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Open House – Studios A &amp; B would not be included in the tours due to the presence of asbestos. Some members expressed concerns over this and suggested that restricted access should be provided for small parties. Duncan Wilson explained that this was a health and safety issue, and it was the responsibility of the Palace to ensure that people were not put at any risks. Whilst small parties could be admitted to Studio A by appointment, under carefully supervised conditions, the risks with larger groups would be more difficult to manage and control. The situation had changed somewhat since disturbance associated with testing as part of the HLF bid assessment.</li> <li>• Car parking – Duncan Wilson advised that work was underway on evaluating the feasibility / desirability of introducing car parking charges at Alexandra Palace. Once this had been assessed, a full options appraisal would be carried out and brought to the SAC/CC for comment before being considered by the main Board. A full public consultation would need to be carried out if the decision was made to proceed further.</li> <li>• The Chair commented that car parking along Alexandra Palace Way was visually intrusive in the conservation area and requested that the idea of banning parking along Alexandra Park Way be explored, as there were already 6 designated car parks for the Park and Palace.</li> <li>• Members requested that Duncan Wilson look into the possibility of improving signage at vehicle entry point to make it clear that they were entering Alexandra Park, which is not ‘any old park’ and where special conditions apply, including a 20mph speed limit and visitor parking restrictions. Whilst it was unlikely that this would stop most people parking along the road, it may deter some.</li> <li>• Fabric repairs – English Heritage’s decision on supplementary grant in respect of the SE pavilion was awaited.</li> </ul> <p><b>RESOLVED to note the report.</b></p>
APSC126	<p><b>REPORT OF THE PARK MANAGER</b></p> <p>Duncan Wilson introduced the report as set out in the agenda papers on behalf of the Park Manager.</p> <p>NOTED:</p> <ul style="list-style-type: none"> <li>• The Red Bull and 150<sup>th</sup> anniversary event were the two major events due to take place at the Park. These events had been designed in a way to protect the Park and it was hoped that they would be hugely successful.</li> <li>• Park furniture painted with the dark green paint would be installed in the Rose Garden so that members could see an example of and make comments on the colour.</li> </ul> <p><b>RESOLVED to note the report.</b></p>
APSC127	<p><b>PROPOSAL FOR COMMERCIAL FIREWORKS DISPLAY - NOVEMBER 2013</b></p> <p>RECEIVED the report of the Chief Executive – Alexandra Palace and Park – as set</p>



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TUESDAY, 18 JUNE 2013**

out in the agenda pack.

NOTED:

The consensus was generally positive, although some serious concerns were raised.

Comments included the following:

- Friends of the Park – majority of members were ‘for’ the fireworks, although some committee members had been against it. Objections were raised with regards to ticket prices, closure of the Park and the risk of damage to the Park from the moving and installation of fencing (and whether repair costs would be covered by the company).
- Similarly, members of the Alexandra Residents Association were positive, although their representatives were more concerned. Particular worries were about stewarding at the entrances, people who try to get in free and large amounts of cash being collected.
- Past fireworks events had seen a ‘pressure-point’ around the Warner Estate – people had attempted to climb over the fencing and cause general disorder.
- It was important that the Police were consulted and involved, and were made aware of areas where potential disorder could occur.
- There were concerns that many people would turn up and expect to get in free, or try to view from just outside the restricted area and crowds of people may gather in adjoining streets with the potential for disorder.
- Gates at Park Avenue North entrance had fencing which could easily be cut open – the police or stewards need to be made aware of this.
- Some concerns were raised over the closure of entrances, particularly those along Newland Road, which had in the past been a popular access point from Campsbourne and the east – this could lead to bad feelings.
- Some people would find the entrance fee for a family to be prohibitively expensive.
- There were concerns over the closure of the road and the stoppage of the W3 bus route although in the past this had not been problematic.
- It was wonderful that the fireworks were going to come back to Alexandra Palace. A suggestion was made that if people were aware of why the event was no longer free (due to being a loss-making event in the past), then they would not mind paying an entrance fee.
- Thought needed to be given to car parking – if the road would be closed from midday then this could stop some spectators from attending if there was no car parking available. It could also lead to parking congestion in adjoining roads, which in the past had also been congested by pedestrians.

**MINUTES OF THE JOINT INFORMAL MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE  
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	<ul style="list-style-type: none"> <li>• The pricing structure was not outrageous – the event was being planned by an experienced operator, and the pricing would be in line with other events carried out by the promoter.</li> <li>• Members thought that it might be useful to have another meeting before the decision needed to be taken. Duncan Wilson would report back to Members based on the issues raised, and a decision would then be taken as to whether an emergency SAC meeting was necessary.</li> <li>• Councillor Scott added that there was no need to hold extra meetings, as Members needed to trust that their views would be taken into consideration by the Board and the management team, and that any plans would meet all health and safety requirements.</li> </ul> <p>The chairman’s final comment was to record the committee’s general support for the proposal tempered by some of the very real concerns that had been raised, and which needed to be considered further before the Board makes a final decision.</p> <p><b>RESOLVED to note the report and refer the comments made by the Committees to the Alexandra Palace and Park Board.</b></p>
<p><b>APSC128</b></p>	<p><b>ITEMS RAISED BY INTERESTED GROUPS</b></p> <p>There were no such items.</p>
<p><b>APSC129</b></p>	<p><b>NON-VOTING BOARD MEMBERS FEEDBACK</b></p> <p>The Chair asked the Chief Executive for feedback on the SAC/CC on the Board decision with regards to taking legal action against the former Trust solicitors, which the SAC had requested in 2011. Duncan Wilson provided the following response:</p> <p>At its meeting on 6 November 2012 the Board of APPCT considered advice specifically commissioned from its new solicitors on the question as to whether any legal action should be taken against its former solicitors, in respect of decisions taken in 2006 and 2007 on the Firoka project. Following careful consideration of that advice the Board resolved not to take any action, on the basis that the former solicitors had given advice strictly in accordance with their remit and could not be held more widely accountable for those decisions taken by the Board.</p> <p>Jacob O’Callaghan, who had first raised this (among other questions to the Board) responded – he first said how pleased he was with the success of the HLF bid and it was unfortunate that the answer from the Board had been so long in coming. He noted that the previous Trust solicitor’s explanation was apparently (according to the Walklate report) that he had, in fact, notified the General Manager (Keith Holder) of the risks of the licence to Firoka, and that therefore Mr Holder and the Chairman (Charles Adje) could and should have acted to protect the charity.</p>

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	<p>Whatever the truth was, lessons should have been learned from this whole sorry experience.</p> <p>David Liebeck commented that he was pleased to see the extent to which the committee's discussion had moved on from the time when lawyers were called upon to attend meetings – he went on to thank Jacob for his efforts in pursuing this matter.</p> <p>Nigel Willmott disagreed with Jacob O'Callaghan for pursuing with this and urged that these matters should now be put aside to allow the Palace to take advantage of the opportunities which now presented themselves.</p> <p>The Chair concurred with the need to put these matters aside, which he thought was the consensus view, and closed the discussion on that point.</p>
<b>APSC130</b>	<b>ANY OTHER BUSINESS OR URGENT BUSINESS</b>  Roger Tucker raised his concern about an unfortunate clash of dates between events related to the Organ Appeal and the Theatre. It was resolved that better communication between interest groups was necessary to avoid such clashes.
<b>APSC131</b>	<b>DATES OF FUTURE MEETINGS</b>  NOTED the dates of future meetings – 10 October 2013 and 28 January 2014.

The meeting ended at 21:55

Colin Marr

Chair

Signed by the Chair .....

Date .....

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**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE -  
TUESDAY, 18 JUNE 2013**

Denotes absence

**Consultative Committee Nominated Members:**

Alexandra Palace Amateur Ice Skating Club	*Mr M. Tarpey
Alexandra Palace Allotments Association	*Evelyn Regan
Alexandra Palace Angling Association	Mr K. Pestell
Alexandra Palace Organ Appeal	Mr R. Tucker
Alexandra Palace Television Group	*Mr J. Thompson
Alexandra Residents' Association	Ms C. Hayter
Alexandra Palace Garden Centre	*Mr C. Campbell-Preston
Alexandra Park and Palace Conservation Area	
Advisory Committee	Mr C. Marr
Bounds Green and District Residents' Association	Mr K. Ranson
CUFOS	*Mr J. Smith
Friends of Alexandra Park	*Mr G. Hutchinson
Friends of the Alexandra Palace Theatre	Mr N. Willmott
Hornsey Historical Society	Mr J. O'Callaghan
Muswell Hill and Fortis Green Association	*Ms D Feeney
Muswell Hill Metro Group	Mr J. Boshier
New River Action Group	Miss R. Macdonald
Palace View Residents' Association	Ms V. Paley
Vitrine Ltd - The Lakeside Café	*Mr A. Yener
Warner Estate Residents' Association	Prof. R. Hudson

**Consultative Committee Appointed Members:**

\*Councillor Christophides  
\*Councillor Cooke  
Councillor Egan  
Councillor Hare  
Councillor Scott  
\*Councillor Stewart  
Councillor Williams

**Also attending**

Duncan Wilson – Chief Executive, Alexandra Palace  
Felicity Parker - Clerk

**MINUTE  
NO.**

**SUBJECT/DECISION**

<b>APCC13.</b>	<p><b>ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2013/14</b></p> <p>The outgoing Chair, Colin Marr, opened the meeting and asked for nominations for Chair of the Consultative Committee for the 2013/14 Municipal Year.</p> <p>Councillor Hare nominated Colin Marr, and Rachael Macdonald seconded the nomination.</p> <p>There being no further nominations it was</p> <p><b>RESOLVED that Colin Marr be elected as Chair of the Consultative Committee for the 2013/14 Municipal Year.</b></p> <p style="text-align: center;"><u>Colin Marr in the Chair</u></p>
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**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
TUESDAY, 18 JUNE 2013**

<p><b>APCC14.</b></p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies were received from Val Paley for lateness.</p> <p>Apologies for absence were received from Gordon Hutchinson.</p>
<p><b>APCC15.</b></p>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillor Hare declared an interest as he was Chair of the Alexandra Palace Allotments Association.</p>
<p><b>APCC16.</b></p>	<p><b>MEMBERSHIPS</b></p> <p>i) The Chair reminded Members that membership forms and AGM minutes must be sent to the Clerk.</p> <p>A suggestion was made that the form could be amended for future years to include reference to the submission of AGM minutes, as it was easy to miss the request on the letter.</p> <p style="text-align: right;"><b>ACTION: Clerk</b></p> <p>The Chair added that this would be revisited as part of the review of the structure of Alexandra Palace committees.</p> <p><b>RESOLVED that the membership of the Committee for the 2013/14 Municipal Year, as listed on the agenda papers, be approved.</b></p> <p>(ii) Councillor Egan nominated Colin Marr, Councillor Hare nominated Val Paley and Caroline Hayter nominated Nigel Willmott. The nominations were unanimously seconded by the Committee.</p> <p><b>RESOLVED that Colin Marr, Val Paley and Nigel Willmott be appointed to serve as non-voting Members of the Alexandra Palace and Park Board for the 2013/14 Municipal Year.</b></p> <p>(iii) <b>NOTED</b> the Committee's Constitution.</p>
<p><b>APCC17.</b></p>	<p><b>ANY OTHER BUSINESS</b></p> <p>There was no such business to discuss.</p> <p>The meeting closed at 19:50.</p>

COLIN MARR

Chair

**INFORMAL NOTES OF THE INQUORATE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.****TUESDAY, 18 JUNE 2013**PRESENT: \* denotes absenceNOMINATED BY LOCAL RESIDENTS' ASSOCIATIONS

*Mrs J. Hutchinson	:	Alexandra Residents' Association
Mr K. Ranson	:	Bounds Green and District Residents' Association
Mr D. Heathcote	:	Muswell Hill and Fortis Green Association
Mr K. Stanfield	:	Palace Gates Residents' Association
Ms L. Richardson	:	Palace View Residents' Association
Mr. D. Frith	:	The Rookfield Association
Mr. D. Liebeck	:	Warner Estate Residents' Association
VACANCY		

APPOINTED MEMBERS

*Councillor Beacham	:	Alexandra Ward
*Councillor Demirci	:	Bounds Green Ward
*Councillor Newton	:	Fortis Green Ward
*Councillor Gorrie	:	Hornsey Ward
*Councillor Jenks	:	Muswell Hill Ward
*Councillor Gibson	:	Noel Park Ward
*Councillor Griffith	:	Council Wide appointment
*Councillor Dogus	:	Council Wide appointment

Also in attendance:

Councillor Erskine – substitute for Councillor Newton  
 Mr Duncan Wilson – Chief Executive – Alexandra Palace  
 Miss Felicity Parker – Clerk to the Committee

Public Gallery:  
 2 Members of the public

**MINUTE NO.****SUBJECT/DECISION**

<b>APSC97.</b>	<b>ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2013/14</b>  The Clerk opened the meeting and advised that the Statutory Advisory Committee meeting was inquorate.  The meeting proceeded informally on this basis.  <b>NOTED</b> that the Chair of the Statutory Advisory Committee for the Municipal Year 2013/14 would be elected at the next meeting on 10 October 2013.
<b>APSC98.</b>	<b>ELECTION OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2013/14</b>  <b>NOTED</b> that the Vice-Chair of the Statutory Advisory Committee for the Municipal Year 2013/14 would be elected at the next meeting on 10 October 2013.

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.  
TUESDAY, 18 JUNE 2013**

<b>APSC99.</b>	<b>MEMBERSHIPS</b>  NOTED that the memberships of the Statutory Advisory Committee would be formally agreed at the next meeting on 10 October 2013.
<b>APSC100</b>	<b>ADJOURNMENT</b>
<b>APSC101</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Jane Hutchinson and Councillors Beacham, Newton (Cllr Erskine attended as a substitute), Jenks, Gibson, Griffith and Dogus.
<b>APSC102</b>	<b>DECLARATIONS OF INTEREST</b>  There were no declarations of interest.
<b>APSC103</b>	<b>MINUTES AND MATTERS ARISING</b>  The minutes of the meeting would be approved at the next meeting on 10 October 2013.
<b>APSC104</b>	<b>REPORT OF THE CHIEF EXECUTIVE, ALEXANDRA PALACE</b>  Members of the SAC noted the discussion held during the Joint SAC/CC meeting, and had no further comments to add.
<b>APSC105</b>	<b>REPORT OF THE PARK MANAGER</b>  Members of the SAC noted the discussion held during the Joint SAC/CC meeting, and had no further comments to add.
<b>APSC106</b>	<b>PROPOSAL FOR COMMERCIAL FIREWORKS DISPLAY NOVEMBER 2013</b>  Members of the SAC noted the discussion held during the Joint SAC/CC meeting, and had no further comments to add.
<b>APSC107</b>	<b>ANY OTHER BUSINESS</b>  There was no such business.
<b>APSC108</b>	<b>DATES OF FUTURE MEETINGS</b>  NOTED the dates of future meetings:  10 October 2013 28 January 2014

The meeting ended at 22:00 hrs



**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
THURSDAY, 23 MAY 2013**

Councillors           Cooke (Chair), Stewart (Vice-Chair), Hare, Scott, Williams,  
Christophides and Egan

Non-Voting           R Kidby, C Marr, V Paley and N Willmott  
Representatives:

Also present:

Kerri Farnsworth – Director of Property and Regeneration, Alexandra Palace  
Nigel Watts – Director of Finance, Alexandra Palace  
Duncan Wilson – Chief Executive, Alexandra Palace

Julie Parker – Director of Corporate Resources, LBH

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>
<b>APBO276.</b>	<b>APOLOGIES FOR ABSENCE</b>  There were no apologies for absence.
<b>APBO277.</b>	<b>URGENT BUSINESS</b>  There were no new items of unrestricted urgent business.
<b>APBO278.</b>	<b>DECLARATIONS OF INTERESTS</b>  There were no declarations of interest.
<b>APBO279.</b>	<b>QUESTIONS, DEPUTATIONS OR PETITIONS</b>  There were no such items.
<b>APBO280.</b>	<b>MINUTES</b>  In noting the recommendations of the SAC and joint meeting in respect of the design issues relating to Little Dinosaurs and the advertising consent application for the Palace, the Board was advised that these items had been for discussion from the landlord's point of view, and still had to go through the formal processes for Planning and Listed Building Consent.  <b>RESOLVED</b>  i) <b>That the unrestricted minutes of the Alexandra Palace and Park Board held on 7 February 2013 be confirmed as an accurate record of proceedings.</b>  ii) <b>That the minutes of the Alexandra Park and Palace Advisory Committee meetings held on 15 January and 13 May 2013 be</b>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
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	<p><b>noted.</b></p> <p><b>iii) That the minutes of the informal joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee meetings held on 15 January and 13 May 2013 be noted.</b></p>
<p><b>APBO281.</b></p>	<p><b>REPORT OF THE CHIEF EXECUTIVE</b></p> <p>The Chair prefaced this item by welcoming the HLF announcement that they were supporting the development of the Trust's £16.8m lottery funding application by granting £844,800 in funding for the design phase, and it was anticipated that this would lead to success at the next stage of funding. The Board acknowledged the huge amount of work that Duncan Wilson and his team had carried out to achieve this, and expressed its thanks and congratulations to them and everyone who had supported this process both at Alexandra Palace and the Council. Duncan Wilson recognised in particular the contributions of Anne Kaiser, Louise Johnson, Melissa Tettey, Isobel Aptaker and Kerri Farnsworth within the team effort.</p> <p>Duncan Wilson, Chief Executive, introduced the report as set out:</p> <p><u>HLF Major Heritage Grant Application</u></p> <ul style="list-style-type: none"> <li>• Development of the second phase of the application would be a lengthy process; procurement requirements meant that it would be around 6 months before a design team was appointed, and then a further year for development of the proposals to be completed. It was hoped that stage 2 would be submitted by October 2014, although the deadline for submission was 2 years from the granting of stage 1 funding, namely April 2015.</li> <li>• The approval of the round 1 application was recognised as a significant moment for the Palace. It was noted that the development of the Palace as a learning asset was an important factor of the application, and that cultural partnerships would be key.</li> <li>• It was noted that the announcement provided a compelling boost for the wider regeneration programme at the Palace, and should be capitalised on.</li> <li>• In response to a question regarding the difference between the funding sought from the HLF and the total project cost, it was reported that it was hoped that some of the shortfall would met by funding from external organisations such as charitable trusts, foundations or bodies such as the GLA and Arts Council.</li> </ul> <p><u>HLF "Remembering the First World War" Grant Application</u></p> <ul style="list-style-type: none"> <li>• In response to a question from the Board regarding whether the recent successful stage 1 application for HLF funding may affect the chances of this smaller application being successful, it was felt that a decision would be made on the strength of the project.</li> <li>• While the funding stream being applied for in this application related to the WW1 anniversary specifically, it was noted that the Palace was home to a number of technological developments associated with WW2.</li> </ul>

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Property advice

- It was reported that Knight Frank had begun soft market testing, an evaluation of which would be brought to the next scheduled meeting of the Board.
- In response to a question regarding the assessment of the market testing, it was reported that Knight Frank were speaking with 20 suggested organisations initially, and would form a judgement based on the outcome of these discussions. In the event that there was some firm interest, it would then be possible to test the market on a more confident basis.

Strategic workshop – 14 May 2013

- The discussions held at the workshop had reached a position whereby if it were felt that development was likely to be forthcoming, it would be worth holding out for hotel operators at the higher end of the market, although any decision would be made within the context of professional advice and on the basis of the results of market testing.
- It was hoped that the right type of hotel at the site would help to make Alexandra Palace a destination in its own right, even when no major events were taking place, and that this should be a long term aspiration.

Recruitment

- The Board welcomed Kerri Farnsworth, newly-appointed Director of Regeneration and Property.

Masterplanning

- Work was taking place to draw up details proposals for areas that had so far not been covered in detail as part of the regeneration strategy, for example the South East wing pavilions and basement. The draft proposals would then be put out for discussion with stakeholders.
- The Board asked whether the masterplanning process would cover unused corridors; it was reported that these had been covered quite well in the previous plans and that the current work would focus largely on those areas not yet covered in detail. There was likely to be a sharpening up some aspects of previous proposals.

Regeneration, Procurement and Governance

- The Board agreed the significance of ensuring that the best design team was appointed, and it was noted that making the scope as detailed as possible was important, as well as monitoring the process closely.

Forthcoming events calendar

- It was reported that the bookings position was currently relatively strong, and that there had been a number of promising enquiries recently, across a wide range of sectors. It was recognised, however, that there was a risk of losing some longstanding clients, as other venues became increasingly

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competitive.

- In response to a question regarding the possibility of relocating the Farmers' Market to the Terrace, it was reported that there were outstanding logistical issues to be resolved, as it would not be possible for the market to be on the terrace when the Great Hall was in use, and the market was not keen to keep changing location. Work on a solution to this was ongoing. In response to a query as to whether the former pavilion site was a possible location for the market, it was reported that this was occasionally required for overflow parking, and was also felt by the market organisers to be a slightly inconvenient location. It was felt that some analysis should be undertaken as to where customers of the market were travelling from; if many were arriving on foot from nearby streets, relocating the market to the top of the hill would make it much harder to access.

Fabric Repair Programme and on-going repair and maintenance requirements

- The Board asked about the appointment of an experienced conservation architect / building surveyor, and whether this would be the same individual providing the heritage input into the HLF project. It was confirmed that they would have some input into the HLF project, but would have a wider remit in developing a 10-year fabric maintenance plan to support the investment work being undertaken by Knight Frank, and managing a work programme for fabric repairs within the maintenance budget. It was noted that there would be a separate heritage architect working within the HLF programme.

Possible introduction of a local Controlled Parking Zone – impact on free parking in Park on AP Way

- It was reported that this issue should be looked at both as a means of managing parking and of generating income, although it was noted that any arrangements for ticketing and enforcement would incur costs to run.
- Further to previous discussions at the SAC/CC relating to parking, Colin Marr advised that it was his opinion that AP Way was already used for displacement parking, and that there should be a complete ban on parking on AP Way, as being out of place within a Conservation Area. If this was decided against, it was felt that parking should be charged for.
- It was understood that initial consultations indicated general support for the introduction of the proposed local CPZ, and it was likely that this would be introduced on an experimental basis for 6 months initially.
- It was felt that any proposed changes to parking arrangements within the park should be introduced incrementally, in order to enable their impacts to be monitored. Advice would be sought from the Council's parking enforcement and sustainable transport teams regarding this work.
- It was felt that, were the Palace to look at the option of introducing metered parking along AP Way, the position in respect of parking should be reviewed across the Park as a whole. It was agreed that the Chief Executive would produce a full report on this issue to the next meeting of the Board.

Update on Red Bull event and 150<sup>th</sup> event overview

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	<ul style="list-style-type: none"> <li>• Details proposals for both events were set out in the report; both promised to be exciting.</li> <li>• The high level of engagement with groups from across the borough in respect of the 150<sup>th</sup> event was welcomed.</li> </ul> <p><b>NOTED</b></p>
<p><b>APBO282.</b></p>	<p><b>PARK MANAGEMENT UPDATE</b></p> <p>Mark Evison, Park Manager, presented the report as set out:</p> <p><u>Rose Garden Fountain</u></p> <ul style="list-style-type: none"> <li>• The repairs to the fountain in the rose garden were due to start after the forthcoming half-term holiday. Following this, work was to take place on developing interpretation information on the history of this area of the Park.</li> </ul> <p><u>Design Guide for Park Furniture</u></p> <ul style="list-style-type: none"> <li>• The draft Design Guide for Park Furniture was appended to the report. It was noted that discussions were ongoing regarding the colour scheme to be used, with the current proposal a dark green rather than the 1980s colour scheme as set out at the end of the report for reference.</li> <li>• It was also proposed to run a scheme for local groups to donate funding for individual benches, to be marked with plaques. The cost of each bench would be approximately £400.</li> <li>• There was no proposal for a wholesale replacement of all benches in the Park, new furniture would be installed over a period of time as older items required replacement.</li> <li>• It was reported that discussion of this issue at the Conservation Area Advisory Committee had looked at the issue of the colour scheme. The meeting had felt that there had been a rationale behind the 1980s scheme, which may have been based on historical research, and that it would be a concern if this were to be abandoned without proper consultation. It was acknowledged that no information had yet been found as to how the 1980s scheme had been decided, but that any decision to change the colour scheme would not be made lightly.</li> <li>• The Chief Executive advised that they would be happy to discuss the issue of the colour scheme further with the SAC/CC.</li> <li>• In response to a question regarding the railings, the Park Manager advised the s106 process was taking some time, but officers were working on this and would bring details back for consultation.</li> </ul> <p><u>Dog Control Orders (DCOs) – update from the Board meeting 7<sup>th</sup> February</u></p> <ul style="list-style-type: none"> <li>• Subsequent to the report having been circulated to the Board, a detailed response to this issue had been provided by the Council, and the Park manager would work together with the Council on developing solutions to address the unique position within Alexandra Park.</li> <li>• It was reported that problems with dogs in the Park appeared to be worsening, and there had been incidents of involving out of control dogs. It</li> </ul>

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	<p>was noted that this was also an issue that had been highlighted by the local MP. The Palace had submitted number of detailed policies to address these issues, and would now work with the Council on implementation and enforcement of these regulations. The Park Manager advised that he would discuss with the Council which staff could be empowered to issue Penalty Charge Notices.</p> <ul style="list-style-type: none"> <li>• The Board asked about community dog-walking businesses; the Park Manager advised that the current Borough-wide DCO set a limit of 6 dogs per person, but this was a tricky issue as two people together could have up to 12 dogs with them.</li> <li>• It was reported that the Park Manager had met with two dog walkers regarding the possibility of setting up a responsible dog-walkers group. This could enable the Park to maximise the potential role that dog walkers had in reporting and deterring anti-social behaviour.</li> <li>• It was reported that, for the time being, the borough-wide DCO was applicable across the Park under which there were certain areas where dogs should be kept on leads, although signage had yet to be erected.</li> </ul> <p><u>Wildlife report</u></p> <ul style="list-style-type: none"> <li>• It was reported that it might be possible to install some nesting sites for Peregrine Falcons when work was next carried out on the roof.</li> </ul> <p><b>RESOLVED</b></p> <p><b>i) That the Board note the contents of the report.</b></p> <p><b>ii) That the Board approve the Park Furniture Design Guide, subject to any advice from the Advisory and Consultative Committees.</b></p>
<p><b>APBO283.</b></p>	<p><b>REPORT OF THE FINANCE AND RESOURCES DIRECTOR</b></p> <p>Nigel Watts, Finance and Resources Director, Alexandra Palace, presented the report on the provisional financial results for the 12 months ended 31<sup>st</sup> March 2013:</p> <ul style="list-style-type: none"> <li>• With regard to the delay in the start of the English Heritage funded Colonnade works, the underspend associated with which the Trust had requested to be carried forward, it was reported that work on site had commenced in February 2013. Had the work been commenced as scheduled in October 2012, it would have been significantly affected by the poor weather over the winter period.</li> <li>• The Board welcomed the more accessible format of the accounts, and the Finance and Resources Director advised that it was intended that the published accounts would be made clearer in respect of expenditure and activity, for further ease of understanding.</li> <li>• In response to a question from the Board regarding the Palace income variance set out in the first line of the management accounts appended to the report, it was reported that this was mainly as a result of leases being renegotiated, and the loss of some subletting income following the merger of two tenants. The Palace was seeking legal guidance regarding this issue.</li> </ul>

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	<ul style="list-style-type: none"> <li>• In respect of the expenditure relating to the Learning Officer post, it was reported that this cost had so far been associated with the HLF bid.</li> <li>• Ice Rink income was presented in the Trading Company accounts, while the costs associated with the depreciation and interest relating to the prudential borrowing for the refurbishment of the ice rink were in the Trust accounts.</li> <li>• It was noted that the figures reported were positive, and that in light of the public amenity offered by the Palace, it should not be viewed as a 'drain on resources'</li> <li>• It was agreed that the title of the park expenditure line could be amended to read Park and Road, in order to reflect that this included the costs associated with the road, for clarity.</li> <li>• The Finance and Resources Director advised that much of the work of APTL could be viewed as fulfilling the Trust's charitable purpose, and reported that the Palace was working with its auditors to find ways of making this more explicit.</li> <li>• In response to a question from the Board, it was confirmed that re-classification of the funding received from the Council would have no impact of the Palace's tax position. It was noted that the financial arrangements between the Palace and the Council had been extensively reviewed from a legal position, and care had to be taken that any changes in this treatment did not go beyond that which had already been established.</li> </ul> <p><b>NOTED</b></p>
<p><b>APBO284.</b></p>	<p><b>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b> There were no items of unrestricted business.</p>
<p><b>APBO285.</b></p>	<p><b>FUTURE MEETINGS</b></p> <p>The Board noted the scheduled dates for the meetings of the Board for the forthcoming municipal year:</p> <p>16 July 2013 29 October 2013 13 February 2014</p>
<p><b>APBO286.</b></p>	<p><b>EXCLUSION OF THE PUBLIC AND PRESS</b></p> <p><b>RESOLVED</b> that the press and public be excluded from the meeting for the consideration of agenda items 11 – 18 as they contained exempt information as defined in Section 100a of the Local Government Act 1972; Paragraph 2 – information which is likely to reveal the identity of an individual and Paragraph 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).</p> <p><b>SUMMARY OF EXEMPT ITEMS</b></p> <p><b>MINUTES</b></p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
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RESOLVED that the restricted minutes of the Alexandra Palace and Park Board held on 7 February 2013 be approved as a correct record.

**FINANCIAL ITEM – HISTORIC DEBT**

The recommendations of the report were agreed.

**RECOMMENDATION OF APPOINTMENT OF NEW ADVISORY MEMBER OF THE BOARD**

The recommendations of the report were agreed.

**FINANCIAL ITEM – VAT (OPTION TO TAX)**

The recommendations of the report were agreed.

**2013-14 APPCT BUDGET**

The recommendations of the report were agreed.

**DESIGN PROPOSALS, WITH STATUTORY ADVISORY COMMITTEE ADVICE**

The recommendations of the report were agreed.

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

The Board considered a tabled report and a verbal update from the Chief Executive, Alexandra Palace. The recommendations of the report were agreed, and further work was requested in respect of the verbal update received.

The meeting concluded at 22:20hrs.

COUNCILLOR MATT COOKE

Chair



**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 16 JULY 2013**

Councillors: Cooke (Chair), Hare, Scott, Williams, Christophides and Egan

Non-Voting Representatives: R Hooper, C Marr, V Paley and N Willmott

Observer: D Heathcote

Also present:

Emma Dagnes – Commercial Director, Alexandra Palace  
 Kerri Farnsworth – Director of Property and Regeneration, Alexandra Palace  
 Nigel Watts – Director of Finance and Resources, Alexandra Palace  
 Duncan Wilson – Chief Executive, Alexandra Palace

Helen Chapman – Clerk, LBH  
 Julie Parker – Director of Corporate Resources, LBH

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**MINUTE  
NO.**

**SUBJECT/DECISION**

<b>APBO291.</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Cllr Stewart, and apologies for lateness from Val Paley and Nigel Willmott.
<b>APBO292.</b>	<b>URGENT BUSINESS</b>  There were no items of urgent business.
<b>APBO293.</b>	<b>DECLARATIONS OF INTERESTS</b>  There were no declarations of interest.
<b>APBO294.</b>	<b>QUESTIONS, DEPUTATIONS OR PETITIONS</b>  There were no questions, deputations or petitions.
<b>APBO295.</b>	<b>MINUTES</b>  <b>RESOLVED</b>  That the unrestricted minutes of the meeting of the Board held on 23 May 2013 and the special meeting of the Board held on 13 June 2013 be approved and signed by the Chair.
<b>APBO296.</b>	<b>REPORT OF THE CHIEF EXECUTIVE</b>  Duncan Wilson, Chief Executive, introduced the report as circulated. The following additional comments and points arose from the discussion with the Board:

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Learning Update

- The bid for £67k of HLF funding under the “Our Heritage” programme had been submitted on the 16 July. The bid was to support the exhibition and learning and community programme marking the role of Alexandra Palace as a refugee, internee and prisoner of war camp during WW1.

Archives

- The Board discussed the longstanding policy not to hold an archive at Alexandra Palace. Duncan Wilson reported that the Palace had recently acquired some of the more popular images, as this was more cost-efficient than obtaining copies of material held at Bruce Castle. It was agreed that the best way forward would be to reach an agreement with Bruce Castle regarding access to information held about Alexandra Palace.

Open House

- The television studios would not be open for Open House visitors, due to the potential risks associated with large groups of people accessing these areas.
- The Board emphasised the importance of the Friends of the Theatre and the Alexandra Palace Television Group being involved in producing the script for the Open House event.

Volunteering

- It was suggested that an alternative terminology, such as ‘Friends of...’ might foster a greater feeling of involvement and inclusivity than volunteers and that this was something that could be considered.

Regeneration

- It was confirmed that there would be a separate Regeneration report to the next meeting of the Board.
- The response to the soft market testing by Knight Frank appeared to be encouraging on the basis of initial feedback, but more would be known once the final report was produced which was anticipated in mid-July. Work around this area would continue over the next few months, and the Board would be advised when it was felt appropriate to test the market for real, which could happen during 2014.
- Following the useful regeneration strategic group workshop held in May 2013, it was envisaged that these workshops would be embedded in the way of working for the regeneration programme, alongside the work of the Regeneration Working Group.
- The Board asked about the ‘further work’ referred to in paragraph 7.7 of the report on Masterplanning. Duncan Wilson advised that any further design work could only be undertaken once the main HLF design team was in place and that it was important to reach a point where the major design elements of the HLF programme had been determined before addressing other areas. It was emphasised that it was important to keep

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options open with regard to the plans for currently unused spaces, particularly in the South East wing, before approaches were made to commercial investors.

- With regard to specialist areas such as the exhibition in the TV studios, these would be the subject of separate pieces of work with the input of the expert and special interest groups. This work would be undertaken before the main design team were in place and would feed into the main design.
- The Board asked to be kept informed of the further development / design work as this progressed.
- The Board congratulated Duncan and his team for obtaining further grant funding from English Heritage for the SE pavilion works.
- It was suggested that a tour of the site be arranged prior to the start of the next meeting of the Board.

Patrons / fundraising

- Once around 20-30 initial patrons had been identified, it was hoped that a launch event for the programme could be held in the theatre in autumn 2013. Work to identify sponsors for funding would start in 2014.
- The Board welcomed the possibility of using the theatre for an event, but in response to concerns regarding the condition of the interior, it was noted that it would be important to present the event appropriately.
- It was hoped that work to make the theatre safe would be completed by the end of September, but that this was dependent on no further issues being identified during the course of the work.
- Board Members were encouraged to think of suggestions for people to be approached as possible patrons.

Commercial fireworks proposal

- It was reported that a letter of support for the principle of a paid-for fireworks display at the Palace had been received from the police.
- In response to a question from the Board, it was confirmed that the proposed price for tickets (around £6 per adult when bought in advance) was the same as or cheaper than other comparable events in London, and ticket holders would gain access for both the afternoon and evening. From a safety point of view, a ticket-only event would enable greater control of the numbers of people entering the Park.
- It was noted that the Grove would remain open to the public throughout the event; the precise location of the fencing had still to be determined, and a number of suggestions made by the SAC and CC around fencing were being taken into consideration.
- The proposal had been considered by the SAC and CC. The Committees had broadly welcomed the proposal, but had raised some concerns, including around people attempting to gain access to the site without paying. The Committees had also emphasised the need for sensitive signage to address the issue of the closure of entrances, particularly along Newland Road.
- It was confirmed that alcohol would be on sale within the site in plastic containers, but it would not be possible to bring alcohol or glass containers into the events. Bag checks would be carried out upon entry to the site.

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
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	<ul style="list-style-type: none"> <li>• The Board emphasised the need for effective communication around the event.</li> </ul> <p><b>RESOLVED</b></p> <ul style="list-style-type: none"> <li>i) That the Board note the content of the report, including additional grant funding of £36k from English Heritage.</li> <li>ii) That the Board approve the extensions of existing contracts to cover ceiling repairs in the theatre (£20k) and the consolidation of the North Wall (£40k).</li> <li>iii) That the Board approve the preparation of a list of possible Patrons of the projects to restore the theatre and TV studios.</li> <li>iv) That the Board approve in principle that Alexandra Palace proceed with a reasonably priced ticketed commercial fireworks event in Alexandra Park in November 2013, subject to approval of financial details attached in the restricted papers later in the agenda.</li> </ul>
<p><b>APBO297.</b></p>	<p><b>REPORT OF THE COMMERCIAL DIRECTOR, APTL</b></p> <p>Emma Dagnes, Commercial Director, APTL, introduced the report as circulated. The following additional comments and points arose from the discussion with the Board:</p> <ul style="list-style-type: none"> <li>• The Board remarked that the tables at the Bar and Kitchen had made a positive difference.</li> <li>• Subsequent to the report being written, the Red Bull event had taken place; this had been an excellent, well-delivered event with a positive, family-friendly atmosphere. Events of this nature demonstrated the quality of event that Alexandra Palace was capable of delivering.</li> </ul> <p><b>RESOLVED</b></p> <p>That the content of the report be noted.</p>
<p><b>APBO298.</b></p>	<p><b>REPORT OF THE PARK MANAGER</b></p> <p>Mark Evison, Park Manager, introduced the report as circulated. The following additional comments arose from the discussion with the Board:</p> <ul style="list-style-type: none"> <li>• The Board asked what the chances of success were likely to be were the Palace to pursue a new Dog Control Order (DCO) to enact the three proposed dog-on-lead areas within the Park, and it was reported that this could not be accurately predicted.</li> <li>• It was suggested that there may be a number of other parks dissatisfied with the generic Borough-wide DCO, and there may therefore be a benefit in waiting for the Borough to undertake a wider review of DCOs, and seek to implement any changes at this time. Concern was expressed, however, that there was no indicated date as to when such a review might be carried out.</li> </ul>

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	<ul style="list-style-type: none"> <li>• It was suggested that the Board should write to the Council to formally state its disappointment that the previous proposal had not been taken on board, and indicate that it wished for the previous proposal made in respect of dog-on-lead areas within Alexandra Park to be looked into within the next 12 months, either as part of a wider review or on a stand-alone basis.</li> <li>• It was noted that the rose garden was looking very good; Mark Evison advised that this was a legacy project for the 150<sup>th</sup> anniversary of the park, and that an interpretation sign would be produced later in the year.</li> </ul> <p><b>RESOLVED</b></p> <p>i) That the Board note the current situation in relation to Dog Control Orders; and</p> <p>ii) That the Board write to the Council to indicate that it wished for the previous proposal made in respect of dog-on-lead areas within Alexandra Park to be looked into within the next 12 months, either as part of a wider review or on a stand-alone basis.</p>
<p><b>APBO299.</b></p>	<p><b>REPORT OF THE FINANCE AND RESOURCES DIRECTOR - TRUST FINANCIAL RESULTS FOR TWO MONTHS ENDED 30 MAY 2013</b> Nigel Watts, Finance and Resource Director, Alexandra Palace, introduced the report as set out.</p> <p><b>RESOLVED</b></p> <p>That the Board note the performance of the Trust for the two months ended 30 May 2013.</p>
<p><b>APBO300.</b></p>	<p><b>EXCLUSION OF THE PUBLIC AND PRESS</b></p> <p><b>RESOLVED</b> that the press and public be excluded from the meeting for the consideration of agenda item 7 as it contains 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 the information).</p>
<p><b>APBO301.</b></p>	<p><b>REPORT OF THE FINANCE AND RESOURCES DIRECTOR</b></p> <p>The recommendations of the report were agreed as amended.</p>
<p><b>APBO302.</b></p>	<p><b>RE-INCLUSION OF THE PUBLIC AND PRESS</b></p> <p>The Chair invited members of the press and public to re-enter the meeting.</p>
<p><b>APBO303.</b></p>	<p><b>REPORT OF THE FINANCE AND RESOURCES DIRECTOR - APPCT ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2013</b> Nigel Watts, Director of Finance and Resources, Alexandra Palace, introduced the report as set out, and circulated an updated version of the wording for the Annual Review, which had been amended in line with comments provided by the auditors subsequent to the circulation of papers for the meeting. Indicative</p>

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artwork for the annual report was also circulated to the Board for information. It was intended that copies of the final document would be provided to potential commercial investors and the document therefore aimed to present a holistic view in its narrative.

- With regard to the amendments tabled, the Board was invited in particular to note the amended description of the support provided by the Borough on page 14 of the Annual Review, *'As it has done in previous years, our trustee provided financial support to enable us to bridge the gap between our income and expenditure, to finance increases in working capital and to meet our loan repayments. It is the Borough's current policy to continue providing this support until such time as it is no longer required'*.
- In response to a question from the Board regarding the summary of income and expenditure as set out on page 15 of the report, Nigel Watts advised that funding from the Council was not depicted as income in this chart, as this funding was viewed as a loan rather than a grant.
- The Board congratulated Nigel Watts, Duncan Wilson, Claire Pendleton and everyone who had worked on the annual report, and recognised that this was the clearest set of accounts produced by the Palace to date. The importance of producing a high quality document was particularly recognised at this stage in the regeneration programme.
- In noting the content of the annual report, the Board recognised its duty as trustees to do everything it could to ensure that the Trust's financial performance was as good as it possibly could be. The report was a public benchmark, and it was hoped that the Trust would be able to demonstrate the progress it was making year on year.
- The document had been designed for circulation both as a printed copy and as a PDF document. It was reported that up to 500 print copies would be produced but the document would largely be circulated electronically and would also be available on the website.
- In response to a question regarding the ongoing deficit, it was reported that this was not a matter that could be addressed in these accounts. It was noted that the Council had given its assurance that it would continue to provide support to the Trust. It was noted that the historic debt matter would need to be addressed separately.
- In response to a question regarding the trading costs as set out in the waterfall chart on page 15 of the Annual Review, it was reported that this figure read £6.65m, or 18%.

**RESOLVED**

- i) That authority to approve the final accounts for APPCT for the year ended 31 March 2013 be delegated to Councillor Cooke as Chair of the Alexandra Palace and Park Board.
- ii) That the appointment of the auditor for the year ended 31 March 2013 be confirmed and that the Board approve the proposal to retender the audit in the autumn.
- iii) That the letter of representation to be signed on behalf of the Directors of APTL be noted.

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<p><b>APBO304.</b></p>	<p><b>GOVERNANCE REVIEW AND RESPONSE</b></p> <p>Duncan Wilson, Chief Executive, Alexandra Palace, introduced the report as set out. Subsequent to the report having been circulated, Duncan Wilson had met with Nick Walkley, Chief Executive, London Borough of Haringey, and it had been agreed that Duncan Wilson would be accountable to the Board for the delivery of the regeneration programme, with Nick Walkley being accountable to the Cabinet for the role of the Palace's Regeneration Programme within the wider Borough regeneration work. It was noted that the Project Initiation Document was being rewritten, and would be reported back to the next meeting of the Board.</p> <ul style="list-style-type: none"> <li>• In response to a question from the Board regarding the involvement of wider stakeholders in the process, it was reported that this had been a piece of audit work around internal procedures and wider involvement was not therefore felt to be appropriate. It was noted that, were there another Gateway Review such as the one undertaken last year, such work would involve the views of the wider stakeholder group.</li> <li>• Julie Parker, Director of Corporate Resources, London Borough of Haringey, advised that the review had been undertaken in order to provide assurance around the processes that were in place to ensure that the regeneration project delivered its objectives.</li> <li>• The Board asked about the links between the Regeneration Working Group and the Board and SAC/CC, beyond the twice-yearly strategic workshops. It was reported that there would be more formal regeneration reports to the Board in future, which would have input from the Chair of the Regeneration Working Group, and it was agreed that Duncan Wilson and the Chair of the Board would explore the possibility of providing Board and Committee Members with details on the activity of the Working Group on a more frequent basis.</li> </ul> <p><b>RESOLVED</b></p> <p>That the Board note the progress made by LBH, APPCT and APTL in implementing the recommendations of the report and approve the updated Terms of Reference of the Regeneration Working Group.</p>
<p><b>APBO305.</b></p>	<p><b>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b></p> <p>There were no new items of unrestricted urgent business.</p>
<p><b>APBO306.</b></p>	<p><b>FUTURE MEETINGS</b></p> <p>The dates of future meetings of the Board were noted as follows:</p> <p>29 October 2013 13 February 2014</p>
<p><b>APBO307.</b></p>	<p><b>EXCLUSION OF THE PUBLIC AND PRESS</b></p> <p><b>RESOLVED</b> that the press and public be excluded from the meeting for the consideration of agenda items 18-22 as they contained exempt information as</p>

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defined in Section 100a of the Local Government Act 1972; Paragraph 1 – information relating to any individual, Paragraph 2 – information which is likely to reveal the identity of an individual and Paragraph 3 – information relating to the business or financial affairs of any particular individual person (including the authority holding that information).

**SUMMARY OF EXEMPT ITEMS**

**MINUTES**

RESOLVED that the restricted minutes of the Alexandra Palace and Park Board held on 23 May 2013 and the special meeting of the Board held on 13 June 2013 be approved as a correct record.

**FIREWORKS PROPOSAL**

The recommendations of the report were agreed.

**REPORT OF THE FINANCE AND RESOURCES DIRECTOR – APTL  
FINANCIAL PERFORMANCE**

The recommendations of the report were agreed.

**REPORT OF THE FINANCE AND RESOURCES DIRECTOR – FINANCE  
RESOURCES AND AUDIT COMMITTEE UPDATE**

The recommendations of the report were agreed as amended.

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

There were no new items of exempt urgent business.

The meeting closed at 22:15hrs.



**Consultative Committee Memberships**

Letters and application forms were sent to all Consultative Committee Members on 19 February 2013. To date, the following responses have been received:

<b>Completed form and AGM minutes</b>	<b>Completed form, AGM minutes required</b>	<b>No response</b>
Alexandra Park and Palace Conservations Area Advisory Committee	Bounds Green & District Residents Association	Alexandra Palace Amateur Ice Skating Club <i>Note – no attendance by member in 2012/13</i>
Muswell Hill and Fortis Green Association	Muswell Hill Metro Group	Alexandra Palace Allotments Association
Warner Estates Residents Association	Alexandra Residents Association	Alexandra Palace Angling Association
Friends of Alexandra Park	Hornsey Historical Society	Alexandra Palace Organ Appeal
Alexandra Palace Television Group		Alexandra Palace Garden Centre <i>Note – no attendance by member in 2012/13</i>
Palace View Residents Association		CUFOS <i>Note – no attendance by member in 2012/13</i>
		Friends of Alexandra Palace Theatre
		New River Action Group
		Vitrine Ltd – The Lakeside Cafe <i>Note – no attendance by member in 2012/13</i>

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**Informal Joint Meeting of the Alexandra Park & Palace Statutory  
Advisory Committee and Consultative Committee**

**10th October 2013**

Report Title: **Report of the Chief Executive, Alexandra Park and Palace**

Report of: Duncan Wilson, Chief Executive Alexandra Park and Palace

**1. Purpose**

1.1 To advise members of the Statutory Advisory Committee and the Consultative Committee on a number of areas:

- (i) Annual Review and Report
- (ii) Events in the Park and Palace and forthcoming highlights
- (iii) Car parking study
- (iv) Learning and community update and HLF award for WW1 commemoration programme
- (v) Regular communication between meetings

**2. Recommendations**

2.1 That the SAC and CC Board express views and advise the main Board on these matters as appropriate

Report Authorised by: **Duncan Wilson, Chief Executive Alexandra Palace and Park**



Contact Officer: Duncan Wilson, Chief Executive Alexandra Palace and Park 0208365 4321

**3. Executive Summary**

- 3.1 Annual Report
- 3.2 Events
- 3.3 Car Parking
- 3.4 Learning and Community
- 3.5 Regular Communication between meetings

**4. Reasons for any change in policy or for new policy development (if applicable)**

N/A

**5. Local Government (Access to Information) Act 1985**

5.1 N/A

## **6 Background**

### **6.1 Annual review and report and accounts**

6.2 I am hoping to be able to distribute copies of the new format Annual Review and Report and Accounts of the Trust and Trading Company at the meeting on October 10. This year we have created a much fuller document with higher production values, as part of our communication strategy and to improve our public profile, especially with regeneration and the HLF project in mind.

## **7 Events in the Park and Palace**

### **7.1 Alexandra Park 150<sup>th</sup> Celebration**

The 150<sup>th</sup> celebration saw over 12,000 people enjoy all that Alexandra Park has to offer. Each area of the park was defined by a particular themed zone. The event achieved its objective of encouraging visitors to walk around the park and enjoy entertainment, sports activities, music, arts & crafts and food. The information points gathered a significant number of sign-ups to the newsletter and the Alexandra Palace website spiked just before and just after the event.

The event itself was a testament to the collaboration between the events team and in particular the Friends of the Park who supplied a number of contacts for local acts and performers, nearly all of whom were found a slot on the day.

Feedback from those who took part and attended was overwhelmingly positive with our Facebook and twitter pages inundated with messages, examples of which are below:

*Our Ally Pally knows how to party at 150 years young! We are tired out but happy, thanks @Yourallypally [Squirrelala]*

*Today Ally Pally celebrated 150 years. Proud of my local heritage in Haringey @Yourallypally [KateOsamor]*

*Lovely day@Yourallypally celebrating 150 years. The park that keeps on giving... [lisajames15]*

### **7.2 Red Bull Soap Box Race**

The Red Bull Soap Box Race attracted 20,000 people who enjoyed a truly unique spectacle of homemade soap boxes of all shapes and sizes racing down Alexandra Palace Way.

The weather was perfect and the event attracted a wide demographic from groups of teenagers to families enjoying a day out. We had visitors from the local community through to teams of supporters from Wales, Scotland, Europe and beyond.

It was a very successful event that showcased an area of the park that people wouldn't normally associate with an event space. As such the event team were faced with a number of challenges however by working alongside all stakeholders and through meticulous planning and regular communication with the client the event ran without incident.

The customer service team talked to a number of people and discovered that for many it was their first time to Alexandra Park and Palace. We were proud to have achieved our objective of getting new customers on site and illustrating that the Ally Pally experience is first and foremost about a fun day out.

### 7.3 **Fireworks**

Officers have met with the Safety Advisory Group, and will continue to work with it in build up to the event, to include ensuring that the public are made aware of the fact that the nature of the event has changed from free entry to ticketed.

Following the SAG, Slammin Events and Event People have submitted their application for a Premises Licence under the 2003 Licensing Act. Adverts have been placed around the Park and Palace in accordance with the regulations under the Act. The license application is currently within the 28 day consultation period. Alexandra Palace's marketing team secured Time Out as the official media partner for the event. On the launch day an estimated 450,000 people were made aware of the fireworks returning to Alexandra Palace through online and social media, Time Out and local press coverage. The response to the ticketed approach has in the majority been positive. Those who were concerned and expressed their views on social media have been sent a response proactively by the marketing team.

## 8 **Car Parking Update**

- 8.1 The Trust has commissioned a feasibility study to show the types and volume of car parking across the various parking sites in the Park and around the Palace, which will form the basis of an assessment of the options (Including charging) which will be brought to a future meeting of the SAC and CC prior to putting a recommendation to the Board. Responses to the study have been slow but it is hoped to have completed this work before the next SAC/CC meeting. We may however also decide that some counting and analysis is necessary in the spring before reaching a conclusion.

## 9. **Learning and Community**

- 9.1 A detailed report of successful schools workshops and drop-in family activities in August is attached to this report as Appendices 13.2 and 13.3

Our Core learning programme "Victorian People's Palace", "Birthplace of the BBC" and "Alexandra Palace: Past, Present & Future" for key stage 2 pupils (7-11) will be marketed to all local schools in early October. An e-shot will be sent once the new learning booklet has been finalised followed by a hard copy in the post later the same week. To engage with target schools both close to the Palace and in Tottenham/Wood Green, I will be contacting individual head teachers to arrange a meeting and introduce our new programmes.

### 9.2 **Open House Saturday, 21<sup>st</sup> September 2013**

An oral update and assessment will be given at the meeting about Open House. A brief outline of the event is listed below.

- There will be 14 tours leaving the East Court every half an hour between 10:00 & 16:30
- Currently we have 30 people (pre-booked) on each tour with 5 walk-up places for each tour

- Tours will last approximately 35-40 minutes and will include the theatre stage, North Service Yard, Palm Court and Transmitter Hall
- Friends of the Theatre will be in the Foyer and the Alexandra Palace Television Group will be in the Transmitter Hall
- We have recruited 20 volunteers to assist with the delivery -All attended 2 hour training session before Open House
- Groups will be led by a volunteer tour guide and escorted by Security to ensure the group remains together
- People on tours will be encouraged to return to the Theatre and/or Transmitter Hall to talk to both Friends groups in more detail
- Volunteers will be based inside the Transmitter Hall to ask visitors to complete an evaluation form after the visit
- The Regeneration Team will be present in the Transmitter Hall

### 9.3 **Volunteer Strategy**

A volunteer strategy has been drafted to provide support and guidance to the Charitable Trust when working with volunteers which is attached at Appendix 13.4. The strategy will form part of a Volunteer Handbook which will be given to volunteers at their induction. The Volunteer Handbook will include a volunteer role description, site information, history about the Park and Palace, organisational charts, and a volunteer agreement.

### 9.4 **HLF 2 Our Heritage Application**

The Heritage Lottery Fund have announced a £59,400 grant to our project to commemorate the centenary of the First World War with a temporary exhibition and learning and community programme telling the story of AP as a refugee and internee camp. Our project partners, The University of Middlesex, will be creating a short film and locative media app interpreting historically significant areas of the Palace relevant to this time period currently not open to the public including the bunk beds and bread ovens in the basement. The funding includes work to the Transmitter Hall to transform it into a learning and community space. Detailed project plans and timelines are being drawn up for the refurbishment works, exhibition and learning programmes. The works and exhibition will be completed by autumn 2014 to coincide with the anniversary of the outbreak of War. The complete Our Heritage Application is attached at Appendix 13.5.

## 10 **Regular Communication between meetings**

- 10.1 We are planning to set up a system of regular e-mail communication with our stakeholders, and will include SAC and CC members on the list unless members wish to opt out. Members of the two Committees are requested to advise us accordingly

## 11 **Legal Implications**

- 11.1 The Council's Head of Legal Services has no comments on this report.

## 12 **Financial Implications**

- 12.1 The Council's Chief Financial Officer has no comments to make on this report.

## 13 **Use of Appendices**

- 13.1 Events schedule, Park and Palace, October 2013 onwards
- 13.2 Pilot Learning Programme Evaluation
- 13.3 Family Learning Report
- 13.4 Volunteer Strategy
- 13.5 HLF 2 Our Heritage Application

## Appendix 13.1 Events schedule, Alexandra Park and Palace, October 2013

Open Date	Event	Location	Timings
10th - 13th October	Knitting & Stitching	All Areas	10:00-17:30
17th - 18th October	Hyde Housing	WH/PR/LR/PC Suites	tbc
19th October	Tree Walk - Friends of the Park	Park	tbc
19th October	Wedding	Panorama Room	18:00 - 01:00
19th October	Haringey Racers hockey match	Ice Rink	17:00-20:00
20th October	British Heart Foundation London to Milton Keynes Bike Ride Starting Point	Grove Car Park / Palm Court Terrace / Paddock Car Park / LR	06:00 - 11:00
21st - 23rd October	AMMA	All Areas	tbc
20th October	Farmers Market	Paddock	
20th October	Compost Giveaway	Paddock Carpark	tbc
26th October	Above and Beyond	All Areas	21:00 - 02:00 note late finish
24th November	Farmers Market	Paddock	tbc
31st October	Wedding	Panorama Room	17:00 - 00:00
3rd November	Haringey Racers hockey match	Ice Rink	17:00-20:00
8th November	Alice in Chains Live Music Concert	All Areas	18:00 - 22:45
10th November	Sponsored dog walk	The Grove	10:00-16:00
13th November	The National Live Music Concert	All Areas	18:30 - 23:00
16th-17th November	Vans Warped Tour	GH/WH	13:30 - 23:00
18th November	Book Signing	PC/PR/LR	15:00 - 20:00
29th November	Organ Concert	Great Hall	tbc



Open Date	Event	Location	Timings
28th November	The Lumineers Live Music Concert	All Areas	18:30 - 23:00
30th November	Antiques	wh/PR	08:00 - 16:30
30th November	Haringey Racers hockey match	Ice Rink	17:00-20:00
1st December	Farmers Market	Paddock	
3rd December	Haringey Council Schools Presentation	PR	14:00-22:00
8th December	Farmers Market	Paddock	
8th December	Wedding	PR	18:00 - 23:00
13th - 16th December	Christmas Panto on Ice	Ice Rink	1230 - 1530
15th December	Farmers Market	Paddock	
13th - 16th December	Segway	Paths around park	09:00-17:00
13th December - 1st January	Darts	All Areas	18:30 – 23:00
21st December	Chingford League - Cross country races	Paddock	12:00-16:00
22nd December	Farmers Market	Paddock	
28th December	Chingford League - Cross country races	Paddock	12:00-16:00
29th December	Farmers Market	Paddock	
4th - 5th January	Ping Pong World Championships	WH	12:00 - 00:00
4th January	Haringey Racers hockey match	Ice Rink	17:00-20:00
5th January	Farmers Market	Paddock	
12th - 19th January	Snooker Masters	WH/PC	tbc
12th January	Farmers Market	Paddock	
17th - 19th January	Model Engineering	GH/PS	10:00 - 17:30
26th January	Farmers Market	Paddock	

Open Date	Event	Location	Timings
31st Jan - 2nd Feb	Southern Homes Show	WH	10:00 - 17:00
2nd February	Farmers Market	Paddock	tbc
8th February	Haringey Racers hockey match	Ice Rink	17:00-20:00
9th February	Farmers Market	Paddock	
14th February - 15th February	The Foals Live Music Concert	All Areas	18:30 - 23:00

## Appendix 13.2

### Pilot primary learning programme evaluation

Following research into the history of the Park and Palace three key stage 2 (7-11 year olds) cross curricular workshops were developed linking in with topics from the primary national curriculum. Our sessions, “**The Victorian People’s Palace**”, “**the Birthplace of the BBC**” and “**Alexandra Palace; Past, Present & Future**” can be tailored for both lower and upper key stage 2 groups. To engage with groups of mixed ages and abilities the AP Education Officer used a variety of different styles which included group discussion, short film, art activities and visits to the stage of the Theatre.

All pilots were offered free of charge on the proviso that detailed feedback about the session and its delivery was provided by the teachers who attended. Workshops lasted between 1 hour and 1 hour 30 minutes (dependent on age of group) and were based in the Transmitter Hall. At the booking stage teachers were offered either a 10:30 or a 14:00 start, for large groups we offered both a morning and an afternoon session. For all sessions groups were offered space in the East Court before or after their workshop to eat packed lunches in cold or wet weather.

To advertise the pilot sessions I sent out an e-short outlining the programmes to all primary schools in Haringey. The number of responses I received from local teachers demonstrates the interest in using the Park and Palace as a resource.

#### Birthplace of the BBC

School	Year Group	Group Size
Tiverton Primary School	4	60 (2 sessions)
Highgate School	5	60 (2 sessions)

#### The Victorian People’s Palace

School	Year Group	Group Size
Akiva School	5	60 (2 sessions)
St Michael’s Primary	4	28

#### Alexandra Palace: Past, Present & Future (Secondary)

School	Year Group	Group Size
Heartlands High School (secondary)	8	162 (6 groups)

#### Other workshops

School	Year	Subject	Group Size
Tetherdown Primary School	2	AP Fires	60

#### Feedback

All teachers who took part in the pilot sessions were enthusiastic about visiting Alexandra Palace to complement the National Curriculum. Overall the feedback about the content

and delivery of the workshops was positive but the common themes that arose from the evaluation forms were:-

- 1) The Transmitter Hall not being an inspirational space for learning
- 2) A visit to the BBC studios is needed for the "Birthplace of the BBC" workshop to create a sense of place
- 3) No objects to handle to bring the story to life

### **Core Learning Programme - September 2013**

Alexandra Palace's core learning programme of "The Victorian People's Palace", "The Birthplace of the BBC" and "Alexandra Palace: Past, Present & Future" will be available to primary schools from the start of the academic year in September. To move forward with the development of the learning programme I would suggest:-

- 1) To accommodate groups over 30 we will offer morning and afternoon sessions
- 2) Explore offering virtual access to the BBC Studios using webcams
- 3) Work with local universities to create replica Victorian objects and costumes
- 4) Contact the National Media Museum and the BFI to see if they have handling objects they can donate
- 5) Consider how to make the Transmitter Hall more adaptive for Learning and Community programmes
- 6) Promote cross business opportunities including a learning workshop and an ice skating lesson or session
- 7) Explore ways of bringing the Theatre to life

### **Marketing**

To promote our core learning programmes I have created an e-shot which will be sent to all local primary schools in September 2013. We will be working with the Marcoms team to create a learning and community brand so that information about our programmes is easier to find on the website. In addition I would suggest that we create a leaflet promoting our school workshops and upcoming family activities that can be picked up on site or sent out with information about the Christmas pantomime or upcoming events such as the Girl Guide World Thinking Day.

### **Networks**

Alongside the learning pilots I have been developing networks of local teachers and organisations who will assist us with both the promotion and delivery of our learning programmes. I have been invited to speak at both the Haringey Primary and Secondary Head Teachers Forum in September 2013 where I will promote our core learning programmes and give updates about our 2014 Centenary project and Major HLF application.

### **2014 changes to the National Curriculum**

Under current proposals from September 2014 the Victorians will be removed from key stage 2 in favour of a more chronologically secure knowledge and understanding of British, local and world history. Following the changes Alexandra Palace will still be available to offer local history workshops for key stages 1, 2 & 3 which will incorporate some of the material developed for the Victorian People's Palace workshop.

To ensure that I am up to date with the upcoming changes to the National Curriculum and how they will affect museum learning I will be attending the Gem (Group for Education in

Museums) briefing in October, continuing attending the Teacher's network and regularly review the Department for Education and Skills website.

### **Local partnerships**

I have been approached by the Participation Manager at Jacksons Lane to deliver a talk and tour as part of their Young Roots HLF application looking at history of entertainment styles and culture associated with the Empire Theatre Wood Green. The final part of the project will be a performance written, directed and performed by the young people and we are currently discussing ways we can work together to deliver this project.

The connection with Jacksons Lane has enabled me to join the local arts networking meetings and establish a relationship with the Project Officer from the Bernie Grants Art Centre. The Bernie Grant Art Centre are looking to develop an English workshop linking in with the new key stage 4 curriculum. The new curriculum calls for pupils to increase the breadth of their reading through studying high-quality, challenging, and whole texts in detail including two plays by Shakespeare. To support the Bernie Grants Art Centre in delivering this project AP will offer a tour of the Theatre and talk about Victorian acting techniques.

Both these partnerships are in their very early stages and over the next few weeks I will be looking to finalise how often these visits will take place, funds available for AP, who will be responsible for producing marketing material and who will be responsible for taking bookings. Once all details have been agreed I will look to sign partnership agreements/service level agreements confirming our interest in being part of their on-going programmes.

### **Conclusion**

The level of interest from primary and secondary schools towards launching a new core learning programme has been very positive and demonstrates their desire to engage with the Palace. There were a limited amount of places for the pilot workshops so a database of teachers was created who will receive the September e-shot promoting our new sessions.

From September I would suggest that we offer school workshops 3 days a week (Monday, Tuesday and Wednesdays) as initially this will help us create demand for our programmes. To accommodate large groups we will offer a morning and an afternoon session and will offer the East Court to groups as a space designated for them to eat lunches. Opportunities will be looked at which will allow cross selling with the catering team and we will look to promote their facilities onsite.

To ensure our learning programmes continue to be relevant regular focus groups (3 times a year) will be held to discuss future developments and the involvement of local teachers, school governors and parents. These workshops will take place after school and will be an open forum to discuss upcoming projects; and will hopefully lead to bookings from those schools involved.

A list of target primary and secondary schools will be created including those in closest proximity to the Palace and those in the most deprived areas of the borough. In the introduction to the Heartlands High visit the year 8 group were asked how many people had visited Alexandra Palace before, only a few hands were raised illustrating that there is a lot more work to be done engaging with the local community. For target schools, meetings will be arranged with the Head Teachers to promote the new learning programmes and update about how they can get involved with our Major HLF grant. To

encourage visits from these schools, 4-6 week projects will be developed, this will allow time for the group to feel comfortable with the AP Learning Officer and remove pre-conceived barriers from visiting.

To further develop our core learning programme meetings will be arranged with secondary heads to discuss creating opportunities for their students to visit AP and engage with its heritage. Any new visits developed for secondary schools will be offered free of charge providing that all accompanying teachers provide detailed feedback about the content and delivery. Meetings with staff from Heartlands High School and St Thomas More have already taken place and they are both keen to look at ways to work together in both the short and long term.

Many school groups already use the Park and Palace's facilities, to increase numbers engaging with our learning programmes I would like to cross sell with the ice rink for schools with regular ice skating lessons and bookings for the schools performance of the Christmas pantomime.

### Appendix 13.3

#### Family Learning Report - August 2013

Alongside our workshops for schools Alexandra Palace is looking to develop its learning and community programme to engage the widest possible audience. To attract families already using the ice rink drop-in family activities were piloted in August celebrating 150 years of Alexandra Park and the eclectic range of events and activities that have taken place.

New features of the second Palace which opened in May 1875 included a permanent circus tent with a capacity for over 3,500 people. On display were archive images showcasing the Park's history. As families arrived the AP Education Officer encouraged parents and children to look at the photos, discuss what was happening and compare with the activities that take place today. Children were then given the opportunity to either make circus finger puppets or 3D circus tents to take home.

#### Activities

Dates	Number
Monday 5 August	18
Tuesday 6 August	14
Tuesday 13 August	

#### East Court

During the first week of August (5-9<sup>th</sup>) the ice rink offered half hour fast track skating lessons between 10:30 and 11:00. Evaluation forms completed by parents highlight that the activities worked particularly well for siblings of children having lessons. Both mornings the activities were set up by 10:15 when children were arriving for their lessons to advertise what was happening and encourage them to take part in the activities after the lessons. This worked well both mornings but some parents asked to take the activities home as they weren't able to stay whilst others did not allow their children to take part.

Whilst the children were colouring I spoke to all parents/guardians offering them Open House leaflets, maps of the Park and updating them about the Regeneration plans. All were very interested in the plans and left us with their email addresses so they can be added to our newsletter.

Originally the activities were planned to finish at 13:00 but to ensure that children from the skating lessons could take part the activities finished at 14:30. During this time I watched people arriving from the afternoon session and it was a noticeably older audience than the morning and therefore the activities would not have been appropriate.

#### Conclusions

1. When planning activities in the East Court work plan activities with the Ice Rink as early as possible to ensure no clash of dates
2. Brief marketing 3 months in advance of events to allow time for posters and marketing
3. Should activities in the East Court not fit in with the theme for family activities our activities will take place in the Transmitter Hall

## **Appendix 13.4**

### **Volunteer Strategy and Policy for Alexandra Palace**

#### **1 Principles**

Alexandra Park and Palace Charitable Trust (APPCT) values volunteering as a way of encouraging and broadening participation with our core Learning and Community programmes for the Palace and Park.

A key priority for APPCT is to provide equal opportunities which is reflected in the way we develop, deliver our services. Volunteering opportunities encourages people from a range of backgrounds and abilities to become more involved in the Park and Palace. APPCT aims to reduce physical access and perceived emotional and attitudinal barriers that might otherwise prevent individuals from volunteering. APPCT will endeavour to provide volunteer opportunities that are interesting, enjoyable and worthwhile.

APPCT is committed to the investment of resources, including staff time, to offer high-quality training and supervision on an on-going basis. Supervising volunteers also gives staff members the opportunity to develop people management and improved communication skills. Members of staff who supervise volunteers will receive appropriate training and support from the Trust. APPCT will ensure it acknowledges and thanks its volunteers at the end of their placement.

#### **2 Purpose**

The purpose of this policy is to provide overall guidance and direction to staff (APPCT and APTL) and volunteers engaged in volunteer recruitment and management.

Other policies that may apply to the management of volunteers include Data Protection, Disabled Persons, Equal Opportunities, Harassment, Health and Safety, Public Interest Disclosure, Security, and access control the use of telephones, email and internet services.

#### **3 Scope**

Unless specifically stated, the policy applies to all volunteers in all projects and programmes undertaken by all departments or on behalf of the organisation.

#### **4 Policy Statement**

Charities often rely on gifts of time from their supporters. Volunteers are not paid for their activities but they do offer valuable support, expertise and assistance to the delivery of the organisations objectives. Volunteers provide an important link between the Park and Palace and the local community.

APPCT is committed to actively supporting and promoting volunteering, and developing opportunities for people from all ages, cultures, and socio economic backgrounds from the local community. APPCT will actively support and promote best practice in accordance with relevant guidelines and benchmarks to achieve this goal. This policy provides a framework which sets out the opportunities, responsibilities and expectations of the organisations and volunteers, as well as ensuring a consistent approach to volunteer management across the organisation.

#### **5 Definition**



A volunteer is anyone who, without compensation or expectation of compensation beyond reimbursement of expenses incurred in the course of his or her volunteer activities, performs a task under the direction of and on behalf of the organisation. A volunteer must have been officially accepted and inducted by the organisation prior to the performance of any task. Volunteers will not be considered as employees of the organisation but may represent the organisation in the delivery of their role.

## **6 Investment**

APPCT will invest in volunteer management and coordination equipment, and programme development to enhance volunteer involvement, performance, time and a sense of ownership.

## **7 Supervision and Support**

APPCT will provide professional and comprehensive support for its volunteers including on-going training, access to the internal newsletter and the invitation to attend all relevant meetings across the organisation.

All volunteers will be assigned a member of Palace staff to act as their supervisor during their time spent volunteering for the organisation and can contact the Learning and Community team with any queries or concerns.

Volunteers are ambassadors for the organisation but do not have authority to act as decision makers for the organisation, and should not make any commitments on its behalf.

## **8 Induction and training**

Volunteers will be provided with a full site induction and training appropriate to their role, either by the Head of Learning and Community Programmes, the Education Officer or member of the department supervising the role. The induction will include a summary of the role, duration, details of any space or equipment provision and relevant health and safety information. Appropriate documentation will be completed to document and support this process.

## **9 Diversity and equality**

APPCT will operate its Volunteer Policy recruitment procedures without discrimination and according to the Equalities Policy of Haringey Council. Partner organisations will be sought to recruit volunteers from communities which are less well represented in our volunteer workforce.

## **10 Sustainability**

APPCT will seek to operate its Volunteer Policy in ways that will ensure an extended sequence of volunteer opportunities from year to year and within as many parts of the organisation as possible thus helping to further develop and strengthen our relationship with the local community.

## **11 Confidentiality**

Volunteers should uphold the reputation of APPCT and maintain any confidential information to which they may have access to while volunteering.

## **12 Expenses**

Volunteers are entitled to receive the following support and recognition:

- AP has good transport links and where possible we would encourage volunteers to use public transport. Reimbursement of travel by public transport (up to a maximum of £8.90) or mileage (at the appropriate agreed AP rates of 45p per mile capped at a maximum of 15 miles per round trip) incurred for travel to and from their agreed home location. A volunteer expenses claim form should be completed by the volunteers and submitted with receipts to their supervisor/line manager.
- APPCT has car parks on site which volunteers may use to park but where possible we would encourage volunteers to use public transport.
- A discount of 20% will normally be available when carrying out volunteer activities, on production of a volunteer pass, at the Bar and Kitchen for food purchased only.
- Liability insurance is provided for all volunteers engaged in services for APPCT. Volunteers should satisfy themselves that any activities they carry out for APPCT will not contravene their own personal insurance.

## **13 Requirements**

- Potential volunteers will be required to complete a registration form and attend an informal pre placement discussion with the department looking to place the volunteer.
- Volunteers will be asked to undergo a pre-placement assessment to determine their suitability for particular tasks and to respect the requirements of any risk assessments in relation to their role.
- Volunteers will be expected to truthfully declare any criminal convictions and expect DBS/CRB disclosures to be carried out if working with children.
- Learning and Community volunteers who work with children must read and confirm to the guidelines of the Child Protection Policy
- We ask volunteers to commit to an agreed timetable of work and follow agreed procedures and methods
- Volunteers engaged in producing work which falls into the category of copyrighted material will be asked to sign a Copyright Assignment Form
- Volunteers should uphold the name and good reputation of APPCT and to act in its best interests at all times and to declare any conflict of interests which may occur.

## **14 Recruitment and Selection**

- APPCT will develop and maintain a variety of volunteer opportunities across the organisation; these opportunities will be regularly reviewed and updated as required.
- Potential volunteers will be asked to undertake particular work as and when it becomes available and understand that certain positions may only be available for limited periods of time.
- The Equalities Policy of Haringey Council will apply throughout the recruitment process, and thereafter

- Volunteers will be placed according to the availability of volunteer positions and volunteer skills, talents, and interests. We may request references for volunteers where necessary.
- Volunteers recruited by Partner organisations will also be subjected to this Policy.

### **15 Rights and Responsibilities**

APPCT recognises the right of volunteers to;

- feel motivated by their volunteering and enjoy it
- be treated fairly, equitably and with respect by others, and to be free from discrimination
- be given clear written description of their volunteer role and not be expected to carry out tasks that they are not skilled, supported or trained to do
- have the chance to review their progress with their named supervisor
- perform meaningful and appropriate tasks-volunteering will complement paid work rather than replace it.
- receive an induction, when commencing volunteering, and other training and support appropriate to the role
- have regular access to a supervisor who can offer advice, support and formal supervision
- be listened to and consulted about issues affecting them
- work in a safe, healthy environment and be insured when volunteering
- feel valued and be acknowledged for their contributions
- receive a security approved volunteer badge which be worn at all times when on Alexandra Park and Palace premises.

In return APPCT expects volunteers to:

- work within the aims, objectives and policies of the organisation
- be honest and trustworthy
- treat other people fairly, equitably and with respect
- be reliable, punctual and meet agreed commitments
- raise any problems or difficulties at the earliest possible opportunity with their supervisor
- complete volunteering tasks to the best of their ability
- make the most of training, meetings, and supervision opportunities
- inform us with reasonable notice if they wish to stop volunteering

### **16 Policy Review**

This policy will be reviewed no less than once every two years.

## **Appendix 13.5**

### **Heritage Lottery Fund bid for activities commemorating the Great War at Alexandra Palace**

The Heritage Lottery Fund have announced their support of £59,400 for our project to commemorate the centenary of the First World War with a temporary exhibition and learning and community programme telling the story of AP as a refugee and internee camp. Below is the application text submitted to the Heritage Lottery Fund June 16<sup>th</sup> 2013. Updates about HLF 2 will be provided for all SAC & APPB Meetings.

#### **Project summary.**

Alexandra Palace (AP) is known as the People's Palace – a place of popular entertainment throughout its rich and varied 140-year life. However during the First World War there was darker side to its history. It became first a refugee camp for Belgian citizens fleeing the German invasion, then an internment camp for “enemy aliens”. There are many tangible reminders of this untold story, from paper archives including contemporary photographs and watercolours of the internees, to bunk beds, bread ovens and workshop machinery in the basement of the Palace, and a rose garden originally created by internees in Alexandra Park.

With the recently announced success of our Round 1 HLF major grant bid, there are “great expectations” of the small learning and community team at Alexandra Palace. But the major grant programme will only produce tangible dividends from 2017. This project would allow us to begin to demonstrate that potential from 2014, showing to local schools and community groups a side of their local history which resonates today – the experience of people who find their lives disrupted by war. This project will bring out an aspect of the War rarely publicised, but which actually took place in North London, rather than on a distant battlefield.

#### **1d Describe your organisation's main purpose and regular activities**

The Alexandra Palace and Park Charitable Trust (APPCT) is a statutory charity set up by the London Borough of Haringey (LBH) to run Alexandra Palace and Park. LBH is the freeholder under the 1900 Act, as modified by the 1985 Act (appendix 1). Alexandra Palace (AP) is located in a Conservation Area - the Palace is Grade II listed with English Heritage and the surrounding 196 acre park is also Grade II listed on the English Heritage Register of Parks and Gardens. AP is the largest building on English Heritage's Buildings at Risk Register and public access to the Palace is guaranteed under an Act of Parliament. AP Trading Limited (APTL) is a wholly-owned trading subsidiary of the Trust which manages commercial activities in the Palace and Park.

The Palace is a unique event venue and destination with spectacular views overlooking London. Originally opened in 1873 as ‘The People's Palace’, a venue for recreation and leisure, the accessible parts of the Palace (around 60% of the actual footprint) are currently used for a range of live entertainment events, including concerts, exhibitions and sporting events, as well as weddings, banquets and conferences . Other attractions include a national-sized ice rink (popular with community groups, sporting clubs and the general public), a boating lake and a pub/bistro.

Over the last year, the Palace and Park has hosted 120 events including Red Bull's 'Festival of Dirt' (for BMX bikers on a course in the Park), the Olympic Torch Relay and concert, Holland Heineken House (the Dutch Olympic cultural house), concerts by

Florence and The Machine, Jack White, and David Guetta, the World Darts Championship, Masters Snooker, and the Knitting and Stitching Show. Many of our events specifically target a local community or charity audience, such as the Night Rider cycling event, 'Race for Life', the Moscow State Circus, and a weekly Farmers' Market. Around one million people visit the Palace and Park each year, including over 120,000 to the ice rink alone.

Maintaining the vision of the original Palace of the late 19th century, the Trust's aim is: "To regenerate Alexandra Park and Palace, in the pioneering spirit of our founders, creating a proud, iconic London destination with global appeal, and a successful, valued and sustainable asset for all, including the local community and stakeholders".

Our objectives over the next five years are:

- to achieve long term financial sustainability to secure the future of the Park and Palace and Park as a public amenity and visitor destination;
- to redevelop the Palace and Park as a leisure and entertainment destination, anchored by a major live entertainment venue, to match the best on offer in London whilst retaining the special nature of 'the People's Palace';
- to respect the rich history and heritage potential of the Palace and Park and their continued preservation, refurbishment, interpretation and use as a resource for learning and enjoyment;
- to deliver wider community benefit, including contributions to public health and well-being, the environment and the economy;
- a commitment to quality and to high standards of design, delivery, management and operations, to meet the expectations of users and stakeholders and befitting the historic importance and iconic nature of the destination;
- maintaining free access to the Park and the most historically significant parts of the Palace and continuing to manage it as an amenity for the local community and for visitors.

In addition to oversight by the APPCT and APTL Boards, our governance structure includes engagement with a wide range of local groups through our Statutory Advisory and Consultative Committees, whose advice is considered by the Trust's Board. We have also established a Regeneration Working Group (RWG) to support the development and phased implementation of the overall Masterplan for the site, commissioned from Terry Farrell Associates early in 2012. We are currently strengthening the membership of our Boards and Committees with non-executive advisory members.

## **2a What is the heritage your project focuses on?**

### **Alexandra Park and Palace 1914-1918 – Story**

This project will enable us to showcase the significant role the Park and Palace played during the First World War. If successful with our application we will not only uncover this little known story but will focus on the lives of individual dislocated from their families, and compare the different attitudes of local residents to these new communities arriving at the Palace.

**'Until further notice the Palace grounds are closed to the public, who are warned that any unauthorised person found in the grounds is liable to be shot'.**

This poster greeted visitors to Alexandra Palace in the first days of war in 1914. Unknown to the public, the Metropolitan Asylum Board (MAB) had taken over the Palace at an agreed weekly rent of £250. In September 1914, to prepare for the arrival of the refugees, 1,000 beds were set up but by the end of the first week the number of beds had risen to 3,000.

Over 19,000 Belgians refugees had been admitted to the Palace camp by the end of October 1914. Inmates were housed temporarily at AP before moving on to permanent accommodation. The arrival and departure of vans containing beds and other necessary furniture was of continuous interest. Often there were crowds gathered outside the Palace railway station to see the refugees and internees arriving by train.

We believe local opinion was divided over the new arrivals; research shows a gesture of compassion from a local milliner who invited a number of women to her shop to fit them with hats free of charge. We will set out to identify other positive attitudes present and contrast these with any negative attitudes evident at the time.

Rows of beds were laid out in the Great Hall, and only for the privileged few was there any privacy in their sleeping arrangements. The Theatre was turned into a chapel where the Catholic Belgians could take Mass. The Monkey House was transformed into bathrooms, and the Winter Gardens became a smoking and reading room for the men. Children were given the freedom of the grounds while the women were allocated a laundry room to help with the running of the Palace. During wet weather the Conservatory was used as a drying area, with lines of washing hanging between the statues and palm trees. On drier days, washing lines erected outside were constantly in use.

### **Physical Legacy of 1914 – 18 at AP**

Less is known about the internees who spent their time at AP. This project will give us the opportunity to photograph and record the bunk beds, workshop machinery and bread ovens surviving from this period in the AP basement and other historically significant areas of Palace including the Rose Garden, which was constructed by internees at the Palace at this time.

### **Sources**

Through detailed research of the AP archive, held locally at Bruce Castle, and other identified archives at the Imperial War Museum and London Metropolitan Archive, we will create a temporary exhibition in the Transmitter Hall to widen access to this previously untold story of refugees and internees.

George Kenner, a German artist, produced paintings and drawings while interned at three camps (including AP) as a civilian prisoner of war between 1914 and 1918 (appendix 2). Kenner arrived at AP on 29 September 1915 where 3,000 internees were already imprisoned. His watercolours provide us with primary sources for how the Park was used and provide us with an insight into the day to day lives of internees.

Using letters, diaries, poems and “prisoner of war art” we will further reveal the daily lives of refugees and internees. Drawing on local newspapers and posters from 1914-1918 will allow us to document the attitudes of Haringey residents.

### **3b Explain what need and opportunity your project will address**

## **Need**

This project will enable us to mark the 2014 centenary by showcasing the little known yet significant role of the Park and Palace during the Great War. The First World War was a turning point in world history and claimed the lives of over 16 million people across the globe. We will demonstrate how the First World War affected the heritage of the local community in Haringey and will endeavour to look at its long term impact on the areas surrounding AP.

The inclusion of the social aspect of our story will allow us to engage with local schools and communities in Haringey with a large number of more recent migrants. Our workshops and resources will target schools and community groups whose members may have recently moved to Haringey to encourage discussion of the positive and negative reactions they may have experienced and identify possible similarities to 1914 - 1918.

## **Opportunities ; Cultural Partners**

AP is fortunate to be working in partnership (appendix 3) with the University of Middlesex to deliver this project. In 2011 Dr Maggie Butt, Deputy Dean in the School of Art and Design, published letters and poems from the civilians who were interned at Alexandra Palace in her book, "Ally Pally Prison Camp". The poems and paintings in the book will be used to create a short film and locative media project to interpret historically significant areas of the Palace not currently open to the public.

In 1980 when the Park and Palace were transferred from the Greater London Council (GLC) to Haringey Council, the archive was relocated to Bruce Castle (local history museum). Our centenary project will enable us to research both the archive held locally and those identified in other organisations to uncover how areas of the Palace were used between 1914 and 1918. We will review adaptation made to the Palace as the building changed from a refugee to an internee camp.

Contact with the Collection Access and Art Department at the Imperial War Museum has been made to discuss reproducing copies of George Kenner's images. In addition to using the images for our onsite and outreach programmes, we will offer off-site access to the images on our website through virtual exhibitions. In support of our application is a statement from the Imperial War Museum recognising AP as a member of the Centenary Partnership.

Our colleagues at Bruce Castle have informed us that the copyright of the George Kenner images may remain with Kenner's youngest daughter Christa Bedford, an American citizen following her father's emigration to the United States. In developing our project we have engaged with Christa who is not only enthusiastic about her father's work being displayed at AP but also feels this would be a fitting way to commemorate his time as an internee to mark the centenary of the First World War.

## **Learning**

Our learning programme will target Haringey Primary and Secondary schools marking the centenary with projects fitting into the curriculum requirement for local history. Areas of the Park used by refugees and internees such as the Rose Garden and the South Slope used for allotments and exercise classes will provide the inspiration for workshops, tours and storytelling.

To engage with the widest audience in Haringey, we will run informal learning activities for families and offer story telling sessions to imagine what life would have been like for Haringey residents and internees in the First World War. Through contacts at colleges and

universities we will develop lectures and visits for history students and international students to learn about how the lives of those on the home front were affected by the war.

In addition to our programmes on site, we will deliver sessions at community venues across Haringey to target audiences who may not already visit Alexandra Palace or are unable to travel to the site. Working with other local community organisations, we will develop bespoke programmes to interpret our story in different ways to engage with their users.

### **3c What work and/or consultation have you undertaken to prepare for this project?**

#### **Schools**

At a meeting with the Head of History and Citizenship at Heartlands High School, we discussed how his students would be marking the centenary, and whether they could link in with our story. He felt the projects focus on Haringey formed a strong basis for student's centenary work. Through the local Primary and Secondary Heads Networks and the Haringey School Advisor we are confident that the delivery of our project could be rolled out to Key Stage 2 (7-11) and secondary schools locally for their centenary studies.

#### **HE Sector**

Maggie Butt, the author of "Ally Pally Prison Camp" in her capacity as Deputy Dean of the School of Art and Design at the University of Middlesex, has been central in the planning stages of this application. Middlesex University's support for this project includes significant in-kind funding which will allow us to use new media to showcase the historically significant areas of the Palace not open to the public.

#### **Local community and stakeholder groups**

We have continued to engage with local residents and community stakeholders following the success of the Masterplan consultation in 2012. This project will allow us to engage with a number of new community groups including Jacksons Lane, WAVE (We are All Valued Equally) and Haringey Shed. Our accompanying letters of support demonstrate the importance of this project, and how local organisations are looking to be involved as part of their own centenary celebrations.

#### **Collections**

Ally Pally collectibles (<http://www.allypallycollectibles.com/>) is an on-line museum of Alexandra Palace, which includes in its collection a Christmas card sent from internees and photographs of the Belgian refugees in the Great Hall. Having identified these objects, we are in discussions with the owner of the collection to display his objects as part of our exhibition. In another private collection we have discovered two pieces of bone carving and metal work, made by internees, which the owner has also agreed to lend us for display. Supporting letters from both collectors accompany our application.

### **3d What outcomes will your project achieve?**

#### **Heritage:-**

#### **Better managed**

The basement, which houses wooden bunks, bread ovens and workshop machinery used by the internees, is neither accessible to the public nor researched. Time spent in the



basement will allow us to locate, identify and photograph historically important artefacts from this period. We will expand on the Conservation Management Plan produced by Donald Insall Associates (appendix 4 Hard Copy only).

To deliver this project we will be converting a space previously used by the BBC known as the Transmitter Hall into a flexible temporary exhibition, learning and community space. This room has been identified as a suitable space for this project as it is easily accessible from the terrace. The installation of an interactive white board and hearing loop will transform this under used space into a learning and community hub. The Transmitter Hall is not included in the scope of our Major Grant application.

### **Better interpreted and explained**

Our project focuses on bringing this story to life by creating a temporary exhibition and bespoke learning programme exploring the Palace's time as an internment camp. Alongside the exhibition, we will use our website and social media to support interpretation, provide additional information, and engage with the widest audience.

The short film and locative media project produced by the University of Middlesex will virtually open and interpret areas of the Palace not accessible to the public. The use of new media will enable visitors to engage with our story through technology and discover how the War affected local people.

### **Identified/recorded**

Detailed photographs will be taken of areas used by refugees and internees including the bunks and bread ovens whilst exploring the workshop machinery and other objects stored to piece together our story. We will compare modern photos with archive images to fully understand how the Palace was used during the First World War.

Through research for this project we put together a full catalogue of the material in all collections relating to AP during the Great War. Sections of our research will be made available online for people to access who are particularly interested in the story.

### **People:-**

### **Developed skills**

To deliver our exciting project plan, we will offer four placements for Post Graduate Certificate Education students and Newly Qualified Teachers to assist with the preparation and delivery of our learning programme. We will also offer two post graduate MA Museum and/or Cultural Heritage placements to assist with the development and delivery of our family and community programmes. With support from the Haringey Adult Learning Service we will offer two Pre-Apprenticeship programmes for Web Design, Photography and Office Administration.

Events already planned for 2014, including Open House, will be tailored to commemorate the centenary of the First World War. We will call on our existing Friends organisations to support the project as ambassadors, working with new volunteers recruited for these events. The ambassadors will assist in the training and mentoring of new volunteers and welcome them to the existing voluntary teams. To widen our pool of volunteers we will advertise both on the Haringey volunteer centre and the Team London website.

Through our fledgling volunteer programme we have identified a local artist and trained support worker with whom we would like to work in partnership to run art programmes

inspired by AP's use a refugee and internee camp. Art work created during sessions will be displayed virtually on our website and around AP to inspire other groups to take part in the project.

Our volunteers will have the opportunity to use their existing skills, develop new talents and enable us to further enrich and enhance the visitor experience and to undertake a range of additional projects beyond our existing resource capabilities. We will offer volunteers the chance to attend seminars, walks, talks and training to further develop their interest and knowledge about the Park and Palace.

### **Learnt about heritage**

Our temporary exhibition will be interpreted using a variety of different media and layered to appeal to our target audiences. Alongside our interpretation panels and displays, we will offer digital access to the Bruce Castle images via our website "Exploring twentieth century London" and the Imperial War Museums collection of the George Kenner paintings.

The short film and locative media project produced by the University of Middlesex, will be available through both our websites and will engage those audiences who learn best through the use of technology. Our formal, informal and lifelong learning programmes will provide the opportunity for local and visiting school children, adults and families, particularly from our target audience, to access and learn about AP's heritage through activities, events, talks and workshops.

### **Changed their attitudes and/or behaviour**

Our formal learning programming will target local schools in particular those in deprived areas of Haringey to encourage the widest possible audience to engage with a relatively unknown story of the lives of refugees, internment of "enemy aliens" and highlight what was happening in the UK as part of the wider war effort.

For those programmes run in other venues, we will promote a follow up visit to AP to encourage traditional non user groups to discover the range of activities offered within the Park and Palace. Groups who participate in these projects will have their work displayed at AP and online so that it can be enjoyed and be used as inspiration for other groups wanting to participate.

### **Had an enjoyable experience**

As both the Park and Palace were used during the First World War, we will run events in the historically significant areas of both, including the Great Hall and the Rose Garden. Frequent visitors to the Park will be able to use our new locative media mobile phone application to discover how different areas of the site were used, view the landscaping changes contrasting this with the present day.

Following the official preview of the film in the Transmitter Hall, it will be used on an on-going basis as part of our community and learning programmes to bring our story to life. Other viewings will be arranged with other audiences to enhance the visitor experience at AP.

### **Volunteered time**

This project will allow us to expand on the volunteer programme we have established in 2013. A team of three volunteers will be recruited to assist with the archive research,

produce an exhibition brief and identify objects which will be used to create the interpretation panels and off site digital access to information and photos.

With one staff member responsible for delivering both our core learning and community centenary programmes, a team of five dedicated learning volunteers will be recruited to assist with the development and delivery of both our formal and informal workshops. This team will be supported by STEM (Science, Technology, Engineering and Maths) ambassadors.

With support from organisations within Haringey we aim to diversify our volunteer pool to reflect the population of Haringey. A local organisation WAVE supports the integration of those with learning difficulties post nineteen years of age into the local community. Working closely with WAVE in developing this project we will ensure that programmes and activities developed are physically accessible and suitable for those with learning difficulties. WAVE users will support the project both in the development and delivery of resources and the accessibility of our Grade 2 listed building. Their feedback will be built into our project outcomes and used to develop our disability access audit report which will be available through our website.

## **Communities:-**

### **More people and a wider range of people will have engaged with heritage**

Our formal learning programme will include workshops targeted at Haringey schools with a large number of migrant families. Discussions will focus on the similarities and differences in the opinions of local people and government today and during the First World War. We will actively promote our programmes to target schools in the deprived areas of the Borough and will arrange meetings with individual head teachers to ensure this project reaches the widest audience in Haringey.

Our community programme will include sessions both at the Palace and throughout Haringey, including libraries and other community centres/venues. Workshops will look at government propaganda and their effects on people and compare and contrast between during World Wars and peace time. This project will allow us deliver projects with our identified partners to engage their users with our story.

### **3e What are the main groups of people that will benefit from your project?**

- Low income families, including single parents;
- Black, Asian and Minority Ethnic families and adults;
- Low income adults with an additional focus on 55+ years;
- Young people
- NEETS (Not in employment, education or training); and
- ESOL (English speakers of other languages)
- Schools (Key stage 3 & 4) across the borough
- Newly arrived migrants to Haringey

We have arrived at these target audiences by looking through at the profile of the Borough and through awareness of gaps in our existing audiences.

### **3f How many people will be trained as part of your project, if applicable?**

**21**

1 Education Officer

12 Volunteers

- 2 Pre Apprenticeship trainees
- 4 PGCE/NQT placements
- 2 Post graduate MA Museum/Cultural Heritage placements

**3g How many volunteers do you expect will contribute personally to your project?**

**13 in total**

- 3 Archive volunteers
- 5 Learning volunteers
- 1 Artist and trained support worker
- 4 Community volunteers through WAVE/HAVCO

**3h How many full-time equivalent posts will you create to deliver your project?**

**4b Tell us about any outside advice you have received or will receive to help you manage your project.**

During the development of our project we have spoken with:-

**Bruce Castle:** reviewing archive material and discuss support with volunteers and the temporary exhibition

**Maggie Butt : Author of *Ally Pally Prison Camp*:** using research and material from her book for our temporary exhibition.

**University of Middlesex:** BA and MA students assisting with archive research, short film documentary and locative media project.

**Imperial War Museum :** using copies of the George Kenner watercolour and sketches for the temporary exhibition and learning and community programmes

**Christa Bedford (George Kenner's youngest daughter):** copyright confirmation of George Kenner watercolour and sketches

**Ally Pally collectibles:** Objects to display

**Heartlands High :** Links with the National Curriculum

**Haringey School Advisor:** discuss creating resources for primary and secondary to support school studies

**WAVE** users will support the project both in the development and delivery of resources and the accessibility of our Grade 2 listed building.

**4d How will you evaluate the success of your project?**

On-going visitor feedback, which is already a key part of the Palace's customer service policy, will continue and provide us with an indication of customer satisfaction across a range of criteria and invite feedback on areas for improvement and ideas on how to improve our heritage and cultural engagement.

Tailored evaluations forms will be produced for all participants at community event/school workshops and family activities encouraging feedback on the overall visitor experience and the attended event. Staff and volunteers leading the sessions will engage with parents, teachers and community groups leaders during workshops to informally evaluate

sessions which will be followed by a more formal evaluation or meeting. In addition we will run regular focus groups where interested individuals will be given the opportunity to offer feedback about the exhibition or resources and offer suggestions for future programming.

For web users, we will create an online survey to ascertain reasons for viewing the material and whether it has encouraged a visit. With resources developed by the University of Middlesex, the completion of evaluation forms, face to face interviews and focus groups with teachers and students will be led by Palace employees with volunteer support.

**4e Tell us what will happen to the things that your project has produced after the funding ends**

The success of AP's recent HLF Major Grants Round 1 application marked a turning point in our history, whereby the historical significance of the Palace and Park is now celebrated rather than simply noted. The interpretation panels created for the temporary exhibition will continue to be displayed around the Palace before touring other cultural venues in Haringey. A virtual exhibition using the text and images from the panels will be made available on our website.

Both the short film and the locative media project will remain available both on our and the University of Middlesex website. We will have regular showings of the film at Alexandra Palace between 1914 and 1918 and will use the film for events such as Open House and for pre-booked coach tours, Remembrance Sunday and for family holiday activities to illustrate how areas of the Palace were used and the realities of the harsh living conditions.

Alongside our core programme we will continue our bespoke learning and community programmes which showcase Alexandra Palace's role in the Great War. Using the social element of the story we will continue to target schools and community groups with large numbers of migrants to Haringey. As the fifth most diverse borough in London we would hope there would be a high interest, and take up of, both schools and community groups with this particular workshop. We will continue to offer our Home Front First World to schools studying local history until 2018 before the information is amalgamated into our "Alexandra Palace: Then and Now session".

Resources created as part of the project will continue to be available onsite and on our website until 2018. Work created from family activities, school workshops and community groups will be displayed both onsite and on our website to celebrate our history and community engagement.

**4f If your project involves conservation of an item, land or property, tell us how you will maintain it so that people can continue to experience and enjoy it after the funding ends.**

The project involves a low-level refurbishment of the former BBC Transmitter Hall to make it more fit-for-purpose as a learning and exhibition facility. APPCT has an on-going maintenance and repair budget of £1 million a year and maintenance of this area will be included in our forward programme.

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Agenda item:

**Informal Joint Meeting of the Alexandra Park & Palace Statutory  
Advisory Committee and Consultative Committee**

on 10 October 2013

Report Title: **Report of the Director of Property & Regeneration, Alexandra Park and Palace**

Report of: Kerri Farnsworth, Director of Property & Regeneration, Alexandra Park and Palace

**1. Purpose**

1.1 To advise members of the Statutory Advisory Committee and members and the Consultative Committee on a number of areas:-

- i) Park Update
- ii) Fabric Conservation (incl Theatre)
- iii) HLF Project Progress
- iv) Commercial Development Opportunities
- v) Regeneration Working Group (RWG)
- vi) Forward 12-mth Programme for Property & Regeneration

**2. Recommendations**

2.1 That the SAC and CC Board express views and advise the main Board on these matters as appropriate.

Report Authorised by: **Duncan Wilson, Chief Executive Alexandra Palace and Park**



Contact Officer: Duncan Wilson, Chief Executive Alexandra Palace and Park

**3. Executive Summary**

- 3.1 Park Update
- 3.2 Fabric Conservation
- 3.3 HLF Project Progress
- 3.4 Commercial Development
- 3.5 Update from Chair of Regeneration Working Group (RWG)
- 3.6 Forward 12-mth Programme for Property & Regeneration

**4. Reasons for any change in policy or for new policy development (if applicable)**

4.1 N/A

**5. Local Government (Access to Information) Act 1985**

5.1 N/A

## 6. Park Update

### Park 150<sup>th</sup> Anniversary

- 6.1 In addition to the 150<sup>th</sup> Anniversary Event reported elsewhere in this meeting, a small grove of birch trees were planted near to the play area to commemorate the anniversary. The planting was carried out by apprentices and other representatives including the Royal Parks Guild, John O'Conner (Grounds Maintenance) Ltd and the Friends of the Park.

### Park Awards

- 6.2 Alexandra Park successfully retained the Green Flag Award for the sixth year and the Green Heritage Award (fourth year) – one of only 44 sites in the country to achieve this accreditation).
- 6.3 The Park was also entered the London in Bloom competition this year. A Silver-Gilt was achieved again in the Large Park category. The judge was impressed with on-going improvements, such as the tree cutting on the south front and the rose garden, and commented that we are edging towards the Gold standard.

### Update on Campsbourne Section 106 project

- 6.4 After a very long lead-time a team has been appointed by LB Haringey to deliver this project. Due to the timescales involved the consultation with the Advisory and Consultative Committee may have to be carried out by calling an Urgent sub-committee.

### Little Dinosaurs - SAC-CC resolution APSC115 point i) on 13 May 2013

- 6.5 At the SAC/CC meeting on 13 May 2013, the above resolution was made, namely *“to endorse the content of the proposals by the owner of Little Dinosaurs, taking into account the comments made by the SAC and the CC”*.
- 6.6 The owner of Little Dinosaurs has since submitted a planning application and a request has been made by the Planning Officer for further detail. We are hoping to have that detail available at the meeting on October 10, which will be passed around for information.

### Garden Centre planning application

- 6.7 The Garden Centre are resubmitting earlier proposals (previously considered by the SAC/CC and endorsed to the Board) with some modification for the conversion of outbuildings to offices. The detail is given at Appendix 1, and a representative of Capital Gardens will attend to answer questions. The SAC/CC's views and advice to the Board will be sought.

### Grounds Maintenance

- 6.8 The grounds maintenance contract has been successfully delivered by John O'Conner (Grounds Maintenance) Ltd since 2008. The original five-year term ended in April 2013 and the Board have agreed to extend the contract a further three years to 2016. This extension reflects the dedication and hard work of the grounds staff who work all year round, in all weathers.



## 7. Fabric Conservation

### English Heritage Fabric Repair project

- 7.1 The application for additional grant funding from English Heritage in respect of the SE pavilion roof was successful, and an additional £37.6k of grant awarded.
- 7.2 Works to both the SE pavilion and the Southern Colonnade have now achieved practical completion in line with programme and budget, with only minor site clearance remaining.
- 7.3 English Heritage have been very pleased with both the quality of the works carried out by the contractor and the management of the works by APPCT. They have indicated a willingness to work with APPCT again, subject to a longer-term fabric maintenance strategy being put in place (see item 7.7 and 7.8 below).

### Interim repairs - Theatre and North Wall

- 7.4 A decision was taken to undertake interim repairs to the Theatre auditorium ceiling roof in advance of the main HLF project. The reason for this was that by securing the ceiling and enabling public usage of the space, APPCT would have a 'window' of 12-18 months (dependent upon when the HLF works physically commence onsite) in which to test the programming and the actual in-house operations aspects of events in the Theatre auditorium - both of which are fundamental to its long-term success.
- 7.5 After initial investigations the condition of the auditorium ceiling was found to be as anticipated, but the support and access structures from above were in need of improvement. Works are hence now underway to permanently improve these and then to carry out the ceiling repair works (mainly re-fixing and reinforcing previous interventions). These works will be completed by end of November 2013.
- 7.6 Urgent repairs are also being carried out to the North Wall to secure and/or remove loose cement render and vegetation (ivy). These works should be complete by November 2013. To take advantage of the temporary access structures, a structural survey was also undertaken which has identified a number of potential additional remedial works.

### Surveyor to the Fabric

- 7.7 Following an external competitive tender process, the conservation architects Purcell have been invited to take up the role of Surveyor to the Fabric. Their first task will be to complete by the end of the year a 'Fabric Maintenance Plan' (FMP) which sets out a prioritised strategy for fabric repairs & maintenance for the next 10 years.

### Victorian Theatre Stage Machinery

- 7.8 Following discussions with English Heritage we have agreed to take a number of key stage machinery components on a 'permanent loan' basis that came originally from the pre-WWII stage machinery at the Savoy Theatre, including 35 foot long shaft and 10 foot diameter drum. We are in discussions with the eminent Victorian theatre historian, David Wilmore, who we hope will advise us as to whether or not the addition of this equipment will make the stage machinery fully functional.

## 8. HLF Project Progress

- 8.1 Good progress has been made on the HLF project. Discussions are underway with a number of key external organisations, including the BBC, BFI and National Media Museum, on strategic partnerships/alliances. The team has also collated a considerable amount of historic information about the BBC and the Victorian Theatre, both from proactive research and from direct approaches from third parties.
- 8.2 A new 2-year post of Fundraising Manager for the HLF project is currently being advertised with a closing date of 26 September, with a key focus on funding opportunities from the likes of trusts, foundations and major bodies such as the GLA and Arts Council. A verbal update on progress on the recruitment process will be given at the meeting.
- 8.3 In addition a number of major procurements for the required professional consultant team have been progressed over the last 4 months. Due to the level of APPCT's delegated authorities for construction-related works (which was amended by LBH to £25k) most of the works have been procured via LB Haringey. The table below sets out the detail and status of these procurements:-

	Procurement route	Current procurement status
Design-led multi-disciplinary team	OJEU (2-stage open)	ongoing - 50% complete, due to complete in Dec 2013 <i>NB. extraordinary APPCT Board meeting required on 19 Nov to confirm recommendation or appointment, followed by LBH Cabinet confirmation</i>
Quantity Surveyor/Cost Consultant	GPS Framework	complete - Mott McDonald appointed in June 2013
Project Manager	CRCS Framework	ongoing - appointment to be made by early-Oct 2013
Interpretation Planner	APPCT direct tender	brief being finalised for issue by early-Oct 2013

### HLF reporting

- 8.4 The first regular progress report has been submitted to HLF, and accepted without issue, indicating the HLF's contentment with progress to date and against programme & budget.

## 9. Commercial Development

- 9.1 Informal market testing for the potential hotel development site and event spaces/business at the western end of the Palace has been undertaken with a focused range of hotel chains, real estate investors, event & visitor attraction operators/managers and property developers.
- 9.2 The timing of the soft market testing (over the summer period) did impact upon the level of responses, but the responses received were on the whole very considered and detailed. However there are a number of points of clarification that need to be

resolved prior to being able to go out to the market to seek formal bids, the most immediate being the appointment of specialist commercial real estate lawyers.

#### **10. Update by Lyn Garner, Chair of Regeneration Working Group (RWG)**

- 10.1 All actions arising from the spring Audit of AP Regeneration Programme Governance by LB Haringey's Internal Audit section have now been completed.
- 10.2 New Terms of Reference for the Regeneration Working Group (RWG) were agreed by the APPCT Board in July, which better reflecting the current APPCT/APTL management & operational structures and the interrelationships between APPCT, LB Haringey and the HLF project. As a part of the revised governance structures it was agreed that the Chair of the RWG would submit an update to the SAC/CC which would be included within the report of the Director of Property & Regeneration. This update is the first of those.
- 10.3 The revised governance structure also includes the establishment of the dedicated Project Board from the HLF project, with representation at present from LB Haringey and APPCT. To reflect these updated arrangements, a revised Project Implementation Document (PID) will be prepared by APPCT.
- 10.4 Discussions are ongoing regarding the introduction of new members to RWG. The addition of new members with commercial experience in a related profession have been identified as particularly important, but as yet no suitable candidates have been approached.
- 10.5 The RWG continues to advise on the broader regeneration programme at Alexandra Palace, including the HLF project and on commercial development, and on delivery timescales.

#### **11. Forward Programme for Property & Regeneration**

- 11.1 A summary of the forward key delivery items and milestones for the next 12 months is as follows:-

##### **Oct-Dec 2013**

- formal start for HLF Project Manager & Cost Consultant
- interviews for final selection of HLF design-led multidisciplinary team; followed by appointment and formal commencement of design process
- appointment of HLF Fundraising Manager and HLF Interpretation Planner
- procurement of commercial real estate legal advisors
- HLF pre-enabling investigative works (thru to Dec 2013)
- match-funding business case submitted to LBH
- formalise strategic relationships with BBC, BFI, etc
- Theatre interim works complete
- 10-yr Fabric Maintenance Plan completed by Surveyor to the Fabric (Purcell)

##### **Jan-Mar 2014**

- Regen Strategy Group workshop (incl HLF PM & design team)
- appointment of HLF Collections Management Planner and Activity Planner (if req'd)
- finalise 2014/15 capital budget & work programme
- formal HLF review
- completion of all major 2013/14 capital investments

- HLF design complete to RIBA Stage C (new RIBA Work Stage 3)

**Apr-June 2014**

- HLF Stakeholder Design workshop and public consultation (separate)
- detailed design & procurement of 1<sup>st</sup> package of Fabric Maintenance Plan works
- consult SAC and Board on market testing parameters and HLF project design development
- formal HLF review
- commence hard market testing of commercial development opportunity

**July-Sept 2014 2014**

- RIBA Stage D design complete; submit for Planning & Listed Building consent
- submit HLF Round 2 application
- formal HLF review

**12. Legal Implications**

- 12.1 The Council's Head of Legal Services has been consulted in the preparation of this report and advises that there are no direct legal implications arising from its contents.

**13. Financial Implications**






- 13.1 The Council's Chief Financial Officer notes that this is an information report on the progress on various projects, in particular the regeneration programme and has no specific comments to make. The CFO will comment in board reports when matters for decision come to be APP Board.

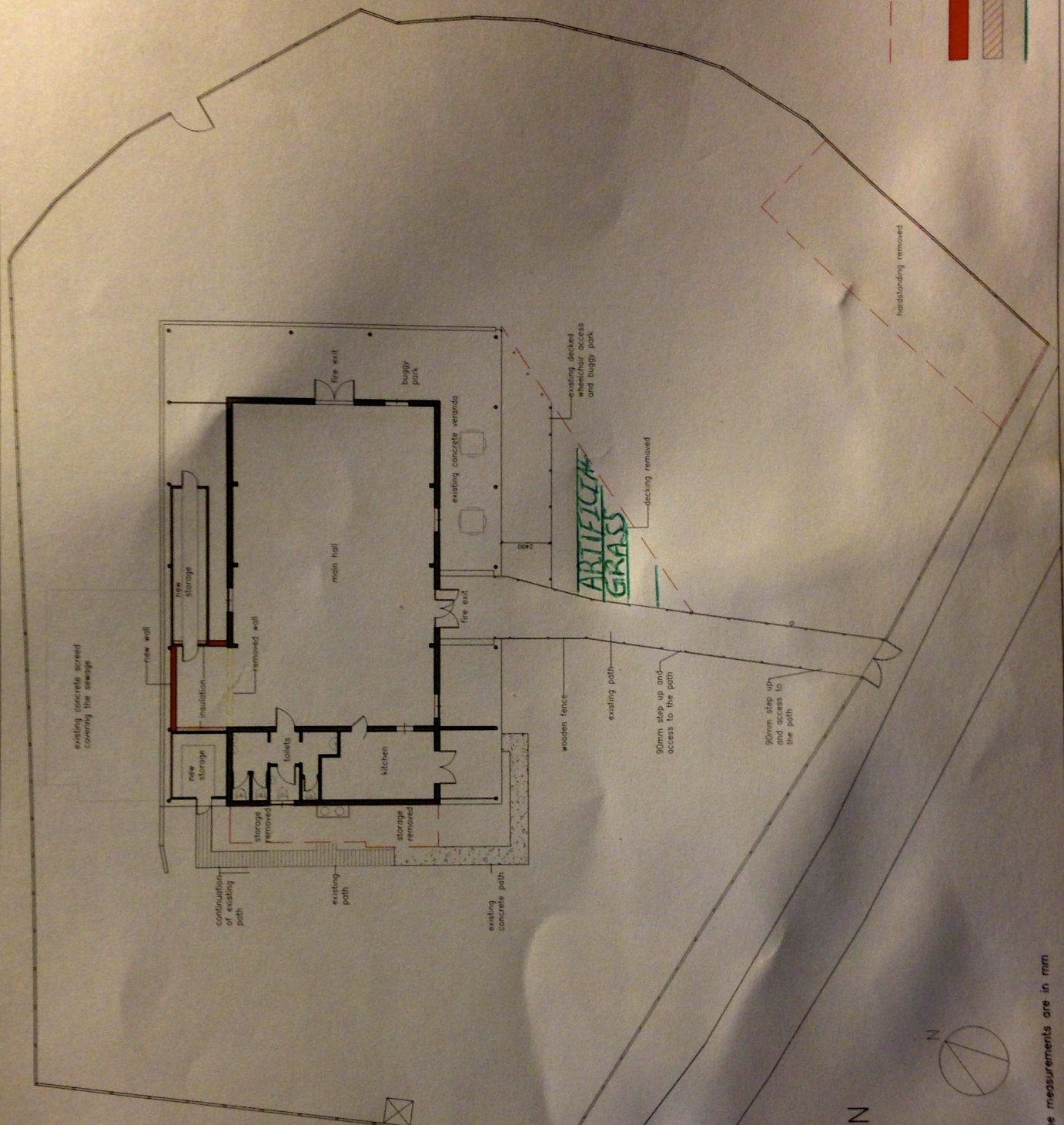


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**IMPORTANT NOTE**  
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**KEY:**

-  Removed items
-  Removed wall
-  New wall
-  Insulation
-  A: GRASS

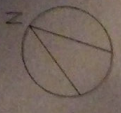


**LITTLE DINOSAURS**  
 The Grove  
 Alexandra Park  
 London N22

**PROPOSED SITE PLAN**

Rev 3 17 Nov 2012  
 Rev 1 Feb 2011 Rev 2 23 May 2011

**CLIENT** Jason Jenkins  
**PROJECT** Little dinosaurs  
**TITLE** Site Plan new proposal  
**SCALE** 1:200 @ A3  
**DATE** January 2011  
**DRAWING** 211007/LDin/P/P



All the measurements are in mm



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smart IMPORTERS O

Be Smart, Buy Direct

30mm Pile Depth

Bottom Sample: WOODTHORPE

35mm Pile Depth 'w' Yarn

30mm Pile Depth

Bottom Sample: CLUMBER

35mm Pile Depth 'v'





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**DRAFT**

**Design and Access Statement**

Extension to Alexandra Palace Garden Centre

Capital Gardens, Alexandra Palace Garden Centre, Alexandra Palace Way, London N22 7BB

18<sup>th</sup> July 2013

To be read in conjunction with drawings:

206\_P01\_001

206\_P01\_002

**Introduction**

This statement explains in pictures and in words how the proposals for the extension of Alexandra Palace Garden Centre have been developed in terms of use, quantum, layout, scale, landscaping and appearance, and its impact on the building and surrounding buildings. In writing this statement and devising the proposals we have had regard to the existing building, as well as the physical, and social characteristics of the surroundings and relevant planning policies.



Aerial view of Alexandra Palace Garden Centre with the site boundary outlined by the red line and the location of the proposal outlined by the red box

**Proposal Context**

Alexandra Palace Garden Centre is located within the London Borough of Haringey. The site is within the Alexandra Palace and Park conservation area. The site is within the grade II listed Alexandra Park. The site is on Metropolitan open land and bounded partly by a Borough Grade 1 Ecologically Valuable Site and partly by a Local Ecologically Valuable Site.



Location plan

**Planning History**

20/06/2011

HGY/2011/1161

Erection of a free-standing structure for selling cut flowers

Grant permission

Case officer: John Ogenga P'Lakop

**Reason for grant of permission:**

1. **Small footprint**
2. **Is not visible from the conservation area**
3. **Proposal to be sited on existing hard standing and not a newly concreted area**

15/12/1998

HGY/1998/0623

Erection of extension and refurbishment including additional retaining wall, reseeding of wild life area and the removal area, roof terrace seating, new retractable canopy, new cafe and display areas, new entrance door, outdoor seating of a pergola.

Full Planning Permission

Grant permission

Case officer: Dave Laverick

13/03/1995

HGY/1995/0278

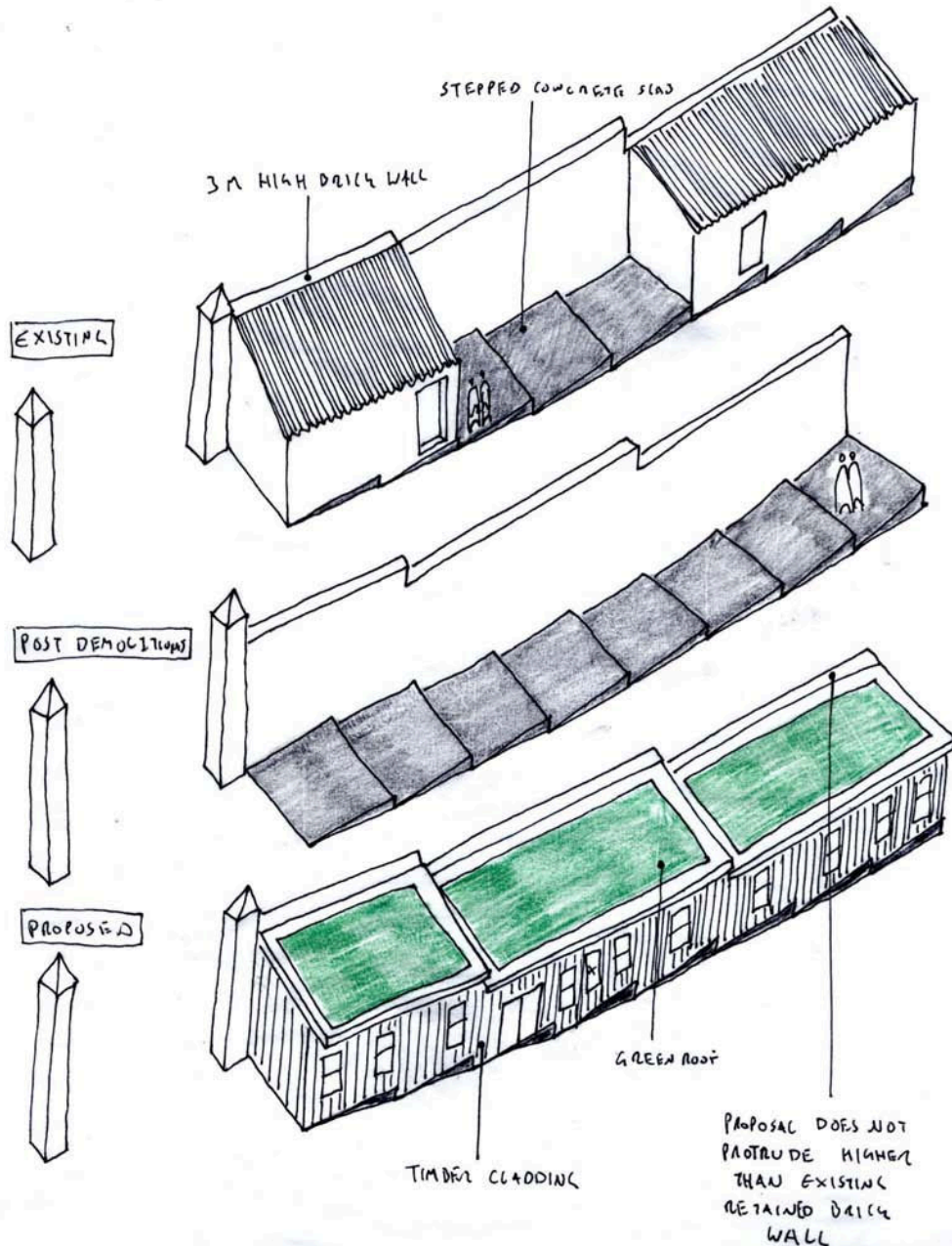
Alterations/modification to top of B.B.C. Radio Tower to accommodate aerials for digital audio broadcasting involving additional strengthening of the lower part of the tower.

Grant permission

Case officer: Rosemary Donga

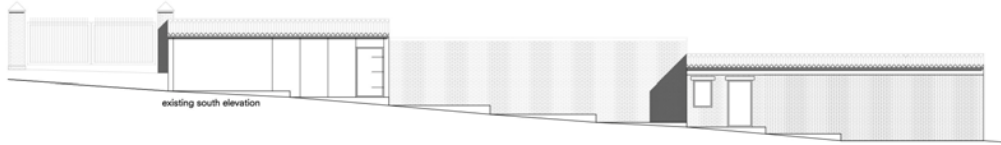
**Proposal**

The proposal consists of the demolition of two single storey brick structures currently in use by the Alexandra Palace Garden Centre for storage and the construction in their location of a timber framed single storey building to be used as offices by the Garden Centre. The windows, doors and cladding will be made of timber. The proposal will have a green roof. The proposal will not be seen from Alexandra Palace Way as it will not protrude above the existing 3m high brick boundary wall.

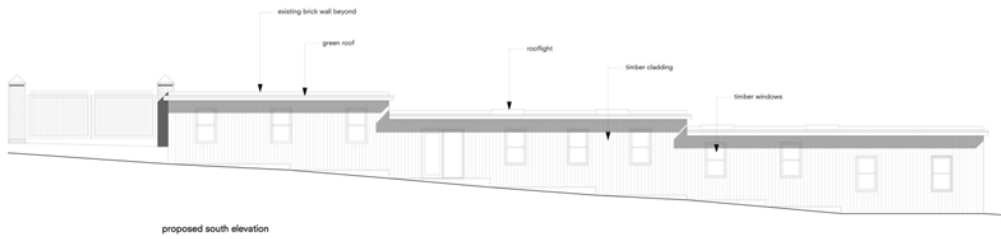


Axonometric drawing explaining the stages of the proposal

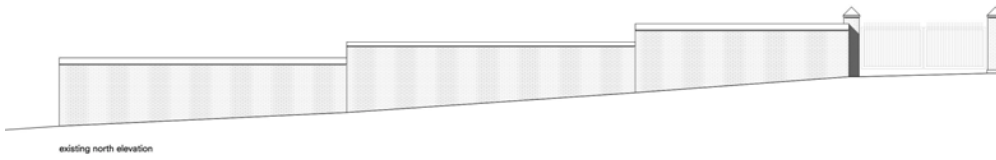




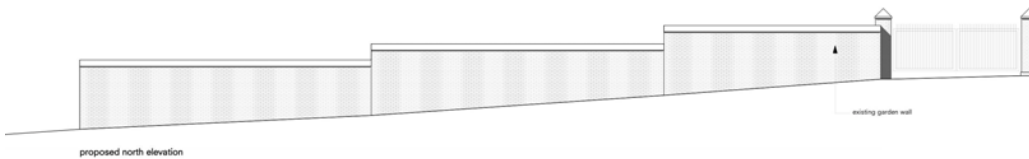
Existing south elevation



Proposed south elevation



Existing north elevation



Proposed north elevation

Photographs



View of the site from Alexandra Palace Way



Existing entrance to Alexandra Palace Garden Centre



Existing brick structures used for storage

**Planning Policy**

The proposals have had regard to the relevant planning policy. This includes:

1. The Unitary Development Plan (UDP) (2006)
2. Local Development Framework
3. Haringeys Local Plan
4. Supplementary Planning Guidance documents

Saved Policy UD3 of the UDP requires development proposals to have no significant adverse impacts on residential amenity in terms of privacy and overlooking. The proposals have no adverse impact on residential amenity.

Policies SP11, 12 and 13 of the adopted Core Strategy responding paragraph 6.3.3 which states that:

“Development will not be permitted on these open spaces, unless it is for limited small scale development ancillary to an existing use on the land (1) and for which there is a demonstrable need (2). The Council will only allow development on designated open spaces or sites adjacent to an open space that respects the size, form and use of that open space and does not detract from the overall openness and character of the site, the appearance and historical significance of the setting, or harms the public enjoyment (3)”.

1. The proposal is for a small-scale development ancillary to the existing Garden Centre on the land.
2. The current office space for Capital Gardens is not large enough for the number of staff the company employs. It is not thermally adequate, as currently they are housed in the roof space of the existing building that gets very warm in the summer months. The proposal creates six offices of varying sizes to accommodate capital gardens staff. Capital Gardens wish to move their “garden maintenance division” to Alexandra Palace in 2014 from their previous office in Highgate that has been sold.
3. The proposal cannot be seen from Alexandra Palace Way.



**Team**

Dow Jones Architects is an award-winning RIBA Chartered practice based in London, with a reputation for producing well-crafted, conceptually clear architecture. Since formation in 2000, they have designed a celebrated and wide-ranging body of work. They have made work in sensitive sites in both the country and the city, including work to listed buildings, in Conservation Areas, and in a UNESCO World Heritage Site. Dow Jones Architects won the 2010 Architects of the Year award for refurbishment and have recently won an RIBA London Regional Award 2013.

**Building regulations**

The works comply with all aspects of the building regulations

**Conclusion**

The works seek to transform two underused brick storage spaces into a useful office space for the Alexandra Palace Garden Centre. The proposal will be made of sustainable materials, utilizing a timber frame. The proposal will not be seen from Alexandra Palace Way as it will remain below the existing 3m brick wall. We therefore conclude, through evaluation of the relevant planning policy that the proposals are appropriate.

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