

NOTICE OF MEETING

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

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

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

Bernie Ryan
Assistant Director – Corporate Governance
and Monitoring Officer
5th Floor, River Park House
225 High Road, Wood Green
London, N22 8HQ

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Co-ordinator
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20 January 2014

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 **TUESDAY 28 JANUARY 2014** commencing at **19:30 hrs** in the **LONDESBOROUGH ROOM, 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 - 22)

- i. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committees held on 10 October 2013.
- ii. To note the minutes of the Advisory Committee held on 10 October 2013.
- iii. To note the draft minutes of the meeting of the Alexandra Palace and Park Board held on 29 October 2013 and 19 November 2013.

4. GOVERNANCE

REPORT TO FOLLOW

5. REPORT OF THE CHIEF EXECUTIVE (PAGES 23 - 30)

6. REPORT OF THE REGENERATION AND PROPERTY DIRECTOR (PAGES 31 - 52)

7. NON-VOTING BOARD MEMBERS FEEDBACK

8. ITEMS RAISED BY INTERESTED GROUPS

Item raised by Jacob O'Callaghan

Access to historic areas of the Palace, and future use of the building.

9. ANY OTHER BUSINESS OR URGENT BUSINESS

Items raised by interested groups

10. DATES OF FUTURE MEETINGS

NEW DATE – Thursday 3 April 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	Mr R. Lock
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
New River Action Group
Palace View Residents' Association
Vitrine Ltd - The Lakeside Café
Warner Estate Residents' Association

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
THURSDAY, 10 OCTOBER 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 R. Lock
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

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Councillor Hare
Councillor Scott
*Councillor Stewart
Councillor Williams

Also attending

Duncan Wilson – Chief Executive – Alexandra Palace
Keri Farnsworth – Property & Regeneration Director, Alexandra Palace
Melissa Tettey – Head of Learning & Community Programmes, Alexandra Palace
Isobel Aptaker – Education Officer, Alexandra Palace
Felicity Parker – Clerk to the Committee (LB Haringey)

MINUTE NO.	SUBJECT/DECISION
APSC132	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Kevin Stanfield, Roger Tucker, Caroline Hayter, Jacob O'Callaghan and Councillors Beacham, Demirci, Griffith and Cooke.</p>
APSC133	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Hare declared a personal interest as Chairman of the Alexandra Palace Allotments Association.</p> <p>Councillor Jenks declared a personal interest as a member of the Warner Estate Resident Association.</p>
APSC134	<p>MINUTES AND MATTERS ARISING</p> <p>RESOLVED that</p> <ul style="list-style-type: none"> i. The minutes of the informal Joint Statutory Advisory and Consultative Committees held on 18 June 2013 be approved. ii. The minutes of the Consultative Committee held on 18 June 2013 be approved. iii. The informal note taken at the inquorate Statutory Advisory Committee held on 18 June 2013 be noted. iv. The minutes of the Alexandra Palace and Park Board held on 23 May 2013 be noted. v. The draft minutes of the Alexandra Palace and Park Board held on 16 July 2013 be noted.
APSC135	GOVERNANCE

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The Chair requested that Consultative Committee groups who had not returned the requirement membership form and AGM minutes do so by the next meeting on 28 January 2014. Failure to do so would result in the deletion of the membership.

Action: For the Clerk to chase memberships.

The Chair informed members that, as agreed, he had raised again the subject of governance and the structure of meetings with the Chief Executive and there will be a report back on this at the next meeting.

APSC136 REPORT OF THE CHIEF EXECUTIVE

Duncan Wilson introduced the report as set out.

NOTED:

- The Annual Report would be available for distribution next week.
- The Red Bull and 150th Anniversary events had taken place since the last meeting in June 2013. Both were very successful and popular.
- It was anticipated that a smaller scale event based on the 150th Anniversary could be continued in the future – one suggestion for example was that the Park would be an attractive venue for the Muswell Hill Festival. However this would depend on resources and funding. Any ideas would be reported back to the Committee.
- There had been noise complaints received with regards to the circus – however this was from one resident, the Council's Noise team had visited the property to measure the noise and it was not found to be above the limits set by the authority. When events were held in the Palace and Park, there were parameters set by the Licensing Authority which the Palace had to comply with. Some Committee Members commented that there may be occasions where noise from events can be heard in neighbouring streets, but local residents should be prepared to accept some noise, given that they had full use of the Park all year round.

Fireworks

- Officers had met with the Safety Advisory Group, who were pleased with the progress so far. The points raised by the Committee at the last meeting had been raised with SAG.
- Residents would be contacted with regards to road closures in due course. This information would also be made available on the website.
- Tickets were available via the Alexandra Palace website and c.5000 tickets had already been sold.

Learning & Community

- Isobel Aptaker – Learning Officer – circulated a leaflet which promoted the educational offer from the Palace. It outlined the 3 Key Stage 2 programmes, and had been sent to all primary schools in the borough. So far, there had been positive feedback. Members welcomed this and were appreciative of

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	<p>this work.</p> <ul style="list-style-type: none"> Ms Aptaker would be attending the Secondary Headteacher Forum to discuss the possibility of extending the programme to secondary schools. <p><u>Open House</u></p> <ul style="list-style-type: none"> Ms Aptaker provided an update on the Open House tour. 490 people had attended a tour, and of those who had provided feedback, 100% said that they had enjoyed themselves. The team were now looking to run regular tours, and there were currently 108 people on the waiting list. 18 volunteers had been used, each of whom have said that they would like to return for further work. The Palace had also taken the opportunity to have a donation box, and £234 had been raised. <p><u>HLF bid – WW1 project</u></p> <ul style="list-style-type: none"> Melissa Tetley – Head of Learning and Community Programmes – outlined the details of the HLF bid. A grant of £59,400 had been allocated to the Palace’s project to commemorate the centenary of the First World War. Middlesex University were the project partners, and would be creating a short film and a media application which would work alongside the exhibition with support from the Hornsey Historical Society. Melissa also reported on the Volunteer Strategy and Policy. It was pointed out that most members were volunteers and came within the scope of the strategy. HLF funding would also help make the Transmitter Hall more fit for purpose. <p>RESOLVED to note the report.</p>
<p>APSC137</p>	<p>REPORT OF REGENERATION AND PROPERTY DIRECTOR</p> <p>Kerri Farnsworth – Director of Regeneration and Property – introduced the report as set out.</p> <p>NOTED:</p> <ul style="list-style-type: none"> The Park had retained Green Flag status for the 6th year running, and had been awarded a silver-gilt in the Large Park category for London in Bloom. The Section 106 project to improve the Park at the Campsbourne end was underway. <p><u>Little Dinosaurs</u></p> <ul style="list-style-type: none"> The application had been withdrawn. David Frith raised concerns at the way the application had been dealt with. His view was that the APP Board should give clear guidance on what would and wouldn’t be acceptable in advance of all planning applications which affected the Park. The Chair also made a plea that all future applications should follow

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guidance from the Board after inputs from the SAC/CC.

- Duncan Wilson responded that it would not be wise to end up with a situation where unreasonable delays would be caused to applications due to consultation with the SAC/CC/APPB. It would be more reasonable to advise applicants that they need to provide as much detail and information to the SAC/CC/APPB at the early stages so that advice can be provided to the Planning Authority without undue delay.

Capital Gardens

- Duncan Wilson introduced Tim McLeod-Rice (Capital Gardens) and Alun Jones (Dow Jones Architects Ltd).
- Alun Jones outlined the application. Capital Gardens were seeking to remove two existing stores within the site and replace with one timber-clad building, to be used as office accommodation for the garden centre. The existing boundary wall would remain intact, and the building would not be visible from the outside. The pre-planning advice from the Planning Authority was positive, but they had also advised that the applicant should seek advice from Alexandra Palace.
- The building would only be used by Capital Gardens, and the old office would be used as storage space.
- Members requested that the condition of the meadow at the entrance be improved – Tim McLeod-Rice agreed to report this back to his Managing Director.
- Members commented that the open meadow by the entrance, which had been a condition of the original lease should be improved – Tim McLeod-Rice agreed to report this back to his Managing Director.

Fabric Repair project

- The fabric repair project had now been completed.
- Interim repairs were in progress on the Theatre and the North Wall.
- Purcell had been appointed as Surveyor to the Fabric – the first task would be to develop a fabric maintenance plan to cover the next ten years.

HLF project

- Good progress had been made on the project. Discussions were taking place with a number of potential partner organisations, including the BBC.
- The Palace were in the process of recruiting a Fundraising Manager, who would have a key focus on identifying funding opportunities from trusts, foundations and major bodies. The response to the advertisement had been limited.
- There would be a special Alexandra Park and Palace Board meeting in November to confirm recommendation for the appointment of a design team.
- The Chairman commented that the procurement programme for staff and

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	<p>consultants shown in the report was understandably large and ambitious – he asked for clarity in this so that the Board and Committees could comment as appropriate.</p> <ul style="list-style-type: none"> • With regard to the update on the Regeneration Working Group, the Chairman welcomed the report with its revised governance structure – he noted the intention to establish a new ‘Project Board’ and asked that the work of this new board should be as open and transparent as possible. <p>Kerri Farnsworth and Duncan Wilson responded to questions from the Committee:</p> <ul style="list-style-type: none"> • The Council’s tender process had been followed in order to appoint Purcell. 8 companies had been invited to tender, and the tender submissions were evaluated by the Trust Members and Haringey Council staff. • Initial investigations had been carried out on the auditorium ceiling – conditions were as to be expected – structural repairs would be completed by the end of November 2013. • The main problem identified in the North Wall was cement render damage. • The building was not watertight everywhere – although the fabric maintenance plan would pick all of these issues up. • Match funding – the Chief Executive and Leader of the Council understood the significance of the match funding for the proposals at the Palace, and HLF were looking to hear that the money would be guaranteed. • After the interim works to the theatre, it was expected that the public would be able to access it under accompanied visits. However, until the ceiling was stable, it could not be used. <p>The Chair asked the Committee for their views and it was:</p> <p>RESOLVED</p> <ul style="list-style-type: none"> i) to note the report; and ii) to endorse the content of the proposals made by Capital Gardens.
APSC138	<p>NON-VOTING BOARD MEMBERS FEEDBACK</p> <p>None.</p>
APSC139	<p>ITEMS RAISED BY INTERESTED GROUPS</p> <p>None.</p>
APSC140	<p>ANY OTHER BUSINESS OR URGENT BUSINESS</p> <p>Gordon Hutchinson raised an issue with regards to posters at the entrances to the Park, and showed pictures of entrances with numerous and unattractive posters on display. Although it was accepted that people needed to be made aware of</p>

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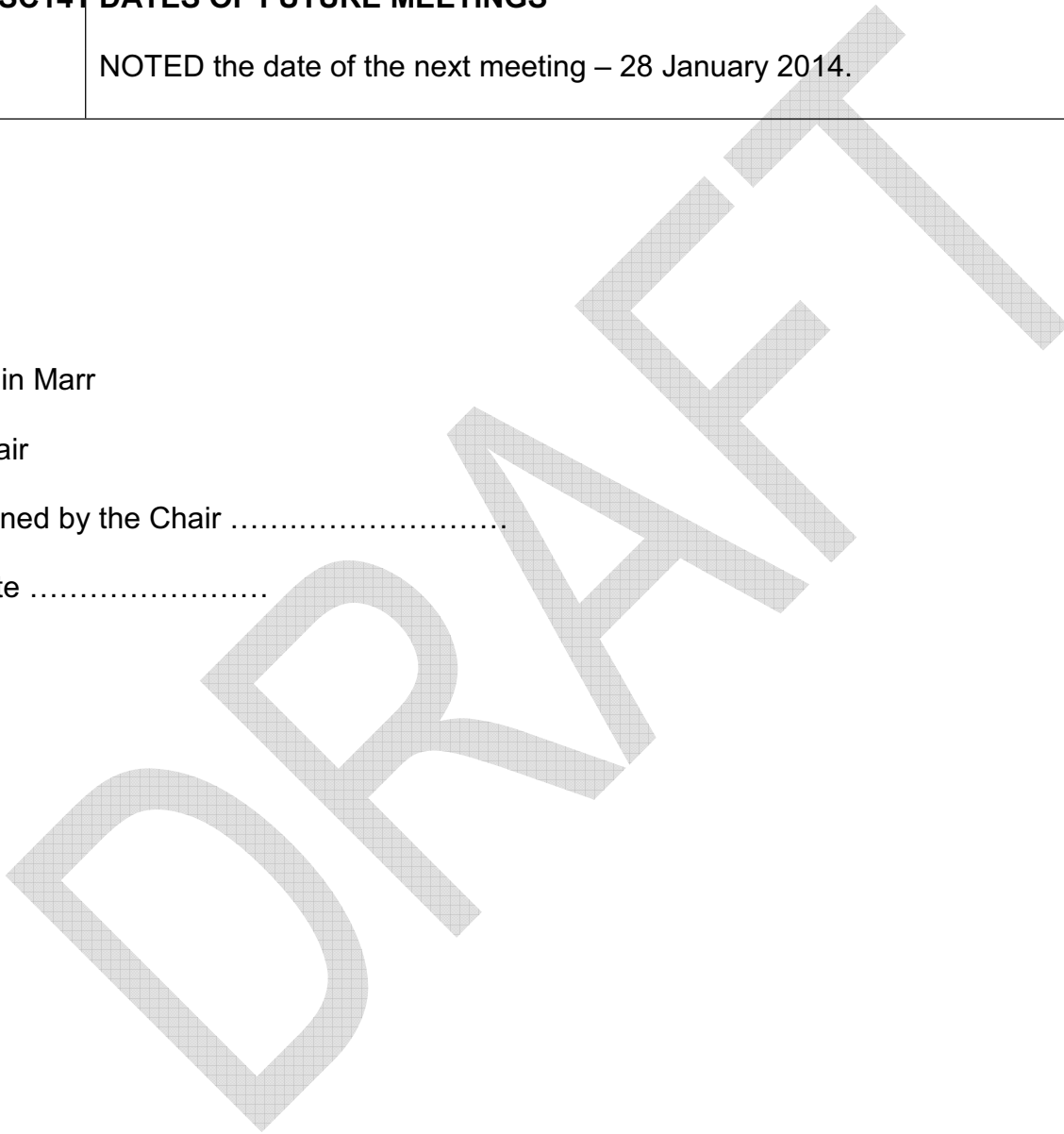
	<p>events happening at the Park, Gordon stated that he did not think that the amount of posters gave a particularly good impression of the Park.</p> <p>Duncan Wilson undertook to ensure that all out of date posters were removed, and agreed that the Palace could look at the design, scale and location of future posters.</p>
APSC141	DATES OF FUTURE MEETINGS
	<p>NOTED the date of the next meeting – 28 January 2014.</p>

Colin Marr

Chair

Signed by the Chair

Date



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**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.
THURSDAY, 10 OCTOBER 2013**

PRESENT: * denotes absence

NOMINATED 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 J. Athanassiou : 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 Christophides : Bounds Green Ward
 Councillor Erskine : Fortis Green Ward
 Councillor Gorrie : Hornsey Ward
 Councillor J. Jenks : Muswell Hill Ward
 Councillor P. Gibson : Noel Park Ward
 Councillor E. Griffith : Council Wide appointment
 Councillor Dogus : Council Wide appointment

Also in attendance:

Mr Duncan Wilson – Chief Executive – Alexandra Palace
 Mr Mark Evison – Park Manager – Alexandra Palace
 Miss Felicity Parker – Clerk to the Committee

Public Gallery:

**MINUTE
NO.**

SUBJECT/DECISION

<p>APSC109</p>	<p>ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2013/14</p> <p>The outgoing Chair, Denis Heathcote, welcomed all to the meeting and asked for nominations for Chair for the 2013/14 Municipal Year.</p> <p>Jane Hutchinson nominated Denis Heathcote. Councillor Newton seconded the nomination and it was</p> <p>RESOLVED that Denis Heathcote be elected as Chair of the Statutory Advisory Committee for the 2013/14 Municipal Year.</p> <p style="text-align: center;"><u>Denis Heathcote in the Chair</u></p>
<p>APSC110</p>	<p>ELECTION OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2013/14</p>

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	<p>The Chair asked for nominations for the Vice-Chair of the Statutory Advisory Committee for the 2013/14 Municipal Year.</p> <p>Denis Heathcote nominated Councillor Jenks. David Frith seconded the nomination and it was</p> <p>RESOLVED that Councillor Jenks be elected as Vice-Chair of the Statutory Advisory Committee for the 2013/14 Municipal Year.</p>
APSC111	<p>MEMBERSHIPS</p> <p>The Memberships were noted and confirmed.</p>
APSC112	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Kevin Stanfield, and Councillors Beacham, Demirci and Griffith.</p>
APSC113	<p>DECLARATIONS OF INTEREST</p> <p>Councillor Jenks declared a personal interest as a member of the Warner Estate Resident Association.</p>
APSC114	<p>MINUTES AND MATTERS ARISING</p> <p>RESOLVED to</p> <ul style="list-style-type: none"> i. note the informal note taken at the inquorate Statutory Advisory Committee held on 18 June 2013. ii. note the minutes of the informal Joint Statutory Advisory and Consultative Committees held on 18 June 2013. iii. note the minutes of the Consultative Committee held on 18 June 2013. iv. note the minutes of the Alexandra Palace and Park Board held on 23 May 2013. v. note the draft minutes of the Alexandra Palace and Park Board held on 16 July 2013.
APSC115	<p>REPORT OF THE CHIEF EXECUTIVE</p> <p>The Committee noted the discussion held during the Joint SAC/CC meeting.</p> <p>RESOLVED to note the report.</p>
APSC116	<p>REPORT OF REGENERATION AND PROPERTY DIRECTOR</p> <p>The Committee noted the discussion held during the Joint SAC/CC meeting.</p>

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	<p>RESOLVED</p> <p>i) to note the report; and</p> <p>ii) to endorse the content of the proposals made by Capital Gardens.</p>
<p>APSC117</p>	<p>ANY OTHER BUSINESS</p> <p><u>Status of the Statutory Advisory Committee</u></p> <p>Jane Hutchinson raised an issue in regards to the status of the SAC, and whether the informal joint committee now meant that the status was now being lost, and that the comments of the SAC should be separate from the Consultative Committee.</p> <p>The Chair agreed that it was becoming an issue, after the establishment of the joint committee for the past two years, although this was not something that would be resolved in one discussion.</p> <p>Duncan Wilson suggested that if the Statutory Advisory Committee members did have additional comments, then they could be raised during the meeting as a member of the SAC – however it would be odd to reiterate all of the comments made during the joint meeting at a separate meeting of the SAC. He added that he would be happy to continue discussions with the Chair.</p>
<p>APSC118</p>	<p>DATES OF FUTURE MEETINGS</p> <p>NOTED the date of the next meeting – 28 January 2014.</p>

The meeting ended at hrs

Denis Heathcote

Chair

Signed by the Chair

Date

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**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
TUESDAY, 29 OCTOBER 2013**

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

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

Also present: Isobel Aptaker - Education Officer, APPCT
Emma Dagnes - Commercial Director, APTL
Kerri Farnsworth - Director of Property and Regeneration, APPCT
Claire Pendleton – Communications Manager, APPCT
Melissa Tettey - Head of Learning and Community Programmes, APPCT
Nigel Watts - Director of Finance and Resources, APPCT
Duncan Wilson - Chief Executive, APPCT

Helen Chapman – Clerk, LBH
Julie Parker – Director of Corporate Resources, LBH
Raymond Prince – Assistant Head of Legal, LBH

MINUTE NO.	SUBJECT/DECISION
APBO313.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Denis Heathcote, Bob Kidby and Val Paley.</p>
APBO314.	<p>URGENT BUSINESS</p> <p>There were no items of urgent business.</p>
APBO315.	<p>DECLARATIONS OF INTERESTS</p> <p>There were no declarations of interest.</p>
APBO316.	<p>QUESTIONS, DEPUTATIONS OR PETITIONS</p> <p>There were no such items.</p>
APBO317.	<p>MINUTES</p> <p>In response to a question regarding the proposed patron event, Duncan Wilson advised that completion of the works to ensure the safety of the theatre ceiling was not expected until the end of November at the earliest, and it was therefore planned to move the patron event back to Spring 2014. A full proposal for the event would be brought to the Board for consideration.</p> <p>RESOLVED</p> <p>i) That the unrestricted minutes of the Board held on 16 July 2013 be approved and signed by the Chair.</p>

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- ii) That the minutes of the informal joint Alexandra Palace and Park Consultative Committee and Alexandra Park and Palace Advisory Committee held on 18 June 2013 be noted.
- iii) That the minutes of the Alexandra Palace and Park Consultative Committee held on 18 June 2013 be noted.

APBO318. REPORT OF THE CHIEF EXECUTIVE

Duncan Wilson introduced the report as circulated, with updates from Isobel Aptaker, Claire Pendleton and Melissa Tettey. The following additional points and comments arose from the discussion of the Board:

Learning and Community Update

- Feedback from teachers around the pilot primary learning programme had been positive.
- Further to discussions with head teachers around future curriculum changes, it was proposed that an event be held at Alexandra Palace for primary and secondary head teachers to look at how schools could engage with Alexandra Palace as part of the new curriculum.

Volunteer Strategy

- Over 100 expressions of interest in volunteering at the Palace had been received, and ways of engaging with volunteers throughout the year were being explored.
- It was agreed that the draft volunteer strategy would be circulated to all relevant groups, e.g. Friends Groups for comment. The intention was for the document to be reviewed on a two-yearly basis once the final version had been agreed.
- Further to a request from the Board, it was agreed that a briefing on the background of those registered as volunteers would be provided, for information.

HLF Our Heritage 2 Application

- The Palace's plans around this application had been warmly welcomed by the Borough within the context of how the centenary of the First World War would be marked across Haringey. Discussions would be held with the Borough as to whether there may be any additional resources available in order to deliver activities beyond the scope of the current proposal.

Interpretation Strategy

- Discussions were being held with key stakeholders around the draft brief, which was intended to support a coherent narrative associated with the main HLF bid, following the story of popular entertainment from theatre, through silent film and television.
- With regard to television, it was suggested that it was important not to

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focus solely on the early development of TV, but to look at the present day and future of the moving image. It was felt that seeking specialist advice on this aspect of interpretation may be valuable, although the difficulties associated with delivering this type of content without a dedicated curatorial resource were noted. It was noted that recent discussions with the BBC had very much focused on the future of television, and it was hoped that the BBC may be able to offer support around this.

- It was noted that, once the Interpretation Strategy brief was finalised, an appointment would be made for a small scale consultancy exercise to inform the design process for the main HLF project.
- With regards to the target audience, it was noted that the first line of this section should read: "The target audience includes the following groups:".

Patrons event

- This was now proposed for Spring 2014. It was agreed that details of the proposal would be circulated to the Board for comment prior to the next Board meeting.

Annual Review

- The Board welcomed the Annual Review, which would be valuable in communicating with potential partners around the regeneration programme. The Board congratulated everyone involved in the production of the document, of which there had been an initial print run of 500.
- A copy of the Annual Review would be sent out to all Haringey Councillors.

RESOLVED

That the contents of the report be noted.

APBO319. REPORT OF THE COMMERCIAL DIRECTOR

Emma Dagnes introduced the report as circulated. The following additional comments and points arose from the discussion of the Board:

Events

- With regard to corporate events, it was reported that it was the unique nature of the venue in particular that was helping to attract new business, and that events of this nature were now a key focus for the sales team.
- The Above and Beyond dance event was noted as having been particularly successful, with very positive feedback and a very low (two) number of noise complaints.
- The number of spectators for the ice hockey matches was reported as very positive.
- The Darts, Ping Pong World Championships and Snooker Masters were all being broadcast live on television, which would result in significant coverage for the Palace during these events.

Fireworks Update

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- The Back with a Bang Fireworks was listed as the top fireworks display in London in Time Out, Metro and The Evening Standard.
- Tickets for the fireworks were on track to sell out in advance. There would be comprehensive communication both in the local area and online that the event was a sell out in order to discourage people from travelling to the venue without a ticket.
- In response to a question from the Board as to whether the capacity of the event could be increased in future years, it was noted that this would depend on the success of the forthcoming event, and subsequent discussions with the Safety Advisory Group.

The Board congratulated the team for the positive report in respect of commercial activities, and particularly for the way in which the organisation of a paid-for fireworks display had been handled.

RESOLVED

That the contents of the report be noted.

APBO320. REPORT OF THE DIRECTOR OF REGENERATION AND PROPERTY

Kerri Farnsworth introduced the report as circulated. The following points and comments arose during the discussion of the Board:

Victorian Theatre Stage Machinery

- In response to a question from the Board, it was reported that, if it did not prove possible to make the reclaimed elements of Victorian theatre stage machinery (recently given by English Heritage) functional, the Palace had total discretion regarding the disposal of this equipment.
- With regard to the work with the specialist theatre digital technology company as mentioned in paragraph 6.8 of the report, this type of project was welcomed as an excellent example of linking the history and future of entertainment.

HLF Project Progress

- An approach had been made to Lord Hall, Director-General of the BBC, regarding developing a cultural partnership between the BBC and Alexandra Palace, the response to which had been positive. Richard Hooper was thanked for facilitating this approach.
- Duncan Wilson advised that a BBC documentary maker had approached the Palace regarding the possibility of producing a documentary regarding the history of the BBC at the Palace, and the current regeneration proposals.
- It was noted that the timetable for bringing a recommendation on the Design Team appointment to the special Board meeting on 19 November was very tight, and that the palace were working closely with the Council around this process.
- Colin Marr reported that the Design Team appointment process had been

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discussed at the meeting of the Statutory Advisory Committee and Consultative Committee on 10 October 2013; it had been felt at that meeting that there was a need for a high level of transparency around this process and that the views of the Board needed to be taken into account. Duncan Wilson agreed with this view, but advised that the recommendation that would be presented to the Board would be the result of a strictly defined process and that the criteria for consideration of the recommendation were tightly defined by the process, which was governed by EU procurement law.

Commercial Development

- It was reported that the feedback received from the soft market testing exercise had been in both verbal and written format.
- It was anticipated that the Palace would be in a position to go out to the market formally in June or July 2014, and it was noted that this work would be supported by a 3 – 5 year improvement programme.

Forward Programme for Property and Regeneration

- In response to a question regarding the match-funding business case to be submitted to LBH before December 2013, it was confirmed that this was being worked on and would need to include details of community benefits, as well as financial aspects. This would also need to align with the Council's emerging corporate plan and cultural strategy.

RESOLVED

That the contents of the report be noted.

APBO321. REPORT OF THE PARK MANAGER

Duncan Wilson and Kerri Farnsworth introduced the report as circulated. The following issues and points arose from the discussion of the Board:

Planning Applications – Little Dinosaurs

- Planning drawings were still awaited in respect of the application, and the Palace had made it clear that they would not grant any permission without suitable drawings.
- Colin Marr advised that the SAC and CC had suggested that the Board and Alexandra Palace management should set out strong guidance regarding what they would and would not accept in respect of tenant planning applications, so that expectations were clear before applications were made. Duncan Wilson noted this point, and advised that nevertheless it would not be possible to support any application where the applicants concerned had not provided sufficient information.
- The Board hoped that the temporary withdrawal of the application was an indication that the tenant accepted the need to work more closely with the Palace in future.
- Duncan Wilson proposed that, once full drawings were submitted by the

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tenant, the Palace consult with Colin Marr and Denis Heathcote as Chairs of the Consultative Committee and Statutory Advisory Committee respectively to ensure that the drawings submitted were consistent with the views of those committees, following which the Chair of the Board would be consulted regarding approval of the application. The Board indicated that it was content with this approach.

Planning Applications – The Garden Centre

- Colin Marr advised that, while the SAC and CC had considered this a model application, they had raised some concerns regarding the wildflower meadow, and had been satisfied with the response provided by the applicant. The issue of the need to control the use of the proposed building had also been raised, and Duncan Wilson confirmed that permission from the Palace would be required for any sub-tenancies at this location and control would therefore be exercised.
- With regard to rental values, the Board was asked to note that where a tenant makes improvements to their premises, the Palace was entitled to review the rental value of the premises, but must take into account the amount expended by the applicant in delivering the improvements. Tenants would be engaged as part of any rent review process of this nature, and any proposed changes would be reported back to the Board.

RESOLVED

- i) That the report and updates on the Grounds Maintenance Contract and Dog Control Orders be noted.
- ii) That the Board:
 - a) Confirm its general consent to the proposal from the operator of Little Dinosaurs, having taken into account the advice from the Advisory and Consultative Committees;
 - b) Grant Landlord's Consent subject to agreement by Officers of detailed drawings consistent with this submission, and subject to clearance with the Chairs of the Advisory and Consultative Committees and the Chair of the Board.
- iii) That the Board:
 - a) Approve the proposals from Capital Gardens Ltd, having taken into account the advice from the Advisory and Consultative Committees, and subject to Officers having finalised the details for Landlord's Consent.
 - b) Note the potential for a change in the rental value and delegate to the Chief Executive finalising the details and reporting back to the Board at a future meeting.

APBO322. REPORT OF THE FINANCE AND RESOURCE DIRECTOR

Nigel Watts introduced the report as circulated. It was reported that the £41k

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	<p>positive variance against budget, before Regeneration and gift aid, was largely due to timing, but that it was likely that any underspend would be spent by the end of the financial year. The Regeneration budget underspend was also reported as being largely associated with timing, particularly the length of the recruitment process for professional advisers; there may be a small underspend within Regeneration by the end of the financial year, but it was hoped that this could be carried forward into the following year.</p> <p>RESOLVED</p> <p>That the performance of the Trust for the five months ended 31 August 2013 be noted.</p>
<p>APBO323.</p>	<p>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</p> <p>There were no unrestricted items of urgent business.</p>
<p>APBO324.</p>	<p>FUTURE MEETINGS</p> <p>The next meetings of the Board were scheduled for:</p> <p>Tuesday, 19 November 2013, 6.30pm (Special) Thursday, 13 February 2014, 7.30pm</p>
<p>APBO325.</p>	<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>RESOLVED</p> <p>That the press and public be excluded from the meeting for the consideration of agenda items 14 to 19 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 individual person (including the authority holding that information).</p> <p>SUMMARY OF EXEMPT ITEMS</p> <p>MINUTES</p> <p>RESOLVED that the restricted minutes of the Alexandra Palace and Park Board held on 16 July 2013 be approved as a correct record.</p> <p>REPORT OF THE DIRECTOR OF REGENERATION AND PROPERTY</p> <p>The contents of the report were noted.</p> <p>REPORT ON FRAC/APTL BOARD DISCUSSIONS – FINANCIAL ITEMS</p> <p>The recommendations of the report were agreed.</p> <p>UPDATE ON HISTORIC DEBT</p>

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The recommendations of the report were agreed as amended.

STRATEGIC PARTNERSHIPS

The recommendations of the report were agreed.

ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT

There were no items of exempt urgent business.

The meeting closed at 10.10pm.

DRAFT

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD
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Councillors Christophides, Egan (Chair), Hare, Scott and Williams

Non-Voting
Representatives: Robert Kidby and Colin Marr

Observer: Denis Heathcote

Also present: Kerri Farnsworth (Alexandra Palace - Director of Regeneration & Property), Duncan Wilson (Alexandra Palace – Chief Executive), Michael Wood (LBH – Head of Procurement) and Felicity Parker (Clerk)

MINUTE NO.	SUBJECT/DECISION
APBO332.	<p>ELECTION OF CHAIR</p> <p>Due to the absence of the Chair and Vice-Chair, the clerk sought nominations for a Chair for the duration of the meeting.</p> <p>Councillor Christophides nominated Councillor Egan. Councillor Scott seconded the nomination and it was</p> <p>RESOLVED that Councillor Egan be nominated as Chair for the meeting.</p> <p><u>Councillor Egan in the Chair</u></p>
APBO333.	<p>APOLOGIES FOR ABSENCE</p> <p>Apologies for absence were received from Councillors Cooke and Stewart, Val Paley and Richard Hooper.</p>
APBO334.	<p>URGENT BUSINESS</p> <p>There was no such business.</p>
APBO335.	<p>DECLARATIONS OF INTERESTS</p> <p>There were no declarations of interest.</p>
APBO336.	<p>LISTED BUILDING CONSENT, TRANSMITTER HALL, HLF WW1 COMMEMORATION PROJECT</p> <p>Duncan Wilson introduced the report as set out.</p> <p>NOTED:</p> <ul style="list-style-type: none"> SAC and CC members had been consulted by email, with one response. The Chairs of the Committees added that they had not received any further comments from their members.

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	<ul style="list-style-type: none">• The purpose of the report was to seek approval for the rebuilding of the disabled ramp and remodelling of the cage at the entrance to the Transmitter Hall. Improvements would also be made to the interior – redecoration and relighting.• The disabled ramp needed to be rebuilt in order to meet DDA requirements.• The works were not extensive, but would help to make the Hall more accessible for holding exhibitions. <p>RESOLVED:</p> <p>That the improvements to the Transmitter Hall (subject to Listed Building Consent being obtained) be approved.</p>
<p>APBO337.</p>	<p>EXCLUSION OF THE PUBLIC AND PRESS</p> <p>RESOLVED:</p> <p>That the press and public be excluded from the remainder of the meeting as the items below contain exempt information, as defined under paragraphs 2 and 3, Part 1, schedule 12A of the Local Government Act 1972.</p> <p>SUMMARY OF EXEMPT ITEMS</p> <p>APPOINTMENT OF HLF DESIGN TEAM CONSULTANTS</p> <p>The recommendations in the report were agreed.</p>

COUNCILLOR PAT EGAN

Chair

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 seek the views of the Statutory Advisory Committee and the Consultative Committee a number of relevant issues, so as to advise the Trust Board

2. Recommendations

2.1 That the SAC and CC endorse the proposal to run the AP public fireworks display again in 2014, on a somewhat different basis to the 2013 arrangements to ensure a higher standard of delivery;

- That the SAC and CC note the forthcoming events programme, and progress in a number of areas including: the development of a fundraising strategy, an outline timetable for the options appraisal of car parking arrangements prior to public consultation, and
- learning and community programmes including a volunteer scheme and our project to commemorate the impact of the First World War at AP.

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

Duncan Wilson

Contact Officer: Duncan Wilson, Chief Executive Alexandra Palace and Park 020 8365 4340

3. Executive Summary

3.1 Fireworks. In summary we believe that the 2013 fireworks were on the whole a successful event, and will be recommending to the Board that we run the fireworks again in 2014 with a number of changes to event operations to address problems encountered last year.

3.2 Fundraising. The committees are invited to note that the Trust will be setting up a fundraising capability this year and that one of the options we have been recommended to consider will be a separately constituted Development Board, in line with best practice in the charity sector.

3.3 Car park feasibility study. The Committees are asked to note that this work is now underway and that surveys will be conducted over the coming months, beginning in January, to establish the level of demand for car parking at APP and examine the arguments for and against various forms of charging. A full public consultation would be launched before any decision was taken.

3.4 Learning and community. The committees are invited to note and comment on progress, in particular with the schools programme and the development of a volunteering capability by the Trust.

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

N/A

5 Local Government (Access to Information) Act 1985

N/A

6. Fireworks

6.1 Background

After a four year absence the Fireworks returned to Alexandra Palace on Saturday 2nd November. Reviving this event on a commercial basis was always going to present challenges given that attendance had previously been free. The Event Liaison team's primary concerns were crime and disorder and medical incidents. In both these areas the Fireworks were a success. No police were deployed throughout the event and there were no reports of crime. Similarly the medical services reported a low number of incidents given the thirty thousand people attending, and there were no significant matters of concern.

However, we did not deliver against the high standards that we set ourselves in the areas of customer service and experience. Three hundred complaints have been registered since the event and these include negative feedback on social media and emails received directly via our feedback@alexandrapalce.com address. The key areas in need of improvement include: ticketing systems both pre event and on the day, Park access, disabled access and viewpoints, the quality of the beer festival, and family entertainment including the fun fair.

Below is a summary of the areas which proved the most challenging during the 2013 event and the current recommendations for improvement should the event take place in 2014.

6.2 Recommendations

6.2.1 Ticketing

Following extensive benchmarking a ticket pricing system was put in place that offered early booking discounts with the price rising as the event date drew closer. There was also free entry for children under 10 years old which the majority of other ticketed firework displays do not offer. Initially there were concerns that the public would not want to pay for tickets to an event that in the past had been free. However 30,000 tickets sold out prior to the event taking place.

The volume of pre-event sales required an extensive marketing campaign to inform the public that no tickets would be available for purchase on the night. This campaign was a success and the number of individuals who turned up expecting to be able to buy a ticket was relatively small.

With 30,000 tickets to process the promoters' ticketing system experienced some problems, but the majority of those whose tickets were delayed did receive them before the event via the online system. Those who did not receive the online e-ticket (in the majority of cases this was due to junk mail settings) were refunded by the promoter.

The £5 per head ice skating tickets also sold out with 2000 people taking to the ice over four sessions throughout the afternoon.

The marketing for the whole event had consistently promoted the fireworks first and the beer festival second. However it became apparent as the event started that a high number of people had bought their tickets believing they were paying to attend the beer festival and that the fireworks were of secondary importance.

Improvement recommendations 2014 - Ticketing

- Ticketing will be run through Alexandra Palace's official ticketing partner SEE Tickets, reaching a data base of eight million.
- Ticket prices will remain at the 2013 rate however there will be a mechanism for (free) ticketing of children under 10 years old, giving us better control of numbers.
- An optional additional ticketing system for the Ice Rink as per 2013 and also for the Beer Festival.
- The ticketing of VIPs and entrance onto the South Terrace is currently under discussion by the Safety Advisory Group.

6.2.2 Park Access, Road Closures and Curfews

Although the event build presented challenges, including the set up surrounding the Grove, the majority of the site was ready on schedule according to the restrictions required in the event management plan.

Members of the public wishing to use the Park during the build were mainly understanding of the restrictions in place and continued to use the areas that were still accessible.

The road closures and curfews worked well however there are recommendations which have been made by the Safety Advisory Group for improvements should the event take place in 2014.

Improvement recommendations 2014 - Park Access, Road Closures and Curfews

- The structure of 2013 worked well however further discussions will be taking place with the Safety Advisory Group. Consideration will be given to the timings for the road closures with an expectation (following consultation with the tenants) that a hard closure rather than a soft closure will be implemented earlier in the day. This should avoid any confusion and will ensure the lane is completely sterile when event doors open.

6.2.3 Disabled parking and viewing areas

The majority of those who booked disabled parking received access to the viewing platform but a small number of disabled guests did not find the provisions satisfactory.

Improvement recommendations 2014 - Disabled parking

- Disabled parking and viewing areas are under review by the Safety Advisory Group and significant improvements will be made.

6.2.4 The German Beer and Food Festival

A high percentage of people arrived on site early believing that they had primarily paid for a ticket to enter the beer festival and not for a fireworks display. The bars prior to the fireworks did not cope with the level of demand and struggled to provide the customer service that we expect. Following the fireworks the bars were able to manage the demand from a service perspective however the German Beer did run out an hour prior to the official closing time.

Improvement recommendations 2014 -The German Beer and Food Festival

- The Bars will be managed instead by Alexandra Palace's current bar provider who runs all our bars during live music events, and is more accustomed to serving large numbers in a short time.
- The event will be ticketed separately to avoid any confusion and to guarantee access to all ticket holders.
- The West Hall, which was not available in 2013, will be used in conjunction with the Great Hall.

6.2.5 Funfair and Family Zone

Both the funfair and family zone fell well below our normal standards. Families had been encouraged by our marketing to attend the event early however the provisions that were in place did not meet with the customer expectation.

Improvement recommendations 2013 - Funfair and Family Zone

- A stronger communication message explaining that although Alexandra Palace has indoor space the event is first and foremost an outdoor firework display.
- Encourage families to prepare for being outdoors for a number of hours (should they wish to arrive early).
- Increase and improve the provision of attractions within the available budget.

6.2.6 Ice Rink

The Ice Rink proved a great success with 2000 people skating over four sessions before and after the firework display. There will be small operational improvements made for 2014, however the format worked well and we would intend to run this part of the event again in much the same way this year.

7. EVENT SALES HIGHLIGHTS October - December 2013

7.1 Exhibitions and Shows

With an estimated eight thousand visitors per day, the *Knitting and Stitching* show continued to attract considerable footfall. This show has been already been contracted for 2014 and 2015. In October Alexandra Palace welcomed back *AMMA*. The Health and Safety Manager worked closely with the *AMMA* organisers in order to deliver a safe and compliant event whilst retaining the unique charm and purpose of this show.

7.2 Live Music

2013 was Alexandra Palace's busiest year to date for live music events and included Alice in Chains, Bjork, The National, The Vans Warped Tour, The Lumineers and Above and Beyond. Above and Beyond recorded the lowest number of noise complaints for a late night finish: two (including one made during the sound check) and all events garnered support and positive feedback on social media.

One notable incident during this time which received some press attention was the jump made by George Watsky from the rigging into the crowd during the Vans Warped Tour. This action could not have been foreseen by the events team and all were quick to react in a professional and safe manner. George Watsky made a public apology on social media and took responsibility for his actions.

7.3 Live Sport

PDC returned to Alexandra Palace on Friday 20th December running until the 1st January 2014. Around 44,000 people visited the site during this time and early indications show that this has been the most successful darts event yet. The Ping Pong Championships followed immediately in the New Year and the Snooker Masters runs from Sunday 12th – Sunday 19th January 2014.

7.4 Future Events

There is a strong music line up scheduled throughout 2014 including concerts from the Foals, Bastille and Disclosure. A number of exhibitions and shows are returning including the RYA Suzuki Dinghy Show, Antiques and the London Festival of Modelling however we are pleased to announce new events such as The Southern Homes Show, Primary Care Nursing Expo and the Edible Garden Show. We will also be adding another sporting event to the calendar; Queensbury Boxing in March.

Below is a list of confirmed dates and events with more to follow throughout the next quarter.

Date	Event
Sunday 7 th - Sunday 19 th January	Snooker Masters
Sunday 12 th January	Farmers Market
Friday 17 th - Sunday 19 th January	London Model Engineering Exhibition
Saturday 25 th January	Excursions
Friday 24 th - Saturday 25 th January	History tours of the Palace / Open House
Friday 31 st Jan - Sunday 2 nd Feb	The Southern Homes Show NEW
Sunday 2 nd February	Farmers Market
Friday 7 th - Saturday 8 th February	Primary Care Nursing Expo 2014 NEW
Saturday 8 th February	Haringey Racers hockey match
Saturday 8 th - Sunday 9 th February	Antiques
Sunday 9 th February	Farmers Market
Wednesday 12 th February	A Day To Remember Music Concert
Thursday 13 th - Saturday 15 th February	The Foals Music Concert
Sunday 16 th February	Farmers Market
Saturday 22 nd February	Haringey Racers hockey match
Sunday 23 rd February	Farmers Market
Saturday 1 st - Sunday 2 nd March	RYA Suzuki Dinghy Show
Saturday 1 st March	Haringey Racers hockey match
Thursday 6 th March	Bastille Music Concert
Saturday 8 th March	Disclosure Music Concert
Sunday 9 th March	Farmers Market

Saturday 15 th March	Haringey Racers hockey match
Saturday 15 th March	Queensbury Boxing NEW
Sunday 16 th March	Farmers Market
Saturday 22 nd - Sunday 23 rd March	London Festival of Modelling
Friday 28 th - Sunday 30 th March	Edible Garden Show NEW
Sunday 30 th March	Farmers Market
Saturday 5 th April	You Me At Six Music Concert
Monday 7 th - Tuesday 22 nd April	The Great Russian Circus Ltd (Park)
Saturday 12 th April	Haringey Racers hockey match

8. Fundraising

- 8.1 The Trust is being advised by independent consultants “Wonderbird”, with significant experience of the sector about how to set up a fundraising capability and what targets we can reasonably set ourselves. They are generally positive about the potential for both capital and endowment fundraising but suggest that some governance changes will need to be implemented to maximise our potential, principally the setting up of an independent Development Board who would raise the money against a list of projects developed by APPCT. The feasibility of this approach in terms of our legal and statutory framework will be examined in the next month, and a decision on how to proceed will be taken by the Board in that light.

9. Car Parking arrangements

- 9.1 We have commissioned the Borough’s in-house car parking team to establish levels of demand for car parking at APP, and this work will begin this month and include some further surveys later in the year.
- 9.2 This work will be used to inform an options appraisal on which SAC/CC advice will be sought before the Board decides on how to proceed. Significant changes to the current free parking regime would require Charity Commission approval and public consultation.

10. Learning and Community Update

10.1 History Tours (24th and 25th January)

10.2

Following from a successful Open House in September we are offering guided tours of the Palace on Friday, 24th and Saturday 25th January. The group size has been reduced to 20 per tour with 480 tickets available over the two days. An email was sent to people on the September waiting list followed by an e-shot to all those on our general database. As of the 9th January all tickets have been sold, there are currently 62 people on a new waiting list with more emails and the level of interest remains high.

The level of interest in the tours of the Palace demonstrates a business case to run regular tours of the Palace. We are looking at the feasibility of running tours of the Palace for the general public four times a year (including Open House in September) at £7 per person (£5 concession).

10.3 **Alexandra Palace: War on the Home Front**

A decision on our listed building consent to remove the cage around the entrance to the Transmitter Hall and extend the ramp is expected the first week of January. If our application is approved work will start in February and is expected to take 4-6 weeks.

10.4 **Volunteering Update**

To assist with research for the temporary exhibition for War on the Home Front a research volunteer role description was circulated across Haringey in libraries, community centres, to community groups and on local resident's websites. The role description was also circulated to local universities and on other specialist networks in November 2013.

The level of interest received resulted in over 150 applications, with a large proportion of applicants from Haringey. 26 applicants have been shortlisted and informal meetings are currently taking place with all 26 applicants. 5 applicants will be selected and will form a research team, following initial briefings and training our team will commence their research in February. Initial research has found a number of archives holding material to this time including the British Library, the Imperial War Museum, Bruce Castle and Hornsey Historical Society and a list has been created for our volunteers to use as a starting point.

The Belgian refugees arrived at the Palace in September 1914. In this light we are intending to open our exhibition with a private view on Monday, 15th September (more details to follow). Opening earlier on the anniversary of the outbreak of War would conflict with the opening of many other anticipated events in and around London.

10.5 Our Volunteer database currently includes 113 volunteers. It is anticipated that there will be roles for 15 volunteers in all at this stage. The proposed volunteer roles include assisting with the Learning programme, leading guided tours, cataloguing the 1980's plans, and administration and coordination support.

10.6 **Learning Programme**

From the start of the academic year in September 2013 we have welcomed:-

Alexandra Primary School – 28 year 4 pupils

Tiverton Primary School – 60 year 6 pupils

Highgate Wood School – 11 key stage 4 pupils with special educational needs

To promote our 3 learning programmes we held an afternoon tea event on Monday, 9th December for local primary schools. The e-invite was sent out to all 63 primary schools by the Haringey Schools Advisor, teachers from 13 primary schools attended the event and a number of bookings have been taken for workshops in 2014. To engage with schools who did not attend the event the Learning Officer will be arranging meetings with Heads at our 19 target schools (those close to the Palace and from around the Borough) to promote learning opportunities at Alexandra Palace.

11. **Legal Implications**

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

12. Financial Implications

12.1 The Council's Chief Financial Officer has been consulted and has no further comments to make.

13. Use of Appendices

13.1 N/A

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

on 28 January 2014

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

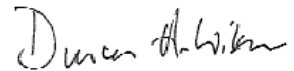
1.1 To advise members of the Statutory Advisory Committee and members and the Consultative Committee on a number of areas:-

- i) HLF Project Progress
- ii) Fabric Conservation (incl Theatre and recent storm-related damage)
- iii) Commercial Development Opportunities
- iv) Park Update
- v) update from 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. In particular views are sought on items in the Park section of the report, namely the 345 play school proposals and the poppy-sowing idea.

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 HLF Project Progress
- 3.2 Fabric Conservation
- 3.3 Commercial Development
- 3.4 Park Update
- 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. HLF Project Progress

Strategic Relationship Building

- 6.1 A strategic alliance has now been agreed with the BBC, with the BBC in principle agreeing the Palace free access to their extensive archive and creative input into the HLF project. The full details of how this is to be delivered are under discussion at present. Similar discussions are ongoing with the BFI and National Media Museum (NMM).
- 6.2 A senior executive team from the HLF - including the Chair and the Chief Executive - visited the site in November. Feedback from this meeting was positive, with confidence in the Trust's ability to deliver on what was acknowledged to be a challenging project.

Procurement

- 6.3 The procurement of the majority core of the professional team for the HLF project has now been completed. The table below sets out the appointed members of the professional team:-

Design-led multi-disciplinary team	Feilden Clegg Bradley (FCB) with a sub-consultant team comprised of :- Alan Baxter & Associates (<i>Structural Engineering and Strategic Transportation</i>) Max Fordham (<i>Building Services and Acoustic Engineering</i>) Charcoal Blue (<i>Performing Arts & Theatre Design</i>) Land (<i>Exhibition Content and Programme Design</i>) Anthony Brookes (<i>Building Surveying</i>) Gillespies (<i>Landscape Architecture</i>) Montague Evans (<i>Conservation Planning</i>) The Fire Surgery (<i>Fire Engineering</i>) Barker Langham (<i>Regeneration & Business Economics</i>)
Quantity Surveyor/Cost Consultant	Mott McDonald
Project Manager	Mott McDonald
CDM Coordinator	Sweett and Partners
Interpretation Planner	<i>included within Feilden Clegg Bradley team so no requirement for separate appointment</i>

The only remaining procurement requirement over the next 3-4 months may be much smaller discrete commissions in areas such as Activity Planning and Collections Management, however this will be reviewed once the main design-led team have had chance to undertake in-depth work on the commission.

HLF reporting

- 6.4 The second regular progress report was submitted to HLF in December, and accepted without issue, indicating the HLF's contentment with progress to date and against programme & budget.

Match-funding and Fundraising

- 6.5 A draft capital budget for 2014-2017 has been put together by LB Haringey's Senior Executive which includes the full amount of capital match-funding required for the HLF project in the financial years 2015/16 and 2016/17. Approval for the funding is to be sought from the Council's Cabinet at its next full meeting in February 2014.
- 6.6 The match-funding required for 2017/2018 will need to be considered at a future Council Cabinet meeting (probably in Feb 2015) as 2017/18 is outside the Council's current capital budget planning period.
- 6.7 An update on Fundraising has been incorporated into the Chief Executive's report.

7. Fabric Conservation

Surveyor to the Fabric

- 7.1 The Surveyor to the Fabric, Purcell, is progressing work on the 10-yr Fabric Maintenance Plan. The programme has been delayed slightly by difficulties programming high-level inspections, due to a combination of access and weather conditions, but Purcell are due to present their initial 'high level' findings in mid-January and submit their first draft final report by the end of January.

Interim repairs - Theatre and North Wall

- 7.2 The interim repairs reported to the last Board meeting to the Theatre auditorium ceiling and North Wall have now both been completed. We are now in the process of obtaining the necessary consents to enabling public events to be held in the Theatre again, pending the main refurbishment which is due to begin in 2015.
- 7.3 Further works will be required to the North Wall during the 2014/15 financial year. These works were identified and confirmed during the recent interim works.
- 7.4 The recent high winds and heavy rain has caused a number of additional problems with the fabric of the Palace. A number of areas of water penetration occurred in various parts of the Palace, including both of the Courts, the basement and the Theatre, which Trust staff are in the process of investigating and organising repairs, which it is thought will be in the order of £40k-60k, most of which should be covered by insurance. However given the severity of the weather and its impact seen elsewhere in the south-east of the UK, the damage sustained at the Palace was relatively light and possibly less than might have been expected.

The Beach

- 7.5 Trust staff have been looking at ways to enhance The Beach area outside the Bar & Kitchen in order to provide better a quality setting and environment for the Bar & Kitchen to trade in, notably in the summer months. This will involve resurfacing the area – at present in black-top tarmac - to match the Terrace; removing the cement urn, which is already broken and needs to be stored somewhere where it is safe from further decay and vandalism; and adding mobile planters and possibly a mobile barbecue to test what works in terms of layout and service.

- 7.6 At present the advice from the Council is that this work will not require Planning consent but will require Listed Building consent, with the need for Conservation Area consent to be clarified.
- 7.7 The cast iron panels that previously defined The Beach area (and are probably from the old racecourse grandstand) are currently being stored in an area where they too will not be subject to any further weathering and degradation, and will be re-used elsewhere inside the building.

Victorian Theatre Stage Machinery

- 7.8 As mentioned in the previous report, the eminent Victorian theatre historian, David Wilmore, has been now onsite for a week assessing the Victorian theatre stage machinery. He is due to submit his final report with his findings by the end of January.

8. Commercial Development

- 8.1 As outlined in the report to the last meeting, the procurement of specialist commercial real estate lawyers has now been actioned. A procurement process, for which the panel included APPCT Board advisor Bob Kidby and representatives from LB Haringey's legal team and APPCT, has just concluded. The recommendation needs to be considered by the APPCT Main Board, and an urgency panel has been convened to consider this.
- 8.2 An update on the appointment will be given verbally at the meeting.

9. Park Update

Cricket Club Ground Works Project

- 9.1 The long-running improvement project at the cricket ground (finally) reached practical completion in November 2013. After programme delays caused by amongst other things bad weather, the final project has delivered a drainage and irrigation scheme for the grounds, an underground water tank and a new foul water sewer.
- 9.2 To help secure the funding the Alexandra Park Club committed to increase their youth and community programmes as part of their agreement with the Council. Members will recall that the Alexandra Park Club fulfil the Trust's duty to maintain grounds for cricket and other games sports and other purposes.

Update on Campsbourne Section 106 project

- 9.3 As members will be aware a planning application has been submitted for this project. Member will recall that the duties of the Advisory Committee include considering and advising the Trustees on any proposals which require planning permission. Due to the nature of the proposal and the timescales of the project the Chairmen of the Advisory and Consultative Committees kindly agreed that consultation by email was reasonable in this case.
- 9.4 The Design and Access Statement for the scheme was circulated on 20 December 2013. Two responses were received by the deadline of 6 January 2104.

- 9.5 The first was a question about the source of the funding, which is Section 106 funding derived from the New River Village Development site. In total £320,000 was allocated towards improvements both within and leading to the Park from the south east corner of the Campsbourne Estate. Highway improvement works at the Park entrance on Newland Avenue were completed in 2013. The Trust has not funded any of these works directly, although the Trust's Park Manager has dedicated a significant amount of time to the project from its inception.
- 9.6 The second response welcomed the additional planting of trees and shrubs, the proposals for new railings and the poppy meadow. The respondent said the project should be well worth the effort.
- 9.7 The proposed meadow area is going to be seeded with a mix dominated by poppies as a contribution to the commemorations of the Great War. This area can easily and cheaply be over-seed in the future if deemed necessary, although the species present will change naturally over time anyway.
- 9.8 The recommendation to the Advisory Committee is to note the feedback on the proposals and to endorse the scheme to the Board. Members will have a further opportunity to comment on the scheme individually or representing their groups through the usual planning process.
- 9.9 The Council have also been working with the pre-school nursery in the Play Centre to provide new play equipment in the grounds of the nursery. Trust staff have been hoping to take ownership of the building, which is within the Park's boundaries, since the Campsbourne School withdrew in August 2011. The intention would be for the Trust to enter a new arrangement with the tenant and open the facility up to the community, perhaps as a 'pop up' café in the summer school holidays. However there is only the possibility for partial funding for the estimated dilapidations. The Trust has therefore advised the Council it cannot take on landlord's responsibilities for the building unless and until these dilapidations are funded in full, either via the Council or via external grant funding sources.

345 Pre-School Nursery, The Grove – proposals

- 9.10 The 345 Pre-School Nursery at The Grove have approached the Trust with details of two proposals to improve their service and facilities.
- 9.11 Firstly they wish to make improvements to their grounds, notably on the sloped grassed area which is becoming almost permanently muddied, for which they have already submitted a planning application following discussions with the Council: Appendix 14.1 contains their detailed proposals and planning submission documents. The 345 believe that the improvements would address appearance, usability, health & safety risks and cleaning issues, and also extend the period in which this space can be used into the winter months.
- 9.12 Secondly, the 345 would like to extend their opening hours to broaden their offer to the local community and to help improve revenue streams for the business (see detailed proposal also at Appendix 14.1). This would see the building open at weekends and for an extra 2 hours per day (up to approx. 6:30pm) up to twice a week to run 'After School' clubs.
- 9.13 Members are asked to review and pass comment on both of these proposals.

WWI Park Poppy commemoration

- 9.14 In addition to the Campsbourne Section 106-funded poppy meadow referenced in para 9.7 above, the Trust is reviewing options for planting poppies in beds along the main road corridor through the Park. This will be a highly-visible tribute which will be seen by Park users, passing motorists & bus passengers and possibly even on a clear day by aircraft which frequently cross above the Park on their approach to landing, and it is likely to generate good positive publicity for the Trust. The Alexandra Palace Garden Centre have generously offered to donate the seed for the planting (in return for public acknowledgement of this).
- 9.15 Discussions will also be progressed with the Royal British Legion to see if there would be interest in the Park hosting a veterans' event.

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

- 10.1 Due to timings and availabilities, there have only been 2 meetings of RWG since the last SAC-CC report. The majority of these meetings covered HLF and commercial development matters covered elsewhere in this report.
- 10.2 The first meeting of the new dedicated Project Board for the HLF project took place in December. Monthly Project Board meetings are now diarised for the remainder of 2014.
- 10.3 Bob Kidby, advisor to the main APPCT Board, has joined the RWG on a trial basis for 6 months. His contributions to date have been very valuable, and it is hoped to persuade him to stay on after this initial trial period.
- 10.4 The RWG continues to advise on the broader regeneration programme at Alexandra Palace.

11. Forward Programme for Property & Regeneration for 2014

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

Jan-Mar 2014

- HLF design programme commences; design complete to RIBA Stage C (new RIBA Work Stage 3)
- formal announcement of strategic HLF relationships & appointments
- Regen Strategy Group workshop (incl HLF PM & design team)
- appointment of HLF Collections Management Planner and Activity Planner (if req'd)
- finalise 2014/15 APPCT capital budget & work programme
- formal HLF review
- awareness-raising event in Theatre
- 10-yr Fabric Maintenance Plan completed by Surveyor to the Fabric (Purcell)
- preparations for formal commercial opportunity market testing begin
- completion of all major 2013/14 capital investments
- commence improvements to The Beach area

Apr-June 2014

- progress HLF design; HLF Stakeholder Design workshop and public consultation (separate)
- formal HLF review
- detailed design & procurement of 1st package of Fabric Maintenance Plan works

- consult SAC and Board on commercial market testing parameters and HLF project design development
- commence formal market testing of commercial development opportunity
- progress 2014/15 APPCT capital budget & work programme

July-Sept 2014 2014

- RIBA Stage D design complete; submit for Planning & Listed Building consents
- submit HLF Round 2 application
- formal HLF review
- receive and assess formal Stage 1 Expressions of Interest in commercial development opportunity
- progress 2014/15 APPCT capital budget & work programme

Oct-Dec 2014

- respond to any clarifications requests on HLF Round 2 application
- progress market testing of commercial development opportunity (probably via Competitive Dialogue process); date of conclusion dependent upon level & nature of interest received
- formal HLF review
- progress 2014/15 APPCT capital budget & work programme

12. Legal Implications

- 12.1 The Council's Head of Legal Services has been consulted in the preparation of this report and has no comments, save to confirm the valid point made in the reports concerning the Statutory Advisory Committee's power and duty under the Alexandra Park and Palace Act 1985 to consider, and advise the Trust Board on any proposals which affect the Palace and Park which require planning permission.
- 12.2 Any favourable recommendation on the proposal reached by the Committees, should be expressed as being 'in principle', and subject to the outcome of the planning permission process.

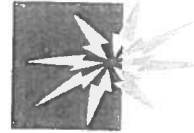
13. Financial Implications

- 13.1 The Council's Chief Financial Officer notes the contents of this report and has not further comments to make

14. Use of Appendices

- 14.1 345 Pre-School Nursery outdoor improvement proposal and planning submission documents.

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Application for listed building consent for alterations, extension or demolition of a listed building.
 Planning (Listed Buildings and Conservation Areas) Act 1990

You can complete and submit this form electronically via the Planning Portal by visiting www.planningportal.gov.uk/apply

Publication of applications on planning authority websites

Please note that the information provided on this application form and in supporting documents may be published on the Authority's website. If you require any further clarification, please contact the Authority's planning department.

Please complete using block capitals and black ink.

It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

1. Applicant Name and Address	2. Agent Name and Address
Title: <input type="text" value="MRS"/> First name: <input type="text" value="LOUISE"/>	Title: <input type="text"/> First name: <input type="text"/>
Last name: <input type="text" value="COLLET"/>	Last name: <input type="text"/>
Company (optional): <input type="text" value="345 PRESCHOOLS"/>	Company (optional): <input type="text"/>
Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>	Unit: <input type="text"/> House number: <input type="text"/> House suffix: <input type="text"/>
House name: <input type="text" value="The Actual Workshop"/>	House name: <input type="text"/>
Address 1: <input type="text" value="Alexandra Palace"/>	Address 1: <input type="text"/>
Address 2: <input type="text" value="London"/>	Address 2: <input type="text"/>
Address 3: <input type="text"/>	Address 3: <input type="text"/>
Town: <input type="text"/>	Town: <input type="text"/>
County: <input type="text"/>	County: <input type="text"/>
Country: <input type="text"/>	Country: <input type="text"/>
Postcode: <input type="text" value="N22 7AY"/>	Postcode: <input type="text"/>

3. Description of Proposed Work

Please describe the proposals to alter, extend or demolish the listed building(s):

TO improve outside area with a portion of grass laid as artificial grass with a path of rubber mulch. The current grass area is sloped and is a hazard for children and adults improvements will be in keeping with current look of outside area. Plans attached.

3. Description of Proposed Work (continued)

Has the work already started without consent? Yes No

If Yes, please state when the work was started (DD/MM/YYYY):

(date must be pre-application submission)

Has the work been completed without consent? Yes No

If Yes, please state the date when the work was completed (DD/MM/YYYY):

(date must be pre-application submission)

4. Site Address Details

Please provide the full postal address of the application site.

Unit: House number: House suffix:

House name: The Actual Workshop

Address 1: Alexandra Palace

Address 2:

Address 3:

Town:

County:

Postcode (optional): N22 7AY

Description of location or a grid reference. (must be completed if postcode is not known):

Easting: Northing:

Description:

5. Related Proposals

Are there any current applications, previous proposals or demolitions for the site? Yes No

If Yes please describe and include the planning application reference number(s), if known:

Description	Reference number

6. Pre-application Advice

Has assistance or prior advice been sought from the local authority about this application? Yes No

If Yes, please complete the following information about the advice you were given. (This will help the authority to deal with this application more efficiently).

Please tick if the full contact details are not known, and then complete as much as possible:

Officer name:

Reference:

Date (DD/MM/YYYY): (must be pre-application submission)

Details of pre-application advice received?
Permission is also being sought from the trustees of Alexandra Palace.

7. Neighbour and Community Consultation

Have you consulted your neighbours or the local community about the proposal? Yes No

Yes, please provide details:

8. Authority Employee / Member

With respect to the Authority, I am: Do any of these statements apply to you?
 (a) a member of staff Yes No
 (b) an elected member Yes No
 (c) related to a member of staff Yes No
 (d) related to an elected member Yes No

If Yes, please provide details of the name, relationship and role

Please provide a description of existing and proposed materials and finishes to be used in the building (demolition excluded):

	Existing (where applicable)	Proposed	Not applicable	Don't Know
External walls			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Roof covering			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chimney			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Windows			<input checked="" type="checkbox"/>	<input type="checkbox"/>
External doors			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Cellings			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal walls			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Floors			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Internal doors			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Rainwater goods			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Boundary treatments (e.g. fences, walls)			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Vehicle access and hard standing			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Lighting			<input checked="" type="checkbox"/>	<input type="checkbox"/>
Others (add description)	<i>grass</i>	<i>artificial grass + rubber mulch path</i>	<input type="checkbox"/>	<input type="checkbox"/>

Are you supplying additional information on submitted drawings or plans? Yes No

If Yes, please state plan(s)/drawing(s) references:

Plans attached.

10. Démolition

Does the proposal include the partial or total demolition of a listed building? Yes No

If Yes, which of the following does the proposal involve?

a) Total demolition of the listed building: Yes No

b) Demolition of a building within the curtilage of the listed building: Yes No

c) Demolition of a part of the listed building: Yes No

If the answer to c) is Yes:

i) What is the total volume of the listed building?(cubic metres)

ii) What is the volume of the part to be demolished?(cubic metres)

iii) What was the (approximate) date of the erection of the part to be removed? (MM/YYYY) (date must be pre-application submission)

Please provide a brief description of the building or part of the building you are proposing to demolish:

Why is it necessary to demolish or extend (as applicable) all or part of the building(s) and or structure(s)?

12. Listed Building Grading

Please state the grading (if known) of the building in the list of Buildings of Special Architectural or Historic interest? (Note: only one box must be ticked)

Grade I

Ecclesiastical Grade I

Grade II*

Ecclesiastical Grade II*

Grade II

Ecclesiastical Grade II

Don't know

Listed Building Alterations

Do the proposed works include alterations to a listed building? Yes No

If Yes, do the proposed works include: (you must answer each of the questions)

a) Works to the interior of the building? Yes No

b) Works to the exterior of the building? Yes No

c) Works to any structure or object fixed to the property (or buildings within its curtilage) internally or externally? Yes No

d) Stripping out of any internal wall, ceiling or floor finishes (e.g. plaster, floorboards)? Yes No

If the answer to any of these questions is Yes, please provide plans, drawings, photographs sufficient to identify the location, extent and character of the items to be removed, and the proposal for their replacement, including any new means of structural support and state references for the plan(s)/drawing(s):

13. Immunity From Listing

Has a Certificate of Immunity from Listing been sought in respect of this building?

Yes

No

Don't know

If Yes, please provide the result of the application:

One Certificate A, B, C, or D, must be completed with this application form

CERTIFICATE OF OWNERSHIP - CERTIFICATE A

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that on the day 21 days before the date of this application nobody except myself/ the applicant was the owner* of any part of the land or building to which the application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

[Handwritten Signature]

16/12/2013

CERTIFICATE OF OWNERSHIP - CERTIFICATE B

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that I have/the applicant has given the requisite notice to everyone else (as listed below) who, on the day 21 days before the date of this application, was the owner* of any part of the land or building to which this application relates.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

Name of Owner	Address	Date Notice Served

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

CERTIFICATE OF OWNERSHIP - CERTIFICATE C

Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Neither Certificate A or B can be issued for this application
- All reasonable steps have been taken to find out the names and addresses of the other owners* of the land or building, or of a part of it, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

The steps taken were:

Name of Owner	Address	Date Notice Served

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

On the following date (which must not be earlier than 21 days before the date of the application):

Signed - Applicant:

Or signed - Agent:

Date DD/MM/YYYY:

CERTIFICATE OF OWNERSHIP - CERTIFICATE D
Regulation 6 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990

I certify/ The applicant certifies that:

- Certificate A cannot be issued for this application
• All reasonable steps have been taken to find out the names and addresses of everyone else who, on the day 21 days before the date of this application, was the owner* of any part of the land to which this application relates, but I have/ the applicant has been unable to do so.

* "owner" is a person with a freehold interest or leasehold interest with at least 7 years left to run.

The steps taken were:

[Empty box for steps taken]

Notice of the application has been published in the following newspaper (circulating in the area where the land is situated):

[Empty box for newspaper name]

On the following date (which must not be earlier than 21 days before the date of the application):

[Empty box for date]

Signed - Applicant:

[Signature: H. Cooley]

Or signed - Agent:

[Empty box for agent signature]

Date DD/MM/YYYY:

18/12/2013

15. Planning Application Requirements - Checklist

Please read the following checklist to make sure you have sent all the information in support of your proposal. Failure to submit all information required will result in your application being deemed invalid. It will not be considered valid until all information required by the Local Planning Authority has been submitted.

The original and 3 copies of a completed and dated application form: []

The original and 3 copies of a plan which identifies the land to which the application relates and drawn to an identified scale and showing the direction of North: []

The original and 3 copies of other plans and drawings or information necessary to describe the subject of the application: []

The original and 3 copies of the completed dated Ownership Certificate (A, B, C, or D - as applicable): []

The original and 3 copies of a design and access statement, if required (see help text and guidance notes for details): []

16. Declaration

I/we hereby apply for planning permission/consent as described in this form and the accompanying plans/drawings and additional information. I/we confirm that, to the best of my/our knowledge, any facts stated are true and accurate and any opinions given are the genuine opinions of the person(s) giving them.

Signed - Applicant:

[Signature: H. Cooley]

Or signed - Agent:

[Empty box for agent signature]

Date (DD/MM/YYYY):

18/12/2013 (date cannot be pre-application)

17. Applicant Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional): 07533 616417

Country code: Fax number (optional):

Email address (optional): info@345preschools.co.uk

18. Agent Contact Details

Telephone numbers

Country code: National number: Extension number:

Country code: Mobile number (optional):

Country code: Fax number (optional):

Email address (optional):

19. Site Visit

Can the site be seen from a public road, public footpath, bridleway or other public land? [x] Yes [] No

If the planning authority needs to make an appointment to carry out a site visit, whom should they contact? (Please select only one)

- [] Agent [x] Applicant [] Other (if different from the agent/applicant's details)

If other has been selected, please provide:

Contact name:

Telephone number:

Email address:



Learning through play

To whom it may concern,

Please find an outline below of some changes that we would like to make with regards to the opening hours Springfield Preschool (The Islands, The Grove, Alexandra Palace) in order to increase our revenue stream as well as to broaden our offering to the local community.

We currently use the building in term time only from Monday-Friday from 8am until approximately 4:30pm. The building sits empty at weekends and after 4:30pm during term times. In order to increase our current revenue streams we would like to offer the building to use by our existing parents for their children's parties at weekends. Obviously we would need to address any insurance implications that would arise, and we would need to have arrangements in place with Alexandra Palace for parents to gain access, and the use of the car park on days where it's feasible given the events on at Alexandra Palace.

We also have some interest from our current staff to run an after school art club in the building for up to 2 hours once or twice per week.

At this stage, for our own security we would be offering these "add-ons" to only those associated with 345 preschools, not the general public. We believe that these people would treat the building and area with respect, and understand that the primary use of the building remains for children. We believe by offering these services, we would increase footfall within the palace grounds and offer the local community an additional service.

We are in the process of applying to Haringey Council for planning permission for this alteration of the use of the building. We have also examined the lease and see no reason why this service cannot be offered, but obviously understand the process that we need to follow to discuss any potential alterations with you. If you have any further questions regarding our plans, please contact us.

We look forward to hearing from you,

Lou Colley (General Manager) & 345 preschools Management Committee

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Learning through play

To whom it may concern,

Please find an outline below of some improvements that we would like to make at Springfield Preschool (The Islands, The Grove, Alexandra Palace)

Current outdoor space

We are very fortunate at Springfield to be situated within the grounds of Alexandra Palace. The natural environment offers our children the chance to explore and play in a large open space. Currently, a section of the sloped grassed area is very muddy (and has been for a long time), this causes children and adults to slip, footwear gets covered in mud, which in turn finds its way inside the building. The grass also has little chance of re-growth in the warmer months given it's a heavy traffic (play) area.

Proposal for improvement

The reason for the work required is threefold: to address the current health and safety risks that are present, preserving the current look in keeping with the existing area but making it hard wearing and built to last, and to enable the children to gain maximum benefit from a good play surface outside during the winter months. We're keen to keep the natural look within the garden space, whilst using materials that would be hard wearing. I've attached the plans that we've had designed. It includes an area of artificial grass and a path of rubber mulch leading down to the existing sand pit. This solution will also leave a majority of the natural grassed area untouched, this is the area that would be seen from the path within The Grove.

Costs & Timings

Costs of the improvement will be covered by fundraising as well as trying to tap into grants that may be available to us from external organisations. Timings will be dependent on when we have the funds available.

I am in the process of applying to Haringey Council for planning permission for this improvement. If you have any further questions regarding our plans, please contact me.

I look forward to hearing from you,

Lou Colley (General Manager) & 345 preschools Management Committee

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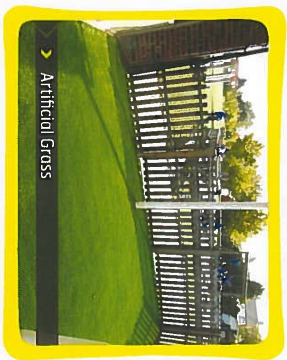
SOVEREIGN
Bringing imagination into play



Reference: 40289 REV 1
 Scale: As shown
 Designer: Matt Susans
 Area Manager: Leigh Kosta
 Date: 25/10/2013
 Images shown are for representational purposes.
 products may vary.

Area One

- Surfacing:
- A 78sqm Windsor Artificial Grass
 - B 17sqm Natural Mix Rubber Mulch @ 40mm



20 Years
 5 Years
 5 Years

APF
 Approved Play Facility
 Approved Play Equipment

345 Pre-Schools Springfield

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