

## NOTICE OF MEETING

# JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE

**Tuesday, 20th October, 2015, 7.30 pm - The Londesborough Room,  
Alexandra Palace Way, Wood Green, London N22**

### **Advisory Committee Nominate Members of:**

Alexandra Residents' Association (Mrs Jane Hutchinson), Bounds Green and District Residents' Association (Mr Ken Ranson), Muswell Hill and Fortis Green Association (Mr Duncan Neill), Palace Gates Residents' Association (Mr Kevin Stanfield), Palace View Residents' Association (Ms Elizabeth Richardson), The Rookfield Association (Mr. David Frith), Three Avenues Residents' Association (Mr Jason Beazley), Warner Estate Residents' Association (Vacancy)

### **Advisory Committee Appointed Members:**

Councillor James Patterson (Alexandra Ward), Councillor Clare Bull (Bounds Green Ward), Councillor Vivien Ross (Fortis Green Ward), Councillor Adam Jogie (Hornsey Ward, Chair), Councillor Stephen Mann (Noel Park Ward), Councillor Mark Blake (Muswell Hill Ward), Councillor Eddie Griffith (Council Wide Appointment), Councillor Charles Wright (Council Wide Appointment)

### **Consultative Committee Nominated Members:**

Alexandra Palace Allotments Association (Ms Jenny Bourne-Taylor), Alexandra Palace Organ Appeal (Mr Hugh Macpherson), Alexandra Palace Television Group (Mr John Thompson), Alexandra Residents' Association (Ms Caroline Hayter), Alexandra Park and Palace Conservation Area Advisory Committee (Mr Colin Marr), Bounds Green and District Residents' Association (Mr Ken Ranson), Friends of Alexandra Park (Mr Gordon Hutchinson, Chair), Friends of the Alexandra Palace Theatre (Mr Nigel Willmott), Heartlands High School (Mr David Cole), Hornsey Historical Society (Ms Rachael Macdonald), Muswell Hill and Fortis Green Association (Mr Chris Roche), Muswell Hill Metro Group (Mr John Boshier), Palace View Residents' Association (Ms Val Paley), St Mary's CE Primary School (Ms Frances Hargrove), Warner Estate Residents' Association (Prof. Richard Hudson)

### **Appointed Members (APP Board) :**

Councillor Patrick Berryman, Councillor Joanna Christophides (Chair), Councillor Tim Gallagher (Vice-Chair), Councillor Liz McShane, Councillor Anne Stennett, Councillor Bob Hare

Quorum: 10

## **1. FILMING AT MEETINGS**

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

By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

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

## **2. APOLOGIES FOR ABSENCE**

## **3. DECLARATIONS OF INTEREST**

Members of the Committee are invited to disclose any interest they may have in any of the items appearing on this agenda.

## **4. MEMBERSHIP**

a. To note the following changes to the membership of the Advisory Committee:

1. Noel Park Ward Councillor

The appointment of Councillor Stephen Mann (Noel Park Ward) with effect from 8 October 2015 as Noel Park Ward appointed member.

2. The Three Avenues Residents' Association (TARA)

The appointment of Jason Beazley (TARA Chair) and Sue Beckett (Deputy) as nominated members.

3. Warner Estate Residents' Association (WERA)

The resignation of David Liebeck and receive a verbal update from the clerk on nominations for a WERA representative.

- b. To note the discontinued Consultative Committee membership of Vitrine Ltd – The Lakeside Cafe.

**5. MINUTES AND MATTERS ARISING (PAGES 1 - 30)**

- a) To confirm the draft minutes of the meeting of the Joint Advisory and Consultative Committee held on 9 June 2015 as a correct record.
- b) To note the minutes of the Consultative Committee held on 9 June 2015.
- c) To note the minutes of the Advisory Committee held on 9 June 2015.
- d) To receive the draft minutes of the meeting of the Alexandra Palace and Park Board held on 23 June 2015 and 15 July 2015 to be noted.

**6. CHIEF EXECUTIVE REPORT (PAGES 31 - 88)**

To receive and note the report of Louise Stewart, Chief Executive, Alexandra Palace and Park, including updates on commercial, park and learning and community activities.

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

**8. ITEMS RAISED BY INTERESTED GROUPS**

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

**10. DATES OF FUTURE MEETINGS**

The next meeting will be held on Tuesday 2 February 2016.

Natalie Layton  
Tel – 020 8489 2919  
Fax – 020 8881 5218  
Email: [Natalie.layton@haringey.gov.uk](mailto:Natalie.layton@haringey.gov.uk)

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

Monday, 12 October 2015

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**MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE  
STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK  
CONSULTATIVE COMMITTEE  
TUESDAY, 9 JUNE 2015**

PRESENT: \* denotes absence

NOMINATED BY LOCAL RESIDENTS' ASSOCIATIONS

**Advisory Committee Nominate Members of:**

Alexandra Residents' Association	Mrs Jane Hutchinson
Bounds Green and District Residents' Association	*Mr Ken Ranson
Muswell Hill and Fortis Green Association	*Mr Duncan Neill
Palace Gates Residents' Association	Mr Kevin Stanfield
Palace View Residents' Association	Ms Elizabeth Richardson
The Rookfield Association	Mr. David Frith
Warner Estate Residents' Association	*Mr. David Liebeck

**Advisory Committee Appointed Members:**

Councillor James Patterson	:	Alexandra Ward
Councillor Clare Bull	:	Bounds Green Ward
Councillor Vivien Ross	:	Fortis Green Ward
Councillor Adam Jogee	:	Hornsey Ward
*Councillor Mark Blake	:	Muswell Hill Ward
*Councillor Denise Marshall	:	Noel Park Ward
Councillor Eddie Griffith	:	Council Wide appointment
*Councillor Charles Wright	:	Council Wide appointment

**Consultative Committee Nominated Members:**

Alexandra Palace Allotments Association	*Ms Jenny Bourne-Taylor
Alexandra Palace Organ Appeal	*Mr Hugh Macpherson
Alexandra Palace Television Group	Mr John Thompson
Alexandra Residents' Association	*Ms Caroline Hayter
Alexandra Park and Palace Conservation Area Advisory Committee	Mr Colin Marr
Bounds Green and District Residents' Association	*Mr Ken Ranson
Friends of Alexandra Park	Mr Gordon Hutchinson
Friends of the Alexandra Palace Theatre	Mr Nigel Willmott
Heartlands High School	Mr David Cole
Hornsey Historical Society	Ms Rachael Macdonald
Muswell Hill and Fortis Green Association	Mr Chris Roche
Muswell Hill Metro Group	Mr John Boshier
Palace View Residents' Association	Ms Val Paley
St Mary's CE Primary School	Ms Frances Hargrove
Warner Estate Residents' Association	*Prof. Richard Hudson

**Appointed Members:**

Councillor Patrick Berryman  
Councillor Joanna Christophides  
Councillor Tim Gallagher  
\*Councillor Liz McShane  
Councillor Anne Stennett  
Councillor Bob Hare

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TUESDAY, 9 JUNE 2015**

**Also attending**

Emma Dagnes – Interim Chief Executive, Alexandra Palace  
Isobel Aptaker – Education Officer, Alexandra Palace  
Tot Brill – Interim Regeneration Director, Alexandra Palace  
Simon Fell – Head of Events Operations, Alexandra Palace  
Lucy Fenner – Action Commercial Director, Alexandra Palace  
Natalie Layton - Clerk

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>
<b>APSC01.</b>	<b>FILMING AT MEETINGS</b>  Noted.
<b>APSC02.</b>	<b>ELECTION OF CHAIR FOR THE MUNICIPAL YEAR 2015/16</b>  The Clerk invited nominations for chair of the Joint Advisory and Consultative Committee for the 2015/16 municipal year. Colin Marr nominated Gordon Hutchinson, this was seconded by Councillor Adam Jogee and, there being no further nominations, it was:  <b>RESOLVED that Gordon Hutchinson be elected as Chair of the Joint Advisory and Consultative Committee for the 2015/16 municipal year.</b>
<b>APSC03.</b>	<b>ELECTION OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2015/16</b>  The Chair invited nominations for vice-chair of the Joint Advisory and Consultative Committee for the 2015/16 municipal year. Colin Marr nominated Councillor Adam Jogee, this was seconded by the Chair and, there being no further nominations, it was:  <b>RESOLVED that Councillor Adam Jogee be elected as Vice-Chair of the Joint Advisory and Consultative Committee for the 2015/16 municipal year.</b>
<b>APSC04.</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Councillors Liz McShane, Denise Marshall and Charles Wright, Jenny Bourne-Taylor, Caroline Hayter, David Liebeck and Duncan Neill.
<b>APSC05.</b>	<b>DECLARATIONS OF INTEREST</b>  a. Councillor Hare declared a personal interest in relation to the membership as Chair of the Alexandra palace Allotments Association.  b. John Thompson, Alexandra Palace Television Group, declared a pecuniary interest in item 8e, as he would be advising Alexandra Palace on any historical items found in the television studios for a short time during the clearing of the studios prior to the regeneration works.

**MINUTES OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE  
STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK  
CONSULTATIVE COMMITTEE  
TUESDAY, 9 JUNE 2015**

<p><b>APSC06.</b></p>	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>a.     <u>Joint Statutory Advisory and Consultative Committees</u></p> <p>The minutes of the meeting of the informal Joint Statutory Advisory and Consultative Committees held on 14 April 2015 were confirmed and signed by the Chair as a correct record.</p> <p>b.     <u>Advisory Committee</u></p> <p>The minutes of the Advisory Committee held on 14 April 2015 were noted.</p> <p>c.     <u>Alexandra Palace and Park Board</u></p> <p>The draft minutes of the meeting of the Alexandra Palace and Park Board held on 28 April 2015 were noted.</p>
<p><b>APSC07.</b></p>	<p><b>UPDATE REPORT OF THE INTERIM CHIEF EXECUTIVE</b></p> <p>RECEIVED the report of the Interim Chief Executive, Alexandra Palace and Park, Emma Dagnes, introduced as laid out on pages 23-25 of the agenda pack.</p> <p>NOTED that</p> <p>a.     proposals to revisit the Alexandra Park and Palace Strategic Vision would be presented to the Board in the future. In response to questioning it was explained that:</p> <ul style="list-style-type: none"> <li>• it was necessary to re-visit the organisations Strategic Vision to ensure that it bridged the present to the future in the context of the HLF project as well as new initiatives at Alexandra Park and Palace;</li> <li>• all SAC (Statutory Advisory Committee) and CC (Consultative Committee) members would have the opportunity to be involved in consultations about the Vision;</li> </ul> <p>b.     Emma Dagnes acknowledged concerns raised at the meeting about the reference to CC members acting as “observers” to the SAC in paragraph 7.4 of the report. Emma Dagnes explained that the paragraph quoted advice from Alexandra Palace’s lawyers, Baits Wells Braithwaite (BWB) and, therefore, it was not appropriate to change the language used;</p> <p>c.     a discussion about the governance section of the report followed which clarified that a formal merge of the SAC and CC was not permissible without a change to primary legislation;</p> <p>d.     many committee members expressed support for a formal joint committee in order to reduce the formality of the SAC having to meet separately and to secure the current position of the CC. It was observed that the current arrangement worked well in terms of having collective discussion which also included Board members;</p>

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STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK  
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TUESDAY, 9 JUNE 2015**

	<p>e. further to concerns raised, it was emphasised that the Board had a statutory duty to consider the advice of the SAC and that any new arrangements would not seek to remove the responsibilities of the SAC;</p> <p>f. a Memorandum Of Understanding (MOU) was generally agreed as a good way forward.</p> <p><b>RESOLVED to note report.</b></p>
<p><b>APSC08.</b></p>	<p><b>REGENERATION REPORT</b></p> <p>RECEIVED the Regeneration Report, including the HLF (Heritage Lottery Fund) update. The report was introduced by Tot Brill, Interim Regeneration Director, Alexandra Palace, as laid out on pages 27-30 of the agenda pack.</p> <p>NOTED, following discussion of the report, that:</p> <p>a. further to a request Tot Brill clarified the process of appointing a contractor through the North London-wide Framework Contract, whereby contractors (most of whom would be well-known for previous, similar projects) had already been through the necessary formalities;</p> <p>b. in response to questions: it was expected that the same contractor would conduct both phases of the restoration works (the enabling and the main works) and a number of specialist sub-contractors were likely to be used;</p> <p>c. as part of the HLF bid contractors would be required to employ some local people and set up apprenticeships;</p> <p>d. paragraph 9.1 (page 29) should read £1.4 as a target for fundraising (rather than £1.1m). The organisations which sat on the SAC and CC would be contacted separately to support the fundraising;</p> <p>e. experienced curators would ensure artefacts found during clearing of the theatre and BBC areas were preserved. Bruce Castle archivists would support the archiving process and the Palace had appointed a new staff member with archiving experience;</p> <p><i>Clerk's note: At this point in the meeting John Thompson, Alexandra Palace Television Group, declared a pecuniary interest in item 8e above, as he would be advising Alexandra Palace for a short term on any historical items found the during clear out of the television studios prior to the regeneration works. There was no further discussion on the matter and it had not been necessary for Mr Thompson to withdraw from the meeting.</i></p> <p>f. further to additional questions:</p> <ul style="list-style-type: none"> <li>• Asbestos surveys were being conducted in advance of both the enabling works and the main construction contracts.</li> <li>• Plans still included the possibility of a hotel at Alexandra Palace and previous research would be used to inform the decision making</li> </ul>

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	<p>process.</p> <p><b>RESOLVED to note report.</b></p>
<b>APSC09.</b>	<p><b>COMMERCIAL DIRECTOR'S REPORT</b></p> <p>RECEIVED the report of the Commercial Director (pages 31-44 of agenda pack) presented by Lucy Fenner (Acting Commercial Director, Alexandra Palace).</p> <p>NOTED that</p> <ol style="list-style-type: none"> <li>a. the Cancer Research Waterslide was a pre-booked event and applicants would need to register their interest, paying £10 in advance. Demand was expected to outweigh supply, therefore names would be drawn from a hat;</li> <li>b. in response to questioning about whether there had been any complaints about noise from The Prodigy concert it was stated that one complaint had been received at 9.30pm on one of the nights and one complaint had been posted on Twitter. The committees acknowledged that the event was well planned to minimise the disruption to the local community;</li> <li>c. capacity for the fireworks event had been increased to 50,000 (page 37) and a map showing the various zones and entrances in the Park was made available at the meeting. The committees discussed the details, including: <ul style="list-style-type: none"> <li>• additional entry points to ease congestion and early notices detailing the entrances that would be open for the event;</li> <li>• Alexandra Palace Way would be closed from 10pm on Friday 6 until 8am on Sunday 8 November but an area in 'zone 6' would remain open to enable dog walkers to access the Park;</li> <li>• There had been forced entry at the Campsbourne gate area at last year's fireworks and the options for preventing the same occurring this year were being considered.</li> </ul> </li> <li>d. local and community organisations were invited to host stalls in The Grove at the Summer festival including SAC/CC organisations.</li> </ol> <p><b>RESOLVED to note the report, including the Park Activity and plans for the 2015 fireworks event.</b></p>
<b>APSC10.</b>	<p><b>LEARNING AND COMMUNITY REPORT</b></p> <p>RECEIVED the report of the Head of Learning and Community Programmes, Alexandra Park and Palace, introduced by Isobel Aptaker, Education Officer, as laid out on pages 45-49 of the agenda pack).</p> <p>NOTED that</p> <ol style="list-style-type: none"> <li>a. the Imperial War Museum had confirmed the loan of an original George Kenner painting of 'Men Exercising' for the redisplay exhibition;</li> </ol>

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	<p>b. the Children and the Great War event planned for the previous Saturday had been cancelled due to equipment failure and would be rearranged for July.</p> <p><b>RESOLVED to note the update on the learning and community programme.</b></p>
<p><b>APSC11.</b></p>	<p><b>PARK UPDATE REPORT</b></p> <p>RECEIVED the Park Update report, introduced by Emma Dagnes, Interim Chief Executive, Alexandra Palace and Park (as laid out in pages 51-53 of the agenda pack).</p> <p>NOTED that</p> <p>a. an update on Go Ape would be presented to the Board on 15 July 2015;</p> <p>b. re paragraph 6.2 - the Joint Committee would receive an update on the Park Vision in October (rather than in the autumn, when no meeting was scheduled);</p> <p>c. during discussion of the request from Heartlands High School to use the Park for sports activities. The School had started discussions with Alexandra Palace Football Club, but apparently no agreement was reached. Emma Dagnes offered to investigate why 2011 proposals to use the Club's football pitches had not progressed.</p> <p>Committee members accepted that more schools were using public spaces for sports and that the Palace and Park were required by the Alexandra Palace and Park Act, 1985 to consider any requests. In response to questions it was explained that the School would not use the Park as a playground but as a sports pitch;</p> <p>d. members gave feedback from the Park Vision Workshop held on 3 June 2015, including suggestions for a Christmas Market and an outdoor ice-rink. A discussion followed including that:</p> <ul style="list-style-type: none"> <li>• a temporary ice rink would: compete with the internal ice rink; be very expensive to set up but would be investigated;</li> <li>• considerations for a Christmas market included finding the right organiser or whether it could be operated in-house during a very busy month of events at the Palace.</li> </ul> <p>e. a number of members raised concerns about the close proximity of the graffiti wall to the children's play area and the perceived health risks due to aerosol chemicals being carried in the air. Emma Dagnes explained that she could formally address issues, which had been previously raised, at the 15 July 2015 Board meeting.</p> <p><b>RESOLVED to note the Park Update report.</b></p>

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<b>APSC12.</b>	<b>NON-VOTING BOARD MEMBERS FEEDBACK</b>  NOTED that  a. Nigel Willmott acknowledged the success of Alexandra Palace in securing Heritage Lottery Funding (HLF) for the regeneration project and John Boshier highlighted the successful HLF celebration event in the Theatre held on 30 April 2015;  b. the Chair congratulated the Charitable Trust for presenting a positive budget for 2015/16.
<b>APSC13.</b>	<b>ANY OTHER BUSINESS OR URGENT BUSINESS</b>  None.
<b>APSC14.</b>	<b>DATES OF FUTURE MEETINGS</b>  NOTED the dates for future meetings as follow:  Tuesday 20 October 2015 Tuesday 2 February 2015

The meeting ended at 21:10hrs

Gordon Hutchinson  
Chair

Signed by the Chair .....

Date .....

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**UNRESTRICTED MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE - TUESDAY, 9 JUNE 2015**

\* Denotes absence

**Consultative Committee Nominated Members:**

Alexandra Palace Allotments Association	*Ms Bourne-Taylor
Alexandra Palace Organ Appeal	*Mr H. Macpherson
Alexandra Palace Television Group	Mr J. Thompson
Alexandra Residents' Association	*Ms C. Hayter
Alexandra Park and Palace Conservation Area Advisory Committee	Mr C. Marr
Bounds Green and District Residents' Association	*Mr K. Ranson
Friends of Alexandra Park	Mr G. Hutchinson
Friends of the Alexandra Palace Theatre	Mr N. Willmott
Heartlands High School	Mr D. Cole
Hornsey Historical Society	Ms R. Macdonald
Muswell Hill and Fortis Green Association	Mr C. Roche
Muswell Hill Metro Group	Mr J. Boshier
Palace View Residents' Association	Ms V. Paley
St Mary's CE Primary School	Ms F. Hargrove
Warner Estate Residents' Association	*Prof. R. Hudson

**Appointed Members:**

Councillor Berryman  
 Councillor Christophides  
 Councillor Gallagher  
 \*Councillor McShane  
 Councillor Stennett  
 Councillor Hare

**Also attending**

Emma Dagnes – Interim Chief Executive, Alexandra Palace  
 Isobel Aptaker – Education Officer, Alexandra Palace  
 Tot Brill – Interim Regeneration Director  
 Simon Fell – Head of Events Operations  
 Lucy Fenner – Action Commercial Director  
 Natalie Layton - Clerk  
 Public Gallery – Members of the Alexandra Park and Palace Statutory Advisory Committee

<b>MINUTE NO.</b>	<b>SUBJECT/DECISION</b>	<b>ACTION BY</b>
<b>APCC01.</b>	<p><b>ELECTION OF CHAIR OF THE CONSULTATIVE COMMITTEE FOR THE MUNICIPAL YEAR 2015/16</b></p> <p>The Clerk invited nominations for chair of the Consultative Committee for the 2015/16 municipal year. Colin Marr nominated Gordon Hutchinson, this was seconded by Councillor Patrick Berryman and it was:</p> <p><b>RESOLVED that Gordon Hutchinson be elected as Chair of the Alexandra Palace and Park Consultative Committee for the 2015/16 municipal year.</b></p>	

**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
TUESDAY, 9 JUNE 2015**

<b>APCC02.</b>	<p><b>ELECTION OF VICE-CHAIR FOR THE MUNICIPAL YEAR 2015/16</b></p> <p>The Chair invited nominations for vice-chair of the Consultative Committee for the 2015/16 municipal year. Councillor Patrick Berryman nominated Colin Marr, this was seconded by Councillor Hare and it was:</p> <p><b>RESOLVED that Colin Marr be elected as Vice-Chair of the Alexandra Palace and Park Consultative Committee for the 2015/16 municipal year.</b></p>																														
<b>APCC03.</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Councillor Liz McShane, Jenny Bourne-Taylor and Caroline Hayter.</p>																														
<b>APCC04.</b>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>Councillor Hare declared a personal interest in agenda item 6 – Memberships, as he was Chair of the Alexandra palace Allotments Association.</p>																														
<b>APCC05.</b>	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 8 July 2014 were confirmed as a correct record of the meeting and signed by the Chair.</p>																														
<b>APCC06.</b>	<p><b>MEMBERSHIPS</b></p> <p><b>a. <u>Consultative Committee Memberships</u></b></p> <p><b>RESOLVED to approve the applications for membership of the Consultative Committee for the 2014/15 municipal year, from the organisations listed below:</b></p> <table data-bbox="284 1384 1353 1973"> <tr> <td>Alexandra Palace Allotments Association</td> <td>Ms J. Bourne-Taylor</td> </tr> <tr> <td>Alexandra Palace Organ Appeal</td> <td>Mr H. Macpherson</td> </tr> <tr> <td>Alexandra Palace Television Group</td> <td>Mr J. Thompson</td> </tr> <tr> <td>Alexandra Residents' Association</td> <td>Ms C. Hayter</td> </tr> <tr> <td>Alexandra Park and Palace Conservation Area Advisory Committee</td> <td>Mr C. Marr</td> </tr> <tr> <td>Bounds Green and District Residents' Association</td> <td>Mr K. Ranson</td> </tr> <tr> <td>Friends of Alexandra Park</td> <td>Mr G. Hutchinson</td> </tr> <tr> <td>Friends of the Alexandra Palace Theatre</td> <td>Mr N. Willmott</td> </tr> <tr> <td>Heartlands High School</td> <td>Mr D. Cole</td> </tr> <tr> <td>Hornsey Historical Society</td> <td>Ms R. Macdonald</td> </tr> <tr> <td>Muswell Hill and Fortis Green Association</td> <td>Mr C. Roche</td> </tr> <tr> <td>Muswell Hill Metro Group</td> <td>Mr J. Boshier</td> </tr> <tr> <td>Palace View Residents' Association</td> <td>Ms V. Paley</td> </tr> <tr> <td>St Mary's CE Primary School</td> <td>Ms F. Hargrove</td> </tr> <tr> <td>Warner Estate Residents' Association</td> <td>Prof. R. Hudson</td> </tr> </table>	Alexandra Palace Allotments Association	Ms J. Bourne-Taylor	Alexandra Palace Organ Appeal	Mr H. Macpherson	Alexandra Palace Television Group	Mr J. Thompson	Alexandra Residents' Association	Ms C. Hayter	Alexandra Park and Palace Conservation Area Advisory Committee	Mr C. Marr	Bounds Green and District Residents' Association	Mr K. Ranson	Friends of Alexandra Park	Mr G. Hutchinson	Friends of the Alexandra Palace Theatre	Mr N. Willmott	Heartlands High School	Mr D. Cole	Hornsey Historical Society	Ms R. Macdonald	Muswell Hill and Fortis Green Association	Mr C. Roche	Muswell Hill Metro Group	Mr J. Boshier	Palace View Residents' Association	Ms V. Paley	St Mary's CE Primary School	Ms F. Hargrove	Warner Estate Residents' Association	Prof. R. Hudson
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**MINUTES OF THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE.  
TUESDAY, 9 JUNE 2015**

	<p>a. <b><u>Non-Voting Alexandra Palace and Park Board Members</u></b></p> <p><b>RESOLVED</b> that Gordon Hutchinson, Colin Marr and Nigel Willmott be appointed as representatives of the Consultative Committee to serve as non-voting members of the Alexandra Palace and Park Board.</p>
<b>APCC07.</b>	<p><b>ANY OTHER BUSINESS</b></p> <p>None.</p>

The meeting ended 19:55hrs

Gordon Hutchinson  
Chair

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**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.  
TUESDAY, 9 JUNE 2015**

PRESENT: \* denotes attendee

NOMINATED BY LOCAL RESIDENTS' ASSOCIATIONS

**Advisory Committee Nominate Members of:**

Alexandra Residents' Association	Mrs Jane Hutchinson
Bounds Green and District Residents' Association	*Mr Ken Ranson
Muswell Hill and Fortis Green Association	*Mr Duncan Neill
Palace Gates Residents' Association	Mr Kevin Stanfield
Palace View Residents' Association	Ms Elizabeth Richardson
The Rookfield Association	Mr. David Frith
Warner Estate Residents' Association	*Mr. David Liebeck

**Advisory Committee Appointed Members:**

Councillor James Patterson	:	Alexandra Ward
Councillor Clare Bull	:	Bounds Green Ward
Councillor Viv Ross	:	Fortis Green Ward
Councillor Adam Jogee	:	Hornsey Ward
*Councillor Mark Blake	:	Muswell Hill Ward
*Councillor Denise Marshall	:	Noel Park Ward
Councillor Eddie Griffith	:	Council Wide appointment
*Councillor Charles Wright	:	Council Wide appointment

**Also attending**

Emma Dagnes – Interim Chief Executive, Alexandra Palace  
Isobel Aptaker – Education Officer, Alexandra Palace  
Tot Brill – Interim Regeneration Director, Alexandra Palace  
Simon Fell – Head of Events Operations, Alexandra Palace  
Lucy Fenner – Action Commercial Director, Alexandra Palace  
Natalie Layton - Clerk

**MINUTE  
NO.**

**SUBJECT/DECISION**

<b>APSC01.</b>	<b>FILMING AT MEETINGS</b>  Noted.
<b>APSC02.</b>	<b>ELECTION OF CHAIR OF THE STATUTORY ADVISORY COMMITTEE FOR THE MUNICIPAL YEAR 2015/16</b>  The Clerk invited nominations for the position of chair of the Advisory Committee for the 2015/16 municipal year.  Jane Hutchinson nominated Councillor Adam Jogee and this was seconded by David Frith and, there being no other nominations, it was:  <b>RESOLVED that Councillor Adam Jogee be elected as Chair of the Alexandra Park and Palace Advisory Committee for the 2015/16 municipal year.</b>

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.  
TUESDAY, 9 JUNE 2015**

<p><b>APSC03.</b></p>	<p><b>ELECTION OF VICE-CHAIR OF THE STATUTORY ADVISORY COMMITTEE FOR THE MUNICIPAL YEAR 2015/16</b></p> <p>In the absence of the Chair the Clerk invited nominations for the position of vice-chair of the Advisory Committee for the 2015/16 municipal year.</p> <p>Jane Hutchinson nominated David Frith and this was seconded by Kevin Stanfield and, there being no other nominations, it was:</p> <p><b>RESOLVED that David Frith be elected as vice-chair of the Alexandra Park and Palace Advisory Committee for the 2015/16 municipal year.</b></p>																
<p><b>APSC04.</b></p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>RECEIVED apologies for absence from Councillors Denise Marshall and Charles Wright, David Liebeck and Duncan Neill. An apology for lateness was received from Councillor Adam Jogee.</p>																
<p><b>APSC05.</b></p>	<p><b>DECLARATIONS OF INTEREST</b></p> <p>None.</p>																
<p><b>APSC06.</b></p>	<p><b>MEMBERSHIPS</b></p> <p>The Advisory Committee memberships were noted and confirmed as:</p> <table data-bbox="300 1151 1366 1451"> <tr> <td>Mrs J. Hutchinson</td> <td>Alexandra Residents' Association</td> </tr> <tr> <td>Mr K. Ranson</td> <td>Bounds Green and District Residents' Association</td> </tr> <tr> <td>Mr D. Neill</td> <td>Muswell Hill and Fortis Green Association</td> </tr> <tr> <td>Mr K. Stansfield</td> <td>Palace Gates Residents' Association</td> </tr> <tr> <td>Ms L. Richardson</td> <td>Palace View Residents' Association</td> </tr> <tr> <td>Mr. D. Frith</td> <td>The Rookfield Association</td> </tr> <tr> <td>Mr. D. Liebeck</td> <td>Warner Estate Residents' Association</td> </tr> <tr> <td>1 x Vacancy</td> <td></td> </tr> </table>	Mrs J. Hutchinson	Alexandra Residents' Association	Mr K. Ranson	Bounds Green and District Residents' Association	Mr D. Neill	Muswell Hill and Fortis Green Association	Mr K. Stansfield	Palace Gates Residents' Association	Ms L. Richardson	Palace View Residents' Association	Mr. D. Frith	The Rookfield Association	Mr. D. Liebeck	Warner Estate Residents' Association	1 x Vacancy	
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1 x Vacancy																	
<p><b>APSC07.</b></p>	<p><b>APPOINTMENT OF MEMBERS TO THE ALEXANDRA PARK AND PALACE STATUTORY ADVISORY URGENCY SUB-COMMITTEE FOR THE MUNICIPAL YEAR 2015/16</b></p> <p><b>RESOLVED that Councillor Adam Jogee (Chair), David Frith (Vice-Chair), Kevin Stanfield and Councillor Clare Bull, be appointed as members of the Alexandra Park and Palace Statutory Advisory Urgency Sub-Committee 2015/16.</b></p> <p><i>Clerk's note: The Advisory Committee (SAC) adjourned at 19:50hrs to enable the Alexandra Palace and Park Consultative Committee (CC) and Joint SAC &amp; CC to take place.</i></p> <p><i>The Advisory Committee reconvened at 21:10hrs to consider the following items:</i></p>																

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.  
TUESDAY, 9 JUNE 2015**

APSC08.	<p><b>MINUTES AND MATTERS ARISING</b></p> <p>a. <u>Advisory Committee</u></p> <p>The minutes of the Advisory Committee held on 14 April 2015 were confirmed and signed by the Chair as a correct record.</p> <p>b. <u>Board</u></p> <p>The draft minutes of the meeting of the Alexandra Palace and Park Board held on 28 April 2015 were noted.</p> <p>c. <u>Joint SAC &amp; CC</u></p> <p>The draft minutes of the meeting of the Joint Advisory and Consultative Committee held on 14 April 2015 were noted.</p>
APSC09.	<p><b>UPDATE REPORT FROM THE INTERIM CHIEF EXECUTIVE</b></p> <p><b>RESOLVED to note the report and recommend that the Board consider the comments recorded in the 9 June 2015 minutes of the Joint SAC/CC.</b></p>
APSC10.	<p><b>REGENERATION REPORT</b></p> <p>Committee members commended the clarity of the report updating on the regeneration project.</p> <p><b>RESOLVED to note the report.</b></p>
APSC11.	<p><b>COMMERCIAL DIRECTOR'S REPORT</b></p> <p><b>RESOLVED to note the report, including the Park Activity and plans for the 2015 fireworks event, and that Alexandra Palace organisers be mindful of the impact of the larger scale event than previous years on local residents and Park users.</b></p>
APSC12.	<p><b>LEARNING AND COMMUNITY REPORT</b></p> <p>Members commended the work of the Learning and Community team and:</p> <p><b>RESOLVED to note the update on the learning and community programme.</b></p>
APSC13.	<p><b>PARK UPDATE REPORT</b></p> <p><b>RESOLVED to note the Park Update report.</b></p>
APSC14.	<p><b>ANY OTHER BUSINESS</b></p> <p>None.</p>

**MINUTES OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE.  
TUESDAY, 9 JUNE 2015**

<b>APSC15.</b>	<b>DATES OF FUTURE MEETINGS</b>  Noted the dates of future meetings:  Tuesday 20 October 2015 Tuesday 2 February 2016
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The meeting ended at 21:15 hrs

ADAM JOGEE  
Chair

Signed by the Chair .....

Date .....

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 23 JUNE 2015**

Councillors (Voting) Berryman, Christophides (Chair), Gallagher (Vice-Chair), Hare, McShane and Stennett

Non-Voting Representatives: Colin Marr and Nigel Willmott

Also present:

Emma Dagnes – Interim Chief Executive, Alexandra Palace  
Dorota Dominiczak – Director of Finance, Alexandra Palace  
Kevin Bartle –Assistant Director of Finance, LB Haringey  
Natalie Layton – Clerk, LB Haringey

And 1 member of the public

*An annual Board members induction session was held prior to the meeting and attended by Councillors Christophides, McShane and Stennett*

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**MINUTE  
NO.**

**SUBJECT/DECISION**

<b>APBO01.</b>	<b>FILMING AT MEETINGS</b>  Noted.
<b>APBO02.</b>	<b>APOLOGIES FOR ABSENCE</b>  Apologies for absence were received from Gordon Hutchinson and Councillor Adam Jogee. An apology for lateness was received from Councillor Gallagher.
<b>APBO03.</b>	<b>URGENT BUSINESS</b>  The Chair advised that there was one late item of urgent business relating to Board Members' appointment to the Alexandra Palace Trading Company (APTL) Board of Directors.  <b>RESOLVED</b> that the late item be considered under item 9 below.
<b>APBO04.</b>	<b>DECLARATIONS OF INTERESTS</b>  Councillor Hare declared a personal interest as Chair of the Alexandra Park Allotments Association, a member organisation of the Alexandra Palace and Park Consultative Committee.
<b>APBO05.</b>	<b>QUESTIONS, DEPUTATIONS OR PETITIONS</b>  None.

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 23 JUNE 2015**

<p><b>APBO06.</b></p>	<p><b>MINUTES</b></p> <p>a. <u>Alexandra Palace and Park Board</u></p> <p>The unrestricted minutes of the Alexandra Palace and Park Board held on 28 April 2015 were confirmed as an accurate record of the proceedings and signed by the Chair.</p> <p>The following minutes had not been available and would be considered at the next meeting:</p> <p>b. Alexandra Park and Palace Advisory Committee – 9 June 2015</p> <p>c. Joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee – 9 June 2015</p> <p>d. Alexandra Palace and Park Consultative Committee – 9 June 2015</p> <p style="text-align: right;"><b>Action: Clerk</b></p> <p><i>Clerk's note – Councillor Gallagher arrived at 19:35hrs</i></p>
<p><b>APBO07.</b></p>	<p><b>INTERIM CHIEF EXECUTIVE UPDATE</b></p> <p>RECEIVED the report of the Interim Chief Executive, Emma Dagnes, as laid out in the report (pages 1-2 of the supplementary agenda pack) who drew Members' attention to paragraph 9 detailing the earlier dates of 31 May and 31 July for publication of accounts in 2017/18.</p> <p>NOTED, in response to a concern raised about the Palace having to meet the earlier deadlines for submission of accounts, that end of year figures were available from the end of March and the timelines given in the report went some way in preparing for next year's tighter timelines.</p> <p><b>RESOLVED that</b></p> <p>a. <b>the contents of the report, outlining the process previously adopted to review the 2014/15 annual accounts, be noted;</b></p> <p>b. <b>the Finance, Resources and Audit Committee (FRAC) be delegated responsibility to review the accounts for the financial year 2015/16;</b></p> <p>c. <b>the audited accounts for the financial year 2015/16 will be reviewed by the Finance, Resources and Audit Committee prior to their presentation to the Board in July 2016.</b></p>
<p><b>APBO08.</b></p>	<p><b>AUDITED ACCOUNTS AND ANNUAL REVIEW</b></p> <p>RECEIVED the Alexandra Palace Charitable Trust Finance Report and Annual Review, introduced by Dorota Dominiczak, Director of Finance and Resources, Alexandra Palace as laid out on pages 3-33 of the supplementary agenda pack).</p> <p>NOTED</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 23 JUNE 2015**

- a. the concern that the financial contributions made by the London Borough of Haringey (LBH) had not been included in the £0.55m grants on page 25 of the review (page 19 of the agenda pack). It was explained that the accounting system had been different for the 2014/15 financial year and the £2m funding from LBH had been disclosed as 'revenue support' but would be included as a grant from April 2015;
- b. the following amendments were agreed:
- under Colin Marr - the word 'from' should be replaced with 'until' on page 27 of the annual review (p.20 of agenda pack);
  - members of the Board should be categorised as either voting or non-voting rather than 4 different categories;
  - pages 34 & 35 should display 'Balance Sheet' and 'Cash Flow' titles;
- c. note 20 on page 47 of the review (p.30 of the agenda pack), was felt to be unclear its explanation of the figure of £51,032,000, which was revenue support but could be interpreted as income to the reader and should be amended for clarity;
- d. comments from the Board included:
- the positive step from LBH to provide the Palace with a financial grant rather than a loan which was expected to be repaid;
  - the importance of presenting the accounting information so that it was clear that funds raised would be supporting regeneration of the Palace and not debt repayment;
  - the Director of Regeneration, Tot Brill, would work with the Friends of Alexandra Palace Theatre to draft an artistic policy specifying the educational and theatrical use of the Theatre. Heritage Lottery Fund (HLF) would be part of the process, and whilst not a condition of the funding, the importance of the Theatre's use as a commercial business had been recognised by HLF.

**RESOLVED that**

- a. **the Alexandra Palace Charitable Trust Finance Report and Annual Review be noted and amendments made further to the discussion recorded above;**
- b. **the Director of Finance and Resources, Alexandra Palace and the Assistant Director of Finance, LB Haringey be delegated authority to agree explicit wording for accompanying note 20 within the annual accounts;**
- c. **the final version of the Annual Accounts and Annual Review be presented at the next meeting for final approval.**

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 23 JUNE 2015**

<p><b>APBO09.</b></p>	<p><b>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b></p> <p><u>Appointment of Board Members to the Alexandra Palace Trading Company Board</u></p> <p>RECEIVED the verbal report from Emma Dagnes, Interim Chief Executive, Alexandra Palace, explaining that subject to formal legal and financial clarification, which would be presented at the next meeting, the Board was required to appoint 4 members (with proportional political representation of 3:1) as Directors of the Alexandra Palace Trading Company for the municipal year 2015/16.</p> <p>REASON FOR URGENCY: Confirmation of Board Member appointment was required prior to the APTL Finance and Resources Committee meeting on 2 July 2015, where APTL members would be appointed to the Finance and Resources Committee (FRAC) .</p> <p><b>RESOLVED that Councillors Berryman, Christophides, Hare and Stennett be appointed as Directors of the Alexandra Palace Trading Company with immediate effect for the municipal year 2015/16 and until the first meeting of the Alexandra Palace Trading Company 2016/17.</b></p>
<p><b>APBO10.</b></p>	<p><b>FUTURE MEETINGS</b></p> <p>NOTED the following dates:</p> <p>15 July 2015 22 September 2015 17 November 2015 16 February 2016</p>
<p><b>APBO11.</b></p>	<p><b>EXCLUSION OF THE PUBLIC AND PRESS</b></p> <p><b>RESOLVED to exclude the press and public from the meeting for items 12 &amp; 13, as they were likely to contain exempt information as defined in Section 100a of the Local Government Act 1972; Paragraph 2 – information which is likely to reveal the identity of any individual and Paragraph 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).</b></p>
<p><b>APBO12.</b></p>	<p><b>MINUTES</b></p> <p>The exempt minutes of the meeting held on 28 April 2015 were confirmed as a correct record and signed by the Chair.</p>
<p><b>APBO13.</b></p>	<p><b>ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b></p> <p><u>Audit Review of Alexandra Palace Trading Limited Financial Statements</u></p> <p><b>RESOLVED to note the update on the audit review of the Alexandra Palace Trading Limited Financial Statements</b></p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
TUESDAY, 23 JUNE 2015**

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The meeting ended at 20:50 hrs

COUNCILLOR JOANNA CHRISTOPHIDES

Chair

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**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
WEDNESDAY, 15 JULY 2015**

Councillors (Voting) Christophides (Chair), Gallagher (Vice-Chair), McShane and Stennett

Non-Voting Representatives: Gordon Hutchinson and Nigel Willmott

Also present:

Tot Brill – Interim Regeneration Director

Emma Dagnes – Interim Chief Executive, Alexandra Palace

Dorota Dominiczak – Director of Finance, Alexandra Palace

Mark Evison – Park Manager, Alexandra Palace

Lucy Fenner – Commercial Director, Alexandra Palace

Melissa Tettey – Head of Learning and Community Programmes, Alexandra Palace

Kevin Bartle –Assistant Director of Finance, LB Haringey

Natalie Layton – Clerk, LB Haringey

**MINUTE  
NO.**

**SUBJECT/DECISION**

<p><b>APBO14.</b></p>	<p><b>FILMING AT MEETINGS</b></p> <p>The Chair referred Members present to agenda Item 1 as shown on the agenda in respect of filming at this meeting, and Members noted the information contained therein’.</p>
<p><b>APBO15.</b></p>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p>Apologies for absence were received from Councillor Berryman, Councillor Hare, Colin Marr, Councillor Jogee and Neil Coe (Alexandra Palace and Park Estate Manager).</p> <p>Apologies for lateness were received from Councillors Christophides and Stennett.</p> <p style="text-align: center;"><b>COUNCILLOR TIM GALLAGHER IN THE CHAIR</b></p> <p>Whilst the meeting was quorate with two voting members present, in accordance with Part 4, section B, Committee Procedure Rules, of the Council’s constitution, three voting members were required to transact any business. Therefore, it was:</p> <p><b>RESOLVED</b> that, the order of the agenda be varied to enable information items 9, 10, 13 and 15 to be considered first.</p> <p><i>Clerk’s note: Councillor Christophides arrived at 20:05 hours and took the Chair for items 4, 6, 7, 8, 11,12, 14-20.</i></p> <p><i>Councillor Stennett arrived at 20:35 hours.</i></p>
<p><b>APBO16.</b></p>	<p><b>URGENT BUSINESS</b></p> <p>None.</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
WEDNESDAY, 15 JULY 2015**

<p><b>APBO17.</b></p>	<p><b>DECLARATIONS OF INTERESTS</b></p> <p>None.</p>
<p><b>APBO18.</b></p>	<p><b>QUESTIONS, DEPUTATIONS OR PETITIONS</b></p> <p>None.</p>
<p><b>APBO19.</b></p>	<p><b>MINUTES</b></p> <p>The minutes of the meeting held on 23 June 2015 were confirmed and signed by the Chair as a correct record of the meeting.</p>
<p><b>APBO20.</b></p>	<p><b>INTERIM CHIEF EXECUTIVE REPORT</b></p> <p>RECEIVED the report of the Interim Chief Executive, Alexandra Palace and Park (APP), Emma Dagnes, on the proposed programme of works, as laid out on pages 11 to 23 of the agenda pack).</p> <p>NOTED that</p> <p>a. Board members would be given the opportunity to tour the areas of work once the roof works had been completed and areas were safe; <b>Action: Emma Dagnes and Neil Coe</b></p> <p>b. in response to Board members concerns</p> <ul style="list-style-type: none"> <li>• that lower-priced deferred works could cost more if delayed. This was accepted by Emma Dagnes who emphasised that the budget was limited and judgements were based on priority. The Estate Manager, Neil Coe was sourcing the best prices for work in order to stretch that budget;</li> <li>• all work would be in line with conservation documents and work would be done for a long term approach, rather than patchwork;</li> </ul> <p>c. in relation to the pigeon guano removal highlighted on plan on page 17, Emma Dagnes agreed to investigate whether past use of hawks/ falcons to remove pigeons from the Palace building had been successful. The Board agreed that if this method was to be considered Park users must be sufficiently warned (to avoid the risk of small dogs being targeted);</p> <p>d. the gas main replacement would be routed through the golf course and discussions were taking place with the operators. Further to an enquiry by Gordon Hutchinson, Emma Dagnes explained that an option suggested by the Friends of the Park to avoid digging up the ground had been considered. She would report to the Board the reason why this was found not to be a viable option.</p> <p style="text-align: right;"><b>ACTION: EMMA DAGNES</b></p> <p><b>RESOLVED to approve the proposed programme of priority works and delivery programme for 2015/16, with the proposed Fabric Maintenance Plan work packages to be deferred into future years, and, to note the</b></p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
WEDNESDAY, 15 JULY 2015**

	<p><b>update on the Fabric Maintenance Plan and services.</b></p>
<p><b>APBO21.</b></p>	<p><b>APPOINTMENT OF ALEXANDRA PALACE TRADING LIMITED (APTL) DIRECTORS</b>  RECEIVED the report confirming the four nominated members of the Alexandra Palace Trading Company (APTL) Board, pages 25-27 of the agenda pack.</p> <p><b>RESOLVED to</b></p> <ol style="list-style-type: none"> <li>a. <b>reconfirm the four nominated Alexandra Palace and Park Charitable Trust Board members: (agreed at the 23 June meeting) Councillors Christophides, Berryman, Hare and Stennett as Directors of the Alexandra Palace Trading Company (APL) Board, and;</b></li> <li>b. <b>to approve the appointment of the London Borough of Haringey's Assistant Director of Finance and the existing Non-Executive Director (Rick Wills) appointments to the Trading Company Board to allow the business of the Trading Company to proceed.</b></li> </ol>
<p><b>APBO22.</b></p>	<p><b>PARK REPORT</b></p> <p>RECEIVED the report of the APP Park Manager , Mark Evison, as laid out on pages 20-43 of the agenda pack).</p> <p>REPORTED that</p> <ol style="list-style-type: none"> <li>a. a local resident and neighbour of the Park for more than 60 years had expressed to Mark Evison that the Park had never looked so good;</li> <li>b. the outcome of the grounds maintenance contract review, paragraph 6.2, would be reported to the Board later in the year;</li> <li>c. Go Ape had been on site to finalise plans for the installation of the tree-top adventure course and details would be further reported. Planning permission had not yet been sought;</li> <li>d. the tenants of the Campsbourne Centre had made an offer in response to proposed new lease terms, which was being considered by the Park Manager and legal representatives.</li> </ol> <p>NOTED in response to questions and discussion:</p> <ol style="list-style-type: none"> <li>e. it was emphasised that the Park discussion vision document, produced by landscape architects, was not a planning application or masterplan document. It had been presented to the various stakeholders listed in paragraph 6.1 and included conversations with Alexandra Palace staff about how the Park affected events operations;</li> <li>f. a common area of contention which arose from discussions was the sharing of space, notably, pedestrians and cyclists;</li> <li>g. Alexandra Park staff had built a good working relationship with the</li> </ol>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
WEDNESDAY, 15 JULY 2015**

	<p>Chairman and Secretary of the Cricket and Football Clubs.</p> <p><b>RESOLVED to note the report.</b></p> <p><i>Clerk's note: Mark Evison left the meeting at the end of this item (19:45 hrs).</i></p>
<p><b>APBO23.</b></p>	<p><b>LEARNING AND COMMUNITY</b></p> <p>RECEIVED the report of the Head of Learning and Community Programmes APP (pages 45-50 of the agenda pack), Melissa Tettey, who provided the following update:</p> <p>a. the exhibition had now welcomed 3094 people. Additional material had been added to the exhibition, including;</p> <ul style="list-style-type: none"> <li>• The original Kenner watercolour loaned from the Imperial War Museum;</li> <li>• Two silver tennis cups;</li> <li>• Weekly visitors permit;</li> <li>• Pewter ring.</li> </ul> <p>Members of the Board were encouraged to revisit the exhibition and a press release would notify existing visitors and encourage new visitors;</p> <p>b. a four week photography project inspired by the stories of the Belgian Refugees and German Internees took place involving five NEET (Not in Education, Employment or Training) participants. Some of the photographs were being showcased on the Palace's Facebook account. One participant, based on the number of likes their photographs receive, will have the opportunity to shadow a professional photographer at an Alexandra Palace event this year;</p> <p>c. since May 2015 the learning programme had welcomed over 900 pupils. A new learning leaflet was being designed to send to all schools at the start of the new academic year. The focus will be to engage existing and new schools from Haringey, Barnet, Islington and Enfield;</p> <p>d. planning was underway to develop additional workshops and resources to engage pupils and families during the summer holidays;</p> <p>e. bookings had been taken for a Teddy Bears Picnic for new Year 1's from St Mary's N8 at the end of August, and a visit from Heartland High's new Year 7's for mid August.</p> <p>NOTED thanks to Melissa Tettey, who was leaving Alexandra Palace, for all her hard work in leading the learning and community programmes team. Nigel Willmott expressed particular thanks to Melissa on behalf of the Friends of Alexandra Palace Theatre.</p> <p><b>RESOLVED to note the recent progress with the Trust's learning and community programmes.</b></p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
WEDNESDAY, 15 JULY 2015**

<p><b>APBO24.</b></p>	<p><b>FINANCIAL RESULTS FOR 2 MONTH PERIOD TO 31 MAY 2015</b></p> <p>RECEIVED the report setting out the results for the Alexandra Palace and Park Charitable Trust (APPCT) for the 2 month period ending 31 May 2015, pages 51 – 55 of the agenda pack, introduced by Dorota Dominiczak, Director of Finance and Resources (APPCT).</p> <p>NOTED, further to discussion of the figures on page 53, that</p> <ul style="list-style-type: none"> <li>a. a more detailed format of incoming and outgoing resources of the Trust and HLF Project was introduced to report a performance vs budget targets as rigorous monitoring was a key to successful managing of finances of both;</li> <li>b. in 2015-16 LBH's financial support was being paid as a grant rather than a loan; a monthly phasing was difficult to profile in the first year of this new arrangement and a regular re-forecasting was undertaken to monitor resources;</li> <li>c. the 2015/16 self-fundraising target of £840,000 towards the HLF (Heritage Lottery Fund) project was recognised as an ambitious amount to raise in 2015/16; furthermore it was acknowledged that it was not unusual for a capital project of this type to fund-raise substantial amounts at later stage of a project development due to public awareness and publicity.</li> </ul> <p><b>RESOLVED to note the performance of the Trust as laid out in the report.</b></p>
<p><b>APBO25.</b></p>	<p><b>ANNUAL REVIEW</b></p> <p>RECEIVED the report on the amendments to the Annual Review 2014/15, detailed on pages 57 and 58 of the agenda pack.</p> <p>NOTED that the amendments had been approved by the Charitable Trust's auditors.</p> <p><b>RESOLVED to approve the Annual Review 2014/15.</b></p>
<p><b>APBO26.</b></p>	<p><b>REGENERATION REPORT - HERITAGE LOTTERY FUND PROJECT (HLF)</b></p> <p>RECEIVED the report of the Interim Regeneration Director, Alexandra Park and Palace Charitable Trust, Tot Brill, detailing key dates and progress for the Heritage Lottery Fund (HLF) Project.</p> <p>NOTED that</p> <ul style="list-style-type: none"> <li>a. it was expected that further survey works in the theatre (mentioned in paragraph 7.2) would be carried out as part of the enabling works in November 2015 rather than before. This was due to a delay in survey bids being returned by some contractors.</li> </ul> <p>In response to questioning it was clarified that there were no particular issues in the market place. There was one particular contractor the Palace</p>

**MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD  
WEDNESDAY, 15 JULY 2015**

	<p>would like to be included in the list of potential bidders, but they had not returned a bid in time for the survey works to be carried out in advance of the enabling works;</p> <p>b. three contractors had returned Expressions of Interest (paragraph 7.3) and were all considered to be competent contractors. The Palace was in the process of short-listing and it was expected that all three would be invited to submit fuller tenders.</p> <p><b>RESOLVED to note the contents of the report.</b></p>
<p><b>APBO27.</b></p>	<p><b>FUNDRAISING PROGRAMME</b></p> <p>RECEIVED the report on Fundraising for the Heritage Lottery Funded Restoration Project (pages 117-122 of the agenda pack), seeking agreement to support the fundraising programme, introduced by Tot Brill.</p> <p>NOTED that</p> <p>a. the Palace had been approached by a major fundraising organisation to be a donation recipient;</p> <p>b. Trustees' were requested to support the fundraising campaign by contributing and putting their names on the fundraising page;</p> <p>c. an Artistic Policy for the theatre had been drafted focusing on music theatre and music performances and would be shared with the Friends of the Theatre once signed off by the Interim Chief Executive.</p> <p><b>RESOLVED to agree the fundraising commitment in Sections 8 and 9 of the report and the recommendations at paragraph 9.3.</b></p>
<p><b>APBO28.</b></p>	<p><b>COMMERCIAL DIRECTOR'S REPORT</b></p> <p>RECEIVED the Commercial Director's report, presented by Lucy Fenner (Commercial Director), updating on commercial activity and events.</p> <p>REPORTED that</p> <p>a. Prince William had attended the Jewish Care charity 25<sup>th</sup> anniversary fundraising dinner in the West Hall (paragraph 6.7);</p> <p>b. the Foodies Festival held on 3-5 July had been well attended and feedback had been positive;</p> <p>c. 16,000 visitors attended the Redbull event, which had been televised on the Dave channel where viewers had increased by 35% compared to the previous year. In response to a question relating to the event's 20,000 tickets having sold out it was explained that there had been a significant number of drop-outs which had been expected;</p> <p>d. the capacity for the darts event had increased to 3,000 visitors per</p>

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	<p>session;</p> <p>e. Warner Estate residents had provided positive feedback in relation to the management of events at its meeting the previous week;</p> <p>NOTED in response to questions and comments:</p> <p>e. the Association of British Theatre Technicians (ABTT) had hosted its first event at the Palace;</p> <p>f. the ‘beach park’ was the area outdoor beer garden;</p> <p>g. the beer craft festival brought new audiences to the Palace even when it rained;</p> <p>h. many of the upcoming events were advertised in the Metro and in Time Out (numerous times) as well as through other online promotions and e-shots;</p> <p>i. Gordon Hutchinson expressed that the Foodies Festival and Red Bull events were both good examples of large events held without causing nuisance to local residents and park users. The events had been set up without the need to close the Park and were well sign-posted.</p> <p><b>RESOLVED to note the contents of the report; the Park activity; and that planning for the 2015 fireworks event was underway.</b></p> <p><i>Clerk’s note: Lucy Fenner left the meeting after consideration of this item (19:55 hrs).</i></p>
<p><b>APBO29.</b></p>	<p><b>ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b></p> <p>None.</p>
<p><b>APBO30.</b></p>	<p><b>FUTURE MEETINGS</b></p> <p>Noted the following dates:</p> <p>22 September 2015 17 November 2015 16 February 2016</p>
<p><b>APBO31.</b></p>	<p><b>EXCLUSION OF THE PUBLIC AND PRESS</b></p> <p><b>RESOLVED to exclude the press and public from the meeting for items 32 – 34, as they were likely to contain exempt information as defined in Section 100a of the Local Government Act 1972; Paragraph 3 – Information relating to the business or financial affairs or any particular person (including the authority holding that information).</b></p>

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<b>APBO32.</b>	<b>MINUTES</b>  The exempt minutes of the meeting held on 23 June 2015 were confirmed as a correct record and signed by the Chair.
<b>APBO33.</b>	<b>ALEXANDRA PALACE TRADING COMPANY (APTL) FINANCIAL RESULTS</b>  <b>RESOLVED to note the performance of the Trading Company for the period ended 31 May 2015.</b>
<b>APBO34.</b>	<b>ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT</b>

The meeting ended at 21:05 hrs

COUNCILLOR JOANNA CHRISTOPHIDES

Chair

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

**On 20<sup>th</sup> October  
2015**

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

Report of: Louise Stewart, Chief Executive Alexandra Park and Palace

### **1. Purpose**

1.1 To advise inform and update the Statutory Advisory Committee chair and members and the Consultative Committee chair and members on matters pertaining to Alexandra Park & Palace as follows:-

- Commercial Highlights, Updates, Future Events & Marketing
- Fundraising
- Facilities
- Restoration Project
- Fabric Maintenance Plan
- Estate Management
- Parks and Draft Parks Vision
- Learning & Community

### **2. Recommendations**

2.1 That the Committees note the contents of this report and advise the main Board where appropriate.

Report Authorised by: **Louise Stewart, Chief Executive Alexandra Park and Palace**

Contact Officer: Emma Dagnes, Managing Director, Alexandra Park and Palace  
Email: emma.dagnes@alexandrapalace.com  
Telephone: 020 8365 4340

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

N/A

### **4. Local Government (Access to Information) Act 1985**

N/A

## 5. COMMERCIAL HIGHLIGHTS

### 5.1 July – September

July and August are usually quieter months for the trading business however this summer was our busiest ever and served as a showcase for both the Park and Palace. A series of craft beer festivals were held monthly in Alexandra Palace's beer garden - the largest outdoor beer garden in London, complimented by a diverse range of street food. In total we welcomed over 20,000 Londoners to these events.

Drive in Cinema took up residence in the pavilion for the majority of the summer months and we also held 2 outdoor screenings of our own in partnership with Luna Cinema on the south slope.

On 25<sup>th</sup> July we held a Summer Festival building on the success of the 125<sup>th</sup> Park Anniversary event. This time the focus of the celebration was the 25<sup>th</sup> anniversary of the ice rink. Over 30,000 people came up to the site and enjoyed activities such as a giant waterslide (in association with Cancer Research UK), a tea party on the terrace, history tours, ice skating sessions, silent disco, Segway rides and an array of world cuisines. We received overwhelming positive feedback which is a testament to the hard work and months of planning by the teams that delivered this event.

Also on 12<sup>th</sup> July the Redbull Soapbox race returned with 16,000 watching 200 homemade soapboxes race down Alexandra Palace Way. The event also attracted more than 900,000 viewers on the digital channel Dave which is 30% more than the same event in 2013.

Between the 3<sup>rd</sup> and 5<sup>th</sup> July, The Foodies Festival took place in the lower field to celebrate its 10 year anniversary. The event boasted a Chef's theatre, children's cookery, tasting and a cake bake. Over 15,000 people visited the festival over the course of the weekend.

Whilst all the outdoor fun was taking place, the Palace became a studio for 14 days for a film production company who were developing a new game show.

Pret returned to hold their annual conference for 800 and made full use of all our banqueting space including lunch on the terrace.

Amongst all the activity the catering team also managed in excess of 20 weddings.

On the 5<sup>th</sup> September we hosted Legends of Gaming – a gaming show produced by Endemol. This event did not go ahead as originally planned with the organiser and format changing less than a month before to a one day event. This was challenging for the team but the event was well attended with 7,000 visitors. As with every new show lessons are learnt and the event will be developed and all content will be looked at for 2016 including the number of food units.

September also marked the start of our gig season. Brand New was attended by 8,000 people and Florence + The Machine performed four sold out nights. The 40,000 fans were not disappointed and a great performance by Florence was supported by the festival village filled with a great catering offer including Smoke Stack, the well-loved Cheeky Italian and Bodeans.

In-between these two shows we also hosted two regular exhibitions Antiques and Big Stamp. Both were well attended and the team worked incredibly hard to turn the halls around with such short build times sometimes only 8 hours overnight.

## 5.2 Future Events

Event	Public Event	Date
Wombats	Live Music	1 <sup>st</sup> October
Knitting & Stitching	Exhibition	7 <sup>th</sup> -11 <sup>th</sup> October
Rudimental	Live Music	16 <sup>th</sup> October
Major Lazer	Live Music	17 <sup>th</sup> October
Vans warped tour	Live Music	18 <sup>th</sup> October
Prime Impact	Exhibitor	23-25 <sup>th</sup> October
Classic Car show	Exhibition	30 <sup>th</sup> October – 1 <sup>st</sup> Nov
Fireworks	Outdoor event	7 <sup>th</sup> November
Beer Festival	Live event	7 <sup>th</sup> November
Amma	Live event	10 <sup>th</sup> – 12 <sup>th</sup> October
Faithless	Live music	21 <sup>st</sup> November
Frank Turner	Live music	26 <sup>th</sup> November
Chvrches	Live music	27 <sup>th</sup> November
Bring me the horizon	Live music	28 <sup>th</sup> November
Disclosure	Live music	1 <sup>st</sup> – 2nd December
Faithless	Live music	4 <sup>th</sup> December
Antiques	Exhibition	6 <sup>th</sup> December
Darts	Live Sport	16 <sup>th</sup> December – 4 <sup>th</sup> January 2016

**In October 2015 we only have two days with no events taking place and we will welcome over 100,000 visitors.**

## 5.3 License Variation

Our application to vary our license was confirmed in September and changes to the conditions were made to bring them in line with accepted events management practice. The capacity of the West Hall has also been increased as part of this variation.

## 5.4 Fireworks Update

A full overview of the Firework event operations was provided in the last report. At the time of writing early bird tickets have now sold out and standard tickets are still available. The additional content of the event, the updated website and the new and approved look and feel has definitely supported tickets selling faster than ever before.

## 5.5 Marketing

The marketing team have supported the on-sale of over 25 concerts in recent weeks. The first night of Faithless sold out in 20 minutes and we sold out our 66,000 Darts ticket allocation in less than two weeks.

The events held at the Palace over the summer attracted increased media coverage and we were listed in Time Out several times often in the top ten things to do this summer. Furthermore a photo of Florence Welch on stage (of Florence + the Machine) also appeared on the front page of the Evening Standard with the headline "In Full Flo at Ally Pally"

Marketing have been focussing on digital advertising and social media platforms in order to engage with new and existing customers. This is not limited to event promotion only but also promotions for our ice rink including the up and coming Christmas pantomime, Learning and Community's History Tours, Park events, launching our public fundraising campaign and all activity in the Bar & Kitchen. Our number of followers on Facebook is currently (42,000) and Instagram (3,200), and we have just recently launched Alexandra Palace on Snap Chat.

The team are currently designing new signage for concerts and exhibitions to improve the dated directional signage and bar frontage around site.

In conjunction with the sales team a new client brochure has been designed ready for 2016.

For the past 10 months the team have been filming all our events and onsite activity, we have collated some fantastic footage and a show reel will be created for the Christmas period.

The marketing team have also been working on improving our on-site directional signage mainly within the building. A re-introduction of the lamppost banners see **Appendix 14.1** for examples will start in 2015 and continue into 2016.

## 5.6 The Bar & Kitchen

The Bar & Kitchen and Park catering have been incredibly busy over the summer period. This can be attributed to the (occasional) nice weather, increased number of concerts, busy events and exhibitions, the additional outdoor events attracting thousands more visitors to the park and the new summer menu. We are still working on the interior improvements which have taken longer than expected however we are working towards having our heritage displayed on the walls by middle of October with further improvements taking place over the coming months. There have been a number of comments from customers over the past years regarding the name and returning to The Phoenix. We will welcome thoughts from the SACC-CC on this matter.

## 5.7 Ice Rink

The Ice Rink facility at Alexandra Palace continues to offer a broad service to the community.

Whilst most ice rinks nationally reported a poor overall income for the winter period (20 to 30% down on equivalent period previous year) Alexandra Palace Ice Rink and our main local competitor Lee Valley Ice Rink have reported favourable attendance and income. Alexandra Palace Ice Rink has kept a healthy market share by creating additional incentives and reworking its marketing strategy. Online ticket purchasing is one example of this. Our ice skating group lessons still remain popular and we are recording a significant increase in beginners who start on the course and then remain to progress through the levels.

The ice hockey season has just begun (September) and we are working closely with the senior hockey team owners and management to enhance and encourage attendance.

Considered marketing on their behalf and with our input saw previous spectator attendance to matches far exceed figures reported by any rink promoting a team in what is effectively a relatively lowly league. The spectacle of a well presented hockey match continues to prove a popular outing for sports fans.

We offer for use on public skating sessions the hire of ice aids/ice scooters for smaller children and youngsters perhaps unable to use our facility due to physical limitations or disabilities. These have proven extremely popular and are effectively paying for their initial purchase cost every two weeks.

The Ice Rink team are currently working hard to produce our annual Pantomime on Ice which showcases the talents of our regular skaters and has the additional benefit of promoting our general activities to local schools and youngsters. We have attracted several regular and repeat school group visits to our ice rink through this means.

We are launching a new initiative in conjunction with a local DJ with a special themed disco on ice, the fourth Friday in each month generally, to improve our offer range and widen our demographic appeal.

## **6. FUNDRAISING**

### **6.1 Fundraising Summary**

To date fundraising activity has raised £54,000 against a target of £1,090,000. We have submitted a number of applications to Trusts and Foundations and have also launched the public fundraising campaign "Make a Future Memory" onsite (see below).

Looking ahead we are creating a calendar of cultivation and stewardship events for prospective donors, and finalising the benefits and recognition for various levels of giving to strengthen our approach.

### **6.2 Public Fundraising**

The 'Make a Future Memory' public engagement and fundraising campaign launched onsite in July 2015. We are planning a phased public launch for this over the coming months. Over £4,000 has been raised to date through public donations including donations made onsite, online via JustGiving, and by Text to Donate.

## **7. FACILITIES**

### **7.1 New boilers as per 2014 / 15 capital plan**

The Palace heating and hot water is provided by 4 x 1500kw boilers located in the boiler house which is accessed via the North Yard. The boilers were installed in the 1980s and the manufacturer no longer exists. Therefore spare parts are at best difficult and sometimes impossible to obtain. One of the boilers had been decommissioned and used for parts to keep the remaining 3 boilers serviceable. With this arrangement the system capacity is border-line during the winter months with no resilience in the event of essential repairs or maintenance.

In February the decommissioned boiler and one other were stripped out and replaced with 2 new high efficiency modulating boilers. This project included new pipework routes, new flue connections, draining down the existing systems and modifying existing pipework to improve isolation of all the boilers to allow future works to be completed with minimal disruption.

The new boilers are indicating 98% efficiency vs 80% of the old units. The work pattern has been changed so that the new boilers activate first bringing on the older boilers as required.

## **7.2 Great Hall Lighting**

The discharge lighting in the Great Hall which was expensive to run, noisy, and inefficient has been stripped out and replaced with a LED system. The project included removing all lights, control gears, redundant electrics, wiring and speakers from the toblerones which were cleaned and repainted. The project included new distribution boards now located on the high level walk ways allowing access at all times unlike the old system, new emergency lighting and computerised control gear which is located in our central control room.

The typical lamp life for discharge lamps was 3000 hours with many control gear failures. The new LED system estimates 100,000 hours with the guarantee covering 10 years.

## **7.3 Road and Park Lighting**

Since Assured lighting have been engaged to carry out the lighting maintenance across the estate we have reduced the number of lights out from 12% to under 5% and repair response times to less than 1 week, from the date of the monthly audit. In the build up to fireworks we will be completing fortnightly visits to ensure we have maximum coverage for the event.

## **7.4 M & E In-house**

The M & E in-house project is running to plan for the 4 maintenance staff to transfer from Bilfinger Europa to APTL on 1<sup>st</sup> November. All sub contract roles have been reviewed and re-tendered where necessary. New FM software to manage the preventative and reactive maintenance has been procured and is being set up to ensure continuity maintenance regimes, new AP branded uniforms. PPE has been purchased and TUPE is currently being undertaken. The go live date of 1<sup>st</sup> November will be achieved.

## **7.5 Security tender**

Working closely with the new Procurement Manager all the tender documents have been produced and the tender will be issued in October, with a planned completion date of May 2016.

## **7.6 New fire alarms**

A new fire alarm system has been installed in the theatre and we are part way through installing a new system in the Palm Court.

These new systems are a combination of conventional smoke and heat detectors and aspirating systems, the aspirating parts consists of a series of tubes which monitor air samples and activate when smoke is detected. The benefit of aspirating systems is that

they can be set up to varying degrees of sensitivities, air samples are collected at high level but monitored at ground level which makes maintenance a lot easier.

### 7.7 BMS in Ice Rink

The original Building Management System is a “JELs” system which hasn’t been manufactured for several years. During 2014/15 financial year the JELs system failed on the boiler controls system and we installed a “Trend” BMS to control the boilers, the plan is that as outstations fail on the JEL system we will transfer control to the Trend system. In September we transferred the Ice Rink controls and this has resulted in much better control of the heating and ventilation systems and eliminated to mist that has formed over the ice in humid weather conditions.

## 8. RESTORATION PROJECT: SURVEYOR CONSIDERATIONS

### 8.1 Site Storage

The restoration project will require the events department to find alternative storage space for the majority of their infrastructure including 50 table and chair cages, the main stage and other equipment. There is also a need to stabilise the North West Service Yard Wall and a survey is being carried out with a view to replace the current porta-cabins (which are used to house casual staff such as traffic marshals and event security) with a structure which would accommodate the event team’s requirements as well as providing structural support to the North West Wall.

The results of this survey will ensure that there is a long term solution to the stability of the wall and event storage, both of which are essential to business continuity. We are at the initial stages of the engineers surveys but are aiming to bring preliminary options to the Trustees in November. Photographs of the location can be found under **Appendix 14.2**

### 8.2 Fabric Maintenance Plan

We have continued the thorough review of the repair priorities, and will be concentrating on making the external envelope weather-tight and safe to access, thereby minimising any further deterioration and unnecessary expense, and adverse impact on event operations and to the general public.

The priority works packages are as follows:-

#### Roof Repair Package

- Urgent glazing repairs and trial abseil access to Palm Court carried out in August, and further glazing repairs planned for October to address the main leaks;
- Main Roof Repair Package has been tendered for the repair of leaking roofs, glazing and abutments to the West Corridor roof. The work will be phased over the next two years with priority works to the Great Hall main roof and east gutter; Area 7 roof/external wall; East Court dome and atriums, gutters and drainage.

## Permanent Roof Access

- Provision of handrails to Great Hall gutters, recommissioning of existing latch-wires to Great Hall main roof, installation latch-wires and crawl boards to link all access points, as the priority for 2015/16 and additional latch-ways to East and West Lightwells, SW Colonnade, and West Service Yard roofs for early 2016/17. Listed Building Consent to be submitted early October and approved within 8 weeks, to allow commencement in December 2015. The works are being tendered as a single contract to be phased over two years, to suit the budgets available.

## Joinery repairs and redecoration

- The extensive repairs to rotten timber doors, overhaul of windows, and redecoration throughout to Palm Court, Londesborough Room, and Bar & Kitchen, is currently being carried out for completion in early October.

## Great Hall – Clean fabric linings and walkways

- The dry cleaning of canopy fabric linings and ducting/walkways to remove excessive dust build up to improve appearance and reduce potential fire risk is out to tender with returns due on 5<sup>th</sup> October 2015. This follows two trial cleans in August to better inform the specification and abseil techniques. It is planned to carry out the cleaning during November and December 2015, to fit in around major events.

## Interim Repairs to North Wall

- Inspections and holding repairs to interior and external face of free standing large brick wall, to ensure the safety of the wall and to users of the North Yard, West Yard and The Lab car-park is being carried out in early October.

## South Elevation/Traitor's Gate – Brick and render repairs

- The consolidation of spalling and missing brickwork to main corner piers and repairs to render plinths, to make safe and presentable to the public, has been deferred until April 2016 due to budget restrictions. Listed Building Consent has been requested due to extent of brick replacement to piers but conservation officer is in agreement with conservation holding repairs, pending more major restoration and reinstatement of missing brick plinths/cleaning of elevations as part of later hotel development.

## Conservation Works to Basement Bunkroom

- The reassembly and presentation of the timber bunk-bed and creating safe access to this historic room, believed to be used in the WW1 as a cell, and improving the environmental conditions to this damp area, is still highly desirable. Supplementary funding to that of the History Tours is being explored, as these basements could form alternative areas of interest when the Theatre and BBC Studios are closed for restoration.

The proposed programme for the priority works for 2015/16 is as follows:-

## Fabric & Maintenance

- Joinery repairs and redecoration – Complete by early October 2015

- Palm Court Glazing – Major leaks fixed in August 2015 and other leaks due to be repaired in October 2015
- Roof Repair Package –Tenders received – Commencement of Phase 1 due October 2015 and Phase 2 scheduled for 2016/17.
- Great Hall Canopy and Cleaning – Tenders due early October2015 – Commencement due November 2015
- North Wall – Holding check/repair - Commencing early October 2015
- Permanent Roof Access – Tendering during October 2015 – Commencement to Great Hall due December 2015

## Other

- Basement Bunkroom – Tenders reported – Commencement subject to finding alternative budget.

## **9 RESTORATION PROJECT: PROJECT MANAGEMENT**

### **9.1 Restoration Project**

The design team have been focussing their efforts on scoping out the details of the Enabling Works Package, which is the first package of works due to start at the end of this year. The Enabling Works will focus on asbestos removal and decontamination, the removal of redundant services and the removal of some non-loadbearing partition walls.

Work has also been underway on some other aspects such as way-finding, a services strategy for the new BBC Café in the East Court, roof strengthening and floor loading capacities.

In July the Trust appointed a curator to work alongside the design team and key stakeholders (including the BBC, Alexandra Palace Television Society and APTG) to start creating the interpretation briefs for the three spaces.

The first quarterly progress report and drawdown request was submitted to the HLF in September, covering the months May through to August. Feedback from the HLF Monitor was positive, and the drawdown has been approved.

### **9.2 Look Ahead**

The main focus between Oct – Dec will be on the Enabling Works Package. The panel will review tenders and a recommendation to award the contract will be taken to APPCT Board in November. Once the contract has been awarded, the successful contractor will begin a period of mobilisation before starting on site in December.

A theatre condition survey will be undertaken in October to help establish the current condition of the theatre ceiling including the mouldings. The findings will be fed back to the design team and to the QS to establish greater cost certainty for this important element of the project.

## 10 PARKS

### 10.1 Awards and Recognition

The Park has had a number of successes in recent months. The Green Flag Award standard has been reached for the eighth year and Green Heritage Accreditation has been awarded for the fifth year.

The Green Flag scheme judges also awarded the Park a commendation in their new 'Bees Needs Award'. Winning sites are required to prove that they are making positive changes that encourage and increase pollinator-friendly habitats and food sources throughout the year. For example, the growth of wildflower meadows, shrubbery, wild patches of land, building of nest sites, and cutting grass less often.

There was also a very exciting result from the London in Bloom Awards this year. As well as achieving a Gold Award in the Large Park category for the first time, Alexandra Park was the category winner. The judge's comments included:

*"It is clearly a very well-used and well-loved park. An important resource for local people but also a real destination park"*

*"The management of the park for nature conservation is an extremely strong feature with good management of a wide range of habitats including acid grassland. The surveys, events and work with the Friends' group in this area is also very impressive."*

*"This is a great park, well managed on very limited resources with a high level of community ownership and buy-in. Everyone involved should be very proud of what has been achieved."*

### 10.2 Park Vision Update

Following a number of consultations with stakeholders, the Park Manager has written a paper entitled "Towards a new Vision" which is attached at **Appendix 14.3**. This paper sets out the process for re-evaluating the Park and planning for the next ten years.

The Heritage Lottery Fund have two years left on their current scheme and completion of the Vision project will set the stage for a significant Lottery grant to compliment the previous project.

### 10.3 Grounds Maintenance Contract

Work on the new grounds maintenance specification is continuing. This has been authored by the Park Manager with support from the grounds staff, and the Trading Company. The procurement pathway has been identified and more details will be reported at a later meeting.

### 10.4 Park Volunteers

The team of three Park Volunteers have worked over 100 hours this year. They have helped to maintain the Rose Garden, the new orchards, new shrub beds at Newland Field and undertaken shrub planting at the Lakeside.

### 10.5 Friends of the Park

The Friends of Alexandra Park continue to promote and support the Park on multiple fronts. They have carried out a number of work parties to clear bramble and encroaching scrub from the butterfly meadow and a tree strip adjacent to Redston Field. Their volunteers have staffed the Park Information Centre for almost a hundred hours this year meeting approximately 700 visitors.

The committee and membership took part in consultation on the Park Vision and provide constructive feedback on Park projects and event proposals.

### 10.6 Reactive Works

The routine surveys of the Park's tree stock and hard surfaces have been carried out. Works have been identified and will be carried out on dead, dying and dangerous trees according to the identified priorities.

### 10.7 Heartlands high School

Heartlands High School has asked about the use of Alexandra Park for sports activities. The school would like to hire part of the Upper Football Field for use in term-time. The Institute of Groundsmen carried out a survey of the site in the summer and have provided a detailed report and this will be discussed with the Head Teacher in due course. If this initiative progresses we will update at a future meeting.

### 10.8 Graffiti Wall

The Board of Trustees were made aware at their meeting in July, that two members of the CC had raised concerns about the drift of paint spray from the graffiti wall. The below is a copy of the information provided to the Trustees.

This matter was reviewed in 2011 by the Trust's then Health and Safety Consultant, Sally Wearing. Her research into the COSHH statements of paint cans found that spraying should take place in a well ventilated area and as the wall is in the open air no further action was required.

Officers have undertaken a fresh review and considered new advice from the Health and Safety Executive attached as **Appendix 14.4**. This advice is primarily concerned with isocyanate-based paints which usually comprise a two-part mixture. The advice is for a minimum cordon of five meters, preferable ten.

The paints most commonly used on the wall are pre-packaged cans and are not isocyanate-based. So, although the spray drift may be unpleasant for Park users, it is not thought to pose a health risk. New signage to request that graffiti artists consider the effect of spraying on Park users and paint the far side of the wall when the play area is busy is a reasonable response.

The graffiti wall could be demolished, this option is likely to encourage graffiti to appear elsewhere in the Park and on the Palace building. A new wall could be constructed on the far side of the skate park away from the play area.

The closest item of play equipment to the wall is a sand pit dating back to the tenure of the Greater London Council in the 1960-70s. The sand pit itself has been declared low risk by

independent safety inspectors see **Appendix 14.5**, but the hard concrete design is not ideal. Following an incident in 2014 Officers have been considering adapting the design within budget constraints. Considering this alongside the spray-drift issues raises the opportunity to relocate the sand pit away from the wall.

Therefore, there are three options to consider:

- Install advisory signage
- Remove the existing sand pit and build a new one, to modern designs outside the ten metre cordon suggested
- Build a new graffiti wall on the far side of the skate park and demolish the existing wall and install replacement fence

Due to constraints on the Trustee meeting further discussion regarding the planning and cost implications of options 2 and 3 as above, will be presented to the next Board of Trustee meeting in November. Though we acknowledge that this was discussed at SACCC in April it is worth noting that the wall has been in place alongside the sandpit for 10 years. Apart from the one complaint received in 2011 and the matter being raised by two members of the consultative committee in April 2015 (and once prior to this meeting) the Trust have had no other complaints. Therefore it is important that the Trust approach this matter proportionately and with consideration prior to presenting further options to the Trustees as the cost of both removing or moving the wall will require other items on the parks repairs and maintenance forward plan to be postponed.

## **11 LEARNING AND COMMUNITY**

### **11.1 War on the Home Front Exhibition**

The Palace's yearlong centenary exhibition closed to the public on Friday, 25<sup>th</sup> September 2015. Visitor numbers increased following the re-display and addition of new objects with final numbers exceeding 5,300 (over double originally estimated). Plans are now being made to return the objects to their owners whilst ensuring the legacy of the project.

The Learning & Community team would like to take this opportunity to thank the Exhibition Volunteers for their hard work and dedication over the past 12 months.

### **11.2 Internee Concert**

With funding from the Mayor's Music Fund, Alexandra Palace worked in partnership with the Haringey Music Service (supported by the BBC Concert Orchestra) to deliver two concerts marking 100 years since the formation of the internee orchestra at the Palace. Both concerts (matinee and evening) were well attended with audiences of over 350 which included general public, relatives of those interned and friends and family of the orchestra and school children taking part.

The programme included music written and performed at the Palace including the Alexandra Palace Ragtime by Anton Wust, the junior choir from Rhodes Avenue School, and a talk from the Curator of Music at the British Library, Dr Rupert Ridgwell.

Feedback from attendees has been positive and this was a fantastic opportunity to talk to local residents about the upcoming restoration plans. All money raised from the collection buckets, hire of the blankets and brochure sales will be donated to the East Wing restoration project.

## 11.3 **Accuml8**

The final project of the centenary year will be working with Accuml8, a social enterprise to build the employment skills, confidence and sense of hope for long term residents at North London's YMCA. Young people will spend two days at the Palace finding out about the Palace's role 100 years ago, discussing different reasons for displacement and compare attitudes today and 100 years ago. Working with professors and students from Ravensbourne (specialist digital media and Design College) the young people will develop their photography and editing skills to create a 2016 Alexandra Palace fundraising calendar.

## 11.4 **Open House – 19<sup>th</sup> & 20<sup>th</sup> September**

As part of the London wide festival of architecture Alexandra Palace opened its doors for tours of the eastern end of the building. Tours focused on the upcoming building work to the East Court, Victorian theatre and the BBC studios and were marketed as the final opportunity to see the spaces before restoration work commences.

Online bookings went live on 14<sup>th</sup> August and within 6 hours all spaces on the tours were fully booked. Over 200 people visited the Palace over 2 days.

## 11.5 **Schools**

Since July 451 pupils have visited the Palace as part of the learning programme and bookings are now being taken until the end of the autumn term in December.

Our new learning leaflet (September 2015 – 2016) is in the final stages of design and once approved it will be sent to all schools in Haringey, Barnet and Enfield to raise awareness of using the Palace to enrich the national curriculum. The leaflet includes details about six workshops, five self-led activities and two outreach programmes (delivered in schools) which examine the history of the Palace, its cultural heritage and explore the impact of the current restoration plans.

We are currently engaging with all 62 borough primary schools and there is now a core group of local schools booking workshops. To complement our schools programme we are looking to launch "Ally Pally Pals", a family club designed to encourage repeat visits to the Palace's drop-in family activities. This will also assist with the creation of a database of local families who we can then update about the Palace's ongoing plans

## 11.6 **Volunteering**

Following the success of the War on the Home Front exhibition we are looking to develop our volunteer network with opportunities for weekend and evening volunteering. Since the launch of our volunteer programme, our team of over 50 volunteers have donated over 4,500 hours of their time.

### **11.7 Future Partnerships**

The Arts Award is a programme to inspire young people to grow their arts and leadership talents. Funding is available for new centres to pilot the Discover and Explore Awards (designed for 5 – 11 year olds) with young people interested in the arts. Alexandra Palace's Education Officer has met with the Head of St Paul's and All Hallow schools and discussions are ongoing about a joint application to pilot the award.

To mark the upcoming 80<sup>th</sup> anniversary of the world's first regular high definition television programme in November 2016, Alexandra Palace and Haringey Shed would like to secure funding to create an innovative piece of theatre celebrating the birth of a new technology and explore its impact on modern life. The project will commission a group of young local actors, including those with disabilities, from Haringey to produce the piece of work which will be performed at the Palace the first week of November 2016.

## **12. Legal Implications**

12.1 The Council's Assistant Director Corporate Governance has been consulted in the preparation of this report, and has no comments

## **13. Financial Implication**

13.1 The Council's Chief Financial Officer has been consulted on the preparation of this report and has no additional comments to make over and above those included elsewhere in this report.

## **14. Appendices**

14.1 Whats on Lampost banner examples

14.2 North West Yard photos

14.3 Draft Parks Vision October 2015

14.4 Graffiti Wall Health and Safety Executive SMART paint spraying

14.5 Alexandra Park Sandpit independent safety inspectors report

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

CHVRCHES  
27.11.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

FRANK  
TURNER  
26.11.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

FAITHLESS  
21.11.15 - 04.12.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

THE OM  
YOGA SHOW  
23.10.15 - 25.10.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

MIND  
BODY SOUL  
EXPERIENCE  
23.10.15 - 25.10.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

THE CLASSIC  
& SPORTS  
CAR SHOW  
30.10.15 - 01.11.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

BRING ME  
THE  
HORIZON  
28.11.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

DISCLOSURE  
01.12.15 - 02.12.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

GERMAN BIER  
FESTIVAL  
07.11.15

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

WORLD  
SNOOKER  
THE MASTERS  
10.01.16 - 17.01.16

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

TAME  
IMPALA  
12.02.16 - 13.02.16

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

WORLD DARTS  
CHAMPIONSHIP  
17.12.15 - 03.01.16

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

ENTER  
SHIKARI  
27.02.16

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

WORLD  
CHAMPIONSHIP  
PING PONG  
22.01.16 - 24.01.16

Alexandra Palace

WHAT'S ON  
AT ALLY PALLY

PAROV STELAR  
12.03.16

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Appendix 14.2 Alexandra Palace North West Service Yard Wall Photographs



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# Alexandra Park

## Towards a new vision



## **Alexandra Park: Towards a new vision**

### **Foreword**

Alexandra Park is a 196 acre landscape that was designed in 1863 by Alexander McKenzie. The Park is well maintained and enjoying its eighth year with a prestigious Green Flag Award. It's currently estimated that over three million people visit the Park each year (excluding event visitors, ice rink users and visitors in cars).

This regional park has an exciting history often linked to success of its owners which varied over the years from private companies and urban district councils, to the Greater London Council and London Borough of Haringey. Alexandra Park is comparable to some well-known parks in London including Mile End Park, Battersea Park and Crystal Palace Park. It could one day be as prestigious as a Corporation of London or Royal Park with the right investment. Alexandra Park is also inexorably linked to the fortunes of the Palace itself.

As the largest open space in Haringey, the Park provides huge opportunities and benefits for health, wellbeing and ecosystem services to the borough and beyond.

Over £3 million was invested by the Heritage Lottery Fund (HLF) and Haringey Council in a Landscape Development Project between 2002 and 2007. The Landscape Development project was shaped by a historical review and gives us the Park we see today. Its overall theme was "to reinforce the original 1863 layout through repair, removal of unwanted accretions and changes in management practice".

Sadly, current budgetary constraints only allow basic maintenance of the site with a few, small *ad hoc* projects as funding becomes available. The existing Park Management Plan contains a *strategy* section but only focuses on a high level overview for managing and developing each compartment.

The need for a detailed review of the Park in order to produce a new *Vision Statement* and *Master Plan* is clear. It's worth setting our aspirations high to match the success of the Events Business and the Regeneration Programme to complete a triangle of success! This project will put the Park in contention for a future funding bids including an application to the Heritage Lottery Fund, who have over £30 million available over the next two years.

The following paper sets out two aims and a number of objectives to move the Park forward over the next ten years.

Mark Evison  
Park Manager  
Alexandra Park and Palace Charitable Trust

## **Aims of the Park Vision**

I have set two simple aims for the Park Vision process; these capture the essence of the requirements to drive the Park forward.

1. To adopt a clear *vision statement* for the Park following the initial consultation undertaken in 2014-15
2. To review the Park as a whole and to identify opportunities for future funding, changes in management and suitable developments.

## **Objectives of the Park Vision**

To achieve the aims, five objectives have been identified:

1. Draft a new *Vision Statement* for consideration by stakeholders to be approved by the APP Board
2. Undertake a review of nine key aspects of the Park:
  - 2.1. Area Management Strategies
  - 2.2. Ecology and Natural Habitats
  - 2.3. Trees and Woodlands
  - 2.4. Design and Style (Park furniture)
  - 2.5. Physical Assets
  - 2.6. Visitor Numbers and Park Usage
  - 2.7. Paths, Roads, Traffic and Parking Layouts
  - 2.8. Tenants and the public 'facilities'
  - 2.9. Outdoor events and fundraising opportunities
3. Review other linked strategies at Local, Regional and National levels
4. Use objectives 1-3 to draw up a new Master Plan for the Park
5. Prioritise the projects identified (quick wins, funding options, 'oven-ready' projects for the future)

## **1. Introduction**

I started this process in 2014 by engaging the members of the Friends of Alexandra Park at their AGM to understand their feelings for the future of the Park. I then commissioned *Exterior Architecture* to produce a discussion document (Appendix A) which incorporated this feedback, my ideas and many of the ideas submitted by staff, Park users and others over the last few years.

There is more information on the how the discussion document was received in the Consultation section of this report and Appendix B. I will consider the feedback from these sessions to form the draft *vision statement*.

The feedback also helped me to confirm the nine areas required for detailed review. Where these reviews are undertaken by consultants the feedback will form part of their briefing. The rationale behind the nine areas is detailed in Appendix C

Concurrently, relevant local, regional and national strategies will be reviewed. These will include Haringey's Health and Wellbeing Strategy, Open Spaces Strategy and Biodiversity Strategy along with relevant London and National Biodiversity Action Plans (BAPs) and Planning Policies.

The outcomes of these reviews will be used to create a new Master Plan for a ten year period. I propose that the projects identified will be prioritised with the following in mind:

- To look for opportunities for quick-wins
- To identify projects that have accessible grant funding
- To create 'over-ready' projects by undertaking preliminary designs and costing to enable quick responses to future opportunities

## **2. Regeneration and other factors**

The construction phase of the Regeneration of the East Wing of the Palace is about to begin. This exciting time is an ideal moment to use the groundswell of support and interest for the Palace to consider the strategic future of the whole Park.

The Events business, the existing road, the Park tenants and our neighbours also influence the management of the Park, these aspects must all be carefully considered as part of the this project.

**3. Consultation Exercise**

To help set the parameters for the exercise, a number of user groups and other stakeholders were consulted during 2015:

- Friends of the Park Committee
- Friends of the Park membership
- Alexandra Palace Staff
- Grounds Maintenance Staff
- Advisory and Consultative Committee members
- In addition The Park Manager spoke to the AGM of the Warner Estate Resident’s Association, the Ally Pally (Facebook) dog group and provided a brief for the Palace View Resident’s Association AGM

The consultees were first asked a couple of introductory questions:



The responses can be summarised with two lines:



Other responses to the questions can be grouped as follows:

Strolling	Natural environment
Children Mixed Users	London and Wider
Quiet and peace	Wood Green
Freedom from restriction and access	It’s London’s Park
Formal and Informal space	Memories
Space for picnics	View of London skyline

The groups were then presented with the discussion document and were asked to identify which areas they supported and which ideas were missing from the document.

## Feedback from Consultations

The most in-depth consultation took place with the Friends of the Park committee, a group of highly motivated volunteers who manage a programme of successful events and co-ordinate opening of the Park Information Centre every week of the year.

The discussion was very positive and this list of responses demonstrates the level of support for the ideas raised:

- improving the play area by the lake and play options elsewhere
- review of the Grove car park entrance
- activity zone in the north east corner
- formal review of the Rose Garden planting and design
- Bedford Road and 'Paddock junction' reviews
- drainage review and resurfacing of the lower road
- formal review of the South slopes to incorporate trees, views, formal beds
- formal landscape review of the Grove

The group also identified that there were a number of "missing" landscape items which should be considered as the project develops:

- Review soft vs hard paths & connectivity and consider new paths at Newland field/Race Course and across Redston field & race course
- **Toilet provision especially in the Grove**
- Increase interest and variety of tree and shrub planting
- Survey and create a habitat map and landscape review
- Consider naming of the roads/paths, possibly with sponsorship

The result of consultations with all of the other groups is that all the items in the discussion document were generally supported. The most notable exception was a comment from the Grounds Maintenance Team that the Rose Garden is currently looking attractive so improvements should be concentrated in other areas of greater need such as damaged pathways. Participants identified many individual ideas during the discussions which have been grouped under six themes

- **Paths, Roads Traffic and Parking**
- **Play Area**
- **Wildlife and Natural Landscape**
- **Infrastructure Projects**
- **Funding and Commercial**
- **Security and Safety**

There were also a number of direct suggestions for activities and events in the Park. More details of the responses are set out in the table in Appendix B. These ideas will be all considered in the review of the nine key aspects of the Park.

### **Park Manager's ideas**

I have been in post for over eight years. During this time the Lottery Funded Project has been completed, the Grounds Maintenance Contract re-tendered, the Green Flag, and Green Heritage Awards have been achieved and retained. As a judge in the Green Flag Award scheme and Chair of the *London Parks Benchmarking Group* I have visited many other sites in London and beyond and frequently meet fellow Parks Professionals. I have undertaken this exercise using my experience together with valuable feedback from Park users, and neighbours, the Friends of the Park and the Vision Consultations.

### **Responses to park questionnaires**

The Friends of the Park and local school children have undertaken Park Visitor questionnaires over the last year. When asked why they visit the Park, respondents gave broadly similar answers to those given above:



I was also pleased to note that almost all respondents said they felt safe in the Park and almost 100% felt the current quality of the Park was **good** or **excellent**.

### **Tenant Review**

The Grounds Maintenance Team, AP Staff and Friends of the Park committee each undertook a SWOT (Strength Weakness Opportunity Threat) exercise for the Park tenants. Each tenant's operation had a number of strengths and weaknesses, but there were no strong arguments for or against any in particular.

The financial arrangements of the tenants was not considered at this time.

**4. Action Plan**

In order to achieve the aims and objectives, I have drawn up an Action Plan to show individual actions with responsibilities, estimated costs and timescales:

	<b>Action</b>	<b>Cost</b>	<b>Date</b>
<b>1.</b>	<b>Draft a new <i>Vision Statement</i> for consideration by stakeholders to be approved by the APP Board</b>		
1.1	Draft statement for internal approval	Time	<b>November 2015</b>
1.2	Statement presented to Advisory and Consultative Committees	Time	<b>February 2016</b>
1.3	Statement approved by APP Board	Time	<b>February 2016</b>

<b>2.</b>	<b>Undertake a review of nine key aspects of the Park</b>		
2.1	Area Management Strategies	Time	December 2015
2.2	Ecology and Natural Habitats	£2,200	December 2015
2.3	Trees and Woodlands	£2,500?	December 2015
2.4	Design and Style (Park furniture)	£2,500?	February 2016
2.5	Physical Assets	£2,500?	February 2016
2.6	Visitor Numbers and Park Usage	Time	April 2016
2.7	Paths, Roads, Traffic and Parking Layouts	Time/£?	April 2016
2.8	Tenants and the public 'facilities'	Time	April 2016
2.9	Outdoor events and fundraising opportunities	Time	April 2016

<b>3.</b>	<b>Review other linked strategies at Local, Regional and National levels</b>		
3.1	Identify relevant strategies and policies	Time	December 2015
3.2	Review relevant strategies and policies	Time	February 2016

<b>4.</b>	<b>Use objectives 1-3 to create a new Master Plan for the Park</b>		
4.1	Create a prioritised action plan	Time	April 2016
4.2	Engage landscape architects to draft a suitable Master Plan Drawing(s)	£5,000?	May 2016

<b>5.</b>	<b>Prioritise the projects identified &amp; create new Vision Action Plan</b>	Time	<b>July 2016</b>
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## **5. Costings & Funding**

Of course budgets are limited, estimated costs for the elements of this exercise are listed in the table above. Much of the work can be undertaken directly by the Park Manager.

Defining and designing priority projects will also move the Trust onto the front-foot when it comes to grant funding opportunities. The Fundraising Manager is already providing advice and we'll be in a strong position to take full advantage of opportunities once the new Action Plan is in place.

Direct income from Park Events beyond damage repair is needed to prevent erosion of the quality of the site by wear and tear and 'invisible damage' (such as ground compaction reducing tree health).

The current revenue budget is limited and has decreased over the past ten years. The new Grounds Maintenance Contract commencing 2016 will include some efficiency savings but the capital development spending is very limited for a Park of this stature.

Investigation into ways to increase income from leases, licences and outdoor events is essential and the Park Manager and the Events team continually discuss opportunities.

## **6. Conclusion**

Alexandra Park is well used, well-loved and deserves to be maintained and developed to high standards. The aims and objectives identified break down the huge task of managing the site into manageable pieces.

I believe that having a fresh look at the Park with a holistic view will reduce the need for fire-fighting and set the Park on a stronger footing for a successful future.

It will also help keep the Green Flag Flying!



Much of the work can be carried out within existing budgets and staff resources, the exercise will also help increase opportunities to obtain grant funding in future and to maximise the income from the Park.

**7. List of Appendices**

Appendix A: Exterior Architecture's discussion document

Appendix B: Feedback from Consultations

Appendix C: Rationale for nine areas to be reviewed

Appendix D: Links to Other Strategies



Exterior Architecture Ltd.

## Alexandra Palace

### Landscape Vision

27/11/2014

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01-02	Vision Masterplan
03	Enhanced Play
04	Activity Zone
05	Rose Garden
06	Junction One
07	Junction Two
08	Central Route
09	The Grove
10	Formal Planting





- 1 ENHANCED PLAY**
  - Key Destination
  - Out of Date
  - Bleak
- 2 ACTIVITY ZONE**
  - Ideal location
  - Mixed use potential
  - Increase usage
- 3 ROSE GARDEN**
  - Tidy up e.g. Benches, Hedges, and Fountain
  - Key Feature
  - Potential for open views of London
- 4 JUNCTION ONE**
  - Difficult Junction
  - 'Main' Entrance
  - In need of pedestrian friendly connection
- 5 CENTRAL ROUTE**
  - Central Path
  - Views of the palace
  - Collection of rainwater
- 6 JUNCTION TWO**
  - Uneven ground
  - Not wheelchair/pushchair friendly
  - Woodland Management
- 7 FORMAL PLANTING**
  - Framing the building
  - Key path
  - Entrance space
- 8 THE GROVE**
  - Key avenue
  - Orchard opportunity
  - Entrance space

**LANDSCAPE VISION**

ALEXANDRA PALACE, LONDON | NOVEMBER 2014

Studio 1S  
 Hewlett House  
 Havelock Terrace  
 LONDON SW8 4AS  
 +44 207 978 2101



1 ENHANCED PLAY



- Key Destination
- Out of Date
- Bleak

2 ACTIVITY ZONE



- Ideal location
- Mixed use potential
- Increase usage

3 ROSE GARDEN



- Tidy up e.g. Benches, Hedges, and Fountain
- Key Feature
- Potential for open views of London

8 THE GROVE



- Key avenue
- Orchard opportunity
- Entrance space

7 FORMAL PLANTING



- Framing the building
- Key path
- Entrance space

6 JUNCTION TWO



- Uneven ground
- Not wheelchair/pushchair friendly
- Woodland Management

5 CENTRAL ROUTE



- Central Path
- Views of the palace
- Collection of rainwater

4 JUNCTION ONE



- Difficult Junction
- 'Main' Entrance
- In need of pedestrian friendly connection



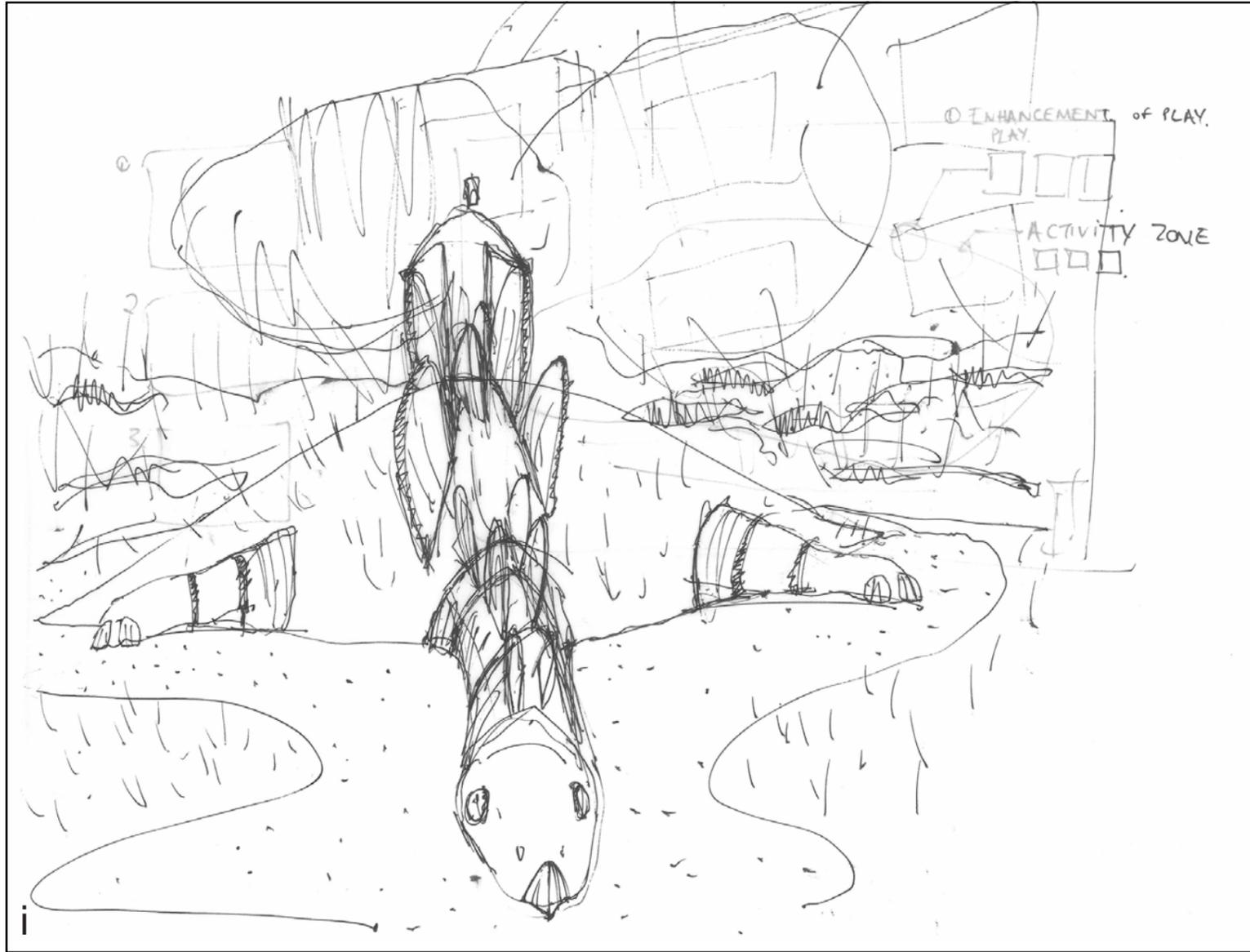
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# 1 ENHANCED PLAY



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## 2 ACTIVITY ZONE



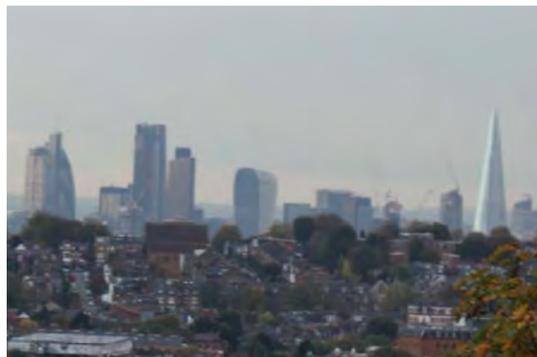
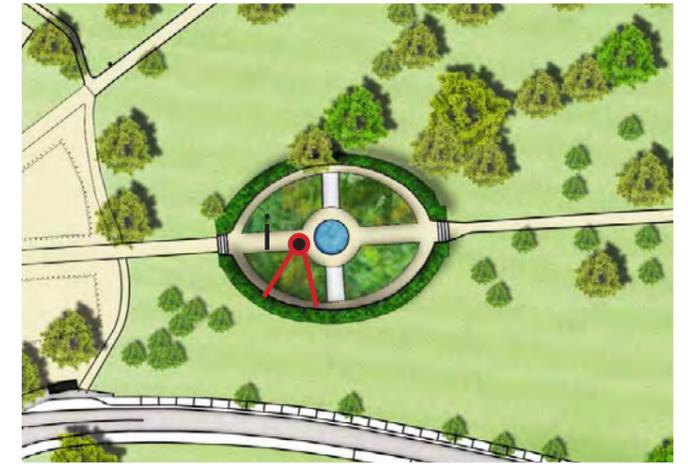
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### 3 ROSE GARDEN



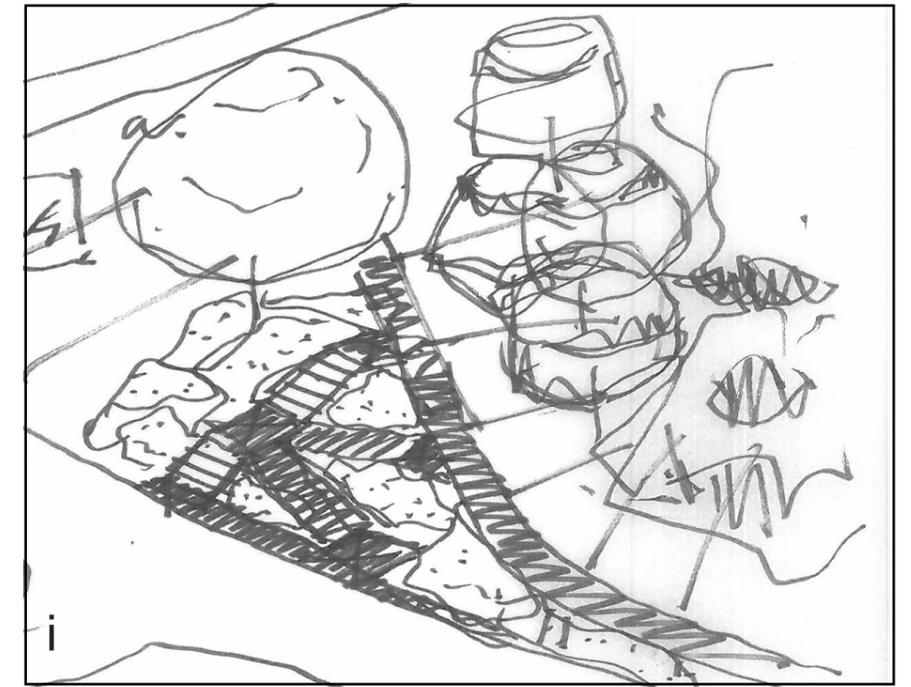
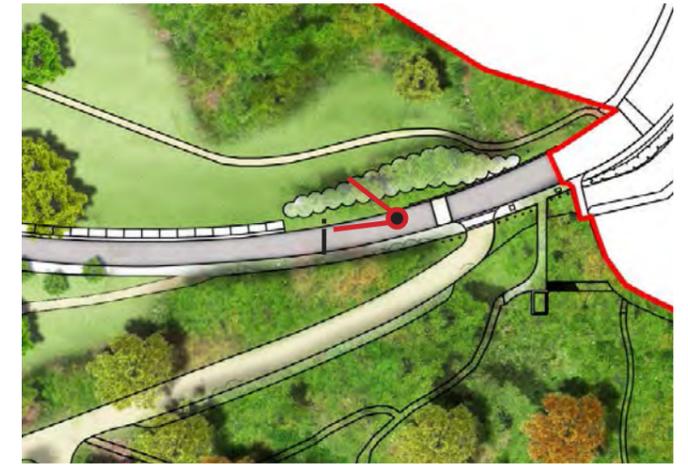
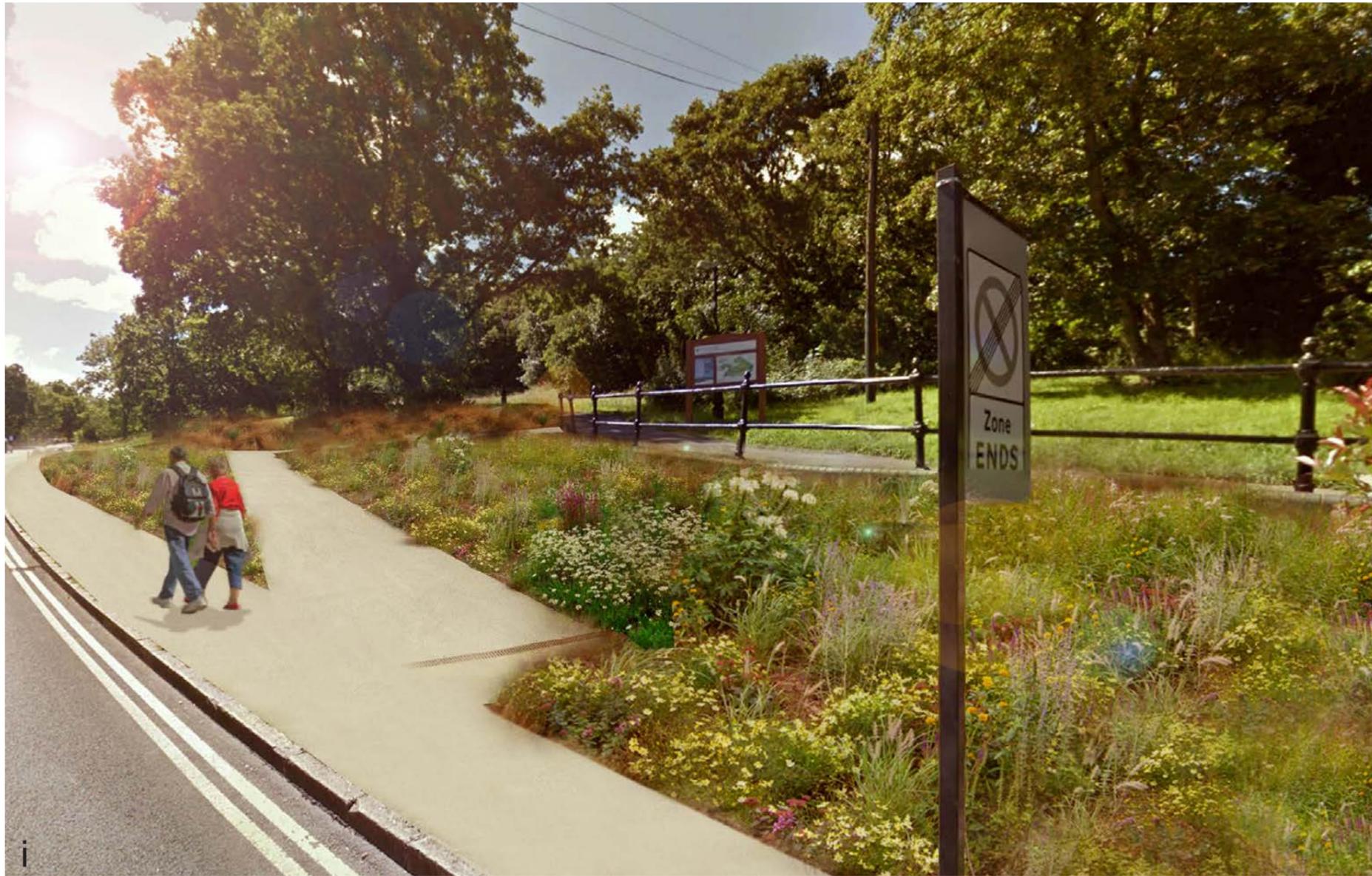
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# 4 JUNCTION ONE



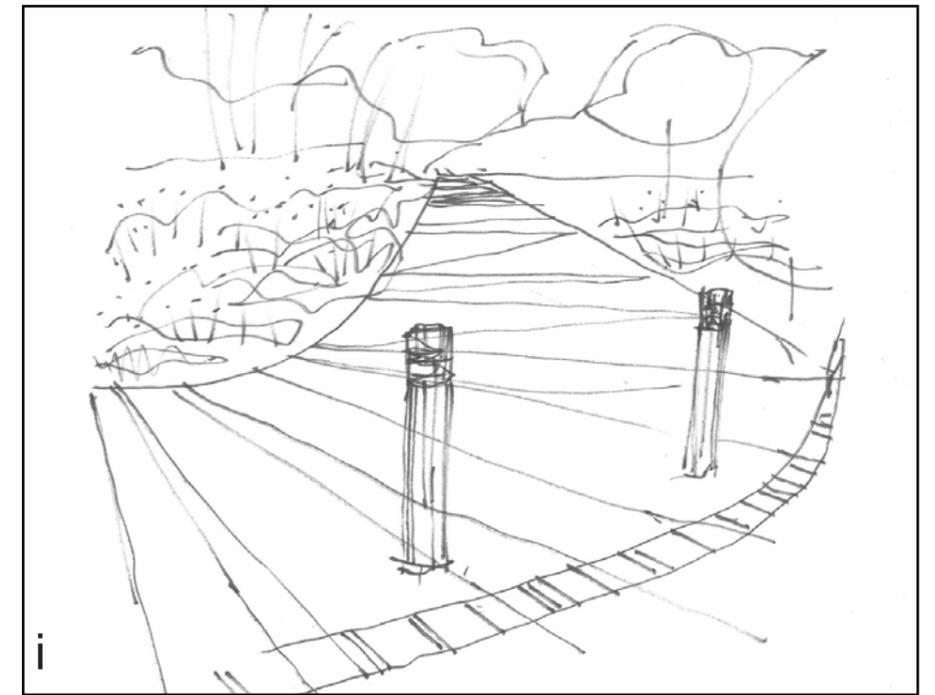
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# 5 JUNCTION TWO



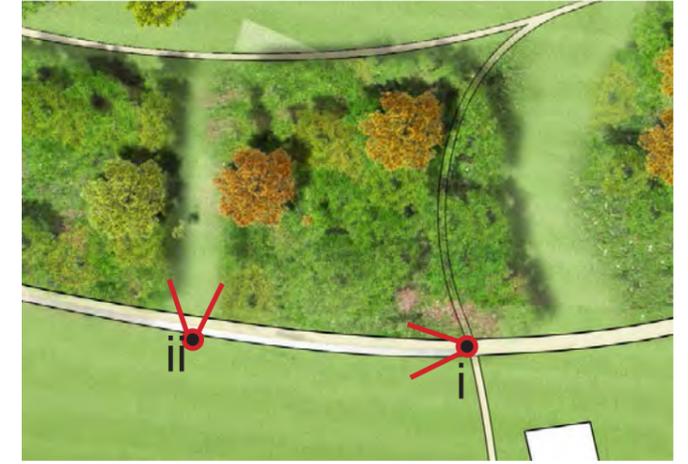
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# 6 CENTRAL ROUTE

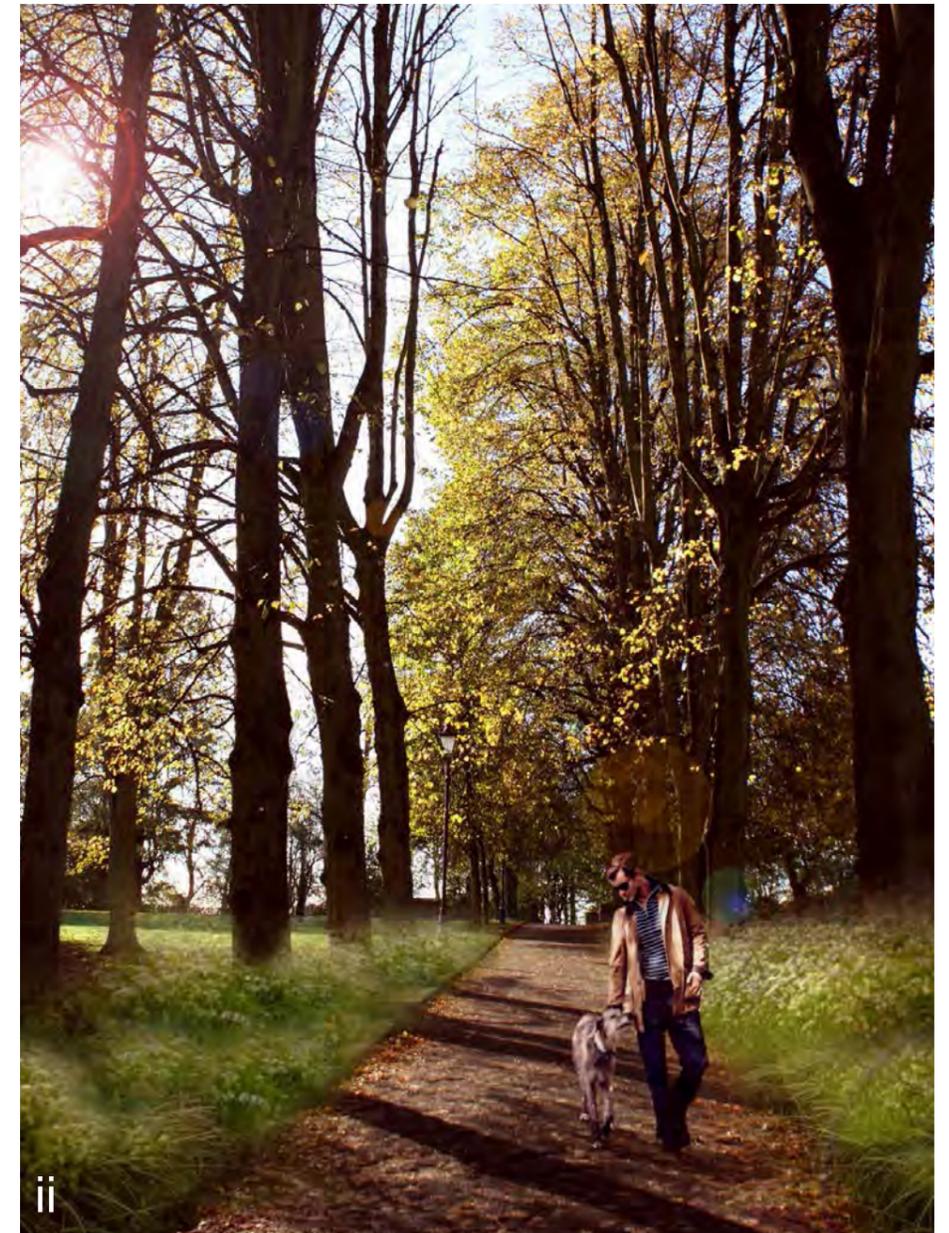
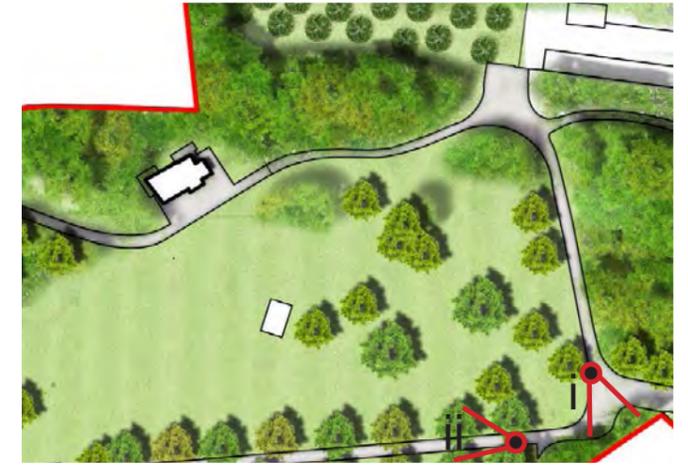


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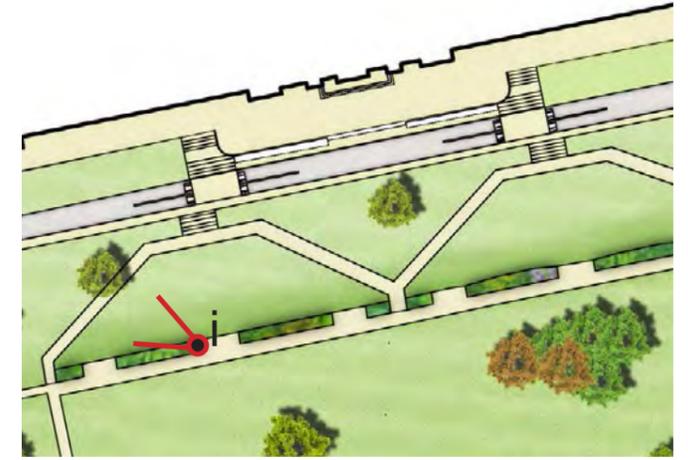
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# 8 FORMAL PLANTING



## LANDSCAPE VISION

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+44 207 978 2101



## Appendix B: Summary of Feedback from consultations

<p><b>Infrastructure Projects</b></p> <p>Family friendly cycle trail &amp; hire  Off-road cycling course  Remove old race course posts  Toilets in Grove, Toilets  Lower road drainage  Drainage &amp; ditches &amp; black holes  Focus on broken paths not rose garden  floodlights on fairground car park  Power and water (for events)  Drinking Fountain  Townscape Boards (to interpret the view from the Terrace)  Flags on entry (totems)  Signage (within and without the Park)  Fitness Trail (wooden)  Free climbing wall  Install stone seal  Entrance review  Deal with muddy areas  Bridge to Muswell Hill  Preserve general layout improve quality increase footfall, improve relationship with Palace building</p>	<p><b>Paths, Roads, Traffic and Parking</b></p> <p>Paddock more spaces, traffic flow lighting  Roundabout at paddock  Pavement on roads at paddock  Speeding cyclists on lower road – segregation  AP way crossing point  Car park and road traffic Zebra crossing at palm court  Pavilion parking – bays/lines  HLF travel plan  Divert traffic 10am-1pm  Better link to Palm Court entrance for events  Accessible parking bays in Grove cp  AP way parking bays (new path) hindrance to event egress</p>
<p><b>Play Area</b></p> <p>Phased improvement (HIGH)  tube thru' hill  Barefoot walk  Other play equipment elsewhere</p>	<p><b>Wildlife and Natural Landscape</b></p> <p>Tree Management to remove barriers and weak trees  Improve views (south front trees)  Natural planting  Ruts on grass install posts on corners  Bee line Enfield to Croydon  Improve tree belts North Yard and West slip  Garden Centre wild area is a mess  Paddock woodland Forestry Commission  Box hedging around south front bedding  Improve variety of planting (10 year plan)  Manage arboreta  Remove weed shrubs  Improve the lake for fishing</p>
<p><b>Funding &amp; Commercial</b></p> <p>Don't commercialise the Grove  Deckchairs  Street names of paths (sponsorship)  Improve website  Publicity Park vs Palace Improve cross-over between garden centre café and B&amp;K pub  Wayfinding  Events= Park improvements  What is proportion of Palace: Park event income</p>	<p><b>Security &amp; Safety</b></p> <p>Scooter/ motor cycle problems  Close the Park over night  RAG &amp; out of bounds areas (for events)  Re-open the Lido  Wheel chair users</p>

**Ideas and Feedback for activities and events (no particular order)**

Terrible funfair

Team challenges events

Partnership with RSPB/LWT, LWT stand

Bungee jumping

Classic Car run

Le Grand Depart

AP Own events (half marathon)

Health leaflets – tracks and routes schools

Baseball Softball Pitch, volleyball

Football pitches

Vintage car boot sale (Paddock)

Xmas market & open air ice rink

Pop-up wedding venue

Artist in residence (elephant trail) sculptures

Bandstand programme

Free resources

## **Appendix C: Rationale for nine areas to be reviewed**

### **Area Management Strategies**

The current Area Management Strategies set out in the Park Management Plan were compiled around 2005 and have been updated for each Green Flag Award application since. They should now be reviewed to take into account feedback from the consultation exercise, new discoveries in the history and heritage of the Park and changes to public usage and facilities in each area. This review should also incorporate the recommendations from the reviews of the other eight key aspects, and the Phase 1 Habitat Survey in particular.

### **Ecology and Natural Habitats**

There are many wildlife records for the Park collected over the years and the 2010 Bioblitz identified over 600 species in the Park in one day. The Park is certainly teeming with wildlife and a more holistic approach is needed to update management and maintenance strategies. A Phase 1 survey would provide a new baseline and will guide future maintenance and management.

### **Trees and Woodlands**

The tree safety inspections have over the past few years reduced the number of hazardous trees on site. This work has taken priority over tree works for other reasons such as habitat management, aesthetic and heritage reasons. A full tree and woodland review will result in well management woodlands, interesting and magnificent specimen and veteran trees and well-framed vistas. This is especially important with the rise of new threats to our trees including Massaria disease of Planes and Oak Processionary Moth

### **Design and Style (Park furniture)**

A very basic Park Furniture Design Guide was drawn up following the Landscape Development Project in 2008. The Park furniture still lacks continuity and cohesion of design. A new set of parameters for Park furniture, combined with a detailed asset survey will help deliver a more consistent and better quality infrastructure. Consideration will be given to event operations to help maximise flexibility of the Park for future use.

### **Physical Assets**

There is no detailed asset register for the Park, so we currently have very little idea of the number or value of the assets and no detailed information on their quality, lifespan or replacement cost. Gathering this information would help formulate a future maintenance plan and assist with budget setting. It would contribute greatly to understanding the value of the Park.

This is illustrated by the example of an 11.7 hectare park in an Inner London Borough. This park was registered on that Council's asset list at a value of £1. Once the assets including soft and hard landscape, play equipment, trees, buildings and top soil were actually considered and valued, the figure was a much more realistic £50,000,000.

### **Visitor Numbers and Park Usage**

The value of Parks can be measured as the sum of the assets as described above, but this figure has more context when considered against the number of people who visit those parks. Current estimates put the number of Park visitors coming on foot at around

3 million per annum. Many more come by car or bus and many, many more come to visit the Palace for events.

As well as establishing more accurate numbers, this is also an opportunity to understand how the Park is used and to engage with users. Whilst the Park is happily used by most of our 3 million visitors per year there are a number of key concerns:

- Unfettered use of East Car Park and the Parking Bays on Alexandra Palace Way. This free-use attracts groups of youths in cars who bring in takeaway food, drugs and alcohol. They use the Park as a rubbish tip, smash bottles and have sex.
- Dumping by neighbours. Refuse and green waste is dumped in the Park by many of our neighbours.
- Graffiti, littering, fires, anti-social behaviour and low-level disrespect. Common issues for all Parks, well worth considering to help design out crime and increase usage

### **Paths, Roads, Traffic and Parking Layouts**

The Paths and Roads are obviously very important for flow of Park Users (and customers) a number of 'missing' paths have been identified over the years by users, efficient traffic flow into, out of and around car parks is essential at peak times and efficient parking layouts are also keys to ensuring a good experience for customers.

Car Park Charging must also be mentioned as an potential management tool and revenue scheme.

### **Tenants and the public 'facilities'**

The Park tenants offer public facilities ancillary to a good Park. They provide catering, sports activities and other community use. Their offer and use of the buildings and space in the Park should be considered together with other facilities such as toilets and the wider mix of activity across the site.

Undertaking this review as part of the wider scheme will allow a holistic approach, rather than the current reactive approach.

### **Outdoor events and fundraising opportunities**

2015 has been a very successful year, with many outdoor events. The Park (including the Terrace) has hosted 20 event days (plus 50 drive-in cinema screenings) for 90,000 visitors and this has provided a very healthy profit for the Trading Company.

These 'medium and large' events are just part of the variety of activities that take place in the Park, there are plenty of other paid & free activities for, local or much wider audiences and families. Cross country running events are 'private' and bring a different audience to site than the Conservation Volunteer events.

The wide range of activities helps to bring new visitors to the Park and Palace and we hope that they become regular customers! The draft Outdoor Events Strategy (2012) will be revisited during this exercise.

Fundraising activity is not limited to events, other things to consider are sponsorship (public and commercial), grant funding and other private investments.

## **Appendix D: Links to Other Strategies**

The following relevant strategies have been identified so far for follow up:

### **Haringey Health and Wellbeing Strategy (2015)**

The Haringey Health and Wellbeing Board (HWB) have adopted a strategy with nine ambitions for the future health and wellbeing of Haringey residents. A high quality Park can contribute to most of these ambitions. The HWB should be consulted on the potential for a partnership to assist in fulfilling their ambitions.

### **Haringey Open Space Strategy (2006)**

Cllr Hillman's foreword describes the borough's desire for communities to be proud of their local Parks and I feel with the Green Flag Award, Green Heritage Award and London in Bloom accreditation that residents and visitors can be proud of Alexandra Park.

Haringey's Open Space Strategy has eight objectives and Alexandra Park can certainly help contribute to most of them.

### **Haringey's Biodiversity Action Plan (2010)**

In developing the Biodiversity Action Plan (BAP), Haringey Council is seeking to protect and enhance biodiversity value across the borough for the benefit of all those that live and work within it, and in doing so support regional, national and global efforts to halt the decline in biodiversity. The plan recognises that to achieve this aim a wide range of partners from across the whole community will need to be involved in delivering actions and that integrating biodiversity into wider everyday thinking is necessary.

The aims and actions from this plan (and from priority habitat and species plans) will be reviewed and considered for Alexandra Park.

### **Haringey's Planning Policies**

The relevant policies relating to open space and the Alexandra Park and Palace Conservation Area will be reviewed.

# SMART paint spraying

## How to control health and safety risks



INDG473, published 2014

### Introduction

#### **Who is this leaflet for?**

This guide is for SMART (small and medium area repair technique) repair sprayers using isocyanate-based and other paints and who generally have no fixed place of work. It is also useful for franchisees, managers and operators in motor vehicle repair bodyshops, who manage, carry out or commission SMART type repair. It replaces the previous version, published as *Motor vehicle repair: Good practice for SMART sprayers* (WEB33).

#### **What is it about?**

It describes how to control risks to health and safety from paint spraying in SMART repairs. These procedures are normally sufficient to achieve 'adequate control' for SMART spraying techniques, as defined under the Control of Substances Hazardous to Health Regulations 2002 (COSHH).

Paints include surface coatings that are dried or cured by infrared or UV light, chemical hardeners or other means. Some of the paints and lacquers used in SMART repairs contain isocyanates.

There is a chance of developing occupational asthma when working with isocyanate-based paints/lacquers, and also of developing dermatitis from these and other 'reactive' products. If you become affected you will probably never be able to work with these products again.

#### **How can it help me?**

This leaflet can help you with your COSHH assessment. That assessment may show that different controls apply in your circumstances. You will need to record any such conclusions unless you are self-employed or an employer with five employees or fewer, although it is still useful so you can review it at a later date, eg if something changes.

This publication supports existing guidance on the subject. See HSE's motor vehicle repair site ([www.hse.gov.uk/mvr](http://www.hse.gov.uk/mvr)) and particularly the publications *Safety in isocyanate paint spraying*<sup>1</sup> and *Isocyanate paint spraying: Safely managing spray booths and rooms*<sup>2</sup> for further details.

#### **What are the key precautions for SMART spraying?**

- Wear suitable respiratory protective equipment.
- Keep other people away from spray mist.



**Figure 1** Well-defined external area ready for SMART spraying

### What is SMART spraying?

SMART spraying is the spray application of a surface coating to parts of motor vehicles as part of a repair, usually outside the customer's house or place of work. The parts coated should not extend to a complete panel or panels.

Typically, SMART spraying is by:

- mini-spray gun or airbrush, normally having an inlet pressure up to 2 bar, delivering a volume of air much less than 150 l/min and a fluid flow well below 100 g/min; or
- pre-packaged aerosol spray can.

**The quantity of paint sprayed is unlikely to exceed 25 ml per coat. The time spent spraying paint is unlikely to exceed 1 minute per coat, although the spray job may take a few minutes.**

Bodyshops are now using similar techniques to SMART spraying to decrease throughput times in their workshops. If greater quantities are to be used (than specified above) or spraying time is likely to be longer than a few minutes in total, then further control measures will be required to achieve adequate control (eg spraying in a suitable spray booth/room).

The exact definition of what is or is not SMART spraying is not important as long as the exposure to the hazardous substances is well controlled.



**Figure 2** Typical SMART repair

## Paint hazards and risks

### **Conventional paint spraying products**

Conventional spraying products are solvent-based, commonly known as 'cellulose paints'. The health risks from spraying typically include irritation of eyes, nose and throat, and mild reversible effects on the body, which usually do not cause permanent damage in the small quantities commonly used.

### **Isocyanate SMART spraying products**

SMART spraying products are reactive – one-pack products, or two-pack products that require mixing before use. The products may be solvent-based or water-based. The health risks depend on the chemistry, but for '**reactive**' products:

- isocyanate-based products (including water-based isocyanate products) may cause asthma and dermatitis;
- UV-curable products may cause dermatitis (and may contain isocyanate);
- other products (eg acid-cured) may cause effects at least as serious as solvent-based products, including irritation of eyes, nose and throat, and mild reversible effects on the body.

**Table 1** Some common misconceptions about isocyanates

<b>False</b>	<b>True</b>
Isocyanates contain cyanide that poisons you.	Isocyanate doesn't contain cyanide.
Isocyanates cause cancer.	Isocyanates cause asthma.
Isocyanates get into the body through thin skin, eg around the eyes.	Isocyanates get into the body by breathing in mists.
I'm safe – there's no history of asthma in my family.	Isocyanates can cause asthma in anyone who is exposed. Smoking makes developing asthma more likely.
My paint doesn't contain isocyanate, so it is perfectly safe.	Auto paints are 'dangerous for supply'. Read the safety data sheet!

**Storage**

Keep the quantities of stored paint products to a minimum. If other SMART products contain peroxides (eg activators for polyester resins used with fillers or fibreglass), these must be kept apart and stored in a sealed metal container.

**Controlling risks****Training and competence**

SMART sprayers should be trained to:

- understand the hazards and risks, and how to control them;
- recognise the signs of ill health, and what to do about them;
- use equipment, RPE and products safely;
- maintain equipment and RPE;
- decontaminate and dispose of waste properly.

SMART sprayers should be able to provide evidence of training from their franchiser, product supplier or professional training provider.

**Respiratory protective equipment (RPE)**

The sprayer needs to ensure that suitable RPE and other personal protective equipment (PPE) is worn, including when SMART spraying is carried out externally. When SMART spraying with **reactive products**, the sprayer will also need skin protection.

Some reactive products may contain isocyanates. If this is the case, RPE needs to be air-fed with an assigned protection factor (APF) of 20 or higher, eg LDM2 air-fed half mask or LDH3 air-fed visor. Filtering RPE is not suitable for spraying products containing isocyanates.

Suppliers of RPE for spraying will be able to advise you further.



**Figure 3** Air-fed mask



**Figure 4** Air-fed visor



**Figure 5** Filtering RPE for non-reactive products

The compressor must deliver enough clean air for the air-fed RPE to work properly (in addition to the air needed for the spray equipment). To prevent the breathing air supply getting contaminated, you should keep the compressor and its air intake upwind or outside of the spray area and clear of other harmful substances.

**Note:** It is recommended that you use the same types of PPE when spraying with **non-reactive products**. However, half-mask filtering RPE with an assigned protection factor (APF) of 10 or higher, or disposable RPE with the same APF, can be used instead of air-fed RPE for these less hazardous products.

RPE has to fit and work properly every time it is worn. Fit testing and training in use and maintenance is essential and can be arranged through the RPE supplier or by training organisations.

### Testing and maintenance

- Check that there is a good flow of clean air to your respirator every time you put RPE on. Air-fed visor RPE should have low-flow alarms.
- At least once a week, check that the compressor and air lines are in good condition and that the filters and traps are clean. Record these checks in a log book, with details of any parts replaced (eg exhalation valves for half-mask respirators, face seals for visors).
- BS EN 529:2005 recommends that the volume flow and quality of the supplied air should be thoroughly tested at suitable intervals as specified by a competent person after risk assessment.<sup>3</sup>

### Other PPE

- If you use a half-mask respirator, you may also need chemical protective goggles.
- Use overalls with a hood.
- Use single-use gloves. Nitrile gloves are suitable. Single-use gloves are disposable – throw them away after each spray application.

**Figure 6** Chemical protective goggles



**Figure 7** Protective gloves



### Record keeping

Keep written records of:

- RPE testing;
- testing the compressor reservoir air filters;
- air quality testing;
- disposal of hazardous wastes;
- periodic testing of pressure and electrical systems.

These records should be available for inspection.

Separate confidential records for health surveillance and biological monitoring (see below) should be kept secure by relevant authorised persons.

## Spraying location

Regardless of where the spraying takes place, you need to prevent unprotected people being exposed to the spray. The sprayer needs to ensure that suitable RPE and other PPE are worn.

## Spraying outdoors

Keep anyone without air-fed RPE a minimum of 5 metres, but preferably 10 metres, away from spraying. At this distance, there is minimal health risk to other people.

Wear all RPE and other PPE for gun priming, spraying and gun cleaning. Keep wearing it all until the job – including gun cleaning – is finished.



**Figure 8** Spraying outdoors in a cordoned-off area

## Spraying indoors

If spraying indoors, you should preferably use a spray booth or spray room and, as for conventional paint spraying, adopt the same controls (including RPE).

These controls are explained in HSE publications *Safety in isocyanate paint spraying* and *Isocyanate paint spraying: Safely managing spray booths and rooms*.

## Workshop spraying

Spraying in a workshop with SMART spraying techniques should only be carried out when:

- everyone without airfed RPE is prohibited from the room during your work; and
- RPE is always worn until you leave the room; and
- all RPE/PPE is also worn for gun priming and gun cleaning.

Even when using a spray booth, spray room or capture unit, sprayers still need to wear airfed RPE and PPE, and bystanders should be excluded when using isocyanate-based products. The duty is to control exposure to isocyanates to 'as low as is reasonably practicable' (ALARP).

There is more guidance on capturing paint mist in the HSE publication *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)*.<sup>4</sup>

When products containing isocyanates have been used, wear air-fed RPE when re-entering the workshop. The time for this requirement is generally considered to be 30 minutes but this can be adjusted to longer or shorter times, depending on the workshop layout, design and ventilation performance.

## Monitoring and health

### **Monitoring exposure**

Currently, the only practical way to monitor the personal exposure from isocyanate spraying (from all routes of exposure) involves the worker providing a urine sample at the end of a shift.

A urine sample should be taken from SMART spray painters who may have potentially significant exposure to isocyanates. In the case of SMART sprayers, factors pointing towards 'significant exposure' may include where the spraying is carried out (eg in the workshop), the amount of isocyanate paints sprayed (larger repair dimensions), the number of times being sprayed during the shift and the use of unsuitable RPE etc.

Test results above the biological monitoring guidance value indicate the failure of exposure controls which should then be investigated and effective action taken to ensure they are fully implemented. Repeat samples should be taken to check that controls are working and preventing further exposure. For more information see the HSE publication *Urine sampling for isocyanate exposure measurement*.<sup>5</sup>

Where it is required, this urine sampling should be carried out at least yearly. For new employees, a sample should be taken during the first few months to show that the controls and working practices are providing protection.

### **Health surveillance**

You should also provide health surveillance for your employees to check for signs of dermatitis and for those using paints containing isocyanates – they should also be checked for signs of asthma. If you are self-employed, you are advised to undergo health surveillance.<sup>6</sup>

Urine testing (see above) for isocyanates only checks whether the worker has been exposed, not whether their health has been affected.

The signs of ill health include the following:

#### **Asthma**

- Recurring sore or watering eyes.
- Recurring blocked or running nose.
- Persistent cough.
- Chest tightness (often occurring outside work hours).
- Wheezing.
- Breathlessness.
- Flu-like shivers.

### *Dermatitis*

- Skin redness or soreness.
- Itching.
- Rash.
- Skin cracking or peeling.

If you develop abnormal symptoms you should tell your employer immediately or, if you are self-employed, you should seek advice from an occupational health professional (eg doctor or nurse).

### **Other SMART spraying risks**

- Cleaning the spray gun with thinner, then spraying dry, produces the same hazards as spraying paint. Use the same controls as for spraying.
- Cleaning your hands with thinners can cause dermatitis. Use suitable skin cleaning products.
- UV lamps produce radiation that is harmful to the eyes and exposed skin. Control the risk – keep everyone away from UV lamps, and arrange screens to stop reflected light.
- Inspect and test electrical equipment regularly (eg once a year).
- The compressor is a 'pressure system', so you need to have the compressor reservoir examined regularly. Your insurance company can advise you on how often you should do this.
- Products used in spraying are usually flammable or highly flammable. They require safe storage.
- The small quantities of products used in SMART spraying mean that any fire risk is only likely to be within 15 cm of the sprayer nozzle.
- Carry a fire extinguisher containing carbon dioxide or dry powder. Replace it when it reaches its expiry date. Exclude ignition sources (eg no smoking, naked flames or grinding wheels) while spraying.
- Keep out of traffic routes and away from moving vehicles. For work in car parks or on public roads, wear a high-visibility vest over your overalls.
- Secure safe access for working at height. A tower scaffold or other working platform is preferable to a ladder. **Never work from the top of your van.**

### **References**

1 *Safety in isocyanate paint spraying* Leaflet INDG388(rev2) HSE 2013  
[www.hse.gov.uk/pubns/indg388.pdf](http://www.hse.gov.uk/pubns/indg388.pdf)

2 *Isocyanate paint spraying: Safely managing spray booths and rooms* HSG276  
HSE 2013 [www.hse.gov.uk/pubns/books/hsg276.htm](http://www.hse.gov.uk/pubns/books/hsg276.htm)

3 BS EN 529:2005 *Respiratory protective devices. Recommendations for selection, use, care and maintenance. Guidance document* British Standards Institution

4 *Controlling airborne contaminants at work: A guide to local exhaust ventilation (LEV)* HSG258 (Second edition) HSE Books 2011 ISBN 978 0 7176 6415 3  
[www.hse.gov.uk/pubns/books/hsg258.htm](http://www.hse.gov.uk/pubns/books/hsg258.htm)

5 *Urine sampling for isocyanate exposure measurement* COSHH essentials sheet G408 HSE 2006 [www.hse.gov.uk/pubns/guidance/g408.pdf](http://www.hse.gov.uk/pubns/guidance/g408.pdf)

6 *Health surveillance for occupational asthma* COSHH essentials sheet G402  
HSE 2006 [www.hse.gov.uk/pubns/guidance/g402.pdf](http://www.hse.gov.uk/pubns/guidance/g402.pdf)

### Further reading

HSE's motor vehicle repair website: [www.hse.gov.uk/mvr/](http://www.hse.gov.uk/mvr/)

BS EN 14594:2005 *Respiratory protective devices. Continuous flow compressed airline breathing apparatus. Requirements, testing and marketing. Guidance documents* British Standards Institution

*Review of commercially available party fog machines suitable for determining the clearance time of paint spray booths and rooms* HSL/2006/43 Health and Safety Laboratory 2006 [www.hse.gov.uk/research/hsl\\_pdf/2006/hsl0643.pdf](http://www.hse.gov.uk/research/hsl_pdf/2006/hsl0643.pdf)

*Health and safety in motor vehicle repair and associated industries* HSG261 HSE Books 2009 ISBN 978 0 7176 6308 8 [www.hse.gov.uk/pubns/books/hsg261.htm](http://www.hse.gov.uk/pubns/books/hsg261.htm)

### British Standards

British Standards can be obtained in PDF or hard copy formats from BSI: <http://shop.bsigroup.com> or by contacting BSI Customer Services for hard copies only Tel: 0845 086 9001 email: [cservices@bsigroup.com](mailto:cservices@bsigroup.com).

### Further information

For information about health and safety, or to report inconsistencies or inaccuracies in this guidance, visit [www.hse.gov.uk/](http://www.hse.gov.uk/). You can view HSE guidance online and order priced publications from the website. HSE priced publications are also available from bookshops.

This guidance is issued by the Health and Safety Executive. Following the guidance is not compulsory, unless specifically stated, and you are free to take other action. But if you do follow the guidance you will normally be doing enough to comply with the law. Health and safety inspectors seek to secure compliance with the law and may refer to this guidance.

This leaflet is available at: [www.hse.gov.uk/pubns/indg473.htm](http://www.hse.gov.uk/pubns/indg473.htm).

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### Sand Pits - Toddler



Risk Level : Very Low

Risk Score : 3

#### Equipment Standard Compliance

The item meets with the requirements of the relevant standard where this may be tested on site without dismantling or destruction.

#### Surfacing Standard Compliance

The surfacing meets the requirements of the relevant standard.

#### Recommended Maintenance and Risk Assessment Evaluation

Comments, action or control required	Risk Level	Risk Score ‡
<b>Equipment</b> No remedial maintenance work is required at this time.		
<b>Surfacing - Tarmac</b> No remedial maintenance work is required at this time.		
<b>The overall risk for this item at the time of inspection:</b> ‡ For Risk Score see Report Notes	Very Low	3

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