

## NOTICE OF MEETING

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

**Tuesday, 3rd October, 2017, 7.30 pm - Alexandra Palace Way, Wood Green, London N22**

### **Statutory Advisory Committee Members:**

Councillors Mark Blake, Clare Bull, Adam Jogee, Stephen Mann, Peter Mitchell, Ali Gul Ozbek, James Patterson and Viv Ross

David Frith (Advisory Committee Member), Jane Hutchinson (Alexandra Residents Association) (Advisory Committee Member), Jason Beazley (Three Avenues Residents Association (TARA)) (Advisory Committee Member), Jim Jenks (Warner Estate Residents' Association) (Advisory Committee Member), Duncan Neill (Muswell Hill and Fortis Green Association) (Advisory Committee Member), Ken Ranson (Advisory Committee Member), Elizabeth Richardson (Advisory Committee Member) and Kevin Stanfield (Advisory Committee Member)

### **Consultative Committee Members:**

Councillors Joanna Christophides, Ann Waters, Jennifer Mann, Charles Wright, Anne Stennett and Bob Hare

Gordon Hutchinson (Friends of Alexandra Park), John Wilkinson (Alexandra Palace Allotments Association), Hugh Macpherson (Alexandra Palace Organ Appeal), John Thompson (Alexandra Palace Television Group), Dermot Barnes (Alexandra Residents Association), Jacob O'Callaghan (Alexandra Park & Palace Conservation Area Advisory Committee), Jonathan Smith (Campsbourne School), Nigel Willmott (Friends of the Alexandra Palace Theatre), David Cole (Heartlands School), Rachael Macdonald (Hornsey Historical Society), Duncan Neil (Muswell Hill & Fortis Green Association), John Boshier (Muswell Hill Metro Group), Val Paley (Palace View Residents Association), Frances Hargrove (St Mary's CE Primary School) and Richard Hudson (Warner Estate Residents Association).

Quorum: 3

### **1. FILMING AT MEETINGS**

Please note 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 depositions, asking questions, making oral protests) should be aware that they are likely to be filmed, recorded or reported on. By entering the meeting room and using the public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings.

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

## **2. APOLOGIES FOR ABSENCE**

To receive any apologies for absence.

## **3. DECLARATIONS OF INTEREST**

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

- (i) must disclose the interest at the start of the meeting or when the interest becomes apparent, and
- (ii) may not participate in any discussion or vote on the matter and must withdraw from the meeting room.

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

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

## **4. URGENT BUSINESS**

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

## **5. MINUTES (PAGES 1 - 14)**

- i. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committees held on 27<sup>th</sup> June 2017.
- ii. To note the draft minutes of the meeting of the Alexandra Palace and Park Board held on 18<sup>th</sup> July 2017.

**6. CHIEF EXECUTIVE OFFICER'S REPORT (PAGES 15 - 38)**

The report provides information to the Statutory Advisory and Consultative Committees on planning and policy issues in relation to Alexandra Park and Palace. It also provides additional information on the events programme and a range of activities of the Charitable Trust.

**7. NEW YEAR'S EVE - PARK AND PALACE MANAGEMENT PLAN (PAGES 39 - 46)**

The report sets out and seeks the views of the SAC and CC regarding the Trust's intention to close the road through Alexandra Park on New Year's Eve to safeguard the assets and the public, the reputation of the Trust and in the interests of making the best use of the charities resources.

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

**9. ITEMS RAISED BY INTERESTED GROUPS**

**10. NEW ITEMS OF URGENT BUSINESS**

To consider any items admitted at item 2 above.

**11. DATES OF FUTURE MEETINGS**

23<sup>rd</sup> January 2018

Philip Slawther, Principal Committee Co-ordinator  
Tel – 020 8489 2957  
Fax – 020 8881 5218  
Email: philip.slawther2@haringey.gov.uk

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

Monday, 25 September 2017

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**MINUTES OF THE MEETING OF THE JOINT MEETING OF THE ALEXANDRA PARK & PALACE STATUTORY ADVISORY COMMITTEE AND THE ALEXANDRA PALACE AND PARK CONSULTATIVE COMMITTEE HELD ON TUESDAY, 27TH JUNE, 2017, 19:30.**

**PRESENT:**

**Statutory Advisory Committee Members:**

Councillors: Clare Bull, Peter Mitchell, Viv Ross, and Charles Wright.

Jane Hutchinson, Elizabeth Richardson, Jason Beazley & Jim Jenks

**Consultative Committee Members:**

Councillors: Joanna Christophides, Anne Stennett, Jennifer Mann, Ann Waters, Charles Wright and Bob Hare

Gordon Hutchinson, Jacob O'Callaghan (Alexandra Park & Palace Conservation Area Advisory Committee), Nigel Willmott (Chair - Friends of Alexandra Palace Theatre), John Boshier (Muswell Hill Metro Group), Dermot Barnes (Alexandra Residents Association), Rachel Macdonald (Hornsey Historical Society) and Richard Hudson (Warner Estate Residents Association).

Also in attendance: Hugh Williams (Substitute for Val Paley),

**50. APPOINTMENT OF CHAIR FOR MUNICIPAL YEAR**

No nominations were received for the Chair of the Alexandra Park & Palace Consultative Committee.

Nigel Willmott agreed to Chair the Joint SAC/CC meeting.

**RESOLVED**

That there would be a rolling Chair for the municipal year 2017-18..

**51. APPOINTMENT OF VICE-CHAIR FOR THE MUNICIPAL YEAR**

No nominations were received for Vice-Chair of the Alexandra Park & Palace Consultative Committee.

Nigel Willmott was nominated to sit on the Alexandra Park and Palace Board as a non-voting member by John Boshier and this was seconded by Gordon Hutchinson.

Val Paley was nominated to sit on the Alexandra Park and Palace Board as a non-voting member by Hugh Williams and this was seconded by Cllr Ross.

The third non-voting membership of the Alexandra Park and Palace Board was left vacant.

**RESOLVED**

That Nigel Willmott and Val Paley be appointed to sit on the Alexandra Park and Palace Board as non-voting members for the 2017-18 municipal year.

**52. FILMING AT MEETINGS**

The Chair referred those present to agenda Item 3 as shown on the agenda in respect of filming at this meeting and asked that those present reviewed and noted the information contained therein.

**53. APOLOGIES FOR ABSENCE**

Apologies for absence were received from David Frith, Cllr Paterson, Cllr Stephen Mann, Cllr Mark Blake and Cllr Jogee.

Apologies for absence were also received from Hugh Macpherson, John Wilkinson and Val Paley. Hugh Williams attended as substitute for Val Paley.

**54. DECLARATIONS OF INTEREST**

Cllr Hare declared that he was the Chair of the Alexandra Park & Palace Allotments Society.

**55. URGENT BUSINESS**

There were no items of urgent business.

**56. MINUTES**

**RESOLVED**

- I. That the minutes of the informal Joint Statutory Advisory and Consultative Committee held on 19<sup>th</sup> April 2017, be approved;
- II. That the minutes of the Statutory Advisory Committee held on 19<sup>th</sup> April 2017, be noted;
- III. That the minutes of the Alexandra Palace & Park Board held on 25<sup>th</sup> April 2017, be noted.

**57. CHIEF EXECUTIVE OFFICERS REPORT**

RECIEVED the report of Louise Stewart, Chief Executive, Alexandra Park and Palace.

The following matters arose from discussion of the report:

- a. East Wing Restoration Project - In response to a request for further information about the revised scope of the project including the decision to abandon the restoration of the BBC TV studio, and whether the HLF were supportive of this decision; the Chief Executive commented that the Board had agreed to the project being re-scoped in order to stay within the available budget and that the major funders had signed this off, which included the deferral of the TV studios. The Committee was also advised that the Management team of the Alexandra Park & Palace were currently developing a plan to ascertain what steps needed to be taken to ensure that the project was not abandoned. A forward plan setting out the next steps was being developed at the Board's request and this would include provision of workshop events with external experts. The Committee was advised that the scope and nature of the expertise required was still to be determined.
- b. In response to a request for reassurance around the deferral of external landscaping, the Chief Executive advised that this had been deferred due to cost pressures on the wider project but that the management team were looking at alternative means of delivery including sponsorship, fundraising and improved design.
- c. No timescales were available for the renovation of the BBC studios.
- d. The Chief Executive advised that there were a number of conditions placed on Wilmot Dixon, as the main contractor, by the Planning Authority to secure local employment and apprenticeship schemes.
- e. West Yard Storage Project – in response to a question, the Chief Executive advised that delays were primarily due to issues with getting the steel on site and that the costs of delay were borne by the contractor. It was anticipated that the stated completion timescales for the project, of the end of the year would be met.
- f. Events – Concerns were raised about the lack of live testing to ascertain the impact of event noise and the implementation of a noise monitoring programme was requested. The Chief Executive agreed to convene a meeting with representatives from the Warner Estate, TARA, Palace View and Palace Gates Residents Associations, as well as the licensing authority and the Noise team at Haringey Council to discuss testing and noise monitoring in relation to upcoming events. **(Action: Louise Stewart).**
- g. In response to a request for lectures and other exhibitions to mark the 50 year anniversary of the summer of love at the Palace, the Chief Executive advised that she would be more than happy to receive suggestions on this but advised that there was no budget allocated for it.
- h. In relation to the closure of Alexandra Palace Way to all public vehicles for the summer festival, the Committee expressed its support for the decision taken to allow the W3 bus access to Alexandra Palace throughout the day.
- i. The Chief Executive agreed that she would come back to the Committee with details of the location of the zip wire when the information was available. **(Action: Louise Stewart).**

- j. Park Update – The Chief Executive acknowledged that there were some automatic traffic monitoring counters on site in the park.
- k. Learning and Participation – The Clerk agreed to include a link to the Palace’s YouTube channel in the minutes:  
[https://www.youtube.com/channel/UCokPPHKEjs\\_E6ipz549nueQ](https://www.youtube.com/channel/UCokPPHKEjs_E6ipz549nueQ)
- l. The first Big Schools day took place on 20<sup>th</sup> June which included 1060 pupils from 19 schools across the borough. The event included use of the organ and showcased different careers within television, it was delivered in partnership with BAFTA kids and Microsoft. The Chief Executive acknowledged that she would like to develop further links with Microsoft in future.
- m. The Chief Executive acknowledged that whilst there was an intern programme, the availability of places was very limited and as a result placements were only agreed if there was a clear business case. The Chief Executive agreed to come back to Cllr Ross on whether the two current placements were paid internships. **(Action: Louise Stewart).**
- n. New Year’s Eve Road Closure – The Chief Executive advised that the Board was due to receive a report on the potential closure of Alexandra Palace Way on New Year’s Eve due to growing incidents of anti-social behaviour in the Park as large number of people visit to watch the firework displays across London, and the associated reputational risk to the trust from failing control the situation. The JSAC/CC’s views would be sought at the October meeting once the Board had considered the matter. The Chief Executive clarified that the intention was not to prevent local people accessing the Park on foot. It was felt that the majority if issues were caused visitors arriving in cars.

## 58. NON-VOTING BOARD MEMBERS FEEDBACK

The Committee was advised that most of the business of the April Board meeting was carried out in the exempt section, and therefore there was very little to feedback upon, above what was contained in the minutes.

## 59. ITEMS RAISED BY INTERESTED GROUPS

Jacob O’Callaghan, representing the Alexandra Park and Palace Conservation Area Advisory Committee, sought assurances in regards to the future of the Board, the SAC and the Consultative Committee.

In response to a question about the future governance arrangements, the Chief Executive advised that the Board was undertaking a governance review, however due to the complexity of the existing governance arrangements this was a lengthy and difficult process. The Chief Executive advised that she was unable to provide details on the contents of the governance review until it had been agreed by the Board. The Committee was advised that both the SAC and the Consultative Committee would be consulted on the governance review but that there was no current timeframe around that consultation.

## 60. NEW ITEMS OF URGENT BUSINESS

N/A.



**61. DATES OF FUTURE MEETINGS**

Tuesday 3<sup>rd</sup> October 2017.  
23<sup>rd</sup> January 2018.

CHAIR: Nigel Wilmott

Signed by Chair .....

Date .....

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## **MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON TUESDAY, 18TH JULY, 2017, 9.30 pm**

### **PRESENT:**

**Councillors: Joanna Christophides (Chair), Ann Waters (Vice-Chair), Bob Hare, Anne Stennett, Charles Wright.**

**Non-Voting Members: Nigel Willmott, Jason Beazley and Val Paley**

### **112. FILMING AT MEETINGS**

The Chair referred those present to agenda item 1 as shown on the agenda in respect of filming at this meeting and asked that those present reviewed and noted the information contained therein.

### **113. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr J. Mann.

### **114. URGENT BUSINESS**

There were no items of urgent business.

The Chair advised that, contrary to the order of business on the published agenda, Item 13 would be taken after Item 8 as it was a report for noting only.

### **115. DECLARATIONS OF INTERESTS**

None

### **116. QUESTIONS, DEPUTATIONS OR PETITIONS**

None

### **117. MEMBERSHIP**

#### **RESOLVED**

- I. That Cllr Christophides be appointed to the EWRP Programme Board as Chair.
- II. That Cllr Waters be appointed as Vice-Chair of EWRP Programme Board.

### **118. MINUTES**

#### **RESOLVED**

- I. That the unrestricted minutes of the Alexandra Palace and Park Board held on 25<sup>th</sup> April 2017 be approved.
- II. That the draft minutes of the Alexandra Park and Palace Advisory Committee held on 27<sup>th</sup> June be noted.
- III. That the draft minutes of the informal joint Alexandra Palace and Park Consultative Committee, and Alexandra Park and Palace Advisory Committee held on 27<sup>th</sup> June be noted.

#### **119. CHIEF EXECUTIVE'S REPORT**

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

The following arose from discussion of the report:

- a. In relation to the desk review being undertaken to investigate issues with springs and wet patches in the Park, the Park Manager clarified that this involved a desk based review of a number of records including records from the Council, the local water board and the Environment Agency.

#### **RESOLVED**

The Board noted the information contained in the report.

#### **120. SAFEGUARDING POLICY AND ROLES**

The Board considered a report on APPCT's safeguarding policy.

The Chair advised that in addition to the recommendations set out in the report, the Board were also asked to appoint a lead safeguarding trustee for the Board.

The Chair also advised that Appendix 4 of the report, which set out the safeguarding responsibilities of the Chair of the Trust Board and Trust Board members had been withdrawn. New guidance would be provided to Board members in due course.

The following matters arose from the discussion of the report:

- a. The Board commented that the report should name the designated safeguarding lead as it wasn't clear in the report. The Chief Executive agreed that safeguarding lead should be named as the Head of HR in the Safeguarding Policy. **(Action: Catherine Solomon).**
- b. The Chair nominated Cllr Ann Waters to be the lead safeguarding trustee. Nigel Wilmott seconded the nomination.

#### **RESOLVED**

- I. That the Board approved and supported the implementation of the proposed Safeguarding Policy.
- II. That the Board authorised the Chair of the Trustee Board to sign the Safeguarding Policy on behalf of APPCT.

- III. That Cllr Ann Waters be appointed as the lead safeguarding Trustee.

## 121. WHISTLEBLOWING POLICY

The Board considered a report on APPCT's whistleblowing policy.

The Chair advised that in addition to the recommendations set out in the report, the Board were also asked to appoint a lead whistleblowing trustee for the Board and that it would make sense that this be the same trustee as the safeguarding lead.

The following matters arose from the discussion of the report:

- a. The Chair nominated Cllr Ann Waters to be the lead whistleblowing trustee. Nigel Wilmott seconded the nomination.
- b. The Chief Executive agreed to include a policy review schedule as part of the information items presented to future Board meetings. **(Action: Natalie Layton).**

### RESOLVED

- I. That the Board approved and supported the implementation of the proposed Whistleblowing Policy.
- II. That the Board authorised the Chair of the Trustee Board to sign the Whistleblowing Policy on behalf of APPCT.
- III. That Cllr Ann Waters be appointed as the lead whistleblowing Trustee.

## 122. SERIOUS INCIDENT REPORTING POLICY

In response to a question around the absence of reference in the policy to cases of fraud perpetrated on visitors, the Board was advised that this was captured in APPCT's Health and Safety Policy.

The Board was advised that the organisation's key policies were stored on an internal drive and that, due to the comprehensive nature of those files there were no plans to publish those on the website in the immediate future.

*Note: As a charity the Trust is required to publish some policies such as fundraising etc.; where this is required the Trust will publish these policies.*

### RESOLVED

- I. That approval and support to the implementation of the proposed Serious Incident Reporting policy be given.
- II. That the Board authorised the Chair of the Trustee Board to sign the policy on behalf of Alexandra Park and Palace Charitable Trust.
- III. That all Trustees were to complete and submit the Serious Incident Reporting declaration form at Appendix 2 of the report by the end of July 2017.

## 123. COMPLAINTS POLICY

**RESOLVED**

- I. That the Board approved and supported the implementation of the proposed Complaints Policy.
- II. That the Board approved the recommendation that the CEO review the existing operational process to ensure that they implemented the policy appropriately and that key staff were trained on their responsibilities in relation to complaints handling.

**124. ANNUAL REPORT ON DIGITAL ARCHIVE**

*\*Clerks note – this item was taken immediately following Item 8 (Chief Executive Officers report). \**

The Chair introduced the report as set out.

The Board commented that they were pleased to see that StreetView images had been added to the Google Arts and Culture page to allow the public to visit the Rose Window, Cellars and Willis Organ platform and that they looked forward to the next tranche of images being uploaded to the GAC platform.

**RESOLVED**

The Board noted the information contained in the report.

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

None.

**126. FUNDRAISING UPDATE**

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

The following arose from the discussion of the report:

- a. The Chief Executive advised that the finance comments in the report could be seen as misleading and emphasised that this is not the basis of the fundraising model. This wording created a problem for the Trust in attracting funding as it may result in no overall net increase in funding. Furthermore, the Chief Executive advised that, the Restoration Levy was linked to the trading subsidiary and it was in the interests of the trading subsidiary that individual projects were identified which resonated with its customers.
- b. The Chief Executive clarified that she intended to speak with the Haringey Council Finance Team around the fundraising issue outlined.

**RESOLVED**

- I. The Board noted the information contained in the report.

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

**RESOLVED**

That the press and public be excluded from the meeting as agenda items 17-36 contained exempt information as defined in Schedule 12A of Part 1 Local Government Act 1972; Paragraph 3 – information relating to the business or financial affairs of any particular person (including the authority holding that information).

**128. MINUTES**

**RESOLVED**

That the exempt minutes of the Board meetings held on 25<sup>th</sup> April 2017 be approved as a correct record of the meeting.

**129. NEW YEAR'S EVE PROPOSALS**

The recommendations in the report were approved.

**130. RESTORATION LEVY**

The recommendations in the report were approved.

**131. ANNUAL REPORT AND ACCOUNTS SIGN OFF**

The recommendations in the report were approved.

**132. FUNDRAISING STRATEGY**

The recommendations in the report were approved.

**133. PENSIONS REPORT**

The recommendations in the report were approved.

**134. PARK LEASES**

The recommendations in the report were approved.

**135. BBC WING FORWARD PLAN**

The recommendations in the report were approved.

**136. BUSINESS CONTINUITY REPORT**

The recommendations in the report were approved.

**137. STRATEGIC RISK REGISTER**

The recommendations in the report were approved.

**138. GOVERNANCE REVIEW FINDINGS**

This item was not considered.

**139. TRUSTS FINANCIAL RESULTS**

Noted.

**140. EXEMPT 2017/18 BUSINESS PLAN PROGRESS REPORT Q1**

Noted.

**141. APTL ANNUAL ACCOUNTS**

Noted.

**142. PROGRAMME BOARD**

Noted.

**143. BOARD WORK PROGRAMME**

Noted.

**144. BOARD DECISIONS TRACKER**

Noted.

**145. DRAFT FRAC MINUTES**

Noted.

**146. DRAFT APTL MINUTES**

Noted.

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

None.

**148. FUTURE MEETINGS**

The future meeting dates were noted:

- Thursday 2<sup>nd</sup> November 2017
- Tuesday 20<sup>th</sup> February 2018
- Monday 26<sup>th</sup> March 2018
- Tuesday 3<sup>rd</sup> July 2018



CHAIR: Councillor Joanna Christophides

Signed by Chair .....

Date .....

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**ALEXANDRA PARK AND PALACE**  
**JOINT MEETING OF THE STATUTORY ADVISORY AND**  
**CONSULTATIVE COMMITTEES**

**3<sup>rd</sup> October 2017**

**Report Title:** Chief Executive's Update

**Report of:** Louise Stewart, Chief Executive, Alexandra Park and Palace Charitable Trust (APPCT)

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

Contact Officer: Natalie Layton, Executive Assistant, APPCT  
Email: [Natalie.layton@alexandrapalace.com](mailto:Natalie.layton@alexandrapalace.com) , Telephone: 020 8365 4335

**Purpose:**

This report provides information to the Statutory Advisory and Consultative Committees on planning and policy issues in relation to Alexandra Park and Palace. It also provides additional information on the events programme and a range of activities of the Charitable Trust.

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

N/A

**1. Recommendations**

1.1 To note the content of the report and advise the Alexandra Park and Palace Board, as appropriate to the SAC/CC remits.

**2. East Wing Restoration Project**

2.1 Works are progressing with the delivery of the Project to the East Court, Theatre, Theatre Foyer and North East Tower. The completion date remains as summer 2018.

2.2 The Learning and Participation Team continue to deliver the extensive programme of activities funded under the HLF funding. Further details are below in item 7.

- 2.3 The Trust continues to work with the Principal Conservation Officer and Historic England as well as the Economic Development Team in Haringey to develop the use of local labour, improve skills and training as well as engage more apprentices.
- 2.4 Planning and Listed Building Conditions considered and submitted for Listed Building Consent discharge includes:
- East Court Doors, windows, glazed screens
  - Theatre walls and lighting
  - Theatre staircases, new items and servicing
  - Foyer servicing and windows
  - Cleaning of brick interiors
  - Roof level walkways
- 2.5 In addition we inform Haringey Council Planning Department of the level of local employment and of found hidden features
- 2.6 One of the next major applications to discharge the planning consent is the theatre ceiling methodology for repair/replacement.

### **3. West Yard Storage Project**

- 3.1 The steel structure for the storage area was erected over the summer and has transformed the West Yard.
- 3.2 The project has experienced some delays as a result of issues with steel design and fabrication. The Project is expected to be complete in January 2018.
- 3.3 Planning and Listed Building Conditions continue to be submitted and discharged as the project progresses. The Contractor may seek a change to listed building consent for the reinstatement of the supporting bund wall (built to retain the soil on the embankment beneath the West Yard). The Contractor is also seeking a further change detailed in item 4 below.

### **4. Planning Application**

- 4.1 The SAC gave consideration to the West Yard Storage Project at their meeting on the 5 April 2016. Planning permission and Listed Building Consent was granted on 18 January 2017.
- 4.2 The Contractor wishes to relocate the storm water drainage attenuation tank from beneath the West Yard to the North Yard. The intention is that the Contractor will seek Planning Permission and Listed Building Consent for this change. A brief report is contained in Appendix 1 with the existing consented plans (3 plans) and the proposed schemes (3 plans) attached.
- 4.3 The views and observations of the Committees are welcome.

## **5. BBC Tower Mast**

- 5.1 As part of the original East Wing Restoration project, lighting the BBC Tower mast was considered to be a key visual tool that would go some way in communicating the BBC story at Alexandra Palace.
- 5.2 In November 2016, a trial lighting demonstration was undertaken, and the BBC Tower mast was temporarily lit for the BBC's 80<sup>th</sup> anniversary and for the Alexandra Palace Fireworks Festival. The demonstration was deemed a success and was positively received by the public and stakeholders.
- 5.4 The Trust has submitted a listed building consent application to the Council's Planning department for a more permanent mast lighting scheme.
- 5.5 The intention is that the mast is lit for selected commercial and community events such as the Fireworks Festival, key historical events such as the BBC's anniversary and other notable anniversaries. With the studios project currently under review, lighting the mast to mark special events and occasions will send out a clear message to stakeholders, potential partners and funders and visitors that the Palace is still very much 'open for business' and that the Trust remains committed to the socially and historically significant BBC story.
- 5.6 Lighting controls will be provided by a full DMX (Digital Multiplex, a lighting control protocol which allows users to have ultimate control over their lighting needs) lighting control system. An LCD panel will be provided with pre-set scenes and effects. The number of scenes can be altered to suit the requirements of the Trust.

## **6. Commercial Director's Update**

### **Events**

#### **6.1 Park Licence**

- 6.1.1 The conditions for the Park License were received on 3<sup>rd</sup> September. These conditions are in draft format and are being discussed with Haringey Council.
- 6.1.2 A park event monitoring framework was drafted and subsequently tested for Red Bull, Summer Festival and the Royal Opera House events, held in the park. The process has been reviewed and developed further. A full suite of performance results is now available for these events and will inform the Outdoor Events report, which will be presented to the Board on 3<sup>rd</sup> November. The framework will also be used for Luna Cinema and Fireworks. It is not the purpose of the framework to compare events due to the different nature of events and spaces used etc. However, it does allow the impact of outdoor events on the park to be monitored over time.
- 6.2.3 At the previous meeting members of the SAC requested a meeting with the Trust and Licensing and Noise officers from the Council. This took place on 12<sup>th</sup> September to discuss concerns about the impact of the licence on neighbouring residents. Going forward the CEO's report will include statistics about event noise complaints and the mitigations undertaken or planned to resolve issues.

## 6.2 Q2 Events

6.2.1 In Q2 we hosted two of our own in-house events, Summer Festival/StrEATlife in July and StrEATlife in August. Over the August Bank Holiday, The Beast (the world's largest inflatable obstacle course) welcomed 15,000 people to the Great Hall.

6.3 In July, APP held its 3<sup>rd</sup> annual Summer Festival. This year, the event took inspiration from London's Summer of Love in 1967.

- The Panorama Room was transformed into the *Happening Tent*, where film director Malcolm Boyle spoke about the infamous underground movement of the 1960s, showed clips from his documentary on John "Hoppy" Hopkins, and interviewed Beat poet Michael Horowitz.
- Organic food pioneer Gregory Sams reminisced about the *14-Hour Technicolor Dream* all night rave at Ally Pally in April 1967.
- Performance artist Pete Fowler painted a 9m long psychedelic mural over a period of 7 hours watched by hundreds of festival goers and music fans. The artwork will be mounted and displayed in a public part of the Palace for the benefit of all our visitors emphasising the music heritage of the venue.

## 6.4 Future Events

6.4.1 We are planning to increase the number of Segway activities in the old Deer Enclosure for 2018. Zip Wire negotiations were not concluded for 2017 but continue for 2018. In addition we are exploring Roof Walks, Abseiling, Bungee and Power Fan for 2018.

6.4.2 At the last meeting the Chief Executive agreed to come back to the Committee with details of the location of the zip wire, plans are included at Appendix 3.

6.4.3 The table attached at Appendix 2 summarises the public events scheduled until the end of Q3 (end of December). All special requirements are discussed in detail at production meetings and at Safety Advisory Group meetings as appropriate. Updates since the last report are highlighted in bold type.

## 7. **Park update**

7.1 In June, our tree safety inspector discovered dumped material from building work in a neighbouring property. We have been dealing with the property owner and builder to get this material cleared. SAC & CC Members are asked to help us communicate to and via their members that the Park is not a dumping ground for unwanted garden waste and household rubbish.

7.2 Following the tree safety inspection this year a schedule of works is due to take place in the autumn. This work includes felling and crown-reduction on unsafe trees.

7.3 In June, Oak Processionary Moth nests were found in the Park. The moths are a non-native pest. Their control and management is the responsibility of the Forestry Commission. Follow-up surveys found nests on oak trees right across the Park. The hairs on the caterpillars can cause an allergic reaction that, in some cases, can be serious. The low-

level nests have been fenced off and will be removed. The Forestry Commission will undertake spraying in the spring in accordance with the national management strategy. Further information can be found online by searching for Oak Processionary Moth.

- 7.4 The construction of the second Go Ape course is nearing completion. At the time of writing the Tree Top Adventure course is due to open for October half-term. The existing course has been very popular since opening in the spring and has brought a large number of visitors to the Park.
- 7.5 Alexandra Park achieved the Green Flag Award for the tenth year in a row. The Green Heritage Award has also been achieved. The Park was entered into a number of categories in the London in Bloom Awards with the following results.

**Large Conservation Area**

Alexandra Park, Alexandra Palace Trust Silver Gilt

**Heritage Park & Garden of the Year (Sponsored by MPGA)**

Alexandra Park, Alexandra Palace Trust Gold

**Large Park (above 25 acres) of the Year**

Alexandra Park, Alexandra Palace Trust Gold

- 7.6 Keep Britain Tidy are inviting the public to vote for most popular Green Flag awarded Park. You can vote using the following link:  
<http://www.greenflagaward.org.uk/park-summary/?park=572>  
Voting closes on 1<sup>st</sup> October at noon.

**8. Learning and Participation**

8.1 BAFTA Kids Big Schools Day – 20<sup>th</sup> June

On 20 June the Learning and Participation team took over the Palace for the first Big Schools Day for 1,060 pupils (Years 5,6 & 7) from 19 schools across the borough. Partnering with BAFTA Kids the event showcased different careers within television linking into the Palace's place as the birthplace of BBC television in 1936. Through this event we engaged with 9 new schools including 3 secondary schools, feedback was generally positive and there is a definite appetite from all partners to continue working together should additional funding become available.

Planning for April 2018 is already underway, partners have been identified for our Circus themed Big Schools.

8.2 Schools

The summer term is traditionally the busiest with many schools wanting visits particularly between June and July. This year the Palace welcomed 479 pupils on 12 visits including 3 reception visits, orienteering and joint visits with Willmott Dixon giving pupils the opportunity to visit the theatre.

Over the summer a complete review of the workshops was undertaken to ensure workshops fit with the national curriculum and that activities are engaging and interactive. In September the following workshops will be offered: -

Key stage 1	Key stage 2
<p>Victorian People's Palace Curriculum links: English, History, Design Technology, Art &amp; Design &amp; Geography</p> <p>Using primary sources pupils will discover why the Palace was originally built, why it was named after Princess Alexandra of Denmark and the events and activities that made it the home of "rational recreation and education". Inspired by Victorian programming pupils will make their own Alexandra Palace thaumatrope and consider why the Palace is still significant today to local people.</p>	<p>Past, Present &amp; Future Curriculum links: English, History, Design Technology, Art &amp; Design &amp; Geography</p> <p>Accessing an area of the Palace not normally open to the public pupils will look at giant murals to find out why Victorian Londoners visited in their thousands. Reviewing the current "What's On" pupils will consider whether today's events fit in with the Victorian notion of education and entertainment. Considering the current regeneration plans for the East Wing pupils will work in teams to design a banner for the refurbished East Court thinking how the Palace's past inspires its future.</p>
<p>Storyboard to Broadcasting: BBC Curriculum links: English, History, Design Technology, Art &amp; Design &amp; Geography</p> <p>Looking at early footage and photos pupils will consider how television is different today and uncover the technological advances made at the Palace. The importance of narrative in programming will be introduced through "Muffin the Mule and the squeaking shoes", pupils will then make their own Muffin puppets and create their own stories to perform back to the class.</p>	<p>Palace of Leisure &amp; Entertainment Curriculum links: English, History, Design Technology, Art &amp; Design &amp; Geography</p> <p>Throughout the Palace's history leisure and entertainment has been central to attracting audiences from 1863 to the present day. Pupils will chart the development of music hall and variety performances in the Theatre, the innovation of moving images in silent cinema to the world's first regular high definition television service in 1936. Pupils will use the development of popular entertainment at the Palace create their own card or board game.</p>
	<p>Arrival of BBC Television Curriculum links: English, History, Design Technology, Science, Art &amp; Design &amp; Geography</p> <p>In 1936, the world's first high definition television was broadcast from Alexandra Palace. Reflecting on the new invention primary sources will be used to prepare for a debate about the move from radio to television. Exploring the technological advances in television whilst based at Alexandra Palace pupils will plan a programme and pitch their ideas to the rest of the class</p>



	<p>New Communities arriving at the Palace Curriculum links: English, History, Design Technology, Art &amp; Design &amp; Geography</p> <p>During the First World War the Palace was used as first a refugee camp for Belgians before becoming home to 3,000 non-naturalized German men. Looking at newspaper articles, letters and diaries pupils will uncover why these two groups arrived at the Palace, what daily life was like and how local people reacted to the new arrivals.</p>
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In line with booking trends of the last few years the Palace will be offering 9 visits during the autumn term (3 in October, 3 in November and 3 in December). To engage with Key Stage 3 and 4 pupils the palace will be running 2 special events linking national awareness days to events that have happened at the Palace. A 4-week inter-generational oral history project is being planned for World Audio-Visual Heritage Day (27th October) and a Fake News conference is being programmed for World Television Day (21st November).

### 8.3 Willmott Dixon

3 Reception class visits were organised in partnership with Willmott Dixon, pupils had the opportunity to visit the theatre and ask questions to the construction team.

Willmott Dixon worked with HEBP (Haringey Education Business Partnership) to agree 1-week work experience placement opportunities in June and July for three schools – Park View (26-30 June), Woodside (03 – 07 July) and Northumberland Park (10-14 July). There were 2 placements for each of the three schools.

In partnership with the North Tottenham Heritage Lottery Funded project Willmott Dixon have recruited a Construction Traineeship who will spend some on the Alexandra Palace site in addition to other projects around the borough.

### 8.4 MA Culture, Criticism and Curation

Central St Martin's Culture, Criticism and Curation has partnered with Alexandra Palace on a live brief to raise awareness and connect with the Palace's heritage of black performance. The students were asked to engage with and respond to APP's history and target local BAME communities and hard to reach communities of Haringey with an element of outreach. In line with Black history month in October, the students have decided to work with Haringey shed, a local inclusive dance company on a week-long dance and costume making project.

The final exhibition/response will be part of the festival village (where food and beverages are available in the West Hall during events) for 3 nights of live music gig. Students were asked to think about strategies and tactics on how to engage with a music audience who will be attending the Palace not necessarily to learn about its performance and past.

## 8.5 Summer Activities

### 8.5.1 Ambitious College – Giant Puppet Making

In July, Learning & Participation invited Ambitious College learners for a two-week giant puppet building project. Inspired from our heritage of puppets and performance, the Learners collectively built 4 giant puppets which were exhibited at the People's Stage at the Summer Festival (22nd of July). Ambitious College is the first college in London specifically for adults with autism and complex needs. The project was extremely successful and Ambitious College have expressed a desire to work with Alexandra Palace again.

The college has offered free training on working with people with Autism to Alexandra Palace staff as a direct result of this relationship. Front line staff from the ice rink, the bar and kitchen and reception will attend this training with the desire of improving Alexandra Palace's access to people with autism.

### 8.5.2 People's Stage

The People's Stage at the Summer Festival was programmed by the L&P team, which invited local community group and artists to perform. Acts ranged from spoken word, to dance and music, showcasing the talent and diversity of the borough. A total of 9 different organisations performed. The team is looking for ways to continue developing and nurturing these relationships.

### 8.5.3 Workshops

Alongside the People's Stage the L&P programmed the Grove areas of the Park with drop-in drumming, circus skills and street art workshops. The activities were free to take part in and had a high number of take-up throughout the day. All the performers have expressed an interest in working with Alexandra Palace again.

## 8.6 Dementia Friendly Activities

Learning and Participation are launching their partnership with a project called Singing for the Brain (Alzheimer Society). On the 15th of September. Weekly choir sessions inspired from Alexandra Palace's musical heritage will be held for people living with dementia and their carers.

Volunteers will have the opportunity to support these sessions and benefit from dementia training and on-going support from the volunteer's coordinator.

## 8.7 BA & MA Placements

Throughout June and July the Learning & Participation team were supported by a 1<sup>st</sup> year Event Managements student and an MA Museum Studies student. A major part of the BA Events Management role was to support with the delivery of the Big Schools day, including walking routes around the building and scheduling volunteers. Included within the MA Museum Studies placement was a review of the learning programme and creation of new materials ready to launch in September.

## 8.8 Volunteers

- 8.8.1 For this quarter, fundraising admin volunteers have given 144 hours. Volunteers working with the Learning and Participation Team on the Activity Plan and other programmes have donated 483 hours and the volunteer administrator has given 62.25 hours. Total of 689.25 hours.
- 8.8.2 Volunteers have continued to give their time to assist with schools' workshops and activities, general administration and with the fundraising. A new role has been added to support the curatorial programmes.
- 8.8.3 The months between June and August have seen a recruitment campaign for volunteers. So far, we have recruited 20 new volunteers which have supported various L&P initiatives, among which BAFTA, the Summer Festival and the Curatorial Projects.
- 8.8.4 Demographics: Of the twenty volunteers, fourteen have responded to our Equality and Diversity monitoring form, showing we are starting diversifying our current pool of volunteers. The table below shows the results:

Table – Volunteer Demographics

	21-25	25-30	31-40	40+
Age	5	2	4	3
	White	BAME		
Ethnicity	9	5		
	UK	EU	Other	
Nationality	5	5	4	

- 8.8.5 Written and oral feedback from volunteers has highlighted that most of them felt they learn new skills, and that it was helpful being part of a bigger event.

Quote from one of our new volunteers:

*"I just wanted to thank you for giving me the opportunity to volunteer that day. I met new people in London because of the event. Moreover, I was just amazed by how organised you were and how coordinated everything was at the event. I sure learnt new skills that day."*

- 8.8.6 Curatorial Projects to research and rehouse the photographic archive began in August following a volunteer induction day. The project is set to be rolled out across several months.

## 8.9 Social

In June we ran the first volunteering social event since the appointment of the new Volunteer Coordinator. Volunteers have been involved in devising and planning future volunteering programmes through a practical workshop during the social event. This has provided very useful insights which will inform the future strategy and training programmes.

## 9. **Archive and Interpretation**

- 9.1 In July, a draft Forward Plan for the historic BBC Wing was taken to the Trust Board for comment. An amended version will be taken back to the Board. In the meantime, the team continue to develop interpretation for the studios story.

- 9.2 A brief and business case for an *Augmented Reality* prototype from Microsoft Hololens specialists *Fracture* to create digital interpretation tools has been set out. The team have been working with Fracture, providing content, voice over, and facilitated filming on site. The finished prototype and video is due to be delivered in September.
- 9.3 Following project scoping work undertaken during the last quarter, two of the Lincoln Conservation team returned to AP Theatre for 3 days in August with specialist equipment to capture 3D scans of both basement levels and all of the under stage machinery. An open source platform is being created from the processed scans for delivery in December.
- 9.4 In July and August filming in the BBC Studios was facilitated for the Canadian Centre for Architecture – see project outline below.  
***On Air. Broadcasting the Modern Movement (TBC)***  
***À l'Antenne. Diffuser le Mouvement moderne (TBC)***  
The exhibition ***On Air. Broadcasting the Modern Movement (TBC)*** curated by Joaquim Moreno will explore 'A305: History of Architecture and Design, 1890-1939', a televised, third-level Arts Course first aired in 1975 by the Open University (OU), headquartered in Milton Keynes, UK. A key experiment in new forms of higher education within the architectural realm, and an essential example to analyze the relationship between new media as a tool to transform the transmission of knowledge and its dissemination, the creation of the OU and the A305 class will be archeologically studied as a privileged instance for the mobilization of new media environments for educational purposes, and for the convergence of mass media and mass education. The project investigates the A305 Course as a pioneer and key case study in the ongoing development of media education and towards the idea of a globally shared culture today. This exhibition is developed in partnership with the Open University.
- 9.5 The team are working with National Conservation Service and the National Archive to put finalise the Collections Strategy and associated policies which will enable the Trust to demonstrate clear intentions re collections care, storage and access.
- 9.6 Collections Projects with AP Volunteers were initiated in July with induction and training led by the curatorial team. Rehousing of the photographic collection and research using the digital archive has taken place during August and will continue into the Autumn as further projects are developed and skill levels are improved.

## 10. Legal Implications

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

## 11. Use of Appendices

Appendix 1 – Planning Permission for relocation of Attenuation Tank

Appendix 2 – Forthcoming events schedule

Appendix 3 – Zip Wire location plan

SAC 3<sup>rd</sup> October 2016, CEO's Report – Appendix 1

ALEXANDRA PALACE WEST YARD

DESIGN AND ACCESS STATEMENT:

APPLICATION FOR THE INSTALLATION OF A RAINWATER ATTENUATION TANK IN THE NORTH YARD

SEPTEMBER 2017 (PURCELL)

## **Introduction**

Application submitted on behalf of Kier Construction, who are employed by The Alexandra Park and Palace Charitable Trust (APPCT).

This is a minor Planning and Listed Building application, submitted to support the main works of the Alexandra Palace West Yard building, the applications for which were granted permission on 18<sup>th</sup> January 2017 (HGY/2016/1574 and HGY/2016/1575). For further information on the main scheme, including the Design & Access and Heritage Statement, please refer to the supporting information submitted as part of the original application.

Purcell, as Lead Architect and Heritage Consultant, has prepared the Design and Access Statement on behalf of the applicant to communicate the design proposals and substantiate this Planning and Listed Building application.

## **Proposals**

This application is for the proposed installation of an attenuation tank in the North Yard of Alexandra Palace. The proposed tank is to be located beneath the ramp; an element that was approved as part of the original application. A single penetration through the existing North wall at low level will direct rainwater from the new building roof, to discharge into the attenuation tank below the ramp. This water will then be discharged into the existing carpark drainage via a proposed channel drain. The tank is proposed to be concealed from view by the introduction of mesh panels to clad the sides of the ramp.

## **Function**

The attenuation tank is required to slow down and control the flow of rainwater as it discharges into the drainage system. It is beneficial for the building and its surroundings by preventing flooding and/or overloading of the drainage infrastructure.

'*Secure by Design*' requirements necessitate the provision of cladding to the sides of the ramp to prevent unauthorised access and anti-social behaviour. Realising '*Secure by Design*' accreditation was a Pre-occupation Condition listed in the original consent and, resultantly, the introduction of the cladding to the sides of the ramp enables the use of the new building.

## **Site context**

The attenuation tank is proposed to sit below the ramp within the North Yard. The North Yard is used by the Palace primarily as a carpark and is situated to the rear of the site, with the South of the site now forming the main public access. The natural ground level of the North Yard is lower than the level of the rest of the Palace and is not visible from outside the Palace grounds.

## **Heritage**

Introducing the attenuation tank will have a negligible impact on the Palace and its surroundings as a consequence of its inconspicuous siting below the ramp. The tank will not affect the fabric of the historic building.

The provision of the rainwater route through the North Wall will have negligible impact on the significance of the Palace as a whole. The emerging rainwater pipe will be to the base of the Wall and will be concealed from view. The structure of the existing North Wall will not be affected by the introduction of this route.

## **Design and Materials**

Whilst attenuation tanks are typically located below ground, this was found to be unfeasible for this site as it would risk impacting on the structural stability of the existing North Wall. The proposed solution is to locate the tank above ground within the North Yard, concealed from view below the consented ramp.

The consented ramp is a 'lightweight' steel frame, that has an element of reversibility, with the intention to have the minimum impact on the historic fabric of the North Wall. In keeping with this design rationale, the attenuation tank is proposed to be on moveable steel platform. The tank itself will be constructed of a durable plastic.

The tank will be concealed from view by the proposed metal mesh cladding to the sides of the ramp. The proposed metal rainwater pipe is to match in appearance those of the rest of the Palace.

## **Accessibility**

Accessing the tank will be via secure access doors within the cladding to the sides of the ramp, and within the ramp above.

If re-location of the tank is required in future, this will be easily achieved as the tank structure is to be positioned on a moveable platform.

## **Acoustic Assessment**

As a result of the proposed attenuation tank's position in the car park, the existing background noise levels are perceived to be higher than any likely noise generation by the attenuation tank. The tank will be fitted with a static flow control valve that limits the rate of water into the local storm network – these valves and are not known to generate any noise as they do not contain any moving parts.

Appendix a – Existing Consented Scheme – Basement Level 1

Appendix b – Proposed amended Scheme – Basement Level 1

Appendix c – Existing Consented Scheme – Short Section B

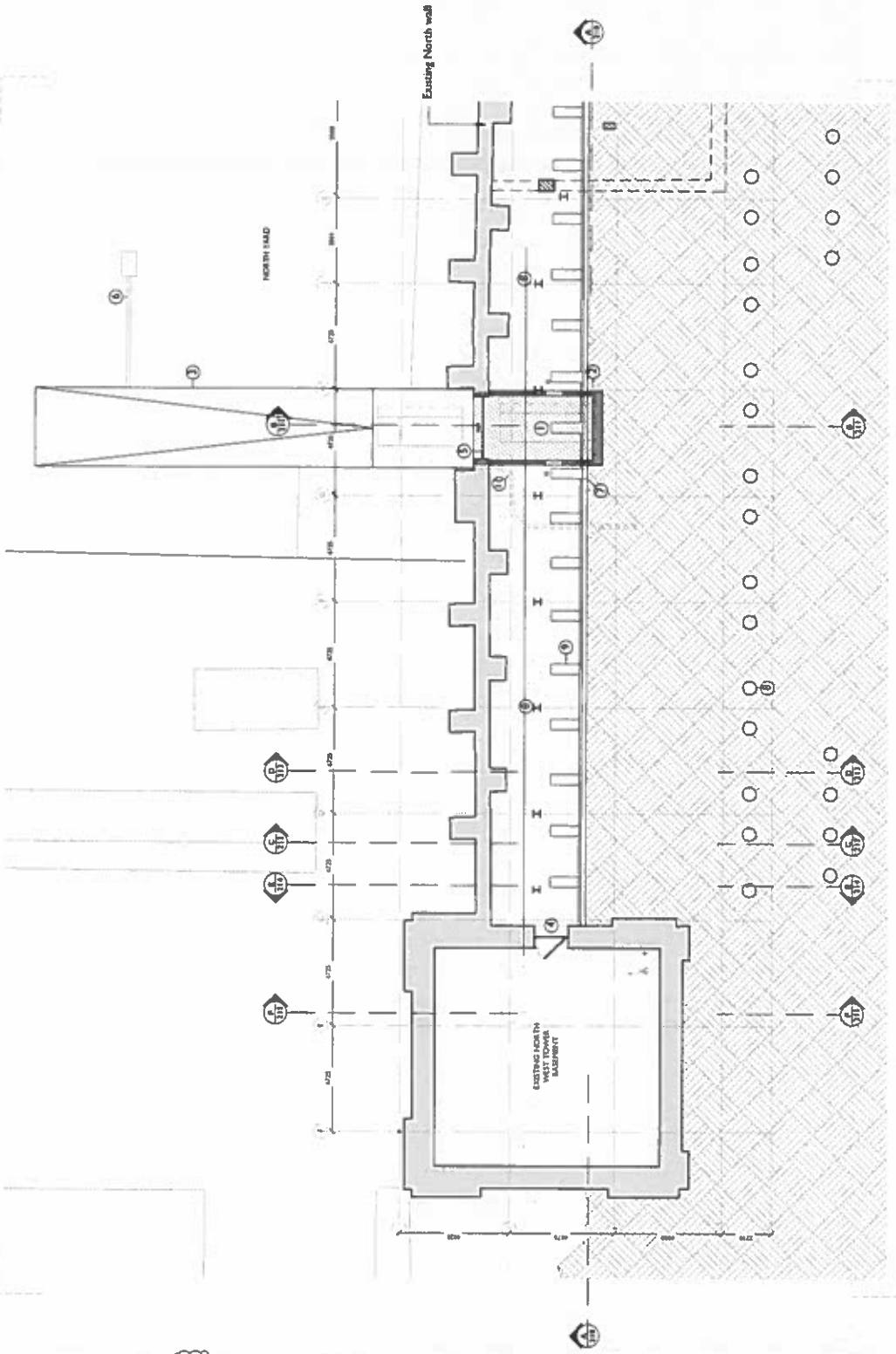
Appendix d – Proposed Amended Scheme – Short Section B

Appendix e – Existing Consented Scheme – North Elevation

Appendix f – Proposed Amended Scheme – North Elevation



B



01 - Proposed Basement Plan - Level I - 1:100@A1

- 1 Remove 10' x 10' West Tower 1st level area of North Tower for 10' x 10' area.
- 2 Vertical structure walls to be removed with existing walls. 20' dia. openings formed in walls of both for maintenance entry access to basement wall.
- 3 Light weight ramp for access to platform lift with 10' x 10' x 4'.
- 4 Existing down to R/W Tower basement.
- 5 Local existing to be located in North West Tower. Refer to plan for location of existing walls. 20' dia. openings formed in walls of both for maintenance entry access to basement wall.
- 6 Existing down to R/W Tower basement.
- 7 Existing down to R/W Tower basement.
- 8 Proposed piling locations to S.E. design.
- 9 Existing hole retaining wall, part removed for replacement of piling.
- 10 New structure to be in basement located in the East side.
- 11 Proposed main of concrete pipe at the level of existing main.
- 12 Emergency exit door opening.

Notes:  
 Drawings are based on survey data and may not accurately represent what is physically present.  
 Do not scale from this drawing. All dimensions are to be verified on site before construction of the work.  
 All dimensions are in millimeters unless stated otherwise.  
 Perch shall be indicated in every drawing.

See Plan, Section and Mechanical schedule for values to R/W in range 1415'00" and 1415'00" up.

REV	DATE	BY	CHK'D	DISCRIPTION
1	15 Nov 2017	SM	SM	
2	14 Nov 2017	SM	SM	
3	14 Nov 2017	SM	SM	
4	14 Nov 2017	SM	SM	

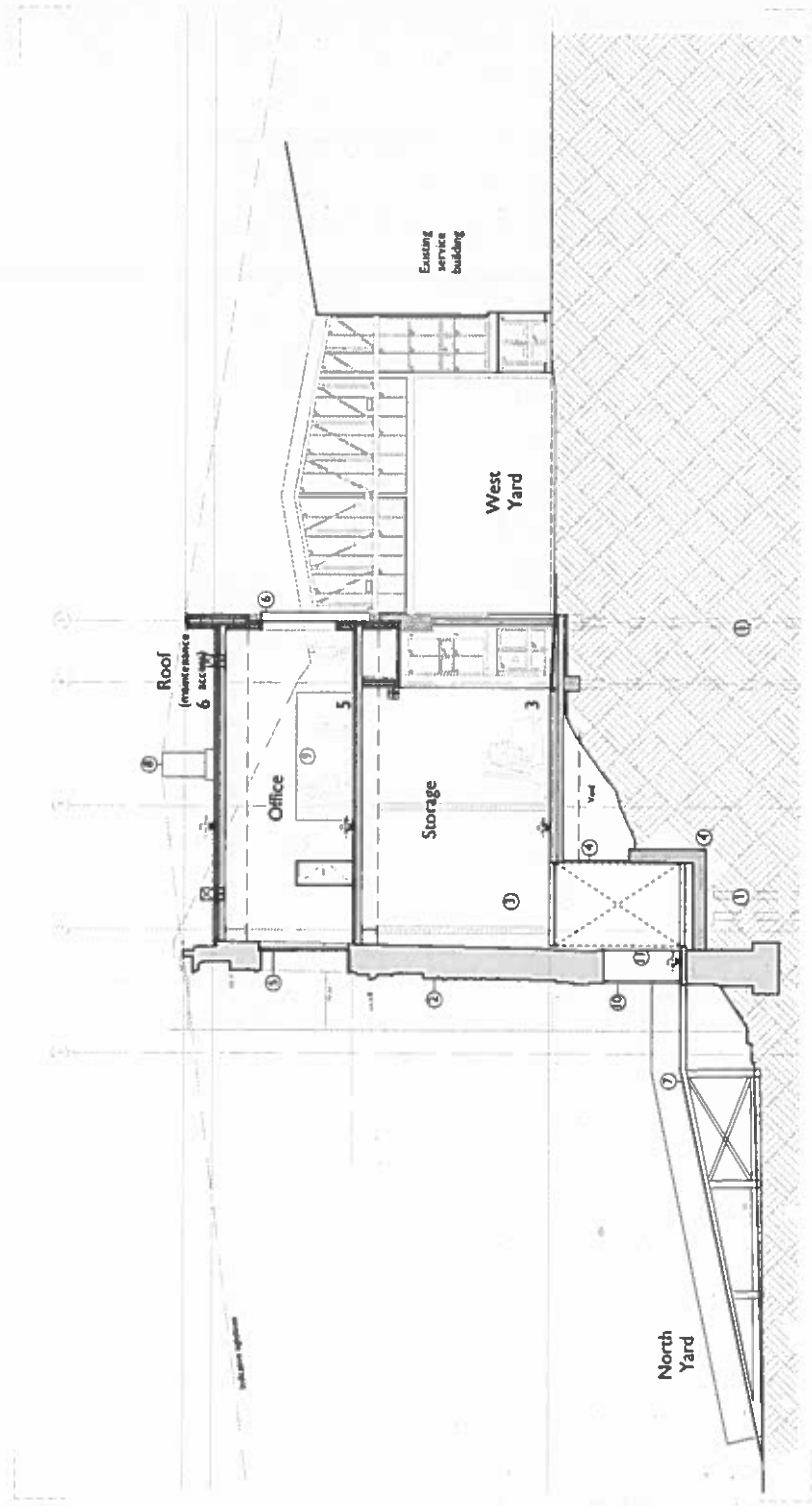
CLIENT: Alexander Park & Plaza Charitable Trust  
 PROJECT: Alexander Palace - West Tower New Building

DRAWING TITLE: Proposed Basement Plan - Level I  
 SIZE & SCALE: A1 1:100@A1 (2800x1300)  
 DRAWING STATUS: ISSUED FOR PLANNING

JOB NUMBER: 218441	DATE: 14 Nov 2017
DRAWING NO: 201	REVISION: P



C



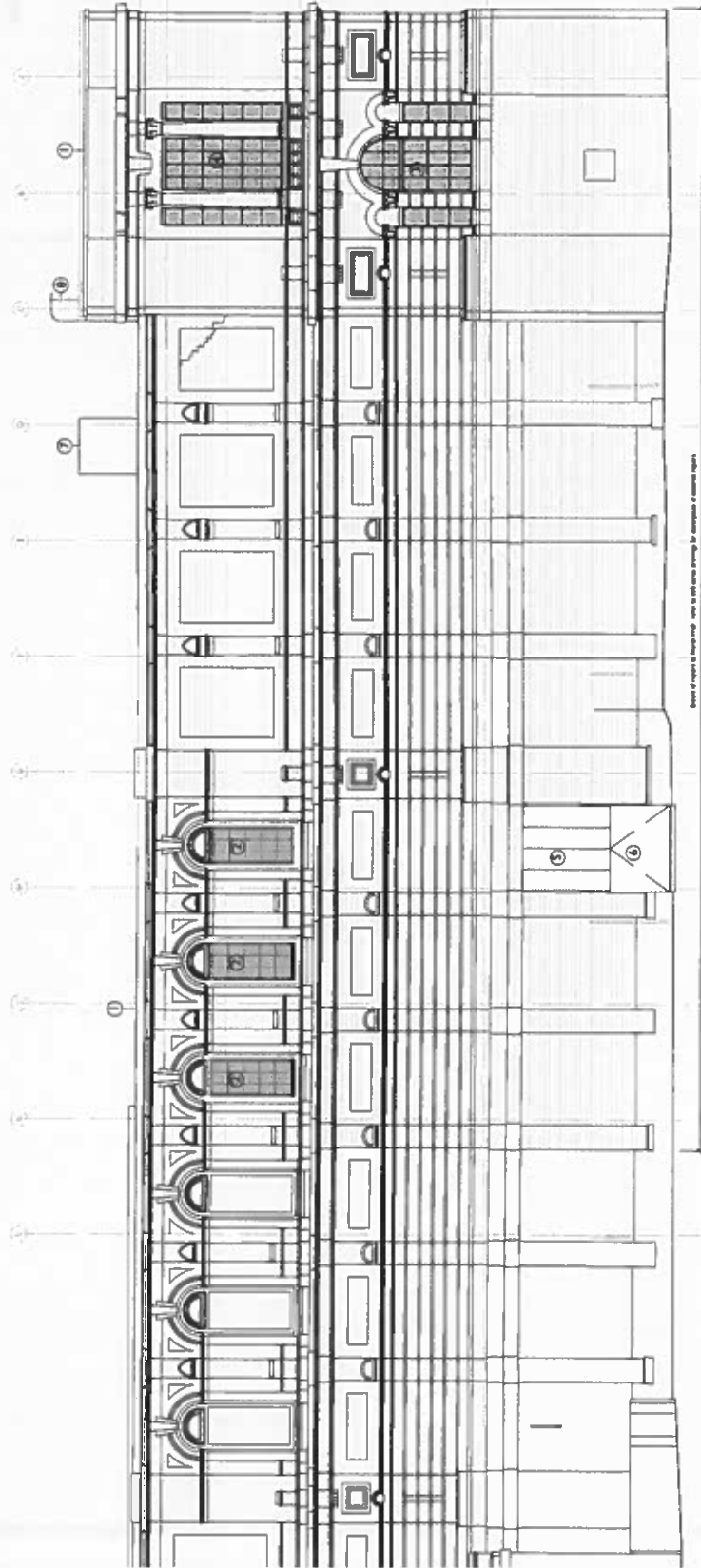
- 1 The foundations, wall base and cross bracing to be design
- 2 External fabric supports to existing North West tower and North West
- 3 Proposed new structure to be built on North West tower. Local openings to be formed in North West.
- 4 Proposed upper platform to be built West Yard (level 2) on North West tower. It has two lifts shafts, with separate entrance before the form running and in existing north wall. Lower levels construction to be retained.
- 5 Retain 2nd, opening to existing wall, lower levels construction to be retained.
- 6 Retain 1st to 2nd floors construction.
- 7 Proposed lift shafts to be retained. Platform to be built through North West.
- 8 Proposed location of structural plate to be retained. It has two lifts shafts, with separate entrance before the form running and in existing north wall. Lower levels construction to be retained.
- 9 New lift shaft structure to be built on existing building to connect to existing lift shaft.
- 10 Reinforced roller element with access to existing lift shaft.
- 11 Open metal mesh hoisted doors to exterior lift.

01 - Proposed Short Section B - 1:100@A1

<p>Notes:</p> <p>Drawings are based on survey data and they are not accurate until they are verified in the field.</p> <p>Do not scale from the drawing. All dimensions are to be verified in the field or by measuring on the work.</p> <p>All dimensions are in millimeters unless stated otherwise.</p> <p>Partial shall be indicated in writing of any dimensions.</p>	<p>DATE: 11 May 2016</p> <p>BY: [Signature]</p> <p>CHECKED: [Signature]</p> <p>DISCUSS: [Signature]</p>	<p>CLIENT: Alexander Park &amp; Plaza Charitable Trust</p> <p>PROJECT: Alexander Plaza - West Yard New Building</p>	<p>DRAWING TITLE: Proposed Short Section B</p> <p>SIZE &amp; SCALE: A1 1:100@A1:1:200@A3</p>	<p>JOB NUMBER: 218441</p> <p>CONTRACT NO: 311</p> <p>EMPLOYER: D</p>	<p>PURC L</p>
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E



01 - Proposed North Elevation - 1:100@A1

- ① General fabric repairs to existing North West corner and North Wall
- ② Re-install 24" x 24" openings in existing North wall, under stone and masonry courses
- ③ Windows existing on the remainder in stone and masonry courses to be repaired with original materials
- ④ Windows opening to be replaced in stone and masonry courses with new windows
- ⑤ Lead pointing to be removed. Where pointing is to be replaced, use Portland Cement Mortar. Use of lead pointing is to be avoided. Use of lead pointing is to be avoided. Use of lead pointing is to be avoided.
- ⑥ Proposed light weight ramp to access ground level through north wall
- ⑦ Proposed new 24" x 24" openings in stone and masonry courses
- ⑧ Up and over stone masonry to be replaced with brickwork system to access roof of tower

**Notes:**  
 Drawings are based on survey data and may not accurately represent what is physically present.  
 Do not scale from this drawing. All dimensions are to be specified on the drawings and are to be confirmed with the work.  
 All dimensions are to be confirmed unless stated otherwise.  
 Permitted shall be indicated in writing of any discrepancies.

<p>FOR REVISIONS: 230444</p> <p>DRAWING NO: 231</p> <p>REVISION: 0</p>		<p>DATE: 11/08/2011</p> <p>ISSUED FOR: PLANNING</p>	
<p>CLIENT: Alexander Park &amp; Palace Charitable Trust</p> <p>PROJECT: Alexander Palace - West Tower New Building</p>		<p>DATE: 11/08/2011</p> <p>ISSUED FOR: PLANNING</p>	
<p>DATE: 11/08/2011</p> <p>ISSUED FOR: PLANNING</p>		<p>DATE: 11/08/2011</p> <p>ISSUED FOR: PLANNING</p>	



CEO's report, Appendix 2, Forthcoming events,

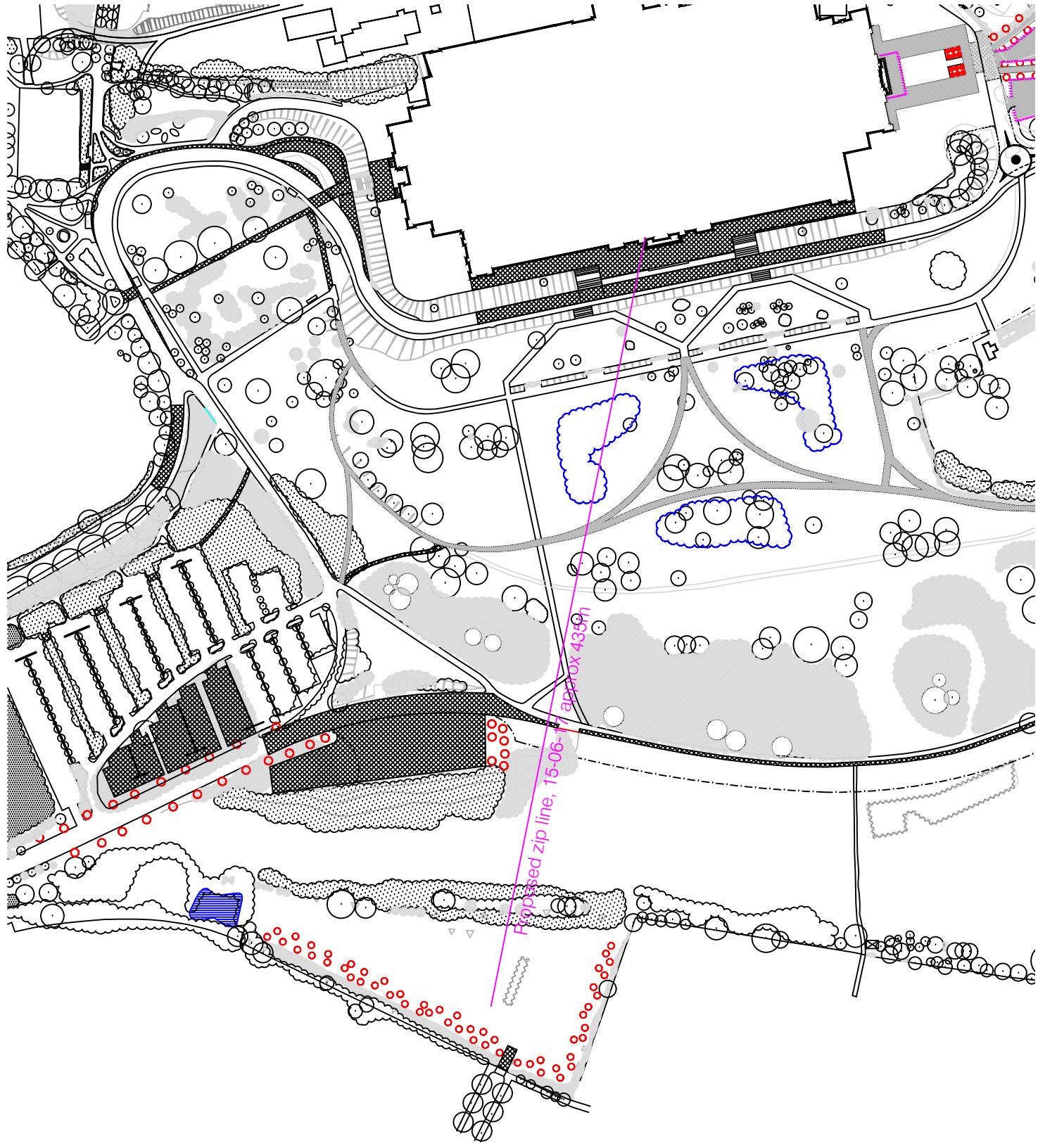
Event	Event Type	Date (tenancy)	Date (event open)	Special requirements
Interpol	Concert	01.09.17	01.09.17	
Antiques	Exhibition	02.09.17-03.09.17	03.09.17	
<b>Organ Concert</b>	<b>Organ</b>	<b>04.09.17</b>	<b>04.09.17</b>	
Asiana Wedding Show	Exhibition	08.09.17-10.09.17	09.09.17-10.09.17	Due to West Hall event guest will access the Great Hall via the Rose Window throughout both event open days
Progress Wrestling	Sport	10.10.17	10.10.17	
Luna Cinema	Outdoor	15.09.17	15.09.17	South Slope
Crafting At Ally Pally	Exhibition	14.09.17-17.09.17	16.09.17-17.09.17	
Luna Cinema	Outdoor	16.09.17	16.09.17	South Slope
<b>Open House</b>	<b>Community</b>	<b>16.09.17</b>	<b>16.09.17</b>	<b>Basement Tours</b>
<b>LCD Sound System</b>	<b>Concert</b>	<b>22.09.17-24.09.17</b>	<b>22.09.17-23.09.17</b>	
<b>Lorde</b>	<b>Concert</b>	<b>26.09.17-28.09.17</b>	<b>27.09.17</b>	
Phoenix	Concert	30.09.17	30.09.17	
Knitting & Stitching Show	Exhibition	08.10.17-15.10.17	11.10.17-15.10.17	

<b>Comedy on Ice</b>	<b>Ice Rink</b>	<b>14.10.17</b>	<b>14.10.17</b>	
Mind, Body, Soul & Yoga Show	Exhibition	18.10.17-22.10.17	20.10.17-22.10.17	
Fireworks	Live Event	02.10.17-05.10.17	04.11.17-05.11.17	
<b>Freight in the City</b>	<b>Exhibition</b>	<b>06.11.17-07.11.17</b>	<b>07.11.17</b>	
Don Broco	Concert	11.11.17	11.11.17	
<b>Diana Awards</b>	<b>Awards</b>	<b>13.11.17</b>	<b>13.11.17</b>	
War on Drugs	Concert	14.11.17	14.11.17	
Antiques	Exhibition	18.11.17-19.11.17	19.11.17	
Royal Blood	Concert	20.11.17	20.11.17	
<b>Wolf Alice</b>	<b>Concert</b>	<b>24.11.17</b>	<b>24.11.17</b>	
<b>Event</b>	<b>Event Type</b>	<b>Date (tenancy)</b>	<b>Date (event open)</b>	<b>Special requirements</b>
Enter Shkari	Concert	25.11.17	25.11.17	
Woodcraft Folk Junior Hockey Camp	Ice Rink	25.11.17	25.11.17	Estimated 700 visitors
<b>Haringey Outstanding for all Awards</b>	<b>Awards</b>	<b>27.11.17</b>	<b>27.11.17</b>	

Parov Stellar	Concert	01.12.17-02.12.17	02.12.17	
Christmas Panto	Ice Rink	04.12.17-11.12.17	04.12.17-11.12.17	12 sessions in total – Moved dates so not to clash with Darts Visitors – 750 visitors per session
<b>Liam Gallagher</b>	<b>Concert</b>	<b>07.12.17</b>	<b>07.12.17</b>	
Darts	Sports	09.12.17-04.01.18	14.12.17-02.01.18	22 sessions in total – excluding Christmas Eve, Christmas Day, Boxing Day and New Years Eve

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# Alexandra Palace

## **ALEXANDRA PARK AND PALACE** **JOINT MEETING OF THE STATUTORY ADVISORY AND** **CONSULTATIVE COMMITTEES** **3<sup>rd</sup> October 2017**

**Report Title:** New Year's Eve - Park and Palace Management Plan

**Report of:** Simon Fell, Director of Event Operations

**Report Authorised by:** Louise Stewart, Chief Executive Officer, Alexandra Park and Palace Charitable Trust (APPCT)

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**Purpose:** To consult the SAC and CC regarding the Trusts intention to close the road through Alexandra Park on New Year's Eve to safeguard the assets and the public, the reputation of the Trust and in the interests of making the best use of the charities resources.

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

N/A

### **1. Recommendations**

1.1 That the Advisory Committee consider the impact of closing Alexandra Palace Way during New Year's Eve and provide advice to the Board on the proposed approach.

### **2. Background**

2.1 There are no events held at Alexandra Park and Palace on New Year's Eve. However each year large numbers of people arrive on foot and by car from 10.00pm onwards to view the fireworks over London.

2.2 There has been a marked increase in recent years. This could be due to displacement from central London since ticketing was introduced (a theory also considered by the City of London Corporation – Primrose Hill). The electronic people counter on The Avenue (gate 11) can be used as a proxy indicator for visitor numbers and shows an increase of almost 70% since recording began in 2013. In

recent years, the weather has been dry, which has also encouraged people outdoors.

- 2.3 This creates several issues for Alexandra Park and Palace that has required increased management by the Trust as numbers on site have grown. This is causing year on year increases in management cost which is unsustainable. It is recognised that some costs are necessary to safeguard the assets but the costs cannot continue to increase beyond the Trust's available resources.

### **3. Issues**

#### **3.1 Traffic Management**

- 3.1.1 The number of vehicles on site exceeds the capacity of the car parks. This year the east car park was closed at 11.00pm as it was full. By 11.50pm vehicles parked on the grass in the rush to be on site by midnight. Alexandra Palace Way became blocked for 60-90 minutes and unmanageable before midnight. It is estimated that at least 1,000 vehicles were on site.
- 3.1.2 The excess number of vehicles creates illegal parking on the road and on the parkland. This creates traffic and pedestrian hazards and damage to the park. It also creates traffic issues on surrounding roads. Many drivers refuse to move and can become aggressive, last year a traffic marshal was assaulted.
- 3.1.3 Various previous attempts to close the car parks or install barriers along the pavement have been difficult to manage with the sheer number of visitors on site.

#### **3.2 Crowd Management & Safety of the public**

- 3.2.1 Security control estimates the number of people on site and on the ground, just before and just after midnight, are as high as 8,000. For comparison, this is around the same level as a live music concert. However the crowd is very boisterous. Large amounts of alcohol have clearly been consumed and also brought onto site.
- 3.2.2 Many fireworks are released amongst the crowd, floating lanterns released and rockets are often set off from the hand. These items pose a fire risk and are a hazard to other members of public on site.
- 3.2.3 This year a serious incident occurred: a fight on the South Terrace resulted in serious injury. Police and ambulance attended. The *Evening Standard* reported this incident on 20<sup>th</sup> January stating that a 36 year old lost the sight in one eye when he was punched repeatedly and hit with a glass bottle.
- 3.2.4 The Director of Event Operations met with two senior members of Haringey Borough Metropolitan Police in June; to discuss the proposed road closure of Alexandra Palace Way on New Year's Eve 2017, the need to create a

safer place for those who want to watch the fireworks and ensure order on the road.

3.2.5 Alexandra Palace have initially suggested that they would be able to deploy the necessary staffing to enact a road closure but police assistance would be required to ensure there are no public order issues at the two closure points. The Metropolitan Police have suggested that we take this issue to our Safety Advisory Group (SAG) specifically including Transport for London (TFL) and Haringey Council's (HC) highways team alongside the Metropolitan Police Service (MPS) to discuss in greater detail. They were supportive in principle of the closure; the issue for them is available resource within the Borough.

3.2.6 Alexandra Palace will be meeting the Safety Advisory Group on Friday 6<sup>th</sup> October to discuss this in more detail. This meeting will cover all relevant impacts relating to road closures. This will include the displacement of parked vehicles and those that will be put on a diversion. The meeting will be attended by senior members of the metropolitan police, Haringey Council Highways and TFL alongside Alexandra Palace traffic and security teams.

### 3.3 Clear up operation and site presentation

The grounds maintenance team report growing volumes of litter and rubbish each year adding additional costs.

### 3.4 The costs

3.4.1 With the size of crowd increasing the management approach has also needed to adapt. This year a full traffic team of nine staff and six security staff on the ground were booked from the Park budget. The staff know the venue well and are coordinated by the Control Room Officers.

3.4.2 It is anticipated that this year crowds will increase further but in any case more management is required. The budget available for managing traffic and crowds on non-event days is insufficient and the Trust does not have additional resource to spend especially when there is no corresponding income generating activity to offset it.

## 4. Risk Assessment

4.1 The issues above present several risks to the Charity:

### RISK 1: The Palace cannot be properly safeguarded

Fireworks are set off without proper management presenting a risk to the Palace

Poor traffic controls mean that Emergency vehicles cannot reach the Palace as the road is blocked.

### RISK 2: Public safety cannot be assured

Injury from fireworks including burns to members of the public.

Antisocial behaviour presents a risk to the public and to staff and contractors.

RISK 3: The trusts reputation is negatively impacted

Damage to reputation owing to uncontrolled crowds and disorder.

Damage to reputation traffic management.

Risk 4: The Trusts financial position is weakened

The reputational damage poses a potential threat to the Trading Company's reputation to manage events effectively and potentially creating a challenge to the premises licence, despite New Year's Eve not being an 'event' and the Palace being closed. The Trust relies on the income generated by the Trading Subsidiary to provide Gift Aid which forms a critical proportion of the Trusts income.

### 5. Appraisal of Options

- 5.1 The team have explored different options to manage the issues, ranging from options for turning the evening into an event thereby generating income to cover the costs of managing the volume of visitors to various different options for closing the Park and Palace, or parts of it.
- 5.2 The conclusion of the options analysis was that to host an event and to attract people to the site on New Year's Eve would be a significant undertaking at the busiest time of year for the Trading Subsidiary, in the middle of our largest and most financially significant event. Any event on New Year's Eve creates significant management and security issues and also event production risks in relation to the weather. In summary to host the event the cost would be very likely to outweigh the income from ticketing or secondary spend.
- 5.2 The internal Health and Safety Group have reviewed the options for future management set out in the table at Appendix 1.
- 5.3 The preferred option is number 7 (shaded).

### 6. Conclusion and next steps

- 6.1 The recommended option (7) is to close Alexandra Palace Way for the evening. There is a slight increase in cost to the Trust but this can be met within existing budgets.
- 6.2 The next steps are to,
  - Discuss the proposal with the Safety Advisory Group (MPS, LAS, LFB, HC, Licencing, TfL buses). This is a major undertaking that needs to be supported particularly by the Metropolitan Police Service (MPS).
  - Seek the Advice of the Advisory Committee particularly in regard to the current and potential impact on neighbouring streets of New Year's Eve activities at the Palace.

- To consider the advice and make the most cost effective decision, within available resources that best manages the risks and safeguards the assets.

7. Board Response

- 7.1. In considering this report at its meeting on 18<sup>th</sup> July 2017 the Board discussed concerns about the knock-on effect of the road closure for surrounding roads and the potential impact on parking in surrounding roads. The Safety Advisory Group on Friday 6<sup>th</sup> October will agree a strategy for this, including the potential option to implement a temporary Controlled Parking Zone in the area.
- 7.2 The Board supported the closure of Alexandra Palace Way, except for buses and emergency vehicles, on NYE and agreed to delegate the final decision to the Executive Team subject to consultation with the Statutory Advisory Committee (SAC).

8. **Legal Implications**

- 8.1 The Council's Assistant Director of Corporate Governance has been consulted in the preparation of this report, and advises that under the terms of the Alexandra Park and Palace (Public Purposes) Act 1990, the Corporate Trustee - acting through the Board – has the discretion to *“do any act or thing which may in the judgment of the Trustees appear calculated to promote the use and enjoyment of the park and palace by the public”*.
- 8.2. The above mentioned discretion is considered to be wide enough to cover the action proposed.

9. **Use of Appendices**

Appendix 1 – Options assessment

## Appendix 1 – Options assessment

	Options	Outcome	Impact on risks	Other considerations
1	Do nothing – continue with same management plan	Same or larger crowd attends. We see the same altercations with security staff, fireworks and disorder problems leading to injuries or reputational damage. No change to traffic issues.	Risks remain live and potentially increase	
2	Create content to attract audience	Allows AP to offset costs against income. Big security risk for NYE, likely to get a small commercial spend window. Carries a risk associated with the darts taking place within the venue. No easy way to regulate the numbers and therefore make suitable planning. Would need to close the road. A pull on internal resources as our busiest time of the year i.e. Fireworks involves all depts for over a week and we don't have resource to do this at this time of year	Risks are better managed	No capacity and resource to deliver an event at this time of the year
3	Create content and ticket the space	Opportunity to generate income. Develop in house events program. Estimated security spend of £25k. Would need very strong content to justify a ticket price of above £5. Isolates the park from normal park users. Creates a risk to license. A pull on internal resources as our busiest time of the year i.e. Fireworks involves all depts for over a week and we don't have resource to do this at this time of year	Risks are better managed	No capacity and resource to deliver an event at this time of the year
4	Closure of Terrace only	Same or larger crowd attends but is displaced to south front. We see the same altercations with security staff, fireworks and disorder problems leading to injuries or reputational damage. No change to traffic issues.	Risks remain live and potentially increase	
5	Closure of Terrace & South Front	Same or larger crowd attends but is displaced within the Park. We see the same altercations with security staff, fireworks and disorder problems leading to injuries	Risks remain live and potentially increase	



		or reputational damage. No change to traffic issues.		
6	Close central section of AP Way to traffic (no through road)	Same or larger crowd attends. We see the same altercations with security staff, fireworks and disorder problems leading to injuries or reputational damage. No overall change to traffic issues, but problems are displaced.	Risks remain live and potentially increase	Need to seek advice of SAC on their assessment of impact on neighbouring streets with mitigations in place.
7	Closure of Alexandra Palace Way to all traffic 22.00 – 00.30  except buses and emergency vehicles	Same fireworks and disorder problems and reputational damage.  Traffic problems displaced off site – this will need prior planning. Increased costs?  Marketing, signage and social media campaign required.  Buy-in from the Executive Team required (and the Board.	Risks are better managed	Need to seek advice of SAC on their assessment of impact on neighbouring streets with mitigations in place.  Keeping pedestrian access open allows access on foot for local people
8	Total closure of the Park 22.00 – 00.30 to traffic and pedestrians.	Crowds displaced, increased staffing required to secure each entrance (Berlin Wall?). Same fireworks and disorder problems and reputational damage displaced to Park entrances. Increased costs?  Traffic problems displaced off site – this will need prior planning.  Marketing, signage and social media campaign required.  Buy-in from the Executive Team required.	Risks are mitigated	Need to seek advice of SAC on their assessment of impact on neighbouring streets with mitigations in place.  It is not the intention to stop local people from accessing the Palace to enjoy the fireworks.

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