

NOTICE OF MEETING

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

**Tuesday, 23rd January, 2018, 7.00 pm or the rise of the
Consultative Committee - The Londesborough Room, 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 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

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 - 12)

- i. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committees held on 3rd October 2017.
- ii. To note the minutes of the meeting of the Alexandra Palace and Park Board held on 2nd November.

6. CHIEF EXECUTIVE OFFICER'S REPORT (PAGES 13 - 28)

7. ARTS FESTIVAL

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

Philip Slawther, Principal Committee Co-ordinator

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Bernie Ryan

Assistant Director – Corporate Governance and Monitoring Officer

River Park House, 225 High Road, Wood Green, N22 8HQ

Monday, 15 January 2018

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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 HELD ON TUESDAY, 3RD OCTOBER, 2017, 19:30.

PRESENT:

Councillors: Joanna Christophides, Anne Stennett, Jennifer Mann and Ann Waters.

John Wilkinson, Dermot Barnes, Duncan Neill Nigel Willmott, Rachael Macdonald, Val Paley, Jaime Singleton, Richard Hudson and Jacob O'Callaghan

Also in attendance: Cllr Adam Jogee, Cllr Peter Mitchell, Jim Jenks (Chair), Kevin Stanfield, Elizabeth Richardson and Jason Beazley

62. 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.

63. APOLOGIES FOR ABSENCE

Apologies for absence were received from:

Cllr Stephen Mann, Cllr Ross, Cllr Paterson, Cllr Mark Blake, Cllr Claire Bull and David Frith. In addition, Jaime Singleton was attendance as a substitute for Hugh MacPherson.

Cllr Wright, Cllr Hare and John Boshier.

**Clerks Note – The Statutory Advisory Committee was not Quorate as there were only two appointed Members present. The meeting continued informally, however the SAC were unable to take any decisions. **

64. DECLARATIONS OF INTEREST

No Declarations of Interest were received.

65. URGENT BUSINESS

Cllr Christophides advised the Chair that there was an item of urgent business to be considered around nominating a Consultative Committee member to fill the remaining

vacant slot as a non-voting member on the APP Board. The Chair agreed to consider the item as a new item of urgent business under Item 10.

66. MINUTES

The Board noted the minutes of the informal Joint Statutory Advisory and Consultative Committee on 27th June 2017.

The Board noted the draft minutes of the meeting of the Alexandra Palace and Park Board held on 18th July.

67. CHIEF EXECUTIVE OFFICER'S REPORT

RECEIVED the report of Louise Stewart, Chief Executive (CE), Alexandra Park and Palace.

The following matters arose from discussion of the report:

- a. In response to a request for further information around the APPB governance review, the CE advised that there was no further information available at present as the Board had reached no decisions. Governance was due to be discussed further at the Board strategy day on 21st October, at the meeting some consideration would be given to timescales and when consultation would take place with the SAC & CC committees and appropriate stakeholders.
- b. East Wing Restoration Project – The Chief Executive advised that the methodology for the theatre ceiling was still to be finalised.
- c. The Friends of Alexandra Palace Theatre advised that they were willing to assist with fundraising for community usage of the theatre.
- d. The planning and listed building conditions submitted for listed building consent discharge were not significant changes but were noted as amendments to existing consents.
- e. West Yard Storage Project – In response to a question about what was being done about temporary storage, it was commented that some storage was off-site as the building was not ready on time. The additional costs to APP were covered by the contractor, in accordance with the contract.
- f. No issues were foreseen with seeking planning permission and listed building consent for relocating the storm water drain attenuation tank from beneath the West Yard to the North Yard.
- g. BBC Tower Mast - In response to a suggestion that the lighting of the mast be undertaken regularly and not just for special events, the CE advised that the planning process was subject to competing priorities and that some stakeholders had raised objections to the proposal. It was agreed that the dates for the planning application would be circulated (**Action: Natalie Layton**).
- h. Events – The Chair advised that representatives from WERA met with the CE recently and that a number of mitigations were agreed in response to the parks licence. These included how noise complaints would be responded to and an agreement that regular updates would be provided to the Committee on the amount of noise complaints received.
- i. The psychedelic mural was currently in storage and would be used again at future events.

- j. The Trust was continuing to liaise with the Forestry Commission to tackle the Oak Processionary Moth nests found in the park. Low-level nests had been fenced off and would be removed.
- k. Future Events – In response to a question on whether the Palace would have to make any improvements to the building in order to facilitate the zip wire and whether its installation would involve any restrictions to areas of the park; the Committee was advised that arrangements were still to be determined. The CE advised that several potential anchoring points had been identified and that the management team were conscious that they did not want to unnecessarily fence off areas of the park. In response to a follow-up question, the CE reiterated that no decision had been made and that the size and location of a landing platform was still to be determined. The CE stated that it would not necessarily be a permanent installation.
- l. Park update - Congratulations to Mark Evison and the Parks team was noted for the three awards that they received. The Committee also acknowledged the work done by the Friends of Alexandra Park.
- m. Volunteers – In response a query, the committee was advised that a general request for volunteers had not been undertaken for some time. However, the team was actively looking into areas that volunteers could become more involved with. The CE advised that the Committee would be advised as-and-when a call for volunteers was made.
- n. Archive and Interpretation – The Committee was advised that the BBC Wing Forward Plan was still being developed by the Trust and that this would be shared in due course. The CE acknowledged that an advisory workshop would be included in the Forward Plan.
- o. The Chief Executive acknowledged that the 3D scans of both basement levels would be accessible to the public, but that the timescales for this were not determined.

**Clerk's note - Virtual tours of the basements can be found at this link:
https://www.google.com/culturalinstitute/beta/streetview/alexandra-palace-solitary-confinement-cell/LwFRdIB4EqKT_w **

68. NEW YEAR'S EVE - PARK AND PALACE MANAGEMENT PLAN

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

The following matters arose from discussion of the report:

- a. The Committee expressed concern with the displacement of vehicles into the surrounding streets and questioned where the vehicles would park if Alexandra Palace Way was closed. The Committee also questioned how access for buses would be managed. In response, the CE advised that the Palace was working with the safety advisory group; which included the Police, TfL and the Council and would ensure that any road closure was properly managed.
- b. The Committee sought assurances that any road closure would be publicised widely and well in advance. The CE acknowledged that any road closure would be well publicised.

- c. The Committee also sought assurances around the timings of the road closure and whether people who had parked their cars before 22:00 would be able to leave. In response, the Committee was advised that the Police would be involved in the determination of the final road closure timings and that further work would be done to assess whether access to car parks would be restricted from earlier in the day.
- d. In response to concerns, the Chief Executive advised that similar arrangements had been successfully implemented for the fireworks and that this included installation of a temporary Controlled Parking Zone.
- e. The Committee commented that traffic pressures may be different on New Year's Eve, as the pressure tended to be on parking spaces at the bottom of the hill during the fireworks event, whereas it was likely to be at the top of the hill on New Year's Eve.
- f. The Committee sought assurances that pedestrian access gates would remain open. The Chief Executive commented that the problems caused were associated with visitors arriving in cars and that pedestrian access would remain.
- g. The Committee questioned whether the Trust could exploit New Year's Eve to generate additional revenue. In response, the CE advised that the team had looked at all available options; but opening the Palace had been discounted due a lack of capacity to put on additional events during an already extremely busy period.
- h. It was suggested that representatives of residents' associations could feedback their thoughts on the New Year's Eve proposals directly to the Chief Executive.

69. NON-VOTING BOARD MEMBERS FEEDBACK

Nigel Wilmott advised the Committee that many of the reports at the last APP Board meeting related to the Trust's long term strategic vision. The Committee noted that there was very little specific feedback from the last meeting, as most of the substantive business was conducted in the exempt section.

70. ITEMS RAISED BY INTERESTED GROUPS

Val Paley questioned when the Committee would have the opportunity to discuss the Heartlands development and its effect on the amenity of the Park. The Chief Executive advised that she was unsure of whether the SAC were able to formally comment on planning applications that were not submitted by the Alexandra Park and Palace. **(Action: Clerk).**

The Committee noted that individual resident's associations were able comment on planning applications, as part of the process at Planning Committee.

The Clerk to ascertain the key dates for the Heartlands planning application. **(Action: Clerk).**

**Clerk's note – The SAC's remit extends to commenting on planning applications either submitted by the Trust or those on the Trust's land. At the time of writing the minutes, the Clarendon Road Gas Works site was due to be validated around the week beginning 6th November, this would start the clock on the wider planning*

process and the planning department have confirmed that the application has met the relevant requirements at the present stage. A description of the site includes the construction of 2-15 storeys to accommodate 622 residential units, as well as a number of other use classes including business use and a day nursery. It was anticipated that the application would be heard by the Committee at the beginning of the next calendar year.*

71. NEW ITEMS OF URGENT BUSINESS

Gordon Hutchinson nominated Duncan Neill to sit on the APP Board as a non-voting Member. Dick Hudson seconded.

RESOLVED

That Duncan Neill be nominated to sit on the APP Board as a non-voting Member.

72. DATES OF FUTURE MEETINGS

The next meeting date of 23rd January was noted.

CHAIR:

Signed by Chair

Date

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MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON THURSDAY, 2ND NOVEMBER, 2017, 19:30

PRESENT:

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

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

ALSO ATTENDING: Louise Stewart (CEO, APPCT), Emma Dagnes (Deputy CEO, APPCT), Philip Slawther (Democratic Services Officer, Haringey Council), Natalie Layton (Executive Assistant, APPCT)

149. 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.

150. APOLOGIES FOR ABSENCE

There were no apologies for absence.

151. URGENT BUSINESS

The Chair advised the Board that there was one item of exempt urgent business, which had been circulated to Board members via email. This report would be considered under Item 34.

152. DECLARATIONS OF INTERESTS

Cllr Waters advised that she was previously a trustee of CUFOS for around 20 years.

Cllr Mann and Cllr Waters advised that they were members of the Planning Committee and declared a prejudicial interest in relation to Item 23 on planning application responses.

153. QUESTIONS, DEPUTATIONS OR PETITIONS

There were no questions, deputations or petitions.

154. UPDATE ON MEMBERSHIP OF COMMITTEES

The Chief Executive, introduced a report which set out the membership of Alexandra Park and Palace Charitable Trust Board, as well as setting out the membership of other Committees and Boards related to the APPCT for the financial year 2017/18.

RESOLVED

- I. To note membership of the Alexandra Park and Palace Advisory Committee, as set out in appendix 1 of the report;
- II. To note the membership of the Alexandra Park and Palace Consultative Committee, as set out in appendix 2 of the report;
- III. To note the membership of the Alexandra Palace Trading Limited Board, as set out in appendix 3 of the report;
- IV. To note the membership of the Finance, Risk and Audit Committee, as set out in appendix 4 of the report.

155. MINUTES

RESOLVED

The Board agreed the unrestricted minutes of the Alexandra Palace and Park Board held on 18th July 2017 as an accurate record of the meeting.

156. CHIEF EXECUTIVE'S REPORT

Louise Stewart, Chief Executive introduced a report which provided an update on current issues and projects at Alexandra Park and Palace, as set out.

The following arose from the discussion of the report:

- The Board noted its congratulations to the Parks team on the achievement of several awards as part of the London in Bloom Awards.
- *East Wing Restoration Project* – In response to a query about the hidden features found, the Board was advised that this related to informing Haringey's Planning service of the hidden sleeper walls which Board members were aware of. The Board also noted that the contractors working on the ceiling were due to submit their methodology to the management team by the end of the week.
- *Parks Update* - In response to a question about the 'Quick Jump' free fall section of the Go Ape course, the Board was advised that this was a four-storey drop whilst attached to a zip line.

The Board noted the information contained in the report.

157. RISK MANAGEMENT POLICY

Louise Stewart, Chief Executive introduced the report which sought approval of the Risk Management Policy.

The following arose from the discussion of the report:

- a. The Board requested that a further workshop on risk management be held in future, it was suggested that this coincide with the new Board membership in 2018/19.
- b. The Board suggested that the policy should state that the Board had final approval of which risks were contained in the Risk Register. The CEO agreed to amend the report accordingly. **(Action: Louise Stewart).**

RESOLVED

That the Board approved the Risk Management Policy, subject to the amendment outlined above.

158. WHISTLE BLOWING POLICY

Louise Stewart, Chief Executive introduced the report which sought approval of an amendment to the Whistleblowing policy adopted by the Board on 18th July 2017. The amended Whistleblowing policy incorporated new guidance on the Code of Practice for Fundraising.

RESOLVED

That the Board approved the amended Whistleblowing Policy at Appendix 1 of the report.

159. OUTDOOR EVENTS MONITORING FRAMEWORK

Louise Stewart, Chief Executive introduced the report which proposed an outdoor events monitoring framework to monitor and record the effect of events on the parkland, and the Trust's management of those impacts.

The following arose from discussion of the report:

- a. In response to a query, the senior management team advised that returning the park to its original condition within 48 hours of an event had always been an informal timescale that staff had worked towards, and that the framework formalised this timescale in writing.
- b. It was clarified that the KPI target of 80% was for each individual event.
- c. Noise monitoring was undertaken independently for each event as required by the licence conditions. This was recorded separately from the monitoring framework. Noise monitoring would be reported back to the SAC as part of the monitoring of the Parks Licence.
- d. The Board noted concerns around an increase in the number of events and the potential that this would increase the number of days that the park was being put back to normal.

RESOLVED

- I. To approve the outdoor event monitoring framework;

- II. That overall performance be reported to the Board annually, with updates throughout the year as necessary to the Board and the Statutory Advisory Committee/ the Consultative Committee.

160. TRUST'S FINANCIAL RESULTS

The Board considered a report which set out the results for Alexandra Park and Palace Charitable Trust for July 2017, including the annual forecast of incoming and outgoing resources.

The following matters arose from the discussion of the report:

- a. The Board sought assurances around APPCT being able to meet its liabilities. In response, the Director of Finance and Resources advised that the claims due would be paid on time. In addition, the Board was advised that the £4.467m cash held against the HLF Project account was more than the remainder of financial obligations for the current year.
- b. The Board noted that the variance against the construction fees regeneration budget line was largely as a result of a time-lag arising between the enabling phase to the main works phase.
- c. The Board requested that energy efficiency savings as a result of the lighting loan be shared with the Board. **(Action: Emma Dagnes).**
- d. The Board requested that figures be provided for the previous year's income and expenditure, as per appendix 1 of the report, which will be provided for comparison in future reports. **(Action: Dorota Dominiczak).**
- e. The Board requested that the East Wing Project Cash flow graph at appendix 2 of the report be amended to better differentiate the information contained therein. The Board also requested that the axis be labelled. **(Action: Dorota Dominiczak).**

RESOLVED

The Board noted the information contained in the report

161. POLICIES REVIEW REGISTER

RESOLVED

That the Board approved the amended policy review register.

162. NEW ITEMS OF URGENT BUSINESS

None.

163. EXCLUSION OF THE PRESS AND PUBLIC

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).

164. FUNDRAISING UPDATE

The Board received and noted the update.

165. BBC WING FORWARD PLAN

The recommendations in the report were approved.

166. COST OF LIVING PAY AWARD

The recommendations in the report were approved.

167. CUFOS LEASE REPORT

The recommendations in the report were approved.

168. COLLECTIONS STRATEGY

The recommendations in the report were approved.

169. STRATEGIC RISK REGISTER

The recommendations in the report were approved.

170. GOVERNANCE REVIEW

Noted

171. PLANNING APPLICATION RESPONSES

The recommendations in the report were approved.

172. COLLECTIBLES

Noted.

173. ARTS FESTIVAL

Noted

174. EXEMPT 2017/18 BUSINESS PLAN PROGRESS REPORT Q2

The recommendations in the report were approved.

175. PENSIONS UPDATE

Noted.

176. BOARD WORK PROGRAMME

Noted.

177. BOARD DECISIONS TRACKER

Noted.

178. DRAFT FRAC MINUTES

Noted.

179. DRAFT APTL MINUTES

Noted.

180. EAST WING RESTORATION PROJECT PROGRAMME BOARD

Noted.

181. MINUTES

The Board agreed the exempt minutes Alexandra Palace and Park Board held on 18th July 2017 as an accurate record of the proceedings

182. NEW ITEMS OF EXEMPT URGENT BUSINESS

Noted.

183. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

None

184. FUTURE MEETINGS

Future meeting dates are noted as:

- 20th February 2018
- 26th March 2018

CHAIR: Councillor Joanna Christophides

Signed by Chair

Date

Alexandra Palace

ALEXANDRA PARK AND PALACE **JOINT MEETING OF THE STATUTORY ADVISORY AND** **CONSULTATIVE COMMITTEES** **23rd January 2018**

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 , 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/feedback to the Alexandra Park and Palace Charitable Trust Board, as appropriate to the SAC/CC remits.

2. Governance Review

- 2.1 The Governance Review is now complete and the SAC and CC have been provided with separate reports, in order for the committees to provide feedback and advice as appropriate on the findings and the proposed way forward. Feedback is sought prior to any decisions about changes to governance being made by the Trust. Separate

meetings will take place on 23rd January, prior to and following the joint meeting of the committees.

3. East Wing Restoration Project

- 3.1 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.
- 3.2 The Interpretation Team are developing an Interpretation Strategy after completing the Collections Strategy. This will establish a framework and methods for encouraging public engagement and connection with our heritage; the archive, objects, stories and the property itself. The development of the strategy will assist with funding applications to trusts and foundations. The Creative Learning Team continue to deliver the extensive programme of activities funded by HLF. Further details are below in item 7.
- 3.3 The Trust continues to work with the Principal Conservation Officer and Historic England, keeping them up to date on progress, and informing them of any discoveries made on site (i.e. hidden features). The Principal Conservation Officer has recently visited the Palace to inspect the progress of works. Working with the Contractor, the Trust provides a monthly update to the Economic Development Team at Haringey Council on employment and training figures, particularly with regards to the number of local people on site.
- 3.4 Listed Building consent conditions continue to be discharged as the project progresses.
- 3.5 Listed Building Consent for the lighting of the mast was granted in October with a condition of it being lit no more than 120 times per calendar year. The Trust keeps a record of dates the mast is lit.
- 3.6 Learning and Participation (Creative Learning Team) Update

3.6.1 Learning Zone Thinking Day

The renamed Creative Learning Team (previously Learning and Participation) have been working with the architects FCBS on the plans for the Learning Zone in the East Court. The team held a session with the architects and potential users for the Learning Zone, including representatives from the Alzheimer's Society, Primary and Secondary school teachers, learning practitioners, Haringey Shed, and Disabled Go, amongst others. It was really useful for representatives from FCBS to hear from users to help shape the design.

The team have also been visiting other sites such as the Learning Zones at Samsung, Dulwich Picture Gallery, Horniman, and the V&A.

3.6.2 Future Planning

- a. The department is working through the Arts Council Evaluation for Quality Learning For All training, Quality Principals and Self Evaluation Toolkit to be completed in January 2018.
- b. L&P are currently exploring best practice evaluation techniques – for example Sara Assadulla Associate at InsightShare who has developed a participatory method for engagement using participatory video and storytelling for monitoring, evaluation and learning.
- c. Through workshops exploring vision and values for the department it has been agreed that we rename the team, the Creative Learning team..
- d. Staff have continued to develop networks within the cultural learning sector including attending;
 - Museums as Spaces for Wellbeing - 2 Day Training London Region, Geffrye Museum
 - The Creative Role of Research - Launch event, King's College
 - Influencing and advocacy training, Museum of London
 - Exploring Outreach Workshop with flourishing lives coalition, Claremont Project.
- e. The team have visited a number of organisations to explore best practice; particularly South Bank L&P team, London Transport Museum, RADA outreach, National Portrait Gallery, The Guardian Learn Discovery Learning and the V&A.
- f. The team have staff representation on the following professional forums and steering groups, including Haringey Music Services, Haringey Volunteer Forum, Museums of North London, Haringey Health and Wellbeing Forum, Creative Barking and Dagenham Steering Group and Barking and Dagenham Cultural Partnership, Barking and Dagenham Cultural Education Partnership (CEP) and London Heritage Volunteers Managers Network.

3.6.3 Projects, Activities and Events

- a. See appendix 3 for a comprehensive lists of Learning activities and events from Oct 3rd 2017
- b. Schools Programme Highlight

The team ran our first Creative Careers Session on the 21st November with a Fake News Conference with Jonathan Freedland (Guardian), Mark Frankel (BBC) and James Rodgers (City University). Feedback from the schools attending was really positive and there is definitely an appetite for these types of events moving forward. 110 pupils attending from 4 schools (3 Haringey & 1 Barnet)

c. Wellbeing Programme Highlights

- The team are working with Abigail Hirsch (designer for the Sensory Backpacks at the V&A) to develop a sensory suitcase to take into care homes. Launch is planned for February 2018. This will be a volunteer led activity.
- In October, Wave (We are All Valued Equally) Café pop up launched on the 16th of November. 100 people attended. This will develop into a monthly pop up in the B&K until East Court opens.

3.6.4 Volunteer Programme

- a. A new steering group led by volunteers has been set up to draft and review the volunteering policies and procedures at APPCT.
- b. The Volunteer Coordinator is developing a new partnership with Harington SEN college unit to develop an Assisted Volunteer programme.
- c. Four training sessions have been offered to support our ongoing volunteering programme. These were: customer service, tour guiding in challenging spaces and two collections research training. Total number of volunteers trained so far is 28..

3.7 BBC Studios

- 3.7.1 The Board have agreed in principle an outline high level plan for the next steps in relation to the BBC Studios, attached at Appendix 1. However the Board agreed that due to the limited capacity of the team and lack of confirmed resource to progress the BBC Studios the plan could not commence or be developed further until the current East Wing and West Yard capital projects were completed. The workshop/s mentioned at the last SAC/CC are included in that plan, but there is no detail underneath that at present.
- 3.7.2 However there is an element of HLF funding within the re-scoped East Wing project that is for the development of the BBC Story and its interpretation. The team are exploring different interpretation techniques such as virtual and augmented reality, working with software partners to test the suitability and capability of the different technologies.

4. West Yard Storage Project

- 4.1 The North West Tower is nearly complete. Many of the windows have been restored and will be fully working again.
- 4.2 The main storage area is slightly behind programme but was watertight by Christmas and aims to be ready for use early in the New Year.

- 4.3 The project has experienced further delays as a result of a number of issues. The Project is expected to be complete in March 2018.
- 4.4 Consent was granted in December 2017 to our Contractor to relocate the storm water drainage attenuation tank from beneath the West Yard to the North Yard. The matter was considered at the SAC and CC meeting in October 2017.

5. Events

5.1 Park Licence

- 5.1.1 The licence conditions that covering external activity in Alexandra Park are currently with Haringey Licensing Department. The Trust expects this to be finalised in January by the Licensing Authority, Haringey Council.
- 5.1.2 Since the external event licence was granted around 130,000 people have attended events within Alexandra Park. Over this time there have been 7 recorded noise complaints from residents, four of these were from the Red Bull Soap Box Derby in July, two from the Alexandra Palace Summer Festival and one from the Fireworks Festival. No action was deemed to be necessary as a result of these complaints.

5.2 Q3 Events

- 5.2.1 In October we held two major exhibitions Knitting & Stitching and Mind, body & Soul attracting over 55,000 visitors
- 5.2.2 Alexandra Palace annual Fireworks Festival took place on 3rd & 4th November and was attended by over 90,000 people. Of those surveyed 83.4% would recommend the event to a friend and 89% rated the display either excellent or good. In addition more than 100,000 music fans enjoyed 12 concerts including performances from Liam Gallagher and Royal Blood plus the annual PDC darts tournament broadcast live on Sky Sports.

5.3 Future Events

- 5.3.1 Although reported at a previous SAC/CC meeting, the organisation is not pursuing zip wire proposals at this time.
- 5.3.2 An Arts Festival is being planned to take place on 21st July 2018. This event will be known as Kaleidoscope. The event will take place across the south slopes and within the venue. A letter has been sent to local residents giving a basic summary of the event and more information will be available nearer the time. The event is due to launch to the public on 18th January, with tickets on sale on 6th February.
- 5.3.3 The table attached at Appendix 1 summarises the public events scheduled until the end of Q4 (end of March 2018). 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.

5.4 New Year's Eve Road Closure

5.4.1 In light of anti-social behaviour and the blocking of Alexandra Palace Way previously on New Year's a road closure was put in place this year from 21.00-02.00. This eradicated the congestion caused by vehicles stopping and parking. Antisocial behaviour was down on previous years but there were some incidents of people letting off fireworks across the site. Police support was available to assist the road closure. There were no reported issues noted at the road closure points at either end of AP Way. No complaints were received about any parking issues in neighbouring streets.

5.4.2 Using the data logger on the Avenue gate as a proxy measure of visitor numbers on New Year's Eve it is estimated that there was a 15% increase in visitors on 2016 and a 92% increase since the data logger was installed in 2013.

6. **Park Update**

- 6.1 Go Ape have opened their second Tree Top Adventure Course. Reinstatement of the ground should take place in the early spring, if weather permits.
- 6.2 The very wet and stormy weather has been challenging, worsening the existing problem caused by poor drainage. More swales have been created in an attempt to direct the water and reduce the inconvenience it causes, but substantial investment is required to provide long-term solutions.
- 6.3 Park visitor numbers have increased. Using a set of assumptions to estimate visitor numbers from the data collected by the automatic loggers the number of Park visitors in 2017 was 3.33 million, this is an increase from 2.88 million in 2016.
- 6.4 Improvements have been made in the children's play area. The rubber surfacing has been repaired and replaced, spare parts for the climbing frames have been installed and the rear of the embankment has been soiled, seeded and fenced to combat erosion problems.
- 6.5 Two substantial repairs have been made on Alexandra Palace Way. At the east end of the road, a manhole cover was displaced in late October. The frame, cover and brickwork had to be replaced. Adjacent to the Palace a 25 square metre area was excavated, pipework reconnected and the speed hump repaired. Some of the excavated macadam was recycled on site to improve ground conditions in the depot.
- 6.6 The Park Manager and the Friends of Alexandra Park have been working on a mini-action plan for the Butterfly Meadow on the south slope. This area is a sheltered, acidic open area, populated with yellow-ants and interesting meadow plants. Volunteers from the Friends Group have been digging out the roots of the invading brambles and removing undesirable tree saplings. Students from Capel Manor College may be undertaking tree removal as part of their training (at no cost to the Trust) in January-February 2018.

- 6.7 Four new commemorative benches have been secured, continuing the gradual improvement of the quality of the stock of Park benches around site.

7. Drone Policy

- 7.1 Due to the increasing number of drones being flown in the Park it was necessary for reasons of safety and privacy to set out a Drone Policy.
- 7.2 The Drone Policy was circulated to members of the SAC/CC on 8th December and is attached at Appendix 2. The policy is also published on the Alexandra Palace website.

9. Archive and Interpretation

- 9.1 The Collections Strategy was approved by the Trust Board on 2nd November. The strategy sets out the long-term objectives and bases for collections management, access arrangements and public accountability.

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 – BBC Studios Forward Plan
Appendix 2 – Events Schedule (Q4)
Appendix 3 – Drone Policy

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BBC WING PROJECT PROGRAMME v2 - October 2017

Workstream	Task	Board Workshop #1					Board Meeting #1					Board Workshop #2					Board Meeting #2					Board Workshop #3					
		WEEKS 1-2	WEEKS 3-4	WEEKS 5-6	WEEKS 7-8	WEEKS 9-10	WEEKS 11-12	WEEKS 13-14	WEEKS 15-16	WEEKS 17-18	WEEKS 19-20	WEEKS 21-22	WEEKS 23-24	WEEKS 25-26	WEEKS 27-28	WEEKS 29-30	WEEKS 31-32	WEEKS 33-34	WEEKS 35-36	WEEKS 37-38	WEEKS 39-40	WEEKS 41-42	WEEKS 43-44	WEEKS 45-46	WEEKS 47-48	WEEKS 49-50	WEEKS 51-52
A. Preparatory Work	A1. Finalise safe access arrangements for East Wing spaces																										
	A2. Draft tour policy/ protocol for East Wing spaces access																										
	A3. Draft communications plan for East Wing spaces (public engagement)																										
	A4. Stakeholder Workshop / Workshops																										
B. Project Scoping	B1. Board Workshop						within this timeframe																				
	B2. Draft Project Scope document																										
	B3. Test with stakeholders																										
	B4. Test with expert groups																										
	B5. Finalise Scope and sign-off with Board																										
C. Project Governance	C1. Establish roles, oversight and protocols						as part of Workshop							within this timeframe													
	C2. Agree Exec Project Team						as part of Workshop																				
	C3. Identify budget and resource requirements																										
	C4. Agree timelines																										
	C5. Scope tasks requiring external resources																										
	C6. Agree expert working groups (scope of expertise and individuals)																										
	C7. Finalise Governance and sign-off with Board																										
D. Design Brief	D1. Draft Design Brief																										
	D2. Workshop with expert groups and AP Team																										
	D3. Discussions with potential partners/ investors																										
	D4. Board Workshop on draft Design Brief plus tour																										
	D5. Finalise draft Design Brief with Board for sign-off																										
	D6. Issue Design Brief to Architect and obtain quote/ Launch Design Comp																										
	D7. Review proposals/ hold interview panel																										
	D8. Take Board through proposals received and recommendations from panel																										
E. Funding Strategy	E1. Develop Case for Support																										
	E2. Advocates identified																										
	E3. Funding scoping undertaken																										
	E4. Fundraising Engagement Plan drafted																										
	E5. Draft Funding Strategy to Board for sign-off																										
	E6. Finalise FS and identify funder/funders for application																										
	E7. Share Final FS and target funder list with Board																										
F. Business Plan	F1. Produce Business Plan brief																										
	F2. Procure Consultant; work to begin																										
	F3. Outline Business Plan to Board for sign-off																										
	F4. Drafting Business Plan using Board feedback																										
	F5. Business Plan finalised																										
	F6. Final Business Plan presented to Board to sign-off																										
G. Communications and Engagement Strategy	G1. Communications objectives agreed			as part of A3				as part of Workshop and Scope doc prep																			
	G2. Stakeholders identified							as part of Workshop and Scope doc prep																			
	G3. Market (audiences) scoped and defined							as part of Workshop and Scope doc prep																			
	G4. Key messages agreed							as part of Workshop and Scope doc prep																			
	G5. Stories mapped							as part of Workshop and Scope doc prep																			
	G6. Relationship Management Plan drafted																										
	G7. Draft Comms Strategy to Board for sign-off																										
	G8. Finalise Comms Strategy using Board feedback																										
	G9. Share Final Comms Strategy with Board																										

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Appendix 2 Forthcoming Events

Event	Event Type	Date (tenancy)	Date (event open)	Special requirements
World Snooker	Sport	9 - 23.1.18	14 – 21.1.18	
Model Engineering	Exhibition	18 – 21.1.18	19 – 21.1.18	Box Office in the West Corridor
Ping Pong	Sport	24 – 29.1.18	27 – 28.1.18	
Excursions	Exhibition	26 – 27.1.18	27.1.18	
Toolfair	Exhibition	29 – 1.2.18	31.1.18	
Commercial (Car)	Film Shoot	Feb	Provisional enquiry	Partial road closure in front of building. Vehicle access will still be maintained.
Architects	Concert	03.02.18	03.02.18	
Vegan	Exhibition	08 – 11.02.18	10 – 11.2.18	
Chain Smokers	Concert	14.2.18	14.2.18	
Antiques	Exhibition	17 – 18.02.18	18.2.18	
Fatboy Slim	Concert	24.2.18	24.2.18	
RYA	Exhibition	1 – 4.3.18	3 – 4.3.18	
Rag n Bone Man	Concert	8.3.18	8.3.18	
Morrissey	Concert	9.3.18	9.3.18	No meat products in the venue
Everything Everything	Concert	10.3.18	10.3.18	
ASOS Conference	Conference	13 – 15.3.18	14.3.18	
All Time Low	Concert	17.3.18	17.3.18	
Festival of Railway Engineering	Exhibition	22 – 25.3.18	24 – 25.3.18	
Springfest	Internal Event	29 – 31.3.18	30 – 31.3.18	
Wombats	Concert	27.3.18	27.3.18	

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Alexandra Palace

Alexandra Park and Palace Charitable Trust Drone Policy	Date Approved: ET – 27 Nov 2017
	Issue Date: December 2017
	Review Date: Nov 2018

Introduction

This is the policy of the Alexandra Park and Place Charitable Trust and its trading subsidiary APTL, hereafter known as 'Alexandra Palace', regarding the flying of drones or any small aircraft, with or without camera/filming capability¹ on or over the property for which the Trust is responsible.

Background

Alexandra Park and Palace is a heavily used recreational resource on a daily basis for general public recreation and for public and private events and activities. The Trust aims to balance the needs of different users to ensure the Park and Palace is available for the public to enjoy in a variety of different but appropriate and compatible ways. The Trust has felt it necessary to make policy on the use of drones and small aircraft following several incidents of concern for Trust property and safety of the public.

Our Policy is:

It is not permitted to fly a drone on or over Alexandra Park and Palace property without the written permission of the Trustees, for reasons of public safety, privacy and avoidance of damage to natural habitats and historic fabric of the property.²

Our policy is based on the changing uses of different areas of the Park at different times for events and activities and an assessment that the majority of the Park is unsafe for drone flying due to proximity to,

- Palace or Park buildings
- Any road, pathway or car parking area
- Designated conservation area and trees
- Sports field and clubhouse
- The Go Ape course
- Boating lake
- Children's playground
- Neighbouring residential and commercial properties

¹ Hereafter all referred to as drones.

² The majority of airspace within the M25 orbital motorway is considered a congested zone and drone flights must be 150m from a congested area according to CAA (Civil Aviation Authority) guidelines and restrictions, Primarily Air Navigation Order 2016. A "**congested area**" in relation to a city, town or settlement, means any area which is substantially used for residential, industrial, commercial or recreational purposes. Alexandra Park and Palace falls within this description. It should be noted that the CAA Drone Assist app is for guidance only and the information contained within does not indicate whether a drone flight in a location is lawful or not. It does not include information about the land below a potential flight location other than aerial hazards such as towers.

Alexandra Palace

Obtaining written permission

The Trust will only consider applications for flight sessions to drone pilots who:

- demonstrate CAA licences
- have valid and appropriate public liability insurance
- submit flight plans that can be accommodated depending on the schedule of activities and events on site at the requested times and locations

It is highly likely that the Trust will only grant permission to pilots commissioned by the Charitable Trust for the purposes of carrying out its duties or in support of its charitable purposes. Written permission needs to be sought for each individual drone flight session.

Until you are successful in having a specific drone flight, location, date and time authorised, it is our position that if you were to fly a drone over Alexandra Park or Palace land it would be unlawful.

Enforcement

If you are flying a drone without permission you will be asked to end your flight immediately and leave the site by a member of Trust staff or security team. To refuse to do so is a breach of the Park Byelaws for which a fine could be issued.

If we feel that you have breached legislation we will inform the relevant authorities, the CAA and the Metropolitan Police Service and provide appropriate evidence of the activity that we feel is unlawful, which may include photographic or CCTV evidence.

If you are flying a drone without permission and it becomes stuck on any property, the Trust will not retrieve it for you. If it causes any damage to any property we will hold you liable for the costs to rectify.

Applying for permission

Permission to fly a drone should be applied for in writing to the Chief Executive at ceo@alexandrapalace.com. You should include,

- Your name, address and contact details
- The locations, dates and times of your intended flight
- A copy of your insurance documents
- A copy of your CAA documentation
- The reason for your request
- A minimum of 2 week's notice

Commercial use

If you are requesting a flight for commercial reasons the above conditions will apply and a fee may be payable, especially if you are taking images or film footage. In this instance please contact:

sales@alexandrapalace.com

Associated documentation and further information

Further advice and guidance can be obtained from the Civil Aviation Authority: www.caa.co.uk.

Alexandra Palace

Status of policy

This is a statement of current Alexandra Palace policy taking into account current legislation. Alexandra Palace reserves the right to amend the procedure as necessary to meet any changing requirements.

The organisation will review and ensure compliance with this policy at regular intervals.

Date	Version	Author	Amendments
04.12.2017	V1	Louise Stewart	

Alexandra Palace is committed to the fair treatment of its staff, potential staff or users of its services, regardless of race, gender, religion, sexual orientation, responsibilities for dependents, age, physical/mental disability or offending background.

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