

NOTICE OF MEETING

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

**Thursday, 3rd October, 2019, 7.30 pm - The Londesborough Room,
Alexandra Palace Way, Wood Green, London N22**

Statutory Advisory Committee Members:

Councillors Lucia das Neves, Josh Dixon, Scott Emery, Justin Hinchcliffe, Elin Weston, Khaled Moyeed, Yvonne Say and James Chiriyankandath.

Jane Hutchinson (Alexandra Residents Association), Ken Ranson (Bounds Green & District Residents Association), John Crompton (Muswell Hill & Fortis Green Association), Kevin Stanfield (Palace Gates Residents Association), Elizabeth Richardson (Palace View Residents Association), David Frith (The Rookfield Association), Jason Beazley (Three Avenues Residents Association), and Jim Jenks (Warner Estate Residents Association).

Consultative Committee Members:

Councillors Dana Carlin, Nick da Costa, Eldridge Culverwell, Bob Hare, Anne Stennett and Sarah Williams.

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), Elen Roberts (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), Calvin Henry (St Mary's CE Primary School) and Richard Hudson (Warner Estate Residents Association).

1. FILMING AT MEETINGS

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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 - 16)

- i. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committees held on 18th June 2019.
- ii. To note the minutes of the Statutory Advisory Committee held on 18th June 2019.
- iii. To note the minutes of the Consultative Committee held on 18th June 2019.
- iv. To note the draft minutes of the meeting of the Alexandra Palace and Park Board held on 16th July 2019.

6. CEO'S UPDATE REPORT (PAGES 17 - 24)

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.

7. OUTDOOR EVENTS MONITORING FRAMEWORK (PAGES 25 - 44)

This report provides a summary of the results of the Outdoor Monitoring Framework and details of how it has been managed since the framework was established in November 2017.

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 4 above.

11. DATES OF FUTURE MEETINGS

Tuesday 10th December 2019

Tuesday 25th February 2020

Ajda Ovat
Tel – 020 8489 1859
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Email: Ajda2.Ovat@haringey.gov.uk

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

Wednesday, 25 September 2019

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, 18TH JUNE, 2019, 8.00 - 9.45 pm

PRESENT: Jason Beazley (Advisory Committee Member), David Frith (Advisory Committee Member), Jim Jenks (Advisory Committee Member), Duncan Neill (Advisory Committee Member), Ken Ranson (Advisory Committee Member), Elizabeth Richardson (Advisory Committee Member), Dermot Barnes (Consultative Committee Member), John Boshier (Consultative Committee Member), Frances Hargrove (Consultative Committee Member), Richard Hudson (Consultative Committee Member), Rachael Macdonald (Consultative Committee Member), Hugh Macpherson (Consultative Committee Member), Jacob O'Callaghan (Consultative Committee Member), Val Paley (Consultative Committee Member), Jonathan Smith (Consultative Committee Member), John Thompson (Consultative Committee Member), John Wilkinson (Consultative Committee Member), Nigel Willmott (Consultative Committee Member), Councillor James Chiriyankandath, Councillor Eldridge Culverwell, Councillor Lucia das Neves (**Chair**), Councillor Scott Emery, Councillor Justin Hinchcliffe, Councillor Yvonne Say, Councillor Nick da Costa and Councillor Elin Weston.

131. ELECTION OF CHAIR FOR THE MEETING

Cllr das Neves agreed to chair the meeting.

132. FILMING AT MEETINGS

Noted.

133. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Moyeed, Cllr Carlin, Cllr Stennett, Cllr Hare, Cllr Williams, Richard Hudson, Jane Hutchinson and Kevin Stanfield.

134. DECLARATIONS OF INTEREST

Cllr Hinchcliffe declared that he was a member of Friends of Alexandra Palace and Park.

135. URGENT BUSINESS

None.

136. MINUTES

The following points were noted in discussion:

- The CEO, Louise Stewart, confirmed it had been the intention to have the annual report on outdoor events monitoring framework listed on the agenda but, regrettably, this had not been possible for this meeting due to the workload of Trust staff.
- Regarding the shuttle bus between Alexandra Palace Railway Station and Tottenham Hotspur, the CEO informed the Trust had written to Tottenham highlighting their concerns. The Trust had yet to receive a response from Tottenham but would escalate those concerns ahead of the next football season. The Council had ongoing discussions with Tottenham Hotspur regarding the new stadium and the issue of the shuttle bus would form part of those discussions.
- The Committee praised and thanked the Trust staff for their efforts in securing and hosting 'An Audience with Madonna' on 13th June 2019, which received positive publicity for the Palace.

RESOLVED

1. To approve the minutes of the informal Joint Statutory Advisory and Consultative Committee held on 25th April 2019.
2. To note the minutes of the Statutory Advisory Committee held on 25th April 2019.

137. CEO'S UPDATE REPORT

The CEO introduced the report and invited Member comments. The following was noted:

Governance

The CEO informed that the Governance Project Group had met several times and a briefing note was being prepared for Councillors, which would also be circulated to Members of the SAC/CC. **Post meeting note:** Update circulated to SAC/CC members by email in August.

London Fire Brigade (LFB) presence

The CEO informed that the Trust had been working closely with the LFB to put in place new temporary water supply measures following the corrosion of fire main pipework. In the event of an incident at the Palace and Park, the LFB had confirmed they were satisfied that they would be able to provide an adequate response. A long term solution would be addressed at a later date.

Responding to a question, the CEO informed that the Trust was not expecting a written report from LFB. The Trust keeps its own records. As well as ensuring the safety of staff, visitors and the building the exercise provided the Trust's insurers that the Trust was actively managing and mitigating risks, which would benefit insurance premiums in the long term.

Park Update

In preparation for a likely increase in littering around the park during the upcoming summer months new signage was to be installed around the Palace and Park to discourage littering. The CEO sought Resident Association's to do all they could to discourage residents not to litter or fly tip in the Park.

Regarding the ongoing work to tackle Oak Processionary Moth, Members noted it would be helpful if the Alexandra Palace website had images of what people should be looking out for. **Post meeting note:** leaflet about the moths was circulated to SAC/CC in July.

Responding to a question on litter collections, the CEO informed that the Trust had a limited budget for this and additional litter collections were scheduled for the summer months when litter around the Park increased. Litter collection rotas were changed, depending on the events on site so that certain areas, such as the children's playground or heavily littered areas could be prioritised.

Future use of the deer enclosure had not been decided and the area would remain as it currently was, with the gate closed for the safety of park users while the grass area recovered from deer grazing. Post meeting note – the area is being used for outdoor activities as par of the creative learning programme.

Responding to a question on the potential for fires in the Park, the CEO confirmed that there were regular patrols and that the team were vigilant, particularly during the warmer weather. The CEO noted that local users of the Park had been robust in keeping the Trust informed of any fire outbreaks. Members were encouraged to contact the Trust's security or visitor services team on 020 8365 2121 if they spotted any fires within the Park.

The Trust intends to highlight the leaving of household rubbish by park neighbours by putting hazard tape around it in order to discourage the activity. Local Ward Councillors at the meeting offered assistance by raising awareness on the streets that it was unacceptable to leave household litter in the Park. Resident Associations would also be proactive in highlighting the issue at their local meetings.

East Wing and Theatre

The CEO noted the diversity of performances in the theatre, which included Liam Gallagher and Madonna.

Regarding the purchasing of tickets, the CEO informed that this was being looked into but any solution was likely to be digital as it was not viable to operate a full service box office on site given the cost involved.

Heritage Significance Appraisal

The CEO informed that a public consultation on the Heritage Significance Appraisal was planned to start from late June. Views would be sought from stakeholders and Members of the SAC/CC were invited to submit comments on the public consultation. Following the consultation conclusion, Members of the SAC/CC would further be consulted on its results. The CEO confirmed the Conservation Officer of Haringey Council would also be involved in the process.

In response as to whether the Board had considered the Appraisal document, the CEO confirmed it had not and that the document was still in the process of being finalised. Once finalised, the Appraisal would be released for public consultation. The Appraisal would be released online but the CEO confirmed that copies would be made available at the Palace, upon request. The consultation period would likely be extended which the Chair agreed was appropriate, given it was taking place over the summer holidays.

An update would be provided to the Committee on the public consultation at the next meeting on 24th September (**Action: Louise Stewart/ Natalie Layton**).

Creative Learning

The CEO confirmed that work on the creativity pavilion would be underway by July and was expected to be completed by the end of 2019.

Responding to a Member request, the CEO confirmed that the 'Creative Learning' section of the report could have a table of events included at the next meeting (**Action: Natalie Layton**).

Events and Noise Management

The CEO highlighted that Alexandra Palace Way would be closed from 10am on 5th July until 5am on 8th July in preparation for Red Bull on 7th July.

Regarding the resilience forum, the CEO informed that the Council used to run this group which saw different event organisers collaborate on joining up planning preparations for major events and incidents across the borough. Following the re-opening of the refurbished White Hart Lane Stadium, it was decided the forum was to be recreated with new terms of reference, yet to be drafted.

Responding to an enquiry on the open house tour of Alexandra Palace, the CEO confirmed this would be taking place. Post meeting note – Alexandra Palace is not taking part in Open House this year due to programming clashes.

Beer Garden

The CEO noted the Beer Garden had received positive customer feedback. There had been no damage to any of the property or noise complaints received.

Responding to a question on the completeness of the Beer Garden features, the CEO informed that work was still taking place such as treatment of the roof.

Regarding a question on the possibility of the Phoenix Bar providing products from local breweries, the CEO confirmed that there is a contract in place for the provision of drinks at the Palace to ensure that the demand and volume required could be met..

Regarding Appendix 1, the CEO confirmed that the locations for events from 17th August 2019 would be listed in the minutes. They are as follows:

17 th August	The Grete Fete	Park
25 th August	Kaleidoscope Presents Event	Pavilion Car Park
23 – 28 th August	The Monster	Great Hall
1 st September	Antiques Show	Great Hall
6 – 7 th September	Live Music Event (TBC)	Great Hall & West Hall
13 – 14 th September	Park Event	<i>Was provisional, no longer going ahead</i>
15 th September	Music Event (TBC)	Great Hall & West Hall
26 th September	Music Event (TBC)	Great Hall & West Hall
26 – 29 th September	Table Top Gaming	Great Hall and West Hall

RESOLVED

To note the contents of this report.

138. HARINGEY WARD BOUNDARIES

The CEO introduced this report, which sought the Joint SAC/CC's comments on the public consultation relating to Ward Boundaries and the potential impact this might have on the SAC membership. One of the proposed changes meant that Alexandra Ward would be merged with Fortis Green to form Muswell Hill North.

The following was raised:

- The reduction in Ward Boundaries from 6 to 5 did not affect the area coverage.
- Members were invited to comment on the public consultation if they had any concerns they wished to raise.
- Members noted that some wards, such as Stroud Green and Alexandra, had raised concern over the proposed changes to the Ward Boundaries.

- The CEO informed that as the Trust was a local organisation, it had a right to contribute its views on the proposed changes. However, the Trust had yet to consider its position and whether to put forward a view.
- If the Trust Board were to decide its position before the next meeting of the Joint SAC/CC, it was suggested that this be circulated with Members beforehand for them to consider their response.

RESOLVED

To consider the proposed changes to the Haringey Ward Boundaries and the impact that they may have for the Park and Palace and put forward issues or concerns to the Trust.

139. NON-VOTING BOARD MEMBERS FEEDBACK

The non-voting Board Members highlighted that a discussion had been had on the overall business performance of the Palace and Park. This had shown a positive performance but competition for events meant there was no room for complacency. The opening of the theatre had not only improved the business aspects of the Palace but improved its reputation. The Board had praised the Trust team for their work.

140. ITEMS RAISED BY INTERESTED GROUPS

None.

141. NEW ITEMS OF URGENT BUSINESS

N/A.

142. DATES OF FUTURE MEETINGS

Tuesday 24th September 2019
Tuesday 10th December 2019
Tuesday 25th February 2020

CHAIR:

Signed by Chair

Date

MINUTES OF THE MEETING OF THE ALEXANDRA PARK AND PALACE ADVISORY COMMITTEE HELD ON TUESDAY, 18TH JUNE, 2019

PRESENT: David Frith (Advisory Committee Member), Jason Beazley (Advisory Committee Member), Jim Jenks (Advisory Committee Member), Duncan Neill (Advisory Committee Member), Ken Ranson (Advisory Committee Member), Elizabeth Richardson (Advisory Committee Member), Lucia das Neves, James Chiriyankandath, Josh Dixon, Scott Emery, Justin Hinchcliffe, Yvonne Say and Elin Weston

46. ELECTION OF CHAIR OF THE STATUTORY ADVISORY COMMITTEE FOR THE MUNICIPAL YEAR 2019-20

Jim Jenks nominated Jason Beazley, and this was seconded by Cllr Chiriyankandath.

RESOLVED

That Jason Beazley be appointed as Chair of the Statutory Advisory Committee for the 2019-20 Municipal Year.

47. ELECTION OF VICE-CHAIR OF THE STATUTORY ADVISORY COMMITTEE FOR THE MUNICIPAL YEAR 2018-19

Jason Beazley nominated Jim Jenks, and this was seconded by Duncan Neil.

RESOLVED

That Jim Jenks be appointed as Chair of the Statutory Advisory Committee for the 2019-20 Municipal Year.

48. FILMING AT MEETINGS

Noted.

49. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Moyeed and Jane Hutchinson.

50. DECLARATIONS OF INTEREST

Cllr Hinchcliffe declared he was a member of Friends of the Alexandra Palace and Park.

51. MINUTES

RESOLVED

To approve the minutes of the Advisory Committee held on 25th April 2019.

52. CEO'S UPDATE REPORT

Regarding this item, the SAC endorsed the comments made at the Joint Meeting of the Alexandra Park and Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee.

53. HARINGEY WARD BOUNDARIES

Regarding this item, the SAC endorsed the comments made at the Joint Meeting of the Alexandra Park and Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee.

54. ANY OTHER BUSINESS

None.

55. DATES OF FUTURE MEETINGS

Noted the dates of future meetings:

- Tuesday 24th September 2019
- Tuesday 20th December 2019
- Tuesday 25th February 2020

CHAIR:

Signed by Chair

Date

MINUTES OF THE MEETING OF THE ALEXANDRA PARK AND PALACE CONSULTATIVE COMMITTEE. HELD ON TUESDAY, 18TH JUNE, 2019, 20:00 – 21:45

PRESENT: John Wilkinson (Consultative Committee Member), Hugh Macpherson (Consultative Committee Member), Calvin Henry (Consultative Committee Member), Ken Ranson (Consultative Committee Member), John Boshier (Consultative Committee Member), Richard Hudson (Consultative Committee Member), Rachael Macdonald (Consultative Committee Member), Val Paley (Consultative Committee Member), John Thompson (Consultative Committee Member), Nigel Willmott (Consultative Committee Member), Dermot Barnes (Consultative Committee Member), Jacob O'Callaghan (Consultative Committee Member), Duncan Neill (Consultative Committee Member), Jonathan Smith (Consultative Committee Member), Councillor Nick da Costa and Councillor Eldridge Culverwell

22. ELECTION OF CHAIR OF THE CONSULTATIVE COMMITTEE FOR THE MUNICIPAL YEAR 2019-20

Cllr das Neves was nominated as Chair of the Consultative Committee.

RESOLVED

That Cllr das Neves be nominated as Chair of the APPCT Consultative Committee for the municipal year 2019-20.

23. ELECTION OF VICE-CHAIR OF THE CONSULTATIVE COMMITTEE FOR THE MUNICIPAL YEAR 2019-20

Duncan Neill was nominated as Chair of the Consultative Committee.

RESOLVED

That Duncan Neill be nominated as Vice-chair of the APPCT Consultative Committee for the municipal year 2019-20.

24. FILMING AT MEETINGS

Noted.

25. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Stennett, Cllr Carlin, Cllr Hare, and Cllr Williams.

26. DECLARATIONS OF INTEREST

No declarations of interest were made.

27. MINUTES

RESOLVED

That the minutes of the meeting of the Consultative Committee held on 12th July 2019 be approved.

28. ELECTION OF CONSULTATIVE COMMITTEE MEMBERS TO THE APPCT BOARD AS CO-OPTED MEMBERS (NON-VOTING) FOR THE MUNICIPAL YEAR 2019-20

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

Val Paley was nominated to sit on the Alexandra Park and Palace Board as a non-voting member by Liz Richardson and this was seconded by Nigel Willmott.

Duncan Neill was nominated to sit on the Alexandra Park and Palace Board as a non-voting member by Hugh Macpherson and this was seconded by Jason Beazley.

RESOLVED

That Nigel Willmott, Duncan Neill and Val Paley be appointed to sit on the Alexandra Park and Palace Board as non-voting members for the 2018-19 municipal year.

29. ANY OTHER BUSINESS

None.

30. DATE OF FUTURE MEETINGS

To be determined.

CHAIR:

Signed by Chair

Date

MINUTES OF THE MEETING OF THE ALEXANDRA PALACE AND PARK BOARD HELD ON TUESDAY, 16TH JULY, 2019, 7.30 - 9.50 pm

PRESENT:

Councillors: Anne Stennett (Chair), Eldridge Culverwell (Vice-Chair), Dana Carlin, Nick da Costa, Bob Hare and Sarah Williams

Non-voting Members: Jason Beazley, Duncan Neill and Val Paley

1. FILMING AT MEETINGS

Noted.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Nigel Willmott, and apologies for lateness from Cllr Williams.

3. URGENT BUSINESS

None.

4. DECLARATIONS OF INTERESTS

The Chair declared a conflict of interest at item 19 of the agenda and stated that she would withdraw from the meeting during this item.

5. QUESTIONS, DEPUTATIONS OR PETITIONS

A deputation had been received from Mr Clive Carter in relation to a previous UN World Heritage Proposal to the Trust.

Mr Carter was invited by the Chair to put forward his deputation to the Board. Mr Carter introduced the Board to the deputation as set out. Mr Carter noted that the World Heritage Proposal was adopted by the Board 7 years ago, and highlighted that the purpose of his deputation was two-fold:

1. It was part of the Boards adoptive policy.
2. To request that the Board not take any action that could prejudice the goal to achieve World Heritage site status for the South-East Wing of Alexandra Palace due to its historical significance.

Mr Carter advised that it would be a cost-free undertaking and noted that the proposal came with support as detailed at page 6 of the Proposal to the Board. He considered that that the support of the Proposal suggested that the Proposal was worth pursuing.

In response to questions raised by Members, the following points were noted:

- Mr Carter referred to the Baird studio in relation to the engineering significance of the South-East wing.
- In terms of asbestos in the studio, Louise Stewart clarified that asbestos in those areas had been removed or encapsulated, and from an asbestos perspective, it was safe to enter the studio.
- Mr Carter indicated that no organisations or partners had been identified to help develop the project, however he was sure that that the project would be picked up easily and many companies would be willing to help due to immense prestige of the location. He felt that there would be global interest and people would visit the Palace due to its architecture and its irreplaceable history.
- Mr Carter clarified that the proposal was not urgent, and that his main request was for the Board to not take any action that could jeopardise a future seeking of World Heritage status for the Studio.

The Chair thanked Mr Carter for his deputation.

Cllr Sarah Williams entered the meeting at 19:47.

6. MINUTES

RESOLVED that the minutes of the meeting held on 30 April 2019 be approved as a correct record.

7. APPOINTMENTS TO COMMITTEES

The Chair referred to the report as set out.

Cllr da Costa noted that in relation to section 1.2 of agenda item 7, a non-eligible member, a member of the Statutory Advisory Committee, was elected Chair of Alexandra Park and Palace Consultative Committee, and therefore, a new Chair would need to be elected at the next meeting of the Consultative Committee.

On another note, Mr Jason Beazley, from the Three Avenues Residents Association, mentioned that he was under the impression that the Consultative Committee should have a representative from a Residents Association, and queried whether he would be eligible as he was not on the Consultative Committee. Following discussion between Mr Beazley and the Clerk, it was agreed that there would be a separate discussion on this matter. **(Action: Mr Jason Beazley & Clerk).**

RESOLVED that

- The membership of the Alexandra Park and Palace Advisory Committee, as set out in appendix 1 of the report, be noted;**
- The membership of the Alexandra Park and Palace Consultative Committee, as set out in appendix 1 of the report, be noted, subject to re-nomination of a Chair;**
- Cllrs Stennett, Williams, Hare and Carlin be appointed as members of FRRAC in 2019/20 as Trustee Board Members;**

- iv. Cllr Williams be appointed as FRRAC Chair;
- v. Cllrs Stennett, da Costa, Carlin and Culverwell be appointed as APTL company directors;
- vi. Cllr Stennett be appointed as APTL Chair;
- vii. Cllrs Stennett, Hare and Carlin be appointed as members of the Programme Board; and
- viii. Cllr Williams be appointed as Lead Safeguarding trustee and Whistleblowing Lead Trustee.

8. ANNUAL REVIEW OF TRUSTEES' REGISTER OF INTERESTS

The Board agreed to send any amendments and updates to the register of interests, listed at Appendix 1 of the report, to Natalie Layton via email. **(Action: Board Members).**

Ms Layton agreed to recirculate the amended Register of Interests to Board members. **(Action: Charity Secretary).**

9. REPORT FROM THE CHAIR OF THE FINANCE, RISK, RESOURCE AND AUDIT COMMITTEE (FRRAC)

RESOLVED that

- i. The feedback from the June FRRAC meeting be noted; and
- ii. The FRRAC recommendation to amend the SIR policy to delegate responsibility for deciding when to report a serious incident to the Charity Commission to the Chair or Vice Chair be approved.

10. TRUST FINANCIAL RESULTS

Dorota Dominiczak, Director of Finance and Resources – Alexandra Palace, introduced the report as set out. She highlighted that a fundraising target of £400,000 had been set for the year; however, since the report had been written, £150,000 had been secured over a three-year period, from the Matchroom Sport Charitable Foundation. This funding was to be used for a creative project relating to the Wild in the Park Programme. A further update would be provided once the project had commenced. **(Action: Chief Executive Officer)**

Ms Dominiczak clarified that the forecast was updated monthly based on the April closing figures and had been considered by FRRAC the previous month. The Director of Finance agreed to include dates of the forecasts in future. **(Action: Director of Finance and Resources).**

RESOLVED that the financial performance of the Trust and the pressure on the 2019/20 Trust budget be noted.

11. CEO'S REPORT

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

additional information on the events programme and range of activities of the Charitable Trust.

The following arose from the discussion of the report:

- In response to a question around feedback on the Heritage Significance Appraisal, Ms Stewart mentioned that the Trust was not expecting a huge number of responses, perhaps up to 15 but those responses were likely to be substantial
- In response to concerns in relation to low attendance at the Windrush event, Ms Stewart explained that whilst promotion for the event was carried out by a partner agency, which was usual practice for events where the Palace and especially when it was targeted as a specific community of interest. In addition, there were a number of Windrush events held around the borough on the same day, and so there would have been a division of audience.
- Events were currently publicised on the Alexandra Palace website, and some on the 'What's On?' boards in the park. In terms of advertising on the building, there were conservation constraints on how the building could be used.

RESOLVED that the CEO's report be noted.

12. COMPLAINTS ANNUAL REPORT

Louise Stewart, Chief Executive Officer, introduced the report as set out. Complaints had not been properly recorded in the past; therefore, it was not possible to ascertain whether there had been an increase or decrease in the number of complaints. It was noted that 91 complaints was phenomenally low considering that there were four million visits to the Palace annually. Ms Stewart pointed out that there had been a temporary glitch whereby the telephone number for complaints during events had not been answered for a short time, and it was possible that some complaints were not reported/recorded.

RESOLVED that the Complaints Annual Report be noted.

13. ANY OTHER UNRESTRICTED BUSINESS THE CHAIR CONSIDERS TO BE URGENT

None.

14. FUTURE MEETINGS

NOTED as:

15 October 2019

14 January 2020

10 March 2020

The Chair requested that the date of the October meeting be moved as she was unable to attend on the scheduled date.

The meeting adjourned and re-commenced at 20:36pm.

15. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that the press and public be excluded from the meeting during the consideration of items 16-23 as they contained exempt information as defined in Section 100a of the Local Government Act 1972; Para 1 – information relating to any individual, Para 2 – Information which is likely to reveal the identity of an individual, Para 3 - information relating to the business or financial affairs of any particular person (including the authority holding that information), and Para 5 - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

16. MINUTES

RESOLVED that the exempt minutes of the meeting held on 30 April 2019 be approved as a correct record.

17. EXEMPT - APPOINTMENTS

The recommendations in the report were approved.

18. EXEMPT - GOVERNANCE UPDATE

The recommendations in the report were approved.

19. EXEMPT - CCTV REQUEST

The recommendations in the report were approved.

20. EXEMPT - DRAFT TRUSTEES ANNUAL REPORT AND ACCOUNTS

The recommendations in the report were approved.

21. EXEMPT - APTL CHAIR'S REPORT

The recommendations in the report were approved.

22. EXEMPT - TRUST FINANCIAL RESULTS

The recommendations in the report were approved.

23. ANY OTHER EXEMPT BUSINESS THE CHAIR CONSIDERS TO BE URGENT

CHAIR: Councillor Anne Stennett

Signed by Chair

Date

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

3 October 2019

Report Title: CEO's Report

Report of: Louise Stewart, Chief Executive Officer

Contact: Natalie Layton, Executive Assistant and Charity Secretary

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. Recommendation

1.1 To note the content of this report.

2. Governance and Strategy update

2.1 FRACC and APTL appointments:

2.1.1 At its meeting on 16th July 2019 the APPCT Board approved the appointment of Claire Pape, independent member onto its Finance, Risk, Resource and Audit Committee (FRRAC), to provide specific expertise and advice to the Board. FRRAC is a non-decision-making body that looks at the areas within its remit in detail and provides advice and recommendation to the Trustee Board.

2.1.2 The Board also appointed of Andrew Morton and Jamie Copas as Non-Executive Company Directors of its trading subsidiary, Alexandra Palace Trading Limited (APTL).

2.2 The Trustee Board Strategy Day took place on Saturday 28th September to look at progress and future plans and included training and development for trustee board members

2.3 Campsbourne Project

2.3.1 A stand at the Great Fete was used for early engagement with local residents and visitors on their ideas on the potential re-design, re-imagining and re-use of the South East corner of the Park. An estimated 250-300 people visited the stand and initial assessment of feedback indicates the exercise was useful in gathering information and ideas to help shape and focus the brief.

2.3.2 Ideas included: Edible plants, Toilets, Natural swimming, Natural play, Sculpture park, Wildlife/, Bicycle rental, Café, Forest School, Outdoor stage/ bandstand/ amphitheatre, Maze

2.3.3 The next steps include initial conversation with potential funders and partners, creating a more focussed brief and an understanding of who we might want to talk to about the next stages of co-creation (including residents and specific groups around Campsbourne area).

2.4 Car Park Charging Feasibility Project

2.4.1 The Trustee Board met with the project consultants as part of the Trust Strategy Day to discuss their feedback on initial assessments. It is expected that formal consultation on recommendations will commence before the end of the year.

2.5 Heritage Significance Appraisal

2.5.1 Consultation on the draft Heritage Significance Appraisal Document went live in June and ends on 30th September 2019.

2.5.2 The Trust will report back to the SAC/CC once all comments have been received, following any meetings with respondents and any changes to the draft document have been made.

3. Park Update

3.1 Tree Planting Project

3.1.1 The Park has been awarded £15,000 from the Mayor of London's Greener City Fund Community Tree Planting Grant which is 50% of a £30k project, the rest of which will be made up of a mixture of cash and in kind contributions from the Trust, partners and volunteers.

3.1.2 The project aims to restore the historic avenues and remnant hedgerows, improve biodiversity and engage the community in the enhancement of the landscape by planting new signature trees in the 150-year-old designed landscape. We will work with specialist partner organisations to ensure the age, species and planting of trees is appropriate to the locations chosen, so that they thrive and will work with our local community directly and also through established routes to engage a diverse range of groups and individuals.

3.1.3 Alexandra Park is listed in the English Heritage Register of Park and Gardens and it benefits from a stock of around 7,500 trees. These trees vary from individual specimens and copses, hedgerows and linear features as well as larger woodland areas.

3.1.4 Project activities include:

- New tree planting across a wide range of settings for a variety of purposes.
 - Infilling of oak trees along 'remnant' hedgerows to maintain continuity of these features that pre-date the Park and create a new cohort of young oaks
 - Specimen tree planting to create new focal points of interest for visitors and to enhance the Parkland setting
 - Infill planting of flowering and fruiting tree species and infill species rich hedges
- Engagement of volunteers and the local community in the planning and delivery of the project
- Use of the project activities to link to our existing creative learning activities, encouraging young people to spend more time in the natural environment.

3.1.5 A Tree and Woodland Management Plan for the site is in development as part of the Strategic Vision for the Park and Palace. This plan is beginning to set out a framework to manage and protect the treescape of the Park for the long term, creating a diversity of species, not only to support existing bird and insect life but to protect the Park's landscape character and tree stock from the increasing threat of tree diseases. The site benefits from 45% canopy cover and the existing open spaces are valued as such. Therefore, further woodland creation has been ruled out.

3.2 The Park achieved the Green Flag Award and Green Heritage Award again this year. These are the internationally recognised standards for quality. In the annual London in Bloom competition this year the Park achieved Gold in the following categories: Large Park (above 25 acres), Large Conservation Area and Heritage Park/Garden.

3.3 The rubbish and litter left in the Park surged again this summer. The new signs were noticed by a member of a district council outside London who was interested in the rationale and the results of the initiative. In July, the Grounds Maintenance Team collected 14 tonnes of rubbish and in August this figure increased to over 20 tonnes. Staff worked up to 9.00pm on Fridays, Saturdays and Sundays to keep on top of it – this is an extra cost incurred as a result of the popularity of the Park.

3.4 The mulch spreading under trees is well underway. This will help improve ground conditions and make our tree more resilient to pest diseases and the impacts of greater footfall. Tree safety surveys and consequential work continue. Nine of the 7,500 trees on site have been recommended for felling.

3.5 Volunteer groups working with The Conservation Volunteers and Trees for Cities have continued making habitat improvements around site. These tasks include creation of dead-hedges (as an alternative to metal or wooden bollards), loggeries (for invertebrates including the stag beetle) and maintenance of the orchards. A new programme of works has been put together to implement the recommendations made

by various ecologist's reports and this will be funded by the allocation of Restoration Levy from events held in the Park

4. East Wing and Theatre

- 4.1 Over the summer the Theatre has been busy with a varied programme, including hosting our first large corporate event with Pret a Manger's Quarterly Briefing, the recording of a pilot TV show for Thames TV, Graham Nash (in concert), being part of London Fashion Week by hosting Simone Rocha's runway show, and holding the 'Interpreting Heritage' conference, which was curated by England's Heritage Cities, Alexandra Palace and Jonathan Foyle. The BBC Concert Orchestra returned to rehearse for the Proms and we are looking forward to their concert as part of London Film Festival in October.
- 4.2 In June, a varied programme saw sold-out crowds for the world premiere of Liam Gallagher's documentary *As It Was* and Madonna recording an exclusive Q and A with Graham Norton to celebrate her album launch. We also held our first club night designed by and for young people with disabilities; Rhythm Stick, which was the culmination of a Creative Learning project, and hosted Shine; a celebration of inclusive dance presented by icandance and their 75 dancers with varying impairment, aged 4 to 25 years old.
- 4.3 Essential works have taken place over the summer in the East Court and Theatre, both scheduled maintenance and snagging works, including window vent repairs, BMS reprogramming and monitoring heating/ventilation, fire alarm. Further work on the ventilators continued in September together with glazing renewals and repairs, additional under-stage propping to south front and rear completed and the 6 monthly inspection of the Theatre auditorium ceiling and walls carried out. Defects still being added and monitored with the contractor through the Mi-Aftercare system to resolve the issues. Additional power supplies were also run in-house to facilitate events and temporary catering units.
- 4.4 Work on the Creativity Pavilion in the East Court is scheduled to start on Monday 30 September.

5. Creative Learning

5.1 Summer Creativity Camps

- 5.1.1 This summer Creative Learning launched six weeks of week-long Summer Camps to teach, connect and inspire young people based in Haringey. Camps used arts based activities to provide an alternate to the traditional sports - based activities offered over the summer; linking young people to leading artists such as *Carleen De Sözer* in the fields of circus, street art, music, film making, outdoor learning and festival design.
- 5.1.2 Most summer camps were sold out, apart from Festival arts (60% full). The Camps were low costs and subsidised by 50% of the costs by NLHF and John Thaw Foundation. Bursaries were made available to low income families, and some camps were free for users.

5.1.3 The feedback for each Summer Camp was extremely positive, including: 100% satisfaction rate (Children), all parents/carers said the camp was good value for money and started at an appropriate time (09:00-16:00). Parents described children's most enthusiastic comments as being: on the receiving end of a friendly welcome from camp leaders and Isobel; having an opportunity to explore their creativity. 100% of respondents said the camp was good value for money. "Understatement! Amazing value for money, founded a variety of activities every single day. Never a dull moment!"

5.1.4 We also held the FREE 5-day camp – Band in a Week.

5.2 The Great Fete

5.2.1 The Great Fete is an annual family festival held at Alexandra Park and Palace on the 17th of August. The event is free to attend and includes music, food, workshops and performances.

The Partners:

5.2.2 This is the second year in which the Creative Learning team programmed a large part of the festival. This year the team worked with 26 different partners (including 7 new partners such as Breadline, Edible London, Generation Uncovered and Bruce Grove Youth Space). 18 of those partners work in Haringey specifically with most of them concentrating their provision within the East of the borough. 19 of the partners work with young people and 2 of them are inclusive.

5.2.3 As part of this partnership work, we worked with the library service and delivered 5 workshops in 2 libraries in the East of the borough (Marcus Garvey and Combes Croft Library). Each session invited local families to reflect on journeys and design birds which were exhibited at the festival as part of a larger nest installation. Each workshop reached over 30 local people and families and invited these families to the festival to see their work displayed. This kind of outreach work is proving to be a very effective way of engaging new audiences as libraries remain a key (free) institution that local people access throughout the year.

5.2.4 All of these partnerships are important in being able to reach parts of the community and borough our current provision does not reach. They also contribute to the spirit of the festival which is to showcase all that Haringey has to offer. We look forward to exploring how some of these newer partners can develop and support some of our programmes.

The Peoples Stage:

5.2.5 The festival included a People's Stage, which showcased local talent and organisations. 130 people performed as part of 15 different acts including dance, circus, spoken word, drumming and live music.

5.2.6 Candy Dance Stars, a dance group for 50+ opened the stage, followed by a number of acts including Steppaz youth dance group, Yemalla all female drumming group, Generation Uncovered's most talented young hip hop artists and finally closing with The London House Cats, a Haringey based adult community choir.

5.2.7 The stage was managed by Community Music, one of our long standing partners who deliver our Band in a Week Summer School and work with 4 sound engineer apprentices to run the stage. The People's Stage has become a key feature of the Great fete, with artists contacting us throughout the year for an opportunity to perform.

5.4 The Ice Rink offered subsidised ice skating tickets to low income families (pupil premium children) during the summer. 200 out of the 450 tickets offered were redeemed.

5.5 Other events:

5.5.1 Wild in the Park ran for 10 weeks - outdoor learning (with the Wild Trust and SEMH from Haringey Tuition Service) for young people with emotional and behavioural difficulties

5.5.2 Regular Creative Learning events: weekly mini movers, Baby Jazz, Drumming Workshops, monthly wellness café, targeted outreach workshops, creative writing and computer sessions for older people and school workshops

5.6 Through the summer we provided 119 volunteer opportunities assisting with creative learning and events fundraising and tours.

5.7 Black History Month - October

5.7.1 The Creative Learning team are developing an Alexandra Palace Black History Tour in partnership with a specialist black history tour guide. An exhibition called Don't Stop the Carnival was planned in the East Court but had to be cancelled due to the installation of the Creativity Pavilion during October. However, this will be replaced with *They Came Before Us* an exhibition in partnership with Collage Arts who are running an employability programme with BAME women and looking at BAME women in history and responding to them through different arts forms.

5.7.2 Carleen De Sözer will be returning to work with a group of teenagers to design a mural for The Grove Pedestrian bridge, inspired by Black History. The young people will develop their street art skills, mainly stencilling

5.8 Transmitter Hall Redecoration Project

A Commercial partner is sponsoring the redecoration of the Transmitter Hall space to make it more welcoming and more suitable for activities, particularly for people living with dementia - using colour, texture and layout. The Creative Learning team aimed to use apprentices from a local college to work on the project but even with help from the Council's employment support service it has not been possible to find available apprentices and so the sponsor will provide a team to do the work.

5.9 Table 1 lists the learning and participation events since the last meeting and upcoming events:

Table 1 – L&P events coming up

DATE	Event	Location
Weekly	Mini-movers, Baby Jazz, Baby Yoga	East Court
13 Sept	Coffee & Computers (free monthly drop-in session for older people)	
30 Aug-21 st Sept	Never Forget – WW1 AP Internees exhibition	East Court
26 Sept and almost weekly	Singing for the Brain & Also on 3 rd Oct, 10 Oct, 17 Oct, 7 Nov, 14, Nov, 28 Nov, 5 Dec, 12 Dec.	Transmitter Hall
30 Sept	Wellness Café	Transmitter Hall
30 Sept	BAFTA Gaming (equipping teachers with tools to teach gaming & impacts on mental health and wellbeing)	Panorama Room
11 Oct	Coffee and Computers	East Court
11-24 Oct	They Came Before Us Exhibition	East Court
24 Oct	Black History Month tours	East court, park, ice rink corridor, Great hall, West corridors, Palm Court
28 Oct	Wellness Cafe	Transmitter Hall
7 Nov	Blacktooth	Transmitter Hall
9 Nov	Little Inventors Day	East Court
14 Dec	Possible archive event TBC	Transmitter Hall
27 Jan 2020	Wellness Café	Transmitter Hall

6. West Yard Storage Building

- 6.1 Building Control sign off is still outstanding due to a number of planning matters that need resolving and a new planning application is outstanding for a gate control panel in front of the NW Tower. The SACC will be asked to comment as soon as the detail and explanatory notes are available.

7. Events and Noise Management

- 7.1 On 17th August The Great Fete took place across the Park and Palace. This was a success and attended by approximately 10,000 people. The event brought together all of the teams across APTL and APPCT to deliver the event. The Creative Learning team programmed a wide range of activities; including a DJ performance from DJ Yoda and cinema screenings in the theatre of Peppa Pig during the day and Blade Runner in the evening.
- 7.2 On 6th July Red Bull Soapbox took place. The event was attended by nearly 18,000 people and received positive feedback from both visitors and the client who was very enthused by the event. Just two noise complaints were associated with this event, with one during the sound check
- 7.3 The StrEATlife events took place in May, June and July.
- 7.4 The Park Monitoring Framework has been observed and received positive results with an average KPI of 93% across the 4 events that have taken place (Great Fete, Luna, Red Bull, Norman Jay)
- 7.5 On Sunday 25th August Alexandra Palace hosted Norman Jay MBEs Good Times Sound System as part of the Kaleidoscope Presents series. This has historically

been one of the most well-known parts of the world famous annual Notting Hill Carnival.

- 7.6 On 3rd September as part of Kaleidoscope Presents series Alexandra Place opened their basements working with Rift Theatres on their production of Midsummer Night’s Dream. The show saw several parts of the unused basements used as spaces for the performance. The play has been well received with several 4 and 5 star reviews. Strict controls on working and performing in this sensitive environment were set and monitored.
- 7.7 Alexandra Palace Fireworks festival will take place on 1st and 2nd November. There are no significant changes to the event itself with the exception of the theatre opening during the event to show 4 separate films. The park and road will close on Thursday 31st October at 20.00 and re-open at 13.00 on Sunday 3rd November. The closure time has been extended to allow for a safer breakdown on the Sunday.
- 7.8 As with previous years Alexandra Palace Way will be closed on New Year’s Eve. Times are still to be confirmed but it will likely be from 21.00-01.00hrs.
- 7.9 There have been a total of 8 separate noise complaints for events over the summer period with 4 of these over one weekend of StrEATlife
- 7.10 Table 3 - noise complaints calendar Year to Date:

Month	Event	No. of complaints
July	Red Bull	2
	Luna Cinema	1
	Streatlife	6
August	The Great Fete	0
	Kaleidoscope Presents – Norman J Good Times	1
	8 August	1
September	Private event in the Park	2
	Pixies	1
November	Fireworks festival	
Total number of noise complaints received (2018/20 1st Apr-to date)		14

- 7.11 Two of the 6 noise complaints during the Streatlife event were received at the same time of day. The sound monitoring expert visited 3 of the locations to test the sound. The complaint received on 8th August was not related to an event but the noise of a generator, which may not have been coming from Alexandra Palace. On 20th September there was a private event taking place in the Park and a local resident phoned twice about noise disturbance from a megaphone that was being used – on both occasions the volume was adjusted.
- 7.12 Forthcoming events can be viewed online <https://www.alexandrapalace.com/whats-on/>

6. Legal Implications

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

7. Appendices - None



**ALEXANDRA PARK AND PALACE JOINT MEETING OF THE
STATUTORY ADVISORY AND CONSULTATIVE COMMITTEES**
3 October 2019

Report Title: Annual Report on Outdoor Events Monitoring Framework

Report of: Simon Fell, Director of Event Operations

Contact Officer: Natalie Layton, Executive Assistant

Email: Natalie.layton@alexandrapalace.com , Telephone: 020 8365 4335

Purpose: This report provides a summary of the results of the Outdoor Monitoring Framework and details of how it has been managed since the framework was established in November 2017.

Local Government (Access to Information) Act 1985

N/A

1. Recommendations

To consider the results of the Outdoor Monitoring Framework and make any recommendations to the Trustee Board.

2. Background

- 2.1 The Outdoor Monitoring framework was approved by the Trustee Board in November 2017 and it was agreed that overall performance should be reported to the Board annually, with updates throughout the year, as necessary, to the Board and the Statutory Advisory Committee/ the Consultative Committee.
- 2.2 The Board received an annual report in November 2018. The report was available publically. This report consolidates all event monitoring information from November 2017 to March 2019. Going forward the SAC/CC will receive this report annually at its summer meeting (usually in held in June) and will continue to receive exception reporting throughout the year.
- 2.3 At its meeting on 6th November 2018 the Board noted the report and were pleased that the clean up after events was thorough and carried out quickly. One Board

member requested a copy of the soil analysis report carried out in November 2017, which was shared with that member.

- 2.4 The outdoor monitoring framework has been adopted for all events in the Park and involves the Park Manager, Event Manager and Event Services Manager conducting site walks 48 hours after each event.

3. Summary

- 3.1 This is the first year of reporting and it is acknowledged that one full year and one-part year is being reported. The next report will cover 1st April 2019-30th March 2020 to provide a complete year.
- 3.2 Since November 2017 to 30th March 2019, 4 events have been held in the Park: Kaleidoscope, The Great Fete and Luna outdoor cinema and Ally Pally Fireworks Festival.
- 3.3 The target is for each event to achieve an overall KPI of 80% within a 48-hour period of the event. ¹
- 3.4 In the 2017/18 financial year (covering events from since the framework was approved November 2017-March 2018) the overall KPI achieved was 92.76% In this period 1 event was held.
- 3.5 The average KPI achieved for the events held in 2018/19 (1st April 2018-30th March 2019) is 88%, which demonstrates that the framework is working as a tool for monitoring and protecting the parkland. There were 4 events in this timeframe.

4. Significant areas of damage to the Park

4.1 Kaleidoscope 2018

- 4.1.1 The Kaleidoscope 2018 event saw some areas of isolated damage to the parkland. This was primarily around the main stage where the ground was damaged for a short period of time. There was also some damage to the flagstones on Alexandra Palace Way which was noticed around the time of Kaleidoscope and therefore attributed to this event. The Park Manager reported some infrastructure had been left behind after the 48 hr period, some of which was eventually removed by the park maintenance team.
- 4.1.2 Damage also took place to the main path on the south slope. This path has loose foundations and often subsides when used by large vehicles. Improving the foundation for this path is on the list of repairs for the Park and is a priority item for the Park from the Restoration Levy.
- 4.1.3 Event clear-ups have improved. Work continues to ensure that the teams don't move their focus to the next event and the final snagging items are left the Park for long periods. The Park Manager and the Events Team attended a workshop to reinforce the need not to lose focus.

¹ It is important to note that for larger events such as Kaleidoscope when much of the Park is still fenced off for safety reasons this is not always achievable.

4.1.4 Smaller events are not captured in the overview in Appendix 1, such as one film shoot and the fun fair (at the Great Fete) in 2018, which left rubbish behind. We know there is room for improving the process of monitoring these smaller events and this will be strengthened during the current year.

4.3 Other large events

4.3.1 Fireworks 2018 scored 62%. This was largely due to the time frame given to tidy up such a large event over such a large site. In 2018 we carried out the assessment after 48hrs but in 2019 we will be carrying out the assessment after 72 hours, which is more realistic for an event of this size. In addition, the park will remain closed until 13.00 on Sunday 3rd November to allow for a speedier and safer clean-up operation without members of the public on site.

4.3.2 The Great Fete on 18th August 2018 - The Park was returned to its normal state by Monday 20th August with no lasting damage to the parkland.

4.4 Some activities in the Park do not receive a scoring assessment, such as park runs and the farmers market. These events do not receive a notable number of complaints or feedback and there is limited infrastructure involved.

5. Long Term Environmental Monitoring

5.1 Bird and bat surveys were carried out in 2018 the year and across a number of events. The results are still being analysed and will be reported to the SAC/CC and Trustee Board early in 2019. One headline is that 8 of the 16 native species were detected on site during the monitoring.

5.1 Soil analysis was carried out in November 2017 and is due to be carried out again in late 2019; this looks at the compaction and structure of the soil and health of the grass.

5.2 A Tree and Woodland Management Plan is being finalised, which sets out a consistent approach to the management of trees on site for the benefit of the Trust, its operations and for nature, more information was included in the CEO's report to the SAC/CC on 29th January 2019.

6. Other areas of monitoring

6.1 Litter

6.1.1 post event cleaning has improved and is demonstrated by the KPI scores in Appendix 1. An additional day of clearing up and monitoring is required for large scale events with substantial infrastructure such as Fireworks and Kaleidoscope to allow for dismantling.

6.1.2 Daily and overnight litter picks deal with waste that has not been picked up as part of the event clean-up. 2 additional days of cleaning sweeps are arranged by the events team to take place in the Park after events although

it is difficult to determine whether litter has been left as a result of the event or by the general public using the Park after the event.

6.1.3 When it is felt the litter in the Park may be due to an overspill of an event not held within the parkland (i.e. StrEATlife), a cleaning group from the APTL cleaning team is assigned to the Park to reduce the amount of litter collecting by the Park Management team (John O'Connor) who conduct litter picks each morning.

6.2 Egress from events has been improved to minimise disruption to local residents after indoor events such as Darts. Additional signage, barriers and staff are put in place at the lower end of Alexandra Palace Way to ensure people leaving the site remain on the Alexandra Palace station side rather than walking along the residential pavement.

6.3 Additional litter sacks are also positioned along the egress route left by event attendees and the cleaning team ensures a sweep after egress and in the morning when suitable. This is also replicated for large outdoor events.

7. Conclusion

7.1 The framework has supported improved engagement across the teams (i.e. parks, cleaning and events) and provides clarity on the impact of events in the Park. On the whole there have been positive outcomes and targets have been achieved

7.2 Carrying out additional assessments of areas of concern such as path ways prior to events will result in less damage attributed to particular events and enables repairs, where possible and affordable to areas such as pathways will result in less damage.

7.3 Event monitoring scores – Table 2

Event Name	Event Date	Monitoring Score
Fireworks	3 rd & 4 th November 2017	86%
Kaleidoscope Festival	21 st July 2018	88%
The Great Fete	18 th August 2018	91%
Luna Outdoor Cinema	15 th & 16 th Sept. 2018	83%
Fireworks Festival	2 nd & 3 rd November 2018	62%

7.4 Number of complaints related to cleaning up after events/ negative impact on Park – Table 3

Event Name	Event Date	Number of complaints
Not known – 4 small events took place (relating to security misdirecting cars to Garden Centre)	10 th May 2018	1
Kaleidoscope Festival	21 st July 2018	1
The Great Fete	18 th August 2018	0
Luna Outdoor Cinema	21 st & 22 nd Sept. 2018	0
Fireworks	2 nd & 3 rd Nov 2018	

8. Financial Implications

- 8.1 Without capital investment in the Park infrastructure outdoor events do have potential to cause a negative impact on the Park. A park infrastructure monitoring plan is being finalised, including a priority list of works for the Park being assessed for potential funding out of the Restoration Levy.

9. Legal Implications

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

10. Appendices

Appendix 1 – 2017-18 Events Park Monitoring KPIs and sample monitoring sheet
Appendix 2 – Outdoor Events Park Monitoring Indicators
Appendix 3 – 2018-19 Event Park Monitoring KPIs and sample monitoring sheets

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KPI 2018 - Overview

Event	Event Date	Walk date	Number of areas used	Returned to good pre site walk	TOTAL KPI for event	area free of litter?		all equipment been removed?		all old AP signs and heras triangles been removed?		Have all cable ties been removed and disposed of?		All CSP signs removed?		Any damage to paths?		Any damage to grass and /or trees?		Any damage to infrastructure eg lamposts benches or bins?		Any oil stains etc from caterers?		Has a site walk been undertaken by park manager and ESM ?	
						returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete	returned to good	KPI % complete
Fireworks	3 & 4/11/17	07/11/17	300	258	86%	21	70.00%	19	63.33%	30	100.00%	27	90.00%	29	96.67%	27	90.00%	19	63.33%	26	86.67%	30	100.00%	30	100.00%
Kaleidoscope	21/7/18	23/7/18 & 26/7/18	90	79	88%	8	88.89%	7	77.78%	8	88.89%	8	88.89%	9	100.00%	6	66.67%	6	66.67%	9	100.00%	9	100.00%	9	100.00%
Great Fete/ Streat Life	18/8/18	20/8/18	70	64	91%	7	100.00%	7	100.00%	6	85.71%	4	57.14%	7	100.00%	7	100.00%	7	100.00%	7	100.00%	7	100.00%	7	100.00%
Luna	15 & 16/09/18	N/A	30	25	83%	2	66.67%	3	100.00%	3	100.00%	2	66.67%	3	100.00%	3	100.00%	3	100.00%	3	100.00%	3	100.00%	3	100.00%
totals 2018				168	88%	17	85%	17	93%	17	92%	14	71%	19	100%	16	89%	16	89%	19	100%	19	100%	19	100%

Kaleidoscope		Event date: 21/07/2018				Inspection date: 23/07/18 & 26/07/18							
Area in use	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and /or trees?	any damage to infrastructure eg lamposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	TOTALS	comments	
Beach	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
South Terrace	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
South Slope (West side)	complete	not done	complete	complete	complete	minor damage see comments	minor damage see comments	complete	complete	complete	complete	Damage to track and pavement Water damage to the west south slope Confetti required to be cleared	
South Slope (East side)	needs improvement	complete	complete	complete	complete	needs improvement	see comment box	complete	complete	complete	needs improvement	Some cable ties and fencing to be removed - bump out taking place until Tuesday site required to remain sterile	
Paddocks car park	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Fairground car park	needs improvement	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	rubbish left behind to be cleared	
Lower road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Lower field (west side)	complete	not done	complete	complete	complete	needs improvement	needs improvement	complete	complete	complete	complete	Staging to be dismantled - some damage to trackway and grass	
Alexandra Palace way from roundabout to station	complete	complete	needs improvement	needs improvement	complete	complete	complete	complete	complete	complete	complete	Cable ties to be removed - ensure all is removed from trees and posts	
Alexandra Palace way - south front	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace way - palm court to hornsey gate	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Hornsey gate road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	review removal of signage on park notices	
complete:	7	7	8	8	9	6	6	9	9	9	78		
needs improvement:	2	0	1	1	0	2	1	0	0	0	7		
not done:	0	2	0	0	0	0	0	0	0	0	2		
see comment box:	0	0	0	0	0	0	1	0	0	0	1		
minor damage see comments	0	0	0	0	0	1	1	0	0	0	2		
major damage see comments	0	0		0	0	0	0	0	0	0	0		
TOTAL:	9	9	9	9	9	9	9	9	9	9	90		

Great Fete / Streat Life	Event date: 18/08/2018				Inspection date: 20/08/18							TOTALS	comments
	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and /or trees?	any damage to infrastructure eg lamposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?			
Beach	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
South Terrace	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
South Slope (West side)	complete	complete	complete	see comment box	complete	complete	complete	needs improvement	complete	complete	complete	needs improvement	Scaffolding poles need to be removed
South Slope (East side)	complete	complete	complete	see comment box	complete	complete	complete	needs improvement	complete	complete	complete	needs improvement	A few cable ties remained - structure from creative team
Palm court slope	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
Slip road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
Alexandra Palace way from roundabout to station	complete	complete	see comment box	needs improvement	complete	complete	complete	complete	complete	complete	complete	complete	Some signage was still in situ - Cable ties need to be collected and heras to be moved for future promotional materials
Alexandra Palace way - south front	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
Alexandra Palace way - palm court to hornsey gate	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
Hornsey gate road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	
Panorama room loading bay	complete	complete	needs improvement	complete	complete	complete	complete	complete	complete	complete	complete	needs improvement	Signage to be changed
complete:	7	7	6	4	7	7	5	7	7	7	7	64	
needs improvement:	0	0	0	1	0	0	2	0	0	0	0	3	
not done:	0	0	0	0	0	0	0	0	0	0	0	0	
see comment box:	0	0	1	2	0	0	0	0	0	0	0	3	
minor damage see comments	0	0	0	0	0	0	0	0	0	0	0	0	
major damage see comments	0	0		0	0	0	0	0	0	0	0	0	
TOTAL:	7	7	7	7	7	7	7	7	7	7	7	70	

Luna												
	15 and 16 September 2018											
Area in Use	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and /or trees?	any damage to infrastructure eg lamposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	TOTALS	comments
Beach	complete	complete	complete	complete	complete	complete	complete	complete	complete	not done		
South Terrace	complete	complete	complete	complete	complete	complete	complete	complete	complete	not done		
South Slope (West side)	needs improvement	complete	complete	needs improvement	complete	complete	complete	complete	complete	not done		cable ties and electrical tape were left behind
complete:	2	3	3	2	3	3	3	3	3	0	25	
needs improvement:	1	0	0	1	0	0	0	0	0	0	2	
not done:	0	0	0	0	0	0	0	0	0	3	3	
see comment box:	0	0	0	0	0	0	0	0	0	0	0	
minor damage see comments	0	0	0	0	0	0	0	0	0	0	0	
major damage see comments	0	0	0	0	0	0	0	0	0	0	0	
TOTAL:	3	3	3	3	3	3	3	3	3	3	30	

Outdoor events post-event checklist

Event	Area in use	Is the area free of litter?	Has all equipment been removed?	Have all old signs and heras triangles been removed?	Is there any damage to paths?	Is there any damage to grass?	Is there any damage to benches or bins?	Are there any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	Details of any 'no' responses
Streatlife July 2017		yes	yes	yes	yes	yes	yes	yes	yes	
Streatlife Aug 2017		no	no	no	no	no	no	no	no	
Summer festival										
Redbull										
Royal Opera House										
Luna										
Areas										
Beach										
South Terrace										
South Slope (West side)										
South Slope (East side)										
Palm court slope										
Slip road										
Grove										
Grove car park										
Paddocks car park										
Fairground car park										
Lower road										
Lower field (west side)										
Lower field - old race course										
Cricket ground										
Redston playing field										
Newland playing field										
Alexandra Palace station										
Alexandra Palace way from roundabout to station										
Alexandra Palace way - south front										
Alexandra Palace way - palm court to hornsey gate										
Hornsey gate road										
Rose garden										
Blandford way										
Old deer enclosure paths										
Pavillion car park										
East Car park										
North yard										
West Yard										
North west hall										
Panorama room loading bay										
Around Pitch & putt course										

Park Events Licence – monitoring and indicators

1. Environmental Indicators

Long Range	Indicator	Monitoring method	Management & Mitigation	Responsibility	Frequency	Cost
Habitat disturbance and change in habitat quality	Species diversity and numbers	Nesting bird surveys Plant diversity surveys Invertebrate diversity surveys	Control visitor footfall, event traffic and infrastructure Create buffers and increase value of other areas (see 4. Long Term Investment)	Park Manager	Before, during, after Events in nesting season Year 1, 2 then review Year 1, 2 then review	Eco survey c.£2,500
Conditions of soils	Visual condition of ground Soil condition Condition of trees	Photographic survey Soil condition testing Tree surveys	Control routes, traffic, footfall Testing, aeration & decompaction of grass areas	Park Manager	Spring and Autumn each year Annually Annually	Time Soil test c. £2,000pa Decompact Cost unknown
Designations and Awards maintained	Type and number of awards and designations	Type and number of awards and designations	Good event management	Park Manager	Annually	Within Park Budget
Damage to Park caused by event (physical damage to trees, turf or infrastructure etc) remaining after 48 hours of event open period	Condition of site	Checklist with rankings (1-4)	Good site management Good planning and management of BU, EVO and BD	Event Manager	Each event. Event Manager hands over to Park Manager: then 14 days to remediate any outstanding items	Time Repairs beyond level of damage deposit

2. Charitable Purposes Indicators

	Indicator	Monitoring method	Management & Mitigation	Responsibility	Frequency	Cost
No of members of public enjoying events in the Park	Visitor numbers	Ticket Sales, Clicker count	Ticketing or surveys	Event Manager/ Marketing?	Each event	

3. Event Delivery and Management Quality Indicators

	Indicator	Monitoring Method	Management & Mitigation	Responsibility	Frequency	Cost
No. of days full access to the Park is closed	Turnaround time to original condition (normal access, litter, signs etc)	Event Schedule monitoring		Event Manager	Quarterly?	Time

4. Long term quality investment to correct/mitigate outdoor events

Area	Item	Value	Value	Issue	Investment	Cost
General	Hard Surfaces	High	Reputation	Public safety and amenity	Prioritised plan of improvements	£10,000
General	Infrastructure	High	Reputation	Amenity	Prioritised Infrastructure plan Bollards, lighting, access gates etc	£5,000
Grove	Woodlands	Moderate	Breeding birds	Disturbance in busy area Closed structure Non-native species	Buffer to people Open structure Native species Remove bramble and ash saplings	£1,500
Grove	Veteran trees	High	Dead wood, bats	Disturbance in busy area Damage by events	Buffer	£500
Grove	Scots pine stand	Moderate	Unique on site	Small	Plant new trees, buffer	£500
South, West slopes	Meadow areas	High	Invertebrates Feeding birds	Disturbance in busy area	Leave 30-50% uncut on rotation	Within GM contract

Area	Item		Value	Issue	Investment	
Park	Scrub and Wooded areas	Moderate - high	Plants and invertebrates	Disturbance in busy area	Increase size/numbers, buffer	£500
Park	Acid grassland	High	Plants and invertebrates	Disturbance in busy area	Increase size/numbers, buffer	£500
Upper Field	Woodland scrub	Moderate	Birds and bats	Disturbance in busy area lack of native species	Plant dog rose, guilder rose,	£500
Redston Field	Redston pond	Low	Water habitat	Overshaded	Coppice and fell trees, Plant marginal vegetation	£1,500
Cricket ground	Scrub	High	Migrant birds		Coppice rotation	£500
Cricket ground	Ditch habitats	High	Water Habitat	Maturing	Lay to create dense hedge	£500
Conservation area	Woods	Moderate – high	Plants and invertebrates	Dense, non-natives	Remove bramble, ash sycamore saplings	£1,000
Conservation area	Pond	Moderate	Plants and invertebrates	Encroaching bulrush	Reduce coverage of bulrush	£500
Paddock & woods	Woodland	Moderate	Plants and invertebrates	Dense, non-natives	Clear cherry laurel & snowberry	£500
Blandford site	Woodland	Moderate	Plants and invertebrates	Dense, non-natives	Create birch feature, Remove bramble, ash sycamore saplings	£1,000
West slip road	Embankment woods	Medium	Plants and invertebrates	Dense cover , non-natives	Remove non-native species, thin canopy retain deadwood	£500
General	Habitat enhancement	Medium	Birds and bats	Improvement	Bird boxes	£150
General	Habitat enhancement	Medium	Birds and bats	Improvement	Bat boxes	£150
General	Habitat enhancement	High	Invertebrates	Improvement	Dead wood retention (varied types)	Within works

Fireworks	Event date: 2nd & 3rd November			Inspection date: 05/11/17								
Area in use	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and/or trees?	any damage to infrastructure eg lampposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	Comments	
Beach	complete	not done	complete	not done	complete	complete	complete	complete	complete	complete	emails 7th and 22nd November	
South Terrace	complete	not done	complete	complete	complete	complete	complete	complete	complete	complete	emails 7th and 22nd November	
South Slope (West side)	see comment box	complete	complete	complete	complete	complete	complete	complete	complete	complete	Cleaning team adding extra days to remove Fireworks remnants - Cleaning team adding extra days to remove	
South Slope (East side)	see comment box	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Palm court slope (west slope)	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Slip road	complete	complete	complete	complete	not done	complete	complete	complete	complete	complete		
Grove	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Grove car park & gate 10	complete	not done	complete	complete	complete	complete	complete	complete	complete	complete	emails 7th and 22nd November	
Paddocks car park	see comment box	not done	complete	complete	complete	complete	complete	complete	complete	complete	Sand bags from CSP Toilets to be taken offsite	
Fairground car park	complete	not done	complete	complete	complete	complete	complete	complete	complete	complete	Confetti to be removed and items to be deriged	
Lower road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	sand, charcoal and nails 'spread' in Lower Road Car park and left. Email 7th November	
Lower field (west side)	see comment box	not done	complete	complete	not done	complete	complete	complete	complete	complete		
Lower field - old race course	needs improvement	complete	complete	complete	complete	complete	complete	complete	complete	complete	emails 7th and 22nd November	
Redston playing field	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Newland playing field	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace station	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace way from roundabout to station	complete	complete	needs improvement	complete	complete	complete	complete	complete	complete	complete	CSP nails in trees	
Alexandra Palace way - south front	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace way - palm court to horsesey gate	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Hornsey gate road	complete	not done	complete	complete	not done	complete	complete	complete	complete	complete	emails 7th and 22nd November	
Lime avenue to north view road gate	complete	complete	not done	complete	complete	complete	complete	complete	complete	complete	Signs installed by Security Company not removed.	
Pavilion car park & dives	see comment box	not done	complete	not done	complete	complete	complete	complete	complete	complete	Multiple items (see emails)	
Deer enclosure	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Blandford road	complete	not done	complete	complete	complete	complete	complete	complete	complete	complete	Heras panels left at Gate 1, eventually removed by Park Team	
East Car park	needs improvement	needs improvement	complete	complete	complete	complete	complete	complete	needs improvement	complete	Multiple items (see emails 7th & 22nd November)	
North yard	complete	not done	complete	complete	complete	complete	complete	complete	complete	complete		
West Yard	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
North west hall	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Panorama room loading bay	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
complete:	22	18	27	27	27	29	29	29	27	29		
needs improvement:	2	1	1	0	0	0	0	0	1	0		
not done:	0	10	1	2	2	0	0	0	1	0		
see comment box:	5	0	0	0	0	0	0	0	0	0		
minor damage see comments	0	0	0	0	0	0	0	0	0	0		
major damage see comments	0	0	0	0	0	0	0	0	0	0		
TOTAL:	29	29	29	29	29	29	29	29	29	29		

Kaleidoscope		Event date: 21/07/2018				Inspection date: 23/07/18 & 26/07/18							
Area in use	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and /or trees?	any damage to infrastructure eg lamposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	TOTALS	comments	
Beach	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
South Terrace	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
South Slope (West side)	complete	not done	complete	complete	complete	minor damage see comments	minor damage see comments	complete	complete	complete	complete	Damage to track and pavement Water damage to the west south slope Confetti required to be cleared	
South Slope (East side)	needs improvement	complete	complete	complete	complete	needs improvement	see comment box	complete	complete	complete	needs improvement	Some cable ties and fencing to be removed - bump out taking place until Tuesday site required to remain sterile	
Paddocks car park	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Fairground car park	needs improvement	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	rubbish left behind to be cleared	
Lower road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Lower field (west side)	complete	not done	complete	complete	complete	needs improvement	needs improvement	complete	complete	complete	complete	Staging to be dismantled - some damage to trackway and grass	
Alexandra Palace way from roundabout to station	complete	complete	needs improvement	needs improvement	complete	complete	complete	complete	complete	complete	complete	Cable ties to be removed - ensure all is removed from trees and posts	
Alexandra Palace way - south front	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace way - palm court to hornsey gate	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Hornsey gate road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	review removal of signage on park notices	
complete:	7	7	8	8	9	6	6	9	9	9	78		
needs improvement:	2	0	1	1	0	2	1	0	0	0	7		
not done:	0	2	0	0	0	0	0	0	0	0	2		
see comment box:	0	0	0	0	0	0	1	0	0	0	1		
minor damage see comments	0	0	0	0	0	1	1	0	0	0	2		
major damage see comments	0	0		0	0	0	0	0	0	0	0		
TOTAL:	9	9	9	9	9	9	9	9	9	9	90		

Great Fete / Street Life		Event date: 18/08/2018			Inspection date: 20/08/18								
Area in use	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and /or trees?	any damage to infrastructure eg lampposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	TOTALS	comments	
Beach	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
South Terrace	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
South Slope (West side)	complete	complete	complete	see comment box	complete	complete	needs improvement	complete	complete	complete	needs improvement	Scaffolding poles need to be removed	
South Slope (East side)	complete	complete	complete	see comment box	complete	complete	needs improvement	complete	complete	complete	needs improvement	A few cable ties remained - structure from creative team	
Palm court slope	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Slip road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace way from roundabout to station	complete	complete	see comment box	needs improvement	complete	complete	complete	complete	complete	complete	complete	Some signage was still in situ - Cable ties need to be collected and heras to be moved for future promotional materials	
Alexandra Palace way - south front	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Alexandra Palace way - palm court to hornsey gate	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Hornsey gate road	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete	complete		
Panorama room loading bay	complete	complete	needs improvement	complete	complete	complete	complete	complete	complete	complete	needs improvement	Signage to be changed	
complete:	7	7	6	4	7	7	5	7	7	7	64		
needs improvement:	0	0	0	1	0	0	2	0	0	0	3		
not done:	0	0	0	0	0	0	0	0	0	0	0		
see comment box:	0	0	1	2	0	0	0	0	0	0	3		
minor damage see comments	0	0	0	0	0	0	0	0	0	0	0		
major damage see comments	0	0	0	0	0	0	0	0	0	0	0		
TOTAL:	7	7	7	7	7	7	7	7	7	7	70		

Luna												
	15 and 16 September 2018											
Area in Use	area free of litter?	all equipment been removed?	all old AP signs and heras triangles been removed?	Have all cable ties been removed and disposed of?	All CSP signs removed?	any damage to paths?	any damage to grass and /or trees?	any damage to infrastructure eg lamposts benches or bins?	any oil stains etc from caterers?	Has a site walk been undertaken by park manager and ESM?	TOTALS	comments
Beach	complete	complete	complete	complete	complete	complete	complete	complete	complete	not done		
South Terrace	complete	complete	complete	complete	complete	complete	complete	complete	complete	not done		
South Slope (West side)	needs improvement	complete	complete	needs improvement	complete	complete	complete	complete	complete	not done		cable ties and electrical tape were left behind
complete:	2	3	3	2	3	3	3	3	3	0	25	
needs improvement:	1	0	0	1	0	0	0	0	0	0	2	
not done:	0	0	0	0	0	0	0	0	0	3	3	
see comment box:	0	0	0	0	0	0	0	0	0	0	0	
minor damage see comments	0	0	0	0	0	0	0	0	0	0	0	
major damage see comments	0	0	0	0	0	0	0	0	0	0	0	
TOTAL:	3	3	3	3	3	3	3	3	3	3	30	