

NOTICE OF MEETING

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

**Wednesday, 9 March, 2022, 7.30 pm - The Londesborough Room,
Alexandra Palace Way, Wood Green, London N22**

Statutory Advisory Committee Members:

Councillors Patrick Berryman, James Chiriyankandath, Josh Dixon, Scott Emery, Emine Ibrahim, Khaled Moyeed, Viv Ross, and Elin Weston.

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

Consultative Committee Members:

Councillor Anne Stennett (Chair), Councillor Elin Weston (Vice-Chair), and Councillors Dana Carlin, Nick da Costa, Bob Hare, and Kirsten Hearn.

John Wilkinson (Alexandra Palace Allotments Association), Hugh Macpherson (Alexandra Palace Organ Appeal), John Thompson (Alexandra Palace Television Group), Jacob O'Callaghan (Alexandra Park and Palace Conservation Area Advisory Committee), TBC (Bounds Green and District Residents' Association), Gordon Hutchinson (Friends of Alexandra Park), Annette Baker (Friends of Alexandra Palace), Nigel Willmott (Friends of the Alexandra Palace Theatre), Elen Roberts (Heartlands School), Rachael Macdonald (Hornsey Historical Society), Duncan Neill (Muswell Hill and Fortis Green Association), TBC (Muswell Hill Metro Group), Val Paley (Palace View Residents' Association), Calvin Henry (St Mary's CE Primary School), Jason Beazley (Three Avenues Residents' Association), and Richard Hudson (Warner Estate Residents' Association).

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. 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', you are consenting to being filmed and to the possible use of those images and sound recordings.

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

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. DECLARATIONS OF INTEREST

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

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

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

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

4. URGENT BUSINESS

The Chair will consider the admission of any late items of Urgent Business.

5. MINUTES (PAGES 1 - 32)

- (i) To approve the minutes of the Joint Meeting of the Statutory Advisory and Consultative Committees held on 4 October 2021 as a correct record.
- (ii) To note the draft minutes of the Statutory Advisory Committee meeting held on 30 November 2021.
- (iii) To note the draft minutes of the Consultative Committee meeting held on 30 November 2021.
- (iv) To note the draft minutes of the Alexandra Palace and Park Board meeting held on 13 December 2021 and 24 January 2022.

6. CHIEF EXECUTIVE OFFICER (CEO) UPDATE (PAGES 33 - 40)

To note the general update.

7. MAST LIGHTING POLICY (PAGES 41 - 50)

Opportunity to review and feedback to the Trustees.

8. CREATION OF PÉTANQUE COURTS (PAGES 51 - 54)

Consultation on the proposal for two pétanque courts in the Park.

9. APPOINTMENT OF YOUTH TRUSTEE BOARD MEMBERS AS NON-VOTING CO-OPTES (PAGES 55 - 60)

Consultation on the proposal to recruit Youth Trustee Board Members.

10. ITEMS RAISED BY INTERESTED GROUPS

11. MATTERS RAISED BY INTERESTED GROUPS

12. NON-VOTING BOARD MEMBERS' FEEDBACK

13. NEW ITEMS OF URGENT BUSINESS

To consider any items of urgent business.

14. DATES OF FUTURE MEETINGS

To note the dates of future meetings:

Thursday, 9 June 2022

Tuesday, 7 March 2023

Jack Booth
Tel – 020 8489 3541
Email: jack.booth@haringey.gov.uk

Fiona Alderman
Head of Legal & Governance (Monitoring Officer)
River Park House, 225 High Road, Wood Green, N22 8HQ

Tuesday, 01 March 2022

MINUTES OF MEETING Joint meeting of the Alexandra Park & Palace Statutory Advisory Committee and the Alexandra Palace and Park Consultative Committee HELD ON Monday, 4th October, 2021,

PRESENT:

Statutory Advisory Committee Members:

Councillors Elin Weston and Viv Ross.

Duncan Neill (Muswell Hill & Fortis Green Association), and Jim Jenks (Warner Estate Residents Association)

Consultative Committee Members:

Councillors Anne Stennett (Chair), Bob Hare, Elin Weston and Dana Carlin.

John Wilkinson (Alexandra Palace Allotments Association), John Thompson (Alexandra Palace Television Group), Jacob O'Callaghan (Alexandra Park and Palace Conservation Area Advisory Committee), Gordon Hutchinson (Friends of Alexandra Park), Nigel Willmott (Friends of the Alexandra Palace Theatre), Val Paley (Palace View Residents Association), Rachael Macdonald (Hornsey Historical Society) & Elen Roberts (Heartlands High School).

1. ELECTION OF A CHAIR FOR THE MEETING

RESOLVED

Nigel Wilmott was nominated as Chair for this meeting.

2. FILMING AT MEETINGS

Noted.

3. APOLOGIES FOR ABSENCE

The following apologies for absence were received:

SAC

Cllr Moyeed, Cllr Berryman, Cllr Chiriyankandath, Cllr Ibrahim, Cllr Dixon.

Jason Beazley - Three Avenues Residents' Association.
David Frith – The Rookfield Association

Consultative Committee

Cllr Hearn
Dick Hudson – Warner Estate Residents Association
Jason Beazley - TARA

4. DECLARATIONS OF INTEREST

None.

5. URGENT BUSINESS

None.

6. MINUTES

**Clerk's Note - The SAC/CC induction briefing is attached to these minutes*

RESOLVED

- (i) That the minutes of the Joint Meeting of the Statutory Advisory and Consultative Committees held on 16 August 2021 were agreed as a correct record.
- (ii) That draft minutes of the Statutory Advisory Committee meeting held on 16 August 2021 were noted
- (iii) That the draft minutes of the Alexandra Palace and Park Board meeting held on 12 July 2021 were noted.

SAC/CC induction briefing

7. CHIEF EXECUTIVE OFFICER (CEO) UPDATE

Louise Stewart, Chief Executive Officer, introduced the report which provided an update on current issues and projects at Alexandra Park and Palace and additional information on the events programme and a range of activities of the Charitable Trust. The following arose as part of the discussion of this report:

- a. Jacob O'Callaghan, Alexandra Park and Palace Conservation Area Advisory Committee, reiterated his concerns raised at the previous meeting around his view that the Trustees should be enforcing bylaws instead of the current traffic enforcement arrangements. Jacob O'Callaghan advised that he had written to the Head of Legal at Haringey Council on this point. As part of the discussion on this, it was suggested that increasing the charges associated with fixed penalty notices would not necessarily result in increased recovery of fines as the recovery process could be long and some people would simply not pay. It was suggested that there was also a correlation between the cost of the fine and its recovery rate. Cllr Stennett raised practical concerns with asking enforcement officers to operate in the area late at night.

- b. It was suggested that enforcement was difficult as it would require council enforcement officers to operate on APPCT land and would also likely require significant fines to make it financially viable.
- c. It was further commented that many people would like to see the removal of the barriers and barricades as they looked unsightly. The Chief Executive Officer acknowledged concerns about the barriers but commented that the bylaws were not considered to be the most cost effective measures and would also require using enforcement officers.
- d. The CEO advised the JSAC/CC that she was prioritising the Trust's financial wellbeing at the minute and that she did not have a better solution to the barriers at present. The Chief Executive Officer suggested that she would continue to take stock of the issue and review it going forwards.
- e. In relation to a question, APPCT advised that the planning application for The Terrace had been submitted a while ago but they had not received any indication from the Council on when this would be taken to Planning Committee.
- f. In response to a question around public toilet locations, the JSAC/CC was advised that there was a single toilet at the Pitch and Putt but this had been closed due to poor drainage. There were also toilets outside the lakeside café. The other toilet location was a compost toilet at the Learning Zone but this was not open to the public. The JSAC/CC commented on the need for good quality public toilet provision and that the opening times of the PBK would be confirmed (11:00 to 23:00, seven days a week).
- g. An application for a Changing Places scheme toilet had been submitted. It was also noted that that the Grove Café had a toilet but that this had been closed due to Covid.
- h. The JSAC/CC commented that the Phoenix Bar looked great. APPCT advised that a new food and drinks menu had been introduced to focus on pizzas and a good quality drinks offer. The CEO advised that number attending the Phoenix bar were increasing.
- i. Concerns were raised about street lighting and the part of the park towards Muswell Hill in particular was commented as being quite dark. The JSAC/CC asked if an update on park lighting could be taken to a future meeting of the Board. In response the Palace agreed to bring an update to a future Board meeting. The CEO noted that lighting needed to be focused on the main routes through the park and that they also had to balance the need for lighting with nature conservation. **(Action: Natalie Layton)**.
- j. In relation to a question about activities during Black History Month, the Palace advised that they were not holding any specific events but were contributing to the Council's programme of events. The Creative Learning Zone were also looking at undertaking some small bits for Black History Month, including a social media post celebrating the life of Si Grant and his role in early television.
- k. In relation to an offer to provide the Palace with some content around the abolitionist movement, the CEO advised that any proposals should be put to her in writing and that she would take a look.
- l. The JSAC/CC enquired whether there was scope for existing events planned for Black History Month to be relocated to the Palace. The CEO advised that she would give any proposal put forward serious review and advised attendees to write to her with any proposals that they had.

RESOLVED

To note the report.

8. NON-VOTING BOARD MEMBERS FEEDBACK

Duncan Neill fed back to the JSAC/CC on the financial report, it was noted that the Board were looking to publish their accounts later in the year. The Trustees had a fiduciary responsibility to ensure that they were happy with the finances of the Trust and that the Trust was solvent.

9. ITEMS RAISED BY INTERESTED GROUPS

The JSAC/CC were asked about APPCT commitments around climate change, particularly in light of the upcoming COP 26 meeting. In response, the Palace advised that they had made progress in some areas but less so in others. The JSAC/CC were advised that Alexandra Palace were working with a sustainability consultant and Vegware was being used for large and music events. Most of the events put on at the palace were almost plastic free as they Palace used Vegware and that this was disposed of sustainably.

In response to a question about why the fireworks were only on for one night this year, the Palace advised that they put on what they thought was achievable in the current circumstances.

10. NEW ITEMS OF URGENT BUSINESS

None.

11. DATES OF FUTURE MEETINGS

30 November 2021
9 March 2022

CHAIR:

Signed by Chair

Date



Briefing note: Advisory and Consultative Committee briefing

Date: July 2019

1. Introduction to Alexandra Park and Palace Charitable Trust

Alexandra Park was opened in 1863 as a leisure destination. The original parkland was landscaped by Alexander McKenzie as a centre for education and entertainment and to provide a green oasis for Londoners.

Alexandra Palace was opened in 1873. Built as the 'People's Palace', this remarkable seven-acre Grade II listed building remains one of London and the UK's most iconic structures and enjoys global recognition as the birthplace of television.

Today Alexandra Palace is surrounded by 196 acres of Grade II listed parkland and offers unprecedented views of the city. The multi-award winning destination maintains its original enterprising spirit by hosting an eclectic mix of live music, sport, cultural and leisure events, formal and informal recreation and enjoyment throughout the year, inside and out.

Alexandra Park and Palace was placed in trust by Act of Parliament in 1900. The Charity was effectively created when the Park and Palace were placed in Trust. Several Acts since have conferred further powers or enacted amendments.

In 1980 the functions of the trustees were transferred to Haringey Council, making it the Corporate Trustee. A further Act was passed in 1985 amending the previous legislation. The 1985 Act is a consolidation of the previous Acts and acknowledges the transfer of the functions of the Trustees from the Greater London Council to Haringey Council.

The Charitable Assets of the Park and Palace have been designated as a Local Nature Reserve, it is covered by several Statutory Conservation areas, it is also designated Metropolitan Open Land. Byelaws were established in 1929 and are still in force.

In recent years the Trust has successfully attracted restoration funding and has embarked upon a programme of fundraising for the longer term. Whilst financial sustainability has not yet been achieved it is less of a distant reality than it was a decade ago.

1.1 The functions of the Trustees are detailed in the 1900 Act and updated in subsequent Acts, the 1985 Act states that:

- The Trustees are under a statutory duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes:
- To reconstruct and repair the Palace in a manner which will enable the Trustees to promote the use and enjoyment of the said Park and Palace by the public:
- The Trustees intend in fulfilling their statutory duty under the said trusts to take into account the contemporary needs of the public:
 - They shall maintain, uphold and improve the existing theatre in the Palace...

- They may let or license at the best rent that can reasonably be obtained any portion of the Park and Palace (subject to any covenants and conditions)...
- They may close any part of the Palace and Park for not more than fourteen days in any one year
- They may sell, let or otherwise dispose of the whole or any part of, or the whole or any part of any interest in land acquired by them after the passing of the 1985 Act together with any building or buildings erected thereon but may not without further authorisation dispose of property acquired pre 1985
(*Alexandra Park and Palace Act, 1985, Chapter xxiii*)¹

1.2 Alexandra Park and Palace Charitable Trust (APPCT) is a charity registered with the Charity Commission. The Charity encompasses the assets of Alexandra Park and Palace and the functions of the Trustees.

The Trust is responsible for the care and maintenance of the Park and the Palace. It is a challenging task, overcoming the dereliction of decades, backlog of repairs and ongoing maintenance to keep both safely open for the public to enjoy.

The Trust aims to maintain and strengthen this proud and iconic landmark destination as a successful, valuable and sustainable asset for all, including our local community and stakeholders.

The Trust delivers charitable activities, including maintaining, restoring and repairing the Park and Palace, delivering a creative learning programme and volunteering programme.

The Trust is required by charity legislation and regulation to contain activities considered 'commercial' within a trading subsidiary to protect the assets from the risks associated with trading. Our trading subsidiary, Alexandra Palace Trading Ltd, (APTL), is wholly owned by the Trust and donates its taxable profit to the Trust in the form of Gift Aid. These activities include events, entertainment, and leisure and hospitality activities. The activities support the charitable purposes by providing not just essential resource to the Trust but enlivening the venue for the purposes of its creation and encouraging a broad cross section of the public to access and enjoy it.

2. The Trustee Board and functions

Haringey Council discharges its duties as Corporate Trustee via a Council Committee, the Trustee Board, to which it delegates its power and authority as Trustee. The Charity is subject to general UK law including company law, in relation to its trading subsidiary.

2.1 Trustee Board remit - To discharge the trustee functions.

The Council's functions as statutory trustee of the Alexandra Palace and Park charitable trust are discharged by the Alexandra Palace and Park Board.

To fulfil the functions, powers and duties of the Council as Trustee of Alexandra Palace and Park under the Alexandra Park and Palace Acts and Order 1900 to 1985 and, without prejudice to the generality of this, these functions include:

- *The duty to uphold, maintain and repair the Palace and to maintain the Park and Palace as a place of public resort and recreation and for other public purposes.*

¹ The 1985 Act lists the above and then amends the 1900 Act

- *Acting as the employing body for employees engaged in the working of the Trust at Alexandra Palace, and to be responsible for the setting of staffing policies, conditions of service and terms of employment of those employees.*
- *In relation to the Trust, being responsible for developing and monitoring the implementation of effective policies and practices to achieve equality of opportunity both for employment and service delivery.*

2.2 Trustee Board Membership

- 6 Council appointees (elected members)
- 3 appointees from the Consultative Committee
- 1 appointee from the Statutory Advisory Committee.

The members appointed by the Council to the Board must always act in the best interests of the Charity, above all other considerations.

The Trust is not required by the Act of Parliament to include any members of the SAC or CC onto the Board. Members of the Board appointed by the Consultative Committee and Statutory Advisory Committee have no voting rights on the Board and have no delegation of authority conferred upon them, other than their own appointing committees' terms of reference.

However, as they are part of the body of the Board, who are considered to have the management and control of the Charity their participation in discussions and decisions could qualify them as Trustees or quasi-trustees. The appointees of the SAC and CC are therefore considered co-optees. Co-optees have no voting rights.

As per the constitution of the SAC and CC committees these representatives have a duty to represent the views of the Committees on the Board and to report back to the Committees from each Board meeting, as stated by the Haringey Council Constitution. This can give rise to conflicts of interest when the best interests of the Charity can be compromised if inappropriate information is disclosed or information disclosed ahead of time.

Co-optee members therefore need to exercise careful judgement to comply with the 'best interests' of the Charity at all times.

3. **The Advisory Committee (SAC)**

The Advisory Committee, often referred to as the Statutory Advisory Committee or SAC was created by the 1985 Act of Parliament amendments.

3.1 Terms of reference

To promote the objects of the Charity and assist the Trustees in fulfilling the trusts by considering and advising the Trustees on the following matters:

- the general policy relating to the activities and events arranged or permitted in the Park and Palace;
- the effects of such activities and events upon the local inhabitants and local environment;
- the frequency of activities and events attracting more than 10,000 people at any one time and the maximum number to be permitted on such occasions;
- the adequacy of car parking arrangements within the Park and Palace so as to avoid overflow into adjoining residential streets;
- any proposals which require planning permission;
- the establishment and maintenance of the Park as a Metropolitan Park;
- the furtherance of recreation and leisure in the Park and Palace.

3.2 Membership

The SAC consists of up to 16 members;

- 8 Council members from the surrounding wards (Alexandra, Bounds Green (formally known as Bowes Park), Fortis Green, Hornsey, Muswell Hill and Noel Park) , and;
- 8 representatives from residents associations which meet specific requirements as set out in the 1985 Act.

3.3 Administration

The SAC is an independent body that can choose how it is to be administrated.

The SAC is an outside body of the Council, currently administered as a Council committee under the Council's committee procedure rules.

The SAC elects a committee chair from its own membership.

The Council is responsible for all aspects of its administration including ensuring annual appointment deadlines are met.

As a Council committee the paperwork for meetings, agendas and minutes are compiled, collated and distributed by the council. The council clerks the meetings.

The SAC elects one of its members onto the APPCT Board annually.

For reasons of convenience the SAC meets jointly with the CC detailed below, under the title of 'Joint consultative committee' as many of the issues for discussion are the same. However as the Trust is required by statute to seek the advice of the SAC on the matters stated above, the SAC meets immediately after the Joint committee to consider its specific advice to the Trustee, as appropriate.

4. **Alexandra Palace and Park Consultative Committee (CC)**

Arising from the Council's role as Trustee of Alexandra Park and Palace the Consultative Committee was created in the 1980s.

4.1 Terms of reference

- To give representatives of appropriate local and national organisations the opportunity of full discussion with members of the Alexandra Palace and Park Board on general matters affecting Alexandra Palace and Park.
- To give members of the Alexandra Palace and Park Board the opportunity of discussing and explaining to the organisations matters affecting the overall policy and efficient management of Alexandra Palace and Park.
- To promote better understanding between members of the Alexandra Palace and Park Board, the Palace Management and local organisations.
- To enable appropriate local (and national) organisations to be fully consulted on decisions of direct concern to them.
- To promote the best interests of the Alexandra Palace and Park as a conservation area.

4.2 Membership

- 6 Councillors who are also the APPCT Trust Board members,
- up to 30 community group representatives.

The CC elects 3 of its members on to the APPCT Board annually, as non-voting members.

4.3 Administration

The CC is a sub-committee of the Trustee Board.

The CC is currently administered as a Council Sub Committee.

The CC elects a committee chair from its own membership.

The Council is responsible for all aspects of its administration, ensuring annual appointment deadlines are met.

As a Council committee the paperwork for meetings, agendas and minutes are compiled, collated and distributed by the council. The Council clerks the meetings.

The CC elects 3 of its members on to the APPCT Board annually, as non-voting members.

For reasons of convenience the CC meets jointly with the SAC detailed above, under the title of 'Joint consultative committee' as many of the issues for discussion are the same.

5. **The Joint Consultative Committee**

As mentioned above the two committees meet together for convenience. The meetings are administered by the Council as per the individual committees. The Chair of the Joint Committee is normally one of either the Chair of the SAC or CC.

6. **Points to remember**

- The Trustee Board has a duty to seek the advice of the SAC and to consult the CC on matters detailed above.
- It is not obliged to follow the advice or consulted opinion of the SAC or CC. The Trustee Board must always put the best interests of the Charity first.
- It is best practice for the Trustee Board to respond to the Committees' advice and consulted opinion.
- The Committee chairs should when providing advice or opinion to the Trust be mindful of the terms of reference of their committees.
- The Trust produces a Trust report from the CEO for meetings to give an update on various aspects of the Trust work, for information. Specific issues for consultation or advice are presented as individual agenda items.

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MINUTES OF MEETING Alexandra Park and Palace Advisory Committee HELD ON Tuesday, 30th November, 2021, 8:30PM To 9:30PM

PRESENT:

Councillors: Josh Dixon, Scott Emery, Emine Ibrahim, Viv Ross and Elin Weston

ALSO PRESENT: Elizabeth Richardson (Advisory Committee Member), Jason Beazley (Advisory Committee Member) Jim Jenks (Advisory Committee Member)

26. FILMING AT MEETINGS

The Chair referred to the filming of meetings and this information was noted.

27. APOLOGIES FOR ABSENCE

Apologies had been received from Councillor James Chiriyankandath and Councillor Khaled Moyeed.

28. URGENT BUSINESS

Mr Jason Beazley was nominated as Chair of the Alexandra Park and Palace Statutory Advisory Committee.

RESOLVED:

That Mr Jason Beazley be nominated as Chair of the Alexandra Park and Palace Statutory Advisory Committee for the remainder of the municipal year 2021-22.

Councillor Emine Ibrahim was nominated as Vice-Chair of the Alexandra Park and Palace Statutory Advisory Committee for the remainder of the municipal year 2021-22.

29. MINUTES AND MATTERS ARISING

As noted in the minutes of the meeting of the Alexandra Palace Consultative Committee of 30 November 2021.

30. CEO'S REPORT

The meeting heard a range of views including that:

- The Council's interface with the public needed further improvement and this was something that needed to be considered. Residents Associations should be considered as part of the solution.
- Most residents in Haringey were not fully aware of some of the unique elements of Alexandra Palace and aspects which were less well known about the Palace was something that needed to be brought forward into the public consciousness.
- Paragraph 2.5 of the report was important to consider. Residents Associations were the basis for the Statutory Advisory Committee. Residents Associations were generally operating well despite the coronavirus crisis and other ongoing issues. As long as Residents Associations understood the issues and remained focused, then they could support the Statutory Advisory Group in a robust manner.
- It was important to maintain continuity in terms of organisational structure and ensuring that there were individuals associated with the process who were aware of past occurrences, aware of the issues of the present and could contribute positively in the future.

RESOLVED:

1. That the update be noted.

31. PROPOSAL TO PILOT CONSULTATIVE COMMITTEE CHANGES

The Chair stated that the proposals were for four meetings (two forums a year). The Board had not yet been consulted fully on the details of, but the Statutory Advisory Committee felt that the aim of the proposed changes was not clear.

The Chair put forward the idea of holding a meeting of either the Consultative Committee, Statutory Advisory Committee or a stakeholders meeting without councillors. The Committee noted views stated at the meeting on the issue, including that councillors were elected by the wider community and were a more accurate representation of the local community and therefore excluding councillors from such meetings would be a mistake. The meeting also noted a suggestion that a forum in the eyes of the public that was not representative of the community could be considered concerning. The process and setting up of a forum should be led by the community itself.

The meeting also heard that:

- Noticeboards around the borough that was originally controlled by the Council were now largely under the control of residents' associations.
- Charity governance was generally undergoing a lot of scrutiny and it was important that progress was shown on charity governance which was under constant review.
- The diversity of the intended audience included cultural background as well as diversity in age and gender.

The Chair stated that an action plan was required before the end of the discussion.

The meeting also heard that:

- The Councillor members of the Committee were generally more diverse in cultural background as well as diversity in age and gender.
- The Consultative Committee was designed so that National and regional organisations such as TfL could attend. There was now a separate dialogue with TfL and there were other groups which were engaged with directly.
- One suggestion was to wait until the council elections had passed before holding a forum and then convene another Consultative Committee to review how the forum had progressed.
- Another suggestion was to have forums interspersed with the Consultative Committee to allow for a consistent feedback loop. This could start sometime soon after the elections. The Statutory Advisory Committee would not be affected but the process of the Committee could be examined further for areas of improvement, particularly in relation to the representation of the Committee.
- It was difficult to fully understand the processes relating to Alexandra Palace easily and the roles of the Committees needed further clarification.
- The act of parliament mentioned the residents' associations that were members of the Statutory Advisory Committee. It would perhaps be a good idea to examine the objectives and purpose of the Committee and understand how well the Committee was delivering against those objectives.

The meeting proposed that a recommendation be made to the Alexandra Park and Palace Board that each year two Consultative Committees are held and two open forums. If the recommendation was agreed then, the Statutory Advisory Committee recommend to the Alexandra Park and Palace Board that the comments made by the Statutory Advisory Committee be considered and used to review the membership and the membership of the Board.

RESOLVED:

- 1) That a recommendation be made to the Alexandra Park and Palace Board that each year of the pilot a total of four meetings are held, two of which consist of the Consultative Committee and two of which consist of the open forums.
- 2) If the above recommendation was agreed, then the Statutory Advisory Committee recommend to the Alexandra Park and Palace Board that the comments made by the Statutory Advisory Committee be considered and used to review the membership and the membership of the Board.

32. NON-VOTING BOARD MEMBERS FEEDBACK

There were none.

33. NEW ITEMS OF URGENT BUSINESS

There were none.

34. DATES OF FUTURE MEETINGS

9 March 2022. Meeting of the Joint Statutory Advisory Committee and the Consultative Committee.

CHAIR:

Signed by Chair

Date

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MINUTES OF MEETING Alexandra Palace and Park Consultative Committee HELD ON Tuesday, 30th November, 2021, 19:30-20:40

PRESENT:

Councillors: Anne Stennett, Elin Weston and Bob Hare

ALSO ATTENDING:

Jacob O'Callaghan (Consultative Committee Member), Gordon Hutchinson (Consultative Committee Member), Nigel Willmott (Chair) (Consultative Committee Member), Duncan Neill (Consultative Committee Member), Jason Beazley (Consultative Committee Member), Annette Baker (Consultative Committee Member)

49. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Dana Carlin and Mr Richard Hudson.

50. DECLARATIONS OF INTEREST

None were declared.

51. URGENT BUSINESS

There was no urgent business.

52. MINUTES AND MATTERS ARISING

Ms Rachael Macdonald had stated that she would not be a member as noted on page 2 of the minutes.

Ms Annette Baker was not present on the list of attendees.

At the last Alexandra Palace TV Group meeting, Ms Rachael Macdonald was appointed as Deputy.

RESOLVED: That, subject to the above changes, the minutes of the Consultative Committee meeting on 4 October 2021 be agreed as a correct record of the meeting.

The Committee considered the minutes of the Joint Statutory Advisory Committee and Consultative Committee held on 4 October 2021.

The Committee noted that Mr Duncan Neill needed to be listed as present at the meeting as a Member of the Consultative Committee (not the Statutory Advisory Committee). The

Committee also noted that Ms Liz Richardson and Councillor Scott Emery had sent their apologies for the meeting.

Mr Jacob O'Callaghan's comments on 7a (traffic enforcement) should also include thanking AP Staff for taking prompt action in relation to joyriders which were a problem and he appreciated that urgent action needed to be taken.

In relation to point I (Park Lighting), the action was to be taken by Ms Natalie Layton and the issue had been placed on the agenda for 13 December 2021 on the Alexandra Palace and Park Board.

On Point J (Black History Month), a reference should be changed to read 'Si Grant's' name as 'Cy Grant'.

RESOLVED: That the Joint Statutory Advisory Committee and Consultative Committee held on 4 October 2021 be noted.

The Committee considered the draft minutes of the meeting of the Alexandra Palace and Park Board held on 11 October 2021.

In relation to the Mast Lighting Policy, it appeared that the report did not certify that the item had been subject to consultation to the Consultative Committee or the Statutory Advisory Committee or with other interested groups.

The Committee noted that the Board would be happy for the item to be brought to the Consultative Committee for future consultation as policies and issues were regularly reviewed.

RESOLVED: That the draft minutes of the meeting of the Alexandra Palace and Park Board held on 11 October 2021 be noted.

53. CEO'S REPORT

The Committee commented that:

- In relation to the major events being discussed on page 20 of the agenda papers, the times of the events would be included in future reports. Independent noise consultants are employed for large events with amplified music to monitor sound levels and also monitor in response to complaints during the events.
- Congratulations were in order regarding the Theatre hosting the BBC Earthshot Awards. In response to questioning about the Earthshot team's donation of trees and shrubs, it was noted that the Park Manager had approved the acquisition.
- It was important to acknowledge the Green Heritage Site Accreditation.
- The community payback scheme was working very well.
- The Committee noted the amount of rubbish (100 tonnes) collected on site since 1 April 2021.
- The festoon lighting applied for as part of the Outdoor Beer Garden Improvements planning application would have involved fixing to the historic fabric.

- The lighting around Dukes Avenue had not received any recent complaints. The Committee noted that the bus stop lights had been dealt with. Any issues should be noted with the location and referred accordingly to see if remedial work could be done.
- Some of the lighting in the park was not working. This was covered in the report. Attempts were underway to get remedial fixes in place. As this was potentially quite costly, a solar solution was being trialled. In the meantime, feedback on what was and what was not working was useful and attempts would be made to fix any lighting, but attempting to make old infrastructure work creates additional problems and delays in fixing.
- The Salix lighting project scheme was an interest free loan, calculated on payback over a period of time. This loan is paid back from the money saved on energy usage. . The total cost was around £500,000 and the payback would be under five years. However, the savings would take a longer period if energy costs kept going up
- The use of weedkiller had been reduced. The Park team had been challenged to come up with a solution avoiding its use. Manual removal of weeds is not taking place. The Trust welcomes volunteers to assist in controlling the weeds Members of the public will need to get used to seeing more weeds on site and are encouraged to consider them to be pavement plants.
- The provision of creative learning had changed during the coronavirus crisis. There had been a reduction in terms of volume of beneficiaries reached but there was a greater need for a targeted and wider range of delivery methods. On future funding streams, the team continue to apply for appropriate funding to support effective delivery and impact in combination with paid for activities.
- The family area had been congested during the Palace's Fireworks event and the speakers appeared to be loud for a family area. This would be taken into consideration by the team for future planning. Some of the congestion at the event was due to the wi-fi outage that had occurred as people walked around to find available wi-fi so they could download their NHS Covid passes. However, ticket holders were encouraged to download their passes before they arrived at the premises.
- The Palace had not been notified regarding the Haringey Council Controlled Parking Zone consultation that affected some streets surrounding the palace.

RESOLVED:

1. That the update be noted.

54. PROPOSAL TO PILOT CONSULTATIVE COMMITTEE CHANGES

The meeting heard a variety of views including that:

- Some members were in favour of the proposals in the paper as it was evident that the current structure of the Committee was not the most representative group of residents in the borough and not the best way of representing stakeholders. However, it would be useful to confirm what the objectives of the forum actually were. In the past public meetings such as the licensing proposal in 2017 had worked well with members of the

public giving and discussion giving their views. One of the strengths of the Committee was that it had Board trustees as members.

- There appeared to be a risk that the Committee may become a question and answer session and this may not be productive.
- The reports, such as CEO reports, being submitted to the Committee three to four times a year was a good way to keep up to date and the Committees would like to see this practice continue for the open forum.
- It would be useful if the regular routine reports, which were available on the Council's website, were also made available to anybody who wanted them on the AP Website perhaps by linking to the Council's committee pages.
- Although the report considered the need for more community proportionate representation, it did not appear to represent the beneficiaries of the Charity. There were specific matters which needed to be referred to the Statutory Advisory Committee by law and some matters to the Consultative Committee due to the Council's constitution. There were many items that were put before the Board that did not come before either the Statutory Advisory or the Consultative Committees. The Board advertised any proposed decision one week before the meeting. The proposed forum stated that the public needed to provide two weeks' notice before submitting a question, but it would not be technically possible to do this as the papers to the Board were only published one week before. It was clarified that only items for including on the agenda should be requested with 2 weeks' notice.
- The proposal had only been published for about a week. The legal advice stated that there were no issues with the proposals for the pilot as long as the structure was unchanged, but it appeared that the proposal would change the structure. The proposals should not be agreed until a specially convened meeting of the Consultative Committee so that all interested parties including people from different organisations could attend it and provide their suggestions.
- It was possible to consider not agreeing to abolish the Consultative Committee but still have an open forum and have a positive pilot scheme. The forum could meet two times a year. This would help to examine how well the proposed processes would work.
- A discussion needed to be held on what an open forum would look like, how people would be brought into the conversation and a meeting could be held regarding the processes of the open forum.
- It needed to be clarified that the Consultative Committee could only be abolished by the Council.
- Solely advertising on social media would likely miss much of the target audience, particularly those who did not use social media. Other methods of advertising were necessary such as the use of posters in community centres, places of worship and local areas. Residents were more likely to become aware of the arrangements if signposting in those areas were used.
- It was difficult for the Consultative Committee to provide their views on ongoing issues if it was not meeting often enough.

- It would be disappointing to see the Committee not move forward with any proposed changes as there was at least some agreement amongst everybody that some form of a change was required. The Committee could at least see how the changes would take effect and facilitate a feedback loop.

The Chair stated that he had deep philosophical objection to the proposed model of governance and that it was premature to make a decision to approve the proposals as put forward at this point. There needed to be more discussion and the Consultative Committee should meet without Councillors to examine views at a greater depth. An initial trial period of 12 months had been proposed, however, during a conversation with senior council officers, the suggestion of a two-year pilot was put forward as their experience revealed that one year was quite a short timeframe to establish a wider understanding.. There was a big difference between a properly constituted council committee and an open forum. Consideration needed to be given as to what would happen if the Consultative Committee was lost, some members felt that the Statutory Advisory Committee and Consultative Committee were likely to be taken more seriously and be more constructive if separated.

The proposals needed to be taken to the next Consultative Committee so that a more full discussion could be held.

The Committee agreed that as an action, the proposals would be discussed at the next Consultative Committee, but also agreed to start the process of the idea of an open forum in principle. This was so that officers could be tasked with taking action so that some progress could be made.

The Chair stated that Ms Louise Stewart would be leaving in the new year and wished to express the Committee's thanks for her work in the last six years as she had left an admirable legacy and played a key role on how Alexandra Palace operated and oversaw improvements in governance and management structure.

Ms Stewart thanked her team and support from stakeholders.

RESOLVED:

- 1 That the proposals be submitted and discussed at the next Committee.
- 2 That initial work be started on the processes of an open forum.

55. MATTERS RAISED BY INTERESTED GROUPS

There were none.

56. ITEMS OF URGENT BUSINESS

There were none.

57. DATE OF FUTURE MEETINGS

9 March 2022. Meeting of the Joint Statutory Advisory Committee and the Consultative Committee.

CHAIR:

Signed by Chair

Date

MINUTES OF MEETING ALEXANDRA PALACE AND PARK BOARD HELD ON MONDAY 13 DECEMBER 2021, 7.30-9.45PM

PRESENT:

Councillors: Anne Stennett (Chair), Elin Weston (Vice-Chair), Nick da Costa, Dana Carlin and Bob Hare

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

153. FILMING AT MEETINGS

The meeting was not filmed.

154. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hearn.

Clerks note: Councillor Hearn joined the meeting via Teams and took part in the discussion of the items but did not take any decisions.

155. URGENT BUSINESS

None.

156. DECLARATIONS OF INTERESTS

None.

157. QUESTIONS, DEPUTATIONS OR PETITIONS

None.

158. MINUTES

RESOLVED that the minutes of the Alexandra Palace and Park Board held on 11 October 2021 be approved.

159. TO CONSIDER ANY ADVICE OR COMMENTS FROM RECENT SAC/CC MEETINGS

The Board noted the minutes of the Statutory Advisory and Consultative Committees.

160. PROPOSAL TO PILOT CONSULTATIVE COMMITTEE CHANGES

The report and the discussion held at the recent SAC-CC meeting were considered by the Board and it was noted that:

- There was great support for the idea of a forum, although with some reservations about suspending the CC meetings during the pilot and it was suggested that these meetings run in parallel.
- The recommendations made were to hold two open forums and two CC meetings during the pilot.
- Two forums per year may not be sufficient if there were issues to be raised – a six month gap may be too long between meetings.
- Paragraph 4.3.3 needed to include the SAC as one of the stakeholders to review the pilot.
- The pilot was to trial a new way of working and did not necessarily mean that this was the model which would be adopted at the end of the two years.

The Board noted that there would be another round of SAC-CC and Board meetings before the end of the Municipal Year, and it was suggested that a workshop should be held for Board members and final proposals be presented to the meetings in March.

RESOLVED

- 1.1 To consider any feedback from the respective meetings of the SAC and CC on 30 November (included at Appendix 3);**
- 1.2 To discuss potential objectives, challenges and the criteria for success of the changes to the Committee.**
- 1.3 To agree appropriate next steps.**

161. CEO'S REPORT

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

Officers responded to questions from the Board:

- Customers using the East Court were encouraged to wear masks, however this was not a legal requirement for all events. Covid passes were also being used.
- Staff were being asked to wear masks and complete a lateral flow test twice weekly.

RESOLVED to note the contents of the report.

162. FRRAC CHAIR'S REPORT

RESOLVED to note the report.

163. FINANCE UPDATE

Dorota Dominiczak, Director of Finance and Resources Alexandra Palace, introduced the report as set out. It was noted that the financial recovery of the Trust would take longer than previously anticipated and result in more reliance on funding from the Local Authority.

RESOLVED to note the report.

164. STREET AND PARK LIGHTING

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

Officers responded to questions from the Board:

- Paragraph 9.1 set out the costs of replacing the lighting like for like – solar lighting worked out to be a cheaper option.
- There were solar lighting trials being carried out alongside providing lighting to specific areas in the park.
- If there were any concerns in relation to lighting in the park i.e. broken lights, safety concerns, then these should be reported to Visitors Services.

RESOLVED to note the report.

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

The Board noted that this was Dorota Dominiczak's last meeting and thanked her for all of her hard work during her time working for Alexandra Palace.

166. FUTURE MEETINGS

24 January 2022
15 March 2022

167. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED that the press and public be excluded for the consideration of agenda items 16-24 as they contain 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.

168. EXEMPT - MINUTES

RESOLVED that the exempt minutes of the Alexandra Palace and Park Board held on 11 October 2021 be approved as a correct record.

169. EXEMPT - APTL CHAIR'S REPORT

The recommendations in report were approved.

170. EXEMPT - STRATEGIC RISK REGISTER

The recommendations in report were approved.

171. EXEMPT - LEASEHOLDER PROPERTY

The recommendations in report were approved.

172. SAFEGUARDING / WHISTLEBLOWING

Nothing to report.

173. EXEMPT - PAY REVIEW

The recommendations in report were approved.

174. EXEMPT - CEO PAY REVIEW

The recommendations in report were approved.

175. EXEMPT - SUCCESSION PLANNING

The recommendations in report were approved.

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

None.

CHAIR: Councillor Anne Stennett

Signed by Chair

Date

MINUTES OF THE ALEXANDRA PALACE AND PARK BOARD MEETING HELD ON MONDAY, 24TH JANUARY, 2022, 7.30 - 9.55 PM

PRESENT: Councillors Anne Stennett (Chair), Elin Weston (Vice-Chair), Nick da Costa, Dana Carlin, and Bob Hare.

Non-Voting Members: Duncan Neill and Jason Beazley.

The following members joined the meeting virtually: Councillor Kirsten Hearn

1. FILMING AT MEETINGS

The meeting was not filmed.

2. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Hearn and Nigel Willmott.

Councillor Hearn joined the meeting virtually and took part in the discussion of the items but did not take any decisions.

3. URGENT BUSINESS

There was no urgent business.

4. DECLARATIONS OF INTERESTS

There were no declarations of interest.

5. QUESTIONS, DEPUTATIONS OR PETITIONS

There were no questions, deputations, or petitions.

6. MINUTES

Under item 160, Proposal to Pilot Consultative Committee Changes, it should be clarified that the recommendations made were to hold two open forums and two Consultative Committee meetings **per year** during the pilot. This was agreed by the Board.

The Chair noted that the workshop was due to be organised with the Board and that this would be discussed with the Charity Secretary.

RESOLVED

That, subject to the above amendment, the minutes of the Alexandra Palace and Park Board held on 13 December 2021 be approved.

7. TO CONSIDER ANY ADVICE OR COMMENTS FROM RECENT SAC/CC MEETINGS

Cllr Carlin noted that she had submitted apologies for the meeting.

The Board noted the minutes of the Statutory Advisory Committee and Consultative Committee held on 30 November 2021.

8. APPOINTMENT OF CHAIR OF THE FINANCE, RISK, RESOURCE, AND AUDIT COMMITTEE

The Chair nominated Cllr Carlin to be the interim Chair of the Finance, Risk, Resource, and Audit Committee; this was seconded by Cllr Da Costa and unanimously agreed.

RESOLVED

To nominate Cllr Carlin as the interim Chair of the Finance, Risk, Resource, and Audit Committee.

9. CHIEF EXECUTIVE OFFICER'S REPORT

The Chief Executive introduced the report which provided an update on current issues, projects, and activities.

In response to questions, the following responses were provided:

- The Chief Executive highlighted the number of repairs and maintenance that had been undertaken as well as the amount of creative learning activity.
- It was noted that the Grow Back Greener application had been unsuccessful. Emma Dagnes, Deputy Chief Executive, explained that the team had received feedback from this application and there was confidence that there was a good chance of future success. It was added that there had been a large number of applications and that many of the successful applications had projects that were at a more advanced stage. It was noted that the team was targeting funds that were available for feasibility in order to develop projects to a more advanced stage in readiness for the next round of funding.
- In relation to creative learning, Cllr Weston suggested that it would be useful to explore links with Hornsey Town Hall. She noted that she was a Trustee at Hornsey Town Hall. Louise Stewart, Chief Executive, explained that there was a

good working relationship with Hornsey Town Hall and that it was useful to know where there were connections between the two organisations' boards.

- The Board passed on its congratulations in relation to the recent high profile events held at Alexandra Palace, including snooker and ice skating.

RESOLVED

To note the report.

10. PROCUREMENT REPORT

The Board considered the report which sought approval for the award of contract to the successful bidder of the Car Parking Management tender.

The report was discussed in the exempt part of the meeting to enable Board members to freely discuss all the information, with the agreement that all public information would be noted in the public minutes.

In response to questions, the following responses were noted:

- The Parking Management Scheme would operate 365 days a year but revenue generation would be based on compliance rather than enforcement.
- As the scheme was introduced, there would be an initial period where Customer Notice Letters (CNIs) would be used before any Parking Charge Notices (PCNs) were issued.
- Clarification meetings with tenderers had taken place as part of the Haringey Council procurement process. It was explained that this had allowed clarification on questions from the tender evaluation panel before final assessments were undertaken. As a result of this process, two of the bidders had increased their contract prices to include items that had been omitted from their original submissions but were desirable in the contract.
- The capital costs, as outlined in the exempt report, involved items such as Automatic Number Plate Reader (ANPR) cameras and pay machines and revenue costs relating to management and operational fees which would be paid monthly. The Trust did not have the capital to pay for infrastructure from the start of the contract but would re-pay this to the contractor over a period of five years. The infrastructure would then belong to the Trust and there was a clause in the contract which allowed the Trust to purchase the infrastructure without penalty if the contract was terminated early.
- It was noted that the variable costs were:
 - Staffing, which, as the system was embedded, may be reduced: and
 - Maintenance costs due to the age of the car park infrastructure.
- The assumptions about car parking income were considered to be reasonably accurate, based on the data from the existing donate to park scheme.
- There would be a more detailed implementation timeline and a Trustee workshop would be held before the car park charging was implemented.
- The management fees were fixed and any future decisions on car parking tariffs would need to take this into account as this would impact the Trust's finances.

- There were allowances in the costs for the replacement of cameras and maintenance work.
- It was noted that lit signage would likely be problematic in the conservation area and details would be discussed with the provider.
- In relation to a question about anti-social behaviour, it was noted that ANPR would be focused on charging for car parking and would not operate as a speed camera. It was stated that the Trust would have access to some data relating to vehicles which could be used to some extent, subject to the regulations around personal data.

Following consideration of the exempt information, it was

RESOLVED

1. To approve the award of contract for the provision of car park management infrastructure and services to Bidder 2, for a period of 10 years, with the option to extend for a further 5 years.
2. To authorise the Haringey Council's Head of Legal and Governance to seal the contract.

Councillor Hearn did not take part in the voting for this item.

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

There was no other unrestricted business that the Chair considered to be urgent.

12. FUTURE MEETINGS

It was noted that the next meeting of the Alexandra Palace and Park Board was 15 March 2022.

The Board members noted that Louise Stewart would shortly be leaving her role as Chief Executive and expressed their thanks for her years of service. The Board members stated that her advice and guidance had been invaluable and they wished her well in her new role.

13. EXCLUSION OF THE PUBLIC AND PRESS

RESOLVED

That the press and public be excluded for the consideration of agenda items 14-18 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.

14. EXEMPT - MINUTES

RESOLVED

That the exempt minutes of the Alexandra Palace and Park Board held on 13 December 2021 be approved as a correct record.

15. EXEMPT - PROCUREMENT REPORT

The Board considered the exempt information.

Councillor Hearn did not take part in the voting for this item.

16. EXEMPT - CHIEF EXECUTIVE OFFICER SUCCESSION PLANNING

The Board considered the exempt information.

Councillor Hearn did not take part in the voting for this item.

17. SAFEGUARDING / WHISTLEBLOWING

No safeguarding or whistleblowing matters were reported.

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

There was no other exempt business.

CHAIR: Councillor Anne Stennett

Signed by Chair

Date

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**JOINT MEETING OF THE
STATUTORY ADVISORY AND CONSULTATIVE COMMITTEES**

9 MARCH 2022

Report Title: CEO's Report
Report of: Emma Dagnes, Chief Executive Officer

Purpose: To update the committees on current issues and projects at Alexandra Park and Palace and provide additional information on the events programme and the Trust's activities.

Local Government (Access to Information) Act 1985 - N/A

1. Recommendations

1.1 To note the content of this report.

2. General Update

2.1 In December 2021 the Trust received confirmation that its application to the government's latest round of the Culture Recovery Fund was successful. The £702,000 grant will help to offset the ongoing impact of the Covid pandemic, contributing to essential operating costs such as utilities, security and staffing, and help us to plan a calendar of cultural events in 2022 to generate further income.

2.2 Car Park Charging

2.2.1 Following a restricted tender exercise, the Trustee Board approved the award of the car park charging contract on 24 January 2022.

2.2.2 The tender evaluation process was thorough and all submissions were of high quality. The successful supplier evidenced extensive experience, expertise and highly flexible approach and an acute understanding of the dynamic environment in which they would be operating.

2.3 Accessibility Map

2.3.1 In addition to the existing visual guides, a new accessibility map of the Park and Palace has been added to our website accessibility page, which highlights available facilities and the structure of the site.

2.3.2 There are two versions of the map, for live events and non-event days. We've also produced an alternate version of each map that is suitable for people with colour vision impairments.

2.3.3 The accessibility page can be viewed at the following link:
<https://www.alexandrapalace.com/visitor-information/accessibility/>

2.3.4 As part of this ongoing project we will be investigating assistive technology such as screen readers to further improve our accessibility.

2.4 Open Forum

The Trustee Board will establish draft terms of reference including objectives, success measures and an action plan for the proposed Open Forums, which will be presented to the SAC/CC in June.

2.5 Storm Eunice

2.5.1 Following the Met Office Amber/Red weather warning arising from Storm Eunice, the decision was taken to close the Park & Palace on Friday 18th February.

2.5.2 The decision was assessed by the senior team against the potential risk to life and/or injury. As Alexandra Palace had suffered wind damage from notably lower windspeeds in the past, closing the building, car parks and discouraging visitors to the Park was the appropriate course of action in order to protect customers, park users and staff members as well as the charitable assets.

2.5.3 Communications went out via social media and directly to stakeholders and local residents and Ice Rink ticket holders on 17 February and the site was secured, as much as possible, to minimise the potential for damage.

2.5.4 We reopened as planned on Saturday 19 February but with restrictions due to the impact that the Storm had on key areas such as the Palm Court and East Court.

2.5.5 A survey has been undertaken to assess the damage and works will be taking place over the coming months to make good those areas that suffered. Currently there is nothing of note that raises concerns that the Palace will not be able to return to its normal operations within the coming weeks.

2.5.6 Damage to the Park was minimal and is a testament to the hard work of the Parks Manager and the onsite John O'Connor team.

3. **Park Update**

3.1 The Community Payback scheme continues. The schedule is for the group to work clearing the race course perimeter until the end of February. They will then move to the Transmitter Hall for two sessions weeding and cleaning the south terrace. Following this they will move to the Grove for a programme of work for the summer, such as weeding and mulching shrubs beds and clearing paths.

3.2 A programme of tree work has taken place across the Park. Mainly fellings and crown reductions as part of ongoing tree safety management. Traffic

management was in place for three days as the fourth and final phase of reductions of the chestnuts along Alexandra Palace Way took place.

- 3.3 The culture recovery fund grant was used to reconstruct the final sections of the path on the south front and the link path to North View Road. This project provides greater resilience to the pathways as use increases as we head into the summer months.
- 3.4 A legacy gift from a long time member of the birders club and a well known local figure has funded habitat management works at the 'cricket scrub'. This generous gift has enabled a small part of the Tree and Woodland Management Plan to be implemented. Tall trees have been removed or cut back and invading dog wood has been grubbed up to preserve the low, bushy scrub habitat that is popular with migrant birds. Volunteers from the Friends of the Park and The Conservation Volunteers (TCV) held a work party to create dead-hedges from the cut material to provide new refuges for invertebrates and to reduce disturbance.
- 3.5 To help reduce noise and emissions in the Park, the contractor John O'Conner (GM) Ltd has purchased battery equipment. The team now has two battery powered push mowers, two battery powered hedge cutters, one battery powered long arm hedge cutter and three battery powered grass trimmers.

4. Repairs, maintenance and improvements since last reported:

- Lighting renewal to Ice Rink 10th January to 11th February
- January periodic inspections of external elevations (bi-monthly)
- January inspection of Theatre ceiling, walls and proscenium arch (bi-annual)
- Theatre North Wall rainwater goods - remedial works by Willmott Dixon in January with further works to follow
- Drainage CCTV survey/clearance to stacks serving Hallmasters toilets
- Timber beam repair/re-support and ceiling renewal to South East Office Building staircase January/February, with redecoration ongoing
- Upgrade of fire alarm recommenced to back of house areas and concluded to Great Hall high level gantries
- Fire alarm servicing
- Goods lift servicing
- PAVA major maintenance visit
- Access Control planned preventative maintenance
- Generator major service
- Renewal of suspended ceiling to Great Hall Gents toilets, wall repairs to East Corridor stairs, and glazing replacements Great Hall external doors
- Water planned preventative maintenance visit
- Fire extinguisher remedial works
- Floor repairs and tidy to BBC Studios including minor re-glazing to Victorian staircase
- HV/LV overnight shutdown and testing on 8th/9th February to whole building
- Fixed wiring inspections commenced to main event areas as part of phased programme

5. Creative Learning

5.1 Biblio-Buzz 2022

5.1.1 In December we announced the Shortlist for Biblio-Buzz 2022: Alexandra Palace Children's Book Award. This annual initiative that encourages children aged 9-12 to get reading, participate in workshops and events, vote for their favourite book, and then see the winner crowned at a special ceremony in the Theatre.

5.1.2 There are 32 schools registered, 2 from Camden, 2 from Enfield and 28 from Haringey. Approximately 1,100 young people will engage with the programme around 800 school pupils and a further 300 independently through the libraries.

5.1.3 Biblio-Buzz was launched with a public event on 29th January in Wood Green Library. Shortlisted author Anna Goodall read extracts from her book and children's book illustrator Alice Haskell ran workshops on children's book design. 34 people participated in the event, which was attended by the Council Leader, Director of Culture and Library Services.

5.1.4 The Creative Learning Team arranged for 120 copies of the shortlisted books to be donated to the library, to support circulation of the loans.

5.2 The first addition of our outdoor learning book *Wild in the Park* was published in January copies have already been placed in all 9 Haringey Library and will be on sale in local books stores, online and in the East Court.

5.3 To promote the benefits of outdoor activities a gardening club for students from a non-maintained special school and sixth form has been established. This is for children aged between 4 – 19 who are diagnosed with autism. The eager students are in their third week of the club, and they are learning basic gardening skills, warmed by the occasional mug of hot chocolate! The workshops are led by Forest and Family who run our successful forest school programme.-

5.4 Regular activities continue including:

14-18 February	Half Term Creativity Camp
Every Tuesday	Five Bells Computer Club
Every other Tuesday	Community Group rehearsals, Ukulele Group, Baby Jazz.
Every Wednesday	Jazz Ensemble, Nursery Group Forest School
Every Thursday	Haringey Young Carers, Singing for the Brain & Riverside School forest school
Every Saturday	Coaching sessions in Creativity Pavilion
Sundays in November	Rangers Skill Sharing (Park & Transmitter Hall)
Two Monthly young carers	creative activity and social events (ice skating and games)

5.5 The Pangolin Project

5.5.1 This is a live ticketed event in the Creativity Pavilion on 14th May. The Creativity Pavilion will be transformed and the audience will take part in an immersive evening of film screenings and live performance all around the theme of how the pandemic changed you.

5.5.2 To support the event the theatre group Mama Quilla will work with participants from various community groups to explore how the pandemic changed, participants will learn creative writing and film making skills whilst making their own short film, which will also be shown at the event taking place on 14th May. Participants will receive £50 per day to attend the workshops to help ensure that the programme is inclusive. <http://www.mamaquilla.org/> .

5.6 A half term Creativity Camp took place in February and was focussed on clowning and comedy performance. 9 young people took part (although 14 registered for the event with 8 of the places offered for free via Children's services).

5.7 A Skate Jam fundraiser will take place on Saturday 9th April in the skate park to raise money for some skate park upgrades. This is being organised by North London Skate Club with support from the Creative Learning team. There will be various competitions throughout the day for different age ranges and skateboarders, BMX and scooters. Young skaters have been invited to create poster designs to promote the event – the winning design will be used as part of the promotion campaign.

5.8 The Global cinema club is being planned for a date (to be confirmed) in April and 2 or 3 short films will be shown, a 10-minute spoken word performance and a singer all highlighting the experience of being LGBTQ+ and belonging to the Turkish and Greek Cypriot community.

5.9 We began a new project in February with the University of the Arts London, who will create films to be video mapped onto structures to be displayed either in the East Court or the Transmitter Hall. The theme will be celebrating the anniversary of the BBC. Students have begun working with Kirsten Forrest, Interpretation & Curation Manager, drawing upon imagery from AP's archive.

6. Activities and Events

6.1 The event schedule attached at Appendix 1 has been updated with new events highlighted.

6.2 Confirmed and Provisional Park Events

Friday 22nd April until Sunday 24th April – the Cycle Show will take place with the East Slope, opposite Go Ape and Forest School, for cycle testing.

Sunday 3rd July – Red Bull Soap Box Race, proposed to open from 9.30am and close at 6pm. As previous years, Alexandra Palace Way will be closed to traffic in the build-up, during and break-down of the event.

Saturday 16th July – Primal Scream will take place in the park - same location as the stage is set for Kaleidoscope.

Sunday 17th July provisional for outdoor concert to be confirmed

Friday 22nd July – Fat Freddy's Drop will take place in the park same location as the stage is set for Kaleidoscope

Saturday 23rd July – Kaleidoscope the festival takes place in the park, main halls and basements

Sunday 24th July – Higher Ground, headlined by Patti Smith, will take place in the park same location as the stage is set for Kaleidoscope

Further information will be provided to SAC / CC in future meetings and by email once arrangements have been finalised with the organisers.

6.3 Alexandra Palace Theatre Productions

The theatre continues to attract exceptional performers and is ever evolving so we would encourage SAC and CC members to keep up to date by visiting www.alexandrapalace.com/whats-on

It is also worth highlighting that Alexandra Palace and Rose Theatre Production in association with Oxford Playhouse will bring all the sharp observation and quick wit of **Jane Austen's** novel **Persuasion** to the stage without a bonnet in sight this year.

The play which was first seen at the Royal Exchange Theatre in 2017 will run from 7th April 22 until 30th April 2022 at Alexandra Palace Theatre.

★★★★ 'Enjoyable and exhilarating' – *The Guardian*

6.4 Members are reminded to regularly check our blogs at the following link: <https://www.alexandrapalace.com/about-us/blog/>

6.5 5 complaints about event noise have been received since 1st April 2021 to date , with no new complaints since last reported:

7 August 2021	Streatlife	1 complaint
22 August 2021	Streatlife	2 complaints
21 October 2021	Corporate Event	1 complaint
24 October 2021	Tattoo Show	1 complaint
6 November 2021	Fireworks	1 complaint

7. Legal Implications

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

8. Financial Implications

8.1 The Council's Chief Financial Officer has been consulted in the preparation of this report, and has no comments.

9. Use of Appendices

Appendix 1 – Schedule of Events

9 March 2022 - SAC/CC - Item 6 CEO's Report, **Appendix - Events Schedule**

New items added since last reported include rearranged/ postponed shows

Theatre shows

- 6 Feb Bryony Gordon – No Such Thing as Normal
- 12 Feb 2022 Whitney – Queen of the Night
- 21 February Gypsy (musical)
- 5 March Music From the Movies...with London Concertante
- 10 March Maverick Sabre
- 17 March Tommy Tiernan: Tomfoolery
- **New** 18 March Comedy, Comedy, Comedy, Drama with Bob Odenkirk
- 19 March Reginald D Hunter: Bombe Shuffleur
- 23 March An Evening with Andrew Cotter, Olive and Mabel
- **New** 25 March Bibliobuzz (Creative Learning)
- 26-27 March Ludovico Einaudi: Underwater
- **New** 31 March – 1 April Ed Sheeran
- **New** 2 April Rainbow Nation Charity Gala 2022: Acceptance
- 3 April Jimmy Carr: Terribly Funny
- 7-30 April Jane Austen's Persuasion
- **New** 1-2 June Simon Amstell – Spirit Hole
- **New** 4-5 June Ronnie O'Sullivan & Friends Live at Ally Pally
- **New** 9 June An Evening with Reverend Richard Coles & Friends
- **New** 15 June Joan As Police Woman
- 16-17 June Dylan Moran – We Got This
- New 1 – 28 August Theatre production
- 24 September Martin Bayfield's Rugby Legends
- 21 October Ladysmith Black Mombazo
- **New** 12-13 Nov Woman to Woman – Beverley Craven, Judie Tzuke, Julia Fordham & Rumer
- **New** 1 – 30 Dec Theatre production

Large Events (Great & West Hall)

- **New** 12 Feb. Matchroom Boxing
- 5 March 2022 Disclosure
- **New** 12-13 March Crafterama exhibition
- New 19-20 March The London Festival of Railway Modelling
- 25 March Future Islands
- **New** 29 – 30 March Tool Fair
- 14 April Khruangbin
- 29 April Peter Kay's Dance for Life
- 6 May Architects
- 7 May Metronomy
- 17 May James Blake
- 19 May Charli XCX
- 25 May Michael Kiwanuka
- **New** 27 May Mogwai
- **New** 28 May Bloc Party
- New 17 – 19 June Haringey Box Cup
- **New** 25 June Greta Van Fleet
- 28 June Lorde
- **New** 30 August Live event in Great Hall and Theatre
- **New** 30 Sept Parkway Drive

- **New** 20 Oct Franz Ferdinand

Large Events (Great & West Hall) continued

- **New** 31 Oct Moderat
- **New** 25 Nov Sea Girls
- **New** 15 Dec – 01 Jan Sporting event
- **New** 8-15 Jan 2023 Cazoo Masters

Ice Rink

5 February Haringey Huskies vs Basingstoke Buffalo
 19 February Haringey Huskies vs Solent Junior Devils
 19 March Haringey Huskies vs Guildford Phoenix

Park Events 2022

New 1 April – 25 Sept.	The Terrace	
22 - 24 April 2022	Cycle Show	Great Hall, West Hall, Palace Suite, Londesborough Room & Park
3 - 4 June 2022	Streelife	Panorama Room & Park
30 June - 4 July 22	Red Bull Soapbox Race	ALL Areas
16 July 2022	Primal Scream	South and East Slope
New 17 July 2022	Provisional Music Concert	South and East Slope
22 July 2022	Fat Freddy Drop	South and East Slope
23 July 2022	Kaleidoscope	All areas
New 24 July 2022	Higher Ground	All areas
4-5 November 2022	Fireworks	ALL AREAS



**JOINT MEETING OF THE STATUTORY ADVISORY AND CONSULTATIVE
COMMITTEES**

9 MARCH 2022

Report Title: Mast Lighting Policy
Report of: Emma Dagnes, CEO
Purpose: To provide the SAC & CC an opportunity to consider the new Mast Lighting Policy.

Local Government (Access to Information) Act 1985 - N/A

1. Recommendations

- 1.1 To consider the Mast Lighting Policy attached at Appendix 1 and provide any comments/ advice to the Trustee Board.

2. Summary

- 2.1 At its meeting on 11 October 2021 the Trustee Board approved a new Mast Lighting Policy, for the Mast on top of the BBC tower, at Alexandra Palace. The Policy sets out the rationale for lighting the Mast, and the process for dealing with requests to light the mast in a consistent and equitable way.
- 2.2 The purpose of lighting the mast is to highlight the heritage of Alexandra Park and Palace Charitable Trust, to draw attention to our messages and highlight our activities.
- 2.3 To ensure it was lit for appropriate purposes an operational policy was created that stated the appropriate decision maker and process before the mast was lit. Over time the Trust received an increasing number of external requests to light the mast for various purposes. The policy was varied to take account of external requests and an application process was added to ensure all requests were handled fairly, assessed against our charitable purposes and channelled into the same decision making process.
- 2.4 Whilst the purpose of lighting the mast was not to create a beacon for general public messaging, the iconic nature of the building and visibility of the mast generated a number of requests to take part in wider campaigns. Where these were felt to be aligned with the Trust's charitable purposes and activities the Trust participated.
- 2.5 Not all requests internal or external were approved. A record of all applications and the outcome has been kept.

- 2.6 However the Trustees were recently questioned about their involvement in decision making on mast lightings following a refusal to light the mast, according to the policy at the time.
- 2.7 Whilst lighting the mast is generally an operational issue that would not involve the Trustee Board this particular refusal combined with the increased number and range of requests highlighted the need to review the policy.
- 2.8 The policy attached at Appendix 1 is a newly written policy and not an amended version of the previous operational policy. It has been created following consultation with the Trustee Board and enables the Trustees to take a decision on lighting the mast for purposes other than to deliver the Charity's purposes or on requests from external organisations that also that do not fall within the purposes.

3. Is the decision/ action consistent with the Charity's Vision, Mission Purpose and Values? Five Year Plan priority pillars?

- 3.1 The new policy aims to ensure the Charity's resources are focused on delivering our Vision, Mission and Purpose. The willingness of the Trustees to review and revise the policy when questioned on it also demonstrates our value of being open and genuine.
- 3.2 Whilst the review and revision of the policy itself does not deliver the Five Year Plan Pillars it provides a clearer and more transparent process that will enable the Trust to use its resources more effectively to contribute to:
- Raising the Charity's profile and therefore increasing public trust and confidence in charities in general;
 - Strengthening engagement and relationships with local stakeholders and funders.
 - Raising Funds for the Charity via its Trading Subsidiary charging commercial fees

4. Equality, Diversity & Inclusion (EDI)

- 4.1 The mast policy ensures that all requests are treated equally, assessed and processed via the same procedure.
- 4.2 The policy if approved will be summarised and published on the website.
- 4.3 The policy of lighting the mast provides a means for the Trust to showcase its diverse programme of events and activities.
- 4.4 There have been no adverse impacts identified on any groups with protected characteristics.

5. Legal Implications

- 5.1 The policy takes into account general regulatory guidance by the Charity Commission including: *Managing the charity's resources responsibly to make sure the charity's assets are only used to support or carry out its purposes and to avoid exposing the charity's assets, beneficiaries or reputation to undue risk* (The Essential Trustee) and *'Charity trustees must use their charity's funds and assets only in furtherance of the*

charity's purposes' (Compliance Toolkit: Protecting Charities from harm: Chapter 2: Due diligence, monitoring and verifying the end use of charitable funds).

- 5.2 The policy takes into account Charity Commission Guide (CC9): Campaigning and political activity on the Trustees responsibilities in relation to political campaigning '*a charity can't undertake political activity that is not relevant to the charity's charitable purposes' and 'must not allow the charity to be used as a vehicle for the expression of the personal or party political views of any individual trustee or staff member.'*
- 5.3 The Council's Head of Legal & Governance has been consulted in the preparation of this report, has no comments.

6. Use of Appendices

- Appendix 1 – Record of Mast lightings and annual mast lighting events
 Appendix 2 – Mast Lighting Policy.

Appendix 1: Mast Lighting Record & Annual Events

Calendar of Annual Events for which the mast might be lit:

1 May	Opening of the (second) Palace in 1875
24 May	Opening of the (first) Palace in 1873
23 July	Opening of Alexandra Park in 1863
Mid-October	Green Flag Award
27 October	The World Day for Audiovisual Heritage
2 November	First Television Service Broadcast (1936)
21 November	World Television Day
November	Fireworks Festival
Nov-Dec (1 week)	APTL Christmas Programme Launch
1 December	Re-opening of the Theatre (2018)

Requested Events

5 December 2017	Test
14 & 21 December 2017	Darts
11 January 2018	Test
4 July 2020	72 Years NHS celebration
30 Sept 2020	'Light it Red' awareness of event venues
14 October 2020	Green Flag Award & support for parks and green spaces
7 December 2020	Green for NSPCC Christmas Campaign
8 December 2020	Yellow for Grief Awareness Week
4 & 11 February 2021	Light it Blue for the NHS campaign
22 February 2021	Red for World Encephalitis Day
15 March 2021	'Light it Red' awareness of event venues
17 March 2021	Corporate Trustee request: Sarah Everard, violence & harm against women)
10 August 2021	'Light it Red' awareness of event venues
26 August 2021	World Alzheimer's Awareness Day
8 October 2021	Commercial request BBC Earth Shot Awards Event
25 November 2021	Commercial request: Artist Filming
21 December 2021	NSPCC Christmas Campaign
24 January 2022	Commercial request: Artist Filming

Note: 21 Dec 2021- 4 January 2022 – due to failure of automatic switch off, the mast inadvertently remained lit for 14 days.

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Lighting the Mast Policy

1. Introduction

This document sets out the policy, and procedure for Alexandra Park and Palace Charitable Trust (APPCT) and its trading subsidiary APTL, hereafter known as 'Alexandra Palace' in relation to lighting the mast on the top of the South East tower, known as the 'BBC Tower'.

2. Scope

This policy applies to any requests for the Alexandra Palace mast to be lit, whether originating internally from employees, volunteers, Trustee Board members, APTL Directors, or externally from a stakeholder committee, individual members of those committees, external organisations, or members of the public.

3. Policy

- 3.1 It is the policy of the Trust that, as a charitable resource, the mast should primarily be lit in support of the Trusts' charitable purposes, to promote or raise awareness of those charitable purposes, including celebrating and commemorating the history, heritage and anniversaries of Alexandra Park and Palace and its current activities, events and celebrations. The charitable purposes are to 'repair, restore and maintain Alexandra Park and Palace for the purposes of recreation and enjoyment, forever'.¹
- 3.2 The Trustee Board recognises that as a landmark building, requests will be received from time to time to participate in lighting campaigns and it reserves the right to light the mast, at its own discretion if it feels it appropriate for the Trust to do so, with regard to Charity Commission Guidance.
 - 3.2.1 Therefore the mast may be lit for related and other purposes at the discretion of the Trustees.
 - 3.2.3 If a request is made that could be deemed to be political or in support of political campaigning the Trust will follow Charity Commission Guidance CC9 - 'Campaigning and Political Activity Guidance for Charities'. In summary this states that '*political activity, must only be undertaken by a charity in the context of supporting the delivery of its charitable purposes*'.
- 3.3 The number of days and times of lighting are governed by approved planning permission, which at the time it was granted was deemed to meet the future needs of the Trust. If the

¹ The full duties of the Charity are set out in the Alexandra Park and Palace Acts and Orders.

Trustees deem it appropriate, they reserve the right to apply for special permission from the planning authority for a one-off lighting or apply to extend the existing permission more if it is in the best interests of the charity to do so.

- 3.4 In recognition that the needs of the Trust and its context will change over time, any requests for a long-term commitment will not be granted. This does not mean that the Trust will not light the mast each year to celebrate or commemorate the same anniversaries, only that no dates are specially reserved, to allow the Trust as much flexibility as possible to meet its current and future needs.
- 3.5 Requests for the Trust to take part in a wider lighting campaign should come from the organisation/s orchestrating the campaign and not members of the general public. If members of the public wish the mast to be lit in support of such a campaign they should make contact with the appropriate organisation, who should then make the application to the Trust.
- 3.6 All requests will be reviewed and responded to within 28 days. However, not all requests will be granted. An explanation will be given to the applicant if a request is declined or only partially granted.
- 3.7 Requests may not be confirmed until the week of the requested lighting.
- 3.8 All requests will be treated equally under the terms of this policy

4.0 Policy Implementation

4.1 Approval Process

- 4.1.1 Requests falling within the charitable purposes will be reviewed and authorised by the CEO or in their absence the Deputy CEO or Director of Finance and Resource. This falls within the delegated powers of the CEO and therefore the decision is deemed final.
- 4.1.2 Requests being considered for refusal because they do not comply with the policy, do not fulfil or align with the charitable purposes, are potentially sensitive or political in nature will be assessed by the CEO and referred to the Chair of the Board to review. The Chair of the Board can request more information, if required, from the applicant via the Charity Secretary to inform their review.
- 4.1.3 The Chair of the Trustee Board reserves the right to consult with Trustee Board members in conducting their review.
- 4.1.4 The agreement by the Trustee Board of this Policy and the implementation process it sets out means that the Board does not need to arrange a formal meeting to make a decision, as it is following approved policy.
- 4.1.5 A decision following the review by the Chair of the Trustee Board is considered final. The Chair will provide a reason for the decision. If approved, the reason will be documented on the record of lightings for the Mast held by the Charity Secretary. If declined, the reason will be provided to the applicant, as well as being documented on the record.

- 4.1.6 Where appropriate Alexandra Palace may seek some form of promotion in return for lighting the mast such as a social media mention.
- 4.1.7 Records of all requests, accepted or declined will be held in accordance with our Data Retention Policy.

4.2 Application process

- 4.2.1 All requests to light the mast whether internal or external must be accompanied by a completed application form. The form is available on the Alexandra Palace website and a copy of this policy is appended to it. The request and application form should be sent to the email addresses listed on the form. Incomplete forms will be returned to the applicant and a request made for completion of all information before the request will be reviewed.
- 4.2.2 Alexandra Palace reserves the right to request further information and/or any appropriate official documentation before a request is considered.
- 4.2.3 Requests to light the mast originating from clients of APTL will follow the same approval process. All client & commercial requests will be charged a small fee or the opportunity will be negotiated as part of the hire fee.

5. **Associated documentation and further information:** Data Protection Policy, Privacy Policy

6. **Equality Statement:**

Alexandra Palace is committed to the fair treatment of its staff, prospective staff or users of its services regardless of age, disability (Physical and Mental), sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, marriage and civil partnership, or offending background.

7. **Status of policy:**

This is a statement of current Alexandra Palace policy taking into account current legislation and regulatory guidance.

Alexandra Palace reserves the right to amend the policy and related procedure, as necessary, to meet any changing requirements. The organisation will review this policy at regular intervals.

Created: August 2021 – replacing the previous versions of operational policy (originally created October 2017).
Reviews: March 2020, August 2021
Board: October 2021

Attachment: Mast Lighting Request Form

FORM TO REQUEST LIGHTING THE MAST AT ALEXANDRA PALACE

Please complete this form to request that the mast at Alexandra Palace be lit.

Before making an application we recommend that you read the Mast Lighting Policy attached to this form.

You should also be aware that our planning permission to light the Mast limits the number of days a year and the times that it can be lit.

All requests must align with our charitable objectives and activities. All requests are assessed against our policy. Not all requests will be approved. Information collected on this form will be recorded on our register of mast lighting requests whether the request is approved or not.

Please send this form back to visitor.services@alexandrapalace.com

Request made by:	<i>insert your name</i>
Date of request:	<i>insert the date this form is submitted</i>
Details of the mast lighting event:	<i>Please provide details e.g. awareness of specific organisation/ charity or celebratory event?</i>
Date of event:	<i>Is a specific date required/ or can you be flexible?</i>
Times the mast should be lit:	<i>Please give exact times you wish the lighting to take place Note that we are restricted to 15:00-23:00hrs</i>
Colour/ sequence requested:	<i>Please give details</i>
Reason for request:	<i>Please give details</i>
Benefit to AP:	
Contact name:	<i>Contact details for the person at the organisation requesting</i>
Telephone number:	<i>Please provide</i>
Contact email:	<i>Please provide</i>
Additional information:	<i>Please enter any other information you feel is relevant</i>
How will you thank Alexandra Palace publicly?	<i>Please give details.</i>

Internal USE ONLY

This section will be completed by Alexandra Palace.

Name of employee completing this section?	
Any fee agreed?	<i>Please detail, if not a charity/ community organisation</i>
Approved?	<i>Yes/No</i>
Decision by:	<i>CEO</i>
If no, reason for refusal:	<i>Give full reasons</i>
Date:	<i>Enter date</i>
Referred to Trustee Board Chair?	<i>Yes/No</i>
Date:	<i>Enter date referred to Chair</i>
Final decision:	<i>APPROVED/ DECLINED</i>
Reason for approval/ refusal:	
Added to events schedule?	<i>Yes/No</i>
Date Sales & Marketing notified	<i>Enter date</i>
Response to applicant?	<i>Enter date</i>
Passed to Head of Facilities:	<i>Enter date passed to Head of Facilities & Deputy CEO</i>

END

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JOINT MEETING OF THE STATUTORY ADVISORY AND CONSULTATIVE COMMITTEES

9 MARCH 2022

Report Title: Creation of Petanque Courts
Report of: Emma Dagnes, Chief Executive Officer

Purpose: To seek feedback from the Committees on the creation of Petanque (boules) Courts on land adjacent to the Lower Road, East.

Local Government (Access to Information) Act 1985 - N/A

1. Recommendations

- 1.1 To provide advice and feedback to the Trustee Board, who will consider the issue at their next Board meeting.

2. Background

- 2.1 For several years a group of local people have met to play Petanque (Boules) in the Fairground Car Park. The group avoid playing on days when the car park is in use.
- 2.2 In 2019 the Trust was approached by a local community group about the possibility of creating a permanent four-lane Petanque Court in Alexandra Park. Whilst the Trust was supportive, a suitable permanent location for the size requested could not be found. The Fairground Car Park is well used throughout the year as a multi-purpose operational site and is an unsuitable location for a permanent Court.
- 2.3 In 2021 the local players approached the Trust again. This time the proposal was for a two-lane Petanque Court. The group had also raised money to fund the Courts creation.
- 2.4 The Trust reassessed the new proposal and suggested the location shown on the map in Appendix 1 (map of overflow car park location). Both parties agree that the location is suitable. The proposed site also has plenty of exposure to passers-by to generate interest, with lots of viewing space around the new court and its location will not block access to the steps that give access to the sports club access road and lower park area.
- 2.5 Although the location is used by the Trust during event days and weekly by the Park Run it is felt that the Court can be accommodated alongside these uses.

- 2.6 The area is also sometimes used as an overflow car park for the Sports Club. However, this is not part of the club's leased area and will be unavailable for this use in the future if the Petanque Court is created.

3. Petanque Court Proposal

- 3.1 The proposal is to create two Courts adjacent to each other in total measuring c. 8m by 16m. The Courts are at ground level, bounded by sleepers, slightly raised above the level of the ground. No excavation is required.
- 3.2 The Courts would not be surrounded by fencing, as they sometimes are in other more formal Park locations, to avoid enclosing areas of the Park unnecessarily and to reduce the ongoing maintenance costs to the Trust. The Courts would not be lit. Plans and example pictures are provided at Appendix 2 (show plans for the design size and layout in location).
- 3.3 The Courts would be open to any member of the public to play on any day of the week. Playing on the Courts would be free of charge. No special times are reserved for any group of players and no booking system will be in operation. However, there would be times when the Courts are deemed out of use such as when events are being held or hosted in the Park and the area is fenced off.
- 3.4 A small, location-appropriate, information board is planned to explain what the Courts are and the game of Petanque.
- 3.5 The local group of Petanque players are in the process of becoming a constituted group registered with the English Petanque league as the Hornsey Petanque Club. The Club will provide the funding but also advise the Trust on the design and installation and support the Trust in monitoring the condition of the Court.

4. Petanque as a sport

- 4.1 The broad appeal of petanque covers a wide demographic, particularly those that are not always engaged with sport. The English Petanque Association is committed to ensuring this highly accessible sport can be enjoyed by all. As the National Governing Body for the sport in England they are officially recognised by Sport England. Members of the World governing body, the Fédération Internationale de Pétanque et Jeu Provençal (FIPJP) and the European governing body, the Confédération Européenne de Pétanque (CEP), they are also members of the Sport + Recreation Alliance. *see footnote 1

5. Legal Implications

- 5.1 The creation of Petanque Courts sits within the functions, powers and duties of the Trustees as set out in the 1985 Act of Parliament:
- Page 2, sections 8 & 11 – making all provisions necessary to ensure that Alexandra Park and Palace remains a place of public resort and recreation and other public purposes, taking in to account the contemporary needs of the public

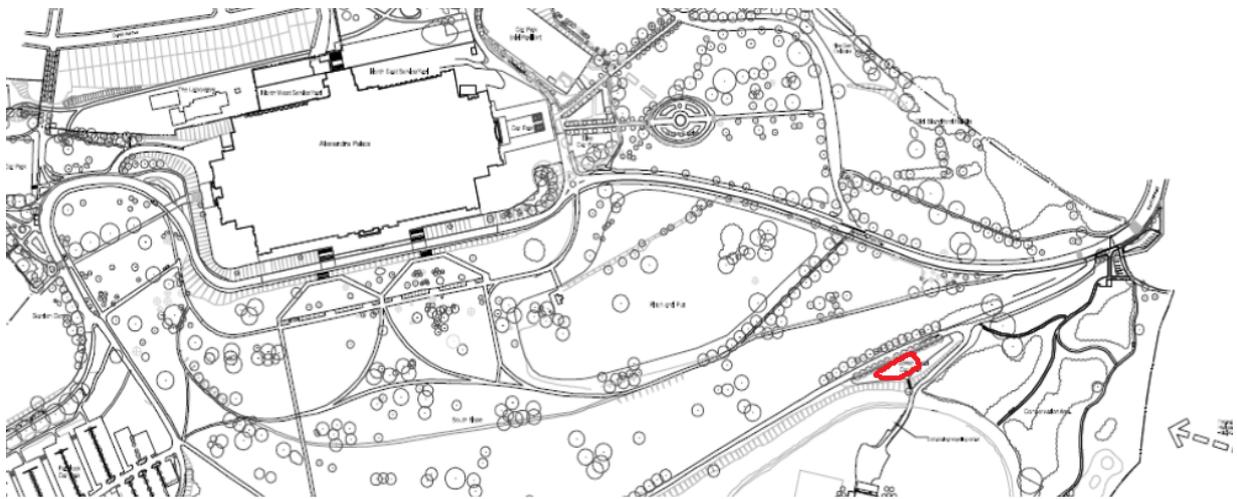
- Page 5 section 4 and Page 13 section 17(v) – The Trust can let part or parts of the Park (not exceeding 40 acres) and Palace for up to 22 years in line with the Board’s main duty; restrictions apply.

5.2 The Council’s Head of Legal & Governance has been consulted in the preparation of this report, and has no comments.

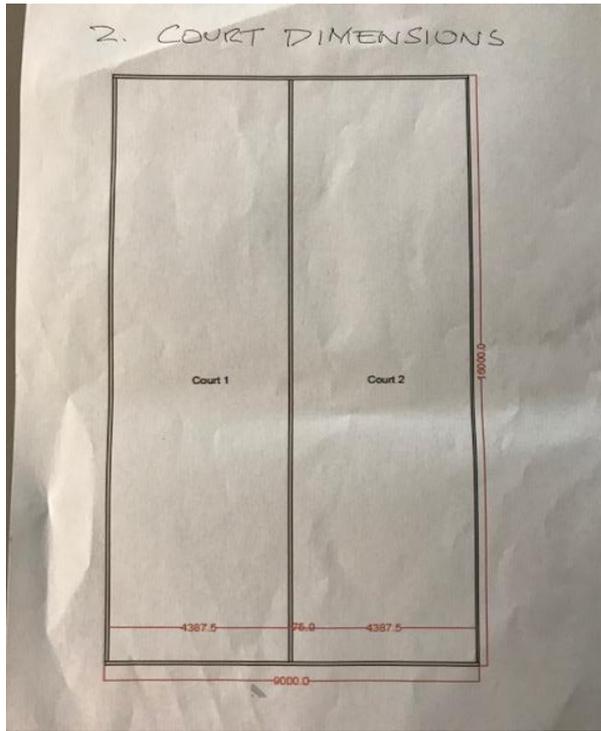
6. Use of Appendices

Appendix 1 – Maps showing proposed location / overflow car park
Appendix 2 – Design, size, layout plans

Appendix 1 – Site location



Appendix 2 – Design, size, layout plans



Court Dimensions (approximately 8m by 16m)

Image of site location



End



JOINT MEETING OF THE STATUTORY ADVISORY AND CONSULTATIVE COMMITTEES

9 MARCH 2022

Report Title: Appointment of Youth Trustee Board Members as Non-Voting Co-optees

Report of: Mark Civil, Head of Creative Learning

Purpose: To seek feedback from SAC/CC members on expanding the youth programmes to include representation of young people on the Trustee Board.

Local Government (Access to Information) Act 1985 - N/A

1. Recommendations

To consider and provide feedback on the proposal to appoint two young people from the local community to the Trustee Board, as non-voting members.

2. Executive Summary

- 2.1 Young people today are the charity leaders of the future. Over the last two years, APPCT support for young people has facilitated and engaged young people with the Charity - through volunteering, raising and donating funds, as audiences and makers, helping them to develop commissioning, strategic thinking and leadership skills.
- 2.2 We now propose that the board supports this mission further by creating Board positions for young trustees, to contribute their voice and perspective, contribute to the delivery of our Equality, Diversity and Inclusion goals and our Governance Improvement work.
- 2.3 At its next meeting on 15 March 2022, the following recommendations will be put to the Trustee Board:
- i. To consider the proposal to appoint 2 young people from the local community to the Trustee Board, as non-voting members;
 - ii. To authorise the CEO to liaise with the Corporate Trustee's Monitoring officer to apply to the Council's Standards Committee to seek approval from Full Council in May 2022 to include the appointment of non-voting youth trustee board members on the Trustee Board, subject to feedback and advice from the SAC & CC.

3. Background

- 3.1 In January 2020, the Creative Learning team launched a pilot for the Young Creatives Network (YCN) funded through grants from the #iWill Fund and National Lottery Heritage Fund Activity Plan to Alexandra Palace.
- 3.2 The Young Creatives Network aimed to help young people to develop cultural commissioning and production skills through a free programme rooted in their community.
- 3.3 It aimed to:
- Create an alternative route for young people aged 16-24 to gain skills for creative careers;
 - Provide opportunities for young people to shape cultural provision in their locality;
 - Increase engagement with cultural provision by young people from across Haringey's diverse communities;
 - Create a network of ambassadors and young advisers for APPCT – a necessary first step towards appointing young Trustees on APPCT board.
- 3.4 At a Board meeting on 26 January 2021 Trustees received a presentation on the work of the Creative Learning Team, including the Young People's Programme and were keen to engage with the Young People's Panel at a future meeting. The proposals presented in this report are in line with this and would ensure a regular dialogue with young people.
- 3.5 The Head of Creative Learning will be working with the Young Trustees Movement to devise best practice recruitment processes which will be provided to the Trustee Board in more detail if the proposals are supported.
- 3.5 The Trustee Board gave their full, in principle, support of the proposal at a workshop on 13 December 2021 and agreed the next steps:
- To consult SAC/CC members;
 - Obtain feedback from Haringey Council legal and finance officers;
 - Take a formal decision at the 15 March 2022 Board Meeting for appointments to be made by the Corporate Trustee Full Council meeting in May 2022.

4. Reason for the decision

- 4.1 Young Trustees have so much to offer and can benefit APPCT board in multiple ways including demonstrating:
- good practice
 - commitment to being a learning Charity
 - commitment to developing young people
 - an evolving approach to consultation with their communities
 - Commitment to EDI
 - A belief in providing intergenerational perspectives that will enable better decision making.

- 4.2 Boards benefit from having diverse perspectives, skills and experience in the room – this should include young people.

Helping APPCT to:

- Navigate uncertainty
- Future proof decision making
- Bring new and innovative ideas
- Invest in the future of charity leaders
- Reflect interests of communities they serve

- 4.3 Young trustees would gain an incredible experience that would boost their career and give them the opportunity to:

- Develop skills
- Grow their network
- Learn about governance and understand how the charity sector works
- Make a difference

- 4.4 APPCT would become part of a growing network of charity's that are changing the image of what a Trustee looks like; including organisations like:

- Roundhouse
- British Council
- Whitechapel Gallery
- Tate Modern
- British Museum

- 4.5 Appointing Young Trustees can help to reduce the perceived disconnect that can exist between board members and beneficiaries,

- 4.6 Increasing public confidence in APPCT by having a wider range of people represented on the Board, which can encourage greater support from the public.

- 4.7 The Board will benefit from new skills and viewpoints, which could result in an increased flexibility, greater scrutiny and better informed and more robust decision making.

- 4.8 Evidence suggests young trustees are hungry to learn and make a difference and ask the questions others won't.

- 4.9 APPCT would benefit from having young ambassadors at Board Level able to speak on behalf of the Charity.

- 4.10 APPCT be supporting the wider Charity sector by developing trustees of the future, enabling young people to gain skill and experience that comes from serving it in a meaningful way.

- 4.11 Lack of representation of young people at board level is becoming a barrier to APPCT securing funding as many funders now see it as core requirement

5. Risks

- 5.1 Young people have concerns about legal responsibilities; mitigations might include:
- Make it clear to the young person that this is more likely be a positive experience that would give significant advantage to them in their careers
 - Provide training for the young trustees

- 5.2 Young people may have less experience in dealing with organisational finance and strategic planning – the Board will not be able to rely on assumptions about levels of knowledge and may need to rethink some ways that it presents information; mitigations might include:

- Some documents provide additional information and wider context
- Information may need to be developed in a more accessible way
- Financial training may be required above and beyond the standard induction
- Creative learning would support the recruitment process and provide training in governance
- Adapt the induction programme to ensure it meets the needs of young trustees
- Build in regular checks to ensure understanding as we do with all Board members

- 5.3 Young people being perceived as only being present to provide the youth perspective may feel undervalued, less respected or taken less seriously than the other trustees; mitigations might include:

- Clarity of role description to ensure Young trustees are appointed to discuss all matters and not just there to represent 'young people'
- Whole Board to challenge any age-related prejudice
- Appointing more than one young trustee will stop young trustees feeling exposed and isolated, as per good practice

- 5.4 Young people may have less experience of organisational structures and processes; mitigations might include:

- Quality induction including culture, history and values to empower people to participate as best they can
- A buddying or mentoring system which provides opportunities for regular feedback from young trustees to help the board to make alterations to processes and ensure the Board Culture is sufficiently open, welcoming and supportive
- Appointing more than one young trustee. This will stop young trustees feeling exposed and isolated.

- 5.5 Young Trustees stay too long and are no longer young!

Mitigations:

- A term of office shall be two years for a maximum of one term to create a turnover of opportunities for other young people.
- Alexandra Palace classifies young people at aged 18-24. Other initiatives pitch young trustees at aged 18-30, and so a young trustee recruited at the upper age limit could still be considered appropriate if they were to remain for the two-year term.
- Appointments will be in line with annual Full Council appointments to committees (at the start of the municipal year)

6. Is the decision/ action consistent with the Charity's Vision, Mission Purpose and Values? Five Year Plan priority pillars?

6.1 The proposal does not conflict with the Charity's objects, mission and values. Appointing youth board members will improve engagement with an important group of the Charity's beneficiaries and will support the purpose: *enriching lives, through great experiences, forever.*

6.2 Including Younger Trustees on the board demonstrates our value by;

Resourceful – new approach to engage with a broader range of stakeholders more representative of the Trusts stakeholders and beneficiaries.

Collaborative – bringing diverse groups together to raise issue they want to discuss.

Passionate & fun – encouraging a new range of people who are engaged and passionate about Alexandra Palace.

Open & genuine – improving inclusiveness and diversity, welcoming feedback.

6.3 The proposals are in line with the main areas of focus in the Trust's Five-Year plan:

- Strengthen our reputation and elevate our status in entertainment, heritage and recreation.
- Create a stronger lifelong connection with our visitors, supporters and community.

7. Equality, Diversity & Inclusion

7.1 The proposal seeks to increase diversity and include young people specifically. There are alternative mechanisms for other co-opted board members to join the Trustee Board, therefore, no adverse impacts are expected in relation to any protected characteristic groups.

7.2 According to the Charities Aid Foundation, young people represent a significant portion of the population: 12%, but evidence suggests the average of a Trustee is 57, with:

- Less than 3% of charity trustees under 30 and,
- 18 – 24-year-olds account for less than 0.5% of all charity trustees

7.3 The Governance Code states that “diversity, in the widest sense, is essential for boards to stay informed and responsive and to navigate the fast-paced and complex changes facing the voluntary sector. Boards whose trustees have different backgrounds and experience are more likely to encourage debate and to make better decisions”.

7.4 Diversity of perspectives are a requirement, not a nice to have for a high-performing board.

- 7.5 It is recommended that appointments should be from the local community and reflect the diversity of the world in which the Charity operates. Including approaching any other local organisations working with young people.
- 7.6 The appointment of more than one young trustee will give the Board greater diversity and stop young trustees feeling exposed and isolated.

8. Legal Implications

- 8.1 The Trustee Board is constituted as a Council Committee and currently provides for 3 Co-opted Members from the Consultative Committee and an observer from the Statutory Advisory Committee.
- 8.2 The Council's Head of Legal & Governance has been consulted in the preparation of this report and has no comment.

9. Background documents:

- The Roundhouse Youth Governance Guide on how to include young people on your board and in your decision-making processes is available to view at the following link (36 pages) <https://www.roundhouse.org.uk/about-us/our-work-with-young-people/youth-governance/>
- The Young Trustees Movement <https://youngtrusteesmovement.org>