



ALEXANDRA PARK AND PALACE CHARITABLE TRUST BOARD

19 JULY 2022

Report Title: Planning, Listed Building and Advert Consent Applications
Report of: Emma Dagnes, Chief Executive Officer

Purpose: To seek approval to delegate authority to the CEO to submit applications for a number of planning, listed building and advertising consent proposals.

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

1.0 Recommendations

- 1.1 To note that the Advisory and Consultative Committees were consulted on the recommendations at a joint meeting on 20th June 2022, the draft minutes of which are included at agenda item 6b and within this report;
- 1.2 To approve the submission of planning, listed building and advertising consent applications for the following proposals:

Generating revenue for the charity

- Parking Management System (PMS) infrastructure

Improving quality of visitor experience

- The Beach improvements
- East Wing projects: Visitor Services office and store/ post room
- East Court café/ restaurant
- Signage and wayfinding improvements
- Changing Places facility
- Ice Rink café refurbishment

Enhancing leisure operations and generating revenue for the charity

- Skywalk Rooftop Adventure
- Go Ape Climbing Wall (non-material amendment to extant permission)

- 1.2 To delegate to the CEO, Alexandra Park and Palace, the authority to submit the individual consent applications at the appropriate time during each project.

2.0 Overview

- 2.1 For the past two years the Trust has been focussed on pandemic survival and recovery. Consequently, a number of other work streams and projects were put on hold.

- 2.2 Now that we are slowly returning to business as usual, the team have been able to re-establish these work streams and projects in accordance with the 5-year plan priorities, including generating revenue for the charity by introducing car park charging, enhancing leisure operations and improving the quality of visitor experience. The following projects are in various stages of development, and it is hoped that applications will be submitted to Haringey Council over the next few months.

3.0 Parking Management System (PMS) Infrastructure

- 3.1 As part of the PMS project to be introduced in the autumn, the following infrastructure is required:
- Nine Pay terminals
 - Six Automatic Number Plate Recognition (ANPR) cameras
 - Car park signage
 - Variable Message Signs (VMS)
- 3.2 A planning application is required for the terminals and cameras, and an advertisement consent application is required for the signage and VMS.
- 3.3 The proposal is to install 9no pay terminals in the following locations: East Court car park (3no), Palm Court hopper island (3no), Grove car park (1no) and Paddocks car park (2no). Appendix 1 shows the location of the terminals and Appendix 2 illustrate what the terminals will look like. The Advisory and Consultative Committees, at their meeting on 20th June, had sought clarification of the payment options and were informed that several options would be available including: Google Pay; Apple Pay; pay by phone; and paying at the car parking terminal
- 3.4 There will be 6no ANPR cameras mounted on new posts. Appendix 3 shows the location of the cameras. Care has been taken to ensure the posts are located as discreetly as possible.
- 3.5 Signage will be a requirement in all car parks. The signage has been designed in accordance with the Trust's brand guidelines and with the required British Parking Association stipulations. See Appendix 4.
- 3.6 Finally, 2no VMS will be located along Alexandra Palace Way, one located close to the Lower Road entrance on the east side, and one close to the Hornsey Gate entrance on the west side. The VMS will inform visitors as they are driving up towards the Palace of the car park status, whether any car parks are closed, or which ones have better availability. This sign has yet to be designed – Appendix 4 includes an example VMS.
- 3.7 The above proposals have been factored into the budget for the Car Parking Management System Contract, approved by the Trustee Board on 24th January 2022.

4.0 The Beach Improvements

- 4.1 During the pandemic, the team had to establish new, innovative ways to continue to generate revenue whilst various social distancing requirements

were in place. During the summer months of 2020, the area known commonly as 'The Beach' (see Appendix 5) was reopened as 'The Terrace' – a ticketed event serving street food and a variety of beverages. This provided a much-needed revenue stream during a time when indoor events were prohibited. A minor makeover of this space was carried out and included some new seating, a scattering of parasols and some planters.

4.2 The success of 'The Terrace' and the forthcoming outdoor events programme has prompted the team to establish a holistic improvement project for the entire Beach area including:

- Decluttering/ consolidation of infrastructure (cables, wires, apparatus etc.) to improve the visual appearance of the building;
- Modest package of masonry repair works including low level reinstatement of missing rendered features and brick repairs to SW Tower and adjacent West Wall. Renewal of 1980's temporary tin roof to the SW Tower with new roof structure and coverings to make the disused interior safe and weather-tight and capable for meanwhile use;
- Repairs and redecoration of existing joinery in accordance with the Trust's Colour Framework, to match the dark greens used on the Eastern end of the building;
- An alternative lighting solution to enhance the visitor experience, whilst also highlighting architectural features such as:
 - a) Permanent dual directional flood lights to illuminate the building elevations and terrace areas (which are currently either in darkness or bright glare from small outward flood lights);
 - b) Illuminated bollards and/or inset floor lights to changes in levels;
 - c) Temporary facility for festoon lighting runs from summer pagoda roof to the building with discrete and removable anchor points;
 - d) Permanent underground power supply run to centre of Terrace to facilitate lighting and servicing of the summer pagoda, and minimise infrastructure during rest of the year for event power and lighting;
 - e) Conversion of the globe lanterns to LED to provide better overall lighting distribution towards the large and dimly lit majority of the terrace area, whilst maintaining a soft and consistent lighting level towards the road and Park.
- New signage for the Phoenix Bar and Kitchen that is in keeping with the wider site signage (similar to Palm Court entrance signage), and provision of traditional/discrete illumination (to indicate to public, particularly in winter months, that the B&K is open for business).

4.3 A holistic approach to improvements will not only enhance the overall visitor experience, but more importantly allow for some much-needed repair works to the listed fabric, which will improve the overall look and resilience of the SW corner of the site – repairing and maintaining the building for all to enjoy being our mission. These works will be funded from the existing Facilities budget.

4.4 The Advisory and Consultative Committees had sought assurance that the AstroTurf currently at the location would be factored into these considerations.

5.0 East Wing Projects: Visitor Services Office and Post Room

- 5.1 Since 2018 and the reopening of the East Court, over 150,000 visitors have been through the doors. Consequently, the Visitor Services (VS) team has grown from 2 to 43; as the team has grown, so has their remit which now includes operating the in-house Box Office, running visitor operations for all public events and duty managing the East Court.
- 5.2 The VS team has no designated office space, and with the arrival of the in-house Box Office facility and CRM system, the VS team will require appropriate office space and a working area fit for purpose.
- 5.3 Whilst 2no rooms within the South East Office Building (SEOB) have been informally used as a post room and store room, they have never been designed as such, and require a number of changes in order to make them more efficient; particularly the access route in and out. It is proposed that a listed building consent application is submitted to create a new opening/ doorway from the East Court into 2no rooms located within the South East Office Building. See Appendix 6 for proposed rooms in orange.
- 5.4 During consideration of this report, a member of the Joint Advisory & Consultative Committee had commented that a visitor centre would be a good addition to this proposal.
- 5.5 These works will be funded through the Capital Projects budget.

6.0 East Wing Projects: East Court Café / Restaurant

- 6.1 There has been a long-standing aspiration to have a permanent, quality catering offer in the East Court. Since re-opening in 2018, there have been a number of temporary, modest catering operations focussed on teas, coffees, cold drinks and light snacks.
- 6.2 Some initial advice has been sought from conversation architects and a detailed options appraisal has been carried out by a catering consultant. The early thoughts on the project include utilising part of the ground floor of the South East Office Building and the entirety of the building known as the South East Pavilion (the sister building to the Theatre toilet block on the opposite side of the East Court). See Appendix 7 for proposed footprint marked in green.
- 6.2 A listed building consent application will need to be worked up to include the following interventions:
 - Making openings from the East Court into the South East Pavilion
 - Making openings from the East Court into the South East Office Building
 - Reinstating 2no large windows in the South East Pavilion, out onto the East Car Park/ BBC Car Park areas
- 6.3 The Joint Advisory & Consultative Committee noted that sustainability would be considered as these projects progressed and a member suggested the opportunity be taken to utilise local food producers and sellers.

- 6.4 There is no budget in place for this project at the moment and funding will need to be raised should it be pursued. This project, together with funding proposals will be presented to the FRRAC/ Trustee Board in due course.

7.0 East Wing Projects: Signage and Wayfinding Improvements

- 7.1 Prior to the East Wing project, Ice Rink (IR) customers had entered through the East Court to purchase tickets and access the Ice Rink. Shortly before the construction works started, the IR reception and skate hire areas were reconfigured and the desk and entrance point were moved to accommodate. The East Lightwell was transformed into the dedicated IR entrance, and a desk was situated at the eastern end of the Ice Café corridor.
- 7.2 The East Wing project completed at the end of 2018, and we have now had to the time to assess customer flows and understand how best the East Court works in its new state. By reinstating the access to the IR through the East Court, customers have the chance to engage in the wider AP offer, with CL activities, catering and interpretation.
- 7.3 However, the VS team and IR team regularly report that there are difficulties with visitors navigating themselves in the East Court, particularly if they are visiting for the first time.
- 7.4 As visitors enter the East Court, there is little or no signage to indicate to the visitor where the Ice Rink entrance or Theatre entrance are located.
- 7.5 The proposal is to design and install directional signage that is in keeping with both the existing signage in the Palm Court, and the new signage that was installed as part of the East Wing project (see Appendix 8). Fixings into the fabric will be minimal, undertaken with care and reversible.
- 7.6 The organisation has conducted significant work around accessibility including publishing a number of visual guides, available at the following link: <https://www.alexandrapalace.com/visitor-information/accessibility/> and was investigating options for signage in braille, audio, and larger print. This was to ensure that visitors with protected characteristics could navigate their way around Alexandra Park and Palace safely and efficiently.
- 7.7 This project has been part funded by the Culture Recovery Fund and designated funds in the existing budget.

8.0 Changing Places facility

- 8.1 Standard accessible toilets meet the needs of some disabled people – but not all. Over 250,000 people in the UK need personal assistance to use the toilet, including people with profound and multiple learning disabilities, spinal injuries and people living with stroke.
- 8.2 Changing Places toilets are larger facilities that have the right equipment, including a changing bench and hoist, designed to support disabled people who need assistance.
- 8.3 The location of the facility has been narrowed down from seven potential locations, all to be close to the Ice Rink and the Great Hall, but also the South

Terrace, with external access to the Transmitter Hall, around/ through to the East Court and Theatre, plus the outdoor events programme.

- 8.4 The proposed location is in a location on the ground floor of the former BBC Wing, just off the East Lightwell. The works required will create a room within a room, whereby a 1980s brick infill wall would be reopened to enable access to the Changing Places facility. The facility will have its own power supply, and will be connected to existing drainage pipes in the basement and take its water supply from the ladies toilets in the Great Hall.
- 8.5 In addition to these works, the East Lightwell door will be automated, to provide improved and hands-free access to the facility from the South Terrace.
- 8.6 The specifics around how the space would work operationally would be brought back to the Advisory and Consultative Committee and Trustee Board after the planning phase had been completed.
- 8.7 With support from the Corporate Trustee, the Charity has been awarded Changing Places funding by the Greater London Authority and will match fund the remaining costs through other Trusts and Foundations .

9.0 Ice Rink café refurbishment

- 9.1 The Ice Café in the East Corridor is from the 1980's refurbishment of the Palace, with a couple of minor refreshes, and is now dated, in poor condition and does not work operationally for staff and the public.
- 9.2 The intention is to:
- Fully refurbish the existing kitchen and stores, with new and hygienic whiterock ceiling and walls, new vinyl flooring and skirting. Replace existing cooking appliances with new, using existing ventilation system and modified fire measures;
 - Strip out the existing linear and claustrophobic servery under the mezzanine, and create an open seating area with original walls re-exposed, new ceiling and floor finishes;
 - Re-establish potential access into the ground floor of the BBC Wing with reopening doorways into the Victorian staircase and former BBC Canteen, facilitated by relocating the existing servery and refurbishment of Kitchen stores;
 - Create a new servery along the line of the columns to the projecting mezzanine with open curved end towards the East Court, and better visibility/connection with refurbished kitchen, to allow order and collection points at each end of the new servery and improved circulation, together with more pleasant working environment for staff;
 - Rewiring and new lighting throughout to kitchen, seating area and relocated servery, from electrical distribution board already upgraded as part of the SALIX project
- 9.3 The proposed reconfiguration of existing uses, may merit submission of Listed Building Consent, but unlikely to require planning permission as no additional development is required, and involves like-for-like repositioning of servery/seating/circulation.

- 9.4 The aspiration would be to have the new Ice Café in the East Corridor fully refurbished and operational during September 2022, and generating better income, with the existing café having been closed to the public since the major rewiring and relighting project to Ice Rink and East Corridor.
- 9.5 The funding for this project is not yet secured, but the Trust will look to allocate internal funds should the business case prove to be strong enough.

10.0 Skywalk Rooftop Adventure

- 10.1 In November 2021 the Trust was approached by Wire and Sky, the market leader and experts in installing and running urban aerial adventures. They currently operate at the O2, the Arcelor Mittal Orbit, BA i360 in Brighton and Wembley Stadium. Their most recent launch was in March 2022 at the Grade I listed Cutty Sark, Greenwich.
- 10.2 The proposal is to create a rooftop adventure, offering AP audiences a new and exciting way to enjoy the asset through an authentic experience. This project will deliver on a number of Strategic Vision objectives, will diversify the charity's income stream as well as raising the profile and reputation of the Park and Palace as a destination venue.
- 10.3 The interventions required will be temporary and reversible. Some CGIs are provided in Appendix 10 and Appendix 11. A pre-planning application meeting is taking place on 14 July (a verbal update on the outcome of that meeting will be provided at the meeting).
- 10.4 The Advisory and Consultative Committee were assured that the Skywalk Rooftop Adventure company had substantial experience of working with iconic buildings in London and that the Charity would include the Skywalk in the free-tickets made available to schools.

11.0 Go Ape Climbing Wall

- 11.1 A temporary climbing wall was installed on the existing high ropes course tower as part of the celebrations for the Tokyo Olympics in 2021. This application is to secure the permanent use of the climbing wall. Advice from Chris Smith, Principal Planning Officer, has stated that permission can be secured by a non-material amendment to the original planning application ([HGY/2015/3141](#)).
- 11.2 The climbing wall was installed on the western elevation of the existing high ropes tower. The wall will be attached to the supports of the existing tower. There is no increase in height to the high ropes tower. It is approximately 12m high. It also does not add to the footprint of development on the ground. The climbing wall is contained within the fenced area of the high ropes course. See Appendix 12.
- 11.3 This proposal presents no material financial implications for the Trust.

12.0 Legal Implications

- 12.1 All applications outlined above sit within the functions, powers and duties of the Trustees as set out in the 1985 Act of Parliament:
- 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
 - Section 4 and 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.
- 12.2 In accordance with Section 9, Schedule 1, Part 3 of the Alexandra Park and Palace Act 1985, the Trustees consulted the Advisory Committee at the Joint Meeting of the Advisory and Consultative Committee on 20th June 2022. The Committees noted the proposals and aside from the comments included in this report, made no additional recommendations for consideration by the Trustee Board.
- 12.3 The proposals are consistent with the charity's vision and purpose and with the aim to have a positive impact on Equality, Diversity and Inclusion.
- 12.3 The Council's Head of Legal & Governance has been consulted in the preparation of this report and has no comments.

13.0 Financial Implications

- 13.1 The financial implications of this report specifically relate fees for submitting applications to the Local Planning Authority. The financial implications of the individual proposals will either have been considered by the trustee board or will be presented at future meetings.
- 13.2 The Council's Chief Financial Officer has been consulted in the preparation of this report and has no comments.

14. Use of Appendices

Appendix 1 – Location of Pay Terminals
Appendix 2 – Images of proposed Pay Terminal
Appendix 3 – Location of ANPR Cameras
Appendix 4 – Proposed car park signage
Appendix 5 – The Beach Location Plan
Appendix 6 – Proposed location of VS office and post room and proposed location of EC café/ restaurant
Appendix 7 – East Court signage
Appendix 8 – Changing Places facility
Appendix 9 – Ice café refurbishment location plan
Appendix 10 – Rooftop adventure design CGIs
Appendix 11 – View CGIs
Appendix 12 – Go Ape proposal

APPENDIX 1 : LOCATION OF PAY TERMINALS



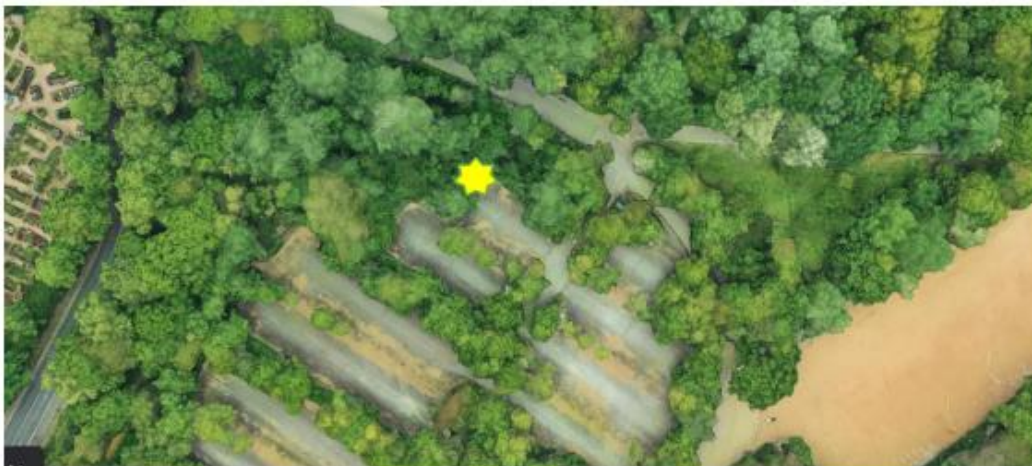
East car park – 3no pay terminals



Palm Court hopper island – 3no pay terminals



The Grove car park – 1 no pay terminal



The Paddocks – 2 no pay terminals

APPENDIX 2 : PAY TERMINAL

Jupiter+



- ❖ 1554mm Tall Stainless Steel Unit
- ❖ Suitable For In&Outdoors
- ❖ Can Be Wall Mounted
- ❖ Large 15" Touch Screen
- ❖ Barcode Scanner
- ❖ Thermal Head Printer
- ❖ Disabled Badge Reader
- ❖ 4g or LAN configurable
- ❖ Customisable Screens and payment flow

- ❖ Accepts Payment Methods
✓Chip&Pin + Contactless

APPENDIX 3 : LOCATION OF ANPR CAMERAS



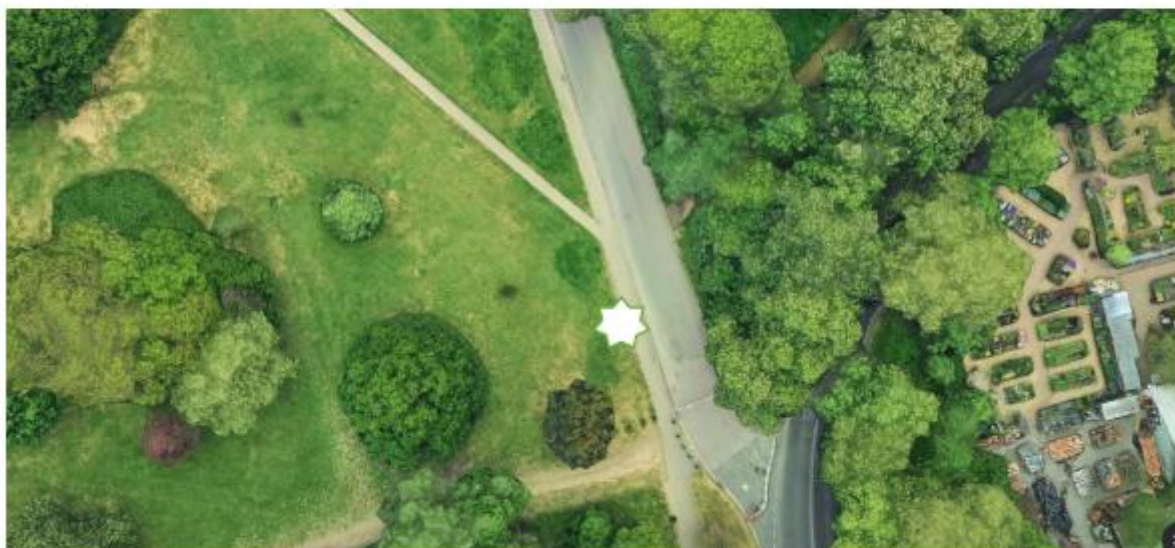
East Car Park – ANPR camera location x2



North Service Yard – ANPR camera location



The Grove – ANPR camera location



Paddocks Slip – ANPR camera location



Hornsey Gate – ANPR camera location

APPENDIX 4: CAR PARK SIGNAGE



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All payments are cashless

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Service charges
Service charges apply and depend on the level of parking fee. Optional fees are charged at 50p per seat.
CALLS CHARGED AT LOCAL RATES.
PARKING FEE MUST BE PAID TO YOUR CARD/DEBIT CARD.

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UP TO X HOURS	£ X.XX
UP TO X HOURS	£ X.XX
UP TO X HOURS	£ X.XX
UP TO X HOURS	£ X.XX

TERMS AND CONDITIONS APPLY AT ALL TIMES

FAILURE TO COMPLY WITH THE TERMS AND CONDITIONS WILL RESULT IN THE ISSUE OF A £XX PARKING CHARGE NOTICE (£XX IF PAID WITHIN 14 DAYS OF ISSUE)

 **PURCHASE AND RETAIN A VALID TICKET OR HAVE A VALID ECPparkbuddy SESSION FOR THE LENGTH OF YOUR STAY**

 **PARK ONLY WITHIN MARKED BAYS**

 **DISABLED BAYS ARE FOR BLUE BADGE HOLDERS ONLY**
VALID BADGE MUST BE CLEARLY DISPLAYED IN WINDSCREEN. FREE PARKING FOR BLUE BADGE HOLDERS - SEE PAYMENT MACHINES FOR DETAILS

BY PAYING FOR PARKING YOU ARE CONTRIBUTING TO THE UPKEEP OF THE PARK AND PALACE. THANK YOU

ALEXANDRA PARK AND PALACE IS A REGISTERED CHARITY. NO 281991

EURO CAR PARKS IS SOLELY ENGAGED TO PROVIDE A SPACE MAXIMISATION SCHEME. WE ARE NOT RESPONSIBLE FOR THE CAR PARK SURFACE, OTHER MOTOR VEHICLES, DAMAGE OR LOSS FROM MOTOR VEHICLES OR USER'S SAFETY. THIS LAND IS PRIVATE PROPERTY. NO PARKING WITHOUT THE AUTHORITY, WHETHER EXPRESSED OR IMPLIED OF THE OWNER OF THE VEHICLE. IF YOU FAIL TO ADHERE TO THE TERMS AND CONDITIONS YOU WILL BE ISSUED WITH A PARKING CHARGE NOTICE. VEHICLE KEYS/DETAILS MAY BE REQUESTED FROM THE DUAL-P. AUTOMATIC NUMBER PLATE RECOGNITION (IN OPERATION) OR IF THE PARKING CHARGE NOTICE PLACED ON YOUR VEHICLE REMAINS UNPAID, ADDITIONAL CHARGES WILL BE INCURRED FROM FURTHER CIVIL ACTION BEING TAKEN. VEHICLES PARKED CAUSING OBSTRUCTION OR IN UNAUTHORISED AREAS (IN ACCORDANCE WITH ADVERTISED TERMS AND CONDITIONS) MAY BE RELOCATED TO AN ALTERNATIVE POSITION WITHIN THE IMMEDIATE VICINITY. ABANDONED VEHICLES MAY BE REMOVED AND IMPROVED UP AT A REGISTERED RECYCLING CENTRE. APPROPRIATE NOTICES WILL BE PLACED ON SUCH VEHICLES IF THE REGISTERED KEEPER FAILS TO RESPOND TO NOTICES SERVED TO THE REGISTERED KEEPER'S ADDRESS. FOR ALL ENQUIRIES CONTACT ECP 24HR HELP DESK 020 7563 3000. COMPANY REGISTRATION NO. 1270612

MANAGED BY
EURO CAR PARKS
30 DORSET SQUARE
LONDON NW1 6QJ
TEL 020 7563 3000

THIS LAND IS PRIVATE PROPERTY
WE ARE USING AUTOMATIC NUMBER PLATE RECOGNITION AND/OR HANDHELD CAMERAS TO CAPTURE IMAGES OF VEHICLE NUMBER PLATES TO MONITOR AND ENFORCE THE ABOVE TERMS AND CONDITIONS

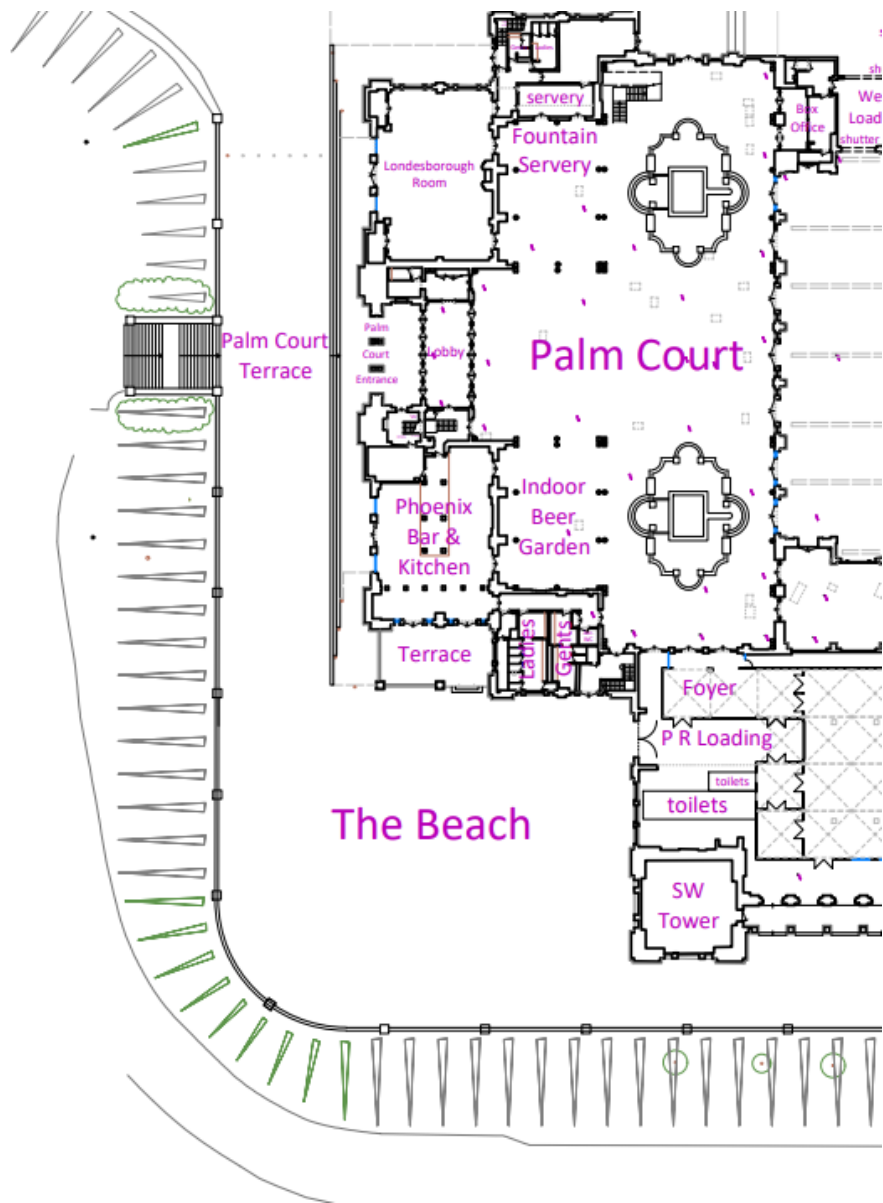
 
SITE NO. XXXX

Signage for car parks

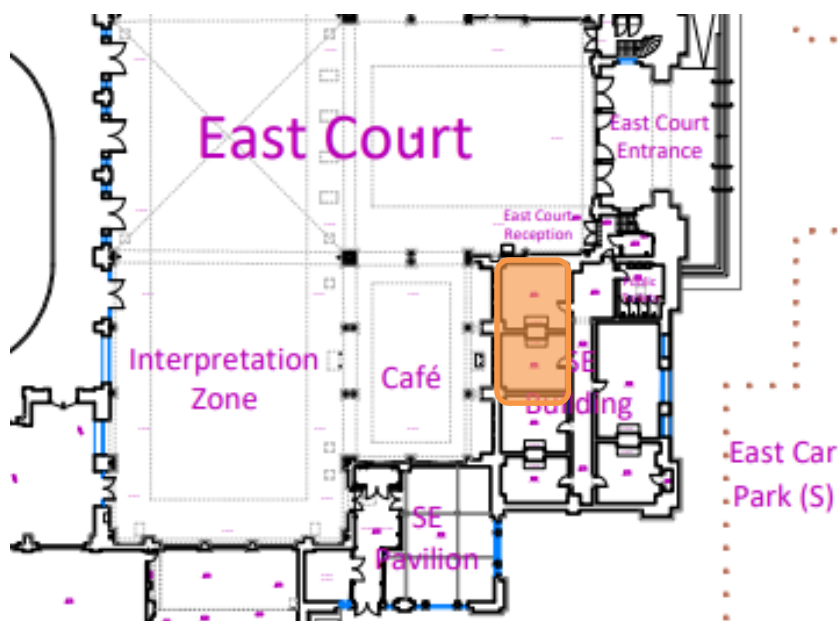


Variable Message Sign example

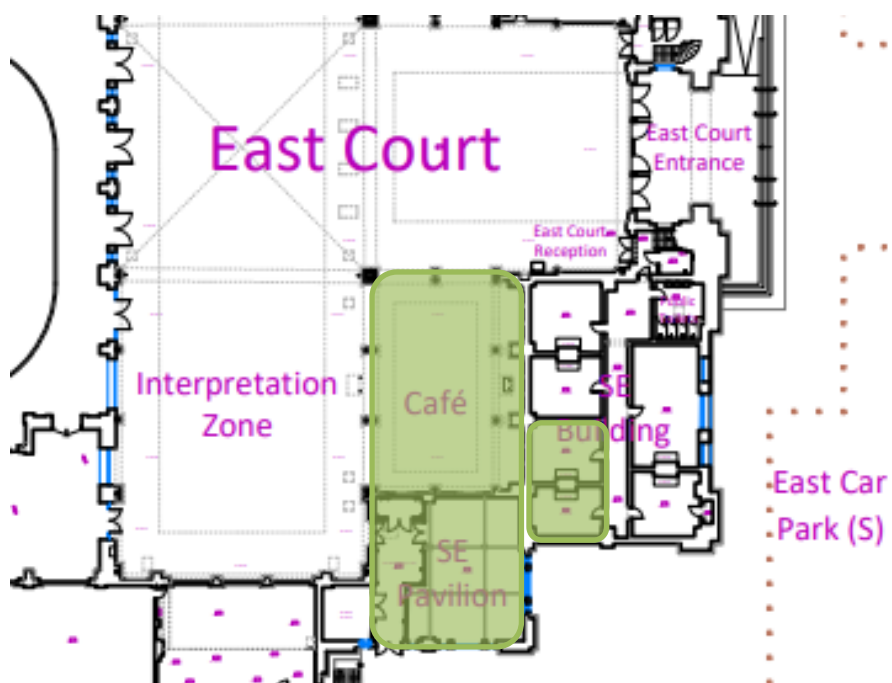
APPENDIX 5: THE BEACH LOCATION PLAN



APPENDIX 6: PROPOSED VISITOR SERVICES OFFICE AND POST ROOM AND EAST COURT CAFÉ/ RESTAURANT

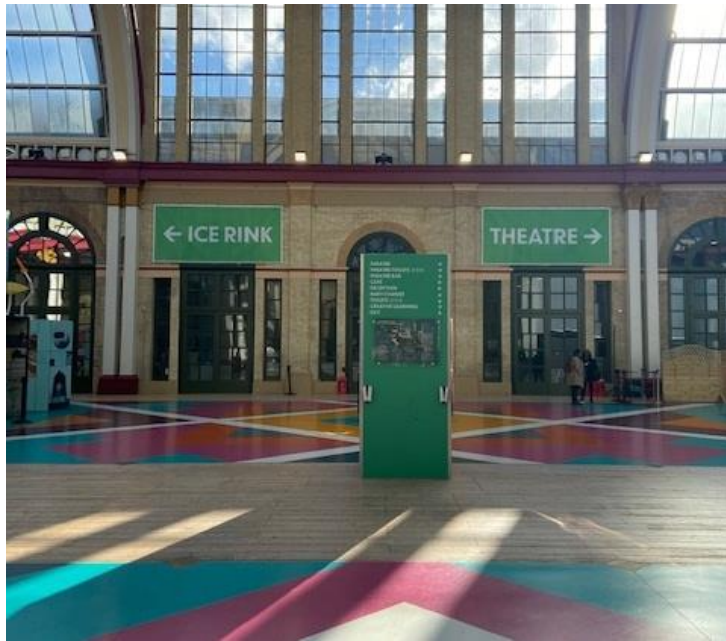


Proposed office and post room location (2no ground floor rooms in the SE Office Building)



Proposed EC café/ restaurant location (SE Alcove, SE Pavilion and part of the SE Office Building)

APPENDIX 7: EAST COURT SIGNAGE

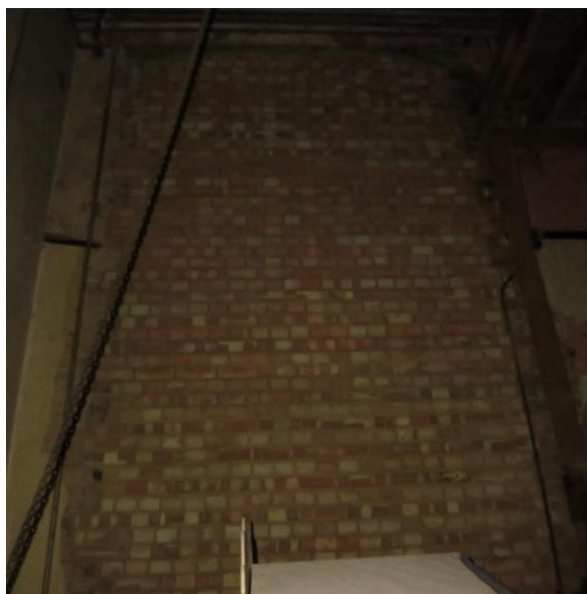


Temporary banner solution using existing fixings in East Court

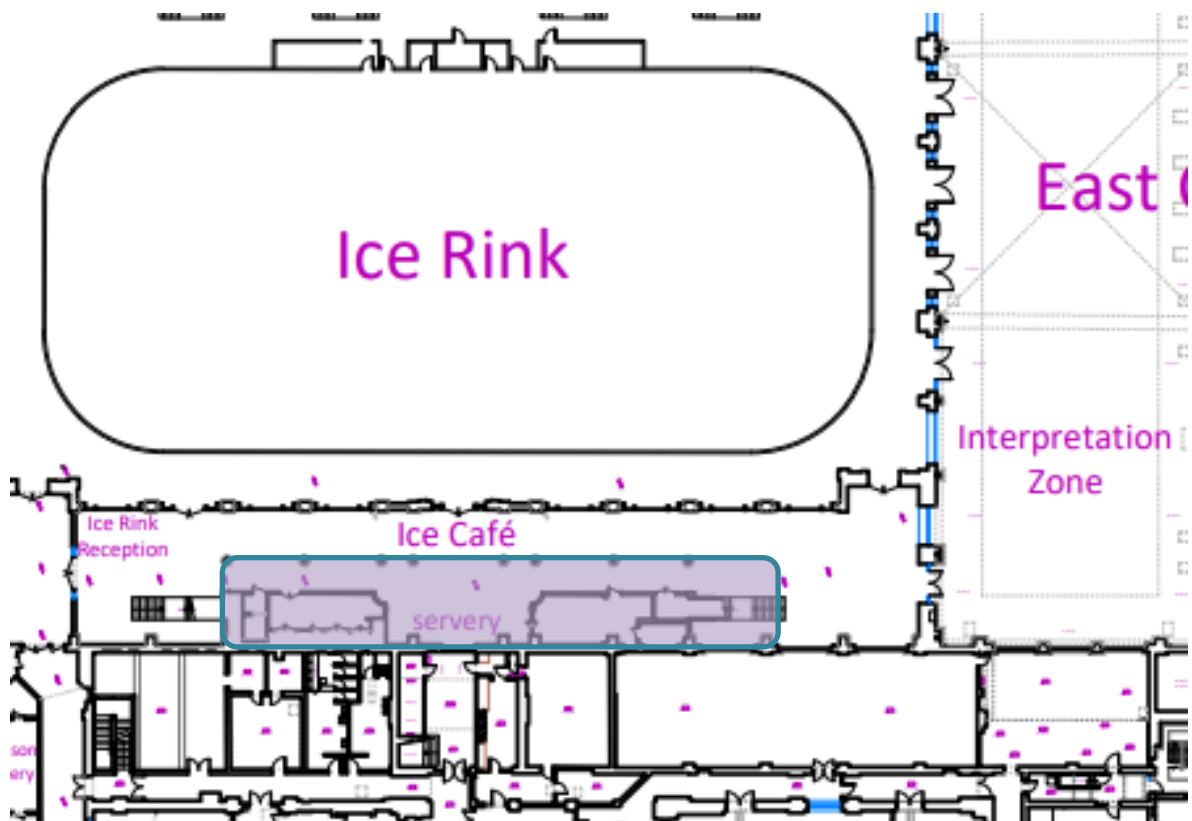


Precedent for gold/brass directional signage in Palm Court

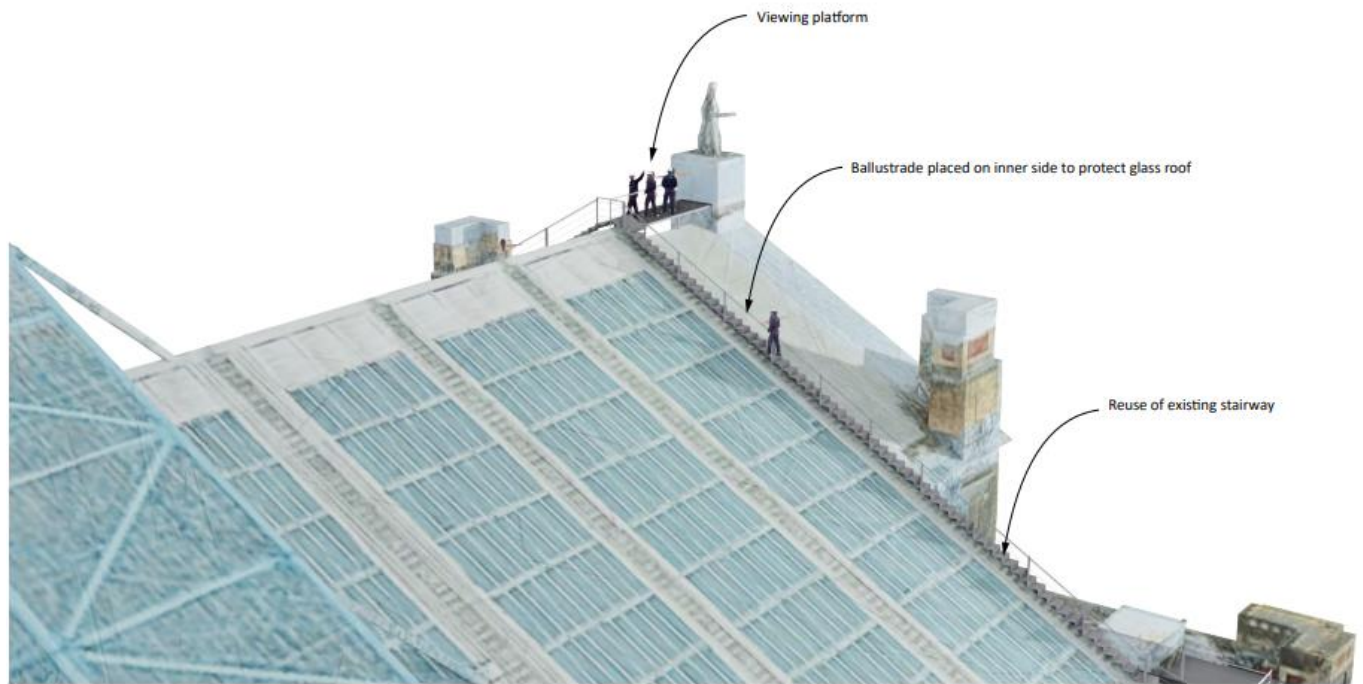
APPENDIX 8: CHANGING PLACES FACILITY LOCATION



APPENDIX 9: ICE RINK CAFÉ LOCATION PLAN



APPENDIX 10: CGI DESIGNS FOR ROOFTOP ADVENTURE



APPENDIX 11: CGIS OF IMPACT ON VIEWS OF PALACE



CGI view from the Park



CGI view from Park Avenue Road

APPENDIX 12: GO APE CLIMBING WALL PROPOSAL



ENDS