

**WEST HAM PARK COMMITTEE**  
**Monday, 18 April 2016**

Minutes of the meeting of the West Ham Park Committee held at Committee Rooms  
- Second Floor West Wing, Guildhall on Monday, 18 April 2016 at 1.45 pm

**Present**

**Members:**

Alderman Ian Luder (Chairman)  
Jeremy Simons  
Michael Welbank  
Robert Cazenove  
Catherine Bickmore  
Richard Gurney  
Councillor Bryan Collier MBE  
Councillor Joy Laguda MBE  
The Rev. Stennett Kirby  
Alderman Robert Howard

**Officers:**

Natasha Dogra	- Town Clerk's Department
Sue Ireland	- Director of Open Spaces
Louisa Allen	- City Gardens Manager
Martin Rodman	- Superintendent of Parks & Gardens
	- West Ham Park Manager
Lucy Murphy	
Alison Elam	- Group Accountant, Chamberlain's Department
Edward Wood	- Comptroller and City Solicitor's Department

1. **APOLOGIES**

Apologies had been received from Graeme Smith, Deputy Alex Deane, Wendy Mead, Justin Meath-Baker and Barbara Newman.

2. **DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT**

There were no declarations.

3. **MINUTES**

Resolved – that the minutes of the previous meeting be agreed as an accurate record.

**Matters Arising:**

**Frequency of Meetings**

Following a request at the December committee meeting, the Town Clerk had reviewed the frequency of committee meetings dates from 2017 onwards. These dates had been considered and agreed by the Open Spaces and City Gardens Committee and the dates were:

22 February 2017

12 May 2017  
17 July 2017  
9 October 2017  
4 December 2017  
20 February 2018.

Members agreed that the Open Spaces & City Gardens Committee should meet at 11:30am, with West Ham Park Committee convening at 12:15pm. The timings of either meeting could be amended should the agenda necessitate this.

#### **Detailed design for a new access gate and path into West Ham Park for the sole use of Park Primary School**

One Member of the Committee queried whether the minutes of the meeting held in December were an accurate record of the Committee's views regarding the requirement for a new access gate. The Committee requested that officers consult the local fire brigade over the requirement for an emergency exit for the school and in particular whether there was a need for the gate in the position shown. Without a justification, the case had not been made and officers were asked to take an update from the Superintendent to ensure the view of the Committee was expressed.

The Superintendent informed Members that on Thursday 14<sup>th</sup> April he received a letter from the London Borough of Newham's Fire Officer stating that he supported the case for a new access gate. Members thanked the Superintendent for the update; however, Members agreed that it would be helpful to request clarification from the Fire Officer as to whether he deemed a new access gate, a *necessary and required* escape route in case of an emergency. Officers would seek clarification from the Fire Officer regarding the requirement for a gate and the proposed design and location. Officers agreed to respond to the Fire Officer and request further clarification which would be reported back to the Committee in June.

#### **4. SUPERINTENDENT'S UPDATE**

The Committee received an update from the West Ham Park manager regarding budgetary, staff and operational matters. In particular the Committee's attention was drawn to the Tennis Update. Members noted that during the autumn of 2015 a consultation exercise was carried out with tennis users across the City's Open Spaces Department. 135 people completed online surveys, with a further 12 being interviewed in more detail. For West Ham Park the highest satisfaction levels were for the "accessibility" of the court and the value for money of the courts, the lowest satisfaction levels were for the booking system. There was significant interest in coaching, with 33% saying they were interested in "one to one" sessions and another 44% saying that they were interested in "group coaching".

Comments were made regarding the poor surfacing of some of the courts. The comments received were discussed with the Lawn Tennis Association (LTA) in December and are helping to inform future plans for tennis provision in West Ham Park. Refurbishment works of the nine old courts started on the 18th

January and are on schedule to be to be completed by June 2016. The LTA are assisting with the development of a programme of coaching and courses that will be launched when the courts reopen. The LTA have proposed a strategic partnership with the City of London in order to encourage more people to play tennis in London.

Resolved – that the update be received.

**5. 2016 TO 2019 OPEN SPACES BUSINESS PLAN**

The Committee were advised that the Business Plan detailed fifteen key actions over a five year period that would deliver these departmental and charitable objectives. In order to manage performance, twenty four 'SMART' performance indicators were been proposed. This would enable the Department to show, over a three year period that it is working towards continuous improvement.

Officers informed the Committee of a typographical error in relation to the target dates for OSD01 Ensuring the Health & Safety of Staff, Contractors and Public and OSD08 Breaking Ground to 1<sup>st</sup> April 2017.

A Member raised a query regarding whether further support was needed to secure funding to support work on responding to planning issues. Officers informed Members that additional resources provided in a previous year had been unspent and that the appropriate time to consider this would be when budget reports are submitted to the Committee for Members' consideration later in the year.

A Member queried whether an increase in the percentage of Health and Safety accidents that were investigated within 14 days should be amended to include the number of incidents reported. Officers informed Members that allocating a target number for incidents did not encourage reporting and an open reporting regime was to be encouraged. Members agreed that the most important aspect of any incident would be the lessons learnt and improvements implemented as a result. Another Member asked for apprentices to be included in the risk regarding the recruitment and retention of staff.

The Committee agreed that the strategic role played by Elected Members and the function of decision making Committees should be brought to the forefront of the business plan. The Committee said the Superintendents should continue to work with Members and especially their Chairmen, for a steer before reports were considered at committee meetings.

Resolved – that the business plan and risk register be agreed, with any minor amendments being delegated to the Chairman and Deputy Chairman in consultation with the Director of Open Spaces and the Town Clerk.

**6. WEST HAM PARK SPORTS CHARGES 2016/17**

The Committee received the Sports Charged report and noted that charges for the wide range of recreation and sporting facilities that were provided in all the

City Corporation's Open Spaces were reviewed annually. The current 2015/16 charges for West Ham Park were approved by the Committee in April 2015.

The Committee were informed that the Park Manager attends the Newham Cricket Development Group with the London Borough of Newham (LBN), Active Newham and Essex County Cricket amongst others. The Group have expressed an interest in developing the park as a cricketing hub, but to do so would need to increase adult cricket facilities further. A review of the current sports provided by the park has shown that whilst football pitch usage has increased in the past year, one football pitch would be sufficient to provide space for the current users. Members noted that this was currently being investigated and required further investigation to ascertain whether there was space on site to establish another adult cricket wicket if a football pitch was decommissioned.

The Officers informed Members that all sports charges were due to be reviewed departmentally particularly with regard to concession charges as part of the work of the Sports Board. In regards to cricket, Members noted that adult single matches had been rounded up however were still competitive. New prices had been included for matches of up to 4 hours to encourage evening matches of 20 overs to be played in the park.

Discussions ensued regarding whether the charges proposed were appropriate and in line with payments charged by other authorities. Members focussed on whether charges for single matches should increase. Officers informed Members that although the charges for use of the football pitches were low it was anticipated that this would encourage more use of the pitches in the future.

Resolved – that the proposed sports charges be agreed.

**7. PROGRESS ON SPORTS PROJECTS AND PROGRAMME BOARD AND PARTNERSHIP AGREEMENT WITH THE LAWN TENNIS ASSOCIATION**

The Committee noted the progress which made with the Sports Projects and Programme Board; specifically with regard to a review of our sports provision and the development of a strategic partnership approach with the Lawn Tennis Association (LTA), including the development of an online tennis booking application. Members noted the benefits of entering a partnership with the LTA which includes access to coaches and coaching models and tennis courses for all ages and abilities and seeks Members' support for this approach

The Committee noted that in order to seek the views and inform stakeholders a period of engagement was carried out with our tennis users and non-users by an external consultant. Face to face interviews, focus group and telephone interviews took place. This work was funded by the LTA. The results of the consultation exercise would help inform a set of recommendations that would be presented to City of London stakeholders for consideration; forming part of the wider consultation process with users and non-users of the sports facilities.

**Resolved - that Members:**

- Noted the content of this report and the progress which has been made by the

Sports Programme and Project Board.

- Supported a partnership approach with the Lawn Tennis Association through a Memorandum of Understanding.
- Supported the implementation of the Strategic Impact Framework for the Sports Programme & Physical Activity.

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.**

There was no urgent business.

10. **EXCLUSION OF THE PUBLIC**

**Resolved** - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part I of Schedule 12A of the Local Government Act.

11. **MINUTES**

Resolved – that the minutes of the previous meeting be agreed as an accurate record.

12. **GATEWAY 1 & 2 PROJECT PROPOSAL: WEST HAM PARK NURSERY**

The Committee noted the Gateway 1/2 report regarding West Ham Park Nursery.

13. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

14. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

There was no urgent business.

**The meeting ended at 2.45 pm**

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Chairman

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