



Queen's Park Consultative Group

Date: WEDNESDAY, 31 OCTOBER 2018

Time: 4.00 pm

Venue: WALK TO BEGIN AT 3.00 PM AND THE MEETING WILL BEGIN AT 4.00 PM AT QUEEN'S PARK OFFICE, QUEEN'S PARK, LONDON, NW6

Members:

Karina Dostalova (Chairman)	Giovanna Torrico (Friends of Salusbury School)
Anne Fairweather (Deputy Chairman)	Vicky Zentner (Kensal Rise Residents Association)
Ruby Sayed	Councillor James Denselow (London Borough of Brent)
John Blandy (Queen's Park Area Residents' Association)	Councillor Neil Nerva (London Borough of Brent)
Virginia Bonham Carter (Ark Franklin Primary School)	Councillor Eleanor Southwood (London Borough of Brent)
Helen Durnford (Queen's Park Area Residents' Association)	

Enquiries: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

Refreshments will be served in the Queen's Park Café at 3.45 pm

John Barradell
Town Clerk and Chief Executive

AGENDA

Public Agenda

1. **APOLOGIES**
2. **DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA**
3. **MINUTES**
To agree the public minutes and summary of the meeting held on 24 April 2018.
For Decision
(Pages 1 - 8)
4. **ACTIONS SHEET**
Report of the Town Clerk.
For Information
(Pages 9 - 10)
5. **QUEEN'S PARK PUBLIC TOILET REDEVELOPMENT**
Report of the Superintendent of Hampstead Heath.
For Discussion
(Pages 11 - 70)
6. **SUPERINTENDENT'S UPDATE**
Report of the Superintendent of Hampstead Heath.
For Discussion
(Pages 71 - 76)
 - a) Appendix 1 - Open Spaces Departmental Events Policy One (Pages 77 - 88)
 - b) Appendix 2 - Open Spaces Events Policy Part Two (Pages 89 - 104)
 - c) Appendix 3 - Queen's Park Event Application Form 2019 (Pages 105 - 120)
7. **FEES AND CHARGES 2019/20 & 2020/21**
Report of the Superintendent of Hampstead Heath.
For Discussion
(Pages 121 - 138)
8. **QUESTIONS**
9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
10. **DATE OF NEXT MEETING**
The date of the next meeting is 27 March 2019 at 4.00pm.

QUEEN'S PARK CONSULTATIVE GROUP

Tuesday, 24 April 2018

Minutes of the meeting of the Queen's Park Consultative Group held at Queen's Park Office, Kingswood Avenue, London NW6 6SG on Tuesday, 24 April 2018 at 4.00 pm

Present

Members:

Karina Dostalova (Chairman)

Ruby Sayed

Virginia Bonham Carter (Ark Franklin Primary School)

John Blandy (Queen's Park Area Residents' Association)

Vicky Zentner (Kensal Rise Residents' Association)

Officers:

Leanne Murphy	- Town Clerk's Department
Alistair MacLellan	- Town Clerk's Department
Bob Warnock	- Superintendent of Hampstead Heath
Richard Gentry	- Constabulary & Queen's Park Manager
Colin Buttery	- Director of Open Spaces & Heritage

1. APOLOGIES

Apologies were received from Anne Fairweather, Helen Durnford and Giovanna Torrico.

2. DECLARATIONS BY MEMBERS OF ANY PERSONAL AND PREJUDICIAL INTERESTS IN RESPECT OF ITEMS ON THIS AGENDA

There were no declarations.

3. MINUTES

RESOLVED, that the minutes of the meeting held on 29 November 2017 be approved.

Matters Arising

Grant funding opportunities

In response to a query regarding potential funding opportunities from the London Borough of Brent and the Wembley Stadium Trust (WST), the Director of Open Spaces advised that the general approach of the Department was to work with a broad range of funding partners to secure funding for new projects.

It was noted that currently no bid has been made to the WST. Officers have reviewed the WST funding criteria and will seek to identify future projects from the Management Plan and Divisional Plan. Officers are currently working in partnership with the Lawn Tennis Association to promote the City of London's Tennis Officers.

The Chairman noted that the four Open Spaces Chairmen recently met and requested a list of potential external grant funding opportunities. In addition, the Open Spaces Chairmen have recently met to discuss and prioritise a list of improvement projects applicable to a new source of internal funding

The Chairman noted that the timing of the meeting, two weeks before the local elections, has likely impacted on Local Councillor's availability to attend. A Member noted that they had a contact at the London Borough of Brent and agreed to share their contact details with the Director. The Director noted that the Chairman of the Policy & Resources Committee would be meeting with the new Council leaders after the May 2018 elections.

4. **ACTIONS SHEET**

The Group noted the various outstanding actions and the updates provided thereon.

The Town Clerk agreed to add a numbers column for actions on all actions sheets going forward.

Grant funding for toilet block

The Chairman advised that a specific disability access application had been funded elsewhere by the City Bridge Trust (CBT). Officers will consider whether a CBT application would be applicable to funding the Queen's Park toilets.

5. **SUPERINTENDENT'S UPDATE**

Members considered an update report of the Superintendent and the following points were made:

Projects and Programmes

Play Area Toilets and Sandpit Redevelopment

- The Constabulary & Queen's Park Manager drew Member's attention to the timeline provided for work to the play area toilets and sandpit project. It was noted that as the planned work for the play area alone exceeded £50K, it was suggested that these projects would become one larger capital project.
- In response to a query regarding the high cost of the sandpit project, Members were advised that this was inclusive of installation and equipment including a water feature, natural rocks and wooden structure.
- The Superintendent advised that the Park Manager had met with a colleague from the City Surveyors Department again regarding the play area toilet block to discuss the refurbishment and development of the existing structure in an attempt to improve the facility. He noted that there was suspected subsidence and, following CCTV exploration and advice from a Loss Adjustor, a horse chestnut tree had been removed

which would reduce movement in the structure's foundations. Asbestos checks would take place in the roof lining which was flaking before any remedial works were undertaken.

- Photographs of Hampstead Heath, Kenwood Ladies' Pond and Great Yarmouth toilet facilities were shown to Members as an example of how the play area toilets could be styled in the future.
- The Chairman queried whether it would be more cost-effective to knock down the current toilet block and create a new build that was fit for purpose. The Group were advised that the City Surveyors Department had ruled this out as the building structure was considered fit for purpose. Members disagreed that it was fit for purpose and requested a full explanation from the City Surveyor as to why this was not an option as Members felt that a facility with longevity would be the most cost-effective solution.
- It was noted that the public community view was that the toilets were not of a standard expected in a public park managed by the City of London.
- Members were concerned that little progress had been made in the last six months and did not want to hold up progress. However, to ensure the Group were fully involved in setting the scope of the project, it was agreed that the full cost breakdown should be provided to the Group as soon as possible so that Members could be consulted on the various options.
- Members made the following comments regarding what the facility should include:
 - Baby changing facilities should be separate to the disabled toilet.
 - Access to the toilets would be required from the sandpit and the main Park where sport is played. This must also be fully accessible for disabled people.
 - Parent and baby toilets should be gender neutral.
 - It was noted that toilets at Burnham Beeches were a good example of a gender-neutral provision.
 - Consideration should be given to making the toilets gender neutral.
- With regards to timescale, Members were advised that it would take a few weeks to work out what was needed with architects and produce a summary for both options. It was suggested that a competition could be offered to architects locally for ideas as there were many in the area. The Superintendent highlighted that work needed to take place quickly for the feasibility study, but that work could be open for tender later.
- Members were keen that a thorough investigation for asbestos, etc, take place immediately before works start and not after the work had begun.

- The Chairman stated that if more debate was required once the reports were received, then the Group would be consulted prior to the next meeting. However, if the two reports showed a clear front-runner, then the Superintendent would proceed as necessary as to not hold up progress on the work.

Tennis Courts

- The Constabulary & Queen's Park Manager noted that works to the tennis courts would start in September 2018.

Sustainability

- Members were advised that the London Borough of Brent no longer collected green waste from the Park; they were collecting recycled material but charged for this service. The Constabulary & Queen's Park Manager advised that the removal of waste (green, general and recycling) cost the Park £32K annually. Within the Divisional Plan a project to develop a Waste Strategy has been identified with the aim to increase recycling, streamline collection and reducing costs.
- A Member queried if resources could be pooled with the London Borough of Brent to reduce costs. The Park Manager agreed to look into this option and confirm if the costs of removal by the City of London's corporate provider were still cheaper than the London Borough of Brent.
- A Member suggested including signage across the Park, café, tennis courts, etc, regarding removal of waste and recycling in an attempt to encourage visitors to dispose of their waste properly.
- A Member suggested that use of reusable bottles and straws could be promoted by the café and through festival type events, e.g. Queen's Park Day.
- Members were advised that the café offers free water. It was highlighted that the two water fountains in the Park are not currently shown on the map.
- The Park Manager agreed to investigate adding a short message onto the tennis booking confirmation email asking members of the public to take their litter home with them.

Ecology and Environment

- Members were advised that Oak Processionary Moth warning notices would be displayed in the Park. A Forestry Commission contractor recently surveyed the trees which previously had nests and found no evidence of infestation.

Café

- The Urban Leisure Group (ULG) commenced trading at the café on 3 February 2018 and continue to receive positive feedback from the public. Members were advised that ULG were keen to get involved in Queen's Park projects and community events.

Pedestrian Counters

- It was noted that the City of London Corporation's move to Windows 10 had made it difficult to transfer data from the device to technology and the Department were working to resolve this.

Events

NOMAD – Variation to Licence

- Members were advised that a variation to the NOMAD Cinema's premises licence regarding screenings on Friday evenings was currently out to consultation with the London Borough of Brent and no negative feedback had been received. The premises licence variation also included an addition for performances on the bandstand on Saturday afternoons.

Mayhew Winter Fayre

- A request from the Mayhew charity was received regarding the Park hosting their annual Christmas Fayre animal rehoming event.
- A Member was generally supportive of charitable endeavours but highlighted the importance of the Open Spaces Act 2018 and the powers this provided the City of London Corporation to host its own Christmas and/or summer fayres to raise funds for the Park. Members agreed this was a good opportunity and that the Park Manager prioritise City of London Corporation events at prime times in the year.
- It was noted that the draft Events Policy (Part 2) would be brought to the October 2018 meeting for the Group's feedback.

Pines & Needles Proposal

- Members were advised that there was appetite for Pines & Needles to hold a commercial event at the Park during the Christmas period selling Christmas trees.
- The Director recommended consideration of a local tender on limited events, e.g. a Christmas fayre, with the money to be received into the Park's Local Risk Budget. The Director suggested carrying out a one-year pilot to determine how commercial opportunities could be agreed.

- A Member raised concerns over a commercial company trading within the Park for three weeks and Members felt that they should not be situated on both sides of the pathway. A Member suggested moving the area that Pines & Needles would be based to a more discrete and less prominent area which was not on the grass. The Park Manager advised the Group that the location of the operation needed to be adjacent to a power source and accessible for deliveries.
- The Town Clerk agreed to circulate Part 1 of the Events Policy to Members for information.

Queen's Park, The Opera

- Members were advised that a provisional request had been made for the Park to host a performance of "Queen's Park, The Opera" for three days in June 2019. Members were not supportive of this proposed event.

Income and Expenditure

- The Superintendent advised that the proximity of this meeting to year end meant that there currently was no update. The Superintendent noted that a balanced budget had been achieved.

Children's Farm

- Members were shown a mock-up of the new signs showing the transformation of the Queen's Park Farm which would set out the plan to visitors. It was noted that the farm would close shortly in September when the majority of works would take place and social media would be used to notify the public.

5.1 Appendix 1 - Draft Queen's Park Woodland Walk Management Plan

Members noted the draft Queen's Park Woodland Walk Management Plan and the following points were made:

- Members were advised that the plan was in very early draft form based on existing information with the aim of formalising a clear plan on how to maintain and enhance this area of the Park.
- Members were advised that the Queen's Park Team were working with the Hampstead Heath Ecologist to develop the plan and had liaised with local community groups for assistance. A further draft would be presented at the October QPCG meeting for comment prior to sign off next year.
- The Superintendent advised Members that any additional written comments or ideas could be sent to the Park Manager.

- The Director of Open Spaces clarified that, once completed, the Woodland Walk Management Plan would sit beneath the Queen's Park Conservation Management Plan and wanted Members to recognise the importance of the different plans as they would reference each other.
- A Member noted the importance for people, particularly the elderly or disabled visitors, to have places to rest along the walk, e.g. logs to sit on.
- A Member felt that the draft Woodland Walk plan was too long, and that brevity was important.
- It was questioned whether the site history explanation could be removed or cut down to contextualise at the beginning of the plan.
- It was recommended that acronyms not be used at all and that the language be changed to make the plan more cohesive.
- With regards to the sentence "apply the principles of the City of London's sustainability framework to all we do on our sites", a Member recommended adding a weblink to the framework.
- A Member felt that Park's assets which make it different to other places, e.g. special trees (redwood, elm trees) and habitat, were not highlighted enough in the plan.

5.2 Appendix 2 - Queen's Park Proposed 2018 Schedule of Events

Members considered a report regarding the proposed Queen's Park 2018 Schedule of Events.

5.3 Appendix 3 - 2018/19 Divisional Plan (Including 4th Quarter Status & Update for 2017/18 Divisional Plan)

Members considered a report regarding the 2018/19 Divisional Plan.

5.4 Appendix 4 - 2018/19 Annual Work Programme

Members noted the Queen's Park 2018/19 Annual Work Programme for Cyclical Works and Projects.

The Chairman noted that written comments on Appendix 3 and 4 were welcome.

6. QUESTIONS

Members were advised that Queen's Park would be hosting its first wedding on the bandstand on Saturday 28 April 2018. Members were pleased and suggested capturing this occasion on social media as a first for the Park. In response to a question, Members were advised that weddings and civil ceremonies are being promoted via the City of London Corporation website.

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

There was no other business.

8. **DATE OF NEXT MEETING**

The date of the next meeting on 31 October 2018 was noted.

The meeting ended at 6.00 pm

Chairman

Contact Officer: Leanne Murphy
leanne.murphy@cityoflondon.gov.uk

Queen's Park Consultative Group

Actions

	Date	Action	Officer responsible	Progress Update
1.	24 April 2018	Investigate if resources can be pooled with the London Borough of Brent to reduce costs and confirm if the costs of removal by the City of London's corporate provider were still cheaper than the London Borough of Brent.	Park Manager	Update at 31 Oct 2018 meeting
2.	24 April 2018	Highlight the two water fountains in the Park on the map for the public.	Park Manager	Update at 31 Oct 2018 meeting
3.	24 April 2018	Investigate adding a short message onto the tennis booking confirmation email asking members of the public to take their litter home with them.	Park Manager	Update at 31 Oct 2018 meeting
4.	24 April 2018	The draft Events Policy (Part 2) to be brought to the October 2018 meeting for the Group's feedback.	Superintendent	Update at 31 Oct 2018 meeting
5.	24 April 2018	Part 1 of the Events Policy to be circulated to Members for information	Town Clerk	Update at 31 Oct 2018 meeting
6.	24 April 2018	A further draft Queen's Park Woodland Walk Management Plan to be presented at the October QPCG meeting for comment prior to sign off next year.	Superintendent	Update at 31 Oct 2018 meeting
7.	24 April 2018	Members to send additional written comments or ideas on the draft Queen's Park Woodland Walk Management Plan to the Park Manager.	All	Update at 31 Oct 2018 meeting

Queen's Park Consultative Group

Actions

	Date	Action	Officer responsible	Progress Update
8.	24 April 2018	Members to be provided with an update on the feasibility study re: the toilets	Superintendent	Update at 31 Oct 2018 meeting

Committee(s)	Dated:
Queen's Park Consultative Group	31 October 2018
Subject: Queen's Park Public Toilet Redevelopment	Public
Report of: Bob Warnock, Superintendent of Hampstead Heath	For Discussion
Report author: Richard Gentry, Open Spaces Department	

Summary

This report provides Members with an update on the suggested designs and costs associated with the redevelopment or rebuilding the Queen's Park Public Toilets adjacent to the Children's Play Area.

Recommendations

It is recommended that:

- Members provide feedback on the Queen's Park Public Toilet refurbishment and rebuild options 1a and 2a, and in particular in relation to the recommendation for option 1a to be value engineered.
- That the views and comments of the Queen's Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 28 November 2018.

Main Report

Background

1. The Queen's Park Public Toilets are located adjacent to the Play Area in the south west corner of the Park. The building dates back to the 1980s when the Play Area was redeveloped.
2. The local community, through their representation on this Group, are seeking to improve the facilities for children, improve hygiene and the visual appearance of the existing toilet building. The incorporation of hygienic wall cladding or solid grade compact laminate boards internally and the softening of the external elevations via cladding, wall planting or green roof options are of particular interest.
3. At a meeting of this Group in June 2016 the Park Manager was asked to explore the opportunity to add an additional toilet block to the rear of the existing facility. The City Surveyor's Department undertook a scoping exercise to investigate the feasibility of the construction of an extension to provide a self-contained unisex accessible toilet with baby-changing facilities at the Children's Play Area in the Park.

4. The final design scope identified approximate project costs in the region of £44,000 for the construction, including fees and decoration of existing external walls.
5. At a meeting of this Group in June 2017, Members queried the comparative cost of rebuilding the toilet as a whole unit as opposed to adding an extension onto the existing building.
6. In Sept/Oct 2017 damage, caused by movement in the building, was found in the floor and wall tiles of the ladies' toilet. Further investigation and a subsequent report suggested the removal of a horse chestnut tree from the western side of the toilet block to ease any future movement. Subsequently, remedial works were carried out. The City Surveyor Department was asked to place on hold any planned improvements to the building whilst the options described above were being investigated.
7. This project has been identified in the Divisional Business Plan (Project 2.4). Any future Gateway process will include the redevelopment of the Children's Sandpit as part of a wider project to redevelop this area of the Park.

Current Position

8. The City Surveyors Department Cyclical Works Programme identifies works which are required to ensure the facility is maintained to a satisfactory standard. Taking account of this programme of works, the City Surveyor's Department have advised that the facility will be maintained as a fit for purpose, safe and accessible public toilet.
9. In the current Cyclical Works Programme £8,000 has been allocated for the redecoration of the building within the current three-year programme.
10. The current toilet facility is accessible from the Park, but not the Play Area, and is gender specific. With a mix of cubicles, urinals and an accessible toilet on the gentleman's side and cubicles and an accessible toilet on the ladies' side. Both have baby changing tables available.
11. At a meeting of this Group on 24 April 2018 Members asked the Park Manager to review the initial request to explore the option of the addition of a toilet to the rear of the toilet building, suggesting that the proposed addition was not in keeping with the Park. It was also requested that further consideration should be given to the options to refurbish the facility, giving access from the Play Area and the Park, or a rebuild the facility to provide access from the Park and Children's Play Area.
12. In May 2018 the City Surveyor's Department was approached to assist the Park Manager with commissioning a feasibility study to refurbish or rebuild the existing toilet block facilities, internally and externally to provide separate entrances from the main Park and the contained Children's Play Area and increase the existing toilet facilities at Queen's Park.
13. A Consultant has been procured to provide an Outline Design, complete with measured floor, roof and elevation plans, itemised specification of works and projections of all fees and costs associated with the construction.

Options

14. Following discussions at a number of meetings led by the Park Manager with representatives from the local community, Members of this Group and in consultation with the City Surveyor's Department, four options were suggested. Two options for refurbishment and two options for a new build were subsequently drawn up by the Consultant.
15. The Consultant gave estimated costs for each option including green wall, and brown roof. Drawings of the proposed layouts options 1a and 2a are within the document at Appendix 1.
 - Option 1a – Proposed Layout – Refurbishment - £204,000 (a preferred option)
 - Option 1b – Proposed Layout – Refurbishment - £200,000 (not recommended), (Appendix 2)
 - Option 2a – Proposed Layout - New Build - £320,000 (a preferred option)
 - Option 2b – Proposed Layout - New Build - £318,000 (not recommended), (Appendix 3).
16. Members should note that these initial costs exclude all charges for expected surveys, professional fees, statutory approvals and are solely construction costs. Surveys and fees are likely to cost an additional 20-25% approx.
17. Further engagement and consultation has taken place and through discussion with the small group, two preferred options, 1a and 2a, were identified. The Park Manager requested the Consultant to fully cost these options.

Options

18. Options 1a and 2a have been developed by the Consultant and a full design outline report is provided at Appendix 1.
19. The consultant has fully costed these options.
 - Option 1a – Proposed Layout – Refurbishment - £215,000 (a preferred option)
 - Option 2a – Proposed Layout - New Build - £340,000 (a preferred option)
20. The Park Manager seeks Members feedback on the options, and in particular in relation the preferred options 1a and 2a.
21. Of the two preferred options, City of London Officers recommend that option 1a – Refurbishment, is value engineered, e.g. reducing the build cost. This option supports the improvement and accessibility to the building and delivers value for money.

Next Steps

22. Following feedback from Members, the Hampstead Heath, Highgate Wood and Queen's Park Committee (HHHWQPC) will consider the preferred options (1a & 2a) at their meeting on 28 November 2018.
23. Should the HHHWQPC approve the progression of the recommended option, the next stage of the process will be the completion of a Project Proposal which will be considered by the Corporate Projects Board (Gateway 1). Members will be provided with an update at their meeting in March 2019.

Corporate & Strategic Implications

24. Queen's Park delivers the aims and objectives of the City of London Corporate Plan 2018 – 2023, it contributes to the outcomes under the aims of the organisation to provide a flourishing society (1-4), supports a thriving economy (5 & 8) and shapes outstanding environments (9-12).
25. The refurbishment or redevelopment of the public toilets will enable the Park to deliver the aims and outcomes of the City of London Corporate Plan 2018 – 2023.

Financial Implications

26. Approval of this project is subject to agreement by the HHHWQPC and the Policy and Resources Committee through its Project Sub-Committee. A Capital funding bid will also need to be submitted to the City of London Corporation Resources Allocation Sub-Committee.

Conclusion

27. Members views are sought in relation to the preferred options 1a and 2a and to provide feedback on the recommendation for option 1a to be value engineered, to inform the next stage of the project.

Appendices

- Appendix 1 – Full Design Outline Report
- Appendix 2 - Option 1b – Proposed Layout – Refurbishment
- Appendix 3 - Option 2b – Proposed Layout - New Build

Richard Gentry

Constabulary and Queen's Park Manager

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OUTLINE DESIGN PROPOSALS

FOR QUEENS PARK TOILET BLOCK

AT QUEENS PARK, KINGSWOOD AVENUE, LONDON NW6 6SG

FOR THE CITY OF LONDON

OCTOBER 2018

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Appendix A: Brief	
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Date	Revision	Prepared by	Reviewed by
19/10/2018	S2.A - Client Issue	DJ	SP

Purpose of Study and Brief Requirements:

Playle & Partners LLP were initially approached by the City of London in February 2017 to investigate the feasibility of an extension, to provide a self contained Unisex Wheelchair Accessible WC with baby changing facilities, to their existing Toilet block facilities in the children's play area at Queen's Park.

One of the main purposes for providing the additional toilet provision is to create an easier and safe access to a WC directly from the Children's playground. The existing arrangement is such that a parent and child would need to exit the playground area to use the WC's. This process becomes ever more complicated when a parent is supervising more than one child. Following the initial site visit, Playle & Partners put forward three options for the Client's consideration, along with an accompanying design report.

Playle & Partners were then approached again in September 2018 with a new brief to reevaluate the designs and provide revised proposals for refurbishment or new build, along with associated costs. Two options for both refurbishment and new build were presented to the client, with one of each chosen to be carried forward.

Both the refurbishment and new build options are to improve the quality of the facilities within the park, as well as the ease of use and access from the Children's playground. The external finishes have also been reviewed, with proposals to improve the aesthetic of the building through the use of green walls and timber cladding.

Other Items Considered:

- The proposed internal finishes and specification will match the recently refurbished WC facilities located at the Queen's Park cafe.
- Whilst the park itself is located within a conservation area the existing WC block is not a listed building.
- The contractor will need to allow for a specialist team to install the green wall and sedum roof.



Address:

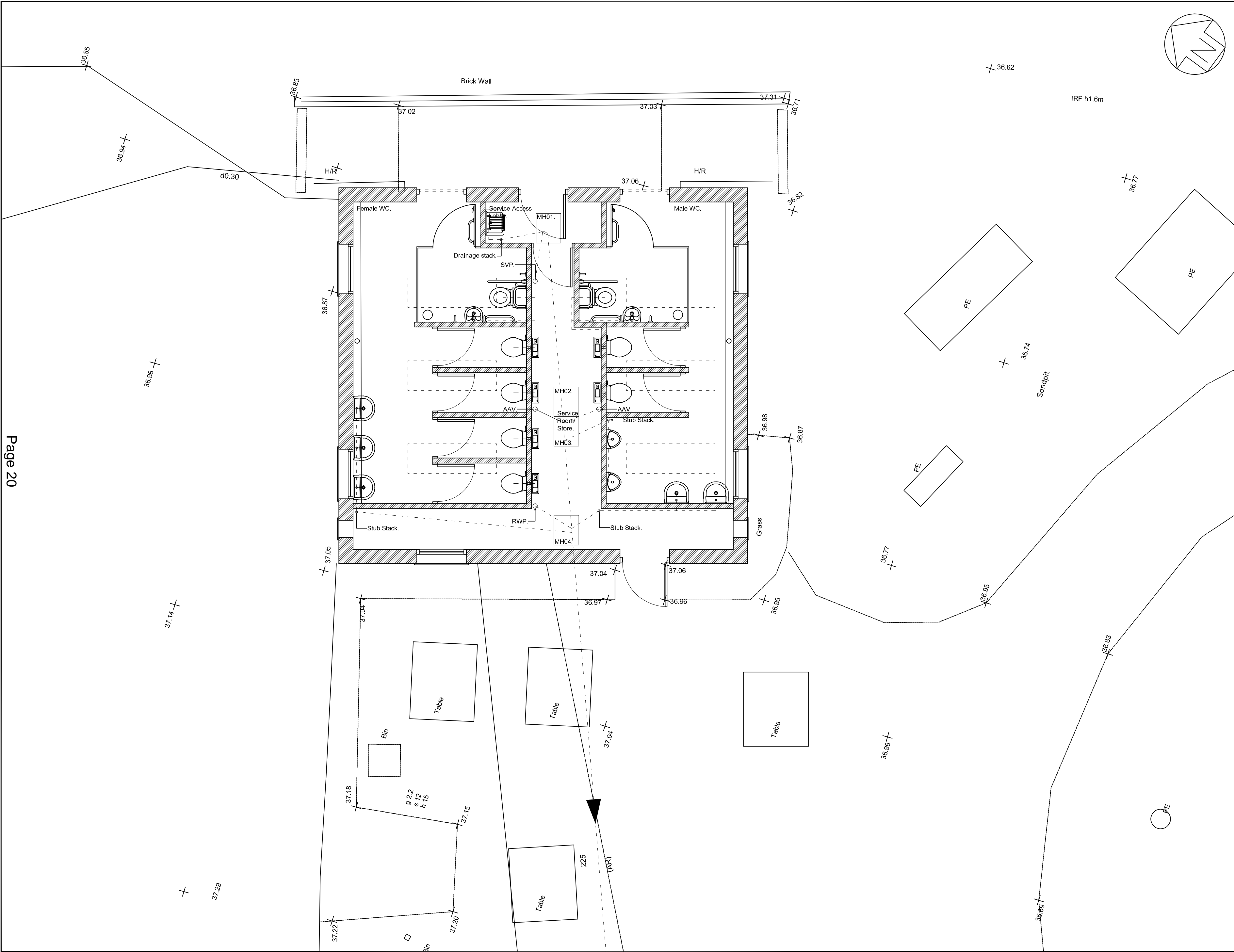
Queen's Park,
Kingswood Avenue,
London,
NW6 6SG

Queen's Park is a 30 acre park situated in northwest London between Kensal Green, Brondesbury Park and Kilburn. It is bounded by Harvist Road to the South, Chevening Road to the north, Milman Road to the west and Kingwood Avenue to the east. The park forms a part of focus for the neighbouring terraced Victorian and Edwardian Houses. The park lies within the London Borough of Brent. The park and the surrounding streets are in the Conservation Area.

SITE LOCATION

- 9578-00-1100-S2.A - Existing Layout
- 9578-ZZ-1201-S2.A - Existing Elevations
- 9578-00-1101-S2.A - Demolition Layout
- 9578-00-3101-S2.C - Proposed Layout - Refurbishment Option A
- 9578-00-3201-S2.A - Proposed Roof Layout - Refurbishment Option A
- 9578-ZZ-3201-S2.B - Proposed Elevations - Refurbishment Option A
- 9578-00-3103-S2.E - Proposed Layout - New Build Option A
- 9578-00-3203-S2.A - Proposed Layout - New Build Option A
- 9578-ZZ-3203-S2.D - Proposed Elevations - New Build Option A

DESIGN PROPOSALS



NOTES:

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REV	COMMENT	DATE

PLAYLE & PARTNERS LLP
CONSTRUCTION & PROPERTY CONSULTANTS

Crest House • 138 Main Road • Sidcup • Kent DA14 6NY
Telephone 020 8300 6811 • Fax 020 8300 2260
Email sidcup@playleandpartners.co.uk

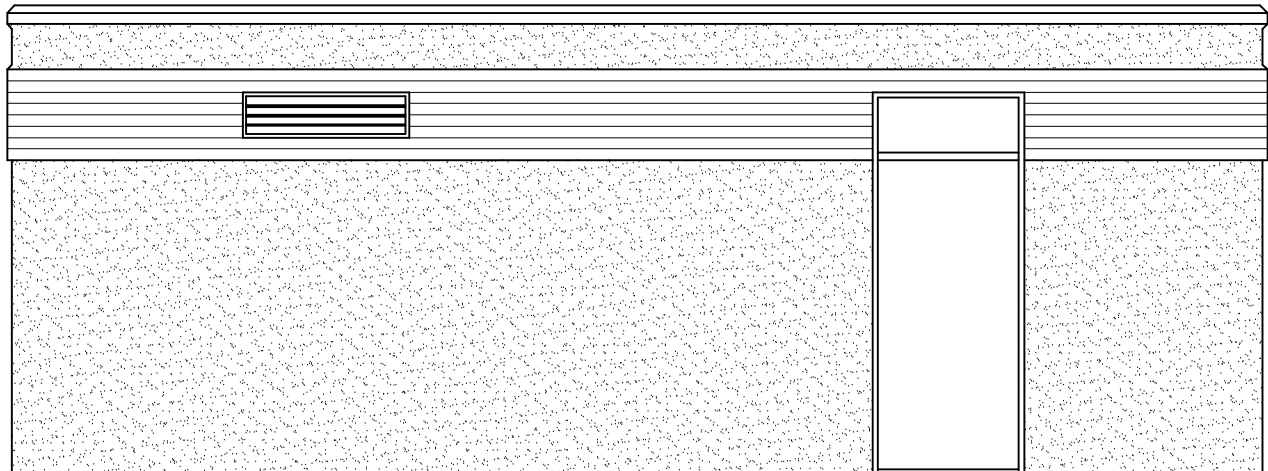
**Extension to Toilet Block,
Queens Park, Kingswood
Avenue, London, NW6 6SG**

Existing Layout

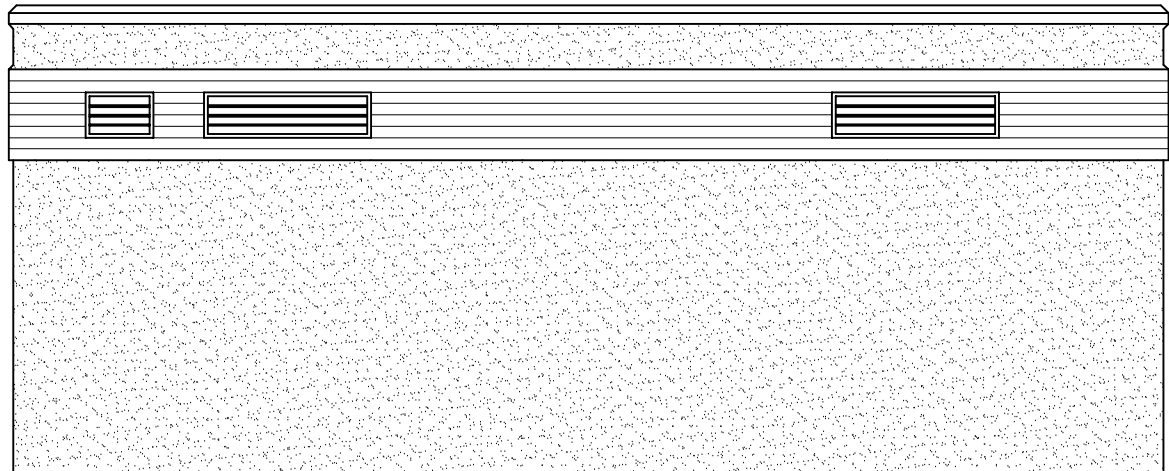
City of London

DRAWN CD	CHECKED
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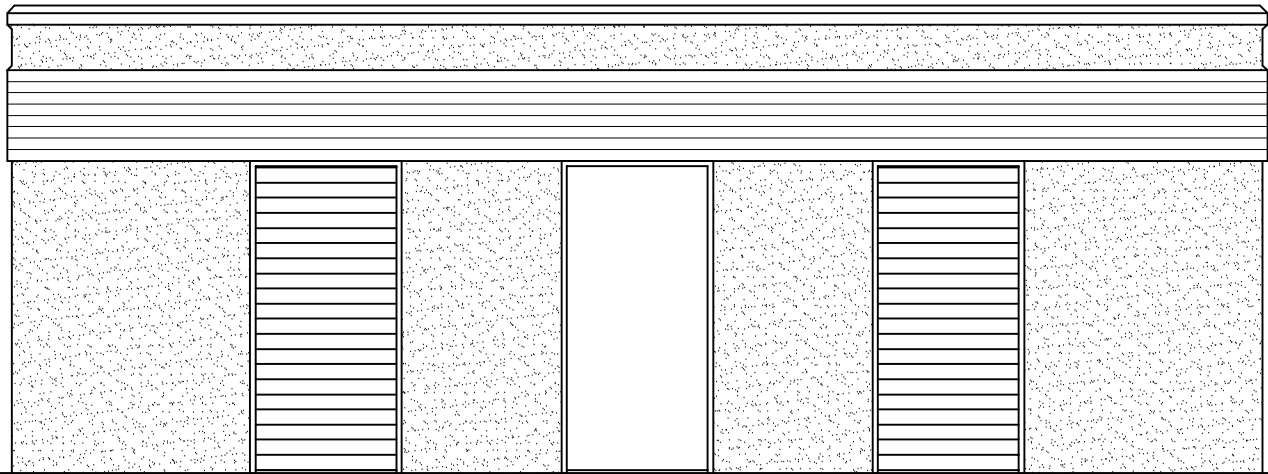
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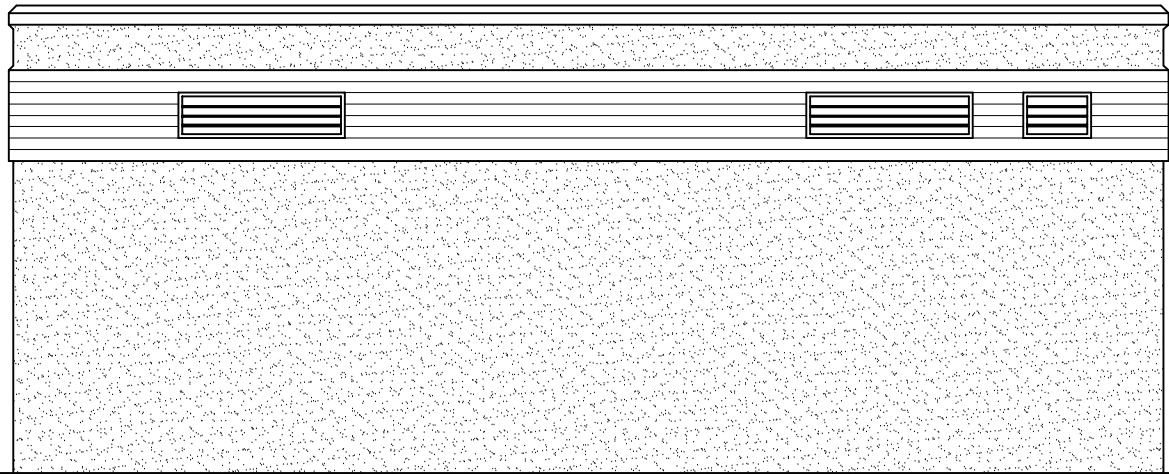
SOUTH WEST ELEVATION



SOUTH EAST ELEVATION



NORTH EAST ELEVATION



NORTH WEST ELEVATION

NOTES:

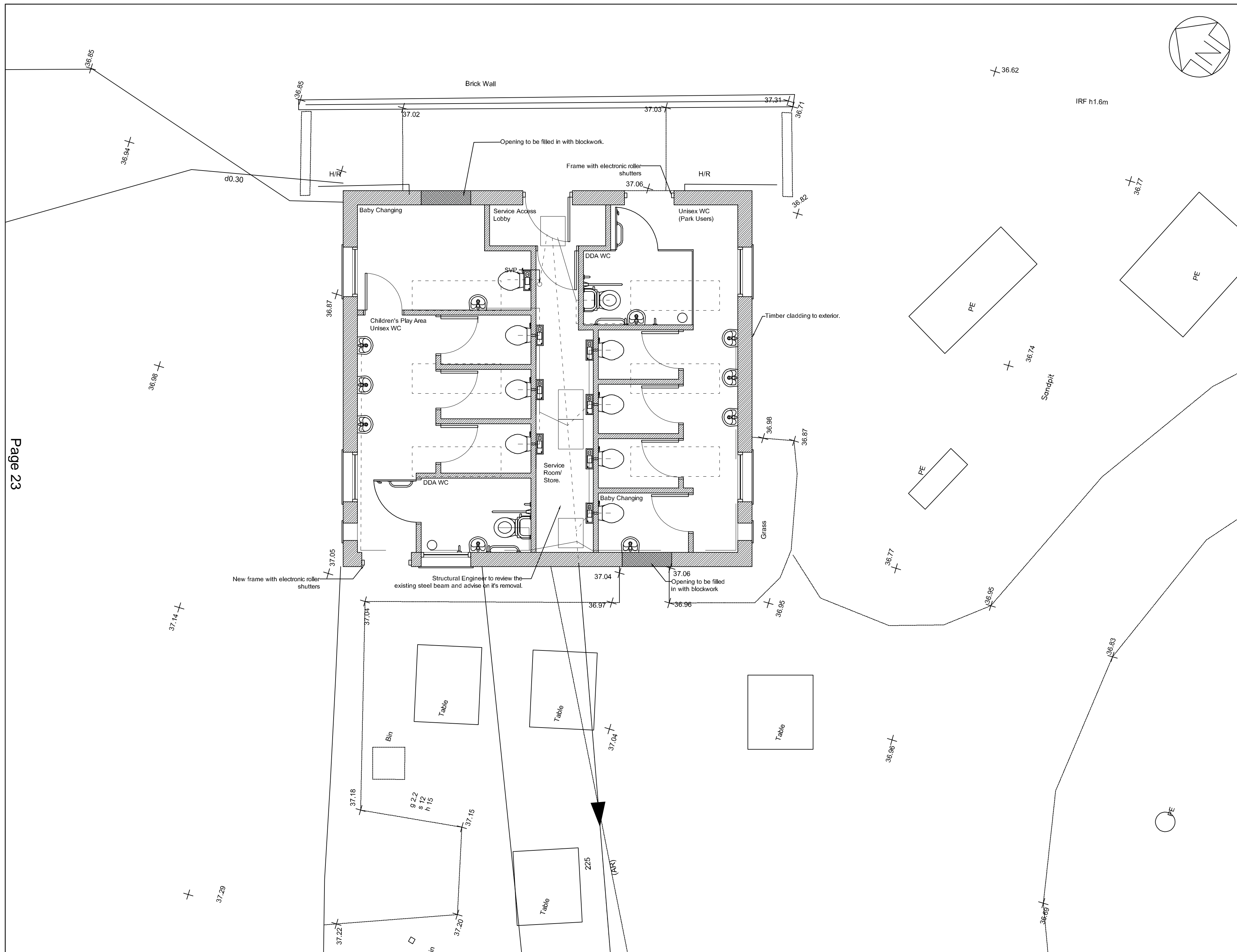
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REV	COMMENT	DATE
<div>PLAYLE & PARTNERS LLP</div> <div>CONSTRUCTION & PROPERTY CONSULTANTS</div> <div>Crest House • 138 Main Road • Sidcup • Kent DA14 6NY</div> <div>Telephone 020 8300 6811 • Fax 020 8300 2260</div> <div>Email sidcup@playleandpartners.co.uk</div>		
PROJECT	Extension to Toilet Block, Queens Park, Kingswood Avenue, London, NW6 6SG	
TITLE	Existing Elevations	
CLIENT	City of London	
DRAWN	DJ	CHECKED
DATE	26/09/2018	SCALE 1:50 @ A2
DWG No.	9578-ZZ-1200-S2	REV. A



NOTES:

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C	Drainage routes added.	17/10/18
B	Layout update following client's comments	02/10/18
A	Draft for client comment	28/09/18

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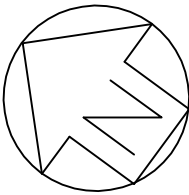
**Extension to Toilet Block,
Queens Park, Kingswood
Avenue, London, NW6 6SG**

Proposed Layout - Refurbishment Option A

City of London

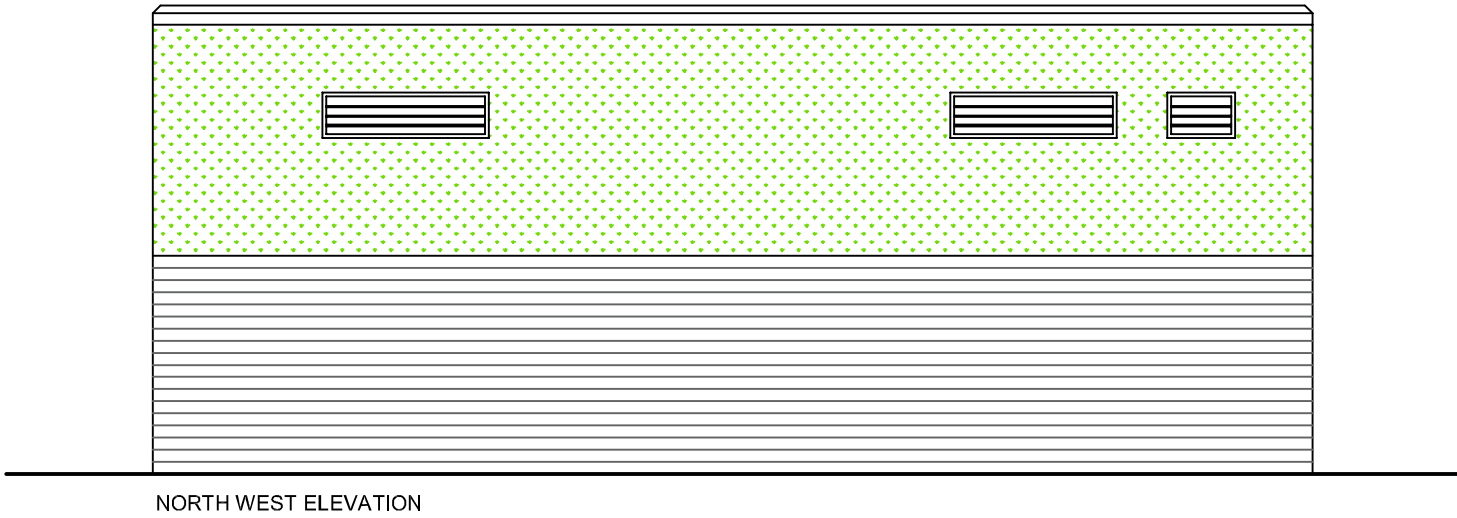
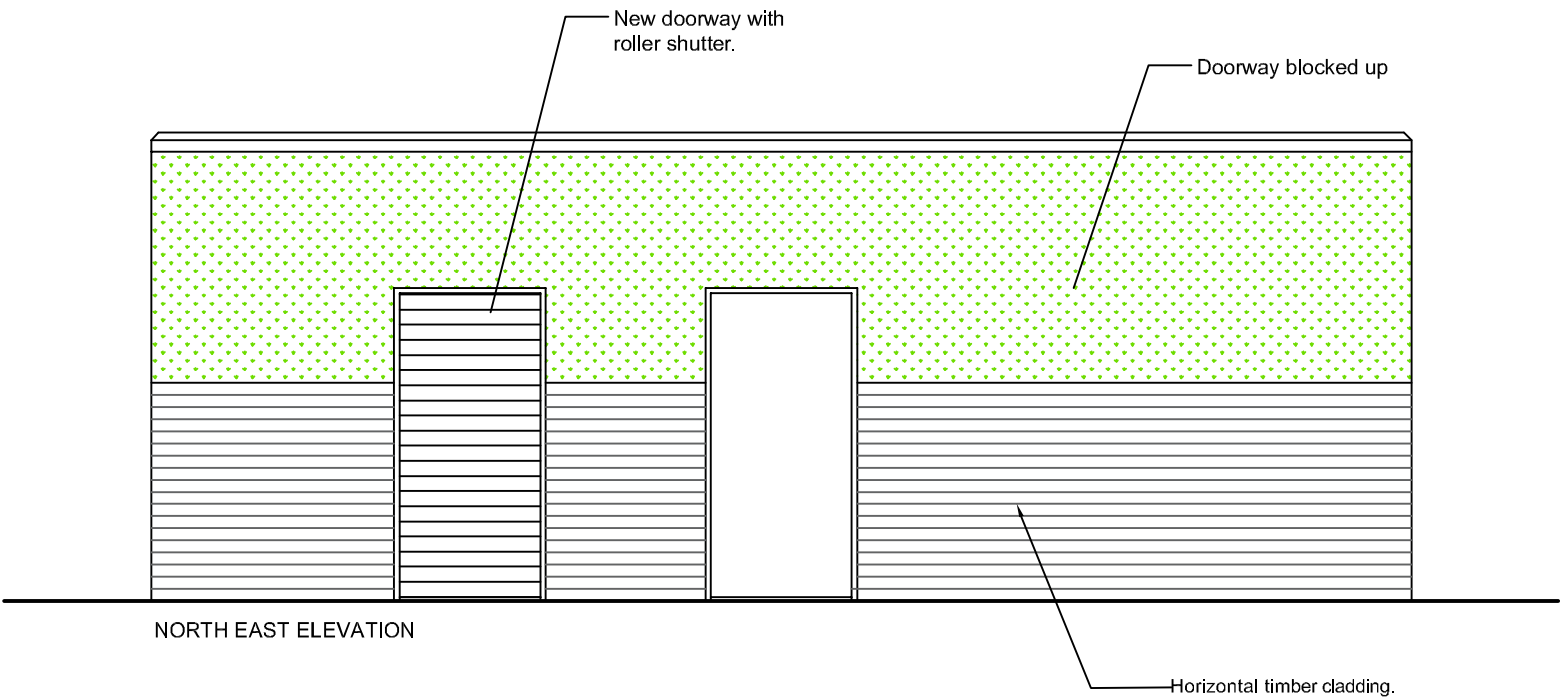
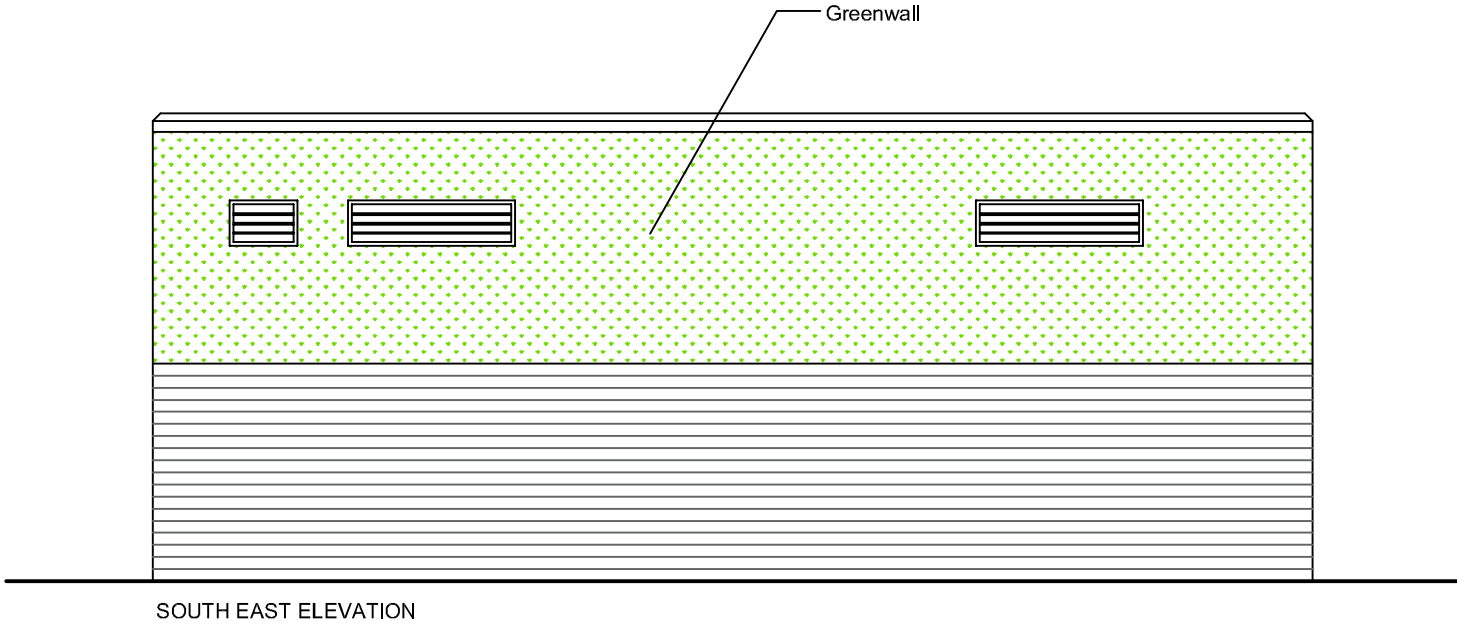
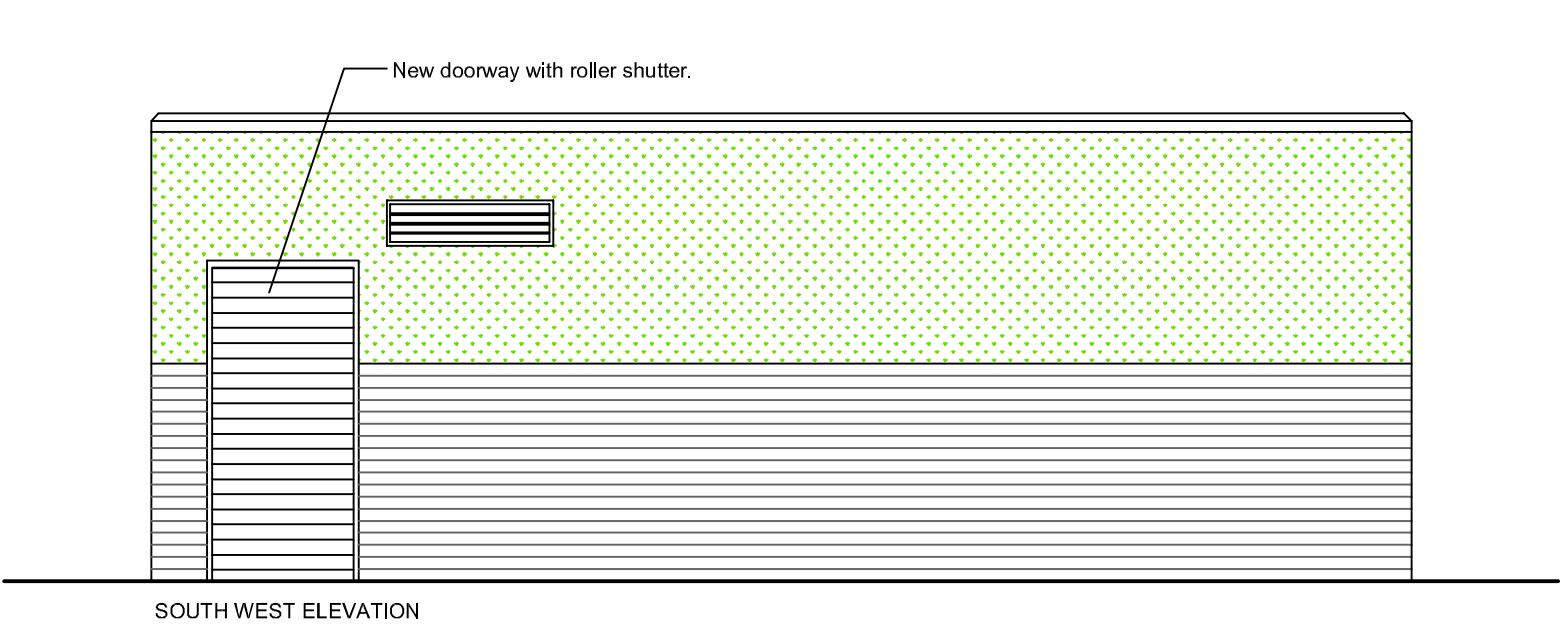
DJ	CHECKED
26/09/2018	SCALE 1:50 @ A2

9578-00-3101-S2



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9578-01-3101-S2 REV. A



NOTES:

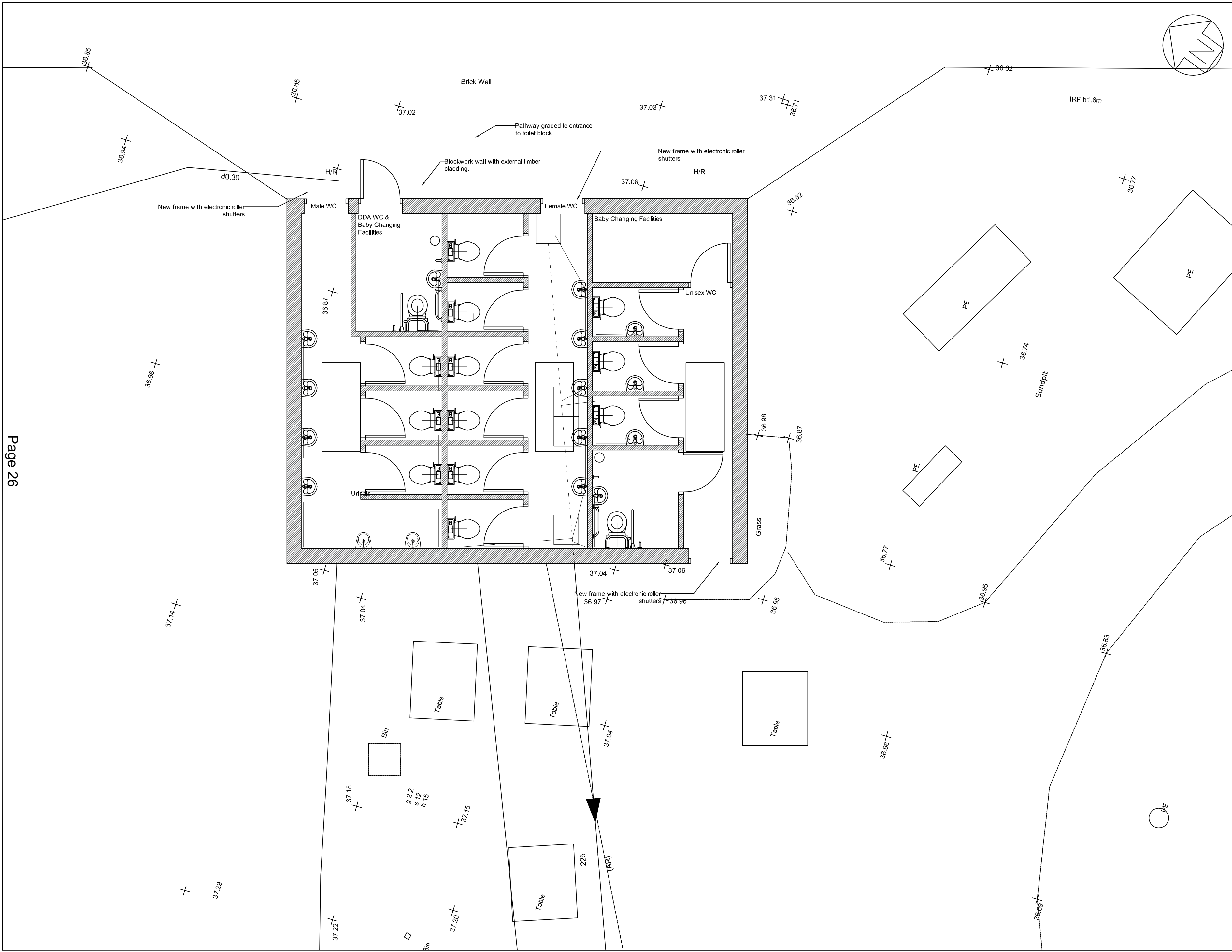
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B	Layout update following client's comments	02/10/18
A	Draft for client comment	28/09/18
REV	COMMENT	DATE
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PROJECT	Extension to Toilet Block, Queens Park, Kingswood Avenue, London, NW6 6SG	
TITLE	Proposed Refurbishment Elevations A	
CLIENT	City of London	
DRAWN	DJ	CHECKED
DATE	26/09/2018	SCALE 1:50 @ A2
DWG No.	9578-ZZ-3201-S2	REV. B



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E	Drainage routes added.	17/10/18
D	Layout update following client's comments	12/10/18
C	Layout update following client's comments	08/10/18
B	Layout update following client's comments	03/10/18
A	Draft for client comment	28/09/18

REV	COMMENT	DATE
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Email sidcup@playleandpartners.co.uk

**Extension to Toilet Block,
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Avenue, London, NW6 6SG**

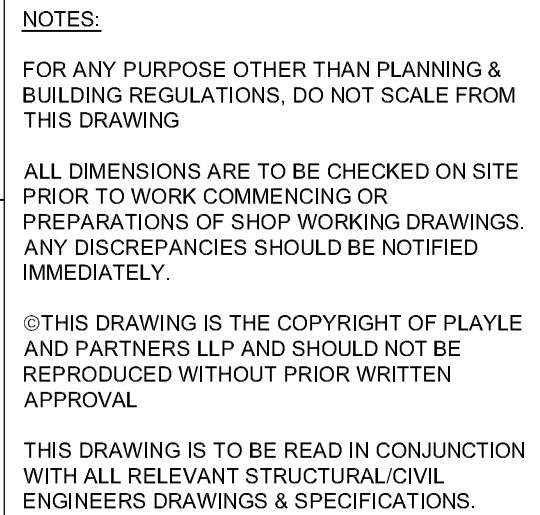
Proposed Layout - New Build Option A

City of London

DJ CHECK'D

26/09/2018 | SCALE 1:50 @ A2

9578-00-3103-S2

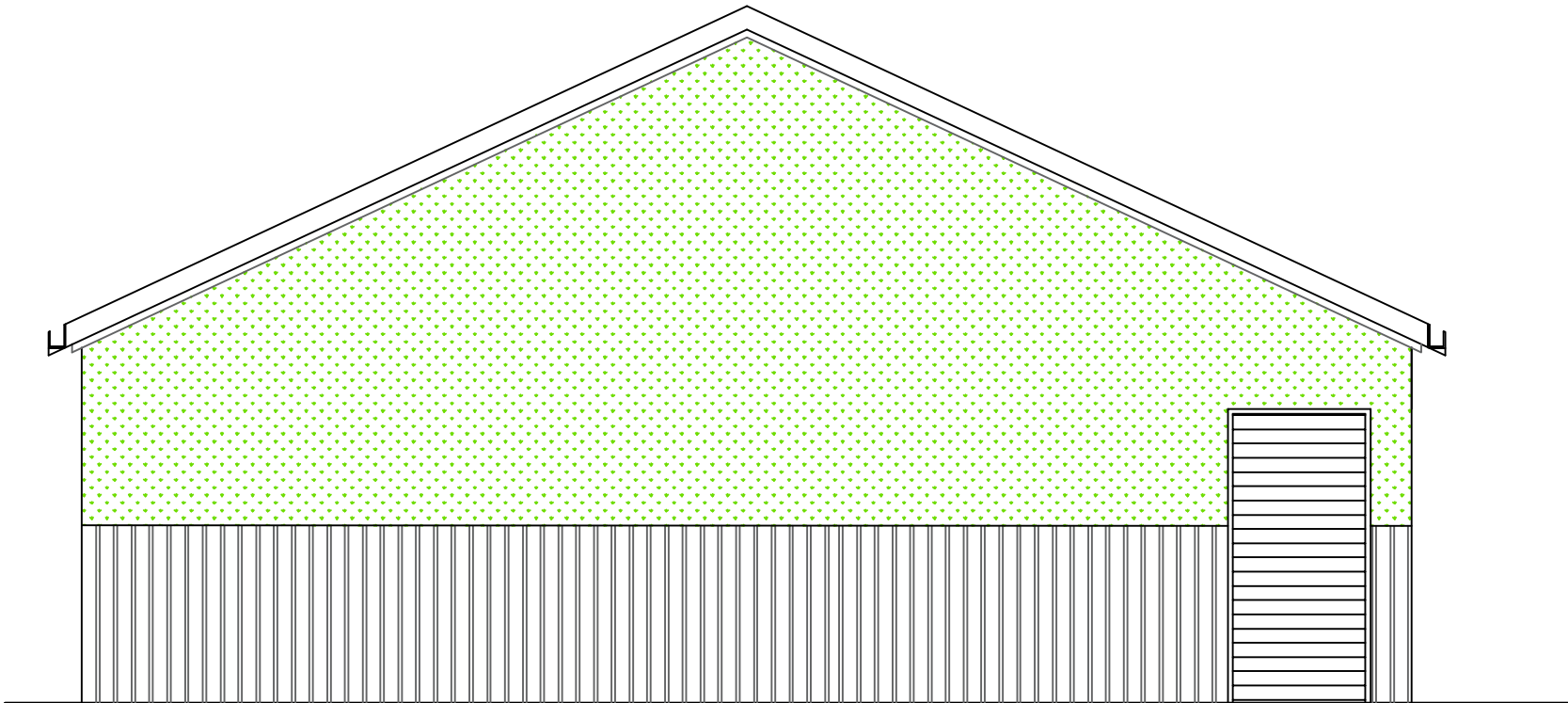


REV	COMMENT	DATE
<h1>PLAYLE & PARTNERS LLP</h1> <h2>CONSTRUCTION & PROPERTY CONSULTANTS</h2> <p>Crest House • 138 Main Road • Sidcup • Kent DA14 6NY</p> <p>Telephone 020 8300 6811 • Fax 020 8300 2260</p> <p>Email sidcup@playleandpartners.co.uk</p>		

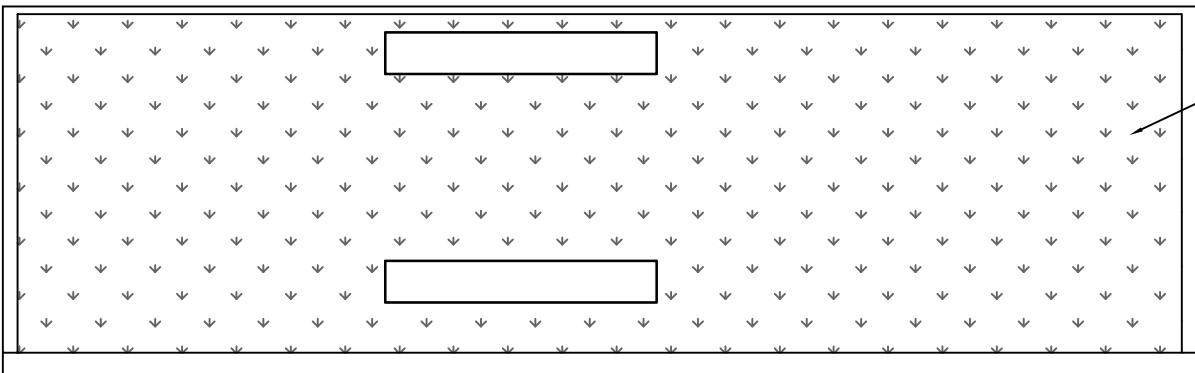
**Proposed Roof Layout -
New Build Option A**

DRAWN DJ	CHECK'D
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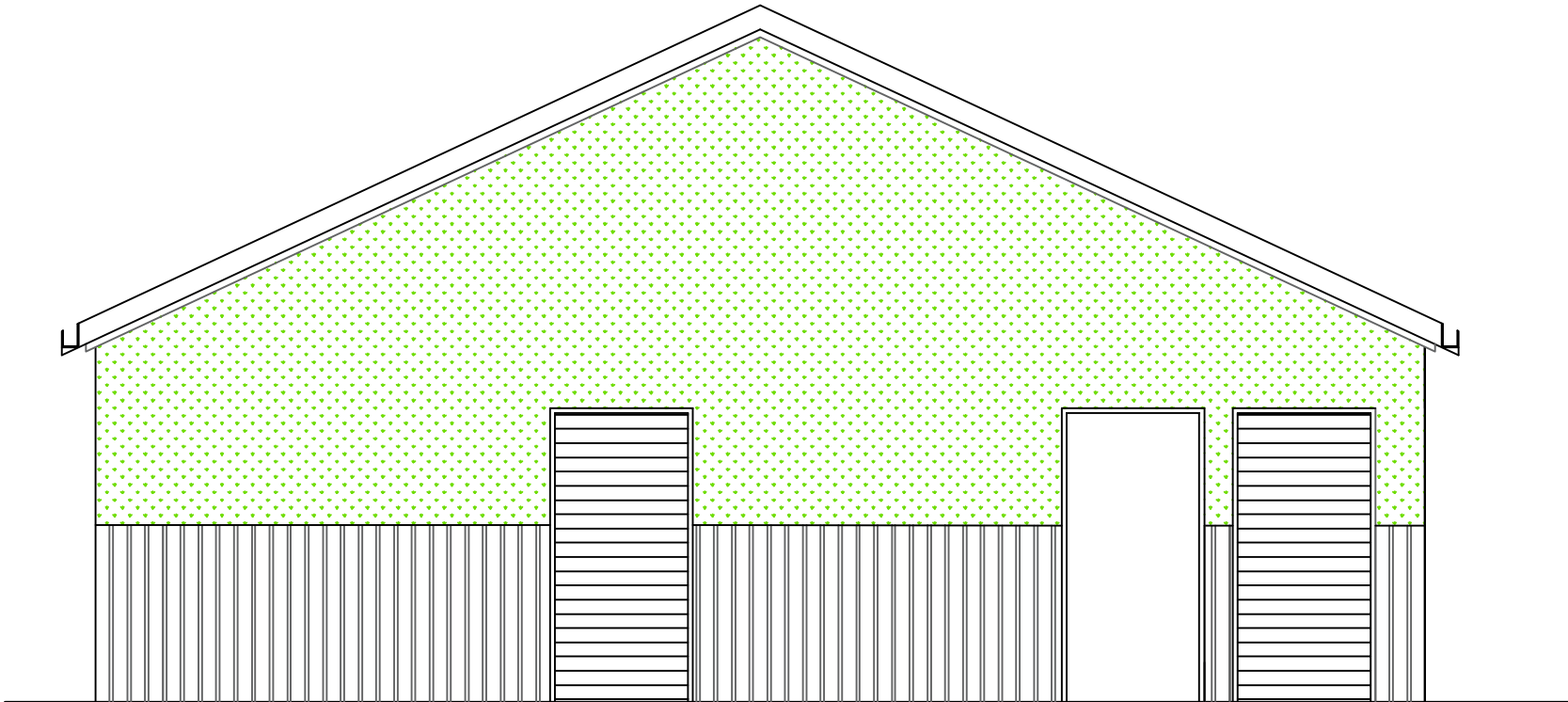
DWG No. **9578-00-3103-S2** REV. **A**



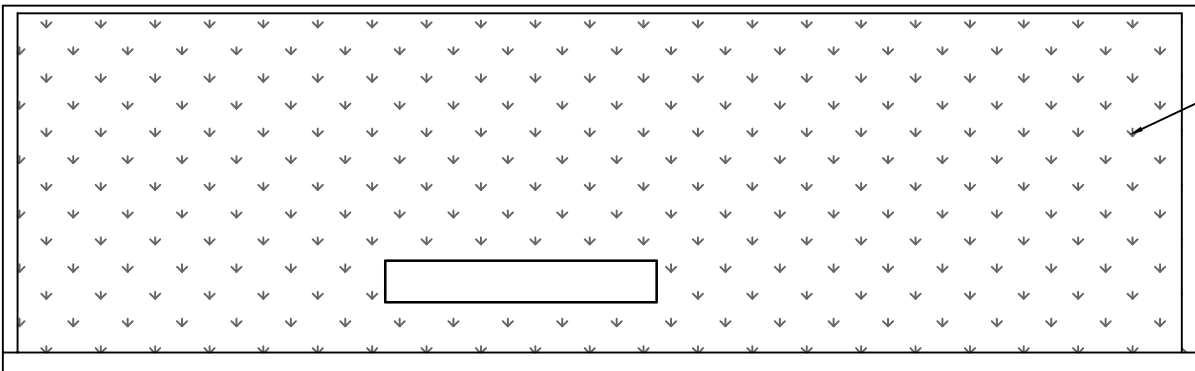
SOUTH WEST ELEVATION



SOUTH EAST ELEVATION



NORTH EAST ELEVATION



NORTH WEST ELEVATION

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D	Layout update following client's comments	15/10/18
C	Layout update following client's comments	08/10/18
B	Layout update following client's comments	04/10/18
A	Draft for client comment	28/09/18
REV	COMMENT	DATE

PLAYLE & PARTNERS LLP
CONSTRUCTION & PROPERTY CONSULTANTS

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Telephone 020 8300 6811 • Fax 020 8300 2260
Email sidcup@playleandpartners.co.uk

PROJECT
**Extension to Toilet Block,
Queens Park, Kingswood
Avenue, London, NW6 6SG**

TITLE
**Proposed Elevations
New Build Option A**

CLIENT
City of London

DRAWN SP	CHECKED
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DATE 26/09/2018	SCALE 1:50 @ A2
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DWG No. 9578-ZZ-3203-S2	REV. B
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FORMAL COST PLANS

ORDER OF COST ESTIMATE - SUMMARY - REVISION C

Prepared for City of London

Based upon

- 1) Playle and Partners Drawing nrs. 9000-00-1101-S4 Rev A - Existing Layout; 9578-00-3101 -S2 Rev B - Layout Refurbishment Option a; 9578-00-3102 -S2 Rev B - Layout Refurbishment Option b; 9578-ZZ-3201 -S2 Rev B - Elevation Refurbishment Option a; 9578-ZZ-3202 -S2 Rev B - Elevation Refurbishment Option b; 9578-00-3103-S2 Rev B - New Build Option A; 9578-00-3103-S2 Rev B - New Build Option B; 9578-ZZ-3203-S2 Rev B - Elevations New Build Option A; and 9578-ZZ-3204-S2 Rev B - Elevations New Build Option B.
- 2) BCIS online; All in TPI (320), and Location Factor (128). Accessed on 03 October 2018.

	Option 1a		Option 2a	
TOTAL	£	215,000	£	340,000

General Assumptions to all Options

- 1) Tenders to be sought in competition. Proposed Procurement Method and proposed type of Contract detailed on Order of Cost Estimate sheets.
- 2) Period on site will vary depending upon option chosen. Anticipated construction duration included under individual Order of Cost Estimate sheets.
- 3) Areas taken from Playle & Partners LLP drawings.
- 4) Assumed that no Asbestos Removal is required

General Exclusions to all Options

- 1) Price increases beyond 1Q 2019.
- 2) VAT.
- 3) Project design team fees.
- 4) Other development costs.
- 5) No allowance for new mechanical ventilation
- 6) No allowance to provide new sustainable technologies.
- 7) Works to external drainage.
- 8) Work to upgrade incoming services or replace existing meters.
- 9) External works other than identified areas within proposed plans.
- 10) Works to the existing fabric/façade of the building other than where specified.
- 11) Works over and above the work described for the cost/m².
- 12) Loose fixtures and fittings is excluded from the construction costs.
- 13) All contingencies are removed as deemed that City of London will hold a separate project budget for contingency.

9578 - QUEENS PARK TOILET REFURBISHMENT

ORDER OF COST ESTIMATE - OPTION 1a

Prepared for City of London

Based upon

- 1) Playle and Partners Drawing nrs. 9000-00-1101-S4 Rev A - Existing Layout; 9578-00-3101-S2 Rev B - Layout Refurbishment Option a; 9578-ZZ-3201 -S2 Rev B - Elevation Refurbishment Option a
- 2) BCIS online; All in TPI (320), and Location Factor (128). Accessed on 03 October 2018.

Description

Refurbishment of existing toilets

Option 1a - remodelling and refurbishment - 2 unisex WC's one for park users, one for playground users

	Option 1a				
	Quantity	Unit	Rate		Total
Demolition					
External brick walls	3	m ²	£ 50	£	150
Internal brick walls	37	m ²	£ 25	£	935
Remove external door and frame/Roller shutter & frame	2	Nr	£ 50	£	100
Strip out sanitaryware	13	Nr	£ 30	£	390
Hack off tiles and make good	234	m ²	£ 10	£	2,342
Substructure					
Foundations	0			£	-
Superstructure					
Roof					
Removal of existing Roof	63	m ²	£ 25	£	1,575
New flat roof to falls	63	m ²	£ 150	£	9,450
Brown Roof	63	m ²	£ 300	£	18,900
Fall Restraint System	1	item	£ 6,000	£	6,000
External Walls					
Timber Cladding	42	m ²	£ 250	£	10,500
Green Wall	44	m ²	£ 900	£	39,600
Windows and external doors					
Roller Shutters	2	Nr	£ 2,000	£	4,000
Door	1	Nr	£ 1,000	£	1,000
Internal walls and partitions	43	m ²	£ 75	£	3,195
Internal doors	10	Nr	£ 600	£	6,000
Internal Finishes					
Wall Finishes	171	m ²	£ 130	£	22,256
Floor Finishes	63	m ²	£ 75	£	4,725
Ceiling Finishes	63	m ²	£ 80	£	5,040
Services					
Sanitary installations	20	Nr	£ 500	£	10,000
disposal installations	20	Nr	£ 100	£	2,000
water installations	20	Nr	£ 75	£	1,500
ventilation	63	m ²	£ 10	£	630
electrical installations	63	m ²	£ 170	£	10,710
builders work in connection with services	63	m ²	£ 10	£	630
External Works					
Remove vegetation	1	item	£ 500	£	500
Building Works Estimate				£	162,128
Building Works Estimate	say			£	162,000
Main Contractor's Preliminaries Estimate	say	20%		£	33,000
Sub Total				£	195,000
Main Contractor's Overhead and Profit	say	10%		£	20,000
WORKS COST ESTIMATE				£	215,000
Project Design Team Fees Estimate					EXCLUDED
Sub Total				£	215,000
Other Development Costs					EXCLUDED
BASE COST ESTIMATE				£	215,000
Risk Allowance Estimate					EXCLUDED
COST LIMIT EXCLUDING INFLATION				£	215,000
Tender Inflation Limit to 4Q 2018	INCLUDED IN RATES				-
Construction Inflation Limit to 1Q 2019	INCLUDED IN RATES				-
COST LIMIT INCLUDING INFLATION				£	215,000
COST LIMIT INCLUDING INFLATION SAY				£	215,000

Specific Assumptions

- 1) Tenders to be sought in competition, Single Stage Traditional Procurement, JCT Minor Works Form of Contract with lump sum price.
- 2) Option 1a - Period on site assumed at 7-14 weeks.
- 3) Main Contractor
- 4) The client will hold sufficient contingency allowances below the line separate to the contract.
- 5) The existing drainage has sufficient capacity to accommodate additional connections.
- 6) Assumed that no Asbestos Removal is required
- 7) Roof: removal of existing roof and new flat roof to slope and to supply and install a sedum brown roof. Fall restraint system (including 2 sets of full PPE)
- 8) External Wall: Timber Cladding and Green Wall
- 9) External Doors: Solid Door and Roller Shutter
- 10) Internal Walls: blockwork
- 11) Internal Doors: solid softwood door sets
- 12) Wall Finish: Altro Whiterock Satin wall cladding
- 13) Floor Finish: non-slip vinyl flooring
- 14) Ceiling Finish: MF ceiling
- 15) Electrical: New LED lighting scheme and smart controls (PIR Presence and Absense Detection, daylight saving, emergency lighting, test switches)

Specific Exclusions

- 1) Price increases beyond 1Q 2019.
- 2) VAT assessment.
- 3) Project/design team fees.
- 4) Other development/project costs.
- 5) Surveys and investigations.
- 6) Works to install or upgrade existing incoming services.
- 7) Works to the existing fabric of the building other than where specified and surrounding areas.
- 8) Works over and above the work described for the cost/m².
- 9) Works to remove asbestos.

Notes

- 1) Prices have been kept at current tender pricing levels and therefore tender and construction inflation has been included to the end of 1Q 2019. The BCIS tender price index is forecasting a marginal decrease in costs towards the end of the year.

9578 - QUEENS PARK TOILET REFURBISHMENT

ORDER OF COST ESTIMATE - OPTION 2a

Prepared for City of London

Based upon

- 1) Playle and Partners Drawing nrs. 9000-00-1101-S4 Rev A - Existing Layout; 9578-00-3103-S2 Rev D - New Build Option A; 9578-ZZ-3203-S2 Rev D - Elevations New Build Option A
- 2) BCIS online; All in TPI (320), and Location Factor (128). Accessed on 03 October 2018.

Description

Demolishing existing building and building new.
Option 2a - Demolishing existing building and building new toilet block with larger footprint.

	Option 2a				
	Quantity	Unit	Rate		Total
Demolition: Strip out and demolish existing building and removal of existing foundation	189	m³	£ 55	£	10,395
Substructure Foundations and Lowest Floor	69	m²	£ 250	£	17,250
Superstructure Roof					
Roof Structure	69	m²	£ 250	£	17,250
Brown Roof	69	m²	£ 300	£	20,700
Full Restraint System	1	item	£ 6,000	£	6,000
Roof Lights	3	nr	£ 1,500	£	4,500
External Walls					
Timber Cladding	42	m²	£ 300	£	12,600
Green Wall	62	m²	£ 900	£	55,800
Windows and external doors					
Roller Shutters	3	Nr	£ 2,000	£	6,000
Door	1	Nr	£ 1,000	£	1,000
Internal walls and partitions	143	m²	£ 80	£	11,448
Internal doors	14	Nr	£ 600	£	8,400
Internal Finishes Wall Finishes	390	m²	£ 130	£	50,726
Floor Finishes	59	m²	£ 75	£	4,425
Ceiling Finishes	59	m²	£ 80	£	4,720
Services Sanitary installations	24	Nr	£ 500	£	12,000
disposal installations	24	Nr	£ 250	£	6,000
water installations	24	Nr	£ 150	£	3,600
ventilation	59	m²	£ 45	£	2,655
electrical installations	59	m²	£ 170	£	10,030
builders work in connection with services	59	m²	£ 10	£	590
Building Works Estimate				£	266,089
Building Works Estimate say				£	267,000
Main Contractor's Preliminaries Estimate say	18%			£	48,000
Sub Total				£	315,000
Main Contractor's Overhead and Profit say	8%			£	25,000
WORKS COST ESTIMATE				£	340,000
Project Design Team Fees Estimate					EXCLUDED
Sub Total				£	340,000
Other Development Costs					EXCLUDED
BASE COST ESTIMATE				£	340,000
Risk Allowance Estimate					EXCLUDED
COST LIMIT EXCLUDING INFLATION				£	340,000
Tender Inflation Limit to 4Q 2018 INCLUDED IN RATES					-
Construction Inflation Limit to 1Q 2019 INCLUDED IN RATES					-
COST LIMIT INCLUDING INFLATION				£	340,000
COST LIMIT INCLUDING INFLATION SAY				£	340,000

Specific Assumptions

- 1) Tenders to be sought in competition, Single Stage Traditional Procurement, JCT Minor Works Form of Contract with lump sum price.
- 2) Option 2a - Period on site assumed at 16-20 weeks.
- 3) Main Contractor
- 4) The client will hold sufficient contingency allowances below the line separate to the contract.
- 5) The existing underground drainage has sufficient capacity to accommodate additional connections.
- 6) Assumed that no Asbestos Removal is required
- 7) Roof: low angle pitched roof and to supply and install a sedum brown roof. Fall restraint system (including 2 sets of full PPE)
- 8) External Wall: Timber Cladding and Green Wall on 140mm dense block with waterproof render.
- 9) External Doors: Solid Door and Roller Shutter
- 10) Internal Walls: blockwork
- 11) Internal Doors: solid softwood door sets
- 12) Wall Finish: Altro Whiterock Satin wall cladding
- 13) Floor Finish: non-slip vinyl flooring
- 14) Ceiling Finish: MF ceiling
- 15) Electrical: New LED lighting scheme and smart controls (PIR Presence and Absense Detection, daylight saving, emergency lighting, test switches)

Specific Exclusions

- 1) Price increases beyond 1Q 2019.
- 2) VAT assessment.
- 3) Project/design team fees.
- 4) Other development/project costs.
- 5) Surveys and investigations.
- 6) Works to install or upgrade existing incoming services.
- 7) Works to the surrounding area.
- 8) Works over and above the work described for the cost/m².
- 9) Works to remove contaminated soil and asbestos.

Notes

- 1) Prices have been kept at current tender pricing levels and therefore tender and construction inflation has been included to the end of 1Q 2019. The BCIS tender price index is forecasting a marginal decrease in costs towards the end of the year.

The following is our assessment as to budget allowances to be set aside by the Cite of London Professional Fees, Specialist Service Fees and survey costs for the Queens Park Scheme.

Additional Specialists Services and Surveys	
Arboriculturalist	£ 1000.00
Topographical	£ 2500.00
Planning Application	£ 500.00
Building Regs App & Inspection	£ 800.00
Building Condition & Structural Survey	£ 4000.00
Underground Services Trace	£ 1,000.00
Asbestos Survey	£ 1,500.00
Drainage CCTV Survey	£ 2,500.00
Preliminary Ecology Assessment	£ 1,000.00
Ground/Site Investigation	£ 2,000.00
M&E Services Investigations	£ 3,000.00
Other Survey Allowance	£ 2,500.00
Associated on costs with specialist services	£ 500.00
Additional Fees Total	£ 22,800.00
Total	£ 22,800.00

SCHEDULE OF WORKS

OUTLINE SPECIFICATION OF WORKS FOR THE REFURBISHMENT OF THE TOILET BLOCK AT QUEEN'S PARK, KINGSWOOD AVENUE, LONDON, NW6 6SG

		£	p
3.1	<p><u>SCHEDULE OF WORKS</u></p> <p>Note: The following Schedule of Works is to be read in conjunction with Drawing No: 9578-00-1101-S2.A, 9578-00-3101-S2.D, 9578-01-3101-S2.A, 9578-ZZ-3201-S2.B.</p>		
3.1.1	<p>PRICING NOTES</p> <p>a) The Contractor is to price each item separately.</p> <p>b) Where an item refers to "match existing" the Contractor is to take all reasonable steps in order to replace the item to as near as possible match that which previously existed.</p> <p>c) Where an item refers to "clear away" or "cart away", the Contractor is to include for taking down, getting out, loading, transporting to an approved tip for disposal and for paying all resulting charges.</p> <p>d) The contractor is to be responsible for ensuring that any windows and doors where decorated are opened and operate satisfactorily on completion.</p> <p>e) The Contractor is to be responsible for checking all dimensions on site.</p> <p>f) All provisional sums are to be expended or deducted in part or whole as directed by the Contract Administrator, claims for loss of profit against omitted provisional sums will not be considered.</p> <p>g) The Contractor is to allow for liaising with the blocks management with regard to the day to day work schedule.</p>		
3.1.2	<p>SERVICES – The contractor is to allow for organising and paying for all necessary temporary services in order to execute the works.</p>		
3.1.3	<p>ACCESS EQUIPMENT AND PLANT – The Contractor is to allow for all other necessary access equipment and plant in order to safely carry out the works in accordance with current health and safety requirements.</p>		
3.1.4	<p>DEBRIS CLEARANCE – The Contractor is to clear any remaining contents debris to facilitate the works and all construction debris at regular intervals during the course of the works in order to ensure that the site remains safe and free from debris at all times.</p>		
3.1.5	<p>AREAS NOT AFFECTED BY THE WORKS – The Contractor is to be responsible for protecting adjoining premises during the course of the works, any damage occurring as a result of the works is to be made good at the Contractor's expense.</p>		

To Collection £

SECTION 3

		£	p
3.2	<u>GENERALLY</u>		
3.2.1	BUILDING CONTROL – The contractor is to allow for liaising with Building Control, obtaining all necessary approvals and for paying all associated inspection fees. On completion of the project, obtain Building Regulation Completion Certificates for the Client. The contractor shall include within their price for paying all Building Control inspection fees and issuing of the Building Control completion certificate.		
3.2.2	REDUNDANT FIXTURES & FITTINGS – The contractor is to include for taking down and clearing away all redundant fixtures and fittings not required as part of the refurbished property and for making good all disturbed surfaces.		
3.2.3	CLEANING – On completion of the works the Contractor is to allow to undertake a full clean of the units and common areas, leaving fit for habitation.		
3.2.3	This schedule is to be read in conjunction with the contract drawings and specifications.		
3.2.4	The Contractor is to supply all materials necessary to complete the works in this schedule and must follow the manufacturers' instructions re their installation, mixing, application etc.		
3.2.5	The Contractor is to allow for removal from site and safe disposal at a licenced site of all arising from demolition and construction activities.		
3.2.6	The Contractor is to carry out survey to familiarise themselves with the site and prepare method statement in accordance with the specification.		
3.2.7	Before commencing work the Contractor is to inspect the areas where the Works are to be executed and the associated elevations, external works, adjoining areas, public footpaths, roads, etc., and prepare a photographic condition record. The record is to be submitted to Contract Administrator prior to start on site.		
3.2.8	A Refurbishment & Demolition Asbestos Survey to be carried out by the contractor. Should any asbestos be discovered during the works and specialist asbestos removal works be found to be necessary, the Contractor shall report to the Contract Administrator and all works shall be carried out in strict compliance with the Control of Asbestos Regulations 2006 and Approved Code of Practice. Refer also to Pre-construction Information.		
3.3	<u>EXTERNAL WORKS</u>		
3.3.1	External Walls <ul style="list-style-type: none">- Install timber battens to external rendered walls to the extent of the existing brickwork at the top of the wall, creating a flush finish around the exterior in preparation for the new wall		

To Collection £

SECTION 3

		£	p
	<p>finishes.</p> <ul style="list-style-type: none"> - Install 20x150mm horizontal timber cladding in Red Cedar to a height of 1440mm from the building base affixed to the timber battens. - Install Scotscape external living wall to the top half of the external walls at the height of 1440-2880mm from the base of the building, affixed to the timber battens and existing brickwork. The contractor is to liaise with Scotscape for the installation of the living wall, along with the associated irrigation and drainage system. 		
3.3.2	<p>Main Roof</p> <ul style="list-style-type: none"> - Remove the existing felt covering to the roof and make good the existing concrete deck. - Lay 100mm thick roof insulation covered with a loose laid geotextile fabric. - Install 20mm plastic perforated drainage membrane above the insulation, laid to fall to the roof drainage. Covered with a loose laid geotextile fabric. - Install low nutrient aggregate based substrate containing native seeds to the top of the roof, with a sparse planting or arid loving species. - Install Fall Restraint System in accordance with manufacturer's design. - Repair the existing roof lights where required, and clean thoroughly inside and out upon completion. 		
3.3.3	<p>Existing External Doors & Openings</p> <ul style="list-style-type: none"> - Remove the existing service door and frame on the southwest elevation and fill in the opening with blockwork in preparation for the external wall finishes. - Remove the existing frame and roller shutter Female WC access on the northeast elevation and fill in the opening with blockwork in preparation for the external wall finishes. - Make good retained external doors and apply new coating of Dulux Weathershield Gloss paint, colour TBC. 		
3.3.4	<p>New External Doors & Openings</p> <ul style="list-style-type: none"> - Create new door opening on the southwest elevation and install new frame and electronic roller shutter to match existing. 		
3.3.5	<p>Ventilation</p> <ul style="list-style-type: none"> - Make good and replace external vents where required, and apply new coating of Dulux Weathershield Gloss paint to all vents, colour TBC. 		
3.3.6	<p>Groundworks</p> <ul style="list-style-type: none"> - Allow to make good to hard standing around the perimeter of new extension and new inspection chamber. Ensure there is a suitable level access to new accessible toilet compliant with Part M of the Building Regulations. 		

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		£	p
3.4	DRAINAGE		
3.4.1	Install new rainwater pipe to the building exterior connected to the roof drainage and linked to existing drainage on site.		
3.4.2	The contractor is to allow for the proposed drainage alteration works as per the M&E specification.		
3.4.3	Excavate a trench to formation level for new foul drainage system and new inspection chamber. New inspection chamber is to connect to the existing underground drainage run. Compact the bottom of the excavations well. As per the M&E specification.		
3.4.4	Lay 100mm thick bedding of granular material in accordance with BS EN 1610 and compact well. Use the same material for side/surround fill.		
3.4.5	Install new 110mm diameter uPVC drainage pipes and new 450mm diameter inspection chamber in accordance with Approved Document H. Include for all fittings, connectors, cast iron manhole cover and frame. Use Marley Plumbing and Drainage or equivalent products.		
3.5	INTERNAL WORKS		
3.5.1	General Stripping Out <ul style="list-style-type: none">- Take out and clear away the following as indicated on 9578-00-1101-S2.A – Demolition Layout and prepare any surfaces ready to receive new.- Fixtures & fittings not required as part of new scheme.- Floor finishes.- Partitions not required in new scheme.- Wall tiling to existing bathroom areas and make good disturbed surfaces.- Doors and frames from openings to be infilled.- Doors indicated for replacement.		
3.5.2	Flooring <ul style="list-style-type: none">- Lay new 2mm slip resistant safety flooring from Altro Ltd (Altro Walkway, colour: Biscuit, Product Code WR146/ VM20907). Use an approved adhesive, all in accordance with the manufacturer's recommendations.- Allow for cove former.- Allow for metal strip at the door threshold.		
3.5.3	Ceiling <ul style="list-style-type: none">- Install 15mm straight edge Gyproc DuraLine MR plasterboard to new ceiling using plasterboard screws. Apply plasterboard jointing tape to all edges. Apply 3mm plaster skim coat.		
3.5.4	Plumbing & Sanitary Ware <ul style="list-style-type: none">- Replace the existing hot and cold water system to supply the WC's and wash hand basins. Pipework to be in copper.- Allow for isolation valves, fittings, brackets etc.		

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- Install new 110mm diameter uPVC above ground foul drainage to serve WCs in accordance with Approved Document H. Include all fittings. Use Marley Plumbing and Drainage or equivalent products.
- Install solvent weld waste pipework to serve new wash hand basins and connect to above ground foul drainage in accordance with Approved Document H. Use Marley Plumbing and Drainage or equivalent products.
- Install 2 x Doc M Suite comprising of WC with seat, wash hand basin and blue grab rails from Twyford Bathrooms Ltd (product code PK8184BE) or equivalent products to both DDA WCs. Note: substitute mixer lever tap with Sola 1/2 Non Concussive Taps (Pair) (product code SF2152CP).
- Install 8 x Sola School Rimless 300 Close Coupled Toilet Pan, from Twyford Bathrooms Ltd (product code SA1512WH) or equivalent product.
- Install 6 x Sola Washbasin 600x400 1 Tap from Twyford Bathrooms Ltd (product code SA4311WH) or equivalent product.
- Install solvent weld waste pipework to serve new wash hand basin and connect to above ground foul drainage in accordance with Approved Document H. Use Marley Plumbing and Drainage or equivalent products.
- Install 4 x modular 1 litre refillable liquid soap dispenser with blue teardrop.
- Install 2 x Babyminder Horizontal Baby Changer in white.
- Install 10 x white plastic modular standard centrefeed roll dispenser.
- Install 6 x 400x900mm acrylic mirror on the wall above Washbasins.
- Install 4 x AIRDRI White Automatic Classic Hand dryer. Allow for wiring to the existing circuits.

3.5.5 Wall Finish & Decorations

- Apply plaster finish all walls. Use Thistle HardWall with 3mm skim coat finish.
- Install Altro Whiterock Satin wall cladding, colour: Urban (Product Code W136/W137 210) up to 1.6m from floor level. Allow for trims and transition strips.
- Allow for forming boxing to all drainage above floor level clad with Altro Whiterock Satin wall cladding as above.
- Prepare and decorate the ceiling and walls above cladding. Use Dulux Trade Diamond Matt, colour: White, with undercoat, as recommended by the manufacturer.

3.5.6 New Partitions

Carry out dry-lining and partitioning works. The works include:

- Construction of the new stud partition walls.
- Plastering works.

3.5.7 New Doors

- Install 10 new 1981 x 838mm plywood flushed internal doors with polished chrome Bathroom Privacy ironmongery set to the

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	cubicle entrances, with Dulux Trade Diamond Matt finish. Colour TBC.		£	p
3.5.8	Lighting <ul style="list-style-type: none">- Design & install new LED Lighting scheme & smart controls (PIR Presence & Absence detection, daylight saving, emergency lighting, test switches, etc.)			

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	<u>Collection</u>	Page	£	p
TOTAL	Carried to General of Summary	£		

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OUTLINE SPECIFICATION OF WORKS FOR THE DEMOLISHMENT AND NEW BUILD OF THE TOILET BLOCK AT QUEEN'S PARK, KINGSWOOD AVENUE, LONDON, NW6 6SG

		£	p
3.1	<u>SCHEDULE OF WORKS</u>		
	Note: The following Schedule of Works is to be read in conjunction with Drawing No: 9578-00-3103-S2.D, 9578-01-3101-S2.A, 9578-ZZ-3201-S2.B		
3.1.1	Pricing Notes		
	a) The Contractor is to price each item separately.		
	b) Where an item refers to "match existing" the Contractor is to take all reasonable steps in order to replace the item to as near as possible match that which previously existed.		
	c) Where an item refers to "clear away" or "cart away", the Contractor is to include for taking down, getting out, loading, transporting to an approved tip for disposal and for paying all resulting charges.		
	d) The contractor is to be responsible for ensuring that any windows and doors where decorated are opened and operate satisfactorily on completion.		
	e) The Contractor is to be responsible for checking all dimensions on site.		
	f) All provisional sums are to be expended or deducted in part or whole as directed by the Contract Administrator, claims for loss of profit against omitted provisional sums will not be considered.		
	g) The Contractor is to allow for liaising with the blocks management with regard to the day to day work schedule.		
3.1.2	Services		
	The contractor is to allow for organising and paying for all necessary temporary services in order to execute the works.		
3.1.3	Access Equipment & Plant		
	The Contractor is to allow for all other necessary access equipment and plant in order to safely carry out the works in accordance with current health and safety requirements.		
3.1.4	Debris Clearance		
	The Contractor is to clear any remaining contents debris to facilitate the works and all construction debris at regular intervals during the course of the works in order to ensure that the site remains safe and free from debris at all times.		

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		£	p
3.2	<u>GENERALLY</u>		
3.2.1	Building Control The contractor is to allow for liaising with Building Control, obtaining all necessary approvals and for paying all associated inspection fees. On completion of the project, obtain Building Regulation Completion Certificates for the Client. The contractor shall include within their price for paying all Building Control inspection fees and issuing of the Building Control completion certificate.		
3.2.2	Redundant Fixtures & Fittings The contractor is to include for taking down and clearing away all redundant fixtures and fittings not required as part of the refurbished property and for making good all disturbed surfaces.		
3.2.3	Cleaning On completion of the works the Contractor is to allow to undertake a full clean of the units and common areas, leaving fit for habitation.		
3.2.3	This schedule is to be read in conjunction with the contract drawings and specifications.		
3.2.4	The Contractor is to supply all materials necessary to complete the works in this schedule and must follow the manufacturers' instructions re their installation, mixing, application etc.		
3.2.5	The Contractor is to allow for removal from site and safe disposal at a licenced site of all arising from demolition and construction activities.		
3.2.6	The Contractor is to carry out survey to familiarise themselves with the site and prepare method statement in accordance with the specification.		
3.2.7	Before commencing work the Contractor is to inspect the areas where the Works are to be executed and the associated elevations, external works, adjoining areas, public footpaths, roads, etc., and prepare a photographic condition record. The record is to be submitted to Contract Administrator prior to start on site.		
3.2.8	A Refurbishment & Demolition Asbestos Survey to be carried out by the contractor. Should any asbestos be discovered during the works and specialist asbestos removal works be found to be necessary, the Contractor shall report to the Contract Administrator and all works shall be carried out in strict compliance with the Control of Asbestos Regulations 2006 and Approved Code of Practice. Refer also to Pre-construction Information.		
3.3	<u>DEMOLITION WORKS</u>		
3.3.1	The contractor is to allow for the demolition and removal of the existing building and structure, with the option to retain the existing foundations following input from the Structural Engineer.		

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		£	p
3.4	<u>EXTERNAL WORKS</u>		
3.4.1	Ground Slab <ul style="list-style-type: none">- Infill the footprint of new extension with hard-core to appropriate level and compact well. Allow for 25mm sand blinding.- Lay 150mm thick layer of DTp1 or of 50mm crusher run and compact well. Blind with 50mm sand.- Lay 1200 gauge polythene DPM. DPM to be taken up the walls and lapped with DPC.- Cast 100mm thick C25 grade concrete slab with A193 steel reinforcement mesh. Finish concrete by hand floating followed by steel trowel finish. Finished concrete surface to be ready to receive floor finishes.		
3.4.2	Masonry Works <p>Construct 215mm thick solid wall using solid dense concrete blockwork.</p> <ul style="list-style-type: none">- Allow for a proprietary DPC minimum 150mm above the finished external ground level.- Allow for stainless steel wall starters.- Allow for 4 No. Catnic CG90/50 lintels to be installed above the door and entrance openings.- Fit aluminium parapet wall capping.		
3.4.3	Main Roof <ul style="list-style-type: none">- Install 50x175mm C24 softwood runners bolted to the face of the wall with M12 sleeve anchors or chemical fixings. Allow for DPM between the timber runners and masonry.- Install 50x175mm C24 softwood joists at 600mm centres. Allow for galvanised joists hangers to attach the joists to the runners.- Install 50mm thick treated softwood firrings cut to form 15 deg pitch with 18mm thick marine plywood deck over.- Install Scotscape extensive roof system as per the manufacturer's specifications.- Install Fall Restraint System in accordance with manufacturer's design.		
3.4.4	External Doors & Openings <ul style="list-style-type: none">- Create 4 x entrances to the toilet block.- Install 3 x frames with electric roller shutters to the Male, Female & Unisex WCs.- Install new frame and Heavy Duty, Hardwood/ Composite Exterior door to PAS 24: 2016 to the DDA WC entrance.		
3.4.5	Roof Lights <ul style="list-style-type: none">- Install 3 new Velux 780 x 1800mm MK12 centre pivot roof windows with standard glazing and manual control.		
3.4.6	Ventilation <ul style="list-style-type: none">- Ventilation to be installed as per the M&E Engineers specification.		

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3.4	<u>DRAINAGE</u>		
3.4.1	Install new rainwater pipe to the building exterior connected to the roof drainage and linked to existing drainage on site.		
3.4.2	The contractor is to allow for the proposed drainage alteration works as per the M&E specification.		
3.5	<u>INTERNAL WORKS</u>		
3.5.1	Flooring <ul style="list-style-type: none">- Lay new 2mm slip resistant safety flooring from Altro Ltd (Altro Walkway, colour: Biscuit, Product Code WR146/ VM20907). Use an approved adhesive, all in accordance with the manufacturer's recommendations.- Allow for cove former.- Allow for metal strip at the door threshold.		
3.5.2	New Partitions <p>Carry out dry-lining and partitioning works. The works include:</p> <ul style="list-style-type: none">- Construction of the new stud partition walls.- Plastering works.		
3.5.3	Wall Finish & Decorations <ul style="list-style-type: none">- Apply plaster finish all walls. Use Thistle HardWall with 3mm skim coat finish.- Install Altro Whiterock Satin wall cladding, colour: Urban (Product Code W136/W137 210) up to 1.6m from floor level. Allow for trims and transition strips.- Allow for forming boxing to all drainage above floor level clad with Altro Whiterock Satin wall cladding as above.- Prepare and decorate the ceiling and walls above cladding. Use Dulux Trade Diamond Matt, colour: White, with undercoat, as recommended by the manufacturer.		
3.5.4	Plumbing & Sanitary Ware <ul style="list-style-type: none">- Replace the existing hot and cold water system to supply the WC's and wash hand basins. Pipework to be in copper.- Allow for isolation valves, fittings, brackets etc.- Install new 110mm diameter uPVC above ground foul drainage to serve WCs in accordance with Approved Document H. Include all fittings. Use Marley Plumbing and Drainage or equivalent products.- Install solvent weld waste pipework to serve new wash hand basins and connect to above ground foul drainage in accordance with Approved Document H. Use Marley Plumbing and Drainage or equivalent products.- Install 3 x Doc M Suite comprising of WC with seat, wash hand basin and blue grab rails from Twyford Bathrooms Ltd (product code PK8184BE) or equivalent products to both DDA WCs. Note: substitute mixer lever tap with Sola 1/2 Non Concussive Taps (Pair) (product code SF2152CP).- Install 12 x Sola School Rimless 300 Close Coupled Toilet		

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	<p>Pan, from Twyford Bathrooms Ltd (product code SA1512WH) or equivalent product.</p> <ul style="list-style-type: none"> - Install 12 x Sola Washbasin 600x400 1 Tap from Twyford Bathrooms Ltd (product code SA4311WH) or equivalent product. - Install solvent weld waste pipework to serve new wash hand basin and connect to above ground foul drainage in accordance with Approved Document H. Use Marley Plumbing and Drainage or equivalent products. - Install 2 x Clifton Waterless Urinal Twyford Bathrooms Ltd (product code VC7502WH) or equivalent product. - Install 11 x modular 1 litre refillable liquid soap dispenser with blue teardrop. - Install 2 x Babyminder Horizontal Baby Changer in white. Install 14 x white plastic modular standard centrefeed roll dispenser. - Install 12 x 400x900mm acrylic mirror on the wall above Washbasins. - Install 6 x AIRDRI White Automatic Classic Hand dryer. Allow for wiring to the existing circuits. 		£	p
3.5.7	<p>New Doors</p> <ul style="list-style-type: none"> - Install 14 new 1981 x 838mm plywood flushed internal doors with polished chrome Bathroom Privacy ironmongery set to the cubicle entrances, with Dulux Trade Diamond Matt finish. Colour TBC. 			
3.5.8	<p>Lighting</p> <ul style="list-style-type: none"> - Design & install new LED Lighting scheme & smart controls (PIR Presence & Absence detection, daylight saving, emergency lighting, test switches, etc.) 			

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TOTAL				
	Carried to General of Summary		£	

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PROGRAMMES



Further Investigation Required

(Excavation, Foundation Design etc.)

Conservation Area

As outlined in the City of London's Conservation Area - "A General Introduction to their Character" it is important that any changes or alterations are managed in a way to preserve and strengthen the rich, complex, intricate and subtle character and individuality of the City's Conservation Area. The Conservation Areas are locations that are identified and considered as historic and architectural importance. Therefore, any works need to consider the locations importance. As this building is located within the Conservation Area care will need to be considered when designing and constructing the extension.

Surrounding Contexts

It is important that the existing trees are preserved effectively. The buildings is located in a park therefore the surrounding trees need to be considered. Particularly those situated in close proximity to the building. A specialist Arboricultural Consultant will be required to carry out the relevant Tree Survey, Arboricultural Impact Assessment, Ecological Surveys and a identify the Root Protection Areas. The consultant will be able to suggest potentially mitigation strategies to elevate any issues raised.

Structure

Consultation will need to be made with a Structural Engineer to consider the Foundation Design, Floor Specification, Roof Joist Structure and lintels over doors and windows

Contractor Welfare Provision

The Welfare Provision will be included in the Principal Contractors Construction Phase Plan as part of the Contractors design. It will need to be considered with consultation with the stakeholders of the Park to accommodate and agree the welfare type, location and requirements.

CCTV Drainage Survey

The CCTV Drainage Survey will need to be conducted to identify current and potential problems in your drainage system.

Site/Ground Investigation to inform structural foundation design, etc.

The site/ground investigation will be conducted to obtain information in regards to the buildings design and ground that it is constructed on to identify and prevent potential problems that may be encountered in the project.

M&E Engineer Condition Survey of existing systems if they are proposed to be reused.

The M&E Engineer condition Survey will be conducted to determine if the existing systems that are proposed to be reused, are appropriate for the new development or if they will need replacing. The M&E Specialist will also need to liaise with Thames Water to confirm the existing capacity will be suitable for any design changes.

Refurbishment and Demolition Asbestos Survey

The refurbishment and demolition asbestos survey will be conducted to determine the risk of asbestos during the refurbishment and demolition processes.

Statutory Approvals Required

Planning

Full Planning Permission will be required as the work involves altering the appearance to the existing building and it is located within a Conservation Area. Some minor extensions do not need planning permission and fall under the category of Permitted Development Rights. However, as the works is located within a Conservation Area that may this may determine the need for a Planning Application. The Department of the Built Environment (DBE) will need to be contacted to confirm whether the work is either a Permitted Development or will need Planning Permission. Conditions can still be applied if the work is considered a Permitted Development. The cost will be determined once the DBE have confirmed the category that the building falls within.

Building Regulations

Applications for Building Regulations approval are needed for most alterations and refurbishments of existing buildings. The cost is determined by the cost and extent of the all the building work involved. The application requires a five week turnaround in a response from Building Control once the information is submitted.

APPENDIX A: BRIEF

Queen's Park: Outline Design for Toilet Refurbishment, Consultant Brief

Address: Queens Park, Kingswood Avenue, London, NW6 6SG

Building Surveyor: Marcus Odunlami - 020 8332 1744 or 07834 386 501

Aim

To investigate the feasibility of 2no. options to refurbish or re-construct the existing toilet block facilities, internally & externally to provide separate entrances from the Main Park and the contained Children's Play Area and increase the existing toilet facilities at Queens Park.



Consultant Scope

To provide an Outline Design for 2no. designs complete with measured floor, roof & elevation plans, itemised specification of works and projections of all fees and costs associated with the construction.

The Outline Design shall include, but not be limited to:

- Measured Floor Plans including locations of all sanitary ware and Doc M furniture
- Plan of Connections to Existing Services (waste, roof drainage, ventilation, etc.)
- New Elevation Plans
- Outline Specification of Works for the construction including all materials, plant, contractor welfare provisions, etc.
- Outline of stages of preparation and construction, and allocated timescales for completion

- Estimate of all associated costs of construction and administration (including professional fees, planning permission, etc.)
- Descriptions of further investigation required and estimate of the associated costs (excavation, foundation design, etc.)
- Identification of statutory approvals required

The Client is seeking to improve the hygienic performance and visual appeal of the building. Example toilet blocks of interest are illustrated below. The incorporation of hygienic wall cladding or Solid Grade Compact Laminate (CGL) boards internally and the modernisation of the external faced via cladding, wall planting or green roof options are of particular interest. Economic options to improve the aesthetics are to be discussed and included within the Outline Designs.

Refurbishment (Gender-Neutral) Design

To advise on and submit a design for the refurbishment of the toilet block keeping within the existing structure and footprint. Facilities shall include:

- Separate facilities, both Gender Neutral, one accessible from the Children's Play Area and one accessible from the Main Park only
- Each separate facility shall provide at least 3no. self-contained WC's, 1no. Doc M accessible WC and separate baby changing facility

Re-construction Design

To advise on and submit a design for the demolition of the existing and provision of a new toilet building, extending the footprint: Facilities shall include:

- Separate Male & Female block accessible from the Main Park Area and Gender-Neutral block accessible from the Children's Play Area
- Male & Female blocks to contain 1no. Doc M accessible WC, 4no. WC's and separate baby changing facility

See concept designs for Refurbishment & Re-construction options in Appendices below

Methodology

All investigation will be non-destructive. The Consultant shall complete the Outline Design in consultation with Building Surveyor Marcus Odunlami, to ensure the design incorporates considerations & preferences of the Site's operational Staff and Users.

The Site

Queen's Park is a 12 hectare park managed by the City of London and has been open to the public since 1887. Queen's Park lies within the London Borough of Brent and the park and the surrounding streets are in a Conservation Area

Location

Queens Park, Kingswood Avenue, London, NW6 6SG, Children's Play Area toilet as marked out on the map appended

Preferred location of the extension is onto the West facing side (facing Milman Road) of the existing toilet block, on the corner within the play area railing (See photo above and prospective plan appended)

Timescale

Submission of Quote: 12/09/18

Project Start: 17/09/18

Submission of Provisional floor plan, elevations and connections for Client comments:
05/10/18

Submission of Final Design Scope and Report: 19/10/18

Where Consultant is able to improve on the above timeline, this would be greatly appreciated as the Outline Designs are required for a Consultancy Meeting scheduled 31st Oct and additional time to review options would be preferable.

Visiting Site

Site Opening Hours: 7am – 4:45pm

Although the Site is open to the public, the Consultant is required to confirm all visits with Site Contacts to arrange access for inspections:

Richard Gentry on 07768 808 426/ 0208 340 5260 or

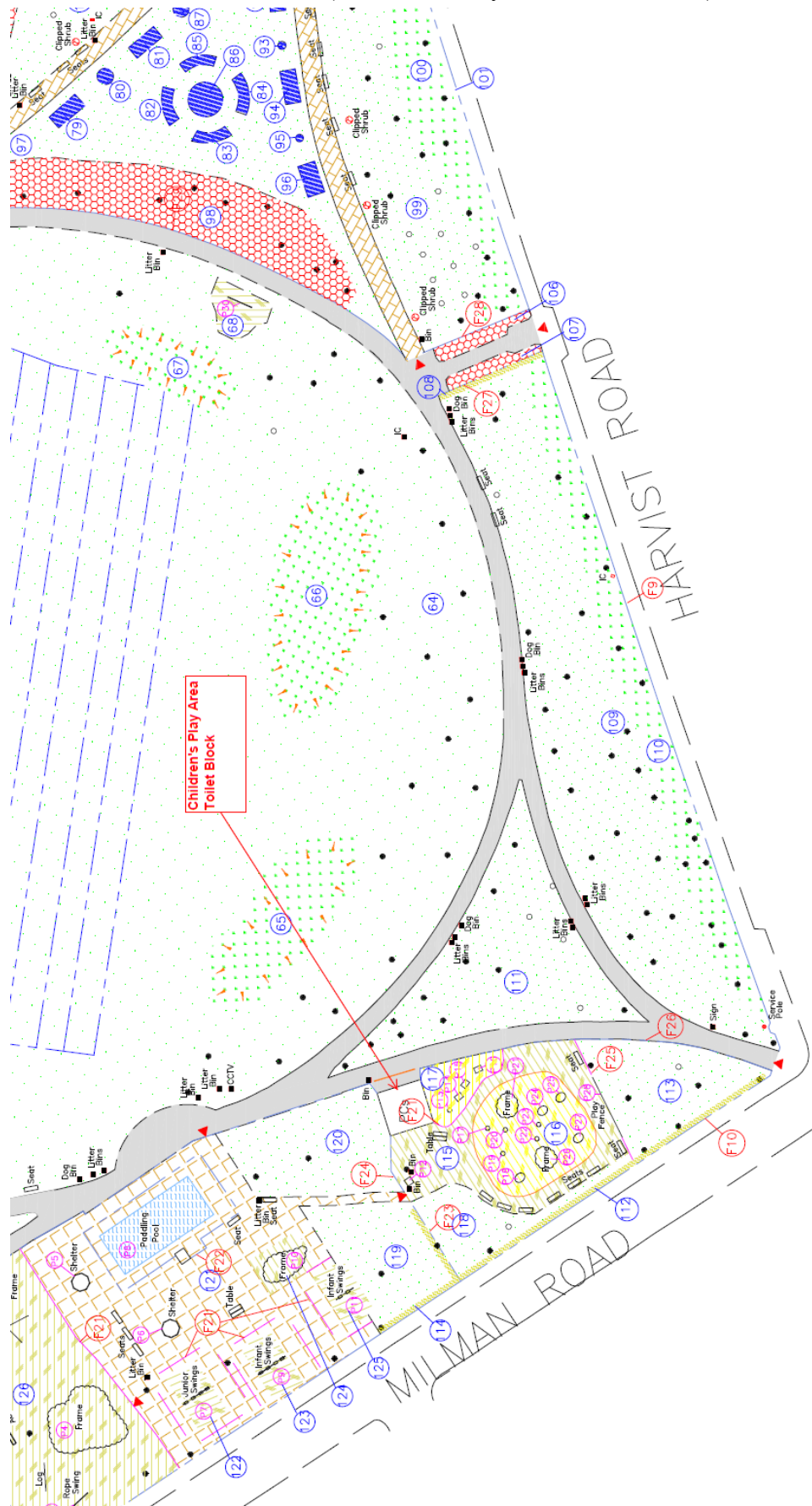
Mick Geurin on 07879 668 525/ 020 8969 5661

All queries regarding this project are to be directed to Building Surveyor **Marcus Odunlami** (07834 386 501)

Queens Park Location Plan



Queens Park Location Plan (Children's Play Area Toilet Block)



Example Toilet Block of Interest

Great Yarmouth Sea Front



Milfield Lane Toilets – Hampstead Heath



Burnham Beeches Toilets



Wall Planting Example

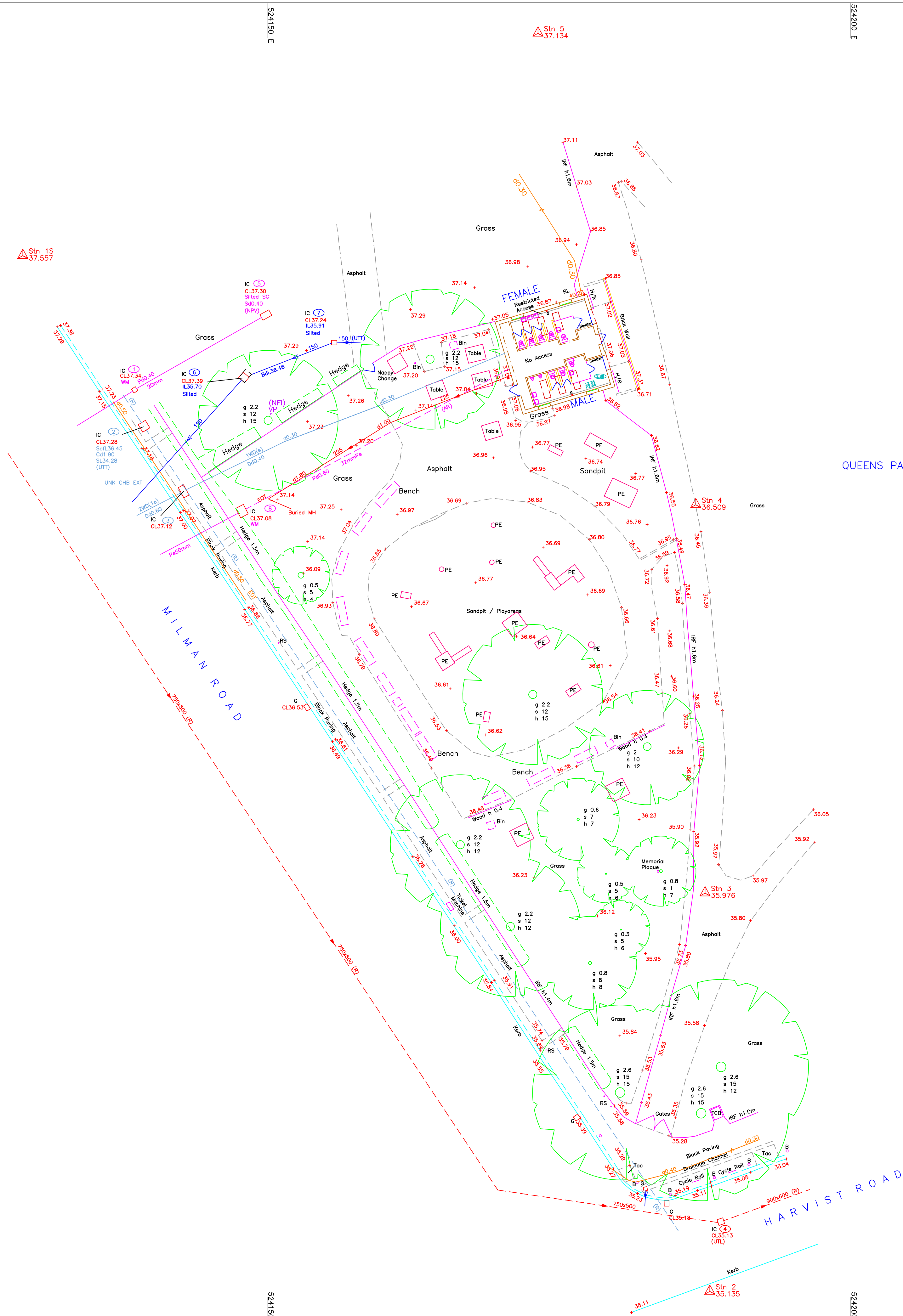
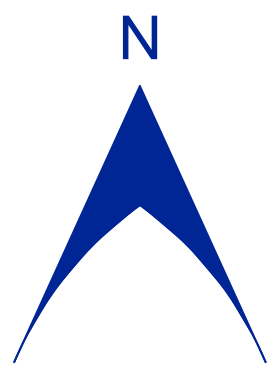


THIS DRAWING IS TO BE READ IN CONJUNCTION
WITH ALL RELEVANT STRUCTURAL/CIVIL
ENGINEERS DRAWINGS & SPECIFICATIONS.

REV.	COMMENT	DATE
PLAYLE & PARTNERS LTD CONSTRUCTION & PROPERTY CONSULTANT Crest House, 138 Main Road, Sidcup, Kent DA14 6NY Telephone 020 8300 4444 Fax 020 8300 2260 Email sidcup@playleandpartners.co.uk		
PROJECT	Extension to Toilet Block, Queens Park, Kingswood Avenue, London, NW6 6SG	
TITLE	Refurbishment Gender Neutral Design	
CLIENT	City of London	
DRAWN	CD	CHECK'D
DATE	01/06/2017	SCALE 1:50 @ A2
DWG No.	9000-00-1101-S3	REV. A

THIS DRAWING IS TO BE READ IN CONJUNCTION
WITH ALL RELEVANT STRUCTURAL/CIVIL
ENGINEERS DRAWINGS & SPECIFICATIONS.

9000-00-1101-S3 REV. A



STANDARD ABBREVIATIONS

ACC	Air Conditioner	LB	Lamp Box
ATM	Automated Telling Machine	LP	Lamp Post
B	Bolard	Max	Maximum
BB	Bottle Beacon	MB	Manhole
BH	Borehole	MH	Manhole
Br	Brick	Mn	Minimum
BS	Brick Steps	Mtr	Master
BRW	Brick Retaining Wall	NB	Notice Board
BS	Bus Stop	NR	Name Plate
BT	Brick Telecom	OB	Open Boarded Fence
BW	Brick Wall	OH	Overhead
BWF	Buried Wire Fence	OSBM	Ordinance Survey Bench Mark
CBF	Close Boarded Fence	P	Post
CCTV	Close Circuit Television	PE	Playground Equipment
CIF	Corrugated Iron Fence	PE	Playground Equipment
CL	Cover Level	PL	Pavement Light
CLF	Chain Link Fence	PM	Parking Meter
Col	Column	PRF	Post and Rail Fence
Conc	Concrete	PS	Paving Stones
COW	Cable on Wall	PWF	Post and Wire Fence
CPS	Coronette Paving Slabs	RE	Rodding Eye
CTV	Cable Television IC	RD	Road Gully
CTV	depth	RS	Road Sign
DC	Dust Cover	RSJ	Roller Steel Joint
DH	Dust Height	RWP	Rain Water Pipe
DP	Down Pipe	s	spread
DIC	Drainage Channel	SB	Sign Board
EIC	Electrical Inspection Cover	SBM	Site Bench Mark
EJB	Electrical Junction Box	SC	Stop Cock
EP	Electricity Pole	SF	Security Fence
ER	Earthing Rod	SHB	Shrub Bed
ESG	Electrical Switchgear	SL	Surf Level
FB	Flower Bed	SO	Smoke Outlet
FH	Fire Hydrant	SP	Sign Post
FL	Floor Level	SV	Stop Valve
FT	Floodlight	T	Telephone
g	grit	Tac	Tactile Paving
G	Gully	TBM	Temporary Bench Mark
GC	Gas Cock	TCCB	Telephone Call Box
GMA	Gas Meter	TCP	Traffic Control Post
GP	Gate Post	TIC	Telephone Inspection Cover
GV	Gas Valve	TJB	Telephone Junction Box
h	height	TL	Traffic Light
HR	Handrail	TLCB	Traffic Light Control Box
IB	Illuminated Bollard	TLC	Traffic Light Inspection Cover
IC	Inspection Cover	TP	Telephone Pole
IL	Invert Level	Typ	Typical
IRF	Iron Fencing Fence	Vent	Vent
IRS	Illuminated Road Sign	VP	Vent Pipe
JB	Junction Box	W	Window
KD	Kerb Outlet	WM	Water Meter
L	Light	WV	Water Valve
RL	Roof Level		

SERVICE LEGEND

FOUL DRAINAGE	→
SURFACE WATER DRAINAGE	→
WATER	→
GAS	→
ELECTRICITY	→
TELEPHONE	→
CABLE TV	→
UNKNOWN SERVICE	→
UNDERGROUND CHAMBER	□

Electro-detection techniques have been used in the location of underground services. The results are not infallible and trial excavations must be carried out to confirm service identification, position and particularly depths. Although all reasonable effort has been made in searching available record drawings the completeness of the underground services information cannot be guaranteed.

Unless otherwise stated, drainage pipes are 100mm diameter.

Due to the inherent instability of paper materials, drawings plotted on paper may be stretched and distorted - dimensions scaled from paper plots should therefore be treated with caution

This drawing has been produced for the purpose of the original commissioning agent. Plowman Craven Limited will accept no responsibility for details that are subsequently found to be the consequence of undisclosed facts or that were observed from view at the time of survey or that have been altered since the survey.

See www.plowmancraven.co.uk for full terms and conditions of contract.

ISSUES & REVISIONS

Issue	Details	By	Date
A	Original Issue	PW	07/10/2016

This survey is commensurate with band F accuracy, as outlined in the RICS survey detail accuracy banding table. All levels are in metres and are above Ordnance Survey Newlyn Datum derived by multiple network RTK GPS observations. The survey grid shown on this drawing is positioned on Ordnance Survey (OS) National Grid, obtained by multiple network RTK GPS observations. Toilet plans have been drawn from measurements taken on site with areas that were unable to be accessed infilled with detail from drawing no C10/G/E/QP/E1. Benches and bins which are not fixed to the ground have been shown in a dashed linestyle. All quoted dimensions are in metres. Drawing units are metres.

CLIENT

City Of London

Guildhall
PO Box 270
London
EC2P 2EJ

PROJECT TITLE

Queens Park
NW6, London

Site Survey - Playground

PRESENTATION SCALE 1:200 @ A1

DATE OF ORIGINAL SURVEY 30 Sept 2016

PC PROJECT No. 36694 CHECKED DGR

DRAWING No. ISSUE

36694T-01 A

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183200 N

Page 63

183150 N

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Existing WC building from the Path



Existing WC building



Internal View: Existing WC building



Internal View: Existing WC building



Queen's Park Cafe WC's



Queen's Park Cafe WC's

APPENDIX B: PHOTOGRAPHS

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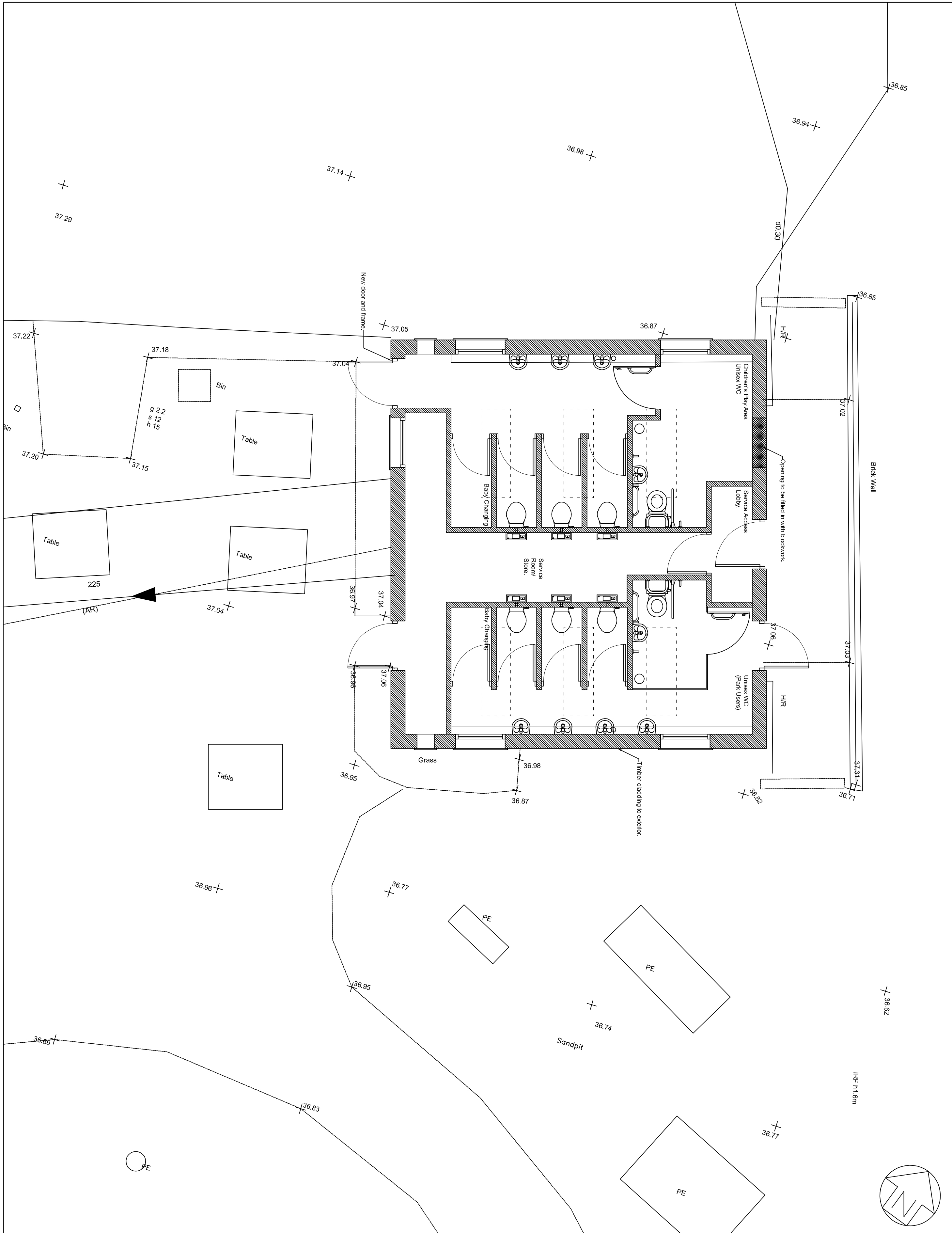
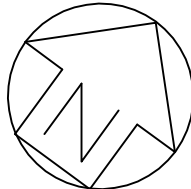
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REV	COMMENT	DATE

PLAYLE & PARTNERS LLP
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**Extension to Toilet Block,
Queens Park, Kingswood
Avenue, London, NW6 6SG**

Proposed Layout - Refurbishment Option B

CLIENT
City of London

DRAWN
DJ

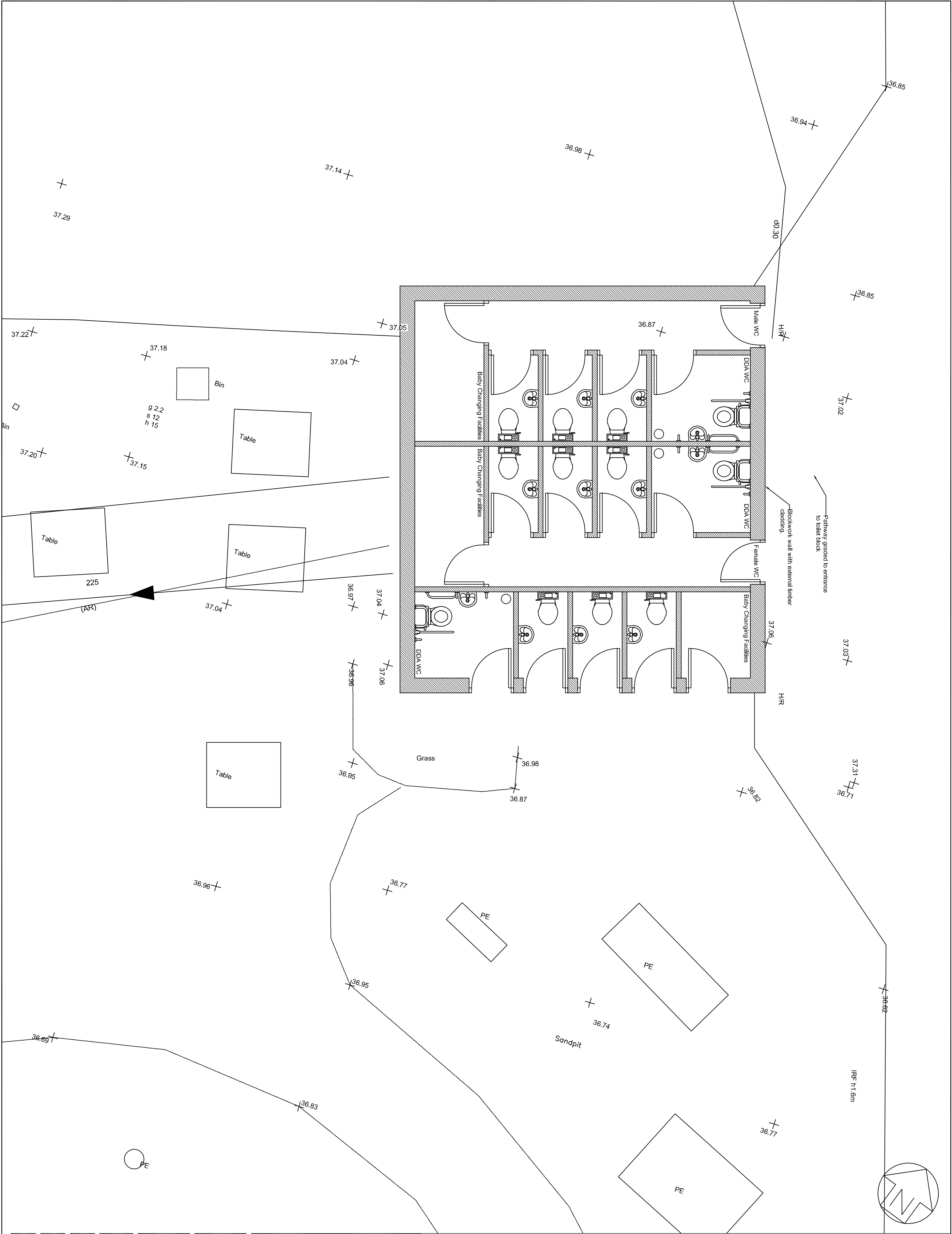
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PROJECT												
Extension to Toilet Block,												
Queens Park, Kingswood												
Avenue, London, NW6 6SG												
TITLE												
Proposed Layout - New												
Build Option B												
CLIENT												
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Committee(s)	Dated:
Queen's Park Consultative Group	31 October 2018
Subject: Superintendent's Update – Queen's Park	Public
Report of: Bob Warnock, Superintendent of Hampstead Heath	For Discussion
Report author: Richard Gentry, Open Spaces Department	

Summary

This report provides an update on the management of the Park and operational activities of the Queen's Park Team since April 2018.

Recommendations

Members are asked to:

- Members provide their views on the removal of a metal railing fence which surrounds an oak tree, as set out in paragraph 15.
- Members provide feedback on the proposed events for 2019, as set out in paragraph 30.
- Members views and feedback are sought in relation to the approval thresholds outlined in table 1 of the draft Policy, Appendix 2.
- That the view and comments of the Queen's Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen's Park Committee at their meeting on 28 November 2018.

Main Report

Operational Management

1. Having experience one of the hottest summers on record staff in the Park have continued to provide a range of services to visitors, including the facilitation of events and sporting activities and maintaining the Park and it's features to a high standard.
2. Queen's Park has been successful in 2018, receiving Green Flag and Green Heritage Awards for 2018/19 and achieved a gold standard at the recent London in Bloom Awards. These achievements recognise the quality of Queen's Park and are a testament to the exceptional work of staff, volunteers and the support from the local community.

Projects and Programmes

3. The Park Manager is working with a consultant, The Park Agency, to develop further, the Queen's Park Woodland Walk Management Plan. This piece of

work will expand on the earlier draft which was presented to the group at the last meeting April 2018. A further draft document will be presented for consideration in April 2019.

4. The Park Manager is scoping out a proposal for a review of the Queen's Park Conservation Management Plan 2014 - 2023. This plan was approved by this Group in June 2014 and the Hampstead Heath, Highgate Wood and Queen's Park Committee in September 2014. The Conservation Management Plan five year review is due to be undertaken in 2019. The review will ensure the Plan remains current and relevant.
5. Separate reports covering the Public Toilets and Sandpit have been prepared for Members consideration.
6. Tennis Courts 1- 6 have been resurfaced. These works have been funded through the City Surveyor's Department, Cyclical Works Programme. The courts will be painted and relined in the spring of 2019.
7. The Park Manager will seek funding during the next round of applications from the Wembley National Stadium Trust, to fund the procurement of a tennis practice wall which could be installed by the tennis courts. Anticipated cost is between £1,500 - £2,000.
8. The Cyclical Works Programme has recently funded the repair of a section of broken fence on the Pitch and Putt course.
9. The Park Manager will provide an update on the redevelopment of the Children's Farm on the walk and at the meeting.
10. The Park Manager has been approached by a small group from the local community who have proposed the first floor office space in the Park be utilised as a community space. The City Surveyor's Dept. are considering how underused space could be used to greater benefit. The Park Manager has consulted with the Surveyor on the process and is in discussion with the City of London Procurement Team to seek expressions of interest as part of a tender process for the use of this space. The Park Manager will provide further information on this proposal at the meeting.

Sustainability

11. The Divisional Waste and Recycling Review is now well under way. Several options are being investigated to improve the current service, both in terms of sustainability and cost effectiveness. For the Financial Year 2018/19 Qtr. 1 – to Qtr. 2 the Park has incurred costs for the collection of waste, including dog waste, recycling and skip hire costs. These costs equate to £8,345.00.
12. In partnership with the London Borough of Brent and their contractor, Veolia, the Park will offer the opportunity for the recycling of Christmas trees. A small area will be fenced off at the top of the Park, giving access for drop off and the collection of trees. In excess of 1,000 trees we received for recycling last year.

Ecology and Environment

13. Due to previous incidences of vandalism to the annual Christmas tree and the installed lights, this year lights will be installed on one of the London Plane trees

in front of the café. This will provide several benefits; the lights will be available for use throughout the year, e.g. if the Park held an evening event after dusk, in addition, there will be a saving on the cost of purchasing the tree. The new arrangements will also free up staff time, as there will not be the requirement for staff to install the tree or lights.

14. Tree works have been carried out over the summer months, these have included; the removal of a horse chestnut in the playground due to stability and suspected subsidence damage to the toilets, tree inspection of the perimeter trees, clear up of a fallen red oak on main field, the removal of Norway maple associated with the farm redevelopment, the removal of four Oak Processionary Moth nests from three oak trees, the lifting of limbs across paths for Queen's Park Day and the Tennis Court contractors and the removal of large *massaria* branch above zip line in playground (6 other *massaria* branch removals various dates). They have scheduled works which will include the removal of a dead horse chestnut on the west side of the main field and ongoing tree inspection of inner Park trees. Site visits are carried out by the Tree Team, establishing any necessary works and monitoring for pest and diseases.
15. The Park Manager seeks the views on this group regarding the removal of the metal railing which currently surrounds the old Oak tree adjacent to Kingswood Avenue. It is recommended that this railing be removed and a low level post and rope barrier be installed with updated interpretation relating to the tree (option B).
Options:
 - A. Retain the metal fence, renew interpretation (recommended/ not recommended)
 - B. Remove the fence, replace with post and low rope and renew interpretation (recommended/ not recommended)
 - C. Remove fence (recommended/ not recommended)

Visitors and Community

16. The Park remains a busy destination with an estimated 850,000 visitor numbers between 1 April 2018 - 19 September 2018. The playground received 140,000 visits during this period. Data is collated from pedestrian counters.
17. Local schools continue to use the Park for a variety of reasons, including visits to the farm and school sports days. The Park is in the process of organising bulb planting with local schools for October /November. In excess of 4,000 bulbs will be planted which makes a spectacular display in the spring.
18. Junior Parkrun continues to be popular and successful, with positive comments from families attending with their children on a Sunday morning. This event does not involve any staff resource.
19. A number of schools continue to hold their sports day events in the Park at the end of the summer term. In 2019, a formal booking process will be introduced, enabling the staff to have a better understanding of the Parks use for these types of events engage and to with the schools.

20. A wedding ceremony was held on the Bandstand in April 2018. A confirmed booking is in place for June 2019. Working with the Division's Communications Officer, the Park Manager will consider how the venue can be best promoted. There is also an opportunity to work in partnership with Urban Leisure Group to promote the venue. The fees and charges for Weddings and Civil Ceremonies are available in the Fees and Charges report.
21. Urban Leisure Group have settled well in to the café. Feedback has been positive and the café has been very busy over the summer. The café has recently gone cashless, to reduce the requirement of staff to make cash drops, improve safety and reduce the risk of theft. The café are growing their own produce in planters outside the café, these were previously located outside the paddling pool.

Learning and Schools

22. Our Learning Projects Officer has been proactive over the summer months. At the Open Gardens event they engaged with 86 people. For the weekly summer holiday sessions, we had nine adults and 15 children, unfortunately bad weather meant that three sessions had to be cancelled. On Queen's Park Day they engaged with 69 adults and 83 children.
23. Two students with special educational needs will carry out work experience in the farm and garden. Starting after half-term at the end of October, the students will carry out two hours each per week over a six week period. At the end of each six week period two new students will be introduced to the Park for work experience opportunities.

Volunteering

24. The Division is considering how best to engage with volunteer groups and develop opportunities, including the corporate volunteering offer.

Events

25. The Park Manager made a successful variation to the Park's Premises Licence, to enable outdoor film screenings to take place on a Friday and a Saturday evening.
26. There were a number of successful events in the Park in 2018, these include a Shakespearian play, presented by Shakespeare in the Square, Open Gardens and Open Studios, A Book Festival and Queen's Park Day.
27. The Park is working in partnership with the tenant at the café to present a Christmas Fayre on 8 -9 December 2018, 11am – 5pm on the café forecourt.
28. Members will recall that a request was previously received from a commercial operator to sell Christmas trees in Queen's Park in December. Having discussed this proposal with the Comptroller & City Solicitor and other officers it is not considered to be compatible with the statutory provisions that regulate the use of the Park.

29. To guide future events at Queen's Park, a Part 2, Site Specific Events Policy has been prepared, see appendix 2. Members views and feedback are sought in relation to the approval thresholds outlined in table 1 of the draft Policy.
30. It is proposed that this Policy will inform the future usage of the site and will apply to events taking place after 1 April 2019. The Park Manager has already been approached in relation to the below proposed events in 2019:
- Shakespeare in the Squares – 22 June 2019
 - Queen's Park Book Festival – 29 and 30 June 2019
 - Queen's Park Day – 15 September 2019
31. The views of Members are sought regarding these proposed events, which have all previously been successfully held in the Park.

Income and Expenditure

32. The Superintendent will provide a verbal update of income and expenditure at the meeting.

Corporate & Strategic Implications

33. Queen's Park delivers the aims and objectives of the City of London Corporate Plan 2018 – 2023, it contributes to the outcomes under the aims of the organisation to provide a flourishing society (1-4), supports a thriving economy (5 & 8) and shapes outstanding environments (9-12).

Conclusion

34. The City of London continues to deliver a much loved green space in the heart of a multi-cultural urban environment. Delivering a range of accessible facilities at little or no cost to its visitors. With the success of the Green Flag, Green Heritage and London in Bloom awards the Park, its staff, volunteers and the local community are recognised for their contributions. Clearer guidance and management will be provided with the development of the Woodland Walk Management Plan, the introduction of the Site-Specific Events Policy and the review of the Queen's Park Conservation Management Plan 2014 – 2023 in 2019.

Appendices

- Appendix 1 – Open Spaces Departmental Events Policy, Part 1
- Appendix 2 – Queen's Park – Site Specific Events Policy, Part 2
- Appendix 3 – Queen's Park Events Application Form

Richard Gentry

Constabulary and Queen's Park Manager

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Open
Spaces

Registered Charity

Open Spaces Departmental Events Policy [Part One]

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1. Policy Statement

1.1. The City of London Corporation holds in trust and manages a number of Open Spaces around London and beyond. Many of them have a long history of hosting events. The Open Spaces covered by this policy (see Definitions and Scope) are managed as charitable trusts. The main charitable objectives of these trusts are:

- The preservation of the open space
- The provision of recreation and enjoyment of the public

2. Aims

2.1. This Events Policy has been developed to:

- Provide a framework for making decisions about staging events at the City of London's Open Spaces
- Assist event organisers in understanding the decision-making process when considering an application to hold an event
- Meet the City of London's statutory obligations and charitable objectives to preserve its open spaces and to provide recreation and enjoyment, and to meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018
- Facilitate events which are appropriate to the character of the open spaces and are high quality, safe and environmentally sustainable; and facilitate engagement, recreation and enjoyment for local communities and other Open Space users taking account of the views of stakeholders
- Ensure that events held are well planned and have comprehensive and appropriate environmental protection measures in place

3. Definitions and Scope

3.1 Terms of reference

City of London, also referred to as "the City"	The City of London Corporation
Site	"Site" is used to refer to each particular Open Space within the scope of this policy
Location	"Location" refers to specific locations or areas within the Site.
Open Spaces	"Open Spaces" is used to refer collectively to all the Sites within the scope of this policy.

Event	<p>This policy applies to all events proposed to be held on the Open Spaces, except where specifically excluded (see section 'Events covered by this policy')</p> <p>Events controlled by this policy usually include the setting aside of a particular area, the provision of facilities or infrastructure.</p>
Superintendent	The Superintendent is the Senior Officer responsible for the management of each of the Sites. The Superintendent has been delegated authority by the City to authorise 'events and entertainments'. The Officer Event Groups will make recommendations to the Superintendent or Committee for the approval or refusal of events.
Committee	The City of London operates a Committee System of elected Members. Each Open Space has a Committee responsible for its management and the relevant Committee will consider applications for large or unusual events on the Sites it is responsible for (see section 'How we make decisions').
Officer Event Group (OEG)	Event applications will be considered by an Officer Event Group (OEG) at each Site. The OEG includes relevant officers from the Site. The OEG considers event applications and makes recommendations to either the Superintendent or the Committee in accordance with this policy.

3.2 Scope of policy

This policy applies to the 12 Open Space Sites managed by the City of London, located outside of the City of London local authority area known as the Square Mile, which are managed as charitable trusts. These are:

- 1) Ashted Common
- 2) Burnham Beeches & Stoke Common
- 3) Coulsdon Common
- 4) Epping Forest and Epping Forest Buffer Land
- 5) Farthing Downs
- 6) Hampstead Heath including Golders Hill Park and the Heath Extension
- 7) Highgate Wood
- 8) Kenley Common
- 9) Queen's Park
- 10) Riddlesdown
- 11) West Ham Park
- 12) West Wickham and Spring Park

3.3 It is intended that this Departmental Events Policy will be reviewed after 12 months.

4. Legislative context

- 4.1 There is a variety of legislation pertaining in the management of the City's Open Spaces. Many of the Sites have specific founding legislation which sets out the City's powers and duties. The Site-specific policy contained within Part Two reflects the particular legislative context and requirements for each Site.
- 4.2 The City of London promoted the City of London Corporation (Open Spaces) Act 2018 within Parliament. This Act makes additional provision for events, subject to a suitable events policy being in place.

- 4.3 Section 7 of the City of London Corporation (Open Spaces) Act says:

In this section "event" means—

- (a) a ceremony, celebration, entertainment or similar occasion; or*
 - (b) a conference, an exhibition or the making of a film.*
- (2) The Corporation may—*
- (a) temporarily use or permit others to use land (including buildings) forming part of an open space for the purposes of an event;*
 - (b) provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event;*
 - (c) so far as appears to the Corporation to be necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area of land forming part of the open space; and*
 - (d) charge for permission or provision given or made under paragraph (a) or (b) or charge or authorise others to charge for admission to an area to which access is so restricted.*
- (3) The Corporation must exercise the powers in subsection (2) having regard to a policy concerning the exercise of the powers prepared by the Corporation in consultation with such persons or bodies as it thinks appropriate (which must include any committee or group established by statute for the purpose of consultation about the management of the open space).*
- (4) The policy must, in particular, contain provision—*
- (a) requiring that—*
 - (i) in deciding whether, and on what terms, to permit an event under subsection (2), the Corporation must have regard to the character and local environment of the open space (or the part of the open space in which the event is to take place); and*
 - (ii) such an event (whether individually or taken with other events) does not cause material injury to the amenity of the open space or significant impairment to the public enjoyment of the open space; and*
 - (iii) in relation to land to which the London Government Reorganisation (Hampstead Heath) Order 1989 applies, any structure erected is not on a part of the land which is unbuilt on; and*
 - (b) limiting the frequency and duration of events in the open space.*

5. Events covered by this policy

- 5.1 This policy applies to all events which are held on the City's Open Spaces where the permission or assistance of the City is required to facilitate it.
- 5.2 As a general guide, this policy does not apply to informal gatherings which take place on our spaces. However, if event organisers are planning an activity which requires additional facilities, infrastructure, may interfere with public use of the site, involve things which would otherwise be a breach of Open Space byelaws (such as the erection of structures), or go beyond the ordinary recreational use of an Open Space then it is likely that an application and decision would need to be taken in accordance with this policy.
- 5.3 There are a number of activities which are excluded from the scope of this policy, because they are dealt with under separate arrangements, specifically:
- Weddings and civil partnership ceremonies
 - Filming and photography
 - Sports activities attracting less than 500 people on dedicated sporting facilities and/or with limited infrastructure requirements, or covered by the sports licensing arrangements e.g. personal training, group exercise classes, fun runs.
- 5.4 Further details of these can be found on www.cityofLondon.gov.uk
- 5.5 If you are in any doubt whether you need to apply before arranging an event, please contact the relevant Site (www.cityoflondon.gov.uk)

6. Event Locations

- 6.1 The nature of the City of London's Open Spaces means that each Site has limits in terms of the location, number, size and scale of the events they can accommodate. This is to ensure that the City's duties of preservation are respected, and in particular that there is no material injury to the amenity of the Open Space or significant impairment to the public enjoyment of the Open Space. The locations in which events may be permitted are specified together with the maximum frequency, duration and capacity in the Site-specific policies contained within Part Two of this policy.
- 6.2 Events proposed outside of the specified locations, or which exceed or contribute to a cumulative exceeding of the limits set out in the Site-specific policies, will be likely to be refused.
- 6.3 It is intended that the Site-specific policies will be reviewed by the relevant Committees every three years.

7. Requirements for event organisers

- 7.1 Events must, in the judgement of the Committee or Superintendent approving them:
- Be appropriate to the character and local environment of the Open Space (or part of the Open Space in which the event is to take place)
 - Not cause material damage to the amenity of the Open Space
 - Not significantly impair the public enjoyment of the Open Space
 - Be in accordance with the Site-specific policy
 - Benefit users of the Open Space or the space itself

Environmental protection

- 7.2 Events must not cause material damage to the ecology, landscape, fauna and flora of the Site.
- 7.3 The Site-specific policies contained within Part Two include restrictions on the location, duration, frequency and timing of events in order to protect the environment of the Sites. Before making a recommendation, the Officer Event Group will consider whether the proposals are in accordance within this policy and whether any additional protections are required.

Character of the local environment

- 7.4 Events must be appropriate to the character and environment of the area in which they take place.

Amenity Impact

- 7.5 Events (whether individually or taken with other events) which are held at each Site must not cause material injury to the amenity of the Open Space or significant impairment to the public enjoyment of the Open Space. Before making a recommendation, the Officer Event Group will consider the event proposed in accordance with the Site-specific policy and the cumulative impact of the events programme for the relevant period.

Community benefit

- 7.6 Events held on the Open Spaces must benefit the local community or other users of the Open Space concerned. In most cases this benefit will be derived through the opportunity to attend the event. On those occasions where an event takes place which has limited or no public access, an additional fee may be levied in order to support maintenance of the Site and the provision of services and facilities for the benefit of the public.

Health & Safety

- 7.7 The wellbeing, health, safety and security of those attending an event, or working or volunteering at an event, are paramount. The event organisers must provide details of their proposals to ensure this.

- 7.8 Event organisers will need to demonstrate these requirements through their application form and event management plan.

Re-instatement Bond

- 7.9 Event organisers will need to provide a deposit (see section 10) which will act as a bond to cover the cost of any reinstatement works.

8. Events that are not allowed

- 8.1 Requests for the following types of events will be refused:
- Political campaigns or rallies
 - Events which could be damaging to community relations
 - Events associated with extremist organisations or proscribed organisations
 - Events which are considered discriminatory or offensive
 - Illegal activities
 - Events which include animals falling within the schedule of “Kinds of Dangerous Wild Animals” in the Dangerous Wild Animals Act 1976 (Modification) (No.2) Order 2007 or its replacement
 - Events which could cause damage to the reputation of the City of London Corporation
 - Events which could involve operations likely to damage the Sites of Special Scientific Interest (SSSI)

9. How we make decisions

Officer Event Group

- 9.1 Each Site has an Officer Event Group which considers applications for events in the first instance. The frequency of their meetings is detailed within the Site-specific policies which forms Part Two of this policy. The Officer Event Group will make decisions and recommendations to the Superintendent or Committee (as appropriate) based on the event applications forms, event management plans and their compliance with this policy.

Event application form

- 9.2 An event application form is provided in Part Two of this policy. All relevant sections of the form must be completed by the event organiser. The information provided will be used by the relevant Officer Event Group to determine what approval process to follow, what the event organisers must do and what charges will be made.

Event management plan

- 9.3 Event organisers must develop and submit an event management plan. This plan together with the application form must demonstrate that each of the requirements within this policy will be met.

Things the Officer Event Group consider

- 9.4 Before making a recommendation, the Officer Event Group will look at the information provided in the application form and the event management plan. They will also consider:
- Whether the event is appropriate to the character and local environment of the Open Space or Site.
 - The potential for and extent of material damage to the amenity of the Open Space
 - Any potential to damage the Sites of Special Scientific Interest (SSSIs)
 - The potential for and extent of impairment to the public enjoyment of the Open Space
 - Whether the event complies with this policy and the relevant Site-specific policy
 - Whether the event is suitable for the Site location proposed
 - Whether the event clashes with any other events or activities
 - Whether the time of year is appropriate
 - Whether there is sufficient lead-in time
 - Whether the event would conflict with any restrictive covenants, byelaws or statutory provisions applicable to the Site
 - Whether appropriate arrangements have been made for wellbeing, health & safety, security, public liability insurance, stewarding and the provision of first aid
 - Whether arrangements for local authority licences have been made
 - Capability of the organiser
 - Any environmental impact outside the Site (e.g. noise nuisance)
 - Benefit to the local community or other users of the Site and/or to the charitable objectives of the Site
 - The event organisers performance in previous years.
 - The event organisers experience in running an event of a similar type and scale
 - Whether the event is not permitted in accordance with Section 8 – “Events which are not allowed” of this policy
- 9.5 Feedback will be provided to event organisers if the arrangements proposed are insufficient or require amendment. Events which do not meet the required criteria will be refused. The Superintendent or Committee may require event organisers to comply with particular conditions.

Approval process

- 9.6 Site specific policies will categorise events based on anticipated participant numbers and duration (including set up/set down times) as appropriate for each Site. These are contained in Part Two; Site specific policies.
- 9.7 Superintendents have authority to approve events which have up to 5,000 participants and a maximum duration of 2 days. For events of over 5,000 participants and/or of 3 or more days duration, approval will be sought from the relevant Committee. In addition, there may be exceptional circumstances when an application is received which is in some way contrary to an element of this policy but has a high level of benefit to the community or Site. In such a case, the Superintendent may refer such a decision to the appropriate Committee.
- 9.8 The time required to make determinations vary according to the scale of the event proposed. These are included with the Site-specific policies contained in Part Two. Event organisers must ensure they have allowed sufficient time for the application to be considered.

Local authority approvals

- 9.9 A licence (or Temporary Event Notice) from the local authority may be needed for some events. Further information is available from <https://www.gov.uk/licence-finder>
- 9.10 Applying for this licence and any other consents that may be required is the responsibility of the event organiser. Event organisers will need to familiarise themselves with the local authority licensing process, timescale and charges as part of their event planning. Failure to be granted any necessary licence or consent will result in the event being refused permission by the City of London.

Insurance

- 9.11 The City of London requires as a minimum £2 million public liability insurance, evidence of which must be provided by the event organiser, prior to the event. The level of cover may increase up to £10million, subject to the nature, scale, complexity and risk of the event.

10. Charges for Events

- 10.1 The holding of events gives rise to costs for the charitable funds from which the City manages the Open Space. These costs arise from administration, staff support, works which are required to facilitate the event and any required remediation works. Event organisers will generally be expected to meet the full costs associated with their event, although this requirement may be relaxed for events that are considered to provide strong benefits for the Site or its users and which are held on a non-profit basis.

- 10.2 For events involving an element of profit, or which are considered to provide limited benefit for the Site or its users, a hire fee may be charged in addition to cost recovery, in order to ensure wider benefit for the Site.
- 10.3 The Officer Event Group will estimate the costs associated with an event and will propose the charge to be made, subject to the approval of the Superintendent or Committee as appropriate.

Application fee

- 10.4 A non-refundable application fee will be charged for all event applications. This fee is charged to cover the costs of determining event applications.

Refundable damage deposit

- 10.5 A damage deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be held as a bond and used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.
- 10.6 The costs of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works or additional costs incurred by the City, the event organisers will remain liable for additional costs.

Hire costs

- 10.7 Costs associated with holding events are set out more fully within the Site-specific policies. Costs for staff time are based on full cost recovery.
- 10.8 Days associated with set up and set down will be charged for, in order to offset the loss of amenity for that period.
- 10.9 A holding deposit is included within the hire costs to secure a Site location on a specific day. Late cancellation may forfeit this deposit.

Cancellation

- 10.10 Where an event is cancelled by the organisers within the agreed cancellation period, the event holding deposit minus any costs incurred by the City will be refunded. No refunds will be given for any cancellations after the agreed cancellation period, and the City of London will be entitled to recover any additional costs incurred.
- 10.11 The City of London has the right to cancel an event, on its own authority or the advice of the Police or another appropriate authority. Examples of the reasons why the City may cancel an event in advance or during the event include:
- An emergency situation has arisen

- The event organiser has not complied with their event management plan
- The event does not have the required licences or insurances
- The charges including the deposit have not been paid / payment cleared in advance of the event
- The event is unsafe
- The weather is or is forecast to be very poor or extreme and will impact on the Site conditions
- The ground conditions are poor or unsuitable

10.12 In cases where an event is cancelled on the advice of the police, any other appropriate authority or for any of the reasons mentioned above, the City will not be liable for any fees, costs or damages incurred.

10.13 Cancellation periods are set out for different types of events within the Site-specific policies.

11. Event organiser's performance

11.1 Officers will monitor and review the performance of the event organiser throughout the event planning stages and delivery. Notes will be made where an event organiser has performed poorly so that this can be considered should future event applications be received.

12. PART TWO – Site Specific Policies

12.1 Please see separate document. This includes the events application form. It applies to Site specific policies:

- 1) Ashted Common
- 2) Burnham Beeches & Stoke Common
- 3) Coulsdon Common
- 4) Epping Forest and Epping Forest Buffer land
- 5) Farthing Downs
- 6) Hampstead Heath including Golders Hill Park and the Heath Extension
- 7) Highgate Wood
- 8) Kenley Common
- 9) Queen's Park
- 10) Riddlesdown
- 11) West Ham Park
- 12) West Wickham and Spring Park



Open
Spaces

Registered Charity

Open Spaces Events Policy PART TWO

DRAFT

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1. Policy Statement

This Site-specific policy (Policy) should be read with the City of London Open Spaces Departmental Events Policy (Part One) which applies to all Open Spaces managed by the City of London.

This Policy provides guidance for completing an application to hold events at Queen's Park. Queen's Park is a Charitable Trust (Registered Charity Number 232986).

This Policy has been approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in consultation with the Queen's Park Consultative Group.

This Policy provides a framework to make decisions about events at Queen's Park including to:

- Meet the specific requirements of the City of London Corporation (Open Spaces) Act 2018.
- Meet the statutory obligations and charitable trust objectives to preserve Queen's Park and to provide recreation and enjoyment.
- Facilitate events that are safe, and which are appropriate to the character of Queen's Park.
- Assist event organisers in understanding the process for event applications and criteria for a licence being granted or refused.
- Provide a fee structure for charges that may apply to event applications.

Scope

This Policy applies to all events on Queen's Park where the permission or assistance of the City of London is required to facilitate it.

Events covered by this policy include:

- Activities that include the setting aside of a particular area of Queen's Park.
- Events and activities that occur over a wider course or more than one location; for example, sponsored walk / run events, commercial events, community events.
- Activities that require access to additional services or infrastructure, or that may interfere with other visitors or go beyond ordinary recreational use.

The following events and activities are dealt with under separate arrangements:

- Sports activities at dedicated sporting facilities and/or with limited infrastructure requirements involving fewer than 500 people, or covered by the Sports Licensing arrangements; for example, personal training, group exercise classes.
- Filming and photography – requests should be completed on the filming application form.
- Weddings and Civil Ceremonies – the separate booking form should be completed.

2. Introduction

Queen's Park is a 30-acre (12ha) park which opened in 1887. The Park was the site of the Royal Agricultural Show held in Kilburn in 1879. Together with Highgate Wood, the Park was acquired in 1886 by the Corporation of London from the Ecclesiastical Commissioners under the provisions of the Highgate and Kilburn Open Spaces Act 1886. Situated in northwest London between Kensal Green, Brondesbury Park and Kilburn, it is bounded by Harvist Road to the south, Chevening Road to the north, Milman Road to the west and Kingwood Avenue to the east. The Park forms the main focus of a neighbourhood which developed from around 1895 consisting of late Victorian and Edwardian houses. The Park lies within the London Borough of Brent and the Park and the surrounding streets are in a Conservation Area. The proposed Park was initially called Kilburn Recreation Ground, and has been known as Queen's Park since the naming of the Park by royal command in the Jubilee year of 1887, in honour of Queen Victoria..

Queen's Park facilitates a number of events throughout the calendar year, these include; performances on the bandstand, children's entertainers by the playground, outdoor cinema, Shakespeare in the Squares, a book festival, Open Gardens and Studios and Queen's Park Day.

There are three broad types of events at Queen's Park:

- Charity and community events run by a not-for-profit organisation or by a community group for the benefit of the community.
- Commercial events run by profit-making organisations.
- Free events organised by City of London including music events at the bandstand and children's entertainment.

3. Legislative Background

Queen's Park legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Queen's Park, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Highgate and Kilburn Open Spaces Act 1886

The foundation legislation is the Highgate and Kilburn Open Spaces Act 1886. Under this Act the City of London:

- Must maintain and preserve Queen's Park as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

City of London Corporation (Open Spaces) Act 2018

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold events at various open spaces, including Queen's Park, under section 7 of the City

of London Corporation (Open Spaces) Act 2018. Under this section an “event” means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Queen’s Park for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Queen’s Park.
- Charge for the use of part of Queen’s Park, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

In the exercise of these powers the City of London must prepare an events policy, which has been produced in consultation with the Queen’s Park Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event the City of London must have regard to the character and local environment of Queen’s Park (or the part of Queen’s Park in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Queen’s Park or significant impairment to the public enjoyment of Queen’s Park.
- The locations in Queen’s Park to which events are confined must be specified.
- The frequency and duration of events in Queen’s Park must be limited.

Other statutory provisions

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Queen’s Park, irrespective of which statutory enabling power is being relied upon.

These include provisions under:

- Section 76 of the Public Health Acts Amendment Act 1907
- Section 19 of the Local Government (Miscellaneous Provisions) Act 1976

Further information about the legislative framework is provided in Appendix 1.

Byelaws

Regard must also be had to the byelaws that apply in Queen’s Park which can be found at <https://www.cityoflondon.gov.uk/things-to-do/green-spaces/queens-park/Pages/byelaws.aspx>.

4. Event Locations

Refer to the Schedule of Locations as presented in the map (Section 13).

Event locations are grouped into three broad zones. Event applications will be considered based on an assessment of the suitability of a location, including the local character of the location, the potential impacts on the fabric of the site and on the experience of Queen's Park visitors and neighbours.

Zone A: Built facilities

Including hard-standing areas, café and terrace, sports facilities, e.g. pitch and putt course and other built facilities (for example the Children's Farm, office meeting room, hard tennis courts, bandstand).

Zone B: Established Activity Areas

Including the main field, amenity grassed areas, formal grassed areas, bandstand environs, the Woodland Walk.

Zone C: Wider areas

Events will generally be excluded from the wider and natural areas of Queen's Park.

Large walking and running events that cover a wider course will be limited to surfaced paths and existing routes. Exceptions may include running and orienteering events where routes will be planned in consultation with Ecologists and Arborists to maximise dispersal of participants and minimise compaction and other impacts.

Event applications will be carefully considered in consultation with specialist Officers to define conditions to ensure any potential impacts on the fabric of the site are minimised including measures to protect natural and heritage values, for example, the protection of tree root zones from soil compaction. The preparation of a condition report before and after the event may also be stipulated.

Based on the above assessment, an environmental impact fee may be applied to ensure the natural and heritage values are protected.

5. Timing and Frequency

In considering applications for events at Queen's Park, the Open Spaces Events Policy (Part One) requires that this Policy includes restrictions on the location, duration and timing of events.

For the purposes of this Policy, events at Queen's Park are ranked according to the number of people attending and the duration of the event as set out in Table 1 in Section 9.

Location

A Schedule of Locations sets out the locations where events may be permitted. These locations are grouped into three zones according to the local character of the location. Details are set out in Section 4.

Duration

Events located in Zone A will be limited to a maximum duration of two days including time for setup and break down and will be strictly controlled to minimise disruption to Queen's Park visitors.

Applications for events that extend over longer periods will be limited to Zone B - Established Activity Areas. Generally, events that extend over longer periods will be planned back-to-back to reduce time required for set-up and break-down.

Timing and frequency

The number of weekends when more than one large or major event is scheduled shall be minimised and, in this instance, the events shall occur in separate areas across Queen's Park to minimise impacts on visitors.

Visitor impacts

Event applications will be required to set out how potential impacts on Queen's Park visitors and neighbours will be minimised, including litter, noise, lighting and vehicle movements during set-up and break-down and during the event, to ensure the event is in keeping with the local character of Queen's Park.

Exclusions

Events will be excluded from areas of high conservation value. Temporary and seasonal restrictions on specific areas will be enforced; for example, minimising disturbance during the bird nesting season or temporarily fencing areas to protect sensitive areas.

Extent and infrastructure

Events with significant infrastructure requirements will be restricted to Zone B - Established Activity Areas. This applies to the erection of large and/or heavy temporary structures and equipment likely to cause soil compaction; including for example, large marquees and staging; and the parking of heavy vehicles and plant.

Many events at Queen's Park cover a wider course that may pass through Event Zones B and C, including; for example, sponsored-walks and community running events.

In Event Zone B, infrastructure associated with these events will be minimised and will be sited to minimise compaction and other impacts.

In Event Zone C, associated infrastructure will be minimised and will be restricted to surfaced areas as far as possible.

6. Local Authority Approvals

A Temporary Event Notice and other permissions and licences may be required from the Local Authority. Applicants are responsible for making enquiries, including the application and associated costs to the following authorities as applicable:

- London Borough of Brent.

7. Local Officer Event Group

The Queen's Park Manager, the Hampstead Heath Leisure and Events Manager and the Highgate Wood, Conservation & Trees Manager form the Queen's Park, Officer Event Group which will meet monthly to consider event applications and make recommendations to the Superintendent. The Superintendent will direct the Officer Event Group recommendation to the appropriate approval pathway in accordance with the procedure described in Section 8. Other Officers and/or specialists may provide advice as appropriate to the type of event, Event Zone and potential impacts of the proposed event.

8. How we make decisions

As is current practice, a proposed annual event programme of large and major events will be presented in advance for approval by the Hampstead Heath, Highgate Wood and Queen's Park Committee following consultation with the Queen's Park Consultative Group. Similarly, an annual report reviewing the events programme will be presented to both Committees at the end of each year and will include recommendations for events in the following year.

Proposals for events that are received after the annual event programme report to Committee will be assessed by the Officer Event Group and referred to the Superintendent and/or Committee, as appropriate, in accordance with the thresholds described in Section 9, Table 1. The Superintendent may choose to refer any medium or smaller event proposal to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision, for example where the proposal is unprecedented or unusual.

The Queen's Park Consultative Group will automatically be consulted on any event proposal that is referred to the Hampstead Heath, Highgate Wood and Queen's Park Committee for decision. The Superintendent may also choose to consult the Queen's Park Consultative Group on medium and smaller events. Such consultation may be by email or post.

8.1 Criteria for events

When considering an event application, we will consider how effectively the proposal aligns with the following criteria:

1. Aligns with the Queen's Park Conservation Management Plan and strategic outcomes for Queen's Park.
2. Is appropriate for the proposed location and complies with the Open Spaces Departmental Events Policy Parts One and Two.

3. Is high quality and includes an event plan which sets out minimum standards for achieving a successful, safe and well-executed event.
4. Is sustainable and based on a strong business case.
5. Offers quality and memorable experiences for visitors and participants that connect people with Queen's Park and the local community.
6. Identifies and delivers added value for social inclusion.
7. Promotes values of shared stewardship and collective responsibility.

The performance of the event organiser throughout the event planning stages and delivery will be monitored and reviewed. This performance will be considered when assessing future event applications.

9.Applications timescale

Events are ranked according to their scale as set out in Table 1. Scale considers the size of the event in terms of the number of people attending on any one day and the duration of the event (including time for set-up and break-down). Where the anticipated attendance and duration fall within different event scales in Table 1 the applicable scale is the larger of the two.

This ranking enables the assessment of suitability of events for the range of locations listed in the Schedule of Locations. The scale of an event also informs the conditions and any restrictions that may be applicable and the calculation of the cost of services that are to be provided.

Event applications must be received within the lead-in time stipulated in Table 1. Should applications not be received within these lead-in times, event applications may be declined.

Table 1: Event Scale (proposed)

Event Scale	Daily anticipated attendance	Duration including set-up and break-down	Approval	Minimum period for receipt of application prior to proposed event date	Application Deadline
Minor	1 – 50	Up to a day	Superintendent	3 weeks	None - rolling application process
Small	51 – 500			8 weeks	None - rolling application process
Medium	501 – 1,000	Up to 2 days	Superintendent	4 months	None - rolling application process
Large	1,001 – 5,000	Up to 2 days	HHHWQP Committee	6 months	1 February 1 September
Major	5,001 plus	4 or more days	HHHWQP Committee	12 months	

10. Site Events Application Form

An application form for events in Queen's Park can be found at Appendix 2.

11. Site Terms and Conditions of Hire

The types of charges applicable will be determined in accordance with the charging policy set out in Section 11.1. The rates charged will be in accordance with the Queen's Park Schedule of Fees and Charges which is revised and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee annually.

Commercial events

Commercial events will be charged in accordance with the structure set out in Section 11.1.

Community and charitable events

The City of London proudly supports community and charitable events Queen's Park. Charity and community events will be assessed to determine an appropriate reduction or waiver of charges. Generally, the Hire Charge will be waived for community events. Additional discretionary discounts may be applied.

11.1 Charging Policy

Application fee: A non-refundable application charge will apply for all event applications to cover the administrative costs of determining event applications.

Remediation deposit: A remediation deposit may be required, in advance, for each event. The type and size of the event and consideration of any potential remediation works will be relevant to the deposit required. The deposit will be used to fund any remediation works required and any additional costs incurred by the City of London for which the event organiser did not pay a charge.

The cost of any remediation works will be deducted from the deposit before it is returned. Should the deposit not be sufficient to pay for the remediation works and related additional costs incurred by the City of London, the event organisers will remain liable for the same.

Hire charge: A hire charge may be applied to events to reflect the value of hiring this unique outdoor space to event organisers. Days associated with set-up and break-down in addition to the duration on the event will be charged for to offset the loss of amenity for that period.

A holding deposit is included within the hire charge to secure an event location on a specific day. Late cancellation may result in the forfeit of this deposit.

Service charge: Where services are provided by City of London to support events, the cost of those services will be borne by the event organiser. Rates for services that require staff time or equipment and other services, such as waste disposal, will be based on full cost recovery, as set out in the annual Queen's Park Schedule of Fees and Charges.

Environmental impact: This is an upfront charge for events that are likely to have a non-permanent environmental impact. Generally, this charge will be applied to events in Location Zone B and C.

Donation: Event organisers may wish to make additional voluntary contributions to the Queen's Park registered charity (Number 232986) to support the cost of managing Queen's Park.

Cancellation:

The Open Spaces Events Policy Part One sets out the Cancellation Policy. Cancellation periods are specified below.

Table 2: Event Cancellation Period.

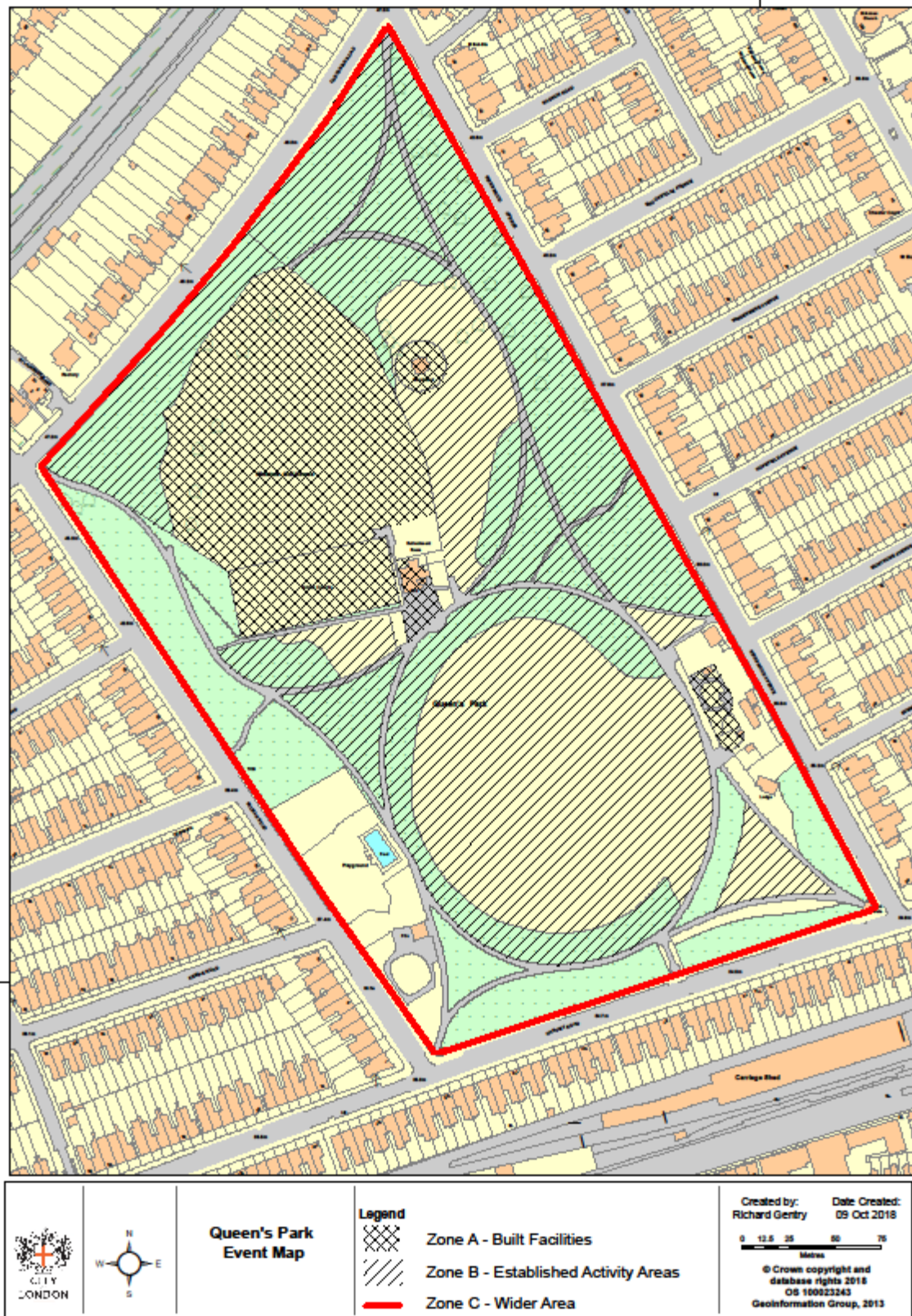
Scale Total	Total anticipated attendance	Notice given for cancellation	Refund
Minor	1 – 50	Any Period	Full refund*
Small	51 – 500	At least 4 weeks	Full refund*
		Less than 4 weeks	Minus 25% deposit*
Medium	501 – 1,000	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Large	1,001 – 5,000	At least 2 months	Full refund*
		Less than 2 months	Minus 25% of deposit*
Major	5,001 plus	At least 4 months	Full refund*
		Less than 4 months	Minus 25% of deposit*

*minus application fee and City of London expenses

12. Review

A review of this policy will be undertaken at least every three years as set out in the Open Spaces Events Policy Part One. The Superintendent can request a review within that period as appropriate. The revised policy will be submitted for consideration by the Queen's Park Consultative Group and approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee.

13. Site Specific Location Plans



14. Appendices

Legislative Framework

Queen's Park legislative framework

The City of London has powers and duties under various Acts of Parliament to manage Queen's Park, protect it as a public open space and host certain types of events. The provisions that are most relevant to this Policy are summarised below.

Under the Highgate and Kilburn Open Spaces Act 1886 the City of London:

- Must maintain and preserve Queen's Park as a public park or open space for the perpetual use of the public for exercise and recreation.
- Must take all necessary steps to protect the trees pollards shrubs underwood heather gorse turf and herbage.

Under section 76 of the Public Health Acts Amendment Act 1907 (as amended by section 56 of the Public Health Act 1925 and applied to Queen's Park by section 4 of the City of London (Various Powers) Act 1933) the City of London may:

- Set apart any part of Queen's Park as may be described in a notice board in some conspicuous position for the purpose of any game or recreation, charge reasonable sums for its use and exclude the public from the part set apart while it is in actual use for that purpose.
- Provide any apparatus for games and recreations, and charge for their use, or let the right of providing any such apparatus to any person for up to three years.
- Place, or authorise any person to place, seating in Queen's Park and charge for, or authorise any person to charge for, its use.
- Provide and maintain pavilions or other buildings and conveniences and to charge for admission.
- Provide and maintain refreshment rooms in Queen's Park, and either manage them themselves or let them to any person for up to three years.

Under section 19 of the Local Government (Miscellaneous Provisions) Act 1976 the City of London may:

- Provide such sporting and recreational facilities, whether indoor or outdoor, as it thinks fit.
- Provide premises for the use of clubs or societies having athletic, social or recreational objects.
- Provide such facilities in connection with recreational facilities as it considers appropriate including buildings, equipment, supplies and assistance of any kind, parking spaces and places at which refreshments may be bought from the City of London or another person.
- Contribute towards the expenses incurred by any voluntary (not for profit) organisation or local authority in providing recreational facilities.

As set out in Part One of the City of London Departmental Open Spaces Events Policy, the City of London has recently acquired additional statutory powers to hold events at various open spaces, including Queen's Park, under section 7 of the City

of London Corporation (Open Spaces) Act 2018. Under this section an “event” means a ceremony, celebration, entertainment or similar occasion, or a conference, an exhibition or the making of a film.

The City of London may:

- Temporarily use or permit others to use land (including buildings) forming part of Queen’s Park for the purposes of an event.
- Provide, or arrange for another person to provide, equipment, facilities or services for the purposes of an event.
- So far as appears necessary in connection with an event, restrict or authorise others to restrict access temporarily to an area forming part of Queen’s Park.
- Charge for the use of part of Queen’s Park, or the provision of services, etc. and charge for, or authorise others to charge for, admission to areas with restricted access.

The City of London must exercise these powers having regard to an events policy prepared in consultation with such persons or bodies as it thinks appropriate. At Queen’s Park this consultation has included the Queen’s Park Consultative Group.

This events policy must, in particular, include the following requirements:

- In deciding whether, and on what terms, to permit an event under this section the City of London must have regard to the character and local environment of Queen’s Park (or the part of Queen’s Park in which the event is to take place).
- Such an event (whether individually or taken together with other events) must not cause material injury to the amenity of Queen’s Park or significant impairment to the public enjoyment of Queen’s Park.
- The locations in Queen’s Park to which events are confined must be specified.
- The frequency and duration of events in Queen’s Park must be limited.

Although, an events policy is only required for events held under the provisions of the City of London Corporation (Open Spaces) Act 2018, for ease of use and consistency, the guidance in this Policy has been produced to cover all relevant events at Queen’s Park, irrespective of which statutory enabling power is being relied upon.

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Queen's Park

Registered Charity

Event Application Form 2019

Dear Applicant,

Thank you for your interest in Queen's Park as a location for your forthcoming event.

Please refer to The City of London, Open Spaces Department, Events Policy Part One & Two when completing this form.

If you have any questions relating to your application, please contact us on 020 7332 3322.

Please return this form together with your supporting documentation, by post or email to:

Post: City of London, (Queen's Park)
Event Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: queens.park@cityoflondon.gov.uk

Queen's Park Event Application

Please take a few minutes to familiarise yourself with this application before you complete the form.

1. Description of the proposed event

2. Location of your proposed event (please refer to the schedule of locations, and location map)

To enable proper consideration of this application, specific details of the event taking place in Queen's Park. Please complete the following sections giving as much detail as you can. We can then advise you of your responsibilities as the organiser, provide you with the correct site and offer any other help you may need.

3. Nature of your proposed event (please tick relevant box):

Static Display ☐ Fete ☐ Rally ☐
 Funfair ☐ Concert ☐ Circus ☐
 Procession ☐ Charity walk ☐ Other ☐ _____ (please state)

Please provide us with as much detail as possible about your event:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Queen's Park Event Application

4. Details of your proposed event

Please state the **exact** dates of your event:

i) Date and time the event opens to the public:

ii) Number of days required **before** this date for setting up (including arrival time on site):

iii) Date and time the event closes to the public:

iv) Number of days **after** this date for dismantling (please give on-site start and finish times):

5. Approximate number of people expected to attend your event

i) Participants:

ii) Adults:

iii) Children under 16:

v) Spectators:

Any additional information:

Queen's Park Event Application

6. The Applicant

Full name, address and contact details of the **applicant** (Please use **BLOCK** capitals):

Full name, address and contact details of **second** contact (Please use **BLOCK** capitals):

7. Applying on behalf of an organisation

If you are applying on behalf of an organisation, please state the name and the address of the organisation:

Nature of organisation (please tick relevant box):

- | | |
|---|--------------------------|
| Registered Charity | <input type="checkbox"/> |
| Not for profit constituted organisation | <input type="checkbox"/> |
| Individual | <input type="checkbox"/> |
| Commercial company | <input type="checkbox"/> |

Your capacity within the organisation:

and, the capacity within the organisation of the **second** contact:

Queen's Park Event Application

8. Commercial Traders

Do you intend to invite any commercial traders i.e. food vendors, fairground rides, climbing apparatus?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details of all such traders including names, addresses and contact numbers for the individuals or organisations providing such attractions.

Company 1:

Company 2:

Company 3:

Company 4:

Company 5:

Queen's Park Event Application

You **must** obtain the City of London's consent for any additions and alterations to this list. Please note that it is at the discretion of the City of London as to whether traders etc. will be permitted as part of the event.

To ensure the safety of those attending the event an Environmental Health Officer may inspect any equipment brought onto the site by yourself or a commercial trader.

They will also examine any associated documentation e.g. fire and test certificates, your Risk Assessments and the suitability of training provided to equipment operators.

9. Fund raising

If you are fund-raising, please include the name of charity/fundraising project and full details of beneficiary of proceeds. Name all beneficiaries if there are more than one. Will all income raised go to the charity/project named above? If no, please provide details: (proof may be required)

10. Will your event include music, films, dancing or live entertainment?

Music

Yes ☐ No ☐ (please tick relevant box)

If yes, is it: Recorded ☐ Live amplified ☐ Live acoustic ☐ Other ☐

Please give details:

Volume levels must not exceed 65 decibels at the nearest residence, or between Monday and Friday at the nearest place of work.

The Officer Event Group will be able to assist you in determining a level appropriate for your equipment and your event.

Queen's Park Event Application

Films

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Dancing

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Live Entertainment

Yes ☐ No ☐ (please tick relevant box)

Please give details:

11. Will your event include alcohol and Catering?

Alcohol

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Queen's Park Event Application

Catering

Yes ☐ No ☐ (please tick relevant box)

Please give details:

12. Will your event include animals?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

13. Will you be using a Public-Address System?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

Queen's Park Event Application

14. Will your event require an electricity supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you generate your own or is a City of London mains supply required (if feasible)?

We will generate our own* ☐ We will require a supply from the City of London ☐ **

* Organisers are required to consider the switch to cleaner technologies as well as ensuring Non-Road Mobile Machinery is compatible with the Stage V emission standards.

** This is available at an additional cost and **must** be provided by a City of London approved electrician. Under no circumstances must any attempt be made to make a connection to any electricity supply by you or any person associated with your event.

15. Will your event require a water supply?

Yes ☐ No ☐ (please tick relevant box)

If yes, will you provide water or is a City of London mains water supply required (if this is feasible)?

We will generate our own ☐ We will require a supply from the City of London ☐ *

* This is available at an additional cost. Under no circumstances must any attempt be made to make a connection to any water supply by you or any person associated with your event.

16. Will you be using any artificial lighting?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

17. Toilets

Please give details of the arrangements you will be making for providing toilet facilities and cleaning?

Queen's Park Event Application

An important aspect of any event is the provision of adequate toilet facilities. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

18. Will any other item or equipment at your event generate noise?

Yes ☐ No ☐ (please tick relevant box)

If yes, please give details:

It is important that the Officer Event Group have an opportunity to assess noise from all sources on site e.g. generators, vehicles, tannoy

19. Will you require vehicle access to facilitate the event i.e. articulated trucks, vans?

Yes ☐ No ☐ (please tick relevant box)

If yes, please provide details:

20. Will any items of plant and heavy equipment be used i.e. cranes, forklift trucks, etc.?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be used and on which areas of the site:

Queen's Park Event Application

21. Will any elevated platforms, stages, marquees or other temporary structures or apparatus etc. be built?

Yes ☐ No ☐ (please tick relevant box)

If yes, please state what will be built:

Structures require inspection prior to your event opening to the public. The event organisers are responsible for arranging inspections prior to the opening of the event.

22. What arrangements have been made for car parking and marshalling of vehicles during your event?

Please give details:

23. What arrangements have been made for litter collection, recycling and disposal. When and how will this take place?

Please give details:

24. What facilities will be provided for First Aid?

Please give details:

Queen's Park Event Application

An important part of any event is the adequate provision of first aid. The Officer Event Group will be able to assist you in deciding the level of provision appropriate for your event.

25. Will you be providing overnight security?

Yes ☐ No ☐ (please tick relevant box)

Please give details:

26. Will the event be open and accessible to all?

Please give details:

27. How will you actively encourage sustainable transport for people attending the event?

Please give details:

Queen's Park Event Application

28. How does your event contribute to achieving event application criteria 8.1? (please refer to the Open Spaces Events Policy, Part Two: Queen's Park)

Please give details:

Note: If any of these details change once your application has been submitted, please inform us. No additional items may be included without the express consent of the City of London Corporation.

Licenses

Your event may require a Premises Licence or Temporary Event Notice which is provided by the relevant Local Authority. We can advise which one it will be depending on your chosen site.

You are advised to allow a minimum of 10 weeks for a Premises Licence Application and 4 weeks for a Temporary Event Notice. Larger events may need to apply for a licence up to 6 months in advance.

More information can be found here <http://www.londoneventstoolkit.co.uk>

Insurance

Hirers of public open space are required to hold a current policy of insurance in respect of Public Liability or third-party risks. The relevant limit of indemnity must be no less than £5 million and the City of London reserves the right to require a higher limit if deemed necessary.

Hirers will be required to produce evidence of their insurance cover together with that of any exhibitor, band/dance group, sub-contractor, caterer etc. whom they have instructed or authorised to appear at the event (see <http://www.londoneventstoolkit.co.uk>). This information needs to be provided at least one month prior to the event if it is a medium, large or major event.

Insurance Company:

Policy number:

Amount of indemnity (**a minimum of £5M is required**):

Expiry date of current certificate:

Queen's Park Event Application

We require a copy of a valid schedule or certificate of Public Liability Insurance without which, consent to use the land will be withheld. The Corporation may also take legal action against an event organiser who proceeds with an event having not provided this documentation.

Event Planning

You may be required to provide a range of plans and documents relating to your event such as Traffic Management Plans, Emergency Plan and Risk Assessments. More details about these can be found here <http://www.londoneventstoolkit.co.uk>

Declaration

Please tick to confirm that you have plans & procedures in place to deal with the following (where necessary):

Event communications		Transport (including parking)	
Security & stewarding		Toilet & drinking water provisions	
Crowd management		Food safety	
Emergencies		Waste management & recycling	
Fire		Environmental impact	
First aid		Disability compliance	
Lost children & vulnerable adults		Equal opportunities	

More information can be found <http://www.londoneventstoolkit.co.uk>

Please confirm that the following documents are either attached to your application or will be provided at least four weeks prior to the start of your event. Failure to comply may result in the City of London refusing to grant permission for your event.

	Attached	To Follow	N/A
Risk Assessments / Emergency Plan			
Copy of your Public Liability Insurance			
A site plan			
A programme			
Catering certificates and licences			
Noise management plan			
Copy of Charitable or not for profit constitution and evidence of organisation bank account with minimum of 2 signatories (if applying for charity discounted rate)			

Queen's Park Event Application

TERMS OF ACCEPTANCE

By returning this form, I confirm that I have read and understood the City of London Open Spaces Events Policy Part One & Two. I apply for permission to hold the event as described in this application form. I confirm that the information provided is correct and will inform the City of London if the details change.

Signed (please type on emailed documents)	
Print name	
On behalf of (organisation)	
Date	

Please return this form together with your supporting documentation, by post, email or fax, to:

Post: City of London (Queen's Park)
Event Licence Applications
Heathfield House
432 Archway Road
London, N6 4JH

Email: queens.park@cityoflondon.gov.uk

.....

For office use only

Confirmed by Officer Events Group: _____

Date of the Event _____ 2019 Time of the Event _____

Place of the Event _____

No of people _____

Route Map _____

Liability Insurance _____

Risk Assessment _____

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Committee(s)	Dated:
Highgate Wood Consultative Group – For Discussion	17 October 2018
Hampstead Heath Consultative Committee – For Discussion	29 October 2018
Queen’s Park Consultative Group – For Discussion	31 October 2018
Hampstead Heath, Highgate Wood and Queen’s Park Committee – For Decision	28 November 2018
Subject: Fees and Charges 2019/20 & 2020/21	Public
Report of: Superintendent of Hampstead Heath	For Discussion
Report author: Yvette Hughes – Open Spaces Department	

Summary

This report sets out the proposed fees and charges for a range of sports facilities and services provided at Hampstead Heath, Highgate Wood & Queen’s Park for 2019/20. In addition, the report sets out the proposed fees and charges for Weddings and Civil Ceremonies for 2020/21.

Recommendations

It is recommended that:

- The Hampstead Heath Consultative Committee, Highgate Wood Consultative Group and Queen’s Park Consultative Group discuss the proposed fees and charges for 2019/20 and 2020/21, as set out in Appendix 1 of this report.
- The views of the Hampstead Heath Consultative Committee, Highgate Wood Consultative Group, and Queen’s Park Consultative Group be conveyed to the Hampstead Heath, Highgate Wood and Queen’s Park Committee at their 28 November 2018 meeting.
- The Hampstead Heath, Highgate Wood and Queen’s Park Committee agree the proposed fees and charges for 2019/20 and 2020/21, as set out in Appendix 1 of this report.

Main Report

Background

1. Charges for the wide range of services, recreation and sporting facilities provided in all the City Corporation's Open Spaces are reviewed annually, to ensure that prices and ticket options are relevant and appropriate. The current 2018/19 (and 2019/20 Weddings and Civil Ceremony) charges for Hampstead Heath, Highgate Wood and Queen's Park were approved by the Hampstead Heath, Highgate Wood and Queen's Park Committee in November 2017.
2. The income generated from fees and charges contribute towards the cost of providing sports and recreational facilities across Hampstead Heath, Highgate Wood and Queen's Park.

Current Position

3. The Hampstead Heath Sports Advisory Forum have been consulted on the proposed sports charges for 2019/20.
4. The proposed fees and charges include concessionary rates, offering a 40% discount on the standard adult charge, except where indicated.
5. The fees and charges are based upon benchmarking with other local providers, and this exercise was last carried out in 2015. A further exercise will be carried out in 2019.
6. The Lido has recently been benchmarked with other similar facilities across London.
7. Work over the past year to encourage the level of compliance for payment at the Bathing Ponds has seen a modest increase in income from these facilities. However, there is still further work that needs to be carried out in order to improve payment compliance, and this includes improved signage, payment methods and cash payment arrangements. Consequently, it is proposed that swimming charges are held at the current rates, as set out in Appendix 1, for a further year to enable this work to be completed.
8. Sports fees and charges are not based on full cost recovery and are significantly subsidised by the City of London Corporation to promote participation in formal and informal recreation to support health and well-being.

Proposed Charges 2019/20

9. It is proposed that the majority of charges for 2019/20 and the 2020/21 charges for Weddings and Civil Ceremonies be increased by 2.7% in line with Consumer Price Index (CPI), with rounding to aid cash handling. Consequently, this may represent a marginally higher or lower percentage uplift.
10. Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge. This is to continue support for the development of blind cricket.

Corporate & Strategic Implications

11. This Policy contributes towards the achievement of the three aims set out in the City of London Corporate Plan 2018-23. Contribute to a flourishing society (1-4), Support a thriving economy (5) and Shape outstanding environments (9-12).
12. The Policy also meets the three objectives and outcomes set out in the Open Spaces Business Plan 2018-19 (a) Open spaces and historic sites are thriving and accessible, (b) Spaces enrich people's lives and (c) Business practices are responsible and sustainable.

Financial Implications

13. The City's Financial Regulations require all Departments to recover full costs when setting charges to persons or external organisations, or submit reasons to the appropriate service Committee when that objective is not met. It is therefore at the discretion of individual spending Committees to determine the actual level of fees and charges relative to the services they provide, after taking into account local considerations and priorities.
14. The Superintendent will provide an update on target income budget for the service in the 2019/20 financial year at the meeting.
15. As stated, the proposed price changes reflect an uplift of 2.7%. This has been rounded for ease of transactional processing.

Appendices

- Appendix 1 – Proposed Fees and Charges for 2019/20 & 2020/21

Yvette Hughes

Hampstead Heath Business Manager - Open Spaces Department

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APPENDIX 1 – HAMPSTEAD HEATH, HIGHGATE WOOD AND QUEEN'S PARK

The proposed charges operate from 1 April 2019; all charges include VAT at 20%, except where stated.

NOTES

1. The majority of the fees and charges have been increased by 2.7% and rounded to assist with cash handling.
2. Concession and Junior charges reflect a 40% discount on the adult ticket prices
3. ***1** The Athletics Track and associated infield is available for sports clubs to use for group coaching and training sessions. Training sessions can be booked during the following times:
 - Tuesdays and Thursdays: 5pm – 9pm (the track must be vacated by 8:40pm, with the changing rooms remaining open until 9pm)
 - Monday, Wednesdays and Fridays: 5pm – until 30 minutes before park closing (park closing times vary throughout the year)
 - Weekends: 7:45am – 4pm
 - Floodlights will be switched on as necessary on Tuesdays and Thursdays, and will be switched off by 8:40pm.
 - Training sessions commence on the hour and are for a minimum of one hour, except for bookings starting at 8:00pm, which are for forty minutes. Block bookings are available for clubs wanting regular training sessions and can be booked for periods of ten consecutive weeks or more. Clubs booking for a full year (50 weeks) can benefit from additional benefits and guarantee to be offered the same booking times for the following year. Tuesdays and Thursdays training sessions have three club booking slots available, with a maximum number of participants per booking slot limited to fifty. Sole use is subject to availability and will require the hirer to book all three available slots, which would allow up to 150 participants to attend.
4. ***2** Corporate Event prices will be worked up on a case by case basis
5. Schools use of the track will comprise of the following sessions: -
6. There is a charge of £10 to replace lost or damaged season tickets.
 - AM session 9.00 – 12.30
 - PM session 13.00 – 16.30
 - Full day session 09.00 – 16.30
7. ***3** Highgate Wood Metro Blind Cricket Team Support Scheme recognises a 50% discount on the changing room hire charge to support the team developing blind cricket in line with the City of London Open Spaces Department's Sports and Physical Activity Framework
8. ***4** The Parliament Hill Bowling Club and Hampstead Heath Croquet Club have been consulted on the proposed charges for 2018/19. The public fees collected from Bowls are passed onto the Bowling Club.
9. Swimming charges have not been increased for 2019/20. The Bathing Ponds entry payment review will continue during the 2019/20 season, while we work to facilitate further methods of payment at the Bathing Ponds.
10. ***5** The Sauna Season Ticket and Day Ticket prices have been increased by 2.7%.
11. ***6** Sauna day tickets must be purchased in conjunction with a swimming ticket.
12. ***7** Where site meetings are required, fees will be applied to cover the cost of stafftime.

13. Credit and Debit card payments can be taken over the telephone at the Parliament Hill Office (0207 332 3773) and Heathfield House (0207 332 3322).
14. ***8** Children's tennis coaching reflects a 20% discount on the price of adult coaching, to account for coaching costs.
15. ***9** Price considered as part of Event application process, linked to type and size of event and time of year.
16. ***10** in addition to a hook-up/connection fee of £50, electricity and water will be charged by the unit. The unit fee will be confirmed in advanced of the event.
17. ***11** this is an upfront charge for Events that are likely to have a non-permanent environmental impact.
18. ***12** charged by the hour, 1 hour minimum charge.

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
ATHLETICS TRACK (Hampstead Heath)					
Meetings – Full day (Monday – Friday, excluding bank holidays)	-	-	244.00	250.00	257.00
Meetings – AM/ PM Session (Monday – Friday, excluding bank holidays)	93.00	120.00	122.00	125.00	129.00
Meetings – Full day (weekends & bank holidays)	-	-	304.00	312.00	320.00
Meetings – AM/PM Session (weekends & bank holidays)	130.00	150.00	152.00	156.00	160.00
Clubs Block Booking*1 (Tuesday & Thursday only)	-	-	-	22.56	23.17
Schools Use – Full day	-	-	146.00	150.00	154.00
Schools Use – AM/PM Session	55.00	72.00	73.00	75.00	77.00
Corporate events	(*2)	(*2)	(*2)	(*2)	(*2)
Day Ticket - Adults	3.50	3.50	4.00	4.00	4.50
Day ticket - Concession	1.50	2.10	2.50	2.50	3.00
12 Month Season Ticket - Adult	62.00	72.00	73.00	75.00	77.00
12 Month Season Ticket - Concession	31.00	42.00	44.00	45.00	46.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Monthly Season Ticket - Adult	-	-	20.00	21.00	22.00
Monthly Season Ticket - Concession	-	-	12.00	12.50	13.00
Season Ticket replacement cost	-	-	5.00	5.00	10.00
CRICKET (Hampstead Heath & Highgate Wood)					
Adult match pitch (prepared and marked)	77.00	90.00	91.00	93.00	96.00
Adult match pitch - Parliament Hill, weekends (prepared and marked)	98.00	98.00	99.00	102.00	105.00
Junior pitch (prepared and marked)	46.00	54.00	55.00	56.00	63.00
Cricket nets (per hour)	7.00	7.00	7.50	8.00	8.00
Private changing room with hot water ^{*3}	43.00	43.00	43.50	45.00	46.00
Keys – deposit/charge for loss	25.00	25.00	25.00	25.00	25.00
FOOTBALL (Hampstead Heath & Highgate Wood)					
Adult match pitch (with goal posts)	72.00	85.00	86.00	88.00	90.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Junior pitch (with goal posts)	45.00	51.00	52.00	53.00	54.00
School use – standard session charge	41.00	51.00	52.00	53.00	54.00
Private changing room with hot water	43.00	43.00	43.50	45.00	46.00
Keys – deposit/ charge for loss	25.00	25.00	25.00	25.00	25.00
Hire of goal nets	15.00	15.00	15.00	15.00	15.00
Charge for damaged goal nets	-	-	£15+ 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee
RUGBY (Hampstead Heath)					
Adult match pitch -1pm Kick-Off (with goal posts)	72.00	85.00	86.00	88.00	90.00
Junior pitch (with goal posts)	45.00	51.00	52.00	53.00	54.00
School use – standard session charge	41.00	51.00	52.00	53.00	54.00
Private changing room with hot water	43.00	43.00	43.50	45.00	46.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Keys - deposit or charge for loss	25.00	25.00	25.00	25.00	25.00
Hire of goal nets	15.00	15.00	15.00	15.00	15.00
Charge for damaged goal nets	-	-	£15+ 20% admin fee	Cost + 20% admin fee	Cost + 20% admin fee
SOFTBALL/ ROUNDERS (Hampstead Heath)					
Reserved Pitch	52.00	52.00	53.00	54.00	55.00
PENTANQUE (Hampstead Heath)					
Hourly charge/rink	3.00	3.00	3.50	3.50	4.00
Deposit for Boules hire (Returnable)	20.00	20.00	20.00	20.00	20.00
BOWLS (Hampstead Heath)					
Hourly charge (per player)	3.50	3.50	3.50*4	4.00*4	4.00*4
Deposit for Bowls Hire (Returnable)	10.00	10.00	20.00	20.00	20.00
CROQUET (Hampstead Heath)					

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Hourly charge (members of HHCC) for lawn	4.50	4.50	4.50 ^{*4}	5.00 ^{*4}	5.00^{*4}
Hourly charge (non-members) for lawn	8.00	8.00	8.00 ^{*4}	8.50 ^{*4}	8.50^{*4}
PITCH & PUTT (Queen's Park)					
One Round - Adult	5.50	5.50	6.00	6.00	6.00
One Round - Concession	2.50	3.30	3.50	3.50	3.50
SWIMMING – DAY TICKETS (Hampstead Heath)					
Lido Morning Swim - Adult	2.50	3.50	4.00	4.00	4.00
Lido Morning Swim - Concession	1.50	2.10	2.50	2.50	2.50
Lido Evening Swim - Adult	2.50	3.50	4.00	4.00	4.00
Lido Evening Swim - Concession	1.50	2.10	2.50	2.50	2.50
Lido Day Swim – Adult	6.00	6.60	7.00	7.00	7.00
Lido Day Swim – Concession	4.00	4.00	4.50	4.50	4.50
Lido Day Swim - Family (up to 2 Adults & 2 Children)	15.00	17.20	18.50	19.00	19.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Lido Day Swim Adult & Child	8.00	9.00	10.00	10.00	10.00
Lido Sauna Day Ticket ^{*6}	-	2.50	2.50	2.50	3.00
Bathing Pond Day Ticket - Adult	2.00	2.00	2.00	2.00	2.00
Bathing Pond Day Ticket - Concession	1.00	1.00	1.00	1.00	1.00
SWIMMING – SEASON TICKETS (Hampstead Heath)					
Lido 1 Month Season Ticket - Adult	42.00	42.00	47.00	48.00	48.00
Lido 1 Month Season Ticket -Concession	21.00	25.20	29.00	29.00	29.00
Lido 12 Month Season Ticket - Adult	152.00	175.00	195.00	200.00	200.00
Lido 12 Month Season Ticket - Concession	98.00	105.00	117.00	120.00	120.00
Lido 6 Month Season Ticket - Adult	120.00	120.00	133.00	136.00	136.00
Lido 12 Month Season Ticket - Concession	60.00	72.00	80.00	82.00	82.00
Lido Sauna Season Ticket ^{*5}	-	50.00	51.00	60.00	62.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Lido & Bathing Ponds 12 Month Season Ticket - Adult	195.00	195.00	216.00	222.00	222.00
Lido & Bathing Ponds 12 Month Season Ticket - Concession	108.00	117.00	130.00	133.00	133.00
Lido & Bathing Ponds 6 Month Season Ticket - Adult	140.00	140.00	150.00	154.00	154.00
Lido & Bathing Ponds 12 Month Season Ticket - Concession	70.00	84.00	90.00	92.00	92.00
Season Ticket replacement cost	-	-	5.00	5.00	10.00
Bathing Pond 12 Month Season Ticket - Adult	125.00	125.00	125.00	125.00	125.00
Bathing Pond 12 Month Season Ticket - Concession	66.00	66.00	66.00	66.00	66.00
Bathing Pond 6 Month Season Ticket - Adult	66.00	66.00	66.00	66.00	66.00
Bathing Pond 6 Month Season Ticket - Concession	33.00	33.00	33.00	33.00	33.00
Season Ticket replacement cost	-	-	5.00	5.00	10.00
TENNIS – COURT BOOKING (Hampstead Heath & Queen's Park)					
Annual registration Card	16.00	25.00	27.50	28.00	29.00
Court Hourly Charge - Adult	7.00	8.00	8.50	9.00	9.00

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Court Hourly Charge - Concession	4.00	4.80	5.00	5.50	5.50
TENNIS – COACHING (Hampstead Heath & Queen's Park)					
1 hour weekly sessions (5 week course) -Adult	48.00	50.00	55.00	56.50	58.00
1.5 hour weekly sessions (5 week course) -Adult	72.00	75.00	82.50	84.50	87.00
2 hour weekly sessions (5 week course) -Adult	96.00	100.00	110.00	113.00	116.00
1 hour weekly sessions (5 week course) -Junior	39.00	40.00	43.00	44.00	46.50^{*8}
CAR PARKING (Hampstead Heath)					
0- 2 hours	3.00	3.00	3.50	3.60	3.70
2- 4 hours	6.00	6.00	7.00	7.20	7.40
Additional hours or part hours above 4 hours	5.00	5.00	6.00	6.50	6.70
FAIRS (Hampstead Heath)					
Pitch	-	-	1% increase in pitch fees	2.6% increase in pitch fees	2.7% increase in pitch fees

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
BAT WALKS (Hampstead Heath & Highgate Wood)					
Walk Ticket	-	7.00	7.00	7.00	7.00
BANDSTAND HIRE (Queen's Park)					
3 hour booking (including tables & chairs)	55.00	65.00	66.00	68.00	70.00
3 hour booking (excluding tables & chairs)	55.00	55.00	56.00	58.00	60.00
SKIPS & COMPOUNDS/SCAFFOLDING					
Skips 1-7 days	-	£60.00 (VAT exempt) per week (Minimum fee £60)	£61.00 (VAT exempt) per week (Minimum fee £61)	£63.00 (VAT exempt) per week (Minimum fee £63)	65.00 (weekly minimum fee)
Skips – additional day rate (where hire exceeds 7 days)	-	-	-	-	65.00
Compounds/scaffolding – day charge rate	-	£0.50 per M ² per day (Minimum overall charge £60 per day)	£0.50 per M ² per day (Minimum overall charge £61 per day)	£0.50 per M ² per day (Minimum overall charge £63 per day)	0.51 per M² or 65.00 per day (whichever is greater)

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
MEMORIAL BENCHES & PLAQUES					
Engraved Bench (Hampstead Heath, Golders Hill Park & Queen's Park)	-	2,400.00	2,400.00	2,400.00	2,500.00
Engraved Bench (Pergola & Hill Garden)	-	4,200.00	4,200.00	4,200.00	4,500.00
Bench Plaque (Highgate Wood)	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application	Subject to engraving – price on application
CHARGES FOR EVENTS - LINKED TO EVENTS POLICY					
Application Fee					
Community Events	-	-	-	-	£25
Commercial Events	-	-	-	-	£50
Remediation Deposit *⁹	-	-	-	-	Price on application
Hire Charge	-	-	-	-	Price on application
Service Charges					
Power supply hook-up (per day)	-	-	-	-	£50

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/15 (£) +2.4%	Charges approved 1/4/16 (£) Bench- marking exercise	Charges approved 1/4/17 (£) +1%	Charges approved 1/4/18 (£) +2.6%	Proposed Charges 1/4/19 (£) +2.7%
Electricity* ¹⁰	-	-	-	-	Unit charge*¹⁰
Water supply - connection	-	-	-	-	£50
Water* ¹⁰	-	-	-	-	Unit charge*¹⁰
Waste and recycling - Collection cost (per hour* ¹²)	-	-	-	-	£50
Waste and recycling - Disposal cost	-	-	-	-	£150 per tonne
Staff and vehicle hire costs (per hour*¹²)					
Ranger/Keeper	-	-	-	-	£35
Supervisor	-	-	-	-	£48
Manager	-	-	-	-	£60
Driver and vehicle	-	-	-	-	£85
Toilet and changing room cleaning (per hour)	-	-	-	-	£50
Environmental Impact*¹¹	-	-	-	-	Price on application

HAMPSTEAD HEATH, HIGHGATE WOOD & QUEEN'S PARK	Charges approved 1/4/16 (£)	Charges approved 1/4/17 (£)	Charges approved 1/4/18 (£)	Charges approved 1/4/19 (£)	Proposed charges 1/4/20 (£)
WEDDINGS & CIVIL CEREMONIES					
Hill Garden Shelter (Monday – Thursday)	2,000.00	2,400.00	2,520.00	2,585.00	2,655.00
Hill Garden Shelter (Friday)	2,400.00	2,900.00	3,045.00	3,125.00	3,210.00
Hill Garden Shelter (Weekends)	2,800.00	3,400.00	3,570.00	3,660.00	3,760.00
Pergola (Monday – Thursday)	1,800.00	2,200.00	2,310.00	2,370.00	2,435.00
Pergola (Friday)	2,000.00	2,400.00	2,520.00	2,585.00	2,655.00
Pergola (Weekends)	2,200.00	2,700.00	2,835.00	2,910.00	2,990.00
Table service charge	120.00	150.00	158.00	160.00	165.00
Queen's Park Bandstand (Monday – Friday)	720.00	865.00	1,040.00	1,065.00	1,095.00
Queen's Park Bandstand (Weekends)	960.00	1,150.00	1,380.00	1,415.00	1,455.00