

WEST HAM PARK COMMITTEE
Thursday, 11 July 2024

Minutes of the meeting of the West Ham Park Committee held at Committee Room -
2nd Floor West Wing, Guildhall on Thursday, 11 July 2024 at 9.30 am

Present

Members:

Caroline Haines (Chair)
Andrew McMurtrie
Anne Corbett
Eamonn Mullally (Deputy Chairman)
Benjamin Murphy
Catherine Bickmore
Rafe Courage

Officers:

Clem Harcourt	- Chamberlain's Department
Pauline Mouskis	- Chamberlain's Department
Niranjan Shanmuganathan	- Chamberlain's Department
Jack Joslin	- City Bridge Foundation
Julia Pridham	- City Bridge Foundation
Anna Cowperthwaite	- Comptroller and City Solicitor's
Emily Brennan	- Environment Department
Simon Glynn	- Environment Department
Joanne Hill	- Environment Department
Jo Hurst	- Environment Department
Paul Maskell	- Environment Department
Rob Shakespeare	- Environment Department
Abigail Tinkler	- Environment Department
Jennifer Wood	- Environment Department
Callum Southern	- Town Clerk's Department

1. APOLOGIES

Apologies were received from James St John Davis and Wendy Mead MBE.

2. DECLARATIONS OF INTEREST UNDER THE CODE OF CONDUCT

No declarations of interests were made.

3. MINUTES

3.1 **Draft Minutes of the West Ham Park Committee Meeting on 16th May 2024**

The Committee recommended amending the draft minutes to add Tim Houghton's name to the list of attendees and adding Justin Meath-Baker to the apologies given.

RESOLVED – That, the public and non-public summary of the meeting held on 16 May 2024 be agreed as a correct record, subject to the agreed amendments.

4. **MATTERS ARISING**

4.1 **Committee Appointments from the London Borough of Newham**

The Committee noted the re-appointment of Councillor Joy Laguda and Councillor John Whitworth to the West Ham Park Committee by the London Borough of Newham (LB Newham).

The Chair announced a change to the agenda order and moved to Item 13 to exclude the public. The Committee agreed to re-admit the public following discussion of the non-public items and proceeded with the meeting from Item 5.

5. ***ASSISTANT DIRECTOR'S REPORT**

The Committee received a report of the Natural Environment Director concerning an update on matters relating to West Ham Park since the last Committee meeting on 16 May 2024.

During the discussion, the following points were made:

- a) Thanked Officers for the work toward the Green Flag Assessment and London in Bloom, as well as the 150th anniversary of West Ham Park event.
- b) Members considered what the existing CCTV arrangement was at West Ham Park. Officers reported that CCTV was in place and were monitored from 8am-5pm and recordings were available for when the Park was shut.
- c) Officers reported they had a meeting with the Lawn Tennis Association (LTA) and noted that the space for supporting padel would require floodlighting and planning permission.
- d) It was confirmed by Officers that any felled coppice branches would be left near the parent tree, which would be good for saproxylic invertebrates, if there was no threat of an arson attack.
- e) The Committee discussed the income generation potential of padel at West Ham Park and noted it was part of the Corporation's Sports Strategy.

- f) Officers informed, in response to questions about waste collection, that waste was now taken to a landfill site where it was separated; Officers indicated they were happy to provide more information on that.
- g) Concerns were raised regarding compaction following large events. Officers responded a site risk assessment was carried out before large events, with additional matting and protective fencing installed to protect the trees and grass.

RECEIVED.

6. RISK MANAGEMENT UPDATE

The Committee received a report to provide the Committee with assurance concerning risk management procedures for West Ham Park.

During the discussion, the following points were made:

- a) Officers informed the Committee that one risk had been removed relating to recruitment as all the staff vacancies at West Ham Park had been filled.
- b) Member requested that the next report state exactly which assets' condition was declining, and the work required to repair them. Officers indicated that condition surveys were being carried out.
- c) Officers were in contact with City Surveyors to prioritise where the backlog of maintenance funding needed to be directed.
- d) The Committee expressed the importance of a positive relationship between the Natural Environment Division and City Surveyors, particularly regarding planning when works can be carried out.
- e) It was considered what was preventing West Ham Park from moving to a rated 6 to a 4 in relation to pests and disease. Officers reported that the Park was under control regarding oak processionary moths (OPM) but warned it was cyclical and surveillance would be carried out based on caterpillar identified. Massaria disease had also been found in the Park.
- f) Members suggested incorporating turnover, sickness and health and safety into the risk register.
- g) Discussed whether all the staff at West Ham Park were City of London employees. Officers noted all the positions were permanent but agency workers were relied upon to cover Annual Leave, sickness and opening and closing of the Park.
- h) The Committee requested a colour key on the risk register, Officers assured this would be done in future.

- i) Officers accepted that anti-social behaviour could be an issue at the Park and noted they were working with the Metropolitan Police to tackle it.
- j) Officers indicated they were looking into suicide prevention training for staff as the park had become a hot spot for suicidal individuals. The Chair requested more information on this.
- k) The Committee considered whether staff had training to handle dangerous dogs. Officers advised there was no specific training but would look into. The Chair requested an update on this for the Autumn.

RESOLVED – That, Members confirmed, on behalf of the City Corporation as Trustee, that the West Ham Park Summary Risk Register satisfactorily identified the key risks to the West Ham Park charity and that an appropriate risk management process was in place.

7. ***REVENUE OUTTURN 2023/24**

The Committee received a report which compared the revenue outturn for the services overseen by West Ham Park Committee in 2023/24 with the final budget for the year and it was noted that, in total, there was an unfavourable budget position of £62,000 for the services overseen by the Committee compared with the final budget for the year.

During the discussion, the following points were made:

- a) The Committee enquired what the process was for recharges and allocated costs. Officers explained that individual service departments were responsible for setting their own risk budgets which was recharged based on the cost allocation formula dependent on the service.
- b) Concern was expressed over accountability when referring to the 'local team' Officers indicated the Environment Department was in control of its local risk budget, followed below that by the City Surveyor, Budgets and Repairs & Maintenance; the cyclical works programme fell under the City Surveyor.
- c) The need for clarity across the Environment Department was expressed by Members regarding recharges and allocated costs.
- d) Officers suggested that the full review of central support service recharges would be completed in 2024/25 and recharges was being looked at as part of the charity review.
- e) It was confirmed by Officers that £1.248m was the net revenue running cost of West Ham Park which would be funded through deficit funding to the charity. The Committee indicated the terminology of the report needed to be clarified.

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8. *UPDATE REPORT ON 150TH ANNIVERSARY CELEBRATION

The Committee received a report providing an update to Members on matters related to the 150th anniversary celebration of West Ham Park's transfer to the City of London Corporation since the last Committee meeting of 16 May 2024.

During the discussion, the following points were made:

- a) The Committee queried whether the Education Team was part of the project cost. Officers confirmed it was not and came from the Learning budget.
- b) It was questioned by Members whether events needed to be pre-booked. Officers confirmed some events were pre-booked, such as the walk with Dominic Cole, but most events were not; the events with West Ham United Foundation (WHUF) and Capital Cricket were not.
- c) Officers confirmed they had hired a video producer over both days; WHUF were also going to display footage from the event at the London Stadium for the first game of the season.
- d) Members considered whether St. John's Ambulance and first aid trained responders would be on site. Officers confirmed that First Aid Direct were involved; as well as an ambulance, a doctor, and a paramedic in attendance.
- e) Questions were raised as to whether community officers from the police or stewards would be available in the event of problems. Officers confirmed they had hired Taur Security who were previously used for the Night of the 10,000m PB'S event at Hampstead Heath.
- f) Members enquired into food, drink and toilet provisions. Officers indicated they were using the same company used for Newham Green Fair for toilet provision and gazebos and food and drink vendors were being brought in from the same event who were licensed by LB Newham.
- g) In response to timings of the event by Members, Officers noted they were wary of publicising timings too early in concern for visitors rushing to one particular event.

9. LEARNING ACTIVITIES FOR WHP 150 - VERBAL UPDATE

The Committee received a verbal update from Officers on Learning Activities for the West Ham Park 150th anniversary events.

10. REVIEW OF LEARNING AND HERITAGE ASSETS AND ACTIVITIES

No questions were raised with Officers by the Committee.

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11. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

No questions were raised.

12. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT.

The Chair indicated that Away Day dates would be circulated to Committee Members soon.

The Chair informed Members that the Natural Environment Board dinner on 22 January 2025 would have a strong West Ham Park element to it and asked Members to let the Natural Environment Director know of any additions needed to the guestlist.

13. EXCLUSION OF THE PUBLIC

RESOLVED – That, the following matters relate to business under the remit of the Court of Common Council acting for the City Corporation as charity Trustee, to which Part VA and Schedule 12A of the Local Government Act 1972 public access to meetings provisions do not apply. The following items contain sensitive information which it is not in the best interests of the charity to consider in a public meeting (engaging similar considerations as under paragraphs 3 and 5 of Schedule 12A of the 1972 Act) and will be considered in non-public session.

14. MATTERS ARISING

14.1 Enjoying Green Spaces and the Natural Environment Funding Programme for 2023-24 - Verbal Update

15. WEST HAM PARK FORMER NURSERY SITE

The Committee received a report of the Natural Environment Director.

16. *NATURAL ENVIRONMENT CHARITIES – INCOME ANALYSIS AND PRIORITIES

The Committee received a report of the Natural Environment Director.

17. NON-PUBLIC QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

No non-public questions were raised.

18. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

No other business that the Chairman considered urgent was raised.

The meeting ended at 10.53 am

Chairman

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