

QUEEN'S PARK CONSULTATIVE GROUP

Date: Wednesday 12 November 2025

Time: 12:00 Walk; 13:00 Meeting

Venue: Foord Community Centre, Braeburn House, Winchester Ave, London, NW6 7TR

ATTENDEES

| | | |
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| Members: | William Upton KC (Chair) | Hampstead Heath, Highgate Wood & Queen's Park Committee |
| Co-optees: | Cllr Lesley Smith | London Borough of Brent |
| | Alastair Balfour | Queen's Park Area Residents' Association, QPARA |
| | Clare Gillan | Queen's Park Area Residents' Association, QPARA |
| Officers: | Bill LoSasso | Superintendent, City of London Corporation |
| | Emily Brennan | Director, Natural Environment, City Corporation |
| | Marguerite Jenkin | Interim Finance Transformation Lead, City Corporation |
| | Jo Hurst | Assistant Director for Charity and Development, City Corporation |
| | Tom Hoyle | Project Manager, Natural Environment Charities, City Corporation |
| | Susannah Behr | Head of Development and Partnerships |
| | Charlotte Williams | Head of Operations and Parks, City Corporation |
| | Ciaran O'Keeffe | Formal Parks Manager, City Corporation |
| | Paul Brown | Queen's Park Senior Ranger, City Corporation |
| | Amba Nkundo | EA to Director, City Corporation |
| | Helen Evans | PA to Superintendent, City Corporation - Minutes |

Enquiries: Helen Evans - helen.evans2@cityoflondon.gov.uk

AGENDA

1. Introductions and Apologies

- a. Thanks were extended to Robin Sharp for their service on the Group.
- b. The Chair noted the high officer attendance due to the Natural Environment Charity Review presentation.
- c. Apologies: Vicky Zentner, Ruby Sayed (joined online), Cllr Neil Nerva.

2. Minutes of last meeting

a. Receipt of minutes

Minutes from 15 May 2025 were received with comments:

- i. Queen's Park Day charges to be discussed outside the meeting (noted as missing).
- ii. Correction to Item 5e: Consider the effect on use of the Pitch & Putt, not just revenue.
- iii. Clarification on the 2–3 year timeline for the Woodland Walk ecological survey.

b. Actions from previous meeting

- i. Cafes: Included in report.
- ii. Signage on the farm completed.
- iii. Water play feature: Discussed in meeting.
- iv. Planning application for Sainsbury's noted.

3. BT payphone defibrillator

The Group discussed plans for the phone box situated within the Park boundary, but owned by BT:

- a. Officers are making internal enquiries to give consent to the project. Until the landowner gives consent, fundraising cannot take place.
- b. An existing defibrillator is to be relocated near the café, which will only be accessible during park hours.
- c. BT payphone project would provide 24/7 access.
- d. Structural and legal issues discussed; license agreement required.
- e. Brent Council would need to supply electricity and maintenance and be the licensee; volunteers would need to manage with London Ambulance.
- f. To be discussed with HHHWQP committee.
- g. Park team to register on the London defib map and share update with stakeholders.

Action: COL to give wording on the defib for (public minutes) and to notify the members of the initiation date for communicating this to the community.

Action: COL to take license agreement to HHHWQP committee for decision in February.

4. Briefing on the Grant Funding Model (45 - 60 mins)

Presentation by Officers on the Natural Environment Charity Review and Grant-Funding Model. Key points:

- a. Finance committee in early 2026 to make final decisions; feedback from this session will be included.
- b. Aims: approve governance of the NE charities, ensure charity best practice, strengthen operational framework and approve financial sustainability of the charities.
- c. Transition will be phased over several years. Operational budgets are set to move over in April 2026.
- d. Need for investment in a CRM tool for improved management and fundraising.
- e. Risks: CRM cost, rebranding, timescales, and change management.
- f. Fundraising to support long-term projects, not operational costs.
- g. One charity, two budgets. Approx 90% city-funded, 10% from commercial/fundraising.
- h. Request for more detail on Queen's Park income and fund types.
- i. Officers committed to transparency and public documentation.

Action: COL to provide a breakdown of income sources for each space separately for transparency.

Action: COL to create and share a simplified budget showing contributions from City's Estate to each open space (Queen's Park & Highgate Wood) to help public understanding.

5. Queen's Park Five-year Business Plan & draft Business Plan for 2026-27

The Superintendent presented the draft plan, seeking comments. Discussion included:

- a. Review of Pitch & Putt facility: measuring income generated to help us identify further development here, eg irrigation. Thanks were given to Paul Brown for data capture in review which will inform future operations.

- b. Request to review orange bandstand colour in the works being done by City Surveyor's Department, to determine if it is the correct historical colour for this listed asset.
- c. Woodland Walk in the Business Plan: review carried out in 2025. Ecological surveys being completed over upcoming 18 – 24 months.
- d. The Chair raised whether there is a way of splitting the items within the Business Plan into different workstreams where possible.
- e. Officers requested the Group review this Business Plan and email anything that needs to be considered to be brought forward and prioritised, so that this can feed into the paper going to HHHWQP committee on 3 February.
- f. Licensing of commercial dog walkers is under consideration.

6. Assistant Director's report

The Assistant Director's report was discussed with the conversation focusing on:

- a. Splash pad: HS2 award application in final review; installation unlikely by summer 2026.
 - i. Request for clearer project timelines and improved communications.
 - ii. The Group requested the timeline for project be clarified, with realistic timeframe for quotes, designs and realistic delivery timeframe to aid canvassing and stakeholder engagement.
- b. Cafe remarketing process:
 - i. This will go to committee for review and decision in December.
 - ii. More clarity around next steps in this process was requested.
- c. Green Flag and Heritage: congratulations and thanks were given to staff for their hard work in achieving these.

Action: COL to inform QPARA on HS2 application submission before their AGM tomorrow.

Action: COL to provide indicative outline project timeline for Splash Pad after submission, with regular updates provided to the Group.

7. Any other business

- a. Queen's Park Day: request to set up a review meeting of the event from 2025, and to aid planning for 2026.

Action: to set up a meeting with QPARA regarding Queen's Park Day.

Meeting end: 15:19

Next meeting date: TBC