Gunnersbury Park
Project Update to Joint Advisory Panel
4 April 2014
1.0 Gunnersbury Park Joint Advisory Panel held on Friday 24th January 2014 matters arising

At a meeting of the Gunnersbury Park Joint Advisory Panel held on Friday 24th January 2014 there were requests for action on the following items:

1.1 Link between this panel and the Project Board

It was suggested that there was a greater link between this advisory panel and the project Board

• A standing agenda item; ‘Comments of the Advisory panel’ has been included on the project board agenda.
• The minutes of this advisory panel will be forwarded to the Project Board with an arrangement for feedback.

1.2 Security Issues:

Could action be taken on obvious security issues? An inventory has been taken of the perimeter and an order placed to block up gaps in fences. The current gate locking arrangements have been enforced and the contractor has been reminded of their responsibilities. Drop bollards have been installed at vehicular entrances to restrict vehicular access.

Did the report represent good value for money? It should be noted that the consultants were appointed following a full quotation process, are very experienced as consultant advisors to the Arts Council, and have worked on projects such as Chiswick House, Westminster Cathedral, guildhall Art Gallery and Kings College London and that role is not just the production of a report, but review of architectural designs and feedback, attendance at project team meetings during the HLF development stage and the production of a security strategy for the site. The consultants are accredited security advisors which will be the required standard of the Heritage Lottery fund.

Did the report make best use of internal resources of the Boroughs Community Safety teams? It should be noted that the consultants engaged with the Community safety teams at a very early stage and remained engaged throughout the process.

Could the report include comments made by members? The report discussed was an early draft for member’s comments. All comments will be considered by the consultants and included in the report.

Did the strategy address the future management of security at Gunnersbury? The governance of Gunnersbury is being reviewed. The staff structure within the business plan shows a CEO who will be directly responsible for the management of Gunnersbury.

1.3 Events

The panel wished to have the opportunity to have input into any framework for events in the park.

London Borough Hounslow currently commission Carillion Integrated Services to deliver events across Hounslow’s parks and open spaces. It is recognised that the events offer requires a greater community focus and support to local residents to either stage or access our events. At the cabinet meeting of 4th March 2014 the cabinet was asked to agree the following approach:

• a move to a more community focused events programme
• Additional support for community-led events to help increase opportunity for residents to access or participate in activities that have a greater benefit for local communities.
• the establishment of clear governance and procedures for event providers and key partners
1.4  HLF Review

The panel requested further information on the business plan. This is covered under item 4.0 of the agenda

1.5  Catering

The panel noted the importance of a suitable café. This is covered under item 3.3 of the agenda

1.6  Matter outstanding

The panel previously discussed the idea of recognising the service of Joan Catterall to Gunnersbury Museum and park. The idea had considerable support although no action has yet been taken. Joan’s relatives supported the idea of naming a room or exhibition space after her. This idea may have to wait until we have a full idea of potential sponsors and what recognition they might wish for their donations.

2.0 Update on Heritage Lottery Fund Parks Project

The Project Team submitted the Parks for People Round 2 application on 28 February 2014 to the HLF. To date we have had no questions from HLF. We anticipate this bid will be considered for grant funding by the HLF in June/July.

- A Presentation has been prepared for the panel to update them on this item

2.1 Consultation

To date we have consulted and delivered trial activities with 11,000 people. We carried out a significant amount of community engagement and consultation on our project prior to our round one submission to the Heritage Lottery Fund, including events, questionnaires, focus groups and workshops. This totalled over 6,500 participations in the project prior to our round one submission and we have continued to build on this work as the project has developed. During development phase we have continued to inform people about the project by attending meetings such as Ward Forum and by having a temporary exhibition in the museum but have also taken the project to new audiences such as young people and more people from ethnic minorities by delivering a series of trial activities such as a Pop Up Museum. Approximately two thirds of visitors to the Pop Up Museum were from ethnic minorities compared to only one third of the museum’s visitors.

During our development stage we have carried out a lot more in-depth qualitative consultation and engagement such as setting up groups to advise us on an on-going basis e.g. Access Forum and Youth Panel.

We have met with a wide range of local and regional organisations e.g. Action Acton, Accession Social Enterprise, Building Crafts College, London Transport Museum and Hounslow Community Network to develop partnerships for the future. We have already carried out trial projects with some of these partners and will continue to develop more during our development phase.

3.0 Update on Heritage Lottery Fund Museum Project
Work continues to develop the proposals for the Museum under the Heritage Grant application and we plan to submit this to the HLF on 11 April 2014.

- A Presentation has been prepared for the panel to update them on this item

Key Dates:

- June 2014 – HLF Board of Trustees Decision for PfP
- 22 July 2014 – HLF Board of Trustees Decision for HG
- September 2014 – R2 HLF Permission to start
- September 2014 – commence OJEU for contractors (both HG and PfP)
- End Dec 2014 – museum shuts (kitchens may remain open)
- January 2015 – museum decant starts (4-6 weeks)
- March 2015 – Appoint contractor
- August 2017 – Completion of PfP and handover of Large Mansion
- August to December 2017 - Exhibition and Interpretation fit out
- January 2018 – Museum Opening

3.1 Planning Application

The Project Team has submitted a planning application to London Borough of Hounslow which covers both the Park and Museum proposals including listed building consent. A separate planning application has been submitted for the redevelopment of the Café. The Planning Committee date for our applications to be heard, should the application be required to go to committee and not be dealt with under Officer delegated authority, has been brought forward to 3rd April 2014 due to the cancellation of the 01 May Planning Committee as a result of the Council elections. The project requires planning approval before an HLF Round 2 pass can be awarded. Both applications are being considered at the London Committee at the beginning of June and the next planning meeting is after this date.

Therefore Officers across both boroughs, and in particular Hounslow, have worked very hard to ensure that the application can be determined to meet this HLF condition. The council are complying with all procedural requirements when dealing with a planning application, it is a reduction in the officer allocated time frames, when assessing a planning application that have been reduced.

The following consultation has taken place outside of the formal planning notifications:

March 15th Community Consultation held at Gunnersbury Park Café – Presentation boards attached – 99 people attended

Presentations to English Heritage and Amenity Societies 19th March – Letter of support raising no objections received from English Heritage

Presentation to Ealing Common Ward Cllrs and Chair of Joint Committee 26th March

All the planning documents are available on Hounslow’s planning portal and the key documents are available to view in hard copy at the museum’s reception desk. 8 display boards to summarise the applications are also on view in the Museum dining room. We had a good turnout at the public consultation event on 15 March and have since met with English Heritage and other Heritage groups to discuss the proposals.

The documents available at the museum are:
3.2 The Collections

During the development stage it was recognised that there would be considerable benefits to document the collections (number, photograph and comment on condition etc.) HLF agreed this work could be brought forward and 6 well qualified staff have been appointed to undertake this work over the next two months.

The Development stage has also seen the complete refresh of the Conservation Management Plan (CMP) including far more detail on the significance of the house and park features. It also includes a Collections CMP covering the significance of the collections, issues and the decant plan.

3.3 Catering

The opportunity has been taken in the development stage to revise our plans for catering on site. The proposal to build a kitchen and toilets at the orangery has been changed to rebuilding of the existing café. It is considered the site of the existing café is the most appropriate place in the park for this facility. The Orangery will be refurbished and could be used for events in conjunction with either the café or Gunnersbury House.

A Carriage display building has been joined to the new café using a glazed link to give the carriages a new home in the park. This will be the first thing some visitors see in the park and will help connect the collections, the buildings and the landscape together.

• A Presentation has been prepared for the panel to update them on this item

4.0 Business Plan

A business plan which describes how Gunnersbury will balance income and expenditure has been developed and will be submitted with the Round 2 bid. This business plan has incorporated comments from the HLF Business Planning mentor, Prof Peter Latchford.

• A Presentation has been prepared for the panel to update them on this item

4.1 Governance

Establishing a new form of governance for Gunnersbury is seen to be a crucial aspect of the business plan.
Both authorities agreed via their Cabinets in January 2014 that the preferred future Governance Model, based upon the work completed to date, was a Joint Venture (For clarity, reference to Joint Venture (JV) refers to any form of Joint Venture (including a Trust or Charity). This has been discussed with both EH and the HLF, with no major issues being raised and support in principle.

A new governance work stream has been set up to explore three broad options for future governance and to continue as existing. It is noted that the existing form is unlikely to be an acceptable option for EH / HLF funding. The three options are:

- Joint Venture Company Model
- Managing Trust Model
- Single Trust Model

A legal sub-group will draft a Memorandum of Understanding (MoU) with an initial view of options and a view if external Legal advice needs to be obtained

A finance sub-group will outline an initial view of the financial impacts of each broad option and form a view on how VAT and other tax issues will be reviewed, in terms of getting expert advice. The work-stream will presume the JV Company (JVCo) route will be the recommended option, unless any significant impediment to this is identified as part of the review of options.

Provided the HLF approve funding the project still has an unsecured amount of £1.47m within an overall project of £21Million. This unsecured funding is our largest residual risk associated with the Round 2 application during the assessment period and HLF London Committee and Trustee deliberations. The councils have already agreed to set up a fund raising Development Trust, that will be tasked with raising these funds. The Governance work stream will explore how this trust will be established by the Permission to start date of September 2014.

The key milestone for the governance work stream is October 2014 when a report will go to Cabinet to get approval for the proposed option.

- April 2014 complete options analysis
- June 2014 Development Trust in place with Trustees appointed
- End July 2014 – analysis of how the JV will operate and interact with other bodies
- 31st August 2014 - Good Draft of Outline Business Case and Cabinet report
- October 2014 – Cabinet Report
- 1st January 2015 - Target Date for JV to be in place

5.0 Update on Stables Repairs

Following the completion of stage 1 works to make the West and East Stables safe for access, we have been working in conjunction with English Heritage and the Contractor to agree the scope of works and the stage 2 costs. Stage 2 works will rebuild the roof of the west stables making the whole structure safe and weather tight. This will make it possible to conduct an options appraisal on the future use of this building.

6.0 Sports

Very encouraging and positive meetings have taken place between the two boroughs and the National Governing Bodies who see Gunnersbury Park as a Key Strategic Sports and Leisure Site
in London. Working Closely with BFiTC we will be working up proposals over the coming months, with a fund raising period of 12 -18 Months, starting August 2014 to secure the investment needed.

The aim is to have this element running in parallel with the Heritage Works Element so that subject to funding being secured, facilities will be ready for 2017/2018 financial year.

7.0 Revenue Budget Update 2013/14