

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of a meeting of the **ENVIRONMENT AND PLANNING COMMITTEE** held on **Wednesday 21st October 2015 at 6.30pm at Office 1, Beethoven Centre, W10 4JL**

PRESENT Cllrs, Katie Cowan, Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Julius Hogben, Emma Morgan and Emma Sweeney

Also in attendance Mike Simpson – Director

APOLOGIES FOR ABSENCE

Philip Andokou and Eartha Pond

DISCLOSURE OF INTERESTS

To deal with any disclosure by Members of any dis-closable pecuniary interests and interest other than pecuniary interests, as defined under Queen's Park Community Council's Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

Cllr Hogben declared a personal interest in the Jubilee Sports Centre as one of the lead campaigners attempting to prevent its closure.

PUBLIC PARTICIPATION

To receive any questions, or brief representations, from members of the public in accordance with Standing Order No. 3 e, f, g and h.

Simon Walton, member of the working group for reviewing planning applications, highlighted that some of the planning applications had already closed and that something needed to be done, such as delegating the responsibility to the Director, to prevent it from happening in the future.

MINUTES

Minutes of the Environment and Planning meeting – 9th September 2015

E&P.290 **RESOLVED** that the that the minutes of the Environment and Planning Meeting held on 9th September 2015 be taken as read, confirmed as a correct record and signed by the Chairman.

QUEEN'S PARK GARDENS

To decide on the Draft Pilot Project Document

E&P.291 **RESOLVED** that the management specification for Queen's Park Gardens (see appendix 1) is adopted

To decide a budget for the pilot project

E&P.292 **RESOLVED** that the budget outlined in appendix 1 be adopted

Confirmation of timings for pilot project

E&P.293 **RESOLVED** that the timings outlined in appendix 1 are adopted

The Committee also provisionally named some people to approach to be members of the interview panel.

COMMITTEE STRUCTURE AND FINANCE

To decide on the future of the Committee and whether it should separate

Due to the amount of work the Committee felt the Neighbourhood Plan and Queen's Park Gardens required, it was proposed that the committee segregates back to their original format

E&P. 294 **RESOLVED** that the Environment and Planning Committee separates back to Environment and Open Spaces and Neighbourhood and Planning committees (Cllr Fernandes voted against)

To consider the committee's budget for 2016-2017

To be considered by the respective individual committees

BIKE HANGARS

Update on bike hangar initiative for Queen's Park

The Director advised that he had been in contact with Cllr Heather Acton, Cabinet Member for Sustainability, about placing a bike hangar in the Avenues. The committee identified Ilbert Street. Cllr Acton advised that in order to place a hangar on a road, a commitment to reduce car use had to be made, such as residents giving up their car. There also needs to be a certain amount of residents in favour of the hangar.

It was decided that posters should be put up to ask residents if they support the idea and that a campaign is launched at the next Environment and Open Spaces meeting.

DOGS

Establish the next stages of the Council's anti-social dog behaviour strategy

It was agreed that a dog behaviourist from Camden should be asked to the next Environment and Open Spaces meeting to talk to the Council about their initiative to tackle anti-social dog behaviour. It was also decided that more communication is needed with Crissie Chambers who has been out on patrols with Westminster dog warden, Nuno Reis, and successfully issued penalties. The Council will make some posters to put informing residents about the penalties. It was decided that a professional designers should be asked to create some drafts. The Director will continue to ask the police for assistance.

MEETINGS

Update on meeting with Richard Barker from Westminster Council re the Jubilee

Cllrs Dalton, Fernandes, Fitzhugh, Hogben and the Director met Richard Barker from WCC to discuss a number of issues regarding the demolition of the Jubilee

Gill Fitzhugh requested that WCC give thought to QPCC premises going forward. The suggested buildings were at the new Jubilee Centre, All Stars and 17-23 Third Avenue.

Richard Barker explained that All Stars was a private premise so WCC would have not power. 17-23 Third Avenue will not be released from a school site for some time and a decision will not be made for a few years. There could be a possibility to relocate to a space at the new Jubilee facility.

Jubilee

Re the plans for development, there is limited flexibility for change in some of the offices off the main sports hall. The sports hall itself cannot be changed as it has been agreed with other partners.

A Community Management Group will be created at some point and QPCC will be invited to have a representative.

GF asked if QPCC could share the management of the new facility which RB said WCC would be open to. The new contract for Westminster leisure facilities goes out for tender in Spring 2016 so QPCC would have to let WCC know soon which areas they would like to manage.

Westminster residents will enjoy more concessions overall at Moberly than Brent residents.

Sports provision going forward

WCC open to working with QPCC going forward on sports provision in the area. WCC provide 130 hours of sport a week which could be reshaped in QP. The Director will be meeting an officer soon.

3G

WCC open to supporting and part funding a 3G pitch at QPG. They are also open to working on a plan that would restrict the pitch at peak times just to QP residents.

Update on meeting with Lee Wilshire regarding canal moorings

Cllrs Cowan, Fitzhugh and the Director met Lee Wilshire of London Waterways to hear about his affordable moorings project. Lee would like to place some moorings on the water by the Harrow Road Open Space, whilst regenerating the small area. The Canal and Riverside Trust, who own the water, are unopposed in principle but Lee will need to get permission from the appropriate Westminster department.

E&P.295 **PLANNING APPLICATIONS**
RESOLVED that the Council is unopposed to the below applications

App.No.	Address	Details
15/07360/FULL	44A Bravington Road	Erection of lower ground and part raised ground floor extension
15/08289/FULL	154 Kilburn Lane	Demolition of existing conservatory, erection of single storey rear in windows to rear elevation, installation of rooflights.
15/07781/FULL	80 Ilbert Street	Single storey side extension to existing terraced property
15/08393/FULL	134 Fernhead Road	Installation of external wall insulation to the rear elevations and replacement of the existing windows and doors to the rear elevations. (134, 136 + 138 Fernhead Road)
15/07385/FULL	217 Ashmore Road	Installation of three rooflights in the front roof slope and two conjoined rooflights in rear roof slope in connection with the enlargement of the top floor flat into loft space
15/06350/FULL	594 Harrow Road	Erection of dormer to rear and two rooflights to front roofslope in connection with extension of existing flat.
15/07129/OUT	Victoria Wharf , St John's Terrace	Demolition of existing buildings. Construction of four storey building containing nine flats (1 x 4 bed, 2 x 3 bed, 4 x 2 bed and 2 x 1 bed)
15/03018/FULL	Wilberforce Primary School, Beethoven Street	Installation of new windows, doors and canopy in north east corner of building and associated pathway leading to Herries Street to create new entrance to school. (RE CONSULTATION ON REVISED DESIGN)
15/08741/FULL	Flat 2, Trinity Court, Croxley Road	Conversion of existing garage to additional bedroom with two associated front rooflights.
15/04414/FULL	28 Enbrook Street	Installation of new timber sash windows and front door.
15/09059/FULL	14 Ilbert Street	Infill extension with mono pitch roof and roof lights. Replacement of ground floor front windows.

The meeting ended at 8.55pm

APPENDIX 1

[DRAFT DOCUMENT]

From: QUEEN'S PARK COMMUNITY COUNCIL

To: WESTMINSTER CITY COUNCIL

Date: 27th October 2015

QUEEN'S PARK GARDENS – PILOT PROJECT

Queen's Park Community Council (QPCC) is proposing to work with Westminster City Council (WCC) to develop a new model of enhanced community management for their local park space – Queen's Park Gardens. Recent QPCC commissioned work from Publica (while developing a Neighbourhood Plan for the area) analysed and consolidated the findings from previous QPCC community consultations. In addition to this the 'On the Street' pop-up shop on Harrow Road from 23 June to 17 July 2015 gathered more opinions from residents and included a dedicated workshop 'Queen's Park Gardens and Open Spaces' on 13 July.

QPCC have a vision that in the future the projects that we have identified will make a real, measurable and, most importantly, lasting difference locally. The basis of this plan is to create a model that will deliver our initial Queen's Park Gardens pilot project and project goals, with a future delivery model that is self-sustaining. The pilot project will take place from January 2016 to December 2016. Based on the success of this we will seek to work further with WCC to expand on this work and deliver similar projects in other green open spaces (existing and potential in the area) including Harrow Road Open Space.

The priority as decided by the QPCC Gardens Working Party is to work within the existing structure of the park as rather than spend budget at this point in time on changing the functions of any of the park zoned areas.

Through the consultation processes seven priorities have been identified:

- Recruit and supervise a local part-time Community Gardens coordinator (1 day a week) to help run local scheme
- Recruit and train 1 local volunteer in open space maintenance and gardening
- Provide equipment and secure storage facilities for supervised community use
- Start a children's gardening project with local schools and families
- Identify a suitable area and set up a QPCC centre, community refreshment kiosk and loos in the gardens
- Help address issues of anti-social behaviour and dogs within the park
- Liaise with the Friends of Queen's Park Gardens (FQPG) and other interested residents and local stakeholders to manage the project.

QPCC are inviting tenders for Queen's Park Gardens based on the following project criteria:-

PROJECT BRIEF

The following evidence and solutions have been identified by the QPCC and our community.

Evidence: - Queen's Park Gardens is the ward's principle open space. There are few other green or open spaces in the immediate area. Access to nearby larger parks including Queen's Park (Brent), Emslie Horniman's Pleasance (Royal Borough of Kensington & Chelsea) and Paddington Rec (Westminster) is considered difficult by a considerable number of residents.

The current zoning of the gardens was finalised in 2009/10 when the dog run and wildlife area were added. The gardens include a children's playground for 9–12 year olds (including equipment from community-fundraised additions in 2014), a piece of equipment for older children on the hill (currently under repair) and an outdoor tennis table. A multi use games area (MUGA) (changes and alterations in early-2015) and outdoor gym equipment (installed 2014/15) have been worked on by WCC Sports & Leisure. Two additional areas that require more horticultural management are the wildlife area (volunteer managed by the FQPG and not in the current WCC Parks Management Plan) and the rose garden (included in the current WCC Parks Management Plan).

Since August 2015 the FQPG have successfully arranged via Continental Management for the Wildlife Area to open to the public (although only at weekends) and it is opened by pre-arrangement to local pre-school groups at certain times during the week. The FQPG act as a contact point between Continental Management and the public and local groups and organisations for this.

The garden's current management contract is with Continental. This keeps the grassed areas, hedging and low maintenance shrubs and planting in order. Staffing is on a rotational basis over three sites in the area and park is opened and closed daily by Continental Management.

The gardens benefit greatly from the active participation of a small and regular volunteer group –FQPG. However, this group have become a volunteer maintenance group tied to the Gardens and it is hoped that by adding professional horticultural support to the Gardens that they can be released from the arduous nature of some of this work and instead redirect their enthusiasm on more creative and rewarding projects. They are keen to work not only in the Gardens but also other key green spaces in the area. The FQPG have also until recently assisted in the running of Harrington Court Allotments.

In the corner of the park on Fourth Avenue is a sizeable hut and courtyard area currently used by the WCC/Continental Management staff and is the main access point for vehicles and bins.

Queen's Park Gardens is an 'on lead' park for dogs with the exception of the dog run area.

Community gardening projects do already exist in the area – Open Age and Paddington Development Trust (PDT)/Community Champions do have initiatives underway, as do

volunteer group FQPG, A2 Dominion and other local housing associations. The QPCC hope that creating a Community Gardening Hub in Queen's Park Gardens will enable us to properly network these projects, share precept funded resources and make sure all these local projects are supported.

Problems:- Residents regularly express concerns about the behaviour of some large groups of older children/young adults and a limited amount of adult antisocial behaviour. There has been a significant reduction in the number of older residents using the rose garden area in recent years.

Maintenance of more interestingly planted areas has been difficult under the present contract and the rose garden in particular has become overgrown. The FQPG have taken responsibility for all maintenance of the wildlife area since 2012 and have undertaken pruning work in the Rose Garden in 2015. They have been notified this year that the bartering system they had with Continental Management/WCC for limited plant supplies in exchange for this labour can no longer take place due to budget cuts.

Recently dog owners exercising their dogs off lead and a high level of dog fouling have been a widely reported concern of local residents.

Solutions: - The following 'Queen's Park Gardens Pilot Project' is proposed with a projected delivery of January–December 2016

1. Appoint a part-time Community Gardens coordinator (1 day a week) and train local volunteers in open space maintenance and gardening.
2. Provide equipment and secure storage facilities for supervised community use.
3. Create a refreshment kiosk, seating and tables, vegetable planters and community loo and children's workspace during specific supervised hours in existing WCC hut and courtyard. Subject to agreement from WCC and any necessary planning approvals.
4. Create a sensory garden in the rose garden area that might include site specific and functional art work such as a sculpture gate, sound sculpture or children's mosaic wall (work with the QPCC on fundraising opportunities for this additional art project element).
5. Keep a monthly check on Harrington Court Allotments and run a spring and summer project for residents using that scheme.
6. Start a children's gardening project with local schools.
7. Replant and maintain the circular flower bed on the entrance to the park from Third Avenue and the centre rose bed by the entrance on Fourth Avenue.
8. Develop an appropriate maintenance plan with FQPG for the wildlife area and work with the FQPG to identify key projects and developments within this area
9. Improve the dog run area with signage and information and a dog poo bag dispenser unit and ensure that fencing is adequate for smaller types of dogs.
10. Work with the QPCC Gardens Management Committee to manage the budget and works
11. Work with the QPCC and WCC Communications Team on enhanced signage and information points – such as dog run information for local owners and additional signage in the Wildlife Area and Rose Garden so that the community are informed of project developments and opportunities for residents.

The amount available for the Pilot Project will be £15,000. The Pilot Project will be managed by the QPCC Gardens Management Committee (to be created). Evaluations held throughout the year by the Management Committee will determine extension of a similar contract.

OVERALL PROJECT OUTCOME

‘Residents, especially children, young people, families and the elderly will report an increased usage of open spaces, the latter having been improved and maintained to a higher standard than before.’

Long Term Aims and Objectives:

- Residents will benefit from improvements and additions to a vital green space in our community and increase their usage of all zones of Queen’s Park Gardens
- Health and wellbeing benefits directly benefit residents as a result of access to green spaces and participation gardening activities and food-growing projects.
- Approx. 40–50 Local residents’ skills and experience of gardening and maintenance will be directly enhanced and some key residents will develop leadership skills and training with the intention of increasing resident led maintenance of sites.
- Community gardening will increase a sense of resident’s ownership and pride in our community spaces and extend to our private green spaces – front/back gardens and balconies.
- Residents’ awareness and ideas will be stimulated by attending workshops and visiting other community gardening projects

Specific Pilot Project Outputs January to December 2016:

- An initial project timeline and plan within one month of commencement of contract.
- Twelve gardening/growing workshops held during Spring and Summer months involving a minimum of 25 local residents, with 4–6 or more residents attending each session
- Provide relevant horticultural training for 7–8 residents
- Publicity, including banners and flyers produced to promote the project seek involvement from local residents at the sessions. This can include features in the Queen’s Park Voice, the QPCC Community e-newsletter and use of the QPCC and Parks noticeboards – plus potential access to the Mozart Estate notice boards
- Provide 1 aspirational day trip that include young people and elderly residents engaging 30 different local residents with a minimum of 15 attending
- Provide evidence that those residents with whom the project has engaged broadly reflect the socio-economic profile of the Queen’s Park Ward via quarterly analysis of data
- Pilot holiday gardening clubs in 1 local school engaging a minimum of 10 pupils per session and an after school club in the area
- Run open space developmental clubs in at least 1 school/after school club/youth clubs, developing the activities in the light of the evaluation of the pilots and in line with the changing seasons
- Stall activity at Queen’s Park Summer Festival and potential spring event. Participation in annual Keep Queen’s Park Tidy event
- Provide evidence of effective partnerships made with other key stakeholders including the local authority, FQPG, housing associations, schools, young peoples’ organisations and other environmental organisations active in the area. Progress to be fed back in the quarterly report

- Provide three 'Ask an Expert' advice sessions for people with front gardens, balconies and window boxes as the project positively impacts on the overall appearance of the area and will play a part in increasing participation in the Queen's Park In Bloom competition.

Monitoring & reporting:

- The appointed organisation will devise and implement an evaluation strategy to include a three-stage resident satisfaction and involvement survey. The evaluation strategy should seek to involve residents in its implementation and should offer insights into the impact of the project on resident satisfaction with their living environment; social cohesion at a micro level (around each space) and at an estate level; development of skills in adults and children; opportunities for children's play; resident health and wellbeing. It should also identify what worked and what did not, what lessons have been learned and make recommendations for the future of the strategy including initial conclusions on long-term sustainability
- The appointed organisation will carry out quarterly monitoring and evaluation of the project and report to the QPCC and Queen's Park Gardens Management Committee, with support from the Community Council Director
- The appointed organisation will be required to keep registers and collect the postcodes of participants to all activities and visits. A minimum of 75% of participants must live within the immediate QPCC ward
- The appointed organisation will need to retain receipts of purchase and invoice QPCC accordingly
- Payment will be quarterly and made by BACs transfer.

Roles & Responsibilities:

The appointed organisation will be responsible for overseeing the effective delivery of the project, reporting directly to the QPCC. Other responsibilities include:

- Coordinating quarterly meetings with the QPCC Gardens Management Committee meeting
- Design and print of the marketing material
- Carrying out risk assessments for events/visits
- The organisation and planning of the workshops and visits
- Delivering the workshops and visits
- Organisation, planning and delivery of children/young peoples' outdoor spaces clubs
- Recruitment and training of open space champions
- Design, implementation and reporting of monitoring systems
- Carrying out the monitoring and evaluation of the project
- Communications with QPCC and promoting the Gardens
- Selection and purchasing of the equipment and materials needed to deliver the sessions
- Advise QPCC with regards to fundraising opportunities for the extension of the project.

Fee:

Please provide a detailed quote for the proposed outlined in this document. This must include a full break down of:

Staff (revenue) costs

All relevant staffing qualifications and clearances

Materials (capital)

Transport and other expenditure.

Timescale for tender:

Advertise tender opportunity	11 November 2015
Deadline for receipt of project proposals	Monday 30 November 2015
Interviews (if necessary)	w/b 7 December 2015
Award organisation	w/b 14 December 2015
Project start date	4 January 2016

Tenders should be submitted by 23 November 2015 to:

Mike Simpson

Director, Queen's Park Community Council

Beethoven Centre

Third Avenue

London, W10 4JL

Direct Dial: 020 960 5644

Email: director@queensparkcommunitycouncil.com