

**QUEEN'S PARK  
COMMUNITY COUNCIL  
3<sup>rd</sup> ANNUAL REPORT  
2016/17**

**QUEEN'S PARK**



**COMMUNITY COUNCIL**

Welcome to the Queen’s Park Community Council Annual Report for 2016/17. In this report we summarise the activities of your Community Council during the year. We welcome your feedback both on this report and any of our activities.

## CONTENTS

Message from the Chairman	Page 3
About us	Page 4
Annual Review 2015/16	Page 6
<ul style="list-style-type: none"> <li>• Council</li> </ul>	Page 6
<ul style="list-style-type: none"> <li>• Communications &amp; Events Committee</li> </ul>	Page 7
<ul style="list-style-type: none"> <li>• Environment &amp; Open Spaces Committee</li> </ul>	Page 8
<ul style="list-style-type: none"> <li>• Neighbourhood Planning Committee</li> </ul>	Page 9
<ul style="list-style-type: none"> <li>• Policy &amp; Resources Committee</li> </ul>	Page 9
<ul style="list-style-type: none"> <li>• HR Committee</li> </ul>	Page 10
Councillor Attendance	Page 11



## Message from the Chairman ...

The past year has been a challenging and fruitful one for Queen's Park Community Council. We had no permanent staff this time last year, following the resignation of our first director. Rather than advertise straightaway for a replacement, we chose to work for more than 12 months with locum director Sam Shippen. We end 2016/17 with two new staff in place and I would like to take the opportunity to welcome Lindsey Brown and Kevin Harris to Queen's Park. I believe their partnership is crucial to the future success of the community council and encourage everyone in Queen's Park to get to know them.

2016/17 was also the year that the community council stepped in, following an urgent request from Avenues Youth Project, with the largest single funding award that we have yet made - £20,000, to help tide the centre through an extremely difficult transition following the withdrawal of all its Westminster City Council funding. QPCC voted to provide the same level of funding to Avenues for two further years, by which time we hope that Avenues will have developed a new and sustainable funding model.

As a result of this new commitment, combined with our existing projects, this year for the first time since being elected we increased the precept - as the portion of council tax used to fund the community council is known. On a band D council tax bill, the increase on 2017/18 bills is £1.98.

We launched our business plan last summer, here at the Beethoven Centre, setting out our priorities for the remainder of our first term and setting out our determination that the community council should act as a voice and a champion for the people of Queen's Park.

We continued to work on our Queen's Park Neighbourhood Plan with Westminster City Council and other partners; awarded grants to local groups and organisations thanks to the efforts of a panel including two resident volunteers; and continued with our programme of events and communications - making changes to the Queen's Park Voice and adding a children's lantern parade at our free Winter Festival. Continuing improvements to our local park and the arrival of Westminster's first cycle hangar in our neighbourhood are significant achievements. We are proud and grateful for the contribution of volunteers to these and other projects.

This year has also seen the development of a new partnership with Queen's Park Library and Paddington Development Trust on a jobs advice project; community councillors have also met regularly with our Westminster City ward councillors to exchange information and ideas. We also organised and undertook a councillor training session focused on conduct and equalities, with a further session booked for June.

I am proud of the progress we have made, of the time local people have given, and of the commitment that lies at the core of everything we do - to Queen's Park as a mixed, friendly, inclusive and democratic London community.



*Councillor Susanna Rustin,*

*Chairman, Queen's Park Community Council 2016/17*

## About us .....

Queen's Park Community Council is the first, and so far only, parish council in London although we have chosen to be called a Community Council. We were formed in 2014 when twelve local residents were elected as Community Councillors to serve the local area for a four year period, the next elections will be held in May 2018.

	<b>Councillor</b>	<b>Responsibilities</b>	<b>Zone</b>	<b>Email</b>
	Musa Ahmed	Communications & Events Committee Policy & Resources Committee Appeals Committee	B	<a href="mailto:mahmed@queensparkcommunitycouncil.gov.uk">mahmed@queensparkcommunitycouncil.gov.uk</a>
	Philip Andokou	Communications & Events Committee Environment & Open Spaces Committee Appeals Committee	D	<a href="mailto:pandokou@queensparkcommunitycouncil.gov.uk">pandokou@queensparkcommunitycouncil.gov.uk</a>
	Katie Cowan	Environment & Open Spaces Committee (Chairman) Neighbourhood Planning Committee HR Committee	C	<a href="mailto:kcowan@queensparkcommunitycouncil.gov.uk">kcowan@queensparkcommunitycouncil.gov.uk</a>
	Ryan Dalton	Communications & Events Committee (Chairman) Environment & Open Spaces Committee Neighbourhood Planning Committee HR Committee	A	<a href="mailto:rdalton@queensparkcommunitycouncil.gov.uk">rdalton@queensparkcommunitycouncil.gov.uk</a>
	Joe Fernandes	Communications & Events Committee Neighbourhood Planning Committee Policy & Resources Committee	A	<a href="mailto:jfernandes@queensparkcommunitycouncil.gov.uk">jfernandes@queensparkcommunitycouncil.gov.uk</a>
	Gill Fitzhugh	Environment & Open Spaces Committee Neighbourhood Planning Committee (Chairman) HR Committee	D	<a href="mailto:gfitzhugh@queensparkcommunitycouncil.gov.uk">gfitzhugh@queensparkcommunitycouncil.gov.uk</a>
	Julius Hogben	Neighbourhood Planning Committee Policy & Resources Committee	B	<a href="mailto:jhogben@queensparkcommunitycouncil.gov.uk">jhogben@queensparkcommunitycouncil.gov.uk</a>
	Emma Morgan	Environment & Open Spaces Committee Policy & Resources Committee (Chairman) Appeals Committee <b>Surrey Association of Local Councils – QPCC Representative</b>	B	<a href="mailto:emorgan@queensparkcommunitycouncil.gov.uk">emorgan@queensparkcommunitycouncil.gov.uk</a>
	Eartha Pond	Vice Chairman of the Council Neighbourhood Planning Committee Policy & Resources Committee Appeals Committee	C	<a href="mailto:epond@queensparkcommunitycouncil.gov.uk">epond@queensparkcommunitycouncil.gov.uk</a>
	Susanna Rustin	Chairman of the Council Neighbourhood Planning Committee Policy & Resources Committee (Vice Chairman) HR Committee <b>Surrey Association of Local Councils – QPCC Representative</b>	D	<a href="mailto:srustin@queensparkcommunitycouncil.gov.uk">srustin@queensparkcommunitycouncil.gov.uk</a>
	Angela Singhate	Communications & Events Committee Policy & Resources Committee	C	<a href="mailto:asinghate@queensparkcommunitycouncil.gov.uk">asinghate@queensparkcommunitycouncil.gov.uk</a>
	Emma Sweeney	Communications & Events Committee Environment & Open Spaces Committee (Vice Chairman) HR Committee <b>Our Place Projects – QPCC Representative</b> <b>Westminster Safer Neighbourhood Board – QPCC Representative</b>	A	<a href="mailto:esweeney@queensparkcommunitycouncil.gov.uk">esweeney@queensparkcommunitycouncil.gov.uk</a>

**Our office** is based at the Beethoven Centre, Third Avenue, London, W10 4JL.



**Our Locum Director** Mrs Sam Shippen is usually in the office on a Wednesday and can be contacted on 02089605644 or by email at other times  
[director@queensparkcommunitycouncil.gov.uk](mailto:director@queensparkcommunitycouncil.gov.uk)

*The Director provides advice and administrative support, and takes action to implement council decisions.  
The Director is the Proper Officer of the council and the Responsible Finance Officer or Section 151 Officer in law.*

Sam will be replaced in June 2017 by Mr Kevin Harris who will join the Council as Chief Officer.

**Our Community Development Officer** Miss Lindsey Brown is usually in the office Tuesday to Thursday and can be contacted on the same telephone number or by email  
[lindsey@queensparkcommunitycouncil.gov.uk](mailto:lindsey@queensparkcommunitycouncil.gov.uk)

**Our meetings** are held on Wednesday evenings at the Beethoven Centre. Council meetings start at 6pm. The agendas for meetings can be found in the notice board outside the Beethoven Centre usually from the Thursday before a meeting. They can also be found online at [www.queensparkcommunitycouncil.gov.uk](http://www.queensparkcommunitycouncil.gov.uk) where in addition you will find the minutes of meetings and lots of other useful information.

**Public Participation** is welcome at all meetings of the Council and committees which are open for the public (although certain exempt items may be held in private session). If you wish to attend a meeting, just turn up. The Council is pleased to hear from the public who are welcome to give their views or comments during the Public Participation agenda item which is included in all agendas. The public are entitled by law to record meetings so long as it does not disturb the process of the meeting.

**Volunteers** are a key part of our team in Queen's Park, without them The Voice quarterly newsletter would not be produced and distributed; and our various events and festivals could not run. **THANK YOU** to all of you!

## **Our Values ....**

The Queen's Park Community Council has five core values:

- Equality, fairness and social justice
- Community collaboration and cooperation
- Environmental sustainability
- Civic, social, and economic empowerment
- Council transparency and inclusion

# Annual Review 2016/17

This is a full report of the Community Council for the 2016/17 municipal year, this report has been produced and made available to the Annual Meeting of Electors to be held on Wednesday 23<sup>rd</sup> May 2017 at 6.30pm in the Beethoven Centre.

The Annual Meeting of Electors is a meeting of the electors of the “parish” of Queen’s Park which covers the Queen’s Park Ward of the Westminster City Council area. It provides an opportunity for residents to discuss the information provided and to question the Council on its activities during the past year. Any member of the public is welcome to attend this meeting.

Queen’s Park Community Council serves the Queen’s Park Ward of the Westminster City Council, with a population of around 12,500 in around 5,000 households.

Our aim is to give the residents of Queen’s Park information about the Community Council and the services which we deliver, to outline how we are dealing with current challenges and highlight our plans to meet community needs and deliver quality services in the next year and beyond. We will do this by reviewing the work of Council and each of our Committees in the past year.

## Council

Council has met on seven occasions during the 2016/17 municipal year. Council receives and approves the minutes and actions of the committees, approves the precept and Annual Return, receives information on various topics and has organised training for councillors.

## Highlights

- **Supporting The Avenues Youth Project** – giving financial support of £20,000 to The Avenues Youth Project when Westminster City Council withdrew funding for youth services. This funding plan was subject to matched funding being raised by The Avenues.
- **Preparing a Business Plan** – Launching the Business Plan which will guide the Council’s direction in coming years.
- **Recruitment** – The Council reviewed its staffing structures for the future and appointed an HR Committee to oversee the process.
- **Review of Waste & Recycling Provision by Westminster City Council** – The Council commented on proposals which would affect residents.
- **Youth Involvement proposal** – The Council considered a proposal from a local resident aimed at giving young people a stronger voice locally. A working group was formed to consider the proposals further, which will report back to Council in 2017/18.
- **Governance** – The Council approved new Standing Orders, Financial Regulations and Code of Conduct.

## Communications & Events Committee

The Committee is responsible for the Council's engagement and promotional initiatives, its communications methods and events; supporting other community events, promoting initiatives by outside bodies and working in partnership with other organisations.

During the year the Committee has met on five occasions.

The Committee regularly reviews the Council's website, communications and social media activity.

### Highlights

- **Events** – the Committee has been responsible for organising the following events in the year -
  - **Summer Festival** – The Queen's Park Summer Festival was hosted on Saturday 5th of August 2016 in Queen's Park Gardens. It is a very popular annual event which has grown each year and has a dedicated local following. The event was co-ordinated by the Council and aims to bring together a range of partners and resident volunteers to deliver a free event of community celebration. The Festival was a non-stop showcase of diverse local and professional talent on the main stage, sports & games and local stalls & entertainment dotted throughout the park. For older residents there was an afternoon tea with entertainment in St Jude's Hall. The event also saw the return of the popular live acoustic zone in the Rose Garden area.
  - **Annual Fireworks** – on 5<sup>th</sup> November, we successfully hosted another annual fireworks display in Queen's Park Gardens, we would like to thank PC Dave Hammond and his colleagues from the Metropolitan Police for their great help on the night.
  - **Winter Festival** – on 10<sup>th</sup> December, the Winter Fair took place in Queen's Park Gardens. The event had two elements, an over 50's event in St Jude's Hall which included festive bingo and Xmas food, with live music performances. The outdoor fair was held in the Rose Gardens where there was a variety of stalls to browse, mince pies & mulled wine, performance from a local choir, donkey rides and our first lantern making and parade as a main feature.
  - **Winter Social** – an event where we joined our volunteers as a thank you for their continued services throughout the year when we enjoyed food and beverages.
  - **A2Dominion Spring Fair** – we were pleased to be involved in the new Spring Fair organised at the Beethoven Centre on 25<sup>th</sup> March where we held a craft table with spring activities including card making.
- **Communications** – the Committee oversees the production of
  - **Queen's Park Voice** – the newsletter delivered to each household in the area. There are opportunities for article contributions and advertising in the publication where priority will be given to local residents, organisations and businesses. Please contact us for more details.
  - **Monthly E-newsletter** - available by subscription by signing up on our website or by download from our website. Helps us to keep you updated on the latest news and events throughout the area on a regular basis, usually once per month.

## Environment & Open Spaces Committee

The Committee is responsible for the public environment, open spaces and related environmental items and facilities within the Council's interest.

The Committee has on four occasions during the year.

### Highlights

- **Queen's Park Gardens** – the Committee has worked on a Management Plan for Queen's Park Gardens during the year and also an enhanced management contract with Hammersmith Community Gardens Association (HCGA) for additional works and enhanced community involvement & initiatives. The HCGA contract has been very successful in engaging local volunteers and corporate organisations who have made a real difference to the park landscape alongside the Friends of Queen's Park Gardens. Significant improvements have been made to the Rose Garden which will continue with the clearing of some trees and the introduction of a Community Orchard and other new planting in 2017/18. Discussions have also taken place with Westminster City Council regarding potential improvements to both the Storage Hut and MUGA.
- **Harrington Court Allotments** – The small plots are allocated on an up to two year basis to local residents, with priority being given to residents of Harrington Court.
- **Dogs** – A contract was entered into with Canine Culture to ensure continued support for dealing with both the provision of enhanced facilities for dogs in the Queen's Park Gardens and also initiatives to deal with anti-social behaviour and fouling.
- **Bike Hangars** – partnership work with Westminster City Council has resulted in a pilot scheme being approved in the area with two six space shelters being placed in Ilbert Street.
- **Queen's Park in Bloom** – Over fifty local residents entered our Queen's Park in Bloom competition in the summer of 2016 we will amend this event in 2017 by scouring the local area and giving out certificates to those properties which add floral beauty to the local area.
- **Trees** – we were grateful to local residents Ray Lancashire and Simon Walton who undertook a survey of street trees throughout the ward area.
- **Wider initiatives** – the Committee commented on the Parliamentary Select Committee Parks Consultation and became a supporter of the London National City Park campaign.

## Neighbourhood Planning Committee

The Committee is responsible for Responsible for preparing and reviewing the Neighbourhood Plan annually; considering all planning applications in the area and consideration of highways & transport issues affecting the area.

The Committee has met on eleven occasions during the year.

### Highlights

- **Planning Applications** – the Committee has considered 94 planning applications in the area during the municipal year. The Committee is grateful for the contribution of local residents Ann Lewis and Simon Walton for their involvement in the Planning Applications Working Group which looks in detail at each application and makes recommendations to the Committee.
- **Neighbourhood Plan** – we have concentrated our efforts this year on the further development of our Neighbourhood Plan. We have continued in with policy production leading to a draft Neighbourhood Plan which has been reviewed by Westminster City Council. We have also worked on design guides for The Avenues area and Canal Terrace which will supplement the Neighbourhood Plan. We have also approved an air pollution monitoring survey to feed information into the plan and wider.
- **Harrow Road** – We have continued to work with the **Harrow Road Retailer's Association** with whom we have continued to negotiate with Westminster City Council regarding use of space outside of business premises.
- **Canal Moorings & Harrow Road Open Space** – we have continued discussions with partners including Westminster City Council, the Canals & Rivers Trust and London Waterways Project to explore possible projects around the canal and open spaces.

## Policy & Resources Committee

The Committee is responsible for policies and the strategic and corporate development of the Council including the provision of accommodation, equipment, furniture, accounting service, banking arrangements, specialist fees and other built facilities.

During the year the committee has met on five occasions.

### Highlights

- **Grants** – during the year the Committee continued to oversee the Community Grant Fund from which it has given funding to the following:-
  - Asaworta Community Support Association (ACSA)
  - Cheeky Rascals
  - Emmanuel Seventh-Day Adventist Church
  - Iman Khatib
  - Joanne Phillips Mediation

Joe Gordon/ Jonathon Ashe  
London Sports Trust  
Munro Health Ltd.  
North Paddington Food Bank  
Open Age  
Patricia Ng'ang'a  
Queen's Park Bangladeshi Association  
Runaround Rascals Stay and Play  
Working With Men

A full review of the grants monitoring has also taken place.

- **Budget management & monitoring** – one of the key on-going tasks of the committee is to regularly review the Council's finances. The precept for 2016-17 was £145,151 which is the Band D equivalent of £44.40 per year or 85p per week.
- **Policies** – policies introduced in the year have been Financial Risk Management, Publication Scheme and Document Retention.

## HR Committee

The Committee is responsible for staffing.

During the year the committee has met on two occasions and has overseen the appointment of two staff, the Community Development Officer and Chief Officer.

## Councillor Attendance 2016/17

	<u>COUNCIL</u>		<u>COMMUNICATIONS &amp; EVENTS COMMITTEE</u>		<u>ENVIRONMENT &amp; OPEN SPACES COMMITTEE</u>		<u>NEIGHBOURHOOD PLANNING COMMITTEE</u>		<u>POLICY &amp; RESOURCES COMMITTEE</u>		<u>HR COMMITTEE</u>	
	7 meetings		5 meetings		4 meetings		11 meetings		5 meetings		2 meetings	
	Present	Apologies	Present	Apologies	Present	Apologies	Present	Apologies	Present	Apologies	Present	Apologies
Musa Ahmed	4	1	0	0					2	0		
Philip Andokou	2	4	2	3	3	1						
Katie Cowan	6	1			4	0	9	2			1	1
Ryan Dalton	6	1	5	0	4	0	10	1			2	0
Joe Fernandes	6	0	0	0			1	2	1	0		
Gill Fitzhugh	7	0			2	2	10	1	3		2	0
Julius Hogben	3	1					0	2	2	0		
Emma Morgan	7	0			3	1			4	1		
Eartha Pond	6	1					4	3	3	1		
Susanna Rustin	6	1	2				9	2	4	1	2	0
Angela Singhate	6	1	3	1					5	0		
Emma Sweeney	5	2	5	0	3	1	1				2	0