

KING GEORGE'S FIELD CHARITY BOARD

Tuesday, 12 December 2017 at 5.30 p.m.

**Room C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent,
London, E14 2BG**

The meeting is open to the public to attend.

Members:

Mayor John Biggs	(Executive Mayor)
Councillor Amina Ali	(Cabinet Member for Environment)
Councillor Asma Begum	(Cabinet Member for Community Safety)
Councillor Rachel Blake	(Cabinet Member for Strategic Development & Waste)
Councillor David Edgar	(Cabinet Member for Resources)
Councillor Sirajul Islam	(Statutory Deputy Mayor and Cabinet Member for Housing)
Councillor Denise Jones	(Cabinet Member for Health & Adult Services)
Councillor Abdul Mukit MBE	(Cabinet Member for Culture and Youth)
Councillor Joshua Peck	(Cabinet Member for Work & Economic Growth)
Councillor Amy Whitelock Gibbs	(Cabinet Member for Education and Children's Services)

[The quorum for this body is 3 Members]

Contact for further enquiries:

Joel West, Democratic Services,
1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, E14 2BG
Tel: 020 7364 4207
E-mail: joel.west@towerhamlets.gov.uk
Web:

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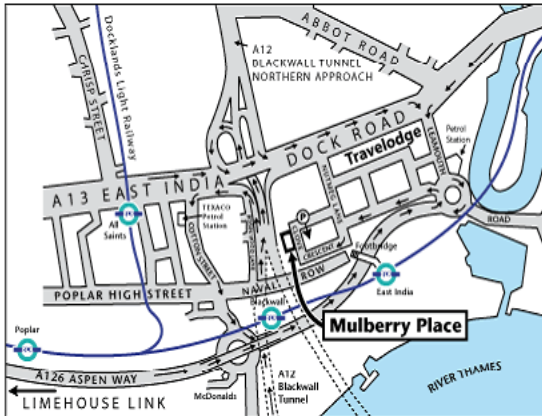
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A Guide to KING GEORGE'S FIELD CHARITY BOARD

Decision Making at Tower Hamlets

As Tower Hamlets operates the Directly Elected Mayor system, **Mayor John Biggs** holds Executive powers and takes decisions at Cabinet or through Individual Mayoral Decisions. The Mayor has also appointed this Board to administer the affairs of two charities of which the Council is sole trustee. Membership of the Board is set out on the front page of this agenda.

Which decisions are taken by King George's Field Charity Board?

The Board administers the affairs of the King George's Field, Mile End charity, and the King George's Field – Stepney (Tredegar Square, Bow) charity and discharges all duties of the Council as sole trustee of these Charities. Decisions on these matters are executive decisions and so are treated much in the same way as decisions of the Mayor.

The Board may also take Key Decisions. The constitution describes Key Decisions as an executive decision which is likely

- a) to result in the local authority incurring expenditure which is, or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates; or
- b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the borough.

Upcoming Key Decisions are published on the website on the 'Forthcoming Decisions' page through www.towerhamlets.gov.uk/committee

Published Decisions and Call-Ins

Once the meeting decisions have been published, any 5 Councillors may submit a Call-In to the Service Head, Democratic Services requesting that a decision be reviewed. This halts the decision until it has been reconsidered.

- The decisions will be published on: **Thursday, 14 December 2017**
- The deadline for call-ins is: **Thursday, 21 December 2017**

Any Call-Ins will be considered at the next meeting of the Overview and Scrutiny Committee. The Committee can reject the call-in or they can agree it and refer the decision back to the Mayor, with their recommendations, for his final consideration.

Public Engagement at King George's Field Charity Board

The main focus of King George's Field Charity Board is as a decision-making body. However there is an opportunity for the public to contribute through making submissions that specifically relate to the reports set out on the agenda.

Members of the public may make written submissions in any form (for example; Petitions, letters, written questions) to the Clerk to King George's Field Charity Board (details on the front page) by 5 pm the day before the meeting.

APOLOGIES FOR ABSENCE

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS (Pages 7 - 10)

To note any declarations of interest made by Members, including those restricting Members from voting on the questions detailed in Section 106 of the Local Government Finance Act, 1992.

See attached note from the Monitoring Officer.

2. MINUTES OF THE PREVIOUS MEETING(S) (Pages 11 - 14)

To confirm as a correct record the minutes of the meeting of the Board held on 27 June 2017.

3. UNRESTRICTED REPORTS FOR CONSIDERATION

3.1 Updates on Mile End Park (Pages 15 - 62)

The board is asked to consider:

- Update on free to access community activities in Mile End Park 2017 Report on commercial activity in Mile End.
- Update on repairs required to Ecology Lakes
- An amended proposal for the installation of a statue by third party into Mile End Park (decision deferred from last meeting requesting more detail)
- The current guidelines and application form for proposals to put memorials/statues in Parks.

4. EXCLUSION OF THE PRESS AND PUBLIC

In view of the contents of the remaining items on the agenda the Committee is recommended to adopt the following motion:

“That, under the provisions of Section 100A of the Local Government Act 1972, as amended by the Local Government (Access to Information) Act 1985, the press and public be excluded from the remainder of the meeting for the consideration of the Section Two business on the grounds that it contains information defined as Exempt in Part 1 of Schedule 12A to the Local Government Act, 1972.”

EXEMPT SECTION (Pink Papers)

The exempt committee papers in the agenda will contain information, which is commercially, legally or personally sensitive and should not be divulged to third parties. If you do not wish to retain these papers after the meeting, please hand them to the Committee Officer present.

5. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

Next Meeting of the Board.

Tuesday, 9 January 2018 at 5.30 p.m. in the Room C1, 1st Floor, Town Hall, Mulberry Place, 5 Clove Crescent, London, E14 2BG

DECLARATIONS OF INTERESTS - NOTE FROM THE MONITORING OFFICER

This note is for guidance only. For further details please consult the Members' Code of Conduct at Part 5.1 of the Council's Constitution.

Please note that the question of whether a Member has an interest in any matter, and whether or not that interest is a Disclosable Pecuniary Interest, is for that Member to decide. Advice is available from officers as listed below but they cannot make the decision for the Member. If in doubt as to the nature of an interest it is advisable to seek advice **prior** to attending a meeting.

Interests and Disclosable Pecuniary Interests (DPIs)

You have an interest in any business of the authority where that business relates to or is likely to affect any of the persons, bodies or matters listed in section 4.1 (a) of the Code of Conduct; and might reasonably be regarded as affecting the well-being or financial position of yourself, a member of your family or a person with whom you have a close association, to a greater extent than the majority of other council tax payers, ratepayers or inhabitants of the ward affected.

You must notify the Monitoring Officer in writing of any such interest, for inclusion in the Register of Members' Interests which is available for public inspection and on the Council's Website.

Once you have recorded an interest in the Register, you are not then required to declare that interest at each meeting where the business is discussed, unless the interest is a Disclosable Pecuniary Interest (DPI).

A DPI is defined in Regulations as a pecuniary interest of any of the descriptions listed at **Appendix A** overleaf. Please note that a Member's DPIs include his/her own relevant interests and also those of his/her spouse or civil partner; or a person with whom the Member is living as husband and wife; or a person with whom the Member is living as if they were civil partners; if the Member is aware that that other person has the interest.

Effect of a Disclosable Pecuniary Interest on participation at meetings

Where you have a DPI in any business of the Council you must, unless you have obtained a dispensation from the authority's Monitoring Officer following consideration by the Dispensations Sub-Committee of the Standards Advisory Committee:-

- not seek to improperly influence a decision about that business; and
- not exercise executive functions in relation to that business.

If you are present at a meeting where that business is discussed, you must:-

- Disclose to the meeting the existence and nature of the interest at the start of the meeting or when the interest becomes apparent, if later; and
- Leave the room (including any public viewing area) for the duration of consideration and decision on the item and not seek to influence the debate or decision

When declaring a DPI, Members should specify the nature of the interest and the agenda item to which the interest relates. This procedure is designed to assist the public's understanding of the meeting and to enable a full record to be made in the minutes of the meeting.

Where you have a DPI in any business of the authority which is not included in the Member's register of interests and you attend a meeting of the authority at which the business is considered, in addition to disclosing the interest to that meeting, you must also within 28 days notify the Monitoring Officer of the interest for inclusion in the Register.

Further advice

For further advice please contact:-

Asmat Hussain, Corporate Director, Governance and Monitoring Officer – 020 7364 4800.

APPENDIX A: Definition of a Disclosable Pecuniary Interest

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to the Member's knowledge)—</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where—</p> <p>(a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

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LONDON BOROUGH OF TOWER HAMLETS

MINUTES OF THE KING GEORGE'S FIELD CHARITY BOARD

HELD AT 7.31 P.M. ON TUESDAY, 27 JUNE 2017

**ROOM C1, 1ST FLOOR, TOWN HALL, MULBERRY PLACE, 5 CLOVE
CRESCENT, LONDON, E14 2BG**

Members Present:

Mayor John Biggs	(Executive Mayor)
Councillor Rachel Blake	(Cabinet Member for Strategic Development & Waste)
Councillor David Edgar	(Cabinet Member for Resources)
Councillor Sirajul Islam	(Statutory Deputy Mayor and Cabinet Member for Housing)
Councillor Abdul Mukit MBE	(Cabinet Member for Culture and Youth)
Councillor Amy Whitelock Gibbs	(Cabinet Member for Education and Children's Services)
Councillor Rachael Saunders	(Deputy Mayor and Cabinet Member for Health & Adult Services)

Apologies:

Councillor Amina Ali	(Cabinet Member for Environment)
Councillor Asma Begum	(Cabinet Member for Community Safety)
Councillor Joshua Peck	(Cabinet Member for Work & Economic Growth)

Others Present:

Councillor Denise Jones	(Chair of the Overview and Scrutiny Committee)
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Officers Present:

Will Tuckley	(Chief Executive)
Graham White	(Acting Corporate Director, Governance)
Stephen Murray	(Head of Arts and Events)
Joel West	(Senior Democratic Services Officer)

1. DECLARATIONS OF DISCLOSABLE PECUNIARY INTERESTS

None were declared.

2. MINUTES OF THE PREVIOUS MEETING(S)

RESOLVED:

That the unrestricted minutes of the Board meeting held on 4 April 2017 be approved and signed by the Chair as a correct record of proceedings.

3. UNRESTRICTED REPORTS FOR CONSIDERATION

3.1 Erection of a statue of Swami Vivekananda at Mile End Park

Stephen Murray, Head of Parks and Events, introduced the report.

The Board noted the progress that had been made on this proposal, including discussions between the Swami Vivekananda Human Centre, Tower Hamlets Inter Faith Forum and Councillor Sirajul Islam. However, the Board noted that this decision would set a precedent for similar requests and felt that the level of detail in the report was insufficient to assess this request against the criteria for the placing of statues, plaques and other structures. It also suggested it may be appropriate for the Board, as the Trustee of the charity, to agree its own criteria for these types of requests.

RESOLVED:

That the King George's Field Charity Board requests a report is brought to a future meeting which:

1. Will allow the Board to review and if necessary amend, guidance on the placing of statues, plaques and other structures in Mile End Park and other land within its remit; and
2. Provides more detail on the proposal to erect a statue of Swami Vivekananda in Mile End Park, including the connection of Swami Vivekananda with the proposed site.

3.2 Update on Mile End Park

Stephen Murray, Head of Parks and Events, introduced the report. He asked the Board to note that funding to repair leaks in the ecology lakes, referred to at paragraph 3.2.6 of the report, had yet to be identified.

RESOLVED:

That the King George's Field Charity Board:

1. Considered and commented on the summer activities programme
2. Noted the report on commercial activity in Mile End park
3. Noted the update on repairs to water features in Mile End Park.

4. ANY OTHER BUSINESS WHICH THE CHAIR CONSIDERS TO BE URGENT

None.

The meeting ended at 7.55 p.m.

Chair, Mayor John Biggs
King George's Field Charity Board

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<p style="text-align: center;">King George's Field Charity Board</p> <p style="text-align: center;">12 December 2017</p>	 <p style="text-align: center;">TOWER HAMLETS</p>
<p>Report of: Debbie Jones – Corporate Director, Children's Services</p>	<p>Classification: Unrestricted</p>
<p>Updates on Mile End Park</p>	

Lead Member	Councillor Abdul Chunu Mukit Lead Member for Culture and Youth
Originating Officer(s)	Stephen Murray Head of Arts Parks and Events
Wards affected	Bow West. Mile End East
Key Decision?	No
Community Plan Theme	Great Place to Live

Executive Summary

The content of the report is all in response to requests for updates from the last meeting of the Board. Three items are for noting and commenting on and two items require decisions.

Recommendations:

The King Georges Fields Board is recommended:

1. To note the information update on free to access activities in Mile End Park
2. To note the summary of commercial activity in Mile End Park
3. To note the update on the lakes by the Arts and Eco Pavilions
4. To consider the proposal for a statue in Mile End Park
5. To consider the current forms for applying to place statues, plaques and memorials in Mile End Park.

1. REASONS FOR THE DECISIONS

- 1.1 The report is mainly for noting but decisions required are:
- To approve or decline the proposal to place a statue in Mile End Park. This in response to a formal application
 - To consider changes to the existing guidelines and application form for placing statues and other structures in Mile End Park

2. ALTERNATIVE OPTIONS

- 2.1 The alternative options would be to not consider the proposal to either place a statue or consider changes to the existing guidelines and application form. This is not recommended however as it leaves the guidelines and application form unchanged and would in effect be a negative response to the applicants to place a statue in the park.

3. DETAILS OF REPORT

- 3.1 Attached is a breakdown of activity in the current year on free to access events and workshops - Mile End Park - **Appendix One**.
- 3.2 The activities listed are funded from core allocated budget which is supplemented from earned income from the hire of the Pavilions.
- 3.3 **Commercial activity in Mile End Park. Appendix two.** Gives a break down of lease income, parking and hire income across the park for the current year.
- 3.4 **Arts and Ecology Pavilions Lakes. Appendix three.** Gives a summary of advice provided by Geosynthetic Technology Ltd. Predicted costs of works, £200,000, are too great for available budget and so we will have to identify funds to take this forward. In the meantime we are able to keep the lakes topped up to reasonable level.
- 3.5 **Application to place a statue in Mile End Park. Appendix four.** This was tabled at the last board meeting and no decision was made pending more information. The attached is the original proposal plus additional information, in 5.2, provided at a meeting between the Head of Arts Parks and Events and the applicants.
- 3.6 **Appendix five** is a copy of the guidelines and application form for placing statues and other structures in parks. This is currently used for all parks including the Charity's land.

4. COMMENTS OF THE CHIEF FINANCE OFFICER

- 4.1 There is no direct financial implication to LBTH for the two decisions being sought. The guideline for approving request to place statue in LBTH parks and open spaces specifically requires the proposer (organisation or individual) to commit to fund all development, repairs and maintenance cost with the associated landscaping to be maintained into perpetuity.

5. LEGAL COMMENTS

- 5.1 The Council is the Trustee of the Mile End Charity pursuant to the Governing Document which is a Scheme dated 28th February, 2000. The Council is also the trustee for Tredegar Square with the Trust deeds. The Council's Constitution establishes the King George's Fields Charity Board to administer the charities affairs and discharge the Council's trustee functions.
- 5.2 The trustees have a duty to consider the King George's Field Trust budget that supports the running of Mile End Park. It is consistent with this duty that the trustees are advised of commercial activities within Mile End Park that generate income as well as expenditure in respect of maintenance and upkeep.
- 5.3 As the running of Mile End Park is about ensuring open spaces for residents and visitors to enjoy then it is important that information about free community events in Mile End Park is provided to the trustees so they can satisfy themselves that the park is being appropriately used.
- 5.4 With regard to the erection of a statue, as landowner it is open to the Council through the Board to approve the erection of the statute subject to entering into a written agreement covering aspects such as access, repairs and liabilities. Even if provisional approval was given, the applicant would also be required to obtain relevant planning consent.
- 5.5 In giving consent, the Board would have to be satisfied that the application meets criteria set out the 2016 guidance and formal application process.
- 5.6 As to consultation, this would be undertaken by the applicant and would be separate to the consultation undertaken regarding obtaining planning consent. In considering consultation, the Board should consider the extent of loss of park land and the impact that this would have on park users.
- 5.7 In considering this report and its recommendations, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). There is some information in the report relevant to these considerations in paragraph 6 below.

6. ONE TOWER HAMLETS CONSIDERATIONS

- 6.1 Mile End Park is an important community asset that is open to all. As the population of the borough increases it, along with other parks, becomes increasingly important as a facility for healthy living and community activity promoting community cohesion.

7. BEST VALUE (BV) IMPLICATIONS

- 7.1 We will continue to carry out bench marking against similar facilities in the area to ensure we remain competitive in the hire of our buildings and spaces.
- 7.2 The maintenance of the Park is carried out by the Council's Green Team whose services were subject to best value testing when the service was brought back in house from external contracting.

8. SUSTAINABLE ACTION FOR A GREENER ENVIRONMENT

- 8.1 The management of Mile End Park is focussed on providing good quality green spaces in a sustainable way.
- 8.2 The commercial aspects of the park directly link to supporting the maintenance of this key green space.
- 8.3 The park plays an important role in promoting bio diversity and educating the public on environmental issues.

9. RISK MANAGEMENT IMPLICATIONS

- 9.1 The Park management acts to create a sustainable income stream to support the maintenance of the park and its infrastructure.
- 9.2 There has been a recent review of operational inspections and maintenance procedures of play equipment in the park and changes, including use of specialist software on hand held tablets, are being embedded now. At the same time all risk assessments have been reviewed for quality and implementation

10. CRIME AND DISORDER REDUCTION IMPLICATIONS

- 10.1 Mile End Park forms part of the boroughs facilities that help to engage young people in healthy outdoor and indoor activity.

11. SAFEGUARDING IMPLICATIONS

- 11.1 All events involving young people are tightly managed with welfare and safeguarding issues addressed in risk assessments and management plans
 - 11.2 The issue of safeguarding in relation to funfairs has recently been discussed at the borough's Safety Advisory Group, multi agency group including Met Police, and we are looking at how this might be managed more effectively through contracting process.
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Linked Reports, Appendices and Background Documents

Linked Report

- NONE.

Appendices

- **One.** Free to access activity within Mile End Park
 - **Two.** Commercial activity in Mile End Park
 - **Three.** Update on repairs to lakes in Mile End Park
 - **Four.** Update on application to place a statue in Mile End Park
 - **Five.** Copy of guidelines and application form for placing structures in parks
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Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

NONE

Officer contact details for documents:

Stephen Murray
Head of Arts Parks and Events
X7910

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King Georges Fields Trust

Appendix one

Report on free to access events in Mile End Park 2017-18

This year has seen an increase in the level of free exhibitions, workshops and events for residents in Mile End Park.

Ranger run/supported events

31st May. Window Box workshop. Play Pavilion

9th July. Park Lif, Community fair and dog show organised by Friends of Mile End Park and supported by rangers.

9th August . Carboard City. Creative workshops. Play Pavilion.

11th Aug. Ecology workshop at the Ecology Pavilion

14th Aug. Bird Feeders and boxes. Play Pavilion

16th August. A day by the seaside. Mile End Park

17th August. Art workshop. Play Pavilion

21st Aug. Pizza making. Play Pavilion.

24th Aug. Ecology workshop at the Ecology Pavilion

Arts workshops in the Arts Pavilion.

Eleven days of commissioned workshops for children and families from the 1st August to the 23rd August. Included printing, film making, creative arts, music. These are part of a new annual programme funded from income generated in the pavilions.

Exhibitions

Free to access exhibitions take place in both Pavilions but with the Arts Pavilion hosting the most. These are all external organisations and include in recent times a high profile exhibition by the Wellcome Trust.

Coming up we have the Anne Frank (of Anne Frank's diaries) exhibition in the Arts Pavilion.

Anne Frank + You is an exhibition about Anne Frank's life and times. It also presents contemporary issues, such as racism in football, gang violence in the UK and Malala Yousafazi's campaign for the education of girls. It brings Anne Frank's voice firmly into the 21st century, and provides a platform for open dialogue on issues of prejudice and discrimination within our society today.

The number of free to enter days including exhibitions:

Note: for 2017-18 as of September 2017. Other bookings may come in

2015-16 Arts Pavilion **101**. Eco Pavilion **18**

2016-17 Arts Pavilion **151**. Eco Pavilion **36**

2017 -18 Arts Pavilion **120**. Eco pavilion **19**.

Appendix two

King Georges Field Trust Commercial Activity in Mile End Park

This report outlines the main income generation in Mile End Park from leases, licences and hires. For a number of years the Trust required a subsidy from the council's Parks budget but it is currently generating an annual surplus allowing for funds to be set aside for future repairs and improvements.

Shop Units Green Bridge

We are currently fully let with the commercial shop and restaurant units situated under the Green Bridge on Mile End Road and the eight tenants generate an annual income of £495,000.

Companies are Co-operative Food Group, Treat Foods Ltd, WJM Estate Agencies, Nandos Chickenland Ltd, Urban Developments Regeneration Ltd, Costa Ltd, KTLS Mile End Ltd, Sugar Cube Ltd.

Parking

There are two parking locations within Mile End Park generating income. The income for the last full financial year, 2016-17 was:

Lawton Road £27,908
Haverfield Road £16,166

These are managed by the Council's Parking services.

Commercial Events

Mile End Park has two annual fairs. In 2017-18 they brought an income of £6,100.

To date in the current year we have had just one commercial Event in the park which was a German Beer Garden festival bringing an income of £21,000.

Pavilion Hire

The Arts and Eco pavilions in Mile End Park are hired out for private functions including weddings and wedding receptions.

The total invoiced income for the last two full financial years was:

Arts Pavilion:- 2015-16 **£86,706**. 2016-17 **£117,801**
Eco Pavilion:- 2015-16 **£74,418** 2016 -17 **£134,255**

Licences

We are currently licencing a corner of Wennington Green to a development company building houses in Bow Wharf. This will generate an income this year of £32,498 from April to December 2017. It is likely that they will request an extension as they had a fire which has put them back on their timetable.

Appendix Three. Arts and Eco Lakes.

The following report lays out two approaches to resolving issues of leaks or low water levels caused by plant life.

Dear Mr Sammut,

Following our recent site visit with yourself, please find the following report and technical advice.

Overview

During our visit, three areas were viewed; The Art Building; The Eco Building and The Staircase Cascade. You advised that all three areas are leaking as you are continually topping up the two main lakes from a borehole and there is evidence of water escaping through the concrete work on the Cascade. Despite what can be described as significant water loss, there is no evidence of leakage around the lakes i.e., wet or boggy areas around the outside of the lakes or inside the buildings (although not investigated during our visit). As such, the actual points of water loss cannot be determined.

Excepting the Cascade Area and especially in the Eco Lake, there appears to have been very little maintenance. Once open areas of water are choked with reeds and other water plants, sizable self-seeded willows and other trees have also been unchecked, giving the whole lake a somewhat neglected, overgrown look.

The existing liner system, you advise, was installed in the mid to late 1990's and has only appeared to lose water over the past two years or so. Inspection of the small areas of exposed liner and termination bar where the liner has been sealed against concrete surfaces, revealed a good quality liner – probably 1mm Polyethylene and a standard 35mm wide Polypropylene termination bar with stainless steel fixings. Both looked to be in excellent condition, with no sign of degradation, despite long term UV exposure. On a technical note, liners of this quality do not simply start to leak. In our opinion, the liners have either been punctured through vandalism or, more likely, failure of the concrete work the liner is fixed to/around. The amount of water the vegetation is 'drinking', certainly on the Eco Pond, must also be considered. A simple google search revealing a single willow can drink over 100 gallons of water per day!

Rectification Options

We believe there are two ways forward:-

1. Simply rip out all existing vegetation and the liner system. Fix or replace any concrete work, check pipework for integrity. Re-grade the formation and install a new liner system, soil cover and re-plant. Unfortunately, all easier said than done. The scale of the works, access issues, muck away logistics, smell, disruption to the area and

local residents and above all cost, would be significant, making this a logistically difficult and costly option.

2. A more methodical approach. Removing the water, vegetation, de-silting to expose the liner and locate the cause of the water loss – obviously a slower process – but, one that has potentially less impact and disruption to the area and if the leak can be identified quickly, by targeting areas where leakage was most likely i.e., fixing to concrete work or around pipe penetrations etc., costs would be a fraction of option 1). On the negative side, there is always the chance with this approach, nothing conclusive could be found and the net result would be the need to revert to Option 1).

Whichever option is favoured, Tower Hamlets would have to secure the services of a specialist contractor who has the staff knowhow and resources to undertake all aspects of such a large project, both on the de and re-construction phases. We would recommend the services of Maylim Ltd to undertake this work as they have all the in-house experience and expertise appropriate to every aspect of the works from concrete work to soft landscaping. Contact Mr Gerard Purcell on 020 7785 6996.

Pricing Advice

Concerning the replacement of the lining system, without a full understanding of the scope of work, ground conditions, length of termination bar etc., we can only offer what we would describe as indicative budget pricing for the supply and installation of a similar system to that already installed. On this basis, our price would be in the order of £20 to £30/m², equating to a figure in the order of £200,000 + VAT for the three areas. To be clear, this pricing is relative only to the replacement lining and makes no allowance for any preparation OR reconstruction works that would be undertaken by others, which would likely multiply our figure several-fold.

Lastly, we attach an image taken from a Google search for 'Mile End Park Construction' images, which shows what we think is the liner system against the Art Building detached from a fixing point (termination bar). As mentioned, it is areas such as these that may be the cause of the water loss, rather than any failure of the liner material itself.

We hope you will find the above sufficient for your present purposes and assure you of our best attention at all times.

Kind regards

Paul Gordon
Geosynthetic Technology Ltd
Nags Corner
Wiston Road
Nayland
Essex CO6 4LT

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Appendix four

King Georges Fields Trust Application to place a statue in Mile End Park

1. SUMMARY

- 1.1 To present an application from the Vivekanda Human Centre to place a statue within Mile End Park on land that falls within the management of the King Georges Fields Trust.
- 1.2 This report was considered by the board at the meeting on the 27th June 2017 . No decision was taken and the board requested more information on the proposal and in particular the connection of Swami Vivekananda with the proposed site in Mile End. Additional information obtained at a meeting with the applicants is contained in item 5.2 below.
- 1.3 At the meeting on the 27th June 2017 the Trust also requested a copy of the current guidelines for the placing of statues, plaques and other structures in Mile End Park and other land within its remit. These guidelines are attached in Appendix 5.

2. BACKGROUND

The Council has been approached by the Vivekanda Human Centre, Aldgate, for permission to erect a statue of Swami Vivekananda. He was a Hindu Bengali who died in 1902 who had an international profile and promoted Tolerance, Harmony and Peace amongst all faiths. The application is supported by the Tower Hamlets Inter Faith Forum.

In 2016 parks adopted guidance and a formal application process for those who wished to put statues, plaques and other structures into our parks either on a temporary basis or a permanent one. The key elements of the guidance within the form are laid out below. The application, attached, was reviewed by three parks staff who make their recommendations at the bottom of this report. It should be noted that this is the first application we have processed using this format. Additionally as the request is for location within King Georges Fields Trust land the report is to be considered by the KGFT Board.

3. The application

**How the application matched the criteria and officer comments.
(Red text from guidelines to applicants)**

3.1 Context

Research should be carried out before deciding to make a proposal to the Council to ensure the chosen site is appropriate. In the case of major memorials such as statues and monuments proposals must have a direct link to the site in which it is proposed to be placed and relevant information should be included within your application.

Assessment: The site being suggested is on the edge of Mile End Park in Grove Road close to the bus pull in just up from the Green Bridge. It has been considered by officers and offers:

- Good visibility which would reduce risk of theft or vandalism.
- Sufficient room for small groups to view it without obstructing the pathway
- Ease of installation.

Swami Vivekananda has no direct connection to this park but has connection to the borough and relevance to the communities living here

3.2 Quality

Tower Hamlets wants to ensure that any new artworks and memorials are of the highest quality and that they respect and enhance existing landscapes, streetscapes and enrich the vibrant and diverse feel of the borough. The quality of a proposal can be enhanced by commissioning experienced artists and by using an experienced panel of people to carry out the selection process. Commissioning can be by open invitation or it can be by a direct commission where the artist has an established reputation for producing work appropriate to the proposal. We appreciate that different works suit different environments across the borough and we welcome proposals that capture the culture of Tower Hamlets through high quality art.

Assessment: The application has an image attached of the proposed sculpture which they would prefer to be life sized but are willing to review this. It is not displeasing to the eye. Exact materials would be confirmed and open to discussion but likely to be bronze. Officers had some concerns about the plaque and felt it might be helpful for it to say a bit more about the man himself.

3.3 Is an artwork or memorial the only option?

There are opportunities for a wide variety of temporary and permanent public art works in the borough. Apart from the obvious landmark buildings parks and open spaces there are also schools, colleges and medical facilities, sheltered housing

and hostels, community centres, libraries, idea stores and sports centres, train stations and other transport structures. There are also a variety of media you could consider, lighting, mosaics, restoration of building facades and 2 dimensional artworks. Permission from the relevant landowners must be sought at all times.

Assessment: For the purposes of promoting learning about Swami Vivekananda a statue does seem to be appropriate for this purpose, however as stated above officers felt there should be more information on site and perhaps a link to a web site with full history

3.4 Diversity

Tower Hamlets is a hugely diverse borough and we want to celebrate and recognise this. We are committed to being an inclusive borough which recognises shared values as well as the distinct needs of the borough's different groups and communities, particularly the most vulnerable and disadvantaged. We welcome initiatives and proposals for artworks and memorials that recognise the variety of experiences and cultures the borough enjoys and that commemorate and celebrates people and events that have important connections to the local community.

Assessment: The statue has particular resonance for the Bengali Community in the borough but would also be of interest to a wider group interested in history and links to Tower Hamlets

3.5 The 20 Year principle

The death of a well-known or prominent person or a major event can lead people to want to commemorate almost immediately by erecting a memorial. This is an understandable reaction and in some cases the right thing to do; however, it could result in memorials of poor quality and ones that do not stand the test of time and therefore may in years come to feel inappropriate.

For these reasons our guidance is that there should be a pause of 20 years after the event or death of a person to allow time for reflection, planning and gaining support for a proposal. **Note that this principle does not apply to proposals for plaques, trees and park structures**

Assessment: Swami Vivekananda died in 1902

3.6 Safety

Any proposal needs to consider safety and anti-social behaviour issues. An artwork placed in or near an area children play in will inevitably be climbed on. In some areas benches are used for street drinking and can also provide a focus of

anti-social behaviour. Some statues and memorials can also become a focus of anti-social behaviour and graffiti because of the controversial nature of the person or event they portray.

Assessment: Proposed location should limit vandalism to the piece.

3.7 Support

If the applicant is not the landowner, proof will be needed to prove that the proposal has the full support of the owner. No proposals will be considered without proof of landowner support.

It will need to be demonstrated that engagement has taken place with the local people and organisations (where appropriate) support the proposal. The level of support would be proportionate to the impact of the proposal. For example, for a memorial planting, consultation with a local friends group may be sufficient but for a significant statue commemorating a person or an event, more substantial support will need to be proven, both from individuals and organisations with an interest in the proposal. As well as demonstrating support, applicants will also need to show that they have engaged all interested parties in an inclusive and open manner.

Assessment: This is Council Owned land managed by the KGFT and permissions would be required from the board with the approval of legal services regards process and liabilities.

It is for the KGFT board to provide a steer on consultation should they wish to proceed with this proposal.

3.8 Costs including maintenance

Where an artwork or monument is located in one of our parks, open spaces or the public realm, the Council will need to be satisfied by the arrangements for the future maintenance. Responsibility for maintenance and security can rest with any of a number of institutions. Artworks and monuments are currently maintained by Royal Historical Palaces, Tower Hamlets Council, English Heritage, the Greater London Authority, and in many instances by the freeholders of the site. Where several parties are involved it is prudent to record rights and responsibilities between them in a formal manner.

The Council will want to ensure that the development group or proposer can fund the entire project costs and that provision is made for the artwork, along with any associated landscaping, to be maintained into perpetuity, and to the specification of the Council. This must include the continuing maintenance and repairs of the structure including such things as graffiti removal and cleaning of moss or lichens.

Assessment: The application indicates that the proposers would cover all costs including manufacture, installation, ongoing maintenance and repairs, all necessary insurances.

4. Officer summary

Officers felt that a weakness of the application was no evident connection to the park or specific site within the Park.

In relation to connection to the borough Swami Vivekananda did visit in 1896. The other ties relate to his ethnicity and the organisation making this proposal. So whilst not as strong as actually having lived here the panel felt that these were significant.

The panel felt that the statue would fit well into the Council's policy of promoting community cohesion and supporting Multi Faith initiatives, noting the support of the multi Faith Forum. It was felt from the parks perspective, given the likely interest in the statue that it would help attract a more diverse visitor profile and provide a good historical subject matter for local schools groups.

All other issues around cost, liability and ongoing maintenance are covered and agreed.

4.1 Recommendation

All three officers were in agreement that they could recommend that the Council give provisional permissions subject to agreeing final terms and conditions and the granting of planning consent which would sit with the proposer to apply for.

There were some issues and some risks which officers wanted to highlight:

4.2 Issues

- Look at options and wording with regard to information and links
- Structural engineer sign off on final design, material and method of installation.
- Require a steer on consultation required

- Sign off from legal, particularly around liability and would need to put into place robust checks that commitments were kept up with regard to maintenance and insurances.

4.3 Risks and mitigation

- Failure to raise the necessary funds. It would be made clear that this sits entirely with the proposer and the council would not commit to finding any shortfall
- Statue could fall into disrepair and get damaged. If not remedied by owners piece could be decommissioned by Council
- Complaints from public that parks should be secular spaces. There are examples of other such statues and structures in parks across London and in this case it could be argued that although Swami Vivekananda was of the Hindu faith his message and his teachings had a wider pertinence for society as a whole.

5. Application form

Below is the application form received.

Applicant

Forename: Ram Chandra
Surname: Saha
Organisation Name : Vivekananda Human Centre
Address: Suite 508, 1 Alie Street, London E1 8DE
Tel No : 07946737272
Email Address: info@vivekanandacentre.com

Site Details:

We need to know the following details about the site

Enter the site postcode below to search for a Tower Hamlets address. Alternatively you can type the details into the box below

Mile End Park near Grove Road E3. Adjacent to bus pull in

Site address

E3

Name of owner : London Borough of Tower Hamlets
Address of the owner

Owners Telephone
Owners email

The proposal

We need to know the following details about the proposal itself.

Give full details of what you are proposing including dimensions, materials and landscaping. Please also include drawings, sketches and photographs if these are available (you will be able to upload these at the end of this form)

A Bronze Statue of Swami Vivekananda. Enclosed Drawing. We have already discussed with Mayor, Deputy Mayor and Mr Stephen Murray and agreed to accept their advice concerning dimensions and necessary works.

Connection between the object and the site

Let us know why this object is particularly suited to this site

Swami Vivekananda is an important figure in the modern development of good interfaith relations, would be a very fitting place for a statue of him to be erected. As a Hindu Bengali who is respected by all faith communities as his universal message of Tolerance, Harmony and Peace. By putting it in a public park rather than an enclosed space it will be open to more people and act as a visitor attraction for the park given his international importance.

Memorial Objects

Is this proposal for a memorial object? Yes ✓ / No

If yes:

Name of the person or event being commemorated

Swami Vivekananda

Date the person being commemorated died or when the event happened:

12 January 1863 and passed away 4 July 1902

Description of the person or event's connection with Tower Hamlets or Tower Hamlets communities

Tower Hamlets is home to the largest Bengali community in Europe. Swami Vivekananda was born in Bengali family. As a Bengali we are very proud of Him for his universal message of Tolerance, Harmony & Peace, and Unity in Diversity. This Statue would arouse interest in his teachings, which deserved to be much more widely known in Tower Hamlets. As we know Tower Hamlets is a one of the best place of all faith communities and place of Unity in Diversity. The proposal is supported by the Tower Hamlets Interfaith Forum as something that would help promote interfaith relations. He was known to have visited the borough in 1896 and the Vivekananda Human Centre is located and active in the borough.

Temporary installation

Is this a temporary installation yes / no✓

Please let us know the length of time you would like the object to be in place and why

N/A

Future Works

Have you checked that the site in which you wish to install the object in will not be affected by work or development in the near future?

Yes✓ / No

If yes

Please give details of the information sources you have checked

Mile End Park, near Grove Road. Yes We have visited the site with Stephen Murray Head of Arts Parks and Events and there are no planned works in the chosen area.

The Artist

Has the artist already been chosen?

Yes / No✓

If Yes:

Artist Name:

to be informed

Examples of previous commission (you can also upload photographs at the end of this form

N/A

Please enter hyperlinks to any biographical information of images to previous works:

N/A

If No

Please give us details of commissioning process you will be undertaking

After agreeing size and specification we will obtain a quote from artists who have produced similar works.

Consultation

Give details of the consultation methods used, including the number of bodies/people/households etc..mailed out or contacted, consultation methods used, dates of meetings etc..

Consultation with approved by Tower Hamlets Interfaith Forum and Executive Mayor of Tower Hamlets. Please find attached supporting letter. We are happy to carry out consultation locally to the location if required.

Gives details of all feedback you received and how it changed your proposal (if appropriate)

All feedback positive and supported by Executive Mayor of Tower Hamlets and Tower Hamlets Interfaith Forum

Site ownership

Please give us the following details about the ownership of the proposed site. You will be asked to upload a copy of the letter from the site owner where their consent has been given for this proposal at the end of this form

Owner Name : London Borough of Tower Hamlets
Company Name
Address
Tel No

Funding

Please give details of the full cost of the proposal, broken down into phases from conception to installation

Full funding to be provided by Vivekananda Human Centre

Give details of how the funding for this proposal has been secured

Once we have the full price of commissioning and installation we will fundraise to cover the costs.

Give details of the estimated cost of future maintenance and how this will be guaranteed
The centre will take on the future maintenance and repairs of the statue.

Public Liability insurance

How much cover will be secure, what will be covered by the insurance and how will the payment of future premiums be guaranteed?

The centre will provide agreed level of public liability insurance

5.2 Additional information from a meeting with the proposers on 13/09/17

5.2.1 It was agreed that there was no direct connection between the Swami Vivekananda and the proposed site in Mile End Park.. The connection with borough is that the Vivekanda Human Centre is based in the borough and that the proposal is fully supported by the Borough's interfaith forum.

5.2.2. The proposers wanted to emphasise that although the swami was of the Hindu faith his works and teachings transcended all religions with his message of tolerance and harmony between the different faiths.

5.2.3. It was noted that if permissions were given then it would be unlikely that the statue could be created and installed before summer 2018 with a preferred unveiling date to co-incide with his birthday on the 15th July.

5.3 image



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APPENDIX FIVE

Guidelines on applications for the installation of plaques, memorials, artworks and other structures in parks, open spaces and highways. LBTH 2016

1. Introduction

1.1 Why we have developed this guidance and what it is for

The Council is occasionally approached with queries from individuals and organisations about placing plaques and structures in its parks and open spaces. In order to manage and deal with such requests in a fair and transparent way we have created these guidelines which provide both information for potential applicants and for staff processing these applications.

Memorials and public art can positively enhance the public realm. They can help us to reflect on and remember the lives and experiences of those who live or once lived in the borough, commemorate events of importance, provide reminders to the historical and social past or simply enhance an area and the aesthetic value people derive from it. They can also detract from the aesthetic of a natural environment in a built up area and contribute to a cluttering of parks and open spaces with too many structures and signage.

This document aims to

- provide guidance to anyone who is considering proposing the installation of a memorial, public art or structure;
- be explicit about the type and quality of proposals the Council is willing to consider
- guide the applicant through the application process

1.2 What kind of proposals are covered by this guidance

1.2.1 Standard Items –

Memorial Benches (has fee structure)

Applicants can apply for benches to be installed in parks in memory of loved ones. These will mainly be replacements for old benches, but additional benches in new locations may sometimes be considered. There may also be an opportunity to place a plaque on an existing bench.

Plaques are permitted on benches. Memorial plaques will be bought through the Council. The inscription on the plaque is to be restricted to “in the Memory of” the name of the person and dates of birth and death.

Wording such as “beloved wife and mother of” will not be permitted. The engraved plaque will be fitted to the bench by the Council.

The Council will maintain memorial benches but accepts no replacement liability for the bench or the plaque at the end of its useful life.

The application form can be found [here](#)

Commemorative Trees (has fee structure)

Applicants can apply for trees to be planted in parks in memory of loved ones.

Locations for tree planting have been identified within certain parks with the borough and species have been selected that will enhance the park landscape and have sufficient room to grow and flourish. Alternative choices of species or location can be considered but planting can only take place where it fits in with the park development and maintenance plans. Plaques are not permitted on sponsored trees.

The Council will maintain sponsored trees. If the tree fails to thrive in the first 5 years, the Council will arrange for it to be replaced at no extra cost.

The sponsored tree application form can be found [here](#)

Ecological Enhancements (sponsorship negotiable)

Applicants can apply to sponsor ecological enhancements within certain parks within the borough. This could include bulb planting, meadow enhancement and upkeep of nature trails.

More information can be obtained by contacting the Parks Manager at parks@towerhamlets.gov.uk.

The Ecological Enhancement application form can be found [here](#)

1.2.2 Non Standard Items

Memorials

A monument intended to celebrate or honour the memory of a person or an event. These can be statues, fountains, mosaics, park structures, and plaques on walls

Public Art

These are works of art in any media that are planned with the intention of being sited in any open space and accessible to all. Such works may

be site specific or new commissions created as part of wider development on new sites.

Park Structures

These could be structures such as gates and railings and other types of park infrastructure

2. Issues to bear in mind when applying – please see appendix 1 below

2.1 Planning Permission

Please bear in mind that, in addition to this application process, Tower Hamlets planning policies, contained in the Core Strategy (2010) development policies and supplementary planning documents and the local development framework will apply to all proposals for the development of artworks and memorials. Neighbourhood planning may also have a bearing on proposals.

2.2 Context

Research should be carried out before deciding to make a proposal to the Council to ensure the chosen site is appropriate. In the case of major memorials such as statues and monuments proposals must have a direct link to the site in which it is proposed to be placed and relevant information should be included within your application

Local People

Tower Hamlets is, and has been the home of many people who have had a profound impact on the local life or have an important connection with the local community.

Commemoration

Plaques and monuments may commemorate people, events or other local points of interest

Visual impact

Public art and well-designed memorials can positively contribute to the look and feel of places.

2.3 Quality

Tower Hamlets wants to ensure that any new artworks and memorials are of the highest quality and that they respect and enhance existing landscapes, streetscapes and enrich the vibrant and diverse feel of the borough. The quality of a proposal can be enhanced by commissioning experienced artists and by using an experienced panel of people to carry out the selection process. Commissioning can be by open invitation or it can be by a direct commission where the artist has an established reputation for producing work appropriate to the proposal. We appreciate that different works suit different environments across the borough and we welcome proposals that capture the culture of Tower Hamlets through high quality art.

With some types of proposals such as a substantial memorial its always worth considering employing qualified architects and landscape architects as their professional guidance and judgement can greatly enhance a proposal.

As well as the aesthetic quality of the proposal, a judgement will be made on the quality and suitability of the materials to be used. Consideration of this will need to be given during the concept phase of the development of the proposal. Applicants will need to show that their chosen materials are sympathetic to the local area, appropriate for their location and durable and straightforward to maintain. There may be exceptions to this for proposals for short term, temporary installations.

2.4 Is an artwork or memorial the only option?

There are opportunities for a wide variety of temporary and permanent public art works in the borough. Apart from the obvious landmark buildings parks and open spaces there are also schools, colleges and medical facilities, sheltered housing and hostels, community centres, libraries, idea stores and sports centres, train stations and other transport structures. There are also a variety of media you could consider, lighting, mosaics, restoration of building facades and 2 dimensional artworks. Permission from the relevant landowners must be sought at all times.

Through consultation with officers representing Parks and Open Spaces it may become apparent that a particular site may require new gates, railings, water fountains or other park structures which may provide an alternative option.

Consideration could be given to partnering with a company or business who would like to sponsor the development and future maintenance of a memorial artwork or other park structures

2.5 Diversity

Tower Hamlets is a hugely diverse borough and we want to celebrate and recognise this. We are committed to being an inclusive borough which recognises shared values as well as the distinct needs of the borough's different groups and communities, particularly the most vulnerable and disadvantaged. We welcome initiatives and proposals for artworks and memorials that recognise the variety of experiences and cultures the borough enjoys and that commemorate and celebrates people and events that have important connections to the local community.

2.6 The 20 Year principle

The death of a well-known or prominent person or a major event can lead people to want to commemorate almost immediately by erecting a memorial. This is an understandable reaction and in some cases the right thing to do; however, it could result in memorials of poor quality and ones that do not stand the test of time and therefore may in years come to feel inappropriate.

For these reasons our guidance is that there should be a pause of 20 years after the event or death of a person to allow time for reflection, planning and gaining support for a proposal. **Note that this principle does not apply to proposals for plaques, trees and park structures**

In the shorter term it may be appropriate to plan a temporary memorial such as a planting scheme in an existing garden

There may be exceptions to this principle which may mean it is appropriate to agree the siting of a memorial object sooner. Where there is a compelling reason for an exception to be made, and the proposer has gained wide public support and has met all other criteria outlined in this guidance, Officers will recommend consideration of the proposal to the Corporate Director of Communities Localities and Culture, and the Service Head for the Site with the whom the final decision will rest

2.7 Safety

Any proposal needs to consider safety and anti-social behaviour issues. An artwork placed in or near an area children play in will inevitably be climbed on. In some areas benches are used for street drinking and can also provide a focus of anti-social behaviour. Some statues and memorials can also become a focus of anti-social behaviour and graffiti because of the controversial nature of the person or event they portray.

Installations marking politicians or political events can also become the subjects of vandalism or demonstrations. Careful design and sensitive placing can help to reduce these risks. If the Council assesses that a proposal poses unacceptable safety concerns or has the potential for attracting anti-social behaviour it may not be approved.

2.8 Support

If the applicant is not the landowner, proof will be needed to prove that the proposal has the full support of the owner. No proposals will be considered without proof of landowner support.

It will need to be demonstrated that engagement has taken place with the local people and organisations (where appropriate) support the proposal. The level of support would be proportionate to the impact of the proposal. For example, for a memorial planting, consultation with a local friends group may be sufficient but for a significant statue commemorating a person or an event, more substantial support will need to be proven, both from individuals and organisations with an interest in the proposal. As well as demonstrating support, applicants will also need to show that they have engaged all interested parties in an inclusive and open manner.

2.9 Temporary installations

Tower Hamlets Council will consider proposals for the temporary siting of statues, memorials and artworks. It may be that works of a temporary nature would be acceptable in areas where a permanent proposal would not. We would expect a temporary installation to meet the same criteria we use for assessing the merits of permanent proposal (for example quality and context). We will discuss a suitable length of time for a temporary proposal with the applicants, dependant on the site and the nature of the artwork.

3. Costs, maintenance and ownership

3.1 Sustainability

Where an artwork or monument is located in one of our parks, open spaces or the public realm, the Council will need to be satisfied by the arrangements for the future maintenance. Responsibility for maintenance and security can rest with any of a number of institutions. Artworks and monuments are currently maintained by Royal Historical Palaces, Tower Hamlets Council, English Heritage, the Greater London Authority, and in many instances by the freeholders of the site. Where several parties are involved it is prudent to record rights and responsibilities between them in a formal manner.

The Council will want to ensure that the development group or proposer can fund the entire project costs and that provision is made for the artwork, along with any associated landscaping, to be maintained into perpetuity, and to the specification of the Council. This must include the continuing maintenance and repairs of the structure including such things as graffiti removal and cleaning of moss or lichens.

3.2 Costs

Landscaping can be expensive, particularly in cases where alterations to the highway are required. You will normally be required to enter into a legal agreement with the Council regarding these works.

Where it is proposed to gift a new artwork to the council, a one –off commuted sum payment may be required to cover future maintenance costs of the piece.

The cost of maintaining an artwork can be high, especially where a scheme involves additional or integral lighting or water systems, where the object requires specialist cleaning or where it is in a known area of anti-social behaviour where it could be susceptible to vandalism. The sum required for maintenance can therefore vary according to the complexity of the piece in question.

When developing a proposal consideration will need to be given to the following. It may be that legal advice will be needed on some of these issues.

- Origination, the cost of developing the concept.
- Consultation, developing your proposal in conjunction with local people and interested stakeholders.
- Fabrication, the cost of producing the concept
- Installation, the cost of delivery, site preparation, site safety and restoration after work is complete
- Project management, an experienced project manager may be required to provide advice
- Maintenance, how future maintenance will be paid for, the cost of insurance
- Ownership, moral rights and copyright, certainty on who owns the work and who has rights to reproduce the work

3.3 Decommissioning and moving

We reserve the right to decommission or move any memorial, artwork or park structure on our land. We will of course make every effort to contact the owner and/or artist to discuss the decommissioning. We cannot guarantee the location if we need to move the memorial or artwork. Also, we cannot guarantee that we will be able to eventually move it back to the original location. This may be necessary because of the parks or highway improvement or realignment works.

4. Background Information

4.1 Tower Hamlets Parks and Open Spaces

Tower Hamlets has over 120 parks and green spaces for everyone to enjoy. These are treasured by the local community whether they are small pocket parks, local parks or parks of national repute such as Victoria Park and Mile End Park.

There are many spaces located within housing developments that may be managed by Registered Social Landlords and these would fall outside the Council guidance.

4.2 Character assessments of Tower hamlets owned, or managed sites of major importance

A great majority of parks and open spaces managed by Tower Hamlets are given either protection under the London Squares Protection Act 1931 or are included in our planning policies as having special character, in a nature conservation area, or in a strategic view corridor. Further details can be found on the the following link:

<http://www.towerhamlets.gov.uk/ldoc.ashx?docid=8a2824ff-a340-4d88-bd84-54d1fc3f1bfe&version=-1>

5. The process

5.1 Timescale and procedure to be followed before applying for planning permission and other consents

Agreement to a particular project, finding an appropriate site, developing an acceptable design and securing the necessary finance can involve complex and involved lengthy negotiations, consultation and fund raising. It is important, therefore, that a realistic timescale is allowed for the project.

Experience has shown that a minimum period of a year should be allowed to develop an idea for a memorial, artwork or installation of a

park structure to a stage at which it is appropriate to apply for planning and other permissions.

The Council should always be contacted for advice at an early stage and certainly before commissioning anyone to work up a particular concept for any site. The Parks Infrastructure Officer can be emailed on parks@towerhamlets.gov.uk or by telephone on 020 7364 7459 or 020 7364 2253.

After initial discussions with all interested parties, the principle of the proposal will be considered by The Council. Decision making meetings will be held quarterly to consider officer recommendations on any proposal agreed. If a proposal is felt to be significant (either in its nature or impact), then the views of experts in the field may also be sought. Officers will then advise the applicant if the proposal has been supported or refused and if supported, whether they will need to submit the proposal for planning permission and any other permissions and consents that may be required.

6. Guide for applicants – before developing your proposal

6.1 Have you reviewed the following?

Check the status of the park or open space in question and discussed with officers what kinds of development the Council might consider.

6.2 Contacts and links

Permission of the land owner

You will need to contact the Head of Arts, Parks and Events before starting to develop any kind of proposal.

Contact: Parks Infrastructure Officer at parks@towerhamlets.gov.uk or by telephone on 020 7364 7459 or 020 7364 2253.

New or temporary art commissions

Have there been discussions on your proposal with The Arts and Events team? More details can be found on the following link:

http://www.towerhamletsarts.org.uk/?guide=Events&page=events_categories

Planning permission

If planning permission is required have you had discussions with the planning service? There are costs attached to planning applications and you would be well advised to obtain permission in principle for a piece before applying for planning permission

http://www.towerhamlets.gov.uk/lgs/451-500/485_planning_applications.aspx

Planning Policies

Check the Council's planning policies. Planning permission is likely to be required for the development of artworks, memorials and possibly the installation of any new park structures. You should refer to the relevant planning policies in the Local Plan and Managing Development Document Policies and Supplementary Guidance. Relevant policies can be found on the following links:

Local Plan (Core Strategy) (2010)

http://www.towerhamlets.gov.uk/lgs/451-500/494_planning_guidance/local_plan.aspx

Managing Development Document (MDD) 2013

<http://www.towerhamlets.gov.uk/ldoc.ashx?docid=930fdc90-5ac8-46ae-b122-a41de2d9f7ae&version=-1>

Supplementary Guidance

http://www.towerhamlets.gov.uk/lgs/451-500/494_planning_guidance/supplementary_guidance.aspx

Conservation Strategy

http://www.towerhamlets.gov.uk/lgn/environment_and_planning/conservation.aspx

Tree Management

http://www.towerhamlets.gov.uk/lgs/501-550/505_tree_management_preservation.aspx

You should contact the Tower Hamlets Planning Section at an early stage and before you submit a planning application to check whether planning permission is likely to be granted for your proposal

Tower Hamlets Council Website – Links

Tower Hamlets Planning

They include advice on specific planning policies

Arboriculture Services (The Tree Team) are responsible for managing trees on Council-owned land, and for tree maintenance and planting contracts undertaken for other services within the council, including housing estates and street properties, parks, education and social care sites and street trees

Planning portal – this is the national portal which gives access to advise on planning issues. It can also be used to submit and view planning applications

Departmental of Culture Media and Sport- this Government department is responsible for ensuring that the historic environment of England is properly protected and conserved for the benefit of present and future generations

English Heritage – Has the responsibility for championing historic places and advises government and others how to get the best out of our heritage and protect future generations

7. Taking your proposal forward

7.1 Initial Considerations

Only after you have reviewed the issues above, and judged that your proposal seems to fit with the criteria in this guide, should you develop your proposal. It will need to be detailed enough for the Council to fully understand what you are proposing and will need to include details of how the cost of the proposal is to be covered and how future management and maintenance costs will be met. Proposals that do not provide a sufficient level of detail will not be considered. We have developed an online application form to guide you through the process

7.2 Who gives consent that your proposal meets this guidance?

Assessment of your proposal will be coordinated by an officer who will also guide you through the process. They will also inform ward councillors if and when required about your proposal.

Your proposal will then be presented to an “Officer Panel” that meets on a quarterly basis to consider such requests. If the panel are satisfied with your proposal, they will recommend it for approval to the Corporate Director, who will make the final decision in conjunction with the relevant Service Head.

In many cases you will then need to apply for planning permission and you must not commence work on your proposal until planning permission is granted. We will let you know if you need to apply for planning permission when we write to you with the outcome of your proposal. **You should note that agreeing your proposals meet our**

guidelines does not automatically mean that you will be granted planning permission. The consent to your proposals is only on the basis that it meets the requirements we have set for that particular site, not that it meets planning policy.

If we refuse to give consent to your proposal there is no right to appeal. If the proposal is given consent by us, then refused planning permission, then you do have a statutory right to appeal against the refusal of planning permission. This following link shows you how to do this:

<http://www.towerhamlets.gov.uk/idoc.ashx?docid=bcf617ae-1c37-4a1a-ade5-7481fdc24583&version=-1>

7.3 Final stage

Once all permissions have been given you will need to contact The Council to agree the schedule of works for your proposal

8. Making your application

8.1 How to apply

Applications for permission can only be made on line via The Tower Hamlets Website. The on-line form will guide you through the application process and the information and documentation you will need to provide. Before you start using the form please make sure you have the following:

8.2 Document checklist

- A Plan of the site with the proposal location marked in red
- Drawings and images
- Letter of the site owner confirming consent to the proposal (if appropriate)
- Consultation feedback documents
- Any other relevant information as outlined in Appendix 1

Application Form

About this request

Please select the option that best describes this request

I am filling this form for someone else

I am filling this form for myself

About the applicant:

Type:

Charity

Limited Company

Individual

Limited Liability Partnership

Sole Trader

Other Organisation

Applicant

Forename

Surname

Organisation Name

Address

Tel No

Email Address:

Site Details:

We need to know the following details about the site

Enter the site postcode below to search for a Tower Hamlets address.

Alternatively you can type the details into the box below

Site address

Name of owner

Address of the owner

Owners Telephone

Owners email

The proposal

We need to know the following details about the proposal itself.

Give full details of what you are proposing including dimensions, materials and landscaping. Please also include drawings, sketches and photographs if these are available (you will be able to upload these at the end of this form)

Connection between the object and the site

Let us know why this object is particularly suited to this site

Memorial Objects

Is this proposal for a memorial object? Yes / No

If yes:

Name of the person of event being commemorated

Date the person being commemorated died or when the event happened:

Description of the person or event's connection with Tower Hamlets or Tower Hamlets communities

Temporary installation

Is this a temporary installation yes / no

Please let us know the length of time you would like the object to be in place and why

Future Works

Have you checked that the site in which you wish to install the object in will not be affected by work or development in the near future?

Yes / No

If yes

Please give details of the information sources you have checked

The Artist

Has the artist already been chosen?

Yes / No

If Yes:

Artist Name:

Examples of previous commission (you can also upload photographs at the end of this form

Please enter hyperlinks to any biographical information of images to previous works:

If No

Please give us details of commissioning process you will be undertaking

Consultation

Give details of the consultation methods used, including the number of bodies/people/households etc..mailed out or contacted, consultation methods used, dates of meetings etc..

Gives details of all feedback you received and how it changed your proposal (if appropriate)

Site ownership

Please give us the following details about the ownership of the proposed site. You will be asked to upload a copy of the letter from the site owner where their consent has been given for this proposal at the end of this form

Owner Name
Company Name
Address
Tel No

Funding

Please give details of the full cost of the proposal, broken down into phases from conception to installation

Give details of how the funding for this proposal has been secured

Give details of the estimated cost of future maintenance and how this will be guaranteed

Public Liability insurance

How much cover will be secure, what will be covered by the insurance and how will the payment of future premiums be guaranteed?

Upload documents

Please ensure you have included scanned or electronic copies of the following (where appropriate):

- Plan of the site with the proposed location marked in red
- Drawings
- Sketches
- Photographs
- Letter from the site owner where their consent has been given
- Consultation feedback documents

Appendix 1

Applicants should ensure their proposal meets all the relevant criteria – see table below

Type of Structure	Planning	Quality	Link to site	Safety	Consent of Landowner	Public support/consultation	Future Maintenance Cost	Street works Licence if on highways	
Large Monuments/Artworks	√	√	√	√	√	√	√	√	
Sculptures, Statues	√	√	√	√	√	√	√	√	
Temporary Art Installation	√	√		√	√			√	
Parks Infrastructure e.g. walls and gates	√	√		√	√	√			
Benches		√		√	√			√	
Trees		√		√	√			√	
Shrubs		√		√	√				
Memorial Plaques on Benches		√	√	√	√		√	√	
Plaques of Public Figures	√	√	√	√	√	√	√		

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