

<b><u>MEETING</u></b>
<b>BUSINESS MANAGEMENT OVERVIEW AND SCRUTINY COMMITTEE</b>
<b><u>DATE AND TIME</u></b>
<b>MONDAY 7<sup>TH</sup> OCTOBER, 2013</b>
<b>AT 7.00 PM</b>
<b><u>VENUE</u></b>
<b>HENDON TOWN HALL, THE BURROUGHS, NW4 4BG</b>

Dear Councillors,

Please find enclosed additional papers relating to the following items for the above mentioned meeting which were not available at the time of collation of the agenda.

Item No	Title of Report	Pages
8.	Saracens Event Day CPZ Review	1 - 32
9.	Members' Item - Parking Policy (Councillor Alan Schneiderman)	33 - 38
10.	Task and Finish Group Updates	39 - 46

Andrew Charlwood 020 8359 2014 [andrew.charlwood@barnet.gov.uk](mailto:andrew.charlwood@barnet.gov.uk)

This page is intentionally left blank

<b>Meeting</b>	<b>Business Management Overview and Scrutiny Committee</b>
<b>Date</b>	7 October 2013
<b>Subject</b>	<b>Saracens Controlled Parking Zone – Update Report</b>
<b>Report of Summary</b>	Overview and Scrutiny Office The Committee receive an verbal update from Officers on the Saracens Controlled Parking Zone.

Officer Contributors	Andrew Charlwood, Overview and Scrutiny Manager
Status (public or exempt)	Public
Wards Affected	Finchley Church End, Hale, Hendon and Mill Hill
Enclosures	Annex A- Saracens Event Day CPZ Review (Summary Delegated Powers Report)
Contact for Further Information:	Andrew Charlwood, Overview and Scrutiny Manager 020 8359 2014, <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a>

## **1. RECOMMENDATIONS**

- 1.1 That the Business Management Overview and Scrutiny Committee consider the update on the Review of Event Day Controlled Parking Zone in the vicinity of Allianz Park (Barnet Copthall Stadium) NW4 summary delegated powers report attached at Annex A and make comments and/or recommendations as appropriate.**

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Delegated Powers Report 1868, 21 November 2012, Event Day Controlled Parking Zone in the area surrounding Allianz Park (Barnet Copthall Stadium)
- 2.2 Business Management Overview and Scrutiny Committee, 7 February 2013, Decision Item 8, Saracens Controlled Parking Zone Update – the Committee received a report on the introduction of the Saracens Event Day Controlled Parking Zone and resolved to receive a further update following the end of the 2012/13 season.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Overview and Scrutiny Committees must ensure that the work of Scrutiny is reflective of the Council's priorities.
- 3.2 The three priority outcomes set out in the 2013 – 2016 Corporate Plan are: –
- Promote responsible growth, development and success across the borough.
  - Support families and individuals that need it – promoting independence, learning and well-being.
  - Improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 None in the context of this report.

## **5. EQUALITIES AND DIVERSITY ISSUES**

- 5.1 Equality and diversity issues are a mandatory consideration in decision-making in the council pursuant to the Equality Act 2010. This means the council and all other organisations acting on its behalf must have due regard to the equality duties when exercising a public function. The broad purpose of this duty is to integrate considerations of equality and good relations into day to day business requiring equality considerations to be reflected into the design of policies and the delivery of services and for these to be kept under review. Health partners as relevant public bodies must similarly discharge their duties under the Equality Act 2010 and consideration of equalities issues should therefore form part of their reports.

- 5.2 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:
- The Council's leadership role in relation to diversity and inclusiveness; and
  - The fulfilment of the Council's duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety.

**6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

- 6.1 None in the context of this report.

**7. LEGAL ISSUES**

- 7.1 None in the context of this report.

**8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)**

- 8.1 The scope of the Overview & Scrutiny Committees is contained within Part 2, Article 6 of the Council's Constitution.
- 8.3 The Terms of Reference of the Overview & Scrutiny Committees is set out in the Overview and Scrutiny Procedure Rules (Part 4 of the Constitution).
- 8.4 The Business Management Overview and Scrutiny Committee has within its Terms of Reference "To have responsibility for the review of the policy framework and development of policy and strategy not within the remit of other Overview and Scrutiny Committees"

**9. BACKGROUND INFORMATION**

- 9.1 The Business Management Overview and Scrutiny considered the issue of the Saracens Event Day Controlled Parking Zone at their meeting on 7 February 2013. At the meeting, Members received an update from Highways Officers, Mill Hill Ward Members, the Leader of the Council and the Director for Place. Following consideration of the update, the Committee resolved to receive a further update following the end of the 2012/13 season. The Review of Event Day Controlled Parking Zone in the vicinity of Allianz Park (Barnet Copthall Stadium) NW4 summary delegated powers report attached at **Annex A** updates the Committee on the outcome of the review.
- 9.2 Highways Officers will be in attendance at the meeting to answer questions from Committee Members.

## 10. LIST OF BACKGROUND PAPERS

- 10.1 Delegated Powers Report 1868, 21 November 2012, Barnet Copthall Stadium CPZ: <http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=4369>
- 10.2 Business Management Overview and Scrutiny Committee, 7 February 2013, Decision Item 8, Saracens Controlled Parking Zone Update: <http://barnet.moderngov.co.uk/mgAi.aspx?ID=2934>

<b>Cleared by Finance</b>	<b>JH/AD</b>
<b>Cleared by Legal</b>	<b>MA</b>

## Summary Delegated Powers Report

<b>TITLE</b>	Review of Event Day Controlled Parking Zone in the vicinity of Allianz Park (Barnet Cophall Stadium) NW4
<b>DATE OF DECISION</b>	26 September 2013
<b>DECISION TAKER</b>	Martin Cowie – Assistant Director Strategic Planning, Regeneration and Transport.
<p><b>SUMMARY OF DECISION</b></p> <p>That following the Event Day CPZ Review, no changes are made to the operation of the Event Day CPZ apart from minor amendments to the layout as outlined in the report.</p> <p><b>1. RELEVANT PREVIOUS DECISIONS</b></p> <p>1.1 Planning and Environment Committee on 2 February 2012 resolved to approve the planning application ref H/00928/11 made by Saracens Ltd to develop Barnet Cophall Stadium subject to the completion of a Section 106 Agreement and referral to the Secretary of State.</p> <p>1.2 On 12 March 2012 the Secretary of State issued a Direction not to call in the Planning Application and the decision as to whether planning permission should be granted therefore remained with the London Borough of Barnet.</p> <p>1.3 On 30 March 2012 the Council granted the planning permission and issued the Decision Notice for the Planning Application ref H/00928/11 and the agreement under Section 106 of the Town and Country Planning Act 1990 relating to land at Cophall Stadium, Barnet was completed and signed.</p> <p>1.4 The decision of the Delegated Powers Report No.1795 – Proposed Event Day Controlled Parking Zone in the vicinity of Barnet Cophall Stadium NW4 – proposing an Event Day Controlled Parking Zone in the area surrounding Barnet Cophall Stadium was that the proposed CPZ be progressed through the relevant statutory consultation procedures.</p> <p>1.5 The decision of the Delegated Powers Report No. 1868 - Proposed Event Day Controlled Parking Zone in the vicinity of Allianz Park (Barnet Cophall Stadium) NW4 – advising of the outcome of statutory consultation and the decision to introduce the Event Day Controlled Parking Zone as originally proposed with minor layout amendments. It was also agreed that the measures be reviewed at the end of the 2012/13 season with consideration given to any further changes or recommendations as necessary.</p>	

## **2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 2.1 The Corporate Plan 2013/16 defines the Council's vision (under the priority to promote responsible growth, development and success across the borough) in delivering sustainable growth to ensure Barnet continues to be successful and prosperous place where people want to live and work.
- 2.2 The London Mayor's Transport Strategy also addresses these areas through: "Proposal 30: The Mayor, through TFL, and working with the London boroughs and other stakeholders, will introduce measures to smooth traffic flow to manage congestion (delay, reliability and network resilience) for all people and freight movements on the road network, and maximise the efficiency of the network. These measures will include ....c)"...keep traffic moving...", e) Planning and implementing ... improvements to the existing road network, .... to improve traffic flow on the most congested sections of the network, ... to improve traffic flow on the most congested sections of the network, and to improve conditions for all road users.

## **3. RISK MANAGEMENT ISSUES**

- 3.1 It is considered that the issues involved are not likely to give rise to adverse policy considerations as the Event Day Controlled Parking Zone (CPZ) was designed to prioritise available kerbside space for residents and their visitors in an area identified as being likely to attract those attending Saracens matches by motor vehicle and wishing to park in local roads. The review has been undertaken to establish the community's perception on how the Event Day CPZ is operating, with resulting actions based on community feedback.

## **4. EQUALITIES AND DIVERSITY ISSUES**

- 4.1 The principle of introducing Controlled Parking Zones in the borough in order to address particular parking pressures is already well established and aside from protecting kerbside space for local residents and their visitors on event days, is not envisaged to exclusively disadvantage or benefit any members or particular sections of the local community. Additionally, motorists displaying a valid Disabled Badge in their vehicle can park for unlimited periods in permit holder only areas and bays without further charge, thereby affording more protection to this section of the community than would be the case if restrictions were not in place on event days.

## **5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for money, Staffing, IT, Property, Sustainability)**

- 5.1 It is considered appropriate to carry out a review of the parking controls as part of the ongoing operation and administration of the CPZ. All reasonable costs of administering the CPZ and revising if necessary will be met by Saracens Ltd as set out in the S106 Agreement which was signed in accordance with the condition attached to the Planning Permission issued on the 30 March 2012. Initial estimated costs for the review of the CPZ are approximately £20,000, which includes consultation, printing costs, advertising, lining and signage costs and all officer time and Saracens have



indicated that they are happy to meet this cost under the terms of the S106 agreement.

5.2 In the Section 106 Agreement Paragraph 5.12 states

*5.12 To pay to the Council within 21 days of the Council's written demand thereof:*

*5.12.1 Traffic Management Costs including a fair and reasonable commuted sum for the implementation of providing, installing and maintaining road signs, lines and enforcement which sums shall be payable to the council in advance on the basis of the Council's reasonable estimate and Saracens shall (if reasonable and appropriate) pay such further sums as may be necessary to ensure that the Council's costs in relation to the Traffic Management Cost are covered in advance of their being incurred; and*

*5.12.2 The anticipated Permit Costs in each year.*

5.3 The following definitions are taken from the Section 106

- *CPZ Costs – means the Council's reasonable and proper costs (including any legal or consultants fees) in drafting preparing making, promoting, implementing, administering and enforcing the CPZ;*
- *Permit Costs - means the reasonable costs of acquiring permits or vouchers incurred by local residents living within any CPZ (or area where a TRO applies or other zone or area within which additional parking restrictions are introduced as a consequence of the Development) implemented by the Council (which costs under the terms of the Section 106 Agreement are to be fully underwritten by Saracens on the agreed basis that there shall be no cost falling on either the Council or the local residents in respect of such permits or vouchers);*
- *Traffic Management Costs - means any costs reasonably and properly incurred by the Council in designing, applying for, obtaining, implementing and maintaining any Parking Restrictions, CPZ, TROs or other traffic management orders or measures (including those to improve conditions and facilities for pedestrians) reasonably required by the Council in order achieve the STP Objective (including the Car Driver Mode Split and the Modal Split Targets) or to mitigate the transport impacts of the Development including any costs reasonably and properly incurred by the Council in order to implement or enforce the approved Local Area Management Plan and/or the Stadium Travel Plan.*

5.4 Signage and line markings will require periodic maintenance the cost of which would be borne by Saracens Ltd, as per the Section 106 agreement.

## **6. LEGAL ISSUES**

6.1 The Traffic Management Act 2004 and the Road Traffic Regulation Act 1984 gives regulation and traffic management powers to the Council as Highway Authority. The proposals in this report will require the making of Traffic Management Orders to be drafted and publicly advertised in accordance with the aforesaid legislation and in compliance with the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996.

## **7. CONSTITUTIONAL POWERS**

- 7.1 Council Constitution, Part 3, Responsibility for Functions, paragraph 6.1 provides for Chief Officers to take decisions in consultation with the Cabinet Member concerned to discharge the functions allocated to them or dealt with by them or their staff.

## **8. BACKGROUND INFORMATION**

- 8.1 The recommendation of the previous Delegated Powers Report No. 1868 was that the Event Day CPZ be introduced as originally proposed through the making of relevant traffic management orders incorporating some minor layout amendments (as outlined in the report). It was also agreed that the measures be reviewed at the end of the 2012/13 season with consideration given to any further changes or recommendations as necessary. Ward members from Finchley Church End, Hale, Hendon and Mill Hill wards were consulted on the details of the review, which included a letter and a link to an online questionnaire, which was to be sent to all those who were previously consulted in addition to a few additional properties on the periphery of the Event Day CPZ.
- 8.2 Councillor Rayner queried the extent of the external consultation area, and whether additional areas, such the Mill Hill Broadway should be included in the consultation. Officers had not been made aware of any significant concerns being raised from residents outside of the Event Day CPZ other than a number of enquiries from Newark Way and subsidiary roads. These roads were subsequently included within the external consultation area along with those properties which were included in the consultation for the initial scheme proposal.
- 8.3 Councillor Khatri provided comments stating his concerns and those of other Ward Councillors, many of which related to the hours of operation of the Event Day CPZ. It was suggested that a one or two hour restriction would suffice to deter visitor parking in the area on event days. This issue was raised prior to the scheme being introduced, and officers confirmed through discussion with Saracens that it is possible that match times may vary depending on the type of competition and the broadcaster covering the matches, and therefore the hours of operation need to accommodate all potential match times for the Event Day CPZ to operate effectively.
- 8.4 Councillor Khatri also raised the question as to whether the use of electronic signage could be considered so that the hours of restriction could be varied according to match times on an event by event basis. Officers have had discussions with colleagues at Brent Council regarding the signage used for Wembley Stadium in order to get an idea of cost and practicality of this option. Brent Council use electronic signs at ten locations including A406 and Harrow Road, just outside of the CPZ to inform that an event is taking place. These variable message signs were installed in 2007 at a cost of approximately £120,000 and are used in addition to the standard CPZ entry plate signage. Officers consider that it is acceptable and that it is unlikely that Saracens would agree to fund the provision of additional electronic signage when the

existing event day signage meets Department for Transport guidance for such a scheme.

- 8.5 The Event Day CPZ Review was carried out in June 2013, at the end of the rugby season, and after seven events had been held at Allianz Park (Barnet Copthall Stadium) since January 2013. Letters outlining the review and asking residents for their views were hand delivered to all properties within the zone and within a further consultation area adjacent to the zone. A plan of the consultation areas is attached as Appendix A to this report.
- 8.6 Residents were asked if they would like to complete a questionnaire to put forward their views relating to the design, operation and enforcement of the Event Day CPZ. Two questionnaires were available – one for residents or businesses within the Event Day CPZ and one for those within the adjacent consultation area. The questionnaires were available to download, to complete online via Survey Monkey, or as a paper version which was sent out on request. A page was also set up on Barnet's Engage Portal detailing the review and giving details on how to access the questionnaire. A copy of the questionnaire for residents or businesses within the Event Day CPZ is attached as Appendix B to this report and the questionnaire for residents within the adjacent consultation area is attached as Appendix C.
- 8.7 A total of almost 9000 consultation letters were delivered, approximately 8000 of these to residents within the Event Day CPZ and almost 1000 to residents within adjacent roads. Consultation commenced on 5<sup>th</sup> June for a period of 28 days, although comments received up to 20<sup>th</sup> July 2013 were considered as part of the analysis.
- 8.8 A total of 559 items of correspondence were received, a response rate of 6.2%. This included 551 completed questionnaires and 8 emails from residents or businesses within the consultation area. Of the questionnaires returned, 526 were from residents or businesses within the Event Day CPZ and 25 were from residents within the outside consultation area.
- 8.9 Of those residents within the Event Day CPZ who completed the questionnaire, 261(54%) stated that they agreed that the Event Day CPZ is meeting its objectives of minimising obstructive parking whilst providing adequate parking for residents, businesses, local organisations and their visitors. The majority (76%) also stated that they have not had any difficulties accessing businesses or services within the Event Day CPZ since the introduction of the scheme. Of the 10% who said that they did have difficulty, one of the main reasons given was localised congestion on event days. Less parking availability on event days was also noted, with the hours of restriction noted in one response by a resident wishing to attend a local church service starting at 6pm.
- 8.10 A response was received by email from Sacred Heart Church in Flower Lane, Mill Hill noting concerns about the effects that the Event Day CPZ parking restrictions may have on its Saturday and Sunday evening Masses, which commence at 6.00pm and are well-attended. The Parish Council stated that it would be preferable if the event day parking restrictions ceased at 5pm at least at the end of Flower Lane near to the church, to facilitate parking for those attending mass. Officers note that prior to the introduction of the Event Day CPZ, parking on Flower Lane and adjacent roads was unrestricted at

weekends, so those attending services may have become accustomed to parking in these roads. It is also noted that the Sacred Heart Church is eligible to apply for permits and visitor vouchers, and that these could be distributed to their congregation, although records show that they have not obtained any vouchers to date. The Council is keen to ensure that the local community continue to have access to places of worship and have advised the Parking Enforcement Team of the church's concerns and have asked if the CEOs can be mindful of churchgoers at this end of Flower Lane, especially towards the end of the operational period of the CPZ.

- 8.11 From the responses received, 76% (375) of residents and businesses within the Event Day CPZ have stated that they do not have a problem finding a place to park on event days and 57% (280) stated the same for their visitors or customers. Of those who noted problems finding a place to park, one of the main reasons given was a lack of marked bays near to their properties. Some specific roads, including Holders Hill Road and Wise Lane have been identified from the questionnaires where residents have noted that there are insufficient parking bays for themselves and/or their visitors and that yellow line restrictions prevent them from parking in locations where they have become accustomed to parking on non-event days. Officers have investigated the areas identified and where appropriate have proposed minor changes to the parking layout to provide more parking in these locations.
- 8.12 Other issues identified include a lack of awareness of where they are able to park, in some cases residents stating that they believed they were able to legally park on a single yellow line during the hours of restriction when displaying their permit or voucher. Although the restrictions and general operation are consistent with other Controlled Parking Zones, officers have reviewed the information on the Event Day CPZ webpage and will include an additional 'Q&A' factsheet to address on some of the queries and misunderstandings received during this review. Similar information will also be included in the letters that will be sent to residents and businesses advising of the outcome of the Event Day CPZ Review.
- 8.13 Several comments were received regarding the enforcement of the Event Day CPZ, with 112 respondents (23%) stating that they do not believe that the zone is enforced effectively. Of the reasons given, the majority related to a perceived under-enforcement of the zone, suggesting that greater visibility of enforcement officers is required to deter visitors to the area from parking. There were also a number of comments believing that the enforcement of the zone is inconsistent, stating that some roads appeared to be patrolled more frequently than others or that enforcement appears to take place at the start of the restrictions and not for the duration. Some residents stated that they had not seen a civil enforcement officer in their road and believed that consequently match-goers were parking there regularly. A number of respondents felt that residents were being unfairly penalised as a result of the Event Day CPZ, either with on-street parking issues such as footway parking or incorrect displaying of their permit or voucher, or during the appeals process when disputing a penalty charge notice which they believed was unfair. The Council's Parking Enforcement Team has been made aware of the comments received as part of this review in order to review their approach if appropriate.
- 8.14 A number of residents have raised concerns about the need for improved publicity of forthcoming event dates. Although 284 respondents (58%) stated

that they knew how to find out when the next event is, the majority (64%) advised that they obtain this information from CPZ signage and many were unclear how to find out the dates of future planned events. Of those residents who did not know or were unsure how to find out the date of next event (42%), several commented that they did not know where 'entry plate' signage was located in their area, or found it difficult or impractical to regularly check these signs. Several residents requested more comprehensive information being made available well in advance of events. This issue was also raised at the Allianz Park Travel Plan Steering Group meeting in June 2013. The Council has recently updated the Event Day CPZ web page with the dates currently scheduled for next season's events, and will also provide these details in the letters to be sent to residents advising of the outcome of the review. Officers will continue to discuss with Saracens plans of how best to keep the local community informed of forthcoming event dates.

- 8.15 Some concerns were raised from residents of private roads within the Event Day CPZ. They noted that they believe match-goers may be parking in their roads on event days as parking restrictions are limited by the extent of the public highway and therefore do not include private roads. Some have requested signage to state 'private road – no parking'. Saracens has arranged for 'Pioneers' to be positioned at the entrances to private roads to advise that spectator parking should not occur in these roads.
- 8.16 As was noted during the statutory consultation, a few responses from residents related to the extent of the zone, stating that they did not believe parking restrictions were necessary in their roads as they are too far from the stadium and did not believe that they would be affected by event day parking or congestion problems. Some residents objected to any form of parking restrictions being implemented as they did not believe they were necessary. However, these comments were not in sufficient number to consider excluding particular roads or areas from the Event Day CPZ.
- 8.17 Relatively few responses (25) were received from residents outside of the proposed zone but within the consultation area, a response rate of 2.5%. 87% of those who responded (20) said that they have not noticed an increase in vehicles parked in their street and 65% (15) stated that they have not had any difficulty accessing local businesses or services within the Event Day CPZ since the introduction of the scheme. 70% (16) have noted that they do not have a problem finding a place to park on event days between 1pm and 6pm and 61% said that their visitors or customers do not have a problem finding a place to park on event days. Other comments from residents within their responses included that they believe the zone is too large (3), that they have noticed an increase in parking on their street (1), that signage is not prominent enough (1), that there is not enough parking for visitors to the CPZ, that enforcement is excessive (1) and that a one-hour restriction would be sufficient (1). One resident commented that they were unaware about the introduction of the Event Day CPZ and as a result had received two penalty charge notices.
- 8.18 A meeting was held with ward councillors in August 2013 to discuss the outcome of the Event Day CPZ Review. Councillor Maureen Braun, Councillor John Hart, Councillor Sury Khatri, Councillor Graham Old, Councillor Hugh Rayner and Councillor Brian Schama attended the meeting with council officers. Councillor Schama raised concerns about the lack of

signage informing of the date of next event and queried whether the event date could be put on resident bay sign plates. Officers advised that changes to the existing approved signage would be financially onerous given the volume of signs that would need regularly updating. It was then discussed whether electronic signage could be used in addition to existing signage in key locations within the zone. Officers agreed to look into alternative signage options, including variable electronic signs and to discuss potential options and costs with Saracens.

- 8.19 Councillor Schama questioned the extent of the zone as he felt that it was too large. Officers confirmed that the consultation results did not indicate that a particular road or area should be excluded from the zone. Although a number of responses were received from residents believing that their road did not need restrictions as it is too far from the stadium, the numbers of such responses were relatively low and were from a number of different roads within the Event Day CPZ.
- 8.20 Councillor Khatri and Councillor Schama expressed some concerns about the publicity of event date information, including the difficulty of finding this information on the Council's website. Officers will look into whether a better link could be provided to the Event Day CPZ page on the website and also advised of Saracens' plans to deliver newsletters within the local area and to arrange a regular space in local newspapers to improve event date notification. There was also discussion about whether a 'subscription' email could be set up, where residents could be provided with updated event information on request. Officers have discussed this with Saracens and they have confirmed that they will be progressing a scheme to advise residents by email.
- 8.21 Councillor Khatri asked whether enforcement systems were in place to check whether vehicles were registered within the Event Day CPZ before issuing a PCN in the event that a resident did not display their permit. Officers advised a system of 'electronic permits', whereby registration plates are checked to see if a vehicle is registered as a permit holder, is being considered for use across the borough although this is not currently in use and that the current enforcement approach is standard across existing CPZs within the borough.
- 8.22 Based on the feedback received from the Event Day CPZ Review, it would appear that residents and businesses are satisfied that the Event Day CPZ is meeting its objectives of minimising obstructive parking whilst providing adequate parking for residents, businesses and their visitors. Where requests have been made for more parking spaces in specific locations, these have been investigated and where possible more parking spaces will be provided. Feedback in relation to the need for improved publicity of event dates has been considered and the Council will continue to work with Saracens to ensure that information is available well in advance of events. The Council's Enforcement Team has been made aware of the feedback received in relation to the enforcement of the zone and will review as appropriate.
- 8.23 It is therefore recommended that no changes are made to the operation of the Event Day CPZ apart from minor amendments to the layout as outlined in this report and in Appendix D. These will be progressed through the relevant statutory consultation procedures.

## **9. LIST OF BACKGROUND PAPERS**

- 9.1 Report of the Assistant Director of Planning and Development Management - Planning and Environment Committee on 2<sup>nd</sup> February 2012
- 9.2 The agreement under Section 106 of the Town and Country Planning Act 1990 relating to land at Cophall Stadium, Barnet.
- 9.3 Proposed Event Day parking layout (consultation version) – Drawing No. 745321
- 9.4 Delegated Powers Report No.1795 Proposed Event Day Controlled Parking Zone in the vicinity of Barnet Cophall Stadium, NW4.
- 9.5 Copies of all correspondence received resulting from public advertisement of the proposals.
- 9.6 Proposed Event Day parking layout (post consultation version) – Drawing No. 745322
- 9.7 Delegated Powers Report No. 1868 Proposed Event Day Controlled Parking Zone in the vicinity of Barnet Cophall Stadium, NW4.

## **APPENDICES**

Appendix A – Plan of consultation areas

Appendix B – Questionnaire to residents within the Event Day CPZ

Appendix C – Questionnaire to residents within the consultation area adjacent to the Event Day CPZ

Appendix D – Plan of proposed changes to parking layout

<b>SELF-ASSURANCE COMPLETE AND STATEMENT PROVIDED</b>	
<b>AUDIT TRAIL OF DECISION – RETAINED AND WHERE?</b>	

## **DECISION TAKER'S STATEMENT**

*I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision*

*making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

**I authorise the above decision**

<b>Signed</b>	<b>Martin Cowie</b> <hr/>
<b>Designation</b>	<b>Assistant Director Strategic Planning, Regeneration and Transport</b> <hr/>
<b>Date</b>	<b>26 September 2013</b> <hr/>





# SARACENS EVENT DAY CONTROLLED PARKING ZONE

KEY	
	EVENT DAY CONTROLLED PARKING ZONE SAT & SUN 1PM - 6PM (EVENT DAYS ONLY)
	EXISTING HENDON CONTROLLED PARKING ZONE HC2 SUB ZONE. OPERATES MON - FRI, 10AM - 5PM SAT & SUN 1PM - 6PM (EVENT DAYS ONLY)
	EXISTING HENDON CONTROLLED PARKING ZONE HC2 SUB ZONE (SOUTHFIELD AREA) OPERATES MON - FRI 11AM-3PM SAT & SUN 1PM - 6PM (EVENT DAYS ONLY)
	EXISTING MILL HILL CONTROLLED PARKING ZONE OPERATES MON - FRI 11AM - 12PM SAT & SUN 1PM - 6PM (EVENT DAYS ONLY)
	EXISTING MILL HILL EAST CONTROLLED PARKING ZONE OPERATES MON - FRI 10AM - 11AM SAT & SUN 1PM - 6PM (EVENT DAYS ONLY)
	ROADS MANAGED BY TRANSPORT FOR LONDON
	EXTERNAL CONSULTATION AREA
	PRIVATE ROADS



**ROADS NOT SHOWN ON PLAN**

- ① SEATON SQUARE
- ② APPLDORE WAY
- ③ SHIREWELL CLOSE
- ④ HATHERLEIGH CLOSE
- ⑤ COLEBROOK CLOSE
- ⑥ TIVERTON WAY
- ⑦ SHILLINGFORD CLOSE
- ⑧ STOCKFORD AVENUE
- ⑨ BRANCASTER DRIVE
- ⑩ ALYESHAM CLOSE
- ⑪ BURNHAM CLOSE
- ⑫ PRINCE OF WALES CLOSE
- ⑬ HANBURY CLOSE
- ⑭ TENTERDEN CLOSE
- ⑮ HATCHCROFT
- ⑯ SHERROCK GARDENS

*This product includes mapping data licensed from Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office. © Crown copyright and database right 2013. All rights reserved. London Borough of Barnet. Licence No.100017674.*

Initiated by AOV/R	SCHEME: <b>SARACENS EVENT DAY PARKING RESTRICTIONS</b>	Interim Director Development and Regulatory Services (DRS)	
	Drawn by AOV/R		
Checked by AOV/R	TITLE: <b>ZONE BOUNDARY</b>		745301_b.dwg
Date 31/05/13	Scales N.T.S		Acad. Ref. : 26: Parking Design Team Working Drawings/Saracens/745301

This page is intentionally left blank

# Event Day Controlled Parking Zone Review

Please let us have your views about the Event Day Controlled Parking Zone by completing this questionnaire. We would like to hear from you even if you do not have access to a vehicle or are a non-driver as you may have visitors who park within the Zone on event days.

## Section 1 – Personal Information

In an effort to understand your particular needs and get as clear a picture as possible, please tell us where you live. If you do not want to tell us your full name and address **please ensure you give us the name of your road** - without it we won't know where the problems may be.

Name: .....  
Address: .....  
.....  
Post Code: .....

**Please Note** that under the provisions of the Freedom of Information Act 2000, the Council may be obliged to disclose any information that it holds if a request is made for that information, unless it is covered by an exemption under the Act. This means that this information can not be held confidential and may be disclosed to any person. If you do not wish your personal data (such as your name and address) to be disclosed, please tick the box below.

I do not wish my personal data to be disclosed

## Section 2 – General Information

Please answer by ticking [✓] the relevant boxes and following the instructions where appropriate. Please tick one box only unless otherwise specified.

(1) **Is this property your:**

Home [ ]      Business [ ]      Both [ ]  
Other [ ]      If 'Other' please specify .....

(2) **How many vehicles are there in the above household/business/other?**

None [ ]      One [ ]  
Two [ ]      Three [ ]      If more please specify.....

(3) **How many of these are usually parked on the street?**

None [ ]      One [ ]  
Two [ ]      Three [ ]      If more please specify.....

(4) **How many Event Day CPZ permits are issued to this household/business/other?**

None [ ]      One [ ]      Two [ ]      Three [ ]

(5) **Are you or is a member of your household/business/other a registered Blue Badge holder?**

Yes [ ]      No [ ]

### Section 3 – Scheme Design and operation

Within a Controlled Parking Zone all on-street parking is controlled either by signs, yellow lines or designated parking bays. It gives priority to residents and local businesses and their visitors, who must display their permits or vouchers to show their entitlement to park during the operational hours of the zone.

The Event Day CPZ uses a combination of traditional parking bays and yellow lines and ‘Permit holders only past this point’ controls, (where controls are enforced through street entry signs). The Event Day CPZ is only operational on a Saturday or Sunday when an event is being held, between the hours of 1pm and 6pm.

(6) **What type of parking restrictions apply in your road?**

Standard controlled parking measures (marked parking bays, yellow lines and signs) [  ]

Permit holders only past this point (signs only) [  ]

None – I live in a private road [  ]

Don't know/not sure [  ]

(7) **Have you had problems with non-residents parking in your road on event days?**

Yes [  ]                      No [  ]                      Don't know/not sure [  ]

.....  
.....

(8) **Does anyone in your household or working at your business have a problem finding a place to park on event days between 1pm and 6pm?**

Yes [  ]                      No [  ]                      Does not apply (as no cars in household) [  ]  
Don't know/not sure [  ]

.....  
.....

(9) **Do your visitors/customers have problems finding a place to park on event days between 1pm and 6pm?**

Yes [  ]                      No [  ]                      Does not apply [  ]                      Don't know/not sure [  ]

.....  
.....

(10) **Have you had any difficulty accessing local businesses or services within the Event Day CPZ since the introduction of the scheme?**

Yes [  ]                      No [  ]                      Does not apply [  ]                      Don't know/not sure [  ]

If yes, please provide details

.....  
.....

(11) **Do you find it difficult to manoeuvre at junctions in your road on event days due to parked vehicles?**

Yes [ ]                      No [ ]                      Does not apply [ ]                      Don't know/not sure [ ]

If yes, please specify junction(s).....  
.....

Throughout the Event Day CPZ, the majority of single yellow lines operate between 1pm and 6pm on an event day and do not require signing. Where there are lengths of single yellow lines with different restriction, the restriction is indicated by signs along the affected lengths.

(12) **Before today, were you aware that parking on an unsigned length of single yellow line is not permitted on event days during 1pm and 6pm?**

Yes [ ]                      No [ ]                      Don't know/ not sure [ ]

In order to cater for residents, businesses, local organisations and their visitors on event days, marked resident permit parking bays and 'permit holders only past this point' roads have been provided for use by motorists displaying valid event day permits or vouchers in their vehicle. The date of the next event is placed on signage at the end of each 'past this point' network of roads, and on signage at the entrance of the CPZ. For the purposes of this questionnaire 'resident' can also mean 'business', 'local organisation' or 'other'.

(13) **Before today, were you aware that residents and their visitors can park within marked parking bays and in 'past this point' roads with a valid resident's permit or visitor voucher during the hours of restriction?**

Yes [ ]                      No [ ]                      Don't know/ not sure [ ]

(14) **Do you know how to find out when the next event is being held?**

Yes [ ]                      No [ ]                      Don't know/ not sure [ ]

(15) **How do you usually find out when the next event is? (please tick all boxes that apply)**

- |   |   |
|---|---|
| <input type="checkbox"/> CPZ signage                        | <input type="checkbox"/> Saracens literature          |
| <input type="checkbox"/> Barnet website                     | <input type="checkbox"/> Saracens website             |
| <input type="checkbox"/> contacting the Council             | <input type="checkbox"/> other (please specify) ..... |
| <input type="checkbox"/> I do not know how to find out      |   |
| <input type="checkbox"/> I am not interested in finding out |   |

(16) **How satisfied or dissatisfied are you with how you are kept informed about these events?**

- Very satisfied
- Neither
- Very dissatisfied
- Fairly satisfied
- Fairly dissatisfied

Please say why.....  
.....

(17) **Do you think that the permit/voucher system is working effectively?**

Yes [ ]                      No [ ]      Don't know/not sure [ ]

(If yes, please go to question 19)

(18) **If no, please give details** (tick all boxes that apply).

- I have not received my permit/vouchers
  - I do not know how to apply for permits/vouchers
  - I have insufficient visitor vouchers for my business needs
  - I am concerned about abuse of the permit/voucher system
  - Other (please specify) .....
- .....

## **Section 4 – Zone Enforcement**

**Civil Enforcement Officers are employed to enforce the parking restrictions, and issue Penalty Charge Notices to vehicles parked in contravention (eg: being parked on a yellow line during its operational hours or parked in a parking bay or 'past this point' road without having a permit or voucher displayed).**

(19) **Are vehicles often parked illegally or inconsiderately in your road on event days?**

Yes [ ]                      No [ ]                      Don't know/not sure [ ]

.....

(20) **Do you consider that the CPZ is being enforced effectively?**

Yes [ ]                      No [ ]      Don't know/not sure [ ]

If no please give reasons for your answer .....

(21) **Are there any measures that you think could improve the enforcement of the Event Day CPZ parking restrictions?** (tick all boxes that apply)

- increased enforcement in my road

- increased enforcement in other roads (please specify) .....
- greater visibility of enforcement officers
- Other (please write in).....

(22) **Are you aware that you can contact enforcement directly (020 3375 4242) to report illegally parked vehicles, such as those parked in contravention of the parking restrictions or blocking access to your property?**

Yes [ ]                      No [ ]      Don't know/not sure [ ]

.....

## Section 4 – Parking Overall

**The Event Day Controlled Parking Zone was introduced in order to minimise congestion and obstructive parking whilst aiming to provide adequate parking facilities for residents and businesses and their visitors on days when Saracens events are being held at Copthall. As the restrictions apply only on event days, we have aimed to keep signage to a minimum and where possible have used ‘Permit holders only past this point’ areas in order to limit both line markings and signage requirements.**

(22) **How much do you agree or disagree that the Event Day CPZ is meeting its objectives of minimising obstructive parking whilst providing adequate parking for residents, businesses, local organisations and their visitors?**

Agree strongly [ ]      Agree [ ]                      Neither [ ]

Disagree [ ]      Disagree strongly [ ]      Don't know/not sure [ ]

(23) **Are there any parking issues relating to the Event Day CPZ in your road that you believe should be investigated further?**

Yes [ ]                      No [ ]                      Don't know/not sure [ ]

**Please give details**

.....

.....

.....

.....

.....

.....

## Section 5 – Diversity Monitoring

Barnet Council is required by law, Equality Act 2010, to collate equality information. The collated information will not only help the council demonstrate compliance with the law but also assist the council to assess the impact of policies, services and decisions on all the protected characteristics covered by the act and ensure our polices and services are fair and accessible.

To assist us in complying with our duty under the Equalities Act 2010 we have to ask you some personal questions, which we would encourage you to complete. Collecting this information will also help us understand the needs of our different communities.

Please be assured that all the answers you provide will be treated in the strictest confidence and will be stored securely in an anonymous format. All information will be stored in accordance with our responsibilities under the Data Protection Act 1998.

For the purposes of this survey we are asking 5 of the protected characteristics included in the Equality Act 2010.

(24) **Are you:** (Please tick **one** option only)

Female                            Male               Prefer not to say

(25) **In which age group do you fall?** (Please tick **one** option only)

Under 18	<input type="checkbox"/>	45-54	<input type="checkbox"/>
18-24	<input type="checkbox"/>	55-64	<input type="checkbox"/>
25-34	<input type="checkbox"/>	65-74	<input type="checkbox"/>
35-44	<input type="checkbox"/>	74+	<input type="checkbox"/>
Prefer not to say			

(26) **What is your ethnic origin?** (please tick **one** option only)

Asian or Asian British - Indian  
 Asian or Asian British – Pakistani  
 Asian or Asian British - Bangladeshi  
 Asian or Asian British - Other  
 Black or Black British - Caribbean  
 Black or Black British – African  
 Black or Black British - Other  
 Mixed - White & Black Caribbean  
 Mixed - White & Black African  
 Mixed - White & Asian  
 Mixed – Other  
 Other - Chinese  
 Other - Any ethnic group  
 White – British  
 White - Irish  
 White - Greek/Greek Cypriot  
 White - Turkish/Turkish Cypriot  
 White - Any other  
 Other (Please specify).....  
 Prefer not to say



(27) **Disability**

The Equality Act 2010 defines a disability as, 'A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities'. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems.

**Do you consider that you have a disability as defined by the Disability Discrimination Act? (Please tick one option only)**

Yes  No  Prefer not to say

(28) **If you have answered 'yes', please select the definition/s from the list below that best describes your disability/disabilities: (tick all that apply)**

- Hearing (such as: deaf, partially deaf or hard of hearing)
- Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glass/contact lenses)
- Speech (such as impairments that can cause communication problems)
- Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)
- Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy)
- Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes)
- Severe disfigurement
- Learning difficulties (such as dyslexia)
- Mental illness (substantial and lasting more than a year, such as severe depression or psychoses)
- Other (Please specify).....
- Prefer not to say

(29) **Religion or belief (Tick one box only)**

- |          |                          |           |                          |             |                          |
|----------|--------------------------|-----------|--------------------------|-------------|--------------------------|
| Agnostic | <input type="checkbox"/> | Atheist   | <input type="checkbox"/> | Baha'l      | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Christian | <input type="checkbox"/> | Hindu       | <input type="checkbox"/> |
| Humanist | <input type="checkbox"/> | Jain      | <input type="checkbox"/> | Jewish      | <input type="checkbox"/> |
| Muslim   | <input type="checkbox"/> | Sikh      | <input type="checkbox"/> | No Religion | <input type="checkbox"/> |

Other religion/belief (please specify) .....  
Prefer not to say

## Section 6 – The Questionnaire

We have tried to keep this questionnaire as short as possible but at the same time covering most areas of concern that you may have. We have used a layout and questions that we hope have been easy to follow and that will provide us with as much information as possible so we can find out how you feel about parking in your road and area. In order to let us know whether we are achieving this, we would be very grateful if you could please tell us what you thought of this questionnaire.

(30) Do you think the questionnaire has met the criteria mentioned above and enabled you to get your views across?

Yes [ ] No [ ]

Please comment (whether you have responded either yes or no)

.....

.....

.....

.....

.....

.....

Please return your completed questionnaire to us in the prepaid envelope provided by:  
**28<sup>th</sup> June 2013.**

**Thank you for taking the time to complete this questionnaire.**

Please note that due to the high volume of questionnaires distributed it will not be possible to reply individually. However, we will inform you of the outcome of this consultation.

If you have any queries regarding this questionnaire or require the questionnaire in an alternative format, please contact:

Design Team on 020 8359 3059  
email: [eando.consultation@barnet.gov.uk](mailto:eando.consultation@barnet.gov.uk)  
Design Team, London Borough of Barnet, Building 4, North London Business Park,  
Oakleigh Road South, London N11 1NP.

# Event Day Controlled Parking Zone Review

Please let us have your views about the Event Day Controlled Parking Zone by completing this questionnaire. We would like to hear from you even if you do not have access to a vehicle or are a non-driver as you may have visitors who park within the area on event days.

## Section 1 – Personal Information

In an effort to understand your particular needs and get as clear a picture as possible, please tell us where you live. If you do not want to tell us your full name and address ***please ensure you give us the name of your road*** - without it we won't know where the problems may be.

Name: .....  
Address: .....  
.....  
Post Code: .....

**Please Note** that under the provisions of the Freedom of Information Act 2000, the Council may be obliged to disclose any information that it holds if a request is made for that information, unless it is covered by an exemption under the Act. This means that this information can not be held confidential and may be disclosed to any person. If you do not wish your personal data (such as your name and address) to be disclosed, please tick the box below.

I do not wish my personal data to be disclosed

## Section 2 – General Information

Please answer by ticking [✓] the relevant boxes and following the instructions where appropriate. Please tick one box only unless otherwise specified.

(1) **Is this property your:**

Home [ ]      Business [ ]      Both [ ]  
Other [ ]      If 'Other' please specify .....

## Section 3 – Scheme Operation

**Within a Controlled Parking Zone all on-street parking is controlled either by signs, yellow lines or designated parking bays. It gives priority to residents and local businesses and their visitors, who must display their permits or vouchers to show their entitlement to park during the operational hours of the zone.**

**The Event Day CPZ uses a combination of traditional parking bays and yellow lines and 'Permit holders only past this point' controls, where controls are enforced through street entry signs. The Event Day CPZ is only operational on a Saturday or Sunday when an event is being held, between the hours of 1pm and 6pm.**

(1) **On event days have you noticed an increase in vehicles parked in your street?**

Yes [ ]      No [ ]

(2) **Does anyone living in your household, working at your business, (or other if you specified other), have a problem finding a place to park on event days between 1pm and 6pm?**

Yes [ ] No [ ] Does not apply (as no cars in household) [ ]  
Don't know/not sure [ ]

(3) **Do your visitors/customers have problems finding a place to park on event days between 1pm and 6pm?**

Yes [ ] No [ ] Does not apply [ ] Don't know/not sure

(4) **Have you had any difficulty accessing local businesses or services within the Event Day CPZ since the introduction of the scheme?**

Yes [ ] No [ ] Does not apply [ ] Don't know/not sure [ ]

If yes, please provide details

.....  
.....

(5) **Have you had any problems manoeuvring at junctions in your road on event days due to parked vehicles?**

Yes [ ] No [ ] Does not apply [ ]

If yes, please specify junction(s).....  
.....

(6) **Do you know how to find out when the next event is being held?**

Yes [ ] No [ ]

(7) **How do you usually find out when the next event is? (please tick all boxes that apply)**

- |  |   |
|--|---|
| <input type="checkbox"/> CPZ signage                   | <input type="checkbox"/> Saracens literature                |
| <input type="checkbox"/> Barnet website                | <input type="checkbox"/> Saracens website                   |
| <input type="checkbox"/> contacting the Council        | <input type="checkbox"/> other (please specify) .....       |
| <input type="checkbox"/> I do not know how to find out | <input type="checkbox"/> I am not interested in finding out |

(8) **How satisfied or dissatisfied are you with how you are kept informed about these events?**

- |  |  |
|--|--|
| <input type="checkbox"/> Very satisfied    | <input type="checkbox"/> Fairly satisfied    |
| <input type="checkbox"/> Neither           | <input type="checkbox"/> Fairly dissatisfied |
| <input type="checkbox"/> Very dissatisfied |  |

If dissatisfied, please state why .....

(9) **Are you aware that you can contact enforcement directly (020 3375 4242) to report illegally parked vehicles, such as those parked in contravention of any parking restrictions or blocking access to your property?**

Yes [ ]                      No [ ]

(10) **Are there any parking issues relating to the Event Day CPZ that you believe should be investigated further?**

Yes [ ]                      No [ ]

**If yes, please give details**

.....  
.....

## Section 5 – Diversity Monitoring

Barnet Council is required by law, Equality Act 2010, to collate equality information. The collated information will not only help the council demonstrate compliance with the law but also assist the council to assess the impact of policies, services and decisions on all the protected characteristics covered by the act and ensure our polices and services are fair and accessible.

To assist us in complying with our duty under the Equalities Act 2010 we have to ask you some personal questions, which we would encourage you to complete. Collecting this information will also help us understand the needs of our different communities.

Please be assured that all the answers you provide will be treated in the strictest confidence and will be stored securely in an anonymous format. All information will be stored in accordance with our responsibilities under the Data Protection Act 1998.

For the purposes of this survey we are asking 5 of the protected characteristics included in the Equality Act 2010.

(25) **Are you:** (Please tick **one** option only)

Female  Male  Prefer not to say

(26) **In which age group do you fall?** (Please tick **one** option only)

Under 18  45-54   
18-24  55-64   
25-34  65-74   
35-44  74+   
Prefer not to say

(27) **What is your ethnic origin?** (please tick **one** option only)

Asian or Asian British - Indian  
 Asian or Asian British – Pakistani  
 Asian or Asian British - Bangladeshi  
 Asian or Asian British - Other  
 Black or Black British - Caribbean  
 Black or Black British – African  
 Black or Black British - Other  
 Mixed - White & Black Caribbean  
 Mixed - White & Black African  
 Mixed - White & Asian  
 Mixed – Other  
 Other - Chinese  
 Other - Any ethnic group  
 White – British  
 White - Irish  
 White - Greek/Greek Cypriot  
 White - Turkish/Turkish Cypriot  
 White - Any other  
 Other (Please specify).....  
 Prefer not to say

**(28) Disability**

**The Equality Act 2010 defines a disability as, ‘A physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities’. In this definition, long term is taken to mean more than 12 months and would cover long term illness such as cancer and HIV or mental health problems.**

**Do you consider that you have a disability as defined by the Disability Discrimination Act? (Please tick one option only)**

Yes  No  Prefer not to say

**(29) If you have answered ‘yes’, please select the definition/s from the list below that best describes your disability/disabilities: (tick all that apply)**

- Hearing (such as: deaf, partially deaf or hard of hearing)
- Vision (such as blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glass/contact lenses)
- Speech (such as impairments that can cause communication problems)
- Mobility (such as wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)
- Physical co-ordination (such as manual dexterity, muscular control, cerebral palsy)
- Reduced physical capacity (such as inability to lift, carry or otherwise move everyday objects, debilitating pain and lack of strength, breath, energy or stamina, asthma, angina or diabetes)
- Severe disfigurement
- Learning difficulties (such as dyslexia)
- Mental illness (substantial and lasting more than a year, such as severe depression or psychoses)
- Other (Please specify).....
- Prefer not to say

**(30) Religion or belief (Tick one box only)**

- |          |                          |           |                          |             |                          |
|----------|--------------------------|-----------|--------------------------|-------------|--------------------------|
| Agnostic | <input type="checkbox"/> | Atheist   | <input type="checkbox"/> | Baha'l      | <input type="checkbox"/> |
| Buddhist | <input type="checkbox"/> | Christian | <input type="checkbox"/> | Hindu       | <input type="checkbox"/> |
| Humanist | <input type="checkbox"/> | Jain      | <input type="checkbox"/> | Jewish      | <input type="checkbox"/> |
| Muslim   | <input type="checkbox"/> | Sikh      | <input type="checkbox"/> | No Religion | <input type="checkbox"/> |

Other religion/belief (Please Specify).....

Prefer not to say

## Section 6 – The Questionnaire

We have tried to keep this questionnaire as short as possible but at the same time covering most areas of concern that you may have. We have used a layout and questions that we hope have been easy to follow and that will provide us with as much information as possible so we can find out how you feel about parking in your road and area. In order to let us know whether we are achieving this, we would be very grateful if you could please tell us what you thought of this questionnaire.

(31) Do you think the questionnaire has met the criteria mentioned above and enabled you to get your views across?

Yes [ ] No [ ]

Please comment (whether you have responded either yes or no)

.....  
.....  
.....  
.....  
.....  
.....

Please return your completed questionnaire to us in the prepaid envelope provided by:  
**28<sup>th</sup> June 2013**

**Thank you for taking the time to complete this questionnaire.**











Please note that due to the high volume of questionnaires distributed it will not be possible to reply individually. However, we will inform you of the outcome of this consultation.

If you have any queries regarding this questionnaire or require the questionnaire in an alternative format, please contact:

Design Team on 020 8359 3059  
email: [eando.consultation@barnet.gov.uk](mailto:eando.consultation@barnet.gov.uk)  
Design Team, London Borough of Barnet, Building 4, North London Business Park,  
Oakleigh Road South, London N11 1NP.



**KEYS:-**

-  Event day CPZ boundary  
Sat & Sun, 1pm - 6pm on event days
-  Resident permit bay  
Sat & Sun, 1pm - 6pm on event days
-  Waiting restrictions  
Sat & Sun, 1pm - 6pm on event days only
-  Proposed resident permit bay  
Sat & Sun, 1pm - 6pm on event days
-  Disabled parking bay  
Bus Bay
-  No Stopping School Keep Clear restrictions
-  Suggested number of parking spaces within Bay
-  Red Route - No Stopping At Any Time
-  Event day permit holders only  
"Past this point" parking area  
Sat and Sun, 1pm - 6pm on event days  
(No bay markings)
-  Areas excluded from scheme  
e.g. Private Roads/Accesses

Bill Murphy  
Development & Regulatory Services

North London Business Park  
Oakleigh Road South  
New Southgate N11 1NP  
Tel. 020 83369 2000

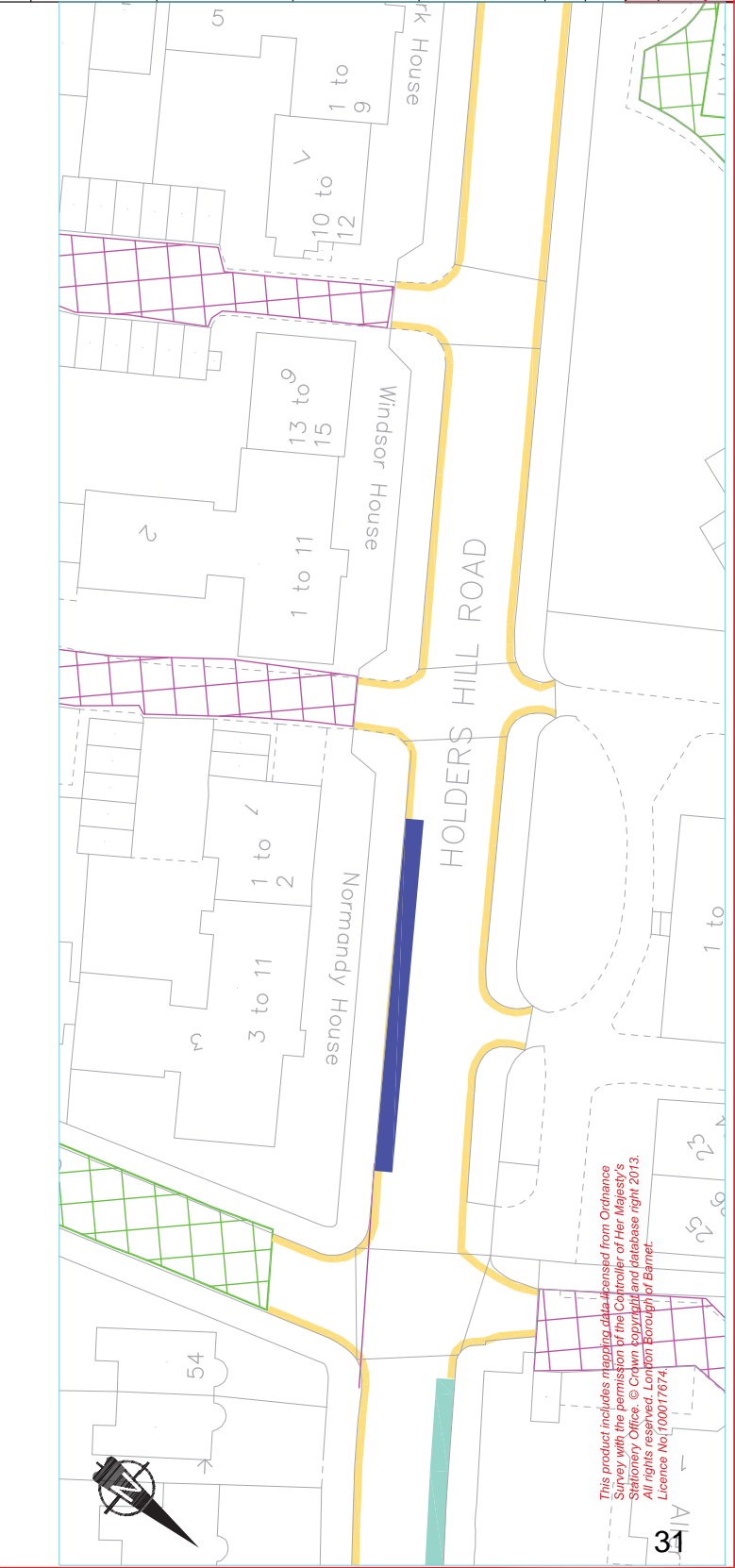


**SCHEME:**  
EVENT DAY CONTROLLED PARKING ZONE

**TITLE:**  
EVENT DAY CPZ REVIEW  
PROPOSED CHANGES TO PARKING LAYOUT

Scales: N.T.S  
Initiated: LW  
Drawn: VR  
Checked: GWA  
Date: 05/09/13  
DRAWING NO: 745303/ Q.dwg

Acad Ref. S:\Planning\Design Team Working Drawings\Saracens\745303.dwg



This product includes mapping data licensed from Ordnance Survey with the permission of the Controller of Her Majesty's Stationery Office. © Crown copyright and database right 2013. All rights reserved. London Borough of Barnet. Licence No: 10007674.

This page is intentionally left blank

---

Meeting	Business Management Overview and Scrutiny Committee
Date	7 October 2013
<b>Subject</b>	<b>Member's Item – Parking Policy</b>
Report of	Scrutiny Office
Summary	This report informs the Committee of a Member's Item and requests instructions from the Committee.

---

Officer Contributors	Andrew Charlwood, Overview and Scrutiny Manager
Status (public or exempt)	Public
Wards Affected	All
Key Decision	N/A
Reason for urgency / exemption from call-in	N/A
Function of	Business Management Overview and Scrutiny Committee
Enclosures	None
Contact for Further Information:	Andrew Charlwood, Overview and Scrutiny Manager, 020 8359 2014, <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a>

## **1. RECOMMENDATIONS**

- 1.1 The Committee's instructions on the Members' Item are requested.**

## **2. RELEVANT PREVIOUS DECISIONS**

- 2.1 Leader of the Council's Delegated Powers Report 1727 of 9 July 2012 approved new parking initiatives and charges in Environment Planning and Regeneration
- 2.2 Cabinet Member for Environment's Delegated Powers Report No. 1847 of 5 November 2012 authorised the introduction of parking measures on an experimental basis, and resolved that the effectiveness and impact of the measures be monitored closely, with any unresolved objections dealt with by the Interim Director of Environment, Planning and Regeneration under delegated powers, in consultation with the Cabinet Member for Environment before a decision is made on whether to make all or any of the measures permanent.
- 2.3 Interim Director of Environment, Planning and Regeneration's Delegated Powers Report No. 1859 of 6 December 2012 approved the acceptance of a quotation from Parkeon Ltd to supply and install credit/debit card machines in car parks and on a trial basis on-street in North Finchley Town Centre.
- 2.4 Cabinet Member for Environment's Delegated Powers Report No. 1979 of 30<sup>th</sup> April 2013 authorised a change in priority of the roll out of credit/debit card machines from car park locations to on-street locations
- 2.5 Budget and Performance Overview and Scrutiny Committee, 16 September 2013, Parking Pilot Scheme - North Finchley – the Committee received an update on the findings from the North Finchley Parking Pilot Scheme.

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

- 3.1 The Overview and Scrutiny Committees must ensure that the work of Scrutiny is reflective of the Council's priorities.
- 3.2 The three priority outcomes set out in the 2013 – 2016 Corporate Plan are: –
- Promote responsible growth, development and success across the borough.
  - Support families and individuals that need it – promoting independence, learning and well-being.
  - Improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study.

## **4. RISK MANAGEMENT ISSUES**

- 4.1 None in the context of this report. Any risk implications would be addressed in the context of the Task and Finish Group / Scrutiny Panel review should the

Committee decide to commission a working group to examine the issue raised.

## **5. EQUALITIES AND DIVERSITY ISSUES**

- 5.1 Equality and diversity issues are a mandatory consideration in decision-making in the council pursuant to the Equality Act 2010. This means the council and all other organisations acting on its behalf must have due regard to the equality duties when exercising a public function. The broad purpose of this duty is to integrate considerations of equality and good relations into day to day business requiring equality considerations to be reflected into the design of policies and the delivery of services and for these to be kept under review. Health partners as relevant public bodies must similarly discharge their duties under the Equality Act 2010 and consideration of equalities issues should therefore form part of their reports.
- 5.2 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:
- The Council's leadership role in relation to diversity and inclusiveness; and
  - The fulfilment of the Council's duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety.

## **6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

- 6.1 Any use of resources implications would be addressed in the context of the Task and Finish Group / Scrutiny Panel review, should the Committee decide to commission a working group to examine the issue raised.
- 6.2 When reaching a decision as to whether to commission a scrutiny review, the Committee should be mindful of the resources available to support the review. The Scrutiny Office are currently supporting additional review work in the following areas:
- Your Choice Barnet Task and Finish Group
  - Early Years Review Task and Finish Group;
  - NHS Health Checks Scrutiny Review; and
  - Road Safety Task and Finish Group (*currently on hold*)
- 6.3 Scrutiny Officers will be in attendance at the meeting to assist the Committee in prioritising their review work in the context of the resources available to them.

## **7. LEGAL ISSUES**

- 7.1 Section 21 of the Local Government Act 2000 provides that the Executive arrangements by a local authority must:
- (1) Include provision for the appointment by the authority of one or more overview and scrutiny committees.
  - (2) Ensure that their overview and scrutiny committees have power between them –
    - i) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive,
    - ii) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are the responsibility of the executive,
    - iii) to review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive,
    - iv) to make reports or recommendations to the authority or the executive with respect to the discharge of any functions which are not the responsibility of the executive,
    - v) to make reports or recommendations to the authority or the executive on matters which affect the authority's area or the inhabitants of that area”.

## **8. CONSTITUTIONAL POWERS (Relevant section from the Constitution, Key/Non-Key Decision)**

- 8.1 The scope of the Overview and Scrutiny Committees is contained within Part 2, Article 6 of the Council's Constitution.
- 8.2 The Terms of Reference of the Scrutiny Committees are included in the Overview and Scrutiny Procedure Rules (Part 4 of the Council's Constitution). The Business Management Overview and Scrutiny Committee has within its terms of reference responsibility:
- i) To have overall responsibility for monitoring and coordinating overview and scrutiny work across the authority.
  - ii) To appoint scrutiny panels and task and finish groups needed to facilitate the overview and scrutiny function.
  - iii) To coordinate and monitor the work of scrutiny panels and task and finish groups, including considering reports and recommendations and referring to the relevant decision-making body
- 8.3 Council Constitution, Overview and Scrutiny Procedure Rules, Paragraph 8.1 states that “Any member of an Overview and Scrutiny Committee shall be entitled to give notice to the Head of Governance that he/she wishes an item relevant to the functions of the Committee to be included on the agenda for the next available meeting of the Committee. On receipt of such a request,

the Head of Governance will ensure that the item is included on the next available agenda”.

## **9. BACKGROUND INFORMATION**

9.1 Councillor Alan Schneiderman has requested that a Member’s Item be brought to the Committee in relation to commissioning a scrutiny review into parking policy in the borough. Councillor Schneiderman has submitted the following information with his request:

- To ask the Business Management Overview and Scrutiny committee to consider setting up a quick fire Task and Finish Group to look into the costs and benefits of reintroducing cash meters in Barnet High Streets and Car Parks.
- The TFG should take evidence from residents, traders and local businesses and other Boroughs/Councils where cash meters have both been maintained and removed.

9.2 The Committees instructions are requested on this Members Item.

## **10. LIST OF BACKGROUND PAPERS**

10.1 None.

<b>Cleared by Finance</b>	<b>JH/AD</b>
<b>Cleared by Legal</b>	<b>MA</b>

This page is intentionally left blank



<b>Meeting</b>	<b>Business Management Overview &amp; Scrutiny Committee</b>
<b>Date</b>	7 October 2013
<b>Subject</b>	<b>Task and Finish Group Updates</b>
<b>Report of Summary</b>	<b>Scrutiny Office</b> This report provides an update on the progress of the current Overview and Scrutiny Task and Finish Groups

Officer Contributors	Andrew Charlwood, Overview & Scrutiny Manager
Status (public or exempt)	Public
Wards Affected	All
Function of	Business Management Overview and Scrutiny Committee
Enclosures	None
Contact for Further Information:	Andrew Charlwood, Overview and Scrutiny Manager, 020 8359 2014, <a href="mailto:andrew.charlwood@barnet.gov.uk">andrew.charlwood@barnet.gov.uk</a>

## **1. RECOMMENDATION**

**1.1 That the Committee note the progress of the currently convened Task and Finish Groups.**

**1.2 That the Committee consider potential topics for the next round of Task and Finish Groups.**

## **2. RELEVANT PREVIOUS DECISIONS**

2.1 Business Management Overview & Scrutiny Committee, 7 February 2013, Task and Finish Group Updates

2.2 Business Management Overview & Scrutiny Committee, 2 May 2013, Review of Effectiveness of Task and Finish Groups – the Committee considered a report on the effectiveness of Task and Finish Groups and agreed the following amendments to procedures:

“The Business Management Overview and Scrutiny Committee agree to make the following changes to the management of Task and Finish Group Reviews:

- Develop arrangements for Scrutiny Members and members of the public to highlight topical and/or timely issues and for these to be prioritised in the Task and Finish Group work programme under the leadership of the Chairman of the Business Management Overview and Scrutiny Committee.
- Reduce bureaucracy around convening and appointing Members to enable a more flexible approach to be taken.
- Encourage Group Secretaries to appoint Members to Task and Finish Groups based on personal and professional skill sets.
- For each suggested review, a Feasibility Study should be completed before the review progresses to ensure that the review is timely and will add value.
- Ensure that Task and Finish Groups have an external focus

*The Group have concluded that the management of Task and Finish Group reviews has become overly bureaucratic resulting in: timely and topical reviews not progressing quickly enough; reviews taking too long to be established; a lack of support from the political groups when appointing Members; a lack of public engagement with the review process; and reviews taking too long to complete. The Group emphasised the importance of the role of the Chairman of the Business Management Overview and Scrutiny Committee in prioritising reviews and ensuring an appropriate level of support to ensure that they are timely and achieve positive outcomes.”*

## **3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS**

3.1 The Overview and Scrutiny Committees, Panels and Task and Finish Groups must ensure that the work of Scrutiny is reflective of the Council’s priorities.

- 3.2 The three key priorities set out in the 2013–16 Corporate Plan are: –
- Supporting families and individuals that need it – promoting independence, learning and wellbeing;
  - Improving the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study; and
  - Promoting responsible growth, development and success across the borough.

- 3.3 In relation to the **NHS Health Checks Task and Finish Group**, the following outcomes and targets are relevant to the work of the Group:

“To sustain a strong partnership with the local NHS, so that families and individuals can maintain and improve their physical and mental health; and

“We will work with the local NHS to encourage people to keep well by increasing the availability of health and lifestyle checks for those aged between 40 and 74, and promoting better use of green space and leisure facilities to increase physical activity.”

“Increase the number of eligible people who receive an NHS Health Check to 7,200”

- 3.4 In relation to the **Early Years Review Task and Finish Group**, the following corporate priorities, outcomes and targets are relevant to the work of the Group:

“To create better life chances for children and young people across the borough” by “Working with families during the early years of a child’s life can have a positive impact for the future. We aim to identify and support vulnerable families, using children’s centres to support those with the greatest need and work preventatively with those on the cusp of becoming vulnerable or at risk.” The following target is relevant to the review “Increase the number of early years places available for eligible two year olds from 350 to 700”

- 3.5 In relation to the **Your Choice Barnet Task and Finish Group**, the following corporate priorities, outcomes and targets are relevant to the work of the Group:

“Support families and individuals that need it – promoting independence, learning and well-being.”

“To promote a healthy, active, independent and informed over 55 population in the borough so that Barnet is a place that encourages and supports residents to age well.”

“Our aim is to give all users of adult social care services choice and control over the services they receive and the decisions that affect them. We will do this by supporting eligible users of social care services to take personal

budgets, and to spend them in a way that benefits them the most, enabling them to decide the support they receive.”

#### **4. RISK MANAGEMENT ISSUES**

- 4.1 Failure to address issues of public concern through the overview and scrutiny process may also result in reputational damage to the Council.

#### **5. EQUALITIES AND DIVERSITY ISSUES**

- 5.1 Under the Equality Act 2010 (“the Act”), the council and all other organisations exercising public functions on its behalf must have due regard to the need to: a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; b) advance equality of opportunity between those with a protected characteristic and those without; and c) promote good relations between those with a protected characteristic and those without. The ‘protected characteristics’ referred to are: age; disability; gender reassignment; pregnancy; maternity; race; religion or belief; sex; and sexual orientation. The duty to eliminate discrimination also extends to marriage and civil partnership.
- 5.2 In addition to the Terms of Reference of the Committee, and in so far as relating to matters within its remit, the role of the Committee is to perform the Overview and Scrutiny role in relation to:
- The Council’s leadership role in relation to diversity and inclusiveness; and
  - The fulfilment of the Council’s duties as employer including recruitment and retention, personnel, pensions and payroll services, staff development, equalities and health and safety.
- 5.3 Task and Finish Groups will need to take into account equalities considerations throughout the lifecycle of the review and through the ongoing monitoring, via the Scrutiny Office, by implementation of accepted recommendations.

#### **6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

- 6.1 Task and Finish Group reviews must take into consideration value for money considerations when conducting their work, including the costs and benefits (both financial and non-financial) associated with any recommendations made by the Group. The costs associated with administering the task and finish group reviews will be met within existing resources in the governance service.

## **7. LEGAL ISSUES**

- 7.1 Any legal considerations as they relate to individual Task and Finish Group reviews will be addressed at the commencement and throughout the review process.

## **8. CONSTITUTIONAL POWERS**

- 8.1 The scope of the Overview & Scrutiny Committees is contained within Part 2, Article 6 of the Council's Constitution.
- 8.2 The Terms of Reference of the Overview & Scrutiny Committees are set out in the Overview and Scrutiny Procedure Rules (Part 4 of the Constitution).
- 8.3 Item 7 and 8 of Business Management Overview & Scrutiny Committee Terms of Reference states that:

"The role of the Committee is to:

Appoint scrutiny panels and Task and Finish Groups needed to facilitate the overview and scrutiny function" and to

Coordinate and monitor the work of scrutiny panels and Task and Finish Groups, including considering reports and recommendations and referring to the relevant decision making body."

## **9. BACKGROUND INFORMATION**

### **9.1 NHS Health Checks Task and Finish Group**

- 9.1.1 In April 2013, the Centre for Public Scrutiny (CfPS) launched a programme to support local authority scrutiny functions to review their local approach to NHS Health Check and improve take up. A bid for support was made by the London Boroughs of Barnet and Harrow (who have a shared Public Health function) and the bid was successful. Work on this project will take place between June and November 2013. This project will be managed by scrutiny officers from Barnet and Harrow and will link directly to each council's overview and scrutiny committees. Support for the project will primarily be provided a CfPS Expert Adviser and the Joint Director for Public Health. In accepting the support offer, Barnet and Harrow have committed to the following:

- Completing the review by November 2013
- Using the CfPS Return on Investment model
- Participate in Knowledge Hub online discussions
- Keep an action log which will be utilised to co-produce a case study
- Participate in Action Learning Events

9.1.2 NHS Health Checks are a mandatory service which local authority public health functions have been required to deliver from 1 April 2013. Participation in the CfPS Health Checks programme provides both Barnet and Harrow with an opportunity to:

- Review previous performance;
- Consider the budget envelope, planned approach and commissioning strategy for both authorities;
- Utilise the support of an independent expert advisor;
- Enable engagement with commissioners, health service professionals (particularly GPs) and service users to understand perceptions of Health Checks;
- Enable Scrutiny Members to assist health and wellbeing boards, clinical commissioning groups and the Director of Public Health to develop the strategic approach Health Checks; and
- Identify the potential impact of improved uptake of the Health Checks by applying the CfPS ROI model to the review.

9.1.3 The Task and Finish Group review is seeking to:

- Identify ways in which NHS Health Checks can be promoted within each borough under the leadership of the Joint Director of Public Health;
- Explore the extent to which NHS services promote the NHS Health Checks to eligible residents;
- Consider the capacity of GPs, local pharmacies or other suitable settings to undertake Health Checks;
- Determine the extent to which secondary services are available to those who have been identified as having undetected health conditions or identified as being at risk of developing conditions without lifestyle changes;
- Identify examples of best practice from across England to inform the approach of Barnet and Harrow to commissioning and monitoring the NHS Health Checks Programme; and
- Utilise the CfPS ROI model to undertake an analysis of the cost/benefit of the NHS Health Checks Programme. The outcomes from this will influence the review recommendations.
- Explore whether GPs could be organised on a cluster basis to deliver NHS Health Checks in each borough.

9.1.4 The joint Barnet / Harrow Task and Finish Group met on 18 September 2013 to receive a summary of activity to date, review and agree the project plan, receive the results of a data mapping exercise undertaken by the public health team and to agree the approach to engaging with key stakeholders and residents / patients.

9.1.5 The Barnet Members of the Task and Finish Group are Councillors Alison Cornelius, Graham Old and Barry Rawlings.

9.1.6 The Committee will receive a verbal update on any further progress with the review at the meeting.

## **9.2 Early Years Task and Finish Group**

9.2.1 An initial meeting of the Task and Finish Group took place on 22 May 2013, where Councillor Gordon was elected as the Chairman. The other Members of the Task and Finish Group are: Councillors K Salinger, Coakley Webb, Marshall and Andreas Ioannidis.

9.2.2 A formal meeting on Task and Finish Group took place on 27 June 2013 to which considered:

- Requirements for Children's Centres;
- Local Authorities' statutory duties in relation to Children's Centres;
- New Ofsted Framework;
- Changes in the Ofsted inspection format;
- External evaluation of the impact and service delivery of children's centres (Hempsall Consultancies); and
- Universal and Targeted Services.

9.2.3 Two planned site visits to Children's Centres, nursery schools, nursery school classes (Private and Voluntary) have taken place. On 9 July 2013, Members of the Group visited: Fairway Children's Centre; West Hendon Pre-School; Underhill Infant School; and Children's Centre. On 18 July 2013, Members of the Group visited: Brookhill Nursery School; Mill Hill Pre-School; and Moss Hall Nursery School.

9.2.4 On 17 September 2013, Members of the Task and Finish Group conducted an evidence gathering visit to a Children's Centre in Brighton and Hove. Brighton and Hove are seen as a 'best practice' example of a health led integrated model for Children's Centres. By developing this model, Brighton and Hove have increased early identification and targeting of families, improved engagement with hard to reach families and a reduced in the numbers going on to other social care services, such as looked after children or onto a child protection plan.

9.2.5 A meeting of the Group is scheduled to take place on 21 October 2013. At this meeting, the group will:

- Discuss the headline findings of the market research undertaken by the Children's Service.
- Consider the current draft of the Children's Service Phase One report in relation to the Early Years Review to enable the Group to make comments in advance of any formal decision making.
- Receive an outline of the council's statutory duties in relation to childcare.

9.2.6 It is proposed that a further meeting of the Group takes place following the 21 October 2013 meeting to enable Members to refine their recommendations.

The final report of the Group will be drafted in November 2013 in preparation for reporting to the Education Overview and Scrutiny Committee on 23 January 2013 and Cabinet on February 2014.

### **9.3 Your Choice Barnet Task and Finish Group**

9.3.1 At its meeting of 3 July 2013 the Business Management Overview and Scrutiny Committee agreed to establish a Task and Finish Group to review the business case for Your Choice Barnet.

9.3.2 The Members that have been appointed to this group are: Councillors Braun (Chairman), B Salinger, Khatri, Rawlings and Mitra. The Group held its initial meeting on 23 July 2013 to consider the scope and approach to the review. At the meeting, it was agreed that review would undertake an independent analysis of the Business Case and current performance of Your Choice Barnet (a wholly owned local authority trading company) to enable an impartial analysis with balanced and evidence based recommendations made to the Safeguarding Overview and Scrutiny Committee and Cabinet.

9.3.3 At its meeting of 12 August 2013, the Group considered reports from staff and senior officers on Your Choice Barnet which provided background and context to the original business case and the rationale for the decision to set up the local authority trading company, together with an update on performance and forward plans. This was followed by a presentation from the Head of Finance for Adults & Communities giving his assessment of the business case and financial performance.

9.3.4 At its meeting of 3 September 2013, the Group:

- Reviewed Care Quality Commission reports for Valley Way Respite Service and Barnet Supported Living Services;
- Considered Case study reports of three other Local Authorities that had differing local authority trading company experiences; and
- Agreed to visit Your Choice Barnet service sites on Tuesday 17 September.

9.3.5 A final meeting is planned to take place on 23 September where the Group will sum up their findings and agree any recommendations to be included in the final report.

## **10. LIST OF BACKGROUND PAPERS**

10.1 None

<b>Cleared by Finance (Officer's initials)</b>	<b>JH/AD</b>
<b>Cleared by Legal (Officer's initials)</b>	<b>MA</b>