

MEETING

CHIPPING BARNET AREA COMMITTEE

DATE AND TIME

THURSDAY 2ND JULY, 2015

AT 7.00 PM

**(OR AT THE CONCLUSION OF THE CHIPPING BARNET RESIDENTS' FORUM BY
8.30PM, WHICHEVER IS EARLIER)**

VENUE

CHIPPING BARNET LIBRARY

3 Stapylton Road, Barnet EN5 4QT

TO: MEMBERS OF CHIPPING BARNET AREA COMMITTEE (Quorum 3)

Chairman: Stephen Sowerby
Vice Chairman: Caroline Stock

Councillors
Philip Cohen Bridget Perry
Andreas Ioannidis Pauline Coakley Webb Paul Edwards

Substitute Members
Brian Salinger David Longstaff Alison Cornelius
Reema Patel Tim Roberts Laurie Williams
Kathy Levine

You are requested to attend the above meeting for which an agenda is attached.

Andrew Charlwood – Head of Governance

Governance Services contact:
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Media Relations contact: Sue Cocker 020 8359 7039

ASSURANCE GROUP

ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes of the last Meeting	1 - 6
2.	Absence of Members (if any)	
3.	Declarations of Members Disclosable Pecuniary Interests and Non-pecuniary Interests	
4.	Report of the Monitoring Officer (if any)	
5.	Public Questions and Comments (if any)	
6.	Members' Items (if any)	
7.	Matters referred from the Chipping Barnet Residents Forum	
8.	Review of Area Committee Operations and Delegated Budgets	7 - 62
9.	Review of London Cycle Campaign proposals for Chipping Barnet	63 - 86
10.	Any item(s) the Chairman decides are Urgent	

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Decisions of the Chipping Barnet Area Committee

12 February 2015

Members Present:-

AGENDA ITEM 1

Councillor Stephen Sowerby (Chairman)

Councillor Bridget Perry (Vice-Chairman)

Councillor Caroline Stock

Councillor Philip Cohen

Councillor Pauline Coakley Webb

Councillor Andreas Ioannidis

Councillor Amy Trevethan

1. MINUTES OF THE LAST MEETING

That the Minutes of the meeting held on 15 January 2015 be agreed as a correct record

2. ABSENCE OF MEMBERS (IF ANY)

There were none.

3. DECLARATIONS OF MEMBERS DISCLOSABLE PECUNIARY INTERESTS AND NON-PECUNIARY INTERESTS

There were none.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

There was none.

5. PUBLIC QUESTIONS AND COMMENTS (IF ANY)

There were none.

6. MEMBERS' ITEMS (IF ANY)

There were none.

7. WALKSAFE N10 PHASE 2 - COLNEY HATCH LANE PEDESTRAIN AND SAFTEY IMPROVEMENTS

The committee received the Officer's report and having heard oral representations from Sarah Parner;

RESOLVED –

1. That the Committee note the recommended locations for zebra crossings as shown in drawing 60713-P in Appendix A.
2. That the Interim Commissioning for Environment progress both crossings to detailed design and implementation stages, ensuring consultation and negotiation

with stakeholders to include, but not limited to Emergency Services, Metropolitan Police, Transport for London (London Buses) and all affected stakeholders including utility companies and statutory bodies.

8. WALKSAFE N14 - FEASIBILITY STUDY

The committee received the Officer's report and heard oral representations from Cait O'Riordan and Daniel Hope.

Councillor Ioannidis moved a motion, that was seconded, to amend recommendation 4 (ii) to so that it cited the correct drawing in the agenda papers to read:

(ii) The introduction of a statutory 20mph speed limit over a wider area shown on G/0/5/01 G/0/4 (instead of the incorrectly cited G/0/5/01)

(b) The introduction of a raised table on the junction between Chase Way and Cecil Way instead of the proposed raised table at the junction with The Woodlands and Cecil Way.

The Committee agreed and the motion was therefore carried.

The committee voted on the options set out under recommendation 4. The committee voted on Option 4 (i) (G/0/5/2) as follows

For: 6

Against: 1

Abstain: 0

The Chairman and other members present noted their displeasure at the confusion caused by the Officer's agenda recommendations citing drawing reference numbers which did not align with the actual drawing numbers in the agenda pages.

The motion was therefore carried.

RESOLVED –

3. That the Committee notes the intention to address traffic management concerns in the WalkSafe N14 area.
4. That the Committee be mindful of the Council's current approach to traffic calming.
5. That the Committee approve:
 - (i) The introduction of an advisory 20mph speed limit over a **limited** extent outside the school complemented by wig-wag signs as shown in G/0/5/2.
 - a) New pedestrian (Zebra) crossings on Chase Way and Hampden Way as indicated on drawings G/0/9
 - b) The introduction of a raised table on Chase Way and Cecil Way (instead of the originally recommended raised table at The Woodlands and Cecil Way)

6. That the Interim Commissioning Director for to proceed with commissioning a detailed design and associated public consultation with a view to implementation when resources are in place and following liaison with local ward members.
7. That the Committee notes that officer will go out to public consultation with the option approved.

9. POLLARD ROAD TRAFFIC MANAGEMENT SCHEME

The committee received the Officer's report and having heard oral representations from Conor McStravick and from Councillor Brian Salinger

RESOLVED –

1. That the Committee note the intention to address traffic management concerns on Pollard Road;
2. That the Committee be mindful of the Councils current approach to traffic calming
3. The Committee decide to introduce vertical traffic calming features on Pollard Road;
4. That the Committee approve:
OPTION 2
 - Speed cushions incorporating pedestrian crossing facilities;
 - Uncontrolled crossing facilities at the Oakleigh Road North and Myddleton Park junctions.
 - Waiting Restrictions at the Pollard Road junctions;
 - Raising the central dome on the mini-roundabout at the junction with Oakleigh Road North.
5. That the Interim Commissioning Director for Environment proceed with commissioning a detailed design and associated public consultation with a view to implementation when resources are in place and following liaison with local ward members.

10. VICTORIA ROAD AREA TRAFFIC MANAGEMENT SCHEME

The committee received the Officer's report and having heard oral representations from Hanna Blond Thurlow and Cate Fairbanks

RESOLVED –

1. That the Committee notes the intention to address traffic management concerns on Victoria Road, Margaret Road and the targeted junction locations with A110 East Barnet Road (S), Warwick Close, Victoria Close, Margaret Road (E and W), Park Road, Glyn Avenue, Albert Road and A110 East Barnet Road (N);
2. That the Committee be mindful of the Councils current approach to traffic calming;

3. The Committee decide to introduce vertical traffic calming features should be re-introduced on Victoria Road (as detailed in Option 2);
4. That the Committee approve:
Option 2 (Figure 7)
 - Pedestrian improvements on Victoria Road;
 - 7.5T Weight Limit Order on Victoria Road;
 - 20mph Limit covering the full length of Victoria Road, Margaret Road East and West and the southern section of Park Road from its junction with Crescent Road. (The 20mph zone will be self-enforcing utilising a series of asphalt speed cushions One-way system on the eastern length of Margaret Road and the southern link of Park Road from the Crescent Road junction;
 - Mini-roundabout at the junction of Victoria Road/Park Road;
 - Improved visibility at the junction of Alexander Close;
 - Improved visibility at the Victoria Road/East Barnet Road junction.
5. That the Interim Commissioning Director for Environment proceed with commissioning a detailed design and associated public consultation with a view to implementation when resources are in place and following liaison with local ward members

11. NAYLOR AND BIRLEY ROAD N20 - REQUEST FOR A CONTROLLED PARKING ZONE

The committee received the Officer's report and having heard oral representations from David Carnac and Councillor Alison Cornelius

RESOLVED –

6. That the Committee note the details and results of the Totteridge Ward Councillors' consultation exercise.
7. That the Committee decide that Officers should progress to a statutory consultation on a proposed Controlled Parking Zone (CPZ) for Naylor Road, Birley Road and Hayward Road, the layout of which is set out in Appendix B to this report.
8. That that subject to no objections being received to the statutory consultation referred to above, that Officers introduce the CPZ through the making of the relevant Traffic Management Orders;
9. That any unresolved material objections to the statutory consultation referred to above, are reported back to a future meeting of this Committee for consideration, and for a decision on how to proceed.

12. REVIEW OF LONDON CYCLE CAMPAIGN PROPOSED SCHEMES FOR CHIPPING BARNET

The committee having received the Officer's report and the accompanying supplementary information;

RESOLVED –

1. That the Committee note the contents of the report.
2. That officer's return to the next meeting with visual presentation of the cycling proposals being considered for implementation.

13. ANY ITEM(S) THE CHAIRMAN DECIDES ARE URGENT

There were none.

The meeting finished at 8.55 pm

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	<p>AGENDA ITEM 8</p> <p>Chipping Barnet Area Committee</p> <p>2 July 2015</p>
<p>Title</p>	<p>Review of Area Committee operations and delegated budgets</p>
<p>Report of</p>	<p>Director of Strategy Commissioning Director, Environment</p>
<p>Wards</p>	<p>Brunswick Park, Coppetts, East Barnet, High Barnet, Oakley, Totteridge, Underhill</p>
<p>Status</p>	<p>Public</p>
<p>Enclosures</p>	<p>Appendix A: Community Leadership Committee report: Review of Area Committees – operations and delegated budgets Appendix B: List of outstanding environmental issues Appendix C: Summary of meeting cycles and proposed budget allocation process Appendix D: Draft guidance for Area Committees on environmental improvements</p>
<p>Officer Contact Details</p>	<p>Elissa Rospigliosi, Community Engagement, Participation & Strategy Lead, elissa.rospigliosi@barnet.gov.uk, 020 8359 7158</p> <p>Jamie Blake, Commissioning Director, Environment, jamie.blake@barnet.gov.uk</p>

<p>Summary</p>
<p>In early 2015, officers carried out an operational review of the Council’s three Area Committees and linked Residents’ Forums, in consultation with the Chairs and Vice-Chairs of the Area Committees and Residents’ Forums and the Chair, Vice-Chair and Opposition Spokesman of the Community Leadership Committee. The review also considered</p>

improvements to the 2014/15 process for allocating the budgets delegated to the Area Committees. The findings of that review were presented to the Community Leadership Committee on 24 June 2014, along with recommendations for how the operation of the Area Committees and Forums could be improved, including the allocation of their budgets.

This report:

- summarises the Community Leadership Committee paper (which is attached at Appendix A)
- sets out the detail of how the proposals in that report would affect Area Committees in allocating their 2015/16 budgets, including how the ‘backlog’ of issues identified a by the Committees in 2014/15, and not resolved, can be taken forward
- sets out proposals for the process of allocating the budgets from 2016/17 onwards
- presents guidance commissioned by the Environment Committee to assist the Area Committees in deploying their budgets to best effect.

The paper also sets out proposals to supplement the existing £100,000 Area Committee annual budgets with income from the Community Infrastructure Levy (CIL), to support the Committees in delivering improvements to their local area. Because this is a resource issue, these proposals will be presented to Policy & Resources Committee for decision on July 9 2015.

The paper asks the Chipping Barnet Area Committee to note the findings of the review and the recommendations agreed by the Community Leadership Committee, and to move forward to allocate its 2015/16 budget in line with the proposals set out here.

Recommendations

- 1. That the Committee notes the review’s findings and the recommendations to improve Area Committee and Residents’ Forum operations.**
- 2. That the Committee notes the proposed relationship with the Council’s Theme Committees – particularly the Environment Committee – and the implications for the Area Committees, including the need to coordinate with the deadlines for external funding cycles.**
- 3. That the Committee notes and supports the proposals to delegate additional resources to Area Committees to meet need and resolve issues in their local areas, including a proportion of income from the Community Infrastructure Levy (CIL) (if agreed by Policy & Resources Committee on 9 July 2015).**
- 4. That the Committee approves the list attached at Appendix B as an accurate record of the outstanding historic issues raised as of 12 June 2015, and notes the estimated total cost of the works.**
- 5. That the Committee reviews and comments on the draft guidance produced in response to the instruction from Environment Committee and attached at Appendix D.**

<p>6. That the Area Committee refers the backlog issues listed at Appendix B, for which outstanding costs are more than £25,000 and which are neither closed nor fully funded (i.e. excluding RE4, RE47, and parts of RE25 identified in paragraph 1.29, whose costs are estimated at £25,000 or less), to Environment Committee to be considered for funding at their meeting on 15 July.</p>
<p>7. That the Chipping Barnet Area Committee refers issues RE44, RE47, and the remaining parts of RE25 identified in paragraph 1.29 onto their work programme for consideration at their October meeting – as these have estimated costs of £25,000 or less – when additional resources from CIL may be available to fund them (subject to agreement by Policy & Resources Committee on 9 July to allocate a proportion of CIL to Area Committees).</p>
<p>8. That the Committee follows the approach set out in this report (in paragraphs 1.18-1.28) when considering other issues on its agenda, as well as any issues which are referred on to the Committee from the July 2 Residents’ Forum.</p>
<p>9. That the Area Committee approves the transfer of £17,000 of its current budget for 2015/16 to the Corporate Grants programme budget, to be allocated through, and using, the existing and established Corporate Grants application process.</p>

1. WHY THIS REPORT IS NEEDED

Background – review of Area Committees

- 1.1 In the first part of 2015, officers carried out an overarching review of the Council’s three Area Committees and Residents’ Forums. This was to respond to Members’ and residents’ concerns about some aspects of the way in which the Committees and Forums were operating. It also incorporated a review of the first year’s pilot process for allocating the £100,000 a year budgets delegated to each Area Committee, which had been requested by the Community Leadership Committee when it agreed the framework for allocating the budgets on 11 September 2014. A report setting out the background, findings, and full recommendations from the review was considered by the Community Leadership Committee on 24 June 2015 and is attached at Appendix A of this report.
- 1.2 The review noted that a number of issues which were raised at the Area Committees and Forums in 2014/15 have not yet been actioned. This has been due to some confusion over the powers – and resources – Area Committees have available to them to resolve issues. One aim of the review was to explore ways in which these powers could be clarified and appropriate referral routes to other Committees put in place to make sure the same situation does not happen again. The review has set out proposals for how this ‘backlog’ of issues could be resolved.

- 1.3 Proposals have also been put forward to allocate additional resources to resolve issues in the constituency areas, whether by delegating further funding to the Area Committees themselves (drawn from Community Infrastructure Levy – CIL – income) or by making funds available through the Environment Committee budget. These funding streams are by their nature focused on infrastructure and environmental issues. They are subject to two further decisions by the relevant Theme Committees later in July.
- 1.4 Some additional issues have also come forward as agenda items for the 2 July Area Committee meetings, and the Committees may wish to consider some of the points which have been raised about appropriate referral routes and additional resources into account when making decisions about these items.
- 1.5 The remainder of this report:
- summarises the Community Leadership Committee paper attached at Appendix A
 - sets out the detail of how the proposals in that report would affect Area Committees in allocating their 2015/16 budgets
 - sets out proposals for the process of allocating the budgets from 2016/17 onwards.

Reviewing Area Committee and Residents' Forum operations

- 1.6 The review found that residents and Members were concerned that:
- residents were not receiving satisfactory answers to questions asked at Residents' Forums
 - issues raised at the Forums were not being resolved in a timely manner; and
 - progress on them was not being effectively tracked.
- 1.7 Full details of the proposals to resolve these issues are set out at paragraphs 1.12-1.14 of Appendix A. In summary, these are:
- Changing the administration of Residents' Forums to make them run more effectively
 - Making sure senior officers are in attendance at the Forums and Committees, including attendees from the relevant Delivery Units
 - Ensuring issues raised are recorded, as well as the actions taken to resolve them, and reporting progress against these.

To support these proposals, this report recommends that the Committee notes the review's findings and the recommendations to improve Area Committee and Residents' Forum operations.

Reviewing the relationship between the Area Committees and the Theme Committees

- 1.8 The review found that there has been some confusion about the extent of Area Committees' decision-making powers and the relative roles and responsibilities of Area Committees and Theme Committees, and seeks to clarify these, including making sure that there are clear routes through which Area Committees can refer issues onwards if they cannot themselves resolve them, and that referrals are coordinated with the timing of any relevant external funding cycles – for example, the Transport for London Local Implementation Plan (LIP) programme. These issues are set out at paragraphs 1.15-1.22 of Appendix A.
- 1.9 The review makes a number of recommendations to resolve these issues, focusing on the links between the Area Committees and the Council's Theme Committees. Full details of the proposals are set out at paragraphs 1.23-1.25 of Appendix A. They seek to ensure that:
- Area Committees are able to contribute information on local need and local priorities to Theme Committees
 - Area Committees have the power to resolve issues themselves where these are purely local and fall within the right range to be solved through the resources available to Area Committees
 - where Area Committees and/or Residents' Forums cannot resolve an issue, clear referral routes have been set up to refer it on to the relevant Theme Committee with an expectation that items will move between their work programmes
 - timeframes for relevant external funding cycles (such as the LIP programme) are clear and that opportunities to refer issues into such programmes are identified within the Area Committee meeting cycle.
- 1.10 The meeting cycles for the Area Committees and Theme Committees, as well as the timetable for the LIP programme, are shown at Appendix E.

To support these proposals, this report recommends that the Committee notes the proposed relationship with the Council's Theme Committees – particularly the Environment Committee – and the implications for the Area Committees, including the need to coordinate with the deadlines for external funding cycles.

Additional resources for the Area Committees

- 1.11 Proposals are being put forward to make further funding available to the Area Committees to resolve local issues, in addition to the £100,000 per year already available to Area Committees until 2018/19. Subject to agreement from Policy & Resources Committee on July 9, it is proposed that a proportion of CIL income is delegated to the Area Committees. If Policy & Resources approve these proposals, Area Committees will be allocated 15% of the CIL receipts for their local area, to be capped at £150,000 per year and ring-

fenced for spend on infrastructure schemes. CIL regulations restrict CIL funding to be spent on infrastructure – although the legislation takes a broad view of what infrastructure means, does not restrict it to capital spending and therefore allows CIL income to be used, for example, to fund health services. Details of these proposals are set out in full in paragraphs 1.41-1.44 and 5.2.4-5.2.11 of Appendix A.

- 1.12 In 2015/16 officers have also proposed that we amalgamate the CIL allocations for 2013/14 and 2014/15. This would support a more even distribution across Committees, with Chipping Barnet and Hendon both reaching their capped total and Finchley & Golders Green receiving over £100,000. This combined allocation is set out in the table below:

Proposed CIL allocations by Area Committee

	<i>15% of 2013/14 Income (actual)</i>	<i>15% 2014/15 Income (projected)</i>	<i>15% net total</i>	<i>Capped Expenditure Budget</i>
Chipping Barnet	£97,352.97	£125,000	£222,352.97	£150,000
<i>Finchley & Golders Green</i>	£31,905.04	£80,000	£111,905.04	£111,905.04
<i>Hendon</i>	£2,877.93	£200,000	£202,877.93	£150,000
<i>Total:</i>	£132,135.94	£405,000	£537,135.94	£411,905.04

- 1.13 There is also the potential for some resource to come forward through the Environment Committee’s budget to resolve some of the outstanding ‘backlog’ issues, particularly those likely to be beyond the scope of the Area Committees’ resources. The proposals to make funds available through the Environment Committee budget will be presented to Environment Committee on 15 July 2015.

This report recommends that the Committee notes and supports the proposals to delegate additional resources to Area Committees to meet need and resolve issues in their local areas.

Collating the ‘backlog’ list of outstanding issues

- 1.14 Work has been carried out to bring together the entire ‘backlog’ list of issues raised but not resolved for each constituency, identify the status of each issue – whether it has been resolved, resourced or has not yet had action taken against it – and give an estimate of any outstanding costs which would be needed to take each issue forward, as of 12 June 2015. This list is attached at Appendix B. Outstanding costs per project range from £5,000-£100,000 with the total value of the backlog across the three Area Committees being approximately £775,000.

- 1.15 The list shows that the total backlog for Chipping Barnet is made up of 17 issues. The status updates show that two of these are now closed and seven are fully funded. Eight remain, with a total estimated outstanding cost of £405,000 to resolve them.¹ One other issue – the London Cycling Campaign’s proposed road schemes for Chipping Barnet (RE25) is the subject of a separate paper on the agenda for the July 2 Area Committee meeting and will be dealt with below.

This paper recommends that the Committee approves the list attached at Appendix B as an accurate record of the outstanding historic issues raised as of 12 June 2015, and notes the estimated total cost of the works.

Reviewing the first year’s budget allocations process

- 1.16 The review also considered the success of the open grants process used to allocate the first year’s Area Committee budgets in 2014/15. A summary of the applications and awards received is set out in the table below:

Applications and awards by Area Committees in 2014/15

	<i>Applications received</i>	<i>Projects funded</i>	<i>Funding allocated</i>	<i>Funds remaining</i>
Chipping Barnet	20	11	£48,796	£51,204
<i>Finchley & Golders Green</i>	17	13	£85,372	£14,628
<i>Hendon</i>	13	11	£73,897	£26,103
<i>Total:</i>	48*	35	£208,065	£91,935

*One application was made to all three Committees and one was made jointly to Finchley & Golders Green and Hendon – these have been counted once for each Committee applied to in the totals for individual Committees.

- 1.17 The review findings are set out at paragraphs 1.27-1.32 of Appendix A. Key points were:
- takeup for the grants process was high – eight times the average number of applications to the Corporate Grants programme over the same period
 - the size of grants was much higher than anticipated – an average of £6,500 – suggesting that the process did not attract bids from new and emerging groups or for small-scale community activities, as had been the intention for the budgets

¹ This differs from the backlog figure of £312,000 given in the Community Leadership Committee paper for Chipping Barnet. This was an estimated figure based on known issues at that stage. The list has since been reviewed by the Commissioning Director: Environment and officers from Re to improve the accuracy of the estimate.

- to some extent, it duplicated the existing Corporate Grants programme, and may have contributed to reduced demand for, and an underspend in, the latter
- the process required a great deal of time and resources to administer - in total, more than 200 hours of officer time across a number of teams
- the process did not give Members an opportunity to resolve issues coming forward through other routes, or to consider how they might want to prioritise the funding and ensure they got the most value from it for their local area.

Proposing a revised process for allocating Area Committee budgets

- 1.18 Because of these issues, it has been recommended to the Community Leadership Committee that the open public grants process is not repeated in 2015/16 and that Area Committees instead move to a system which gives Members an opportunity to plan and direct how they spend their funds, in response to local issues which come forward from residents through a variety of routes. This is set out in full at paragraphs 1.34-1.53 of Appendix A.
- 1.19 Under these proposals, Area Committees would use their resources to address local issues and respond to local needs which are not deemed Borough-wide priorities and are not suitable for resourcing through Theme Committees – because of their scale, their local focus, or the lack of resource at Borough level to deal with them. Potential projects might come forward through:
- issues raised at Residents' Forums
 - issues identified through Ward Tours
 - Members' Items brought to the Area Committee
 - projects which have been identified by the Environment Committee or another Theme Committee, but which Theme Committees have chosen not to fund because they are not borough-wide priorities.
- 1.20 Committees will need to have a realistic view of the sort of projects they can expect to be able to implement using their own budgets and a general idea of the full costs of implementing these. For larger projects, it may be more appropriate to fund them through another route to avoid spending a disproportionate amount of the Area Committee's budget on a single project.
- 1.21 It was recommended to the Community Leadership Committee that as a general rule, to support Area Committees to be able to keep responding to a broad range of local issues rather than spending all their funding on a single project, Area Committees do not fund any project for which the estimated costs of implementing it are greater than £25,000. This £25,000 would not include the cost of feasibility studies, consultation and design as these must take place to determine the final implementation costs, and the cost of these 'scoping' works would also need to be funded from the Area Committee budgets.

- 1.22 In practice, this would mean that when an issue is identified that an Area Committee would like to see resolved, they instruct officers to carry out the necessary investigative work and authorise funding to cover this. Officers would come back to the Area Committee with proposals and costs for resolving the issue and if the costs of resolving it exceeded £25,000 the Area Committee would refer it on to a Theme Committee for funding through another route instead.
- 1.23 The Community Leadership Committee tasked the Theme Committees with producing guidance which will help Area Committees strike the right balance between borough-wide priorities and local need and ensure they are getting good value from their budgets, starting with guidance on Environment Committee issues. This guidance is to give Area Committees a high-level overview of any additional considerations they need to take into account when considering environmental projects – such as the consultation requirement associated with implementing a CPZ – and the approximate costs associated with each phase of development, so that Members have more information about what is feasible within their resources. At its June meeting, Environment Committee instructed the Commissioning Director, Environment to work up this guidance for presentation at the July round of Area and Theme Committees for discussion and approval, and a draft of this guidance is attached at Appendix D for comment.

This paper recommends that the Committee reviews and comments on the draft guidance produced in response to the instruction from Environment Committee and attached at Appendix D.

Allocating the budgets and dealing with outstanding issues in 2015/16

- 1.24 In 2015/16 it is proposed that the Area Committee focuses first on
- the 'backlog' of issues already identified for each constituency
 - other agenda items at the July 2 meeting, with a particular focus on any issues which need referral into the LIP programme.
- 1.25 The resources which have been identified through the Environment Committee budget (pending approval by Environment Committee on 15 July), would be sufficient to resolve the backlog issues which have costs of £25,000 or more, without the need for additional funding from the LIP programme. This would remove a further eight items from the backlog list for Chipping Barnet, with total estimated unfunded costs of £370,000.
- 1.26 It is therefore proposed that the Area Committees refer those issues on the list for which costs are estimated at more than £25,000 to Environment Committee for consideration, pending the decision whether or not to allocate funds to meet the backlog.

This paper recommends that the Area Committee refers the backlog issues listed at Appendix B which are neither closed nor fully funded,

excluding RE47 and RE44, whose costs are estimated at £25,000 or less, to Environment Committee to be considered for funding at their meeting on 15 July.

- 1.27 This leaves three issues remaining on the backlog list, RE44 (parking controls at Colney Hatch Lane and Friern Village Estate, costed at £15,000), RE47 (a review of parking bay occupancy in Chipping Barnet Town Centre, costed at £20,000), and RE25 (London Cycling Campaign road schemes, considered in paragraph 1.29 below).
- 1.28 Both RE44 and RE47 relate to infrastructure and are therefore eligible for CIL funding, and it is thus proposed that, rather than committing its more flexible funds at this stage, Chipping Barnet Area Committee reserves its decision as to whether or not to take these forward until the Committee knows whether or not it has CIL income at its disposal. It is therefore proposed that the Committee refers these two issues onto the work programme for its October meeting.

It is therefore recommended that the Chipping Barnet Area Committee refers issues RE44 and RE47 onto their work programme for consideration at their October meeting.

- 1.29 The Chipping Barnet Area Committee is also being asked to consider a report reviewing proposals made by the London Cycle Campaign for cycling improvements in the Chipping Barnet Constituency. This is issue RE25 on the backlog list but is being treated independently as more detailed proposals have come forward as a separate item. Given the points made earlier in this report about the need to consider a reasonable cost threshold for works implemented by Area Committees themselves, the fact that CIL resources aimed specifically at infrastructure works may come forward later in the year, and the need to balance this against the timing for submissions into the LIP programme, the Committee might wish to consider taking the following approach to any one of the following proposals. Each of these can be approved or turned down independently of the others:

- Taking a decision at this meeting to fund the proposed feasibility study for the major junction redesign work forecast in Coppetts, in order to develop options in time to submit these into the LIP programme in September, at an approximate cost of £15,000
- Similarly, taking a decision as to whether or not to fund a feasibility study into the proposed works in East Barnet, to inform the LIP submission, at an approximate cost of £15,000
- Considering whether or not they might wish to fund the work identified to implement protected cycle lanes in Totteridge (estimated cost £25,000) but, if the Committee does want to take this forward, delaying the final decision until their October meeting in order to have the option to make use of CIL funds if these are available
- Considering, for the remaining proposals identified whether or not the Committee wishes to support them and, if an issue is supported,

referring it on to Environment Committee to be considered for funding as part of the backlog list, or as a submission to the LIP programme.

It is therefore recommended that the Committee follows the approach set out in this report when considering other issues on its agenda, as well as any issues which are referred on to the Committee from the July 2 Residents' Forum.

- 1.30 Finally, it is recommended that the Area Committees consider allocating a portion of their total budget for 2015/16 through the Council's Corporate Grants programme. A recommendation to do this is being presented to each Area Committee. The first year's applications showed a clear appetite in all constituencies for projects which focused on direct work with residents rather than on the environmental improvements which have been the traditional focus of the Area Committees – 13 of the 20 applications made to Chipping Barnet were for projects which would provide workshops or activities to local people, such as ESOL classes or community domestic violence support services.
- 1.31 In order to retain some of the grant-giving capacity that the Area Committees provided in their first year and to avoid the Committees' focus being entirely on environmental improvements, it is proposed that each Committee allocates £17,000 of its budget through the Corporate Grants programme. The budget for this programme has fallen in recent years and the £51,000 this would generate would bring it back up to par, as well as giving Area Committees access to a tried and tested process for allocating funding to community projects.

It is therefore recommended that the Area Committee approves the transfer of £17,000 of its current budget for 2015/16 to the Corporate Grants programme budget, to be allocated through, and using, the existing and established Corporate Grants application process.

Allocating the budgets from 2016/17 onwards – setting priorities

- 1.32 It is proposed that in future years, the Area Committees would use their March meetings to review the Theme Committees' business plans, along with known projects or issues which have come forward through other routes (as above), and consider their priorities for how they will use their budgets in the subsequent financial year. This could be an opportunity to set some broad guidelines for how they will divide up their budgets – for example:
- roughly how much planned work they wish to see undertaken;
 - how much (if any) investigative work they would like officers to undertake around more complex issues that have been identified through needs assessments or other evidence-gathering processes, as described above; and

- how much funding they would like to hold back for projects which might come forward during the remainder of the year, and/or for reactive responses to low-level issues.
- 1.33 Members could also choose to set aside a proportion of the budget to respond to low level environmental issues as and when these emerge – though these would have to be coordinated with other responsive environmental maintenance work.
- 1.34 If other issues have been flagged up as significant local problems by officers through existing needs assessments or other evidence-gathering processes – for example, high youth unemployment or health inequalities between different communities – Members could, in the same way that they might request a feasibility study for an environmental improvement, instruct officers to investigate the issue and bring possible options for projects which could address the issue back to the Committee, with funding used to implement the preferred option if it was considered a local priority.
- 1.35 Finally, in this March meeting and their summer meetings, Area Committees will also need to have an eye to any projects best suited for funding through LIP and ensure that these are referred to Environment Committee in time to be considered as part of the September submission.
- 1.36 A table showing the proposed process for 2015/16 and 2016/17 onwards is attached as Appendix C.

2. REASONS FOR RECOMMENDATIONS

- 2.1 Members and residents have both expressed frustration at the way in which Area Committees and Residents' Forums currently operate and how effective they are at resolving local issues. Officers had already committed to reviewing the process for allocating Area Committee budgets in their first year and it has been logical to broaden this to see how some of the other issues which have been raised could be resolved. The findings of this review have been endorsed and approved by the Community Leadership Committee at its meeting on 24 June 2015
- 2.2 The measures proposed here (and covered under recommendation 1) to improve the operations and logistics of Area Committees and Residents' Forums have been developed in consultation with the Chairs and Vice-Chairs of the Area Committees and the Chairs of the Residents' Forums, who consider that these improvements will make the various meetings work more effectively.
- 2.3 The relationship between the Area Committees and Theme Committees, particularly the Environment Committee (covered under recommendation 2) needs to be formalised to ensure we strike the right balance between borough-level priorities and local need, and make sure that issues can be resolved at the right level and in a timely manner

- 2.4 The proposal to supplement the Area Committee budgets with income from CIL provides additional resources to resolve the current backlog of outstanding issues as well as any new environmental issues which come forward, while the proposal to agree additional resources through the Environment Committee's budget to resolve the remaining backlog of works means that Members' decisions can now be implemented (both covered under recommendation 3).
- 2.5 The proposal to adopt the 'backlog' list attached at Appendix B as capturing the outstanding issues raised as of 12 June 2015 (covered under recommendation 4) and to refer the backlog issues listed at Appendix B, excluding RE47 and RE44, to Environment Committee to be considered for funding at their meeting on 15 July (covered under recommendation 6) will enable Environment Committee to identify definitive resources to resolve these issues and progress them.
- 2.6 The proposal that the Area Committee should review and comment on the draft guidance attached at Appendix D (covered under recommendation 5) gives Members of the Committee the opportunity to make sure the guidance meets their needs.
- 2.7 The proposal that the Chipping Barnet Area Committee should refer issues RE44 and RE47 onto their work programme for consideration at their October meeting (covered under recommendation 7), and that the Committee follows the principles set out in this report when considering other issues on its agenda (as well as any issues which are referred on to the Committee from the July 2 Residents' Forum) (covered under recommendation 8) is designed to ensure that the Area Committee makes fully informed decisions about how to deploy its resources and that funding is deployed as effectively as possible in line with any restrictions on its use.
- 2.8 The proposal to allocate a proportion of Area Committee funding through the Corporate Grants programme (covered under recommendation 9) responds to any concerns about moving away from a grants process for allocating Area Committee resources more generally, and retains a role for the Chipping Barnet Area Committee in supporting resident-focused projects in 2015/16, enabling it to build on some of the successes of the first year's process and balancing out the effect of keeping a strong environmental focus for the use of the budgets in the first year of this new process.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Council could make no changes to the way in which Area Committees and Residents' Forums operate, but this would:
- risk continuing Members' and residents' dissatisfaction with the current system
 - not take action to resolve the local issues which have already been identified by residents and Members

- lose out on the opportunities Area Committees provide to feed local views and opinions into the borough-wide priorities of the Theme Committees.
- 3.2 The Council could retain the existing process for allocating the Area Committee budgets, but this would:
- require additional officer resource to administer it – the capacity used to support the first round of allocations no longer exists due to restructures in the Commissioning Group and Governance Service – without any budget available to do this
 - limit flexibility in how the budgets are spent – the process does not give Committees room to prioritise or to target their resources
 - continue to duplicate the corporate grants programme.
- 3.3 Area Committees could choose to take a purely environmental focus and ignore non-environmental issues in their local area, but this option:
- restricts flexibility in how the budgets are spent should non-environmental issues emerge
 - loses the link between democratic decision-making and funding for local community projects
 - risks missing out on opportunities to get residents engaging with the Council on a whole range of local issues through the Residents' Forums, as the Forums would be likely to remain focused on environmental improvements under this approach.

4. POST DECISION IMPLEMENTATION

- 4.1 Chipping Barnet Area Committee's support for the proposals to supplement the Area Committee budgets with income from CIL will be noted in a paper to Policy & Resources Committee on 9 July 2015, asking them to agree the allocation of CIL to Area Committees.
- 4.2 The issues from the backlog list will be added to the future work programmes for the Area Committee and the Environment Committee as set out above, and the work programmes of each Committee adjusted to reflect the process from 2016/17 onwards.
- 4.3 Comments on the draft guidance will be incorporated and the guidance returned to Environment Committee to be signed off. Guidance will be developed by the other Theme Committees to inform the Area Committee's prioritisation meeting in March 2016.
- 4.4 £17,000 will be transferred to the Corporate Grants programme budget to be allocated through that process.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The recommendations set out in this report further the principles of the Corporate Plan 2015-2020 by seeking to ensure that Area Committee operations and the resources they allocate improve quality of life for people in each local area, support communities to help themselves, and work efficiently to ensure value for money.

5.1.2 The decision will contribute to the Health and Wellbeing Strategy's aim to improve wellbeing in the community by helping local people get issues in their area resolved more effectively and giving Area Committees and Residents' Forums the tools they need to ensure this.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 Paragraphs 1.18-1.36 of this report and paragraphs 1.33-1.53 of Appendix A deal with proposals to refine the way in which the existing budgets of £100,000 a year delegated to each Area Committee for each of the four years 2014/15-2017/18 are administered.

5.2.2 These proposals seek to ensure that these resources are administered in a way which:

- ensures the resources are used in a way which achieves good value for public money
- avoids overly high administration costs
- makes sure appropriate capacity is available to support the process without having an impact on the delivery of other areas of work.

5.2.3 The current funding available to each Area Committee for 2015/16, including the underspend from 2014/15, is set out in the table below:

Current funding available by Area Committee

	<i>Annual budget</i>	<i>2014/15 underspend</i>	<i>Total available in 2015/16</i>
Chipping Barnet	£100,000	£51,204	£151,204
<i>Finchley & Golders Green</i>	£100,000	£14,628	£114,628
<i>Hendon</i>	£100,000	£26,103	£126,103
<i>Total:</i>	£300,000	£91,935	£391,935

5.2.4 This report also proposes that a proportion of the Community Infrastructure

Levy (CIL) is allocated to each Area Committee, subject to agreement from Policy & Resources Committee on 9 July 2015. The purpose of CIL is to provide, improve, replace, operate or maintain infrastructure which will help to address the impact of growth and development in a local area. CIL income varies year to year and area to area, depending on the number and size of developments which come forward in that area. CIL income for each financial year is spent a year in arrears (so, for example, the 2014/15 income is not known until 2015/16).

- 5.2.5 There is a regulatory requirement, in parished local authority areas, for ‘a meaningful proportion of CIL income to be allocated to neighbourhoods’, met by allocating 15% of the CIL income for each parish to the parish council. The purpose of this requirement is to make sure the communities affected by growth and development have the opportunity to benefit directly from the income it brings in.
- 5.2.6 Because Barnet has no parish councils, the Council is not required to delegate CIL income. However, it is proposed – subject to agreement from Policy & Resources Committee – that to fulfil the spirit of the CIL regulations, Area Committees should be treated in the same way as parish councils and allocated 15% of the CIL receipts for their local area, to be capped at £150,000 per year and ring-fenced for spend on environmental schemes.
- 5.2.7 In 2015/16 officers have also proposed that we amalgamate the CIL allocations for 2013/14 and 2014/15. This would support a more even distribution across Committees, with Chipping Barnet and Hendon both reaching their capped total and Finchley & Golders Green receiving over £100,000. This combined allocation is set out in the table below:

CIL allocations by Area Committee

	<i>15% of 2013/14 Income (actual)</i>	<i>15% 2014/15 Income (projected)</i>	<i>15% net total</i>	<i>Capped Expenditure Budget</i>
Chipping Barnet	£97,352.97	£125,000	£222,352.97	£150,000
<i>Finchley & Golders Green</i>	£31,905.04	£80,000	£111,905.04	£111,905.04
<i>Hendon</i>	£2,877.93	£200,000	£202,877.93	£150,000
<i>Total:</i>	£132,135.94	£405,000	£537,135.94	£411,905.04

- 5.2.8 The implication of these recommendations for the Corporate Grants programme is a transfer of £51,000 from the combined Area Committee budgets to the Corporate Grants programme, to be made up of £17,000 from each Area Committee.
- 5.2.9 This transfer allows Area Committees to maintain grants provision for local

groups wishing to carry out projects in their local areas, and mitigates a fall in the Corporate Grants programme's budget from £104,390 in 2014/15 to £87,344 in 2015/16.

5.2.10 If all the recommendations in this report are implemented then the total funding available to each Committee in 2015/16 would be as set out in the table below:

Proposed funding to be allocated by each Area Committee in 2015/16

	<i>Base budget 2015/16</i>	<i>Unallocated funds from 2014/15</i>	<i>CIL income</i>	<i>Allocation through Corporate Grants programme</i>	<i>Total 2015/16 allocation through Committees</i>
Chipping Barnet	£100,000	£51,204	£150,000	-£17,000	£284,204
<i>Finchley & Golders Green</i>	£100,000	£14,628	£111,905	-£17,000	£209,533
<i>Hendon</i>	£100,000	£26,103	£150,000	-£17,000	£259,103
<i>Total:</i>	£300,000	£91,935	£411,905	-£51,000	£752,840

5.2.11 The total estimated outstanding costs of issues on the 'backlog' list, by Area Committee, are as set out in the table below, broken down into large schemes (suitable for resolution through the Environment Committee budget or the LIP programme) and small schemes (suitable for resolution through the Area Committee budgets). These numbers differ from those given in the Community Leadership Committee paper as additional issues have been incorporated to make sure this list captures the complete backlog.

*Estimated costs of outstanding issues by Area Committee**

	<i>Total outstanding costs</i>	<i>Outstanding costs of large schemes</i>	<i>Outstanding costs of smaller schemes</i>
Chipping Barnet	£405,000	£370,000	£35,000
<i>Finchley & Golders Green</i>	£90,000	£50,000	£40,000
<i>Hendon</i>	£275,000	£235,000	£40,000

*Omits borough-wide issues

5.2.12 These issues cannot be resourced through Area Committees alone, as their costs exceed the total funding available to the Committees. The Environment

Committee is seeking resources from the Council's reserves to fund the outstanding costs of the larger schemes on the backlog list, so the only costs from the list which would fall to the Chipping Barnet Area Committee would be the £35,000 outstanding costs of the smaller schemes.

5.2.13 Should the Committee follow the route suggested in paragraph 1.29 of this report and fund the proposed feasibility studies for junction redesign in Coppetts and East Barnet Wards in order to inform the LIP submission this autumn, this would commit it to spending £30,000. The cost of the cycle lane protection in Totteridge would likewise incur approximately £25,000 in costs.

5.2.14 It is clear that the CIL income, if agreed, will be a significant factor in what Area Committees are able to do with their resources each year. Because this income has not yet been confirmed, it is recommended that, unless progress needs to be made more quickly to tie in with an external funding cycle, the Committees do not decide to commit funds until their October 2015 meeting, when they will know the full extent of their resources.

5.2.15 The recommendations in this report also seek to ensure that in future, issues which cannot or should not be resolved through the Area Committee budgets are referred to the best place for them to be handled and to put the right mechanisms in place for this to happen.

5.2.16 The Council will need to ensure that there is no negative impact on other work that has already been planned or programmed through the Theme Committees, so commissioners and Delivery Units – particularly Re – will need to work closely together to make sure flexible resources – particularly officer and contractor time – are identified and available to implement any discretionary projects agreed by Area Committees.

5.3 **Legal and Constitutional References**

5.3.1 The Council's Constitution, Responsibility for Functions, Annex A, sets out the Terms of Reference for the Residents' Forums, Area Committees and Theme Committees. The Terms of Reference for the Area Committees are, in relation to the area covered by the Committee:

(1) Consider matters raised at Residents Forums and determine how they are to be taken forward, including whether to request a report for a future meeting, refer to an Officer and/or ward councillors.

(2) Discharge any functions, within the budget and policy framework agreed by Policy and Resources, of the theme committees that they agree are more properly delegated to a more local level. These include but are not limited to:

- Town Centre Regeneration and Management
- Sewers, drainage, public conveniences, water courses
- Refuse collection, litter, cleansing, waste and recycling
- Parks, open spaces, nature reserves, allotments, recreation and leisure facilities
- Libraries and Culture

- Cemeteries and Crematoria
- Recommending the creation of Conservation Areas to Environment Committee
- Day to day environmental issues and management of land on Council Housing estates
- Local highways and safety schemes

(3) Administer any local budget delegated from Policy and Resources Committee for these committees in accordance with the framework set by the Policy and Resources Committee.

(4) Powers to deal with small public works.

Area committees should not deal with issues that are specifically within the remit of other committees (e.g. Licensing), that should be exercised at a Borough wide level or that are outside the budget and policy framework.

5.4 Risk Management

5.4.1 The proposals set out in this report and its appendices are designed in part to mitigate the risks of not resolving the issues identified with Area Committee and Residents' Forum operations. In particular, any continuing lack of action in resolving the outstanding issues identified by Area Committees – particularly in relation to highways schemes – risks damaging the reputation of the Area Committees and the Council as a whole as local people's expectations have been raised and have neither been met (through delivery of the schemes) or managed (through clear communication about their status).

5.4.2 There is a risk that moving from an open public grants process to a more Member-led process for allocating the Area Committee budgets may be negatively received by voluntary and community groups who were keen to access funding through the first round of allocations. This risk will be mitigated through clear communication with local community groups about the move and through adding capacity to the corporate grants programme. It is balanced to some extent by removing some of the risks associated with the open public grants process – for example, ensuring adequate due diligence around safeguarding and financial issues – which required significant resource to mitigate them.

5.4.3 There is some risk that the proposal to focus on environmental issues in 2015/16 may lose opportunities to broaden the focus of the Residents' Forums and Area Committees and allow them to take a more holistic view of the needs of their local areas. This has been mitigated by retaining the option for Area Committees to consider more resident-focused projects in the future and ensuring that their work programmes are linked to other Theme Committees as well as the Environment Committee.

5.5 Equalities and Diversity

5.5.1 The 2010 Equality Act outlines the provisions of the Public Sector Equality Duty. This requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups.

5.5.2 The recommendations set out in this report are designed to ensure that Area Committees are able to reflect the needs of different communities within their local area in their own decisions, and to give Area Committees a route to feed these into the decisions made by Theme Committees.

5.5.3 Individual equalities impact assessments will be carried out to identify any equality considerations associated with the decisions made by an Area – or Theme – Committee.

5.6 Consultation and Engagement

5.6.1 The original proposals to delegate Area Committee budgets were a response to the survey findings of the public consultation on the changes to the Governance system. This consultation ran from 23 August 2014 to 22 September 2014. The consultation received a total of 575 responses. 504 came from the Citizens' Panel and 71 from residents.

5.6.2 One of the key findings was that, under the previous Sub-Committee structure, residents did not feel involved and able to influence local decision-making or policy development. Common issues raised were:

- a lack of understanding as to who was responsible for delivering some of their local services
- confusion about how the Council made its decisions and a perception that council decision-making was 'secretive and bureaucratic'
- a perception that Council decisions and views of elected representatives did not reflect residents' own priorities or those of their local area
- efforts at consultation were considered to be a way to rationalise 'predetermined decisions'.

5.6.3 It was also felt that the previous Area Environment Sub-Committees had limited decision-making powers, with restricted terms of reference and no budget devolved to them.

5.6.4 The Area Committee budgets were devolved in response to the findings of that consultation and the proposals set out in this paper aim to continue developing the Council's response to those findings.

5.6.5 More generally, the relationship between Area Committees and Residents' Forums is a critical part of the Council's commitment to public engagement. If the process is perceived as being 'clumsy' or not relevant because local priorities are not acted on then that relationship will not be used to its full potential. The proposal to create a process for Area Committees to determine and act on priorities in their local areas will help to build stronger and more effective links between the Council's decision-making processes and the needs of local communities.

5.6.6 Members, particularly the Chairs and Vice-Chairs of the Area Committees and Residents' Forums and the Chair, Vice-Chair and Opposition Spokesman of the Community Leadership Committee, have been consulted throughout the review and the development of the recommendations.

6. BACKGROUND PAPERS

- 6.1 [Area Environment Sub-Committees - Draft Funding Arrangements](#) (Policy & Resources Committee, 10 June 2014).
- 6.2 [Area Sub-Committees - Budget Allocation Draft Framework](#) (Community Leadership Committee, 25 June 2014).
- 6.3 [Developing a Community Participation Strategy for Barnet](#) (Community Leadership Committee, 25 June 2014).
- 6.4 [Community Participation Strategy: Area Committee Budget Arrangements and Wider Community Funding](#) (Community Leadership Committee, 11 September 2014).
- 6.5 [Community Participation Strategy: Implementation Plan](#) (Community Leadership Committee, 11 March 2015).
- 6.6 [Review of Area Committees and their relationship with the Environment Committee](#) (Environment Committee, 11 June 2015).
- 6.7 [Review of Area Committees - operations and funding](#) (Community Leadership Committee, 24 June 2015).

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	<h2>Community Leadership Committee</h2> <h3>24 June 2015</h3>
<p style="text-align: center;">Title</p>	<p>Review of Area Committees – operations and delegated budgets</p>
<p style="text-align: center;">Report of</p>	<p>Director of Strategy</p>
<p style="text-align: center;">Wards</p>	<p>All</p>
<p style="text-align: center;">Status</p>	<p>Public</p>
<p style="text-align: center;">Enclosures</p>	<p>Appendix A – Community Infrastructure Levy (CIL) and its uses</p>
<p style="text-align: center;">Officer Contact Details</p>	<p>Elissa Rospigliosi, Community Engagement, Participation & Strategy Lead elissa.rospigliosi@barnet.gov.uk 020 8359 7158</p>

<h2>Summary</h2>
<p>In early 2015, officers carried out an operational review of the Council’s three Area Committees and linked Residents’ Forums, in consultation with the Chairs and Vice-Chairs of the Area Committees and Residents’ Forums and the Chair, Vice-Chair and Opposition Spokesman of the Community Leadership Committee. The review also considered improvements to the 2014/15 process for allocating the budgets delegated to the Area Committees.</p>
<p>This report presents the findings of that review and makes recommendations for how the operation of the Area Committees and Forums could be improved, including the allocation of their budgets. The recommendations fall into three areas, set out below:</p>
<ul style="list-style-type: none"> • Operations & logistics: Making Residents’ Forums and Area Committee meetings operate effectively, so that issues can be resolved and reported on, and so that there are clear referral routes, where needed, between these and the Council’s Theme Committees. • Relationship with Theme Committees: Making the wider relationship between Area Committees and Theme Committees clearer, particularly the relationship with Environment Committee, so that they work together to balance locally important issues against the priorities of the Borough as a whole. • Budget allocations: Improving the way that Area Committee budgets are allocated, so

that Area Committees are able to respond effectively to issues in their local area and have the right resources available to support this.

The paper also sets out proposals to supplement the existing £100,000 Area Committee annual budgets with income from the Community Infrastructure Levy (CIL), to support the Committees in delivering improvements to their local area. Because this is a resource issue, these proposals will be presented to Policy & Resources Committee for decision on July 9 2015.

The paper asks the Community Leadership Committee to note the findings of the review and agree a series of recommendations for the future operation of the Area Committee and Residents' Forum meetings and, in particular, the process for allocating Area Committee budgets in 2015/16 and beyond.

Recommendations

That the Committee:

- 1. Endorses the proposed measures to improve the operation of the Residents' Forums and Area Committees (paragraphs 1.11-1.14)**
- 2. Endorses the more formal and structured relationship between Area Committees and Theme Committees, particularly the Environment Committee (paragraphs 1.15-1.26).**
- 3. Approves the proposed framework for allocating the Area Committee budgets from 2015/16 onwards (paragraphs 1.34-1.53).**
- 4. Approves the proposed approach to considering projects and initiatives for Area Committee funding in 2015/16 and for 2016/17 onwards (paragraphs 1.37-40, 1.49)**
- 5. Supports the recommendation to Policy & Resources Committee on July 9 to allocate 15% of Community Infrastructure Levy (CIL) income for their area to each Area Committee, capped at a total of £150,000 per Committee and aggregated in the first year of allocation from income received in 2013/14 and 2014/15; to be returned to the Council's Capital Reserve for application towards borough-wide infrastructure priorities if not allocated by an Area Committee within two years, or spent within five years (paragraphs 1.41-1.43 and 5.2.4-5.2.11)**
- 6. Supports the recommendation to each Area Committee on July 2 to allocate £17,000 of its available budget through the Corporate Grants programme, to ensure that a suitable level of grant funding remains available to resident groups who wish to bid for it (paragraphs 1.50-1.52 and 5.2.11-5.2.13)**

1. WHY THIS REPORT IS NEEDED

Background

- 1.1 The Council's three Area Committees were created in June 2014 when the Council moved to its new Committee system of governance. They developed out of the Council's three Area Environment Sub-Committees, which were in place under the executive system of governance.
- 1.2 The Area Committees' Terms of Reference include:
 - Considering issues raised at the linked Residents' Forum meetings and determining how these matters are to be taken forward
 - Discharging functions delegated by Theme Committees that the Theme Committees agree are more properly discharged at a local level. These may include, but are not limited to, place-focused services such as environmental improvements; local highways and safety schemes; and town centre management
 - Dealing with small-scale public works
 - Administering any local budget delegated by the Policy & Resources Committee.
- 1.3 Each of the three areas also has a Residents' Forum which is linked to the Committee and meets directly before it. Residents can raise questions and issues at the Forums and these can be referred on to the Committee if not resolved.
- 1.4 A large part of the Committees' agendas are made up of Member items, Member queries raised through other routes, and issues from Residents' Forums. The agendas are dominated by environmental issues, reflecting the Committees' background (and the fact that these tend to be the issues which are most visible to the public) – though the Committees' remit is not restricted to environmental issues.
- 1.5 Each Committee has a budget of £100,000 per year for the four years 2014/15 to 2017/18 to be spent in their local area, delegated to them by the Policy & Resources Committee in June 2014. In September 2014, the Community Leadership Committee agreed a procedure for administering the budgets for 2014/15 through an open public grants process. More information about this process is presented in paragraphs 1.27-1.32 below.
- 1.6 For the first year, the agreed process was adopted as a pilot scheme, and the Committee instructed officers to review it at the end of the first year of operation and put forward recommendations to amend and improve the process. This has been incorporated into a wider review of how the Area Committees and Residents' Forums have been operating in 2014/15.

Reviewing the operation of Area Committees and Residents' Forums

- 1.7 In their first year, Members and residents have raised some issues about the way the Area Committees and Residents' Forums have been operating. These relate to
- how the meetings are managed
 - how issues raised at the Forums and Committees are resolved
 - how links are made to other Committees, particularly the Environment Committee
 - how the delegated budgets are allocated.
- 1.8 As a result, an overarching review of the Area Committees and Residents' Forums – incorporating the promised review of Area Committee budget allocations – was carried out in the first part of 2015, in consultation with the Area Committee Chairs and Vice-Chairs and the Chairs of the Residents' Forums. The Chair and Opposition Spokesman of the Community Leadership Committee were also consulted and asked to seek feedback from other Members.
- 1.9 The remainder of this report sets out the recommendations from the review and proposals to improve the future operation of the Area Committees and Residents' Forums, and asks the Community Leadership Committee to endorse and approve these proposals.
- 1.10 The recommendations from the review fall into three sections:
- **Section 1 – Operations & logistics: Making Residents' Forums and Area Committee meetings operate effectively**, so that issues can be resolved and reported on, and so that there are clear referral routes, where needed, between these and the Council's Theme Committees.
 - **Section 2 – Relationship with Theme Committees: Making the wider relationship between Area Committees and Theme Committees clearer, particularly the relationship with Environment Committee**, so that they work together to balance locally important issues against the priorities of the Borough as a whole.
 - **Section 3 – Budget allocations: Revising and improving the way that Area Committee budgets are allocated**, so that Area Committees are able to respond effectively to issues in their local area and have the right resources available to support this – including, if agreed by Policy & Resources Committee, additional funding drawn from Community Infrastructure Levy (CIL) income. (Because they relate to a resource issue, these latter proposals will be taken to Policy & Resources Committee, on 9 July 2015.)

Section 1 – Operations & logistics: Making Residents’ Forums and Area Committee meetings operate effectively

- 1.11 Residents and Members have raised concerns that residents are not receiving satisfactory answers to their questions at Residents’ Forums, issues raised at the Forums are not being resolved in a timely manner, and progress on them is not being effectively tracked. The review has identified a number of measures to resolve these concerns. The proposals for improvement are:
- 1.12 **Changes to the administration of Residents’ Forums** to make them run more effectively. To do this, the Council will:
- set a deadline of five working days before the meeting for residents to submit questions to the Forums, to give more time for issues to be investigated and fuller answers given (the previous deadline was two working days)
 - make sure Forum Chairs are well briefed, giving them the information they need to answer residents’ questions at the meetings
 - give Forum Chairs the authority to decide at the Forum whether an issue can be considered resolved at the meeting and ‘closed down’, or to request a further response to it within 20 working days if they consider that to be more appropriate
 - make improvements in response to other logistical issues, such as making sure the venues for each meeting are suitable and accessible and being clearer about the timing of the Committee meetings so that attendees know when they can expect them to start.
- 1.13 Senior officer attendance – we will **make sure senior officers are in attendance at the Forums and Committees**. To do this, the Council will:
- ensure that there is always a senior officer present at each Committee and Forum. As a rule, the Chief Operating Officer will attend Chipping Barnet meetings, the Strategic Director for Commissioning will attend Finchley & Golders Green meetings, and the Director of Strategy and/or Commercial and Customer Services Director will attend Hendon meetings.
 - make sure relevant Delivery Units are also represented at senior level (especially Re, because of their responsibility for many of the environmental issues), and that attendees are well briefed and provide Members and residents with onscreen presentations or paper copies of any information referred to during their items.
- 1.14 Recording issues and actions - we will **record issues raised and the actions taken to resolve them, and report progress against these**. To do this, the Council will:
- mandate Governance officers to formally minute Residents’ Forums, record Chairs’ decisions as part of a written record of the meeting, and name the officer responsible for providing a follow-up response

- improve the way we log issues on our case management system to make it easier to report back to the Committee or Forum at which they were raised (and will also do this for issues raised through Ward Tours)
- track progress against issues which have been referred elsewhere because they cannot be resolved by the Forum or Area Committee (more detailed proposals about referring issues are set out in paragraphs 1.20 to 1.25 below)
- recommend, subject to agreement from Constitution, Ethics and Probity Committee and Full Council, that petitions of 25-2000 signatures – currently reported at Residents’ Forums – are instead reported to Area Committees where they fall within the relevant Terms of Reference. This will enable Members to debate the issue and resolve it where possible.

Summary of proposals and recommendations:

The review proposes a number of measures to improve the operation of Area Committees and Residents Forums, including:

- **Changing the administration of Residents’ Forums to make them run more effectively**
- **Making sure senior officers are in attendance at the Forums and Committees**
- **Recording issues raised and the actions taken to resolve them, and report progress against these**

This report recommends that the Community Leadership Committee agrees the proposed measures to improve the operation of the Residents’ Forums and Area Committees.

Section 2 – Relationship with Theme Committees: Making the wider relationship between Area Committees and Theme Committees clearer

- 1.15 There has been some confusion about the extent of Area Committees’ decision-making powers, and the relative roles and responsibilities of Area Committees and Theme Committees – in particular, their relationship with the Environment Committee since they lost their Environment Sub-Committee status following the introduction of the Committee system of governance.
- 1.16 Under the executive system of governance, the then Area Environment Sub-Committees had some executive powers delegated to them in relation to local highways and other environmental issues. If an issue was referred to a Sub-Committee and it was decided that action should be taken to resolve it, the Chair could meet the relevant Cabinet Member who, using his or her delegated powers, could take a decision and give authority for actions to be carried out in response. Most significantly, the Area Environment Sub-

Committees approved the highways planned works maintenance programme for each parliamentary constituency area.

- 1.17 Under the Committee system, these arrangements are no longer in place. Environment Committee approves the highways planned works maintenance programme at a borough-wide level each year. The Committee system avoids delegation of powers to Committee Chairs and there is therefore no equivalent of the executive power which let the Sub-Committees put decisions into practice.
- 1.18 Area Committees have therefore, in effect, lost the power to implement their decisions, except in cases where they give the final approval to detailed designs of local traffic management or road safety schemes for which resources have already been allocated (because they were agreed by the relevant Cabinet Member under the executive system).
- 1.19 However, issues have continued to be presented to Area Committees for decision during 2014/15. The Committees have made resolutions in response to these issues and, in the absence of a clear referral route or resources allocated to them, the resolutions have not been implemented. This has led to a 'backlog' of outstanding actions – predominantly environmental issues – which have been agreed by Members but which have not been carried out, causing frustration.
- 1.20 There is therefore a need to make sure that Area Committees have the power to resolve issues, and this is dealt with in more detail in the section on resources below (from paragraph 1.27 of this report onwards). However, we also need to make sure that the routes used by Forums and Area Committees to refer issues which they cannot resolve on to a Committee which can action them are clear, and that progress on referred issues is reported back to let Members and residents see that action has been taken.
- 1.21 Area Committees also have an important role in giving local input on borough-wide projects – particularly environmental strategies, plans and scheme designs which will have a local impact – and in feeding this input back to the relevant Theme Committee.
- 1.22 The review makes a number of proposals for how these relationships should work in practice, and these are set out in paragraphs 1.23-1.25 below.
- 1.23 **That there should be a consultative element to the relationship between Area Committees and Environment Committee (and other Theme Committees) –**
 - Strategies, schemes and projects coming to Theme Committees which need some more local input should be passed down to Area Committees for comment.

- Area Committees should feed the information they gain from discussion at their meetings and at Residents' Forums back up to the relevant Theme Committee.
- Area Committees should receive updates on the projects, schemes and strategies they have commented on, as well as feedback about how their comments and information have been taken into account.

1.24 Area Committees should also be able to refer issues to Theme Committees for resolution if they cannot be resolved by an Area Committee or Residents' Forum.

- It will be important to make sure this is coordinated with the timetable by which Theme Committees make decisions – for example, where a Committee is setting a work programme such as the highways planned works maintenance programme, which agrees priorities and activities for the entire year, any referrals from Area Committees which would be implemented through such a programme will need to be made before it is agreed.
- For referrals into the Council's own highways programme, Area Committees will need to feed in local issues in their first or second meetings of the year (June/July or October) in order for them to be considered and built into the borough-wide plan.

1.25 These referrals will also need to be coordinated with any relevant external funding cycles.

- For example, large-scale highways infrastructure works are usually funded through the Transport for London Local Implementation Plan (LIP) programme, which is agreed by Environment Committee.
- LIP funding applications are submitted in September each year, so if Area Committees want to refer such an item up to be implemented in the following financial year, they will need to refer it to Environment Committee at or before the first Area Committee meeting of the year (in June or July).
- Again, Area Committees should be consulted on the detailed design of any such schemes as these come forward, and should receive progress reports as these are implemented.

1.26 A table setting out an overall timeline for actions which would be added to the Area Committee work programmes under these proposals is provided at paragraph 1.53 below.

Summary of proposals and recommendations:

The review makes a number of proposals for how the wider relationships between Area Committees and Theme Committees should work in practice, including:

- **That there should be a consultative element to the relationship between Area Committees and Environment Committee (and other**

Theme Committees), with dialogue between Area and Theme Committees about strategies, plans and local issues

- That Area Committees should also be able to refer issues to Theme Committees for resolution if they cannot be resolved by an Area Committee or Residents' Forums, and
- That these referrals should be coordinated with any relevant external funding cycles.

This report recommends that the Community Leadership Committee agrees to the more formal and structured relationship between Area Committees and Theme Committees, particularly the Environment Committee.

Section 3 – Budget allocations: Revising and improving the way that Area Committee budgets are allocated

- 1.27 As described in paragraph 1.5 of this report, each Area Committee has a £100,000 delegated budget for each of the four years 2014/15-2017/18. In its first year of operation this funding was allocated through an open public grants process, which aimed to support small-scale community activities and new or developing community groups. When the Community Leadership Committee agreed the process for 2014/15, they also agreed that the first year of allocations would be carried out as a pilot scheme, subject to review before future allocations were made.

The 2014/15 process

- 1.28 A total of 48 applications were received from community groups wishing to run events or projects. The total funding requested across the three Area Committees was £327,193, and 35 projects were funded, to a total value of £208,065. A breakdown by Area Committee of the applications, projects funded, the total value of funding allocated and the funds not spent (which are automatically rolled over to be spent in 2015/16) is shown below for 2014/15.

Applications and awards by Area Committees in 2014/15

	<i>Applications received</i>	<i>Projects funded</i>	<i>Funding allocated</i>	<i>Funds remaining</i>
<i>Chipping Barnet</i>	20	11	£48,796	£51,204
<i>Finchley & Golders Green</i>	17	13	£85,372	£14,628
<i>Hendon</i>	13	11	£73,897	£26,103
<i>Total:</i>	48*	35	£208,065	£91,935

*One application was made to all three Committees and one was made jointly to Finchley & Golders Green and Hendon – these have been counted once for each Committee applied to in the totals for individual Committees.

- 1.29 The takeup for the grants process was high – eight times the average number of applications to the corporate grants programme over the same time period – and the majority of the community groups who applied also attended the meetings and answered questions from Members about their projects.
- 1.30 The applications to the scheme demonstrated a clear appetite in each area for projects which focused more on direct work with residents than on environmental issues, as well as the environmental improvements which have been the traditional focus of the Area Committees. A total of 15 of the 48 applications were for environmentally focused projects (7 in Chipping Barnet, 6 in Finchley & Golders Green, and 2 in Hendon) with the rest being predominantly bids to run workshops or activities for local people. These included projects such as community domestic violence support services, job clubs and ‘health champions’ schemes. This is important because it suggests that local communities may be keen to engage with Area Committees on other issues in addition to the environmental improvements which tend to be the focus of the meetings.

Issues with the 2014/15 process

- 1.31 However, there were also some disadvantages to the process, set out below:
- **Administrative costs:** It required a great deal of time and resources to administer -in total, more than 200 hours of officer time, with around twenty officers involved in the process from across Governance, Commissioning, and Delivery Units, including the adults’ and children’s safeguarding services.
 - **Size of awards:** The size of grants was much higher than anticipated. Most grants were awarded to existing groups, and the average size of grant was £6,500. This suggests that the process did not attract bids from new and emerging groups or for small-scale community activities as had been the intention for the budgets
 - **Duplication of other funds:** To some extent, it duplicated the existing Corporate Grants programme, and may have contributed to reduced demand for, and an underspend in, the latter
 - **Prioritisation:** In addition, it did not give Members an opportunity to consider how they might want to prioritise the funding and ensure they got the most value from it for their local area.
- 1.32 Finally, the first year’s process did not give the Committees a chance to resolve any issues which had come forward through other routes, including the ‘backlog’ of outstanding issues from earlier in 2014/15 which had not yet been resolved. This ‘backlog’ consists of issues which have not been picked up through any of the Environment Committee work programmes and are in need of resources to resolve them – whether to implement them or to carry out further investigations or feasibility studies.

Recommendation to change the process for 2015/16-2017/18

- 1.33 Because of these issues, the review recommends that the open public grants process is not repeated in 2015/16 and that Area Committees instead move to a system which gives Members more of an opportunity to plan and direct how they spend their funds, in response to local issues which come forward from residents through a variety of routes. It is proposed that this would work as set out in paragraphs 1.34-1.53 below.

Proposals for the new process to allocate Area Committee funds

- 1.34 Although the recommendation is to move away from an open grants process, the proposals that Area Committees would fund would still be those identified as priorities by residents. These would be potential projects which might come forward through various routes, including, but not limited to, the below:
- issues raised at Residents' Forums
 - issues identified through Ward Tours
 - Members' items brought to the Area Committee
 - projects which have been identified by the Environment Committee or another Theme Committee, but which Theme Committees have chosen not to fund because they are not borough-wide priorities.
- 1.35 Members could choose to set aside a proportion of the budgets to respond to low level environmental issues as and when these emerge.
- 1.36 If other issues have been flagged up as significant local problems by officers, through existing needs assessments or other evidence-gathering processes – for example, high youth unemployment or health inequalities between different communities – Members could, in the same way that they might request a feasibility study for an environmental improvement, instruct officers to investigate the issue and bring possible options for projects which could address the issue back to the Committee, with funding used to implement the preferred option if it was considered a local priority.
- 1.37 It is proposed that, at a set time each year – most logically, at the Committees' March meeting when the business planning process for other Committees is mostly complete – Area Committees consider the priorities for how they will use their budgets in the subsequent financial year. As well as possible projects and issues identified through the routes set out in paragraph 1.34 above, it is proposed that information is reviewed specifically about projects and areas which will not be resourced through the Theme Committees' budgets for the coming financial year, letting Members identify any local needs they would wish to see resolved through their own budgets.
- 1.38 This could be an opportunity for Area Committees to set some broad parameters for how they will spend their funding – for example,
- roughly how much planned work they wish to see undertaken;

- how much (if any) investigative work they would like officers to undertake around more complex issues that have been identified through needs assessments or other evidence-gathering processes, as described in paragraph 1.36 above; and
- how much funding they would like to hold back for projects which might come forward during the remainder of the year, and/or for reactive responses to low-level issues.

Summary of proposals and recommendations:

Because of the issues which emerged over the course of the 2014/15 Area Committee budget allocations, the review makes a number of proposals for improving the way that these budgets are allocated, including:

- **Moving away from an open public grants process and giving Members the flexibility to respond to local issues which come forward through a number of routes**
- **Using one meeting a year to set priorities and broad parameters about spending on planned and responsive work in the local area**

This report recommends that the Community Leadership Committee agrees the proposed process for allocating the Area Committee budgets from 2015/16 onwards.

Resolving the 'backlog' list of issues

- 1.39 Because the first Area Committee meetings of this financial year have already happened, it is proposed that for this year (2015/16) Area Committees focus at first on the 'backlog' of issues already identified and not resolved and that this is presented, along with any outstanding issues identified through Ward Tours, at the July Area Committee meetings for Committees to review and decide which, if any, they wish to action immediately, which should be referred on to Environment Committee for consideration and which could be referred into external funding cycles such as the LIP. Area Committees should subsequently receive progress reports and updates on the implementation of any decisions they make.
- 1.40 This 'backlog' list is a list of issues identified by Area Committees, and the total cost of these is estimated below for each Committee. Members will note that the costs for Chipping Barnet and Finchley & Golders Green exceed the total current budgets allocated to the Area Committees in any one year, and that the costs for Hendon are likely to do so. However, funding for resolving these issues will not be drawn only from the Area Committee budgets or any additional resources allocated through Area Committees (such as the proposals for an allocation of CIL set out in paragraphs 1.41-1.43 below) but will be addressed through existing budgets where possible. The number of

projects which will come forward for potential funding through the Area Committee budgets is likely to be much smaller.

Estimated costs of outstanding issues by Area Committee

<i>Chipping Barnet</i>	£312,000
<i>Finchley & Golders Green</i>	£400,000
<i>Hendon</i>	*£50,000
<i>Total:</i>	*£762,000

*likely to increase, as a number of minor works on the list are subject to further design and consultation

Additional resources for Area Committees

- 1.41 It is also proposed, subject to agreement from Policy & Resources Committee on 9 July 2015, to add funding from the Community Infrastructure Levy (CIL) to the existing £100,000 budgets available to Area Committees up to and including 2017/18. CIL is designed to provide or maintain infrastructure which helps to address the impact of growth and development on a local area. It is restricted to spend on infrastructure, though the regulations take a broad view of what infrastructure means and do not restrict use of CIL to capital spending. Using CIL would help to meet some of the costs of resolving the backlog (shown in paragraph 1.40 above). Appendix A sets out the background to CIL, its intended purpose, and the restrictions which are placed on it.
- 1.42 CIL income varies from year to year and area to area depending on the number and size of developments which come forward. To make sure the Council does not spend a disproportionate amount of CIL income on very locally focused projects and lose opportunities to fund larger-scale infrastructure, and that it continues to respond to the impact of growth and development in a timely manner, it is proposed:
- that the allocation is capped at £150,000 per Area Committee, and
 - that funding from CIL should be returned to the Council's reserves for application towards borough-wide infrastructure priorities if not allocated by an Area Committee within two years, or spent within five years.
- 1.43 Chipping Barnet and Hendon would both reach this threshold and Finchley & Golders Green would receive just under £112,000 if these proposals were agreed. This would provide additional resources to resolve the backlog of outstanding issues. If Policy & Resources Committee agrees this allocation on 9 July, it would be available to Area Committees to spend on infrastructure projects from October 2015 onwards. Full details of the proposals for CIL allocations and the total resources which would be available to Area Committees if these were agreed are set out in section 5.2 of this report.

Making sure issues are resolved through the right routes

- 1.44 Area Committees will need to have a realistic view of the sort of projects they can expect to be able to implement using their own budgets and a general idea of the full costs of implementing these (for example, the cost of the public consultation requirement accompanying implementation of a Controlled Parking Zone (CPZ)). For many larger projects, costs and timescales mean it may be more appropriate to fund them through another route such as the LIP programme, avoiding spending a disproportionate amount of the Area Committee's budget on a single project.
- 1.45 It is proposed that as a general rule, to support Area Committees to be able to keep responding to a broad range of local issues rather than spending all their funding on a single project, Area Committees do not fund any project for which the estimated costs of implementing it are greater than £25,000. This £25,000 would not include the cost of feasibility studies, consultation and design as these must take place to determine the final implementation costs, and the cost of these 'scoping' works would also need to be funded from the Area Committee budgets.
- 1.46 In practice, this would mean that when an issue is identified that an Area Committee would like to see resolved, they instruct officers to carry out the necessary investigative work and authorise funding to cover this. Officers would come back to the Area Committee with proposals and costs for resolving the issue and if the costs of resolving it exceeded £25,000 the Area Committee would refer it on to a Theme Committee for funding through another route instead.
- 1.47 To help Area Committees strike the right balance between borough-wide priorities and local need and ensure they are getting good value from their budgets, it is proposed that Theme Committees, in consultation with Area Committees, establish guidance for Area Committees to follow, starting with guidance on Environment Committee issues. This guidance would give Area Committees a high-level overview of any additional considerations they need to take into account when considering environmental projects – such as the consultation requirement associated with implementing a CPZ, described in paragraph 1.44 above. Environment Committee has been asked at its June meeting to instruct the Commissioning Director, Environment to work up this guidance for presentation at the July round of Area and Theme Committees for discussion and approval.

Funding for non-environmental projects

- 1.48 These proposals would mean that Area Committee agendas for 2015/16 will have a strong environmental focus, which risks losing an opportunity to build on the successful aspects of the 2014/15 process – giving Members an opportunity to support non-environmental, resident-focused community projects such as job clubs, 'health champions' schemes, or community arts festivals. We make two further proposals to mitigate this risk, set out in paragraphs 1.49-1.52 below.

- 1.49 **Not allocating all funding to be spent on environmental issues** – Firstly, it is proposed that Area Committees consider using some of their existing budgets to prioritise any more resident-focused projects which come forward at their July meetings – from Residents’ Forums or flagged as potential local priorities by officers – and keep back some of the environmental issues which have come forward for potential funding through CIL later in the year, should the proposed CIL allocation be agreed by Policy & Resources on 9 July.
- 1.50 **Allocating funding through the Corporate Grants programme** – Secondly, to mitigate the impact of moving away from an open public grants process at Area Committees and continue to give residents and community groups the opportunity to bid for funding to improve their local area, it is proposed that Area Committees are asked to resolve to allocate a part of their current budgets through the existing Corporate Grants programme. This would mean the Committees would continue to devote some resources to resident-focused projects but would use the established and well-tested Corporate Grants procedure, which has dedicated officer support, to administer that process.
- 1.51 The projects funded through the Corporate Grants programme are similar to those which came forward for funding from Area Committees in 2014/15 (for example, funding for a post to support a canoe club who want to develop their activities for young people; funding for a pilot project to coach unemployed people who have learning disabilities and/or long term conditions, to help them get back into work).
- 1.52 As a result of continuing austerity, the funding available to the Corporate Grants programme has reduced quite significantly in recent years, from £104,390 in 2014/15 to £87,344 in 2015/16 alone. Allocating an additional £50-51,000 to the programme for 2015/16 would bring its level of funding back up to par, meaning that Area Committees are continuing to support the Council’s capacity to make grants to voluntary and community groups. It is proposed that each Committee chooses to allocate £17,000 from its budget through the Corporate Grants programme, ‘topping up’ this fund by a total of £51,000. If the Community Leadership Committee supports this proposal, the Area Committees will be asked to agree this allocation at their July 2 meetings.

Summary of proposals and recommendations:

To ensure Area Committees have the right information and resources to meet need in their local area, the review makes a number of proposals for how resources could be deployed and how the Committees could select projects, including:

- **That 2015/16 funding should be focused on the ‘backlog’ list of issues already identified but not resolved in 2014/15**
- **That the Committees may wish to prioritise any resident-focused projects which come forward for funding at their July meetings, in**

order to use opportunities to fund environmental projects through Community Infrastructure Levy (CIL) income later in the year

- That, subject to agreement from Policy & Resources Committee, a portion of CIL income should be allocated to Area Committees to spend on infrastructure in their local area
- That a portion of Area Committee funding should be allocated through the Corporate Grants programme to ensure a suitable level of grant funding remains available to residents and community groups.

This report recommends that the Community Leadership Committee:

- Agrees the proposed approach to considering projects and initiatives for Area Committee funding in 2015/16 and for 2016/17 onwards
- Supports the recommendation to Policy & Resources Committee on July 9 to allocate 15% of Community Infrastructure Levy (CIL) income for their area to each Area Committee, capped at a total of £150,000 per Committee and aggregated in the first year of allocation from income received in 2013/14 and 2014/15; to be returned to the Council’s Capital Reserve for application towards borough-wide infrastructure priorities if not allocated by an Area Committee within two years, or spent within five years
- Supports the recommendation to each Area Committee on July 2 to allocate £17,000 of its available budget through the Corporate Grants programme, to ensure that a suitable level of grant funding remains available to resident groups who wish to bid for it

Proposed timeline

1.53 The table below sets out the actions which would be added to Area Committee work programmes in 2015/16 if these proposals are agreed.

<i>Month</i>	<i>Actions for Area Committees</i>
<i>July 2015</i>	<p>Briefing on the results of the review</p> <p>Help to develop guidance on local prioritisation (as set out in paragraph 1.47 above)</p> <p>Review backlog issues for the local area and decide how these should proceed, including any allocation of funding</p> <p>Review, and if necessary allocate funds to, any other issues which come forward through Forums, Ward Tours, etc</p> <p>Decide whether to allocate £17,000 through the Corporate Grants programme, for the reasons set out in paragraphs 1.50-1.52 above</p>

	Identify any large-scale highways infrastructure issues and refer these to Environment Committee for submission to the TfL LIP programme (see paragraph 1.25 above)
<i>October 2015</i>	<p>Review the draft Environment Committee Work Programme and contribute any additional information about local issues (see paragraph 1.24 above)</p> <p>Review, and if necessary allocate funds to, any other issues which come forward through Forums, Ward Tours, etc – including allocation of CIL funding if this has been agreed by Policy & Resources Committee</p>
<i>January 2016</i>	<p>Review any new issues and allocate funds</p> <p>Receive progress updates on issues referred elsewhere or existing projects (<i>this becomes a standing item</i>)</p>
<i>March 2016</i>	<p>Review Environment Committee work programme for 2016/17 and identify any local issues not resourced through this which the Area Committee wishes to progress (along with relevant issues for the local area identified from any other Theme Committees through the business planning process)</p> <p>If desired, set broad thresholds for planned and reactive use of the 2016/17 budgets in response to this information</p> <p>Review any issues which have come forward and allocate any remaining funds from 2015/16</p>
<i>July 2016</i>	<p><i>Repeats the cycle from 2015/16:</i></p> <p>Review, and if necessary allocate funds to, new and existing issues which have come forward to the Committee,</p> <p>Identify any large-scale highways infrastructure issues and refer these to Environment Committee for submission to the TfL LIP programme</p>

2. REASONS FOR RECOMMENDATIONS

- 2.1 Members and residents have both expressed frustration at the way in which Area Committees and Residents' Forums currently operate and how effective they are at resolving local issues. Officers had already committed reviewing the process for allocating Area Committee budgets in their first year and it has

been logical to broaden this to see how some of the other issues which have been raised could be resolved.

- 2.2 The measures proposed here (and covered under recommendation 1) to improve the operations and logistics of Area Committees and Residents' Forums have been developed in consultation with the Chairs and Vice-Chairs of the Area Committees and the Chairs of the Residents' Forums, who consider that these improvements will make the various meetings work more effectively.
- 2.3 The relationship between the Area Committees and Theme Committees, particularly the Environment Committee (covered under recommendation 2) needs to be formalised to ensure we strike the right balance between borough-level priorities and local need, and make sure that issues can be resolved at the right level and in a timely manner.
- 2.4 The process for allocating the Area Committee budgets (covered under recommendation 3) is designed to make sure Members have the flexibility and discretion to respond effectively to priority issues in their local areas and ensure the Council gets value from the money it spends in each area – and to give Members the information they need to be able to do this.
- 2.5 The proposed timetable for 2015/16 (covered under recommendation 4) takes a pragmatic approach to resolving the predominantly environmental issues which have already been identified, while retaining an option for Members to broaden the Area Committees' focus in the last two years for which the delegated budgets are allocated.
- 2.6 The proposal to augment the Area Committee budgets with income from CIL (covered under recommendation 5) provides additional resources to resolve the current backlog of outstanding issues as well as any new environmental issues which come forward.
- 2.7 The proposal to allocate a portion of Area Committee funding through the Corporate Grants programme (covered under recommendation 6) responds to any concerns about moving away from a grants process for allocating Area Committee resources more generally, and retains a role for Area Committees in supporting resident-focused projects in 2015/16, enabling them to build on some of the successes of the first year's process and balancing out the effect of keeping a strong environmental focus for the use of the budgets in the first year of this new process.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Council could make no changes to the way in which Area Committees and Residents' Forums operate, but this would:
 - risk continuing Members' and residents' dissatisfaction with the current system

- not take action to resolve the local issues which have already been identified by residents and Members
 - lose out on the opportunities Area Committees provide to feed local views and opinions into the borough-wide priorities of the Theme Committees.
- 3.2 The Council could retain the existing process for allocating the Area Committee budgets, but this would:
- require additional officer resource to administer it – the capacity used to support the first round of allocations no longer exists due to restructures in the Commissioning Group and Governance Service – without any budget available to do this
 - limit flexibility in how the budgets are spent – the process does not give Committees room to prioritise or to target their resources
 - continue to duplicate the corporate grants programme.
- 3.3 Area Committees could choose to take a purely environmental focus and ignore non-environmental issues in their local area, but this option:
- restricts flexibility in how the budgets are spent should non-environmental issues emerge
 - loses the link between democratic decision-making and funding for local community projects
 - risks missing out on opportunities to get residents engaging with the Council on a whole range of local issues through the Residents' Forums, as the Forums would be likely to remain focused on environmental improvements under this approach.

4. POST DECISION IMPLEMENTATION

- 4.1 If the Community Leadership Committee approves the recommendations set out in this report, the measures to improve the operations and logistics of the Area Committee and Residents' Forum meetings will be put into place immediately, before they next meet on 2 July 2015. Constitution, Ethics and Probity Committee will be asked to amend the Council's constitution to reflect the changes to arrangements for petitions, as set out in paragraph 1.14 above.
- 4.2 Officers will brief Members, particularly those who sit on Area Committees, about the changes to the allocations process – and will also communicate with community groups who have made contact to follow up on last year's allocations process about what these changes mean for them. Guidance on the process will be developed for (and with) Area Committees and added to the agenda for their July meetings.
- 4.3 Work programmes for the Area Committees and Theme Committees, in particular the Environment Committee, will be developed and adjusted to

reflect the relationships and proposed allocation of resources set out in this paper.

- 4.4 The Committee's support for the proposals to supplement the Area Committee budgets with income from CIL will be noted in a paper to Policy & Resources Committee on 9 July 2015, asking them to agree the allocation of CIL to Area Committees.
- 4.5 At their meetings on July 2, Area Committees will be asked to agree to the transfer of funds to the corporate grants programme as set out in paragraphs 1.50-1.52 above.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The recommendations set out in this report further the principles of the Corporate Plan 2015-2020 by seeking to ensure that Area Committee operations and the resources they allocate improve quality of life for people in each local area, support communities to help themselves, and work efficiently to ensure value for money.
- 5.1.2 The decision will contribute to the Health and Wellbeing Strategy's aim to improve wellbeing in the community by helping local people get issues in their area resolved more effectively and giving Area Committees and Residents' Forums the tools they need to ensure this.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 Paragraphs 1.33-1.53 of this report deal with proposals to refine the way in which the existing budgets of £100,000 a year delegated to each Area Committee for each of the four years 2014/15-2017/18 are administered.
- 5.2.2 These proposals seek to ensure that these resources are administered in a way which:
 - ensures the resources are used in a way which achieves good value for public money
 - avoids overly high administration costs
 - makes sure appropriate capacity is available to support the process without having an impact on the delivery of other areas of work.
- 5.2.3 The current funding available to each Area Committee for 2015/16, including the underspend from 2014/15, is set out in the table below:

Current funding available by Area Committee

	<i>Annual budget</i>	<i>2014/15 underspend</i>	<i>Total available in 2015/16</i>
<i>Chipping Barnet</i>	£100,000	£51,204	£151,204
<i>Finchley & Golders Green</i>	£100,000	£14,628	£114,628
<i>Hendon</i>	£100,000	£26,103	£126,103
<i>Total:</i>	£300,000	£91,935	£391,935

- 5.2.4 This report also proposes that a proportion of the Community Infrastructure Levy (CIL) is allocated to each Area Committee, subject to agreement from Policy & Resources Committee on 9 July 2015. The purpose of CIL is to provide, improve, replace, operate or maintain infrastructure which will help to address the impact of growth and development in a local area. CIL income varies year to year and area to area, depending on the number and size of developments which come forward in that area. CIL income for each financial year is spent a year in arrears (so, for example, the 2014/15 income is not known until 2015/16).
- 5.2.5 There is a regulatory requirement, in parished local authority areas, for ‘a meaningful proportion of CIL income to be allocated to neighbourhoods’, met by allocating 15% of the CIL income for each parish to the parish council. The purpose of this requirement is to make sure the communities affected by growth and development have the opportunity to benefit directly from the income it brings in.
- 5.2.6 Because Barnet has no parish councils, the Council is not required to delegate CIL income. However, it is proposed – subject to agreement from Policy & Resources Committee – that to fulfil the spirit of the CIL regulations, Area Committees should be treated in the same way as parish councils and allocated 15% of the CIL receipts for their local area, to be capped at £150,000 per year and ring-fenced for spend on environmental schemes.
- 5.2.7 In 2015/16 officers have also proposed that we amalgamate the CIL allocations for 2013/14 and 2014/15. This would support a more even distribution across Committees, with Chipping Barnet and Hendon both reaching their capped total and Finchley & Golders Green receiving over £100,000. This combined allocation is set out in the table below:

CIL allocations by Area Committee

	<i>15% of 2013/14 Income (actual)</i>	<i>15% 2014/15 Income (projected)</i>	<i>15% net total</i>	<i>Capped Expenditure Budget</i>
<i>Chipping Barnet</i>	£97,352.97	£125,000	£222,352.97	£150,000
<i>Finchley & Golders Green</i>	£31,905.04	£80,000	£111,905.04	£111,905.04
<i>Hendon</i>	£2,877.93	£200,000	£202,877.93	£150,000
<i>Total:</i>	£132,135.94	£405,000	£537,135.94	£411,905.04

- 5.2.8 There is a requirement, under the CIL regulations, that areas with a Neighbourhood Plan should receive 25% of CIL income from developments which come forward in the designated area of the Plan. There will be some interplay between this allocation and the proposed allocation of 15% of local CIL to the three Area Committees. The 25% allocation relates only to the CIL income for the Neighbourhood Plan area and not to the income for the whole constituency.
- 5.2.9 Currently, there are no Neighbourhood Plans in Barnet, although one is being developed in Mill Hill. There is very little development coming forward in the Mill Hill Neighbourhood Plan's designated area and as a result, the financial impact of this requirement will be minimal.
- 5.2.10 The proposals going forward to Policy & Resources Committee will recommend that the 25% allocation is rolled up into the wider 15% allocation for the whole of the Hendon constituency. It is proposed that the Hendon Area Committee takes responsibility for ensuring that the appropriate proportion of this 15% total allocation is allocated to the Mill Hill Neighbourhood Plan area and that decisions made about how it is spent are made in accordance with the principles of the Neighbourhood Plan.
- 5.2.11 Ultimately, there is a trade-off between CIL resources which are held centrally, to provide for Borough-wide or cross-constituency developments, and the CIL income which, it is proposed, will be spent on more locally focused issues through Area Committees. Should further Neighbourhood Plans be developed in the Borough, the Council will keep the interplay between central CIL and CIL allocations to Neighbourhood Plan areas – and Area Committees – under review, in order to maintain a fair balance and ensure sufficient central funding is available for larger infrastructure projects.
- 5.2.12 The implication of these recommendations for the Corporate Grants programme is a transfer of £51,000 from the combined Area Committee budgets to the Corporate Grants programme, to be made up of £17,000 from each Area Committee as set out in paragraphs 1.50-1.52 above.

5.2.13 This transfer allows Area Committees to maintain grants provision for local groups wishing to carry out projects in their local areas, and mitigates a fall in the Corporate Grants programme's budget from £104,390 in 2014/15 to £87,344 in 2015/16.

5.2.14 If all the recommendations in this report are implemented then the total funding available to each Committee in 2015/16 would be as set out in the table below:

Proposed funding to be allocated by each Area Committee in 2015/16

	<i>Base budget 2015/16</i>	<i>Unallocated funds from 2014/15</i>	<i>CIL income</i>	<i>Allocation through Corporate Grants programme</i>	<i>Total 2015/16 allocation through Committees</i>
<i>Chipping Barnet</i>	£100,000	£51,204	£150,000	-£17,000	£284,204
<i>Finchley & Golders Green</i>	£100,000	£14,628	£111,905	-£17,000	£209,533
<i>Hendon</i>	£100,000	£26,103	£150,000	-£17,000	£259,103
<i>Total:</i>	£300,000	£91,935	£411,905	-£51,000	£752,840

5.2.15 The total estimated costs of outstanding issues by Area Committee are as set out in paragraph 1.40 above and in the table below.

Estimated costs of outstanding issues by Area Committee

<i>Chipping Barnet</i>	£312,000
<i>Finchley & Golders Green</i>	£400,000
<i>Hendon</i>	*£50,000
<i>Total:</i>	*£762,000

*likely to increase, as a number of minor works on the list are subject to further design and consultation

5.2.16 These issues cannot be resourced through Area Committees alone, as their costs exceed the total funding available to the Committees. The recommendations in this report therefore also seek to ensure that issues which cannot or should not be resolved through the Area Committee budgets are referred to the best place for them to be handled and to put the right mechanisms in place for this to happen. Information will be presented to the Area Committee meetings on July 2 so as to support the Committees to refer the backlog issues to the best routes to get them resolved, including, where appropriate, into the autumn 2015 LIP submission.

5.2.17 We will need to ensure that there is no negative impact on other work that has

already been planned or programmed through the Theme Committees, so commissioners and Delivery Units – particularly Re – will need to work closely together to make sure flexible resources – particularly officer and contractor time – are identified and available to implement any discretionary projects agreed by Area Committees.

5.3 Legal and Constitutional References

5.3.1 The Council's Constitution, Responsibility for Functions, Annex A, sets out the Terms of Reference for the Residents' Forums, Area Committees and Theme Committees. The Terms of Reference for the Community Leadership Committee include:

- To oversee arrangements for cross partner cooperation including any pooling of budgets
- To maintain good community relations with Barnet's diverse communities ensuring that all communities have the opportunity to participate fully in the Borough's affairs
- To approve any non-statutory plan or strategy within the remit of the Committee that is not reserved to Full Council or Policy & Resources Committee.

5.3.2 On 10 June 2014, when Policy and Resources Committee approved the allocation of a budget of £100,000 to each of the three Area Committees for the next four years, it also agreed that the governance arrangements detailing

- accountability
- how the priorities would be set
- how the funding should be allocated

should be delegated to the Community Leadership Committee for approval.

5.3.3 Section 216 of the Planning Act 2008 and Regulation 59 of the Community Infrastructure Levy Regulations 2010 set out what CIL may be used for.

5.4 Risk Management

5.4.1 The proposals set out in this report and in the linked report to Environment Committee on June 11 2015 are designed in part to mitigate the risks of not resolving the issues identified with Area Committee and Residents' Forum operations. In particular, any continuing lack of action in resolving the outstanding issues identified by Area Committees – particularly in relation to highways schemes – risks damaging the reputation of the Area Committees and the Council as a whole as local people's expectations have been raised and have neither been met (through delivery of the schemes) or managed (through clear communication about their status).

5.4.2 There is a risk that moving from an open public grants process to a more Member-led process for allocating the Area Committee budgets may be negatively received by voluntary and community groups who were keen to access funding through the first round of allocations. This risk will be mitigated through clear communication with local community groups about the

move and through adding capacity to the corporate grants programme. It is balanced to some extent by removing some of the risks associated with the open public grants process – for example, ensuring adequate due diligence around safeguarding and financial issues – which required significant resource to mitigate them.

5.4.3 There is some risk that the proposal to focus on environmental issues in 2015/16 may lose opportunities to broaden the focus of the Residents' Forums and Area Committees and have them take a more holistic view of the needs of their local areas. This has been mitigated by retaining the option for Area Committees to consider more resident-focused projects in the future and ensuring that their work programmes are linked to other Theme Committees as well as the Environment Committee.

5.5 Equalities and Diversity

5.5.1 The 2010 Equality Act outlines the provisions of the Public Sector Equality Duty. This requires public bodies to have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
- advance equality of opportunity between people from different groups
- foster good relations between people from different groups.

5.5.2 The recommendations set out in this report are designed to ensure that Area Committees are able to reflect the needs of different communities within their local area in their own decisions, and to give Area Committees a route to feed these into the decisions made by Theme Committees.

5.5.3 Individual equalities impact assessments will be carried out to identify any equality considerations associated with the decisions made by an Area – or Theme – Committee.

5.6 Consultation and Engagement

5.6.1 The proposals to delegate Area Committee budgets were a response to the survey findings of the public consultation on the changes to the Governance system. This consultation ran from 23 August 2014 to 22 September 2014. The consultation received a total of 575 responses. 504 came from the Citizens' Panel and 71 from residents.

5.6.2 One of the key findings was that, under the previous Sub-Committee structure, residents did not feel involved and able to influence local decision-making or policy development. Common issues raised were:

- a lack of understanding as to who was responsible for delivering some of their local services
- confusion about how the Council made its decisions and a perception that council decision-making was 'secretive and bureaucratic'
- a perception that Council decisions and views of elected representatives did not reflect residents' own priorities or those of their local area

- efforts at consultation were considered to be a way to rationalise 'predetermined decisions'.
- 5.6.3 It was also felt that the previous Area Environment Sub-Committees had limited decision-making powers, with restricted terms of reference and no budget devolved to them.
- 5.6.4 The Area Committee budgets were devolved in response to the findings of that consultation and the proposals set out in this paper aim to continue developing the Council's response to those findings.
- 5.6.5 More generally, the relationship between Area Committees and Residents' Forums is a critical part of the Council's commitment to public engagement. If the process is perceived as being 'clumsy' or not relevant because local priorities are not acted on then that relationship will not be used to its full potential. The proposal to create a process for Area Committees to determine and act on priorities in their local areas will help to build stronger and more effective links between the Council's decision-making processes and the needs of local communities.
- 5.6.6 Members, particularly the Chairs and Vice-Chairs of the Area Committees and Residents' Forums and the Chair, Vice-Chair and Opposition Spokesman of the Community Leadership Committee, have been consulted throughout the review and the development of the recommendations.

6. BACKGROUND PAPERS

- 6.1 [Area Environment Sub-Committees - Draft Funding Arrangements](#) (Policy & Resources Committee, 10 June 2014).
- 6.2 [Area Sub-Committees - Budget Allocation Draft Framework](#) (Community Leadership Committee, 25 June 2014).
- 6.3 [Developing a Community Participation Strategy for Barnet](#) (Community Leadership Committee, 25 June 2014).
- 6.4 [Community Participation Strategy: Area Committee Budget Arrangements and Wider Community Funding](#) (Community Leadership Committee, 11 September 2014).
- 6.5 [Community Participation Strategy: Implementation Plan](#) (Community Leadership Committee, 11 March 2015).
- 6.6 [Review of Area Committees and their relationship with the Environment Committee](#) (Environment Committee, 11 June 2015)

REPORT CLEARANCE CHECKLIST

(Removed prior to publication and retained by Governance Service)

Report authors should engage with their Governance Champion early in the report writing process and record the date below. If the decision/report has been reviewed at an internal board please record the date and name of the meeting (e.g. SCB). Otherwise enter N/A. All reports must be cleared by the appropriate Director/AD, Legal, Finance and Governance as a minimum. **Legal, Finance and Governance require a minimum of 5 working days to provide report clearance. Clearance cannot be guaranteed for reports submitted outside of this time.**

AUTHOR TO COMPLETE TABLE BELOW:

Who	Clearance Date	Name
Governance Champion		
Director / AD / Lead Commissioner	Stephen Evans	12/6/15
Enabling Board / Delivery Board	SCB	28/4/15
Commissioning and Policy		
Equalities & Diversity		
HR Business Partner		
Strategic Procurement		
HB Public Law	Lanna Childs	15/6/15
Finance	Ruth Hodson	16/6/15
Governance	Paul Frost	15/6/15

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Ref	Service Area	Request	Response	Raised by	Status	Indicative unfunded costs	Funded
RE05	Traffic	High Barnet High Street – Traffic Scheme	The 2015/16 LIP programme includes the development of a proposal for improvement at the High Street / Wood Street junction and changes at the Park Road junction and bus stops on the southern part of the High Street. A brief to commission the design work for these proposals is being developed this month (June 2015). See also RE 17.	Chipping Barnet Area Committee	Active	£50,000	Feasibility Funded from 2015/16 LIP allocation
RE11	Traffic & design	The Avenue/Alson Road – Request for a zebra crossing.	The Avenue pedestrian crossing is included within the 2015/16 LIP programme as part of the 'School Travel Plan Schemes' work area. Safety Audits on the TfL signal design have highlighted further technical issues with the detailed location. Feasibility of an alternative location is now under consideration.	Councillor David Longstaff	Active		Funded from 2015/16 LIP Programme
RE13	Parking	Request for a CPZ on Totteridge Lane and Birley Road N20 If residents in favour, wider consultation will be required Layout proposed and questionnaire sent to residents CPZ zone allows nobody to park 2pm-3pm Monday-Sunday unless they have a valid residents permit or visitors voucher	Statutory consultation scheduled to take place in early July 2015.	Chipping Barnet Area Committee	Active - Resident consultations to commence in June 15		LIP Funded
RE14	Traffic & design	Walksafe N14 & N10	The Walksafe N14 proposals are included in the 'School Travel Plan schemes' part of the 15/16 LIP programme. Currently programmed for consultation for both schemes is expected in the autumn with implementation late 2015/16.	Councillor Stephen Sowerby	Active		LIP Funded

RE15	Traffic & design	Town Centre Tweaks Cllr Dean Cohen requested adjustments in town centres e.g. sorting out the pizza bikes in Mill Hill Broadway	The work programme includes the following under Town Centre and Shopping Parade Reviews – Review of experimental measures in: 1. Totteridge lane N20 2. Russell Parade 3. Golders Green Road DPR and Statutory Consultation on Parking Bay layout changes and relocation of Bus Stop in: High Road, East Finchley, N2	Councillor Dean Cohen	Items 1 to 3 on work programme to be undertaken in August 2015 On work Programme to be undertaken in August/September 2015	Fully Funded
RE16	Traffic & design	Zig Zags outside Beis Sorah Schneirer school in Wilberforce Road.	Consultation with Ward Councillors on a proposal is currently in progress as part of the internal approval process. Subject to internal approval being received, it is intended to carry out consultation in early July 2015.	Councillor Dean Cohen	Active	S106 Funded
RE22	Traffic & design	WOODHOUSE (SLIP) ROAD N12 - SAFETY & TRAFFIC MANAGEMENT REVIEW (Chipping Barnet Residents Forum of 15 January 2014) To investigate moving the zebra crossing on Friern Barnet Road by the end of Beaconsfield Road to the OTHER side of Beaconsfield Road.	Works now completed	Chipping Barnet Area Committee	Closed	
RE23	Traffic & design	SAFETY OF VICTORIA ROAD IN EAST BARNET Councillor Pauline Coakley Webb introduced the item and provided an overview of the safety issues raised by residents in the vicinity of Victoria Road in East Barnet..	No further action. (Road safety Audit carried out, Minor amendments made but agreed with Councillor (No Suggestions) that the position of the crossing would not be amended.)	Chipping Barnet Area Committee	Closed	
RE24	Traffic & design		The Chipping Barnet Area Committee approved a number of measures to improve pedestrian safety, manage speed and lorry movement in the area. However a number of residents were not supportive of the agreed measures and following a meeting in May 2015, they have requested that the council consider alternative measures. These will be reported as a Member's Item for consideration by the Environment Committee.	Chipping Barnet Area Committee		£100,000

RE26	Traffic & design	POLLARD ROAD TRAFFIC MANAGEMENT SCHEME (12 FEB 2015)	Pollard Road - the scheme, is included in the 2015/16 LIP work programme as part of a Traffic Management and Accident Reduction work area. Detailed design and consultation is expected to take place during 2015/16, with implementation in early 2016/17, subject to subsequent agreement of the 2016/17 programme.	Chipping Barnet Area Committee	Active	£50,000	Feasibility and Design Funded
RE27	Traffic & design	COUNCILLOR AMY TREVETHAN - CHESTERFIELD ROAD SAFETY MEASURES The Committee heard representations from Councillor Amy Trevethan requesting an update on the feasibility study into road safety measures in and around Chesterfield Road EN5 including options for 20mph speed limits, the review into bus routes and direction of flow, along with bus stop and stand locations, any potential additional or improved crossing points in the area including near the school, any use of underutilised land near to the school to improve road safety, and operation of the local School Travel Plan. The July Environment Committee tasked officers with producing this feasibility study, so that the Area Committee could make a decision on how to proceed	Feasibility study to start in September 2015	Chipping Barnet Area Committee	Active	£100,000	Feasibility funded form 2015/16 LIP allocation
RE28	Traffic & design	WELLHOUSE LANE PEDESTRIAN & SAFETY IMPROVEMENTS The Committee received the item on Brunswick Park Playground which had been referred to the Committee by the Chairman of the Chipping Barnet Area Residents' Forum. The Committee heard from Mr Peter White, Chairman of Governors, Brunswick Park Primary & Nursery School who was requesting to have fencing installed at Brunswick Park Playground.	Agreed Scheme to be progressed in stages. Zebra crossing on Wellhouse Lane is currently being implemented with the remaining measures to be implemented within the 15/16 Work programme.	Chipping Barnet Area Committee	Active		LIP + S106 Funding
RE29	Parks & open spaces		RESOLVED – That the Brunswick Park Primary & Nursery School explore the possibility of obtaining match funding and report back to Greenspaces on any progress made. Initial investigations indicate that it is not feasible to install a Zebra Crossing in this area due to site constraints. Also Greenspaces	Chipping Barnet Area Committee		£70,000	

RE44	Parking	Colney Hatch Lane and Friern Village Estate (Entrance from CHL) – Parking controls are required due to inconsiderate parking at junction – no restrictions in place to enforce at present.	Ribblesdale Avenue has recently been adopted. During the lead up to the adoption discussions have taken place relating to the extent of yellow lines required in the road post-adoption. Officers will seek to programme in the relevant work to progress the proposed layout changes. Note however that there are currently double yellow lines at the junction of Colney Hatch Lane and Ribblesdale Avenue.	Chipping Barnet Area Committee	Active	£15,000	Funded from agreed Footway Parking allocation
RE46	Parking	Halton Close, Balmoral Close and 8 Surrounding Roads – Friern Village – Request from residents for Footway parking to be allowed	This issue was raised via the Area Forum . On 2015/16 Work programme.	Chipping Barnet Area Committee	Active - Detailed Design September 2015 Implementation by March 2016	Unfunded. Not on current work programme. Indicative costs £20,000	
RE47	Parking	Chipping Barnet Town Centre Review of parking bay occupancy following request at Environment Committee and the Chairman's subsequent commitment	Further reviews to be agreed subject to funding and priority	Chipping Barnet Area Committee	Active	£405,000	
RE25	Traffic & design	MEMBERS' ITEM - REQUEST FOR OFFICERS TO REVIEW THE LONDON CYCLING CAMPAIGN PROPOSED ROAD SCHEMES FOR CHIPPING BARNET The Sub-Committee heard Councillor Pauline Coakley Webb representation requesting officers' review the London Cycling Campaign proposed road schemes for Chipping Barnet, and bring forward proposals to consult local residents on each.	Investigations completed and reported back to Committee. There is currently no identified funding to implement the recommendations. See accompanying paper for further information	Chipping Barnet Area Committee	Active	Various proposals - £47,000 (Brunswick Park works); £25,000 feasibility (Coppetts works); £25,000 feasibility and implementation (East Barnet works); £85,000 (Oakleigh works); £25,000 (Totteridge works). Does not include £1m projected costs for works to A1000	
					Total		

APPENDIX C: SUMMARY OF MEETING CYCLES AND PROPOSED BUDGET ALLOCATIONS PROCESS

<i>Month</i>	<i>Actions for Area Committees</i>
<i>July 2015</i>	<p>Briefing on the results of the review</p> <p>Help to develop the Environment Committee guidance on setting local priorities (Appendix D)</p> <p>Review backlog issues for the local area and decide how the smaller schemes should be taken forward</p> <p>Review, and if necessary allocate funds to, other issues which have come forward through agenda items, Forums, Ward Tours, etc</p> <p>Decide whether to allocate £17,000 through the Corporate Grants programme, for the reasons set out in paragraphs 1.50-1.52 above</p> <p>Identify any new large-scale highways infrastructure issues which need to be referred to Environment Committee for autumn 2015 submission to the TfL LIP programme</p>
<i>October 2015</i>	<p>Review the draft Environment Committee Work Programme and contribute any additional information about local issues (see paragraph 1.24 of Appendix A)</p> <p>Review, and if necessary allocate funds to, any issues referred forward to October work programme (see paragraph 1.28 of this report)</p> <p>Review, and if necessary allocate funds to, any other issues which come forward through Forums, Ward Tours, etc – including allocation of CIL funding if this has been agreed by Policy & Resources Committee</p>
<i>January 2016</i>	<p>Review any new issues and allocate funds</p> <p>Receive progress updates on issues referred elsewhere or existing projects (<i>this becomes a standing item</i>)</p>
<i>March 2016</i>	<p>Review Environment Committee work programme for 2016/17 and identify any local issues not resourced through this which the Area Committee wishes to progress (along with relevant issues for the local area identified from any other Theme Committees through the business planning process)</p>

	<p>If desired, set broad thresholds for planned and reactive use of the 2016/17 budgets in response to this information</p> <p>Review any issues which have come forward and allocate any remaining funds from 2015/16</p>
<i>July 2016</i>	<p><i>Repeats the cycle from 2015/16:</i></p> <p>Review, and if necessary allocate funds to, new and existing issues which have come forward to the Committee,</p> <p>Identify any large-scale highways infrastructure issues and refer these to Environment Committee for submission to the TfL LIP programme</p>

	AGENDA ITEM 9
	<h2>Chipping Barnet Area Committee</h2> <h3>2 July 2015</h3>
Title	Review of London Cycle Campaign proposals for Chipping Barnet
Report of	Commissioning Director - Environment
Wards	Brunswick Park, Coppetts, East Barnet, High Barnet, Oakleigh, Totteridge, Underhill
Status	Public
Enclosures	Appendix A
Officer Contact Details	Jane Shipman, jane.shipman@barnet.gov.uk , 020 8359 3555

<h3>Summary</h3>
<p>A report to the Chipping Barnet Area Committee on 12 February 2015 presented a review of a series of proposals made by the London Cycle Campaign (LCC) to provide 'Space for Cycling' in wards in the Chipping Barnet area. The committee asked that officers return to the next meeting with visual presentation of the cycling proposals being considered. Visual information regarding the more developed ideas and the location of other proposals is provided here.</p>

<h3>Recommendations</h3>
<p>1. That the Committee note the contents of the report</p>
<p>2. That Members of the Committee provide Officers with views and comments in relation to the proposals in the Chipping Barnet Area</p>

1. WHY THIS REPORT IS NEEDED

- 1.1 During the 2014 Local election campaign the London Cycle Campaign (LCC) identified a local cycling improvement aimed at creating 'Space for Cycling' in every electoral ward in London, and invited candidates to support these.
- 1.2 At the meeting of the 18 June 2014, in response to a member's item, the Committee resolved that the Director for Growth and Environment instruct officers to undertake an initial feasibility study, including cost, looking at the LCC proposals in Chipping Barnet Area.
- 1.3 At the meeting of the 12 February 2015 a review of the proposals was provided and the committee resolved that officers return to the next meeting with visual presentation of the cycling proposals being considered for implementation.
- 1.4 The review was of proposals made by the London Cycle Campaign and as such none are explicitly being considered for implementation. However visual information regarding the more developed ideas and the location of other proposals is appended.
- 1.5 The review of London Cycle Campaign proposed schemes for Chipping Barnet Area as identified in the February report is summarised below.

Ward and LCC proposal	Officer Comments on LCC proposals and associated costs
Brunswick Park Ward Protected cycle lanes on Russell Lane and Bestile Circus	Betstyle Circus This location is outside the borough and has not been considered in the report Russell Lane A lane on the uphill side of the road could be provided at an approximate cost of £47,000 if high cost utility diversion are not required. There would be some impact on parking provision however for much of the road affected residents have off-street parking.
Coppetts Ward Safe routes for cycling to the Colney Hatch/Woodhouse Road shopping area	This proposal would involve a major junction redesign which could also address other issues at the junction. The cost of a study to identify options for a redesigned junction, including surveys, traffic modelling and identifying outline costs for the options is estimated at £25,000.
East Barnet Ward A cycling route along the Pymmes Brook Trail	This is understood to refer to the bridleway that currently runs from Games Road near the boundary with the London borough of Barnet westwards through Hadley Common towards High Barnet. A budget cost of providing an improved track through the current unsurfaced section is about £120,000.
High Barnet Ward Protected cycle lanes along the A1000 Great North Road	See separate A1000 review

<p>Oakleigh Ward Protected cycle lanes along the A1000 & Longmore Avenue under the railway</p>	<p>A1000 See separate A1000 review Longmore Avenue Cycle facilities could be provided through the bridge as a separate cycle path on the existing footways. This would cost in the region of (£85,000 including some contingency items).</p>
<p>Totteridge Ward Protected cycle lanes along the A1000 High Road. (And closure of St. Margaret's Ave to motor vehicles)</p>	<p>A1000 See separate A1000 review St. Margaret's Ave Closure by means of bollards with provision of an emergency gate near Totteridge Lane may be feasible. However potential impacts on the adjacent Whetstone traffic signals would need to be considered. Construction costs would be modest but assessment of the impacts and detailed design mean the overall cost is likely to be in the region of £25,000.</p>
<p>Underhill Protected cycle lanes along A1000 Barnet Hill</p>	<p>A1000 See separate A1000 review</p>
<p>A1000 The LCC proposals include a series of requests for a superhighway route along the A1000. These note that they are part of a concerted vision for a Cycle Superhighway route along the entire A1000 (the historic A1 / Great North Road) from High Barnet to East Finchley, connecting with TfL's Cycle Superhighway 12 (along the A1) into the City of London</p>	<p>TfL's proposals for Cycle Superhighway 12 from Central London to East Finchley or Muswell Hill are not now expected to proceed in the form originally envisaged. Nevertheless the A1000 is a route well used by existing cyclists and may be a natural route choice for new cyclists as they become more confident. A variety of features to provide a direct continuous route for cyclists might form part of a cycle superhighway but provision of decent width on-carriageway cycle lanes that are not obstructed by parking (ideally available 24 hours a day) with provision for cyclists junctions. Advanced stop line (ASL) reservoirs for cyclists would be expected at all traffic signal junction with provision for cyclists to reach these and particular consideration given to negotiating difficult areas. Coloured surfacing is not required on cycle lanes and the use of this has generally been avoided in Barnet. However in difficult locations it may help to highlight the presence of a route. For much of the route provision of cycle lanes would have an impact on the amount of parking provision that could be retained, with varying impacts on residents and others. Some indicative costings have been included in the main review but essentially costs to introduce lanes away from junctions would be relatively modest, but of limited benefit without addressing the associated challenging junctions. Costs for addressing some of these could be in excess of £1M but a more detailed initial assessment of the options at each location would</p>

	be needed as a first step. Making provision through Barnet High Street might be better considered as part of a wider scheme to provide a 20mph environment through the High Street, although this would again be a high cost option.
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2. REASONS FOR RECOMMENDATIONS

- 2.1 The report responds to the Committee's previous decision that officer's return to the next meeting with visual presentation of the cycling proposals.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 An initial brief was developed at an earlier stage to undertake a fuller study across all the proposals made by LCC but this was found to be unaffordable

4. POST DECISION IMPLEMENTATION

- 4.1 Proposals that the Area Committee would like to see taken further, in terms of implementation, further studies or consultation will be included in reports to be prepared for consideration by the Environment Committee to agree future years work programmes and would help inform the development of the borough's cycling strategy. Views of the Area Committee will be fed back to the London Cycle Campaign.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 Provision of cycle facilities would particularly help delivery the Corporate Plan strategic objective of promoting responsible growth, development and success across the borough, and the priority outcome of maintaining a well-designed, attractive and accessible place, with sustainable infrastructure across the borough.

- 5.1.2 Making it easier for more people to cycle also helps address health objectives by providing more opportunities for physical activity

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

There are no direct resources implications from this report. Local Implementation Plan funding provided by Transport for London provides for work to develop and implement cycle routes and facilities. Proposals to be delivered with this funding would be agreed by the Environment Committee as part of the 2016/17 (or future years') programmes of work in due course.

5.3 Legal and Constitutional References

- 5.3.1 There are no specific legal implications in relation to this report.

- 5.3.2 The Constitution section 15 Responsibility for Functions (Annex A - Membership and Terms of Reference of committees and partnership boards) provides that Area Committees' functions include "in relation to the area covered by the Committee. Discharge any functions, within the budget and policy framework agreed by Policy and Resources, of the theme committees that they agree are more properly delegated to a more local level. These include but are not limited to: ... *Local highways and safety schemes*".
- 5.3.3 The same annex provides that the Environment Committee has specific responsibilities for commissioning Transport and traffic management including agreement of London Transport Strategy-Local Implementation Plan.

5.4 Risk Management

- 5.4.1 There are no particular risks associated with this decision. However there are potential risks associated with introducing some of the measures that any future decision to do so would need to consider.
- Some proposals would impact on parking which may result in negative customer perceptions and publicity. However failure to make provision for cyclists may also affect perceptions.
 - Some proposals could have an impact on road network performance that would need to be mitigated and balanced against the benefits of making the provision.
 - Poorly designed cycle facilities may increase the risks of injury to cyclists, however well designed facilities may reduce risks. Increasing cycling levels overall helps to reduce the level of injury risk to individual cyclists.

5.5 Equalities and Diversity

- 5.5.1 The decision is not considered to compromise the authority in fulfilment of its Equality Duty to have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
 - advance equality of opportunity between people from different groups
 - foster good relations between people from different groups

Provision of cycling facilities may provide differential benefits to groups more likely to cycle. This includes children and young adults and men and 'White British' ethnic group. However provision may also remove some of the barriers to cycling for other groups. An impact assessment of the borough's Local Implementation Plan identified, based on satisfaction survey responses, that provision of cycle facilities may be a higher priority for minority ethnic groups in the borough than for the population as a whole. Cyclists sharing pedestrian facilities can be a concern and some older and disabled people can be at greater risk if this occurs. Providing facilities for cyclists may introduce shared facilities in controlled situations or reduce uncontrolled use of pavements by cyclists concerned about cycling on a carriageway without facilities.

5.6 Consultation and Engagement

- 5.6.1 Consultation requirements for any proposals that are developed further would vary depending on the scale and impact of these.

6. BACKGROUND PAPERS

6.1 Minutes of the 18 June 2014 Area Committee meeting can be found via this link:

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=711&MId=7980&Ver=4>

6.2 Minutes of the 12 February 2015 Area Committee meeting can be found via this link:

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=711&MId=8189&Ver=4>

REPORT CLEARANCE CHECKLIST

(Removed prior to publication and retained by Governance Service)

Report authors should engage with their Governance Champion early in the report writing process and record the date below. If the decision/report has been reviewed at an internal board please record the date and name of the meeting (e.g. SCB). Otherwise enter N/A. All reports must be cleared by the appropriate Director/AD, Legal, Finance and Governance as a minimum. **Legal, Finance and Governance require a minimum of 5 working days to provide report clearance. Clearance cannot be guaranteed for reports submitted outside of this time.**

AUTHOR TO COMPLETE TABLE BELOW:

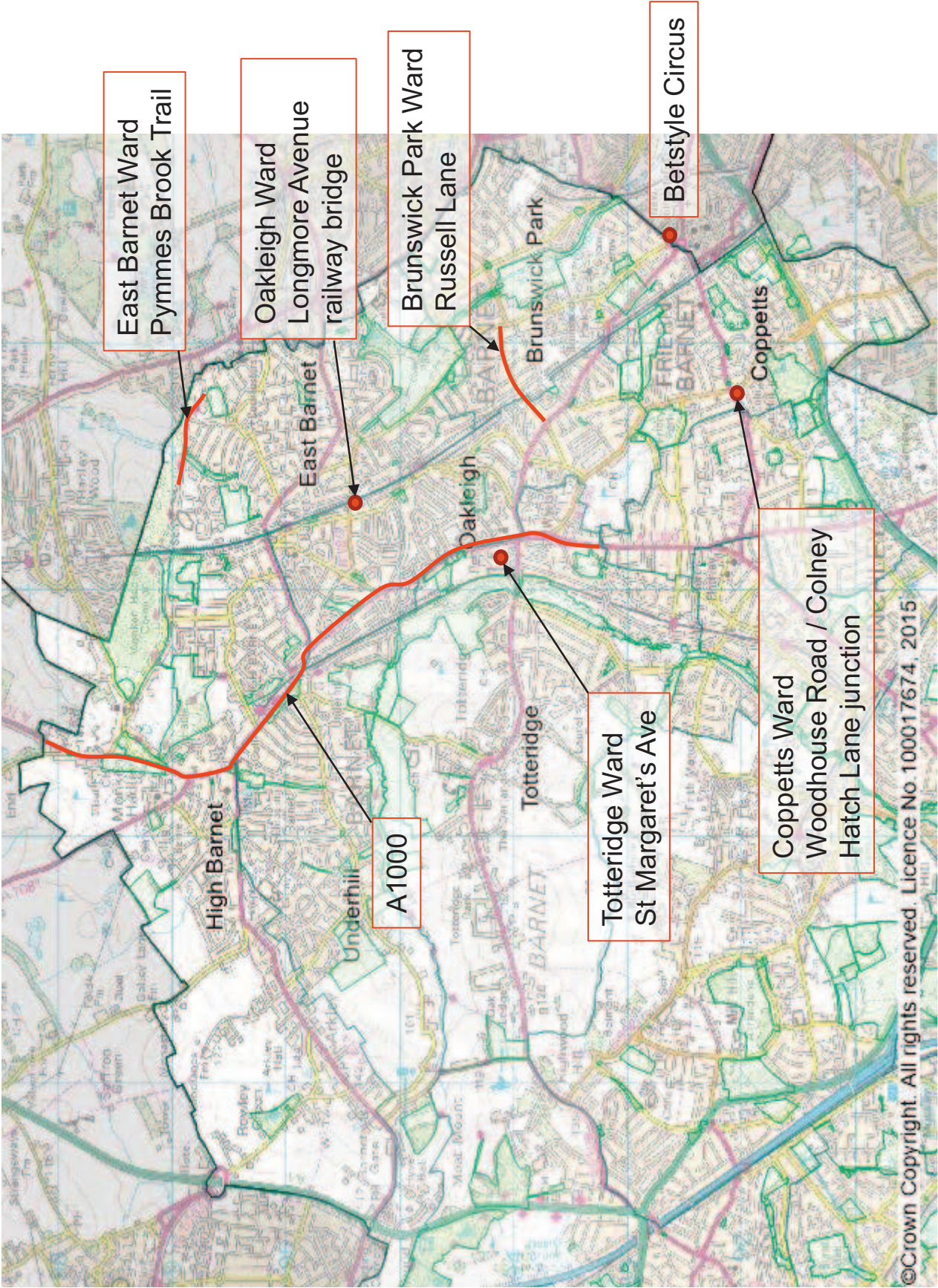
Who	Clearance Date	Name
Governance Champion		
Director / AD / Lead Commissioner	18/06/2015	Jamie Blake
Enabling Board / Delivery Board		
Commissioning and Policy		
Equalities & Diversity		
HR Business Partner		
Strategic Procurement		
HB Public Law	24/06/2015	Donna Lee
Finance	22/06/2015	Ruth Hodson
Governance	23/06/2015	Paul Frost

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RE

Appendix A: Review of London Cycle Campaign proposals for Chipping Barnet

Images to accompany report.



Brunswick Park Ward – Russell Lane



Section 1 - Kerb adjustments needed to accommodate uphill lane but possible high utility diversion costs. Parking restrictions needed.

Section 2 - A generous cycle lane and adjacent general traffic lane could be provided. Parking restrictions needed on uphill side of road.

Section 3 (Oakleigh Ward) - Flatter. Space for uphill cycle lane but parking restrictions likely to affect residents.

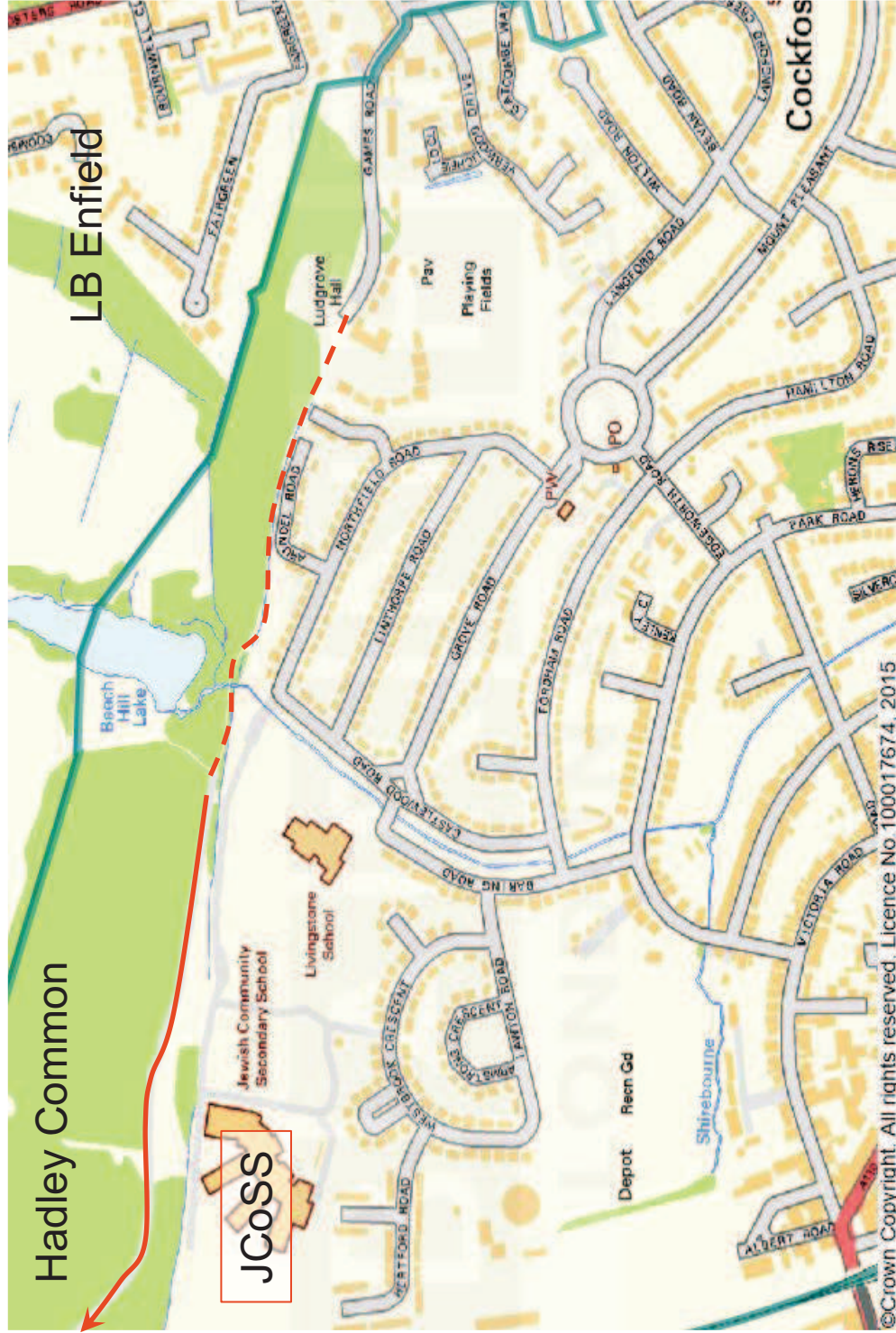
Coppetts Ward – Colney Hatch La / Woodhouse Road junction



TfL receive complaints about queuing on all arms of the junction but traffic signals have been optimised as far as possible.

Bus operators have identified difficulty turning right from Woodhouse Road into Colney Hatch Lane

East Barnet Ward – Pymmes Trail



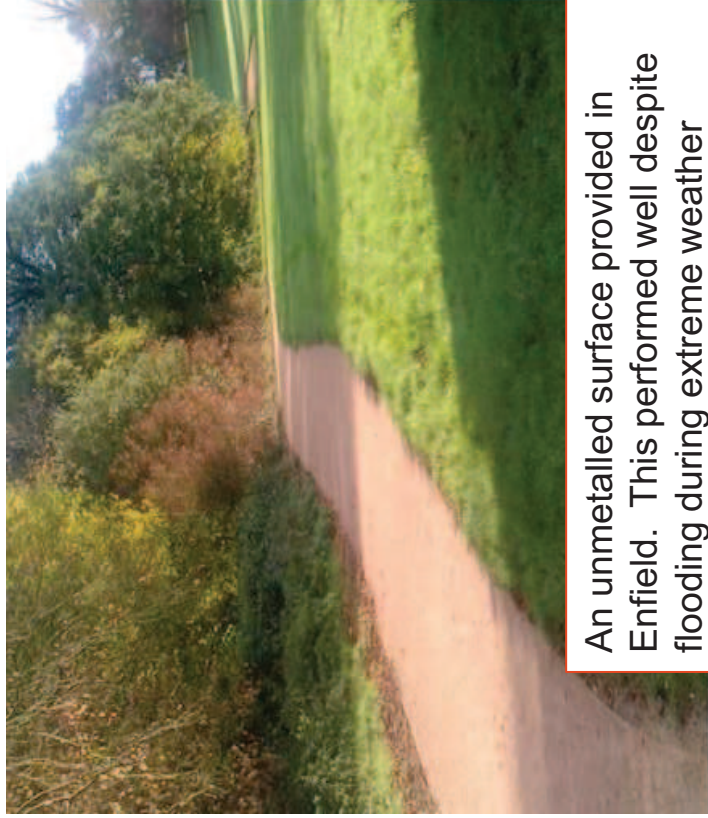
Unsurfaced
bridleway route.
Uneven and narrow
at the east end.
Muddy in wet
weather with run-off
creating channels in
the path.



Continuation towards
High Barnet



East Barnet Ward - Pymmes Trail



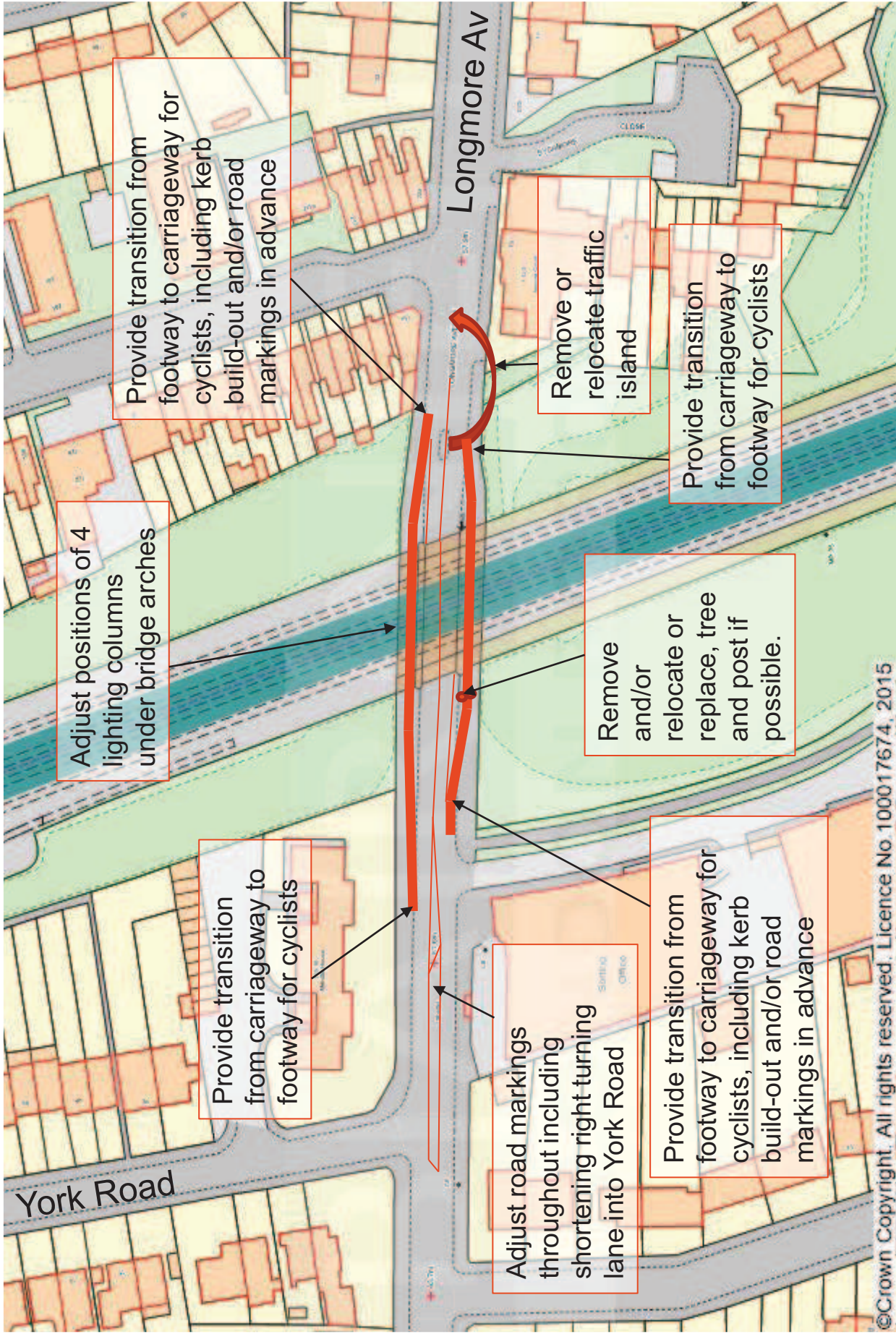
An unmetalled surface provided in Enfield. This performed well despite flooding during extreme weather conditions but areas with a significant gradient and high surface water run-off suffered, which may be an issue for the bridleway.



A conventional metalled path in an off-road setting. A better surface for cycling but likely to be less preferred for horse-riding.

Oakleigh Ward – Longmore Avenue





Adjust positions of 4 lighting columns under bridge arches

Provide transition from footway to carriageway for cyclists, including kerb build-out and/or road markings in advance

Provide transition from carriageway to footway for cyclists

Adjust road markings throughout including shortening right turning lane into York Road

Provide transition from footway to carriageway for cyclists, including kerb build-out and/or road markings in advance

Remove and/or relocate or replace, tree and post if possible.

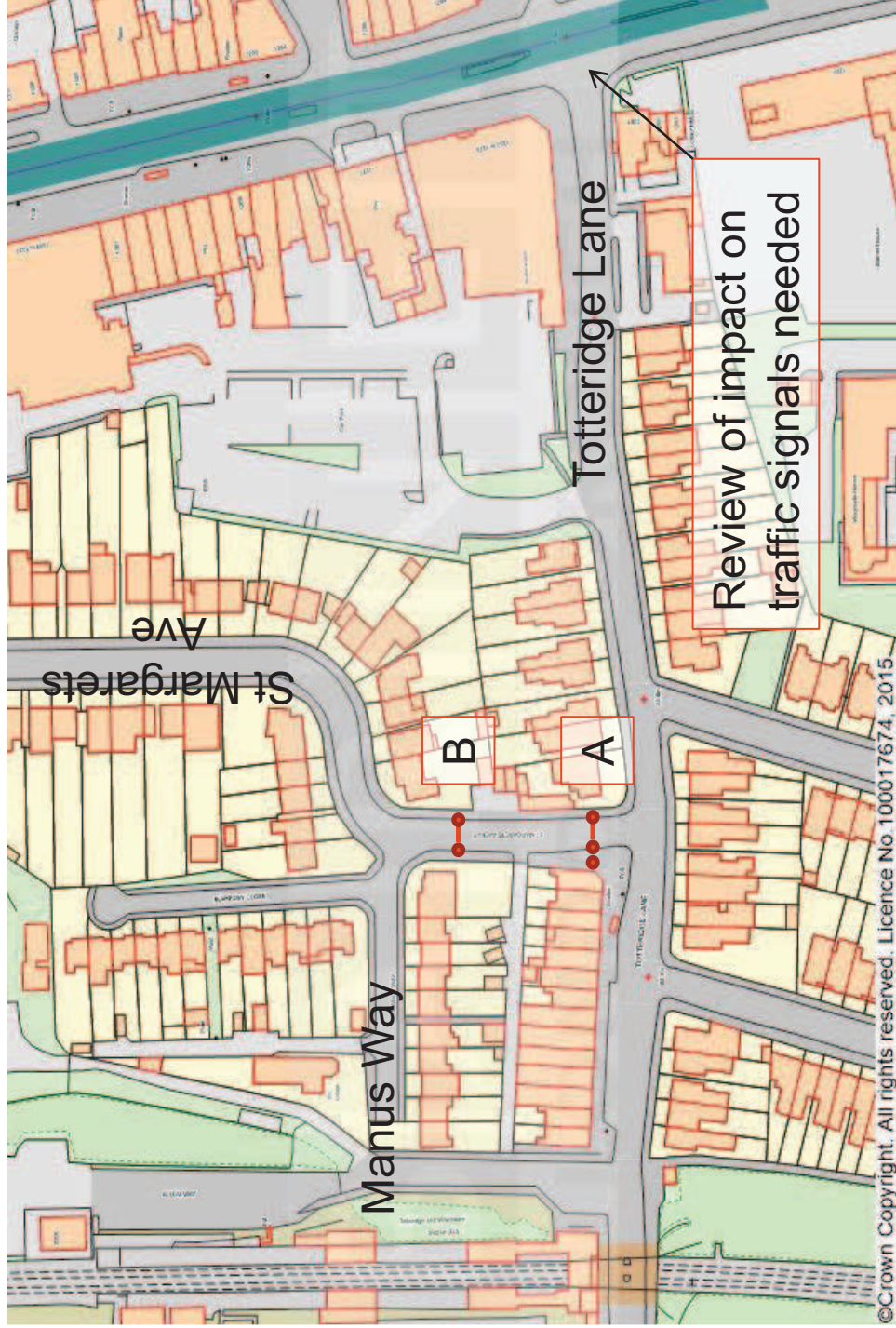
Remove or relocate traffic island

Provide transition from carriageway to footway for cyclists

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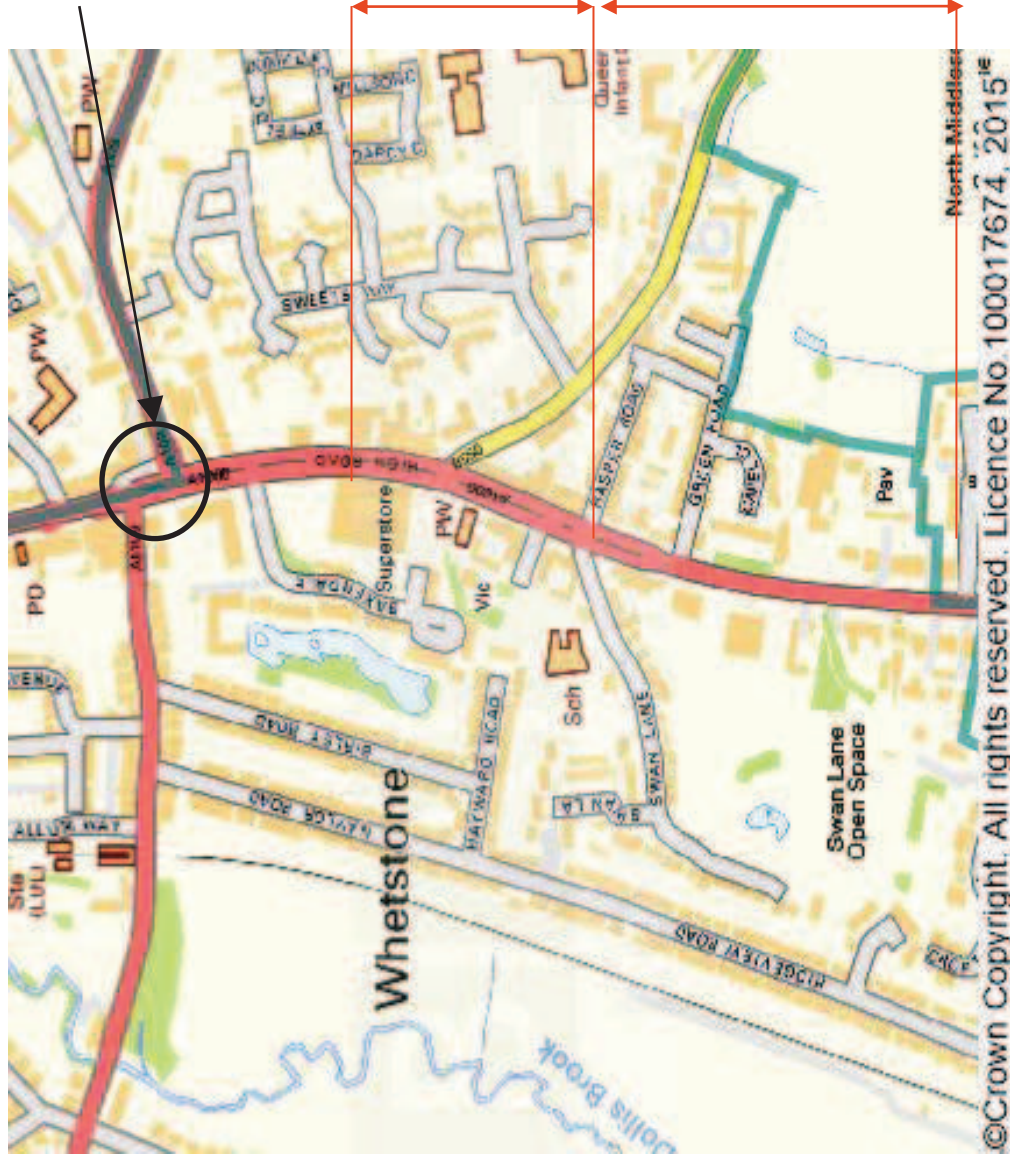
Totteridge Ward – St Margarets Ave



A – Possible closure, close to Totteridge Lane effected with bollards and emergency access gate.

B – Alternative location.

A1000 from south to north (1)



Whetstone signals – major junction improvements would be needed to make good provision for cyclists here. Alternative layouts in conjunction with redevelopment in the area may be an option.

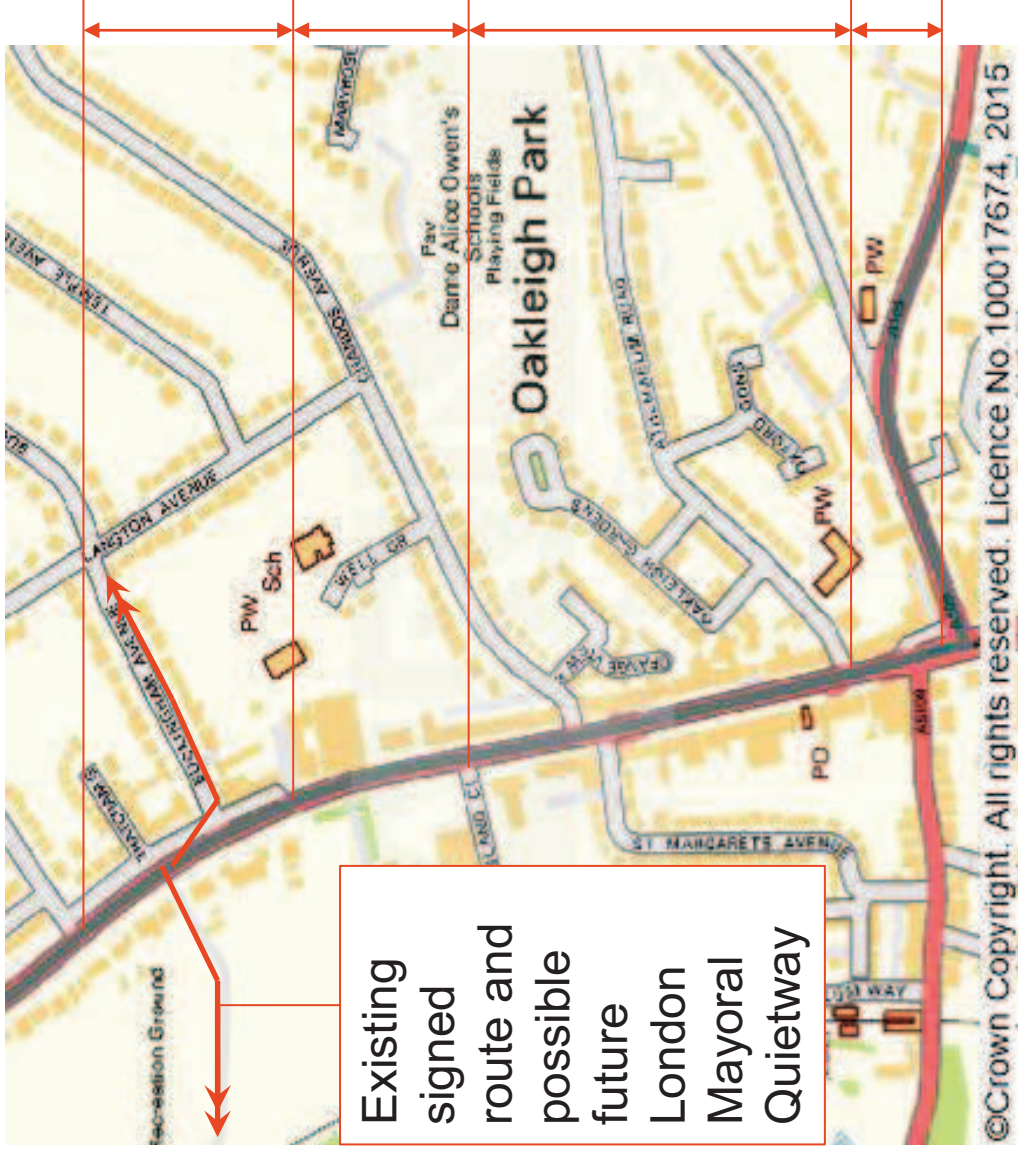
Extension of parking restrictions needed if a cycle lane is to be usable outside peak hours.

Rasper Road

Cycle lane and general traffic lane in each direction plus permitted parking on one side of the road could be provided.

Derwent Crescent / Coniston Close

A1000 from south to north (2)



Friern Mount Drive

Lanes could be provided with parking retained in service road.

Travelodge

Some adjustments to central islands/hatching and parking.

Downland Close

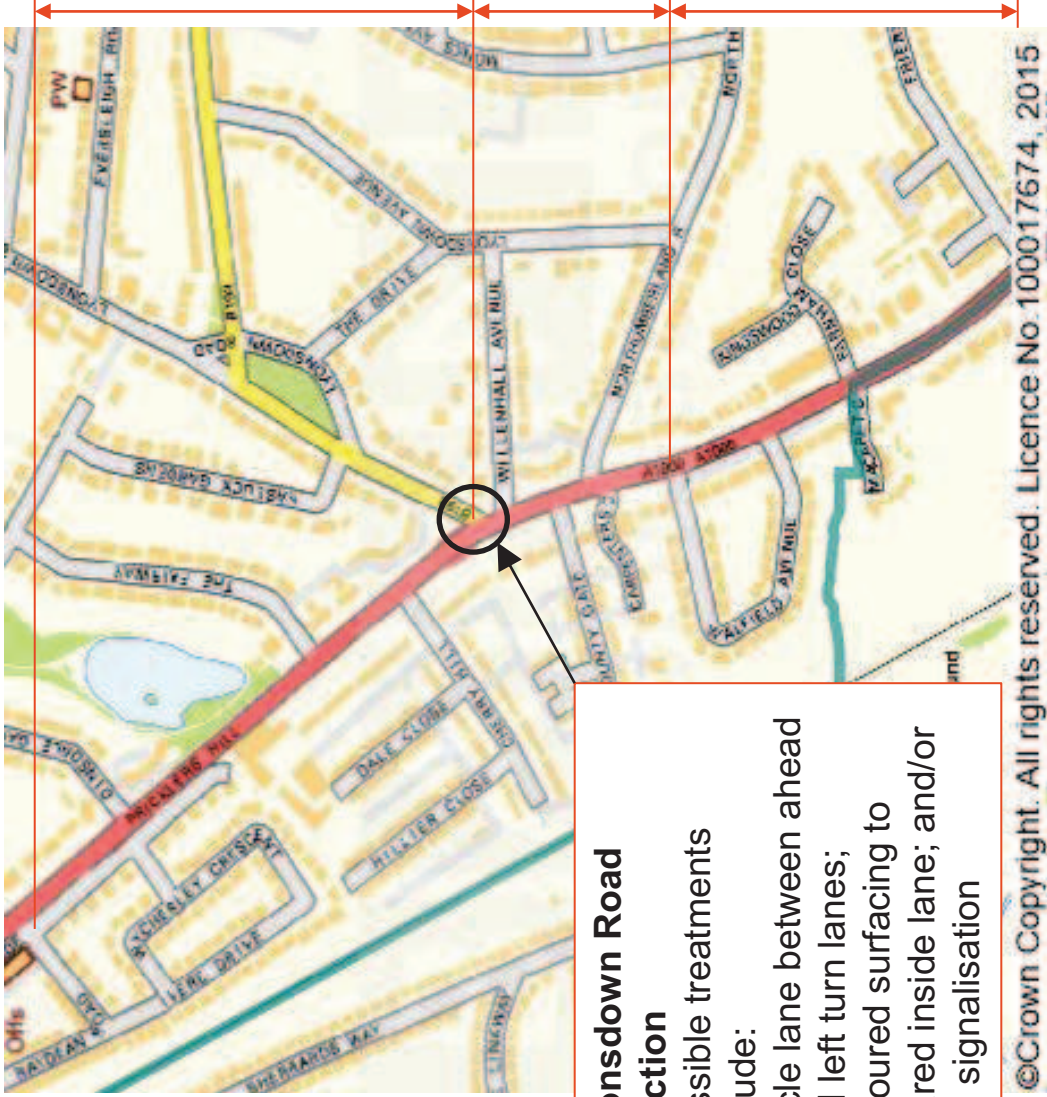
To provide a cycle lane in each direction parking would need to be restricted on one side. The wide footways might provide some alternative parking.

Atheneum Road

Whetstone signals

Existing signed route and possible future London Mayoral Quietway

A1000 from south to north (3)



Raydean Road

Removal of refuges and/or local road widening together with parking restrictions would be needed to accommodate cycle lanes.

Wide footways could help make adjustments.

Lyonsdown Road

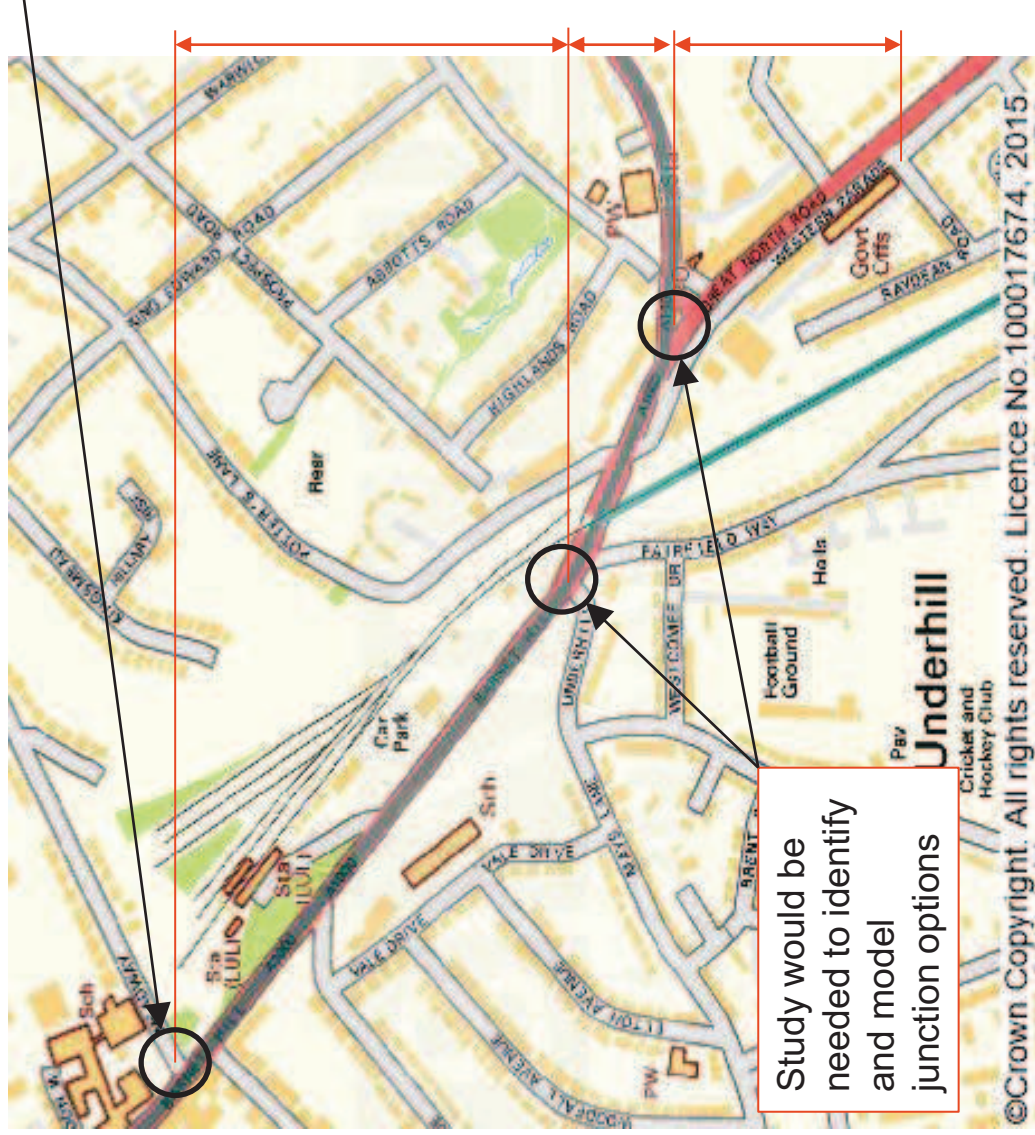
Adjustment to the central markings/ right turn areas may be needed.

Walfield Avenue

With cycle lanes parking might be provided on one side of the road only in part of this area.

Friern Mount Drive

A1000 from south to north (4)



Meadway junction

Limited options without serious impacts on junction operation.

Meadway

Barnet Hill - Removal of the second uphill traffic lane would be needed to provide cycle lanes in both directions, which may impact of traffic flow – possibly mitigated by presence of signalised junctions both ends.

Underhill

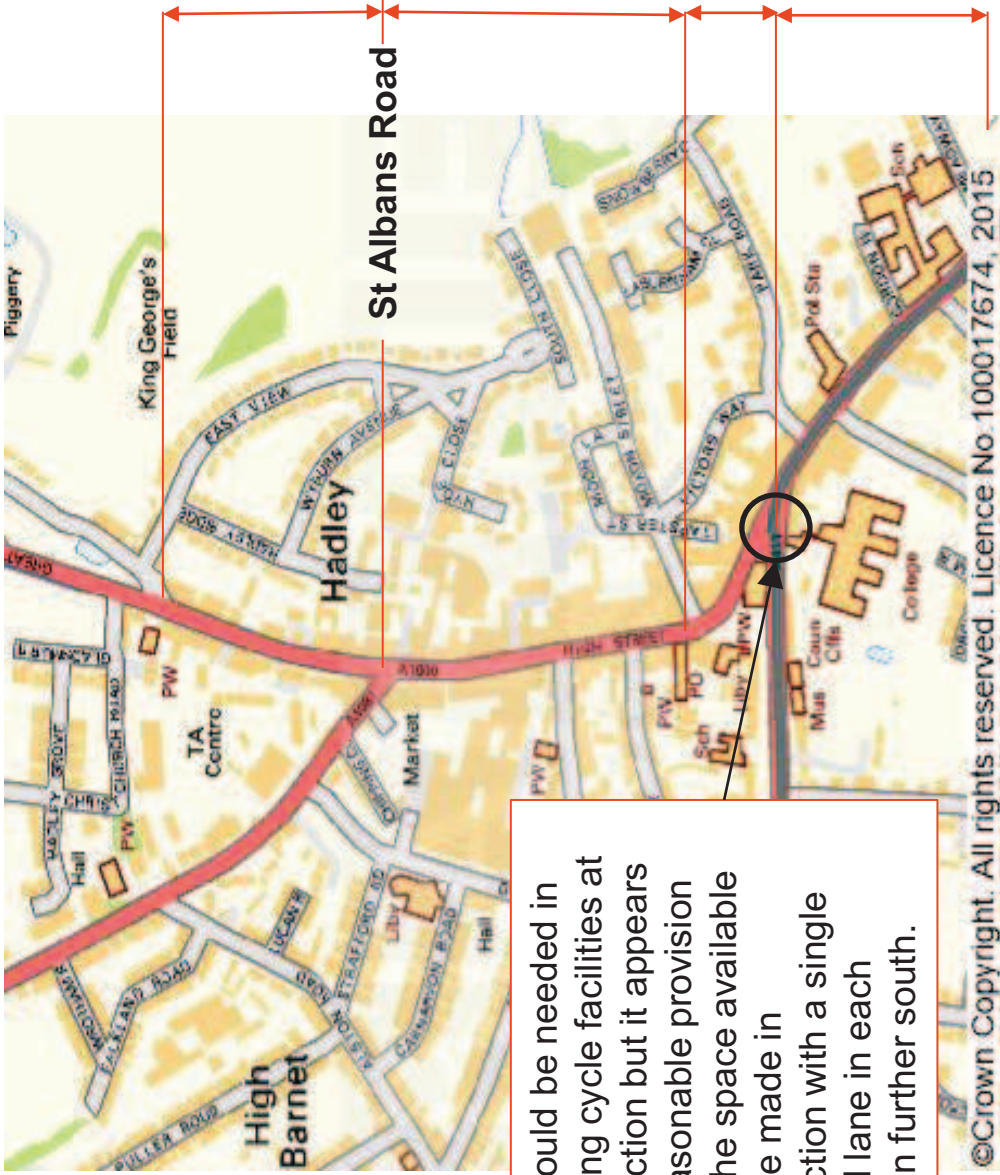
Widen carriageway & relocate refug.e

Station Road

Additional parking restrictions needed and local widening to retain right turn facility.

Raydean Road

A1000 from south to north (5)



Hadley Green Road

If cycle lanes were provided only limited parking could remain.

Remodelling the High Street as a 20mph environment might be a high cost alternative.

Moxon Street

Cycles would need share space with other traffic.

Wood Street

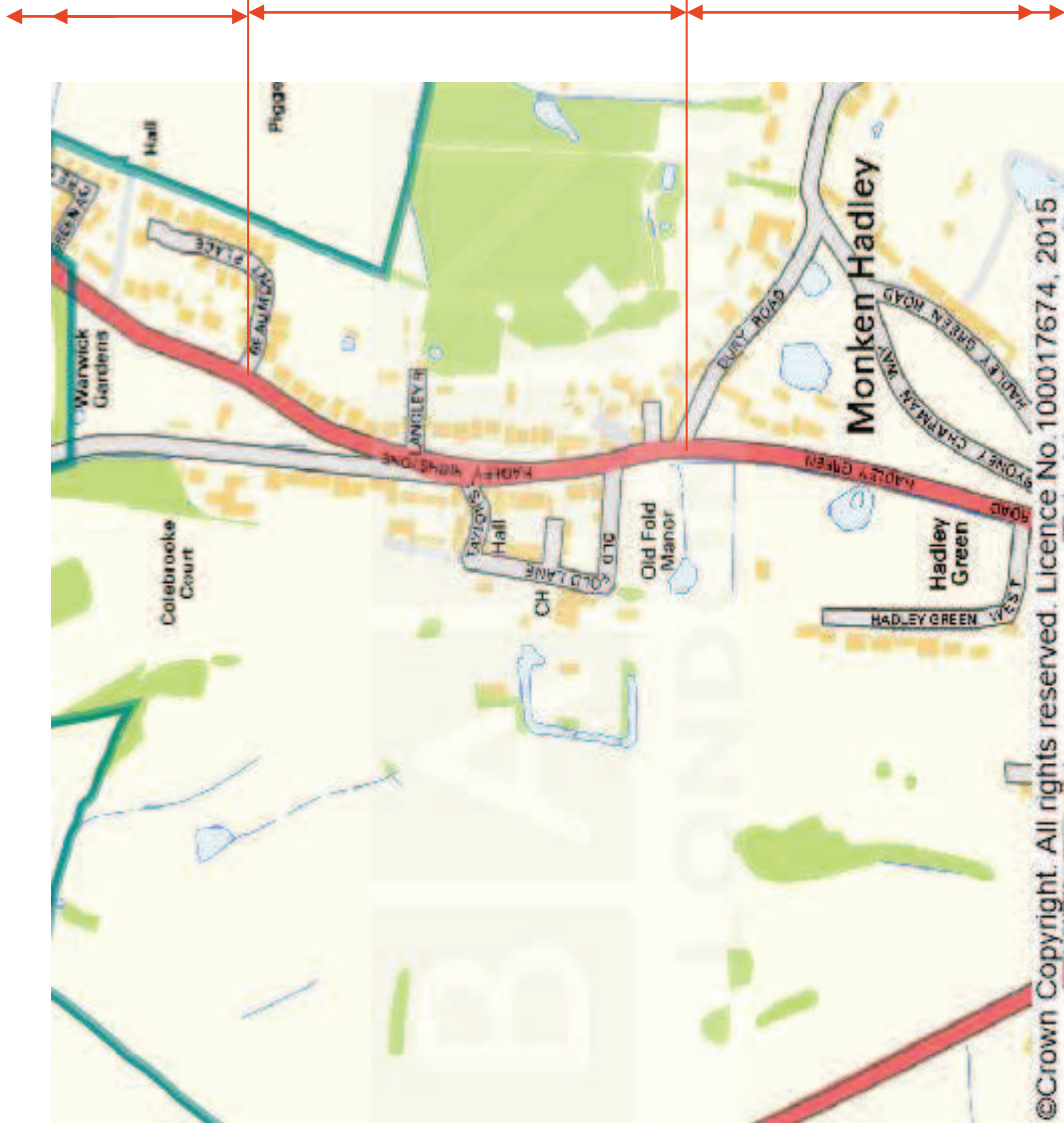
Reduction to a single general traffic lane in each direction throughout would be needed.

Meadway

Care would be needed in designing cycle facilities at this junction but it appears that reasonable provision within the space available could be made in conjunction with a single general lane in each direction further south.



A1000 from south to north (6)



North of Hadley Highstone
Carriageway too narrow for lanes. Alternative routing to Potters Bar via Kitts End Road may be preferable.

Hadley Highstone – cycle
lanes would affect on-street parking. If the central reserve were removed parking could be provided on one side of the road through this part, otherwise in lay-bys only.

Dury Road

Carriageway slightly too narrow for cycle lanes. Parking would be affected. Mitigation for a standard layout might be investigated, or widening slightly onto green (although this may not be feasible).

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