

Meeting

Environment AND CLIMATE CHANGE COMMITTEE

Date and time

Tuesday 14TH MARCH, 2023

At 7.00 PM

Venue

Hendon TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

To: Members of Environment AND CLIMATE CHANGE COMMITTEE (quorum 3)

Chair: Councillor Alan Schneiderman
Vice Chair: Councillor Geof Cooke

Joshua Conway
Rishikesh Chakraborty
Giulia Innocenti

Paul Lemon
Simon Radford
Emma Whysall

Rohit Grover
David Longstaff
Dean Cohen

Substitute Members

Ernest Ambe
Richard Cornelius

Philip Cohen
Alex Prager

Claire Farrier
Lucy Wakeley

In line with the Constitution's Public Participation and Engagement Rules, requests to submit public questions or comments must be submitted by 10AM on the third working day before the date of the committee meeting. Therefore, the deadline for this meeting is Thursday 9 March 2023 at 10AM. Requests must be submitted to Tracy Scollin Tel 020 83592315 tracy.scollin@barnet.gov.uk

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

Andrew Charlwood – Head of Governance

Governance Service contact: Tracy Scollin Tel 020 83592315 tracy.scollin@barnet.gov.uk

Media Relations Contact: Tristan Garrick 020 8359 2454 Tristan.Garrick@Barnet.gov.uk

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Order of Business

Item No	Title of Report	Pages
1.	Minutes of the previous meeting To follow	
2.	Absence of Members	
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	5 - 8
7.	Quarter 3 Performance Report	9 - 20
8.	Environment & Climate Change Forecast Financial Outturn month 10 (January 2023)	21 - 32
9.	Sustainability Strategy Update	
10.	Tree Policy Update and Planting Programme	
11.	Events in Parks Policy Update	33 - 68
12.	Air Quality Action Plan	
13.	Damage to Highways by third parties	69 - 80
14.	Committee Forward Work Programme	81 - 84
15.	Any Other Items that the Chairman Decides are Urgent	

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Environment and Climate Change Committee

14 March 2023



Title	Members' Item <ul style="list-style-type: none"> Councillor Rohit Grover – Streetscape Design in Conservation Areas
Report of	Head of Governance
Wards	All Wards
Status	Public
Urgent	No
Key	No
Enclosures	None
Officer Contact Details	Tracy Scollin, Tel 020 8359 2315 tracy.scollin@barnet.gov.uk .

Summary

A Member's Item has been received for the Environment and Climate Change Committee. The Committee is requested to consider the items and provide instructions.

Officer's Recommendation

That the Environment and Climate Change Committee's instructions in relation to the Members' Items is requested.

1. WHY THIS REPORT IS NEEDED

- 1.1 Members of the Committee have requested that the item tabled below is submitted to the Environment and Climate Change Committee for consideration and determination. The

Environment and Climate Change Committee is requested to provide instructions to Officers of the Council as recommended.

Cllr Rohit Grover	Streetscape Design in Conservation Areas <p>The Streetscape Design Guide ('Guide') was approved by the Environment and Climate Change Committee on 21 November 2022. The Guide only applies to 'new infrastructure', and therefore makes no mention of the Council's 18 Conservation Areas where the streetscape is crucially important to their character and appearance, as well as to the perception of Barnet as being a great place to live - a 'destination not a dormitory' as the Leader of the Council may put it.</p> <p>Under the Planning (Listed Buildings and Conservation Areas) Act 1990 local authorities have a statutory duty to ensure that development in conservation areas 'preserves or enhances' the qualities which warranted the original designation. Hence the omission to even mention them in the Guide, or mention any of the detailed design guidance that already exists in some of those Conservation Areas, is at odds with paragraph 2.1 of the relevant Committee Report which states that the streetscape is 'the Council's most valuable group of assets and collectively vital to the economic, social and environmental wellbeing of the Borough, as well as the general image perception'.</p> <p>The detailed design guidance documents that are already in existence for the Council's Conservation Areas are based on national best practice and were prepared by expert local residents, supported by the Council. They are material considerations for all decisions affecting the character and appearance of those areas and provide an ideal template for addressing these issues in detail.</p> <p>Given their importance to our Borough, will the Council commission specific detailed guidance covering all aspects of streetscape works in our Conservation Areas, so that it can deliver the environmental well-being to which it is publicly committed?</p> <p>Also, many boroughs have integrated, multi-disciplinary teams making balanced decisions on these matters guided by very detailed technical design directives which the Guide disregards, such as 'Streets for All - A Guide to the Management of London's Streets'. In line with common best practice, is the Council prepared to set up a multi-disciplinary approach with the necessary conservation / urban design expertise included?</p>
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2. REASONS FOR RECOMMENDATIONS

- 2.1 No recommendations have been made. The Committee is therefore requested to give consideration and provide instruction.

2.2 ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

N/A

3. POST DECISION IMPLEMENTATION

3.1 Post decision implementation will depend on the decision taken by the Committee.

4. IMPLICATIONS OF DECISION

4.1 Corporate Priorities and Performance

4.1.1 As and when issues raised through a Member's Item are progressed, they will need to be evaluated against the Corporate Plan and other relevant policies.

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

4.2.1 None in the context of this report.

4.3 Legal and Constitutional References

4.3.1 A Member (including Members appointed as substitutes by Council) will be permitted to have one matter only (with no sub-items) on the agenda for a meeting of a committee or Sub-Committee on which s/he serves. The matter must be relevant to the terms of reference of the committee.

4.3.2 The referral of a motion from Full Council to a committee will not count as a Member's Item for the purposes of this rule.

5. Social Value

5.1 Risk Management

5.1.1 None in the context of this report.

5.2 Equalities and Diversity

5.2.1 Members' Items allow Members of a Committee to bring a wide range of issues to the attention of a Committee in accordance with the Council's Constitution. All of these issues must be considered for their equality and diversity implications.

5.3 Consultation and Engagement

5.3.1 None in the context of this report.

6. ENVIRONMENTAL IMPACT

6.1 None in the context of this report.

7. **BACKGROUND PAPERS**

7.1 None.

Environment and Climate Change Committee

14 March 2023



Title	Q3 2022/23 Contracts Performance Report
Report of	Chair of Environment and Climate Change Committee
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Tarmac Kier Joint Venture Performance
Officer Contact Details	<p>Tim Campbell, Interim Assistant Director Commercial and Procurement tim.campbell@barnet.gov.uk</p> <p>Alaine Clarke, Head of Programmes, Performance & Risk alaine.clarke@barnet.gov.uk</p> <p>Stephan Revert, Performance and Risk Manager (Contracts) stephan.revert@barnet.gov.uk</p>

Summary

This report provides an overview of Quarter 3 (Q3) 2022/23 performance for the contracted services delivered by Regional Enterprise (Capita) that fall under the remit of this committee.

Overall, performance is going well, with the vast majority of KPIs achieving their targets. The council continues to work with its contracted partners to address areas of concern, particularly on ensuring that progress is being made where backlogs have occurred due to the impact of the Covid-19 pandemic.

Officers Recommendations

The Committee is asked to note the Quarter 3 (Q3) 2022/23 performance for the contracted services delivered by Regional Enterprise (Capita) that fall under the remit of this committee.

1. PURPOSE OF REPORT

Introduction

1.1 This report provides an overview of Quarter 3 (Q3) 2022/23 performance for the contracted services delivered by Regional Enterprise (Capita) that fall under the remit of this committee (listed in alphabetical order):

- Food Hygiene/Standards Inspections
- Hendon Cemetery and Crematorium
- Highways
- Licensing and Trading Standards
- Scientific Services and Pest Control

1.2 The report does not include budget information, which is provided separately to Policy and Resources Committee.

Overview

1.3 Out of the 34 KPIs measured in Q3 2022/23, three measures failed, all of which were relating to food hygiene inspections backlogs within the Food Hygiene/Standards Inspections service. All other services (Hendon Cemetery and Crematorium, Highways, Licensing and Trading Standards and Scientific Services and Pest Control) passed all their KPIs.

1.4 The food inspections backlog (owing to Covid-19 restrictions) of 1,121 was effectively completed as of December 2022. Nine low risk premises (Category D & E) were not inspected due to lack of access or the business not currently trading, and these were moved to be completed as part of business-as-usual inspections.

Note on tables

1.5 The targets listed are both for the year 2022/23 and the current reporting period, Q3 2022/23, unless indicated otherwise. Actual performance is for the current reporting period, Q3 2022/23.

Food Hygiene/Standards Inspections

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
Conducting Food Hygiene Inspections - Target A - Number of completed Food Hygiene Inspections due and overdue	Bigger is Better	%	100	97.6	32.5	Improved
Conducting Food Hygiene Inspections - Target B - Number of completed Food Hygiene Interventions due and overdue	Bigger is Better	%	85	64.7	45.5	Improved

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
Conducting Food Hygiene Inspections - Target C - Number of completed Food Hygiene Inspections of new unrated premises within 28 days of discovery date	Bigger is Better	%	90	42.1	58.5	Worsened
Food Standards Inspections (Category A) - Number of A rated interventions completed within 28 days of due date	Bigger is Better	%	100	100	No Activity	Not comparable
Food Standards Inspections (Category B) - Number of B rated interventions completed on or before the next due intervention	Bigger is Better	%	100	100	100	Same
Food Standards Inspections (unrated premises) - Unrated: Number of unrated premises inspected at the same time as the first food hygiene inspection	Bigger is Better	%	100	100	100	Same
Improvement in food hygiene in the highest risk premises	Bigger is Better	%	90	97.3	94.4	Improved
Safer workplaces – A higher level of compliance with health and safety legislation in the known most unsafe workplaces	Bigger is Better	%	75	100	100	Same
Implementing Health & Safety Inspection Programme - Compliance with legislation, departmental, statutory and service standards	Bigger is Better	%	100	100	No Activity	Not comparable
Food & Drinking Water Sampling Inspections	Bigger is Better	%	100	127.8	133.3	Worsened

1.6 There are ten KPIs for Food Hygiene/Standards Inspections. Seven indicators achieved the Q3 2022/23 target. Two indicators did not meet target and one indicator narrowly missed the target.

1.7 The Food Hygiene Inspections (Targets A, B and C) KPIs did not meet the Q3 2022/23 targets, due to knock on impacts of the backlogs generated by the Covid-19 restrictions, as well as changes to business operating hours or businesses not currently trading (resulting in lack of access to premises).

1.8 At the end of December 2022, the following volume of inspections measured as part of the Food Hygiene Inspections (Targets A, B and C) KPIs were outstanding:

- Target A - Two Category B premises
- Target B - 52 Category C (compliant) premises
- Target C - 82 unrated premises

1.9 As previously reported, there was a backlog of 1,121 food hygiene inspections caused directly by Covid-19 restrictions (closing restaurants and businesses), which were batched together as part of a project. All except nine were completed by the end of December 2022. The remainder were low-risk premises that were not inspected due to either lack of access or the business not currently trading. These were moved to be completed as part of business-as-usual.

Hendon Cemetery and Crematorium

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
Meeting religious burial requests timescales	Bigger is Better	%	95	100	100	Same

- 1.10 There is one KPI for Hendon Cemetery and Crematorium which achieved the Q3 2022/23 target.
- 1.11 The service was back to operating normally with both cremators being fully operational as reported in the Q2 2022/23 update.
- 1.12 Grass cutting, which commenced February 2022, continued through until early November 2022. This was the longest ever recorded continuous period of grass cutting and was due to the elongated warm wet weather experienced over the period.
- 1.13 Part of the cemetery flooded over the Christmas period owing to the failure of a land drain, which has since been rectified.
- 1.14 A planning application for improvements to infrastructure at Milesplit Cemetery was submitted in December 2022, with a determination expected Q1 2023/24.

Highways

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
Emergency Defects Rectification Timescales completed on time	Bigger is Better	%	100	100	100	Same
Response to complaints relating to a drainage malfunction and/or flooding event	Bigger is Better	%	100	100	100	Same
Response in dealing with Highway Licence applications	Bigger is Better	%	100	100	100	Same
Processing of Vehicle Crossover Applications - timescale for providing quotes	Bigger is Better	%	100	100	100	Same
Timely construction of Vehicle Crossovers following receipt of payment	Bigger is Better	%	100	100	98.6	Improved
Timely response to Permit requests (LoPS)	Bigger is Better	%	100	100	100	Same
Appropriate conditions attached to Permits (LoPS)	Bigger is Better	%	100	100	100	Same
Appropriateness of approved and rejected extension requests (Permit Extension Requests, LoPS)	Bigger is Better	%	100	100	100	Same
Compliance with Sample Inspection regime (Compliance with chargeable inspection regime to quality-check works on highways (New Roads and Street Works Act)	Bigger is Better	Number	1709 ¹	926	682	Improved
Level of Withdrawn Defects. Levels of passed and failed Highways works inspections ²	Smaller is Better	%	15	0	6.9	Improved
Activity in relation to dealing with Section 50 (S50) Requests (TMA)	Bigger is Better	%	100	100	100	Same
Section 74 (S74) compliance and sanctions correctly imposed for failures (NRSWA)	Bigger is Better	%	100	100	60.9	Improved
Interventions (from DfT or similar agencies) regarding Traffic Manager Duties (TMA)	Smaller is Better	%	0	0	0	Same
Processing of Vehicle Crossover Appeals	Smaller is Better	%	100	100	No Activity	Not comparable
Category 1 Defects Rectification Timescales completed on time	Bigger is Better	%	100	100	100	Same

¹ Target is for the year, performance is monitored quarterly and will be RAG rated at the end of the year.

² Level of Withdrawn Defects = any failed defects which have been upheld.

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
Category 2 Defects Rectification Timescales completed on time	Bigger is Better	%	100	100	100	Same
Insurance Investigations completed on time (14 days)	Bigger is Better	%	100	100	100	Same

- 1.15 There are 17 KPIs for Highways. 16 achieved the Q3 2022/23 target and one is monitor only.
- 1.16 The service focused on demobilisation and mobilisation activities following the announcement of return of service to the council from 1 April 2023. A dedicated team has been set up under the Director of Highways and Transportation to lead on this activity through the transition period to enable the service to bed in within the council's working environment.
- 1.17 The service continued to work to the TfL guidance including submitting the required forms setting out their projects for 2023/24 and 2024/25. These were submitted in draft on the 28 October 2022, and the final version (aligned to the recommendations set out in the Committee Report of 25 January 2023) was submitted on 20 February 2023.
- 1.18 Recruitment of engineering and specialist services within a buoyant market continued to be an issue. The service looked to utilise third party engineering resources whilst recruitment was conducted. Currently the service has circa 17.4 vacancies (an increase from Q2 2022/23 of 5.4) out of an establishment of 109.

Risks

- 1.19 There are three high-level (scoring 15+) joint risks related to Highways in Q3 2022/23, which are being managed in accordance with the council's risk management framework.

Title	Description	Score	Review Summary
People attrition	Difficulties recruiting and retaining experienced and qualified staff could lead to negative impacts on service delivery resulting in business continuity and statutory duty implications to the council.	15	Inability to recruit engineers and reliance on third party supply chain is impacting ability to deliver to time or budget both revenue and capital schemes. Remaining management in Asset team under increasing pressure. Total vacancies running at 15% of full establishment. Risk score increased to reflect.
Barnet Hill - A1000	Instability and / or failure of the TfL owned bank above High Barnet Underground Station could lead to closure of the A1000 and High Barnet Underground Station resulting in significant disruption to the highways network.	15	Actions being implemented include: continued monitoring and reporting of bank stability including to ensure no imminent risk of substantial movement, conducting of traffic movement study., completion of drain CCTV survey to support short term measure design work and top of bank mitigation measures. Traffic movement study has been completed. Actioned weight restriction on affected section on A1000 for abnormal loads above 44 tonnes.

Title	Description	Score	Review Summary
LB Barnet Road Condition	Surface and Subbase failure could lead to impact on movement of the carriageway, cracking and drainage system failure, resulting in disruption to the highways network in the location effected, and financial loss due to an increase in insurance claims.	16	New risk added to directorate risk register to give more visibility of this ongoing operational risk. Currently one road has completed feasibility options appraisal stage and is moving into design phase, the remainder of those roads identified are subject to geotechnical surveys scheduled for completion by 28 April 2023.

Licensing and Trading Standards

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
Business license applications processed in a timely manner	Bigger is Better	%	95	100	100	Same
Appropriate response to statutory deadlines. Ensuring that all statutory time scales are being adhered to. Within the Licensing and Gambling Act	Bigger is Better	%	100	100	100	Same
Appropriate response to service requests Service requests dealt with to present standards to the satisfaction of customers	Bigger is Better	%	90	99.4	97.3	Improved

- 1.20 There are four KPIs for Licensing and Trading Standards, all of which passed their target in Q3 2022/23.
- 1.21 Trading standards carried out visits around the safe storage and sale of fireworks and no problems were found. Prosecution action on three premises found to be in possession of illegal tobacco proceeded, and charges have been submitted to the Magistrates Court.
- 1.22 Licensing successfully brought seven prosecutions for unlicensed street trading and advertising boards and imposed financial penalties of £9,716.48.

Scientific Services and Pest Control

Indicator	Polarity	Unit	Target	Current Period Actual	Actual for Same Period Last Year	DoT on Last Year
LAPPC Part 2a and 2b processes intervention programme	Bigger is Better	%	100	100	100	Same
Implementing the Animal Welfare Inspection Programme - Compliance with legislation, departmental, statutory and service standards	Bigger is Better	%	100	100	100	Same

- 1.23 There are two KPIs for Scientific Services and Pest Control. Both achieved the Q3 2022/23 target.
- 1.24 The Noise Service seized a substantial quantity of sound equipment from a two-bedroom flat following reports of frequent noise nuisance to neighbours and after the occupant failed to comply with an abatement notice.
- 1.25 The Scientific Services Team began their consultation on the next Air Quality Action Plan 2022-28.
- 1.26 The service applied for funding from the Department for Environment, Food and Rural Affairs Air Quality Grant scheme (in conjunction with other local authorities (Wandsworth, Merton, Tower Hamlets, Newham, Greenwich and Lewisham) and Imperial College London) to produce a high-resolution model that will be used for planning and feasibility assessments for actions to improve air quality in the borough.
- 1.27 The service is using funding set aside by Highways to procure a new automatic monitor at Tally Ho Corner. This will enable the monitoring of particulate matter 2.5 (PM2.5), alongside PM10 and nitrogen monoxide which is already being monitored.

2. REASONS FOR RECOMMENDATIONS

- 2.1 This report provides an overview of Quarter 3 (Q3) 2022/23 performance for the contracted services delivered by Regional Enterprise (Capita) that fall under the remit of this committee.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None.

4. POST DECISION IMPLEMENTATION

- 4.1 None.

5. IMPLICATIONS OF DECISION

- 5.1 None.

6. Corporate Priorities and Performance

- 6.1 Performance monitoring is essential to ensure robust management of the council's strategic contracts and supports commercial discussion and decision making. It also ensures resources are adequately and appropriately directed to support delivery and achievement of corporate priorities.
- 6.2 Relevant council strategies and policies include the following:

- Re Contract

7. Resources (Finance and Value for Money, Procurement, Staffing, IT, Property, Sustainability)

7.1 The report does not include budget information, which is provided separately to Policy and Resources Committee.

8. Legal and Constitutional References

8.1 Section 151 of the Local Government Act 1972 states that: “without prejudice to section 111, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs”. Section 111 of the Local Government Act 1972 relates to the subsidiary powers of local authorities to take any actions which are calculated to facilitate, or are conducive or incidental to, the discharge of any of their functions. Robust contract management assists with ensuring the proper administration of the council’s financial affairs.

8.2 The council’s Constitution, Article 7.5 Committees, Forums, Working Groups and Partnerships, sets out the functions of the Environment and Climate Change Committee.

(1) Responsibility for all borough-wide or cross-area matters relating to the local environment including:

- Air Quality
- Cycling, Walking and Healthy Streets
- Biodiversity
- Transport and Public Transport
- Grounds Maintenance
- Highways
- On-Street and Off-Street Parking
- Road Safety
- Lighting
- Street Cleaning
- Environmental Crime (including littering, fly-tipping fly-posting, and graffiti)
- The council’s Fleet
- Waste and Recycling
- Waterways
- Parks and Open Spaces (including allotments and trees)
- Cemeteries, Crematoria and Mortuary
- Trading Standards and Environmental Health (except Environmental Health functions relating to housing and fire safety)

(2) Responsibility for the council’s response to the climate emergency including:

- Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place
- Developing strategies to meet those carbon reduction targets
- Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place
- Implementing the elements of those strategies that relate to functions listed in (1) above.

(3) To submit to the Policy and Resources Committee proposals relating to the Committee’s budget (including fees and charges) for the following year in accordance with the budget timetable.

- (4) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.
- (5) To receive reports on relevant revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee.

9. Insight

- 9.1 The report identifies performance information in relation to the council's strategic contracts for Quarter 3 (Q3) 2022/23. The report covers delivery from Regional Enterprise (Capita).

10. Social Value

- 10.1 The Public Services (Social Value) Act 2012 requires people who commission public services to think about how they can also secure wider social, economic and environmental benefits. Before commencing a procurement process, commissioners should think about whether the services they are going to buy, or the way they are going to buy them, could secure these benefits for their area or stakeholders. As set out in the council's Contract Procedure Rules, commissioners should use the Procurement Toolkit, which includes Social Value guidance. The Contract Management Toolkit should also be used to help ensure that contracts deliver the expected services to the expected quality for the agreed cost. Requirements for a contractor to deliver activities in line with Social Value will be monitored through the contract management process.

11. Risk Management

- 11.1 The council has an established approach to risk management, which is set out in the Risk Management Framework. Risks are reviewed quarterly (as a minimum) and any high-level (scoring 15+) joint risks with strategic partners are included in this report, as well as being reported to Policy and Resources Committee as part of a wider corporate risk report.

12. Equalities and Diversity

- 12.1 The Equality Act 2010 requires organisations exercising public functions to demonstrate that due regard has been paid to equalities in:
 - Elimination of unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010.
 - Advancement of equality of opportunity between people from different groups.
 - Fostering of good relations between people from different groups.
- 12.2 The Equality Act 2010 identifies the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership, pregnancy and maternity; race; religion or belief; sex and sexual orientation; marriage and civil partnership.

12.3 In order to assist in meeting the duty the council will:

- Try to understand the diversity of our customers to improve our services.
- Consider the impact of our decisions on different groups to ensure they are fair.
- Mainstream equalities into business and financial planning and integrating equalities into everything we do.
- Learn more about Barnet's diverse communities by engaging with them.

This is also what we expect of our partners.

12.4 This is set out in the council's Equalities Policy, which can be found on the website at:

<https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity>

13. Corporate Parenting

13.1 In line with Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. There are no implications for Corporate Parenting in relation to this report.

14. Consultation and Engagement

14.1 Obtaining customer feedback is part of the contract management process to inform service delivery, service development and service improvement.

15. Environmental Impact

15.1 There are no direct environmental implications from noting the recommendations. Implementing the recommendations in the report will lead to a positive impact on the council's carbon and ecology impact, or at least it is neutral.

16. BACKGROUND PAPERS

16.1 None

Appendix A – Tarmac Kier Joint Venture Performance

- 1.1 The Tarmac Kier Joint Venture (TKJV) is the operational delivery partner contracted to deliver the council's Highways Term Maintenance activities, including the operational delivery of reactive and planned maintenance across the council's 700km of highway network. The Term Maintenance Contract with TKJV commenced on 1 April 2021. Following committee approval in January 2023, work began to conclude the legal and commercial terms of an extension of the contract for a further five years and six months post September 2023.
- 1.2 The contract has defined performance and defects schedules, with a range of KPIs covering Health and Safety, Financial Management, Planned and Reactive Maintenance and Emergency Response.
- 1.3 The performance of the TKJV contract is set out in the table below. The service has achieved target for 15 out of 19 key performance indicators compared to 16 out of 19 in Q2 2022/23. Of the four measures that didn't meet target in Q3 2022/23:
- Two indicators (category 4 planned defects rectification and activity task order completion) reduced in performance compared to Q2 2022/23.
 - Two indicators (category 2 and 3 defects rectification and category 2 defects), improved in performance compared to Q2 2022/23. The measure for category 2 defects has failed in every quarter since Q4 2021/22.
- 1.4 The measures for gully cleaning and category 2 and 3 defects both improved in Q3 2022/23, with gully cleaning now passing target.

Indicator	Polarity	Target	Q4 2021 – Q3 2022				Direction of Travel (Q4 to Q3)	YTD Jan22 - Dec22
			Q4 2021 Result	Q1 2022 Result	Q2 2022 Result	Q3 2022 Result		
CI 1.1 Pre-Construction Information Plan and Construction Phase Plan (r) ¹	Bigger is Better	90%	100%	100%	100%	100%	Same	100%
CI 1.2 Timely Reporting of Incident Investigation Reports (r)	Bigger is Better	90%	100%	100%	100%	100%	Same	100%
CI 1.3 All Accident Frequency Rate (r)	Smaller is Better	1.0	0.0	0.5	0.3	0.3	Worsened	0.3
CI 1.4 Utility Strike Rate (r)	Smaller is Better	6.0	0.7	1.3	2.0	0.0	Improved	0.9
CI 1.5 Submission of Accurate Pricing Information (r)	Bigger is Better	90%	100%	100%	100%	100%	Same	100%
CI 1.6 Effective Risk Management (r)	Bigger is Better	90%	100%	100%	100%	100%	Same	100%
CI 1.7 Defects Rate (r)	Bigger is Better	90.0%	99.9%	99.7%	90.0%	93.3%	Worsened	96.1%
CI 1.8 Correction of Scope Defects (r)	Bigger is Better	90%	100%	100%	100%	100%	Same	100%
2.1 Cleaning (Gully, Catchpit, Soakaway) – Annual (r)	Bigger is Better	90%	115%	81%	74%	117%	Improved	95%
2.4 - Emergency Defects Rectification Timescales completed on time (r)	Bigger is Better	90%	100%	98%	100%	100%	Same	100%
2.5 Category 1 Defects Rectification Timescales completed on time (r)	Bigger is Better	90%	96%	93%	93%	92%	Worsened	94%
2.6 Category 2 & 3 Defects Rectification Timescales completed on time (r)	Bigger is Better	90%	91%	91%	81%	88%	Worsened	88%
2.8 Category 4 Planned Defects Rectification Timescales completed on time (r)	Bigger is Better	90%	96%	81%	95%	89%	Worsened	91%

Indicator	Polarity	Target	Q4 2021 – Q3 2022				Direction of Travel (Q4 to Q3)	YTD Jan22 - Dec22
			Q4 2021 Result	Q1 2022 Result	Q2 2022 Result	Q3 2022 Result		
Sl.3.1 Emergency Call Outs (r)	Bigger is Better	93%	100%	100%	100%	100%	Same	100%
Sl.3.2 Category 1 Defects (r)	Bigger is Better	92%	95%	94%	93%	93%	Worsened	94%
Sl.3.3 Category 2 Defects (r)	Bigger is Better	92%	87%	83%	82%	86%	Worsened	85%
Sl.3.4 Activity Task Orders - On-Time Completion (r)	Bigger is Better	90%	100%	100%	100%	83%	Worsened	96%
Sl.3.5 Project Tasks Orders - On-time Completion (r)	Bigger is Better	85%	99%	81%	94%	89%	Worsened	92%
Sl.3.6 Quality of the Contractor's Programme Submission (r)	Bigger is Better	93%	100%	100%	100%	100%	Same	100%

1.5 The contract performance has been formally raised with the TKJV Managing Director, and because of this TKJV are progressing with the delivery of a Service Improvement Plan including the following:

- Refreshed Senior Contractor Management
- Refreshed commitment to Health and Safety training
- Increased management site audits to ensure compliance
- Increased felt 'visible' leadership through TKJV Senior Managers
- Review of approach to utility strikes including training and lessons learnt
- Review and implement necessary resource provision aligned to the level of reactive maintenance (Cat1 to Cat3) works being submitted
- Implement joint best practice review between the council's highways engineer and TKJV Senior Highways Inspectors in relation to the future management of reactive maintenance works
- Weekly review by senior management from the council and TKJV to maintain the focus on contract performance to ensure the service returns to compliant levels.

1.6 Performance of the TKJV contract will continue to be scrutinised by the Director of Highways and Transportation to ensure the necessary focus is maintained.



Environment and Climate Change Committee

14 March 2023

Title	Environment and Climate Change Forecast Financial Outturn at Month 10 (January 2023)
Report of	Chair of the Environment and Climate Change Committee
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	None.
Officer Contact Details	Ndenko Asong, Head of Finance – Customer and Place and, Corporate Reporting ndenko.asong@barnet.gov.uk
Summary	
This report contains a summary of the Committee's revenue and capital forecast outturn for the financial year 2022-23 as at Month 10 (31 January 2023).	
Recommendations	
That the committee notes: 1. the current forecast financial outturn for 2022-23, for capital and revenue budgets. 2. the projected use of reserves as they relate to this committee's budgets.	

1 Summary

1.0 This report sets out the forecast outturn position for the 2022-23 financial year as at 31st January 2023 for the services which fall within the Environment and Climate Change Committee. This now includes a report on the financial performance on the sustainability delivery service.

1.1 At month 10, the forecast General Fund revenue financial outturn is:

- A forecast overspend of £1.959m
- A forecast net use of reserves of £2.103m.

2. Forecast Position at Month 10

2.1 As at month 10, the forecast revenue outturn is a £1.959m overspend against the approved budget for 2022-23. This is outlined in Table 1 below.

Table 1: Forecast Revenue Outturn at Month 10

Environment & Climate Change Committee	2022-23 Budget	Month 10 (Forecast outturn before reserves)	Month 10 Variance	Reserves applied	Month 10 Forecast outturn after reserves	Month 10 variance after reserves	Month 8 variance after reserves	Reporting Change
	£m	£m	£m	£m	£m	£m	£m	£m
Green Spaces & Leisure	1.653	2.426	0.773	(0.720)	1.706	0.053	0.056	(0.003)
Mortuary	0.569	0.724	0.155	-	0.724	0.155	0.140	0.016
Street scene	14.427	15.211	0.784	0.438	15.649	1.222	1.644	(0.422)
Sustainability	0.501	0.854	0.353	(0.353)	0.501	-	-	-
Guaranteed Income	(12.765)	(12.765)	-	-	(12.765)	-	-	-
Re Managed Budgets	2.878	4.876	1.997	(1.468)	3.408	0.529	0.568	(0.039)
RE Management Fee	18.896	18.896	-	-	18.896	-	-	-
Total - Environment and Climate Change Committee	26.159	30.222	4.063	(2.103)	28.119	1.959	2.408	(0.449)

2.2 Table 2 provides a breakdown of the variances as at Month 10 and underlying budget position.

Table 2: Month 10 variance detailed commentary

Service Areas	Month 10 variance after reserves	Commentary
	£m	
Green Spaces & Leisure	0.053	This is due to increase in costs in the servicing of parks and open spaces. Energy costs have increased and car park income in parks is now forecast to be lower than expected.
Mortuary and Coroner's Services	0.155	Mortuary services are provided by Brent Council as part of an inter-authority agreement. Costs are based on population per capita. Increased costs at Month 10 relate to increased utility costs and the use of off-site provision to support operational capacities through winter pressures.
Street scene	1.221	The forecast represents a £0.422m favourable movement from last reported position at month 8. This is made up of: £0.314m overspend forecasted for the Direct Labour Organisation (DLO). This includes an income shortfall from the minor works and sign shop as a result of works now being contracted to Conway Aecom and Kier Tarmac which was previously done by DLO. £0.106m income shortfall in commercial waste. The impact of regulation and the pandemic resulted in lower-than-expected uptake. £0.165 provision made for 6 months HGV driver recruitment and retention payment in order to compete with the private sector in a market where there is a shortage of HGV drivers.

		<p>£0.059 additional cost for waste collection services. £0.099m overspend in refuse as a result of unplanned bank holiday costs £0.039m shortfall in advertising income £0.071m overspend across a number of different activities £2.317m shortfall in parking services because of an ongoing impact of the COVID 19 pandemic on travel patterns and parking behaviours and delay in implementation of the Controlled Parking Zone (CPZ) programme. A further breakdown is in Table 6.</p> <p>The service also has a number of underspends or positive income actuals: £0.342m from garden waste income following increased subscription to the service. £0.343m rebate from North London Waste Authority (NLWA) on the commercial waste levy due to tonnages being lower than anticipated. £0.841 financial penalty payment by street lighting contractor for not meeting performance standards. £0.167m favourable variance in ground maintenance from additional income and reduced staff cost forecast. £0.174m reduction in forecast staff cost for management and support £0.082m overachievement in off street parking income against expectations.</p>
Guaranteed Income	0.000	The part of the Guaranteed Income reported in this committee is forecast to come in on budget
Re Managed Budgets	0.529	£0.0.185m overspend arising from the unexpected cost of repairing a significant sinkhole on the A5 road in the routine works budget. Management fees from Regional Enterprise (RE) for the LIP programmes are £0.150m lower than expected because of lower resource demands. Consequently, the charge back income to the capital projects (which is what is reported here) will be lower as it will be based on actuals. There is also no current indication of LBB being awarded an additional 15% management fee for the LIP projects further reducing the expected LIP income by c£0.200m
RE Management Fee	0.000	Forecast on budget
Total	1.959	

Application of Reserves

- 2.3 The council holds reserves to deal with future pressures where the value or the timing of the pressure is uncertain, or where the funding can only be spent on specific objectives (e.g., grant funding). Reserves are divided into 'earmarked' reserves, where the spending objective is known with some clarity (as is the case with grants issued for a specific purpose), and 'general' reserves, intended to mitigate the impact of wholly unforeseeable costs. Section 25 of the Local Government Act 2003 requires the s.151 officer to report to the authority on the adequacy of the proposed financial reserves during the budget-setting process. Earmarked reserves are usually held by specific services, while general reserves are held corporately.
- 2.4 The use of reserves is not intended to replace savings or income generation opportunities as part of the MTFS. Reserves can only be used once and then they are gone. Any use of reserves to replace savings or income generation opportunities is a delaying action, storing up pressures into future years. This could be part of investing in transformational service delivery and is the ultimate last resort during budget setting when a gap cannot be bridged despite best efforts.
- 2.5 This report sets out anticipated use of or top up of earmarked service reserves within the service. The table below provides further detail. All items of expenditure being funded by reserves at this stage are expected to be one-off in nature.

Table 3 Use of or top-up of reserves at Month 10

Service Areas	Forecast (drawdown)/ top-up to reserves	Commentary
	£m	
Green Spaces & Leisure	(0.720)	£0.421m Earmarked reserve drawdown to support 5-year Tree planting program. £0.299m Earmarked reserve funded Pleasant Park Program to deal with increased demand and environmental related issues.
Mortuary and Coroner's Services	0.000	

Street scene	0.438	From carried forward Covid-19 funding £0.150m for the loss of commercial waste income due to businesses no longer operating at the same level as pre pandemic £0.095m from agency costs for additional vehicle cleansing in the first half of the year. The following from associated General Fund reserves. £0.122m for Street Scene agency cover for employed staff who are absent. £0.350m from Neighbourhood Community Infrastructure Levy (NCIL) for the roll out of community skips service £0.300m from NCIL for the roll out of residential roads deep cleansing £0.050m from NCIL for roll out of invasive weed control There is also a transfer to reserve of £1.5m from contract settlement payout for street lighting services
Sustainability	(0.353)	To fund the council's new sustainability projects.
Guaranteed Income	0.000	
Re Managed Budgets	(1.468)	£0.359m earmarked flood grant from Environment Agency £0.262m allowance for pending commercial claims from Term Maintenance contractor £0.030m feasibility study for A1000 cycle way £0.500m final additional top-up to fund Capital Betterment lump sum £0.072m reactive maintenance from earmarked maintenance reserves.
RE Management Fee	0.000	
Total - Environment and Climate Change Committee	(2.103)	

Savings

2.6 The committee's budget for 2022-23 includes planned savings of £2.054m; of which it is current forecast that £1.983m of these savings will be achieved. Table 4 below outlines these savings.

Table 4 Savings Delivery 2022-23

Savings Reference	Opportunity By Area	Description of saving	2022-23 Savings £m	Forecast Achievable £m	Unachievable £m	RAG Rating
ENV29	Street Scene- Parking	Rebanding. Assumes approved (GLA) and implemented for full year (https://www.london.gov.uk/decisions/md2875-lb-barnet-request-change-penalty-charge-notice-levels)	(0.966)	(0.966)	0	Delivered
ENV30	Street Scene- Waste	Lower than expected operating cost of travelling to new disposal points due to use of alternative operational model. .	(0.412)	(0.412)	0	Green
ENV31	Street Scene- Environment Management	Senior Management Review	(0.200)	(0.200)	0	Delivered
ASU_ NewIncome1	Community Safety	FPN / Enforcement penalties by CST (littering Fly tipping trade waste etc) estimated	(0.431)	(0.360)	0.071	Amber
ENV14	Greenspaces	Improvement plan for tennis delivery and facilities within Barnet. Introduction of booking system and programme of investment in facilities, with the intention of establishing sustainable, revenue-generating model.	(0.020)	(0.020)	0	Green
			(2.054)	(1.983)	0.071	

Risks and opportunities

- 2.7 In preparing the report for month 10, a number of overall (corporate) and service-specific risks have been identified. There are no significant changes to the risks and opportunities. These are set out overleaf.

Table 5 Risks 2022-23

Risk	Description of Risk	Mitigating actions	Likelihood
Winter Gritting Service Risk	Cost of winter gritting operations exceeds available budgeted resources.	The service will seek to manage from its overall budget envelope in the first instance. The impacts modelled of a severe winter may see additional expenditure though it is expected that most of the risk is already factored into the latest forecast position.	Medium
Parking and Traffic income - changed patterns of behaviour	Income – Forecasts are based on the current level of activity which are subject to change even at this late stage.		High
CPZ Programme - professional services	Programme dependent on availability of professional services through partner organisations	Development of super SPIR with RE, recruitment of agency staff to support programme activities	
Parking products and penalties - Cost of living impact on ability to pay	Risk to parking income from reduction in discretionary spending and increase in debt delinquency	Continuation and review of hardship policies already in place. Consideration of mechanisms for addressing hardship in any review of policy, services, and products	
Parking Staff - Labour market effect on recruitment and retention (NSL employed)	Changes to the labour market and working patterns may affect supply of labour for frontline and back office workers with consequent effects on revenue	Regular engagement with suppliers in order to ensure that all recruitment avenues are being followed and to review ways of making roles more attractive to potential candidates.	
Reduced utility company parking suspension	Reduced year on year income from utility company parking suspensions	Uneven income through year not unusual. Monitoring of activity ongoing.	
New MTC sites – professional services	Significant delays to receipt of survey data and implementation of the sites	Senior officers are engaged with supplier to facilitate resolution as a matter of urgency	
Bus Lanes – suspensions	Rolling suspensions of bus lanes for utility works supporting developments on A5	Details of work schedule has been requested from TTRO team. NSL have been tasked with daily monitoring of bus lane suspensions	
West Hendon development – disruption to MTC enforcement	Delayed junction works at West Hendon may disrupt enforcement at several locations	Long term engagement between Parking /MSL/Videalert regarding relocation of cameras	
Debt recovery – integration issues with court bulk centre	Debt and warrant registration delays from June due to file formatting mismatch with court bulk centre. Delays to debt recovery. If sustained will affect recovery rates	Escalated with NSL/WSP and Northgate. Test batch successful land will be monitored over coming months	

3 Ringfenced funding

Special Parking Account

- 3.1 Income received from parking charges is paid into a Special Parking Account (SPA) to comply with legislative requirements. Any surplus is appropriated into the General Fund at year end. The act requires any surplus to be spent on specified traffic and highways management objectives. Table 6 illustrates the month 10 forecast outturn position for the SPA and the appropriation to the general fund. It is currently forecast to be in deficit by £2.317m because of shortfall in projected income.

- 3.2 The deficit consists of two elements:

3.2.0 A shortfall on business-as-usual activity around penalty charge notices, permits, on and off-street parking. This reflects parking activity returning to c.80%-85% of the activity seen in 2019-20 due to long-term habits around use of vehicles changing because of the Covid-19 pandemic. We believe this is mirrored across neighbouring boroughs and nationally. As a result of the macro-economic environment with CPI at 11.1% and both fuel and electricity costs remaining high, affecting travel patterns and associated parking behaviours. This represents £0.750m of the overall deficit.

3.2.1 A delay in the delivery of the Controlled Parking Zones (CPZ) programme has arisen due to an extension of some consultations to facilitate greater community engagement. Time was also taken to work with the project delivery partner on development of the contractual, resourcing, and associated matters. The cost of this delay represents £1.500m of the overall deficit and increase of £0.500 from last reported pressure.

3.3 A senior officer governance board now oversees the delivery of the CPZ programme to ensure the plan can meet its revised expectation to bring the CPZ programme back on track by the end of the next financial year. Updates will be provided to the cabinet.

Table 6 SPA Forecast

SPA Accounts	2022-23 Budget	Estimated 2022-23 Outturn	
	£m	£m	£m
Income	Budgeted SPA Account	M10 Outturn	M10 Variance
Penalty Charge Notices	(12.977)	(10.586)	2.391
Residents Permits	(3.232)	(3.356)	(0.124)
Pay & Display	(3.725)	(3.476)	0.249
CCTV Bus lanes	(1.110)	(0.937)	0.173
Total Income	(21.044)	(18.355)	2.689
Total Income after adj.	(21.044)	(18.355)	2.689
Operating Expenditure (running costs)	7.730	7.357	(0.372)
Net Operating Surplus	(13.314)	(10.998)	2.317
Appropriation to General Fund	(13.314)	(10.998)	2.317

2 Capital Programme

2.1 The capital forecast outturn at month 10 for 2022-23 is £22.798m which suggests a reprofiling into future years of £10.674m

Table 7 Current Financial Year Forecast Capital Outturn at Month 10

Service Area	2022-23 Budget	Additions/ (Deletions) Since last report	2022-23 Forecast	Variance from Approved Budget	Expenditure to date
	£m	£m	£m	£m	£m

Street Scene	10.504	-	7.499	-3.005	2.790
Highways Non-TFL	17.892	-	12.244	-5.648	4.525
Highways TFL	-	-	-	-	0.046
Re (Environment)	2.669	-1.500	0.534	-0.635	0.239
Greenspaces	3.907	-	2.521	-1.386	0.797
Total	34.972	-1.500	22.798	-10.674	8.397

Street Scene

- 2.2 Street Scene: Vehicles is expected to reprofile £2.480m into future years as result of re-emergence of supply chain issues.
- 2.3 The Barnet EV 500 project with a budget of £4.8m is expected to be completed by the year end. There are currently no reported issues with delivery plans.
- 2.4 LED Lighting – This Programme is currently at 90% completion in terms of assets converted to LED, the remaining assets are expected to be completed in line with the delivery plan by year-end.

Highways Non-TFL

- 2.5 The Highways Improvement programme is forecasting to reprofile £2.409m of budget into future years project assessments were undertaken following the challenges from socio-economic factors. Some projects may now only be delivered in the following year.
- 2.6 The Network Recovery Programme phase two is forecast to re-profile £1.657 into future years.
- 2.7 The Strategic Capital Investment Levy funded projects are also forecast to reprofile £1.582m into future years.

Highways TFL

- 2.8 Highways TFL: The programme is forecast to budget with no reported issues at M10

RE (Environment)

- 2.9 Re (Environment): Colindale Parks, Open Spaces and Sports – The majority of construction costs for the project will be incurred from 2023-24 onwards. As a result, £1.5m will be reprofiled into the next financial year, leaving £0.5m-£1.0m available for in-year costs. Work on Colindale Park has been completed, with any outstanding work for this project only related to Rushgrove Park.

Greenspaces

- 2.10 Greenspaces Development Project - relates to a series of strategic proposals (eg masterplan developments, quality / value category site investment) which are in line with delivering the Parks & Open Spaces Strategy
- 2.11 £3.750m allocation under Parks & Open Spaces SCIL for Parks Infrastructure and Improving Quality for valued Parks has been provided in Greenspaces Development to fund the expenditure.
- 2.12 £2.000m expenditure is projected for 2022-23 on Tennis Courts, play areas and general parks improvements. Reprofiled necessary to future years relates to delays in some workstreams that have arisen due to procurement delays and funding applications.

5. REASONS FOR RECOMMENDATIONS

- 5.1 This report contains a summary of the forecast revenue and capital outturn for the services within the Environment Committee, for the financial year 2022-23, as at month 10 (January 2023).

6. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 6.1 None

7. POST DECISION IMPLEMENTATION

- 7.1 None

8. IMPLICATIONS OF DECISION

8.1 Corporate Priorities and Performance

- 8.1.1 This supports the council's priorities for the environment and sustainability.

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

- 8.2.1 This report considers the forecast position of the services under the remit of the Environment and Climate Change Committee at the end of the financial year.

8.3 Legal and Constitutional References

- 8.3.1 Section 151 of the Local Government Act 1972 states that: "without prejudice to section 111, every local authority shall make arrangements for the proper administration of their financial affairs and shall secure that one of their officers has responsibility for the administration of those affairs". Section 111 of the Local Government Act 1972 relates to the subsidiary powers of local authorities to take actions which are calculated to facilitate, or are conducive or incidental to, the discharge of any of their functions.

- 8.3.2 Section 28 of the Local Government Act 2003 (the Act) imposes a statutory duty on a billing or major precepting authority to monitor, during the financial year, its income and expenditure against the budget calculations. If the monitoring establishes that the budgetary situation has deteriorated, the authority must take such action as it considers necessary to deal with the situation. Definition as to whether there is deterioration in an authority's financial position is set out in sub-section 28(4) of the Act.

- 8.3.3 The council's current Financial Regulations governing the reporting of financial matters can be found at:

<https://barnet.moderngov.co.uk/ecSDDisplay.aspx?NAME=SD349&ID=349&RPID=638294>

- 8.3.4 Article 7 of Barnet's Constitution outlines the Committee's Terms of Reference; (1) Responsibility for all borough-wide or cross-area matters relating to the local environment including:

- Air Quality
- Cycling, Walking and Healthy Streets
- Biodiversity
- Transport and Public Transport
- Grounds Maintenance
- Highways
- On-Street and Off-Street Parking

- Road Safety
- Lighting
- Street Cleaning
- Environmental Crime (including littering, fly-tipping fly-posting, and graffiti)
- The Council's Fleet
- Waste and Recycling
- Waterways
- Parks and Open Spaces (including allotments and trees)
- Cemeteries, Crematoria and Mortuary
- Trading Standards and Environmental Health (except Environmental Health functions relating to housing and fire safety)

(2) Responsibility for the council's response to the climate emergency including:

- Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place
- Developing strategies to meet those carbon reduction targets
- Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place
- Implementing the elements of those strategies that relate to functions listed in (1) above.

(3) To submit to the Policy and Resources Committee proposals relating to the Committee's budget (including fees and charges) for the following year in accordance with the budget timetable.

(4) To make recommendations to Policy and Resources Committee on issues relating to the budget for the Committee, including virements or underspends and overspends on the budget. No decisions which result in amendments to the agreed budget may be made by the Committee unless and until the amendment has been agreed by Policy and Resources Committee.

(5) To receive reports on relevant revenue and capital expenditure, contracts, performance information and risk on the services under the remit of the Committee.

8.4 Insight

8.4.1 Whilst not specifically applicable to this report, insight is used to support the financial position forecasted in this report through activity drivers and place-based understanding.

8.5 Social Value

8.5.1 None applicable to this report.

8.6 Risk Management

8.6.1 Regular monitoring of financial performance is a key part of the overall risk management approach of the Council.

8.7 Equalities and Diversity

8.7.1 Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties, they are not duties to secure a particular outcome. Consideration of these duties should precede the decision. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

8.7.1.1 A public authority must, in the exercise of its functions, have due regard to the need to:

- 8.7.1.1.1 eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- 8.7.1.1.2 advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- 8.7.1.1.3 Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

8.7.1.2 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- 8.7.1.3 remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- 8.7.1.4 take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- 8.7.1.5 Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.
- 8.7.1.6 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

8.7.1.7 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

8.7.1.8 Tackle prejudice and promote understanding.

8.7.1.9 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:

- 8.7.1.9.1 Age
- 8.7.1.9.2 Disability
- 8.7.1.9.3 Gender reassignment
- 8.7.1.9.4 Pregnancy and maternity
- 8.7.1.9.5 Race
- 8.7.1.9.6 Religion or belief
- 8.7.1.9.7 Sex
- 8.7.1.9.8 Sexual orientation
- 8.7.1.9.9 Marriage and Civil partnership

8.7.2 This is set out in the council's Equalities Policy together with our strategic Equalities Objective - as set out in the Corporate Plan - that citizens will be treated equally with understanding and respect; have equal opportunities and receive quality services provided to best value principles.

8.7.3 Progress against the performance measures we use is published on our website at: www.barnet.gov.uk/info/200041/equality_and_diversity/224/equality_and_diversity

8.7.4 Measures undertaken as part of the Council's response to the Covid-19 pandemic have been undertaken in full awareness of the Council's commitment and responsibility to act in accordance with its own Equalities Policy and wider legislation. It is notable that the virus does appear to affect some parts of the community more than others, and the Council's actions have been informed by its commitment to mitigate impacts in all areas, and to appropriately protect or shield especially vulnerable individuals, in accordance with national guidelines.

8.8 Corporate Parenting

8.8.1 In line with Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. There are no implications for Corporate Parenting in relation to this report.

8.9 Consultation and Engagement

8.9.1 None in the context of this report

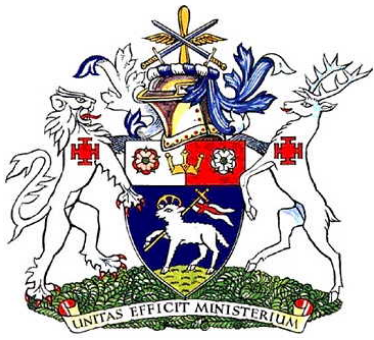
8.10 Environmental Impact

8.10.1 None in the context of this report

9. BACKGROUND PAPERS

9.1 None

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Environment and Climate Change Committee

AGENDA ITEM 11

14 March 2023

Title	Events in Parks Policy (2023-2027)
Report of	Chair of Environment and Climate Change Committee
Wards	All wards
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Draft Events in Parks Policy (2023 – 2027) Appendix B – Changes to sites
Officer Contact Details	Charlie Kanareck: Events and Marketing Manager 020 8359 6403: Charlie.kanareck@barnet.gov.uk Cassie Bridger: Assistant Director: Greenspaces and Leisure 020 8359 2398: Cassie.Bridger@barnet.gov.uk

Summary

The Councils existing Events in Parks Policy has been in place for over ten years, since 2012. As such, a review of the policy has taken place and a new policy has been developed.

A new Events in Parks Policy sets out the arrangements required to ensure residents and event organisers deliver safe, well run, and inclusive events within the borough. It seeks to balance the interests of residents and users by working with event organisers, services and partners to ensure that events hosted in our parks are safe, protect the environment and provide enjoyable experiences for everyone.

The policy sets out the application process from receiving an initial query to providing event approval. It also includes an improved approach to engagement which incorporates member, stakeholder, and community interests through an enhanced system. In addition, a review of all the sites included in the previous policy has taken place, resulting in the removal of some sites, and clarity about upper limits of attendance for each site. A summary of the key changes for specific sites can be found in Appendix B.

The new Events in Parks Policy supports the borough's ambition to become a borough of fun and this report requests Committee approve the new Events in Parks Policy (2023-27), included at Appendix A.

Officers Recommendations

- 1. That the Environment and Climate Change Committee approves the new Events in Parks Policy 2023-27 (located at Appendix A).**

1. WHY THIS REPORT IS NEEDED

- 1.1 In 2012 the Council adopted its first Events in Parks Policy which was developed through stakeholder engagement and aimed to set parameters and controls on how the borough's parks would be used for events. The policy has not been refreshed since its inception, and a review was undertaken in 2022 to develop a new policy, addressing strategic priorities, enhanced procedures and due consideration of health and safety.
- 1.2 The Council receives between 40-60 applications for events in parks each year, and numbers have been increasing since the pandemic. The Events in Parks Policy describes arrangements in relation to the hiring of parks and open spaces for organised events. It is required to promote a varied calendar of events that are held in the right locations, with the appropriate frequency, so that all events are conducted safely.
- 1.3 Any organisation or individual seeking to hold an event in a park, be it for commercial, charitable or private use, must adhere to the requirements of the policy and its supporting documents.
- 1.3 The Events in Parks Policy does not apply to sporting activities (e.g. football/rugby matches, running clubs and fitness classes/programmes etc) which are organised under the Council's sports bookings process.
- 1.4 As the programme of events in parks has grown over time, the following changes are important for the new policy to ensure safe, well run and diverse events:

Event size classifications

A large event is referenced within the existing policy as an attendance of 1,000+ attendees, with no stated upper limit. The service receives many applications each year which fall within this category. This classification is not representative of 'large' scale events, which require the production of event management plans. These plans vary considerably in detail between a 1000-person event to a 10,000-person event.

Event consultation and engagement

The 2012 policy refers only to communicating a list of approved events via the Council's website. It does not include any requirements for specific engagement with residents and stakeholders.

Site Listing

The site listing included locations that are no longer under the Council's management and did not reflect new sites or those which have been improved through capital development.

Site Suitability

In the 2012 policy each site and the proposed size classifications were assessed via a desktop exercise based on service information. This resulted in some inconsistencies in how the sites were classified.

Events in Parks Policy (2023)

- 1.5 The new policy sets out the requirements and processes, from receiving an initial enquiry, application stage, detailed checks, engagement, and approval. It also includes;
- Further details on the size, scale and classification of event which has been amended to provide a broader set of criteria, with alignment with the Council's approved fees and charges structure.
 - An improved and enhanced approach to engagement and consultation, which describes a minimum standard of engagement and further engagement which will be co-ordinated based on the scale, size and complexity of each application. In some cases where further engagement is identified, this may be undertaken directly by the event organiser to deliver a community engagement plan. The Council will carry out engagement by sharing event information (full or limited details) on behalf the event organiser, with the following:
 - Council officers: e.g., highways management, environmental health, licencing, planning, emergency planning, waste management, trading standards or food safety.
 - Ward Councillors
 - Stakeholders: e.g., local friends or user groups, local businesses (i.e., we may inform a local cricket club or cafe if the event is neighbouring)
 - Executive Director
 - The updated Policy also includes how the Council will consult with key stakeholders (such as the Metropolitan Police, London Ambulance Service and London Fire Brigade) to ensure public safety.
- 1.6 The updated Policy also includes how the Council will consult with key stakeholders (such as the Metropolitan Police, London Ambulance Service and London Fire Brigade) to ensure public safety. Further detail is expanded on within sections 5.6 and 5.9 of this report and detailed within the Policy which sets out the full engagement requirements.
- 1.7 A site suitability assessment has been undertaken to review the operational, community and environmental impact of events in each site. The assessment has rectified discrepancies within the existing site listing and has resulted in the removal of 32 locations from the policy, based on their suitability to host events or their management being outside the Council's control due to site specific lease agreements which are in place. A summary of the list changes is located at Appendix B.
- 1.8 The site suitability assessment provides a consistent approach for the classification of sites within the policy based on:
- Size and location of the park (e.g. proximity to properties)

- On site facilities (such as car park)
- Supporting infrastructure e.g., event space, amphitheatre
- Proximity to a transport hub
- Proximity to local/public realm infrastructure (e.g. town centre)
- Environmental considerations (e.g. If a site held a Conservation Designation e.g., Site of Importance for Nature Conservation)

1.9 The revised Policy also provides further protection in mitigating risk, whilst also ensuring that the application process is transparent, and expectations are clear for all parties. Further inclusions also refer to the Council's priorities in relation to sustainability and climate change and the role of event organisers in delivering events in parks.

2. Reasons for recommendations

Events taking place within Council owned parks require authorisation, and the Events in Parks Policy (Appendix A) sets out a revised and detailed process to ensure that: relevant safeguards are in place; there is compliance with the conditions of hire: and that the Council can communicate to the event organiser their obligations should they wish to hire a park or open space.

2.1 The new policy used a template and guidance from the London Events Forum, a network of London Councils with an interest in the delivery of events in parks. The template framework has been adopted across several London Council's to promote a level of continuity in relation to hiring a greenspace to deliver an event. This has been adapted to reflect local priorities and objectives.

2.2 A set of policy goals have been developed to set out the benefits of events, and how they can support in delivering the Council's wider objectives. These are:

- To build a vibrant and diverse events programme across the borough that represents the community, charity, and commercial sectors.
- To ensure that a sustainable number of events are permitted to take place in appropriate Greenspaces throughout the borough.
- To encourage events that have strong community benefit and engagement and, where necessary, remove barriers that restrict accessibility.
- To ensure that there is sufficient consultation with key stakeholders and events have been considered on behalf of the community
- Ensure events contribute to and enrich the cultural diversity, vibrancy, and economic vitality of the borough
- To ensure that events are planned with due consideration to the environment and with sustainability policies in place, to ensure the protection of the borough's assets and with minimal disruption to the environment and wildlife
- Income generated from events in parks can be used to reinvest in parks and open spaces.
- To ensure best practice in all aspects of event management, including the event application process, to ensure that events are being run with due regard to current legal requirements and public safety standards, as well as industry best practice and borough specific policies

3. Alternative options considered and not recommended

3.1 Retain the existing Events in Parks Policy. The policy is now over 10 years old and does not align with corporate priorities or best practice across London, so this is not recommended. The Committee may wish to consider amendments to the proposed policy, but as noted above, it is drafted based on the London Events Forum guidance and template and with the council's aims and priorities in mind.

4. Post decision implementation

- 4.1 The Greenspaces and Leisure Service are responsible for the implementation of the Policy, which will be published on the Council's Open Data Portal and Councils website. The service is also responsible for ongoing monitoring and quality assurance as described within the arrangements.
- 4.2 The Events in Parks Policy forms part of delivering the Councils Parks and Open Spaces Strategy (POSS). A new POSS Strategy is currently in development, any amendments or future improvements to Policy will be reported to Committee as part of the Parks and Open Spaces Strategy update.

5. Implications of decision

5.1 Corporate Priorities and Performance

- 5.1.1 Establishing a revised Events in Parks Policy enables an inclusive and diverse events programme within Barnet, supporting the Council's priority to be a 'Borough of Fun.'
- 5.1.2 An updated Events in Parks Policy supports the Council's aim of caring for people, places and planet and will support other corporate strategies such as:
- Growth Strategy
 - Parks and Open Spaces Strategy
 - Arts and Culture Strategy.

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

- 5.2.1 Events in parks are managed by the Greenspaces and Leisure Service. The implementation of this policy will be managed within existing resources in the service.
- 5.2.2 The Council currently commission the third-party support via The Event Umbrella (TEU) to provide independent assurance to the application process. TEU are responsible for supporting business development opportunities and the administrative process. They are appointed up to 31 March 2023 and the service are currently assessing re-procurement options. Any future procurement and contract award will be in line with the Councils contract procedure rules and the budget available.
- 5.2.3 Any income generated through hosting events in parks is reinvested into parks and open spaces and noted in the Councils medium term financial strategy (MTFS).

5.3 **Social Value**

- 5.3.1 The wide variety of events that are hosted within parks can support in strengthening communities and provide a diverse range of opportunities for residents and visitors to enjoy taking part in the arts, music, fitness and other community activities.
- 5.3.2 Where the Council considers appropriate, event applications which are large scale will be requested to complete a social value report.
- 5.3.3 The Public Services (Social Value) Act 2012 requires people who commission public services to think about how they can also secure wider social, economic, and environmental benefits.

5.4 **Legal and Constitutional References**

- 5.4.1 Local authorities have several different statutory powers in relation to parks and open spaces including the Local Government Act 1972 which contains provisions for entertainment in parks and the Local Government (Miscellaneous Provisions) Act 1976, which covers wide powers to provide recreational facilities.
- 5.4.2 The Open Spaces Act 1906 provides that local authorities shall hold and administer open space in trust to allow the enjoyment of it by the public and shall maintain and keep the open space in a good and decent state.
- 5.4.3 The Council's Constitution (Article 7 – Committees, Forums, Working Groups and Partnerships) sets out the terms of reference for the Environment and Climate Change Committee which includes: -
- (1) Responsibility for all borough-wide or cross-area matters relating to the local environment including:
- Air Quality
 - Cycling, Walking and Healthy Streets
 - Biodiversity
 - Transport and Public Transport
 - Grounds Maintenance
 - Highways
 - On-Street and Off-Street Parking
 - Road Safety
 - Lighting
 - Street Cleaning
 - Environmental Crime (including littering, fly-tipping flyposting, and graffiti)
 - The Council's Fleet
 - Waste and Recycling
 - Waterways
 - Parks and Open Spaces (including allotments and trees)
 - Cemeteries, Crematoria and Mortuary
 - Trading Standards and Environmental Health (except Environmental Health functions relating to housing and fire safety)

- (2) Responsibility for the council's response to the climate emergency including:
- Setting and overseeing implementation of carbon reduction targets, both in relation to the council as an organisation and Barnet as a place
 - Developing strategies to meet those carbon reduction targets
 - Developing strategies for the mitigation of the impacts of climate change, both on the council as an organisation and Barnet as a place
 - Implementing the elements of those strategies that relate to functions listed in (1) above.

5.5 **Insight**

5.5.1 None in the context of this report

5.6 **Risk Management**

5.6.1 Event organisers are responsible for and have a legal duty to ensure that no one (members of the public, staff, volunteers, contractors, entertainers, acts, etc.) are adversely affected by any aspect of the event with regard to health, safety and welfare. They are responsible for ensuring that all required permissions and licences are acquired in an appropriate and timely manner prior to event delivery. This includes:

- Consent to use Council land
- Performing Rights Society (PRS)
- Phonographic Performance Limited (PPL)
- Advertising consent
- Planning permission
- Premises Licence or Temporary Events Notice (TEN) may be required by event organisers. The issue of a TEN or premises licence does not itself constitute permission to use the land

5.6.2 All organisers of medium and large-scale events are required to present to the Council's Safety Advisory Group (SAG) as part of meeting agreement conditions. The SAG is chaired by the Executive Director – Assurance and supported by the Group Regulatory Services Manager and the Events & Promotions Manager.

5.6.3 If all Event Management Plans and documents are deemed satisfactory by the SAG an event can be agreed in principle, prior to the formal issuing of a license subject to all the terms and conditions being met by the applicant.

5.6.4 Membership of the SAG includes the following organisations who have an interest in ensuring public safety and protection:

- London Borough of Barnet
- Metropolitan Police Service (MPS)
- London Fire Brigade (LFB)
- London Ambulance Service (LAS)

5.6.5 All risks are managed using the risk management procedure, as set out in the Corporate Risk Management Framework. High level risks are reported as part of the Council's

quarterly performance regime.

5.7 Equalities and Diversity

5.7.1 Under section 149(1) of the Equality Act 2010 (EA 2010) the Council must, in the exercise of its functions have due regard to the need to: -

- Eliminate discrimination, harassment, victimisation, and other conduct prohibited by the Equality Act 2010.
- Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
- Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

5.7.2 Relevant protected characteristics are: - age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

5.7.3 The new Events in Parks Policy promotes improving the availability and accessibility of entertainment and cultural activities across the Borough. It ensures that our parks remain protected and enjoyable for everyone to access. The Policy describes information required to support the review of each application, to ensure that events approved have a strong community benefit and engagement and where necessary, remove barriers that restrict accessibility and promote equalities and diversity.

5.7.4 An Equalities Impact Assessment (EQIA) was completed for the 2012 Policy, this concluded that there were no potential negative impact on any protected groups. A screening exercise was undertaken for the 2023 Policy which considered the new policy document alongside the existing EQIA the result of which determined that a new full EQIA was not required as no protected groups were impacted by the updated events policy document.

5.8 Corporate Parenting

5.8.1 None in the context of this report

5.9 Consultation and Engagement

5.9.1 The development of the Events in Parks Policy (Appendix A) has been subject to member and stakeholder consultation via the Councils Safety Advisory Group and Event Management Group. These forums include representation from emergency services, highways, licensing, trading standards, community safety, street scene, arts and culture, communication, greenspaces and leisure.

5.9.2 The Policy (Appendix A) outlines the process to be undertaken when determining the outcome of each application. All events are subject to a standard process and where required (e.g. dependant on the nature, scale, location or content of the proposed event), enhanced engagement will be undertaken.

5.9.3 Examples of where an enhanced engagement may be required include new events, large or major scale events. The Greenspaces and Leisure Service will co-ordinate stakeholder engagement by sharing the event application and supporting documentation, on behalf the event organiser with the following interested parties:

- Council officers: e.g., highways management, environmental health, licencing, planning, emergency planning, waste management, trading standards or food safety – Standard
- Stakeholders: e.g., local friends or user groups, local businesses (i.e., we may inform a local cricket club or cafe if the event is neighbouring) – Enhanced
- Ward Councillors: Enhanced
- Executive Director: Enhanced

5.9.4 All organisers of medium and large-scale events are required to present to the Councils Safety Advisory Group (SAG) as part of meeting agreement conditions.

5.10 **Environmental Impact**

5.10.1 Updated provisions have been included within the Events in Parks Policy (Appendix A) to ensure that individual applications demonstrate how they are supporting the Council to achieve its sustainability and climate change objectives.

6. Background papers

6.1 [Events in Parks Policy – Cabinet 17 July 2012, Agenda item 10.](#)

6.2 [Parks & Open Spaces Strategy: Draft for consultation, the paper included an amendment to the Events in Parks Policy – Environment Committee 11 January 2016, Agenda item 8.](#)

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London Borough of Barnet

**Events in Parks Policy and Organisational
Arrangements
2023-2027**

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INTRODUCTION

We are committed to making Barnet a borough of fun; through supporting a range of diverse events that enrich our vibrant culture. This Policy seeks to balance the interests of residents and event organisers and participants by working with event organisers, services and partners to ensure that events held in our parks are safe, protect the environment and provide an enjoyable experience for everyone.

We recognise that planning and organising events can be complex and time-consuming. To assist, this Policy provides a step-by-step guide to the application process and the type of details required to apply to host an event in a park.

In each section you will find more information on event classifications, the size and scale of events permitted at identified locations, the supporting documentation required alongside your application, and an overview of the engagement and approval process.

As an event organiser, it is important that you familiarise yourself with the requirements of this Policy and meet your obligations to deliver events safely outdoors. For more information on organising safe public events please visit:

[Event safety - HSE](#)

[ORGANISING SPECIAL EVENTS \(barnet.gov.uk\)](#)

[EVENT RISK ASSESSMENT GUIDANCE NOTE \(barnet.gov.uk\)](#)

This policy is designed to support a sustainable and varied programme of outdoor events in the London Borough of Barnet (Barnet Council). It seeks to protect the community, the parks, and their assets, and to minimise or mitigate any negative impacts which events may cause.

This is achieved through:

1. Defining the **scope of the policy**.
2. Defining the **policy goals**.
3. Setting out the **operational arrangements** necessary to ensure a consistent and fair approach, and that event applications meet or exceed our expected standards of quality and safety.

POLICY GOALS& OBJECTIVES

Our policy objectives have been identified by considering the possible benefits of events, and how they support in delivering the Council's corporate plan outcomes by caring for our People, Places and Planet.

Our goals seek to encourage events that have a strong community benefit, ensure effective management is in place and public safety is prioritised.

People

- Encouraging a wider range of events that attract communities.
- Improving the availability and accessibility of entertainment and cultural activities.
- Support in creating an inclusive and family friendly Barnet.
- Deliver a range of cultural experiences for residents.
- Enable opportunities for communities to come together.

Events on Council Managed Land (Hire of Land), Greenspaces & Leisure – EVENTS POLICY & ORGANISATIONAL ARRANGEMENTS (December 22)

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- Provide occasions that celebrate diversity.

Place

- Establishing standards to ensure parks are well managed, safe and minimise the risk of any crime or disruption.
- Providing clarity to organisers and residents through a streamlined process.
- Supporting to create thriving town centres and consideration of the local economic benefits.
- Enhancing the image of the Borough, supporting ambitions to become a Borough of Culture.

Planet

- Ensure that our parks remain protected and enjoyable for everyone to access.
- Stimulating inward investment to enhance our greenspaces.
- Supporting the journey to net Zero through sustainability plans.
- Mitigate and manage the negative impact on parks, with minimal disruption to the environment and wildlife.
- Ensure that a sustainable number of events are permitted.

Effective and Engaged Council

- Demonstrate best practice, ensure that events are facilitated with due regard to hire conditions and legal requirements.
- Promote all approved events via the Council's website. Delivery of a consultation and engagement process which incorporates community, partner and stakeholder interests.

Policy Goals

The policy goals have also been identified by considering the possible benefits of events, and how they can help us meet the Council's wider objectives. The specific goals of this policy are:

1. To build a vibrant and diverse events programme across the borough that represents the community, charity, and commercial sectors.
2. To ensure that a sustainable number of events are permitted to take place in appropriate Parks or Greenspaces throughout the borough.
3. To encourage events that have strong community benefit and engagement and, where necessary, remove barriers that restrict accessibility.
4. To ensure that there is appropriate engagement with key stakeholders and events have been considered on behalf of the community.
5. Ensure events contribute to and enrich the cultural diversity, vibrancy, and economic vitality of the borough.
6. To ensure that events are planned with due consideration to the environment with sustainability policies in place, to protect of the borough's assets with minimal disruption to the environment and wildlife. Barnet Council have committed to becoming carbon net zero by 2030 and the borough will be carbon net zero by 2042, and all events on council land should support this objective.
7. Income generated from events in parks can be used to reinvest in parks and open spaces.
8. To ensure best practice in all aspects of event management, including the event application process, to ensure that events are being run with due regard to current legal requirements and public safety standards, as well as industry best practice and borough specific policies.

1. SCOPE

This policy relates to parks managed by the Council's Greenspaces & Leisure Service, for the purpose of hosting organised events. It primarily applies to the facilitation of third-party event applications under a 'hire of land' agreement (opposed to the delivery of the Council's own programme of events).

In order to ensure an event is successful, it may be necessary for event organisers, sometimes with council officers to carry out an engagement process with key stakeholders before an event is approved or takes place. The council is committed to offering residents a diverse range of events, and also to understanding potential concerns and ensuring appropriate responses are carried out. Details of the engagement requirements are set out under 'Engagement' and 'Further Engagement'.

What is an event?

An 'Event' is defined as;

- A gathering of 50 or more persons, or
- Where infrastructure is brought to site, or
- Where activities are proposed (licensable or other) which may constitute an event e.g., music, catering, or co-ordinated activities.

Classification as an 'event' will be at the discretion of the Event Service.

See Policy Guidance Notes: 1. Events/activities that fall outside the remit of this policy.

Where and when will the events take place?

This policy applies to parks and open spaces that are managed by Barnet Council.

There are approximately 200 parks and open spaces in the borough, for a full list please see the directory of [Parks](#). Some spaces are impractical for holding events (e.g., due to available space or access) or they are not suitable for ecological reasons (e.g., a protected site). A list of parks that are available to hire for events is provided in **Appendix 1 'Parks Specification List for Events'**.

Appendix 1 defines the suitability of sites for proposed events based on factors such as scale and accessibility. Where an event proposal falls outside of these specifications, it may still be considered but will be subject to a consultation process with ward councillors and local stakeholders e.g., local friends, user groups or local businesses. This process will be used to gain feedback on the proposal before accepting an application.

The application process ensures that the requested land is clearly defined (via provision of a specific site map), so that a case-by-case assessment of site suitability can be made for each event.

Traditionally most events take place between April – September annually, although events can be facilitated all year round. Generally, each site can be used up to twice per year, however some locations are permitted for use on a more regular basis.

From time-to-time sites may be unavailable to host events to undertake maintenance works or for the wider protection of the site (e.g., rest year required for ground decompaction). Changes to site availability will be reviewed regularly with advanced notice provided to event organisers. The suitability and availability of a site is determined by the Greenspaces and Leisure Service.

2. SCALE AND TYPE OF EVENT

Events can differ in many ways including scale, purpose, location, duration, content or target audience. Categorising events helps to determine charges, application processes and deadlines. Event 'type' is determined by the Events Service upon receipt of an application and is defined by event purpose and organiser status as described below.

Scale of event:

This policy considers events of all scales, but it is important to note that scale can be defined in different ways. The event application process uses the following measures of attendance:

1. Maximum anticipated* **DAILY attendance** i.e., the total attendance throughout the day.
2. Maximum anticipated* **PEAK attendance** i.e., the maximum number expected at any one time.

**Attendances are 'anticipated' at the time of application, so event organisers are asked to provide the 'maximum anticipated' attendance (i.e., good site conditions, fair weather, all aspects of planning have been successfully implemented). Attendance figures should include all those onsite: visitors/staff/suppliers.*

In this policy, scale is determined by the 'Maximum anticipated daily attendance' as follows:

Event size category	Maximum anticipated DAILY attendance
Small	Up to 499
Medium	500 – 4,999
Large	5,000 – 9,999
Major	More than 10,000

See Policy Guidance Notes: 2. Scale of event notes and exceptions.

Type of event

Community events

Community events are those organised in support of the local community, for the benefit of the borough or its residents. They are defined by applicant status and must be locally based (London Borough of Barnet). Examples include:

1. Friends-of groups
2. Voluntary groups
3. Not-for-profit (NFP) organisations
4. Schools (except fee-paying schools)
5. Places of worship

Community events are usually of a non-commercial nature and will not provide significant advertising, sponsorship or other commercial benefits/opportunities to a profit-making business or organisation.

They are permitted to fundraise, so charging an entrance fee (or other income generation such as commercial stallholders) is permitted, provided the funds raised (over and above costs) will directly benefit the local community. Applicants may be asked to supply evidence to support this. Fees, where levied e.g., for community and third sector stallholders, will be set at an affordable and accessible level.

Civic events are defined as events for the community, organised by the council or its political representatives. They follow the same principles as above, with additional consideration given to their civic or economic significance to the borough - usual fees and charges structure may not apply. For example, memorial and commemoration events would be considered as civic events.

Charity events

This category is defined by applicant status; applicants must be a locally registered charity, meaning that their charity must be registered to a London Borough of Barnet address.

National charities (those not registered to a local address) will be classed as commercial events.

Commercial events

Commercial events are deemed as events that provide a beneficial gain to an individual, group or organisation, be it financial or promotional. The following are usually classed as commercial events; however, the list is not exhaustive:

- Music concerts or festivals
- Comedy festivals
- Food fairs or markets
- Family fun days
- Cinema or theatre events
- Trade fairs and exhibitions
- Charity fundraising events (national charities)
- Funfairs and circuses
- Marketing/Promotional activities/events*
- Private events **

***Marketing/Promotional activities/events** e.g., Promotions, product launches and brand activations, road shows or media events. This type of event will usually be open to the public. The event is usually part of a wider marketing campaign.

**** Private events**

Private events can usually be defined as those where members of the public are prohibited from attending (as opposed to public events that may be attended by anyone e.g., through free access or by purchasing a ticket). Events included in this category may include but are not limited to weddings, private parties (incl. birthdays), corporate events, business awaydays, conferences, gala dinners, award ceremonies, coach, or vehicle parking.

Unauthorised events

Events that are not given formal approval to proceed for any reason are known as ‘unauthorised’ events. Such events that have not been granted permission by the Council, will be dealt with through the Councils enforcement processes.

See Policy Guidance Note 3. Applications that require special consideration.

See Policy Guidance Note 4. Applications that would be unacceptable under this policy.

An event can potentially fall into more than one category. The Events Service will determine the event categorisation in the first instance.

Benefits of holding events

Many benefits can be drawn from facilitating events with each event potentially benefiting different sectors of the community and local businesses. The benefits associated with events can include:

- Opportunities for young people through performance and employment
- Improve the availability and accessibility of entertainment and culture
- A cultural boost to the local community
- Development of a strong community
- Improvements on cross community relations
- Business opportunities both at and surrounding events
- A source of income for local projects through fundraising
- Enhancing the image of the borough
- Stimulating inward investment
- Generating income for parks and open spaces

3. ORGANISATIONAL ARRANGEMENTS

This policy describes a systematic approach to the management of outdoor events in Barnet Councils Parks and Greenspaces. This section provides an explanation of the processes and operational arrangements in place.

Application stages and approval process

A comprehensive process ensures that consent for an event is only given once the applicant has correctly carried out all steps in the process. The application stages and status of the application are communicated clearly to the applicant throughout the process. **See Appendix 2 ‘Summary of application stages flowchart’**

The Council is committed to providing the best available advice and guidance to event organisers to assist them in planning their event. Applicants will be guided through the process by the Events Service. Guidance will be made available to applicants; this will explain the type and level of information the event organiser is expected to supply and will provide signposting to further information relevant to industry best practice.

Initial Enquiry

Event proposals are usually received by email from the applicant in the first instance. The Event Service will need to gather enough overview information about the event to understand if the proposal is viable to take forward to the application stage.

The type of information requested at this stage includes:

- An **introduction** from the applicant and their relevant experience in delivering similar events
- A basic **site map** showing proposed site layout and location (and/or **route map** as applicable)
- Overview of the proposed event **activities**
- A summary of the proposed **infrastructure**
- Event **dates and times** including both the construction and open phases
- **Anticipated attendance:** maximum expected per day (DAILY) AND maximum number expected at any one time (PEAK)

It is at the initial enquiry stage where information and guidance are provided to the applicant, to explain the application process and organiser expectation (i.e., the level of information that the organiser will be expected to supply at the application stage).

Where the proposal appears viable, based on the information provided (including site availability) and in alignment with this policy, the applicant will be advised to make an application. They will be provided with all the required supporting information via the ‘Application Pack’ (Application Form, Fees and Charges, Terms and Conditions and Application Guidance), so that they can read this prior to making a formal application. Proposed fees will be discussed at this time. Where the application is not viable the organiser will be advised accordingly and will be provided with an explanation as to why their proposal was declined.

POSSIBLE OUTCOMES: Make an application OR application declined.

Application Stage

The Event Organiser must complete an online application form and submit it to the Council for review. Upon submission of a completed application form, the applicant accepts the associated Terms and Conditions and agreed to be bound by them, should the application be accepted.

The completed application form and supplementary information must be submitted in accordance with the timescales below:

Scale of event	Application deadline
Up to 499 daily attendance	Minimum 6 weeks prior to proposed event date
500 to 4999 daily attendance	Minimum 10 weeks prior to proposed event date
5000-9999 daily attendance	Minimum 26 weeks prior to proposed event date
10,000 plus daily attendance	Minimum 26 weeks prior to proposed event date
Complex (see ‘Scale of Event’)	Minimum 26 weeks prior to proposed event date

Where a late application is received, acceptance will be at the discretion of the Events Service and an

additional charge may apply – the applicant will be advised accordingly if this is the case. Alternatively, late applications may be declined.

The Events Service will check the application for completeness, seeking further information as required. If the application is verified in line with this policy, and there are no practical reasons why the event cannot take place (e.g., site/date availability), the Events Service will provide a fee breakdown to the applicant, which they must formally agree in writing.

Once the fees have been agreed, the Event Service will formally accept the application.

Fees Setting

An appropriate fee will be levied on the event organiser for the use of the park. The fee will vary dependent on various factors including scale, duration, and type/classification of the event. Fees and charges are reviewed and approved annually by the Council. A full fees and charges breakdown is provided in the 'Fees and Charges' document provided as part of the application .

The fees and charges schedule is summarised as follows:

1. **Submission Fee:** A non-refundable fee which is payable by commercial events upon submission of an application.
2. **Hire of Land Fee:** Fee for land hire for the purpose of holding an 'event':
 - a. Daily rate for event days based on event scale/type (e.g., funfairs)
 - b. Daily rate for non-trading days (build/break/dark days)
3. **Supplementary Fees and Charges:** Fee for additional costs, where applicable, as defined in the Fees and Charges document e.g., officer time, additional services, reinstatement, banners etc.
4. **Discounts & Negotiated Rates:** Discounts e.g., 'community and charity' (80% discount) or negotiated rates may be applicable, as defined on the Fees and Charges document.

Note: *Discounts and negotiated rates apply to the 'Hire of Land' element of the fees, NOT 'Supplementary Fees'.*

See Policy Guidance Note 5. Financial Responsibilities.

Our Fees and Charges framework will be benchmarked against prices charged by other similar London Boroughs. The fees and charges schedule will be reviewed annually to ensure both market competitiveness and optimisation of potential revenue to the Council, which supports reinvestment into parks.

Flexibility will be retained to permit Council officers to negotiate fees for larger events, or if an event is considered to be particularly advantageous for the Borough. In addition, the Council reserves the right to vary the charge for major events where the proposed entrance fees warrant this.

Bookings management (site and date availability)

The Event Service will be responsible for the management of the event calendar.

Repeat bookings: Barnet council will work to accommodate regular/repeat bookings where possible - from time to time the Events Service will offer a priority re-book the equivalent dates for the next calendar year. If the event organisers do not take up this offering within a reasonable

Events on Council Managed Land (Hire of Land), Greenspaces & Leisure – EVENTS POLICY & ORGANISATIONAL ARRANGEMENTS (December 22)

period, dates will be released and made available for alternative event bookings.

Double bookings: Usually, no more than one event will be accepted on the same day in the same site (exceptions may be made where events are complementary and with the agreement of both organisers). Should multiple applications be received for the same site on the same date, applications will be processed in order of receipt.

Site availability: It may be necessary from time to time to close a site for events for the wider benefit of the site e.g., for general maintenance or a rest year required for ground decompaction, and tree works. In such instances those affected would be informed at the earliest possible opportunity and the Events Service would work closely with event organisers to minimise impact to those involved (alternative sites or dates may be offered).

The decision regarding availability of a site will be made the Greenspaces and Leisure Service (Head of Service or Assistant Director). If the application is deemed to be unviable (due to site/date availability or for other reasons in line with this policy), the application will be declined.

POSSIBLE OUTCOMES: Application accepted OR application declined.

Detailed Checks

Event organisers are responsible for and have a legal duty to ensure that no one (members of the public, staff, volunteers, contractors, entertainers, acts, etc.) are adversely affected by any aspect of the event with regard to health, safety and welfare.

The Event Organiser is responsible for producing Event Management Plans that have a due regard to and conform to standards set out by the Health and Safety Executive (HSE). Once an application has been accepted, the Events Service will start to carry out more detailed checks on the application, supporting documents and compliance with any relevant legislation.

The detailed checks carried out by the Events Service are agreed at service level. An application checklist is used to aid communication with the event organiser and update them on the status of the application, as additional information/final versions of the supplementary information are submitted and reviewed. It is usual at this stage for dialogue and further information or points of clarification to be communicated between the applicant and the Event Service. Information from 'Further engagement' and 'Other consents' may also feed into the communication process where relevant and further conditions or requests for information may be set as a result. Any other restrictions set by the local authority or national government (e.g., COVID19 Management) may also be considered.

Application guidance aims to clarify the type and level of information required – but there must be some flexibility as the requirement will depend on event content. For example, large events are generally required to submit more information, but a small event may incorporate a high-risk element (e.g., a funfair ride) in which case additional checks will be carried out on that element.

When carrying out detailed checks, the subject areas below are considered in line with the Service Level agreement:

- A. Maps and Plans
- B. Health and Safety
- C. Supplier Management
- D. Vehicle Management (onsite)
- E. Security and Crowd Management
- F. Information and Welfare
- G. Environment
- H. Emergency Planning
- I. Risk Assessment
- J. Insurance

The Events Service will work with the applicant and provide guidance/signposting regarding any areas of concern. If there are areas of concern still outstanding following dialogue with the event organiser, a summary of the position will be referred up through the 'decision making' hierarchy for final decision regarding the outcome of the event. The successful outcome of this stage will result in event approval, if unsuccessful the application will be declined.

POSSIBLE OUTCOMES: Progress to 'Engagement' OR application declined.

Engagement

Early engagement can help to identify potential problems in advance, thus providing an opportunity for changes or additional measures to be put in place, so that issues can be minimised or avoided. For this reason, all events are subject to a **standard** engagement process and where required (at the discretion of the Event Service and dependant on the nature, scale, location or content of the proposed event), an **enhanced** engagement process may be carried out. Examples of where an enhanced engagement process may be required includes new, large or major scale events such as music festivals.

The Events Service will carry out 'Engagement' by sharing event information ('Full' or 'Limited' details) on behalf the event organiser, with the following:

- **Council officers:** e.g., highways management, environmental health, licencing, planning, emergency planning, waste management, trading standards or food safety – **STANDARD (Full)**
- **Ward Councillors:** **ENHANCED (Limited)**
- **Stakeholders:** e.g., local friends or user groups, local businesses (i.e., we may inform a local cricket club or cafe if the event is neighbouring) - **ENHANCED (Limited)**
- **Executive Director:** **ENHANCED and for final decision (Full)**

'Full' details = Event application and supporting documents

'Limited' details = Key information as applicable

Note: 'Engagement' may be carried out with ward councillors/stakeholders to represent the view of residents (residents are not contacted directly, see 'Further engagement'). However, once the event has been approved the event title, location and date will be published on the Council's web page to ensure residents are made aware of any events that are happening in their area.

The Events Service will share the event application electronically with the interested parties (as above).

Those contacted are required provide feedback within a 2-week period (or less for 'short notice applications'*). Interested parties are expected to provide feedback regarding the proposal's 'suitability' considering the objectives of this policy.

****Short notice applications*** - From time to time and at the discretion of the Events Service a short notice application may be considered (this is where the application is NOT received within the required deadlines). In such instances the engagement period may be reduced, however, if there are substantive objections to the proposal, the application may be terminated.

Feedback from the interested parties is gathered, any queries are answered, clarification is sought and shared where appropriate. Where effective event management can minimise or mitigate the source of a concern, a specific management proposal is made, or a condition is set e.g., if it is agreed 'Further engagement' (see below) is required, due to the potential impact of the event, the event organiser may be tasked with this as a condition of the agreement.

If agreement is reached at this stage 'Approval' may be granted. Where there are unresolved issues or conflicting opinions, the matter is referred through the decision-making hierarchy for final decision.

If there are no major objections at the engagement stage, if the objections can be overcome through effective management or where the appropriate decision makers have made a final decision, the event application can progress. Conditions might be attached; any conditions set will be clearly explained to the event organiser.

POSSIBLE OUTCOMES: Approval OR application declined.

Further Engagement

In addition to above, further engagement may be required to minimise the potential disruption/impact of an event, or to maximise the potential benefits. This process can also be used to ensure that legal and public safety requirements are met. The type of event will determine the level of engagement required.

Event organisers are expected to carry out 'Further engagement' throughout the planning stages of their event. It is normally carried out at the event organiser's expense and is sometimes set as part of the agreement. Where it is specifically agreed that the Events Service will carry out all or some of this work on the event organiser's behalf, it will be agreed in writing and will be charged to the event organiser as a supplementary charge, i.e., officer time.

Further engagement will usually be required for more complex events and those with a greater potential to cause disturbance; a rule of thumb is the greater the potential impact the more engagement will be required. For example, a music festival may require a more detailed engagement carried out directly with residents in the surrounding local area.

The event organiser may be required to submit further documentation e.g., a community and consultation plan or a noise management plan, to detail the organisational arrangements in place.

Other Consents

It is important to note that other consents may be applicable to an event application. This is very much

dependent on the nature and content of the event. For example, other consents will be required where an event utilises land outside of Council management e.g., a running event which also passes through private land; the event may not be feasible if consent is not obtained from all parties.

It is only possible for the Events Service to issue consent for land under its management, but other consents/permissions may **additionally** be required. It is the responsibility of the event organiser to liaise with relevant stakeholders, for example:

- **Safety Advisory Group (SAG)** – Events will be selected for consideration by the SAG using the group’s defined selection criteria. The purpose of this group is to provide a multi-agency approach to review the impact, safety, and planning of the event. The group will typically include representatives from the blue light services (police/ambulance/fire), other Council departments (e.g., emergency planning, licensing, community safety, network management, environmental health, venue managers), local transport providers (Transport for London, London Buses, National Rail).
- **Blue Light Services** – The emergency services may carry out their own checks or set conditions relating to the event.
- **Transport (e.g., TfL)** – Consents may be required where an event is likely to have a significant impact on public transport arrangements.
- **Private landowners** – Private landowners are responsible for carrying out their own checks and issuing their own consents.

Specific consents may also be required from **other Council departments**. They may apply their own conditions and charge for their services. Where applicable, application review involving multiple council departments may take the format of a **‘Working group’**. Examples include:

- **Emergency Planning Department** – If there are wider safety concerns that may impact on the borough’s emergency planning (to include major incident planning).
- **Licensing** – A Premises Licence or Temporary Event Notice (TEN) may be required for events that include licensable activities such as regulated entertainment, the sale of alcohol or trading. The issue of a TEN or premises licence does not itself constitute permission to use the land. Additional conditions may be set as part of a licensing agreement.
- **Highways Management** – In some instances a traffic and transport management plan will be required to meet the approval of the Network Management department. This may include a requirement for parking suspensions or Traffic Management Orders (additional charges may apply).
- **Planning** – Planning consent may be required for any Temporary Demountable Structures (e.g., staging, marquees, tents, and signage). The event organiser is required to apply directly to the planning department should planning consent be required.
- **Environmental Health** – May require additional information or set conditions relating to an event e.g., matters relating to, health and safety, noise control or food safety.
- **Public health** – May require additional information, set conditions or other otherwise influence an event where applicable to public health, e.g., pandemic or infectious disease.

‘Other consents’ may be conditional and can lead to ongoing dialogue with the event organiser. Where the Events Service is made aware, any conditions set by other landowners or Council departments will be

considered. The Events Service will make every effort to help streamline the service and inform other departments where an event is likely to have a significant impact, however, the responsibility lies with the event organiser to seek all required consents directly.

Approval

Approval can be granted once the submitted documentation meets the required standards. Specific conditions may be added to the approval should the council feel it is necessary.

Once formal consent has been issued, there would be an expectation for ongoing monitoring and dialogue with the event organiser e.g., they would be required to inform the Event Service of any changes to plans, new development etc.

An event permit will be issued upon the approval of an event application.

Event organisers could be held legally liable for the costs or damages for any injuries which may occur during the event. All applicants must ensure that a public liability insurance policy is in place for their event.

Terms and Conditions

A comprehensive set of terms and conditions exists for the hire of parks and open spaces which forms part of the Application Pack. This communicates to the event organiser their obligations should they wish to hire a park or open space; event organisers are asked to agree to them before they apply. The organiser's compliance with the terms and conditions will be monitored, and failure to comply will prejudice future event applications.

Some events or specific sites might need to have special conditions added to the approval process and these must be adhered to as well. These will be included in the conditional agreement and final event Permit. They may also be included in a Licence as a condition as required.

Licensing Permissions

Event organisers are invited to apply for any licenses that are necessary for them to hold their event. A licence is required to stage any of the following forms of regulated entertainment:

- a performance of a play
- an exhibition of a film
- boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling within live or recorded music
- provision of late-night refreshment (11pm to 5am)
- sale of alcohol (for on and offsite consumption).

A Premises Licence or Temporary Event Notice (TEN) is required for events that include licensable activities such as regulated entertainment or the sale of alcohol. While small events may be covered by

a TEN, larger events may need to apply for a Premises Licence. Note that some of the Council's open spaces are already licensed.

In terms of processing event applications, the two most frequently required licences are a Premises Licence and a Temporary Events Notice (TENs);

Premises licence – This is required for an event where it is anticipated an audience of 500 people or more will be in attendance for entertainment / and that includes licensable activities. It can take between 8-12 weeks to obtain a premises licence which is issued by the licensing administration team.

For smaller one-off events, it may be more appropriate to apply for a TEN. This is required for an event that includes licensable activities for an audience of fewer than 500 people. Permission must be obtained with a minimum of 10 clear working days of the event and issued by the licensing team.

The licensing process can run concurrently alongside the event application process. Issuing a licence does not itself constitute permission to use Council land or confirm that the event can proceed.

For more information about licensing please visit;
[Licences, permits and registrations | Barnet Council](#)

Debrief

A post-event engagement (or debrief) may take place to gain feedback on the event. This process can identify problems and areas for improvement, and inform decisions about future events e.g., if they should be accepted or refused or if additional conditions should be set to address areas of concern (i.e., based on the impact the event had, be it positive or negative).

For large more complex events the Council may wish to monitor the event keep a log of any concerns or issues which have arisen to inform the debrief and plan for future delivery.

Although it is not necessary for the event application process, it is recommended that post event engagement takes place to gain feedback on the event itself to identify any event related problems. Through this process many issues can be improved for future events. For large and major events a post event debrief with the SAG will take place.

Decision Making

First contact between the Applicant and the Council lies with the Events Service who will be responsible for initial decision-making in relation to events taking place on Council managed land. Any queries or concerns will be referred up to the Head of Service/Assistant Director initially and where not resolved to the Executive Director for Final decision.

The decision-making hierarchy can be summarised as follows:

- L1 '**Events Service**' means the Council's nominated representative or service provider within the Greenspaces and Leisure Service

- L2 '**Head of Service/Assistant Director**' means the Council's appointed Head of Greenspaces or Assistant Director: Greenspaces & Leisure
- L3 '**Executive Director**' (in consultation with the Lead Member as required)

Application Support

Through the application process the Events Service will provide guidance and signposting. Additional support will be given to community event organisers where required.

The Application Pack

The 'Application pack' will be provided to all event organisers and will be made available on the Event Services' web pages on the Council website. The following documents will be included:

1. Application Form
2. Fees and Charges
3. Terms and Conditions
4. Application Guidance

5. REVIEW

The impact of the policy will be reviewed regularly as part of the audit to assess its continued ability to deliver aims of the policy. Where it is judged not to be meeting the aims of the policy this will initiate a full review of the policy.

6. POLICY GUIDANCE NOTES

1. Events/activities that fall outside the remit of this policy:

- a. **Sole traders** e.g., ice cream or catering units that are stand-alone.
- b. **Walks, talks and small gatherings**, which may be managed at a community level (less than 50 persons, no infrastructure/vehicles, non-chargeable, community-focused and run by community or friends' groups or local charities).
- c. **Fitness or small group activities** including fitness training, educational activities (e.g., workshops or forest schools) and other 'small group' (<50 persons) activities, which do not otherwise constitute an event.
- d. Use of **Sports Pitches and Grounds** including for school sports days.
- e. Use of '**other**' **Council land** e.g., events taking place on Highways Managed land.

2. Scale of event notes and exceptions:

- a. Where not stated otherwise 'large' shall refer to both large and major events i.e., all events with 5000+ daily attendance.
- b. Some '**complex**' events may be treated (in terms of the application process) as a different category i.e., if the event is deemed to have a more significant impact, for example (but not limited to):
 - i. Multiple-site events
 - ii. Significant or atypical infrastructure
 - iii. Significant or atypical activities taking place
 - iv. Multi-departmental involvement required (e.g., emergency planning, licensing,

- planning, network management)
 - v. Multi-agency involvement required (e.g., blue lights services, transport networks)
 - c. If the attendance of an event is anticipated to be close to the limit of the category, the Events Service may determine which category the event falls in.
 - d. Where the organiser is seeking a premises licence for an event, the final attendance numbers may be set as part of the premises licensing agreement.
- 3. **Applications that require special consideration:** Special consideration may be required for events of a sensitive nature. Where applicable, proposals will be referred accordingly (see 'Decision Making'). Examples include:
 - a. Political rallies or events organised by groups affiliated with political organisations
 - b. Events featuring animals either performing or in attendance
 - c. Events featuring performances by children
 - d. Religious events
- 4. **Applications that would be unacceptable under this policy** include those which are deemed to be inappropriate, contravene the agreement Terms and Conditions, or are considered to have a detrimental impact on the "normal use" of the park or open space. Such events would usually be identified early at the initial enquiry or application stage (see 'Application Stages and Approval Process'). Example reasons for refusal include:
 - a. Events that are likely to have an unacceptable impact on the grounds, infrastructure, or biodiversity of the site.
 - b. The applicant cannot provide adequate documentation or certification requested by the Council to demonstrate that it should progress to the next stage of the application process.
 - c. The event has been refused support by one of the emergency services
 - d. The event has been refused support by another Council department.
 - e. The event discriminates against any individual or group on the grounds of race, religion, gender, sexual orientation, or disability. This aspect will specifically include any event where any of the above groups or individuals are excluded or refused entrance.
 - f. Events organised by extremist organisations.
 - g. Events featuring adult or offensive content.
 - h. Any circus that includes performing animals other than equine (horses, ponies, and donkeys), dogs, and bird (budgerigar) acts.
 - i. The applicant or any suppliers of the event intend to give away any live animals as prizes.
 - j. Where the event or event activities are prohibited by a park byelaw.
- 5. **Financial responsibilities:** There are 'other' costs associated with the staging of events and these must be considered by organisers in the very early stages of planning to ensure adequate funds are available. The 'type' and 'scale' of the event will be determining factors in setting the event fees in accordance with our 'Fees and Charges' document. It should be noted however, that all event related costs rest with the event organiser. Organisers should consider the main areas of expenditure outlined below:
 - a. Costs associated with all aspects of event delivery and production.
 - b. Supplementary Charges – As applicable e.g., where the Applicant requests 'Additional Services' such as grass cutting or tree pruning, it will be at their expense (if over and above usual service levels for the park).
 - c. Reinstatements – If damage occurs, the Applicant will be liable to the Council for the full cost

- of any repairs or reinstatement (works will be carried out by the Council's nominated contractor).
- d. Associated fees i.e., the fees and charges levied by other council departments as applicable (e.g., network management/licensing/planning).

APPENDICIES

Appendix 1: Parks Specification List for Events

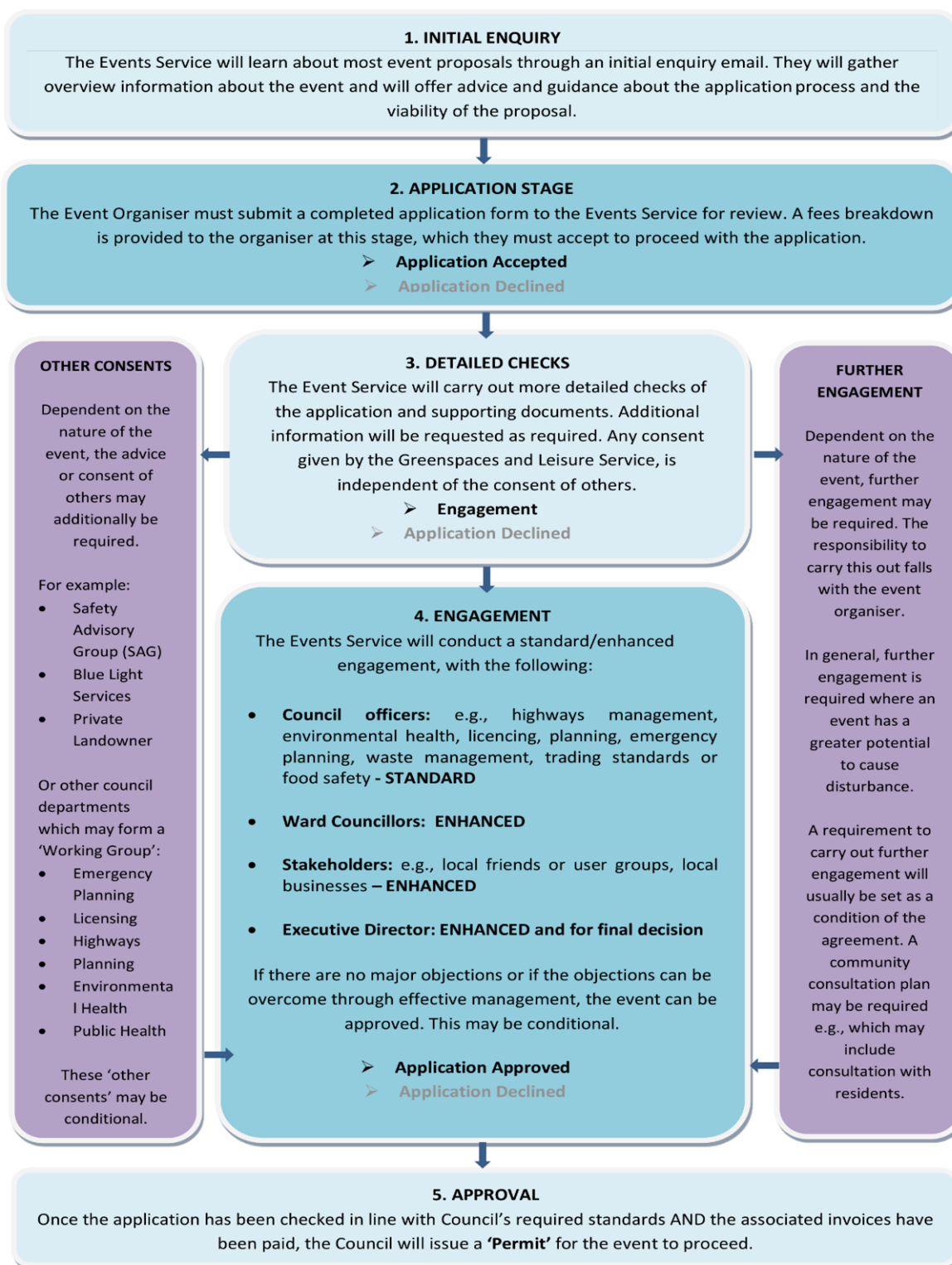
Park Name	Location	Fun Fairs	Event Scale (Daily Attendance)			
			Up to 499	500 to 2499	2500 to 4999	Over 5000
Barnet Hill OS	EN5		✓			
Barnet P.F	EN5	✓	✓	✓	✓	✓
Basing Hill Park	NW2	✓	✓			
Belmont Open Space	EN4		✓			
Bethune Recreation Ground	N11N20	✓	✓	✓	✓	
Bigwood	NW11		✓			
Bittacy Hill Park	NW7		✓			
Bounds Green/Fairview OS	N11		✓			
Boysland OS	HA8		✓			
Brent Park	NW4		✓			
Brook Farm/Wyatts Farm	N20		✓	✓	✓	✓
Brookside Walk	NW11		✓			
Brunswick Crescent Playground	N11		✓			
Brunswick Park / Waterfall Walk	N11		✓	✓	✓	
Byng Road	EN5		✓	✓	✓	
Charter Green	N3		✓			
Cherry Tree Wood	N2	✓	✓	✓		
Chiddingfold	N12		✓			
Childs Hill Park	NW2		✓			
Clitterhouse PF*	NW2	✓	✓	✓	✓	✓
Colindale Park	NW9		✓	✓		
Coppetts Wood	N10 N11 N12		✓			
Copthall P.F	NW4 NW7	✓	✓	✓	✓	✓
Court Way OS	NW9		✓			
Cranbrook Road OS	EN4		✓			
Cromer Road OS	EN5		✓			
Dame Alice Owens Grounds	N20		✓			
Deansbrook Rec	HA8		✓			
Edgwarebury Park	HA8		✓	✓	✓	

Finchley Way Open Space	N3		✓			
Friary Park	N12	✓	✓	✓		
Friern Bridge Open Space	N11		✓			
Friern Park	N12		✓			
Grange Playing Fields	EN4		✓			
Greenhill Gardens	EN5		✓			
Hadley Common (Green)	EN5		✓			
Halliwick Rec. Ground	N10		✓			
Harcourt Avenue OS	HA8		✓			
Hendon Park	NW4	✓	✓	✓	✓	
Highlands Gardens	EN5		✓			
Heybourne Park	NW9		✓	✓		
Holland Close OS	EN5		✓			
Hollickwood Park	N10		✓			
Jubilee Gardens	EN5		✓			
Kennard Road OS	N11		✓			
King Georges Field (Hadley)	EN5		✓			
Lawrence Green	NW7		✓			
Lincoln Avenue OS	N14		✓			
Littlewood	NW11		✓			
Ludgrove P.F	EN5		✓			
Lyndhurst Park	HA8		✓			
Lyonsdown Rd OS	EN5		✓			
Lyttelton P.F	N2		✓	✓	✓	
Malcolm Park	NW4		✓			
Mansfield Ave / Vernan Crescent OS	EN4		✓			
Marsh Close / Marsh Lane OS	NW7		✓			
Meadway Open Space	EN5		✓			
Mill Hill Park	NW7	✓	✓	✓	✓	✓
Moat Mount OS	EN5		✓			
Montrose P.F	HA8	✓	✓	✓	✓	✓
Mortimer Close OS	NW2		✓			
Mount Grove OS	HA8		✓			
Mount Road OS	NW4		✓			
New Southgate Rec	N11	✓	✓	✓		
Oak Hill Park	EN4	✓	✓	✓	✓	✓

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Oak Lane OS	N2		✓			
Oakdene Park	N3		✓			
Oakleigh Park Ave OS	N20		✓			
Old Courthouse Rec Ground	EN5		✓	✓		
Percy Road OS	N12		✓			
Princes Park	NW11		✓			
Quinta OS	EN5		✓			
Ravenscroft Gardens	EN5		✓			
Riverside Walk N&S (Fursby Avenue)	N12		✓			
Riverside Walk/Ducks Island	EN5		✓			
Rushgrove Park	NW9		✓			
Scratchwood OS	NW7	✓	✓	✓		
Silkstream Park	HA8		✓	✓		
Stonegrove Park	HA8		✓			
Stoneyfields Park	HA8		✓			
Sturgess Park	NW4		✓			
Sunny Hill Park	NW4	✓	✓	✓	✓	
Swan Lane OS	N12		✓			
The Meads OS	HA8		✓			
The Mill Field	NW7		✓			
Tudor Sports Ground	EN5		✓	✓		
Victoria Park	N3	✓	✓	✓	✓	
Victoria Rec Ground	EN4		✓	✓	✓	
Watling Park / Cressingham Road*	HA8	✓	✓	✓	✓	
West Hendon P.F*	NW9		✓	✓	✓	
Whetstone Strays	N20		✓			
Whitings Hill OS / Community Forest	EN5		✓	✓	✓	
Windsor OS	N3		✓			
Woodcroft Park	HA8		✓			
Woodfield Park	NW9		✓	✓	✓	
Woodhouse OS	N12		✓			

Appendix 2: Summary of application stages flowchart



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Appendix B - Summary of changes to Parks

Reclassified with decreased capacity		
Park Name	Previous Capacity	Revised Capacity
Basing Hill Park	500-1,000	Up to 499
Bigwood	500-1,000	Up to 499
Bittacy Hill Park	500-1,000	Up to 499
Boysland OS	500-1,000	Up to 499
Brent Park	500-1,000	Up to 499
Brookside Walk	500-1,000	Up to 499
Childs Hill Park	500-1,000	Up to 499
Dame Alice Owens Grounds	500-1,000	Up to 499
Friern Bridge Open Space	500-1,000	Up to 499
Friern Park	500-1,000	Up to 499
Grange Playing Fields	500-1,000	Up to 499
Hadley Common (Green)	500-1,000	Up to 499
Halliwick Rec. Ground	500-1,000	Up to 499
Hollickwood Park	500-1,000	Up to 499
King Georges Field	500-1,000	Up to 499
Ludgrove P.F	500-1,000	Up to 499
Lyndhurst Park	500-1,000	Up to 499
Meadway Open Space	500-1,000	Up to 499
Moat Mount OS	500-1,000	Up to 499
Oakdene Park	500-1,000	Up to 499
Quinta OS	500-1,000	Up to 499
Riverside Walk N&S	500-1,000	Up to 499
Riverside Walk/Ducks Island	500-1,000	Up to 499
Rushgrove Park	500-1,000	Up to 499
Stonegrove Park	500-1,000	Up to 499
Stoneyfields Park	500-1,000	Up to 499
Swan Lane OS	500-1,000	Up to 499
The Meads Open Space	500-1,000	Up to 499
The Mill Field	500-1,000	Up to 499
Whetstone Strays	500-1,000	Up to 499
Windsor OS	500-1,000	Up to 499
Woodcroft Park	500-1,000	Up to 499

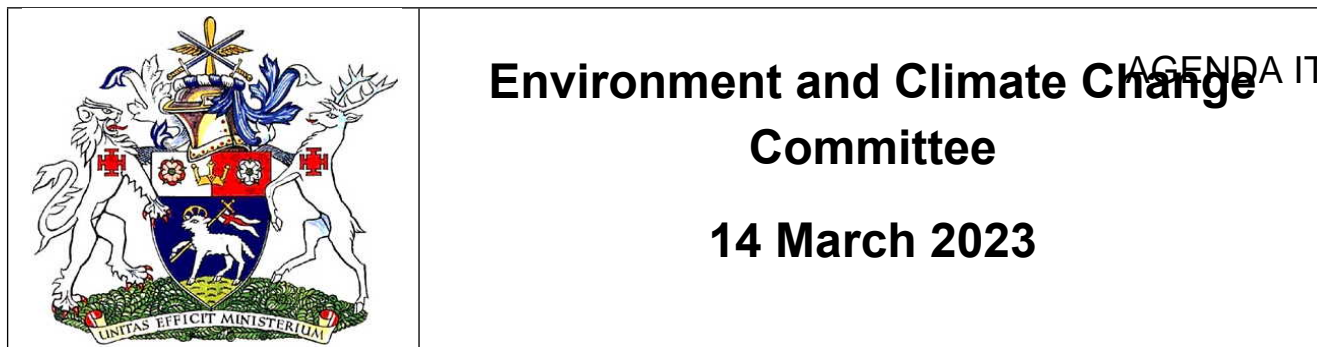
Reclassified with increased capacity		
Park Name	Previous Capacity	Revised Capacity
Barnet P.F	Over 1,000	Over 5,000
Bethune Rec Ground	500-1,000	2,500-4,999
Brook Farm/Wyatts Farm	Over 1,000	Over 5,000
Brunswick Park/Waterfall Walk	500-1,000	2,500-4,999
Cherry Tree Wood	500-1,000	500-2,499
Clitterhouse PF	Over 1,000	Over 5,000
Colindale Park	Up to 500	500-2,499
Copthall P.F	Over 1,000	Over 5,000
Edgwarebury Park	500-1,000	2,500-4,999
Friary Park	500-1,000	500-2,499
Hendon Park	500-1,000	2,500-4,999
Lytton P.F	500-1,000	2,500-4,999
Mill Hill Park	Over 1,000	Over 5,000
Montrose P.F	500-1,000	Over 5,000
New Southgate Rec	500-1,000	500-2,499
Oak Hill Park	Over 1,000	Over 5,000
Old Courthouse Rec Ground	500-1,000	500-2,499
Scratchwood OS	Over 1,000	500-2,499
Silkstream Park	500-1,000	500-2,499
Sunny Hill Park	500-1,000	2,500-4,999
Tudor Sports Ground	500-1,000	500-2,499
Victoria Park	500-1,000	2,500-4,999
Victoria Rec Ground	500-1,000	2,500-4,999
Watling Park/Cressingham Road	500-1,000	2,500-4,999
West Hendon P.F	Over 1,000	2,500-4,999
Whitings Hill OS/Community Forest	500-1,000	2,500-4,999
Woodfield Park	500-1,000	2,500-4,999

Appendix B - Summary of changes to Parks

Additions and Removals			
Park Name	Removed from the Policy	Added to the Policy	Added to host Fun Fairs
Byng Road		2,500-4,999	
Central Square*	✓		
Clarefield Park*	✓		
Claremont Road OS*	✓		
Cricklewood Town Square		Up to 499	
Finchley Way OS		Up to 499	
Hadley Ridge*	✓		
Hampstead Heath extension**	✓		
Heybourne Park		500-2,499	
King George V P.F*	✓		
Meadway Gate OS	✓		
Oakleigh Road North OS	✓		
Oakleigh Road South OS	✓		
Oakway OS	✓		
Ossulton Way OS	✓		
Pavilion Way OS*	✓		
Penhurst Gardens OS	✓		
Raleigh Drive OS	✓		
Rushdene/Gallants Farm OS	✓		
Sanders Lane OS	✓		
Shaftesbury Ave OS	✓		
Simmonds Mead	✓		
ST MARYS CHURCH GREEN	✓		
Stanhope Road	✓		
Sturgess Avenue OS	✓		
Thornfield Avenue OS	✓		
Vivian Way OS	✓		
Warnham Road OS	✓		
Warrens Shawe Lane OS	✓		
Watling Park/Cressingham Road			✓
West Way OS	✓		
Westcroft Close OS	✓		
Willifield Green	✓		
Willifield Way OS	✓		
Woodside Park	✓		
York Park*	✓		
York Road OS	✓		

*Denotes where management and operation has been transferred to a third party (under terms such as a lease agreement).

**Denotes removal due to discrepancy, ownership is City of London Corporation.



Environment and Climate Change Committee

14 March 2023

Title	Damage to Highways – Project update
Report of	Chair of Environment and Climate Change Committee
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 – Examples of damage caused to the public highways as a result of third-party development
Officer Contact Details	Ian Edser, Director of Highways and Transportation, Customer and Place ian.edser@barnet.gov.uk

Summary

In Sept 2015 the Environment Committee approved for a pilot scheme to be trialled for a period of three months in Finchley and Golders Green, where a large number of development activities had been identified, to inspect for visible damage to the highway. The process was for an Officer to inspect development sites in those areas and where visible damage to the highway fronting the development was observed, a notice would be served under Section 133 of the Highways Act 1980 on the landowner in order to inform them of the Council’s intention to recover from them the cost of the damage to the highway caused by them.

Subsequently in May 2017 the Environment Committee gave further approval for the highways service to take the following approach to Damage to Highways

- Building Control to inform the Highways Service when notification to start work is received from owners / developers.
- On receipt of notification, the Highways Service will inspect and take photographic evidence of the footway condition before, during and post work.
- The cost of repairing any damage identified would be recovered from the landowner under Section 133 of Highway Act 1980.

This approach is currently focussed on seven Wards (Childs Hill, East Barnet, Golders Green, High Barnet, Mill Hill, Totteridge and Woodside and Whetstone) The Wards selected were based on the highest number of reported damage to highway incidents and the levels of development work taking place in these Wards.

In order to support active travel, encourage walking and ensure that footways are safe for pedestrians, the damage to highways service should be expanded to cover the whole of the Borough.

Officers Recommendations

- 1. That the Environment and Climate Change Committee notes the current activities undertaken by the Highways Service team to tackle incidents of damage to highway caused by development works.**
- 2. That the Environment and Climate Change Committee approves the proposal that the Highways Service team expands its work to tackle incidents of damage to highway to cover all 24 Wards, and that this will be the subject of a future report to Cabinet.**

1. WHY THIS REPORT IS NEEDED

- 1.1 As a result of the ongoing problem of a large number of small-scale development works across the Borough and the associated damage to the footway, in Sept 2015 the Environment Committee approved for a pilot scheme to be trialled for a period of three months in Finchley and Golders Green. The aim of the pilot was to recover the cost of repairs from the property owners whose development works had caused the damage. A further report in May 2017 gave approval for the highways service to take a proactive approach to tackle the problem by requesting notifications from Building Control colleagues about start work dates for developments.
- 1.2 The majority of the damage is caused by inappropriate use of the footway such as delivery and removal of skips, storage of materials on the footway, using the footway as part of the works site and sometimes lowering of kerbstones to accommodate illegal crossovers at completion of the works. Some examples of this can be seen in Appendix 1.
- 1.3 Many of the issues are with smaller single property developments, larger developments are regulated through Highway Development Control activities and Section 278 agreements (under the Highways Act 1980) or planning conditions.
- 1.4 The pilot project was initially in Finchley and Golders Green, this has now been expanded to Childs Hill, East Barnet, Golders Green, High Barnet, Mill Hill, Totteridge and Woodside and Whetstone. The selected Wards were based on highest number of reported damage to highway incidents and levels of development work taking place in these Wards.

1.5 The activity to date can be summarised as follows

Status April 2021 to date	No of Sites
Intervention level damage found	165
Work complete, no damage	510
Work ongoing, currently no damage	349
Other/work not started	181
Total number of sites involved in the project	1205

- 1.6 Since a restart and reset of the project in April 2021 the Highways Team began invoicing landowners to recover the costs for Damage to Highway. £415,000 worth of damage to the highway has been repaired at the Council's expense and so far £244,000 has been recovered from the landowners responsible for causing the damage. The remainder is being progressed through the Council's normal cost recovery process.
- 1.7 Section 133 of the Highways Act 1980 states that if the footway of a street that is a highway maintainable at the public expense is damaged by or in consequence of any excavation or other work on land adjoining the street, the highway authority for the highway may make good the damage and recover the expenses reasonably incurred by them in so doing from the owner of the land in question or the person causing or responsible for the damage. As the costs of a repair relate to the Highways Act 1980, any unpaid costs can be registered as a local land charge as detailed under S.1 of the Local Land Charges Act 1975. The Council's preference however is to work with residents and/or their developers to ensure all the appropriate licences are in place before work commences so that we can protect the integrity of the footway throughout their works.
- 1.8 To cover the seven Wards the Highways Team is currently resourced with 1 Technical Supervisor and 0.5 FTE Business Support Officer. Officers consider that there would be real benefit to expanding this service across the Borough, subject to suitable funding and that this will be the subject of a report to a future Cabinet meeting. For Members information, indicative resource requirements, to expand across the borough would require an additional 2 Technical Supervisors and 1 Business Support Officer.
- 1.9 Ultimately the intention of the Damage to Highways service is to maintain the integrity of the public highway and ensure that the cost of repairs caused by third parties is paid for by those third parties, rather than at the public's expense.

2. REASONS FOR RECOMMENDATIONS

- 2.1 Barnet's highway network is our largest, most valuable and most visible community asset and is probably the most used of all our services, by nearly all residents daily. It is vital to the economic, social, and environmental well-being of our residents and wider community.
- 2.2 The Highways Act 1980 ("**HA 1980**") sets out the main duties of highway authorities in England and Wales. Highway maintenance policy is set within a legal framework. Section 41 of the HA 1980 imposes a duty to maintain highways which are maintainable at public

expense. The HA 1980 sits within a much broader legislative framework specifying powers, duties and standards for highway maintenance.

- 2.3 The Council has a duty to ensure that the statutory functions and responsibilities in relation to those highways for which the local authority is responsible are discharged. The Council also has a duty to ensure a safe passage for the highway user through the effective implementation of the legislation available to it, principally the HA 1980, with reference to Section 41, of the HA 1980.
- 2.4 Section 133 HA 1980 states that If the footway of a street that is a highway maintainable at the public expense is damaged by or in consequence of any excavation or other work on land adjoining the street, the highway authority for the highway may make good the damage and recover the expenses reasonably incurred by them in so doing from the owner of the land in question or the person causing or responsible for the damage. Some examples can be seen in appendix 1.
- 2.5 If the Council were not able to use s133 HA 1980 or section 1 Local Land Charges Act 1975 the cost of repairing the public highway would fall to the Council and this would need to be funded out of existing budgets.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The Council has a range of potential short-term options available; these include:
 - Stop what we are doing
 - Maintain what we are doing

Option 1 has been discounted as it requires public money to be spent on repairing the highway when damage has been caused by a third party.

Option 2 is not the preferred option as it presents a disparity with how residents or their agents are treated in different Council Wards. The current approach could be retained, but Officers' preference is to expand the service incrementally across the Borough, for which a business case will be presented to Cabinet in due course.

4. POST DECISION IMPLEMENTATION

- 4.1 The Highways Team will consolidate current activities with a view to incrementally expanding the service across the whole borough, subject the approval of the business case and associated funding.
- 4.2 The Highways team will develop a business case which will be presented to the next available meeting of the Cabinet.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The continuation and expansion of the Council's Damage to Highways service will contribute to the Council's sustainability strategy through the promotion of better practices exercised by landowners and developers in relation to the protection of the Highways network.
- 5.1.2 A project to tackle third party damage to the highway ensures swift response to unsafe footways and recovery of costs from the party who has caused the damage, which would otherwise have to be paid for at the public's expense
- 5.1.3 The Highway network is the Council's most valuable asset and is vital to the economic, social, and environmental wellbeing of the Borough as well as the general image perception. The Highways provide access for business and communities, as well as contribute to the area's local character and the resident's quality of life. Highways really do matter to people and often public opinion surveys continually highlight dissatisfaction with the condition of local roads and pavements and the way they are managed.

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

5.2.1 Finance & Value for Money

- 5.2.1.1 The current annual staffing cost of delivering the damage to highways project is circa £100,000.
- 5.2.1.2 Since April 21 the cost of repairing the footway due to damage caused by third party development works is £415,000k *.
- 5.2.1.3 The amount recovered so far is £244,000k*.
- 5.2.1.4 Unpaid invoices go through the Council's normal reminder letters and cost recovery process. The process recognises people can be in a position of hardship and therefore allows for payment plans to be set up. Unpaid debts may eventually be registered as a Local Land Charge against the property, as last recourse.
- 6.2.1.5 A business case for expansion of the Damage to Highways project to all Wards will be prepared for presentation to a future the Cabinet meeting.

* Figures are yet to be audited

5.2.2 Procurement

5.2.2.1 No procurement implications

5.2.3 Staffing

None as a direct result of this report, however the expansion of the service and deployment of additional resources will be the subject of report to a future meeting of the Cabinet.

5.2.4 IT

There are no direct IT implications for the council as a result of extending the current arrangements.

5.2.5 Property

There are no direct Property implications for the Council as a result of extending the current arrangements.

5.2.6 Sustainability

The aim of Damage to Highways project is to actively maintain the footway network for all users and to encouraging landowners to treat the public highway with respect and thus minimising repeat work and recover monies from those identifiable third parties responsible for the damage to the Highway, to avoid the Council bearing all the cost of the repairs

5.3 Legal and Constitutional References

5.3.1 Under Article 7 of the Council's Constitution, the Environment and Climate Change Committee is responsible for all borough-wide or cross-area matters relating to the local environment, which includes highways.

5.3.2 As a highway authority the Council has a duty under section 41(1) HA 1980 to maintain the public highway.

5.3.3 Section 133 HA 1980 states that if the footway of a street that is a highway maintainable at the public expense is damaged by or in consequence of any excavation or other work on land adjoining the street, the highway authority for the highway may make good the damage and recover the expenses reasonably incurred by them in so doing from the owner of the land in question or the person causing or responsible for the damage.

5.3.4 Section 1 of the Local Land Charges Act 1975 enables any charge by a local authority for Damage to Highway under s133 HA 1980 to be registered as a Local Land Charge against the land.

5.4 **Insight**

5.4.1 Not applicable to this report, however the work is informed by Building Control reports and Highways Officers inspections.

5.5 **Social Value**

5.5.1 The Public Services (Social Value) Act 2012 requires people who commission public services to think about how they can also secure wider social economic and environmental benefits. This report does not relate to the procurement of services contracts.

5.6 **Risk Management**

5.6.1 The Council, as Highway Authority, has various responsibilities and duties. To address these responsibilities and duties the council has established policies, systems and processes that are regularly audited, reviewed, and amended where necessary to reflect current policy and guidance and provide the council with a robust defence against insurance claims on the public highway.

5.6.2 The Damage to Highways project is a means of ensuring that intervention level damage caused by third parties are repaired efficiently and effectively and the integrity of the footway is maintained for all users.

5.7 **Equalities and Diversity**

5.7.1 The Equality Act 2010 requires organisations exercising public functions to demonstrate that due regard has been paid to equalities in:

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

5.7.2 The Equality Act 2010 identifies the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership, pregnancy, and maternity; race; religion or belief; sex and sexual orientation.

5.7.3 To assist in meeting the duty the council will:

- Try to understand the diversity of our customers to improve our services.
- Consider the impact of our decisions on different groups to ensure they are fair.

- Mainstream equalities into business and financial planning and integrating equalities into everything we do.
- Learn more about Barnet's diverse communities by engaging with them.

5.7.4 The broad purpose of this duty is to integrate considerations of equality into day-to-day business and keep them under review in decision making, the design of policies and delivery of services.

5.7.5 Good roads and pavements benefit all sectors of the community by removing impediments and assisting quick, efficient, and safe movement to access school, work and leisure facilities. This is particularly important for the elderly, people caring for children and those with mobility difficulties and sight impairments. The condition of roads and pavements is regularly at the top of concerns expressed by residents and the Council is listening and responding to those concerns by committing funding and resources to its planned highway maintenance programmes across the borough on a prioritised basis.

5.7.6 The physical appearance and the condition of the roads and pavements also have a significant impact on the quality of life of residents and visitors to the borough. A poor-quality street environment will give a negative impression of an area, impact on people's perceptions and attitudes as well as increasing feelings of insecurity.

5.7.7 An Equality Impact Assessment will be carried out before the scheme is expanded, if required.

5.8 Corporate Parenting

No direct or indirect impacts on looked after children or care leavers identified beyond those applicable to the population as a whole.

5.9 Consultation and Engagement

This section does not apply to this report.

6. ENVIRONMENTAL IMPACT

Implementing the recommendations in the report will lead to a positive impact on the Council's carbon and ecology impact aligned to the council's emerging Sustainability Strategy in relation to supply chain operations and material selection including use of low carbon and recycled materials.

7. BACKGROUND PAPERS

7.1 Environment Committee Meeting Sept 2015

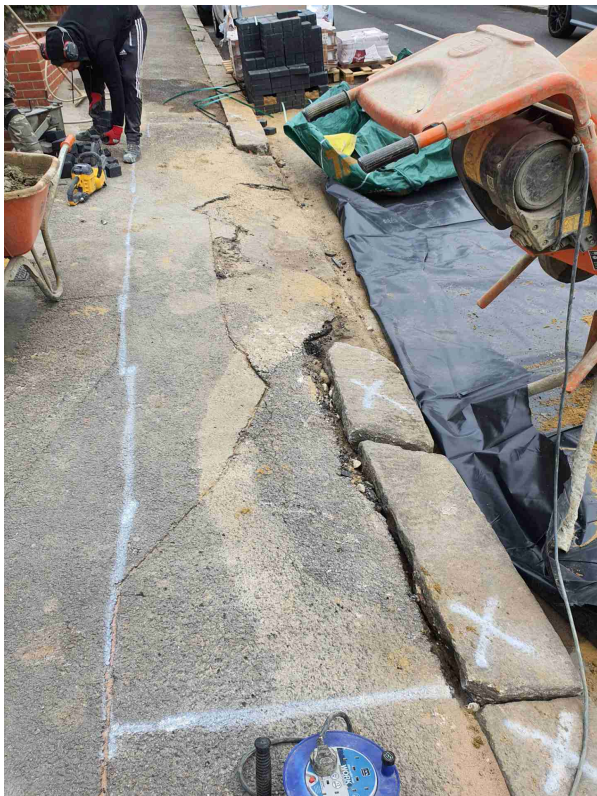
[Damage to the Public Highway Caused by Development Activities.pdf \(moderngov.co.uk\)](#)

7.2 Environment Committee Meeting May 2017

[\(Public Pack\)Addendum - Items 8 and 10 Agenda Supplement for Environment Committee, 11/05/2017 18:30 \(moderngov.co.uk\)](#)

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Appendix 1





London Borough of Barnet

**Environment and Climate Change
Committee
Forward Plan**

March 2023

Title of Report	Overview of decision	Report Of
14 March 2023		
Quarter 3 Performance Report	For comment	Deputy Chief Executive
Environment & Climate Change Forecast Financial Outturn month 10 (January 2023)	For comment	Deputy Chief Executive
Sustainability Strategy update	For comment	Assistant Director Sustainability/Deputy Chief Executive
Tree Policy update and Planting Programme	Update to policy and draft proposal for new programme for approval	Assistant Director Greenspaces and Leisure/ Executive Director Communities, Adults and Health
Events in Parks in Policy – update to existing Policy	For approval	Assistant Director Greenspaces and Leisure/ Executive Director Communities, Adults and Health
Air Quality Action Plan	For approval	Deputy Chief Executive
Damage to Highways by Third Parties	For comment	Director of Highways and Transportation
To be allocated		
Climate Emergency Parking Delivery Model	To note/for comment	Street Scene Director/Deputy Chief Executive Assistant Director Parking

Title of Report	Overview of decision	Report Of
Park Ranger Model – options appraisal for implementation.	Options appraisal for implementation	Assistant Director Greenspaces and Leisure/Executive Director Communities, Adults and Health
Colindale Parks Improvement Programme – progress on masterplan delivery and investments at Colindale Park, Montrose PF, Silkstream PF, Rushgrove Park and Heybourne Park	For comment	Assistant Director Greenspaces and Leisure/ Executive Director Communities, Adults and Health
Street Scene Hire Vehicle Procurement	For approval	Street Scene Director/Deputy Chief Executive Head of Fleet, Transport & Logistics
Street Scene Vehicle Parts Supply Procurement	For approval	Street Scene Director/Deputy Chief Executive Head of Fleet, Transport & Logistics
Transport Strategy – Review	For approval	Deputy Chief Executive
Barnet Allotments	Review of existing management arrangements and future considerations	Assistant Director Greenspaces and Leisure/ Executive Director Communities, Adults and Health
Fleet Replacement Programme	Approve vehicle replacement procurement	Street Scene Director/Deputy Chief Executive Head of Fleet, Transport & Logistics

Title of Report	Overview of decision	Report Of
Invasive Weed Management and Pesticide Use Strategy	For approval	Street Scene Director
Controlled Parking Zone Programme Update	For approval	Street Scene Director/Deputy Chief Executive Assistant Director Parking
Environment Act – Waste Management Arrangements	To approve waste management service configuration to reflect Environment Act '21 requirements.	Street Scene Director/Chief Executive Head of Street Scene Operations
Fly tipping and Littering Annual Report	Annual update on fly tipping and littering	Executive Director of Assurance/Assistant Director – Counter Fraud, Community Safety and Protection