

**MEETING**

**FINCHLEY & GOLDERS GREEN AREA COMMITTEE**

**DATE AND TIME**

**THURSDAY 2ND JULY, 2015**

**AT 7.00 PM**

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

**VENUE**

**GREEK CYPRIOT BROTHERHOOD COMMUNITY CENTRE, BRITANNIA ROAD, NORTH  
FINCHLEY, LONDON, N12 9RU**

**TO: MEMBERS OF FINCHLEY & GOLDERS GREEN AREA COMMITTEE (Quorum 3)**

Chairman: Councillor Graham Old  
Vice Chairman: Councillor Peter Zinkin

**Councillors**

Rohit Grover	Kath McGuirk	Reuben Thompstone
Geof Cooke	Alon Or-Bach	

**Substitute Members**

Dean Cohen	John Marshall	Arjun Mittra
Anne Hutton	Shimon Ryde	Daniel Thomas
Jim Tierney		

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

**Andrew Charlwood – Head of Governance**

Governance Service contact: Edward Gilbert 020 8359 3469 Email:  
edward.gilbert@barnet.gov.uk

Media Relations contact: Sue Cocker 020 8359 7039

**ASSURANCE GROUP**

## ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Minutes of last meeting	1 - 4
2.	Absence of Members (If any)	
3.	Declaration of Members' Disclosable Pecuniary interests and Non Pecuniary interests (If any)	
4.	Report of the Monitoring Officer (If any)	
5.	Public Comments and Questions (If any)	
6.	Members' Items (If any)	
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8.	Matters referred from the Finchley and Golders Green Area Residents Forum (If any)	
9.	Outcome of informal parking consultation with residents of The Vale (Cricklewood end) and its surrounding roads NW11/NW2	57 - 82
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11.	Any item(s) the Chairman decides are urgent	

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# Decisions of the Finchley & Golders Green Area Committee

25 March 2015

Members Present:-

AGENDA ITEM 1

Councillor Graham Old (Chairman)  
Councillor Peter Zinkin (Vice-Chairman)

Councillor Geof Cooke  
Councillor Kath McGuirk

Councillor Alon Or-Bach  
Councillor Reuben Thompstone

## 1. MINUTES OF LAST MEETING

**RESOLVED** – That the Minutes of the meeting of the Finchley and Golders Green Area Committee held on 15 January 2015 be agreed as a correct record.

## 2. ABSENCE OF MEMBERS (IF ANY)

There were none.

## 3. DECLARATION OF MEMBERS' DISCLOSABLE PECUNIARY INTERESTS AND NON PECUNIARY INTERESTS (IF ANY)

There were none.

## 4. REPORT OF THE MONITORING OFFICER (IF ANY)

There was none.

## 5. PUBLIC COMMENTS AND QUESTIONS (IF ANY)

There were none.

## 6. MEMBERS' ITEMS (IF ANY)

There were none.

## 7. LCC PROPOSALS FOR FINCHLEY AND GOLDERS GREEN

The Chairman introduced the report. The Committee discussed the contents of the report and unanimously **RESOLVED**:

- That the Finchley & Golders Green Area Committee note the report.
- That the Finchley & Golders Green Area Committee make the following comments and instruct Officers to note these comments when making any recommendations to the Environment Committee for determination:
  1. Thought should be given to how difficult road networks in West Finchley Ward, specifically narrow roads and busy junctions, can appropriately accommodate proposed cycle routes.

2. That due consideration should be given to the viability of the A41 cycleway and the effect that it would have on space for parking in Childs Hill Ward.
3. That consideration should be given to how cycleways could affect parking capacity in all wards in Finchley and Golders Green.
4. That thought should be given to the Fortis Green pedestrian crossing and how this can be kept safe for both pedestrians and cyclists.
5. The Committee further expressed a view that a consistent approach to implementing cycle routes in the borough should be adopted, and that an effort to link Barnet cycle routes with neighbouring borough's cycleways should be considered.
6. That consideration should be given to broader safety issues – for instance main traffic arteries like the A1000. Specifically, a lack of pedestrian refuges in Finchley Church End is also a concern.
7. That restricting parking in Bishop's Avenue in Garden Suburb ward would be a concern because of the effect on Kenwood visitors.

**8. MATTERS REFERRED FROM THE FINCHLEY AND GOLDERS GREEN AREA RESIDENTS FORUM (IF ANY)**

There were none.

**9. ANY ITEM(S) THE CHAIRMAN DECIDES ARE URGENT**

The Chairman raised an urgent item relating to how the Finchley and Golders Green Area Committee could take a better ownership of issues and how the Committee should receive updates regarding decisions that are relevant to the remit of the Committee. The Committee unanimously **RESOLVED**:

- That officers will consult with the Chairman of the Committee on how these issues can be appropriately approached.


The Chairman raised two further urgent items and requested that officers circulate responses to the Committee following the meeting:

- The possible closure of Beechwood Avenue: residents have requested that this road be closed due to specific concerns regarding burglaries of properties on the road.
- Traffic issues relating to Crescent Road, including:
  - o Some drivers reportedly believe that the street is a one-way street, especially on approach to the bridge on this street where they struggle to see oncoming traffic.
  - o Some drivers reportedly making illegal turns into Crescent Road from the junction with Dollis Road and Nether Street.

The meeting finished at 8.16 pm

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	<p>AGENDA ITEM 7</p> <p><b>Finchley &amp; Golders Green Area Committee</b></p> <p><b>2 July 2015</b></p>
<p><b>Title</b></p>	<p><b>Review of Area Committee operations and delegated budgets</b></p>
<p><b>Report of</b></p>	<p>Director of Strategy Commissioning Director, Environment</p>
<p><b>Wards</b></p>	<p>Childs Hill, East Finchley, Finchley Church End, Garden Suburb, Golders Green, West Finchley, Woodhouse</p>
<p><b>Status</b></p>	<p>Public</p>
<p><b>Enclosures</b></p>	<p>Appendix A: Community Leadership Committee report: Review of Area Committees – operations and delegated budgets Appendix B: List of outstanding environmental issues Appendix C: Summary of meeting cycles and proposed budget allocation process Appendix D: Draft guidance for Area Committees on environmental improvements</p>
<p><b>Officer Contact Details</b></p>	<p>Elissa Rospigliosi, Community Engagement, Participation &amp; Strategy Lead, <a href="mailto:elissa.rospigliosi@barnet.gov.uk">elissa.rospigliosi@barnet.gov.uk</a>, 020 8359 7158</p> <p>Jamie Blake, Commissioning Director, Environment, <a href="mailto:jamie.blake@barnet.gov.uk">jamie.blake@barnet.gov.uk</a></p>

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

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

This report:

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

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

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

## **Recommendations**

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

<p><b>6. That the Area Committee refers the backlog issues listed at Appendix B, for which outstanding costs are more than £25,000 and which are neither closed nor fully funded (i.e. excluding RE17, RE30, and RE43, whose costs are estimated at £25,000 or less), to Environment Committee to be considered for funding at their meeting on 15 July.</b></p>
<p><b>7. That the Finchley and Golders Green Area Committee refers issues RE17, RE30 and RE43 onto their work programme for consideration at their October meeting – as these have estimated costs of £25,000 or less – when additional resources from CIL may be available to fund them (subject to agreement by Policy &amp; Resources Committee on 9 July to allocate a proportion of CIL to Area Committees).</b></p>
<p><b>8. That the Committee follows the approach set out in this report (in paragraphs 1.18-1.28) when considering other issues on its agenda, as well as any issues which are referred on to the Committee from the July 2 Residents' Forum.</b></p>
<p><b>9. That the Area Committee approves the transfer of £17,000 of its current budget for 2015/16 to the Corporate Grants programme budget, to be allocated through, and using, the existing and established Corporate Grants application process.</b></p>

## **1. WHY THIS REPORT IS NEEDED**

### **Background – review of Area Committees**

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

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

### **Reviewing Area Committee and Residents' Forum operations**

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

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

## **Reviewing the relationship between the Area Committees and the Theme Committees**

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

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

### **Additional resources for the Area Committees**

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

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

- 1.12 In 2015/16 officers have also proposed that we amalgamate the CIL allocations for 2013/14 and 2014/15. This would support a more even distribution across Committees, with Finchley & Golders Green receiving over £110,000 and Chipping Barnet and Hendon both reaching their capped total. This combined allocation is set out in the table below:

*Proposed CIL allocations by Area Committee*

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

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

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

#### **Collating the ‘backlog’ list of outstanding issues**

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

- 1.15 The list shows that the total backlog for Finchley & Golders Green is made up of 10 issues. The status updates show that none of these are yet closed and three are fully funded. Seven remain, with a total estimated outstanding cost of £90,000 to resolve them.<sup>1</sup>

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

### **Reviewing the first year's budget allocations process**

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

*Applications and awards by Area Committees in 2014/15*

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

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

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

<sup>1</sup> This differs from the backlog figure of £400,000 given in the Community Leadership Committee paper for Finchley & Golders Green, following further investigation by the Commissioning Director: Environment of how much outstanding work was left on each issue and how many had already been included in the Environment Committee work programme.

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

### **Proposing a revised process for allocating Area Committee budgets**

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



would come back to the Area Committee with proposals and costs for resolving the issue and if the costs of resolving it exceeded £25,000 the Area Committee would refer it on to a Theme Committee for funding through another route instead.

- 1.23 The Community Leadership Committee tasked the Theme Committees with producing guidance which will help Area Committees strike the right balance between borough-wide priorities and local need and ensure they are getting good value from their budgets, starting with guidance on Environment Committee issues. This guidance is to give Area Committees a high-level overview of any additional considerations they need to take into account when considering environmental projects – such as the consultation requirement associated with implementing a CPZ – and the approximate costs associated with each phase of development, so that Members have more information about what is feasible within their resources. At its June meeting, Environment Committee instructed the Commissioning Director, Environment to work up this guidance for presentation at the July round of Area and Theme Committees for discussion and approval, and a draft of this guidance is attached at Appendix D for comment.

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

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

- 1.24 In 2015/16 it is proposed that the Area Committee focuses first on
- the ‘backlog’ of issues already identified for each constituency
  - other agenda items at the July 2 meeting, with a particular focus on any issues which need referral into the LIP programme.
- 1.25 The resources which have been identified through the Environment Committee budget (pending approval by Environment Committee on 15 July), would be sufficient to resolve the backlog issues which have costs of £25,000 or more, without the need for additional funding from the LIP programme. This would remove a further item from the backlog list for Finchley & Golders Green, leaving total estimated unfunded costs of £40,000.
- 1.26 It is therefore proposed that the Finchley & Golders Green Area Committee refers those issues on the list for which costs are estimated at more than £25,000 to Environment Committee for consideration, pending the decision whether or not to allocate funds to meet the backlog.

**This paper recommends that the Area Committee refers the backlog issues listed at Appendix B, for which outstanding costs are more than £25,000 and which are neither closed nor fully funded (i.e. excluding RE17, RE30, and RE43, whose costs are estimated at £25,000 or less), to**

**Environment Committee to be considered for funding at their meeting on 15 July.**

- 1.27 Three issues would remain on the backlog list: RE17 (request for changes to a loading bay, costed at £5,000); RE30 (further outstanding costs for implementing the Garden Suburb CPZ) and RE43 (review of parking problems in Oakfields Road, costed at £20,000).
- 1.28 All these outstanding issues relate to infrastructure and are therefore eligible for CIL funding, and it is thus proposed that, rather than committing its more flexible funds at this stage, Finchley and Golders Green Area Committee reserves its decision as to whether or not to take these forward until the Committee knows whether or not it has CIL income at its disposal. It is therefore proposed that the Committee refers these four issues onto the work programme for its October meeting.

**It is therefore recommended that the Finchley and Golders Green Area Committee refers issues RE17, RE30 and RE43 onto its work programme for consideration at their October meeting.**

- 1.29 The Finchley and Golders Green Area Committee may also be asked to consider other issues at its July meeting. If these would be eligible for CIL funding, aimed specifically at infrastructure works, the Committee may also wish to wait until it knows whether such funding, will come forward later in the year, in order to have a full picture of its resources before it commits further funds.

**It is therefore recommended that the Committee follows the approach set out in this report when considering other issues on its agenda, which may be referred on to the Committee from the July 2 Residents' Forum or through other routes.**

- 1.30 Finally, it is recommended that the Area Committees consider allocating a portion of their total budget for 2015/16 through the Council's Corporate Grants programme. A recommendation to do this is being presented to each Area Committee. The first year's applications showed a clear appetite in all constituencies for projects which focused on direct work with residents rather than on the environmental improvements which have been the traditional focus of the Area Committees – 11 of the 17 applications made to Finchley & Golders Green were for projects which would provide workshops or activities to local people, such as specialist safeguarding support for Orthodox Jewish children, or a media project for young people from refugee communities.
- 1.31 In order to retain some of the grant-giving capacity that the Area Committees provided in their first year and to avoid the Committees' focus being entirely on environmental improvements, it is proposed that each Committee allocates £17,000 of its budget through the Corporate Grants programme. The budget for this programme has fallen in recent years and the £51,000 this would generate would bring it back up to par, as well as giving Area Committees access to a tried and tested process for allocating funding to community projects.

**Recommendation 9: that the Area Committee approves the transfer of £17,000 of its current budget for 2015/16 to the Corporate Grants programme budget, to be allocated through, and using, the existing and established Corporate Grants application process.**

### **Allocating the budgets from 2016/17 onwards – setting priorities**

- 1.32 It is proposed that in future years, the Area Committees would use their March meetings to review the Theme Committees' business plans, along with known projects or issues which have come forward through other routes (as above), and consider their priorities for how they will use their budgets in the subsequent financial year. This could be an opportunity to set some broad guidelines for how they will divide up their budgets – for example:
- roughly how much planned work they wish to see undertaken;
  - how much (if any) investigative work they would like officers to undertake around more complex issues that have been identified through needs assessments or other evidence-gathering processes, as described above; and
  - how much funding they would like to hold back for projects which might come forward during the remainder of the year, and/or for reactive responses to low-level issues.
- 1.33 Members could also choose to set aside a proportion of the budget to respond to low level environmental issues as and when these emerge – though these would have to be coordinated with other responsive environmental maintenance work.
- 1.34 If other issues have been flagged up as significant local problems by officers through existing needs assessments or other evidence-gathering processes – for example, high youth unemployment or health inequalities between different communities – Members could, in the same way that they might request a feasibility study for an environmental improvement, instruct officers to investigate the issue and bring possible options for projects which could address the issue back to the Committee, with funding used to implement the preferred option if it was considered a local priority.
- 1.35 Finally, in this March meeting and their summer meetings, Area Committees will also need to have an eye to any projects best suited for funding through LIP and ensure that these are referred to Environment Committee in time to be considered as part of the September submission.
- 1.36 A table showing the proposed process for 2015/16 and 2016/17 onwards is attached as Appendix C.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 Members and residents have both expressed frustration at the way in which Area Committees and Residents' Forums currently operate and how effective they are at resolving local issues. Officers had already committed to reviewing the process for allocating Area Committee budgets in their first year and it has been logical to broaden this to see how some of the other issues which have been raised could be resolved. The findings of this review have been endorsed and approved by the Community Leadership Committee at its meeting on 24 June 2015
- 2.2 The measures proposed here (and covered under recommendation 1) to improve the operations and logistics of Area Committees and Residents' Forums have been developed in consultation with the Chairs and Vice-Chairs of the Area Committees and the Chairs of the Residents' Forums, who consider that these improvements will make the various meetings work more effectively.
- 2.3 The relationship between the Area Committees and Theme Committees, particularly the Environment Committee (covered under recommendation 2) needs to be formalised to ensure we strike the right balance between borough-level priorities and local need, and make sure that issues can be resolved at the right level and in a timely manner
- 2.4 The proposal to supplement the Area Committee budgets with income from CIL provides additional resources to resolve the current backlog of outstanding issues as well as any new environmental issues which come forward, while the proposal to agree additional resources through the Environment Committee's budget to resolve the remaining backlog of works means that Members' decisions can now be implemented (both covered under recommendation 3).
- 2.5 The proposal to adopt the 'backlog' list attached at Appendix B as capturing the outstanding issues raised as of 12 June 2015 (covered under recommendation 4) and to refer the backlog issues listed at Appendix B, excluding RE17, RE30, and RE43, to Environment Committee to be considered for funding at their meeting on 15 July (covered under recommendation 6) will enable Environment Committee to identify definitive resources to resolve these issues and progress them.
- 2.6 The proposal that the Area Committee should review and comment on the draft guidance attached at Appendix D (covered under recommendation 5) gives Members of the Committee the opportunity to make sure the guidance meets their needs.
- 2.7 The proposal that the Finchley and Golders Green Area Committee should refer issues RE17, RE30, and RE43 onto their work programme for consideration at their October meeting (covered under recommendation 7), and that the Committee follows the principles set out in this report when considering other issues on its agenda (as well as any issues which are referred on to the Committee from the July 2 Residents' Forum) (covered

under recommendation 8) is designed to ensure that the Area Committee makes fully informed decisions about how to deploy its resources and that funding is deployed as effectively as possible in line with any restrictions on its use.

- 2.8 The proposal to allocate a proportion of Area Committee funding through the Corporate Grants programme (covered under recommendation 9) responds to any concerns about moving away from a grants process for allocating Area Committee resources more generally, and retains a role for the Finchley and Golders Green Area Committee in supporting resident-focused projects in 2015/16, enabling it to build on some of the successes of the first year's process and balancing out the effect of keeping a strong environmental focus for the use of the budgets in the first year of this new process.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 The Council could make no changes to the way in which Area Committees and Residents' Forums operate, but this would:

- risk continuing Members' and residents' dissatisfaction with the current system
- not take action to resolve the local issues which have already been identified by residents and Members
- lose out on the opportunities Area Committees provide to feed local views and opinions into the borough-wide priorities of the Theme Committees.

- 3.2 The Council could retain the existing process for allocating the Area Committee budgets, but this would:

- require additional officer resource to administer it – the capacity used to support the first round of allocations no longer exists due to restructures in the Commissioning Group and Governance Service – without any budget available to do this
- limit flexibility in how the budgets are spent – the process does not give Committees room to prioritise or to target their resources
- continue to duplicate the corporate grants programme.

- 3.3 Area Committees could choose to take a purely environmental focus and ignore non-environmental issues in their local area, but this option:

- restricts flexibility in how the budgets are spent should non-environmental issues emerge
- loses the link between democratic decision-making and funding for local community projects
- risks missing out on opportunities to get residents engaging with the Council on a whole range of local issues through the Residents' Forums, as the Forums would be likely to remain focused on environmental improvements under this approach.

## **4. POST DECISION IMPLEMENTATION**

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

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

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

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

- 5.2.1 Paragraphs 1.18-1.36 of this report and paragraphs 1.33-1.53 of Appendix A deal with proposals to refine the way in which the existing budgets of £100,000 a year delegated to each Area Committee for each of the four years 2014/15-2017/18 are administered.
- 5.2.2 These proposals seek to ensure that these resources are administered in a way which:
  - ensures the resources are used in a way which achieves good value for public money
  - avoids overly high administration costs
  - makes sure appropriate capacity is available to support the process without having an impact on the delivery of other areas of work.

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

*Current funding available by Area Committee*

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

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

5.2.5 There is a regulatory requirement, in parished local authority areas, for ‘a meaningful proportion of CIL income to be allocated to neighbourhoods’, met by allocating 15% of the CIL income for each parish to the parish council. The purpose of this requirement is to make sure the communities affected by growth and development have the opportunity to benefit directly from the income it brings in.

5.2.6 Because Barnet has no parish councils, the Council is not required to delegate CIL income. However, it is proposed – subject to agreement from Policy & Resources Committee – that to fulfil the spirit of the CIL regulations, Area Committees should be treated in the same way as parish councils and allocated 15% of the CIL receipts for their local area, to be capped at £150,000 per year and ring-fenced for spend on environmental schemes.

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

*CIL allocations by Area Committee*

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

5.2.8 The implication of these recommendations for the Corporate Grants programme is a transfer of £51,000 from the combined Area Committee budgets to the Corporate Grants programme, to be made up of £17,000 from each Area Committee.

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

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

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

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

5.2.11 The total estimated outstanding costs of issues on the 'backlog' list, by Area Committee, are as set out in the table below, broken down into large schemes (suitable for resolution through the Environment Committee budget or the LIP programme) and small schemes (suitable for resolution through the Area



Committee budgets). These numbers differ from those given in the Community Leadership Committee paper as additional issues have been incorporated to make sure this list captures the complete backlog.

*Estimated costs of outstanding issues by Area Committee\**

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

\*Omits borough-wide issues

5.2.12 These issues cannot be resourced through Area Committees alone, as their costs exceed the total funding available to the Committees. The Environment Committee is seeking resources from the Council's reserves to fund the outstanding costs of the larger schemes on the backlog list, so the only costs from the list which would fall to the Finchley and Golders Green Area Committee would be the £40,000 outstanding costs of the smaller schemes.

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

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

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

### 5.3 **Legal and Constitutional References**

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

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

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

- Town Centre Regeneration and Management
- Sewers, drainage, public conveniences, water courses
- Refuse collection, litter, cleansing, waste and recycling
- Parks, open spaces, nature reserves, allotments, recreation and leisure facilities
- Libraries and Culture
- Cemeteries and Crematoria
- Recommending the creation of Conservation Areas to Environment Committee
- Day to day environmental issues and management of land on Council Housing estates
- Local highways and safety schemes

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

(4) Powers to deal with small public works.

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

## 5.4 Risk Management

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

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

resource to mitigate them.

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

## 5.5 Equalities and Diversity

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

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

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

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

## 5.6 Consultation and Engagement

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

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

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

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

budget devolved to them.

- 5.6.4 The Area Committee budgets were devolved in response to the findings of that consultation and the proposals set out in this paper aim to continue developing the Council's response to those findings.
- 5.6.5 More generally, the relationship between Area Committees and Residents' Forums is a critical part of the Council's commitment to public engagement. If the process is perceived as being 'clumsy' or not relevant because local priorities are not acted on then that relationship will not be used to its full potential. The proposal to create a process for Area Committees to determine and act on priorities in their local areas will help to build stronger and more effective links between the Council's decision-making processes and the needs of local communities.
- 5.6.6 Members, particularly the Chairs and Vice-Chairs of the Area Committees and Residents' Forums and the Chair, Vice-Chair and Opposition Spokesman of the Community Leadership Committee, have been consulted throughout the review and the development of the recommendations.

## **6. BACKGROUND PAPERS**

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

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

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

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

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

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

## **Recommendations**

**That the Committee:**

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

## 1. WHY THIS REPORT IS NEEDED

### Background

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

## Reviewing the operation of Area Committees and Residents' Forums

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



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

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

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

**Summary of proposals and recommendations:**

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

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

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

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

1.15 There has been some confusion about the extent of Area Committees’ decision-making powers, and the relative roles and responsibilities of Area Committees and Theme Committees – in particular, their relationship with the Environment Committee since they lost their Environment Sub-Committee status following the introduction of the Committee system of governance.

1.16 Under the executive system of governance, the then Area Environment Sub-Committees had some executive powers delegated to them in relation to local highways and other environmental issues. If an issue was referred to a Sub-Committee and it was decided that action should be taken to resolve it, the Chair could meet the relevant Cabinet Member who, using his or her delegated powers, could take a decision and give authority for actions to be carried out in response. Most significantly, the Area Environment Sub-

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

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

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

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

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

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

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

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

**Summary of proposals and recommendations:**

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

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

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

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

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

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

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

#### The 2014/15 process

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

#### *Applications and awards by Area Committees in 2014/15*

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

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

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

### **Issues with the 2014/15 process**

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

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

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

### **Proposals for the new process to allocate Area Committee funds**

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

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

#### **Summary of proposals and recommendations:**

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

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

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

#### **Resolving the 'backlog' list of issues**

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



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

*Estimated costs of outstanding issues by Area Committee*

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

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

**Additional resources for Area Committees**

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

## **Making sure issues are resolved through the right routes**

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

## **Funding for non-environmental projects**

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

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

**Summary of proposals and recommendations:**

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

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

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

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

**This report recommends that the Community Leadership Committee:**

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

### **Proposed timeline**

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

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

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

## 2. REASONS FOR RECOMMENDATIONS

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

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

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

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

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

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

#### **4. POST DECISION IMPLEMENTATION**

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

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

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

## **5. IMPLICATIONS OF DECISION**

### **5.1 Corporate Priorities and Performance**

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

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

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



*Current funding available by Area Committee*

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

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

*CIL allocations by Area Committee*

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

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

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

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

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

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

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

*Estimated costs of outstanding issues by Area Committee*

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

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

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

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

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

### **5.3 Legal and Constitutional References**

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

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

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

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

should be delegated to the Community Leadership Committee for approval.

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

### **5.4 Risk Management**

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

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

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

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

## 5.5 Equalities and Diversity

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

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

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

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

## 5.6 Consultation and Engagement

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

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

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

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

## **6. BACKGROUND PAPERS**

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

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## REPORT CLEARANCE CHECKLIST

*(Removed prior to publication and retained by Governance Service)*

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

**AUTHOR TO COMPLETE TABLE BELOW:**

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

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Ref	Service Area	Request	Response	Raised by	Status	Indicative unfunded costs	Funded
RE02	Street markets	Where are we with the project – Edgware "Town Team" lead	In Progress. Officers are actively in discussions with Market Operator and developing a Project Plan and timescale for implementation.	Councillor Brian Gordon	Active		Private Funding
RE07	Traffic	West Hendon Partnership – gyratory system - 71 new homes built and residents will be moving in this new development in May. - Request for a pedestrian crossing to cross the two lane gyratory system near the entrance of the new flats	Vehicle Activated Sign will be installed in August whilst the feasibility study and design continue and implementation of works could commence in November subject to the final design decision.	Hendon Area Committee	Active		Developer Funded (£278)
RE09	Parking	Business Parking Bays- HD (Cheyne Walk (NW4) - Request by Lawrence Pearlman for enforcement of existing business bays and new business bays in Cheyne Walk NW4.	The request for additional business bays has been noted and Officers will assess the request this autumn along with requests for all minor parking changes, when a prioritised list of schemes will be established and taken forward as appropriate.	Hendon Area Committee	Active	£5,000	
RE19	Parking	College Park Estate Request from MATTHEW OFFORD, Member of Parliament for Hendon, for new waiting restrictions	This is a request for a new yellow line, which has been investigated. Consultation with Ward Councillors on a proposal is currently in progress as part of the internal approval process. Subject to internal approval being received, it is intended to carry out consultation in early July 2015.	Councillor Dean Cohen	Active		Fully Funded
RE20	Traffic & design	Edgwarebury Lane South – Pedestrian Crossing	Location identified with Members. Scheme is currently unfunded - Priority to be agreed.	Councillor Brian Gordon	Active	£15,000	
RE21	Parking	Mowbray Road South – CPZ review	Investigative/consultation work scheduled to begin in the Autumn of 2015	Councillor Brian Gordon	Active	£50,000	Unfunded
RE31	Traffic & Design	Broadfields Avenue and Hale Lane experiencing traffic problems	Review of Parking and congestion completed. Officers are assessing the recommendations against other requests received to identify priorities. Options will be reported to the October Area Committee meeting with implementation in 2016/17.	Hendon Area Committee	Active	£50,000	Feasibility Funded
RE32	Traffic & Design	Burtonhole Lane NW7 - Speeding vehicles	Scheme not progressed as feasibility did not confirm evidence of speeding to warrant amendments.	Hendon Area Committee	Closed		

RE33	Traffic & Design	Request for Zebra crossing in Shirehall Lane	Initial investigation indicated that it was not feasible to implement a Zebra crossing in this location. - An assessment of other measures is being carried out currently to identify priority compared with other proposals. <b>Parking restrictions and possibly other low cost measures may assist.</b>	Hendon Area Committee		£35,000	Feasibility 2015/16
RE34	Traffic & Design	West Hendon Highway Issue	Feasibility study currently being undertaken in relation to Cool Oak Lane junction, Kingsbury Road junction and gyratory signage. To be considered as part of the proposed regeneration work in this area, which will result in road layout changes.	Hendon Area Committee		<i>Potential abortive work - on hold</i>	Unfunded
RE35	Traffic & Design	Silkstream Road Edgware	Detailed design currently being undertaken with a view to undertaking public consultation in June/July with subsequent implementation in 2015/16.	Hendon Area Committee	Active		LIP Funded
RE36	Traffic & Design	Oakleigh Gardens, Edgware - CPZ	Investigation and consultation to take place in 2nd half of 2015/16 financial year.		Active	£50,000	Feasibility Funded
RE37	Traffic & Design	Parking Restrictions and Waiting Restrictions on Tenterden Grove	Completed in 2014		Closed		
RE38	Traffic & Design	Watford Way / Apex corner Parking	Investigation and consultation to take place in 2nd half of 2015/16 financial year.	Hendon Area Committee	Active	£20,000	Feasibility Funded
RE39	Traffic & Design	Mowbray Road CPZ - Petition received	Investigation and consultation to take place in 2nd half of 2015/16 financial year.	Hendon Area Committee	Active	£50,000	Feasibility Funded
RE40	Traffic & Design	Montagu Road Area Parking and Traffic Improvement Measures	Measures made permanent in December 2014.	Hendon Area Committee	Closed		
						<b>Total</b>	<b>£275,000</b>

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

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

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

	<p>AGENDA ITEM 9</p> <h2 style="text-align: center;">Finchley and Golders Green Area Committee</h2> <h3 style="text-align: center;">2<sup>nd</sup> July 2015</h3>
<p style="text-align: center;"><b>Title</b></p>	<p>Outcome of informal parking consultation with residents of The Vale (Cricklewood end) and its surrounding roads NW11/NW2</p>
<p style="text-align: center;"><b>Report of</b></p>	<p>Commissioning Director, Environment</p>
<p style="text-align: center;"><b>Wards</b></p>	<p>Childs Hill</p>
<p style="text-align: center;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: center;"><b>Enclosures</b></p>	<p><b>Appendix A</b> – Consultation data  <b>Appendix B</b> – Analysis of consultation data and responses and Officer comments  <b>Appendix C</b> - Statutory Consultation Areas/Proposed CPZ boundaries – Drawing No. THEVALECWGG_02  <b>Appendix D</b> - Proposed CPZ parking layout - Drawing No. THEVALECWGG_03</p>
<p style="text-align: center;"><b>Officer Contact Details</b></p>	<p>Karen Grinter  <a href="mailto:karen.grinter@barnet.gov.uk">karen.grinter@barnet.gov.uk</a>                  020 8359 3555</p>

<h2>Summary</h2>
<p>Following receipt of a petition from residents of The Vale NW11 requesting for the Golders Green Controlled Parking Zone (CPZ) to be extended due to on-going issues being suffered in the area due to commuter parking. At its meeting on 22 October 2013, the Finchley and Golders Green Area Environment Sub-Committee resolved to undertake a statutory consultation with residents in respect of a proposal to extend the Golders Green Controlled Parking Zone (CPZ) to include the section of The Vale between Hendon Way and Wayside. ,</p> <p>At that meeting the Committee also resolved that an informal parking consultation should also be carried out with residents in the ‘Cricklewood end’ of The Vale advising them of the proposal to extend the Golders Green CPZ and asking whether they consider that a CPZ should be introduced into their road.</p> <p>On 27 February 2014, officers carried out a statutory consultation (in respect of the Golders Green CPZ extension) and an informal consultation with residents living within the</p>

uncontrolled section of The Vale NW11, between: Hendon Way and Claremont Road (including Woodvale Way, Hamlet Square, Pentand Close, Elsinor Gardens, Compton Close, Ophelia Gardens; and to the east of Hendon Way between The Vale and Cloister Road (including Granville Road, Garth Road, Cloister Road). Having considered all comments received during the statutory consultation, the Golders Green CPZ was extended into the section of The Vale between Wayside and Hendon Way as proposed.

Accordingly, this report details the outcome of the informal parking consultation and asks the Committee to consider the recommendations made as a result of the feedback obtained through the consultation.

## **Recommendations**

**That the Committee note the outcome of the informal consultation as detailed within this report and approve the following, at an estimated cost of £7,000:**

- 1. That statutory consultation is carried out on the proposals, as illustrated on Drawing Numbers 22251CWTV\_02b, to**
  - (a) extend the Monday to Friday 11am to 12midday Golders Green 'H' CPZ into Granville Road NW2;**
  - (b) extend the Monday to Friday 10am to 11am Cricklewood 'C1' CPZ into The Vale NW11, between Hendon Way and Claremont Road, and into Pentland Close and Woodvale Way NW2;**
  - (c) introduce a length of 'At any time' waiting restriction on Mendip Drive NW2;**
  - (d) convert a resident permit holder only parking bay on Sanderstead Avenue NW2 to business permit holders only;**
  - (e) introduce a new CPZ operational between 1pm and 8pm Monday to Sunday into Garth Road and Cloister Road NW2.**
- 2. In the event that no objections to the statutory consultation are received, or officers are able to resolve any such objection(s),authorise officers to implement the measures through the making of the relevant Traffic Management Orders;**
- 3. That any unresolved material objections to the statutory consultation referred to in 1 above, are reported back to a future meeting of this Committee for consideration, and for a decision on how to proceed.**

### **1. WHY THIS REPORT IS NEEDED**

This report provides the Committee with the outcome to The Vale area informal parking consultation carried out on the 27<sup>th</sup> February 2014 and to consider the recommendations made as a result of the feedback obtained

through the consultation and to seek a decision from the committee on how to proceed.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 At the Finchley and Golders Green Area Environment Sub-Committee on 22<sup>nd</sup> October 2013 members resolved to consult residents in the 'Cricklewood end' of The Vale (between Hendon Way and Claremont Road) as to whether they consider that a CPZ is required as an extension of the Cricklewood CPZ in light of a proposal to extend the Golders Green CPZ.
- 2.2 Following that meeting and upon further investigation it was considered appropriate to extend the consultation area into adjacent and nearby uncontrolled roads that could also be currently affected by parking issues.
- 2.3 The subsequent Delegated Powers Report of 26th February 2014, titled 'Extension of the Golders Green CPZ into The Vale NW11 (Golders Green end) and informal parking consultation with residents of The Vale (Cricklewood End) and its adjoining roads NW11/NW2' outlined the decision, to carry out a statutory consultation on proposals to extend the Golders Green CPZ into The Vale, between Wayside and Hendon Way, and to undertake an informal consultation with residents in the 'Cricklewood end' of the Vale (between Hendon Way and Claremont Road), and other identified uncontrolled roads in the area, to inform them of the proposal to extend the Golders Green CPZ in the stretch of The Vale NW11 between Wayside and Hendon Way, and to ask them whether they consider a CPZ is needed in their road.
- 2.4 The informal consultation commenced on 27th February 2014, and was carried out by way of questionnaire delivered to all properties on The Vale, between Hendon Way and Claremont Road, Compton Close, Woodvale Way, Hamlet Square, Ophelia Gardens, Elsinore Gardens, Pentland Close, Garth Road and Cloister Road, Hendon Way between Nos. 38 to 108 and 45 to 113, and Granville Road.
- 2.5 The questionnaire consisted of three questions asking residents:
- if they had problems parking due to non-resident/commuter type motorists parking in their road;
  - whether or not they would like a Controlled Parking Zone introduced in their road;, and if so
  - what type of CPZ would they like, i.e. what operational hours and days would they prefer.

The questionnaire also allowed for additional comments to be submitted.

- 2.6 A total of 1123 questionnaires were delivered and 175 were returned, which equates an overall response rate of 16%. The majority of respondents across the area (58.3%) said they have problems with parking and (57.2%) said that they would like a CPZ introduced.

- 2.7 However, when analysis of the responses received is broken down on a road by road basis the response rate is noticeably higher from some roads which may indicate where the highest levels of concerns may be. Appendix A shows detailed data analysis of the responses received.
- 2.8 Of the 11 roads consulted, 4 are private and 1 (A41 Hendon Way) is part of the Transport for London Road Network (TLRN) and therefore CPZ restrictions would not be introduced on these roads. Properties in private roads are not automatically eligible for permits and are generally assessed on their individual merits, this is the same for properties on the TLRN although properties in these cases are more likely to be made eligible as parking is generally prohibited (by Red Route “No Stopping” restrictions) on those roads and therefore residents may need alternative parking options. These issues are generally taken into account when carrying out more detailed analysis, as residents of these types of roads may not encounter the same type of issues as those residing on public borough roads.
- 2.9 Upon detailed analysis, it is clear that the consultation area can naturally be broken down into 3 geographical areas: Granville Road (Area 1), Cloister Road and Garth Road (Area 2), and the section of The Vale west of Hendon Way, and its adjoining roads (Area 3).
- 2.10 The response rate from Area 1 is 13%, Area 2 is 23% and from Area 3 the response rate is 27%, excluding the private and TLRN roads.
- 2.11 The road by road analysis, Officer’s responses and comments and recommendations for each road are detailed in Appendix B to this report.
- 2.12 Furthermore the statutory consultation on proposals to extend the Golders Green CPZ into section of The Vale between Wayside and Hendon Way, which was carried out simultaneously to this informal consultation, has resulted in the CPZ extension being introduced as proposed and came into operation in September 2014.

### Recommendations

- 2.13 From the overall response received, it seems that there is a general agreement from the community that residents’ parking provision is affected due to all day commuter-type motorists utilising the area for parking. In addition, Garth Road and Cloister Road also experience additional conflicts due to the hotel situated between these roads on Hendon Way. The responses also show an overall majority of respondents who desire the introduction of a CPZ in the area.
- 2.14 The data received, indicates that in respect of a few roads, the majority of respondents are against CPZ controls. However, upon further inspection of the comments received concern in relation to the additional cost of living in a CPZ appears to be a contributing factor as to why some residents are content with the current parking situation and do not want a CPZ introduced in their road. Although comments of this nature have been received throughout the area, this type of comment is particularly prevalent in Garth Road and



Granville Road. It is also noted that residents of private roads or those who have alternative parking options have also commented that they do not have problems with commuter parking and therefore do not want parking controls.

- 2.15 The responses also indicate that there is in some cases a substantial desire for the introduction of CPZ controls in areas. This is also supported by known historical and on-going local concerns. As such, Officers are satisfied that there is sufficient demand to justify the introduction of such controls.
- 2.16 Whilst Officers sympathise and understand the concerns regarding the additional costs that residents may incur following the introduction of a CPZ, it is considered that a CPZ is conducive in the protection and improvement of parking provision for residents and their visitors. The degree of financial impact a CPZ has is also influenced by the duration of controls, as longer hours may increase the need for permits and visitor vouchers. However, it is considered that the positive impact of a CPZ can generally outweigh any negatives on the day to day impact on residents of the area.
- 2.17 It is considered that CPZ controls could also help manage the parking layout with a resultant improvement in safety and access for through vehicles. This could be particularly beneficial on roads such as Granville Road and The Vale.
- 2.18 Although it is noted that residents of some of the roads may not be in favour of a CPZ it is considered that there is an overall acceptance that there are parking problems throughout the consultation area and some desire for CPZ controls to be introduced. The council could propose to introduce CPZ controls just within the roads whose majority are in favour, however, CPZs are generally considered most effective on an area wide basis and should any roads be left uncontrolled, they would most likely be impacted by displaced parking and therefore could create additional problems, or compound any problems they are already experiencing.
- 2.19 It is therefore considered that appropriate CPZ controls would be of benefit for the majority of the roads consulted and as such it is considered proposals to introduce such measures should be progressed.
- 2.20 It is acknowledged that any new CPZ measures would inevitably result in a displacement of parked vehicles into nearby uncontrolled roads, although it is noted that many nearby roads fall within the Cricklewood C1 CPZ or Golders Green 'H' CPZ. Local roads such as Claremont Road, Cheviot Gardens, Chiltern Gardens, Pennine Drive, Cumbrian Gardens and neighbouring roads may be considered desirable by motorists as they would be the nearest uncontrolled roads to the CPZ, and although a certain amount of displacement could be absorbed into the local road network, due to limited available kerb space in these roads the effect on local residents is considered to be minimal.
- 2.21 It is also considered that new controls in the area could result in the promotion of other means of transport, such as buses and therefore could also reduce

the number of motorists travelling through the area by dissuading commuter motorists, which supports the council's policies relating to such controls.

- 2.22 However, it would be prudent to monitor these areas and should it be found there are a significant number of concerns raised to the council regarding parking then consideration can be given to carrying out parking improvement investigations should it be deemed necessary.
- 2.23 While one of the main aims of a CPZ is to ensure suitable parking is available for local residents, the council is mindful of the concerns received regarding parking provision for businesses situated within the area. It is noted that some off street parking provision is available at particular businesses within the area, however, Officers have sought to address individual concerns and requirements through the design of appropriate on-street measures with little to no negative impact on local residents as follows through the provision of:
- business permit parking places on The Vale, Sanderstead Avenue, Granville Road and a shared use business permit holders and resident permit holders bay on Garth Road.
  - sections of offset yellow line restrictions on The Vale and Granville Road to enable a limited amount of parking to take place when the CPZ is in operation whilst still deterring all day commuter parking.
  - the introduction of a short stay pay by phone parking (maximum stay 2 hours) on Garth Road to facilitate users of the local medical clinic. The pay by phone parking place would operate with the following tariff: Up to 30 minutes £0.50, Up to 1 hour £1.00 and Up to 2 hours £1.50.
  - sections of all day yellow line waiting restrictions to operate between 8am to 6pm Monday to Friday on Granville Road to enable improved large vehicle manoeuvrability and business access and egress.
- 2.24 Responses received in relation to the preferred operational hours should a CPZ be introduced indicated that a one hour Monday to Friday restriction would be most preferred, and Officers agree that a one hour restriction should be introduced within majority of the roads within the area as this would be sufficient in deterring all day commuter parking.
- 2.25 The exceptions to this are Cloister Road and Garth Road who have identified additional parking conflicts due to visitors and guests of the adjacent hotel, and requested that any controls introduced are for longer periods to address these problems.
- 2.26 It is therefore proposed to extend the existing 10am and 11am Monday to Friday Cricklewood 'C1' CPZ into:
- The Vale, between Hendon Way and Claremont Road
  - Woodvale Way - Introduced with 'Past this Point' CPZ restrictions
  - Pentland Close (past-this-point) Introduced with 'Past this Point' CPZ restrictions

- 2.27 Past this point restrictions are used as way of increasing the amount of on street parking available for residents on roads with a high demand for resident parking, but which have limited kerb space available to introduce marked bays which would result in very low amounts of parking for residents. Past this point is indicated only by the positioning of zone entry and exit signs stating the road is 'resident permit holders only past this point'. No bay markings or CPZ single yellow line waiting restrictions are marked.
- 2.28 Therefore, due to the layout of the cul-de-sacs of Woodvale Way and Pentland Close, it is considered that 'past this point' would be of most benefit in these cases.
- 2.29 The main cause of concern on Granville Road is also commuter parking, and although the number of residential properties on Granville Road is high in relation to the amount of available kerb space for parking, it is considered that a one hour CPZ would be beneficial to deter the all-day non-resident parking and ease the parking congestion. It is therefore proposed to extend the existing Golders Green 'H' CPZ, into Granville Road.
- 2.30 In relation to Garth Road and Cloister Road, these are affected by both commuter parking and from parking associated with the hotel situated on Hendon Way adjacent to the roads and as such it is considered that a longer length of parking protection is needed in these roads. Therefore, it is proposed to introduce a new CPZ in these roads which would operate between 1pm and 8pm Monday to Sunday.
- 2.31 In addition, in order to deter obstructive parking, improve traffic flow and safety, it is also proposed as part of this scheme to introduce a strategic length of 'at any time' waiting restriction on Mendip Drive so to provide a passing place for through vehicles.
- 2.32 The proposed Statutory Consultation Areas/Proposed CPZ boundaries and proposed CPZ parking layout are shown on Drawing Nos. THEVALECWGG\_02 (Appendix C) and THEVALECWGG\_03 (Appendix D) respectively.
- 2.33 Officers have engaged with the Childs Hill Ward Councillors regarding the findings of the consultation as detailed within this report, who raised no objections to the proposed recommendations.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 The Council could consider not proposing to introduce Controlled Parking Zones within the area. However, there are ongoing established issues within the area to which the improvement measures may mitigate, and the result of the consultation show there is a local demand for such measures. Therefore, it is considered there is merit in progressing proposals to statutory consultation as in the best interest for the area, and as such a do nothing option is not viable.

#### **4. POST DECISION IMPLEMENTATION**

- 4.1 That the statutory consultation will be carried out as soon as practicable, in line with existing work programmes, and all necessary statutory requirements under the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulation 1996 (as amended) will be complied with.

#### **5. IMPLICATIONS OF DECISION**

##### **5.1 Corporate Priorities and Performance**

- 5.1.1 Improving parking and traffic conditions these roads and effectively managing the traffic movement throughout the local road network contributes to the Corporate Plan priority "A Successful London Suburb" and contribute to strategic objectives of "keeping Barnet moving through the efficient management of the roads and pavements network" by improving the quality of life for residents through affording them better parking protection and by improving the traffic and parking conditions, contributing to "The Sustainable Community Strategy for Barnet 2010-2020.

#### **6. Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**

- 6.1 The costs of carrying out a statutory consultation which includes drafting the relevant Traffic Management Orders and statutory notices, advertising, writing to all properties in the agreed consultation area and considering feedback and objections to the proposed measures, are estimated to be £7,000 and would be met from the 2015/16 Local Implementation Plan (LIP) allocation for Parking Reviews.
- 6.2 The estimated costs of introducing a CPZ as detailed in this report, which requires the making of the relevant Traffic Management Orders, writing to all properties that were previously consulted and the work to introduce new road signs and road markings, are estimated to be **£48,000**. These costs would be funded from the TfL capital programme for this work.
- 6.3 Any CPZ introduced will require on-going enforcement as well as maintenance costs of the signs and lines which will be met by the Special Parking Account.
- 6.4 The necessary parking related road markings and associated signage will require on-going routine maintenance which will be met by the Special Parking Account although it should be noted that no specific budget has been allocated for such purposes and therefore any maintenance costs will negatively impact on the Special Parking Account.
- 6.5 Permits and Vouchers would need to be purchased from the Council by any person who resides or retail trades within a CPZ who wishes to park in the CPZ to which they reside or retail trade during its hours of operation, as per the costs detailed in the councils set fees and charges.

- 6.6 Income derived from residents and business permits, vouchers, and Penalty Charge Notices issued for parking contraventions will all be attributable to the Special Parking Account.

## **7. Legal and Constitutional References**

- 7.1 Section 16 of the Traffic Management Act 2004 places an obligation on local traffic authorities to ensure the expeditious movement of traffic on their road network. Authorities are required to make arrangements as they consider appropriate for planning and carrying out the action to be taken in performing the duty.
- 7.2 The Council acting in its capacity of Highway Authority has the necessary legal powers to introduce or amend Traffic Management Orders through the Road Traffic Regulation Act 1984.
- 7.3 The Council's Constitution Responsibility for Functions, Appendix A, sets out within the terms of reference the functions which an Area Committee can discharge, which includes local highways and safety schemes.

## **8. Risk Management**

- 8.1 It is not considered that the issues involved are likely to give rise to policy considerations as any CPZ would improve parking provision for residents and improve the traffic flow by helping to disperse local traffic into the wider network of local roads.
- 8.2 It is considered that the issues involved in proposing or introducing a CPZ may lead to some level of public concern from local residents who feel that they do not wish for a CPZ to be introduced, or from residents of other roads in the area concerned about commuter parking being displaced into their road or network of roads. However, for both issues, it is considered that adequate consultation across a sufficient area will ensure that members of the public have the opportunity to comment in any informal consultation exercise or to any statutory consultation on any proposed CPZ, which will then be considered before a decision is made on how to progress.

## **9. Equalities and Diversity**

- 9.1 Section 149 of the Equality Act 2010 requires a decision-maker to have 'due regard' to achieving a number of equality goals: (i) to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act; (ii) to advance equality of opportunity between those with protected characteristics and those without; and (iii) to foster good relations between persons with a relevant protected characteristic and those without. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination.
- 9.2 The safety elements incorporated into the CPZ design and resultant traffic movements benefit all road users equally as they would improve safety and traffic flow at those locations.

## **10. Consultation and Engagement**

- 10.1 Between February and March 2014, the Council carried out an informal parking consultation with residents of The Vale NW11, between: Hendon Way and Claremont Road, (including Woodvale Way, Hamlet Square, Pentland Close, Elsinor Gardens, Compton Close, Ophelia Gardens); and to the east of Hendon Way between The Vale and Cloister Road, (including Granville Road, Garth Road, Cloister Road) by way of a letter and a short questionnaire asking residents three questions; (i) Do they have parking problems in their road due to all day non-resident parking? (ii) would they like a CPZ introduced in their road?, and (iii) if a CPZ were to be introduced in their road, what operational hours would they prefer?

## **11. BACKGROUND PAPERS**

- 11.1 Agenda and Minutes, Finchley and Golders Green Area Environment Sub-Committee 22 October 2013.  
<https://barnetintranet.moderngov.co.uk/ieListDocuments.aspx?CId=168&MIId=6604&Ver=4>

ALL

Question 1 - Do you have parking problems due to non-residents?

Road Response Rate	% of those who returned questionnaire	
	yes/no %	don't know %
22%	86/14	8
13%	60/32	8
13%	60/32	8
24%	69/31	3
13%	61/36	3
24%	69/31	3
8%	33/67	3
3%	0/100	0
3%	0/100	0
0%	0/100	0
0%	0/100	0

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8%	33/67	3
3%	0/100	0
3%	0/100	0
0%	0/100	0
0%	0/100	0

Question 2 - Do you want a CPZ?

Road Response Rate	% of those who returned Q2	
	yes/no %	don't know %
22%	86/14	8
13%	60/32	8
13%	60/32	8
24%	69/31	3
13%	61/36	3
24%	69/31	3
8%	33/67	3
3%	0/100	0
3%	0/100	0
0%	0/100	0
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3%	0/100	0
0%	0/100	0
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24%	69/31	3
8%	33/67	3
3%	0/100	0
3%	0/100	0
0%	0/100	0
0%	0/100	0

Question 3 - CPZ Operation?

Road Response Rate	HRS	DAYS	% of those who answered Q3	
			Thru/ADay/Other %	MFMS/MSun %
22%	OTHER	MSUN	3/16/50	22/0/78
13%	1HR	M-F	59/37/5	65/19/15
13%	1HR	M-F	59/37/5	65/19/15
24%	AD	MSUN	3/16/50	22/0/78
13%	AD	MSUN	23/31/46	0/20/80
8%	1HR	M-F	67/33/0	100/0/0
3%	AD	M-F	0/0/0	0/0/0
3%	AD	M-F	100/0/0	100/0/0
14%	1HR/AD	M-F	50/50/0	0/0/0
0%	N/A			

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13%	1HR	M-F	59/37/5	65/19/15
24%	AD	MSUN	3/16/50	22/0/78
13%	AD	MSUN	23/31/46	0/20/80
8%	1HR	M-F	67/33/0	100/0/0
3%	AD	M-F	0/0/0	0/0/0
3%	AD	M-F	100/0/0	100/0/0
14%	1HR/AD	M-F	50/50/0	0/0/0
0%	N/A			

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13%	AD	MSUN	23/31/46	0/20/80
8%	1HR	M-F	67/33/0	100/0/0
3%	AD	M-F	0/0/0	0/0/0
3%	AD	M-F	100/0/0	100/0/0
14%	1HR/AD	M-F	50/50/0	0/0/0
0%	N/A			

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24%	AD	MSUN	3/16/50	22/0/78
13%	AD	MSUN	23/31/46	0/20/80
8%	1HR	M-F	67/33/0	100/0/0
3%	AD	M-F	0/0/0	0/0/0
3%	AD	M-F	100/0/0	100/0/0
14%	1HR/AD	M-F	50/50/0	0/0/0
0%	N/A			





## Appendix B

### Road by Road Analysis

#### The Vale

Response rate: 35%.

Of the responses received:

- 62 % considered that parking is a problem in their road
- 66% were in favour of a CPZ being introduced.

The main issues raised were about:

- 'commuter type' motorist parking and how this issue would worsen if the nearby proposed Golders Green CPZ extension goes ahead (which has since been introduced).
- not wanting to have to pay to park (for permits, vouchers etc)
- residents being content with the current parking situation
- a particular concern in relation to staff and visitor parking provision for a local business.

80% stated they would prefer a one-hour CPZ to operate between Mondays and Fridays to deter commuter parking.

#### Officer comments and observations

*Officer comments and observation are as follows:*

- *Vehicles are generally parked on both sides throughout the road, with the parking becoming more congested at each end of the road but particularly towards the A41 Hendon Way end. This can cause obstructions to through traffic particularly as the carriageway is narrower at that end of the road, and where vehicles may have trouble negotiating the pedestrian crossing islands. Correspondence about this issue has also been received independently of the consultation.*
- *The dual carriageway end of the road can be heavily parked but obstruction is not an issue as the carriageway is wider and parking takes place on one side of each lane, and in some cases in lay-bys away from the main traffic flow.*

*In light of the responses received and Officer observations, it can be concluded that this road would benefit from the introduction of CPZ measures, and as the main parking issues appears to be attributable to all day 'commuter type' parking, it is considered that a one hour control would be sufficient in deterring such parking thus protecting kerbside space for residents and their visitors.*

*It is considered that it would be appropriate to accommodate the needs of the local business by providing opportunity for both staff and visitors as part of the CPZ design.*

*It is therefore recommended the following:*

- *inclusion in the Cricklewood 'C1' CPZ which operates Monday to Friday 10am to 11am*
- *Provision of a Monday to Friday 2pm to 3pm waiting restriction (yellow line), as part of the CPZ design, in order to provide a length of kerbside space for parking during the CPZ hours of operation.*
- *Provision of business permit parking places, operational between 9am and 5pm Monday to Friday on The Vale and on Sanderstead Avenue, as part of the CPZ design.*

### **Pentland Close**

Response rate: 30%.

Of the responses received:

- 70% advised that they do not have parking problems.
- 57% stated that they would not like a CPZ to be introduced.
- the main cause of concern was that if CPZ controls were to be introduced residents believe there is not enough kerb space in the road to allow for adequate parking spaces to be provided so would not adequately provide for the number of residents wishing to park.
- that all who responded to the questionnaire stated that if a CPZ were to be introduced they would prefer a one hour control on weekdays only.

### **Officer comments and observations**

*Officer comments and observations are as follows:*

- *Pentland Close is a small, narrow residential cul-de-sac located off of The Vale.*
- *The majority of properties have driveways and the amount of appropriate kerbspace available for parking is limited.*
- *Due to the narrow width of the road, parking can only occur on one side of the road and some vehicles park on the footway.*

*Although the majority of residents in this road are against the introduction of a CPZ, if such controls were to be introduced on neighbouring adjoining roads it is considered that if this road were not to be included, it would be impacted upon by displaced parking.*

*It is therefore recommended the following:*

- *inclusion in the Cricklewood 'C1' CPZ which operates Monday to Saturday 10am to 11am*

- *that 'past this point' CPZ controls apply to the road in order to maximise resident parking opportunity*

### Woodvale Way

Response rate: 13%.

Of the responses received:

- 58% stated they would like a CPZ introduced in the road, and indicated they would like all day all week operational hours.
- The main concerns related to the road being affected by commuter and local business parking
- concerns were also raised that a CPZ would displace parking into the private resident off-street car parks within the road.

In addition:

- 80 photocopies of the questionnaire were submitted from an anonymous resident of the road claiming to be on behalf of all residents (Nos. 1-80) Woodvale Way each questionnaire stated being in favour of a CPZ being implemented with all day and all week restrictions. (Considered as one view – see below).

### Officer comments and observations

- *Woodvale Way is a cul-de-sac off of The Vale, consisting of purpose built flats*
- *Woodvale Way has private designated off-street parking areas situated at the top of the road which could be attributable to the low response rate*
- *vehicles are parked solidly along one side of the road resulting in only enough room for one vehicle to pass through at time*
- *The road also consists of numerous bends which lead to obscured sightlines of oncoming motorists when vehicles are parked*
- *a strategic length of yellow line waiting restriction exists around the bend on Woodvale Way in order to deter obstructive parking and improve sightlines and safety*
- *all of the 80 questionnaires submitted together have virtually identical contents and handwriting and therefore, in the absence of any confirmation from any resident stating that they were being represented by a third party, it is suspected that these are the opinions of an individual rather than the opinions of all individual residents throughout the road.*
- *It is considered therefore that the 80 photocopied questionnaires should be considered as one view.*

*Although, it is noted that this road may be affected by non-resident 'commuter type' parking and that the majority of respondents from this road are in favour of CPZ controls, the low response rate could indicate that the majority of residents are content with the current parking situation.*

*However, as with Pentland Close, if CPZ controls were to be introduced on The Vale, it is considered that if Woodvale Way were not to have CPZ controls implemented, it would be impacted upon by displaced parking.*

*It is recommended the following:*

- *inclusion in the Cricklewood 'C1' CPZ which operates Monday to Saturday 10am to 11am.*
- *that 'past this point' CPZ controls apply to the road in order to maximise resident parking opportunity.*

### **Hamlet Square, Ophelia Gardens, Elsinore Gardens and Compton Close**

Response rate of 8% from Hamlet Square and 14% from Elsinore Gardens.

Of the responses received:

- 67% from Hamlet Square were against a CPZ.
- A 50/50% ratio was received from Elsinore Gardens when asked whether they would like a CPZ.
- Some residents of these roads stated that they occasionally utilise The Vale for parking their vehicles instead of their off-street parking facilities or on the road in which their property is situated, and therefore were against the introduction of a CPZ as it would prevent them from doing so, assuming that they would not be eligible for permits.
- respondents from Hamlet Square would prefer a 1hour control during the working week only if a CPZ were to be introduced.
- 50% of respondents from Elsinore Gardens would like one hour controls and 50% would like 'All Day' controls if a CPZ was to be introduced.

No responses were received from Ophelia Gardens and Compton Close.

### **Officer comments and observations**

- *These roads are all private cul-de-sacs.*
- *Hamlet Square, Ophelia Gardens and Elsinore Gardens are privately gated restricted to resident access only.*
- *When falling within the boundaries of a CPZ, unlike properties fronting the public highway, private roads are not automatically made eligible for permits as they therefore would not generally park on the public highway and are not usually impacted by the same type of demands for*

*kerbside parking. Private roads are therefore assessed on their own individual circumstances.*

- The gated roads mean that that access is restricted to residents of these particular roads and their visitors only, and as such they would not be impacted upon by non-resident parking, which could be attributable to the low response rates and the comments which indicate that they do not encounter any parking problems.*
- No responses were received from Compton Close, which is not gated, suggests they are content with the current parking situation, and Officer observations of this road show that all properties have off street parking and the majority of the kerbline is lowered so kerbside parking is not a viable option for non-resident parking.*
- No significant comments were received to suggest there is an overwhelming need for residents of the private roads to park on the public highway. Therefore, it can be concluded that resident parking provision within private roads is sufficient.*

*It is recommended the following:*

- that these roads fall outside the proposed CPZ and that residents are not eligible for permits*

### **Hendon Way**

Response rate: 3%.

Of the responses received:

- All respondents stated that they do not have problems and therefore would not like a CPZ introduced.*
- The indication was that, if controls were to be introduced nearby then a 1 hour restriction would be preferable.*
- It was indicated that occasionally visitors may utilise local roads such as Garth Road and Cloister Road.*

### **Officer comments and observations**

- Hendon Way forms part of the A41 which is part of the Transport for London Road Network (TLRN) and has red route "no stopping" restrictions on it.*
- The properties have access to off-street parking in the form of driveways, in which some cases are large enough to accommodate multiple vehicles.*
- The above circumstances may be attributable to the low response rate from this road.*

*It is recommended the following:*

- *that as part of the TLRN, Hendon Way fall outside the proposed CPZ but residents would be eligible for permits*

### **Garth Road**

Response rate: 22%.

Of the responses received:

- 86% of respondents reported parking problems due to non-resident vehicles using the road
- 69% of respondents are in favour of CPZ controls being introduced.
- The main concerns were in relation to parking in the evenings and weekends associated with the Palm Hotel located on the A41 Hendon Way located between Garth Road and Cloister Road, and daily commuter parking during the week. Residents have advised that the hotel-related parking problems occur as there are regularly large functions held at the hotel and an overflow of overnight guest parking.
- Although the majority agree there are parking problems in the road, some do not want to have to pay for parking and believe CPZ controls can be inconvenient for residents and their visitors.
- Concern was also expressed for visitors to and staff of the local clinic who may find it difficult to park if a CPZ is introduced.
- Inconsiderate and obstructive parking was also highlighted as being an issue in the road due to congested parking.
- The majority of respondents advised they would like long hours of controls, particularly in the evenings and at weekends in addition to an hour in the day during the week to deter commuters.

Although consulted, no comments were received from the hotel.

### **Cloister Road**

Response rate: 24% .

Of the responses received:

- 62% of respondents agree there are parking problems in the road.
- 52% of the respondents stated that they do not want a CPZ to be introduced on their road.
- there appeared to be an overall wish to improve parking in the road, albeit some of the residents were concerned with the added costs and financial impact a CPZ would bring.
- 50% completed the question regarding preferred operational hours of a CPZ for their road, and of these 87%, advised they would like longer

hours of controls, particularly in the evenings and at weekends, in addition to an hour in the day during the week to deter commuters.

In addition to the questionnaire, residents of Cloister Road have asked for a petition they submitted in 2012 relating to planning permission for the Hotel on Hendon Way to be noted as part of this consultation as it shows historical concerns regarding parking problems relating to the Hotel and a desire for changes to be made to the parking situation in Cloister Road and Garth Road to protect resident parking provisions.

Officer comments and observations – Garth Road and Cloister Road

- *Garth Road is a narrow residential road located off of the A41 Hendon Way and is part of a self-contained area along with adjoining Cloister Road.*
- *Vehicle access and egress for both of these roads is via Hendon Way only.*
- *Cloister Road is wider than Garth Road.*
- *Unlike Garth Road, the majority of properties on Cloister Road do not have off street parking provision.*
- *The main concerns raised in Cloister Road mirror those of Garth Road in that although some residents have reservations regarding having to pay to park and some who are content with the parking situation as it is, there is a general consensus that that there are problems with non-resident motorists parking that residents of these roads feel should be addressed.*
- *parking in these roads can be extremely congested, particularly during an event or function being held at the Palm Hotel.*
- *Vehicles park on both sides of the road utilising all available kerbspace, on the footways and sometimes double park, therefore, limiting parking for residents, obstructing through vehicles, sightlines and safety*
- *That there has been ongoing correspondence from residents conveying their concerns about parking in Garth Road and Cloister Road. The main concerns being about visitors to and guests of the Palm Hotel and its numerous function and meeting rooms which are available for public hire. Afternoons, evenings and weekends were highlighted as being problematic times.*

*It is considered that these roads would benefit from controlled parking to help protect resident parking from conflicting demands from all day 'commuter type' motorist parking, hotel guests, and those attending functions at the hotel. It is also considered that, through the comments received via this questionnaire alongside the known historical concerns, that parking is generally considered to be a problem in these roads to which residents would like a resolution.*

*However, although the majority of respondents have requested long hours of controls should a CPZ be introduced, the council is also mindful of those concerns relating to financial impacts such controls would bring about on*

*residents. As such, it is considered that any controls introduced should have minimal hours of operation to minimise any negative impacts on residents' day to day lives whilst still achieving the aim of deterring the various non-resident conflicting parking demand to help protect resident parking provision.*

*It is recommended the following:*

- that Garth Road and Cloister Road be included in a new CPZ which operates Monday to Sunday 1pm to 8pm*
- Provision of pay by phone and business permit parking for the clinic in Garth Road as part of the CPZ design*

### **Granville Road**

Response rate: 13%

Of the responses received:

- 60% stated that parking is a problem and would like a CPZ introduced in their road.*
- The majority stated they would prefer a one hour CPZ to operate between Monday and Friday to deter commuter parking. A number of the respondents who stated they did not want a CPZ commented on the additional cost they would have to incur if such controls were introduced and were therefore content to live with the situation as it is.*
- Concern was also raised in relation to CPZ controls being detrimental to the businesses on the road.*

### **Officer comments and observations**

- Granville Road is a narrow road on which parking takes place on both sides meaning that only one vehicle is able to travel through the road at a time.*
- The road is mainly residential with the exception of a number of businesses operating from industrial units halfway along the road.*
- The type of property (apartments, houses, businesses etc) throughout the road is diverse and as such parking requirements and circumstances are varied.*
- The residential properties consist of a large number of purpose-built flats, some relatively new private blocks with underground parking, offered privately at a cost to the resident either at purchase or on lease.*
- Other properties within Barnet Homes maintained areas have access to private off street parking.*
- There is also private terraced housing at The Vale end of the road - the majority of which do not have off street parking and therefore those residents have no alternative but to park on the road.*
- As well as residential properties, there are a small number of business units operating within the road, situated amongst the residential properties, each with a certain amount of off street parking space.*



- parking on Granville Road is congested. Vehicles park on both sides of the road for its entire length, particularly between its junctions with The Vale and Nant Road.
- Available kerb space for parking is therefore extremely limited during the day and as such, in its nature is also obstructive to through vehicles as only one vehicle can pass through at a time.
- there have been ongoing concerns about parking in Granville Road for some time. Correspondence has been received independently of the informal consultation highlighting high levels of commuter parking taking place. This has also been highlighted by the council's refuse team, and by businesses as larger vehicles have trouble with access due to vehicles parking on both sides which also results in a lack of passing places and turning points for refuse and delivery lorries.

In October 2013, following concerns raised by the local businesses on the road regarding heavily congested parking, the council carried out a statutory consultation for proposals to introduce certain lengths of 8am to 6.30pm Monday to Saturday waiting restrictions in the vicinity of the business park, in order to deter obstructive parking, and provide places to pass and turn, whilst also facilitating kerbspace for loading purposes for the business units. During this process comments and objections were received from residents of Granville Road re-emphasising concerns that the loss of kerbside space used for parking would increase the problems residents are already experiencing trying to find available kerbspace for resident parking due to commuter parking conflicts being encountered.

Although the questionnaire response rate from this road is low, it is considered that this could be attributable to the high number of apartment blocks within the road who may have alternative parking options or who may believe that the issue does not affect them, particularly at the southern-most end of the road where parking is less congested and there are a number of off-street parking areas.




When looking at where the responses originate, it is clear that residents of properties who have no alternative parking provision, particularly the terraced properties which are situated in the more congested section of the road, generally are of the opinion that there are problems and they would like a CPZ introduced.



It is also noted that with a high number of apartments within the road, should controlled parking be introduced on the road, there would not be sufficient kerbspace available for all residents to park. However, as it is considered that the problematic parking at this time is due to commuter parking, it could suggest that kerb space would be sufficient for current resident demand during the day should the commuter type all day parking be deterred and parking pressures eased.

*It is therefore recommended the following:*

- *inclusion in the Golders Green 'H' CPZ which operates Monday to Friday 11am to 12midday.*
- *Provision of Monday to Friday 2pm to 3pm waiting restrictions (yellow line) as part of the CPZ design, in order to provide lengths of kerbside space for parking during the CPZ hours of operation.*
- *Provision of Monday to Friday 8am to 6pm waiting restrictions (yellow line) in order to provide lengths of kerbside space where larger vehicles can manoeuvre, as part of the CPZ design.*
- *Provision of business permit parking places in as part of the CPZ design.*

KEY:-

-  Proposed extension of the Cricklewood CPZ  
10am - 11am Monday to Friday
-  Proposed extension of the Golders Green CPZ  
11am - 12midday Monday to Friday
-  Proposed new CPZ  
1pm to 8pm Monday to Sunday

-  Existing Cricklewood Controlled Parking Zone  
10am - 11am Monday to Friday
-  Existing Golders Green Controlled Parking Zone  
11am - 12midday Monday to Friday

Indicates private roads/not public highway areas/  
areas not eligible for LBB parking controls

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Development and Regulatory Services

North London Business Park  
Oakleigh Road South  
New Southgate N11 1NP  
Tel. 020 8359 2000



SCHEME:

INFORMAL CPZ CONSULTATION  
The Vale NW2 area

TITLE:

PROPOSED AREA WIDE MEASURES

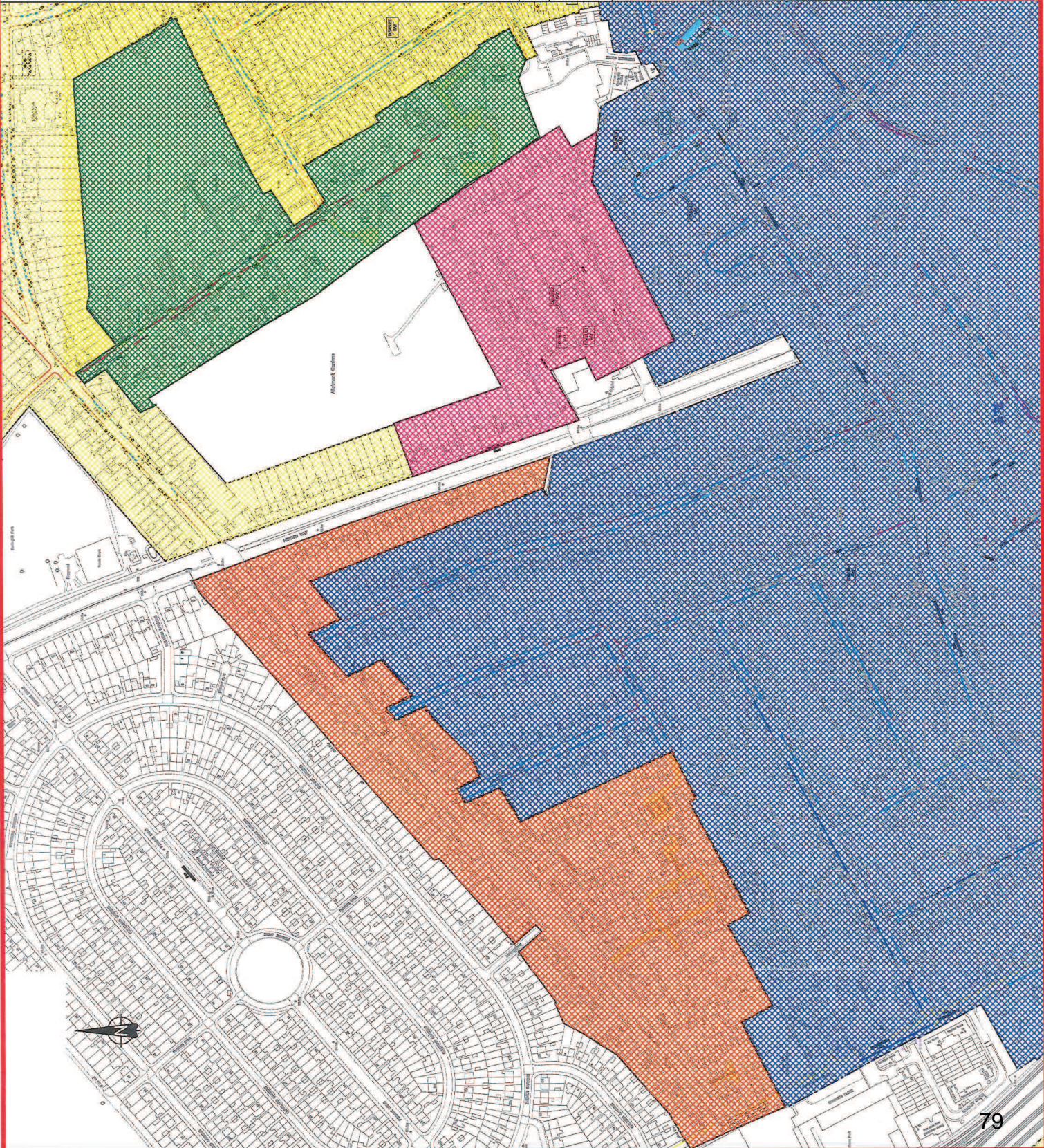
Scales: N.T.S. Date: 20/04/15

Initiated: GWA Drawn: KG Checked: GWA

DRAWING NO:



THEVALECWGG\_02

Acad Ref.S:\PDT\DW\TheVale\CPZ\CW\THEVALECWGG\_02


















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KEY (1 of 2):-

-  Proposed 'C1' Cricklewood resident permit holders only "Post this point" parking area 10am to 11am Monday to Friday (No bay markings)
-  Existing 'At Any Time' Waiting Restriction
-  Existing 'Red Route' clearway restrictions
-  Existing Waiting Restriction 8am to 6.30pm Monday to Saturday
-  Existing Disabled Bay
-  Existing Cricklewood Controlled Parking Zone 10am - 11am Monday to Friday
-  Existing Golders Green Controlled Parking Zone 11am - 12midday Monday to Friday
-  Indicates private roads/not public highway areas/ areas not eligible for LBB parking controls

KEY (2 of 2):-

-  Proposed Resident Permit Holder Bay New CPZ 1pm to 8pm Monday-Sunday
-  Proposed Resident Permit Holder Bay 4 Wheel Footway Parking Bay New CPZ 1pm to 8pm Monday-Sunday
-  Proposed Resident Permit Holder Bay 2 Wheel Footway Parking Bay New CPZ 1pm to 8pm Monday-Sunday
-  Proposed Resident & Business Permit Holder Bay 2 Wheel Footway Parking Bay New CPZ 1pm to 8pm Monday-Sunday
-  Proposed Pay by Phone (max stay 1 hour) and New CPZ Resident Permit Holders Only 1pm to 8pm Monday-Sunday
-  Proposed Resident Permit Holder Bay Golders Green CPZ 11am-12midday Mon-Fri
-  Proposed Business Permit Holder Bay Golders Green CPZ 9am-5pm Monday-Friday
-  Proposed Resident Permit Holder Bay Cricklewood CPZ - 10am-11am Mon-Fri
-  Proposed Business Permit Holder Bay Cricklewood CPZ - 9am-5pm Mon-Fri
-  Proposed 'At any time' Waiting Restriction
-  Proposed Waiting Restriction Cricklewood CPZ - 10am-11am Mon-Fri
-  Proposed Waiting Restriction Golders Green CPZ 11am-12midday Mon-Fri
-  Proposed Waiting Restriction (off set hours) 2pm to 3pm Monday to Friday
-  Proposed Waiting Restriction 8am to 6pm Monday to Friday
-  Proposed Waiting Restriction 1pm to 8pm Monday to Sunday

**Proposed Tariff**  
 Up to 30 mins - £0.50  
 Up to 1 hour - £1.00  
 Up to 2 hours - £1.50

Development and Regulatory Services

North London Business Park  
 Oakleigh Road South  
 New Southgate N11 1NP  
 Tel. 020 8358 2000



SCHEME:

INFORMAL CPZ CONSULTATION  
 The Vale NW11/NW2 area

TITLE:

PROPOSED PARKING LAYOUT

Scale:	N.T.S.	Date:	20/03/15
Initiated:	LW/GWA	Drawn:	KG
DRAWING NO:		Checked:	

DRAWING NO: THEVALECWGG\_03

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	<p style="text-align: center;"><b>Finchley and Golders Green Area Committee</b></p> <p style="text-align: center;"><b>2<sup>nd</sup> July 2015</b></p>
<p style="text-align: center;"><b>Title</b></p>	<p><b>Results of the Garden Suburb ‘GS’ Controlled Parking Zone review</b></p>
<p style="text-align: center;"><b>Report of</b></p>	<p>Commissioning Director, Environment</p>
<p style="text-align: center;"><b>Wards</b></p>	<p>Garden Suburb Ward</p>
<p style="text-align: center;"><b>Status</b></p>	<p>Public</p>
<p style="text-align: center;"><b>Enclosures</b></p>	<p><b>Appendix A</b> – Garden Suburb CPZ review questionnaire  <b>Appendix A2</b> – Garden Suburb CPZ outskirts review questionnaire  <b>Appendix B</b> – Garden Suburb CPZ review resident letters  <b>Appendix C</b> – Plan showing Garden Suburb CPZ review consultation area  <b>Appendix D</b> – Response rate to questionnaires  <b>Appendix E</b> – Graphs showing results of the Garden Suburb CPZ review questionnaire.  <b>Appendix E2</b> – Graphs showing the results of the Garden Suburb CPZ outskirts review questionnaire  <b>Appendix F</b> – Proposed “Past this point” parking layout – Hill Close  <b>Appendix G</b> – Proposed Controlled Parking Zone layout - Heathgate</p>
<p style="text-align: center;"><b>Officer Contact Details</b></p>	<p>Abai Otah                  Abai.otah@barnet.gov.uk                  020 8359 3555</p>

<h2>Summary</h2>
<p>The purpose of this report is to advise the outcome of the informal consultation undertaken and makes recommendations on possible future actions as a result of the findings.</p> <p>The Garden Suburb Controlled Parking Zone (CPZ) was introduced in October 2013 and operates between the hours of 1pm – 2pm, Monday to Friday. In June 2014 the Garden</p>

Suburb CPZ was extended to include the section of Willifield Way between Asmunds Hill and Temple Fortune Hill following a concerns raised by a number of residents living in this section of Willifield Way who originally were not in favour of parking controls being introduced during the initial statutory consultation.

In October 2014 the Council conducted an informal consultation with residents living inside and outside the existing Garden Suburb CPZ. The documentation which residents received advised them to complete a SurveyMonkey questionnaire online so that the Council could obtain their views on their current parking experiences within their area.

## **Recommendations**

**That the Committee note the details contained within this report and approve the following at an estimated cost of £5,000 for item numbers 2, 3, 6 and 8, and £1,500 for item number 4, and £11,000 for item number 7:**

- 1. That the details and results of the Garden Suburb Controlled Parking Zone (CPZ) review are noted;**
- 2. That Officers should carry out a statutory consultation on a proposal to introduce a “Past this Point” method of parking control in Hill Close, the layout of which is set out in Appendix F to this report;**
- 3. That Officers should carry out a statutory consultation on a proposal to introduce a CPZ for Heathgate, the layout of which is set out in Appendix G to this report;**
- 4. That Officers should, prior to carrying out the statutory consultation referred to in 3 above, carry out an informal consultation with residents of South Square to establish whether they would be in favour of a CPZ being introduced;**
- 5. That the results of the informal consultation referred to in 4 above should be considered by the Commissioning Director, Environment in consultation with the relevant Ward Councillors to decide whether a statutory consultation should be carried out on a proposal to introduce a CPZ in South Square;**
- 6. That subject to the decision by the Commissioning Director, Environment referred to in 5 above, Officers should carry out a statutory consultation on a proposal to introduce a CPZ for South Square concurrent with the statutory consultation outlined in 3 above;**
- 7. That, subject to no objections being received to the statutory consultations referred to in recommendations 2, 3 and 6 above, that Officers introduce the CPZ in Heathgate and ‘Past this Point ‘ measures in Hill Close through the making of the relevant Traffic Management Orders;**
- 8. That any unresolved material objections to the statutory consultations**



**referred to in recommendations 2, 3 and 6 above, are reported back to a future meeting of this Committee for consideration, and for a decision on how to proceed.**

## **1. WHY THIS REPORT IS NEEDED**

This report provides the Finchley and Golders Green committee with the outcome to the Garden Suburb CPZ review carried out on the 10<sup>th</sup> October 2014 and to consider the recommendations made as a result of the feedback obtained through the consultation and to seek a decision from the committee on how to proceed.

## **2. REASONS FOR RECOMMENDATIONS**

- 2.1 In October 2014 the Council conducted an informal consultation with residents of the Garden Suburb area whose properties are located inside and outside the existing Garden Suburb CPZ. The documentation which residents received advised them to complete a SurveyMonkey questionnaire online so that the Council could obtain their views on their current parking experiences within their area.
- 2.2 A total of 502 properties situated on roads within the existing Garden Suburb CPZ - Asmunds Hill, Hampstead Way, Hill Close, Meadway, Temple Fortune Hill and Willifield Way - were asked to complete a questionnaire online titled "Garden Suburb Controlled Parking Zone parking review". In addition a total of 737 households whose properties were situated on roads outside the existing Garden Suburb CPZ were invited to complete a questionnaire titled "Garden Suburb Controlled Parking outskirts review". Residents who were unable to complete a questionnaire online were given the option of completing a paper copy questionnaire which they were able to return via post in a prepaid addressed stamp envelope.
- 2.3 Having analysed the address details of all those who completed a questionnaire it is apparent that a number of residents living within the Garden Suburb CPZ had completed the questionnaire meant for those residents living outside of the CPZ, and vice versa.
- 2.4 A total of 147 respondents completed the questionnaire meant for those properties within the CPZ. Out of the respondents 86 had completed the correct questionnaire, 21 questionnaires were completed by respondents whose properties were situated within the existing Garden Suburb CPZ, 30 questionnaires were completed by respondents where their address is situated outside the consultation boundary and 10 questionnaires were completed by residents who provided insufficient addresses details.
- 2.5 With regards to the questionnaire meant for those properties outside of the CPZ, 120 households had completed a questionnaire. Out of the households that completed this questionnaire, it was established that 111 had completed the correct questionnaire. 3 questionnaires were completed by households

who properties resided within the existing Garden Suburb CPZ. It was also found that 2 questionnaires were completed by households in which their addresses were situated outside the consultation boundary. 4 questionnaires were completed by residents who provided insufficient address details which meant that the information collated could not be taken into consideration.

- 2.6 It was also established that a number of questionnaires were completed by residents whose addresses were situated outside both the “within CPZ” and “outside CPZ” consultation areas as well as completed questionnaires where insufficient address details were provided. As a consequence, it is considered that the information gathered could not be taken into consideration.
- 2.7 In order to gain a greater understanding from the data obtained from the results of the consultation it was considered the analysis of the report is split into two sections. The first part focuses on the results from roads situated within the Garden Suburb CPZ while the second part of this report focuses on the result from the roads surrounding the existing Garden Suburb CPZ.

#### Road within the existing Garden Suburb CPZ

- 2.8 In Hampstead Way, 33 (22%) out of 152 households situated with the Garden Suburb CPZ completed a questionnaire. Of those who responded 88% were satisfied with the way the CPZ is currently operating. However 66% of respondents felt that the zone was not being enforced properly. It was also felt that there were not enough Civil Enforcement Officers visible on-street during restricted periods.
- 2.9 In Asmunds Hill, 9 (17%) out of 54 households situated with the Garden Suburb Zone completed a questionnaire. Of those that completed a questionnaire 77% considered that the Garden Suburb CPZ is being enforced effectively. In addition three quarter of these households indicated that the CPZ met its objectives of minimising obstructive parking whilst providing adequate parking for residents and their visitors.
- 2.10 In Willifield Way, 33 (19%) out of a 176 completed a questionnaire. Of those that responded 42% felt that they were satisfied with the way in which the CPZ is operating. A few residents raised concerns regarding the parking difficulties they are experiencing during school drop off and pick up times in the mornings and afternoons. The issue of speeding vehicles and congestion were also highlighted as concerns by a few residents.
- 2.11 In Hill Close only 1 (11%) out of the 9 households responded directly to the questionnaire in which they indicated that they are satisfied with the way the Garden Suburb CPZ is currently operating. However, in response to the consultation all the residents of Hill Close signed a letter requesting for the road markings and associate time plates to be removed in preference for a “Past this point” parking zone/layout which is less visually intrusive as it requires less road markings and associated time plates on street.

#### Roads situated outside the existing Gardens Suburb CPZ

- 2.12 Out of the roads that participated in the consultation, Heathgate achieved the highest response rate with 17 (68%) out of 26 households responding directly to the questionnaire. Of those that responded 88% had experienced problems with parking since the Garden Suburb CPZ was introduced. In addition 82% of the respondents indicated that they were in favour of a CPZ being introduced in their road. The main issue appears to be that a significant number of vehicles owned by non-residents park in their road for lengthy periods of time which makes it difficult for residents to find a parking space. Other comments received were in relation to the fact that their road is just beyond the boundary of the existing Garden Suburb CPZ. Subsequent to the consultation the Council received a petition signed by a significant number of resident who have requested for their road to be included within a CPZ. 68% of the respondents confirmed that they owned a minimum of 2 vehicles and 45% stated that their vehicles are parked on street.
- 2.13 In South Square which is situated off Heathgate, 6 (22%) households out of 27 responded to the questionnaire. Out of those that responded all indicated that they are not happy with the current parking in their road and furthermore 83% of these householders have indicated that they had experienced problems with parking since the Garden Suburb CPZ commenced and that they would like the Council to investigate their concerns further. When asked to elaborate respondents from South Square made reference to the fact they have experienced a high number of vehicles parking in their road where some of these vehicles have been abandoned, left by garages who do not have enough space to park all their customers vehicles as well as vehicles left throughout the day by commuting non residents.
- 2.14 When respondents of South Square were asked whether they would like their road to be included as part of a CPZ 83% of the respondents indicated that they would be in favour of these measures being introduced.
- 2.15 Out of the 130 households that received a letter, 27 (21%) participated in the consultation. Of those that responded 80% indicated that they had experienced parking problems with non-residents parking in their road since the Garden Suburb CPZ was introduced. When asked to comment further on this question a number of the responded raised concerns regarding the level of non commuter parking in their road for lengthy periods of time.
- 2.16 Off Erskine Hill are a number of small narrow cul- de-sacs such as Homesfield, Woodside and Chatham Close. Compared to the rest of the roads consulted residents of these roads provided little or no response to the consultation.
- 2.17 It should be noted that 51% of the Erskine Hill respondents indicated that they are not satisfied with the parking situation in their road and 74% would like the Council to investigate their concerns further. In term of vehicle ownership 61% confirmed that they owned 1 vehicle whilst the remainder of the respondents owned 2 vehicles. Of the respondents that owned vehicles it has been established that 90% park their vehicles on the public highway.

- 2.18 In Hampstead Way, 5 (7%) households out of the 67 households situated within the outer consultation zone responded to the questionnaire. Of those that responded whose properties are situated within the Temple Fortune CPZ, three quarters indicated that they are not satisfied with the way the CPZ was operating. When householders were asked to elaborate on the problems that they are experiencing they raised concerns in relation to the fact that the Temple Fortune CPZ only operates until 11am makes it difficult for residents especially those with permits and their visitors to find a parking space. One householder raised concerns regarding the number of vehicles they have observed driving from road to road ultimately waiting until the zone ends.
- 2.19 Out of the 41 properties on Hogarth Hill that were consulted 11 (27%) households responded to a questionnaire. Of those that responded to the questionnaire 70% indicated that they were not satisfied with the parking situation in their road. These householders also raised concerns regarding the parking problems that they are experiencing with non resident parking in their road which in turn has impacted on households and their visitors' ability to find available parking on street close to their homes.
- 2.20 When respondents of Hogarth Hill were asked about vehicle ownership 75% stated that they owned one vehicle which they parked on street and the remaining 25% of the respondents stated that they own two vehicles which they parked on the public highway. A significant number of these households do not have off street parking facilities and out of the residents that responded to the questionnaire 80% indicated that the level of parking in their road was high to very high. This acknowledgement is not surprising as the residents of Hogarth Hill as well as the residents in the surrounding neighbouring roads are unlikely to be allowed to apply for a vehicular access outside their residence due to strict planning guidelines set by the Garden Suburb Trust. However, despite their concerns 54% indicated that they would not be in favour of a CPZ being introduced in their road.
- 2.21 During the consultation a total of 12 (10%) out of the 122 households of Addison Way responded to the questionnaire. Out of the households that responded 54% raised concerns regarding the parking problems that they and their visitors are experiencing as a result of the inception of the Garden Suburb CPZ. Those that elaborated on their parking concerns felt that the problem that they are experiencing is due to commuter parking. 54% of the respondents said that they owned one vehicle whilst the remaining respondents owned two vehicles. When asked where they parked their vehicles all confirmed that they parked their vehicles on the public highway.
- 2.22 Asmunds Place is situated within the Temple Fortune Controlled Parking Zone which operates between the hours of 10am – 11am Monday to Friday. Out of the 57 households that were consulted 11 (22%) responded to the questionnaire, in which 63% said that they were unhappy with the parking situated in their road and 54% of these respondents said that they would like the Council to investigate their concerns. When asked to provide further details of their concerns some responded by saying that they found it difficult to find a parking space after 11am weekdays. It should be noted that Asmunds Place is situated very close to Temple Fortune Town Centre on Finchley Road

where the public highway is currently subject to waiting and loading restrictions as well as Pay by Phone parking facilities which operate during the working day.

- 2.23 Amongst the other roads situated within the south-eastern section of the outer consultation area are small cul de sacs with narrow roads such as Turners Close, Turners Drive, Ruskin Close, Hurst Close and Linnell Close. These roads are private in parts and overall provided very little or no response to the consultation.
- 2.24 Overall it has been established that 71% of respondents living within the outskirts consultation area had experienced problems with non residents parking in their road since the Garden Suburb CPZ was introduced. In addition and not surprisingly it was also found that 63% of these respondents were dissatisfied with the current parking situation in their roads and 55% of these respondents would like their road to be included as part of a CPZ.

#### Conclusions and recommendations

- 2.25 Parking continues to provide a wide and varied view especially with regards to CPZ's. Residents with a reasonable knowledge of parking controls and the layout of their surrounding area are more likely to respond to the questionnaire.
- 2.26 Having analysed the comments received through the questionnaire it is clear that overall residents living with the Garden Suburb CPZ are generally satisfied with the way the zone is operating and therefore it is recommended that no further action is taken regarding its current operational hours. However, the concerns raised by a number of residents regarding the lack of enforcement or visible Civil Enforcement Officer on patrol during restricted periods has been forwarded to the Parking Client Team to investigate and where necessary to take the necessary appropriate action to ensure the Garden Suburb CPZ is enforced effectively. The concerns relating to speeding in roads with the Garden Suburb CPZ consultation area has been forwarded to the Traffic Management team for their attention.
- 2.27 With regards to residents of Hill Close request for a "Past this Point" Parking area layout to be introduced in their road, Officers believe that there is merit in proposing a parking layout of this nature in this small cul-de-sac as it meets the current criteria set by the Department of Transport for such controls. In addition a small section of Willifield Way already has "Past this point" parking controls which appear to be working effectively.
- 2.28 Past this point restrictions are used as a way of increasing the amount of on street parking available for residents on roads with a high demand for resident parking, but which have limited kerb space available to introduce marked bays which would limit the available space utilised for parking for residents. Past this point is indicated only by the positioning of zone entry and exit signs stating the road is 'resident permit holders only past this point'. No bay markings or CPZ single yellow line waiting restrictions are marked.

- 2.29 The provision of “Past this point” controls in Hill Close would also likely result in reduced maintenance costs in future years as there would be a reduction in signage and road markings. However, Officers would point out that if a “Past this point” parking area was implemented in Hill Close, there could be issues regarding the siting of the associated entry plates at the entrance to Hill Close due to its narrow road width and as a consequence motorists visiting the area may not observe these plates which may result in them receiving a Penalty Charge Notice. Furthermore, the removal of the existing parking relating road markings in Hill Close may result in the road being unsightly. In any case, it is believed that residents of the road are aware of this possibility as they have periodically raised the issue since the commencement of the Garden Suburb CPZ in October 2013.
- 2.30 With regards to Heathgate it is clear that resident of this road are unhappy with the current parking levels. Having noted the high response rate, considered the comments and correspondence received during and after the consultation as well as the signed petitions, Officers consider it appropriate to propose extending the existing Garden Suburb CPZ to include Heathgate. Therefore it is proposed to carry out a statutory consultation with the residents of Heathgate on a proposal to introduce parking controls which will operate between the hours of 1pm – 2pm Mondays to Fridays. However, it should be noted that if resident parking controls were introduced in Heathgate it is highly likely to have an impact on parking by displacing parking to neighbouring roads.
- 2.31 In view of the above, it is considered that respondents living within the outskirts consultation area in roads such as Hogarth Hill, Addison Way and Erskine Hill overall are unhappy with the parking situation in their area based on the negative feedback obtained through the consultation. Although these respondents are in favour of their road being part of a CPZ, Officers consider that due to the low overall response rate from many roads within the outskirts consultation area it is considered that there is insufficient justification for the Council to consider introducing parking controls across this area and therefore it is recommended that no further action should be taken.
- 2.32 Officers have engaged with the Garden Suburb Ward Councillors regarding the findings of the consultation, and Councillor Marshall has agreed with the proposal to carry out a statutory consultation to include Heathgate as part of the Garden Suburb CPZ. However, he had concerns about the impact the inclusion of Heathgate in the CPZ may have on available parking in the adjacent South Square, if South Square was not also subject to controlled parking measures. As a consequence, he has suggested that a further consultation should be carried out with residents of South Square to obtain their views on whether they would like their road to join the CPZ in light of the proposal to include Heathgate as part of the Garden Suburb CPZ.
- 2.33 Councillor Marshall also raised the issue of a resident who lives within the Temple Fortune CPZ close to the border with the Garden Suburb CPZ who has parking difficulties he is experiencing after the controlled hours of operation. As a consequence, Councillor Marshall would like the Council to

investigate his constituent's concerns to see if a suitable solution can be found.

- 2.34 Councillor Marshall has requested that a statutory consultation on the recommended parking measures mentioned above should be carried out as soon as possible.
- 2.35 In light of the Councillor concerns about South Square, Officers consider that there is merit in carrying out an informal consultation with residents of South Square in the first instance asking them whether they would like to join the CPZ in light of the weight of support from Heathgate to join the CPZ, which depending on the outcome of the statutory consultation, may result in the CPZ ultimately being introduced in Heathgate.
- 2.36 With regards to parking issues near the boundary of the Temple Fortune CPZ and Garden Suburb CPZ, Officers will consider any solutions as part of its yellow line and minor parking changes programme.

### **3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED**

- 3.1 None

### **4. POST DECISION IMPLEMENTATION**

- 4.1 All households initially consulted in October 2014 will be informed of the outcome to the Garden Suburb CPZ parking review by way of a letter. In addition Officers consider that a statutory consultation should be carried out with residents of Heathgate and some of the neighbouring roads on a proposal to introduce Controlled Parking Zone measures in Heathgate. It is also considered that a further statutory consultation will be carried out with residents of Hill Close on a proposal to introduce "Past this Point" parking measure in Hill Close. Should a statutory consultation be carried out all necessary statutory requirements under the Local Authorities' Traffic Orders (Procedure) (England and Wales) Regulation 1996 (as amended) will be complied with.

### **5. IMPLICATIONS OF DECISION**

#### **5.1 Corporate Priorities and Performance**

- 5.1.1 Improving parking and traffic conditions in Heathgate and effectively managing the traffic movement throughout the local road network contributes to the Corporate Plan priority "A Successful London Suburb" and contribute to strategic objectives of "keeping Barnet moving through the efficient management of the roads and pavements network" by improving the quality of life for residents through affording them better parking protection and by improving the traffic and parking conditions, contributing to "The Sustainable Community Strategy for Barnet 2010-2020.

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

- 5.2.1 The costs of carrying out an informal consultation which includes writing to all properties in the agreed consultation area and considering feedback, are estimated to be £1,500 and could be met from the 2015/16 Local Implementation Plan (LIP) allocation for Parking Reviews.
- 5.2.2 The costs of carrying out a statutory consultation which includes drafting the relevant Traffic Management Orders and legal notices, advertising, writing to all properties in the agreed consultation area and considering feedback and objections to the proposed measures, are estimated to be £5,000 and could be met from the 2015/16 Local Implementation Plan (LIP) allocation for Parking Reviews.
- 5.2.3 The estimated costs of introducing a CPZ in Heathgate and South Square as well as converting Hill Close into a 'Past this point' parking area, which require the making of the relevant Traffic Management Orders, writing to all properties that were previously consulted and the work to introduce new road signs and road markings, are estimated to be £11,000.
- 5.2.4 Any CPZ's introduced will require new signs and lines work to be met from the TfL funded capital budget for this area of work. On-going costs related to enforcement and CPZ maintenance will be attributable to the Special Parking Account.
- 5.2.5 The necessary parking related road markings and associated signage will require on-going routine maintenance which will be met by the Special Parking Account although it should be noted that no specific budget has been allocated for such purposes and therefore any maintenance costs will negatively impact on the Special Parking Account.
- 5.2.6 Income generated through the purchasing of parking permit, parking vouchers and Penalty Charge Notices issued to motorists who have committed parking contraventions will all be attributable to the Special Parking Account.

## **5.3 Legal and Constitutional References**

- 5.3.1 The Traffic Management Act 2004 places obligation on authorities to ensure the expeditious movement of traffic on their road network. Authorities are required to make arrangements as they consider appropriate for planning and carrying out the action to be taken in performing the duty.
- 5.3.2 The Council as the Highway Authority has the necessary legal powers to introduce or amend Traffic Management Orders through the Road Traffic Regulation Act 1984.
- 5.3.3 The Council's Constitution Responsibility for Functions, Appendix A, sets out within its terms of reference the functions which an Area Committee can



discharge, which includes local highways and safety schemes.

#### **5.4 Risk Management**

5.4.1 It is not considered that the issues involved are likely to give rise to policy considerations as any CPZ would improve parking provision for residents and improve the traffic flow by helping to disperse local traffic into the wider network of local roads.

5.4.2 It is considered the issues involved proposing or introducing a CPZ may lead to some level of public concern from local residents who do not wish for a CPZ to be introduced, or from residents of other roads in the area concerned about commuter parking being displaced into their road or network of roads. However, for both issues, it is considered that adequate consultation across a sufficient area will ensure that members of the public have the opportunity to comment in any informal consultation exercise or to any statutory consultation on any proposed CPZ, which will then be considered before a decision is made on how to progress.

#### **5.5 Equalities and Diversity**

5.5.1 Section 149 of the Equality Act 2010 requires a decision-maker to have 'due regard' to achieving a number of equality goals: (i) to eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by the Act; (ii) to advance equality of opportunity between those with protected characteristics and those without; and (iii) to foster good relations between persons with a relevant protected characteristic and those without. The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. It also covers marriage and civil partnership with regard to eliminating discrimination.

5.5.2 The safety elements incorporated into the CPZ design and resultant traffic movements benefit all road users equally as they would improve safety and traffic flow at those locations.

#### **5.6 Consultation and Engagement**

In October 2014, the Council carried out an informal consultation with residents living within and outside the existing Garden Suburb Controlled Parking Zone in order to establish their views and concerns regarding parking since the Garden Suburb Controlled Parking Zone was introduced.

### **6. BACKGROUND PAPERS**

None

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## Appendix A

Garden Suburb Controlled Parking Zone  
Review questionnaire.



# Garden Suburb Controlled Parking Zone Review

Please let us have your views on parking in your area since the introduction of the Garden Suburb CPZ by completing this questionnaire. We would like to hear from you even if you do not have access to a vehicle or are a non-driver as you may have visitors who park within the Zone.

## Section 1 – Personal Information

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

Name: .....

Address: .....

.....

Post Code: .....

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

I do not wish my personal data to be disclosed

## Section 2 – General Information

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

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

Home [ ] Business [ ] Both [ ] Other [ ]

If 'Other' please specify .....

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

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

If more please specify.....

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

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

If more please specify.....

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

Yes [ ] No [ ]

### Section 3 – Living alongside the Controlled Parking Zone

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

(5) **Where is your property situated?**

Within the Golders Green CPZ [ ]    Within the Temple Fortune CPZ [ ]

Not within a CPZ [ ]

(6) **Have you had problems with non-residents parking in your road since the introduction of the Garden Suburb CPZ?**

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

.....

(7) **Does anyone in your household or working at your business have a problem finding a place to park since the introduction of the Garden Suburb CPZ?**

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

.....

(8) **Do your visitors/others have problems finding a place to park since the introduction of the Garden Suburb CPZ?**

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

.....

(9) **Are there any parking issues you are aware of since the introduction of the Garden Suburb CPZ in your road that you believe should be investigated further?**

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

**Please give details**

.....

.....

.....

(10) **Are you satisfied with the current parking situation in your road?**

Yes [ ]    No [ ]    Does not apply [ ]

Don't know/not sure [ ]

## Section 4 – Parking Overall

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

- (11) **Are there any parking issues you are aware of since the introduction of the Garden Suburb CPZ in your road that you believe should be investigated further?**

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

**Please give details**

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

- (12) **In your opinion, how would you describe the number of parked vehicles in the section of road around your property?**

Very High [ ]      High [ ]      Moderate [ ]      Low [ ]      Very low [ ]

- (13) **Would you like your road to be included as part of a Controlled Parking Zone?**

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

**If you have any further comments or suggestions regarding parking in your road, or if you have any parking issues elsewhere in the area (please use an additional sheet if necessary)**

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

## Section 5 – Diversity Monitoring

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

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

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

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

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

Female  Male  Prefer not to say

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

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

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

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



## Section 6 –Disability

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

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

Yes  No  Prefer not to say

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

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

(18) Religion or belief (Tick one box only)

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

Other religion/belief (please specify) .....

Prefer not to say



## Appendix A

Garden Suburb Controlled Parking Zone  
Outskirts Review questionnaire.



# Garden Suburb Controlled Parking Zone Review

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

## Section 1 – Personal Information

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

Name: .....

Address: .....

.....

Post Code: .....

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

I do not wish my personal data to be disclosed

## Section 2 – General Information

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

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

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

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

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

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

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

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

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

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

Yes [ ]      No [ ]

### Section 3 – Scheme Design and operation

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

The Garden Suburb CPZ uses a combination of traditional parking bays and yellow lines and 'Permit holders only past this point' controls, (where controls are enforced through street entry signs). The Garden Suburb CPZ is operational Monday to Friday during the hours of 1pm – 2pm.

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

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

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

None – I live in a private road [ ]

Don't know/not sure [ ]

(7) **Have you had problems with non-residents parking in your road during the CPZ hours of operation?**

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

.....  
.....

(8) **Does anyone in your household or working at your business have a problem finding a place to park between the CPZ operational hours of 1pm and 2pm?**

Yes [ ] No [ ] Does not apply (as no cars in household) [ ]

Don't know/not sure [ ]

.....  
.....

(9) **Do your visitors/others have problems finding a place to park between the CPZ operational hours of 1pm and 2pm?**

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

.....  
.....

(10) **Are you satisfied with the operational hours of the Garden Suburb CPZ?**

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

(11) **Do you feel that the CPZ days of operation need changing to include additional days?**

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

If yes, please provide details

.....  
.....

Throughout the Garden Suburb CPZ, the majority of single yellow lines operate between 1pm and 2pm and do not require signing. Where there are lengths of single yellow lines with different restriction, the restriction is indicated by signs along the affected lengths.

(12) **Before today, were you aware that parking on an unsigned length of single yellow line is not permitted Monday to Friday during 1pm and 2pm?**

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

In order to cater for residents and their visitors, marked resident permit parking bays and a 'permit holders only past this point' road have been provided for use by motorists displaying valid permits or vouchers in their vehicle.

#### **Section 4 – Zone Enforcement**

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

(13) **Are vehicles often parked illegally or inconsiderately in your road during the CPZ operational hours?**

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

.....

(14) **Do you consider that the Garden Suburb CPZ is being enforced effectively?**

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

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

(15) **Are there any measures that you think could improve the enforcement of the Garden Suburb CPZ parking restrictions? (tick all boxes that apply)**

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

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

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

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

### **Section 5 – Parking Overall**

**The Garden Suburb Controlled Parking Zone was introduced in order to minimise congestion and obstructive parking whilst aiming to provide adequate parking facilities for residents and their visitors. Due to the unique nature of the Suburb we have aimed to keep signage to a minimum.**

(17) **How much do you agree or disagree that the Garden Suburb CPZ is meeting its objectives of minimising obstructive parking whilst providing adequate parking for residents and their visitors?**

Agree strongly [ ]    Agree [ ]                      Neither [ ]  
Disagree [ ]    Disagree strongly [ ]    Don't know/not sure [ ]

(18) **Are there any parking issues relating to the Garden Suburb CPZ in your road that you believe should be investigated further?**

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

**Please give details**

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

(19) **Are you satisfied with the Garden Suburb CPZ?**

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

### **Section 6 – Diversity Monitoring**

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



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

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

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

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

Female  Male  Prefer not to say

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

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

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

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

### Disability

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

would cover long term illness such as cancer and HIV or mental health problems.

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

Yes  No  Prefer not to say

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

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

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

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

Other religion/belief (please specify) .....

Prefer not to say





## Appendix B

### Garden Suburb Parking review resident letters



Interim Director  
Development & Regulatory Services  
Building 4  
North London Business Park  
Oakleigh Road South  
London N11 1NP

The Owner/Occupier

contact: Paul Edmund-Charles  
tel: (020) 8359 3037  
e-mail: Paul.edmund-charles@barnet.gov.uk  
fax: 0870 889 7455  
date: 10<sup>th</sup> October 2014  
our ref: GSCPZreview  
your ref:

Dear Sir/Madam

### **Garden Suburb Controlled Parking Zone Review**

As you will be aware, in October 2013 the Council introduced a Residents Permit Controlled Parking Zone in the Garden Suburb in order to minimise congestion and provide adequate parking facilities for residents, local organisations and their visitors.

As part of this review we would like to get your opinions on how the CPZ is operating and are asking you to complete a questionnaire. Please ensure that the views given are representative of your household or organisation.

Please use the following link to the online questionnaire on 'Survey Monkey' at <https://www.surveymonkey.com/s/KXH7Q8K>. If you are unable to complete the questionnaire you can download the questionnaire on the web page. Alternatively, please ring 020 8359 3037 or email [eando.consultation@barnet.gov.uk](mailto:eando.consultation@barnet.gov.uk) to request a paper copy. These should be sent to the Parking Design Team, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Please could you ensure all questionnaires are completed online or returned by post to us by **Thursday 6 November 2014**.

Each response will be analysed and the outcome will help us determine what, if any, action needs to be taken. It is therefore very important that you take this opportunity to express your views.

I would like to thank you in advance for taking the time to read this letter, and look forward to receiving your completed questionnaire. Everyone taking part in this exercise will be notified in due course of the outcome of this consultation.

If you have any further questions, please contact us on the above telephone number or by email to [eando.consultation@barnet.gov.uk](mailto:eando.consultation@barnet.gov.uk).

Yours faithfully



**NEIL RICHARDSON  
HIGHWAYS MANAGER  
TRAFFIC AND DEVELOPMENT  
DEVELOPMENT & REGULATORY SERVICES**





Interim Director  
Development & Regulatory Services  
Building 4  
North London Business Park  
Oakleigh Road South  
London N11 1NP

The Owner/Occupier

contact: Paul Edmund-Charles  
tel: (020) 8359 3037  
e-mail: Paul.edmund-charles@barnet.gov.uk  
fax: 0870 889 7455  
date: 2<sup>nd</sup> October 2014  
our ref: GSCPZreview

Dear Sir/Madam

### **Garden Suburb Controlled Parking Zone Review**

As you will be aware, in October 2013 the Council introduced a Residents Permit Controlled Parking Zone in the Garden Suburb in order to minimise congestion and provide adequate parking facilities for residents, local organisations and their visitors.

As part of this review, we would like to get your opinions on how the CPZ is operating and are asking you to complete a questionnaire. Please ensure that the views given are representative of your household or organisation.

Please use the following link to the online questionnaire on 'Survey Monkey' at <https://www.surveymonkey.com/s/KH6V85K>. If you are unable to complete the questionnaire online you can download the questionnaire on the web page. Alternatively, please ring 020 8359 3037 or email [eando.consultation@barnet.gov.uk](mailto:eando.consultation@barnet.gov.uk) to request a paper copy. These should be sent to the Parking Design Team, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Please could you ensure all questionnaires are completed online or returned by post by **Thursday 6<sup>th</sup> November 2014**.

Each response will be analysed and the outcome will help us determine what, if any, action needs to be taken. It is therefore very important that you take this opportunity to express your views.

I would like to thank you in advance for taking the time to read this letter, and look forward to receiving your completed questionnaire. Everyone taking part in this exercise will be notified in due course of the outcome of this consultation.

If you have any further questions, please contact us on the above telephone number or by email to [eando.consultation@barnet.gov.uk](mailto:eando.consultation@barnet.gov.uk).

Yours faithfully

A handwritten signature in black ink, appearing to read "Neil Richardson". The signature is written in a cursive style with a prominent initial "N".

**NEIL RICHARDSON  
HIGHWAYS MANAGER  
TRAFFIC AND DEVELOPMENT  
DEVELOPMENT & REGULATORY SERVICES**



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## Appendix D

### Response rate to questionnaires

## Appendix D

**Table 1.1**

**Response rate - Households within Garden Suburb Controlled Parking Zone**

Road	No. of households consulted per road.	No. of completed questionnaires per road	Response Rate (%)
Willifield Way	172	33	19%
Hill Close	8	1	13%
Hampstead Way ( Plus 41 - Queens Court)	152	36	24%
Meadway (Garden Suburbs GS Zone)	14	2	14%
Farm Walk	1	0	0%
Temple Fortune Hill	39	10	26%
The Orchard (Off Hampstead Way)	62	0	0%
Lucus Square (Off Hampstead Way)	0	0	0%
Asmunds Hill	54	9	17%

Total GS Parking Review response - Within consultation Zone

Total No. of households consulted.	Total No. of completed questionnaires	Overall response Rate (%)
<b>502</b>	<b>91</b>	<b>18%</b>

**Table 1.2**

**Response rate - Households outside the existing Garden Suburb Controlled Parking Zone**

Road	No. of households consulted per road.	No. of completed questionnaires per road	Response Rate (%)
Erskine hill	130	27	21%
Asmunds Place (TEMPLE FORTUNE CPZ)	57	12	21%
Coleridge Walk	34	3	9%
Hogarth Hill	41	11	27%
Wordsworth Walk	35	2	6%
Hampstead Way	17	1	6%
Hampstead Way ( Plus 39 - Queens Court)	50	7	14%
Homesfield	12	1	8%
Woodside	13	0	0%
Denman Drive	15	0	0%
Chatham Close	10	1	10%
Meadway	16	1	6%
Meadway Gate (GOLDERS GREEN CPZ)	10	0	0%
Hurst Close	8	0	0%
Linell Close	8	1	13%
Turners Close	13	2	15%
South Square	26	6	23%
Southway	8	4	50%
Central Square	5	0	0%
North Square	16	0	0%
Farm Walk	6	0	0%
Temple Fortune Hill	18	4	22%
Ruskin Close	6	0	0%
Heathgate	25	17	68%
Finchley Road	17	2	12%
Addison Way	122	12	10%
Turner Drive	8	2	25%
Northway	11	0	0%

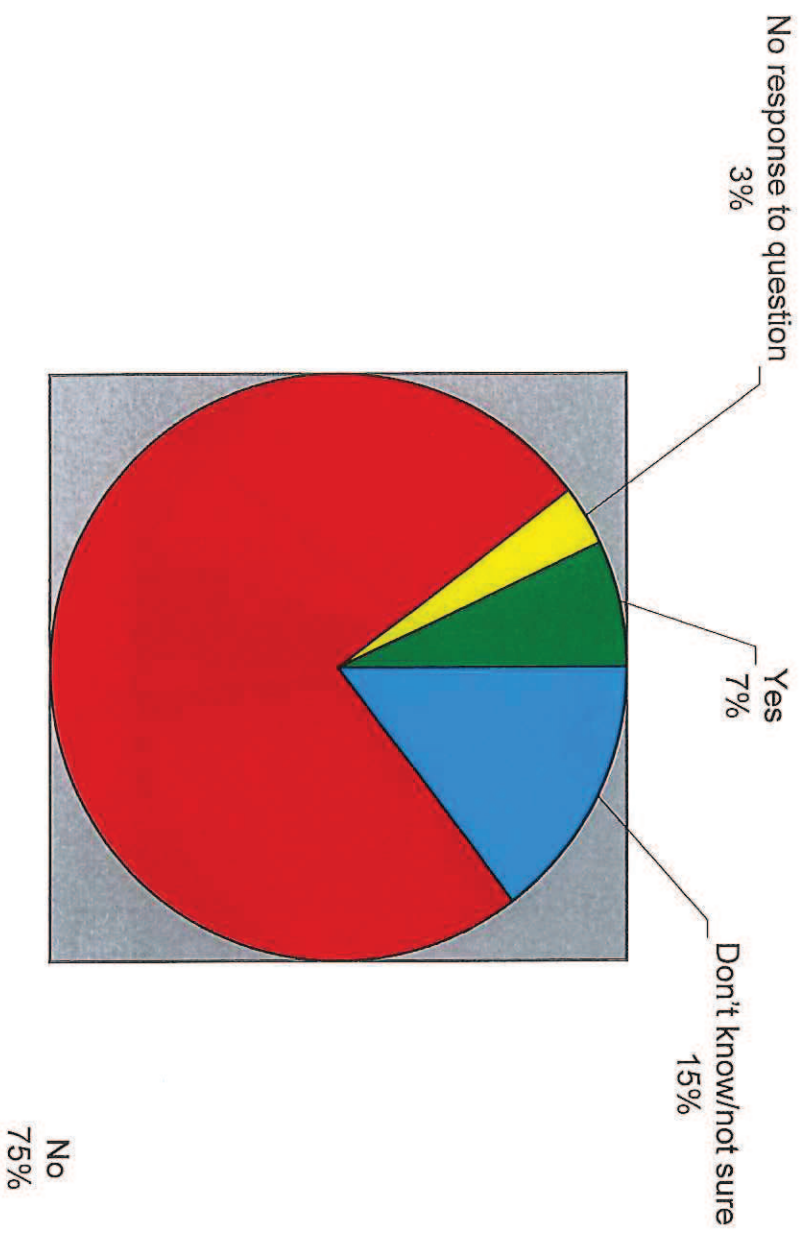
Total GS Parking Review response Outskirts consultation Zone

Total No. of households consulted.	Total No. of completed questionnaires	Overall response Rate (%)
<b>737</b>	<b>116</b>	<b>16%</b>

## Appendix E

A selection of graphs showing results of the Garden Suburbs Controlled Parking Zone parking review.

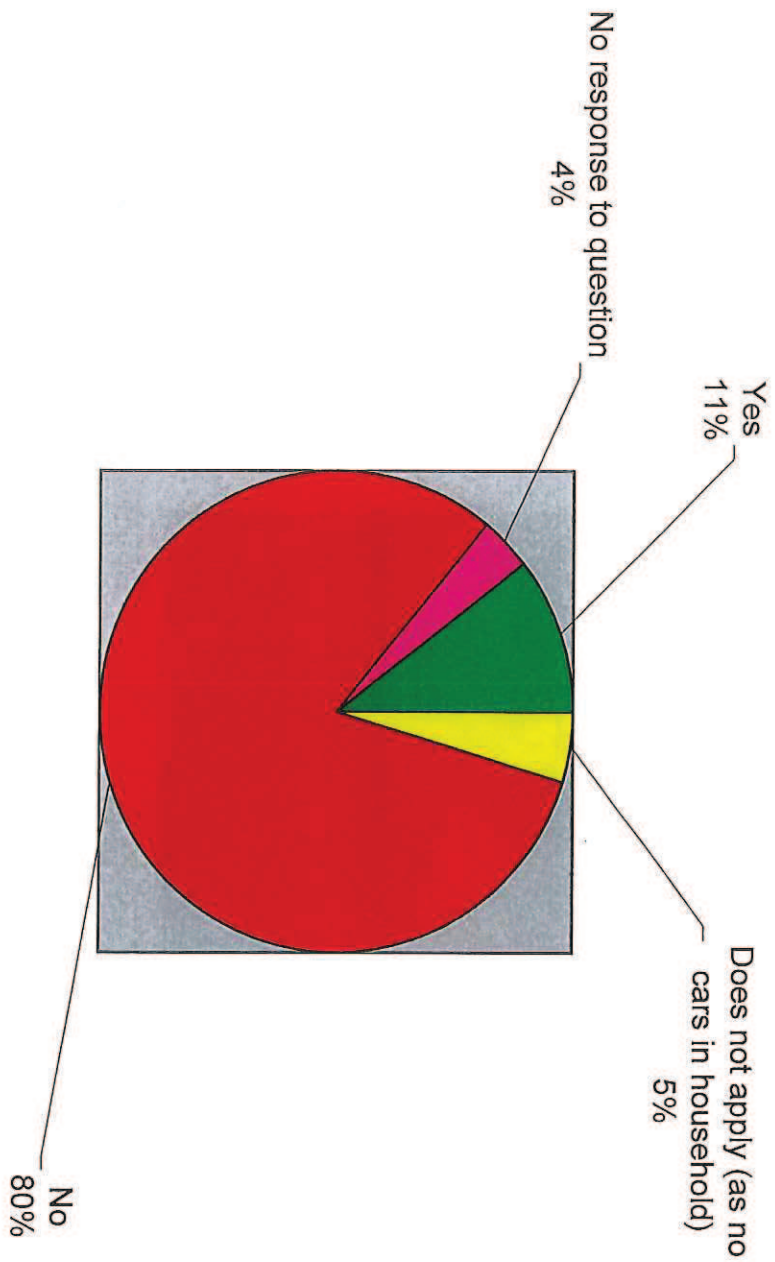
**Question No.9 Have you had problems with non-residents parking in your road during the CPZ hours of operation?**



Garden Suburb Controlled Parking Zone Review



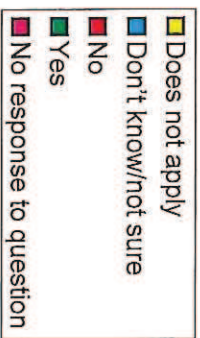
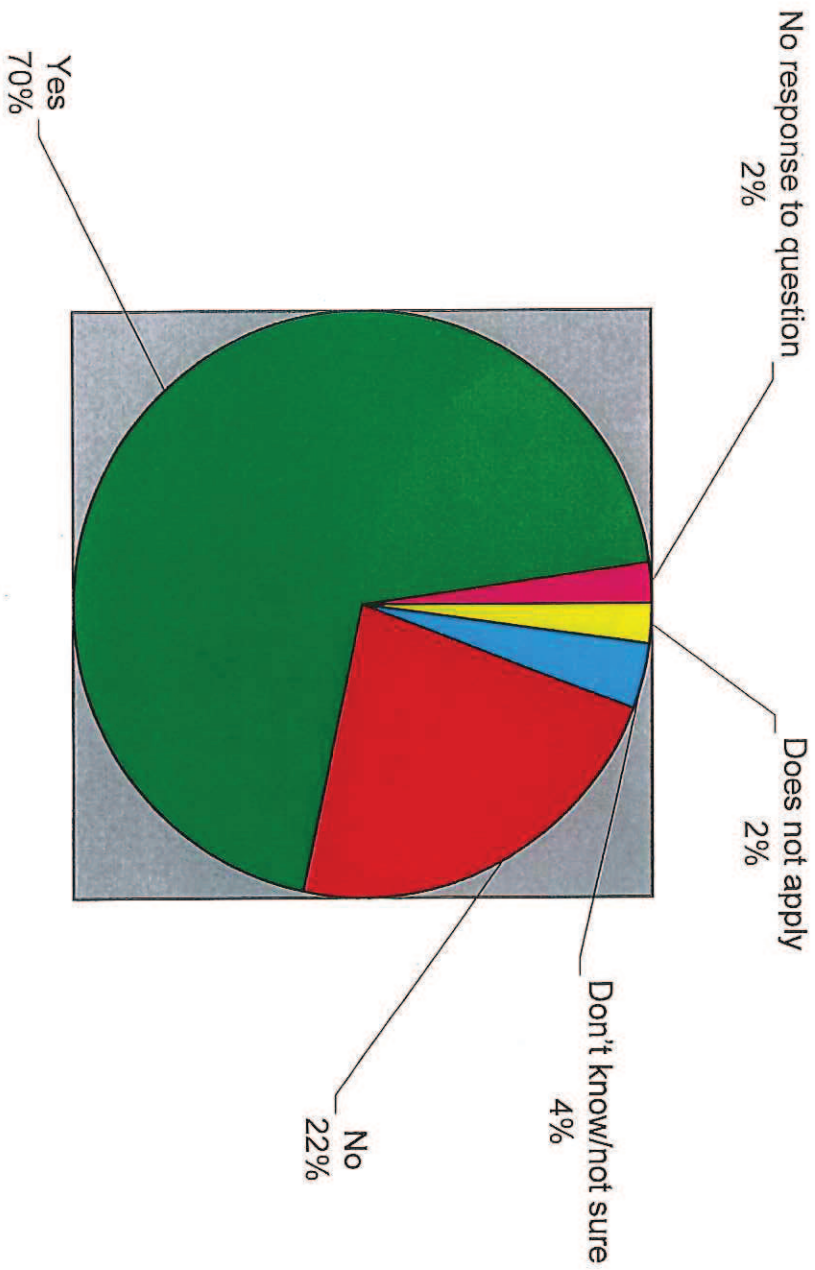
**Question No.10 Does anyone in your household or working at your business have a problem finding a place to park between the CPZ operational hours of 1pm and 2pm**



**KEY**

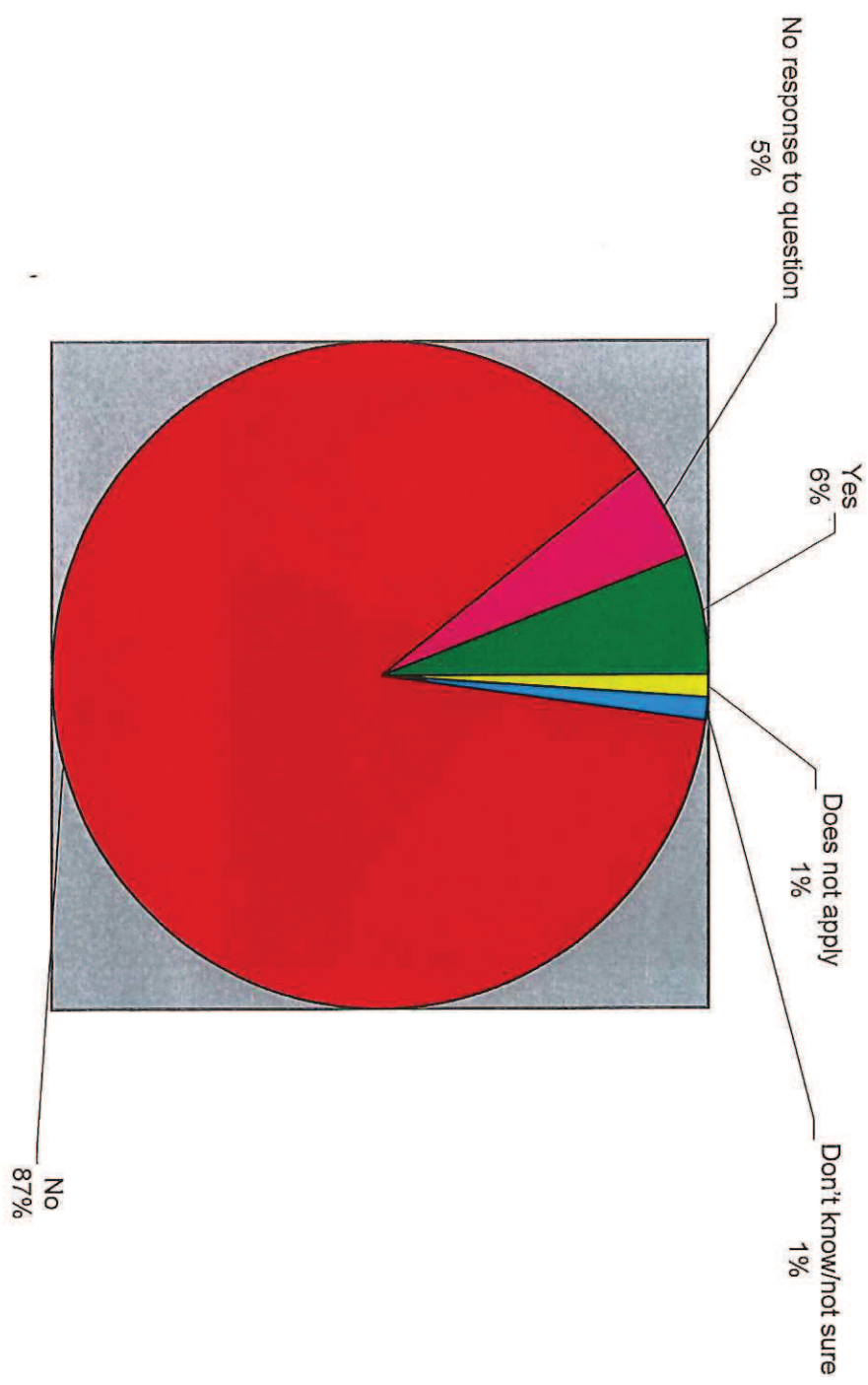
Does not apply (as no cars in household)
No
No response to question
Yes

**Question No.12 Are you satisfied with the operational hours of the Garden Suburb CPZ?**

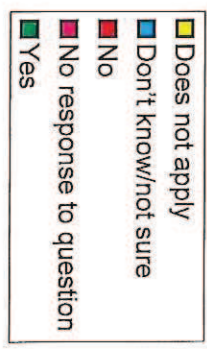


Garden Suburb Controlled Parking Zone Review

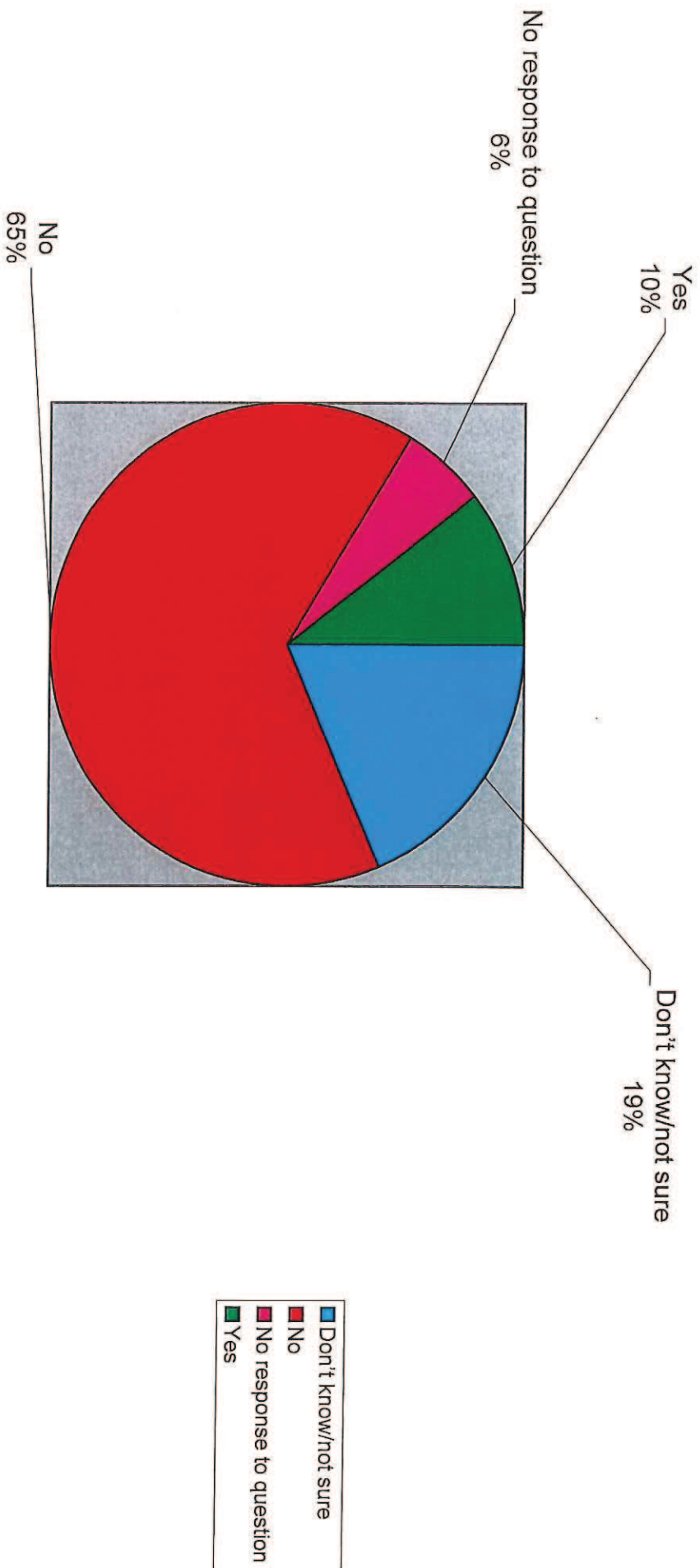
**Question No.13 Do you feel that the CPZ days of operation need changing to include additional days?**



Garden Suburb Controlled Parking Zone Review

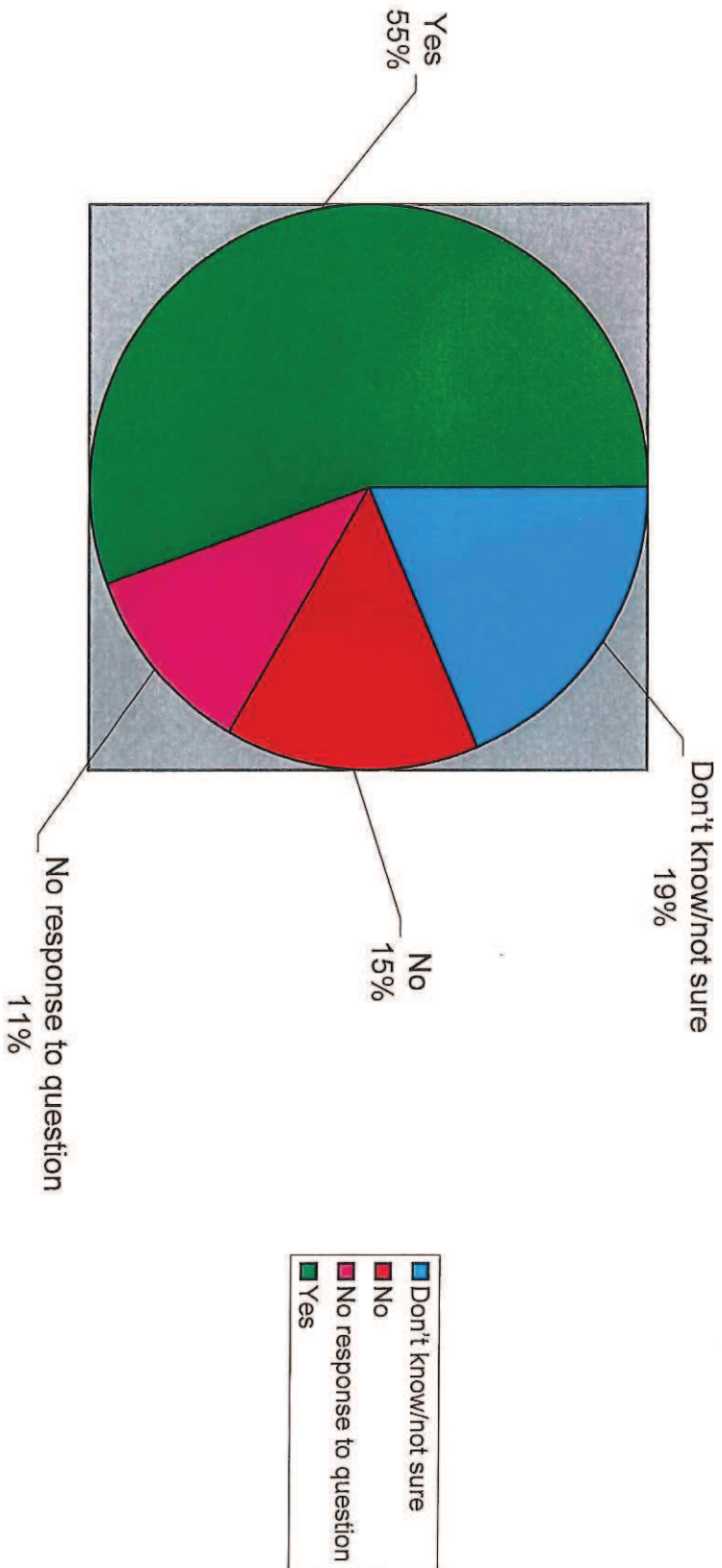


**Question No.15 Are vehicles often parked illegally or inconsiderately in your road during the CPZ operational hours?**



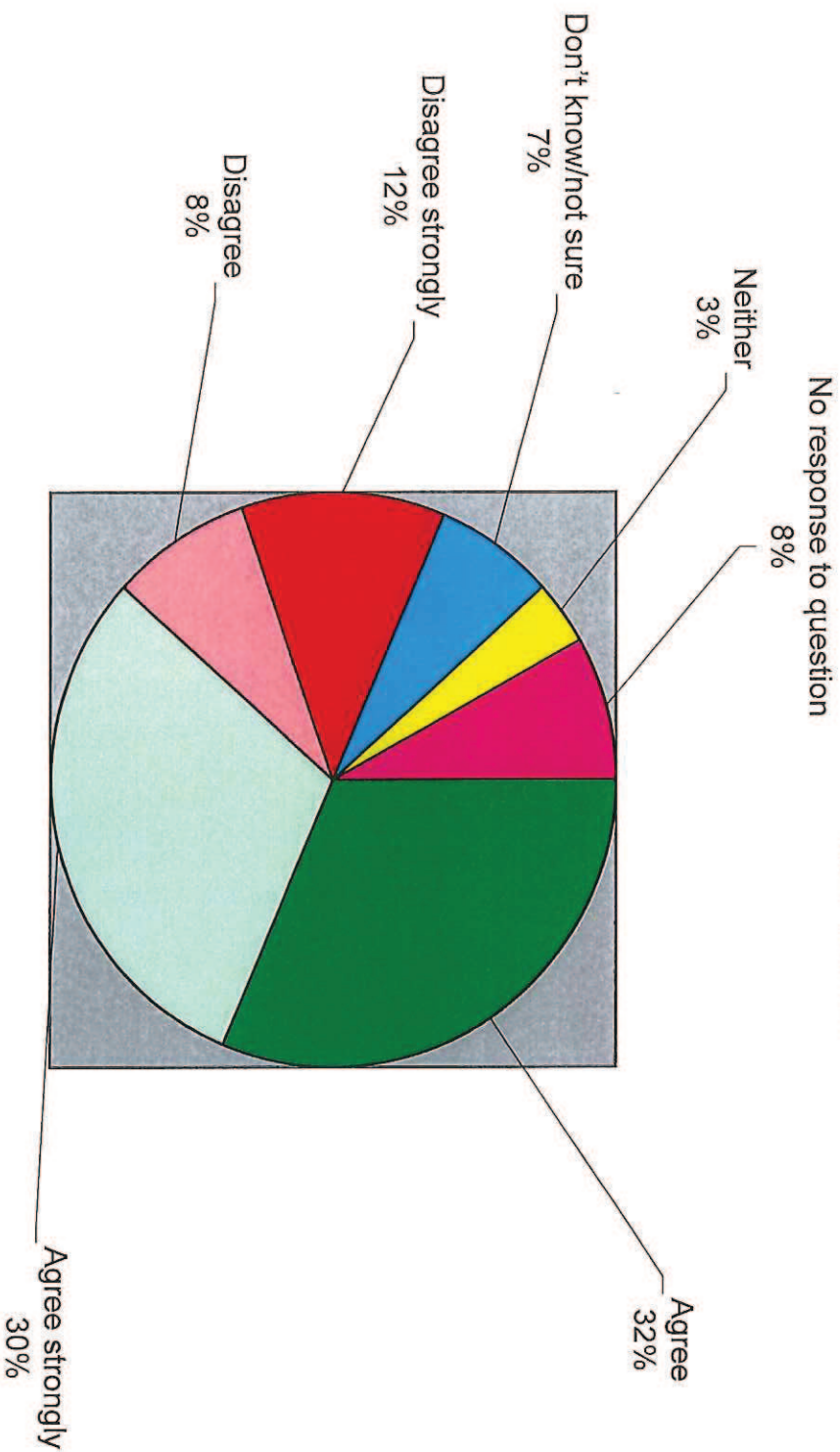
Garden Suburb Controlled Parking Zone Review

**Question No.19 Do you consider that the Garden Suburb CPZ is being enforced effectively?**



Garden Suburb Controlled Parking Zone Review

**Question No.23** How much do you agree or disagree that the Garden Suburb CPZ is meeting its objectives of minimising obstructive parking whilst providing adequate parking for residents and their visitors?

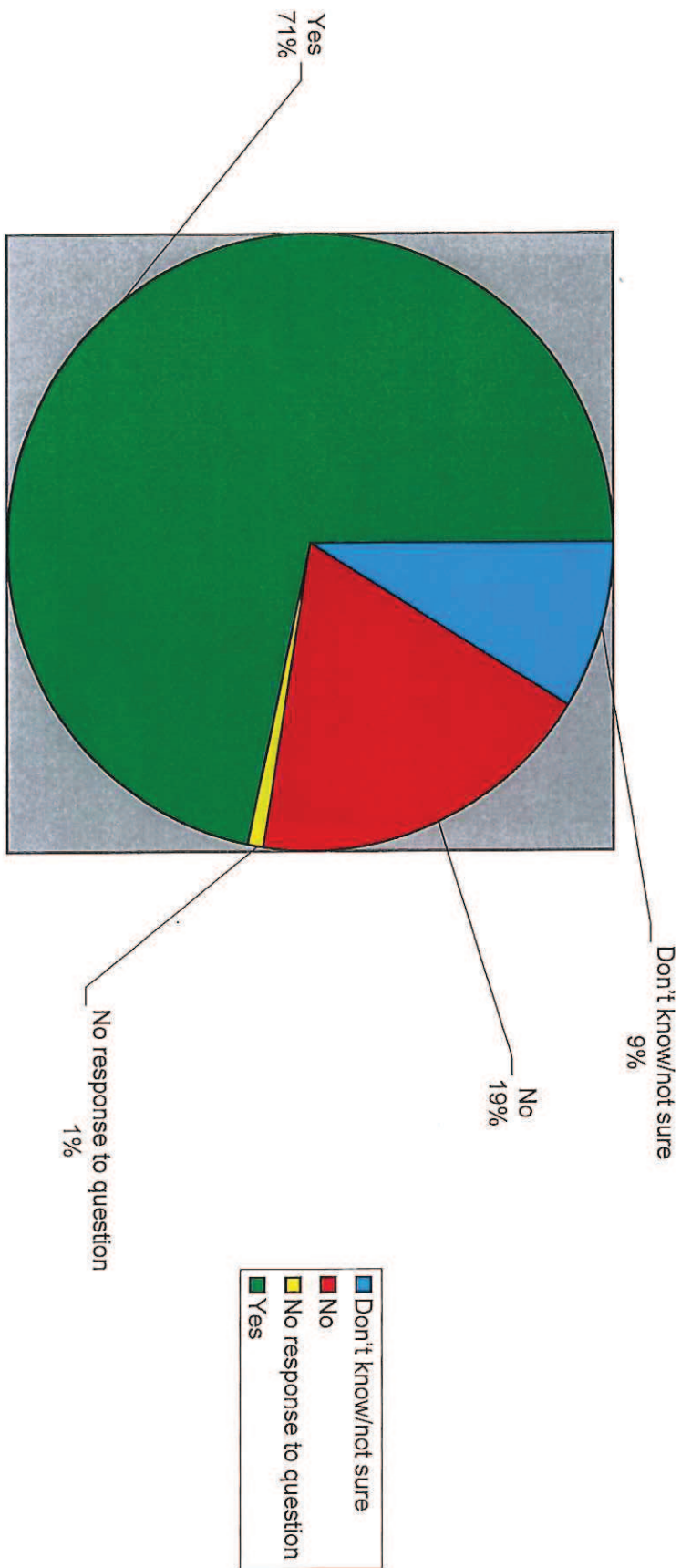


Garden Suburb Controlled Parking Zone Review

## Appendix E

A selection of graphs showing results of the Garden Suburbs Controlled Parking Zone parking outskirts review.

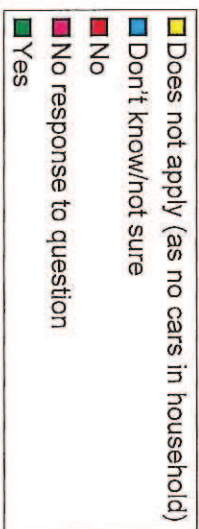
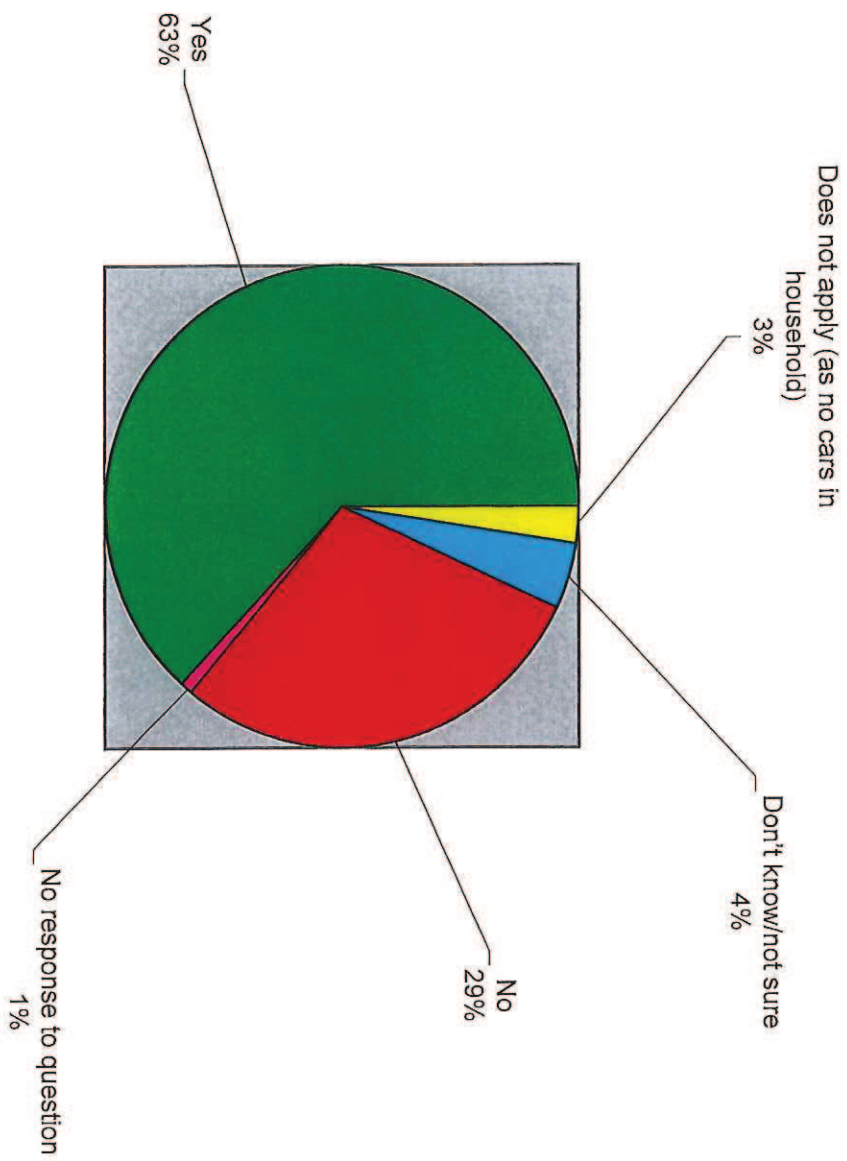
**Question No.8 Have you had problems with non-residents parking in your road since the introduction of the Garden Suburb CPZ?**



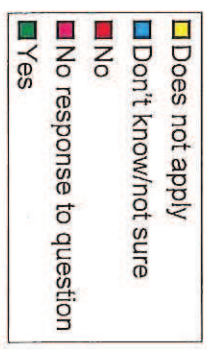
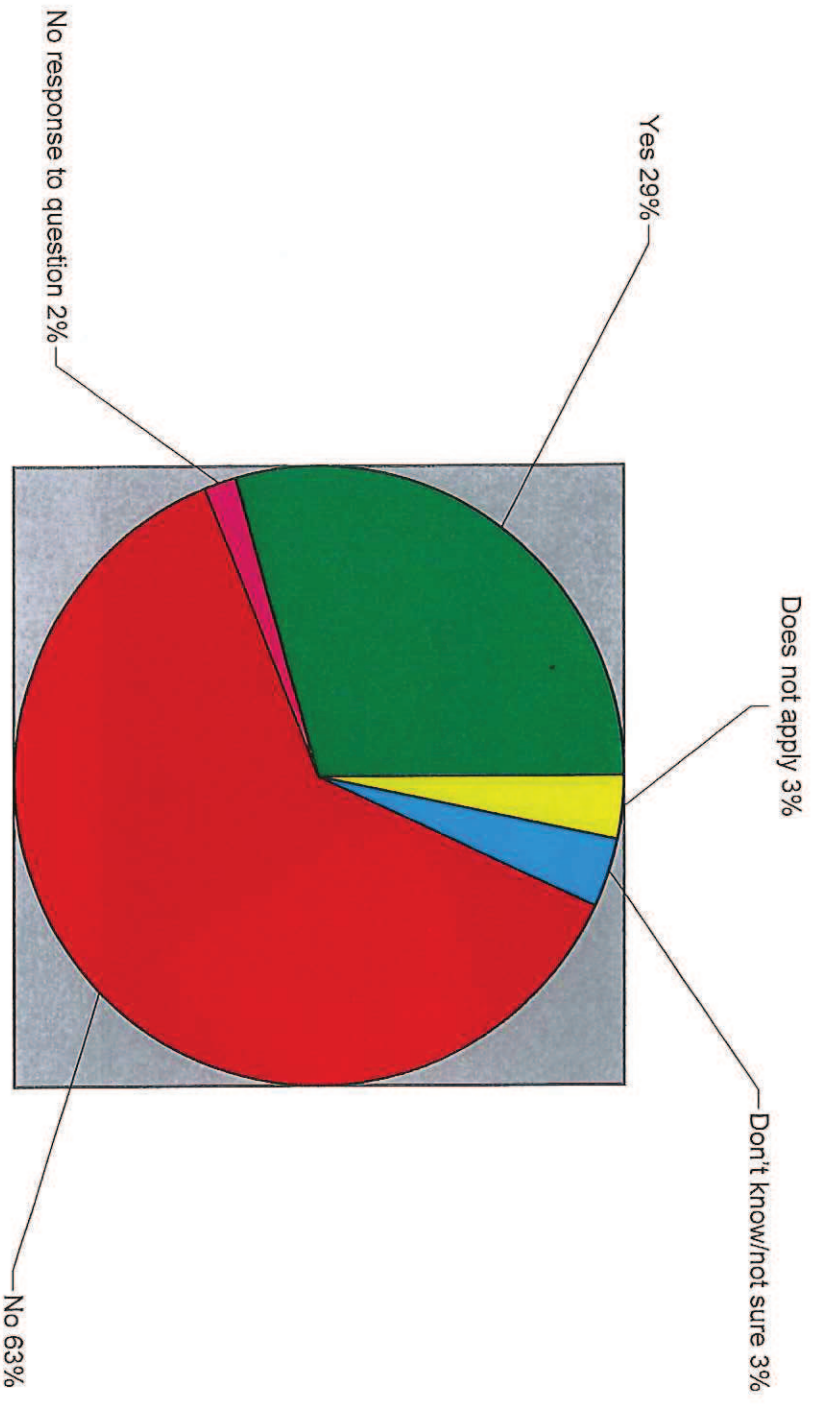
Garden Suburb Controlled Parking Zone - Outskirts Review



**Question No.9 Does anyone in your household or working at your business have a problem finding a place to park since the introduction of the Garden Suburb CPZ?**

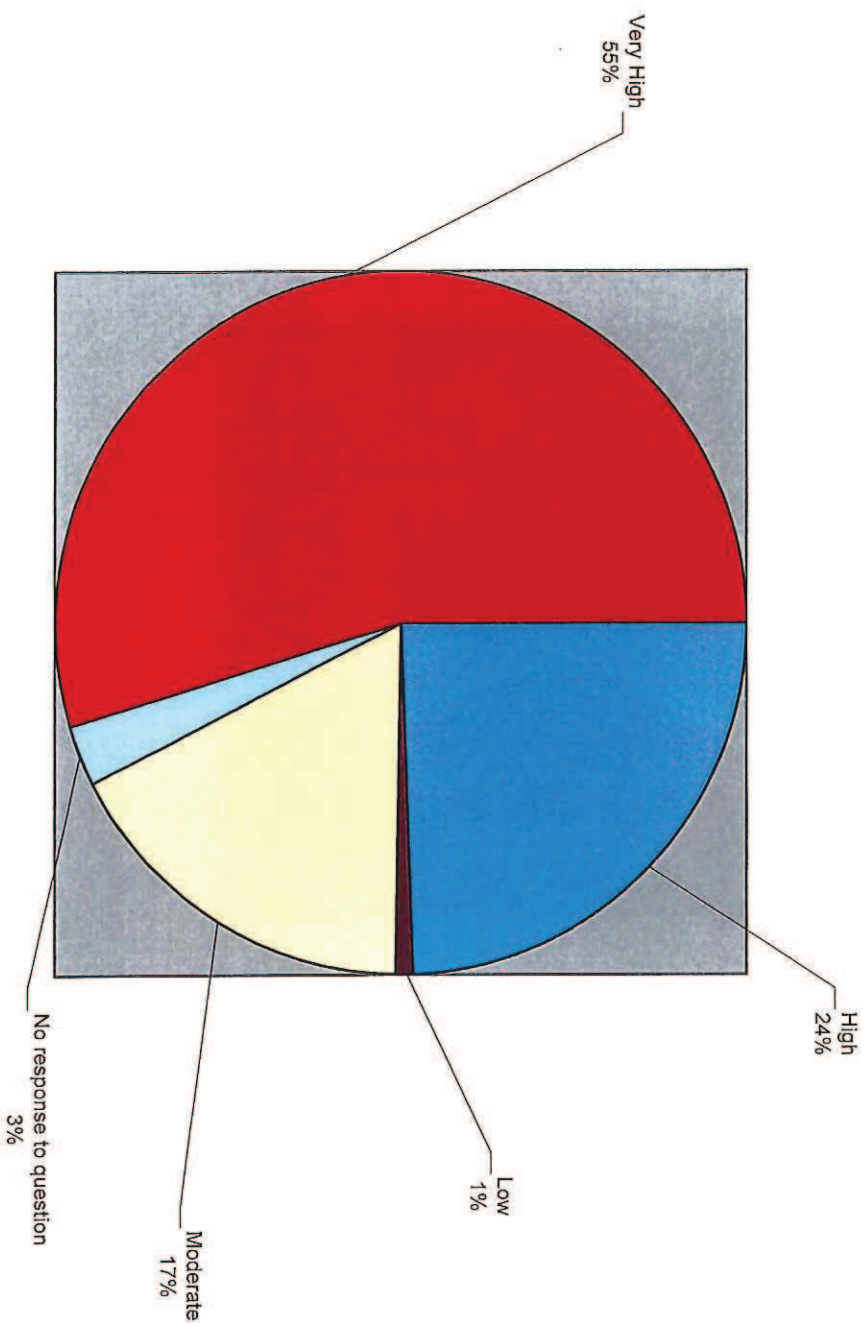


**Question No.12 Are you satisfied with the current parking situation in your road?**



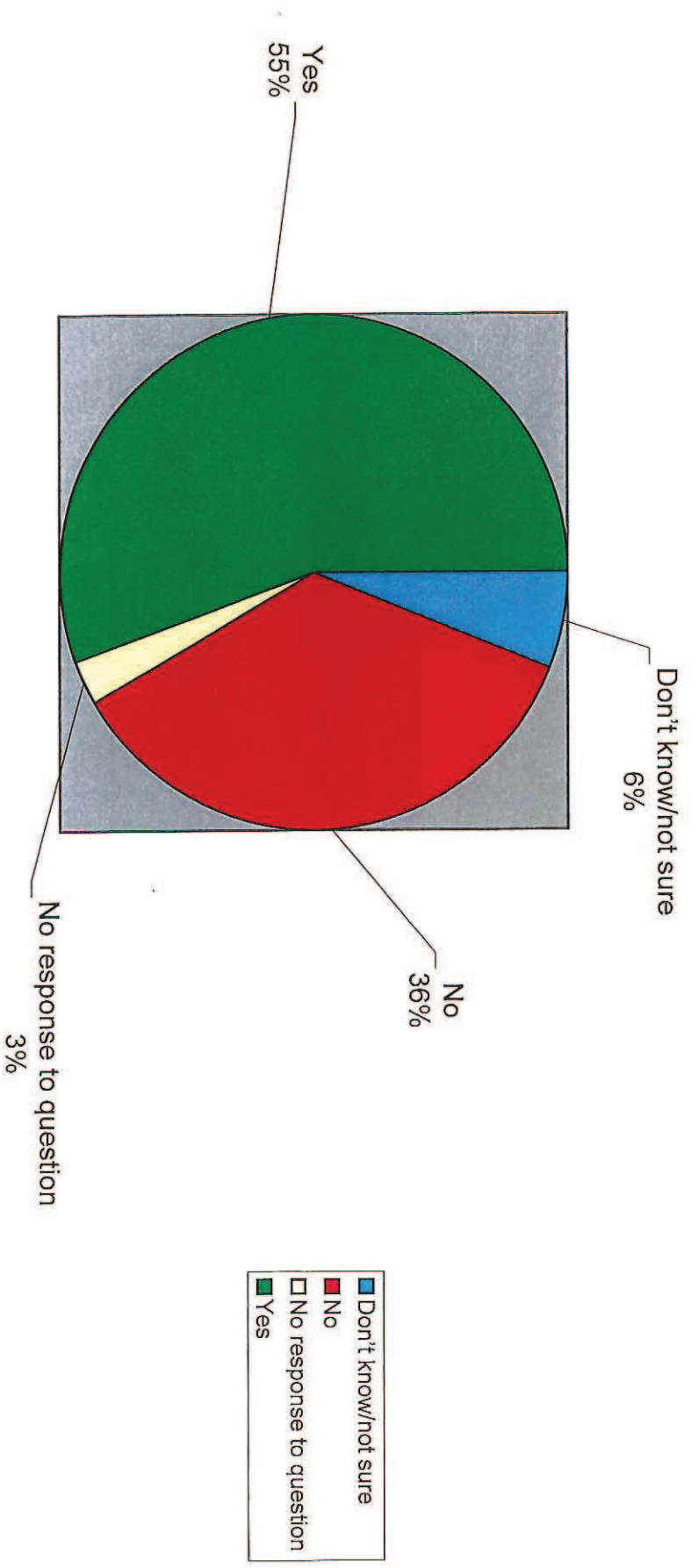
Garden Suburb Controlled Parking Zone - Outskirts Review

**Question No.14** In your opinion, how would you describe the number of parked vehicles in the section of road around your property?



Garden Suburb Controlled Parking Zone - Outskirts Review

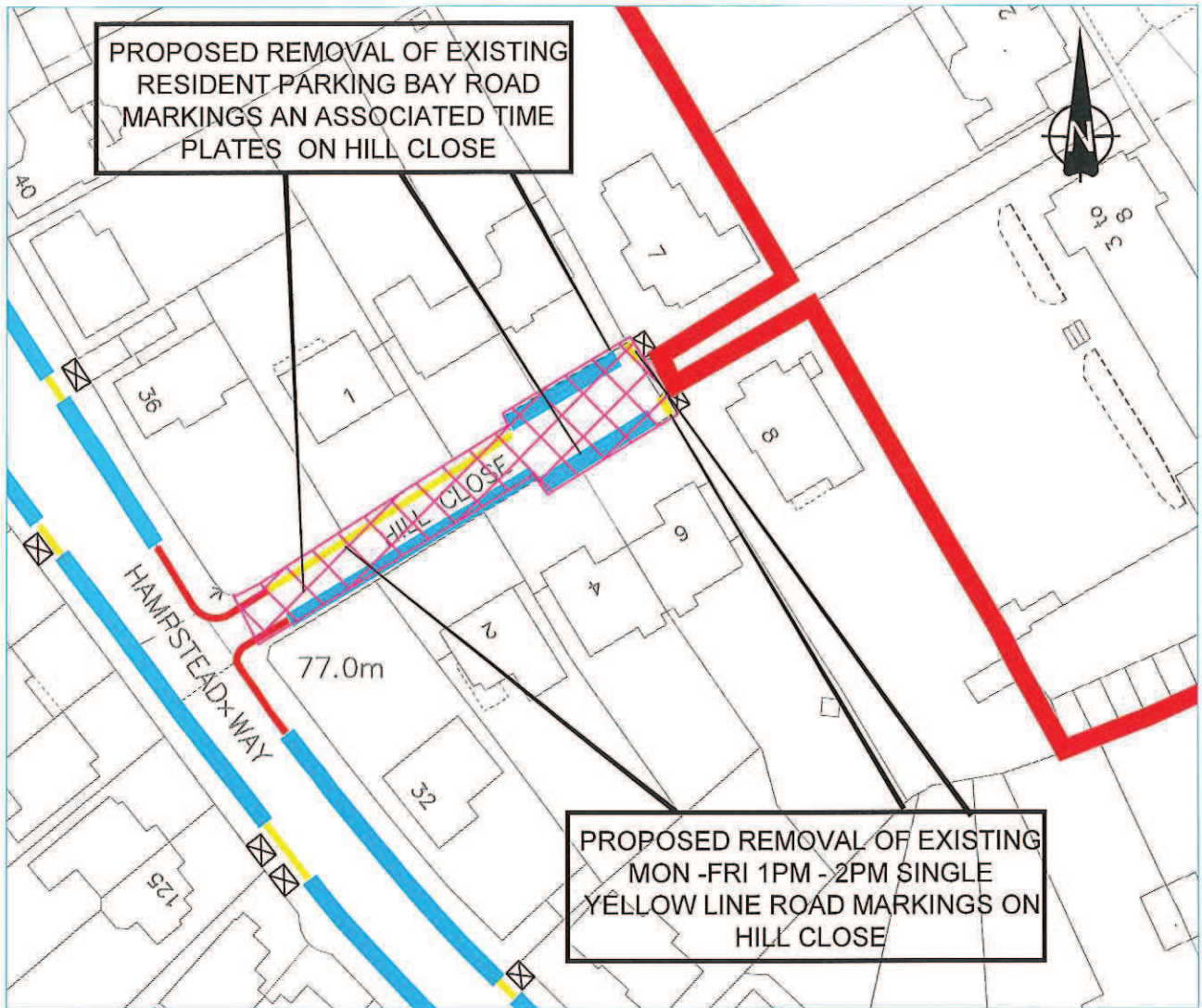
Question No.15 Would you like your road to be included as part of a Controlled Parking Zone?



Garden Suburb Controlled Parking Zone - Outskirts Review

## Appendix F

Proposed “Past this point” parking layout –  
Hill Close NW11




**KEY:**

- Existing No waiting Mon - Fri 1pm - 2pm
- Existing No waiting 'At any time'
- Existing Mon - Fri 1pm - 2pm Resident Permit Holders only parking bays
- Proposed "Past this point" parking area - Mon - Fri 1pm - 2pm
- Existing Garden Suburb Controlled Parking Zone Boundary

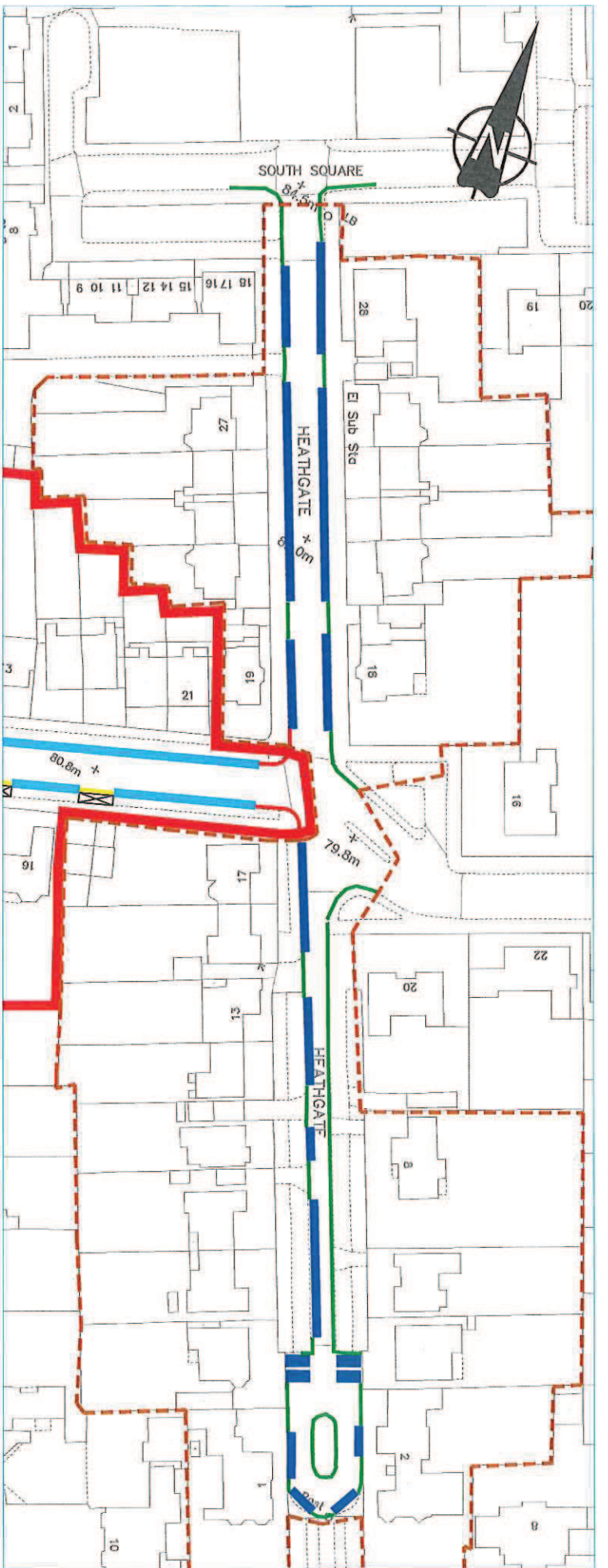
**NOTES:**

In response concerns raised through a the Garden Suburb Controlled Parking Zone Parking review and a subsequent Petition sent in from the residents of Hill Close it is proposed to introduce a 'Past this point' parking layout in Hill which will reduce the need for resident parking bay road markings and associated resident parking bay time plates.

Initiated by AO	SCHEME: GARDEN SUBURBS CONTROLLED PARKING ZONE REVIEW	Martin Cowie Assistant Director Strategic Planning, Regeneration & Transport	
Checked by GWA	Scales 1:1000		470071b
Date 24/03/15			138
			Acad. Ref:GS1470071b.dwg

## Appendix G

Proposed Controlled Parking Zone parking layout - Heathgate NW11



**Key**  
**PROPOSED**

- Proposed Mon - Fri, 1pm - 2pm waiting restrictions
- Proposed resident permit holders only parking bays - Mon - Fri, 1pm - 2pm
- Proposed Garden Suburb CPZ extension Boundary

**EXISTING**

- Existing Mon - Fri, 1pm - 2pm waiting restrictions (Garden Suburb CPZ)
- Proposed resident permit holders only parking bays - Mon - Fri, 1pm - 2pm (Garden Suburb CPZ)
- Existing Garden Suburb CPZ Zone boundary

**Notes**

In response concerns raised through a the Garden Suburb Parking review and a subsequent Petition sent in from the residents of Heathgate it is proposed to introduce parking in Heathgate in order to improve parking provision for residents, deter long term commuter parking, improve sightlines and improve traffic flow.

Initiated by PEC/AO Drawn by AO Checked by AO Date 29/03/2015	<b>SCHEME:</b> GARDEN SUBURB CONTROLLED PARKING ZONE (CPZ) PARKING REVIEW	Development and Regulatory Services	<b>DRAWING No.</b> <div style="text-align: center; border: 1px solid black; padding: 5px;"> <b>BARNET</b>  <small>LONDON BOROUGH DESIGN TEAM</small> </div> <b>470071a</b>
<b>TITLE:</b> PROPOSED CONTROLLED PARKING ZONE HEATHGATE NW11		North London Business Park Oakleigh Road South New Southgate N11 1NP Tel: 0208 359 2000	Acad Ref: S:\Garden Suburb parking Review\470071a
Scales 1:500			