

MEETING

POLICY AND RESOURCES COMMITTEE

DATE AND TIME

TUESDAY 2ND JUNE, 2015

AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

TO: MEMBERS OF POLICY AND RESOURCES COMMITTEE (Quorum 3)

Chairman: Councillor Richard Cornelius
Vice Chairman: Councillor Daniel Thomas

Councillors

Daniel Thomas	Anthony Finn	Alon Or-Bach
Dean Cohen	Ross Houston	Sachin Rajput
Tom Davey	David Longstaff	Barry Rawlings
Paul Edwards	Alison Moore	

Substitute Members

Councillor Melvin Cohen LLB	Councillor Arjun Mittra Councillor Alan Schneiderman	Councillor Mark Shooter Councillor Reuben Thompstone
--------------------------------	--	--

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

Andrew Charlwood – Head of Governance

Governance Service contact: Kirstin Lambert 020 8359 2177 kirstin.lambert@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 - 8
2.	Absence of Members	
3.	Declaration of Members' Disclosable Pecuniary interests and Non Pecuniary interests (If any)	
4.	Report of the Monitoring Officer (if any)	
5.	Public Questions and Comments (if any)	
6.	Members' Items (if any)	
7.	Barnet Homes - Purchase of Orbit Housing	9 - 20
8.	Corporate Grants Programme 2014-15	21 - 24
9.	Extension of User Controlled Information, Advice and Advocacy Service Contract	25 - 36
10.	Local Development Scheme 2015	37 - 58
11.	Statement of Community Involvement	59 - 120
12.	Committee Forward Work Programme	121 - 130
13.	Any other item(s) the Chairman decides are urgent	
14.	Motion to Exclude the Press and Public	
15.	Barnet Homes - Purchase of Orbit Housing	131 - 166
16.	Any other exempt item(s) the Chairman decides are urgent	

FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. If you wish to let

us know in advance that you will be attending the meeting, please telephone Kirstin Lambert 020 8359 2177 kirstin.lambert@barnet.gov.uk. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All of our Committee Rooms also have induction loops.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

This page is intentionally left blank

Decisions of the Policy and Resources Committee

24 March 2015

Members Present:-

AGENDA ITEM 1

Councillor Richard Cornelius (Chairman)
Councillor Daniel Thomas (Vice-Chairman)

Councillor Dean Cohen	Councillor David Longstaff
Councillor Tom Davey	Councillor Alison Moore
Councillor Paul Edwards	Councillor Alon Or-Bach
Councillor Anthony Finn	Councillor Sachin Rajput
Councillor Ross Houston	Councillor Barry Rawlings

Also in attendance

Apologies for Absence

1. MINUTES OF LAST MEETING

RESOLVED that the minutes of the meeting held on 17 February 2015 be approved as a correct record.

2. ABSENCE OF MEMBERS

None.

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

Councillor Ross Houston declared a non-pecuniary interest in agenda item 11 Fees and Charges 2015-16, as he is a Council appointed representative on the Board of The Barnet Group Ltd.

4. REPORT OF THE MONITORING OFFICER (IF ANY)

None.

5. PUBLIC QUESTIONS AND COMMENTS (IF ANY)

None.

6. MEMBERS' ITEMS (IF ANY)

None.

7. AUTHORISATION FOR WAIVER OF BEST INTEREST ASSESSOR AND MENTAL HEALTH ASSESSOR SERVICE

The Committee considered the report.

RESOLVED – That the Committee

- 1. Approve the continued use of existing independent Mental Health Assessors until a procurement exercise has been completed up to the value of £286,000 for year 2015/16 until a procurement has been completed**
- 2. Approve the recruitment of new independent Mental Health Assessors & Best Interest Assessors until a procurement exercise has been completed up to the value of £60,360 for year 2015/16 until a procurement is completed**
- 3. Authorise a variation to the contract with Barnet, Enfield & Haringey Consortium for Independent Mental Capacity Advisor (IMCA) & Independent Mental Health Advisor (IMHA) up to the value £40,000pa for the 2 remaining years of contract commencing 1 April 2015 – 31 March 2017.**

8. PLANNING ADDITIONAL SERVICES PILOT

The Committee considered the report and the information in the accompanying exempt report.

Officers were requested to amend references to 'within 24 hours' in Appendix 1 to clarify that this refers to 'within 1 working day', and to change references to a 'fast track' service to a 'premium' service.

RESOLVED - That

- 1. The Committee approve the proposed additional planning services pilot to run until 31st March 2016 and the associated charges (detailed in Appendix 1, as amended), noting that a pre-application meeting will be arranged within 2 weeks and advice provided 3 weeks following that in the normal course of events as per the current regime.**
- 2. The results of the pilot are reported back to the Committee in the event officers recommend that the additional planning services are implemented fully on a permanent basis.**

9. THE BETTER CARE FUND 2015-2016: AGREEMENT TO ENTER INTO A POOLED FUND WITH NHS BARNET CCG

The committee considered the report.

The Commissioning Director (Adults and Health) recommended additions to recommendations 1 and 3 to make reference to paragraph 1.17 in the report, which was agreed to by the committee.

RESOLVED –

1. That the Committee approve the entry into a pooled budget with NHS Barnet Clinical Commissioning Group for the requirements of the Better Care Fund from April 2015, based on the contents set out in paragraphs 1.17 and 1.18 of this report.
2. That the Committee delegate authority to the Adults and Health Commissioning Director to finalise the operational arrangements for the Better Care Fund 2015-2016 pooled budget with NHS Barnet Clinical Commissioning Group.
3. That the Committee delegate authority to the Adults and Health Commissioning Director to execute a new schedule to the section 75 agreement for Integrated Care and a Deed of Variation to initiate the pooled fund arrangement, based on the contents set out in paragraphs 1.17 and 1.18 of this report.

10. WAIVER OF CONTRACT PROCEDURE RULES FOR FREMANTLE TRUST AND AGE CONCERN BARNET CONTRACTS

The Committee considered the report.

RESOLVED –

1. That the decisions of the Adults and Communities Director on 6 February 2015, as detailed below be noted:
 - a. That the Officer in consultation with the Chairman of the Policy and Resources Committee agree a waiver of the Contract Procedure Rules is to vary the contract with the Fremantle Trust from 2nd February 2015 to 10th May 2015.
 - b. That the Officer in consultation with the Chairman of the Policy and Resources Committee agree a waiver of the Contract Procedure Rules is to vary the contract with Age UK Barnet from 2nd February 2015 to 10th May 2015.

11. FEES AND CHARGES FOR 2015/16

The Committee considered the report.

Following discussion of the report, the Chairman moved to a vote. The votes were recorded as follows:

In Favour	7
Against	5
Abstain	0

RESOLVED –

- 1. That the Policy and Resources Committee consider the proposed fees and charges as detailed in Appendix A and approve them for implementation from 1 April 2015, or as soon as possible thereafter.**
- 2. That the Policy and Resources Committee endorses the recommendations (as set out in paragraphs 5.3.12 to 5.3.14 of this report) from Adults and Safeguarding Committee of 26 January 2015 and 19 March 2015 on the setting of fees and charges.**
- 3. That the Policy and Resources Committee note the charges for Regeneration & Housing Development within Appendix A are for noting only not formal approval.**
- 4. That Policy & Resources Committee note the updated Greenwich Leisure Limited (GLL) price schedule for leisure centres within Appendix A taking effect from 1 April 2015**

Immediately following the decision, four members of the Committee supported a referral of the decision to Council. The reason given for the referral was concern at the number of new charges significantly above the level of inflation.

RESOLVED – That the item be referred to Full Council.

12. CORPORATE PLAN 2015 - 2020

The Committee considered the report.

Following discussion of the report, the Chairman moved to a vote. The votes were recorded as follows:

In Favour	7
Against	5
Abstain	0

RESOLVED –

- 1. That the Committee comment on and approve the draft Corporate Plan for 2015 – 2020.**
- 2. That authority to finalise the draft Corporate Plan is delegated to the Chief Executive, in consultation with the Leader of Council, for final amendments before the Corporate Plan is recommended to Council for approval on 14 April 2015.**

13. 0-25 DISABILITY SERVICE

The Committee considered the report.

RESOLVED –

That the Policy & Resources Committee approve the proposed direction and design of a new 0-25 Disability Service as set out in the report , which incorporates the outcomes described in the Children, Education, Libraries & Safeguarding and Adults and Safeguarding Committees’ commissioning plans

14. URGENCY COMMITTEE DECISION - SALE OF CLAIM IN GLITNIR HF

The Committee considered the report and the accompanying exempt report.

RESOLVED –

1. That the decisions of the Urgency Committee on 29th January 2015, as detailed below be noted:

- a. That the Committee approve the sale by currency auction of the investment balance held in escrow from the insolvent estate of the Icelandic bank Glitnir hf., subject to receipt of a bid price that is acceptable to the Council.**
- b. That the Section 151 officer be instructed to agree the reserve price with the Local Government Association in accordance with the recommendation in the exempt report and to sell the Council’s remaining interest in the insolvent estate of the Icelandic bank Glitnir hf. and to report on the proceeds of sale to next Policy and Resources Committee.**

15. URGENCY COMMITTEE DECISION - LONDON BOROUGH GRANTS SCHEME BOROUGH CONTRIBUTIONS 2015/16

The Committee considered the report.

RESOLVED –

1. That the decisions of the Urgency Committee on 29th January 2015, as detailed below be noted:

- a. That the recommendation of the London Councils Leaders’ Committee for an overall level of expenditure of £10,500,000 in 2015/16, involving total borough contributions of £9,000,000 and a levy on Barnet of £394,666, be approved.**
- b. That the Deputy Director of Finance & Deputy Chief Operating Officer be instructed to inform the Chief Executive of London Councils accordingly.**

16. URGENCY COMMITTEE DECISION - BRENT CROSS CRICKLEWOOD - AMENDMENTS TO LEGAL AGREEMENTS

The Committee considered the report and the accompanying exempt report.

RESOLVED –

1. That the decisions of the Urgency Committee on 26th February 2015, as detailed below be noted:

- a. approve the changes to the terms of the Co-operation Agreement and CRL Share Purchase Agreement (as considered and approved by CRC in January 2014) as set out in Section 2 of this report and associated increased acquisition costs and capital budget to be approved for these agreements;**
- b. authorise the Chief Executive in consultation with the Leader of the Council to agree the detail of the Co-operation Agreement and CRL Share Purchase Agreement;**

17. COMMITTEE FORWARD WORK PROGRAMME

The Committee noted the report. It was noted that the Policy and Resources Committee meeting of 5 May 2015 had been cancelled and the business for the meeting re-scheduled.

18. MOTION TO EXCLUDE THE PRESS AND PUBLIC

The Chairman moved a motion, which was duly seconded by Councillor Daniel Thomas, that under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraph 9 of Part 1 of Schedule 12A of the Act (as amended).

19. PLANNING ADDITIONAL SERVICES PILOT (EXEMPT)

The Committee;

RESOLVED - That the information contained in the exempt report be noted.

20. URGENCY COMMITTEE DECISION - SALE OF CLAIM IN GLITNIR HF (EXEMPT)

The Committee;

RESOLVED - That the information contained in the exempt report be noted.

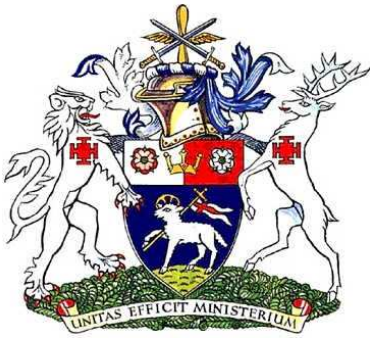
21. URGENCY COMMITTEE DECISION - BRENT CROSS CRICKLEWOOD - AMENDMENTS TO LEGAL AGREEMENTS (EXEMPT)

The Committee;

RESOLVED - That the information contained in the exempt report be noted.

The meeting finished at 8.37 pm

This page is intentionally left blank

	AGENDA ITEM 7
	Policy and Resources Committee Meeting 2nd June 2015
Title	Orbit Stock Purchase
Report of	Commissioning Director, Growth & Development
Wards	Woodhouse Ward
Status	Public with exemptions listed in a separate paper
Enclosures	Appendix A -Map Location and site plan of Properties
Officer Contact Details	Nannette Sakyi Nannette.Sakyi@barnethomes.org 0208 359 4296

Summary
<p>Barnet Homes Ltd secured “preferred bidders” status in September 2014 with Orbit South Housing Association Limited (Orbit South) to acquire the property known as Douglas Bader House, Finchley N12 0EF) (the “property”). Preferred bidder status was subject to Barnet Homes becoming a Registered Provider (RP).</p> <p>The proposal that Barnet Homes, or another subsidiary of the Barnet Group, should seek to obtain RP status is being considered as part of the Review of Delivery of Housing Services, which will report to Housing Committee in June. If the Review concludes that BH should become an RP the process of registration will take some time. Therefore there is a risk the exchange with Orbit South could fall through if the contract is not signed. To avoid this risk, this paper seeks approval for London Borough of Barnet to purchase 11 units (Douglas Bader House, Finchley, N12 0EF) from Orbit South.</p> <p>Contract exchange is due in July 2015. A longstop date is scheduled for 30th September 2015 (subject to approval) .The 11 units are general needs accommodation for over 55s generating £ 73,388 of annual rental income.</p>

Recommendations

1. That the Committee approve London Borough of Barnet to purchase the freehold of the land and buildings known as Douglas Bader House subject to the conditions set out in this report and add the purchase costs as per the exempt report to the HRA capital programme.

2. That the Committee note the intention to explore the possibility of transferring the units to Barnet Homes, should it achieve Registered Provider status following completion of the Review of Delivery of Housing Services. Recommendation that the committee delegates authority for the disposal to the Chief Executive, or Commissioning Director, in consultation with the Chief Operating Officer.

1. WHY THIS REPORT IS NEEDED

1.1.1 The purchase of stock for London Borough of Barnet will increase the ownership of social housing stock within the local authority.

1.1.3 The purchase creates the possibility for the properties to be later sold to Barnet Homes, if and when Barnet Homes or another subsidiary of the Barnet Group becomes a Registered Provider.

1.2 Relevant previous decisions

1.2.1 The Barnet Group Asset Committee approved purchase of the 11 units on 17th November 2014. Subject to the due diligence being completed and Barnet Homes achieving registered provider status with the Homes and Community Agency.

1.2.2 4 March 2015 Barnet Homes Asset Committee acknowledged due diligence findings. The Barnet Homes Asset Committee agreed to continue with purchase of units from Douglas Bader and to enter into negotiations for the purchase to go ahead should negotiations fail. Negotiations were entered with Orbit South based on the due diligence findings. No reduction on purchase price agreed.

1.3 Background

Orbit South presented a disposal by sale of 130 units across Hammersmith & Fulham, Royal Borough of Kensington & Chelsea and London Borough of Barnet. Within this portfolio of properties, 11 units are located in Barnet to potential bidders. Barnet Homes placed a bid for the 11 units in Barnet. Sale of the properties would include full management from Barnet Homes.

1.4 Details of the scheme

1.4.1 The properties are situated within the London Borough of Barnet. (Map and site plan are shown in **Appendix A**).

- 1.4.2 The property address is: 1 to 11 Douglas Bader House, Montrose Crescent, Finchley London N12 0EF.
- 1.4.3 The scheme was built in 1990. Douglas Bader House consists of 11 one bedroom flats over 2 and 3 floors offering independent living for residents aged 55 and over with the reassurance of a lifeline system connected to a 24/7 monitoring service.
- 1.4.4 This is a general needs scheme. The sample searches for Douglas Bader state planning permission on the basis of 'elder person' flats and subject to 100% nominations from the Local Authority (London Borough of Barnet).
- 1.4.5 Tenure of Tenants: 11 Assured Non-short hold
Rents per annum: £ 63,950
Service Charge per annum: £ 9,438
Total income per annum: £ 73,388

1.5 Advantages of acquisition

- 1.5.1 The purchase price of each unit is £150,000 lower than the open market value of the properties. Valuation carried out by Foytons Estate Agent.
- 1.5.2 Staff TUPE does not apply as management of the properties will be absorbed in the current management function of Barnet Homes. A management fee is considered for the 11 units in the financial appraisal.
- 1.5.3 All units are social rented. This reduces the complexity of managing the properties
- 1.5.4 Properties are located in a high value location of Barnet, providing high value returns for potential future resale
- 1.5.5 Properties are fully tenanted. No current voids
- 1.5.6 Due to the scale of the scheme no additional resources envisaged as part of management of the scheme.
- 1.5.7 Acquiring tenanted stock adds increased rental income to the HRA

1.6 Disadvantages of acquisition

- 1.6.1 Due diligence demonstrated that there is some additional capital work required on the property that originally presented. However, as reflected in the due diligence paper in the exempt report, these capital works do not make a significant impact to the cash flow.
- 1.6.2 Properties can currently only be used for tenants over 55. This will not meet our general need requirements.

- 1.6.3 Rents are currently set at social housing rates as set out by DCLG under the self-financing regime. Although there is scope for it to be set higher by LBB.
- 1.6.4 100% nominating right applies to these stock, therefore does not add to the availability of affordable housing stock.

1.7 Property Valuation

- 1.7.1 As part of the initial due diligence of the properties professional opinions and valuations were conducted to ascertain the open market value of the units.
- 1.7.2 An independent valuation carried out by Foytons Estate Agent valued the properties to sell £150,000 higher per unit than the purchase price.

2 REASONS FOR RECOMMENDATIONS

- 2.1.0 There is still ongoing dialogue regarding Barnet Homes RP status. As dialogue continues there is a risk the exchange with Orbit South could fall through. To avoid this risk, this report seeks approval for London Borough of Barnet to purchase 11 units (Douglas Bader House, Finchley, N12 0EF) from Orbit South.
- 2.2.0 This proposal gives a recommendation for the properties to be later sold to Barnet Homes once Barnet Homes achieves registered provider status.

3 ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1.0 Do nothing - The option to do nothing would result in Orbit opting for their reserve bidder. This will result in a loss of opportunity to secure additional social housing stock to be owned by London Borough of Barnet, at a value which is significantly below market value. The cost to purchase the units is significantly lower than the costs of new build which could be around £200,000 for a 3 bed unit.

4 POST DECISION IMPLEMENTATION

- 4.1.0 Legal representatives to amend contracts for conditional exchange of contracts between London Borough of Barnet and Orbit South.
- 4.2.0 Work will continue for the data transfer from Orbit South. This will include tenancy details and history which can also be provided post transfer.

5 IMPLICATIONS OF DECISION

5.1.0 Corporate Priorities and Performance

- 5.1.1 The Council's Corporate Plan 2015-2010 set out its strategic objectives to ensure that Barnet is a place:

- a) of opportunity, where people can further their quality of life
- b) where people are helped to help themselves, recognising that prevention is better than cure
- c) where responsibility is shared, fairly
- d) where services are delivered efficiently to get value for money for the taxpayer.

The purchase of Douglas Bader House will particularly support objective d where service is delivered at value for money efficiently.

5.1.2 The property will be amalgamated within the wider social housing stock and be managed by Barnet Homes creating value for money by sharing resources whilst generating additional income. Benchmarking exercise carried out by Housemark in 2013/14 shows that Barnet Homes is the second lowest in respect to management cost per property when compared with 15 other housing management organisation of similar size in London. This provides value to the council by Barnet Homes managing the properties.

5.1.3 The performance of this contract will be managed as part of the wider housing management contract with Barnet Homes and will be embedded within existing KPIs. This will ensure monitoring is streamlined and consistent.

5.1.4 Douglas Bader is a residential block for residents of 55 and older. As part of the Barnet Health and Wellbeing strategy, these properties will enable people to live independently in their own home. An alarm monitoring system is installed in each unit to support independent living.

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

5.2.1 Funding of the purchase

The costs of the freehold purchase will be financed from HRA reserves.

The affordability and impacts of this purchase has not been modelled for the HRA. However Barnet Homes' modelling shows the properties to pay for themselves after 29 years.

5.2.2 Stamp Duty

Stamp Duty Land Tax can arise on the purchase or transfer of freehold land and buildings or on the grant of assignment of a lease. Advice sought from tax professionals indicates that as a registered provider, the Council will not incur a Stamp Duty Land Tax (SDLT) liability on these purchases. Exemption can be applied as the properties are being purchased from a registered social landlord to another registered provider.

5.2.3 Other costs

Other costs to be incurred in relation to purchasing the properties is £15,000, which covers legal fees and fees for a stock condition survey for a sample of properties in the block. Due diligence and Barnet Homes initial legal fees have been covered by Barnet Homes from the management fee.

Due Diligence (Property inspection)

Contractor	Description of works	Cost
Lerch Bates	Inspection of lift and key components report of findings	£1,200+VAT
Capital PCC	Building surveyor to provide a review on the building fabric and full site inspection	£2,400.00 +VAT
David Miles and Partners	Stock condition report review the M&E services	£2480+VAT
Total		£6080+VAT

The property inspections have now been completed. Costs have been administered by Barnet Homes from the management fee.

5.2.4 Outstanding rent arrears

The rent arrears as of 31st July 2014 stand at £3,577.19. Rent arrears and service charges will be assigned to Barnet Homes Ltd. Payments to be made 20 working days from completion date. Based on CIPFA formula as of 31st July 2014, payments of £2,408.94 are payable to Orbit South for rent arrears. This figure is subject to change pending completion in September 2015 but will be paid by Barnet Homes with no additional charge to the Council.

5.2.5 Right to Buy

Once acquired by the Council and held in the Housing Revenue Account the properties will be immediately subject to right to buy. This is likely to require the Council to repay the social housing grant. The Council would not receive the full value of the receipt and may not recoup the investment.

5.3.0 Legal and Constitutional References

5.3.1 London Borough of Barnet is a registered provider by default. The effect of section 33 of the Housing and Regeneration Act 2008 is that LBB will stand in place of Orbit South as respects the HCA grant (just as Barnet Homes would have done).

5.4.0 Risk Management

There are particular risks that will be incurred by the Council should it make the acquisition of the Property. These risks can be summarised as follows:

5.4.1 The tenants of the 11 flats at the Property currently hold "assured tenancies". These tenancies will convert to "secure tenancies" immediately upon the Council purchasing the Property and on which there is a limit to the rent the Council may charge.

- 5.4.2 Pursuant to the Housing Act 1985, the tenants can count the period of time that they have held the assured tenancies towards achieving the qualifying period to acquire the right to buy their flats. It is almost certain therefore, that on completion of the Council's purchase, the tenants of the flats will immediately acquire the right to buy the flats at the Property, because they will have already held the assured tenancies for longer than the qualifying period. The Committee should consider whether this is a desired outcome.
- 5.4.3 If the Council purchases the Property, any subsequent transfer of the Property to Barnet Homes will require the consent of the Secretary of State. The Secretary of State is obliged to take into account the views of the tenants, who may disagree with the transfer to Barnet Homes. The Secretary of State may refuse consent.
- 5.4.4 Because the tenancies will convert to secure tenancies on completion of the Purchase, the tenants' rent is highly likely to decrease (because Landlords of assured tenancies are able to charge higher rents than that which a Council is permitted to charge for secure tenancies). If the Property is then transferred to Barnet Homes, the secure tenancies will convert back to being assured tenancies. This is highly likely to result in a rent increase for the tenants. This may give rise to reputational issues for the Council.
- 5.4.5 Although the current market value of the properties have been outlined in this report, it is important to note that the market value can fluctuate up or down depending on the economic environment of when they are valued.
- 5.4.6 There is always the risk in the future that rent increases might be lower than inflation which would have an impact on the net cashflow forecast closing balance.
- 5.4.7 Orbit south are waiting to sign conditional contract. Delay in signing of the contract could lead to Orbit South withdrawing.
- 5.4.8 If Barnet Homes does not secure RP status. The properties remain in London Borough of Barnet's ownership. Costs related to acquisition being absorbed by LBB.

5.5.0 Equalities and Diversity

There are no equality and diversity issues identified arising from this report. The 2010 Equality Act outlines the provisions of the Public Sector Equalities Duty which 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

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

5.6.0 Consultation and Engagement

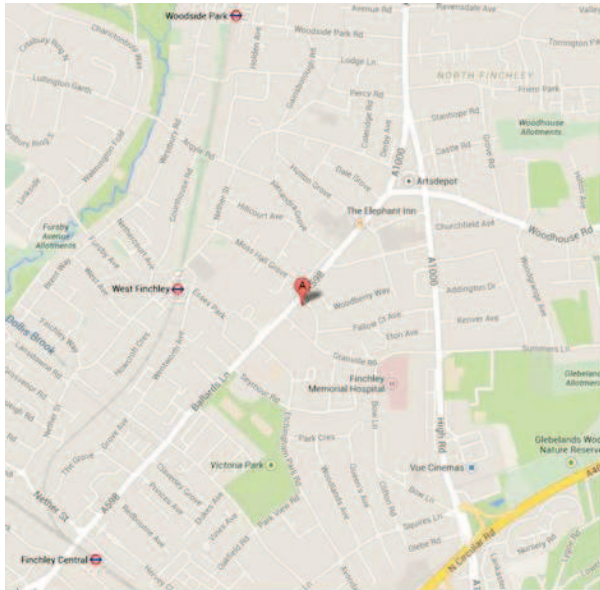
5.6.1 Consultations were held with the residents of Douglas Bader House and Barnet Homes on the 28th November 2014. Consultations regarding the transfer of management from Orbit South to Barnet Homes. Residents were in full favour and welcomed a local landlord.

Appendices

Appendix A: Map location and site plan

Appendix A


Map location of Douglas Bader House



Site map Douglas Bader House



This page is intentionally left blank

	AGENDA ITEM 8
	<p>Policy and Resources Committee</p> <p>2 June 2015</p>
Title	Approval of Grants under Delegated Powers
Report of	Head of Finance
Wards	All
Status	Public
Enclosures	None
Officer Contact Details	Ken Argent, Grants Manager, Finance, Commissioning Group (ken.argent@barnet.gov.uk) (020 8359 2020)

Summary

This report notifies the approval of four grants under the Deputy Chief Operating Officer's delegated powers in consultation with the chairmen of the relevant committees.

Recommendations

To note the decisions to award four grants under delegated powers, three to voluntary organisations from the 2014/15 corporate grants programme and one towards the cost of the removal of a dangerous tree on private property.

1. WHY THIS REPORT IS NEEDED

- 1.1 Annex B of Responsibilities for Functions in the Scheme of Delegated Authority to Officers authorises the Deputy Chief Operating Officer to award grants of up to £5,000 to voluntary and community groups.
- 1.2 In addition, in keeping with the trust deed, the annual allocation to Barnet of accumulated income in the Edward Harvist Charity, which makes up a large part of the annual corporate grants programme budget, is also used to help local residents on low incomes with the cost of removing dangerous trees from their property. A limit of £500 is placed on such awards.
- 1.3 In accordance with annex A of Responsibilities for Functions, this committee must be informed of any grants approved under delegated powers. The awards in question, approved following consultation with the chairmen of the relevant committees, are as follows:
 - **£4,845 to Future Path Development CIC** to pilot a project to help people with specific forms of learning disability or neuro-diverse or other long-term chronic conditions to find, and sustain, paid employment
 - **£1,416 to Hendon Grove Allotment Society** to install a noticeboard at the entrance to Hendon Grove Allotments
 - **£800 to Barnet Borough Arts Council** in support of the 2014 Barnet 'Christmas Fayre'
 - **£500 to remove a dangerous tree on private property assessed as being at risk of collapse**

2. REASONS FOR RECOMMENDATIONS

- 2.1 Each of the awards from the corporate grants programme supports projects or activities which contribute to delivery of one or more of the council's key corporate objectives and outcomes or Barnet's Sustainable Community Strategy.
- 2.2 The award to help remove a dangerous tree on private property complements the strategic priorities of promoting independence / well-being and reducing inequalities by providing appropriate help to people who need it.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None.

4. POST DECISION IMPLEMENTATION

- 4.1 The grant recipients were notified of the awards, which, in two of the cases, involve payment in instalments linked to compliance with special conditions.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The council is seeking to develop new and effective partnerships to deliver high quality public services having regard to the significant reduction in government funding. The voluntary and community sector has a significant role to play in this strategy, especially by increasing choice, accessibility and value for money, leading on innovative solutions and improving customers' perception of public services.

5.1.2 A Third Sector Commissioning Framework, approved by the Cabinet Resources Committee in 2008, sets out guidelines to bring consistency to the council's financial arrangements with the voluntary and community sector and bring procurement from, and grants to, the sector into a single framework consistent with the council's procurement rules.

5.1.3 The corporate grants programme offers one-off awards to help voluntary and community groups (a) develop new services and activities and (b) run specific events or meet certain non-recurring items of expenditure.

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

5.2.1 The provision for making start-up and one-off grants in 2014/15 was comprised of funds deriving to the authority from the Edward Harvist Charity; a small annual allocation from the former Borough Lottery Scheme; and a one-off contingency fund.

5.3 Legal and Constitutional References

5.3.1 Under section 15 of the Constitution, Responsibility for Functions, Annex A, the Policy and Resources Committee receives reports on the issuance of grants below £5,000 by officers in accordance with their delegated authority.

5.4 Risk Management

5.4.1 All grants are made subject to the council's Standard Conditions of Grant Aid, which, amongst other things, cover how awards are spent and requiring notification of any change in an organisation's circumstances which affect its grant entitlement. The council reserves the right to withhold payment of any approved grant, or to demand full or partial repayment, if it appears that an organisation has failed to comply with any conditions attached to an award.

5.5 Equalities and Diversity

5.5.1 Under section 149 of the Equality Act 2010, the council and all other organisations exercising public functions must have due regard to the need to:

- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by or under the Act;

- advance equality of opportunity between people from different groups;
- foster good relations between people from different groups

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

5.5.2 Awards from the corporate grants programme fund projects and activities in support of people from all communities and focus on those who may be regarded as vulnerable.

5.6 **Consultation and Engagement**

5.6.1 Each of the applications in question was assessed in conjunction with commissioning and / or delivery units, as appropriate.

6. **BACKGROUND PAPERS**

6.1 Reports to the Deputy Chief Operating Officer under delegated powers.

	AGENDA ITEM 9
	<h2>Policy and Resources Committee</h2> <h3>2nd June 2015</h3>
Title	Extension of User Controlled Information, Advice and Advocacy Service Contract
Report of	James Mass, Assistant Director, Community and Wellbeing
Wards	All
Status	Public
Enclosures	Annex A – Delegated Powers Report dated 31 March 2015
Officer Contact Details	Andrea Breen, Head of Prevention and Wellbeing andrea.breen@barnet.gov.uk , North London Business Park 020 8359 2955

<h2>Summary</h2>
<p>Cabinet Resources Committee agreed on 4th November 2013 to authorise procurement of an Information, Advice and Advocacy Service. The service was put out to tender on 13th October 2014 and was awarded to Barnet Citizens Advice Bureau.</p> <p>Since contract award, unforeseen issues have arisen with regards to reaching agreement in relation to the TUPE transfer of staff between the incumbent provider Barnet Centre for Independent Living (BCIL) and the new provider Barnet Citizens Advice Bureau (BCAB). Whilst these issues are being resolved, and in order to allow time for full due diligence to be completed and time for staff to be consulted with, the decision was taken to extend the current contract with BCIL for a period of two months to 31st May 2015 at a value of £58,991. This decision was taken to ensure continuity of service provision for Barnet residents and ensure the Council is meeting its duties under the Care Act 2014.</p> <p>Policy and Resources Committee members are advised that this decision was taken through emergency waiver due to the urgency of the situation.</p>

Recommendations

That the decision of the Adults and Communities Assistant Director, Community And Wellbeing, as detailed below be noted:

1. That the Officer in consultation with the Chairman of the Policy and Resources committee agree a waiver of the Contract Procedure Rules to extend the contract with Barnet Centre for Independent Living until 31st May 2015.

1. WHY THIS REPORT IS NEEDED

- 1.1 To notify this Committee of the decision taken by the Adults and Communities Assistant Director, Community and Wellbeing with regard to the above item. The Assistant Director was required to make a decision on this item as it required a decision within a set timeframe and Policy and Resources Committee were not due to meet within this timescale.
- 1.2 Section 15.2 of the Council's Contract Procedure Rules states that Directors, Assistant Directors, Lead Commissioners, and Heads of Service may take decisions on emergency matters in consultation with the Chairman of the Policy and Resources Committee providing they report to the next available Policy & Resources Committee setting out the reasons for the emergency waiver. This report sets out those reasons.

2. REASONS FOR RECOMMENDATIONS

- 2.1 Since the original contract award for the new Specialist Information, Advice and Advocacy Service, unforeseen issues have arisen with regards to reaching agreement in relation to the TUPE transfer of staff between the incumbent provider Barnet Centre for Independent Living (BCIL) and the new provider Barnet Citizens Advice Bureau (BCAB). Whilst these issues are being resolved, and in order to allow time for full due diligence to be completed and time for staff to be consulted with, the decision to extend the current contract with BCIL is needed. The decision was taken to ensure continuity of service provision for Barnet residents and ensure the Council is meeting its duties under the Care Act 2014.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 To continue with the planned end date of the existing contract with BCIL on 5 April 2015. However this would have likely resulted in a gap in service provision, as the dispute between the two providers had impacted on the timescales of the implementation plan, and the incoming provider would not be ready to deliver the contract. There was a risk the Council being in breach of its statutory duties.

- 3.2 To insist the new contract starts whilst issue regarding TUPE remain unresolved. Rejected as this would not allow staff to be fully consulted with before the new contract started.

4. POST DECISION IMPLEMENTATION

- 4.1 Both providers have agreed two months provides sufficient time to reach resolution and ensure a smooth transition into the new contract by 1st June. Action plans have been requested from both providers setting out their intended actions to be taken and timeframes throughout the extension period to reach resolution on these issues. These actions will be monitored by officers to help expedite the process.
- 4.2 Both organisations and Officers are working to the implementation date of 1 June 2015.

5.1 IMPLICATIONS OF DECISION

- 5.1.1 Financial impact - £58,991 to come from the budget for the IAA contract
- Impact on Barnet residents - Continuity for people currently receiving a service and support over the two months for new people presenting who require support.
 - Impact on BCAB - change to the start date of their contract. The contract will continue to run for five years with the option to extend for a further year from the new start date of 1st June 2015.
 - Impact on BCIL – extension to their existing contractual terms and conditions and a one off pro-rata payment.
 - Impact on BCIL staff – additional time to understand the proposed changes and any options.

5.2 Corporate Priorities and Performance

- 5.2.1 The council's Corporate Plan for 2015-2020 sets out four strategic objectives to ensure that Barnet is a place :
- of opportunity, where people can further their quality of life
 - where people are helped to help themselves, recognising that prevention is better than cure
 - where responsibility is shared, fairly
 - where services are delivered efficiently to get value for money for the taxpayer
- 5.2.2 Continuation of service provision over the two month period will assist with meeting these areas. Having a service in place will also ensure the Council's duties under the Care Act in relation to Information, Advice and Advocacy are met from 1st April.

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

5.3.1 The extension of the contract from the 1st of April 2015 to the 31st of May 2015 has cost £58,991 which was funded from existing budget for the IAA contract.

5.4 Legal and Constitutional References

5.4.1 In February 2015 the Public Contracts Regulations 2015 came into force. Under the new Regulations these services are categorised as Health, social and related services and where the contract exceeds the relevant threshold (€700,000) are subject to the 'light touch regime' and the principles of acting in a transparent way and treating all potential providers equally and in a non-discriminatory way. The contract extension proposed in this report complies with the relevant provisions of the 2015 Regulations concerning the modification of contracts during their term.

5.4.2 Council Constitution, Contract Procedure Rules, Appendix 1, Table A provides that a variation or extension of a contract requires approval by the relevant thematic committee, when the total value of the original contract value plus the addition of the value of any extension and/or variations comes to over £172,514. As the existing value of the contract is £1,764,905, and the value of the extension is £58,991 the contract would normally be required to be approved by Adults and Safeguarding Committee as the relevant thematic committee. However as the previous contract expired on 31 March 2015 an emergency waiver is required to ensure continuity of services.

5.4.3 Section 15.2 of the Council's Contract Procedure Rules provides that Directors, Assistant Directors, Lead Commissioners, and Heads of Service may take decisions on emergency matters in consultation with the Chairman of the Policy and Resources Committee providing they report to the next available Policy & Resources Committee setting out the reasons for the emergency waiver.

5.5 Risk Management

5.5.1 The extension addresses the risk that the Council's duty under the Care Act 2014 to provide timely, good quality Information, Advice Advocacy support and promote independence may not be met.

5.5.2 Risks associated with either the incumbent or new provider not meeting their duties to appropriately consult with staff on the proposed changes will be mitigated by extending the current arrangements to allow time for resolution to be reached.

5.5.3 Risks of non-delivery within the extended timeframe will be managed by the development of (by the two affected providers) and oversight (by the Council) of detailed actions plans for the transition. Each provider is clear on what services will be provided throughout the extension period which they are in turn communicating to residents.

5.6 Equalities and Diversity

- 5.6.1 The core provisions of the Equality Act 2010 came into force on 1 October 2010 and the public sector equality duty (section 149 of the Act) came into force on 5 April 2011. Under section 149, the council must have due regard to the need to eliminate discrimination, harassment and victimisation prohibited under the Act and to advance equality of opportunity and foster good relations between those with protected characteristics and those without.
- 5.6.2 The protected characteristics are age; disability; race; gender reassignment; pregnancy and maternity; religion or belief; sex; and sexual orientation. They also cover marriage and civil partnership with regard to eliminating discrimination.
- 5.6.3 Any organisation providing public sector services is subject to scrutiny by the council to ensure that delivery complies with the public sector equality duty.
- 5.6.4 The Information, Advice and Advocacy providers play an important role in helping engage and consult with protected characteristic groups including carers, people with disabilities and local faith and ethnic groups. An extension to existing arrangements will ensure that these groups continue to be served and that there is no break in service delivery. As part of the tender process, suppliers were asked to demonstrate their experience and aspirations in engaging with the community as a whole and hard to reach groups in particular and the service specification sets out a number of outcomes pertaining to this which will be monitored under the new contractual arrangements from 1st June 2015.

5.7 Consultation and Engagement

- 5.7.1 People currently accessing support are being informed about the extension to current arrangements and information in the public domain will be clear on where to go for different types of support throughout these two months.
- 5.7.2 Both affected providers were consulted with before the extension was agreed.
- 5.7.3 Service users and carers were consulted with as the specification for the new service was being developed. Service users and carers participated in the tender evaluation. There will be more opportunities for consultation and engagement as the general information and advice strategy is taken forward in 2015 and this contract will form part of identified actions within that.

6 BACKGROUND PAPERS

- 6.1 Cabinet Resources Committee, 4th November 2013, agenda item 7
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=151&MId=7460&Ver=4>

This page is intentionally left blank

	<p>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 31st March 2015</p>
<p style="text-align: right;">Title</p>	<p>Extension of User Controlled Information, Advice and Advocacy Service Contract</p>
<p style="text-align: right;">Report of</p>	<p>James Mass, Assistant Director, Community and Wellbeing</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Enclosures</p>	<p>None</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Jenny Beasley, Prevention and Wellbeing Manager Jenny.Beasley@Barnet.gov.uk, North London Business Park 020 8359 2639</p>

<p>Summary</p>
<p>Cabinet Resources Committee agreed on 4th November 2013 to authorise procurement of an Information, Advice and Advocacy Service. The service was put out to tender on 13th October 2014 and was awarded to Barnet Citizens Advice Bureau.</p> <p>Since contract award, unforeseen issues have arisen with regards to reaching agreement in relation to the TUPE transfer of staff between the incumbent provider Barnet Centre for Independent Living (BCIL) and the new provider Barnet Citizens Advice Bureau (BCAB). Whilst these issues are being resolved, and in order to allow time for full due diligence to be completed and time for staff to be consulted with, the decision to extend the current contract with BCIL is being sought. In order to ensure continuity of service provision for Barnet residents and ensure we are meeting our duties under the Care Act in relation to information, advice and advocacy the decision is being taken on an emergency basis under section 15 Councils Contact Procedure Rules as follows:</p> <p>“To apply for a waiver: Directors, Assistant Directors, Lead Commissioners and Heads of Service may take decisions on emergency matters in consultation with the Chairman of Policy and Resources Committee providing they report to the next available P&R meeting, setting out the reasons for the emergency waiver.” For further details see section 15.1-15.4 of the Contract Procedure Rules.</p>

Decisions

The decision to extend the current contract with Barnet Centre for Independent Living on an emergency basis for a period of two months until 31st May 2015 at a value of £58,991 is requested to allow for the resolution of staffing issues before the new contract commences.

1. WHY THIS REPORT IS NEEDED

- 1.1 The application for an emergency waiver / signed off through an officer DPR is required in order to extend the current contract with BCIL. A report will also be taken to the next Policy and Resources committee informing them of this decision.

2. REASONS FOR DECISIONS

- 2.1 To ensure due diligence is undertaken fully
- 2.2 To allow time to consult with affected staff.
- 2.3 To ensure continuity of service provision whilst these issues are being resolved.

2.4 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

- 2.4.1 To end the contract with BCIL on 31st March. Rejected as this would result in a gap in service provision whilst the new contract was still being implemented and risk the Council being in breach of its statutory duties.
- 2.4.2 To insist the new contract starts whilst issue regarding TUPE remain unresolved. Rejected as this would not allow staff to be fully consulted with before the new contract started.

3. POST DECISION IMPLEMENTATION

- 3.1 Both Providers have agreed two months provides sufficient time to reach resolution and ensure a smooth transition into the new contact by 1st June. Action plans have been requested from both providers setting out their intended actions to be taken and timeframes throughout the extension period to reach resolution on these issues. These actions will be monitored by officers to help expedite the process.

4. IMPLICATIONS OF DECISION

- Financial impact - £58,991 to come from the budget for the IAA contract
- Impact on Barnet residents - Continuity for people currently receiving a service and support over the two months for new people presenting who

- require support.
- Impact on BCAB - change to the start date of their contract. The contract will continue to run for five years with the option to extend for a further year from the new start date of 1st June 2015.
- Impact on BCIL – extension to their existing contractual terms and conditions and a one off pro-rata payment.
- Impact on BCIL staff – additional time to understand the proposed changes and any options.

4.1 Corporate Priorities and Performance

4.1.1 The council's Corporate Plan for 2013–2016 sets our direction and strategy for the year ahead, focusing on our three main priority areas:

- promote responsible growth, development and success across the borough
- support families and individuals that need it- promoting independence, learning and well-being
- improve the satisfaction of residents and businesses with the London Borough of Barnet as a place to live, work and study.

Continuation of service provision over the two month period will assist with meeting these areas. Having a service in place will also ensure the Council's duties under the Care Act in relation to Information, Advice and Advocacy are met from 1st April.

4.2 Resources

4.2.1 £58,991 to come from the existing budget for the IAA contract – no additional financial impact.

4.3 Legal and Constitutional References

4.3.1 The services delivered under this contract are considered to be Part B Services for the purposes of the Public Contracts Regulations 2006. Whenever a contracting authority seeks offers in relation to a proposed Part B services contract above the EU threshold, contracting authorities must comply with parts of the Public Contracts Regulations and the Treaty of the Functioning of the European Union principles of acting in a transparent way and treating all potential provides equally and in a non-discriminatory way.

4.3.2 Section 15.2 of the Council's Contract Procedure Rules gives Chief Officer authority to make decisions on emergency matters subject to consultation with the Chairman of the Policy and Resources Committee and reporting the waiver of the Contract Procedure Rules retrospectively to the next meeting of the Policy & Resources Committee. This is scheduled to be brought to the committee meeting on 2nd June 2015.

4.4 Risk Management

- 4.4.1 The extension addresses the risk that the Council's duty under the Care Act to provide timely, good quality Information, Advice Advocacy support and promote independence may not be met.
- 4.4.2 Risks associated with either the incumbent or new provider not meeting their duties to appropriately consult with staff on the proposed changes will be mitigated by extending the current arrangements to allow time for resolution to be reached.
- 4.4.3 Risks of non-delivery within the extended timeframe will be managed by the development of (by the two affected providers) and oversight (by the Council) of detailed actions plans for the transition. Each provider is clear on what services will be provided throughout the extension period which they are in turn communicating to residents.

5.5 Equalities and Diversity

- 5.5.1 The core provisions of the Equality Act 2010 came into force on 1 October 2010 and the public sector equality duty (section 149 of the Act) came into force on 5 April 2011. Under section 149, the council must have due regard to the need to eliminate discrimination, harassment and victimisation prohibited under the Act and to advance equality of opportunity and foster good relations between those with protected characteristics and those without.
- 5.5.2 The protected characteristics are age; disability; race; gender reassignment; pregnancy and maternity; religion or belief; sex; and sexual orientation. They also cover marriage and civil partnership with regard to eliminating discrimination.
- 5.5.3 Any organisation providing public sector services is subject to scrutiny by the council to ensure that delivery complies with the public sector equality duty.
- 5.5.4 The Information, Advice and Advocacy providers play an important role in helping engage and consult with protected characteristic groups including carers, people with disabilities and local faith and ethnic groups. An extension to existing arrangements will ensure that these groups continue to be served and that there is no break in service delivery. As part of the tender process, suppliers were asked to demonstrate their experience and aspirations in engaging with the community as a whole and hard to reach groups in particular and the service specification sets out a number of outcomes pertaining to this which will be monitored under the new contractual arrangements from 1st June 2015.

5.6 Consultation and Engagement

- 5.6.1 People currently accessing support are being informed about the extension to current arrangements and information in the public domain will be clear on

where to go for different types of support throughout these two months.

5.6.2 Both affected providers were consulted with before the extension was agreed.

5.6.3 Service users and carers were consulted with as the specification for the new service was being developed. Service users and carers participated in the tender evaluation. There will be more opportunities for consultation and engagement as the general information and advice strategy is taken forward in 2015 and this contract will form part of identified actions within that.

6 BACKGROUND PAPERS

6.1 None

7. DECISION TAKER'S STATEMENT

7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

8. OFFICER'S DECISION

I authorise the following action

8.1 To extend the contract with Barnet Centre for Independent Living for the User Controlled Information Advice and Advocacy Service for a period of two months until 31st May 2015 at a value of £58,991.

Signed _____

Date _____

REPORT CLEARANCE CHECKLIST

This page is intentionally left blank

AGENDA ITEM 10	
	Policy and Resources Committee 2 June 2015
Title	Local Development Scheme 2015
Report of	Commissioning Director Growth and Development
Wards	All
Status	Public
Enclosures	Appendix A: Draft Barnet's Local Development Scheme 2015
Officer Contact Details	Nick Lynch, nick.lynch@barnet.gov.uk , 0208359 4211 Rita Brar, rita.brar@barnet.gov.uk , 0208 359 4177

Summary
<p>The Local Development Scheme (LDS) is the formal project plan for Barnet's Local Plan. The Planning and Compulsory Purchase Act 2004 requires the Council to prepare a three year project plan setting out the programme for preparing each document in the Local Plan. This is the fourth version of the LDS, replacing the one published in 2011.</p>

Recommendations
<ol style="list-style-type: none"> 1. That the programme for implementing the Local Plan, Barnet's Local Development Scheme as set out in Appendix A to this report, be approved for submission to the Mayor of London. 2. That following submission, and subject to any key amendments by the Mayor that the Local Development Scheme be brought into effect within 28 days of the Mayor's response.

1. WHY THIS REPORT IS NEEDED

- 1.1 Barnet is a growing and changing Borough. Regeneration and development proposals principally in the west, as well as opportunities for infill growth in Barnet's town centres will have an impact on the Borough. Through Barnet's Local Plan this growth and impact is managed. The main place shaping elements of the Local Plan (Core Strategy and Development Management Policies) were adopted in 2012. Development of the remaining elements of the Local Plan including Site Allocations and the North London Waste Plan are the focus of this Local Development Scheme (LDS) which is the project plan for the Local Plan.
- 1.2 In 2004, the Planning and Compulsory Purchase Act introduced Local Development Frameworks (now known as Local Plans), comprising a number of documents that will, together, deliver the spatial planning strategy for the area. Barnet Local Plan documents currently in production include:
- the Site Allocations;
 - North London Waste Plan;
 - Policies Map; and
 - Supplementary Planning Documents (SPDs) on Affordable Housing, Grahame Park Development Framework, Green Infrastructure.
- We expect most of these emerging documents to be completed by 2018/19

2. REASONS FOR RECOMMENDATIONS

- 2.1 Section 15 of the Planning and Compulsory Purchase Act requires local planning authorities to prepare and maintain a LDS specifying a timetable for preparation and revision of local plan documents. The draft LDS, set out in Appendix 1, provides background information on Local Plan document preparation up to 2018 enabling partners, residents and businesses to know where, when and how the planning policy framework for Barnet is progressing. This is the fourth revision to Barnet's LDS.
- 2.2 The LDS sets out programmes for the production of new and emerging Local Plan documents, principally Site Allocations and the North London Waste Plan. It also highlights milestones for a number of SPDs including Affordable Housing and Green Infrastructure which amplify policies in the Core Strategy and Development Management Policies documents. In order to progress the regeneration of Grahame Park a Development Framework SPD has been added to the programme of Local Plan documents.
- 2.3 The revised LDS takes into account revisions to Barnet's Community Infrastructure Levy (CIL) and related documents which will enable the Council to introduce a revised standard charge which will contribute to the costs of infrastructure arising from development across the Borough.
- 2.4 The LDS does not set out a timetable for review of the Local Plan Core Strategy and Development Management Policies. A review can be triggered

for a number of reasons, the most likely would be where the context and assumptions behind the Local Plan have changed. The National Planning Policy Framework (NPPF) which sets out Government planning policy was published in March 2012.

- 2.5 The Local Plan Core Strategy and Development Management Policies documents were adopted in September 2012 and remain consistent with the NPPF. In response to unexpected demographic growth a partial review of the London Plan was completed in March 2015. The partial review still leaves a shortfall in accommodating this growth. A full review of the London Plan's existing strategy and philosophy is required in order to deliver sufficient homes to meet objectively assessed need. This review is not expected to complete until 2019. The Core Strategy and Development Management Policies documents are therefore not programmed to be reviewed before 2019.
- 2.6 The Core Strategy highlights that if progress is not made with the implementation and delivery of regeneration in Brent Cross Cricklewood (BXC) the Council will, through a revision to the LDS, instigate a review of the existing planning policy framework for the BXC area. Progress with the delivery of the 2010 planning consent (and Section 73 revisions approved in 2014) is measured by a suite of monitoring indicators. The key milestone for regeneration of the area is the making of the Phase 1 Compulsory Purchase Order by 2014/15.
- 2.7 On 3 March 2015 the Council resolved at Assets Regeneration and Growth Committee (Agenda 7) to make the Phase 1 CPO. Given this progress the existing planning policy framework for BXC can continue to decide future planning applications and a new DPD, SPD or partial review of the Core Strategy is not required to further guide and control the comprehensive regeneration of BXC.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 The absence of an up to date LDS increases the risk of challenge to the adoption of any Local Plan document. The absence of a LDS entails that the opportunity to convey a message on planning priorities and provide a timeline for community engagement is missed and would not comply with the Council's statutory duty under the Planning and Compensation Act 2004.

4. POST DECISION IMPLEMENTATION

- 4.1 The LDS is prepared through powers contained within the Planning and Compulsory Purchase Act 2004 and the associated Town and Country Planning (Local Planning) Regulations 2012. As soon as reasonably practical after adoption, a statement setting out the new status of the LDS will be published.
- 4.2 The LDS will take effect four weeks after being submitted to the Mayor of London unless he issue a direction to make changes or request more time to consider the draft LDS.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

The Corporate Plan for 2015 - 2020 sets the vision and strategy for the next five years based on the core principles of fairness, responsibility and opportunity. All four objectives are embedded within the LDS.

5.2 Barnet is a place:

of opportunity, where people can further their quality of life; and where people are helped to help themselves, recognising that prevention is better than cure; and where responsibility is shared, fairly, the LDS addresses the need to

- provide increased housing choice in mixed communities through our emerging Affordable Housing SPD.

where services are delivered efficiently to get value for money for the taxpayer the LDS addresses the need to

- establish the Community Infrastructure Levy as the replacement for S106 funding and set out the evidence on infrastructure requirements in the Infrastructure Delivery Plan which will form the basis for a CIL charging schedule

- 5.3 In enabling Barnet to continue to be a successful London Suburb the LDS addresses the need to ensure through the Site Allocations DPD that development of sites comes forward that reflects our priorities to respect local context and Barnet's distinctive local character

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

- 6.1 The requirement to prepare the Local Development Scheme is included within the Output Specification for the Strategic Planning Service, which is delivered by Re.
- 6.2 Use of IT and existing community events for publicising Site Allocations, Waste Plan and SPDs will be maximised in order to reduce process,

consultation and production costs whilst optimising channel change and access by planning customers.

7 Legal and Constitutional References

- 7.1 The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 provide guidance on the preparation and adoption of the Local Plan. Upon adoption the LDS becomes a statutory document that forms part of Barnet's planning policy framework. Local Plan documents should be prepared in accordance with the LDS.
- 7.2 In accordance with section 15(4) and 15(6B) of the Planning and Compensation Act 2004, the Mayor of London or the Secretary of State (respectively) may direct the Council to make such amendments to the LDS as appropriate, and the Council must comply with any such direction.
- 7.3 Constitution, Annex A (Responsibility for Functions) Policy and Resources Committee Function 2 states that the Committee is responsible for the overall strategic direction of the Council which includes, approving the development of statutory Local Plan and related documents. The LDS will set out the timetable for the preparation and adoption of local plan documents and therefore falls within the Committee's remit.

8 Risk Management

- 8.1 The main risk is that the Mayor requests revisions to the LDS. The LDS has been prepared with regard to priorities as set out in the London Plan published in March 2015. A full review of the London Plan will commence in 2016 following the Mayor of London elections. This review is not expected to complete until 2019. The Council will have regard to this review in considering revisions to the Local Plan and the priorities of the new Mayor in the next revision of the LDS.

9 Equalities and Diversity

- 9.1 The LDS is not subject to an Equalities Impact Assessment (EqIA) but emerging Local Plan documents including Site Allocations, the North London Waste Plan and the Grahame Park Development Framework SPD will be evaluated in terms of their implications on diversity and equality.

10 Consultation and Engagement

- 10.1 There are no external consultation requirements on the LDS apart from submitting it to the Mayor of London.

11 BACKGROUND PAPERS

- 11.1 Council, 11 September 2012 (Decision item 4.1) approved the Local Plan Core Strategy and Development Management Policies for adoption.
<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=162&MId=6671&Ver=4>
- 11.2 Cabinet, 6 September 2010 (Decision item 4) approved the Local Development Scheme 2010
<http://barnet.moderngov.co.uk/Data/Cabinet/201009061900/Agenda/Document%207.pdf> followed by Cabinet Member for Housing, Planning and Regeneration's Delegated Powers (Executive Function) report 27 May 2011
<http://barnet.moderngov.co.uk/ieDecisionDetails.aspx?ID=3768>

Local Development Scheme

Local Plan

June 2015

Preface

This version of the London Borough of Barnet's *Local Development Scheme* (LDS) replaces the previous version, which came into effect in July 2011. It takes into account changes in the Regulations for Development Plans as well as the Council's changes to its programme for production of Barnet's Local Plan.

In summary, the main changes since the 2011 Local Development Scheme are:

- The Local Plan for Barnet was adopted in September 2012 with the Core Strategy and Development Management Policies
- Supplementary Planning Documents (SPDs) to amplify Local Planning policies. These SPDs cover :
 - Planning Obligations (2013);
 - Sustainable Design and Construction (2013);
 - Residential Design Guidance (2013); and
 - Skills Employment Enterprise and Training from Development through S106 (2014).
- Barnet's Community Infrastructure Levy introduced in May 2013

The main revisions in the 2015 Local Development Scheme are:

- Revised timetables for Local Plan documents, including:
 - Site Allocations Development Plan Document;
 - North London Waste Plan;
 - Affordable Housing SPD; and
 - Green Infrastructure SPD;
- New SPD for Grahame Park Phase B
- New timetable for revision of Community Infrastructure Levy

Contents

Introduction.....	5
Barnet's Local Plan.....	5
Background to Local Development Scheme.....	7
Decision Making and Monitoring	8
Appendix 1 – Barnet's Local Plan: Inter-relationships.....	10
Appendix 2 – Barnet's Local Plan Documents Timetable.....	11
Appendix 3 – Barnet's Local Plan Preparation Timetable.....	14
Appendix 4 – Local Development Scheme – Risk Assessment.....	15

1 Introduction

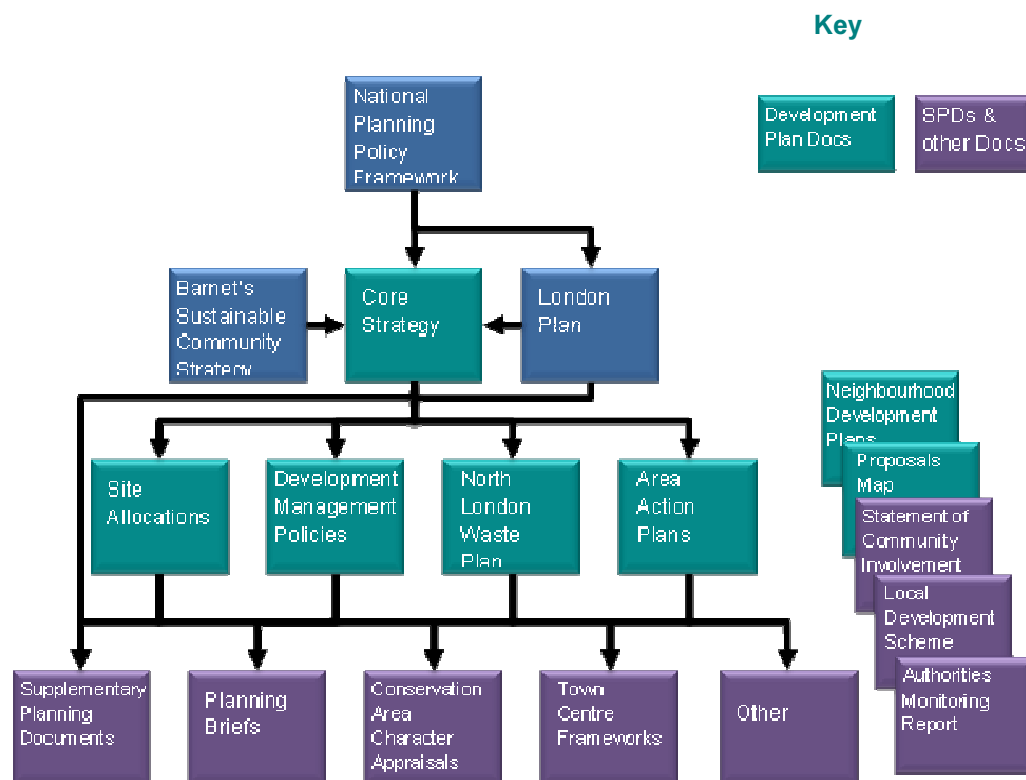
1.1 This document is Barnet’s fourth Local Development Scheme (LDS). The LDS is the project plan for preparing the Local Plan in that it sets out the programme for production of Local Plan documents. It also reviews the progress made in the production of new documents since the approval of the third LDS in 2011. The programme of documents generally extends for three years: in this case for the period to 2018.

Barnet’s Local Plan

1.2 The Council is under a statutory duty to provide a framework of planning policies which can be used to guide development proposals and determine planning applications. This framework is called the Local Plan (formerly the Local Development Framework (LDF)) and is comprised of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). The Local Plan must comply with both the National Planning Policy Framework and the Mayor’s London Plan.

1.3 The diagram below illustrates the structure of Barnet’s Local Plan within the context of national and regional planning policy.

Figure 1: Barnet’s Local Plan



1.4 The DPDs and SPDs are prepared according to different processes:

- **Development Plan Documents (DPDs)** – prepared according to a statutory process and subjected to an independent examination of ‘soundness’ by the Planning Inspectorate.

- **Supplementary Planning Documents (SPDs)** – not subject to external examination process, but have to be approved by the Council executive following significant public consultation.

1.5 In addition, there are other documents that are included within the Local Plan and produced on regular basis:

- **Statement of Community Involvement (SCI)** – this sets out minimum standards for community engagement in both Local Plan document production and the decision process on planning applications.
- **Local Development Scheme (LDS)** – the project plan for preparing the Local Plan.
- **Authorities Monitoring Report (AMR)** – this should review actual plan-making progress with targets and milestones set out in the Local Development Scheme.
- **Policies Map** – this identifies proposal sites and areas where specific policies apply – the policies map will be updated when the Site Allocations DPD is adopted.

1.6 The Development Plan Documents which the Council intends to produce by 2018 include:

- Site Allocations
- North London Waste Plan – produced jointly by the seven Boroughs of the North London Waste Authority.¹
- Policies Map

1.7 The Supplementary Planning Documents which the Council intends to produce by 2018 include:

- Affordable Housing
- Green Infrastructure
- Grahame Park Phase B

1.8 Following adoption of the Site Allocations and NLWP documents as well as the Policies Map the Council will be in a position to commence a review of the Local Plan (Core Strategy and Development Management Policies). This will coincide with the completion of the review of the London Plan, which is expected by 2019. The timetable for this review will be a matter for the next version of the LDS.

Community Infrastructure Levy (CIL)

1.9 The Community Infrastructure Levy (CIL) is a levy that local authorities can choose to charge on new developments in order to fund infrastructure. CIL is designed to be fairer, faster and more transparent than the previous system of agreeing S106 Agreements with developers.

¹ The North London Waste Plan (NLWP) is one of the largest DPDs in the country and its production involves seven local planning authorities. Each authority has its own governance procedures and timetable for approval of the emerging DPD. The programme for delivery of the NLWP therefore needs to factor in these different procedures.

In areas where CIL is in force, land owners and developers must pay the levy to the local council. The charges are based on the size and type of the new development.

- 1.10 Barnet's CIL was adopted in May 2013. The Council plans to revise its CIL charging schedule in 2017. The programme for the revision of CIL including public consultation and examination by an independent planning inspector is set out in **Appendix 2**.

Neighbourhood Plans

- 1.11 The Localism Act 2011 introduced statutory policies which enable communities to draw up a Neighbourhood Plan for their area. Neighbourhood Plans can be produced by Neighbourhood Forums, which evolve from the designation of Neighbourhood Areas. Any adopted Neighbourhood Plans will form part of the statutory development plan. The programme for the production of Neighbourhood Plans is the responsibility of individual Neighbourhood Forums and not the local planning authority.
- 1.12 In September 2014 the Council approved an application the establishment of a Neighbourhood Area and Forum in Mill Hill. The Council is working with the Mill Hill Neighbourhood Forum in producing its Neighbourhood Plan.

Background to Local Development Scheme

- 1.13 LDS production is a mandatory requirement of the planning system (as set out in Part 2 of the Planning and Compulsory Purchase Act 2004). The LDS describes the individual documents that form part of the statutory development plan for the Borough and sets out the timetable for the preparation and review of these documents.
- 1.14 The LDS will take effect four weeks after submission to the Mayor of London unless the Mayor requests changes or more time to consider the draft LDS.
- 1.15 **Appendix 1** highlights the linkages and influencing factors between various Local Plan documents. **Appendix 2 & 3** of the document sets out the timetable for Local Plan documents.

2 Decision Making and Monitoring

Decision Making and Governance

- 2.1 The Policy and Resources Committee is the approval body for all stages of Local Plan document preparation as well as the Community Infrastructure Levy charging schedule and Neighbourhood Area and Forum designation as well as Neighbourhood Plan preparation

Monitoring and Review of Development Plan Documents

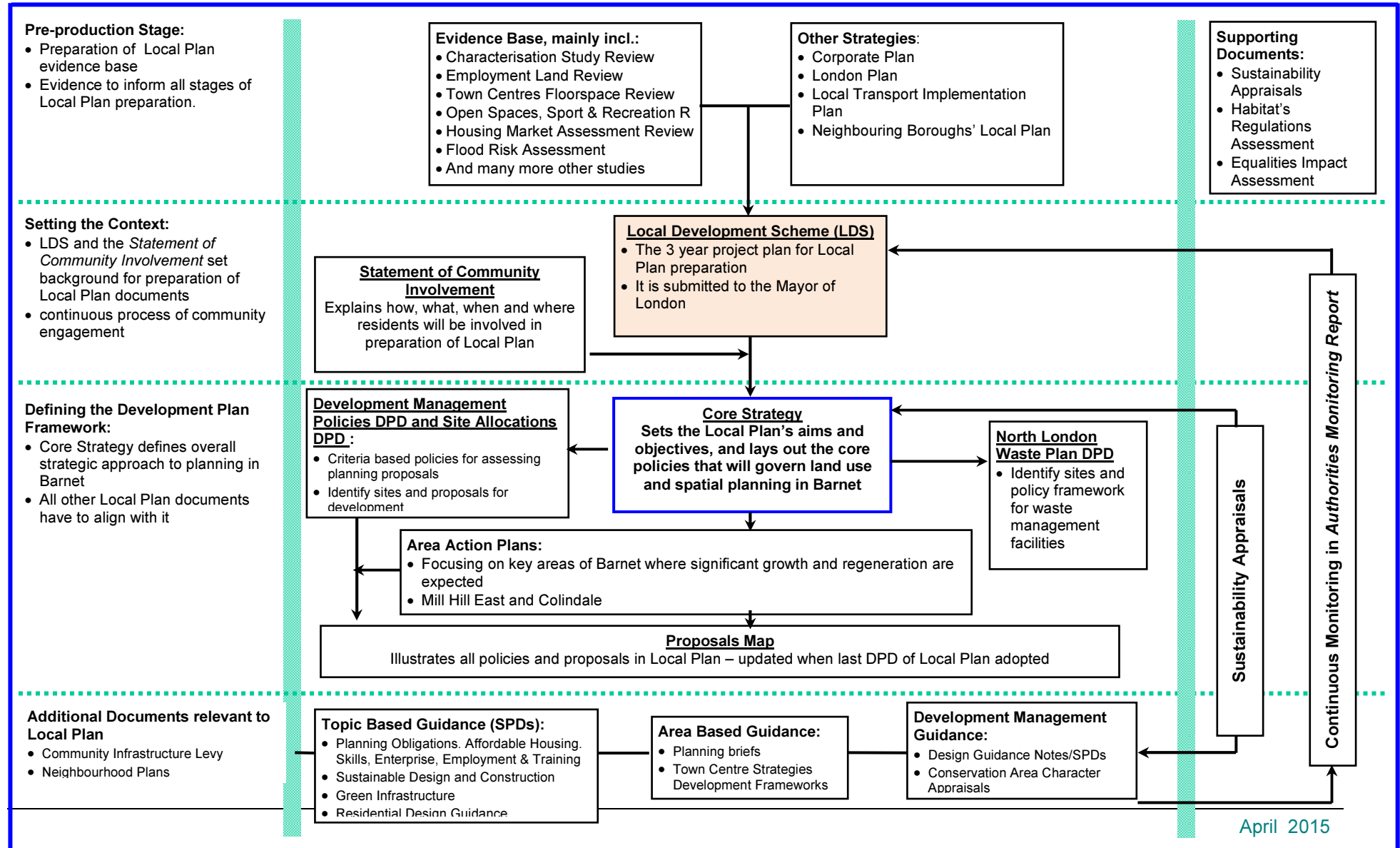
- 2.2 Barnet prepares an *Authorities Monitoring Report (AMR)* for each year. The AMR:
- monitors the effectiveness of Local Plan (Core Strategy, Development Management Policies, Colindale and Mill Hill East Area Action Plans) planning policies by considering progress against a series of performance indicators as set out Appendices to these documents;
 - sets out the 5 year supply of housing, together with a trajectory of residential schemes which have been approved or allocated within Local Plan and associated documents;
 - considers the application of Local Plan policies where planning appeals have been allowed;
 - identifies any new development trends within the Borough; and
 - sets out progress on Local Plan document production and delivery on LDS milestones.
- 2.3 The National Planning Policy Framework (NPPF) which sets out Government planning policy was published in March 2012. NPPF (paragraph 153) states that Local Plans 'can be reviewed in whole or in part to respond flexibly to changing circumstances'. Local planning authorities are advised to carry out regular swift, focused reviews of their Local Plans to ensure compliance with the NPPF and take into account changing local circumstances.
- 2.4 The Local Plan Core Strategy and Development Management Policies documents were adopted in September 2012 and remain consistent with the NPPF. This LDS does not set out a timetable for review of the Local Plan Core Strategy and Development Management Policies. A review can be triggered for a number of reasons, the most significant of which is that the context and assumptions behind the Local Plan have changed.
- 2.5 In response to unexpected demographic growth a partial review of the London Plan was completed in March 2015. The partial review still leaves a shortfall in accommodating this growth. A full review of the London Plan's existing strategy and philosophy is required in order to deliver sufficient homes to meet objectively assessed need. This review is not expected to complete until 2019. The Core Strategy and Development Management Policies documents are therefore not programmed to be reviewed before 2019.
- 2.6 The Core Strategy highlights that if progress is not made with the implementation and delivery of regeneration in Brent Cross Cricklewood (BXC) the Council will, through a

revision to the LDS, instigate a review of the existing planning policy framework for the BXC area. Progress with the delivery of the 2010 planning consent (and Section 73 revisions approved in 2014) is measured by a suite of monitoring indicators. The key milestone for regeneration of the area is the making of the Phase 1 Compulsory Purchase Order CPO by 2014/15. In March 2015 the Council resolved at Assets Regeneration and Growth Committee to make the Phase 1 CPO. Given this progress the existing planning policy framework for BXC can continue to decide future planning applications and a new DPD, SPD or partial review of the Core Strategy is required to further guide and control the comprehensive regeneration of BXC.

Risk Assessment

- 2.4 The LDS identifies a Local Plan documents which have to be prepared. Failure to undertake this work or to undertake it such that the outputs are not fit for purpose would expose the Council to both legal and financial risk. **Appendix 4** sets out the Council's risk assessment associated to the production of the LDS.

Appendix 1 – Barnet’s Local Plan: Inter-relationships



April 2015

Appendix 2 – Barnet’s Local Plan Documents Timetable

Document Title	Total Time	Purpose of Document	Commence Sustainability Appraisal	Public participation	Submission of DPD to Secretary of State	Date for independent examination	Adoption of DPD
Site Allocations DPD	3+ years	To allocate sites and proposals for development in order to ensure the vision, objectives and targets of the Core Strategy are met. Regulation 18 – Preferred Stage Consultation Regulation 19 – Publication Stage Consultation	May 2015	Reg 18 - Sept 2015 Reg 19 Sept 2016	Feb 2017	June 2017	Feb 2018
North London Waste Plan DPD	3+ years	To allocate sites for development of waste management facilities and provide a policy framework against which planning applications for waste management facilities can be considered. Regulation 18 – Preferred Stage Consultation Regulation 19 – Publication Stage Consultation	June/July 2014	Reg 18 – May/June 2015 Reg 19 - Feb/Mar 2016	Reg 22 – June 2016	Reg 34 – Sept 2016	Reg 36 – May 2017
Policies Map DPD	3+ years	To show designations in any adopted Development Plan Document and set out the areas to which specific Local Plan policies apply.	Production will be continuous	Not applicable	Not applicable	Not applicable	Feb 2018
Statement of Community Involvement	10+ months	To update SCI in accordance with new Regulations and to clearly set out how the community will be involved in the preparation of Local Plan documents and development management decision making.	Not applicable	February 2015	Internal Assessment of Representations - April 2015	Not applicable	July 2015


Authorities Monitoring Report (AMR)	3 months	To update AMR in accordance with new Regulations and to clearly set out how the community will be involved in the preparation of Local Plan documents and development management decision making	Not applicable	Not applicable	Not applicable	Not applicable	To be produced annually
Community Infrastructure Levy and related documents	1+ years	Review of effectiveness of CIL and the charging schedule which is the primary means of funding local infrastructure Revised preliminary draft IDP (Infrastructure Delivery Plan) and Review of current CIL - 2016/2017 Revised preliminary draft charging schedule (PDCS) - 2017. Revised draft charging schedule (DCS) – June 2017	Not applicable	PDCS – March 2017 DCS – June 2017		November 2017	April 2018
Affordable Housing SPD	1+ years	To update Affordable Housing SPD adopted in January 2007 to reflect new policy approach as set out in Barnet’s adopted Core Strategy and Development Management Policies DPDs.	Not applicable	July 2015	Internal Assessment of Representations - September 2015	Not applicable	January 2016
Green Infrastructure SPD	1+ years	The SPD provides further detailed guidance on how a planning policy will be implemented. The guidance is a material consideration for planning decisions and will be used to ensure new development contributes physically and/or financially to the strategic aims for green infrastructure	Not applicable	December 2015	Internal Assessment of Representations - February 2016	Not applicable	May 2016
Grahame Park Phase B SPD	1+ year	To undertake a comprehensive review of the remainder of the masterplan (known as Stage B of adopted masterplan 2007) in order to add	May 2015	July 2015	Internal Assessment of	Not applicable	December 2015

		drive to the project. In particular, it is critical that the Concourse (the central part of the Grahame Park estate containing shops and services) is dealt with and its speedy redevelopment is contingent on government funding with associated time constraints.			Representations - September 2016		
--	--	---	--	--	----------------------------------	--	--

Appendix 4 – Local Development Scheme – Risk Assessment

Risk	Probability	Impact	Avoidance Process
Loss of personnel or key personnel diverted to other duties	Medium/High	Delay in programme	<ul style="list-style-type: none"> The Head of Strategic Planning and Assistant Director of Development Management allocates experienced staff from other duties or appoints temporary staff. Build 'buffers' into project plans.
Underestimate of staff resources needed	Medium	Delay in programme	<ul style="list-style-type: none"> Regular reviews of team work programme by Planning Policy (Local Plan) Manager and Head of Strategic Planning and Regeneration
Programme delayed because of backlog at Planning Inspectorate	Medium	Delay in Examination in Public and therefore in programme	<ul style="list-style-type: none"> Monitor progress of DPD production so that estimate of when Examination in Public is needed is robust. Maintain communication channels with the Mayor of London and the Planning Inspectorate.
Delay in political agreement or change in political priorities	Medium	Delay in programme	<ul style="list-style-type: none"> Utilise delegated powers where they are available. Regular progress briefing for Councillors via the Local Plan Member Steering Group.
Failure to appoint consultants	Low/Medium	Delay in programme	<ul style="list-style-type: none"> Early re-prioritisation of those areas where consultancy is needed.
Poor evidence as part of Infrastructure Delivery Plan	Medium	DPD is found not fit for purpose	<ul style="list-style-type: none"> Target resources to cover evidence gaps particularly on transport infrastructure Identify any secondary data sources.
Delay in contract completion by consultants	Medium	Delay in programme	<ul style="list-style-type: none"> Project Managers have specific responsibility for monitoring the performance of consultants.
Budget constraints	Medium	Failure to appoint staff or consultants or to carry out adequate community engagement	<ul style="list-style-type: none"> Local Plan Strategic Steering Group to regularly review the overall programme and budgets specifically. The Head of Strategic Planning to identify specific budget requirement for each part of the Local Plan's preparation.
Major DPD faces legal challenge	Medium	DPD is found not fit for purpose	<ul style="list-style-type: none"> Ensure all statutory guidance and processes governing Local Plan preparation are followed and DPDs are 'sound'. Use of Planning Advisory Service self-assessment toolkit
Skills Gaps	Medium/High	Particularly with regard to sustainability appraisals and	<ul style="list-style-type: none"> Appoint specialist consultants. Training for existing staff in sustainability appraisals / economic viability assessments if cost-effective.

		economic viability work	
Insufficient joined-up working from corporate interests and Partnership members	Medium	Identification by the Planning Inspectorate of problems with the 'soundness' of a given DPD	<ul style="list-style-type: none"> • Use of Local Plan Strategic Steering Group to ensure effective corporate working • Regular updates on Local Plan to RE and Barnet Boards
Confusion over conformity with the London Plan	Medium / High	Identification by the Planning Inspectorate of problems with the 'soundness' of a given DPD	<ul style="list-style-type: none"> • Regular meetings with the Mayor of London to address conformity issues with existing and emerging London Plan while it is subject to review. • Liaise with other London Boroughs to ensure clear and consistent guidance is provided by the Mayor.

	<p align="center">Policy and Resources Committee 2 June 2015</p>
<p align="center">Title</p>	<p>Barnet's Local Plan –Statement of Community Involvement</p>
<p align="center">Report of</p>	<p>Commissioning Director Growth and Development – Cath Shaw</p>
<p align="center">Wards</p>	<p>All</p>
<p align="center">Date added to Forward Plan</p>	<p>May 2014</p>
<p align="center">Status</p>	<p>Public</p>
<p align="center">Enclosures</p>	<p>Appendix A: Statement of Community Involvement Appendix B: Responses to Representations</p>
<p align="center">Officer Contact Details</p>	<p>Nick Lynch, nick.lynch@barnet.gov.uk, 020 8359 4211 Hassan Ahmed, Hassan.ahmed@barnet.gov.uk, 020 8359 4921</p>

Summary

The Statement of Community Involvement (SCI) sets out how the Council will involve local residents, businesses and community groups in the preparation of planning documents and the consideration of planning applications. First adopted in 2007 the SCI has been substantially revised to take into account reforms to the planning system and changes to service delivery in Barnet. The commitments set out in the SCI will ensure that planning processes in Barnet are fair, transparent and inclusive.

Recommendations

That the Committee:

1. **Notes the proposed Responses to Representations in Appendix B and approves the Statement of Community Involvement (SCI) (attached at Appendix A) for recommended adoption by Council on 28 July 2015.**

1. WHY THIS REPORT IS NEEDED

- 1.1 Effective community involvement in decision-making is a vital part of supporting communities to become more active and resilient. It supports local people to shape their area and the services they receive, making sure that services and policies are effective at meeting local need. Community involvement in the planning process means that local people have the opportunity to help shape the places and spaces in the Borough where they live, work and study.
- 1.2 The SCI sets out Barnet's commitments with regards to community involvement in all planning matters. The document provides the processes by which consultation and engagement will be conducted on planning policy documents and planning applications. The SCI details how we intend to conduct consultation and engagement in order to make the planning process transparent, inclusive and accountable.
- 1.3 The Council's first Statement of Community Involvement (SCI) was adopted in 2007. Since then, there have been a number of changes to planning legislation as well as technological advances which have changed the way that public consultation is conducted. This SCI reflects these changes.
- 1.4 The SCI forms part of Barnet's Local Plan and in relation to all planning matters sets out:
 - What the Council will consult and engage the community on;
 - When the Council will consult and engage the community;
 - How the Council will consult and engage the community; and
 - Who within the community the Council will consult and engage with.
- 1.5 The draft SCI was subject to six weeks of consultation from 26 February to 9 April 2015. The consultation generated 65 responses from 11 residents, landowners community groups and national bodies including Finchley Society, Barnet Residents Association, Mill Hill Neighbourhood Forum and Historic England. The main issues raised included :
 - **More involvement and participatory engagement in the planning process**

The SCI sets out the Council's commitment to engagement on all planning matters. It provides a level of flexibility that allows us to take a proportionate approach to engagement on individual planning consultations. Where there is

significant public interest in a particular matter the SCI's flexibility enables us to engage more fully with those who have a shared interest.

- **Pre-application advice for residents**

The pre-application scheme does not apply to informal initial discussions in connection with very small business premises, very minor schemes or householder schemes (small extensions/alterations), certificates of lawfulness, enforcement or advice to any local resident affected by a development. Such advice at this time will be provided free of charge.

- **Length of consultation is too short**

Comments suggested that the period of 21 days for consultation on some planning applications was too short.

The statutory requirement for consultation o householder, minor planning applications and prior approvals is 21 days. At Barnet we consult on householder and minor applications for 28 days and 23 days for prior approvals. This helps provide a greater window of opportunity for individuals to submit their comments.

- **An improved email alert facility for planning applications**

Several comments were received seeking an improvement to the current e-mail alert facility.

The Council are awaiting a software update to resolve an issue with the email alert facility.

2. REASONS FOR RECOMMENDATIONS

2.1 The Government's National Planning Policy Framework (2012) reinforces the importance of community involvement in the planning process. It states at paragraph 155 :

“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”

2.2 The SCI is a statutory document and in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 planning authorities are required to explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications.

2.3 Barnet's SCI is set out in seven sections:

- The introduction provides a summary of the SCI and highlights the main legislation regarding consultation and community involvement in planning;

- the second section outlines how community involvement and engagement complies with Barnet's Consultation and Engagement Strategy and the various methods used;
- sections three to six set out how we consult and involve the community on matters relating to planning applications;
- section eight relates to how we will involve and engage the community on matters relating to planning policy
- subsequent sections relate to Neighbourhood Planning, Community Infrastructure Levy, Conservation Area Character Appraisals, Article 4(1) Directions as well as applications to carry out works to trees. The final section relates to resource availability for ensuring community involvement.

2.4 The main changes to the SCI adopted in 2007 include:

- Recent changes in legislation ie the Localism Act 2011;
- Greater emphasis and information about the Barnet website;
- References to Neighbourhood Planning consultation procedures; and
- References to the Community Infrastructure Levy Charging Schedule and related consultation procedures.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 The alternative option is not to revise and update this statutory document. This may mean that the opportunity to clarify the Council's approach to consultation on all planning related matters is lost.

4. POST DECISION IMPLEMENTATION

4.1 The SCI is prepared through powers contained within the Planning and Compulsory Purchase Act 2004 and the associated Town and Country Planning (Local Planning) Regulations 2012. As soon as reasonably practical after adoption, a statement setting out issues raised during public consultation and how these were addressed will be published. Following adoption of the SCI there will be a three month period during which legal challenges can be made in accordance with Regulation 35.

4.2 The SCI will be used by Development Management and Strategic Planning services as the basis for all planning related consultations.

4.3 Following approval by Council on 28 July 2015 the SCI will set out the Council's commitment to consultations on all planning related matters

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.2 All four strategic objectives in the Corporate Plan 2015 - 2020 are embedded within the SCI.

Where responsibility is shared fairly:-

- We will ensure that planning processes in Barnet are subject to clear and transparent consultation protocols. That relevant statutory bodies, residents,

local businesses and the local community are involved in all planning related matters.

Where people are helped to help themselves:-

- We will ensure that through provision of a range of communication methods Barnet residents (young and old) have the opportunity to become involved in planning decision making

Where Barnet is a place of opportunity where people can further their quality of life:-

- We will ensure that through clear consultation processes we provide opportunities for residents and businesses to voice their concerns and become involved in shaping the future of the borough.

Where services are delivered efficiently to get value for money for the taxpayer:-

- by adopting a proportionate approach to consultation we will ensure that we achieve the best value for money in engaging the most appropriate audience.

- 5.3 Consultation and engagement is one of the key ways the Council interacts with and involves local communities and residents, providing them with opportunities to:
- gain greater awareness and understanding of what the Council does
 - voice their views and know how they can get involved
 - have their views fed into the democratic decision making process
- 5.4 The approach to consultation and engagement within the SCI is consistent with the Barnet Engagement Model as set out in the Consultation and Engagement Strategy.
- 5.5 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**
- 5.6 The cost of finalising the SCI is fully funded by the 2015/16 Re management fee which includes the cost of staff working on strategic planning.
- 5.7 **Legal and Constitutional References**
- 5.8 The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 provide the statutory basis for the preparation and adoption of the Local Plan. Upon adoption the SCI becomes a statutory document that forms part of Barnet's planning policy framework.
- 5.9 Annex A of document 15 (Responsibility for Functions) within the Council's constitution states under function 2 for the Policy and Resources Committee that the Committee is responsible for approving the development of the statutory Local Plan and related documents and Neighbourhood Plans (for adoption by Full Council).
- 5.10 **Risk Management**
- 5.11 Failure to update the SCI could lead to challenges that the Council is not undertaking consultation in accordance with current Planning Regulations and

other relevant legislation. This would leave engagement procedures and therefore planning decisions open to challenge.

5.12 This risk has been managed by ensuring that, at the very least, the minimum consultation requirements set out in the Town and Country Planning (Local Planning) (England) Regulations 2010 and Development Management Procedure Order are adhered to.

5.13 Equalities and Diversity

5.14 The SCI will help ensure that opportunity is given to all sectors of the community to participate in local planning processes.

5.15 Consultation and Engagement

5.16 The draft SCI was subject to a six week period of public consultation between February and April 2015. The consultation generated 65 responses from 11 individuals and organisations. Appendix B sets out proposed responses to these representations.

5.17 Representations received during the consultation were taken into consideration in finalising the SCI as attached at Appendix A.

6. BACKGROUND PAPERS

6.1 Council, 11 September 2012 (Decision item 4.1) approved the Local Plan Core Strategy and Development Management Policies for adoption.

<http://barnet.moderngov.co.uk/ieListDocuments.aspx?CId=162&MIId=6671&Ver=4>

6.2 Council, 8 May 2007 (Decision item 5) approved the Statement of Community Involvement for adoption

<http://barnet.moderngov.co.uk/CeListDocuments.aspx?CommitteId=120&MeetingId=284&DF=08%2f05%2f2007&Ver=2>

Local Plan

Statement of Community Involvement

June 2015



How to contact the Council's Planning Service

Address:

North London Business Park (NLBP), Oakleigh
Road South, London N11 1NP

Tel: 020 8359 3000

Email: planning.enquiry@barnet.gov.uk



Contents

Introduction.....	1
Legal Requirements	1
Effective Community Involvement.....	2
How we will consult and engage	2
Channels of Communication	2
Who we will seek to Involve	5
Local Plan Consultation Database	6
Equalities Monitoring	6
Have your say on planning applications	7
The Planning Application Process	7
Pre-application Consultations	9
What are pre-application consultations?	9
Pre-application Advice	9
Duty Planning Officer Service	9
Planning Applications	11
Processes and procedures.....	11
How we will let you know about planning applications.....	11
Who we will consult on planning applications	12
Submitting a Representation (comment/objection) on planning applications.....	13
Other Types of Planning Applications.....	14
Decision Making on Planning Applications	15
Appeal to the Secretary of State.....	16
Enforcement Issues.....	17
Overview	17
The Process.....	17
Complaints to the Council	17
How and when to make a complaint.....	17
Local Government Ombudsman.....	17
Planning Policy Consultations	18
Barnet's Local Plan.....	18
Development Plan Documents (DPDs).....	18
Supplementary Planning Documents (SPDs)	19
Neighbourhood Development Plans	19
Local Development Scheme	20
Sustainability Appraisals	20
Community involvement in the preparation of a DPD	21
Community involvement in the preparation of a SPD	21
Opportunities to be Involved	22
What happens to your views and comments?.....	22
Neighbourhood Planning	23
Overview	23
Stages of Consultation in the Production of Neighbourhood Development Plans	24
Neighbourhood Plan – Pre-submission Consultation and Publicity.....	24
Publishing the Neighbourhood Plan.....	25
Examination	25
Post Examination	25
Referendum	25
Post Referendum	25
Community Infrastructure Levy (CIL).....	26
Overview	26
Stages of consultation.....	26
Conservation Area Character Appraisals (CACAs).....	27

Overview	27
Consultation.....	27
Article 4(1) Directions	27
Overview	27
Consultation.....	27
Applications to Lop, Top or Fell Protected Trees	28
Background and procedures	28
Resources	28
How we will resource community involvement.....	28
Appendix A - Consultees	30
Appendix B - Neighbourhood Planning	32

‘We’

Throughout this document the expression ‘We’ is used instead of the term ‘The Council’. ‘We’ is intended to illustrate the fact that the Council has shared interests with local residents, businesses and community groups and places high value on the views and input received through consultation on all planning issues.

1. Introduction

1.1 Background

- 1.1.1 The Statement of Community Involvement (SCI) sets out how we will involve local residents, businesses and community groups in the preparation of planning documents and the consideration of planning applications
- 1.1.2 Through the SCI the Council will ensure that planning processes of the Council are clearly set out and enable more people to get involved in shaping plans and planning decisions.
- 1.0.1 The SCI has been reviewed to reflect reforms to the planning system and changes to service delivery within the Council.
- 1.1.3 This final version of the SCI takes into account, where appropriate, comments made during public consultation held between 26 February 2015 and 9 April 2015.
- 1.1.4 This SCI sets out:
- **What** the Council will consult and engage the community on;
 - **When** the Council will consult and engage the community;
 - **How** the Council will consult and engage the community; and
 - **Who** within the community we will consult and engage with.

1.2 Legal Requirements

- 1.2.5 The legal requirements for consultation and community involvement in plan-making (the process of writing planning policy) and planning applications are set out by Government in legislation including:

A: Planning applications – [The Town and Country Planning \(Development Management \(Procedure\) \(England\) Order 2015](#). This sets out the steps local authorities must take with regard to the processing and administration of planning applications from the point where an application is made through to the way in which decisions are recorded.

B: Plan-making – [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). The Regulations set out the procedure to be followed by local planning authorities in relation to the preparation of local plans and supplementary planning documents including who is to be consulted and which documents must be made available at each stage of the process.

2. Effective Community Involvement

2.1 How we will consult and engage

- 2.1.1 The Council's approach to what good engagement looks like is set out in [Barnet's Consultation and Engagement Strategy](#) . The Statement of Community Involvement (SCI) has been shaped by the Consultation and Engagement Strategy.
- 2.1.2 The Council uses various methods of consultation depending on the subject matter, the level of engagement required, and the type of stakeholders i.e. community groups or children, we are trying to reach. In some cases this will require a multi-method approach.
- 2.1.3 When selecting which consultation methods are the most appropriate to use, the Council will consider factors including accessibility, equality, cost, effectiveness and timeliness.

2.2 Channels of Communication

- 2.2.1 There are a range of communication channels used by the planning service for public engagement during consultation and for providing points of contact for the general public. These channels include:

The Council website:	Citizen's Panel
- Engage Barnet	Workshop Events
- Planning Policy Web Pages	Public Notices
- Planning application search facility	

Social Media

Barnet First Magazine

- 2.2.2 Further details of these communication channels are set out below.

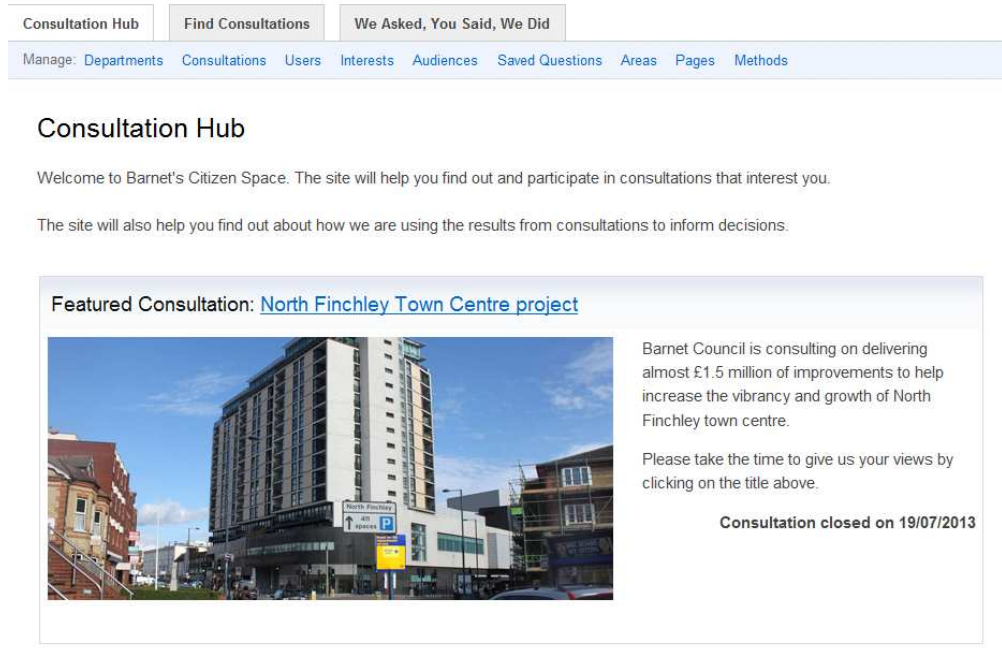
Barnet Council Website - www.barnet.gov.uk

- 2.2.3 The website provides a channel for direct contact with the Council. It is home to many web pages concerning different aspects of the work that the Council conducts. The web pages specifically related to Planning consultations are Engage Barnet, the Planning Policy web pages and the Planning application search facility.

Engage Barnet

- 2.2.4 Engage Barnet is a central platform which highlights current planning policy consultations. It provides an easily accessible space where comments can be submitted conveniently. (<http://engage.barnet.gov.uk/>). A sample of this site is given below.

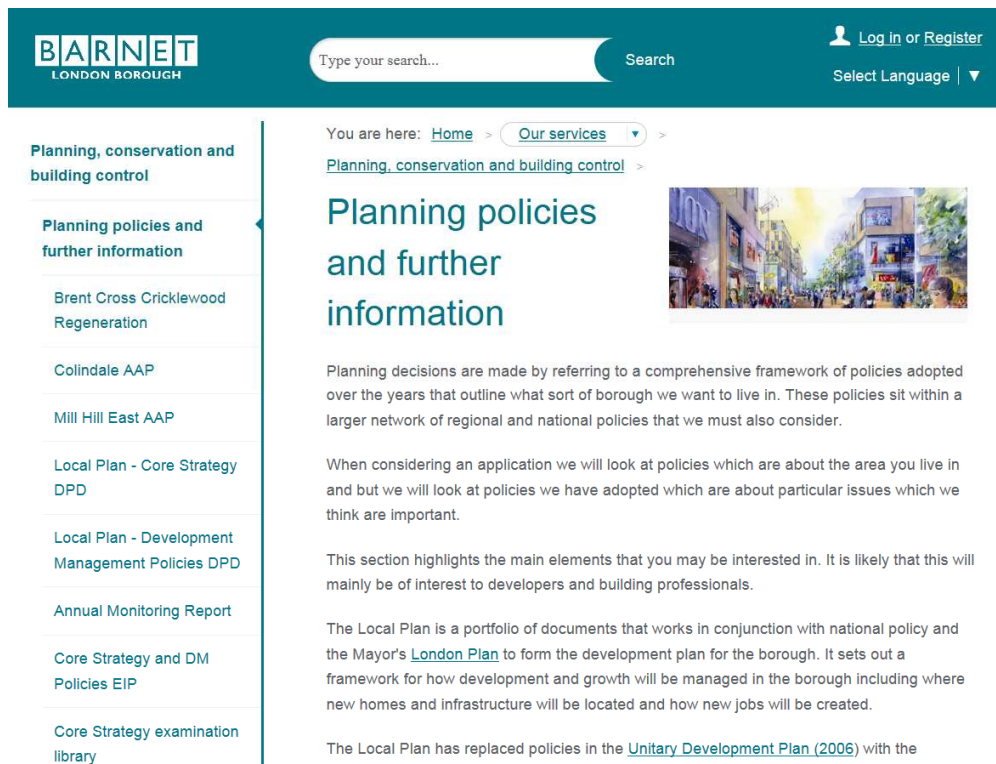
Figure 1: Engage Barnet web page



Planning Policy web pages

2.2.5 The Council also has dedicated planning policy webpages. These publicise consultations and provide further context about Barnet's Local Plan and the development of local planning policy. (<https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/planning-policies-and-further-information.html>). A sample is given below.

Figure 2: Planning Policy web page



Planning application search facility

- 2.2.6 The Council web site provides a planning application search facility which can be used to search for individual planning applications. The search facility is comprised of a series of tabs which allows the user to conduct different searches. A user can conduct a simple or advanced search for an application or a user may produce weekly lists of planning applications received or determined by date. By selecting the property tab a user may search for the planning history of an individual property, particular road, ward or post code. Registered users of Barnet web site will be able to receive email alerts regarding specific planning applications either related to a road, area or a particular site.

Figure 3: The online planning application search facility.

Social Media

- 2.2.7 The Council considers that through the use of social media such as Facebook, YouTube, Twitter and Flickr it can reach out to a greater range of local businesses and local residents, particularly children and younger people giving them more opportunities to have a say about what is going on in the Borough. Local Plan consultations are posted on both Facebook and Twitter.

<https://www.facebook.com/pages/Barnet-Council/25963519357>

<http://twitter.com/barnetCouncil>

<http://www.youtube.com/BarnetCouncil1>

<https://www.flickr.com/photos/barnetcouncil>

Barnet First Magazine

barnetfirst

- 2.2.8 Barnet First is the Council's magazine that is distributed to every household in the Borough every three months. Barnet First can provide an opportunity to raise awareness amongst Barnet residents of forthcoming planning policy consultations.

Citizens Panel

- 2.2.9 The Panel is a representative sample of Barnet residents who consider up to four questionnaires a year. The Panel is another engagement vehicle that may be used in the production of planning policy documents.
- 2.2.10 The Panel currently has 2,000 Barnet residents as members. The Panel's membership is continually refreshed so as many residents as possible have an opportunity to get involved in local decision making. Once residents have accepted an invitation to be a member of the Panel they are asked to complete a profiling questionnaire, which enables us to select on the basis of key demographics such as age, gender, ethnicity, disability and where they live. The complete Panel is then designed to be representative of the borough. Residents are given a three year membership. More information about the Citizens Panel is available on the council website. (See <https://www.barnet.gov.uk/citizen-home/council-and-democracy/democracy-and-elections/consultations/barnet-citizens-panel.html>).

Workshop Events

- 2.2.11 Workshops are another engagement vehicle and are considered most effective as a means used for evidence gathering. Workshops can be more interactive than presentations or conferences and are normally comprised of small groups where active discussion is encouraged and views are exchanged. Workshop outputs can be very useful for steering documents in early stages of production.

Public Notices

- 2.2.12 Public notices placed in the local newspapers are used to notify residents of consultations on a range of planning policy documents and major planning applications.



- 2.2.13 Public notices are used for a range of planning applications including:

- Development which requires an assessment of likely environmental impacts (Environmental Impact Assessment)
- Major applications
- Listed building consent

2.3 Who we will seek to Involve

- 2.3.1 We want to involve as many people as possible in plan making and planning decisions. In shaping the future of Barnet we particularly want our children and young people to get involved in planning. The greater the number the better understanding the Council will have of the range of views on planning issues in Barnet. This is what the

Local Plan Consultation Database

To be included in our Local Plan Consultation Database please email your contact details to Forward.planning@barnet.gov.uk; For our purposes it is useful if you can let us know if you are a Barnet resident or are acting on behalf of an organisation/employer.

Statement of Community Involvement aims to achieve.

Local Plan Consultation Database

- 2.3.2 The Local Plan database is used for planning consultations and contains approximately 1,300 contacts. Individuals and organisations can request to be added to our Consultation Database, and will then be notified of all forthcoming Local Plan consultations.

Equalities Monitoring

- 2.3.3 All planning policy consultations will be accompanied by equalities monitoring forms. This will enable us to analyse data collected and identify specific issues relating to any individual groups should this arise.

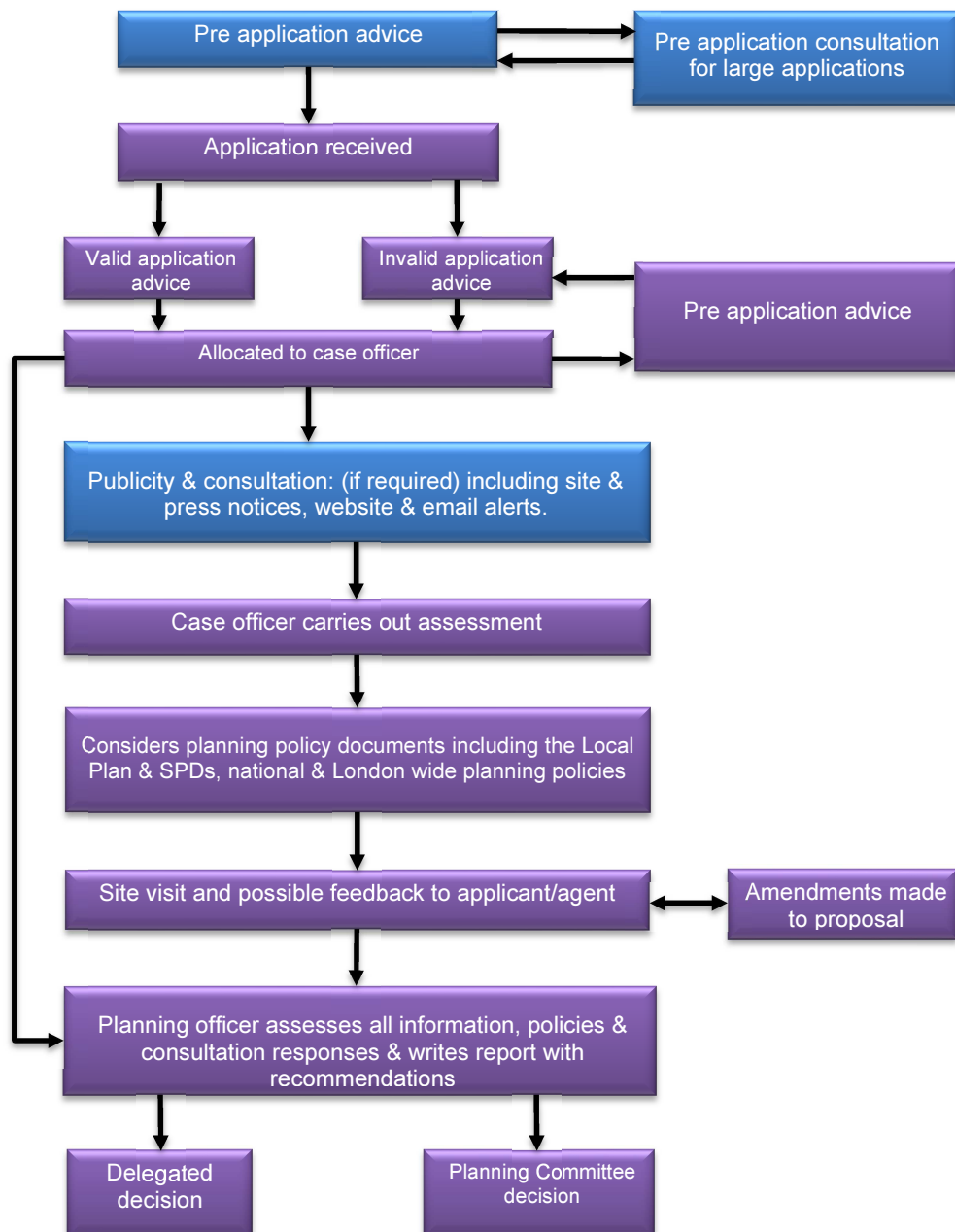
3. Have your say on planning applications

3.1 The Planning Application Process

3.1.1 The Planning Service deals with all planning applications in Barnet. It processed over 5,500 planning applications in 2013/14. These included applications for development and changes of use as well as listed building consent and advertisements.

3.1.2 The planning application process is set out in the chart below. There are two distinct stages for community involvement in the planning application process: pre-application and application consultation (highlighted in blue below).

Figure 4: The planning application process



“Householder application” means:

- An application for planning permission for development of an existing dwelling house, or development within the curtilage of a dwelling house for those living there.

The definition does not include applications for changes of use or applications to change the number of dwellings in a building.

3.1.3 The vast majority of planning applications considered by the Council are small scale developments e.g. householder applications. The Council aims to determine planning applications within 8 weeks of validation.

3.1.4 Planning applications for major development require wider community consultation and a greater degree of community involvement. Applying for major development is more complex and the applicant is required to submit a larger amount of documentary evidence (e.g. a transport assessment). The Council aims to determine major applications within 13 weeks of validation.

“Major development” means

- Housing developments of more than 10 dwellings;
- Housing development on a site of 0.5 hectares or more;
- Any other development with a floor area of 1,000m²;
- Any other development on a site of 1 hectare or more; and
- Waste development

4. Pre-application Consultations

4.1 What are pre-application consultations?

4.1.1 Pre-application consultation can be undertaken by a developer before submitting a formal application. The process and details are discussed with planning officers at a pre-application meeting. We request pre-application consultation on all large scale major development proposals and in general it is considered appropriate for schemes where:

- the proposals are likely to have a significant impact on the environment or on the local community, and
- the nature of the development is likely to attract significant local interest.

4.1.2 The aim of pre-application consultation is to encourage discussion before a formal application is made, enabling communities to have an influence on a planning proposal before it is finalised. The process can help to identify improvements and overcome objections at a later stage. Such pre-application consultations can take the form of exhibitions, presentations, workshops or simply a letter or mail shot.

4.1.3 The output of a pre-application consultation should feed into a Statement of Pre-application Consultation which is submitted with the subsequent planning application. This report should set out the main issues raised and how the proposals have addressed them.

4.1.4 Planning and Development Forums are another form of pre-application consultation. These are meetings organised by the Council which bring together interested parties to discuss planning proposals. Developers can present their proposals in public before they make a formal application. The Forum aims to raise local awareness of a scheme at an early stage before it is formally submitted to the Council.

4.2 Pre-application Advice

4.2.1 We encourage developers to seek the Council's views on development proposals, particularly for major or complex schemes, before they submit a planning application. Pre-application meetings help identify key issues and help to ensure that a planning application closely accords with planning policies. An appropriate fee is charged for the pre-application advice service (See <https://www.barnet.gov.uk/citizen-home/planning-conservation-and-building-control/submit-a-planning-application/pre-application-advice.html>). More detailed information is available on the planning pages of the Council website.

4.3 Duty Planning Officer Service

4.3.1 The Duty Planning Service is currently available to give face to face advice to members of the general public three mornings a week. Opening times and location are available on the Council website

4.3.2 The Duty Planning Officer is able to provide general advice on planning issues. However, for information regarding a specific planning application it is advisable to contact the appointed planning officer directly.

4.3.3 The pre-application charging scheme does not apply to informal initial discussions in connection with very small business premises, or very minor schemes or householder schemes (small extensions/alterations), certificates of lawfulness, enforcement or advice of any local resident affected by a development. Such verbal advice at this time will continue to be provided free of charge. This applies to the duty planning officer service.

4.3.4 The more information that a customer can provide the easier it will be for the duty planning officer to offer detailed and specific advice. The Duty Planning Officer usually requires the following from customers:

- Plans or sketch drawings;
- a clear idea of what you want to do;
- able to describe the site
- describe any buildings and current uses;
- details of any previous planning permissions if known; and
- photographs of the site and surrounding area

5. Planning Applications

5.1 Processes and procedures

- 5.1.1 On receipt of an application the planning service will check it in order to determine whether it's valid. A valid application comprises:
- Information requested on the standard application form
 - Mandatory national information requirements, including a design and access statement¹ if one is required, and
 - national and local application requirements
- 5.1.2 Once a planning application has been validated the Council is responsible for carrying out consultation through statutory publicity and notification². The Council's approach to publishing and consulting upon planning applications is:
- to consult for 28 days thereby exceeding the minimum statutory requirement of 21 days;
 - to publish applications on the Council's website via the planning application search facility (paragraph 2.1.6). Applications can also be viewed at the Planning Reception at Barnet House; and
 - to publish a site notice and press advert when necessary and issue neighbour consultation letters
 - to consult various specialists and relevant organisations when this is required. This includes [Statutory Consultees](#)³, such as neighbouring authorities, the Environment Agency, Natural England and other organisations, when appropriate.
 - to consult various internal services such as Highways or Environmental Health where this is necessary,
- 5.1.3 In order to effectively process responses to planning applications the Council expects all comments to be received in writing within the specified consultation period. Comments can be submitted either by letter, email or on-line.
- 5.1.4 The Council values the contribution of all responses to planning applications to the decision making process. It will endeavour to consider late responses in exceptional circumstances.
- 5.1.5 If, for disability reasons, people have difficulty getting to the Planning Reception, the case officer will visit them (on appointment) with a copy of the plans.

5.2 How we will let you know about planning applications

- 5.2.1 The Council is required to publicise the majority of planning applications. Certificate of Lawfulness applications are published and can be viewed using the on-line search facility. Minimum requirements for how people are notified of planning applications are set out in legislation and explained in the table below.

¹ A design and access (DAS) statement is a short report accompanying and supporting a planning application. They provide a framework for applicants to explain how a proposed development is a suitable response to the site and its setting, and demonstrate that it can be adequately accessed by prospective users. See <http://www.planningportal.gov.uk/planning/applications/howtoapply/whattosubmit/designaccess>

² [The Town and Country Planning \(Development Management \(Procedure\) \(England\) Order 2015](#)

³ <http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-2-statutory-consultees-on-applications-for-planning-permission-and-heritage-applications/>

Table 1: Notification methods for planning applications

Method	Statutory Requirement	Comment
Email alerts	No	You can register on the Council website to receive planning application alerts either by property(s) or ward. The email alert contains details of proposals and information on how to view and comment via the Council's website.
Site notices	Yes*	Notices are displayed in a public place at or near the application site. They contain details of the proposal, where plans can be viewed and the name of a contact officer dealing with the application. One or more notices may be displayed depending on the size and location of the proposed development. The notice is displayed for 21 days.
Letters	Yes*	Letters are sent to occupiers within the same building as the proposed development and to adjoining neighbouring properties which are contiguous [touching a boundary] to the application site.
Website	Yes	Barnet's website contains details of all applications including copies of all associated documents and drawings. You can search by a number of criteria, track the progress of applications and submit comments online.
Weekly list of applications	No	Weekly lists of planning applications can be viewed on the website by using the search facility.
Public notice	Yes	As and when required a notice is published in the local press for various types of applications including: <ul style="list-style-type: none"> • Major applications • Listed building consent • Developments affecting the character/appearance of a conservation area • Applications accompanied by Environmental Impact Assessment (EIA) • Departures from the development plan

* The requirement is for either a site notice or letter.

5.3 Who we will consult on planning applications

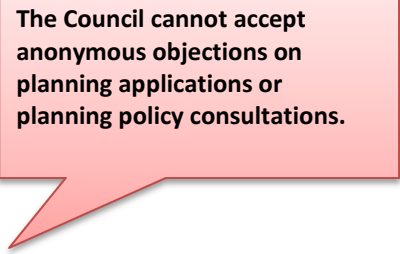
5.3.1 In deciding who to consult on a planning application we take the following into account:

- Those directly affected by the development proposal – we consider 'directly affected' to mean adjoining neighbouring properties which are contiguous [touching a boundary] to the application site and occupiers within the building to which the application site relates as a minimum. Barnet will consult in accordance with Barnet's adopted Guidance on Consultation and Publicity of Planning Applications, which goes beyond the minimal requirements as laid out in legislation. For major developments with a wider effect, consultation will be carried out accordingly.
- Regulations about statutory consultation – Schedule 4 of the Town and Country Planning (Development Management Procedure) (England) Order 2015, sets out which statutory bodies should be consulted with regards to particular types of development.
- The type of application – this may mean that consultation is necessary with the relevant conservation area advisory committee, or other relevant non-statutory consultee; and
- The Mayor of London may be consulted on applications considered to be of 'potential strategic importance'. The mechanism for this statutory power is set out in the [Town and Country Planning \(Mayor of London\) Order 2008](#).

5.3.2 We recognise that local community groups and organisations may be interested in planning applications in their area and therefore promote and encourage the use of the email alert facility available on the [Barnet website](#).

5.4 Submitting a representation (comment/objection) on planning applications

- 5.4.1 Residents notified by post of a planning application may email (included in the letter) the appointed case officer directly. Alternatively, representations can be emailed to planning.enquiry@barnet.gov.uk.
- 5.4.2 Respondents are required to quote either the planning application number or the full location details for the site in any correspondence.
- 5.4.3 The Council will accept petitions and pro-forma letters as representations, but due to the potentially large number of individual addresses contained in representations of this kind, it may not be possible to reply individually to all those who have submitted a representation. In such circumstances the Council will write to the owner of the petition/pro-forma letter where possible or seek alternative methods of communication.
- 5.4.4 Comments made on planning applications must be made in writing and be received before the consultation period closes. Where an applicant has to make significant changes to a development description (for the purposes of an application) the application must go through a further period of consultation. Representations in such circumstances must be made within 14 days. The Council will normally only acknowledge receipt of responses received by email and those on receipt of a stamped, self-addressed envelope, if one is supplied. We will also notify everyone who made a comment of the Council's decision.



The Council cannot accept anonymous objections on planning applications or planning policy consultations.

Planning applications can only be decided on those matters relevant to planning. These matters are called “material considerations”.

“Material Considerations” are factors considered in the determination of applications for planning permission and other consents, alongside the Local Plan. They include:

- Effects on traffic, access and parking;
- Scale and appearance of proposal and impact on surrounding area;
- Loss of light;
- Overlooking and loss of privacy;
- Effect on nature conservation and loss of trees;
- Effect on a conservation area;
- Effect on a listed building; Noise pollution;
- Whether the use would be appropriate for the area
- National, regional and local planning policies.

“Non-material Considerations” are factors that cannot be considered in the determination of applications for planning permission and other consents. They include:

- Loss of property value;
- Loss of a view;
- Private issues between neighbours such as land covenants, land boundary disputes, damage to property;
- Problems associated with construction works being carried out, such as noise, dust and disturbance by construction vehicles;
- Competition between firms;
- Structural and fire precaution matters

Often residents want to comment on matters that cannot be taken into account because they are not controlled by planning legislation. These are non-material considerations.

5.5 Other Types of Planning Applications

5.5.1 We carry out consultations on other applications in accordance with statutory requirements. Consultations are undertaken according to the following general principles:

Listed Building Consent

For development involving the demolition, in whole or part, or the material alteration of Grade I or II* listed buildings, Listed Building Consent is required and for works that affect its character as a building of special architectural or historic interest.

These applications are advertised in the local newspaper and by site notice, except where the works are only internal and where the building is listed Grade II.

Where demolition of a listed building is involved, we consult the National Amenity Societies⁴

We consult Historic England in accordance with government guidance.

Other consultation is carried out as appropriate for the individual application e.g. with the local amenity society.

We will consult with Historic England on development sites within Areas of Archaeological Significance as set out in section 2.17 of Barnet's SPD on Sustainable Design and Construction.

Certificates of Lawfulness

If you want to be certain that the existing use of a building is lawful for planning purposes or that your proposal does not require planning permission you can apply for a Certificate of Lawfulness.

Decisions on these applications are a matter of law, not of planning policy so there is no requirement to consult on them. We may, on occasion, consult adjacent occupiers and local amenity societies on applications for a lawful development certificate for existing uses, operations or activities in order to confirm the assertions about the development put forward by the applicant.

Advertisement Consent

You may need to apply for advertisement consent to display an advertisement bigger than 0.3 square metres (or any size if illuminated) on the front of, or outside, your property (be it a house or business premises).

We consult as required by the Regulations, e.g. in relevant cases with the Secretary of State for Transport, neighbouring Boroughs, and bodies responsible for railways and waterways.

Prior Approval

There is a 'prior approval' procedure for single storey rear extensions on dwellinghouses and for changes of use from offices and retail units to residential (among other types of development). For prior approval applications we consult as required by the relevant legislation (Town and Country Planning (General Permitted Development Order) 2015) by serving a notice on adjoining owners or occupiers immediately adjoining the site for a period of 23 days and by displaying a site notice for the same period for the change of use from offices or retail to residential.

5.6 Decision Making on Planning Applications

5.6.1 The Council will make decisions on planning applications by considering the advice of Planning Officers, the Local Plan and other relevant material considerations. Such decisions

Planning Committees

In order to give citizens a greater say in Council affairs there are three Area Planning Committees dealing with planning applications. These are divided into three areas: Finchley and Golders Green, Chipping Barnet and Hendon Area Planning Committees.

There is also a Planning Committee which considers planning applications that: represent a departure from the Local Plan; are on behalf of the Council or where the Council has a significant interest; are referred to the Mayor of London and matters of significance to the entire Borough.

Taken from [Barnet Council's Constitution](#).

⁴ As required by Arrangements for Handling Heritage Applications – Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015). The Societies are the Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Society for the Protection of Ancient Buildings, the Twentieth Century Society and the Victorian Society.

are made in two ways. These are by:

- Delegated powers; and
- Area Planning Committee.

- 5.6.2 The majority of planning applications in Barnet are determined under a delegated scheme to the Assistant Director of Development Management and Building Control.
- 5.6.3 Where five or more objections are received in relation to a planning application (that has been recommended for approval by the appointed planning officer) it will be determined by an Area Planning Committee. The Area Planning Committees are open to the public and all committee papers are available on the Council website. When an application has to be decided by Area Planning Committee, the Council offers people who have made representations the opportunity to speak and make direct representation to elected members (Councillors).
- 5.6.4 The Council's public participation arrangements as laid out in the Council's Constitution (<http://barnet.moderngov.co.uk/documents/s22764/18%20Public%20Participation%20and%20Engagement.pdf>) contain the rules for people wishing to speak at the committee.
- 5.6.5 Committee reports and the agenda are published to view on the Council's website five clear working days before the meeting. Agendas can be viewed at the Planning Reception at Barnet House.

What happens after a planning application is decided?

5.7 Appeal to the Secretary of State

- 5.7.1 When an application is refused, is approved subject to planning conditions or Section 106 requirements for affordable housing an appeal may be made to the Secretary of State. Nearly all appeals are decided by an Inspector. Before making an appeal, discussion with the planning department is encouraged as there may be an opportunity to resolve the issue. A further application may be the best possible course of action and an appeal should only be made when all other possibilities have failed.
- 5.7.2 There is no right of appeal for third parties. This means that if planning permission is granted a member of the public cannot take the application to an appeal.
- 5.7.3 Appeals must generally be made within a specified time period of the decision date to refuse an application.

Further information regarding appeals can be found on the Planning Portal (<http://www.planningportal.gov.uk/planning/appeals/>). Appeals can take several months to decide.

6. Enforcement Issues

6.1 Overview

- 6.1.1 The Council encourages the community to report cases where they believe that there has been a breach of planning control. All planning enforcement related complaints are treated confidentially.

6.2 The Process

- 6.2.1 If the complaint results in a planning application being submitted, then this will be publicised in the normal manner and adjoining neighbours and complainants notified.
- 6.2.2 Members of the public can complain about development that is occurring:
- Without planning permission or a similar consent such as Listed Building Consent
 - Without complying with conditions that have been attached to a permission
 - That is not in accordance with an approved plan
- 6.2.3 In cases where planning enforcement action is taken or not, complainants are informed of the action or offered a full explanation providing the Council's reasons. Many initial complaints relate to non-enforcement issues in the Borough, such as permitted development-type extensions or alterations to a dwelling house. In such cases, the Council will provide the individuals involved with the guidelines for permitted development which do not require planning permission. Such guidance can also be obtained from the Planning Portal website www.planningportal.gov.uk.

7. Complaints to the Council

7.1 How and when to make a complaint

- 7.1.1 In circumstances where it is considered that planning applications have not followed the correct council consultation procedure a complaint can be submitted.
- 7.1.2 Please note that a complaint cannot result in the change of a planning decision.
Tel: 0208 359 3000 or email: first.contact@barnet.gov.uk
- 7.1.3 The Council's Corporate Complaints Policy can be downloaded through the website <https://www.barnet.gov.uk/citizen-home/council-and-democracy/council-and-community/comments-compliments-and-complaints.html>

7.2 Local Government Ombudsman

- 7.2.1 Only once Barnet's complaint procedures have been completed can a complaint be taken to the Local Government Ombudsman (LGO). This service explores complaints about councils and some other authorities in a fair and independent way and is a free service. Further information can be found on their website - <http://www.lgo.org.uk/>

Or call the LGO Advice Team on 0300 061 0614. Offices are open Monday to Friday 8:30am – 5:00pm.

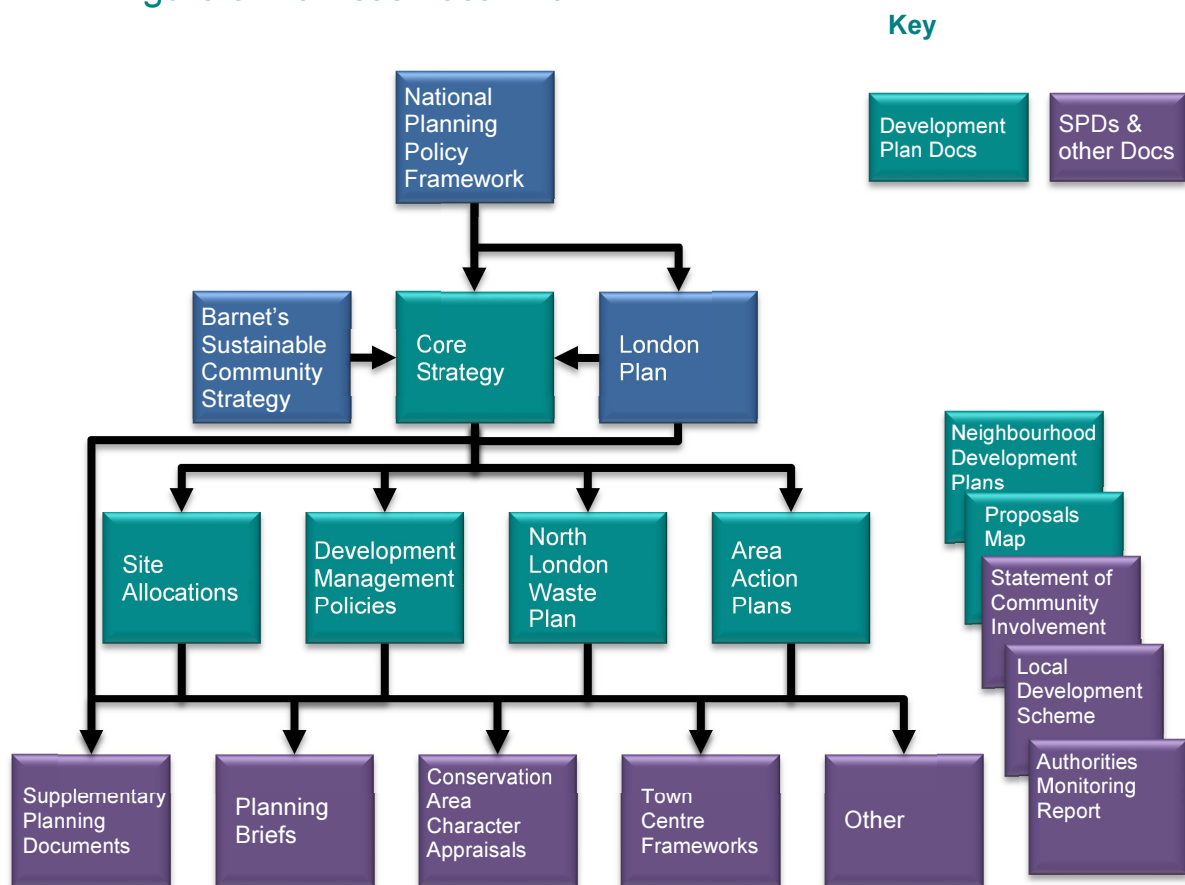
8. Planning Policy Consultations

8.1 Barnet's Local Plan

8.1.1 The Council is under a statutory duty to put in place a framework of planning policies which can be used to guide development proposals and determine planning applications. This framework is called the Local Plan (formerly the Local Development Framework or LDF) and is comprised of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). The Local Plan must comply with both the National Planning Policy Framework and the Mayor's London Plan.

8.1.2 The diagram below illustrates the structure of Barnet's Local Plan within the context of national and regional planning policy.

Figure 5: Barnet's Local Plan



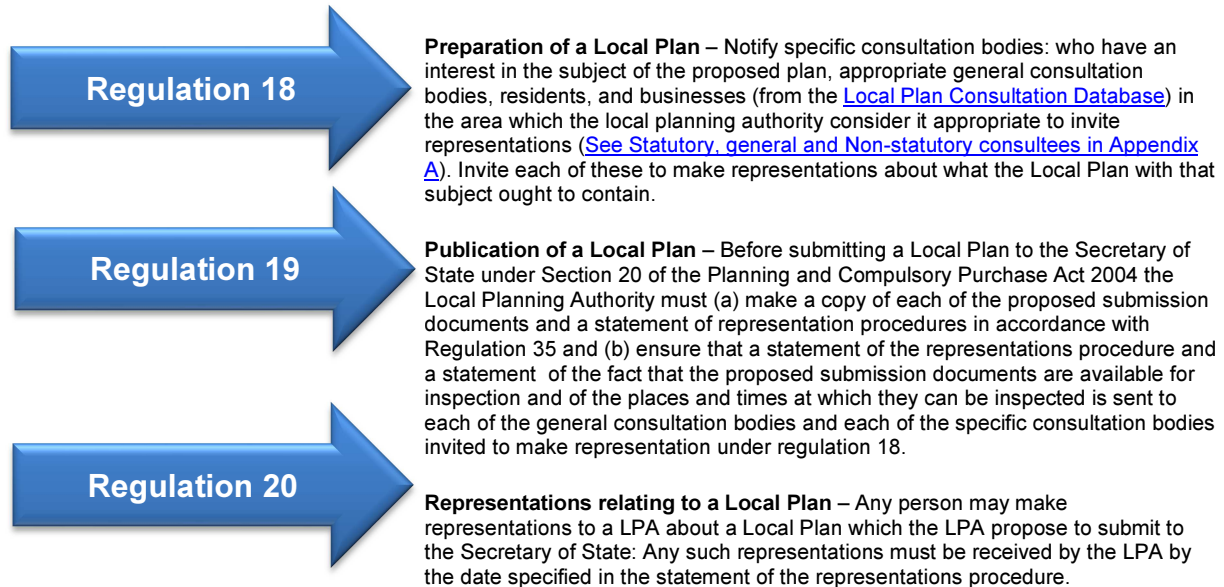
8.2 Development Plan Documents (DPDs)

8.2.1 Development Plan Documents are the starting point for a local authority's planning decisions. Planning decisions have to accord with the Local Plan unless indicated otherwise by other important matters (known as 'material considerations'). There are several types of Development Plan Document in Barnet's Local Plan including:

- Core Strategy
- Site Allocations
- Development Management Policies
- North London Waste Plan
- Mill Hill East Area Action Plan
- Colindale Area Action Plan

8.2.2 Development Plan Documents are subject to a rigorous statutory process, including community involvement. They are subject to a Sustainability Appraisal, independent examination and Council agreement before adoption. The statutory preparation process for these documents is laid out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). The main points of the regulations are set out in Figure 6.

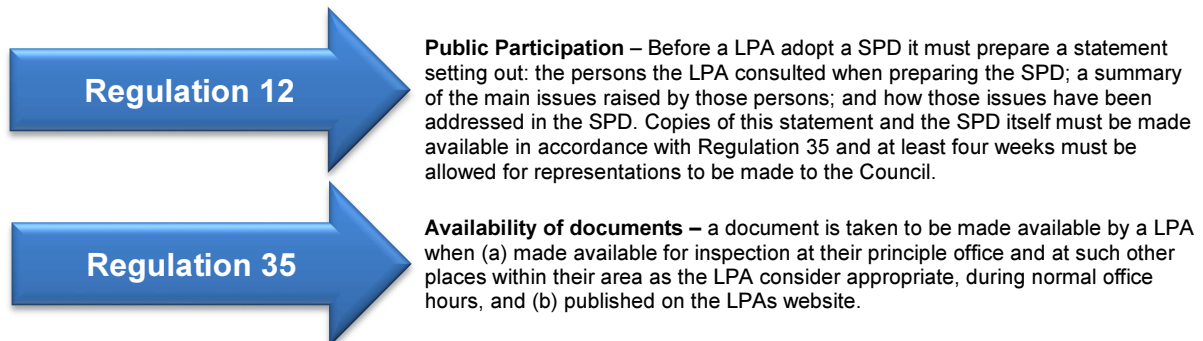
Figure 6: Regulations for Consulting on DPDs



8.3 Supplementary Planning Documents (SPDs)

8.3.1 Supplementary Planning Documents focus on specific topics and provide additional guidance and interpretation to support policies in the Local Plan. As with Local Plans, the statutory requirements for preparing SPDs are laid out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). - the key points of which are set out in Figure 7. SPDs cover issues such as residential design, affordable housing and sustainability. SPDs are not subject to independent examination, but require Council agreement before adoption.

Figure 7: Regulations for Consulting on SPDs



8.4 Neighbourhood Development Plans

8.4.1 These are local (neighbourhood) level planning policy documents that are created by local communities and must comply with the Core Strategy. Adoption of a

Neighbourhood Development Plan is subject to majority support at a local referendum (See section 8).

8.5 Local Development Scheme

- 8.5.1 The timetable for the production of Local Plan documents is set out in the Local Development Scheme. This timetable is updated annually in the Authorities Monitoring Report.

8.6 Sustainability Appraisals (SAs)

- 8.6.1 A SA is an assessment of the economic, social and environmental impacts of policies or proposals contained in certain planning documents and some area specific SPDs in order to promote sustainable development. SAs are subject to consultation and are published alongside draft and final DPDs and SPDs.

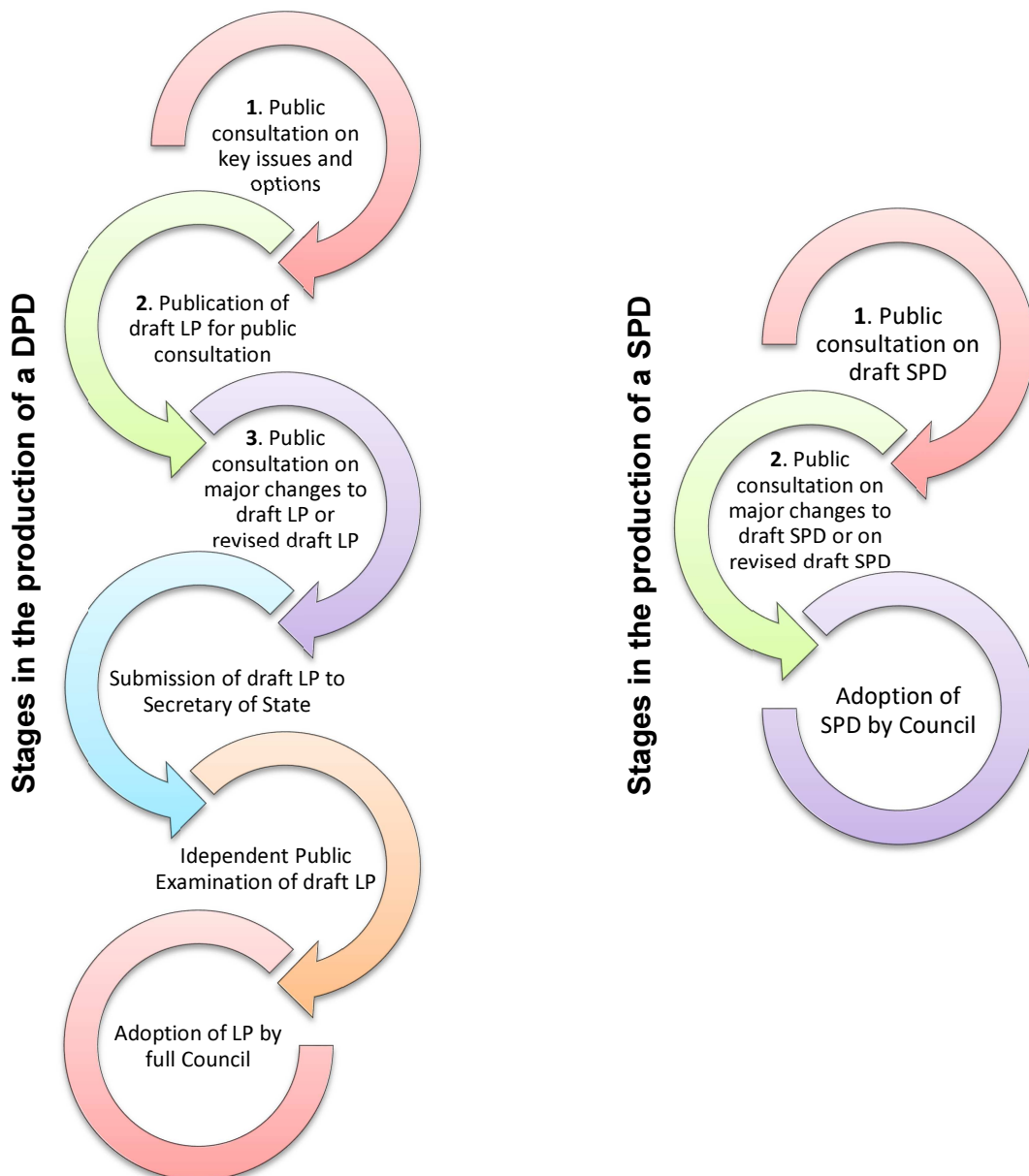
8.7 Community involvement in the preparation of a DPD

8.7.1 There are usually three stages in the production of DPDs which involve public consultation and engagement. However, there will only be a third stage of consultation if any major changes are made to the draft document prior to submission to the Secretary of State. There is also an opportunity for people to speak at the Independent Public Examination.

8.8 Community involvement in the preparation of a SPD

8.8.1 SPDs are drafted in a similar way to DPDs; however, they are not subject to the submission and examination stages and do not usually require SAs particularly if they are related to a Development Plan Document which has already undergone a SA. There is usually just one stage of public consultation in the production of a SPD. However, if major changes are made to the document there may be a second consultation

Figure 8: Stages in the Production of DPDs and SPDs



8.9 Opportunities to be Involved

- 8.9.1 During the consultation stages of DPDs and SPDs, the relevant documents will be made available for inspection on the Planning Policy pages of the website and hard copies of the relevant documents will also be made available in Barnet's local libraries.
- 8.9.2 We will consult as widely as resources will allow and ensure as wide a range of views in shaping the future of Barnet. We will use email as a primary All groups and individuals who have made comments during a consultation will be notified of further stages of consultation during the production of that document and will be informed of its formal adoption at the end of the process.

8.10 What happens to your views and comments?

- 8.10.1 When engaging the community on planning documents, we understand the importance of providing feedback to those who have made the effort to respond to our consultations; setting out how we have responded to their comments.
- 8.10.2 Two documents are produced and published alongside each consultation. The first is a Representation Report, a schedule of comments made after the consultation together with the Council's responses. The **Representation Report** is usually reported to Committee as part of the decision making process of the DPD or SPD. It is therefore available for public inspection on the committee and Planning Policy section of the Council's website (see Planning Committee <http://barnet.moderngov.co.uk/ieDocHome.aspx?bcr=1>).
- 8.10.3 The second document is a **Consultation Statement** this sets out who was consulted, how they were consulted, a summary of the main comments received and how these have been addressed. This too, is made available for public inspection and published on the Council website.

9. Neighbourhood Planning

9.1 Overview

- 9.1.1 The Localism Act 2011 introduced statutory policies which enable communities to draw up a Neighbourhood Plan for their area. This power is intended to give communities more of a say in the development of their local area (within certain limits and parameters). More details on the legal requirements for neighbourhood planning are provided in the Neighbourhood Planning Regulations⁵.
- 9.1.2 Neighbourhood planning can involve the production of a Neighbourhood Plan or a Neighbourhood Development Order (NDO). A Neighbourhood Development Plan sets out policies for the development and use of land for the area concerned. Once formally 'made' it forms part of the statutory development plan for its area and the Council must consider it when making planning decisions within the neighbourhood area. A Neighbourhood Development Order can be used to grant 'planning permission' without the need for a planning application. The process for the production of a Neighbourhood Plan is very similar to a NDO.
- 9.1.3 Neighbourhood planning can be taken forward by two types of body - town and parish councils or 'Neighbourhood Forums'. Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.
- 9.1.4 The criteria for establishing neighbourhood forums have been kept as simple as possible to encourage new and existing residents, organisations and voluntary and community groups to put themselves forward.
- 9.1.5 Before embarking on the process to produce a Neighbourhood Development Plan, it may be advisable to seek independent advice:

- **Planning Aid** - <http://www.rtpi.org.uk/planningaid/> - Professional advice and information available to those who cannot afford to pay professional fees.
- **Planning for Real** - <http://www.planningforreal.org.uk/> - A community planning model (using interactive, hands-on tools and techniques) that helps people to shape where they live.
- **Community Planning** - <http://www.communityplanning.net/> - Provides easily accessible 'how to' guidance on community planning and best practice.

Table 2: A summary of the key stages in Neighbourhood Planning

Stages	Stage Title	Details
Step 1	Designating Neighbourhood Area and Neighbourhood Forum	<ul style="list-style-type: none"> • Prospective Neighbourhood Forum submits an application to Barnet Council to designate a Neighbourhood Area • The Council publicises and consults on the Area application for minimum 6 weeks • The Council designates a Neighbourhood area • The Neighbourhood Forum submits an application to be a designated Neighbourhood Forum for a Neighbourhood Area • The Council publicises and consults on the forum application for minimum 6 weeks and takes decision on whether to designate the Neighbourhood Forum • Following designation the Neighbourhood Forum becomes the qualifying body.
Step 2	Preparing a draft Neighbourhood	<p>Forum develops proposals (advised or assisted by the Council)</p> <ul style="list-style-type: none"> • Gather baseline information and evidence

⁵ Neighbourhood Planning (General) Regulations: <http://www.legislation.gov.uk/uksi/2012/637/contents/made>

	Plan or Order	<ul style="list-style-type: none"> • Engage and consult those living and working in the Neighbourhood Area and those with an interest in or affected by the proposals (e.g. service providers) • Talk to land owners and the development industry • Identify and assess options • Determine whether European Directives might apply • Start to prepare proposals documents e.g. basic conditions statement
Step 3	Pre-submission publicity & consultation	<p>The forum:</p> <ul style="list-style-type: none"> • publicises the draft Plan or Order and invites representations • consults the consultation bodies as appropriate • sends a copy of the draft Plan or Order to the Council • where European Directives apply, complies with relevant publicity and consultation requirements • considers consultation responses and amends Plan / Order if appropriate • prepares consultation statement and other proposal documents
Step 4	Submission of Neighbourhood Plan or Order proposal to the LPA	<ul style="list-style-type: none"> • Forum submits the Plan or Order proposal to the Council • The Council checks that submitted proposal complies with all relevant legislation • If the Council finds that the Plan or Order meets the legal requirements it: <ul style="list-style-type: none"> ○ publicises the proposal for minimum 6 weeks and invites representations (see 8.3.2) ○ notifies consultation bodies referred to in the consultation statement ○ appoints an Independent Examiner (with the agreement of the qualifying body)
Step 5	Independent Examination	<ul style="list-style-type: none"> • The Council sends Plan / Order proposal and representation to the Independent Examiner • Independent Examiner undertakes examination • Independent Examiner issues a report to the local planning authority and qualifying body • The Council publishes report • The Council considers report and reaches own view (save in respect of community right to build orders where the report is binding) • The Council takes the decision on whether to send the Plan / Order to referendum
Steps 6 and 7	Referendum and Making the Neighbourhood Plan or Order	<ul style="list-style-type: none"> • The Council publishes decision statement • The Council publishes notice of referendum/s • Polling takes place (in a business area an additional referendum is held) • Results declared • Subject to results the Council considers Plan /Order in relation to EU Directives and Convention rights

9.2 Stages of Consultation in the Production of Neighbourhood Development Plans

9.2.1 As part of the process for preparing Neighbourhood Plans, Neighbourhood Forums are encouraged to arrange community consultation events to establish the key issues within the area, gather evidence to support the plan, identify and generate options for policies, and to decide its content.

9.3 Neighbourhood Plan – Pre-submission Consultation and Publicity

9.3.1 It is the responsibility of the Neighbourhood Forum to undertake the first formal stage of consultation on their Neighbourhood Plan before submitting it to the Council. The Forum must publicise their proposed Neighbourhood Plan for at least six weeks including details of where and when it can be viewed, and how representations can be made (to the Neighbourhood Forum). The Forum must consult with the [bodies set out in Appendix B](#) of this document and with any owners of land that is proposed to be developed within the Plan.

9.3.2 Following pre-submission consultation, the Neighbourhood Forum should assess all comments received, and where relevant, make changes to the Neighbourhood Plan. This should form the basis of a document called the 'Consultation Statement'.

Once the Neighbourhood Plan has been finalised, it can be formally submitted to the Council.

9.4 Publishing the Neighbourhood Plan

9.4.1 Once the Neighbourhood Plan has been submitted it will be published for at least six weeks on the Council website. The Council will also notify bodies referred to in the submitted Consultation Statement that accompanies the Neighbourhood Plan.

9.5 Examination

9.5.1 Following the above period of publicity, the Council will make arrangements for the holding of an independent examination. This will include the appointment of an independent examiner, and the submission to that examiner of the Neighbourhood Plan and all other relevant documents and representations received by the Council.

9.6 Post Examination

9.6.1 Following the examination, the examiner will produce a report which will recommend one of the following:

- That the plan proceed to referendum stage without any changes;
- That further modifications are required to the plan, before it can proceed to referendum stage; or
- That the plan does not meet the 'basic conditions' and the plan should not proceed to referendum stage.

9.6.2 After the Neighbourhood Plan has been through examination, the Council is required to publish a 'decision statement' and to bring it to the attention of those who live or work within the neighbourhood area.

9.7 Referendum

9.7.1 Following the Council's consideration of the independent examiners report and decision to proceed with the Neighbourhood Plan a referendum is held in accordance with the Neighbourhood Planning (Referendums) Regulations 2012⁶. The Council publishes an information statement which specifies that:

- a referendum will be held;
- The date of the referendum;
- The question to be asked in the referendum;
- a map of the referendum and the neighbourhood area; and
- a description of the persons entitled to vote (among other criteria laid out in the legislation)

9.7.2 As such the Council must publish the information statement and the specified documents at least 28 working days before and throughout the referendum. .

- On the Council website;
- At Barnet's Planning Reception; and
- In Barnet's local libraries.

9.8 Post Referendum

9.8.1 Following the referendum the Council will publish the decision to 'make' the Neighbourhood Plan (or not to 'make' the Neighbourhood Plan, dependent upon the

⁶ <http://www.legislation.gov.uk/ukdsi/2012/9780111525050/contents>

referendum results) on the Council's website, and will write to stakeholders within and adjacent to the proposed Neighbourhood Area to inform them of the decision.

10. Community Infrastructure Levy (CIL)

10.1 Overview

- 10.1.1 The Community Infrastructure Levy (CIL) is a planning charge that local authorities and the Mayor of London can set on new development to help pay for community infrastructure. The legal document setting out a local CIL and the rates at which it is levied is called a 'Charging Schedule'. Barnet's CIL Charging Schedule was adopted in May 2013.
- 10.1.2 [The Community Infrastructure Levy Regulations 2010](#) set out the consultation requirements where an authority is developing a local CIL.

10.2 Stages of consultation

- 10.2.1 Future revisions of the Charging Schedule will be subject to two stages of consultation:
- the 'preliminary draft charging schedule' – the Council's initial CIL proposals.
 - the 'draft charging schedule' – prior to examination.
- Both drafts must be sent to the following consultation bodies:
- neighbouring authorities; and
 - The Mayor of London;
- 10.2.2 However, the charging authority must also invite representations on the preliminary Draft Charging Schedule from:
- Persons who are resident or carrying on business in Barnet;
 - Voluntary bodies some or all of whose activities benefit Barnet; and
 - Bodies which represent businesses in Barnet.
- 10.2.3 The publication of the Draft Charging Schedule must be accompanied by a 'statement of the representations procedure', which explains:
- the date by which comments should be received (not less than four weeks from the consultation start date),
 - how comments should be submitted,
 - that those commenting can request to be heard at the public examination, and
 - that comments can be accompanied by a request to be notified later in the process.
- 10.2.4 The draft must be published on the Council's website, made available for inspection and published in the local press.
- 10.2.5 Public notice must also be issued in the local press stating when and where the relevant documents are available for inspection.
- 10.2.6 When the Draft Charging Schedule is submitted to the examiner the Council will notify those who have requested to be informed.
- 10.2.7 Once a Charging Schedule has been approved by Council, notice must be given in the local press of the approval and to those persons who requested to be notified. A copy of the Charging Schedule must be sent to each of the relevant consenting authorities (the Secretary of State and the Mayor of London).

11. Conservation Area Character Appraisals (CACAs)

11.1 Overview

- 11.1.1 There are 16 conservation areas in the borough – these are areas of special architectural or historic interest that we believe should be preserved.
- 11.1.2 Most conservation areas have a Character Appraisal Statement that includes information about what makes them so special. They identify the important characteristics of an area, as well as giving residents an idea of what enhancements could be made. It will be a material consideration when determining planning and other applications. A CACA will be comprised of a Character Appraisal and Management Proposals.

11.2 Consultation

- 11.2.1 Public consultation is an integral part of the process of preparing and adopting conservation area character appraisal statements and brings valuable public understanding and ownership to proposals for the area.
- 11.2.2 All properties within the conservation area will be notified of the consultation, which will run for a period of three weeks. A notice will also be placed in the relevant local press.
- 11.2.3 In addition the Council will engage with other relevant interested parties including English Heritage, amenity societies and any local area heritage associations or societies on the draft CACA.
- 11.2.4 Comments will be taken into consideration in finalising the CACA and those who have played an active part in the consultation will be notified of the adoption of the final document.

12. Article 4(1) Directions

12.1 Overview

- 12.1.1 Permitted development (PD) rights allow certain building works and changes of use to be carried out without having to make a planning application. However, permitted development rights may be removed by a Local Planning Authority through the use of Article 4(1) Directions. See [Town and Country Planning \(General Permitted Development\) Order 2015](#).

12.2 Consultation

- 12.2.1 Following the making of an Article 4(1) Direction, the Council will:
- publish a notice of the direction in the local press
 - display at least two site notices for a period of at least six weeks
 - notify the owners and occupiers of the affected properties and land, unless this is impractical, and
 - publish a notice of the Article 4(1) Direction on the Council's website.
 - a copy of the Article 4(1) Direction will be sent to the Secretary of State.
- 12.2.2 The Council must allow at least 21 days for representations to be made.

- 12.2.3 The approval of the Secretary of State is required before the direction can be confirmed.
- 12.2.4 Once an Article 4(1) Direction has been confirmed, the Council will inform affected owners and occupiers in the same way as required for the notification of the making of the direction (11.1.2) and send a copy of the Article 4(1) Direction to the Secretary of State.

13. Applications to Lop, Top or Fell Protected Trees

13.1 Background and procedures

- 13.1.1 Tree Preservation Orders (TPOs) can be issued by Local Planning Authorities and are made to protect trees that bring significant amenity benefit to the local area. National guidance and information regarding TPOs and trees in conservation areas can be found in the National Planning Policy Guidance.
<http://planningguidance.planningportal.gov.uk/blog/guidance/tree-preservation-orders/>
- 13.1.2 All types of tree, but not hedges, bushes or shrubs can be protected, and a TPO can protect anything from a single tree to all trees within a defined area or woodland.
- 13.1.3 A TPO is a written order, which makes it a criminal offence to cut down, top, lop, uproot, wilfully damage or destroy a tree protected by that order, or to cause or permit such actions, without the authority's permission.
- 13.1.4 Trees in a conservation area that are not protected by an Order are protected by the provisions in section 211 of the Town and Country Planning Act 1990. Applications and notices for works to trees are published on the Council website.
- 13.1.5 Site notices will be erected on receipt of applications for works to trees which are included in a Tree Preservation Order. In addition the owner and/or neighbouring occupiers may be notified in writing if it is considered appropriate to do so.
- 12.1.1 Members of the public can check whether (a) particular tree(s) is(are) currently protected before carrying out any work on it by contacting planningtrees@barnet.gov.uk

14. Resources

14.1 How we will resource community involvement

- 14.1.1 Undertaking consultation is a fundamental part of the planning process and it is resource intensive. Consultation generally incurs direct costs in terms of resources and staff time.
- 14.1.2 Technology has helped to reduce costs, for example, through the ability to email individuals on the Local Plan Consultation Database rather than incurring the cost of mailing letters, and the use of social media is expected to play a more prominent role in reaching out to groups such as children and young people who have previously not been as engaged with planning as other age groups.
- 14.1.3 What we have set out in this statement of community involvement is capable of being resourced from within existing budgets based on the current resources available to the planning service.

- 14.1.4 We will aim to use the most cost effective methods of consultation, whilst balancing the need to carry out the highest standards of consultation.

Appendix A - Consultees

Appendix A lists only consultees involved in the preparation of the Local Plan and not planning applications for development proposals. The appendix lists consultees as specified in Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The lists in this section are not exhaustive, and also relate to successor bodies where reorganisations may occur.

Statutory Consultees

Part 2 of the Town and Country Planning (Local Plan) (England) Regulations 2012 specifies that the following bodies must be consulted in accordance with Section 33a of the Planning and Compulsory Purchase Act 2004 in the preparation of Local Plans.

Mayor of London

Adjoining Local Planning Authorities

Environment Agency

Historic Buildings and Monuments Commission for England (known as Historic England)

Homes and Communities Agency

Natural England

Clinical Commissioning Group

Transport for London

London Enterprise Partnership

Highways Agency

Relevant sewerage and water undertakers e.g. Thames Water

Relevant telecommunications companies

Relevant gas and electricity companies

Network Rail

General Consultation Bodies

Voluntary bodies some or all of whose activities benefit any part of the Borough (e.g. CommUNITY Barnet)

Bodies which represent the interests of:

- different racial, ethnic or national groups in the Borough
- different religious groups in the Borough
- different age groups (including children and young people as well as older people)
- disabled persons in the Borough
- businesses in the Borough

Government Departments (if necessary)

Home Office

Department for Education

Department for Business, Innovation and Skills

Department for Environment, Food and Rural Affairs

Department for Transport

Department of Health (through relevant Regional Public Health Group)

Ministry of Defence

Department of Works and Pensions

Department for Constitutional Affairs

Department for Culture, Media and Sport

Office of Government Commerce (Property Advisers to the Civil Estate)

The Council will consult the following bodies, where appropriate

Age UK

Barnet Partnership Board

British Geological Survey

British Waterways

Centre for Ecology and Hydrology

Chamber of Commerce, Local CBI and local branches of Institute of Directors

Church Commissioners

Civil Aviation Authority

Coal Authority

Commission for Racial Equality

Crown Estate Office

Diocese Board of Finance

Disabled Persons Transport Advisory Committee

Environmental Groups at national, regional and local level, including;

Council for the Protection of Rural England

Friends of the Earth

Royal Society for the Protection of Birds

London Wildlife Trust

Local Historic, environmental and amenity groups and societies, including Conservation Area Advisory Committees (CAACs)

Equality and Human Rights Commission

Fields in Trust
Freight Transport Association
Gypsy Council
Health and Safety Executive
Homes and Communities Agency
Home Builders Federation
Learning and Skills Council
Royal Mail Property Holdings
Registered Providers
Sport England
Friends, Families and Travellers (FFT)
Women's National Commission
The Theatres Trust
Middlesex University
Barnet College
Metropolitan Police
Town Teams

Contacts on the Local Plan Consultation Database (including residents who have requested to be added to the database)

Appendix B - Neighbourhood Planning

Statutory Consultees for Neighbourhood Planning

Mayor of London

A local planning authority or parish Council any part of whose area is in or adjoins the area of the local planning authority

Homes and Communities Agency

Natural England

Environment Agency

Historic England (The Historic Buildings and Monuments Commission for England)

Network Rail Infrastructure Ltd

Highways Agency

Relevant telecommunications companies

Public Health or Clinical commissioning groups or successor bodies,

Relevant electric and gas companies

Thames Water

Voluntary bodies

Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area

Bodies which represent the interests of different religious groups in the neighbourhood area

Bodies which represent the interests of persons carrying on business in the neighbourhood area, and

Bodies which represent the interests of disabled persons in the neighbourhood area.

This page is intentionally left blank

Appendix B

Statement of Community Involvement Representations

Rep No	Organisation	Comment Received	Council's response
1	Barnet Resident's Association	<p>The move to social media is very positive to attract younger residents. But could there be a bit more attention to the publicity you always gave to planning applications in the press? Partly as a matter of principle, not everybody is signed up to social media. There is also the mundane issue that the Press, where you always put your list, has either died or gone into deep hibernation. We have not seen it here in High Barnet/Underhill for many weeks. Several of our members who normally show an interest have asked where it is. Is there any chance that you put the stuff in the Times as well/instead as they do still seem to be alive? It is not a problem for us as a group, we just look at the weekly list, but Joe Public might be getting left out. Not sure that Barnet First can meet the need because of coming out quarterly, everybody will miss the deadlines for comment.</p>	<p>Barnet Press has a wider circulation than the Barnet Times, reaching considerably more households and therefore offers better value.</p> <p>The Council will continue to consider how planning applications are publicised and ensure value for money.</p>
2	Barnet Resident's Association	<p>On planning policy stuff I'm well aware of the consultation pages on the website and using that is fine. The possible gap is knowing when something new is there. Not everybody looks every week. Most of us representing groups get the notifications via FORAB (Federation of Residents Associations in Barnet), but maybe there could be a notification to groups.</p>	<p>We will continue to use our extensive Local Plan Consultation Database to notify via e-mail, groups such as Barnet Residents Association, of new consultations on planning policy documents ensuring that such notifications provide direct web links to consultation documents. We endeavour to keep this database as up to date as possible, especially prior to significant planning consultations.</p> <p>A timetable for publication of planning policy documents is set out in the Authorities Monitoring Report which is published annually.</p> <p>The consultation database goes through a process of 'cleaning' each time we conduct a consultation. This occurs through receipt of returned emails, letters or updates received from residents and companies if a contact is no longer available at the address we have for them.</p>

Pickering	1	Society	The section about consultation (5.1.2) ignores the possibility of submitting comments and objections on-line, which I had hitherto believed was the Council's preferred method.	The ability to submit comments on-line is available for most planning policy consultations. This option has been available for the SCI consultation. Comments and objections to planning applications can be submitted online – this is stated in Table 1 of the SCI.
Peter Pickering	2	The Finchley Society	The Finchley Society welcomes this rewriting of the Statement of Community Involvement (SCI). It is clear and helpful. It has however, raised several significant queries in our minds, and there are some other points where we wish to see expansion or amendment.	We welcome these positive comments from the Finchley Society.
	3		Figure 2 - Web pages are regularly redesigned, while the SCI will, presumably, remain in force for many years. It might be better to avoid illustrations that may soon become out-of-date.	We recognise that websites will be redesigned. However we consider that illustrations are helpful in getting our message across.
	4		2.2.1 - there should be a reference to the Planning Portal here, and how it can be used by the community. It is mentioned later under appeals and enforcement, but an indication of how it can be used for applications would be helpful.	We recognise the importance of the Planning Portal as a planning aid and make reference to it elsewhere in the SCI. Section 2.2.1 of the SCI sets out the channels of communication that are used only by the Council to connect with the public.
	5		2.2.6 - the search facility is now quite good. The alert facility should be improved; it now relates only to a specific planning application, while a previous version related to the post code.	The Council are awaiting a software update to resolve this issue.
	6		2.2.10 - the SCI should explain how the invitation list for the Citizens Panel is initially drawn up. Is it random (by lot) or are nominations sought from local organisations or from Barnet residents generally?	With regard to composition of Citizens Panel we have revised paragraph 2.2.10 to state 'More information is available on the council website' and provide a direct link to the relevant page.
	7		2.2.11 - We have some doubts about workshops. Our experience is that they can be stereotyped, with 'facilitators' who know very little about the subject, and a reliance on post-it notes. The SCI should include a commitment to write up and publish the output of workshops.	We recognise the importance of early feedback and have valued the input gained from workshops during the production of the Core Strategy. We publish the results of consultations online, including workshops, feedback received and the Council's comments in a Consultation Statement and Representation Report. See section 7.10 of the SCI.
	8		2.3.1 Admirable sentiments, but there is no content in this paragraph. It should explain how the Council seeks to get this wide involvement.	We have revised paragraph 2.3.1 to state 'this is what the document aims to achieve'.

Pickering	9	2.3.2 - How does the council set about the difficult task of keeping databases up-to-date? Our experience is that the databases used are inconsistent, and have duplications.	Each consultation presents an opportunity for the Council to update the Local Plan Consultation Database. We will receive returned letters, email failures and other notifications, which are then used to 'clean' the database. We endeavour to keep this database as up to date as possible, especially prior to significant planning consultations.
Peter Pickering	10	4.1.2 - Surely consultations can also involve the use of electronic means - websites, emails, social media like Streetlife etc. - though ensure that some people are not left out there must always be letters, information in local libraries, and the like.	With complex development proposals developers will usually create a dedicated website. This has happened with the Brent Cross Cricklewood and the West Hendon regeneration schemes. The Council requires all large scale major planning applications to be accompanied by a Consultation Statement which demonstrates how a developer has collaborated/consulted with local residents and businesses, and identified key issues. The manner in which a developer conducts pre-application consultation with locals is beyond the control of the Council. However, planning officers will advise developers about this at pre-application meetings.
Peter Pickering	11	4.1.4 - Planning and development forums are a good idea, and are a step towards the Charette system of collaborative planning. But Barnet uses them very rarely, if at all; though they would have been appropriate for the series of major developments along the High Road in North Finchley and Whetstone. The SCI should admit this, say when they have actually been used, and explain the circumstances in which they would be appropriate.	Only where a major planning application is of significant local interest the Council will organise a Planning and Development Forum. Planning and Development Forums are therefore infrequent. An example would be the Planning and Development Forum held for a proposal at Land off High Road/Chandos Avenue, N20 in 2012 which was a proposal for 70 new dwellings and the provision of 512m ² D1 (non-residential institution) use.
Peter Pickering	12	4.3.1 - How are people without internet access supposed to know this? Surely equalities policy does not permit discrimination against them? There should at the very least be clear information in local libraries.	All telephone planning queries received by the Council are directed to a dedicated planning service hub which has professional planners available to provide advice.
Peter Pickering	13	4.3.2 - We assume that advice to the public, neighbours etc. is not charged for. This should be stated.	Agreed. The SCI has been revised to include a new paragraph at 4.3.3 'The pre-application charging scheme does not apply to informal initial discussions in connection with very small business premises, or very minor schemes or householder schemes (small extensions/alterations), certificates of lawfulness, enforcement or advice to any local resident affected by a development. Such verbal advice at this time will continue to be provided free of charge.'
Peter	14	5.1.1 - 3rd bullet point 'Local List' in the planning context means the list the Council publishes of buildings of architectural or other importance. Another term should be used here to avoid confusion.	Agreed. Paragraph 5.1.1, 3 rd bullet point has been amended to include 'national and local application requirements'.

15	Peter Pickering	5.1.2 - 3rd bullet point. Avoid colloquialisms like 'advert' in a serious document; say 'advertisement'. The SCI should define 'neighbours', so that we all know whom the Council will notify of its own motion, and who will have to rely on the public announcements.	Point noted and agreed regarding 'advert'. 'Neighbour' in this instance refers to those residents living in close proximity to the proposed development with whom we intend to consult. Whom those 'neighbours' are for particular development proposals is set out in Barnet's Code of Practice on Planning Applications.
		5.1.3 - 2nd bullet point. As drafted it would appear that objectors have to consult specialists, Natural England etc. That cannot be what is meant, Probably this bullet point should be in 5.1.2, not 5.1.3.	Agreed. This bullet point has been moved to 5.1.2.
17	Peter Pickering	5.1.4 - It is very good to know this, Sometimes, through holidays etc, individuals are just not able to meet the deadlines. Representations from such people should not be discarded automatically, though of course it would not be fair on applicants if the Council deliberately delayed the decision process to wait for late objections. The deadlines should be extended as a matter of course over Christmas and the New Year, when many people are away, and Council offices are closed for several days.	We welcome the Finchley Society's support on this issue.
		5.2.1 - Sometimes applications for permitted development etc are published; the circumstances should be set out. A reference forward to 5.5.1 'Certificates of Lawfulness' would be helpful.	Certificate of Lawfulness applications are published online and can be viewed using the search facility. Paragraph 5.2.1 has been amended to reflect this.
19		Table 1 - Fifth row. Weekly lists are also circulated by email; the Finchley Society finds these very useful. They are helpfully ordered by ward, and may thus be more convenient than alerts.	Weekly lists are available to those who request them. Also, the online application search/alert facility can produce weekly lists of applications by ward.
20	Peter Pickering	5.3.1 - first bullet point. For applications that affect the street scene or the character of an area contiguity is too restrictive. Those who live along the road on either side and opposite should also be notified.	Agreed. The bullet point at 5.3.1 has been amended to state '...we consider 'directly affected' to mean adjoining neighbouring properties which are contiguous to the application site and occupiers within the building to which the application site relates as a minimum. Barnet will consult in accordance with Barnet's adopted Code of Practice on Planning Consultations which goes beyond the minimal requirements as laid out in legislation.'
		5.3.2 - Regular weekly lists are better, since they are ordered by ward and do not depend on distance in metres, which may not be a good indicator of relevance.	Weekly lists are available to those who request them. Also, the online application search/alert facility can produce weekly lists of applications by ward.

Peter Pickering	22	<p>5.4.4 - The first sentence should be altered to take 5.1.4 into account. Much more important is the omission here of commenting through the website, mentioned in Table 1. We thought it was the Council's preferred method of communication. There should be a whole paragraph in the SCI about it. In particular:-</p> <p>i) The documents on the website are often unhelpfully and inaccurately labelled (e.g. just 'site and other plans', even for a Design and Access Statement). When there are only one or two documents this is just a minor irritation, but when there are a lot it makes assessments of an application very difficult. The Council should ensure that documents are available in a user-friendly form before putting them on the website and starting the 28-day consultation period.</p> <p>ii) Before accepting an application and putting it on the website Barnet Council should insist that the documentation provided by the applicant is presented to a professional standard and that wherever appropriate there should be a Design and Access Statement on which users of the web can rely.</p> <p>iii) The treatment of comments on the website is inconsistent and positively unhelpful. There is a box which purports to indicate how many comments have been received (important because five objections are needed to take an application to Committee) but recently it has often said 'none' when there have been objections; it must include objections made by email or letter as well as those made online. The SCI should state clearly what the Council's policy is in this respect, and it should then be adhered to.</p>	<p>Paragraph 5.1.4 has been amended to reflect that the Council will endeavour to consider late responses in exceptional circumstances.</p> <p>Clear and accurate labelling of planning documents is helpful to both representors as well as Planning Officers. This is an issue that we are aware of and are working to resolve.</p> <p>Planning officers will only accept drawings and information which are legible and clear. Where this is not the case, an applicant will risk their application resulting in a refusal.</p> <p>We have recently started using new software within the department and this has caused some problems including the one mentioned here. This issue has now been fixed.</p>
-----------------	----	--	--

Peter Pickering	23	The Finchley Society	<p>iv) The old website gave a list of those neighbours etc. who had been notified. This is useful to groups like the Finchley Society, and should be reinstated. The SCI should indicate the Council's policy.</p> <p>v) Very recently, the documents on the website have included the texts of at least some public consultations. Some other London councils do this as a matter of course. Others feel that considerations of privacy and confidentiality inhibit this. There are arguments either way. But it is essential that Barnet should have a fixed and stated policy in the SCI, and should consistently adhere to it. It might be possible to indicate the substance of objections without identifying the objector, or to treat comments from organisations, like the Finchley Society, differently from those of private individuals. The SCI should also make clear whether, and in what form, objections can be seen by applicants.</p> <p>vi) Officers' reports, especially ones for cases decided delegated, should be put as soon as possible on the website. They are very helpful in indicating the way in which cases are decided, and so make easier the assessment of other applications, either for the same or for other sites.</p>	<p>The software that we use in the planning department has been updated and the new Council website was launched recently. This has created some teething problems which we are working to resolve.</p> <p>Officer's (Delegated) Reports summarise objections received through consultation and are taken into consideration in all planning application decisions. Many individuals believe that their comments alone could reveal their identity. The Council believes that we receive more comments on planning applications because individuals are comfortable in the knowledge that these are made in private.</p> <p>Objections, however, can only be made available on request.</p> <p>Officer's Reports are published immediately at the point when a decision is made. This is an automated process.</p>
Peter Pickering	24	The Finchley Society	<p>Bottom of page 12 - The word 'non-material' in 'These are non-material considerations' should be replaced by 'not material'; they are not immaterial considerations, but are not in the relevant sense considerations at all. The lists in the boxes on this page are very helpful.</p> <p>5.5.1 - Listed Building Consent. We are pleased to see the sentence 'Where demolition is involved, we consult the National Amenity Societies'. That is indeed what the council should do, but very often fails to do so (examples can be provided).</p> <p>5.5.1 - Prior Approval - It would be helpful to spell out the grounds on which valid objections can be made. This will have to be kept under review; the government recently published new proposals, and no doubt there will be changes after the election.</p>	<p>Under Section 38 of the Planning and Compulsory Purchase Act 2004, decisions on planning applications 'must be made in accordance with the [development] plan unless other material considerations indicate otherwise'. The terms material and non-material considerations are therefore town planning terminology laid out in planning legislation. (See Westminster City Council -v- Great Portland Estates plc.; HL 1985)</p> <p>New legislation came into force on 15 April 2015 called 'Arrangements for Handling Heritage Applications – Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015'. The planning department will follow the rules laid out in this piece of legislation with regards to all heritage applications. Paragraph 5.5.1 has been amended to reflect this.</p> <p>Valid objections must be based on material considerations which are explained at page 12 of the SCI. There is more information available on the Planning Portal website http://www.planningportal.gov.uk/permission/commonprojects/extensions/#ncs</p>

Peter Pickering	27	The Finchley Society	<p>5.6.3 - Add here that Councillors may call up cases to be decided by the Area Planning Committee, that the applicant has a right of reply, and that there is a limit on the number of speakers and the time allowed. Occasionally recommendations for refusal go to Committee; the criteria for that could be spelled out. Sometimes decisions by an area committee are called up to the main one for what may seem political reasons; the SCI should clarify the rules on this.</p> <p>6.2 - it would be useful to add that although appeals are to the Secretary of State they are in practice almost always heard and decided by an inspector, either by written representations or some form of a public inquiry. Indicate briefly what rights there are for other parties to intervene at this stage - different for householder applications and others.</p> <p>6.2.3 - The Barnet website is inadequate here; it has a section called 'appeals', but that fails to give much information - especially that most useful for going to the Planning Portal - reference number the Planning Inspectorate have assigned the case.</p>	<p>A link is provided at paragraph 5.6.4 to the relevant section of the Council's Constitution, which sets out rules relating to the format and procedures of Planning Committee meetings.</p>
Peter Pickering	28		<p>6.2 - it would be useful to add that although appeals are to the Secretary of State they are in practice almost always heard and decided by an inspector, either by written representations or some form of a public inquiry. Indicate briefly what rights there are for other parties to intervene at this stage - different for householder applications and others.</p>	<p>Agreed. The SCI has been amended at paragraph 6.2.1 to include 'Nearly all appeals are decided by an inspector'.</p> <p>However, the Inspectorate is an agency which has its own set of rules and procedures which are explained fully on the Planning Portal website.</p> <p>The Planning Portal appeals webpage provides an excellent search facility capable of running searches by date and borough. Objectors to a planning application are informed by post if it results in an appeal.</p>
Peter Pickering	29		<p>Figure 7 - DPD here is an error for SPD</p>	<p>Agreed. The title of Figure 7 has been amended.</p>
Peter Pickering	30		<p>Listed Buildings - We are pleased to see that the council consults with local amenity societies as appropriate; ' and archaeological' should be added after 'amenity'. We are also pleased to see the sentence 'Where demolition is involved, we consult the National Amenity Societies'. (The Council for British Archaeology is one of the National Amenity Societies). Experience is that Barnet frequently fails to carry out this consultation (examples can be provided). This section of the SCI should be drawn unequivocally to the attention of the Council's planning officers. Note that when this document appears the part of English Heritage concerned will have become Historic England.</p>	<p>The Council complies with the relevant legislation which in this instance is the Arrangements for Handling Heritage Applications – Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015, which came into force on 15 April 2015. Paragraph 5.5.1 has been amended to incorporate these changes.</p>
Peter Pickering	1	Hendon and District Archaeological Society	<p>Archaeology is not mentioned in 5.5.1, but should be. Policy DMO6e is the relevant item in the Local Plan. Development in Areas of Special Archaeological Significance, or sometimes elsewhere, may justify a condition on any planning approval - advice on these is provided to the Council by English Heritage/Historic England. The SCI should explain the procedure adopted by the Council and how HADAS, or any other community organisation is involved.</p>	<p>Agreed. A sentence has been added to paragraph 5.5.1 stating 'We will consult with Historic England on development sites within Areas of Archaeological Significance as set out in section 2.17 of Barnet's SPD on Sustainable Design and Construction.'</p>
Peter Pickering	2			

John Gillett	1	<p>In the case of specific briefing(s) should be arranged for community groups and other interested parties. You should encourage applicants to engage with community groups pre-application, and because by definition many Major Developments can be very complex the Council should help said community groups understand the nuances of the plans, the implications thereof and the potential impact/interdependencies of proposed developments on the community and its integrated infrastructure. While Community Groups have usually offered their critique to developers on a free basis, it is probably that some fees will need to be levied in future, notably on the larger projects, where considerable effort is required to fully assess all aspects of the proposed development. We envisage situations where said community group may indeed have to employ expert staff to fully comment.</p>	<p>We recognise the importance of community involvement in the planning process and encourage developers to conduct pre-application engagement with the local community on major applications. This is discussed at section 4.1.1 to 4.1.3 of the SCI.</p> <p>Almost all major applications go through pre-application consultation with the local community. A community involvement statement is a prerequisite for all major applications demonstrating how a developer has consulted with the local community prior to submitting an application. Failure to provide a community involvement statement will invalidate major applications. However, the planning department can only advise a developer how to conduct what it considers to be good pre-application engagement with the local community.</p> <p>Planning Aid also provides professional planning advice for those who cannot afford to pay professional fees – Planning Aid is mentioned at 8.1.5 of the SCI.</p>
2	2	<p>Pre-application advice given to applicants should be in the public domain and available to people who are reviewing planning submissions.</p>	<p>Information discussed at pre-application meetings are commercially sensitive and therefore cannot be publicly disclosed.</p>
3	3	<p>Statutory Consultees. Where a Neighbourhood Forum exists, it should be a statutory consultee.</p>	<p>Planning law prescribes circumstances where consultation must take place between a local planning authority and certain organisations, prior to a decision being made on an application. The organisations in question are under a duty to respond to the local planning authority within a set deadline and must provide a substantive response to the application in question. These organisations are 'Statutory Consultees' and are set out at http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-2-statutory-consultees-on-applications-for-planning-permission-and-heritage-applications/</p>
4	4	<p>The concept of local "Participation" in planning rather than purely "Consultation" is worthy of consideration within the Council's future policies for Community Involvement in Planning. Planning should be a Collaborative Activity as set out in the attached publication published by Civic Voice.</p>	<p>'Neighbourhood Forums' have been added to the list of non-statutory consultees in Appendix A on page 29 of the SCI.</p> <p>Like 'Collaborative Planning for All' the planning department aims to go further than just conducting 'consultation' by providing a flexible framework for consultation in the SCI in line with planning legislation whilst allowing engagement to be proportionate to the local significance of development proposals.</p>

John Gillett	5	We suggest there is a need for a tighter "feed-back" loop on planning matters, as two-way communication is vital in ensuring trust in the system.	The SCI sets out the council's commitment to engagement on all planning matters. It provides a level of flexibility that allows us to take a proportionate approach to engagement on individual planning consultations. Where there is significant public interest in a particular matter the SCI's flexibility enables us to engage more fully with those who have a shared interest.
	6	We also suggest that the principle of a Community Right of Appeal, as recently set out by Campaign to Protect Rural England (CPRE), Civic Voice and the National Association of Local Councils (NALC), has much merit and we would like to see it implemented. It could be triggered when a high threshold of community opposition has been reached. Grounds for appeal could include insufficient infrastructure, non-compliance with government guidance and non-compliance with a local Neighbourhood Plan.	At paragraph 6.2.2 in the SCI it is explained that there is no right of appeal for third parties. This is a statutory rule http://planningguidance.planningportal.gov.uk/blog/guidance/appeals/planning-appeals-general/#paragraph_008 . A Community Right of Appeal would need to be made at a national level within the relevant legislation.
Jeremy Charles	1	Thank you for asking me to comment on the above and congratulations on the Draft. It is definitely a good step in the right direction in helping Barnet's residents become more involved in planning issues that affect their community. The Draft is also clear, in plain English and gives useful advice. Clearly, we should recognise that a resident's property is probably their most significant asset and if well protected a source of wealth for later life. Residents should be interested in being involved in shaping plans and making planning decisions, as the Draft indicates in its introduction.	We welcome your support.

Jeremy Charles	2	Resident Eyes and ears - I sincerely believe that to get residents' fully involved with their hearts and minds, you must start with their eyes and ears. Dare I say that currently the relationship between residents and the Council is not good in respect of planning matters? There is very much an "us and them" perception generally across Barnet. To win trust you have to have to be credible and engender an experience which reinforces the relationship we both want...a good experience leads to an improvement in trust, while we should take it as read that the Planning personnel are experts and should be credible. Therefore, might I suggest that you ASK residents to be involved; you don't just stick something on a website. Within Barnet you have many more people who are both capable of helping and went to help, than you employ. Ask residents to make positive suggestions; seek their feedback; use their eyes and ears to report what is going on. Residents are your customers, but can you actually demonstrate you put them first and that you are focused on them? I think the "channels of communication" you list are exactly that...channels of communication, but to what extent are the channels open for feedback and thoughts? And do the residents know you want this? If indeed you do! Of course cost is a challenge (Section 13), but then the Council should charge properly in the first place, per my comment below. Perhaps some form of campaign accompanying the launch of this paper could be envisaged?	Community engagement is subject to continuous improvement; we endeavour to engage in a way that is both practical and practicable and learn from best practice elsewhere. One of these ways is through our work with the Federation of Residents Associations in Barnet (FORAB).
Jeremy Charles	3	Resident Key Performance Indicators - it is interesting to note that you handled 6,000 planning applications last year, but involved residents would like to see more information...how these split between big and small per your definitions? How many succeed or are rejected? How many return on appeal or are resubmitted? Commercial vs. residential? I'm sure you have these statistics as the Council probably uses them to measure the productivity and manpower requirements of the Planning function. So please consider being transparent and therefore win over the residents. They can see the enormity of the challenge you face rather than feel they are battling planning bureaucracy!	Information on planning performance is published by the Department for Communities and Local Government https://www.gov.uk/government/collections/planning-applications-statistics

Jeremy Charles	4	Resident	<p>Charging and value for money - There is brief mention made that pre planning advice carries a fee, but how much is this? Indeed what is the charging structure in its entirety, nothing else is mentioned? Is there discretion to charge what you wish, or a published tariff, or indeed is it all free? Do residents get involved in setting any fees or charges, perhaps through the Councillors? You could explain all this. So residents can then judge whether those who keep submitting planning applications and tying up the Council's time pay accordingly as otherwise, ultimately, the residents pay - which is clearly unfair. Related to this is whether the planning process is value for money. There is no information as to how much resource and at what cost the planning process is managed. Section 13 is very opaque and greater transparency will help win hearts and minds and involvement.</p>	<p>As charges for pre-application advice are likely to change, the SCI is not the most appropriate document to publicise this price list. A link to our current charging schedule for pre-application advice is provided at 4.2.1 of the SCI.</p>
Jeremy Charles	5	Resident	<p>Local Government Ombudsman - For the record, the LGO has discretion to review what is seen fit. It does not have to wait till reviews, investigations and formal procedures at a Council are ended. It is more guided as to when the cause of the complaint occurred in the first case and whether they should have been involved within 12 months of that. The 12 month rule is of greater standing than the Council still continuing to investigate. Obviously this does introduce a degree of difficulty in a resident knowing when to go to the LGO, but your current wording is not correct and residents should be warned of the 12 month rule.</p>	<p>The Local Government Ombudsman will generally expect all Council processes to have been exhausted before seeking their intervention.</p>

Jeremy Charles	6	Resident	<p>Neighbourhood Planning - I guess this is why you asked me to comment on the Draft, given my desire to know more about the Neighbourhood Planning process. However, I'm still befuddled by how a resident can instigate a local forum. Yes your draft has much in terms of process but there is little help to someone wanting to start. For instance, what is the size of a "local neighbourhood"? There is no definition, other than parish or town council, but what is it in a borough like Barnet? Two roads joined together? Or is all Golders Green the minimum size? This is highly important to win hearts and minds as clearly the bigger a neighbourhood is required to be, the more the whole process becomes difficult and bureaucratic. Who sets the size of what a neighbourhood should be? Are there not case studies and proforma plans available to the Council and residents? The government web site said that 12 months ago 1000 communities "took the first steps" and that now 13 plans are approved. Clearly not a simple process, and you should advise this, but it would be good for you to publish what is happening elsewhere. The government web site also says that the Council should receive £30,000 for each approved plan, and that there is money available to help residents formulate their plan (perhaps from the local council). But this is not in your draft. How many plans and forums are now operational in Barnet? You should provide this transparency. I think this whole area needs much more work in your draft to be truly helpful, but I fully understand that the concept is new and there is not much help from elsewhere!</p>	David English	1	Historic England	<p>The Council has a duty to support with Neighbourhood Plans. It is the role of the community through Forums to produce Plans. The Council will ensure that Forums engage with their communities and that they meet their legal requirements. The SCI has no remit to instruct Forums on how they must engage</p> <p>A link to the neighbourhood planning webpage is included in the SCI. The webpage provides a signpost to other organisations that are helping groups produce plans.</p>											
																		Historic England has been listed as a Statutory Consultee in Appendix A of the SCI.

David English	2	<p>Paragraph 5.3.1 sets out that statutory bodies should be consulted for certain types of planning applications. Although not referenced explicitly in this paragraph, this reference includes Historic England for works affecting the historic environment. As your paragraph only refers to Schedule 5 of the Town and Country Planning (Development Management Procedure) (England) Order 2010, and is therefore not complete, we would advise you to consult the National Planning Policy Guidance for more detailed information on the full range of applications that Historic England should be consulted on: http://planningguidance.planningportal.gov.uk/blog/guidance/conserving-and-enhancing-the-historic-environment/consultation-and-notification-requirements-for-heritage-related-applications/#paragraph_057</p> <p>Clarifying this point should, in our view, assist applicants and ensure that they are not surprised by the need to involve statutory bodies for particular planning applications.</p>	<p>The list of Statutory Consultees is subject to change and therefore Schedule 4 of the Town and Country Planning (Development Management Procedure) (England) Order 2015 has been referred to at 5.3.1, second bullet point.</p>
3	Historic England	<p>Historic England welcomes the reference to consulting us on listed building consents where necessary (para 5.5.1), Neighbourhood Plans (8.3.1 and 8.4.1) and Conservation Area Character Appraisal and Management Proposals (para 10.1.5).</p>	<p>We welcome Historic England's support.</p>
4		<p>On an editorial note we can advise you that as of 1st April 2015, all references to English Heritage (paras 5.5.1, 10.1.5 and Appendices A and B) should be replaced by Historic England, which is the new body advising on planning and the historic environment for the Historic Buildings and Monuments Commission for England.</p>	<p>Agreed. All references to English Heritage have been updated to Historic England in the SCI.</p>
Tony Ferris	1	<p>Highways Agency</p> <p>We have reviewed the available documentation and confirm that the Highways Agency has no comment to make.</p>	<p>No response required</p>

June Gibson	1	Resident	<p>I confirm that I think that the 21 days allowance for objections is too short. These days people are away from London some of the time. And there are holidays of perhaps 14 days. Re my estate of many flats there are many absentee landlords, who have agents acting for rentals to pass on news by post and so on. Not everyone is on line. If they are not on line and check planning applications affecting them you can see that it is towards the end of the 21 days before they even know about it. I suspect that planning applications are submitted at a time when maximum opposition is likely. I think it is unfair that developers of one sort or another can hone their plans, maybe even have discussions with you, be all ready for the Council's consideration yet the members of the public have such a short time in which to object by the time they have received (or not if they are absent) your written communication.</p>	<p>The statutory requirement for consultation on householder, minor planning applications and prior approvals is 21 days. At Barnet we consult on householder and minor applications for 28 days and 23 days for prior approvals. This helps provide a greater window of opportunity for individuals to submit their comments.</p>
Andrew Reid	1	Land Owner	<p>At no time have you ever made any attempt to discuss with [our client] the problems associated with having farm land in the London Borough of Barnet and the need for a sensible plan to be made, taking into account the needs of modern farming and as usual there is no mention of this in your plan. Our client instructs us that this letter will no doubt be ignored, in the usual way in which Barnet Council behaves towards residents.</p>	<p>The Council has not ignored your client's letter.</p> <p>The role of the Statement of Community Involvement is to set how residents, businesses, community groups and landowners can be involved in the preparation of planning documents and consideration of planning applications. The SCI does not set out policy or allocate land. It's relationship with the Local Plan is clearly set out in Figure 5.</p> <p>We welcome the Barnet Society's support.</p>
The Barnet Society	1		<p>The Barnet Society regards the draft Statement as good on aspiration to engage with the community, and in detailed description of planning processes.</p>	
	2		<p>However, it has significant gaps – There is a lack of information about the role of Highways. In practice, this is often a significant part of planning proposals, but the least publicly accountable and contactable.</p>	<p>The SCI relates to consultation and engagement with respect to all planning related matters in Barnet only. Highways consultation is not within the remit of the SCI. However, Council services such as Environmental Health and Highways are consulted as specialists on some applications. A new bullet point has been added to paragraph 5.1.2 of the SCI stating that we consult internal services such as, Highways on related planning matters.</p>
	3	The Barnet Society	<p>There is insufficient information about responsibilities and processes for protection of trees and the natural environment. The section on TPOs is adequate, but listed trees are only a small part of resident's ecological concerns. The current division of responsibilities between Streetscene, Conservation Areas and Arboricultural/Planning Officers is confusing, and it is unclear whether there is communication between them.</p>	<p>We recognise the need to protect trees in Barnet and follow national legislation. A reference and link to the National Planning Policy Guidance has been added to paragraph 12.1.1. Paragraph 12.1.4 has been amended to identify and link to the relevant legislation regarding the protection of trees in conservation areas.</p> <p>Various internal Council services are consulted on planning applications where this is necessary. This includes Conservation Area Advisory Committees, Green Spaces and others. A bullet point has been added to paragraph 5.1.2 to reflect this.</p>

The Barnet Society	4	The Barnet Society	<p>There is insufficient weight and clarity given to the roles of Area Residents Forums and Town Teams. These (or improved versions of them) should be key parts of local democracy. In practice they suffer from inconsistent Council and Officer support, lack of publicity and poor website sign-posting – and a widespread sense among residents that they are largely ignored by Cabinet and Committee decision-takers.</p>	<p>Annex A of Barnet Council’s Constitution sets out the responsibilities and functions of Resident Forums and states that they are for discussing local matters. It is made clear that ‘Matters must not relate to Planning or Licensing Issues’ and specific planning applications cannot be discussed at these meetings.</p> <p>Town Teams are operating successfully in Chipping Barnet, Cricklewood, Edgware and North Finchley and form a key role in revitalising Barnet’s town centres through partnership working between residents, businesses and public sector partners. Town Teams have been added to the list of non-statutory consultees in Appendix A on page 29 of the SCI.</p>
David Farbey	1	Mill Hill Preservation Society	<p>a) Consultees</p> <p>Appendix A together with Section 5.1.3 and 5.3.2 indicate who are to be consulted. We note that the Appendix indicates a list of bodies the Council will consult “where appropriate”. This includes local historic, environmental and amenity groups and societies. We feel that the term “as appropriate” needs to be more firmly defined. We consider that in matters of planning and development policy and any significant new initiatives bearing on areas such as our own, local preservation or conservation societies should be involved as of right.</p>	<p>Appendix A of the SCI lists consultees for the purposes of Local Plan documents and is not used for planning application consultations (although there may be some overlap). The expression “as appropriate” refers to a selection of groups who may share an interest in the planning document being consulted upon. For example, for the purposes of the Supplementary Planning Document on Sustainable Design and Construction we would consult with those groups who have an interest in environmental issues amongst others. Where selection is difficult we will normally consult more widely – this can usually result in communication with all groups, by email.</p>
David Farbey	2	Mill Hill Preservation Society	<p>b) Planning Consultation Database 2.3.1</p> <p>This is at the heart of the consultation process. It is not clear as to how precisely this is to be used, who decides on which names to contact on which occasion and how the database is to be maintained. We suggest that all these points be clarified.</p>	<p>We consider that paragraph 2.3.2 is quite clear in stating that individuals and organisations can request to be added to the Local Plan Consultation Database in order to be notified of all Local Plan consultations.</p> <p>We publish the results of consultations on major documents (DPDs) in a Consultation Statement and Representation Report. See section 7.10 of the SCI. This enables stakeholders to gauge the extent of consultation.</p>
David Farbey	3	Mill Hill Preservation Society	<p>c) Green Belt</p> <p>There is little reference in the Statement to Green Belt, either in terms of Statutory requirements of local planning guidelines. After Section 5.4 it lists the material considerations that are to be considered in determining planning applications. One effect listed is “Effect on nature conservation” and “effect on a conservation area”. But there is no mention of Green Belt as such in any of these material considerations. We believe it important to add a further effect-effect on areas of Green Belt. This is vital in view of the extent of Green Belt areas within the borough and the pressures brought to bear on them.</p>	<p>There is a clear and consistent national, regional and local policy framework on Green Belt. The policies which protect Green Belt are material considerations. Under Section 38 of the Planning and Compulsory Purchase Act 2004, decisions on planning applications must be made in accordance with the [development] plan unless other material considerations indicate otherwise’. The terms material and non-material considerations are therefore town planning terminology laid out in planning legislation. (See Westminster City Council -v- Great Portland Estates plc.; HL 1985)</p> <p>A bullet point has been added to ‘Material Considerations’ on page 12, listing national, regional and local planning policy. This will encompass policy regarding Green Belt.</p>

4	<p>d) Regulations for consulting on DPDs Figure 6 shows the steps to be taken over consulting on Development Plan Documents. Regulation 16 on preparation of a plan states “notify specific consultation bodies who have an interest in the subject of the proposed plan, appropriate general consultation bodies”. We would like assurance that conservation bodies such as our own are included in this category as a standard consultee.</p>	<p>Conservation bodies like the Mill Hill Preservation Society will be consulted during the preparation of DPDs. A reference to Appendix A and the Local Plan Consultation Database have been added to Figure 6.</p>
5	<p>e) Email alert facility In Section 5.3.2 and elsewhere emphasis is put on the use by community groups of the email alert facility on the Barnet website. This is seen as a key component of community engagement. We doubt how far this facility is known among community groups and believe it should be publicised more widely. Its design should concentrate on ease of use.</p>	<p>The SCI promotes the use of the email alert facility and as part of the consultation exercise this has been widely publicised</p>
6	<p>f) Conservation Area Character Appraisals Section 10 covers CACA's. 10.1.5 States that the Council will engage with various specified parties, including amenity societies and local heritage associations. We take it that preservation and conservation societies are covered under this heading.</p>	<p>Mill Hill Preservation Society is regarded as a local heritage association. English Heritage has now become Historic England and the amenity societies refer to the National Amenity Societies. These have been included in Appendix A of the SCI.</p>
7	<p>g) Enforcement Section 6.4 covers enforcement issues. We note the references to complaints procedure. However, we observe a level of uncertainty among our members as to how to proceed. The document says that the council encourages members of the community to report cases of abuse. We suggest that the procedures for reporting such cases be clarified and publicised more widely. In particular, the public should know more precisely who they should contact.</p>	<p>Agreed, paragraph 6.4.1 has been revised to include ‘Breaches of planning control should be reported to the planning department either by phone or email (phone number and email at paragraph 6.3.2).’</p>
8	<p>We also observe a trend among more aggressive developers of intermediate scale projects to develop first and seek planning consent retrospectively if and when they are discovered. We suggest that Section 6 be strengthened to make it clear that the council will take a strong line against deliberate flouting of planning procedures and the practice of seeking planning consent retrospectively.</p>	<p>Barnet's Planning Enforcement team operates within the legislative framework set out in the Town and Country Planning Act 1990 (as amended) and all of its subordinate and associated legislation. The enforcement team acts proportionately in responding to suspected breaches of planning control.</p>

This page is intentionally left blank

AGENDA ITEM 12	
	<p>Policy and Resources Committee</p> <p>2 June 2015</p>
Title	Policy and Resources Committee Work Programme
Report of	Andrew Travers, Chief Executive Kate Kennally, Strategic Director for Commissioning
Wards	All
Status	Public
Enclosures	Committee Work Programme May 2015-May 2016
Officer Contact Details	Kirstin Lambert, kirstin.lambert@barnet.gov.uk 020 83592117

Summary
The Committee is requested to consider and comment on the items included in the 2015-16 work programme

Recommendations
1. That the Committee consider and comment on the items included in the 2015-16 work programme

1. WHY THIS REPORT IS NEEDED

- 1.1 The Policy and Resources Committee's Work Programme 2015-16 indicates forthcoming items of business.
- 1.2 The work programme of this Committee is intended to be a responsive tool, which will be updated on a rolling basis following each meeting, for the inclusion of areas which may arise through the course of the year.
- 1.3 The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

2. REASONS FOR RECOMMENDATIONS

- 2.1 There are no specific recommendations in the report. The Committee is empowered to agree its priorities and determine its own schedule of work within the programme.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 N/A

4. POST DECISION IMPLEMENTATION

- 4.1 Any alterations made by the Committee to its Work Programme will be published on the Council's website.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 The Committee Work Programme is in accordance with the Council's strategic objectives and priorities as stated in the Corporate Plan 2015-20.

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

- 5.2.1 None in the context of this report.

5.3 Legal and Constitutional References

- 5.3.1 The Terms of Reference of the Policy and Resources Committee is included in the Constitution, Responsibility for Functions, Annex A.

5.4 Risk Management

5.4.1 None in the context of this report.

5.5 Equalities and Diversity

5.5.1 None in the context of this report.

5.6 Consultation and Engagement

5.6.1 None in the context of this report.

6. BACKGROUND PAPERS

6.1 None.

This page is intentionally left blank

**London Borough of Barnet
Policy and Resources
Committee Work Programme
June 2015 – May 2016**

Contact: Kirstin Lambert 020 8359 2177 kirstin.lambert@barnet.gov.uk

Subject	Decision requested	Report Of	Date
2 June 2015			
Local Development Scheme	To approve the Barnet's Local Development Scheme for submission to the Mayor of London	Commissioning Director, Growth and Development	2 June 2015
Purchase of Orbit Stock Housing	To approve funding and the purchase of Orbit Stock Housing	Strategic Director for Commissioning	2 June 2015
Extension of User Controlled Information, Advice and Advocacy Service Contract	Notifying Committee that the decision to extend this contract was taken on an emergency basis to allow for continuity of service provision whilst issues with new contract implementation are resolved	James Mass, Assistant Director, Community and Wellbeing	2 June 2015
Corporate Grants Programme, 2014/15	To notify the committee on the issuance of grants below £5000 by Officers in accordance with their delegated authority	Chief Operating Officer (Director of Finance / Section 151 Officer)	2 June 2015
Statement of Community Involvement		Commissioning Director, Growth and Development	2 June 2015
9 July 2015			
Draft Affordable Housing SPD		Commissioning Director, Growth and Development	9 July 2015
North London Waste Plan (Reg 18 stage)		Commissioning Director, Growth and Development	9 July 2015

Subject	Decision requested	Report Of	Date
Barnet's Annual Equalities Report	To approve the Annual Equalities Report 2015 before its publication on the Council's website.	Strategic Director for Commissioning	9 July 2015
Draft Grahame Park Phase B SPD	To approve the Supplementary Planning Document for the regeneration of Grahame Park for consultation	Commissioning Director, Growth and Development	9 July 2015
Education and Skills ADM FBC			9 July 2015
Business Planning			9 July 2015
Authorisation for Corporate Travel Contract	To approve authorisation for a contract		
2 September 2015			
Site Allocations (Reg 18)		Commissioning Director, Growth and Development	2 Sept 2015
Fleet transport procurement	To seek a single source contract re fleet transport	Street Scene Director	2 Sept 2015 (TBC)
Customer Access Strategy	To approve the Customer Access Strategy	Commercial and Customer Services Director	2 Sept 2015
Area Committee Budgets – review of process	Report to P&R on suggested approach going forward (following CLC consideration)		2 Sept 2015
14 October 2015			

Subject	Decision requested	Report Of	Date
1 December 2015			
Grahame Park Phase B SPD		Commissioning Director, Growth and Development	1 December 2015
Draft Green Infrastructure SPD		Commissioning Director, Growth and Development	1 December 2015
Affordable Housing SPD			1 December 2015
12 Jan 2016 - no items allocated 16 Feb 2016 - no items allocated 22 Mar 2016 - no items allocated 17 May 2016 - no items allocated			
Date TBC:			
Provision of support services for carers	Seeks committee approval for authorisation to commence the procurement process.	Adults and Communities Director	TBC
Changing scheme for financing schools		Head of Finance (Catherine Peters – Lead officer)	TBC
Variation to Your Choice Barnet Day Services			TBC

Subject	Decision requested	Report Of	Date
Inter Authority Agreement between North London Waste Authority and it's seven Constituent Authorities	To agree the Inter Authority Agreement between the North London Waste Authority (NLWA) and the seven constituent authorities. The main item in the Inter Authority Agreement is the agreement to change to menu pricing, which will alter the way in which the constituent authorities pay NLWA, which will lead to a fairer system. In 2014/15 Barnet's payments to NLWA will be approximately £11m.	Street Scene Director	TBC

This page is intentionally left blank

AGENDA ITEM 15

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank