



Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and Committee

THURSDAY, 12TH JANUARY, 2012

6.30 pm

VENUE: St Michael's CE Primary School, North Rd, Highgate, London N6 4BG

MEMBERS OF THE AREA COMMITTEE/FORUM:

Councillors Allison, Beacham, Bloch, Davies, Engert, Erskine, Hare, Jenks, Newton, Scott, Solomon and Williams

6.00PM – REPORT A PROBLEM SURGERY

**COUNCIL FRONT LINE SERVICES AND THE POLICE SAFER NEIGHBOURHOOD TEAM
WILL BE IN ATTENDANCE FROM 6.00PM – 6.30PM**

AREA FORUM

Introduction by the Chair – Councillor Gail Engert

1. AREA FORUM AGENDA ITEMS

In respect of the following items Members of the Public attending are encouraged to ask questions and raise any concerns

a. Draft Area Committee Plan - 6.40pm – 7.05pm (SEE ATTACHED REPORT)

- **Claire Kowalska – Frontline Services – will be in attendance to talk about the details of the draft Area Plan and give feedback from Focus session (26 October 2011) and report progress**

**b. Fortnightly non-recyclable rubbish collections – 7.05pm – 7.35pm
*ITEM TO FOLLOW***

- A brief outline of the Council's plan for the introduction of fortnightly rubbish collections and Q&A

c. **The implications of the Localism Act – 7.35pm – 8.05pm (SEE ATTACHED REPORT)**

www.communities.gov.uk/publications/localgovernment/localismplainenglishguide

Deirdre McGrath, Head of Civic Engagement at London Civic Forum to give an outline of the Act and the specific implications

d. **Neighbourhood Action Teams – 8.05pm – 8.15pm (SEE ATTACHED REPORT)**

- A brief outline of the work of the newly created team

e. **Potholes Update – 8.15pm – 8.25pm (SEE ATTACHED REPORT)**

- An update from officers on progress in respect of pothole repairs

2. APOLOGIES FOR ABSENCE

3. URGENT BUSINESS

The Chair will consider any items of urgent business.

4. DECLARATIONS OF INTERESTS

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

5. QUESTIONS, DEPUTATIONS OR PETITIONS : TO CONSIDER ANY QUESTIONS, DEPUTATIONS OR PETITIONS RECEIVED IN ACCORDANCE WITH PART 4, SECTION B29 OF THE COUNCIL'S CONSTITUTION

6. MINUTES

To consider the Minutes of the Area Committee held on 15 September 2011 and any matters arising.

7. DRAFT AREA COMMITTEE PLAN

Report of the Director of Place and Sustainability – to report to the Committee on the progress with the draft Area Plan and take receive comments/variations

The report is circulated under Item 1a on the agenda

8. FORTNIGHTLY NON-RECYCLABLE RUBBISH COLLECTIONS

Report of the Director of Place and Sustainability – to report to the committee on the Council's plans to introduce fortnightly non-recyclable rubbish collections and consider comments from residents in Area Forum

9. NEIGHBOURHOOD ACTION TEAMS

Report of the Director of Place and Sustainability – to report to the Committee on establishment and work of the neighbourhood Action Teams

The report is circulated under Item 1d on the agenda

10. LOCAL IMPLEMENTATION PLAN / FUNDING AND HOW THE AREA COMMITTEE CAN FEED INTO AND MAKE CHANGES/ADDITIONS TO THIS -

Report of the Director of Place and Sustainability – to advise on the Local Implementation plan / funding and how the Area Committee can feed into and make changes/additions to this – particularly in relation to areas such as road safety, cycle routes, moving bus stops, new bus routes, road and footway maintenance, de-cluttering of pavements

11. AREA COMMITTEES POWERS TO MAKE BY-LAWS.

Report of the Head of Legal Services and Monitoring Officer – to feedback any comments on the matter.

12. TO NOTE THE REMAINING DATE OF THE FORUM/COMMITTEE FOR THE REMAINDER OF THE YEAR 2011/12

29/03/12

13.ANY OTHER URGENT BUSINESS

David McNulty
Head of Local Democracy
and Member Services
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225 High Road
Wood Green
London N22 8HQ

Clifford Hart
Committee Services Manager
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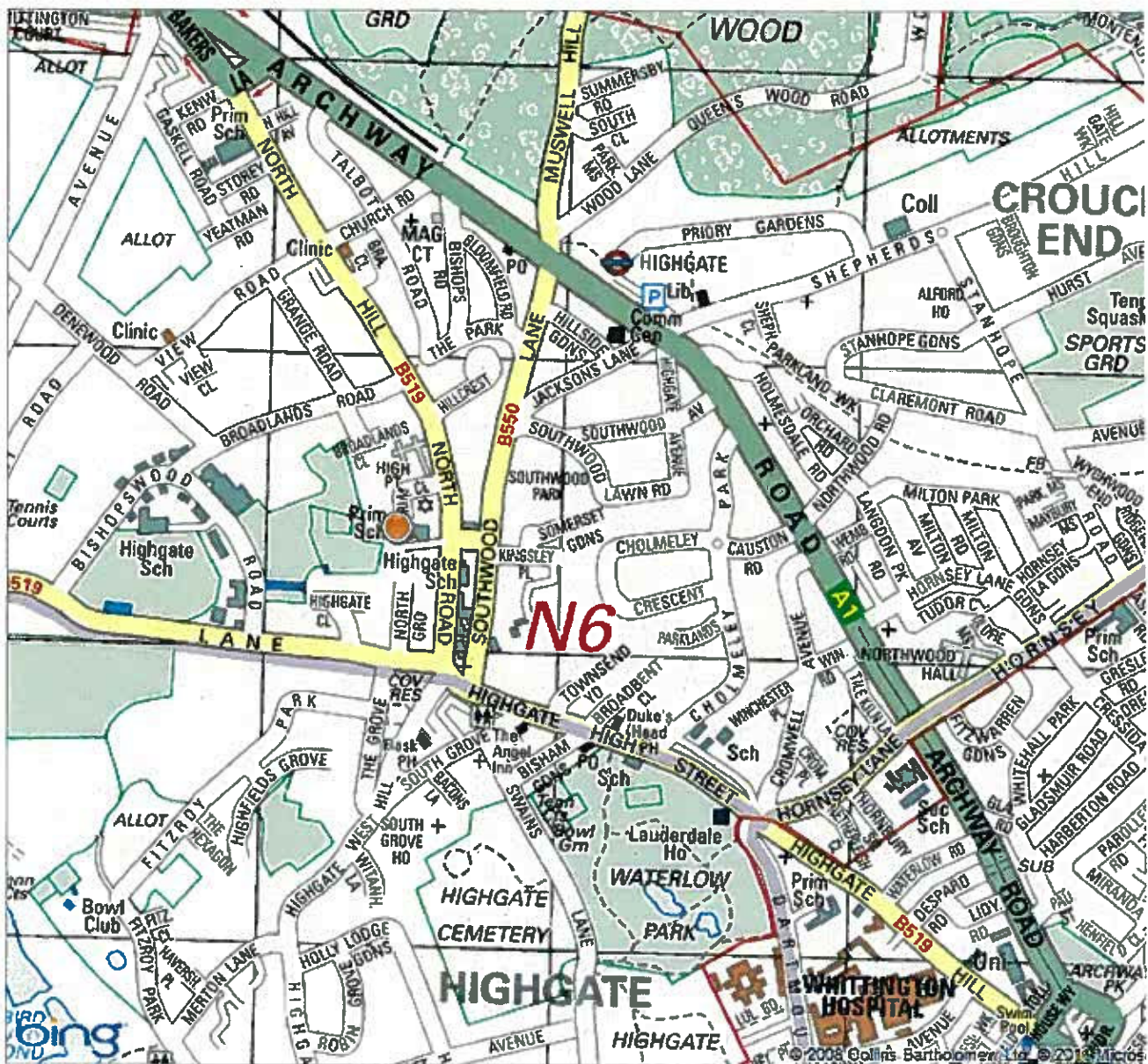
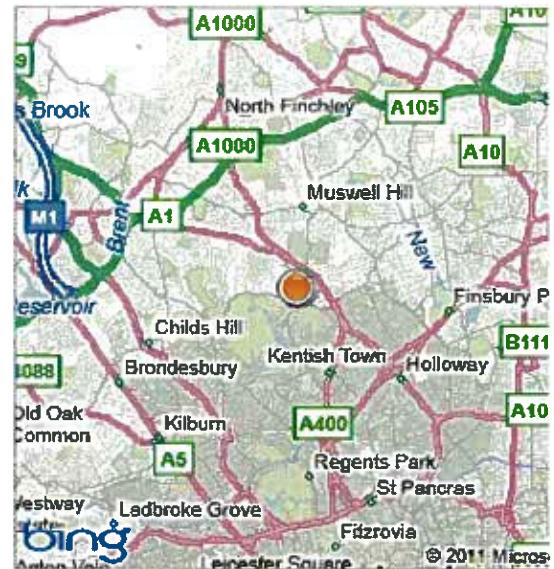
Tel: 0208 489 2920
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Wednesday, 21 December 2011

bing Maps

N6 4BG, London

My Notes



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**Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and
Committee**

THURSDAY, 12TH JANUARY 2012

AGENDA ITEM 1.a

Draft Area Committee Plan - 6.40pm – 7.05pm

- **Claire Kowalska – Frontline Services – will be in attendance to talk about the details of the draft Area Plan and give feedback from Focus session (26 October 2011) and report progress**

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Haringey Council

Report for:	Muswell Hill Area Forum & Committee	Item Number:	
Title:	Muswell Hill Area Action Plan – Update and Next Steps		
Report Authorised by:	Joan Hancox, Head of Neighbourhood Services		
Lead Officer:	Zoe Swanson, Senior Project Manager		
Ward(s) affected: Muswell Hill, Fortis Green, Alexandra and Highgate		Report for Key/Non Key Decisions:	

1. Describe the issue under consideration

1.1 To acknowledge the steps taken to date, and recommended next steps, to progress the development of a Muswell Hill Area Action Plan.

2. Cabinet Member introduction

2.1 As part of the Council's new governance arrangements seven Area Committees have been established under the Council's constitution. These Committees meet quarterly and their terms of reference include a commitment to develop an area plan which will set out priorities for the year.

2.2 The Council sees the following as the principal reasons for their use:

- To offer informed choices to a range of local residents and traders
- To target resources at evidenced need
- To initiative two-way information sharing and joint local priority setting
- To strengthen collective responsibility (Ward Members, Liaison, Cabinet)
- For transparency of expenditure
- To improve attendance through stronger public stakes
- To improve the resolution of local problems
- To improve the delivery of priority local services



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3. Recommendations

3.1 Committee Councillors to agree the priority issues raised at the October workshop and intended next steps below:

No.	Activity	Timing
1.	Initiate negotiation with services and partners for targeted and measurable activity for inclusion in the final plan	Ongoing from January 2012 – March 2012
2.	Draft plan circulated to Forum attendees and Committee Members at 12 January meeting	Feedback to Chair for response and action by 26 January 2012
3.	Draft plan circulated widely to residents and stakeholders week commencing 20 February –	Feedback to Chair for response and action by 9 March 2012
4.	Identify key leads for each activity (for quarterly monitoring updates)	Ongoing
5.	Final draft to be circulated with papers for the Area Committee early March for any final comments	Mid March 2012
6.	Final action plan for sign off at Committee in March 2012	29 March 2012

4. Other options considered

N/A

5. Background information

5.1 In order to initiate the development of an Area Action Plan, Muswell Hill Area Forum & Committee Councillors held a bespoke workshop on 26 October 2011. This workshop was attended by approximately 28 individuals; residents, traders and service providers, with the aim of identifying key issues to be addressed by an agreed action plan. Participants worked in groups to identify issues, aided by area profile data. The following issues were raised as priorities:

1. Improving childcare (access & affordability)



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2. Achieving Environmental Improvements and Local Involvement
3. Supporting Visible Enforcement
4. Supporting Local Businesses and employment
5. Youth Opportunities
6. Development of community hubs
7. Reducing Crime & ASB
8. Improving Transport / Connectivity
9. Increasing Access to Affordable Housing
10. Ensuring Appropriate Management of Houses of Multiple Occupation (HMO)

5.2. Since the workshop, the Committee Chair has agreed a list of key issues that the action plan will address with potential short, medium and long-term activity. The recommended next step is to negotiate with the relevant Council and partner services, and further consult with residents, to agree targeted and measurable activity for inclusion in a final plan. This plan will be signed off by the Area Forum & Committee on 29 March 2012.

6. Comments of the Chief Finance Officer and financial implications

6.1 There is no specific budget allocation to implement any Area Action plans developed and thus any actions would need to be funded from existing resources being re-prioritised or targeted as necessary. If this is not possible actions could only be pursued once a Cabinet decision to provide funding is made.

7. Head of Legal Services and legal implications

7.1 The Head of Legal Services has been consulted in the preparation of this report and confirms that the Council's protocol covering Area Committees sets out the responsibility of each Area Committee to develop its 3 year area action plan. There are no legal implications arising from this report.

8. Equalities and Community Cohesion Comments

8.1 The development process for the plan will continue to ensure the views of a wide range of stakeholders are sought and listened to. Discussion at the October workshop was based on robust area profile data, which included information on health inequalities, population profile and Index of Multiple Deprivation (IMD) findings. Addressing the issues and priorities identified at the Workshop would help to tackle some of the existing inequalities and disadvantage in the area.

9. Head of Procurement Comments

N/A

10. Policy Implication

N/A



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11. Use of Appendices

11.1 Appendix A – Draft Area Plan Working Document

12. Local Government (Access to Information) Act 1985

DRAFT WORKING DOCUMENT

Appendix A: Muswell Hill, Alexandra, Highgate and Fortis Green Area Committee – Area Action Plan Development

As a result of past consultation and a bespoke workshop held on 26 October 2011 to identify key priorities for the Area Action Plan, the following information on key issues has been collated. There is a range of supporting information / evidence that needs to be collated to help inform the development of SMART objectives / activity.

DEVELOPING A 3 YEAR PLAN - Draft

It is widely recognised that some of the issues raised will require more time to achieve results than others. To this end, the Area Plan will be a three year document, monitored annually.

Aspiration (3 year vision)	Year One 2012/13 ACTION	Year Two 2013/14 ACTION	Year Three 2014/15 ACTION	Service responsibility and lead officer contact
Improving Childcare (access and affordability)	Map local authority and private provision vs. local need			Children's Services
	Bespoke agenda item on Childcare on Area Forum agenda			
Achieving Environmental Improvements and enhancing local decision making	Investigate park and street tree/bush maintenance budgets in consultation with local Friend of Parks Groups & Parks Officers	To feed into devolution of budgets		
	Investigate opportunities for Area Committee and residents to have larger say/control over Council budgets	Draft plan on devolution of budgets	Area Committee to take on more budgetary responsibility for services to be more responsive to local need	
	- Feed this into Review of Area Committees Support of community			

Aspiration (3 year vision)	Year One 2012/13 ACTION	Year Two 2013/14 ACTION	Year Three 2014/15 ACTION	Service responsibility and lead officer contact
	reporting of incidents by highlighting use of fixmystreet and fixmystransport			
	Tackle grot-spots (litter / fly tipping) e.g. Vervan Court and Kelland Close and Coldfall Estate, Broadway) – contact resident groups in area	Monitor work in grot-spot locations and identification of other areas of concern		
	Identify with Homes for Haringey and local residents groups potential sites for temp or perm community allotments Investigate use of public land and joint venture with schools	Draft plan of new community allotments Investigate external funding from local businesses and London-wide and national organisations/sponsors	Launch at least two new community allotments and growing schemes	
	Oversee lighting replacement & pavement maintenance (e.g. Priory Park & Broadway)	Reporting of planned maintenance scheduled to be reported to Area Forum for residents to comment		
	Influence Neighbourhood Action Team work programme 2012/13 to: <ul style="list-style-type: none"> Strengthen information/reporting / response process to ensure issues are dealt with and cases closed as appropriate 	Monitoring progress made		
Supporting Visible Enforcement				

Aspiration (3 year vision)	Year One 2012/13 ACTION	Year Two 2013/14 ACTION	Year Three 2014/15 ACTION	Service responsibility and lead officer contact
Supporting Local Businesses and employment	Respond to Council's Review of parking charges	Continue to work with businesses on the issue		
	Explore appetite for a Neighbourhood Plan to support business (Localism Act)	Development of a Neighbourhood Plan (Localism Bill) focused on local business		
	Understand Council Planning powers in regard to ensuring mixed use business – a bespoke Area Committee item	Appropriate action to help diversification of shops in areas	Lobby Council to use powers available to protect shopping centres	
	Encourage local businesses to take on apprenticeships and investigate use of local and national initiatives available	Annual local business forum to discuss local apprenticeship schemes		
	Investigate costs and external funding/trader contribution for radio scheme	Roll-out of radio system for local traders		
Youth Opportunities	Map current provision vs. need Youth Services have done mapping of provision '11	Ongoing engagement with youth groups and schools on provision needed and resources available		
	Establish local relationship with Exposure Magazine	Annual Youth Area Forum established		
Developing Community Hubs	Investigate position of Council plan for community hubs and engage officer leads to feed into process		Community hubs to offer wide range of customer services – council tax, parking, benefits advice	

Aspiration (3 year vision)	Year One 2012/13 ACTION	Year Two 2013/14 ACTION	Year Three 2014/15 ACTION	Service responsibility and lead officer contact
	Hornsey Library is trialling a Libraries Community Hub offering a range of advice services – review of pilot to see if it can be delivered across borough (&influenced locally) Mapping current provision vs. need (adults)			
Reducing Crime & ASB	Alignment of Area Committee and SNT priority setting	Area Crime Action plan agreed at Area Committee by local residents, SNT and councillors		
	Enforcement cameras and night-time economy Investigate use of self-financing cameras			
Improving Transport / Connectivity	Bespoke item at Area Committee with relevant Service Head and TfL representative Write to TfL, Mayor of London to lobby for route	Continue lobbying and using transport forum and Council local groups Engage GLA members	Establish xx to link Highgate-Crouch End and links to Tottenham Hale	
Increasing Access to Affordable Housing	Bespoke item at Area Committee with relevant Service Head meeting to discuss issues			
Ensure Appropriate Management of Houses of	Development of HMO Standards / Conditions	Committee item: Update on area HMO activity from	Annual	

Aspiration (3 year vision)	Year One 2012/13 ACTION	Year Two 2013/14 ACTION	Year Three 2014/15 ACTION	Service responsibility and lead officer contact
Multiple Occupation (HMOs)	<p>Charter?</p> <p>HMO work plan is prioritised to ensure limited resource is used effectively</p> <p>No 1 priority is "mandatory HMOs" and team will always prioritise visits / activity against those meeting criteria:</p> <ul style="list-style-type: none"> - 3+ stories - 5 or more people - 2 or more households - Shared facilities <p>Named NAT officer main link for area into HMO team</p>	2012/13		

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**Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and
Committee**

THURSDAY, 12TH JANUARY 2012

AGENDA ITEM 1.b

Fortnightly non-recyclable rubbish collections – 7.05pm – 7.35pm

**A brief outline of the Council's plan for the introduction of fortnightly
rubbish collections and Q&A**

ITEM TO FOLLOW

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**Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and
Committee**

THURSDAY, 12TH JANUARY 2012

AGENDA ITEM 1.c

c. The implications of the Localism Act – 7.35pm – 8.05pm

**Deirdre McGrath, Head of Civic Engagement at London Civic Forum
to give an outline of the Act and the specific implications**

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Subject: **The Localism Act**

Date: 15 December 2011

The Localism Act was passed in November 2011 with the intention of decentralising power and empowering communities. The Act has significant implications for the powers of local government, community involvement in service delivery, community rights, the planning system and social housing.

According to the government the Act will allow for power to be exercised at the lowest practical level – “close to the people who are affected by decisions, rather than distant from them.”

This short briefing introduces the new rights and powers for communities and the changes to the planning system. A full summary of the Localism Act can be found at: www.communities.gov.uk/publications/localgovernment/localismplainenglishupdate.

Community right to challenge

Local Authorities will have a duty to consider expressions of interest in providing, or assisting in providing, certain services on behalf of the authority. Expressions of interest can come from not-for-profit groups including voluntary or community bodies, charitable organisations, or two or more local authority employees. The local authority must consider and respond to this challenge.

Assets of Community Value

Local Authorities will be required to maintain a list of land or assets in its area that have been nominated by the community as of “community value” i.e. that the asset or land furthers the social wellbeing or social interests of the local community. They might include community centres, libraries, village shops, markets or pubs.

When listed assets come up for sale or change of ownership the Act then gives community groups the time to develop a bid and raise the money to bid to buy the asset when it comes on the open market.

Neighbourhood Planning

The Act introduces a new right for communities to draw up a neighbourhood plan or neighbourhood development orders. These plans can be very simple and concise, or go into considerable detail where people want. Through neighbourhood planning, the government says that communities will be able to:

- choose where they want new homes, shops and offices to be built
- have their say on what those new buildings should look like
- grant planning permission for the new buildings they want to see go ahead.

Provided a neighbourhood development plan or order is in line with national planning policy, with the strategic vision for the wider area set by the local authority, and with other legal requirements, local people will be able to vote on it in a referendum. If the plan is approved by a majority of those who vote, then the local authority will bring it into force.

Local planning authorities will be required to provide technical advice and support as neighbourhoods draw up their proposals.

Types of neighbourhood planning:

A **Neighbourhood Plan** can establish general planning policies for the development and use of land in a defined neighbourhood area.

Neighbourhood Development Orders will directly grant planning permission for certain specified kinds of developments within the neighbourhood area. Where people have made clear that they want development of a particular type, it will be easier for that development to go ahead.

The **Community Right to Build** will give local communities (in England) the power to decide what is built in their area. Where developments for new houses, community facilities or shops have the agreement of the local area through a 'community referendum', and meet a minimum criterion, communities will not need to go through the normal planning application process.

Community Infrastructure Levy

Local authorities are allowed to require developers to pay a levy when they build new houses, businesses or shops. The money raised must go to support new infrastructure - such as roads and schools. This is called the community infrastructure levy.

The Localism Act will change the levy to make it more flexible. It allows some of the money raised to be spent on things other than infrastructure. It will give local authorities greater freedom in setting the rate that developers should pay.

**Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and
Committee**

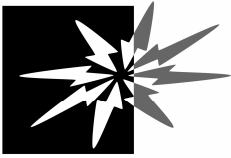
THURSDAY, 12TH JANUARY 2012

AGENDA ITEM 1.d

Neighbourhood Action Teams – 8.05pm – 8.15pm

- A brief outline of the work of the newly created team

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Neighbourhood Action Team

Purpose of Briefing

To provide details about establishment of the Neighbourhood Action Team (NA Team).

Background

The NA Team was created in response to the Rethinking Haringey initiative. It has brought together the functions formerly carried out in separate teams as follows:

- waste contract monitoring and management;
- street enforcement, including the stray dog function; and
- highways cyclical safety inspections and highways maintenance.

The team came into being on 17th October 2011. Since then, a period of training and development has been undertaken so that officers with experience in only one function can become proficient in all three of the functions required of the service. This training and development is on-going.

The NA Team

The essential function of the NA Team is to provide a visible on-street presence within the communities of Haringey. NA Officers will be responsible for addressing and resolving street-based problems that matter to local people. They will do this by taking direct action themselves, and by commissioning actions from contractors and other stakeholders such as Safer Neighbourhood Teams and Homes for Haringey, to produce sustainable and lasting solutions. In the process of doing this NA Officers will build up links with local residents, resident associations, ward Councillors and other stakeholders and it is expected that ward-based action plans will be developed that reflect the needs and concerns of local people.

The NA Team is managed by Michael McNicholas and is comprised of four teams as follows:

- three NA Teams - each comprised of a NA Team Leader and five NA Team Officers - undertaking all three of the functions, these teams are broadly linked to areas of the borough based on Area Committee boundaries; and
- one Tactical Enforcement Team with specific responsibility for dealing with difficult enforcement matters and trade waste enforcement, this team is also responsible for the stray dog service.

Because there are more wards in the borough than NA officers within the new structure, it is not possible to have an individual NA officer linked to every ward, so some NA officers are required to cover two wards. We have analysed the geographical spread of historic complaint and satisfaction levels across all three functions. In areas where demand for NA Team activity is expected to be highest there is one NA Officer linked to each ward in those areas. Where demand for NA activity is expected to be lower, there is one NA Officer linked to two wards in those areas. The demand for NA Team activity is being constantly monitored and adjustments to these ward allocations can be made if required.

It should be noted that whilst NA Officers will have links to wards, they will be required to work elsewhere in the borough to support initiatives such as litter patrols, the flytip strategy and fortnightly collection roll-outs.

The NA Team is currently based at Technopark in Tottenham.

Training

Since 17th October there has been a significant focus on training and development to build up levels of technical knowledge and practical skills to the standards required for all of the functions. This training has been a combination of formal, certificated externally provided training as well as internal training where officers experienced in one of the three functions share knowledge and experience with officers who need to learn their new functions.

It will take some time for NA Officers to become fully proficient with their full range of responsibilities. However, NA Officers are already handling enquiries for the full range of their new functions drawing in advice and guidance from each other when required. A full public launch of NA Teams is planned for January or February at which point details of the NA Officers and ward links will be provided for the borough. We will provide information about the NA Officers and ward links for Muswell Hill at the Area Committee on 12th January 2012.

Michael McNicholas, Neighbourhood Action Team Manager 16th December 2011

**Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and
Committee**

THURSDAY, 12TH JANUARY 2012

AGENDA ITEM 1.e

Potholes Update – 8.15pm – 8.25pm

- **An update from officers on progress in respect of pothole repairs**

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Haringey Council

Report for:	Muswell Hill, Alexandra, Fortis Green & Highgate Area Committee	Item Number:	
Title:	Update on the additional funding for the repair of potholes.		
Report Authorised by:	Lyn Garner, Director of Place and Sustainability		
Lead Officer:	Joan Hancox, Head of Neighbourhood Services		
Ward(s) affected: Muswell Hill, Alexandra, Fortis Green & Highgate		Report for Key/Non Key Decisions: Non-Key Decision	

1. Describe the issue under consideration

- 1.1 This report provides an update for the execution of carriageway repairs as approved by the Area Committee at its meeting of 15 September 2011.

2. Progress

- 2.1 An allocation of £46,400 has been provided to address pothole issues along roads within this Area Committee's jurisdiction. A total of 93 roads with existing potholes that do not meet our existing intervention levels were identified, as well as large areas of Colney Hatch Lane and Connaught Gardens that require extensive patching. Please see Appendix I for the list of areas.
- 2.2 The 93 roads generated a total of 248 jobs. As of 16 December all works were reported as complete by our term contractor. To date we have inspected 63% of the work to confirm completion.
- 2.3 The extensive carriageway patching on Colney Hatch Lane has been deferred to the next financial year and will now be considered for inclusion in our planned maintenance programme. This is due to a requirement of a road closure to deliver this work and the envisaged impact this will have in view of ongoing works along the A406 North Circular Road.



Haringey Council

- 2.4 In view of this we have extended the area of patching initially programmed for Connaught Gardens from 223m² to 1000m². This enabled us to resurface the remaining length of Connaught Gardens which was not resurfaced last year (2010/11). We have also identified Muswell Mews as an alternative location for resurfacing work and have resurfaced the entire road. Muswell Mews was identified by residents and highlighted in the report of 15 September. It was not however included in the original programme due to priority being given to other locations within the funding available.
- 2.5 The changes in the programme are highlighted in bold in the appendix to this report.
- 2.6 The total spend for the work detailed in this report is £47,126, which exceeds the £46,400 allocation. The £726 overspend will be covered through our planned maintenance budget.

3. Recommendations

- 3.1 It is recommended that the Area Committee retrospectively approves the amendment to the programme to enable resurfacing on Muswell Mews and the full length of Connaught Gardens.

4. Other options considered

- 4.1 N/A

5. Background information

- 5.1 The government has provided boroughs with additional funding to assist in the maintenance of carriageways, with particular attention to addressing pot hole issues. The objective of the funding is to 'seal' road surfaces prior to the winter weather conditions and in doing so reduce the possibility of deterioration.
- 5.2 This funding has been used to address pot holes which fall outside of our current tolerance levels and locations which require extensive patching, but would not necessarily be regarded as a priority in our planned maintenance programme.

6. Comments of the Chief Finance Officer and financial implications

- 6.1 These repairs are being financed by additional funding provided by the Government for road repairs.

7. Head of Legal Services and legal implications

- 7.1 There are no legal implications.

8. Equalities and Community Cohesion Comments



Haringey Council

- 8.1 The community were invited to provide locations for consideration as part of this work.

9. Head of Procurement Comments

- 9.1 N/A

10. Policy Implication

- 10.1 N/A

11. Use of Appendices

Appendix I – Location of works

12. Local Government (Access to Information) Act 1985

N/A

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Sum of Quantity (m2)		
Wards	Name of Road or Street	Total
Alexandra	Albert Road N22	2
	Alexandra Park Road	8
	Alexandra Park Road N10	2
	Cranbourne Rd	6
	Elgin Rd	4
	Goodwyns Vale N10	1
	Muswell Road	25
	Rosebery Road	19
	Talbot Road	4
	The Avenue	21
	The Avenue N10	6
	Vallance Road	25
Alexandra Total		123
Fortis Green	Beech Drive N2	1
	Church Valve N2	1
	Coldfall Avenue N10	2
	Collingwood Avenue N10	1
	Colney Hatch Lane N10	456
	Coppetts Road N10	8
	Creighton Avenue	
	Creighton Avenue N10	1
	Creighton Avenue N2	1
	Eastern Road N2	1
	Everington Road N10	2
	Fordington Road	1
	Fordington Road N6	1
	Fortis Green Avenue N2	7
	Fortis Green N10	1
	Greenham Road N10	1
	Leaside Avenue N10	1
	Lynmouth Road N2	2
	Marriott Road N10	4
	Muswell Mews N10	600
	Muswell Road N10	5
	Page Hill N10	1
	Queens Lane N10	1
	Ringwood Avenue N2	5
	Southern Road N2	1
	Spring Lane N10	2
	Springcroft Avenue N2	2
	St. James Lane N10	8
	Twyford Avenue N2	14
	Western Road N2	6
	Woodberry Crescent N10	1
	Woodside Avenue N10	1
Fortis Green Total		1139
Highgate	Church Road N6	1
	Hampstead Lane N6	2
	Highgate High Street N6	1
	Hornsey Lane N6	1
	Southwood Avenue N6	1
Highgate Total		6

Highgate	Bishops Road N6	1
	Bishopswood Road N6	9
	Bloomfield Road N6	5
	Broadlands Close N6	3
	Broadlands Road N6	1
	Cholmeley Crescent N6	9
	Cholmeley Park N6	3
	Cromwell Place N6	2
	Denewood Road N6	1
	Holmesdale Road N6	2
	Hornsey Lane Gdns N6	6
	Hornsey Lane N6	3
	Langdon Park Road N6	6
	Milton Park N6	3
	Milton Road N6	3
	North Hill Avenue N6	1
	North Road N6	1
	Northwood Road N6	3
	Sheldon Avenue N6	7
	South Close N6	4
	Southwood Avenue N6	1
	Southwood Lane N6	4
	Southwood Lawn Road N6	3
	Stormont Road N6	1
	The Bank N6	4
	View Road N6	6
	Winchester Place N6	1
Highgate Total		93
Muswell Hill	Alexandra Gardens N10	1
	Avenue Mews N10	1
	Barrenger Road	
	Barrington Road N8	2
	Carysfort Road N8	3
	Church Crescent N10	1
	Connaught Gardens	223
	Connaught Gardens N10	7
	Etheldene Avenue N10	1
	Farrer Mews N8	2
	Hillfield Park N10	1
	kingsley Place	1
	Linden Road N10	6
	Muswell Hill Place N10	2
	Muswell Hill Road N10	1
	New Road N8	1
	Palace Road N8	4
	Park Avenue South N8	1
	Park Road N8	1
	Priory Avenue N8	1
	Priory Road N8	5
	Springfield Avenue N10	5
	Wood Vale N10	11
	Woodland Rise N10	2
Muswell Hill Total		283
(blank)	(blank)	
(blank) Total		
Grand Total		1644

Appendix 1: Road Repair allocation for Muswell Hill, Alexandra, Fortis Green & Highgate Area Forum & Committee

Allocated £ 46,400.00

Expenditure £ 47,125.76

Wards	Name of Road or Street	Location	Quantity (m ²)	Cost
Alexandra	Alexandra Park Road	Various	8	392
Alexandra	Cranbourne Rd	Various	6	294
Alexandra	Elgin Rd	Various	4	196
Fortis Green	Muswell Road	Various	25	1225
Alexandra	Rosebery Road	Various	19	931
Alexandra	Talbot Road	Various	4	196
Alexandra	The Avenue	Various	21	1029
Alexandra	The Avenue N10	Various	6	294
Alexandra	Vallance Road	Various	20	980
Fortis Green	Beech Drive N2	o/s 6	1	49
Fortis Green	Beech Drive N2	o/s 1	1	49
Fortis Green	Church Vale N2	o/s 7	1	49
Fortis Green	Coldfall Avenue N10	Various	2	98
Fortis Green	Collingwood Avenue N10	o/s 18	1	49
Fortis Green	Colney Hatch Lane N10	Postponed	456	0
Fortis Green	Coppetts Road N10	Various	8	392
Fortis Green	Creighton Avenue N10	opp 80	1	49
Fortis Green	Creighton Avenue N2	o/s 116	1	49
Fortis Green	Eastern Road N2	o/s 18	1	49
Fortis Green	Everington Road N10	Various	2	98
Fortis Green	Fordington Road	o/s 29	1	49
Fortis Green	Fordington Road N6	o/s 22	1	49
Fortis Green	Fortis Green Avenue N2	Various	7	343

Fortis Green	Fortis Green N10	o/s 9-16 woodside	1	49
Fortis Green	Greenham Road N10	o/s 37	1	49
Fortis Green	Leaside Avenue N10	o/s 34	1	49
Fortis Green	Lynmouth Road N2	Various	2	98
Fortis Green	Marriott Road N10	Various	4	196
Fortis Green	Muswell Road N10	Various	5	245
Fortis Green	Pages Hill N10	o/s 5	1	49
Fortis Green	Queens Lane N10	o/s 261	1	49
Fortis Green	Ringwood Avenue N2	Various	5	245
Fortis Green	Southern Road N2	o/s 6	1	49
Fortis Green	Spring Lane N10	Various	2	98
Fortis Green	Springcroft Avenue N2	Various	2	98
Muswell Hill	St. James Lane N10	Various	8	392
Fortis Green	Twyford Avenue N2	Various	10	490
Fortis Green	Western Road N2	Various	6	294
Fortis Green	Woodberry Crescent N10	o/s 1	1	49
Fortis Green	Woodside Avenue N10	o/s woodside pumping station	1	49
Highgate	Bishops Road N6	o/s disable bay	1	49
Highgate	Bishopswood Road N6	Various	9	441
Highgate	Bloomfield Road N6	Various	5	245
Highgate	Broadlands Close N6	Various	3	147
Highgate	Broadlands Road N6	o/s 22-24	1	49
Highgate	Cholmeley Crescent N6	Various	9	441
Highgate	Cholmeley Park N6	Various	3	147
Highgate	Cromwell Place N6	Various	2	98
Highgate	Denewood Road N6	o/s 8	1	49
Highgate	Holmesdale Road N6	Various	2	98
Highgate	Hornsey Lane Gdns N6	Various	6	294
Highgate	Hornsey Lane N6	Various	2	98
Highgate	Langdon Park Road N6	Various	6	294
Highgate	Milton Park N6	Various	3	147
Highgate	Milton Road N6	Various	3	147
Highgate	North Hill Avenue N6	o/s 6	1	49
Highgate	North Road N6	o/s 7	1	49
Highgate	Northwood Road N6	Various	3	147
Highgate	Sheldon Avenue N6	Various	7	343

Highgate	South Close N6	Various	4	196
Highgate	Southwood Avenue N6	o/s 9	1	49
Highgate	Southwood Lane N6	Various	4	196
Highgate	Southwood Lawn Road N6	Various	3	147
Highgate	Stormont Road N6	o/s 2	1	49
Highgate	The Bank N6	Various	4	196
Highgate	View Road N6	Various	6	294
Highgate	Winchester Place N6	adj l/c WP2	1	49
Muswell Hill	Alexandra Gardens N10	opp 76	1	49
Muswell Hill	Avenue Mews N10	j/w princes avenue	1	49
Muswell Hill	Barrington Road N8	Various	2	98
Muswell Hill	Carysfort Road N8	Various	3	147
Muswell Hill	Church Crescent N10	10m from no. 48	1	49
Muswell Hill	Connaught Gardens	o/s 67-71	0	0
Muswell Hill	Connaught Gardens N10	Amended	1000	21884.93
Muswell Hill	Farrer Mews N8	Various	2	98
Highgate	kingsley Place	opp 23	1	49
Muswell Hill	Linden Road N10	Various	6	294
Muswell Hill	Muswell Hill Place N10	Various	2	98
Muswell Hill	New Road N8	adj to L/C NE6B	1	49
Muswell Hill	Palace Road N8	Various	4	196
Muswell Hill	Priory Avenue N8	j/w priory road	1	49
Muswell Hill	Priory Road N8	Various	5	245
Muswell Hill	Springfield Avenue N10	Various	5	245
Muswell Hill	Wood Vale N10	Various	11	539
Muswell Hill	Woodland Rise N10	Various	2	98
Muswell Hill	Muswell Mews	New entire length	555	8923.83

£ 47,125.76

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**MINUTES OF THE MUSWELL HILL, ALEXANDRA, FORTIS GREEN AND HIGHGATE
AREA FORUM AND COMMITTEE
THURSDAY, 15 SEPTEMBER 2011**

Councillors Allison, Beacham, Bloch, Davies, Engert, Erskine, Jenks, Newton, Solomon and Williams

Apologies Councillors Hare and Scott

MH10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr Scott and Cllr Hare.

MH11. URGENT BUSINESS

There were no new items of urgent business.

MH12. DECLARATIONS OF INTERESTS

All Councillors declared a personal interest in agenda item 7, Making the Difference, as Ward Councillors.

Cllr Solomon declared a prejudicial interest in agenda item 7 as a member of the Muswell Hill and Fortis Green Association, and Cllr Jenks declared a prejudicial interest as a member of the Friends of Queens Wood. Cllr Jenks and Cllr Solomon would not participate in the approval of funding for the respective groups of which they were members.

MH13. QUESTIONS, DEPUTATIONS OR PETITIONS : TO CONSIDER ANY QUESTIONS, DEPUTATIONS OR PETITIONS RECEIVED IN ACCORDANCE WITH PART 4, SECTION B29 OF THE COUNCIL'S CONSTITUTION

There were no issues raised under this item.

MH14. MINUTES

The Chair advised that for future minutes, the notes taken by Councillors during the Area Forum section of the meetings would be appended to the Committee minutes.

RESOLVED

That the minutes of the meeting held on 16 June 2011 be approved and signed by the Chair.

Matters Arising

- It was confirmed that the briefing sheet for members of the public regarding how to participate and add items to agendas, mentioned at the bottom of the first page of the minutes, had been produced and was on the Council's website.

**MINUTES OF THE MUSWELL HILL, ALEXANDRA, FORTIS GREEN AND HIGHGATE
AREA FORUM AND COMMITTEE
THURSDAY, 15 SEPTEMBER 2011**

- It was agreed that the questions on page 2 of the minutes regarding making compost from recycling available to residents and the issue of arrangements for the collection of large, non-recyclable items, should be forwarded on to Veolia for response.
- Cllr Solomon reported that the change in the designation of Pinkham Way in the development framework had been rejected by the planning inspectorate and that the Council would now need to re-consult on this issue. Concern was expressed that the process had not been fully transparent and that stakeholders were keeping a watchful eye on the situation.

MH15. AREA COMMITTEE PLAN

The Chair asked Members to contact their local residents' associations and community groups to seek representatives to form a one-off Sub Committee to consider the Area Committee Plan at the end of October. It was also agreed that one Councillor from each Ward should sit on this Sub Committee.

The draft Area Committee Plan would be presented at the January 2012 meeting.

MH16. MAKING THE DIFFERENCE

The Committee considered the Making the Difference report, which set out the proposed allocations of funding. Claire Kowalska, Community Safety Strategic Manager, introduced the report, and clarified that the process for work undertaken by external suppliers was that payment would be made once an invoice from the supplier had been submitted.

The Committee sought confirmation from the Highgate Society that the leaflet for which funding had been applied was to be provided free of charge, and a representative from the Highgate Society confirmed that this was indeed the case.

The Committee asked what the position was in respect of funding for ongoing maintenance of projects that had previously been funded, as the previous arrangement had been that the funding available was top-sliced to facilitate this. It was confirmed that top-slicing to fund previous projects would not happen for this round of funding, and that arrangements would need to be made with local groups to provide any ongoing funding required for previous projects. It was noted that the Palace Gates Residents' Association provided ongoing funding and carried out upkeep themselves, and could provide a useful model for other community groups looking to maintain previous projects. Cllr Solomon could provide details for anyone interested in contacting them for information or advice.

A question was raised regarding the Hillfield – St James Association grant, and whether hoops would be more effective than bollards as proposed for the biker bay. It was reported that the Council's Transport department had looked into this, and bollards had been proposed as they provided specific protection from vans and were felt to be more effective than hoops as they would not be knocked down.

RESOLVED

**MINUTES OF THE MUSWELL HILL, ALEXANDRA, FORTIS GREEN AND HIGHGATE
AREA FORUM AND COMMITTEE
THURSDAY, 15 SEPTEMBER 2011**

That the proposed sums as set out in Appendix 1 of the report be approved.

It was noted that Cllr Jenks and Cllr Solomon did not participate in the approval of funding for the particular groups of which they were members, namely Friends of Queens Wood and the Muswell Hill and Fortis Green Association respectively.

The Chair expressed thanks for the high quality of the bids submitted, and announced that a Ward Councillor would be nominated to monitor the delivery of each bid.

**MH17. PROPOSALS FOR THE USE OF ADDITIONAL FUNDING FOR THE REPAIR OF
POTHOLES**

Tunji Oladejo, Traffic Manager of Sustainable Transport, presented the report on the proposed allocation of additional pothole funding and sought the approval of the Committee in order to commence the repair work proposed. It was clarified that the purpose of the additional funding provided was to address potholes before they reached the Council's threshold for intervention. The work would be carried out in addition to the Council's statutory repair work to potholes which did meet the threshold for intervention, and the ongoing re-surfacing programme. It was reported that details of all the work carried out would be published online.

The Committee welcomed the proposals, and asked about the scheduling of the work, in response to which Mr Oladejo reported that it was intended to start immediately, and for all the work to be undertaken this year.

In response to a question from the Committee regarding Hampstead Lane, and why this was not included in the report, Mr Oladejo advised that this required more extensive re-surfacing work rather than pothole repair, and was scheduled to be undertaken during school holidays, as it would necessitate temporary closure of the road.

Members commented that the article in Haringey People on this issue could have been made more effective, and suggested that this be addressed for the communication of any such projects in future. It was agreed that this would be fed back. The Committee also asked that Ward Councillors be informed when inspections were due to take place in their area.

Mr Oladejo clarified that our Highways Inspector carried out the routine inspection process, which was required by law. The Council engaged an external accredited company to undertake detailed visual inspections, as required of all Local Authorities, and this process enabled the Council to generate a list of potential sites. If any further concerns were raised regarding particular roads, these should be reported directly via the Council's Potholes Hotline (020 84891335), or email address (potholes@haringey.gov.uk).

RESOLVED

That the allocation of the additional funding provided for road repairs be approved.

[post-meeting note: the amount of funding allocated was corrected to £45,660, and not £44,950 as originally stated in the report]

**MINUTES OF THE MUSWELL HILL, ALEXANDRA, FORTIS GREEN AND HIGHGATE
AREA FORUM AND COMMITTEE
THURSDAY, 15 SEPTEMBER 2011**

MH18. BUDGET 2012/13

The Chair noted that the presentation on the budget provided by Kevin Bartle, Lead Finance Officer, during the Forum part of the meeting had been useful, but felt that there were alternative ways of engaging with the local community on this issue, such as the Budget Scrutiny Process. It was suggested that if local residents had any specific questions on local issues to do with the budget, these could be fed back to their Ward Councillors.

MH19. TO NOTE DATES FOR THE REMAINDER OF THE YEAR 2011/12

The 12 January 2012 meeting date was scheduled to be held in Highgate Ward, and it was suggested that the venue for this meeting be Jacksons Lane. The draft Area Plan and implications of the Localism Bill were currently on the agenda for this meeting, and it was suggested that an item on National Planning Policy Framework also be considered at this meeting, as well as a possible planning brief on Highgate Bowl, similar to that provided for St Luke's Hospital at this meeting. With regards to format of the meeting, Ward Councillors would consult with local groups for their feedback.

The 29 March 2012 meeting was scheduled to be held in Alexandra Ward, and Alexandra Park School and St Andrews Church Hall were discussed as possible venues. It was confirmed that Ward Councillors would discuss this further and advise the Chair of their preferred venue.

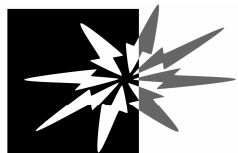
MH20. ANY OTHER URGENT BUSINESS

There were no items of urgent business.

The meeting closed at 21:05hrs.

Cllr Engert

Chair



Haringey Council

Briefing Note for Muswell Hill, Alexandra, Fortis Green and Highgate Area Committee/Forum – Local Implementation Plan

14 December 2011

Briefing on Local Implementation Plan

TfL has approved our Local Implementation Plan. This sets out our programmes and policies for the next 20 years. Within the LIP a three year Delivery Plan has been included covering the period 2011-2014. This sets out in detail our projects to be funded in each year. We are in the first year of the Plan [2011/12] and submitted in October our spending submission for 2012/13. We are expecting details of the allocation from TfL in early December.

LIP funding process

We are required to submit an annual funding submission for the following financial year eg for 2012/13 funding we submitted our proposals on 7 October 2011 although our submission was revised following feedback from TfL.

Our funding submission needs to reflect our approved LIP and the three year Delivery Plan.

We submit projects for funding under three broad categories:

1. Corridors, Neighbourhoods and Supporting measures – this includes local safety schemes, traffic management measures such as 20mph zones, cycle routes, Greenways pedestrian/cycle routes, urban realm enhancements, cycle training, cycle parking, electric charging points, smarter travel programme including workplace travel planning and school travel planning and accessibility measures. The funding includes a sum for local transport projects the Borough wants to pursue.
2. Maintenance – resurfacing and strengthening of the Borough's non-TLRN principal road network and bridge maintenance and assessment.
3. Major schemes – schemes costing in excess of £1m which are subject to a three stage process for approval by TfL

Current Projects and Programmes

The current three year programme is set out in summary in the table below:

Programme	Scheme Title	Scheme Description	Funding £k			Total
			2011/12	2012/13	2013/14	
C, N & SM	Wood Green High Road	Accessibility enhancements	100	0	0	100
C, N & SM	Green Lanes corridor and adjoining neighbourhood	Improvements to urban realm, pedestrian amenity, cycle accessibility, road safety	150	586	500	1,236
C, N & SM	Tottenham gyratory complementary	Implementation of 20mph within gyratory	0	30	100	130

	measures					
C, N & SM	Local safety scheme	Schemes targeted at reducing road user casualties, focusing particularly on vulnerable road users	200	160	100	460
C, N & SM	Environmental projects/20mph zones – Langham Road	Home zone type measures, traffic calming	400	0	0	400
C, N & SM	Environmental projects/20mph zones – Hornsey area	Home zone type measures, traffic calming	75	225	100	400
C, N & SM	Environmental projects/20mph zones – Warwick Gardens [Green Lanes area	Home zone type measures, traffic calming	0	80	270	350
C, N & SM	Greenways pedestrian/cycle routes	Cycle crossings	100	0	0	100
C, N & SM	Greenways pedestrian/cycle routes – link 4 between Wood Vale and Alexandra Palace	Cycle crossings	200	100	0	300
C, N & SM	Cycle routes – LCN link 78 Finsbury Park to LB Enfield boundary on Green Lanes	Traffic calming measures, entry treatments, signage, cycle lanes	0	100	0	100
C, N & SM	Biking Borough – cycle hub in Wood Green	Cycle route links, cycle training, workplace travel planning	156	147	147	450
C, N & SM	Cycle training	School and adult training	100	100	110	310
C, N & SM	Electric charging points	On street charging points	20	0	20	40
C, N & SM	Cycle parking	On street cycle parking, plus off street in residential	23	21	21	65

		locations				
C, N & SM	Smarter travel programme - encourage active travel for entertainment, shopping, leisure trips across the borough	Behavioural change programme – personalised travel planning, awareness raising, workplace travel planning	200	148	138	486
C, N & SM	Smarter travel programme – encourage cycling in west of Haringey	Behavioural change programme – personalised travel planning, cycle training and bike maintenance sessions; recreational cycling programme through British Cycling	263	260	310	833
C, N & SM	Smarter travel programme – reduction on child casualties in east of Borough	Road safety interventions inc education training and publicity	70	170	184	424
C, N & SM	Accessibility measures	Shopmobility scheme for Wood Green and accessibility measures on street	40	40	40	120
C, N & SM	Local transport fund	Bus stop accessibility programme, Warwick Gardens DIY streets	100	100	100	300
Maintenance	Principal Road Maintenance	Main road resurfacing – Tottenham Lane, High Road, N17 in 2011/12; High Road, N17, West Green Road, Ferry Lane,	380	610	472	1,462

		Tottenham Lane in 2012/13				
Maintenance	Bridge maintenance and assessment	Various bridges including Wightman Road costing £1.3m	166	1,989	1,304	3,459
Major Scheme	Wood Green Town Centre	Urban realm enhancements, footway resurfacing, pedestrian safety and amenity, cycle access improvements	100	1,000	2,756	3,856
Total			2,843	5,866	6,672	

In addition to the LIP funding, TfL has allocated funds for Biking Borough projects and for implementing car clubs. The Council has been successful in achieving £320,500 for Biking Borough between 2011 and 2014 and £50,000 for car clubs in 2011/12 and 2012/13.

Process and Timescale for Developing Projects

The Council develops the annual funding submission between April and September for submission to TfL in October. There is scope for input into the development of new schemes through Area Committees.

TfL has agreed allocations for Corridors, Neighbourhoods and Supporting Measures for each year from 2011/12 – 2013/14. For 2012/13 this is set at £2,267,000 and for 2013/14 at £2,140,000. The funding is based on a formula with the funding allocated to each borough on this basis. For maintenance schemes the funding allocated to each borough is based on a needs assessment. Only for major schemes are boroughs entering into a bidding process in which boroughs are competing against one another for the funding TfL has set aside for major schemes.

There is therefore some scope for developing new projects for 2013/14 within the overall funding pot of about £2.14m. Schemes to be implemented through local safety scheme, local transport funding and accessibility allocations have yet to be finalised for 2013/14. Total funding of £240,000 is allocated for these three areas. Substantial funding is being targeted at smarter travel initiatives. Our programme for smarter travel is being developed offering potential for amending the behavioural change measures.

In addition to the LIP funding the Council allocates substantial capital resources of its own for footway and road repairs and for street lighting. In 2011/12 £800,000 is allocated for street lighting with a £1.3m for footway and road repairs. These capital funds are allocated on the basis of need but still providing an opportunity for community involvement in prioritising need within an area.

Current Transport Investment in Alexandra, Muswell Hill, Fortis Green and Highgate

Our investment for the Area Forum area is for environmental project/20mph zones for Hornsey area which includes part of Muswell Hill ward and on Greenways including the route between

Wood Vale and Alexandra Palace. In addition local schools would benefit from cycle training. The smarter travel behavioural change programme focuses on the west of the Borough and includes personalised travel planning, cycle training and recreational rides programme through British Cycling.

The Council is investing in street lighting in Alexandra and Highgate wards. Road resurfacing is being carried out in Alexandra and Highgate wards with footway resurfacing in Fortis Green and Muswell Hill wards.

Scope for Changes to Bus Services/location of bus stops

The Council has regular meetings with TfL to discuss bus service issues. Suggested changes to routes or other specific issues can be raised with TfL at these meetings. Similarly bus stop matters are discussed with TfL although as TfL are responsible for the location of bus stops final decisions rest with TfL.

Community Involvement in Future LIP submissions

There is scope for community involvement in projects and programmes where there uncommitted funding: local safety schemes, local transport funding and accessibility measures. In total these projects have an initial allocation of £240,000. In addition the smarter travel programme funding is approximately £460,000 for areas to the west of the Borough and encouraging active travel for entertainment, shopping and leisure trips.

It is suggested proposals for these areas are fed into ward councillors by June 2012. These will then be considered in developing our funding submission for 2013/14 by October 2012. Our funding submission would be approved by Cabinet.

Malcolm Smith
Team Leader, Transportation Planning

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**Briefing Paper on Byelaws
for Muswell Hill, Alexandra, Fortis Green and Highgate
Area Committee**

1. The terms of reference for the Area Committees are set out in Part Three, Section C of the Constitution which contains the terms of reference for Full Council and Non-Executive Bodies. Section 5 deals with Area Committees' terms of reference and includes a provision relating to byelaws. Area Committees may make recommendations to Full Council on the introduction of byelaws to have effect in the wards covered by the Area Committee. Wherever possible, proposed byelaws should be consistent with the model byelaws on that matter issued by central government.
2. Paragraph 4.1.6 of the Protocol for Area Committees states that Area Committees shall be able to introduce local byelaws, in keeping with model byelaws. These will be subject to approval by Full Council.
3. The model byelaws are as follows:
 - Pleasure grounds, public walks and open spaces;
 - Amusement premises;
 - Pleasure fairs;
 - Promenades;
 - The seashore;
 - For markets;
 - Good rule and Government.
4. The model byelaw on Good rule and Government is the broadest and includes byelaws on climbing upon and hanging from bridges, fairground attractions causing obstruction to traffic, dangerous games near and on highways, interference with life saving equipment and road warning lamps, riding on road margins, skateboarding, touting, and urinating in public.
5. The maximum penalty for breaching a byelaw is a fine in the local magistrates' court. Such breaches must be proven to the criminal standard of "beyond reasonable doubt". The maximum penalty is usually fixed by the statute enabling that particular byelaw. Where unspecified, it is £500. Magistrates have the power to impose a fine less than the maximum and, alternatively, to "discharge" a defendant. Magistrates have a discretion to award investigation and prosecution costs.
6. All byelaws currently require approval by the Secretary of State for Communities and Local Government ("CLG"). Byelaws must be reasonable, certain in their terms, and consistent with the general law. Byelaws will not be valid if they deal with matters already covered by statute. The CLG website contains comprehensive guidance on the process and contains a list of subjects covered by

general legislation and therefore not considered suitable for byelaws. These include:

7.
 - Advertisements, including notices, posters and bills
 - Birds, birds' nests, bird eggs
 - Camping - removal of campers
 - Damage
 - Dangerous driving in parks and open spaces
 - Deposits on the highway
 - Dumping and flytipping
 - Firearms
 - Graffiti
 - Gypsies and Travellers
 - Language - violent, threatening or abusive
 - Litter
 - Motorised Scooters
 - Public meetings and gatherings
 - Public order
 - Sale of vehicles on road
 - Semi-permanent skin colouring
 - Traffic
8. The most effective time for Area Committees to be involved may be during the initial consultation prior to applying for provisional approval to the Communities and Local Government Byelaws Section. This way, Area Committees may provide a local insight and make relevant suggestions for matters that may need to be addressed.
9. Guidance notes on the procedure for making byelaws including a list of the model byelaws are published on a "guidance page" on the CLG website attached as **Appendix 1**.
10. The Local Government (Public Involvement in Health) Act 2007 provides for a new streamlined process for creating certain byelaws without the need to gain the approval of the Secretary of State. However, the necessary regulations enabling this have yet to come into force. On 15 November 2011 the Byelaws Section of CLG informed LBH that an announcement would be made "within weeks" on the anticipated regulations giving effect to the new process.

APPENDIX I**Local government****Guidance notes: Arrangements for confirmation of local authority byelaws**

Following the general election on 7 June 2001, responsibility for the confirmation of certain byelaws was transferred from the Home Secretary to the Secretary of State for Transport, Local Government and the Regions. These responsibilities were later transferred to the Office of the Deputy Prime Minister in May 2002, and subsequently Communities and Local Government in May 2006.

About this guidance

This Guidance page (updated May 2007) replaces the Home Office Circular 25/1996: *Arrangements for Confirmation of Local Authority Byelaws*, and sets out the arrangements for the processing of those byelaws for which the Secretary of State for Communities and Local Government is the confirming authority.

Deciding how to apply to have byelaws confirmed

1. A byelaw is a local law which is made by a statutory body, such as a local authority, under an enabling power established by an Act of Parliament. If there is general legislation to cover the subject causing concern, byelaws are not generally considered suitable. Since byelaws create criminal offences, they cannot come into effect unless they have been confirmed by a Secretary of State.
2. The chart at Annex 1 sets out the procedure for establishing whether byelaws
 - are likely to be appropriate, and
 - are ones for which the Secretary of State is the confirming authority.
3. Communities and Local Government currently has seven sets of model byelaws which set out an appropriate wording for byelaws on a number of different subjects. We may add to or amend these in the light of experience, demand and changing circumstances.
4. Councils should note that, in a number of the sets, some of the individual model byelaws are optional and only those which are needed should be adopted. For example, if making byelaws using model set 2 (Pleasure Grounds, Public Walks and Open Spaces), do not include byelaws to restrict horses if there is no experience of them ever entering the park, nor restrict fishing if there is no water.
5. Once a Council has established that the issue to be addressed is dealt with by a model, the Council should locate a copy of the relevant set from the local government section of the Communities and Local Government website at [Local government legislation: byelaws](#), and adapt it according to their needs using the guidance notes that accompany the set.
6. Care should be taken to ensure that no changes are made to the wording of the model byelaws to be adopted. Where a Council wishes to vary a model or to make byelaws on an issue not covered by an available model, Part B of the application for provisional approval should also be completed.

7. In all cases, the draft byelaws and the completed application form for provisional approval, should be submitted together to the Communities and Local Government Byelaws Section. Only when provisional approval has been given should the Council make, seal and advertise the byelaws.

8. Councils should also note that where there is a substantive error in byelaws that have been sealed and advertised, the byelaws cannot simply be amended either by the Council or by Communities and Local Government. They must be made, sealed and advertised again. It is therefore important that the byelaws are checked in detail before sealing. (Very minor typographical errors may, however, be corrected by a Council officer if the corrections carry a clear official mark.)

Purpose of an application form

9. The proforma application for provisional approval, which must be completed in respect of every byelaw application, serves two purposes.

10. The first is to assist Councils by providing them with an aide memoire of the issues that need to be addressed. The second is to help Communities and Local Government by providing confirmation that attention has been given to those issues.

Level of scrutiny by Communities and Local Government

11. As a general principle, it is for the local authority to decide the necessary and appropriate byelaws for its area. Provided there is no legal problem and no conflict with general Government policy, we shall not oppose or query a byelaw simply because our judgement of what is necessary or appropriate differs from the Council's. Nor shall we oppose or query aspects of byelaws which relate to purely local concerns, such as the precise areas to which they will apply.

12. We shall assume that the wording of any byelaws has been checked and is deliberate: this assumption will apply to any omissions or inclusions and any statement of areas to which the byelaws will extend. Unless an apparent error has legal implications or affects a point of principle, we shall not take it up with the council.

13. We shall continue to expect Councils to consult with any interested parties and address their concerns as far as possible. Any objections we receive, as a result of the advertisement of the byelaws, will be sent to the Council for its comments.

14. We shall also continue to expect that byelaws are certain in their terms and not unreasonable in the legal sense. Only the courts, however, can give a definitive ruling. We shall therefore, not enter into discussions of these issues in particular cases but raise with Councils only those byelaws which clearly fail to meet the requirements.

15. In considering an application, the points on which Communities and Local Government will concentrate are as follows:

- that the byelaws are *intra vires* the relevant legislation and that any action required by the legislation, such as consultation with a named public body, has been taken;

- that they do not duplicate or conflict with the general law, existing byelaws or any local Act, or common law;
- that the nuisance they address merits criminal sanctions and that, to a reasonable person, the penalty available is proportionate;
- that they directly address a genuine and specific local problem and do not attempt to deal in general terms with essentially national issues;
- that they do not conflict with Government policy.

16. Byelaws which exactly follow a model will in most cases meet these criteria. For other byelaws, we will look to Councils to provide answers on these points.

Making the byelaws

17. When the council has formally resolved to adopt any byelaws, they should be made under the common seal of the authority ^[1] and should be placed after any schedule or plan included in the byelaws. The document should also be signed and dated.

18. Where the byelaws are made by a parish or community council not having a seal, they should be made under the hands and seals of two members of the council. In this case, a suitable subscription to the byelaws would be:-

Given under our hands and seals this day of

(Signed) (Seal)

(Signed) (Seal)

Members of the Parish/Town Council.

19. If members of the parish or town council who sign the byelaws do not possess personal seals, the imprint of a signet ring, coin or thumb will suffice. Sealing wax and parchment seals may be obtained from legal stationers.

20. In order to provide sufficient room for the official signature of the Secretary of State, at least 15 centimetres (6 inches) of space should be left after the council's seal.

Advertising the byelaws and holding them on deposit

21. After the byelaws have been sealed, a notice of the council's intention to apply for their confirmation must be given in one or more newspapers circulating in the area to which the byelaws are to apply^[2].

22. The usual wording for the newspaper notice is shown below.

COUNTY/DISTRICT/PARISH/TOWN OF

CONFIRMATION OF BYELAWS

Notice is hereby given that the County/District/Parish/Town Council of intends after the

expiry of the period mentioned below to apply to the Secretary of State for confirmation of byelaws made by the Council [insert here a brief description of the byelaws].

Copies of the byelaws will be kept at the offices of the Council at and will be open to inspection without payment on any weekday during the usual office hours for one calendar month from and after the date of the [first] publication of this notice. Copies of the byelaws will also be supplied on receipt of an application accompanied by a fee of for each copy.

Any objection to the application for the confirmation of the byelaws may be made by letter addressed to Mark Coram, Communities and Local Government Byelaws Section, 3/J5 Eland House, Bressenden Place, London SW1E 5DU or email byelaws@communities.gsi.gov.uk (no later than one week after the closing date for inspection) before the byelaws are confirmed.

(Signed) Proper Officer of the Council

(Dated)

23. For at least one month after the date of the publication of the newspaper(s), a copy of the byelaws must be held on deposit at the offices of the council for inspection by the public at all reasonable hours [3].

24. The period of deposit cannot begin until the byelaws have been brought into existence by being sealed. To avoid confusion, councils are advised to ensure that the byelaws are advertised **after** they have been sealed.

25. The council must provide any person who applies with a copy of the byelaws or with a copy of any part of the byelaws^[4]. A fee of not more than 10 pence should be charged for every 100 words contained in any copy supplied.

Applying for confirmation of the byelaws

26. Application to Communities and Local Government for confirmation should not be made until the month of deposit has expired. The application and sealed byelaws in duplicate (or in triplicate in the case of byelaws for the seashore requiring the consent of the Secretary of State for Transport) should be sent to Mark Coram, Communities and Local Government, Byelaws Section, 3/J5 Eland House, Bressenden Place, London SW1E 5DU.

27. The application should state that a copy of the sealed byelaws as forwarded, has been deposited for inspection for a full calendar month since publication of the newspaper(s). A copy of the newspaper(s) or a photocopy of the full page advertising the byelaw should also be enclosed.

28. On receipt of the sealed byelaws, provided that no objections have been received, they will normally be confirmed and returned to you as soon as possible. Where objections have been received, copies may be forwarded to you for the council's comments before a decision is taken.

29. In contentious cases, particularly those where the arguments are finely balanced, it is open to the Secretary of State^[5] to order a public inquiry to be held. Such inquiries are rare and, in the normal course, the Secretary of State would hope that the issues - and any scope for compromise - might be

determined locally between the council and objectors.

Date of operation of the byelaws

30. When he confirms byelaws, the Secretary of State may^[6] fix the date upon which they are to come into force. The date will normally be one month from the point of confirmation, unless there are special circumstances which make an earlier date desirable. If this is the case, a request and reasons should accompany your application.

Further information

31. Sealed byelaws or any queries on this guidance should be sent by post to the Byelaws Section, 5/G10 Eland House, Bressenden Place, London SW1E 5DU or any other byelaws related matter should be sent by email to byelaws@communities.gsi.gov.uk.

Sections of Local Government Act 1972: ¹ 236(3); ² 236(4); ³ 236(5); ⁴ 236(6); ⁵ 250; ⁶ 236(7)

In this section

- [Annex 1: Procedure for determining whether to apply for Byelaws](#)
 - [Annex 2 - Powers under which Local Authorities may make byelaws for which DCLG is the confirming authority](#)
-

Local government

Annex 1: Procedure for determining whether to apply for Byelaws

1. Is the Byelaw listed as one which the Secretary of State will not normally confirm?

Yes - seek further advice from your legal department

No - see 2.

2. Is the Secretary of State the confirming authority for the legislation under which the byelaw is made?

See Annex 2 (right)

No - seek further advice from your legal department

Yes - obtain a copy of the relevant model set and guidance notes from the Communities and Local Government website (www.communities.gov.uk).

Email byelaws@communities.gsi.gov.uk if further advice is required.

Local government

Annex 2 - Powers under which Local Authorities may make byelaws for which DCLG is the confirming authority

Powers under which Local Authorities may make Byelaws for which the Secretary of State is the confirming authority. Individual byelaws can be made only under the power governing the set to which they belong and cannot be transferred between sets.

The Secretary of State also expects byelaws to address, in general terms, behaviour which causes nuisance or danger to others. They should not be used to protect people from the consequences of their own actions.

Pleasure grounds, public walks and open spaces (Model set 2)

s.164 of the Public Health Act 1875, s.12 and s.15 of the Open Spaces Act 1906, s.15 of the Open Spaces Act 1906

- Byelaws made under these powers should relate only to open land which is to be used as a pleasure ground. The 1906 Act is not, however, relevant when more than 5% of the area is covered by buildings. If held by the Council the land must be held under either the 1875 or 1906 Act or under an Act without a byelaw-making power of its own.
- Grounds in which the Charity Commissioners have an interest can only be controlled with their agreement. In any case where there is a joint interest in a pleasure ground, the agreement of the other parties should be sought before byelaws are drafted.
- Village greens are a special case. Further information is available from Communities and Local Government.
- For help in deciding under which power a byelaw should be made, reference should be made to the flow charts attached to the model byelaws issued by Communities and Local Government.

Amusement Premises (Model set 3)

s.75, Public Health Act 1961 (as amended by s.22, Local Government (Miscellaneous Provisions) Act 1976)

This set includes byelaws on opening hours, on the safety and condition of the premises and on conduct at the premises.

Pleasure fairs (Model set 4)

s.75, Public Health Act 1961 (as amended by s.22, Local Government (Miscellaneous Provisions) Act 1976)

This set includes byelaws on opening hours, the safety and condition of fairs and conduct at fairs.

- *The expression "pleasure fair" includes also amusement premises, roller skating rinks, circuses*

and other entertainments described in subsection (3) of s.75.

- *Byelaws made under this power may cover opening hours, safety, fire precautions, public order and avoidance of nuisance, but may not impose age limits or exclude minors*

Promenades (Model set 5)

s.83, Public Health Acts Amendment Act 1907

This set includes byelaws on cycling, skateboarding, motor vehicles, trading, kites and buggies, interference with life saving equipment and removal of signs and structures

Seashores (Model set 6)

s 82, Public Health Acts Amendment Act 1907

This set includes byelaws on aircraft, bait digging, fires, fishing, games, horse riding, interference with life-saving equipment, public performances, trading, signs and structures.

Good rule and government and the prevention and suppression of nuisances (Model set 8)

s.235, Local Government Act 1972

This set includes byelaws on riding on road verges, touting, urinating, interference with road warning equipment and live saving equipment.

N.B. Subsection (3) of s.235 is to be particularly noted: Councils should make byelaws under this power only when the issue they wish to address is not already covered by general legislation or a local Act and when it is not possible for them or another authority to make byelaws or take any other action under any other provision.

Markets (Model set 10) - s60, Food Act 1984

This set includes byelaws on opening days and hours, animals, livestock markets, maintaining cleanliness.

Other

Communities and Local Government also offers draft byelaws on the following;

1. Public Bathing

s.231, Public Health Act 1936 (as amended by s.17, Local Government (Miscellaneous Provisions) Act 1976)

to regulate public bathing (permitted areas and hours, siting, use of and charges for bathing huts, etc., wearing of bathing costumes, provision and maintenance of life-saving appliances, etc., prevention of danger from pleasure vessels). N.B. These provisions cannot be used to prohibit or regulate the use of jet skis.

2. Hairdressers and Barbers

3. Public conveniences

