



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

THURSDAY, 29TH MARCH, 2012

6.30 pm

VENUE: ALEXANDRA PARK SCHOOL, BIDWELL GARDENS, LONDON, N11 2AZ

MEMBERS OF THE AREA COMMITTEE/FORUM:

Councillors Allison, Beacham, Bloch, Davies, Engert (Chair), 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

Please visit the council's display stands to collect your consultation documents, freepost feedback cards, and see the latest news and information on council services and projects. Council officers will be at the stands to welcome you from 6:00 pm.

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

- (i) Planning Enforcement (6.40pm)**
 - A brief outline of the main elements of planning enforcement**

Briefing to follow

(ii) Neighbourhood Action Teams (7.10pm)

- An introduction to the team and an outline of services to be provided followed by clarification to questions raised

(iii) Planning and the Localism Act (particularly Highgate and cross-boundary issues) (7.20pm)

- Marc Dorfman - Assistant Director for Planning, Regeneration and Economy will advise on progress in respect of the planning implications of the Localism Act, particularly cross- boundary issues.

Briefing to follow

(iv) Involving residents in street and highway improvements (7.50pm)

- Marc Dorfman - Assistant Director for Planning, Regeneration and Economy will give an introduction to the Forum

(v) Area Plan – update and sign off (8.20pm)

- Claire Kowalska – Frontline Services – will be in attendance to talk about the final draft Area Plan in order for the Area Committee to agree and sign off.

ITEM TO FOLLOW

There will be a 5 minute break before the Area Committee commences.

AREA COMMITTEE AGENDA

2. APOLOGIES FOR ABSENCE

3. 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 12 January 2012 and any matters arising.

7. DRAFT AREA PLAN – UPDATE AND SIGN OFF

Report of the Director of Place and Sustainability – to report to the Committee on the final draft Area Plan and to approve its contents for sign off and implementation.

The report is circulated under Item 1(v) on the agenda

8. TO DISCUSS ITEMS (I) TO (IV) IN THE FORUM SECTION AND ANY ISSUES RAISED

9. ANY OTHER BUSINESS THE CHAIR CONSIDERS TO BE URGENT

David McNulty
Head of Local Democracy
and Member Services
Level 5
River Park House

Clifford Hart
Democratic Services Manager
Level 5
River Park House
225 High Road

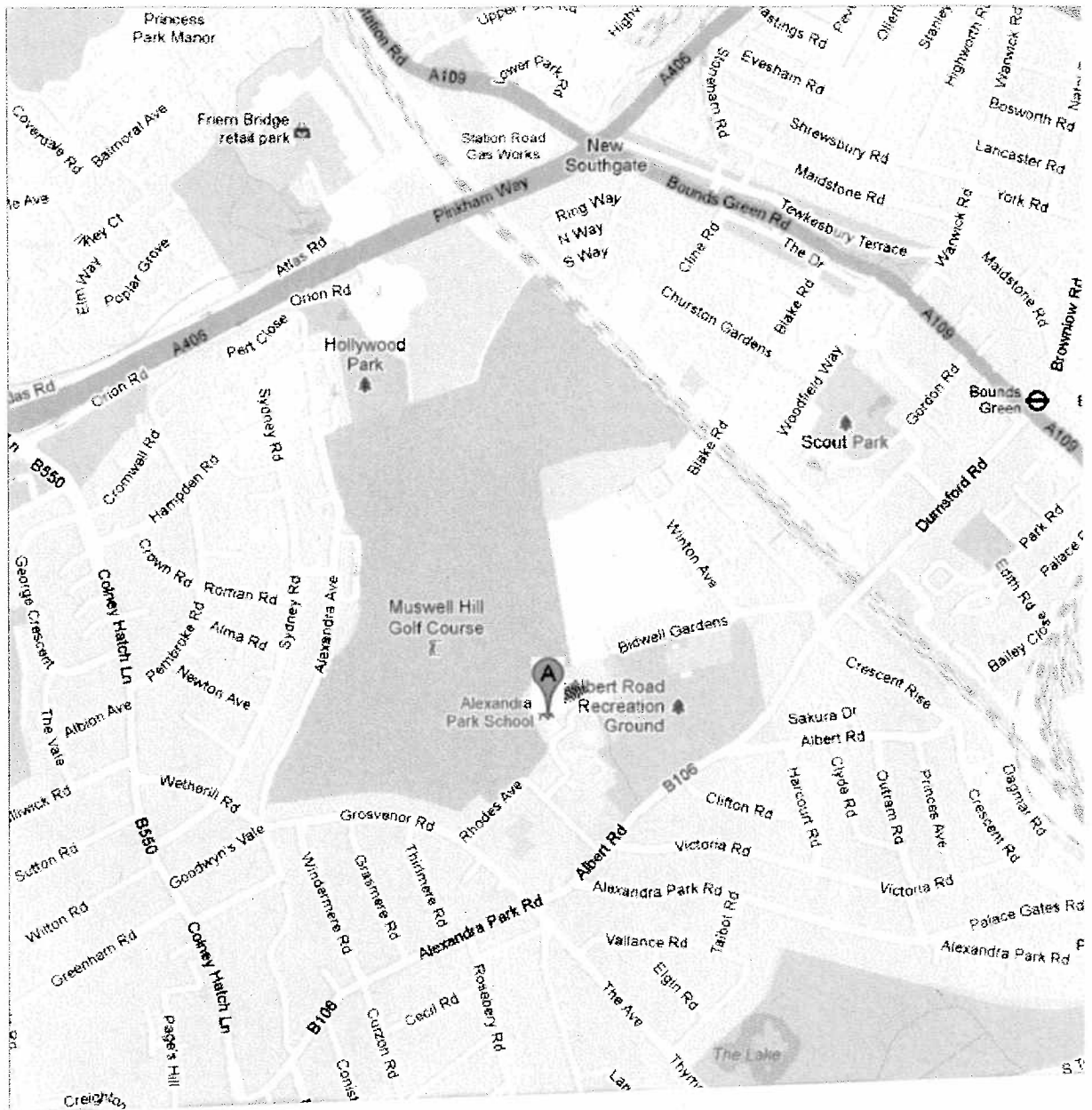
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Wednesday, 14 March 2012



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

THURSDAY, 29TH MARCH 2012

AGENDA ITEM 1.i

Planning Enforcement (6.40pm – 7.10pm)

- **A brief outline of the main elements of planning enforcement**

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A guide to Planning Enforcement



February 2009

www.haringey.gov.uk



Haringey Council

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Introduction

Our services

The Planning Enforcement team deals with complaints about unauthorised development and changes of use. This includes where:

- building work is carried out without permission (if permission is needed).
- planning conditions are not kept to.
- the use of a building or site is changed without planning permission.
- some types of advertisements are displayed without permission.
- walls and buildings in conservation areas are demolished without permission.
- trees and hedges that are protected by tree preservation orders are cut back or cut down.

In most cases of unauthorised developments and changes of use, a criminal offence has not been committed until we have taken formal enforcement action and the person concerned has not kept to the requirements we have set.

Our promise

- We will let you know we have received your complaint within three working days of receiving it.
- We will investigate all complaints by looking at the site and planning history, and carrying out a site inspection. If there are planning enforcement issues, we will try to settle any disputes by coming to an agreement and without taking formal action, unless the matter is causing significant harm. If we need to take formal enforcement action, this may eventually result in the person concerned being prosecuted.
- We will contact you within five days of visiting the site to tell you what the next steps are.
- We will contact you within eight weeks to tell you whether we will take formal enforcement action or invite a planning application, or give you reasons for why we are closing the case.
- If we have issued an Enforcement Notice, we will tell you what the notice says and the date by which we expect a response. When the period set out in the notice has ended,

we will check the site and let you know if the conditions have been met.

- We will contact you when the case is closed, explaining why.
- If appropriate, we will provide a service outside of office hours.

Cases are dealt with according to the following timescales:

- **Urgent:** This includes work that has been carried out to protected trees or listed buildings without permission. We will visit within 24 hours of receiving the complaint, or where works are causing a nuisance we will respond within one hour.
- **Priority 1:** Other serious complaints, including demolition in conservation areas. We will visit within three working days.
- **Priority 2:** All other complaints, such as extensions to buildings and unauthorised changes in the use of a building. We will visit within 10 working days.
- **Priority 3:** Minor complaints, such as minor alterations to the outside of a building, or other minor developments. We will visit within 15 working days.

We will not do the following:

- Consider taking formal enforcement action without first considering all the relevant planning circumstances of each case. We must investigate all complaints very carefully and allow enough time for the person concerned to carry out our instructions or appeal against our assessment.

We cannot do the following:

- Take enforcement action if the person has specific planning permission, or does not need planning permission, to carry out the work or change how a building is used. You can find more information on planning permission that has been granted, and the types of work that need planning permission, on our website at **www.haringey.gov.uk/planning-mainpage.htm**
- Take enforcement action against unauthorised developments that have been in place for four or more years, as these are considered to be 'established'.



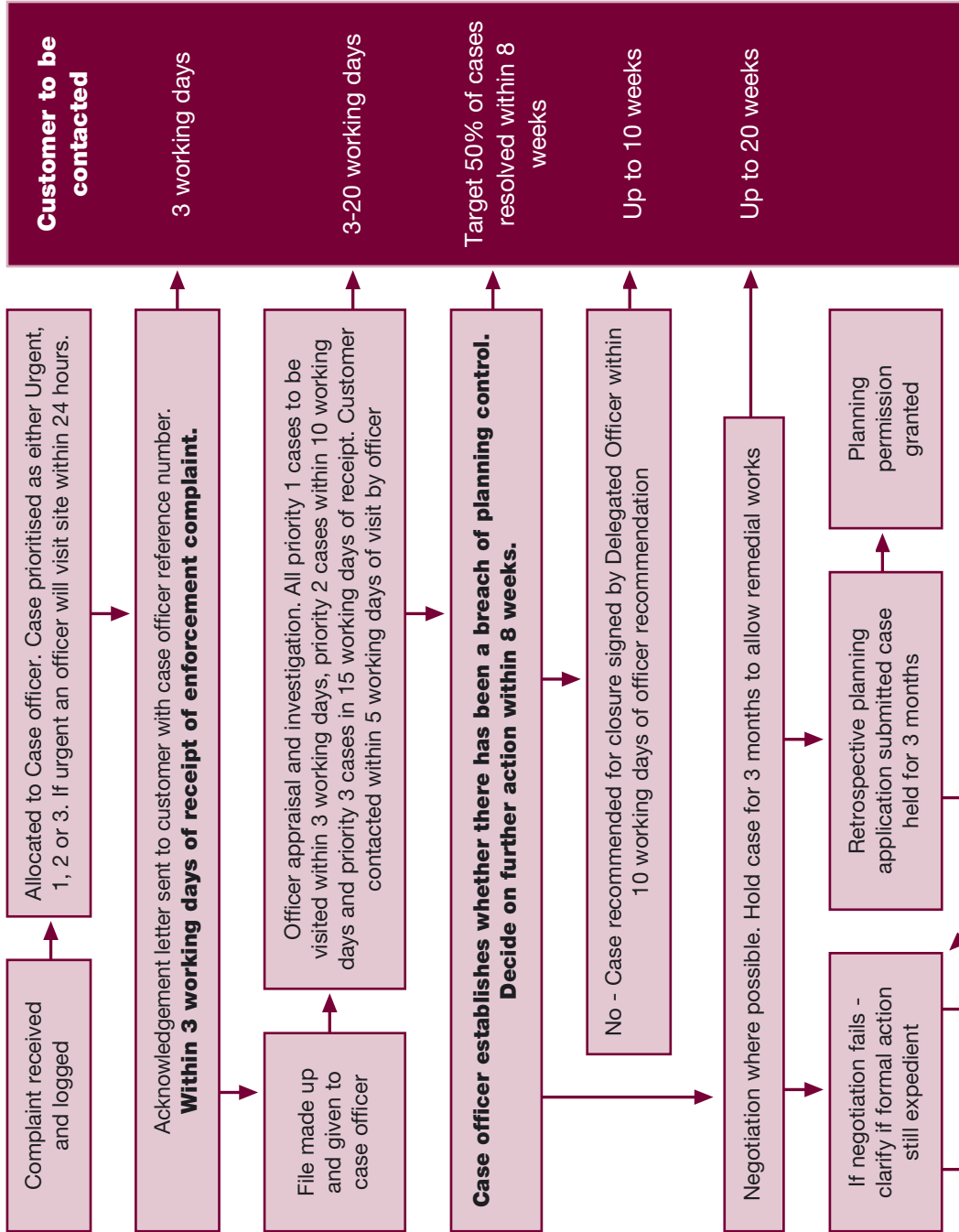
- Take enforcement action against unauthorised 'changes of use' that have existed for a continuous period of over 10 years, as these are considered to be 'established'.
- Take enforcement action against things which do not fall within planning laws. These include the following:
 - Civil matters, such as blocking a private right of way, or a neighbour's building or fence built on your land. The website **www.adviceguide.org.uk** provides information and advice about the legal system. Work inside a property. For more information, please contact Building Control or Housing and Health.
 - Pollution and noise control. For more information, please contact the Enforcement Response service and Health and Safety team.We may decide not to take enforcement action against minor alterations causing minimal impact.

Our procedure

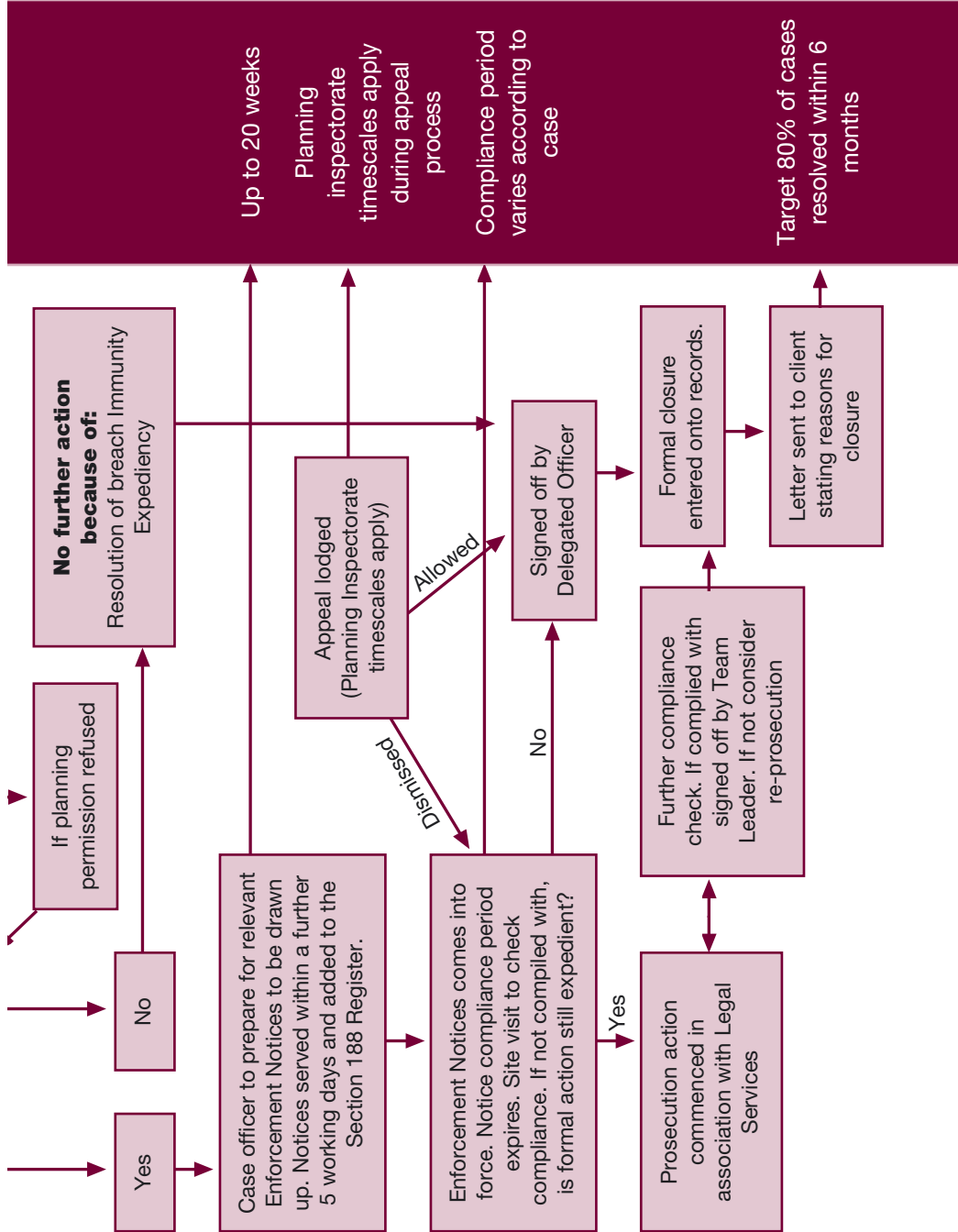
The planning enforcement procedure is often a lengthy process and we understand that customers would like to know what is happening during the process. Within 8 weeks of receipt of any case, investigations should be sufficient to make a decision establishing whether a breach of planning control has occurred and what future action, if any, is required.

On the next 2 pages you will find a flowchart which gives more information about what is done and when you can expect to hear from us.

Planning Enforcement procedure for



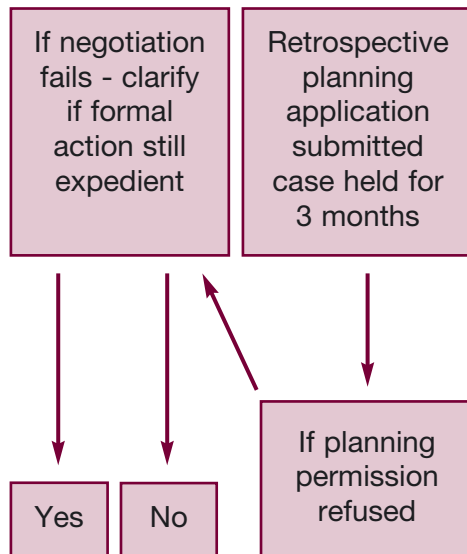
London Borough of Haringey



Negotiation Process

Further information on the negotiation stage of the flowchart

The diagram below is a magnification of the part of the flow chart which requires further explanation. It illustrates the cycle where further action is expedient, but other avenues are considered more appropriate than to go straight to formal enforcement action.



Submission of a retrospective planning application

Where the breach can be corrected through granting of planning permission and controlled by conditions attached to it, we will invite submission of a planning application. This invitation is not appropriate for minor breaches of planning control - these will be considered not expedient to pursue.

Some instances when a retrospective planning application may be appropriate are:

- Certain uses which require controls e.g. permitted hours, flue extraction and noise disturbance.
- Operational development that exceeds approved plans or permitted development rights.
- Breaches of permitted hours where other users are operating in the neighbouring area and where it is considered not harmful to residents of adjoining properties.



Negotiation

Where remedial action appears to be possible within a reasonable timescale we will consider negotiation. We aim to go through a negotiation period before taking any formal action. The negotiations aim to achieve one or more of the following outcomes:

- To comply with permitted hours.
- To undertake work to comply with the planning permission granted/fall within permitted development rights.
- To remove any obstacles allowing remedial works to be undertaken.
- To cease an unauthorised use.

Negotiation would not be appropriate where significant and sustained harm is arising in the surrounding area. In these circumstances, formal enforcement action is the most appropriate action.

Please note

For retrospective planning applications and negotiations the input of Development Management, Conservation and Urban Design, Building Control and other relevant service providers will usually be necessary.

The time for negotiation is a maximum of 3 months from when the officer has established the next course of action, allowing for the determination of most planning applications and/or for remedial works to be undertaken. This timetable should not be exceeded except when there is exceptional circumstances.

Enforcement Powers

Listed below are a series of notices and other actions which can be imposed by the Planning Enforcement service.

Enforcement Notices

can be served on unauthorised development where the development can be remedied by alteration, complete demolition or the unauthorised use to cease. For these notices there is a right of appeal to the Planning Inspectorate.

Breach of Condition Notices require compliance of a condition attached to a planning permission already granted. These notices are suitable for specific breaches of planning control and need to be corrected within a specified deadline. There is no right of appeal for these notices.

Stop Notices would normally only be served in a small number of cases where the unauthorised development is considered to be so harmful that the outcome of the enforcement process could not be waited for. These must be served together with an Enforcement Notice. There is no right of appeal for these notices.

Temporary Stop Notices

are served where significant and harmful unauthorised development has occurred and need to be stopped temporarily (for up to 28 days). This allows time for negotiation between the Council and offending parties. There is no right of appeal for these notices.

Section 215 Notices can be served on any interested party where land or building(s) have become untidy and are adversely affecting the amenity of the area. There is a right of appeal to the Magistrate's Court for these notices.

Planning Contravention

Notices can be served on any known interested party where it is expected that a breach of planning control has occurred. They contain a number of relevant questions relating to the alleged breach of planning control and limitations to any planning permission granted on the land. Failure to respond within a specified timescale is a criminal offence which can result in prosecution in the Magistrates Court.



S330 Notices require information from any occupier of land asking what his interest is in it. Failure to respond within a specified timescale is a criminal offence which can result in prosecution in the Magistrates Court.

Other actions which can be taken by the Planning Enforcement:

Most breaches of planning control are not criminal offences until formal enforcement action has been taken and not complied with. We cannot take enforcement action if the works or change of use have planning permission **or** do not need planning permission.

More information on planning permissions that have been granted and the types of works that need planning permission can be found on the Haringey website: **www.haringey.gov.uk/planning-mainpage.htm**

Prosecutions: can be undertaken by the Council in incidences such as unauthorised works to listed buildings, protected trees, some advertisement displays and complete demolition in conservation areas, as well as non-compliance with the notices listed.

Direct Action: can be used as an effective alternative to prosecution so that the Council can ensure remedial works are undertaken to secure satisfactory compliance with an Enforcement Notice.

Injunctive Action: is used where a breach of planning control is very severe, or there is a threat of it becoming severe, which can be halted by the successful application to the High Court for an Injunction. This is normally considered as a last resort.

Cases: Questions and Answers

Please find below a list of frequently asked questions

Can we take enforcement action on internal works to a house or flat?

Internal works may be a breach of planning control if the building is converted into a greater number of units than what was there prior to the works commencing.

When can we take enforcement action on operational development to a house?

A property may not require planning permission following all works past and current if:

- The total ground area covered by the building is not more than 50% of the total land excluding the house.
- It is single storey, cannot be more than 4 metres in height and 3 metres in depth from the original wall (4 metres for a detached house).
- It is more than one storey cannot be more than 3 metres in depth from the original wall.
- It is a single storey extension to the side of property (Please note: Only single storey rear extensions are permitted in conservation areas).
- It is a raised platform which is not more than 300mm in height.

Buildings in gardens which do not exceed more than 50% of the land excluding the house may not require planning permission if they are not:

- In front of the house.
- More than 1 storey or more than 4 metres in height.

Please note: further restrictions may apply.

What walls are permitted by planning legislation?

Walls including any means of enclosure which do not require planning permission include:

- Up to one metre in height or the height of what is replaced if it is a boundary adjoining a highway.
- Up to two metres in any other case

When can people use their home as a place of employment?

Works may not require planning permission if:

The main use of the house is as a dwelling and the use of a room as an office or for administrative duties is additional.

When can we enforce on the replacement of doors and windows and other external alterations?

These normally do not require planning permission. However, within conservation areas and for listed buildings, planning or listed building consent is often required.

What action can be taken on the erection of satellite dishes?

Planning permission is not usually required for the erection of up to 2 satellite dishes on a house or building up to 15 metres in height. They cannot be attached to a wall, chimney stack or roof slope facing onto and visible from a road within a designated Conservation area.

On buildings over 15 metres in height you are usually allowed to erect up to four satellite dishes. However, this requires that the satellite dishes are for the building as a whole and not individual flats, provided they are not attached to a wall, chimney stack or roof slope facing onto and visible from a road within a designated Conservation area.

What permission is needed for alterations to flats, maisonettes and live/work units?

It is important to be aware that these do not enjoy permitted

development rights and accordingly all but the most minor additions would require planning permission. Residences (flats) above commercial units (shops) have no permitted development rights and means of access, such as external stairs, would require planning permission. These are often unacceptable as they tend to be unsightly and/or give rise to adverse privacy issues to occupiers of neighbouring properties.

What alterations to shop fronts require permission?

Most external alterations to a shop front, erection of non-retractable canopies and associated signage require express consent.

When can we take enforcement action on hours of operation?

Where planning permission is subject to a condition limiting hours of operation, activity outside of these hours can be subject to enforcement action. Please note that these conditions are separate from those imposed by other services. Therefore these cases usually require liaison with Licensing, Enforcement Response Service and Commercial Environmental Health.

What action can be taken on commercial premises turned into social clubs?

Planning policy restrictions may apply in certain areas to protect existing retail uses. Unauthorised changes of use to private social clubs are usually enforced, even if the use is allowed on appeal conditions. These include controlled hours of operation or restricting the permission to a personal permission. These types of cases usually require liaison with other service providers such as Licensing, Enforcement Response Service and Commercial Environmental Health.

When might enforcement action be taken on change of use to a place of worship?

A significant number of cases involve units within industrial and employment areas being occupied by religious organisations. Whilst planning policy does provide for such community uses, planning policy also resists the concentration of these within designated employment areas as this can lead to a loss of employment land. Such unauthorised uses within these locations are usually enforced.

Feedback

How you can give us feedback about our services?

You can give us feedback, including complaints, compliments, WOW nominations or suggestions in all of these ways:

- Email
- By phone
- Letter
- Face to face
- Web
- By fax

Email: frontline@haringey.gov.uk

Address: **Urban Environment Feedback Team, Haringey Council, 639 High Road, London N17 8BD**

Telephone: **0208 489 1335**

Find out more

For more information on what enforcement action we can take, please call:

020 8489 5508 or **020 8489 5551**

For urgent responses during office hours please call **0208 489 1284**

Emergencies out of office hours:
020 8348 3148 (between 5pm and 8.45am)

E-mail: planning.enforcement@haringey.gov.uk

Address: **Planning Enforcement, Enforcement, Frontline Services Haringey Council, 639 High Road, London N17 8BD**

You can find more information and advice about planning enforcement on our website at www.haringey.gov.uk/planning_enforcement. You can also read planning enforcement complaints from the last eight weeks.

Glossary of Terms

Breach of planning control:

Where any development or use occurs which has not been authorised by planning permission or allowed by the provisions of a Central Government Order.

Civil matters:

Non-planning matters often impacting on residents e.g. boundary disputes.

Conditions:

Limitations attached to planning permission granted limiting the scope of its authorisation.

Formal enforcement action:

The service of an Enforcement Notice which identifies the breach of planning, the steps required to overcome this breach and a timescale for undertaking the required work. Non compliance with this Notice is a criminal offence.

Internal works:

Works not affecting a buildings exterior.

Negotiation:

An alternative to formal action where remedial action may be undertaken voluntarily.

Office hours:

Normally considered to be 0800-1800 Monday to Friday.

Operational development:

Development involving building, mining or engineering works and excludes development involving only a material change of use.

Remedial action:

Steps undertaken to ensure that the breach ceases.

Site history:

Any previous history on a site, important in deciding whether a breach has occurred and what future action to take.

Tree Preservation Order:

A protective measure conferred to protect identified trees requiring works to be authorised and enabling enforcement to be taken against unauthorised works.

Unauthorised development:

Please see breach of planning control.

Unauthorised change of use:

Please see breach of planning control.

Shqip

Kjo fletushkë ofron informacion mbi procedurën e Zbatimit të Planifikimit të Këshillit të Haringejit dhe si të përgjigjeni ndaj ankesave mbi ndërtimet e paautorizuara dhe ndryshimeve të përdorimit të pronës. Nëse e doni një kopje në gjuhën tuaj, ju lutem shënjoni ✓ kutinë, plotësoni emrin dhe adresën tuaj dhe dërgojeni tek adresa e mëposhtme me postim falas.

Polski

Broszura zawiera informacje na temat procedury dotyczącej egzekwowania przepisów budowlanych w Haringey oraz skarg w sprawie nieautoryzowanej rozbudowy i zmiany używalności lokalu. Aby otrzymać jej kopię w języku polskim należy zaznaczyć okienko, wpisać nazwisko i adres oraz przesłać formularz na podany bezpłatny adres.

Français

Ce livret fournit des informations sur la procédure de mise en oeuvre de la planification du Conseil municipal de Haringey et comment répondre aux réclamations sur les travaux non-autorisés et les changements d'utilisation d'une propriété. Pour en recevoir un exemplaire dans votre langue, veuillez cocher la case, compléter votre nom et adresse et le renvoyer à l'adresse en port payé ci-dessous.

Soomaali

Buugyarahni wuxuu ku siinayaa macluumaad ku saabsan Nidaamka fulinta Qorshaynta ee Kawnsalka Haringey iyo sida loogu jawaabo cabashooyinka ku saabsan dhisitaanka iyo waxkabeddelidda lagu sameeyo guryaha ee aan la oggolaan. Haddii aad rabto koobbi ku qoran luqaddaada, fadlan calaamadi sanduuqa, buuxi sanduuqa oo ku soo dir cinwaanka kharashkiisii boosta la bixiyay ee hoose.

Kurdî Kurmancî

Ev belavok li ser prosedura Bicîhkirina Plansazîyê ya şaredarîya Haringey û ku giliyên li ser avakirin û guhertinên bê destûr ên bikaranîna milkekî çawa bersîv bikin, agahîyê dide. Heke hun kopîyeke wê bi zimanê xwe dixwazin, ji kerema xwe qutîkê îşaret bikin, nav û navnîşana xwe binivîsin û ji navnîşana posta bêpere ya jêrîn re bişînin.

Türkçe

Bu kitapçık Haringey Belediyesi'nin Planlama Uygulama prosedürü ve binayı izinsiz geliştirme ve kullanma şeklini değiştirme şikayetine nasıl cevap verileceği hakkında bilgi sağlamaktadır. Kendi dilinizde bir kopyasını istiyorsanız lütfen kutuya tik atın, adınızı ve adresinizi yazın ve aşağıda yazılı olan ücretsiz posta adresine gönderin.

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 Email:



Please return to: Freepost RLXS-XZGT-UGRJ, Haringey Council, Translation and Interpretation Services, 8th Floor, River Park House, 225 High Road, London N22 8HQ

Haringey Council offers this translating and interpreting service to Haringey residents. We can translate this document into one language per resident ONLY. A guide to planning enforcement



One tonne of recycled paper saves 17 trees, 32,000 litres of water, and enough electricity to heat an average house for 6 months

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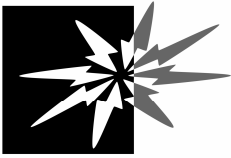
THURSDAY, 29TH MARCH 2012

AGENDA ITEM 1.ii

Neighbourhood Action Teams – 7.10pm – 7.20pm

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

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Haringey Council

Briefing Note - Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum
29th March 2012

N.B THIS BRIEFING IS REISSUED FOR INFORMATION AND WAS CIRCULATED AT THE PREVIOUS AREA FORUM MEETING ON 12 JANUARY 2012

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, 29TH MARCH 2012

AGENDA ITEM 1.iii

**Planning and the Localism Act (particularly Highgate and cross-
boundary issues) (7.20pm - 7.50pm)**

- **Marc Dorfman - Assistant Director for Planning, Regeneration and Economy will advise on progress in respect of the planning implications of the Localism Act, particularly cross- boundary issues.**

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Environment and housing

Neighbourhood planning

a guide for ward councillors

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Foreword

The Localism Bill sets out how communities will be able to get more involved in planning for their areas – specifically around creating plans and policies to guide new development and in some cases granting planning permission for certain types of development.

Neighbourhood planning is about letting the people who know about and care for an area plan for it. It is led by the residential and business community, not the council, and is about building neighbourhoods – not stopping growth.

Neighbourhood planning is optional but if adopted by the Council, neighbourhood plans and orders will have weight becoming part of the plan making framework for your area.

Neighbourhood planning is also not entirely new – it can build on existing community planning work.

If you felt a bit removed from planning as a ward councillor then neighbourhood planning is an opportunity for you to get more involved – even if you've previously been put off planning by perceived complexity, controversy or jargon.

This guide is to help you:

- understand the basics of neighbourhood planning
- think about what this means for your community
- think about your role as a ward councillor.

Please remember that until the Localism Bill is enacted some specific details may change.



How does neighbourhood planning work?

Prepared by community groups

Neighbourhood planning is not led by the local authority. These are the 'Qualifying Bodies' who can prepare a plan:

Parish and town councils

The area covered by the plan may be the parish/town boundary, just a part of it, or combined areas. You can help define the right area to deal with the right issues.

Neighbourhood forums

These can be set up to prepare neighbourhood development plans in areas without parish councils. There can only be one forum per neighbourhood area. The boundaries for the neighbourhood will be proposed by a community group but the council will need to agree this. Forum membership will be open to residents, employees and businesses. In May 2011 the government tabled a Bill amendment to raise the minimum membership of a forum to 21.

Businesses, investors, developers and other commercial organisations will be able to get involved with the forums or parishes. With their agreement, businesses could sponsor the process.

What is it?

Communities can choose to use any or all of the new neighbourhood planning tools to help shape and deliver new development in their areas. As they will have a statutory status they must be prepared following a formal process.

Neighbourhood development plans

These will set out a vision for an area and planning policies for the use and development of land. It will be about local rather than strategic issues. For example it could cover where new shops, offices or homes should go and what green spaces should be protected. The plan does need to be compatible with national policies and the policies in the authority's local plan. It should be focused on guiding development rather than stopping it. If adopted it will become a statutory plan and be used in making decisions on planning applications.

Neighbourhood development orders

These can grant planning permission for specified developments in a neighbourhood area, for example, certain types of household extensions, shop fronts, 'green energy' proposals. Where there is a neighbourhood development order in place there would be no need to apply to the council for planning permission for the development it covers. This is a bit like a Local Development Order that a council can do.

More information on Local development orders is available on the PAS website at www.pas.gov.uk/ldo

Community right to build orders

This is similar to a neighbourhood development order.

Appropriately constituted community groups will be able to identify land for new, small scale development such new homes, shops or other community facilities.



What will it cover?

Although there is a lot of community planning work out there, no neighbourhood development plans have been done yet.

- The Government is running a 'front runner' project involving 42 councils working with communities on neighbourhood planning. They cover a big range of planning issues.
- Affordable housing is a critical issue for the community in Lynton and Lynmouth. Their town council is working with Exmoor National Park to work up a series of sites and appropriate policies to enable affordable housing.
- In Gedling, the neighbourhood plan for Newstead Village focus will include the need for a more balanced housing offer in the village, anti-social behaviour, community facilities and enhancing its village centre.
- For the community of Devonshire Park in Birkenhead 'preserving the character and balance of our unique neighbourhood' is the aim of their neighbourhood planning work. This will include preserving their housing stock and the physical fabric and architecture, green character and spaces and community safety in their area.
- In Much Wenlock, Shropshire, community needs and priorities identified and to be included in their planning work cover improved traffic management in the town, affordable housing, the retention of high street retailing, and improvements to leisure facilities.

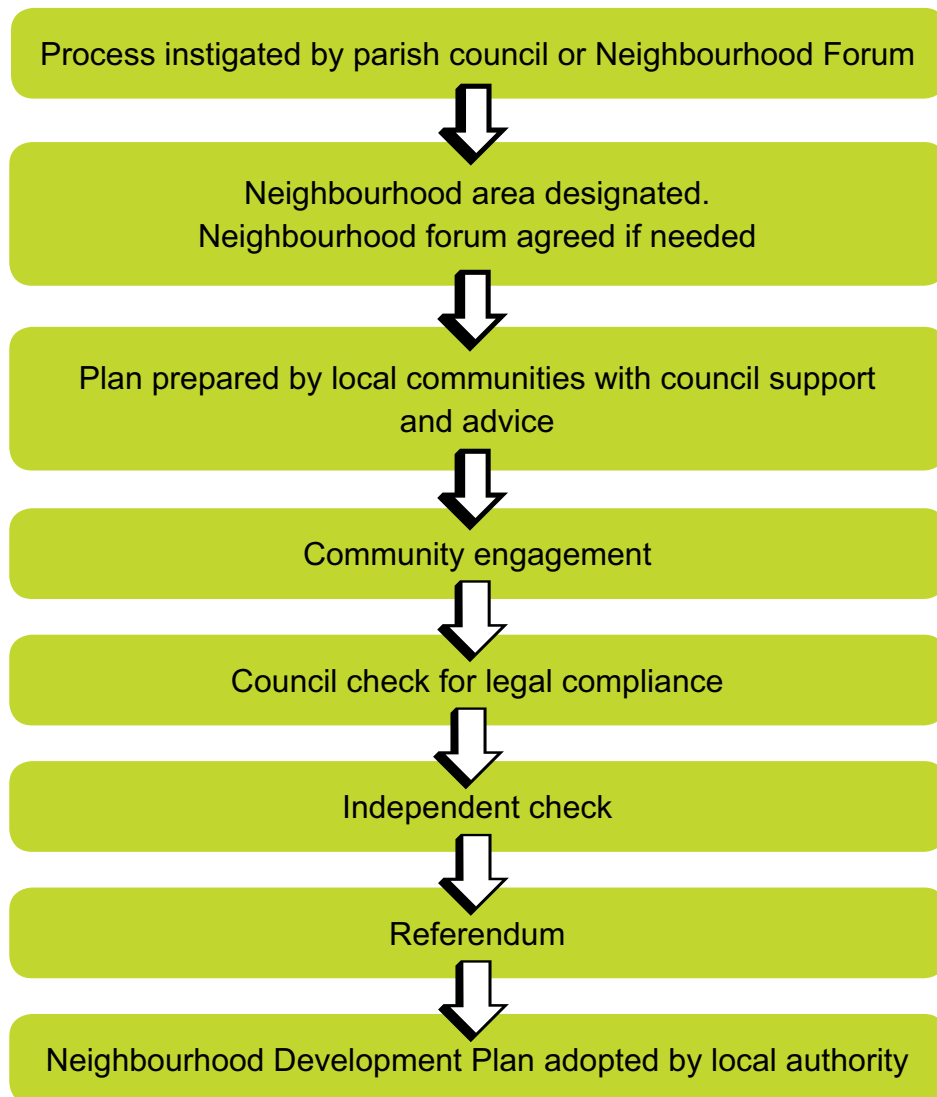
- The neighbourhood plan for Bookham, Surrey will address topics including planning for a wider range of new homes in the area eg affordable and smaller homes and housing for the elderly, maintaining the vitality of the village centre and infrastructure needs.

You and the community – using local knowledge and passion – will know what is important. But as a local councillor you can help make sure the issues raised are compatible with the local plan and avoid wasting time by going up the wrong garden path.

There may be planning issues for which a neighbourhood development plan or order isn't an answer. For example, if whole scale change or regeneration is needed with involvement of and funding from other bodies, then an action area plan might be the right route. Talk to the planning officers about this.



Process map



What role does the planning authority have?

The local planning authority has to provide ‘technical advice and support’ to communities preparing neighbourhood development plans but it’s up to you to decide what this should be. It could include gathering evidence, help with facilitation or advice on consultation. It can – but doesn’t have to – include financial support. You’ll need to think about how this is resourced and how much you’ll be able to do, and this will depend on how much neighbourhood planning activity comes forward.

The council also has to agree and formally designate a neighbourhood area. They can cross authority boundaries. If proposals come forward for overlapping areas the council, including ward councillors, will need to arbitrate, and decide which boundary makes most sense in planning terms.

In non-parished areas a neighbourhood forum will need to be formed and designated by the council against a range of criteria, such as the forum having tried to recruit a broad section of the community including residents, businesses and councillors.

Once the plan is written, the council needs to check it against the legislation and regulations. This check isn’t about saying whether the content is right or wrong, but about the consultation and procedure followed.

If the plan is alright, the council has to arrange (and pay for) an independent check. This will look at the plan/orders fit against the local plan, national policies, and any adjoining neighbourhood plans. If it passes the check, the council needs to arrange (and pay for) a referendum on the plan or order. The referendum can go beyond the neighbourhood area if its impacts will be felt more widely. If it is agreed by a majority, the council then adopts the plan or order.

How much will it cost the local authority?

The costs will depend on the nature and scale of help and support provided. It is up to the authority to decide what it wants to do here – how many neighbourhood development plans are anticipated? How equipped and ready are the parishes/forums? Do they already have survey data and evidence or can the authority provide this? What technical support, for example around sustainability appraisals, can be provided or will you expect the neighbourhood group to find and fund this themselves? As a minimum there will be costs associated with the independent check and referendum. Funding from the Government will be made available to help cover these costs but no details are available as yet.

How much will it cost the community?

Not much is known about this yet. But it will take time and probably some money. It partly depends on how complex the plan is and on how much help and support the authority can give. There may be scope for some sponsorship from local businesses or landowners; just think about how this might be perceived, though.

Questions

From the work that PAS and the wider Local Government Group have done with councillors and planning officers, some concerns have been raised around the system and how it will work. These questions are:

What happens if there isn't an adopted local plan?

Around 25 per cent of authorities have an adopted core strategy. This can be used to set the strategic framework for neighbourhood planning. Where there isn't an up to date local plan there's no strategic context and neighbourhood plans will only need to be compliant with national planning policy.

Our advice: Put the pressure on to make sure your local plan (core strategy) is focused on what is strategically important and progressed as quickly as possible.

Won't people think neighbourhood planning will enable them to stop housing developments?

This isn't the intention. Communities will have influence over what housing will look like and where it will go – but not to stop it altogether when there is an identified local housing need.

Our advice: Explain this again, and again, and again.

Will single issues and the usual suspects dominate this?

Our advice: Get out and about to get as many people involved as possible; or at least ensure they are invited, too. Stand up and make sure the process is inclusive, the group representative and single issues don't dominate if there are wider issues to be addressed.

What is the difference between neighbourhood plans and community plans?

Community plans can cover all things important to a community. Neighbourhood plans relates only to the use and development of land in their area.

Our advice: Work with and build on existing community planning activities. A joined up approach to community engagement will help avoid confusion about the work help make best use of the resources available.

What happens if councillors don't want to get involved in shaping development but want to stop it?

Lots of councillors stand on a platform of opposing specific schemes or development in general.

Our advice: Think carefully about this. Policies in the local development plan will often be trying to balance preserving the special characteristics of places with the need for housing or economic growth. Neighbourhood plans which go against these are unlikely to get through the process. Work with your planning officers and communities to help chart a way forward or risk having development done to you rather than being done with you.

Your role and getting started

It is only after the Localism Bill is enacted that neighbourhood development plans can be examined, put to a referendum and adopted (currently scheduled for the end of 2011). But don't wait. If you aren't already involved in local planning, you can start now.

Neighbourhood planning puts all councillors centre stage in the planning process. You will be a first port of call for communities in your ward wanting to prepare neighbourhood development plans.

More than ever your role will be about explaining and managing community expectations, enabling, supporting, mediating, collaborating, explaining options and finding solutions. Although you will obviously want to champion your area, you'll need to do so within the context of the authority's strategic needs and plans. You can help promote the plan with the wider community and local areas, involve businesses to promote and deliver new development to meet community ambitions.

At a recent PAS event on neighbourhood planning, councillors identified that their priority responsibilities are to:

Understand

- Be clear about what neighbourhood planning is, what it can and can't do and what it means in practice. It's not about stopping development but about getting it right for the area.
- Neighbourhood planning has to take place within the context of the authority's strategic planning work – do you know much about this? Find out. There's no point in supporting the neighbourhoods on an issue in conflict with the local plan – the plan won't get passed.

Manage expectations

- Anecdotally, many councillors feel that communities think this will mean they can plan how they like – but it isn't a free for all. There are still parameters set by national and local planning policies. You might have to repeatedly make this clear to communities.
- Work with your communities to ensure that planning proposals are both feasible and viable. Any proposals will need to be, realistic, in line with the strategic plans for the area and deliverable.
- Be clear about what support the local planning authority can offer.

Communicate

- Articulate, with the community, needs and priorities.
- Bridge the gap between your community and officers, working with both to find the best way forward: neighbourhood development plan or order, community plan or the more strategic local plan or area action plan.

Represent

- The local authority will have to agree the neighbourhood areas in your ward or possibly across ward boundaries. Get involved in this process and share your local knowledge.
- Make sure the full spectrum of your neighbourhood is represented in the process and not just the usual suspects.
- Ensure the issues identified in a neighbourhood plan are truly representative of needs on the ground.
- Understand the type of help and support needed by community groups.
- If you're not already involved, join your parish/town councils or neighbourhood forums when they form.
- Work with other ward members to represent the interests of your local areas.

Mediate

- Work with communities, local business, residents, schools, service providers to find new, joined up approaches to delivering on needs and ambitions.
- Manage competing or conflicting proposals in neighbourhood development plans for your ward and those in others.

Understand resource implications

- Think about how much demand there will be for neighbourhood planning in your ward or across the whole authority area. Talk to your community groups, parish/town Councils, residents associations, business forums to get a feel for the level of demand. Who is already doing community planning – are there resources there that can be used?
- Work out how your authority's limited resources can really help support neighbourhood planning eg what type of support can you offer on evidence, the technical aspects etc. But remember, neighbourhood planning is optional – what value will it add to the area?
- Work with colleagues to assess needs and allocate resources between neighbourhoods.
- Understanding how the council will allocate new financial resources eg from New Homes Bonus and CIL.
- Referendums – it's not just in planning that these can happen. Work corporately on a programme to avoid holding them repeatedly.

Recognise the long haul

- The process of adopting a neighbourhood plan is only the beginning. It will require support and continued care to deliver its goals.
- For neighbourhood planning to really take off it must involve people in making things materially improve. This will involve oversight and mediation as priorities and needs change over time.
- Neighbourhood planning requires everyone involved to listen, learn and collaborate. There will be bumps along the way as people find new skills and make new relationships.

Further support

Further support for councillors is available from the Planning Advisory Service website. This includes a number of downloadable briefings. We are also planning a number of events throughout 2011 to help councillors understand and respond to planning reform.

www.pas.gov.uk



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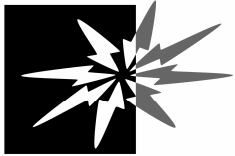
**Muswell Hill, Alexandra, Fortis Green and Highgate Area Forum and
Committee**

THURSDAY, 29TH MARCH 2012

AGENDA ITEM 1.iv

Involving residents in street and highway improvements
7.50pm – 8.20pm

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Haringey Council

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

08 March 2012

What is the Local Implementation Plan?

The LIP is a transport strategy document which sets out the Council's transport policies and programmes covering the 20 years from 2011 to 2031. Our LIP is required to support the implementation of the Mayor's Transport Strategy. Crucially the document is the means by which the Council obtains funding for transport projects from TfL and is the principal funding mechanism for investment on the Borough's roads. 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.

LIP funding process

As part of the LIP 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. TfL has agreed our funding submission for 2012/13 in December 2011.

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, behavioural change programme [called smarter travel] 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

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 the Area Forum.

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. For major schemes boroughs enter a bidding process in which boroughs are competing against one another for the funding TfL has set aside for major schemes.

Our initial focus for major scheme funding is on Wood Green and we have submitted our ideas to TfL. TfL has supported the development of the project in 2011/12. We are optimistic TfL will approve the proposals we are currently developing. We expect completion of the project in 2014 subject to TfL approval of the proposals which are currently estimated at about £4.2m.

Given the pressures on LIP funding and the reduced amount in real terms for boroughs as a whole, it is considered unlikely TfL would allocate a significant level of funding to the Borough for a further Major Scheme such as for Muswell Hill, prior to 2014. Nevertheless the Council can develop its ideas over the next 12 – 18 months with a view to seeking Major Scheme funding from 2014. We would welcome input from the Area Forum and Committee on any areas they feel should be considered for future Major Scheme submissions and the development of the next Delivery Plan [2014-2017].

There is 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 behavioural change initiatives. Our behaviour change programme is being developed offering potential for amending the proposed measures.

How the Community can be involved in Future LIP submissions

Projects suggested by the community would need to fall within the categories above and be supportive of our overall LIP objectives and with the aim of assisting us to meet our targets in the LIP.

Our LIP objectives include:

- Ensure Haringey's transport network can accommodate increase in travel demand by tackling congestion, increasing sustainable transport capacity, encouraging modal shift and reducing the need to travel
- Facilitate an increase in walking and cycling to improve the health and wellbeing of Haringey's residents
- Reduce the number of people killed and seriously injured on Haringey's transport network and reduce the number of casualties among vulnerable road users
- Increase transport access and connectivity to and from Haringey's key employment and regeneration areas, including Wood Green town centre and growth areas of Haringey Heartlands and Tottenham Hale
- Improve air quality
- Reduce Haringey's CO2 emissions from transport through smarter travel measures to reduce car use and encourage the use of low carbon transport alternatives
- Improve the condition and legibility of principal roads, cycle paths and footways within the Borough, having regard to the public realm and increase satisfaction with the condition of the network

As the next LIP Delivery Plan for 2014-17 will probably need to be developed in 2013, this gives the community the opportunity to contribute ideas and proposals over the next 12-18 months.

It is suggested proposals for these types of projects are fed through local 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

**MINUTES OF THE MUSWELL HILL, ALEXANDRA, FORTIS GREEN AND HIGHGATE
AREA FORUM AND COMMITTEE
THURSDAY, 12 JANUARY 2012**

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

Also present : Councillor Canver

Apologies Councillor Davies, Scott and Williams

MH21. AREA FORUM AGENDA ITEMS

Informal notes to follow

MH22. APOLOGIES FOR ABSENCE

Apologies for absence were received on behalf of Councillors Davies, Scott and Williams.

NOTED

MH23. URGENT BUSINESS

The Committee Services Manager advised that there were no additional items of urgent business notified.

The Chair referred to the agenda item in relation to the Localism Bill, in the Forum part of the proceedings and the concerns expressed by Members at the lack of attendance by the Planning Service – to speak on the implications of the Localism Act on the existing planning legislation.

The Chair advised the Committee that it was her intention to write to the Planning Service to express these concerns at the lack of attendance. Councillor Allison commented on the progress in Highgate Ward with cross-borough co-operation with LB Camden and Camden's efforts to progress and advise of implications of the Localism Act – and planning issues – with attendance at the recent focus group by Camden's Cabinet Member for planning, and their senior planner in respect of the establishment of Neighbourhood Forums. Councillor Allison added that there had been a lack of information or forward thinking on LB Haringey's part and that despite numerous enquiries and seeking clarification the response had been that Haringey was 'thinking about it'. Councillor Allison also advised of the good working relationship and cross-boundary co-operation between Councillors of Camden and Haringey, albeit belied by the lack of information or support from Haringey. She stressed that this was an important issue and there needed to be some progress on Haringey's part or else Camden would be taking the lead.

Following the Committee's collective concerns echoing those of the Chair and Councillor Allison, it was agreed that the Chair and Councillor Allison would jointly draft a letter to be sent to the Chief Executive, and the Director of Place and

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Sustainability. In response to comments of Councillor Solomon the Chair advised that in respect of cross-borough meetings with LB Barnet it would be for the Alexandra Ward Councillors to progress this and make contact etc with their Barnet counterparts and that when the letter from the Chair and Cllr Alison received a reply it should inform the situation for all cross-border collaborations.

The Chair then summarised and it was:

RESOLVED

that the Chair and Councillor Allison jointly draft a letter to be sent to the Chief Executive, and the Director of Place and Sustainability expressing concerns at the lack of attendance by the Planning Service – to speak on the implications of the Localism Act on the existing planning legislation, and the lack of forthcoming information as to LB Haringey's intentions in relation to the those implications, as well as the issue of cross-borough working particularly in terms of planning enforcement, and Neighbourhood Forums.

MH24. DECLARATIONS OF INTERESTS

Nil

**MH25. QUESTIONS, DEPUTATIONS OR PETITIONS : TO CONSIDER ANY QUESTIONS,
DEPUTATIONS OR PETITIONS RECEIVED IN ACCORDANCE WITH PART 4,
SECTION B29 OF THE COUNCIL'S CONSTITUTION**

Nil

MH26. MINUTES

RESOLVED

That the minutes of the meeting held on 15 September 2011 be approved and signed by the Chair.

At this point in the proceedings the Chair advised that the order of business of the agenda would be varied to next consider agenda Item 8 Fortnightly Non-recyclable Rubbish Collections.

NOTED

MH27. FORTNIGHTLY NON-RECYCLABLE RUBBISH COLLECTIONS

The Chair asked Councillor Canver – Cabinet member for Environment to give an introduction of proposals.

Councillor Canver commented that the Forum debate/discussion on the proposals had in her view been good in terms of public understanding and concerns. Whilst acknowledging that the proposals would be challenging for some residents there was

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commitment on the Council's behalf to increase recycling wherever possible across the whole Borough. Councillor Canver hoped that people would work with the Council and also to express views on the positives and negatives of the proposals. In terms of sizes of bins and physical capacity there would be ways of providing smaller bins etc for people. Councillor Canver hoped that when individuals received notification by letter of the new bin implementation they would contact the Council with their requirements if they desired smaller bins.

The Chair thanked Councillor Canver for her comments and advised that the Lib Dem Ward Councillors from the four wards had carried out their own survey in terms of the proposals and asked that Councillor Jenks comment on the outcome.

Councillor Jenks advised that in terms of the proposals he would MOVE the following resolution:-

'This Committee is opposed to fortnightly collections until or unless such time as the Council provides clear evidence showing first, that residents support a change to fortnightly collections, and second that they do actually achieve the benefits on which any such proposals are based'

Councillor Jenks commented that it should be made clear that he and the Lib/Dem Group were 100% in favour of increasing recycling rates, and that in the past Lib/Dem Councillors had criticised the Council for its failure to deliver on this. Councillor Jenks advised that whilst the Council might claim that it had consulted on this matter, its 2009 consultation made no mention of fortnightly collection, with the nearest to this was 36% of respondents wanted bigger containers and 17% of respondents believed education to be the key to recycling.

Councillor Jenks reported that in the absence of any proper Council consultation a survey was carried out by Liberal Democrats in wards in the west of Haringey and received 1100 responses with 86% of those responding opposed to fortnightly collection. The rates opposing for wards within this Committee were 86% for Alexandra, and Fortis Green, 85% for Muswell Hill, and 93% for Highgate. 78% of people responding had not been aware about fortnightly collections and 92% of people who responded felt that they should have been consulted.

Councillor Jenks further stated that at the very least this identified a great deal of unease within the Borough about the fortnightly rubbish collection being imposed. Councillor Jenks commented that the Council argued that fortnightly collection would save money. The saving in operational costs was stated as £300,000 per year, with the Council arguing that a £600,000 per year saving can come about as a result of waste recycled as a result of reduced disposal costs.

Councillor Jenks referred to the Government offer of £250 million to assist local authorities to keep weekly rubbish collections and Haringey Council should be applying for this when the prospectus was published. Also better recycling information on what could/could not be recycled, and better communication education, motivation, and capacity to enable more recycling.

Councillor Jenks concluded that Hackney had just done a trial in one of its wards with orange sacks replacing green boxes, and it was discovered that residents preferred this by a ratio of over three to one and it also increased recycling rates by 27%. LB

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Haringey could have also discovered alternatives if it had run a pilot and if Haringey had bothered to consult properly they may have thought twice about the size of bins. The standard size was 240 litres so there would be two of these large bins in each front garden. Councillor Jenks advised that he had asked the Council if people could have smaller bins such as 120 litre or 180 litre bins if they want them and the answer at the 12th December Overview and Scrutiny Committee from the Cabinet Member for the Environment was "not in the first instance". One of the self evident facts about rubbish collection was that all residents had different needs, and smaller bins might be ideal for some people.

The Chair thanked Councillor Jenks for his comments and asked if there were further comments.

Councillor Canver commented that it was not appropriate for the MOTION to have been raised at this meeting, but rather at Full Council as the MOTION was wholly political and was not reflective in the least of the vast majority of the comments expressed during the Forum part of the discussion and therefore wholly inappropriate.

A resident who had been present in the Forum part of the proceedings intervened from the floor to comment that in her view the MOTION was not representative of the general view of the Forum and not correct in its sentiment.

Councillor Bloch commented that it was not appropriate for Councillor Canver to make such comments and she should only speak if invited to do so, and asked her not to interrupt the proceedings.

Following a brief exchange of comments between Committee Members and Councillor Canver the Chair asked that Councillor Canver desist from interrupting the proceedings when not asked to speak, and the Committee to concentrate on expressing their specific views, and added that the survey results were on a large scale in terms responses and views expressed.

Councillors Allison and Hare, asked that the wording of the resolution be varied to also seek from the Council that (i) measures are taken to deal with smelly waste, and (ii) clear options on the size of bins are clarified and offered, at the outset.

In clarification to a point raised as to whether it was possible for fish and meat/poultry bones to be recycled Councillor Canver responded that these items could now be recycled.

The Chair drew the discussions to a close and summarised. The MOTION as detailed in the resolution was put to the vote and passed nemine contradicente with the exception of the Chair who did not use her casting vote.

RESOLVED

This Committee is opposed to fortnightly collections until or unless such time as the Council provides clear evidence showing first, that residents support a change to fortnightly collections, and second that they do actually achieve the benefits on which any such proposals are based, and that this resolution also seeks from the Council that (i) measures are taken to deal with smelly waste, and (ii) clear options on the size of bins are clarified and offered, at the outset.

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The Chair would write to the Cabinet member forwarding the resolution for her consideration and response.

MH28. DRAFT AREA COMMITTEE PLAN

The Chair reiterated her comments expressed during the Forum part of the proceedings in respect of the disappointment of Fortis Green and Muswell Hill cllrs that the Council withdrew their backing for the imaginative and well-supported bid from Muswell Hill Traders for round two of the Mayors Outer London Fund. The bid included a piazza outside the Odeon site and would have given a well-deserved boost to the local shopping centre.

In response to clarification the Chair advised that the reason for the withdrawal had been given as a Council decision to just support the bid from Tottenham for the fund and to withdraw support for the bids from Muswell Hill and Green Lanes.

In respect of the draft area plan the Chair asked that officers incorporate any comments given during the Forum part of the meeting, and subsequently to this evening, and circulate the plan to all attendees with any comments to be fed back to Zoe Swanson – Senior Project Manager - Frontline Services, prior to the next stage of the consultation in February (see timetable p6 of the Forum agenda papers).

RESOLVED

that officers incorporate any comments given during the Forum part of the meeting, and subsequently to this evening, and circulate the plan to all attendees with any further comments to be fed back to Zoe Swanson – Senior Project Manager - Frontline Services, and that the draft area plan progressed in line with the timetable 3.1 p6 of the Forum Agenda.

MH29. NEIGHBOURHOOD ACTION TEAMS

The Chair advised that following the succinct presentation during the Forum part of the meeting, in respect of the Neighbourhood Action Team (NATs) the Committee would look forward to having the allocated NATs officers for the geographical Forum Area attending the Forum on 29 March 2012, and that their presence at the surgery part of the meeting would also be most beneficial.

The Chair also welcomed and endorsed the suggestion of the NATs carrying out 'Ward Walk abouts'.

RESOLVED

That in respect of the newly established Neighbourhood Action Team (NATs) the allocated NATs officers for the geographical Forum Area attend the Forum on 29 March 2012, and that their presence at the surgery part of the meeting would also be most beneficial, and that the suggested introduction of the NATs carrying out 'Ward Walk abouts' be endorsed.

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**MH30. LOCAL IMPLEMENTATION PLAN / FUNDING AND HOW THE AREA COMMITTEE
CAN FEED INTO AND MAKE CHANGES/ADDITIONS TO THIS -**

In the absence of officers to introduce the item the Chair commented that in terms of the local implementation plan (LIP) funding and how the Area Committee can feed into and make changes/additions to this - this particularly related to areas such as road safety, cycle routes, moving bus stops, new bus routes, road and footway maintenance, and de-cluttering of pavements. The Chair commented that in terms of distribution of funds the 4 wards of this Committee/Forum represented almost a quarter of the Borough and yet only a small proportion of the total amount was spent there.

In terms of where monies could be spent within the LIP the Chair suggested previous resident requested examples such as quality Footway replacement in Muswell Hill shopping centre and Bakers Lane Gyratory system replacement and also the Muswell Hill roundabout to Turnpike Lane corridor which had been a reserve project in the draft 2010 LIP.could be appropriate projects to receive funding.

Councillor Solomon suggested Colney Hatch Lane and Alexandra Park Road road junction system as a potential LIP item, and Councillor Hare referred to previous requests to the Council for TFL funding to replace the Bakers Lane gyratory system.

The Chair advised that the next Forum/Committee would concentrate on the LIP funding as a main agenda item.

Councillor Newton referred to page 45 of the agenda pack and the reference to footway resurfacing being carried out in Fortis Green and Muswell Hill wards and commented that clarification was needed as to where this work was being carried out.

The Chair summarised and it was:

RESOLVED

- i. that at the next Forum/Committee on 29 March 2012 there would be an item on both parts of the meeting in respect of Local Improvement Plans incorporating in particular those items raised during the discussion; and
- ii. that clarification be sought as to the locations of the footway resurfacing in Fortis Green and Muswell Hill wards as referred to in page 45 of the circulated report.

MH31. AREA COMMITTEES POWERS TO MAKE BY-LAWS.

The Chair advised that she had been contacted by a local resident in respect of possibly having a by-law for people wearing safety clothing when cycling. The Chair advised that a brief discussion with the Clerk to the Committee had highlighted whether such a proposal would actually be by-law or an 'order' from the Highways Authority.

**MINUTES OF THE MUSWELL HILL, ALEXANDRA, FORTIS GREEN AND HIGHGATE
AREA FORUM AND COMMITTEE
THURSDAY, 12 JANUARY 2012**

The Chair felt it would be appropriate for the matter of by-laws be investigated further and asked for, and received confirmation from Councillors Bloch and Solomon that they would investigate this issue and report further.

NOTED

**MH32. TO NOTE THE REMAINING DATE OF THE FORUM/COMMITTEE FOR THE
REMAINDER OF THE YEAR 2011/12**

29 March 2012 – venue Alexandra Park School (TBC)

Provisional Agenda items

- Planning Enforcement
- Neighbourhood Action Teams
- Feedback – progress on the Localism Bill (particularly Highgate and cross boundary issues)
- Local Implementation Plans

MH33. ANY OTHER URGENT BUSINESS

Nil.

There being no further business the meeting ended at 21.29hrs.

Cllr Engert

Chair

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**Muswell Hill, Alexandra, Fortis Green and
Highgate Area Forum and Committee – 12
January 2012**

Notes of the discussion on Fortnightly non-
recyclable rubbish collections

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Muswell Hill Area Forum 12.01.2012**Agenda Item 1.b. Fortnightly non-recyclable Rubbish Collections**

In response to a presentation from Veolia and Haringey officers 'Changes to the Waste Collection Service', available on the Committee website, the following are informal notes on questions and issues raised:

The Chair paraphrased three emails she had received on this topic from people who could not attend the Forum: two opposed to the introduction of fortnightly collection of non-recyclables and one asking about provisions for smelly waste.

Q: How much money will be saved?

A: £900,000 per annum - £300,000 on operational costs, £600,000 on reduced landfill charges

Q: How do you measure increase in recycling?

A: Results of recycling measured by weight and not volume

Q: Is this all part of the Veolia contract?

A: Fortnightly is part of the contract with Veolia

Q: "Can't see fortnightly working, especially with HMO's"

A: Property audit will have identified HMOs

Statement from Resident: "Long time coming; excellent idea"

Q: "What about smelly waste?"

A: Food waste will be collected weekly. Other smelly waste should be double wrapped.

Q: Can we still use green boxes?

A: Green boxes can be kept by residents but they won't be collected - it is bins or bags

Q: "our large front garden is blocked with bins."

Q: "Really worried about environment with doubling of wheelie bins; small households won't need these bins"

A: Just let us know and we can look at bags

A: We will try to provide smaller bins for certain households - just let us know.

Q: "We tried putting out kitchen waste but fox gets it. Why not maintain weekly service?"

A: Use the big green food bin and close it effectively and this will stop foxes.

Q: Can bones be recycled?

A: Bones can now form part of food waste, collected weekly

Q: Are there smaller bins for both types of rubbish?

A: Contact us if you need a smaller bin

Q: "I live in a shared house with four very large wheelie bins already. What about HMOs that don't look like HMOs?"

A: Let us know if this is the case.

Statement from Resident: "There was no question about fortnightly in the 2009 survey; there was no consultation on introducing these service changes."

A: There was no specific question on the consultation on fortnightly collection, and there has been no further consultation since decisions were made

Q: Are the bags recyclable/reusable?

A: Good idea - We will come back on that

Statement from Resident: "The amount of food we waste is a serious problem for sustainability. We should: Use less packaging; Do more composting; Throw away less food"

Statement from Resident of apartment block: "The service for us is not good and already there is no food collection."

A: All blocks of flats get dry recycling but not food waste. There are no plans to introduce food waste collection for blocks of flats, but would hope to extend in future. Would need to do a pilot first. Collections for flats, the same as now

Q: What is collected in fortnightly?

A: Anything non-recyclable (this includes nappies)

Statement from Resident: This is unhygienic.

Q: I am a keen recycler and 55 litres is inadequate. But all those wheelie bins will be unsightly and might not get put back in gardens. And what is to happen about the different types of plastic?

A: With 240 litre bins, going in to 21,000 properties, try it for a few weeks and if not happy contact us and we will work very hard to get a solution

A: We have to be careful about what we recycle. The range of plastics has increased to food trays. We are working with NLWA on what can and can't be included

Statement from Councillor: We need to move towards recycling glass back into glass and not roadfill. What about carbon savings? If glass was correctly recycled and collected as glass this would help.

Statement from Resident: Conservation areas need flexibility, both for startup and for reviewing the system. We have contacted Veolia about bags but are waiting to hear from them.

Q: Will you give us labels on bins to say if you want a smaller bin contact this number?

A: It's about capacity, not aesthetics.

Q: Can we request smaller bins in advance?

A: We will tell people they can have smaller bins in the letter we are sending out before delivering the bins

Q: "Savings of £600,000 pulled out of the air."

A: Calculation based on difference in waste charges: £90 per tonne for landfill; £40 per tonne for recycled waste

Q: Why is Haringey not taking up some of the funding being offered by the Government to keep up a weekly service?

A: It costs far more to revert from fortnightly to weekly; Haringey is dealing with this though London Councils