

London Borough of Havering  
***COUNCIL MEETING***

**7.30pm WEDNESDAY, 23 MARCH 2005  
AT HAVERING TOWN HALL  
MAIN ROAD, ROMFORD**

**Members of the Council of the London Borough of Havering are hereby summoned to attend a meeting of the Council at the time and place indicated for the transaction of the following business**



**Chief Executive**

**For information about the meeting please contact:**

**Ian Buckmaster (01708) 432431**

*ian.buckmaster@havering.gov.uk*

## **NOTES ABOUT THE MEETING**

### **1. HEALTH AND SAFETY**

**The Council is committed to protecting the health and safety of everyone who attends its meetings.**

**At the beginning of the meeting, there will be an announcement about what you should do if there is an emergency during its course. For your own safety and that of others at the meeting, please comply with any instructions given to you about evacuation of the building, or any other safety related matters.**

### **2. MOBILE COMMUNICATIONS DEVICES**

Although mobile phones, pagers and other such devices are an essential part of many people's lives, their use during a meeting of the Council can be disruptive and a nuisance. Everyone attending is asked therefore to ensure that any device is switched to silent operation or switched off completely.

### **3. CONDUCT AT THE MEETING**

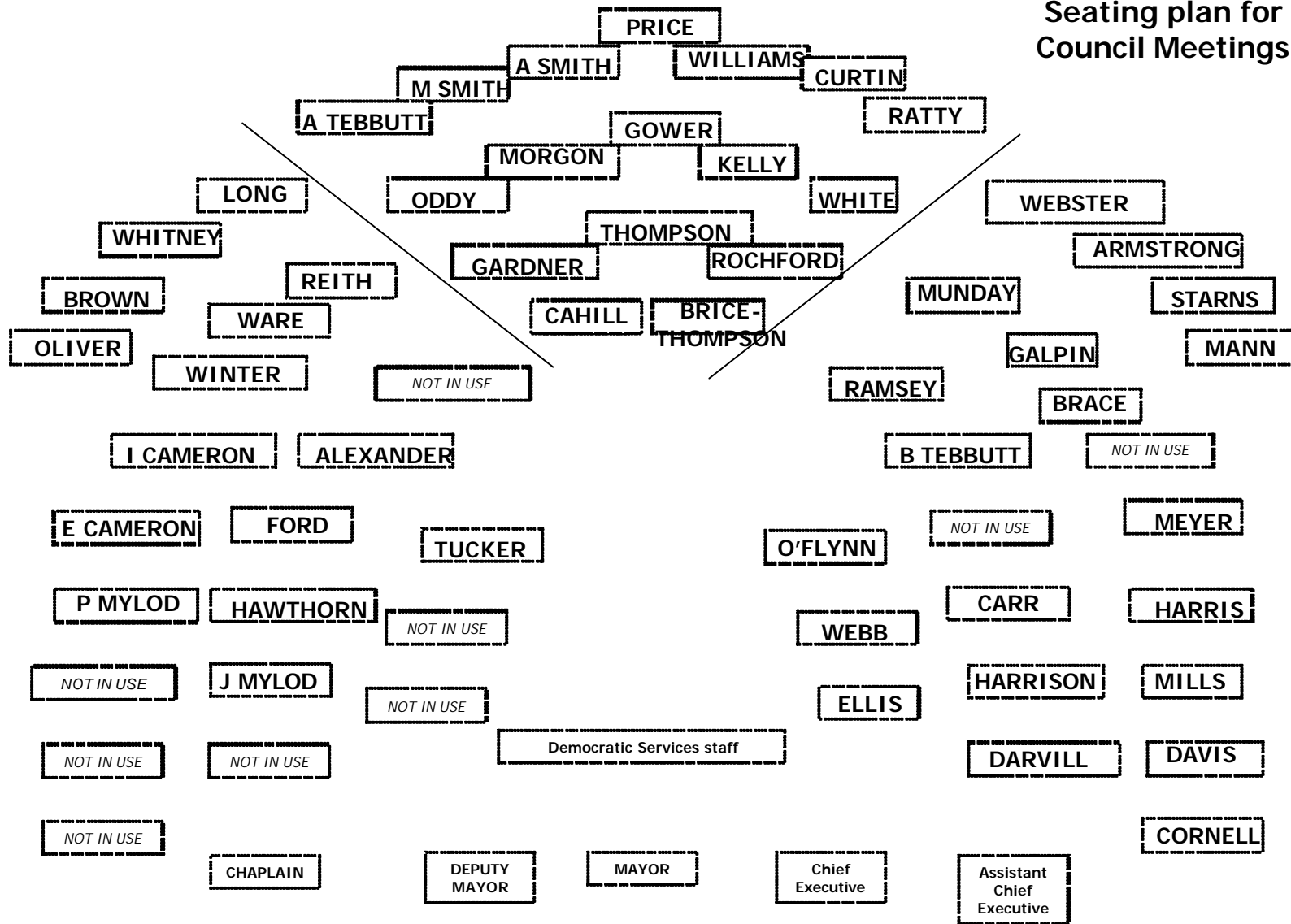
**Although members of the public are welcome to attend meetings of the Council, they have no right to speak at them. Seating for the public is, however, limited and the Council cannot guarantee that everyone who wants to be present in the public areas of the Council Chamber can be accommodated. When it is known in advance that there is likely to be particular public interest in an item the Council will endeavour to provide an overspill room in which, by use of television links, members of the public will be able to see and hear most of the proceedings.**

**PLEASE REMEMBER THAT THE MAYOR MAY REQUIRE ANYONE WHO ACTS IN A DISRUPTIVE MANNER TO LEAVE THE MEETING AND THAT THE MEETING MAY BE ADJOURNED IF NECESSARY WHILE THAT IS ARRANGED.**

**Council, 23 March 2005 - Agenda**

If you need to leave the meeting before its end, please remember that others present have the right to listen to the proceedings without disruption. Please leave quietly and do not engage others in conversation until you have left the Council Chamber.

# Seating plan for Council Meetings



# INFORMATION FOR MEMBERS

## Commencement of Meeting

As an aid to Members, a single ring of the division bell will sound 5 minutes before the meeting is due to begin, followed by a double ring at 2 minutes before, at which time Members are asked please to take their seats for the commencement of the meeting.

## Control of microphones

Members are reminded that, at Council meetings, the microphones are controlled centrally under the direction of the Mayor. Consequently, Members do not need to press the **MIC ON** button in order to speak, nor to turn off the microphone when they have finished.

The Mayor would find it helpful, however if Members would press the **MIC ON** button to indicate that they wish:

- to speak in the course of debate on any motion (including movers and seconders)
- to rise to a point of order, of information or in personal explanation

## Voting

When the Mayor calls a division, the division bell will sound briefly. In order to ensure that votes are recorded correctly, Members are asked to wait until the division bell has finished ringing before pressing the appropriate voting button.

Members are, of course, free to change their vote as they choose at any time until the Mayor directs that the votes be counted. Once a count has been called, however, no further change is possible. In the event that a Member's vote appears not to have been recorded, the clerks should be informed immediately, before the result is declared, so that account can be taken of the vote.

**Council, 23 March 2005 - Agenda****AGENDA****1 PRAYERS**

Prayers will be said by Reverend Millard from St Mary Magdalene Church, North Ockendon

**2 To receive apologies for absence (if any)****3 MINUTES**

To sign as a true record the minutes of the Meeting of the Council held on 23 February 2005

**4 DECLARATION OF INTERESTS**

Members are invited to declare any interests in any of the items on the agenda at this point of the meeting.

*Members may still declare an interest in an item at any time prior to the consideration of the matter.*

**5 ANNOUNCEMENTS BY THE MAYOR OR BY THE LEADER OF THE COUNCIL****6 PETITIONS**

Councillor Jeff Stafford has given notice of his intention to present a petition.

**7 REVISED COUNCIL PROCEDURE RULES AND FINANCIAL FRAMEWORK RULES**

To consider the recommendations of the Governance Committee that revised Rules be adopted.

**8 AMENDMENTS TO THE CONSTITUTION**

To consider the recommendations of the Governance Committee that various amendments to the Constitution be adopted.

**Council, 23 March 2005 - Agenda****9 LONDON LOCAL AUTHORITIES AND OTHER LONDON BILLS**

To consider the recommendation of the Governance Committee that Council passes the requisite resolution to continue participation in the promotion of Bills, in the recommended format.

**NOTE: At least 28 Members must vote for the proposal if the Council is to continue to participate in promoting the Bills.**

**10 ENVIRONMENTAL INITIATIVES CAPITAL PROVISION – COUNTRY PARKS**

To consider any recommendations from Cabinet on 22 March (to be included in a supplementary agenda that will be circulated before the meeting) arising from the Chief Executive's report (jointly to Cabinet and Council)

**11 MEMBERS' ALLOWANCES SCHEME**

To consider the report of the Chief Executive concerning the Members' Allowances Scheme for 2005/06

**12 POLITICAL BALANCE OF COMMITTEES**

To consider the report of the Chief Executive concerning adjustment needed to the political balance of Committees following changes in the Conservative and Residents' Groups.

**13 DATES OF COUNCIL MEETINGS**

To consider the report of the Chief Executive concerning dates of Council meetings in 2005/06 and, provisionally, for the balance of 2006.

**Council, 23 March 2005 - Agenda****CONFIDENTIAL BUSINESS**

*For ease of reference, this report has been printed separately,  
on pink coloured paper.*

**14 EXCLUSION OF THE PUBLIC**

To **RESOLVE** that the public now be excluded from the meeting on the grounds that if members of the public were present there would be disclosure to them of confidential information within the meaning of section 100A(2) of the Local Government Act 1972.

**15 TO CONSIDER THE MONITORING OFFICER'S REPORT UPON A CONFIDENTIAL MATTER**

**This report is not available to the press or public.**

Members are advised that the report to be considered includes information about which there is a statutory obligation of confidentiality. Any disclosure of the confidential information outside this meeting would be a breach of the Members' Code of Conduct.

**On completion of the consideration of the confidential report, the public will be re-admitted to the meeting.**

**16 APPROVAL OF STATEMENT OF COMMUNITY INVOLVEMENT FOR SUBMISSION TO GOVERNMENT OFFICE FOR LONDON AND CONSULTATION**

To consider the report of the Chief Executive concerning approval and submission of the Statement of Community Involvement.

**17 MEMBERS' QUESTIONS**



**Council, 23 March 2005 - Agenda****MOTIONS FOR DEBATE****18 FAIRTRADE PRINCIPLES****Motion on behalf of the Residents' Group**

That this Council supports the principles of Fairtrade, and carries out a feasibility study in relation to gaining Fairtrade Borough status.

**18A Amendment by the Administration**

This Council requests a report to the relevant Overview and Scrutiny Committee and Cabinet as to the implications of the Fair Trade campaign and any cost implications.

**19 FAIRTRADE****Motion on behalf of the Residents' Group**

The London Borough of Havering, as an important consumer and opinion leader, should research, develop, and support a strategy to facilitate the promotion and purchase of foods with the FAIRTRADE Mark in pursuit of sustainable development and to give marginalised producers a fair deal.

To be recognised by the residents and business community of The London Borough of Havering, suppliers, employees and other local authorities, as a Borough that actively supports and promotes Fairtrade and to increase the sale of products with the FAIRTRADE Mark.

The London Borough of Havering resolves to contribute to the campaign to increase sales of products with the FAIRTRADE Mark by striving to achieve Fairtrade status for this Borough as detailed Fairtrade Foundation's Fairtrade Towns Initiative.

The initiative involves a commitment to:

- Widely offer FAIRTRADE Marked food and drink options internally and make them available for internal meetings
- Promote the FAIRTRADE Mark using Fairtrade Foundation materials in refreshment areas and promoting the Fairtrade Towns initiative in internal and communications and external newsletters

## **Council, 23 March 2005 - Agenda**

- Use influence to urge local retailers to provide Fairtrade options for residents
- Use influence to urge local business to offer Fairtrade options to their staff and promote the FAIRTRADE Mark internally
- Engage in a media campaign to publicise the Fairtrade Towns initiative
- Allocate responsibility for progression of the Fairtrade Town initiative to a member or group of staff
- Organise events and publicity during national Fairtrade Fortnight – the annual national campaign to promote sales of products with the FAIRTRADE Mark.

### **19A Amendment by the Administration**

This Council requests a report to the relevant Overview and Scrutiny Committee and Cabinet as to the implications of the Fair Trade campaign and any cost implications.

## 20 **MAYLANDS FILLING STATIONS & MAYLANDS FIELD, HAROLD WOOD – breaches of planning control**

### **Motion on behalf of the Labour Group**

This Council instructs the Regulatory Services Committee at its next available meeting to review:

- (a) its decision to stay enforcement of existing enforcement action, and
- (b) recent breaches of planning control at Maylands Filling Station and Maylands Field, Harold Wood.

## 21 **HAVERING FAIRTRADE STATUS CAMPAIGN**

### **Motion on behalf of the Labour Group**

This Council agrees to support the Havering Fairtrade Status Campaign. Council believes that whilst supporting one-off events such as 'Red Nose Day' is very laudable and welcomed by those who benefit, there is a need to recognise that only by offering fair trade terms to producers in economically disadvantaged countries will their communities stand a chance of becoming self-supporting and economically sustainable.

In addition to taking this into account in the Council's own procurement and purchasing, Council agrees that there are other ways in which to support the campaign (for

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example by getting local schools to support fair-trade and promoting fair-trade within the business community) and will do all it can to promote them.

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**21A Amendment by the Administration**

This Council requests a report to the relevant Overview and Scrutiny Committee and Cabinet as to the implications of the Fair Trade campaign and any cost implications.

22 **SCHOOL MEALS – promotion of healthy eating**

**Motion on behalf of the Labour Group**

In the light of Scolarest's decisions to remove turkey twizzlers from its school meal menus and the government's drive to improve the nutritional value of school meals, this Council agrees to undertake a review of the meals consumed in our schools and to promote a healthy eating diet amongst school children and parents.

**22A Amendment by the Administration**

Insert after the words "and to" the words "continue to", which will read "and to continue to promote etc"

[**Note:** The motion would then read:

In the light of Scolarest's decisions to remove turkey twizzlers from its school meal menus and the government's drive to improve the nutritional value of school meals, this Council agrees to undertake a review of the meals consumed in our schools and to continue to promote a healthy eating diet amongst school children and parents. ]

Note:

The deadline for receipt of any amendments to the reports first published with this final Agenda is midnight, Monday 21 March 2005



**MINUTES OF THE MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HAVERING  
Havering Town Hall, Romford  
23 February 2005 (7.30 pm – 8.30 pm)**

**Present:** The Mayor (Councillor Louise Sinclair) in the Chair

Councillors June Alexander, Mike Armstrong, Jeffrey Brace, Wendy Brice-Thompson, Malvin Brown, Ivor Cameron, Graham Carr, Yve Cornell, Andrew Curtin, Keith Darvill, Jan Davis, Tony Ellis, Gillian Ford, Georgina Galpin, Peter Gardner, Jean Gower, Ray Harris, Bill Harrison, Linda Hawthorn, Steven Kelly, Len Long, Andrew Mann, Nigel Meyer, Wilf Mills, Raymond Morgon, Eric Munday, John Mylod, Pat Mylod, Barry Oddy, Denis O'Flynn, Chris Oliver, Graham Price, Roger Ramsey, Natasha Ratty, Barbara Reith, Paul Rochford, Alex Smith, Martin Smith, Geoffrey Starns, Jeff Stafford, Barry Tebbutt, Frederick Thompson, Jeffery Tucker, Owen Ware, Harry Webb, Joseph Webster, Michael White, Reg Whitney, Mike Winter and Daryl Williams

Apologies for absence were received from Councillors Eddie Cahill, Eileen Cameron and Alby Tebbutt.

6 members of public and 2 members of the press also attended.

Captain Paul Borrett of the Salvation army opened the meeting with prayers.

The Mayor advised Members and the public of action to be taken in the event of emergency evacuation of the Town Hall becoming necessary.

**66 MINUTES (Agenda Item 3)**

It was **RESOLVED**

**that the minutes of the meeting of the Council held on 2 February 2005 be signed as a true record.**



## **GOVERNANCE COMMITTEE**

# **7**

**10 FEBRUARY 2005  
8 MARCH 2005**

### **REPORT TO COUNCIL**

#### **COUNCIL AND BUDGET FRAMEWORK PROCEDURE RULES**

The Constitution was drafted in the Spring of 2002 and at the time it was recognised that there was insufficient time to re-draft all the current Council rules and protocols. Accordingly some of these were inserted within the Constitution as currently drafted.

Over the last two years gradually those rules and protocols are being replaced. The Committee considered draft new Council Procedure Rules, updated and intended to replace the current rules.

Since 2002, consideration had also been given to the construction of the Budget Framework Procedure Rules. They were felt to be unduly restrictive and accordingly fresh rules had been drafted to replace those currently within the Constitution.

#### **RECOMMENDATION**

That the draft new Council Procedure Rules and Budget Framework Procedure Rules appended to this report be adopted in place of the existing Rules.



# GOVERNANCE COMMITTEE

# 8

10 FEBRUARY 2005

## REPORT TO COUNCIL

### AMENDMENTS TO THE CONSTITUTION

The Governance Committee recommends that the following amendments be made to the Constitution, for the reasons indicated:

#### 1. Party Whip

The Protocol on Probity in Planning recognises that the use of political 'whips' at group meetings over planning applications is contrary to the Code of Conduct and could amount to maladministration. The Overview & Scrutiny Procedure Rules recognise that the party whip should not be applied to Overview & Scrutiny meetings and the hearing procedures for the Standards Committee also recognises that there shall be no party whip. There is no mention in the Constitution of Licensing or other quasi judicial hearings and it is suggested that a paragraph appears in the Articles of the Constitution which will cover the party whip. It is also suggested that the terms of reference of the Standards Committee is amended to permit the Standards Committee to hear all complaints regarding breaches of the rules on party whips. Currently the terms of reference only enable it to hear matters relating to a breach of rules on party whip on Overview & Scrutiny Committee matters.

#### **Part 2, Article 13**

Insert a new paragraph 13.09 in of the Constitution as follows:

#### **13.09 Party Whip**

There shall be no Party Whip at meetings of the Regulatory Services Committee when it is determining planning matters; Overview & Scrutiny Committee; the Standards Committee when it is conducting hearings; the Licensing Committee when it is determining licences and conducting hearings and any other committees where the committee meets to determine applications, hearings, appointments or acts in any quasi judicial matter.

The Party Whip is understood to mean any instructions given by or on behalf of a political group to any Councillor who is a member of that group as to how that Councillor shall speak or vote, or the application or threat to apply any sanctions by the group in respect of that Councillor should he or she speak or vote in any particular manner.

The consequential amendment to the Standards Committee's terms of reference will be as follows:

**See: Part 2 Article 8 and  
Part 3 Section 1**

The last bullet point under the Standards Committee's terms of reference (General in respect of Part 2, Section 1)

- hearing, determining and reporting upon any matters relating to breach of the ~~Overview and Scrutiny Procedure~~ Rules regarding the Party Whip set out in Article 13.09 including the application of relevant and permitted sanctions

## **2. Regulation of Investigatory Powers Act 2000**

The Principal Officer (Operations) Trading Standards Service is one of the Council's two officers authorised to be a Single Point of Contact (SPOC) for the acquisition of communications data for the purposes of Part 1, Chapter II of the Regulation of Investigatory Powers Act 2000. The officer has had to undergo a period of training. It is recommended that this officer also be appointed to authorise activities under the Regulation of Investigatory Powers Act 2000 as it would make more sense for him to hold both powers of authorisation given that the access to communications data is the more sensitive one.

### **Part 3, Section 3, paragraph 19**

Amend as follows:

19. The Principal Officer (Operations) Trading Standards Service to authorise activities under the Regulation of Investigatory Powers Act 2000 and to be a Single Point of Contact for the acquisition of communications data for the purposes of Part 1, Chapter II of the Regulation of Investigatory Powers Act 2000.

## **3. Internal Audit Report**

Internal Audit recently undertook an audit of the Council's Constitution. No recommendations were made arising from the Audit but during the discussions it was noted that there were some inconsistencies in the text of the Constitution which needed correcting. These are as follows:

- (i) Article 9.02  
Delete the words 'the Mayor' from the first bullet point. The reference here to the Mayor not being permitted to be a



member of Standards Committee is reference to an elected Mayor only and should be deleted so as to avoid confusion

- (ii) Part 4, Section 6, paragraph 1(b) should be revised to accord with current practice. Paragraph 1 (b) requires the Leader to present a report to Annual Council on delegations made by him. This paragraph appears in the DETR model code but relates to Section 15(4) of the 2000 Act and is necessary when all functions are not delegated by Council and the Leader is given power to further delegate functions. In Havering the relevant functions are all delegated to the Executive subject to the Leader determining the portfolios of which he has to give notice.

It is therefore suggested that paragraph 1(B) is amended as follows:

### **1 (b) Delegation by the Leader**

~~At the annual meeting of the Council, The Leader will notify the Proper Officer in writing of present to the Council a written record of delegations made by him or her for inclusion in Part 3 of this constitution. The document presented by the Leader will also contain, in so far as is practicable, the following information about executive functions in relation to the coming year:~~

- ~~(i) the names, addresses and wards of the people appointed to the Cabinet by the Council~~
- (ii) the extent of any authority delegated to individual Cabinet members, including details of the limitation on their authority and the allocation of any portfolio
- ~~(iii) the nature and extent of any delegation of executive functions to area committees, any other authority or any joint arrangements and the names of those Cabinet members appointed to any joint committee for the coming year~~
- ~~(iv) the nature and extent of any delegation to staff with details of any limitation on that delegation, and the title of the member of staff to whom the delegation is made.~~

~~Where it is not possible for the Leader to present the information listed in (i) to (iv) above at the~~

~~annual meeting, the information must be presented at the Council meeting immediately subsequent to the annual meeting.~~

#### **4. Gas and Electricity Supply Contracts**

The majority of these offers are made on the basis of a 24 hour or less 'take up'. The prices given in a tender are only held for 24 hours or less and in a rising market this has resulted in a number of cases where local authorities could not get agreement to the acceptance of a tender within that timescale, suffering an increase in the final offer price of between 1% and 5%. In order to overcome the market problem experienced with these types of tender a mechanism needs to be found to review the current procedure for accepting gas and electricity supply tender offers as the current Form A procedure does not allow the speed and flexibility to secure the best price offered.

These contracts vary in length and price but currently there are 5 contracts which are let for 12 or 24 months. Contracts normally range from a 1 to a 5 year period and the choice made at the time depends on a number of influencing factors such as market movement and predictions. The current contracts range from £285,000 to £460,000 per annum. Under the Constitution contracts under £500K are awarded by the Cabinet Member.

#### **Part 3, Section 3**

Insert new paragraph 3.6.1.3

3. To award all gas and electricity supply contracts where offers are made on a short restricted time basis and where there is insufficient time to obtain a Lead Member decision.

#### **5. Overview & Scrutiny**

The area of responsibility for Overview and Scrutiny no longer includes Regulatory Services matters. Previously the Environment Overview and Scrutiny Committee had responsibility but since the organisational restructure it could be argued that it should follow the Directorate portfolio and be within the Corporate Overview and Scrutiny Portfolio. Currently it does not appear in any area of responsibility. It is suggested it would be appropriate to add it to the area of responsibility within Environment.

It is also suggested that it is inappropriate for planning decisions, enforcement matters and licensing decisions to be the subject of individual scrutiny by Overview and Scrutiny committees given their quasi-judicial nature and the fact that there is an ability to appeal or institute an action for judicial review. It is of course considered perfectly in order for Overview and Scrutiny to consider the generality of these matters but not the details of individual applications or decisions.

## **Part 2, Article 6**

(i) Insert under Area of Responsibility for Environmental Overview and Scrutiny Committee, a further bullet point

- Regulatory Services

(ii) Insert a new sentence at the end of 6.03 (b)(i)

The substance of individual decisions made in respect of planning, enforcement and licensing matters will not be subject to scrutiny.

## **6. Executive Decisions by Individual Cabinet Members and Key Decisions by Members of Staff**

Although there is some reference to decisions by individual Cabinet members in the Constitution, no explicit reference is made to either:

- Form A procedure: Notice of executive decisions by individual Cabinet member or
- Form B procedure: Notice of key decision by member of staff

It is considered that these procedures should be formally documented within the Constitution.

### **Part 4, Section 1**

Add a new paragraph 20(d)

#### **20(d) Procedure for individual decision**

The record of the decision referred to in paragraph 20(c) above shall be made by completing Form A for a decision by a Cabinet Member and Form B for a key decision by a member of staff and by sending a copy of the signed decision to the Proper Officer. Notification of the decision will be included in Calendar Brief and an electronic copy made available on the Intranet and Internet.

## **7. “Chairman’s Decision”**

The Council’s procedure for dealing with “Chairman’s Decisions” has never been formalised within the Constitution although it is still utilised from time to time.

Although described as a “Chairman’s Decision”, the Local Government Act 1972 permits delegation of decision making to a committee, sub-committee or an officer. Individual members other than Executive members of the Cabinet do not have decision making powers and accordingly the “Chairman’s

Decision” procedure has always been and is described as “a decision taken by an officer following consultation with the Chairman of the relevant Committee”.

Chairman's decisions have been permitted to deal with:

- Comparatively minor issues that nonetheless require Member level input
- Settling details once the Committee has approved an issue in principle
- Issues of such genuine urgency that there is not sufficient time to convene a meeting of the full committee
- Issues which are within the terms of reference of the Committee concerned

These decisions are not subject to call-in and may be acted upon as soon as they are signed and before they are published in Calendar Brief.

Part 4, Section 1  
Insert a new paragraph 23.

**23 Decisions taken by an officer following consultation with the Chairman of the relevant committee (“Chairman’s Decision”)**

An officer may make a non-executive decision after consultation with the Chairman of a Committee to deal with

- Comparatively minor issues that nonetheless require Member level input
- Settling details once the Committee has approved an issue in principle
- Issues of such genuine urgency that there is not sufficient time to convene a meeting of the full committee
- Issues which are within the terms of reference of the Committee concerned

Such a decision is not subject to call-in; may be acted on as soon as it is signed; will be notified to members by way of Calendar Brief and can be made by the completion and signature of the Consultation with Chairman form.



## GOVERNANCE COMMITTEE

10 FEBRUARY 2005

# 9

### REPORT TO COUNCIL

#### NINTH LONDON LOCAL AUTHORITIES BILL

Council is reminded that the ALG (through Westminster City Council) is promoting general powers legislation on behalf of London Boroughs following consultation with the Boroughs. At the meeting in October 2004, Council passed an initial resolution to participate in promoting the legislation.

Since the initial resolution was passed, for practical purposes the originally single Bill had been separated in to three Bills, which together cover all of the proposals included in the original Bill.

To accord with the procedures associated with local legislation of this nature, it is necessary for various notices to be published and resolutions to be passed by the Council for Havering to be included among the participating Boroughs. A Borough wishing to be included has to pass a first resolution (meeting various procedural requirements) – already done – and then confirm its participation by passing a further resolution by a majority of a whole number of the members of the Council at a meeting of the Council held as soon as may be after the expiration of 14 days after the Bill has been deposited in Parliament.

**This means that at least 28 Members must vote for the proposal if the Council are to participate in promoting the Bill.**

The Governance Committee accordingly **RECOMMEND** to the Council that the following resolution in connection with the approval of the London Local Authorities Bills promoted by Westminster be passed –

“that the Resolution of this Council passed at a Meeting of the Council held on 13 October 2004 to promote a Bill in the present Session of Parliament, pursuant to which the Bills intituled “A Bill to confer further powers upon local authorities in London; and for related purposes”; “A Bill to confer further powers upon local authorities in London and upon Transport for London; and for related purposes” and “A Bill to provide for the prohibition of smoking in places of work in Greater London” have been deposited in Parliament, be and the same is hereby confirmed.”

**Council, 23 March 2005**



**CABINET  
22 MARCH 2005**

**COUNCIL  
23 MARCH 2005**

**10**

**REPORT OF THE CHIEF EXECUTIVE**

**SUBJECT: ENVIRONMENTAL INITIATIVES CAPITAL PROVISION –  
COUNTRY PARKS**

**SUMMARY**

Following the receipt from the sale of Oldchurch Park, the second tranche of the capital programme allocated £170,000 for Environmental Initiatives. As part of this programme, approval was given in June 2003 by Cabinet and Council for two projects, a £15,000 allocation to the Havering Wildspace Programme and £10,000 towards the installation of the Ingrebourne Valley Greenway Phase III. Approval was given in principle for investment in Hornchurch and Havering Country Parks and possible other projects yet to be developed, which would be the subject of further reports.

This report now requests approval for the remainder of the available funds, amounting to £145,000, combined with an element of funds available from an old insurance settlement relating to a fire at Hornchurch Country Park (£17,000 of £22,000), to be used to implement urgent improvements to the buildings complex at Havering Country Park which is seen as a priority. The works are designed to halt the decline of this important asset, to increase public enjoyment and understanding of the Park and the wider countryside and to deliver environmental education and promote stewardship of the natural environment.

**RECOMMENDATIONS**

**TO CABINET**

1. That the Council be **RECOMMENDED** to approve the provision of a new classroom facility and refurbishment of the Park office and Ranger accommodation at Havering Country Park, to be funded from the remaining capital allocation of £145,000 from the Environmental Initiatives budget, and

£17,000 from a remaining unspent balance of £22,000 from a previous insurance settlement following a fire at Hornchurch Country Park.

2. That the Head of Environmental Management and Regulation be authorised to make minor amendments to the programme of works to ensure that the funding is fully committed yet remains within budget.

## **TO COUNCIL**

**To consider any recommendation from Cabinet (which will be reported at the meeting).**

### **REPORT DETAIL**

1. In June 2003 Cabinet received a report following the release of the second tranche of the capital programme which allocated £170,000 for Environmental Initiatives from the receipt from the sale of Oldchurch Park. Detailed approval was given for two projects, a £15,000 allocation to the Havering Wildspace Programme and £10,000 towards the installation of the Ingrebourne Valley Greenway Phase III. Approval in principle was given for investment of the remaining £145,000 in Havering and Hornchurch Country Parks (£100,000), together with other environmental projects (£45,000), to be identified, with further reports to be brought forward to Cabinet and Council in due course.
2. Detailed work has now been carried out by consultants from Mouchel Parkman into possible improvement works at both Country Parks, particularly relating to the building complexes and the provision of environmental education facilities. The scale and costs of the works however, have turned out to be much higher than at first anticipated. Tenders have now been returned for the proposed works and, due to the higher level of costs and the level of funding available, it is now proposed to allocate all of the available funding to the provision of a new classroom facility and the refurbishment of the Havering Country Park office and Ranger accommodation which is seen as the greatest priority and need. It should be noted that Hornchurch Country Park currently has very good quality office, workshop and mess facilities which followed an earlier refurbishment. However, alternative funding will be sought for the provision of a classroom facility at Hornchurch Country Park in the future.
3. The building complex at Havering Country Park originally comprised of two former plotland bungalows, however, one has recently been demolished following fire damage by vandals. The remaining bungalow provides the Park Office and Ranger accommodation. There is also a well used demountable classroom with toilet facilities, which is now at the end of its life and in a poor condition following years of patching up. The presence of the classroom and toilet facilities makes the Park the centre of the Council's environmental education facility and its Service Level Agreement with Havering schools.



4. The building complex is aged and vulnerable, and has suffered from misuse and vandalism and is in serious need of investment. Following removal of the fire damaged bungalow it is now proposed to restore the remaining bungalow to provide an improved and more secure Park Office, visitor and interpretation facility and to provide a new classroom and toilet.
5. The proposed works at Havering Country Park will include:

#### **Park Office and Ranger accommodation**

- Removal of all asbestos throughout complex and outbuildings
- Replacement of pitched roof with vandal proof 'Decra' tiles and replace all rainwater goods
- Replacement of flat roof section
- Replacement of ceilings and flooring
- Complete rewiring and the provision of heating
- Energy conservation involving latest technology and insulation
- Replacement of kitchen / messing facilities
- Replacement of bathroom with shower and toilet facility
- Complete redecoration
- Replacement of windows and provision of vandal proof shutters to all windows
- Provision of disabled access ramp.

#### **Classroom**

- Demolition and removal of existing demountable classroom
  - Provision of foundations for new classroom and disabled access ramp
  - Provision of a large vandal proof steel container classroom (this will consist of two full size converted and serviced containers joined together to enable a full class of children to use at one time), with full facilities, lockable shuttered windows, toilets and disabled facilities (similar to those successfully used by the RSPB at Rainham).
6. The above works will not require planning permission as they fall under the classification of permitted development by a local authority. However Building Regulation approval will be required.

#### **Reasons for the decision:**

7. Cabinet and Council must approve the allocation of this capital provision.

#### **Alternative options considered:**

8. The only viable option would be to continue to 'patch' the complex with a further gradual decline in its condition, which may lead ultimately to the demolition of the buildings. This programme is designed to take a major positive step to provide a superior vandal proof facility to promote Havering Country Park for the benefit of its users and to promote environmental awareness and appreciation amongst schoolchildren and the community.

**Legal Implications and risks:**

9. The contract or contracts will be awarded in accordance with the council's Contract Procedure Rules.

**Financial Implications and risks:**

10. Following a tendering exercise the total costs of the proposals as contained in this report are £162,000 inclusive of fees. This can be funded from the Environmental Initiatives Capital provision, of which £145,000 remains, with the balance of £17,000 to be funded from the balance of a £22,000 insurance settlement following a fire at Hornchurch Country Park.

**Environmental Implications:**

11. The proposal described in this report will improve the infrastructure of Havering Country Park, which is an important Council owned environmental asset. It will help to promote environmental awareness amongst its residents and schoolchildren and encourage respect and caring for the countryside and wider environment.

**Human Resources Implications:**

12. The proposals contained in this report will improve the working conditions for staff based at or using the facilities at Havering Country Park and conform with health and safety requirements.

**Equal Opportunities Implications:**

13. The project described in this report is aimed at improving equal opportunities and take account of providing facilities for people with disabilities within the community.

Staff Contact: Peter Williams  
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**STEPHEN EVANS**  
**Chief Executive**

**Background Papers List**

Cabinet Report – Environmental Initiatives Capital Provision 24 June 2003



**COUNCIL**  
**23 MARCH 2005**

**11**

**REPORT OF THE CHIEF EXECUTIVE**

**SUBJECT: MEMBERS' ALLOWANCES**

**SUMMARY**

The Council is obliged to make a scheme annually before the first of April each year. This report presents for approval a Members' Allowance Scheme.

**RECOMMENDATION**

That the Council agree the new Scheme annexed to this report as Appendix A with effect from 1<sup>st</sup> April 2005 and, if agreed, that the Council revoke the existing Scheme.

**REPORT DETAIL**

1. Basic Allowance:

Each Member of the Council continues to receive the same Basic Allowance of £8,734 increased for inflation in accordance with the scheme details to £8990.

If the Councillor becomes entitled to any allowance during the year, he/she is entitled to the relevant proportion of that allowance as set out in the Constitution.

The basic allowance will cover all intra-Borough travel costs and subsistence.

Where a Member is suspended or partially suspended from his responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of basic allowance payable to him in respect of the period for which he is suspended or partially suspended could be withheld by the Authority by decree of the Standards Committee.

2. The existing SRAs are

<b>Position</b>	<b>Special Responsibility Allowance £</b>
Deputy Leader of Minority Opposition	2,250
Deputy Leader of Principal Opposition	3,825
Area Committee Chairmen	6,390
Appointments, Governance, Investment, Adjudication and Audit Chairmen	7,650
Overview & Scrutiny Chairmen	11,070
Leader of Minority Opposition	6,390
Leader of Principal Opposition	18,000
Licensing and Regulatory Services Chairmen	20,430
Cabinet Members inc. Deputy Leader of the Administration Leader	25,110 39,150

*Note:*

*When a Councillor would otherwise be entitled to more than one special responsibility allowance, then the entitlement shall be to only one, that being the one attracting the higher rate.*

3. This means that the maximum number of Members to receive SRAs on the existing allocation of responsibility would be 59%. The ALG Panel has the view that there should be a clear limit (50%) on the overall proportion receiving an SRA. However, given the political make up of the Council, the number of members receiving SRAs is not considered to be unreasonable.
4. Where a Member is suspended or partially suspended from his responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of Special Responsibility allowance payable to him in respect of the period for which he/she is suspended or partially suspended could be withheld by the Authority on the decision of the Standards Committee.
5. The Scheme provides that only basic allowances will be increased from 1<sup>st</sup> April in line with the annual Local Government Pay Settlement of the Joint Negotiating Committee for Chief Officers of Local Authorities.

6. **Dependent Carers Allowance**

Any costs arising from being a Dependent Carer should be met by the Basic Allowance.

**Travelling and Subsistence Allowance**

Subject to the conditions set out below, the Travelling and Subsistence Allowances are only payable for official Council business outside the Borough.

Travel and subsistence arrangements for key events, e.g. Town Twinning will be set in line with the above. However, taking account of the practicalities of

arrangements, these will be set out and documented by the Executive Director, Finance and Planning, prior to each event and be agreed with the Lead Member for Finance.

The rules and entitlements for reimbursement of travel expenses outside of the Borough will be the same for Officers, Members and co-opted Members and, hence, are currently as follows:

### ***Public Transport***

The rate for travel by public transport shall not exceed the amount of the ordinary (second class) fare or any available cheap fare.

### ***Private Motor Cycle***

The rates are as follows:

Solo Motor Cycles up to 150 cc 11.79 per mile  
Solo Motor Cycles over 150 cc 14.74 per mile  
3-wheelers and combinations 17.42 per mile

### ***Private Motor Vehicle***

The current rates for travel in a Member's own private motor vehicle, or one belonging to a member of their family or otherwise used by the Member based on casual user rates of up to 8,500 miles per annum are:

Cylinder capacity up to 999cc 37.0p per mile  
Cylinder capacity over 1,000cc 40.4p per mile

### ***Cycles***

The rate payable will be 45p per day or a maximum of £112.48 per annum.

### ***Taxi/Mini-cabs***

The rates for travel by taxi or mini-cab shall not exceed:

- In cases of urgency or where no public transport is reasonably available the amount of the actual fare and any reasonable gratuity paid.
- In any other case, the amount of the fare which would have been paid for travel by appropriate public transport.

### ***Subsistence Allowance***

Under the Building a Healthy Organisation, a change agreed for subsistence is "to limit the entitlement to claims for meals under the subsistence allowance arrangement for staff undertaking duties away from their normal place of work to where those duties entail an overnight stay or working outside normal office hours".

In respect of these subsistence allowances, the amounts payable shall not exceed the following rates, other than normal inflationary increases agreed as part of pay settlements:

<b>Breakfast Allowance</b> – More than 4 hours away from normal place of residence before 11 a.m.	£4.48
<b>Lunch Allowance</b> – More than 4 hours away from normal place of Residence including lunchtime between 12.00 and 14.00 hours.	£6.17
<b>Tea Allowance</b> - More than 4 hours away from normal place of residence including the period 15.00 to 18.00 hours.	£2.43
<b>Evening Meal Allowance</b> – More than 4 hours away from normal place of residence after 19.00 hours.	£7.64

Overnight absence for the purpose of attendance at an annual conference (with or without an annual meeting) e.g. the Local Government Association or such other association of bodies as the Secretary of State may, from time to time, approve or other Professional Institute Bodies	The full cost of accommodation as arranged and agreed by the Council and the reasonable cost of meals taken at the place of accommodation (where provision for meals is available).
Other overnight absence which arises from Council business will be based on the Officer rate as detailed here. If, however, in a particular case, accommodation cannot be found then other arrangements will be approved by the Executive Director Finance and Planning prior to booking and be in line with the above.	£50.97

Allowances are payable on the basis of expenditure incurred and Members will be reimbursed actual expenditure incurred up to a maximum of the rates set out above. Receipts must be submitted to support claims for subsistence allowance and travel costs.

### **Co-Optees' Allowance**

The standard rate of allowance for statutory co-optees who sit on the Education Overview and Scrutiny Committee and the Standards Committee will be £100 per meeting attended.

In addition, independent persons sit on other panels. They will be compensated for any financial loss based on the presentation of a claim showing the actual loss incurred up to a maximum of £100.

Statutory co-optees and other independent persons will be reimbursed for all travel costs in accordance with the above, whether the travel is within or outside the Borough, but co-optees will not be paid subsistence.

### **Pensions**

These are not available.

### **Election to Forgo Allowances**

A person may, by notice in writing given to the proper officer of the authority, elect to forgo his/her entitlement or any part of his/her entitlement to allowances.

### **Claims and Payments**

A time limit of three months exists for Havering in line with the rules for Officers for the making of claims.

### **Other Requirements of a Scheme**

There are a number of other requirements of a scheme and Havering will comply with these by:

- Maintaining the scheme (attached as Appendix B) subject to any amendments agreed.
- Publishing the scheme once approved or amended.
- Providing that if the Council amends the scheme mid year to change the amount of any allowance, a Councillor entitled to that allowance will receive the allowance at the new level from the date the amendment takes effect.
- Ensuring a further scheme is in place before any revocation of the scheme takes place.
- Including the scheme provision to ensure that where a member is also a member of another authority, that member may not receive allowances from more than one authority in respect of the same duties.
- Maintaining records of allowances and payments made and publishing these annually.

7. The Scheme as it will be published is set out in Appendix A.

### **Financial Implications and Risks:**

**Council, 23 March 2005**

The 2005/6 budget assumes no inflation on Special Responsibility Allowances. Actual expenditure will depend on the allocation of responsibilities at any point in time with any expenditure over/under the budget being managed as part of the overall budget.

**Legal Implications and Risks:**

Section 6 of the Local Authorities (Members' Allowances) Regulations 1991 requires a Scheme to be made prior to the 1<sup>st</sup> April in the year the Regulations came into effect and subsequent years. A year is defined as a twelve month period from 1<sup>st</sup> April.

A Scheme may be revoked only with effect from the beginning of a year provided a new Scheme is made for the period beginning with the date of revocation.

A Scheme may be amended at any time.

**Human Resource Implications and Risks:**

None arising directly.

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Finance & Planning

**Telephone:** 01708 432218

**STEPHEN EVANS**  
Chief Executive

**Background Papers**

"Making Allowances", a new report by the Independent Panel on the Remuneration of Councillors in London – August 2001.

"The Remuneration of Councillors in London: 2003 Review."



## Members' Allowances Scheme 2005

*Agreed at the meeting of the Council on 22 March 2005. The new Scheme is agreed with effect from 1<sup>st</sup> April 2005 and the revocation of the Members' Allowance Scheme (2004) is effective from 1<sup>st</sup> April 2005.*

The Council of the London Borough of Havering in exercise of the powers conferred by the Local Authorities (Members' Allowances) Regulations 1991 as amended by the Local Authorities (Members Allowances) (England) Regulations 2003 hereby makes the following scheme:

- 1 This scheme may be cited as the Havering London Borough Council Members' Allowance Scheme (2005). The new scheme shall have effect from 1<sup>st</sup> April 2005.
- 2 In this scheme, "councillor" means a councillor of the London Borough of Havering and "year" means the period ending on 31<sup>st</sup> March 2006 and any period of 12 months ending on 31<sup>st</sup> March in any year after 2006.;
- 3 **Basic allowance (Schedule 1)**

Subject to paragraphs 7 and 12, for each year a basic allowance of £8990 (2005/06 rates) shall be paid to each councillor.
- 4 **Special responsibility allowance (Schedule 1)**
  - (a) For each year a special responsibility allowance shall be paid to those councillors who hold the special responsibilities in relation to the Council that are specified in schedule 1 to this scheme.
  - (b) Subject to paragraph 7, the amount of each such allowance shall be the amount specified against that special responsibility in that schedule.
  - (c) When a councillor would otherwise be entitled under the scheme to more than one special responsibility allowance, then the entitlement shall instead be only to one of them, being the one attracting the higher rate.
  - (d) Where a member is also a Member of another Authority, that Member may not receive allowances from more than one Authority in respect of the same duties.
- 5 **Child and dependent care allowance**

These expenses are expected to be met from the Basic Allowance.
- 6 **Renunciation**

A councillor may by notice in writing given to the Executive Director of Finance and Planning elect to forego any part of his/her entitlement to an allowance under this scheme.
- 7 **Part-year entitlements**
  - (a) The provisions of this paragraph shall have effect to regulate the entitlements of a councillor to basic and special responsibility where, in the course of a year, this scheme is amended or that councillor becomes, or ceases to be, a councillor, or accepts or relinquishes a special responsibility in respect of which a special responsibility allowance is payable.

- (b) If an amendment to this scheme changes the amount to which a councillor is entitled by way of a basic allowance or a special responsibility allowance, then in relation to each of the periods:
- (i) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - (ii) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year.

The entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

- (c) Where the term of office of a councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that councillor to a basic allowance shall be to the payment of such part of the basic allowance as bears to the whole the same proportion as the number of days during which his/her terms of office subsists bears to the number of days in that year.
- (d) Where this scheme is amended as mentioned in paragraph 7(b), and the term of office of a councillor does not subsist throughout the period mentioned in paragraph 7(b)(i), the entitlement of any such councillor to a basic allowance shall be to the payment of such part of the basic allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days during which his/her term of office as a councillor subsists bears to the number of days in that period.
- (e) Where a councillor has during part of, but not throughout, a year such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- (f) Where this scheme is amended as mentioned in paragraph 7(b), and a councillor has during part, but does not have throughout the whole, of any period mentioned in paragraph 7(b)(i) of that paragraph any such special responsibilities as entitle him or her to a special responsibility allowance, that councillor's entitlement shall be to payment of such part of the allowance referable to each such period (ascertained in accordance with that paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

**8 Travelling and Subsistence (Schedule 2)**

- (a) Members can claim travelling expenses for travelling outside of the Borough on official Council business as set out in Schedule 2.
- (b) Members can claim subsistence expenses on official Council business when outside of the Borough as set out in schedule 2.

**9 Claims and payments**

- (a) Payments shall be made in respect of basic and special responsibility allowances, subject to paragraph 8(b), in instalments of one-twelfth of the amount specified in this scheme on the last working day of each month.
- (b) Where a payment of one-twelfth of the amount specified in this scheme in respect of a basic allowance or a special responsibility allowance would result in the councillor

## **Council, 23 March 2005**

receiving more than the amount to which, by virtue of paragraph 7, he or she is entitled, then payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

- (c) Payments in respect of Travel and Subsistence shall be made to the Councillor on receipt of a claim form with supporting receipts/vouchers. Claims must be made within three months of the claim arising.

### **10 Pension Scheme**

No Member in the scheme is entitled to apply for inclusion in the Pension Scheme.

### **11 Financial Limits**

The Executive Director of Finance and Planning will arrange for the budget for members Allowances to be monitored to ensure that budgetary issues are reported to Members.

### **12 Increases in Allowances**

Basic Allowances are updated each year on 1<sup>st</sup> April by the % increase as agreed by the Joint Negotiating Committee for Chief Officers of Local Authorities. The amounts so calculated are to be rounded up to be divisible for payment purposes.

The Travelling and Subsistence allowances will be increased in line with the increase in Officer rates.

### **13 Suspension of Basic and Special Responsibility Allowance**

Where a Member is suspended or partially suspended from his responsibilities or duties as a Member of the Authority in accordance with Part III of the Local Government Act 2000, or Regulations made under that part, the part of Basic and Special Responsibility allowance payable to him in respect of the period for which he is suspended or partially suspended may be withheld by the Authority if the Standards Committee so determines .

### **14 Co-Optees Allowances**

The standard rate of allowance for statutory co-optees is £100 per meeting attended.

Independent persons sitting on Panels will be compensated for any financial loss based on presentation of claim showing actual losses up to a maximum of £100.

Co-optees will be reimbursed for all travel costs in accordance with the above, whether the travel is within or outside the Borough, but co-optees should not be paid subsistence.

### **15 Note**

- (a) The Council is required to keep a record of the payments made by it in accordance with this scheme.
- (b) The record is required to be available for inspection at all reasonable times free of charge by any local government elector for the borough who may make a copy of any part of it.
- (c) The Council is also required to arrange publication of the total sums paid in each year to each member in respect of basic and special responsibility allowances.
- (d) The Council is required to arrange publication of the Scheme when approved.

## Schedule 1: Members' allowances

Category of allowance	Amount per member
<b>Basic allowance</b> (all members)	£8,990
<b>Special responsibility allowances</b>	
Deputy Leader of Minority Opposition	2,250
Deputy Leader of Principal Opposition	3,825
Area Committee Chairmen	6,390
Leader of Minority Opposition	6,390
Appointments, Governance, Investment, Adjudication and Audit Chairmen	7,650
Overview & Scrutiny Chairmen	11,070
Leader of Principal Opposition	18,000
Licensing and Regulatory Services Chairmen	20,430
Cabinet Members, inc. Deputy Leader of the Administration	25,110
Leader	39,150

## Schedule 2: Travel and Subsistence

Travelling expenses can only be claimed for travel outside of the borough on official Council business. The rules and entitlements for reimbursement of travel outside the Borough are the same as those for Officers

Subsistence allowances are only payable for official Council business outside the Borough where the duties entail an overnight stay or working outside 'normal office hours'. Members will be reimbursed actual expenditure incurred up to the maximum of the rates set for Officers

Allowances are payable on the basis of expenditure incurred and receipts must be submitted to support claims for subsistence allowances and travel costs

Travel and subsistence arrangements for key events, e.g. Town Twinning will be set in line with the above. However, taking account of the practicalities of arrangements, these will be set out and documented by the Executive Director, Finance and Planning, prior to each event and be agreed with the Lead Member for Finance.



**COUNCIL**  
**23 MARCH 2005**

**12**

**REPORT OF CHIEF EXECUTIVE**

**SUBJECT: POLITICAL BALANCE OF COMMITTEES**

- 1.1 Further consideration of the question of political balance of Committees in accordance with the Local Government and Housing Act 1989 is needed following:
  - 1.1.1 Councillor Jeffery Tucker leaving the Residents' Group and continuing as and Independent Member; and
  - 1.1.2 Councillor Andrew Curtin rejoining the Conservative Group.
- 1.2 This report is submitted accordingly.

**Allocation of Committee seats**

- 2.1 The Constitution allows for the number of Councillors on each committee to be a specified number determined by Council from time to time.

**Political Balance**

- 3.1 The Council has a duty to make only such decisions on proportionality as give effect, so far as reasonably practicable, to certain principles set out in the relevant legislation.
- 3.2 **The total share of all the seats available for Committees allocated to each political group shall be proportionate to that group's share of the total Council membership.** A note giving the background to this issue is attached as **Appendix A**.
- 3.3 *Table 1* in **Appendix B** sets out the **current** number and distribution of Committee places, as agreed by Council at its meeting on 2 February 2005.
- 3.4 That distribution of seats does not, however, take into account the changes in the number and distribution of seats needed now to reflect the changed political balance following the change of status of Councillors Curtin and Tucker. To comply with the "total share" rule referred to in paragraph 3.2 above, further adjustments are needed. This will involve further adjustment of the total number of seats on some Committees in addition to adjustment of distribution of the seats within a Committee; it is understood that Members may wish to revert (as nearly as practicable) to the arrangements applying before 2 February.
- 3.5 The distribution of seats shown in *Table 2* of Appendix B is not the only possible solution and other distributions would equally comply with the "reasonably practicable"

requirement. *Table 2* does, however, represent the minimum of change necessary from the current distribution to be consistent with the requirements of political balance. **The main consequence has been reversion in the size of the Overview & Scrutiny Committees to 8 Members.**

- 3.6 *Table 3* sets out three other options, each of which is capable of being a “reasonably practicable” solution.
- 3.7 It will be noted that none of the options presented in either *Table* results in an outcome that balances all three Groups’ entitlements and actual allocations; there is always an unavoidable imbalance.
- 3.8 In every case, the proportion formula results in a need to make allocations on the basis of entitlement to “fractions of a Member”. Generally, the Council’s practice has been to round up or down according to the accepted mathematical convention that 0.49 or less rounds down, and 0.5 or more rounds up.
- 3.9 The overall allocation of seats **MUST** reflect each Group’s total entitlement to places, unless an alternative proposition is carried that no Member votes against. Some adjustment of the distribution of places on individual Committees is thus inevitable. It is a matter for Council to decide how to make those adjustments by a majority vote so long as it is “reasonably practicable” within the legislation.

### Implications and risks

- 4.1 There are no financial, environmental, human resources or equalities and social inclusion implications or risks.

<b>RECOMMENDATION</b>
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**That Council considers the distribution of seats on Committees to the Groups and determines whether to adopt the allocation set out in *Table 2* of this report; or to use one of the possible allocations set out in *Table 3* and, if so, which allocation is to be used.**

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**STEPHEN EVANS**

-  
**Chief Executive**

**Background Papers:** None.

## APPENDIX A

**POLITICAL BALANCE ON COMMITTEES ETC**

In performing these duties the Council has a duty to make only such decisions as give effect, **so far as reasonably practicable**, to certain principles set out in the relevant legislation. The two that apply to the current situation at Havering where there is no Group with an overall majority of seats are:

1. The total share of all the seats available for all of the Council main Committees (not Sub-Committees) allocated to each political group shall be proportionate to the total number of Council Members who belong to Groups.
2. **So far as it can be done without conflicting with that first principle**, the total number of seats on any one Committee or Sub-Committee allocated to each political group must be proportionate to that group's share of total Council membership.

This means in practice that Committees are balanced against the overall total of Committee places and then, **so far as that overall total allows**, each Committee is balanced on its own.

The Council may make arrangements different from those prescribed **provided that no Member of the Council votes against** those different arrangements.

- It should be noted that this could apply to the first principle in that it is reasonably practicable to balance the seats in accordance with 1 above. Therefore, if the Council wishes to unbalance the total no Member must vote against (although there may be abstentions).
- Insofar as 2 above is concerned, a number of potential calculations could comply with the legislation and therefore would require a majority vote only, on the basis that the allocation of seats on each Committee meets the "reasonably practicable" test.
- Again, if a different arrangement is proposed in respect of 2 above that does not meet the "reasonably practicable" test, then those different arrangements may be made provided no Member votes against the proposal.

To make such a decision each Member of the Council must at least be sent an agenda indicating that the approval of alternative arrangements is to be considered. This report meets these requirements.



**APPENDIX B**

**TABLE 1**

**DISTRIBUTION OF SEATS AGREED AT COUNCIL IN FEBRUARY 2005**

		<b>CONSERVATIVE</b>	<b>RESIDENTS</b>	<b>LABOUR</b>
Licensing	<b>13</b>	<b>6</b>	<b>4</b>	<b>3</b>
Regulatory Services	<b>13</b>	<b>6</b>	<b>4</b>	<b>3</b>
Adjudication & Review	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Governance	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Corporate OSC	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Culture &c OSC	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Education OSC	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Environment OSC	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Housing OSC	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Social Care &c OSC	<b>9</b>	<b>4</b>	<b>3</b>	<b>2</b>
Appointments	<b>6</b>	<b>3</b>	<b>2</b>	<b>1</b>
Audit	<b>6</b>	<b>3</b>	<b>2</b>	<b>1</b>
Investment	<b>6</b>	<b>3</b>	<b>2</b>	<b>1</b>
Standards	<b>6</b>	<b>3</b>	<b>2</b>	<b>1</b>
Actual total allocated	<b>122</b>	<b>56</b>	<b>40</b>	<b>26</b>
Entitlement		<b>56</b>	<b>38</b>	<b>25</b>
Over (+)/ under (-) allocation		<b>0</b>	<b>+2</b>	<b>+1</b>

*Table 2 is overleaf*

**TABLE 2**

Based on allocations agreed in October 2004, with adjustments for new balance

		CONSERVATIVE		RESIDENTS		LABOUR	
Licensing	13	6.26	6	3.85	4	2.65	3
Regulatory Services	13	6.26	6	3.85	4	2.65	3
Adjudication & Review	9	4.33	4	2.67	3	1.83	2
Governance	9	4.33	4	2.67	3	1.83	2
Corporate OSC	8	3.85	4	2.37	2	1.63	2
Culture &c OSC	8	3.85	4	2.37	3	1.63	1
Education OSC	8	3.85	4	2.37	3	1.63	1
Environment OSC	8	3.85	4	2.37	2	1.63	2
Housing OSC	8	3.85	4	2.37	2	1.63	2
Social Care &c OSC	8	3.85	4	2.37	2	1.63	2
Appointments	6	2.89	3	1.78	2	1.22	1
Audit	6	2.89	3	1.78	2	1.22	1
Investment	6	2.89	3	1.78	2	1.22	1
Standards	6	2.89	3	1.78	2	1.22	1
<b>Total</b>	<b>116</b>		<b>56</b>		<b>36</b>		<b>24</b>
<b>Entitlement</b>		<b>48.15%</b>	<b>= 55.85</b>	<b>29.63%</b>	<b>= 34.37</b>	<b>20.37%</b>	<b>= 23.63</b>
<b>Rounded to</b>			<b>56</b>		<b>34</b>		<b>24</b>
Over (+)/ under (-) allocation			<b>0</b>		<b>+2</b>		<b>0</b>

**TABLE 3****Option 1:**

As October 2004, but reducing Licensing and Adjudication & Review Committees by one Member each

		CONSERVATIVE		RESIDENTS		LABOUR	
<b>Licensing</b>	<b>12</b>	<b>5.78</b>	<b>6</b>	<b>3.56</b>	<b>4</b>	<b>2.44</b>	<b>2</b>
<b>Adjudication &amp; Review</b>	<b>8</b>	<b>3.85</b>	<b>4</b>	<b>2.37</b>	<b>2</b>	<b>1.63</b>	<b>2</b>
Corporate OSC	8	3.85	4	2.37	2	1.63	2
Culture &c OSC	8	3.85	4	2.37	3	1.63	1
Education OSC	8	3.85	4	2.37	3	1.63	1
Environment OSC	8	3.85	4	2.37	2	1.63	2
Housing OSC	8	3.85	4	2.37	2	1.63	2
Social Care &c OSC	8	3.85	4	2.37	2	1.63	2
Regulatory Services	13	6.26	6	3.85	4	2.65	3
Governance	9	4.33	4	2.67	3	1.83	2
Appointments	6	2.89	3	1.78	2	1.22	1
Audit	6	2.89	3	1.78	2	1.22	1
Investment	6	2.89	3	1.78	2	1.22	1
Standards	6	2.89	3	1.78	2	1.22	1
<i>Total</i>	114		56		35		23
<i>Entitlement</i>		48.15%	= 54.89	29.63%	= 33.78	20.37%	= 23.22
<i>Rounded to</i>			55		34		23
Over (+)/ under (-) allocation			+1		+1		0

**Option 2:**

As October 2004, but all Overview & Scrutiny Committees having the same allocations and balance

		CONSERVATIVE		RESIDENTS		LABOUR	
Licensing	13	6.26	6	3.85	4	2.65	3
Regulatory Services	13	6.26	6	3.85	4	2.65	3
Adjudication & Review	9	4.33	4	2.67	3	1.83	2
Governance	9	4.33	4	2.67	3	1.83	2
Corporate OSC	8	3.85	4	2.37	2	1.63	2
Culture &c OSC	8	3.85	4	2.37	2	1.63	2
Education OSC	8	3.85	4	2.37	2	1.63	2
Environment OSC	8	3.85	4	2.37	2	1.63	2
Housing OSC	8	3.85	4	2.37	2	1.63	2
Social Care &c OSC	8	3.85	4	2.37	2	1.63	2
Appointments	6	2.89	3	1.78	2	1.22	1
Audit	6	2.89	3	1.78	2	1.22	1
Investment	6	2.89	3	1.78	2	1.22	1
Standards	6	2.89	3	1.78	2	1.22	1
<b>Total</b>	<b>116</b>		<b>56</b>		<b>34</b>		<b>26</b>
<b>Entitlement</b>		<b>48.15%</b>	<b>= 55.85</b>	<b>29.63%</b>	<b>= 34.37</b>	<b>20.37%</b>	<b>= 23.63</b>
<b>Rounded to</b>			<b>56</b>		<b>34</b>		<b>24</b>
Over (+)/ under (-) allocation			<b>0</b>		<b>0</b>		<b>+2</b>

**Option 3:**

As October 2004, but all Overview & Scrutiny Committees having the same allocations and balance, reducing Licensing and Adjudication & Review Committees by one Member each, and adjusting balance of Adjudication & Review Committee

		CONSERVATIVE		RESIDENTS		LABOUR	
<b>Licensing</b>	<b>12</b>	<b>5.78</b>	<b>6</b>	<b>3.56</b>	<b>4</b>	<b>2.44</b>	<b>2</b>
<b>Adjudication &amp; Review</b>	<b>8</b>	<b>3.85</b>	<b>4</b>	<b>2.37</b>	<b>3</b>	<b>1.63</b>	<b>1</b>
Corporate OSC	8	3.85	4	2.37	2	1.63	2
Culture &c OSC	8	3.85	4	2.37	2	1.63	2
Education OSC	8	3.85	4	2.37	2	1.63	2
Environment OSC	8	3.85	4	2.37	2	1.63	2
Housing OSC	8	3.85	4	2.37	2	1.63	2
Social Care &c OSC	8	3.85	4	2.37	2	1.63	2
Regulatory Services	13	6.26	6	3.85	4	2.65	3
Governance	9	4.33	4	2.67	3	1.83	2
Appointments	6	2.89	3	1.78	2	1.22	1
Audit	6	2.89	3	1.78	2	1.22	1
Investment	6	2.89	3	1.78	2	1.22	1
Standards	6	2.89	3	1.78	2	1.22	1
<i>Total</i>	114		56		34		24
<i>Entitlement</i>		48.15%	= 54.89	29.63%	= 33.78	20.37%	= 23.22
<i>Rounded to</i>			55		34		23
Over (+)/ under (-) allocation			+1		0		+1

-



COUNCIL

23 MARCH 2005

13

## REPORT OF THE CHIEF EXECUTIVE

### **DATES OF COUNCIL MEETINGS**

In accordance with the Constitution, meetings of the Council are fixed by the Council itself.

It has been the practice that dates for the whole of the Municipal Year are agreed each municipal year with dates for the balance of the following calendar year being agreed on a provisional basis for the purposes of the Council Diary.

It is proposed that the pattern of meetings for the coming year continues to follow past practice, which would mean dates of the Council would be as follows (all Wednesdays) –

#### **2005** (already shown in the current diary as provisional)

- 13 July
- 12 October
- 7 December

#### **2006**

- 8 February
- 1 March (Council tax Setting)
- 29 March
- 24 May (Annual Meeting)
- 19 July (provisional)
- 18 October (provisional)

**Council, 23 March 2005**

6 December (provisional)

Members are reminded that the next Local Elections are to be held on 4 May 2006.

## **RECOMMENDATION**

That the Council fixes the date of its meetings for the Municipal Year 2004/05 and, on a provisional basis, the balance of 2005.

**Staff Contact:** Ian Buckmaster, Manager of Committee and Overview & Scrutiny Support  
01708 432431

**STEPHEN EVANS**  
Chief Executive

## **Background Papers**

None.





**COUNCIL**

**16**

**23 MARCH 2005**

## **REPORT OF THE CHIEF EXECUTIVE**

**SUBJECT: Approval of Statement of Community Involvement for Submission to Government Office for London and Consultation**

### **SUMMARY**

Cabinet agreed in October 2004 to consult on a draft Statement of Community Involvement (SCI). This report details the outcome of this consultation process, and changes made to the draft SCI. It brings forward as required by the Town and Country Planning Regulations 2004 a submission version of the SCI for submission to the Secretary of State for Independent Examination, and for consultation prior to that Examination.

**This matter was reported to Cabinet on 3 March 2005, when the SCI was approved for submission and consultation. Cabinet also agreed to delegate to the Cabinet Member for Regeneration & Planning the decision to adopt the SCI following the publication of the Inspector's report. However following discussions with the Office of the Deputy Prime Minister (ODPM), staff have been advised to seek approval for the submission of the SCI from full Council in advance of amendments to the Local Authorities (Functions and Responsibilities) (Amendment) (No.2) (England) Regulations 2004. Subsequently the ODPM have also advised that the final version of the SCI will also need to be adopted by full Council.**

### **RECOMMENDATION**

That the Statement of Community Involvement attached as Appendix 1 be approved for submission to the Secretary of State for Independent Examination, and for consultation prior to that Examination.

## REPORT DETAIL

### Background

1. The Town and Country Planning Regulations 2004 require Local Planning Authorities to produce a Statement of Community Involvement. The purpose of the Statement of Community Involvement is to set out Havering's preferred approach for involving the community and other stakeholders in the preparation, alteration and continuing review of all the planning documents which make up the Local Development Framework and on major planning applications over and above the minimum requirements set by Government.
2. This report covers the recent consultation on the draft SCI, the changes made to this, and what needs to be done to adopt the SCI with regard to the Planning and Compulsory Purchase Act 2004, the Town and Country Planning Regulations 2004 and forthcoming amendments to the Local Authorities (Functions and Responsibilities) (Amendment No.2) (England) Regulations 2004.

### Process of adopting the SCI

3. The process of adopting an SCI is set out in the Town and Country Planning Regulations 2004, and is as follows:
  - Consultation on the development of the draft SCI
  - Consultation on draft SCI
  - Consultation on the submission SCI (the document to be submitted to the Secretary of State)
  - Independent examination
  - Adoption

The report will now go through each of these five steps in turn:

#### Consultation on developing draft SCI

4. Consultation on the development of the draft SCI was undertaken in July and August 2004 when a questionnaire was sent to all contacts on the Council's Local Development Framework (LDF) database asking consultees how they wished to be involved in the preparation of the LDF. The results of this informed the preparation of Havering's draft SCI which was approved by Cabinet on 19 October 2004.

#### Consultation on draft SCI

5. Havering's draft SCI was consulted on extensively between 15 November 2004 and 5 January 2005. The Draft SCI was circulated to council libraries, Mercury House, the Whitworth Centre and Public Advice and Service Centre. An advert was placed in the Romford Recorder advertising the fact that the

draft SCI was available for inspection and the places and times at which it could be inspected. The draft SCI was also available to download from the Council's website at [www.havering.gov.uk](http://www.havering.gov.uk). In addition a letter was sent to all four hundred and forty eight contacts on the Council's LDF database which includes the 'Development Plan Document bodies' referred to in regulation 26(c) of the Town and Country Planning Regulations 2004 notifying them of the consultation process on the draft SCI and how they could respond. A freepost address was set up for responses.

*The Consultation Response*

6. Seven responses were received, four requested that the draft SCI identify named organisations. The issues raised and how these have been addressed in the submission SCI are included in Appendix 2 and summarised in paragraphs 12-14.

*Changes made to draft Statement of Community Involvement*

7. Throughout the early part of 2004 national Government was encouraging local authorities to make early preparations for moving into the new planning system introduced by the 2004 Act. Accordingly the Council embarked upon work to ensure that its draft SCI would be available soon after the Act came into force on 28 September 2004.
8. However after Havering's draft SCI was approved by Havering Cabinet in October 2004, national Government published the final version of, 'Creating Local Development Frameworks-A companion guide to PPS12'. Unlike the draft version, this provides detailed guidance on the format and content of Statements of Community Involvement. Therefore obviously it had not been possible to reflect this new guidance in the draft SCI.
9. Checklist 7a of the guidance recommends the following contents for a SCI:
  - Introduction including an overview of the statement and its purpose
  - A brief summary of the types of local development documents and sustainability appraisal reports that the authority will produce and the types of planning applications for which it will seek community involvement
  - A discussion of the types of community involvement that the authority intend to undertake
  - A discussion of the relevant communities and stakeholder groups their skills and interests and how the authority will identify them
  - It should clearly state how the Council will deal with representations received.
  - Resource implications
10. It also states that

*'statements should be concise and not overly prescriptive, written in plain English and not longer than 25 pages. Where appropriate*

*tables and diagrams should be used. Authorities should avoid over specifying what they will do in respect to each local development document or each type of planning application. Instead statements should set out in broad terms how and when they will involve local communities together with a general description of the types of involvement they intend to use.'*

11. Havering's SCI was clearly too detailed, reflecting the fact it was produced in advance of the current guidance. The statement has therefore been edited and reformatted to bring it into line with the final guidance. At the same time care has been taken to ensure that the commitment to involving the community and in particular engaging hard to reach groups in the planning process is set out no less clearly. Therefore the only substantive changes to the content of the statement are:
- It now provides more comprehensive coverage of the Sustainability Appraisal process, reflecting the draft Government Guidance published late September 2004, again too late to be reflected in the draft SCI.
  - It now provides more information on the types of community involvement and the benefits and resource implications of these.
  - *Following advice from the Office of the Deputy Prime Minister, Section 8 of the SCI now has now been changed with regard to forthcoming amendments to The Local Authorities (Functions and Responsibilities) (Amendment No.2) (England) Regulations with regard to which Local Development Documents and at what stages, are the responsibility of the executive and which are to be the responsibility of the full Council.*

In addition following input from the Havering Council's Planning Service minor refinements have been made to the section dealing with involving the community in the planning applications process.

12. The only suggested changes made to the draft SCI directly as a result of the consultation are in response to comments received from the Rainham Preservation and Improvement Society. These suggested changes are as follows;
- SCI now highlights that staff will endeavour to use display boards to advertise LDF consultation exercises.
  - SCI now says staff will attend area committees for Area Action Plan consultation exercises rather than may attend.
13. The Rainham Preservation and Improvement Society criticise the timing of the consultation as it was over the Christmas period, from November 18 to January 5 to be precise, and the fact staff were not available to advise on the draft SCI. Their response was received on 27 January. Appendix 2 explains that delaying this consultation would have had a knock on effect on subsequent LDF consultation exercises, and highlights that all consultation material included staff contact details (phone and email) were clearly provided. They also question the role of Cabinet in the decision making process on planning documents and applications, and highlight that

communities preferred options should be the starting point for the development of LDF preferred options. Appendix 2 covers the future role of the Urban Development Corporation in the London Riverside Area, and the fact that the SCI sets out ample opportunity for the community to be involved in the development of preferred options.

14. A number of respondents including the Rainham Preservation and Improvement Society, wanted to be explicitly referred to as a consultation body in the SCI. However the companion guide to PPS12 states that 'authorities should stop short of listing particular organisations as these may date rapidly'. For this reason the submission SCI now only refers to groups (rather than particular organisations) which cover the activities of the respondents concerned.

#### Consulting on the submission SCI

15. Before the SCI can be adopted it must be submitted to the Secretary of State for an Independent Examination and in parallel consulted on for six weeks. In line with this report seeks Council approval for the 'submission SCI' and approval to submit it to the Secretary of State for Independent Examination and to consult on it for six weeks.
16. Members will be aware that the submission SCI went to Cabinet on 3 March where the submission SCI was approved for submission to the Secretary of State and for consultation. However staff have since been advised by the Office of the Deputy Prime Minister that SCIs need to be approved by Full Council at the submission and adoption stages pending amendment to the Local Authorities (Functions and Responsibilities) (Amendment) (No.2) (England) Regulations 2004.

#### *The consultation process*

17. The Council is required to publish a notice and invite representations to be made on the submission SCI for a period of six weeks. This will involve:
  - making the submission SCI available for inspection in borough libraries, the Whitworth Centre, Mercury House and the PASC,
  - notifying LDF contacts of the consultation process,
  - making documents available to download from [www.havering.gov.uk](http://www.havering.gov.uk)
  - placing a notice in the Yellow Advertiser about the details of the consultation process.
18. Once the consultation period on the submission document has finished the Council must prepare a statement, called the SCI Representations Statement, summarising the main issues raised in the representations, and within two weeks from the end of the consultation period submit this statement to the Secretary of State.

## **Examination**

19. The purpose of the examination is to consider whether the SCI is sound. Staff have been informed by the Planning Inspectorate that generally examinations for SCIs are expected to take place four months from when the documents have been submitted. Therefore Havering's Local Development Scheme which provides the timetable for all Local Development Framework documents anticipates that the examination into the Submission SCI will occur in July 2005. The Secretary of State will appoint an Inspector to conduct the examination. In assessing whether the SCI is sound the inspector will consider any representations which have been duly made.
20. Unless people responding to consultation on the submission SCI request for an oral hearing the Government's preferred method for dealing with representations on the SCI is by written representation. Given that the SCI is a procedural document it is unlikely anyone will request an oral hearing, or for that matter that there will be a significant number, if any written representations. However irrespective of whether representations are received the Inspector will still need to determine whether the SCI is sound.

## **Adoption**

21. After the examination the inspector will produce a report with recommendations that will be binding upon the Council. The Planning Inspectorate have informed staff that the report should take three weeks to prepare from the end of the examination. The report will set out precise recommendations for how the SCI must be changed. The Council are required to incorporate any changes and then seek approval from Council to adopt the SCI which should be October 2005, provided the Planning Inspectorate meet their suggested timetables. Cabinet had agreed to delegate to the Cabinet Member for Regeneration & Planning the decision to adopt the SCI following the publication of the Inspector's report. However following ODPM advice approval for adoption will be required from the Council.
22. Once adopted the Council must comply with their SCI when preparing their Local Development Documents under the LDF umbrella. Inspectors, in testing planning documents will determine whether the local planning authority has done so. If the Council fail to comply with its Statement of Community Involvement, this could result in the Inspector recommending that the respective Local Development Document be withdrawn.

## **Financial Implications and risks:**

23. The printing and postage costs of consulting on the submission SCI and taking it forward to adoption through the independent examination process will be met by Development and Transportation Planning budget.

**Legal Implications and risks:**

24. The Statement of Community Involvement is a requirement of the Planning and Compulsory Purchase Act 2004. Once adopted the Council must comply with their SCI when preparing their Local Development Documents. Inspectors, in testing planning documents will determine whether the local planning authority has done so. If the Council fail to comply with its Statement of Community Involvement, this could result in the Inspector recommending that the respective Local Development Document is withdrawn. Therefore it is important that the methods for involving the community and other stakeholders in the preparation of the Local Development Framework as set out in the SCI are deliverable. Staff consider that they are.

Legal representation may be required at any oral examination in public of the SCI and any other Local Development Document.

**Human Resources Implications and risks:**

25. The methods for involving the community and other stakeholders in the preparation of the Local Development Framework as set out in the SCI have been considered with regard to staff resources. Most of the methods are tried and tested with the Development Planning function and therefore will not have significant human resource implications beyond what is current practice. However the SCI commits staff to holding a number of specially convened focus groups where existing forums do not exist. Staff consider that the number and timing of these Focus Groups are deliverable within existing staff resources.

**Equalities and Social Inclusion implications:**

26. Havering's Statement of Community Involvement (SCI) will be important in delivering the Community Strategy theme of 'increasing community participation'. In particular it will help deliver the key community strategy actions:
- promote a more inclusive community, where all people are valued and cared for without discrimination or prejudice
  - involve all sections of the community in the decisions that affect them, and strengthen local democracy.
27. The SCI also sets out how the Council intends to engage 'hard to reach groups' in the preparation of Havering's Local Development Framework.

**Council, 23 March 2005**

Staff Contact: Daniel Pope  
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**STEPHEN EVANS**  
**Chief Executive**

**Background Papers:**

- Planning Policy Statement 12 Creating Local Development Frameworks
- PPS12 Companion Guide
- Consultation Paper on Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks



# Appendix 2

## Responses received on draft SCI and suggested Council response

<b>Respondent</b>	<b>Issues raised</b>	<b>Suggested Council response</b>
<b>London Fire Brigade</b>	Has no adverse comments about the content at this stage and would like to compliment on the well laid out and easy to understand format.	Support welcomed
<b>House Builders Federation</b>	Requests that the HBF be explicitly included in Appendix 8 as a consultation body particularly given our inclusion in PPS12 in Appendix E and the Council's desire for a Housebuilders/ Housing Association Focus Group	The companion guide to PPS12 states that 'authorities should stop short of listing particular organisations as these may date rapidly'. For this reason the submission SCI now only refers to groups rather than particular organisations. Groups referred to in the submission SCI include health bodies, utility companies and housebuilders.
<b>North East Mental Health Trust</b>	North East Mental Health Trust needs to be included and over arching responsibility now lies with North East London Strategic Health Authority	
<b>Thames Water</b>	As the statutory sewerage undertaker for Havering, note and welcome Appendix 7 of the SCI	
<b>Bellways</b>	Wish to be considered as a stakeholder and look forward to being consulted on future documents. The tests of soundness are noted and applauded.	

<b>Mosaic Homes</b>	The document is full and clearly demonstrates how the Council will consult. This is a clear statement of purposes, however the sheer quantity of documents to be read will put people off as regards actually participating. However the success of this is not within this document but the actual process itself. Lends full support to proposals for how the Council intend to comply with involving the community. Housing Associations do not appear to be specifically included as consultees.	Support welcomed. Housing Associations are mentioned in SCI and are included on LDF database.
<b>Fairiew</b>	Asks that Fairview be a consultee as a matter of course in the preparation of the LDF in general	Fairview are included on the Council's LDF database.
<b>Rainham Preservation and Improvement Society</b>	The Council should be asking for the Communities preferred options first and then building as much as possible of their vision into the final agreed plan. It is not a privilege it is our right. It is imperative that you keep this in mind during future consultations	The purpose of the SCI is to set out how the Council's intentions to involve the community in preparing Havering's Local Development Framework. The SCI is scheduled to be adopted in August/September 2005. It clearly sets out the Council's future commitment to involving the community in the development of LDF preferred options.
	If the Council is serious about delivering a new image and all round better quality of life for Rainham (through combined social, cultural environmental and economic strategy) it needs full community partnership with the Council, Adamsgate Action Group and Rainham Preservation and Improvement Society.	Noted

	Work to the Governments minimum requirements not over and above	The purpose of the SCI is to set out how the Council intends to involve the community in preparing Havering's Local Development Framework over and above minimum Government requirements.
	Council Members should be excluded from producing planning documents and agreeing timescales for consultation. Their only input should be as representatives of the public.	The SCI and LDF are required to be executed by Members of the Council.
	It is unreasonable and possibly the worst period of time for any consultation to take places, in view of the run up to Christmas period and New Year. Also unavailability of Council staff to offer advice on the Draft Statement of Community Involvement plus the increased workload of the Post Office at this time of year will affect the response	The Council consulted on draft SCI and LDF Issues Paper for eight weeks, minimum Government requirements referred to is eight weeks. The Council wants to adopt this Statement as soon as possible so that the community is aware from as early as possible of how it intends to involve the community in the preparation of the LDF. Delaying the consultation process until after Christmas would have delayed the Council's next phase of consultation on developing LDF preferred options until July/August 2005, and consultation on Preferred Options to
	Existing consultation programmes and initiatives are unsatisfactory I.e this very document issued mid November and expecting response by 5 January. This is insufficient time.	
	If the Council has three years to produce the LDF is it fair and reasonable that the Community should have only period 15 November to 5 January. This is unreasonable.	Consultation on issues paper is first of a series of opportunities for community to become involved in development of LDF. Prolonging this first preliminary consultation would have reduced the time the Council has for the later more meaningful consultation exercises it has planned for 2005.

	Rainham Preservation and Improvement Society wish to be involved in the development of Havering's LDF. Society not include in Appendix 13-External Consultees. Appendix 8-Rainham Preservation and Improvement Society would like to be included amongst general consultation bodies	The companion guide to PPS12 states that 'authorities should stop short of listing particular organisations as these may date rapidly'. For this reason the submission SCI now only refers to groups rather than particular organisations. Groups referred to in the submission SCI include heritage groups and voluntary bodies, society is on LDF database.
	Prefer wider advertisement than Romford Recorder and Yellow Advertiser, i.e. other local newspapers and illuminated free-standing (Decaux) notice boards; also notice boards outside libraries, community halls etc.	Change agreed, display boards are booked well in advance, however the SCI now makes reference to this option and will endeavour to utilise display boards when available. The SCI does refer to other local publications such as the Havering and Voluntary Community Organisations newsletter and Havering Business Focus Magazine.
	Members of Regulatory Services should not be involved in making planning decisions because the political majority of the committee can, and do, make decisions for parts of the Borough which they don't represent-Decisions detrimental to the regeneration of an area described by the Government as need uplift e.g. Murex Site, Ferry Lane, Rainham.	The SCI must respect existing decision making arrangements. Please note that the Urban Development Corporation will once constituted determine major applications in the Urban Development Corporation Area which covers London Riverside.
	Staff must (rather than should) attend Area Committee meetings.	Change made.

	Name 3 wards in Havering which are in the most 25% deprived in Country.	The Index of Multiple Deprivation (IMD) 2004 data is not analysed by ward but by lower level Super Output Areas (SOAs). There are 149 SOAs in Havering. Of these, five (in Harold Hill, Mardyke and the Waterloo Road Estate area) fall in the ten to twenty percent most deprived small areas in the country. Therefore, 3% of the SOAs in Havering fall within the 20% most deprived in the country. However this information is not included in SCI but will form evidence base of Local Development Framework.
	Appendix 6 states December 2004 as deadline for return of the questionnaire to the Council. When it is 5 January 2005	This was an error
	Appendix 9 'Asking questions at public meetings'. A question and answer period should be included at Cabinet meetings for public participation. The Government wants more public involvement and recognises that quite often local communities know what is best in their area.	The SCI sets out ample opportunities for public participation in the development of Preferred Options. It also sets out ample opportunity for public participation on the Preferred Options.

# **APPENDIX 1**

## **Havering Submission Statement of Community Involvement**

March 2005

# Contents

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# 1. Introduction

## What do you want Havering to be like and look like in 2020?

1. The Vision of Havering's Community Strategy is:  
  
'...creating the best opportunities (and) the best environment that we can, for everyone who lives, works or visits here'.
2. To do this the strategy identifies six key themes:
  - increased community participation
  - better health and welfare
  - a more prosperous community
  - improved lifelong learning
  - a safer community
  - a quality environment
3. It is the purpose of Havering's Local Development Framework (LDF) to help deliver this vision and your input is vital to this. Only by working together will we make Havering an even better place to live.
4. Havering is committed to securing the effective involvement of the community and other stakeholders in the development of Havering's Local Development Framework, and in making decisions on major planning applications. The purpose of this document is to set out Havering's preferred approach for involving the community and other stakeholders in the preparation, alteration and continuing review of all the planning documents which make up the Local Development Framework and on major planning applications over and above the minimum requirements set by Government.
5. Therefore Havering's Statement of Community Involvement (SCI) will be important in delivering the Community Strategy theme of 'increasing community participation'. In particular it will help deliver the key community strategy actions:
  - promote a more inclusive community, where all people are valued and cared for without discrimination or prejudice.
  - involve all sections of the community in the decisions that affect them, and strengthen local democracy.
6. The Havering Strategic Partnership is responsible for implementing the Community Strategy. It is a multi-agency partnership and includes community organisations, public agencies and local businesses. A Havering Strategic Partnership Liaison Group will be formed to help identify the priorities and aspirations of these agencies in the development of Havering's Local Development Framework.
7. Havering has a Draft Consultation Strategy and we propose that the Statement of Community Involvement will comply with the guidelines within it, therefore it should:
  - observe best practice standards to ensure a maximum degree of consistency and adherence to common standards



- endeavour wherever possible to co-ordinate consultation exercises
- identify and maintain good relations with stakeholder organisations active in the borough and manage consultation exercises so that they feel valued and listened to.
- use e-consultation as a valuable additional method of involving citizens and other stakeholders in key policies and decisions.
- recognise the key role of Councillors in dialogue with citizens and other stakeholders

### Want to find out more?

8. Please visit [www.hspnetwork.org.uk](http://www.hspnetwork.org.uk) for more information on Havering's Community Strategy and the Havering Strategic Partnership, or email [info@haveringstrategicpartnership.org.uk](mailto:info@haveringstrategicpartnership.org.uk).
9. Please pick up a copy of 'Creating Better Places to Live A Guide to the Planning System in England', from our Planning Service reception on Floor 7 of Mercury House, or direct from the Office of the Deputy Prime Minister:

Download from [www.opdm.gov.uk](http://www.opdm.gov.uk)  
 Tel: 0870 1226 236  
 Email: [odpm@twoten.press.net](mailto:odpm@twoten.press.net)

## 2. Havering's Local Development Framework

10. A Local Development Framework is a development plan and will replace our existing development plan, the Havering Unitary Development Plan. It will contain a collection of documents called Local Development Documents (LDDs) which will contain policies and proposals to guide development in the borough up to 2020. Which Local Development Documents we intend to produce and our timetable for producing them is set out in Havering's Local Development Scheme.
11. All planning applications received by the Council will be determined primarily with regard to the policies and proposals within Local Development Documents, but also where appropriate with reference to the Mayor of London's London Plan and National Planning Policy advice produced by National Government.
12. The main policies and proposals in the various Local Development Documents which make up the LDF will therefore deal with a wide range of issues including:
  - The number of houses needed and generally where they should be located
  - How much land is needed for different employment uses such as offices, business premises and warehouses
  - The relationship between how people travel and the places they visit most frequently
  - Protecting areas of historic, archaeological, wildlife or scenic importance
  - The provision of recreational facilities
  - The Green Belt
  - The location of shops services and community facilities

13. Some areas may require dedicated Area Action Plans for example, Romford Town Centre.

### **Havering's Local Development Scheme**

14. Havering's Local Development Scheme (LDS) is the starting point for the community and stakeholders to find out which LDDs are being prepared and when they can be involved in their production.
15. Haverings LDS will be reviewed annually in order to evaluate the need to review existing LDDs or bring forward new ones. Havering's LDS is available at [www.havering.gov.uk](http://www.havering.gov.uk) and available for inspection in each of the borough's libraries and at Mercury House and Whitworth Centre Council Offices.

### **Local Development Documents**

16. There are two types of Local Development Documents, Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Development Plan Documents are the more important as they are subject to an independent examination by a Planning Inspector before they are adopted. Supplementary Planning Documents do not need to be subject to an independent examination.
17. There are four types of Development Plan Documents.

<b>Compulsory DPDs</b>	<b>Optional DPDs</b>
• Core Strategy	• Action Plans
• Site Specific Allocations	
• Proposals Map	

### Compulsory Development Plan Documents

- Core Strategy
18. This will set out our vision and objectives for the planning of the borough and provide the framework for all the other LDDs. It will also include a limited number of development control policies which apply across the whole borough. These set out the planning criteria against which planning applications for the development and use of land and buildings will be considered.
- Proposals Map
19. Shows the boundary of action plans, and site specific allocations, and the boundary of development control policy designations. In line with Government regulations the proposals map will not be consulted on until it is submitted for Independent Examination. However where appropriate plans will be included to support the Preferred Options Report.
- Site Specific Allocations
20. A schedule of site allocations covering uses such as housing, jobs and community facilities.

### Optional Development Plan Documents

21. In addition the Local Development Framework may include Area Action Plans for areas within Havering where significant change or conservation is needed.

### **Supplementary Planning Documents**

22. Havering's LDF may include Supplementary Planning Documents (SPD). These provide additional guidance to policies in Development Plan Documents. For example we may have a general planning policy on affordable housing within the 'Generic Policies for Development Control DPD' and a related SPD which provides detailed guidance on how we will aim to secure affordable housing in new housing developments.

### Want to find out more?

23. Please visit [www.odpm.gov.uk](http://www.odpm.gov.uk) where you can download free of charge:
  - Planning Policy Statement 12 Local Development Frameworks
  - PPS12 Companion Guide Creating Local Development Frameworks
24. Together these two documents provide comprehensive guidance on the new system of Local Development Frameworks.

## **3. Sustainability Appraisal**

25. We are required to subject all Local Development Documents to a process known as Sustainability Appraisal to enable their potential economic, social and environmental effects to be assessed, to ensure they reflect sustainable development principles. Page 12 onwards sets out the process for producing LDDs and how the SA process fits into this.

### Want to find out more?

26. Please visit [www.odpm.gov.uk](http://www.odpm.gov.uk) where you can download free of charge the Government's guide to Sustainability Appraisal.

## **4. Developing Havering's Statement of Community Involvement**

27. The Council has found from experience that its existing consultation mechanisms have been useful in receiving input from stakeholders in the development of planning policy. Methods used in the past include press releases, questionnaires, mobile displays in libraries and other public buildings and making literature available on the internet. However producing this document has enabled Havering Council to review its approach to ensure we engage all sections of the local community and other stakeholders in the most effective manner.

## Step 1 SCI Questionnaire

28. In July 2004 we sent a questionnaire to all our LDF contacts asking them which was their preferred approach for participating in the preparation of the LDF. The questionnaire was also available online. The consultation period ran for six weeks until August 20. The questionnaire was accompanied by a sheet introducing the questionnaire in the five most common non-English languages in the borough and also enabling people to request the questionnaire in tape, Braille or large print.
29. 59 responses were received. The results of the questionnaire revealed that different stakeholders preferred to participate in different ways. For example organisations tended to prefer Focus Groups whilst residents preferred Road Shows, a mixture of stakeholders preferred One to One meetings. What the questionnaire revealed was that none of the options could be discounted and this is reflected in the approach set out in this SCI.

## Step 2 Consultation on Draft SCI

30. The results of the questionnaire helped develop approaches set out in the draft Statement of Community Involvement which was approved by Cabinet in October 2004. This was consulted on during November and December 2004. In December 2004 the Government published 'Creating Local Development Frameworks-A Companion Guide to PPS12'. This included detailed recommendations on the content and format of a Statement of Community Involvement. It states that:

*'Statements should be concise and not overly prescriptive. They should be written in plain English and be no longer than 25 pages. Where appropriate tables and diagrams should be used. Authorities should avoid over-specifying what they will do in respect of each local development document or each type of planning application. Instead statements should set out in broad terms how and when they will involve local communities, together with a general description of the types of involvement they intend to use.'*

31. The draft Statement of Community Involvement ran to 54 pages and with regard to this advice was too prescriptive. The opportunity was therefore taken to slim down the document and follow the advice of the companion guide to PPS12.

## 5. Types of community involvements

32. The following table lists various methods of community involvement techniques, and considers their benefits and resource implications. The following section then looks at who are 'the community and other stakeholders' before mapping out which methods we intend to use to engage them.

Ref	Method	How	Benefits v Resources
A	Documents available for inspection (see narrative for details of which documents will be made available for inspection at each stage)	Documents and related publicity material available in libraries, Public Advice and Service Centre, and principal Council offices. Dial 01708 432389 for locations and opening times of libraries	Simple to carry out, but only targets local community, success depends on awareness generated by publicity in local press. Libraries and Council offices not always convenient.
B	Letters/email to LDF database	LDF consultees notified on opportunities to participate in preparation of LDF. Wherever possible email used for efficiency. LDF database covers all Specific and General Consultees.	Havering has a comprehensive database, which is updated with regard to library services list of local organisations. Database has also been checked by Havering Association of Voluntary and Community Organisations and Community Initiatives Team.
C	Media (local press, TV, radio, display boards)	Local newspapers, magazines, radio broadcasts and display boards can raise awareness about opportunities to become involved in preparation of LDF. For example Yellow Advertiser, Living in Havering, Time FM/Essex Radio, Havering Business Focus Magazine, Havering Association for Voluntary and Community Organisations Newsletter (HAVCO).	Yellow Advertiser regarded as good way of raising awareness amongst Havering residents. However local radio stations cover either whole of Essex or East London. Equally there is no guarantee press releases will be published by local press, and advertisements can be expensive. Articles in Living in Havering, and other local publications such as Havering Business Focus Magazine are less expensive and also distributed widely. Display boards include JC Decaux boards and boards outside libraries and community centres, as well as electronic sign outside Romford Station. These provide a good platform to spread the message about consultation exercises. However need to be booked well in advance.

D	Internet	Documents available to download from <a href="http://www.haverling.gov.uk">www.haverling.gov.uk</a> Possibility of online feedback Online forum/bulletin board	Many households may not have internet access. Online feedback is simple to administer and more convenient than paper based feedback for those with internet access. Online forum requires constant maintenance to ensure inappropriate material is edited and content remains relevant. No way of verifying who has submitted feedback therefore open to abuse.
E	Leaflets/brochures	Can present bitesized summary consultation documents and offer opportunity for feedback, and distributed in libraries, other public buildings and participating retail outlets.	Leaflets and brochures can be expensive to produce, due to production and printing process, and work best with Freepost option. Can be published in formats suitable for hard to reach groups. Widespread circulation possible but this can take time and depends on agreement of outlets.
F	Public exhibitions	An exhibition held in libraries and other public buildings across the borough. Visual displays of maps and text.	Can be expensive to produce, due to production and printing process. Success depends on awareness through publicity in local media. Best if exhibitions are staffed but this is resource intensive. Difficult to find convenient locations.
G	One to one meetings with selected stakeholders	Individual meetings with Council staff	Good way to receive quality feedback, however can only be done for a limited number of stakeholders.
H	Area Committees	Six area committees review the operation of services locally, allow representatives and recommendations to be made to the executive and Council. They provide a platform for local people to express their views.	Adequate time not always possible due to other agenda items, and difficult to engender quality debate. However area committees already exist and so limited resources required.
I	Focus Groups	A group of usually no more than 10 individuals facilitated by Council staff	Good for engendering quality debate amongst target groups on particular issues. Requires time to consider who best to invite and requires facilitation.
K	Existing forums	Use of existing panels and forums to generate feedback on LDF issues.	Similar to focus groups, however not always possible to ensure whole of forum or panel is dedicated to the issue(s) under discussion. Less flexible than focus groups, but require less resources to set up.

L	Questionnaires	Structured questionnaires available in libraries and public buildings, internet	Mechanistic approach to feedback, however does ensure that feedback is structured making feedback less resource intensive, however difficult to ensure that feedback is informed unless supplemented by supporting documentation.
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## 6. The local community and other stakeholders

33. In order to ensure we successfully engage community and stakeholder groups we need to know who they are, and then with regard to the methods already detailed consider how best to receive quality input from them.
34. We are required to consult what are called 'Specific Consultation Bodies' and 'General Consultation Bodies' at the various stages of preparing a DPD. Havering's LDF database covers these as set out in Government Guidance including:
- Adjoining Local Authorities
  - Voluntary Bodies
  - Residents Associations
  - Elderly groups
  - Womens Groups
  - Youth Groups
  - Community Associations
  - Black and minority ethnic groups
  - Religious groups covering Christian, Muslim and Jewish faiths
  - Disabled groups
  - Business groups
  - Shopkeepers
  - Market Traders
  - Industry
  - Trade
  - Health Groups
  - Regeneration Partnerships
  - Commercial interests
  - Education
  - Emergency Services
  - Environment groups
  - Greater London Authority Family
  - Government Bodies
  - Heritage groups
  - House Builders
  - Housing Associations
  - Minerals interests
  - Waste interests
  - Planning/Property Consultants
  - Regeneration Partnerships
  - Retailers
  - Transport groups and companies
  - Travellers groups
  - Utility companies
35. The most important stakeholder is the local community as they know the borough of Havering better than anyone. With regard to census 2001 data and information compiled for Havering's Community Strategy we have attempted to profile the local community. We need to know this in order to consider which of the methods of community involvement as previously listed are most relevant.

## Havering's Community

Profile	Most relevant involvement methods
<b>Age</b>	
<i>Elderly</i>	
23% of the Borough's population is over 60. This was the highest in London where the average was 16%. 15.6% of households are single pensioner, against 12.7% in London.	Representative groups on LDF Database Elderly Focus Group/Existing Forum
<i>Young people/youth</i>	
14% of residents are aged 5-15 against a London average of 14%	Representative groups on LDF Database Youth Council Forum
<i>Adults</i>	
58% of residents are aged 16-59 the lowest percentage in London	Exhibitions, media, internet, leaflet circulation.
<b>Ethnicity</b>	
5% of residents define themselves as non-white, the lowest in London where the average is 29%. Since 1991 Havering's ethnic minority population has grown in line with London overall.	Asian or Asian British (1.8%) groups on LDF database but not Black or Black British (1.4%) groups or Chinese and other (0.6%) Ethnic Groups. Figures in brackets show percentage of Havering population as at 2001. BME Focus Group with representatives from Asian, Black and other local Ethnic Groups.
<b>Health</b>	
17% of Havering's 224,248 residents said they suffer from a long term illness, health problem or disability which limited daily activity. 7 <sup>th</sup> highest figure in London where average is 15%.	Accessibility and Health Organisations on LDF database. Havering Access Forum Health Focus Group
<b>Local businesses</b>	
7300 business with 73900 employees	Representative groups on LDF database Articles in Havering Business Focus Magazine Business Forum through Havering Chamber of Business and Commerce

(All data from key statistics compiled by Havering Strategic Partnership derived from 2001 census)

36. The profile of Havering has revealed that a high proportion of the population is elderly, that the boroughs black and minority ethnic population is increasing, and that a high percentage of residents say they suffer from a long term illness. It is therefore very important that we publish information in accessible formats, and that the venues where we hold meetings and exhibitions are accessible too.
37. All consultation material will therefore be made available upon request in following formats:



- braille-provided through Havering Central Library
- textphone
- spoken word-through Havering Talking Newspaper
- large print
- Albanian, Turkish, Chinese, Urdu, and Somali (the five most requested non-English languages in Havering)-through London Borough of Waltham Forest Interpreting and Translation Service.

## 7. Involving the community and other stakeholders in preparing Local Development Document

38. This section of the SCI now looks in detail at the process of preparing the two types of Local Development Documents; Development Plan Documents and Supplementary Planning Documents. Then it identifies when and how we intend to involve the community and stakeholders groups in this process with regard to the community involvement methods and profiles previously detailed.

### **Frontloading the involvement of community and stakeholders in the preparation of Local Development Documents**

39. We are committed to ensuring that the community and other stakeholders are successfully engaged at the very beginning of the process of preparing Local Development Documents to try and reduce conflict later. This is particularly important for Development Plan Documents. However we are aware that there is a danger of consultation overload with the new system and were possible we will try and ensure that the consultation requirements for Local Development Documents are merged with the consultation requirements for the Sustainability Appraisal.

### Development Plan Documents

#### **Stages in preparation of DPD**

40. Typically a Development Plan Document will take two and a half years to prepare. This process is split into four stages. These are called pre-production, production, examination and adoption. These are explained briefly below. Throughout these four stages there are five main stages to become involved in LDF preparation:

#### Pre-production

1. Building the evidence base

#### Production

2. Developing issues and options
3. Consultation on Preferred Options Report
4. Consultation on Submission Development Plan Document

#### Adoption

5. Submitting written or oral evidence at the Independent Examination

## Pre-production

41. This involves surveying and gathering evidence to ensure we have a sound understanding of current and future local issues. This may be borough wide for the Core Strategy or in the case of an Action Plan for a particular area. We will involve the local community and stakeholders in this process.
42. For the Site Specific Allocations document at this stage we will write to all known landowners and agents requesting details of sites they want to include.
43. Parallel to this process we must start the Sustainability Appraisal (SA). At this stage this involves identifying the environmental, social and economic character of the borough so that we can identify the most significant sustainability issues. We then need to develop a framework to enable us to assess the sustainability impact of Development Plan Documents throughout their preparation, (issues and options, preferred options and the submission document). This work needs to be presented in a Scoping Report which we must consult on. This Scoping Report will also contain draft objectives for the respective Development Plan Document. By law we must consult the four statutory SA bodies (English Nature, English Heritage, Countryside Agency, Environment Agency). We will also consult other appropriate social and economic consultees as listed on Havering's Local Development Framework stakeholder database.

### How we will involve the community in developing the evidence base

Method	What	Who	CS	SSA	APs
<b>B)</b> Letters/ email to LDF database	Notifying LDF contacts of our intention to prepare DPD and help in building evidence base	To all consultees on LDF database	✓	✓	✓
	Sustainability Appraisal Scoping Report	Four statutory SEA bodies and appropriate social and economic consultees on LDF database	✓	✓	✓
<b>B)</b> Letters/ email to LDF database	Asking landowners/agents to submit sites for inclusion	Landowners on LDF database	✗	✓	✗
<b>D)</b> Internet	Content explaining our intention to prepare DPD and request for help in building evidence base.	All stakeholders	✓	✓	✓
	Sustainability Appraisal Scoping Report	All stakeholders	✓	✓	✓
<b>G)</b> One to one meetings with selected stakeholders	To help build evidence base and identify sites	Those stakeholders who request them	✓	✓	✓

CS=Core Strategy

SSA=Site Specific Allocations

APs=Action Plans

## Production

44. The pre-production process will have revealed the issues that the Development Plan Document needs to address. At this stage we intend to involve the community and stakeholders in identifying possible alternative options needed to address these issues to deliver the draft DPD objectives as included in the Scoping Report. To do this we will produce an issues paper, this will set out the national and regional planning policy context for each issue, and identify key issues that have emerged from the analysis of the evidence base. Following this we will then produce alternative realistic options in the light of the feedback received. The sustainability impact on these options will be assessed and the results presented in an 'Initial Sustainability Report'. This will reveal impacts of the options on the local environment the economy and on society. An options paper and the Initial Sustainability Appraisal Report will then be consulted on in parallel. This process will help inform the identification of preferred options. How we intend to do this is set out in the following table.

### How we will involve the community and stakeholders through continuous consultation in developing issues and options

Method	What	Who	CS	SAs	APs
<b>A) Documents available for inspection</b>	Issues Paper	Residents	✓	✓	✓
	Options paper and Initial Sustainability Appraisal Report	Residents	✓	✓	✓
<b>B) Letters/ email to LDF database</b>	Notifying release of issues paper and how to get hold of it.	All consultees on LDF database	✓	✓	✓
	Options paper and Initial Sustainability Appraisal Report. Notifying start of consultation and how to get hold of these documents.	All consultees on LDF database including English Nature English Heritage Countryside Agency Environment Agency	✓	✓	✓
<b>C) Media (local press, TV, radio. display boards)</b>	Notifying start of consultation on issues paper and how to get hold of it	Residents	✓	✓	✓
	Notifying start of consultation on options paper and Initial Sustainability Appraisal Report and how to get hold of these documents.	Residents	✓	✓	✓
<b>D) Internet</b>	Issues Paper	All stakeholders	✓	✓	✓
	Options paper and Initial Sustainability Appraisal Report	All stakeholders	✓	✓	✓
<b>F) Public exhibitions</b>	Options paper and Initial Sustainability Appraisal Report	Residents	✓	✓	✓
<b>G) One to one meetings with selected stakeholders</b>		Those stakeholders who request it	✓	✓	✓

H) Area Committees	Options Paper and Initial Sustainability Appraisal Report	Residents	✗	✗	✓
I+J) Focus Groups/Existing forums			✓	?	?
People based					
	Issues Paper	HSP Liaison Group	✓	✓	✓
	Issues Paper	Youth	✓	?	?
	Issues Paper	BME	✓	?	?
	Issues Paper	Elderly	✓	?	?
Topic Based					
	Housing issues	Housebuilders			
	Housing issues	Housing Association	✓	?	?
	Design and access issues	Access	✓	?	?
	Health, Liveability, Recreation issues	Health	✓	?	?
	Green Belt, Biodiversity issues	Environmental	✓	?	?
	Heritage, Design issues	Heritage	✓	?	?
	Transport and land use issues	Transport	✓	?	?
	Issues Paper	Business	✓	?	?

45. Please note that the methods of community involvement used for Action Plans will depend on the area they cover and their purpose. Similarly the methods of community involvement used for the Site Specific Allocations DPD will depend on the number of sites and their proposed use. For this reason we cannot say whether focus groups will be used for all Action Plans and Site Specific Allocation DPDs. Please also note that Development Plan Documents may be produced in parallel. Where they are of the same spatial scale this may enable consultation processes to be merged.

## Feedback

46. We will:

- Acknowledge all feedback received
- All respondents will be added to LDF database if they are not already.

## Consultation on Preferred Options

47. The preferred options will then be subject to a comprehensive sustainability appraisal. The product of this exercise will be a Preferred Options Report accompanied by a Formal Sustainability Report. We will consult on this for eight weeks.

### How will we consult the community on preferred option reports

Method	What	Who	CS	SA	AP
A) Documents available for inspection for eight weeks	The Preferred Options Report Formal sustainability report	Residents	✓	✓	✓
B)	Notifying start of	All consultees	✓	✓	✓

Letters/email to LDF database	consultation, a flavour of the Preferred Options, and availability and how to get hold of above documents	on LDF database			
<b>C) Media</b> (local press, TV, radio and display boards)	Notifying start of consultation, a flavour of the Preferred Options, and availability and how to get hold of above documents	All consultees on LDF database	✓	✓	✓
<b>D) Internet</b>	All published documents	Internet users	✓	✓	✓
<b>E) Leaflets/ brochures</b>	Bitesized Summary of Preferred Options Report	Residents through circulation to public buildings and participating retail outlets LDF contacts	✓	✓	✓
<b>F) Public exhibitions</b>	Summary of Preferred Options Report	Residents	✓	✓	✓
<b>G) One to one meetings with selected stakeholders</b>	Those stakeholders who request it and those stakeholders who submit significant objections	Those who request it	✓	✓	✓
<b>H) Area Committees</b>	Preferred Options Report Formal Sustainability Appraisal Report	Residents	✗	✓	✓
<b>I+J) Focus Groups/Existing forums</b>					
<b>People based</b>					
	All issues	HSP Liaison Group	✓	✓	✓
	All issues	Youth	✓	?	?
	All issues	BME	✓	?	?
	All issues	Elderly	✓	?	?
<b>Topic Based</b>					
	Housing Preferred Options	Housebuilders	✓	?	?
	Affordable Housing Preferred Options	Housing Association	✓	?	?
	Design and access Preferred Options	Access	✓	?	?
	Health, Liveability, Recreation etc Preferred Options	Health	✓	?	?
	Green Belt, Biodiversity Preferred Options	Environmental	✓	?	?
	Heritage, Design Preferred Options	Heritage	✓	?	?
	Transport and land use Preferred Options	Transport	✓	?	?
	All preferred options	Business	✓	?	?

## Feedback

48. We will:

- Acknowledge and analyse all the comments we receive
- Produce a Consultation Report explaining how we have dealt with these comments and how these have been considered in progressing from the Preferred Options Report to the final Development Plan Documents. This will identify unresolved issues which are likely to resurface at the next stage of consultation. It is important to note however that comments received at this stage will not be carried forward as formal representations on the submitted final Development Plan Document.
- Present the consultation report to Council Members
- Make available with the submission Development Plan Document the consultation report to respondents in paper and electronic formats to allow stakeholders and the community to understand the authority's position.
- Wherever possible endeavour to ensure that issues are resolved at this stage. We will meet with individual objectors (before reporting to Cabinet) where necessary. Building consensus at this stage, should help reduce the number of objections which are made when the DPD is subject to independent examination.
- Keep a record of non-LDF issues raised to help build a wider picture of the communities' needs aspirations and priorities for use by other services subject to the provisions of the Data Protection Act.

### The submission Development Plan Document

49. Once we have analysed the nature of the responses received on the Preferred Options Report and their implications for policy development we will begin drafting the respective individual Development Plan Documents. After the preferred options stage we will produce a 'final' version of the DPD called the 'submission DPD' so called because this is the version of the DPD which will be submitted to the Planning Inspectorate for Independent Examination. We must submit a Development Plan Document for Independent Examination to the Secretary of State, publish a notice and invite representations to be made within a specified period of six weeks. Only those who make their representations within the specified six week period will have the right to have their representations considered at the examination. There will be little or no scope for changes to the Development Plan Document between submission and examination. Therefore in comparison to previous stages consultation will be less wideranging as shown in the table on the next page. Representations received will be considered by an Inspector at an Independent Examination. We will be bound by the Inspectors decisions.

### How we will consult the community on submission Development Plan Documents

Method	What	Who	CS	SSA	AP
<b>A)</b> Documents available for inspection	Consultation statements covering responses received during consultation on issues and options and on preferred options and how these issues have been addressed in submission DPD Submission DPD Final sustainability report	Residents	✓	✓	✓
<b>B)</b> Letters/ email to LDF	Notifying start of consultation and how to get hold of above	LDF contacts	✓	✓	✓

database	documents				
<b>C)</b> Media (local press, TV, radio and display boards)	Notifying start of consultation and availability and how to get hold of above documents	Residents	✓	✓	✓
<b>D)</b> Internet	All published documents	Internet users	✓	✓	✓
<b>G)</b> One to one meetings with selected stakeholders		Those stakeholders who request it and those stakeholders who submit significant objections,	✓	✓	✓

### *Feedback*

50. Once the consultation period on the submission document has finished we will
- Consider all the representations that have been made.
  - Prepare a statement, called the DPD Representations Statement, summarising the main issues raised in the representations
  - As soon as is practicably possible we will then submit to the Secretary of State the DPD Representation Statements.
  - Produce a separate Representations Statement for Site Specific Allocations and consult for a further six weeks once the original consultation period is over on this.

### **Examination**

51. The Government hopes that by 'front loading' the process of adopting the DPDs that there will be few objections to the DPD at this stage. Nevertheless we must arrange for an independent examination of the submitted Development Plan Document whether or not representations have been received. The reason for this is that the purpose of the independent examination is to consider the soundness of the plan. In assessing its soundness the inspector will consider all the representations made on the submitted development plan document and the changes which have been suggested by those making representations. The criteria the Inspector will use for assessing soundness are included with the form which those making representations should use when submitting comments.
52. The most efficient way to conduct the examination is wholly by written representations. However you also have a right to make your representation orally, either at a Round table discussion or a hearing, or exceptionally a formal inquiry session. The inspector will decide which procedure to use.

### Pre examination

53. Where a person requests the opportunity to appear before and be heard by the person carrying out the examination we will:
- 6 weeks before the opening of the examination publish the time and place at which the examination is to be held and the name of the person appointed to carry out the examination
  - Notify any person who has made a representation on the submission DPD or on a Site Allocation representation of these details

- Publish these details in a local advertisement in the Yellow Advertiser.

### Post examination

54. After the examination the Inspector will produce a report that is binding upon Havering Council. The report will give precise recommendations as to how the DPD and the Proposals Map must be changed. The Inspector may also report upon matters that need further considerations and should be brought forward as a review to the DPD or as a separate DPD. More advice is provided in Planning Policy Statement 12 which is available from the website of the Office of the Deputy Prime Minister ([www.odpm.gov.uk](http://www.odpm.gov.uk)).
55. After the examination we will:
- Make the inspectors recommendations available for inspection in the borough's libraries, the Public Advice and Service Centre, the Whitworth Centre and Mercury House.
  - Publish these recommendations on [www.havering.gov.uk](http://www.havering.gov.uk)
  - Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.

### **Adoption**

56. Once we adopt a DPD we will:
- Make available for inspection the DPD the Sustainability Appraisal Report and Adoption Statement in Borough libraries, the Public Advice and Service Centre, Mercury House and Whitworth Centre, on [www.havering.gov.uk](http://www.havering.gov.uk),
  - Advertise the adoption statement and the fact that the DPD is available for inspection and the places and times at which the document can be inspected.
  - Send the adoption statement to any person who has asked to be notified of the adoption of the DPD

### Supplementary Planning Documents

#### **Stages in preparation of a Supplementary Planning Document**

57. Typically a Supplementary Planning Document (SPD) will take 9-12 months to prepare. This process is split into three stages, pre-production, production, adoption.

#### **Pre-production**

58. A lot of the necessary evidence will have been gathered in the process of preparing the parent Development Plan Document. As we will have consulted widely on the parent DPD, and because SPD cannot introduce new policy, we do not intend to consult during the pre-production stage, however we will engage stakeholders where there are gaps in the evidence base.



## Production

### Identifying issues and options

59. Again the process of preparing the parent DPD should have revealed many of the issues that the Supplementary Planning Document needs to address. Both in terms of the associated policy and sustainability impacts. Therefore in most cases we should be able to move straight to preparing a draft Supplementary Planning Document. However in instances where the SPD covers significant new planning guidance we may need to identify issues and options and present these along with their Sustainability Impacts in an Initial Sustainability Report which we will consult on.

### *Feedback on comments made on consultation on the Initial Sustainability Report*

60. We will:
- acknowledge and analyse all the comments we receive
  - produce a 'Consultation Statement' explaining how we have dealt with these comments and how these have been considered in the Draft Supplementary Planning Document
  - Make available the consultation statement to respondents in paper and electronic formats with the consultation on the draft SPD

## Consulting on Draft Supplementary Planning Document

61. In most instances the first consultation stage in preparing a SPD will be the consultation on the draft SPD. We will consult on the Draft Supplementary Planning Document for six weeks.

### How we intend to consult the community on the draft SPD

Method	What	Who	SPD
A) Documents available for inspection	The Draft SPD Consultation statement The SPD Sustainability Appraisal Report	Residents	✓
B) Letters/ email to LDF database	Notifying start of consultation and how to get hold of above documents	LDF contacts	✓
C) Media (local press, TV, radio and display boards)	Notifying start of consultation and availability and how to get hold of above documents	Residents	✓
D) Internet	All published documents	Internet users	✓
E) Leaflets/ brochures	Where necessary Bitesized Summary of SPD	Residents LDF contacts	✓

### *Feedback and adoption*

62. We will
- Acknowledge and consider all the representation that have been made

- Prepare a representation statements summarising the main issues received during consultation on the draft SPD and how these have been addressed in the final SPD.
- Make available the final SPD along with a statement setting out that the SPD has been adopted and the representations statement at the same locations where the draft SPD was made available for inspection, and at [www.havering.gov.uk](http://www.havering.gov.uk)
- Send the adoption statement to any person who has asked to be notified of the adoption of the SPD

## 8. Members

63. Havering's Draft Consultation Strategy recognises the key role of Councillors in dialogue with citizens and other stakeholders. Elected local authority councillors play a pivotal role in the strategic planning process, principally through the Cabinet and through Lead Member decisions.

### *The Cabinet*

64. Officers will report to Cabinet/seek Lead Member Approval a number of times during the development of Development Plan and Supplementary Planning Documents.
65. We intend to report to Cabinet/seek Lead Member Approval for
- Sustainability Appraisal Scoping Report and approval to consult on this
  - Issues Paper and approval to consult on this
  - Options paper and Initial Sustainability Report and approval to consult on these
  - Preferred Options Report and Formal Sustainability Appraisal and approval to consult on these:
  - Approval of draft SPD and approval to consult on this
  - Adoption of SPD

### **We intend to seek Full Council Approval for**

- **Submission of Development Plan Document and approval to consult on this**
  - **Adoption of DPD**
66. In addition there are six area committees whose purpose is to review the operation of services locally, allow representatives and recommendations to be made to the executive and Council and take certain important decisions, including some traffic management. They provide a platform for local people to express their views. These committees will not make any decisions on planning matters, this will remain the remit of the Cabinet. However staff will attend them during the consultation on the development of Preferred Options and consultation on Preferred Options Reports to raise awareness amongst Councillors and the local community about the Area Action Plans we may be developing which affect their areas, and also to identify their aspirations and issues for these to address.

## 9. Resource Implications

67. The London Borough of Havering's Development and Transportation Unit is responsible for producing the Local Development Framework.
68. This comprises the following staff:
- Development and Transportation Planning Manager
  - Development Planning Team Leader
  - Part time Principal Planner
  - Senior Planner x 2
  - Planning Assistant (until March 2006)
  - Transport Planning Team Leader
  - Assistant Transport Planner
  - Administrator
69. We will look to utilise staff resources from other Council departments to help conduct LDF consultation exercises. For example the Council's Community Regeneration Team and colleagues in the Youth Service have valuable knowledge and expertise in doing this. In addition the Council's regeneration team may take the lead on consultation exercises for Action Plans as these may be in key regeneration areas within the Borough.
70. The unit has other duties apart from producing the Local Development Framework it also has responsibility for:
- other strategic and local planning issues
  - processing certain major planning applications
  - production and submission of the Borough Spending Plan and monitoring spend
  - producing the Local Implementation Plan
  - producing the Road Safety Plan
  - project managing the Road Safety Public Service Agreement

### Review

71. We intend to keep the SCI under review and make revisions where necessary following the same procedures as for its first preparation. However this SCI has been written so that it sets out how we intend to involve the community and stakeholders in the preparation of all Local Development Documents the Council may prepare now and in the future, not only those included within the Council's first Local Development Scheme. Therefore we are only likely to revise it where significant changes have occurred in the types of groups which we need to engage, or different techniques for engagement are to be employed. It should not need to be reviewed because the Council's Local Development Scheme has revised. It is for this reason that it has proven difficult to provide precise guidance on how we intend to consult on Action Plans and Site Specific Allocation Development Plan Documents as by their very nature it is difficult to anticipate what issues or areas these documents will cover.

# 10. Planning Applications

## Planning Applications

72. Havering Council is very keen that citizens take an active part in decisions affecting them and their communities. Personal involvement in planning requires access to information and willingness to contribute an opinion, either as an individual or in a group. Planning applications and appeals run to timetables, so it is important to make views (sometimes called 'representations') known in good time. It is also useful to know how to obtain expert help to represent a personal position effectively. This is all explained below.

### How do we involve the community before a planning application is submitted?

73. Formal advance notice is not given for the vast majority of planning applications that they are going to be submitted to the Council. They are first notified to the public once the application has been made. Time is then given for the public to respond to the proposals in the normal way.
74. For some major proposals planning briefs are sometimes prepared. Previously these have been published in draft form and consulted on for six weeks. In future they will be published as SPD, and therefore follow the procedures set out previously.

### How do we involve the community when we first receive a planning application?

75. After the planning application has been submitted then depending on its nature the Council will notify by letter those properties directly abutting the site. This may be extended dependent on how wide the effects of the application are spread for example in terms of traffic and visual impact. Applications, particularly large ones may also be advertised in the local press and at the site. In addition on receipt of an application the Council notifies a range of external consultees. Details of the proposals, including architects' drawings, will be available to look at in the Planning Offices at Mercury House.
76. The Council also publishes a weekly list of applications received and decisions made. This is available at Mercury House Romford, on the internet at [www.havering.gov.uk](http://www.havering.gov.uk) and in libraries.
77. For certain major developments the Council will publicise these at [www.havering.gov.uk](http://www.havering.gov.uk), and will encourage developers to engage the public by carrying articles on their proposals in the local media and also through public exhibitions.
78. If you wish to make any comments on a proposal, please write to: David Lawn, Planning Control Manager (Applications), London Borough of Havering, Mercury House, Mercury Gardens, Romford, Essex RM1 3SL **within 3 weeks of the date of publication**, quoting the application number and the location. Members of the public are entitled to see and to take copies of any comments you make. Comments must be made in writing, via letter, email or fax

79. If you wish to look at the applications and plans, please visit the reception desk on the 7th floor, Mercury House, Mercury Gardens, Romford between 9.00am and 5.00pm Mondays to Fridays.
80. If you wish to discuss an application with the officer who is dealing with it, please phone 01708 432637 to make an appointment. Please note that Planning Staff dealing with applications are only available for appointments between 9.30am and 4.00pm.

### **How do we involve the community during the processing of a planning application?**

81. Applications will only be determined after the date for receipt of comments has expired. All comments will be taken into consideration and will be assessed against local policies and government guidance for planning. The majority of applications will be decided by the Head of Planning but if an application is to be decided by Regulatory Services Committee, everyone who made individual written comments on the application will be invited to attend the meeting.

### **How do we involve the Community when the application goes to Committee?**

82. Where the application does go to Committee the Council will notify those who made individual written representations of the date of the Committee. It is possible for members of the public to attend committee meetings dealing with planning applications. The Council operates a system enabling members of the public to speak briefly to ensure that the committee is aware of their views. This is normally limited to one person per application on a first come first serve basis and must be arranged beforehand with the Planning Office. Only elected members of the Council can vote on the decision itself. More detailed guidance on speaking at Committee is available at [www.havering.gov.uk](http://www.havering.gov.uk).

### **How do we involve the community after a decision is taken on a planning application?**

83. The target for notification of the decision to be sent to everyone who made comments is within 5 working days of the decision being made. Staff are available to discuss with those who made representations the outcome of a planning application.

### **How do we involve the community if an appeal is received on a planning application?**

84. In the case of appeals, members of the public who made representations at the application stage will be informed about the appeal. The Council will send copies of their original representations to the Planning Inspectorate and they can make additional representations. It may also be possible (at the Inspector's discretion) for them to give evidence personally at hearings and inquiries.

### **How can the community access General advice and information on planning?**

85. The Council's website [www.havering.gov.uk](http://www.havering.gov.uk) and links to the Planning Portal have large amounts on information on how the Planning System works, what needs permission, how to make representations online, details of Havering Council's and other policies, and gives details of previous decisions and updates on current applications.
86. The Council is continuing to improve Havering's planning website to provide a convenient and informative way of accessing services to avoid customers having to make phone calls or visits to the Planning Office.
87. If you wish to speak to someone generally about a proposal then the Customer Relations staff in the planning service will happily help to the best of their knowledge. However, if you require more technical advice or you know that your scheme requires planning permission it may be advisable to contact a Planning Officer and set up a meeting by telephone as planning staff are not normally available to see you on a "drop-in" basis. This also applies should you require information on a particular application. In either of these instances, please contact the Case Officer. The telephone numbers of the relevant Planning Officers can be obtained from Customer Relations on (01708) 432816/432637/432638 between the hours of 9am-5pm, Monday-Friday.
88. Please note that the Customer Relations Department is open between the hours of 9am-5pm, Monday-Friday.
89. For help from professional planners, turn to the register of planning consultants produced by the Royal Town Planning Institute. Fees are usually payable for this service. For low-cost or free assistance, contact should be made with the large group of professional planners who offer voluntary assistance to members of the public through the Planning Aid network run by the Royal Town Planning Institute.
90. Planning Aid is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant.

Planning Aid for London  
Unit 2  
11-29 Fashion Street  
London  
E1 6PX

Tel: 020 7247 4900  
Fax: 020 7247 8005  
Email: [info@planningaidforlondon.org.uk](mailto:info@planningaidforlondon.org.uk)





# COUNCIL

**23 MARCH 2005**

## **SUPPLEMENTARY AGENDA**

***This Supplementary Agenda incorporates and supersedes the Correction issued on 16 march 2005***

**8 AMENDMENTS TO THE CONSTITUTION**

Supplementary Report of Governance Committee attached

**22 SCHOOL MEALS – promotion of healthy eating**

**22A Amendment by the Administration**

The text of the amended motion as set out in the explanatory note should read:

In the light of Scolarest's decisions to remove turkey twizzlers from its school meal menus and the government's drive to improve the nutritional value of school meals, this Council agrees to undertake a review of the meals consumed in our schools and to continue to promote a healthy eating diet amongst school children and parents.

**Note:** *The following motion is submitted with the agreement of the Mayor in accordance with paragraph 2 of the Convention on motions for debate as she is satisfied that it qualifies as an "emergency motion". An amendment to it may be moved at any time before the debate on it is concluded.*

**23 CHAMPION FOR THE HISTORIC ENVIRONMENT**

**Motion by the Administration**

That Councillor Andrew Curtin be appointed as Champion for the Historic Environment.

Stephen Evans  
Chief Executive



**Council, 23 March 2005**



# GOVERNANCE COMMITTEE

8 MARCH 2005

# 8

SUPPLEMENTARY

## REPORT TO COUNCIL

### AMENDMENTS TO THE CONSTITUTION

**The following item was inadvertently omitted from the report issued with the Final Agenda.**

The Governance Committee recommends that the following amendments be made to the Constitution, for the reasons indicated:

#### **LONDON THAMES GATEWAY DEVELOPMENT CORPORATION: EXERCISE OF PLANNING POWERS**

The Committee noted that the London Thames Gateway Development Corporation (UDC) would be the Planning Authority for certain categories of planning applications and related matters within their own area. Planning applications falling to be dealt with by the UDC would be processed by local authorities' staff, in accordance with a Protocol and Service Level Agreement; and the Council would become consultees on such applications.

Following agreement by the Cabinet that the Regulatory Services Committee should be given delegated authority to respond on the Council's behalf to any such applications, with arrangements being made for the South Havering Area Committee's views also to be ascertained where practicable, the Committee was now invited to recommend accordingly to the Council.

Delegation to the Regulatory Services Committee of authority to do this requires a change to the Constitution and accordingly this Committee is now invited to recommend accordingly to the Council.

**RESOLVED:**

To **RECOMMEND** to Council that:

- 1 The functions of Regulatory Services Committee be amended to include the formation of planning views on behalf of the Council in its role as consultee on applications to be decided by the Board of the UDC.
- 2 The Monitoring Officer be authorised to make all necessary consequential alterations to the Constitution.



# COUNCIL

**23 MARCH 2005**

## **SECOND SUPPLEMENTARY AGENDA**

**10 ENVIRONMENTAL INITIATIVES CAPITAL PROVISION – COUNTRY PARKS**

At its meeting last night (22 March), Cabinet agreed to **RECOMMEND** to the Council that the provision of a new classroom facility and refurbishment of the Park office and Ranger accommodation at Havering Country Park be approved, to be funded from the remaining capital allocation of £145,000 from the Environmental Initiatives budget, and £17,000 from a remaining unspent balance of £22,000 from a previous insurance settlement following a fire at Hornchurch Country Park.

**This is unchanged from Recommendation 1 of the report submitted.**

**12 POLITICAL BALANCE OF COMMITTEES**

It is understood that the Group Leaders have agreed that the distribution of seats set out in Option 3 of Table 3 of the report should be adopted (see over for the details of that Option).

It is also understood that, should Council accept the proposition that Option 3 be agreed, the Labour Group will seek the Mayor's consent to move an emergency motion, **the effect of which would be to appoint Councillor Jeff Stafford as a Vice-Chairman of the Licensing Committee in succession to Councillor Graham Carr.**

Stephen Evans  
Chief Executive

**Council, 23 March 2005**

**Option 3:**

As October 2004, but all Overview & Scrutiny Committees having the same allocations and balance, reducing Licensing and Adjudication & Review Committees by one Member each, and adjusting balance of Adjudication & Review Committee

		CONSERVATIVE		RESIDENTS		LABOUR	
<b>Licensing</b>	<b>12</b>	<b>5.78</b>	<b>6</b>	<b>3.56</b>	<b>4</b>	<b>2.44</b>	<b>2</b>
<b>Adjudication &amp; Review</b>	<b>8</b>	<b>3.85</b>	<b>4</b>	<b>2.37</b>	<b>3</b>	<b>1.63</b>	<b>1</b>
Corporate OSC	8	3.85	4	2.37	2	1.63	2
Culture &c OSC	8	3.85	4	2.37	2	1.63	2
Education OSC	8	3.85	4	2.37	2	1.63	2
Environment OSC	8	3.85	4	2.37	2	1.63	2
Housing OSC	8	3.85	4	2.37	2	1.63	2
Social Care &c OSC	8	3.85	4	2.37	2	1.63	2
Regulatory Services	13	6.26	6	3.85	4	2.65	3
Governance	9	4.33	4	2.67	3	1.83	2
Appointments	6	2.89	3	1.78	2	1.22	1
Audit	6	2.89	3	1.78	2	1.22	1
Investment	6	2.89	3	1.78	2	1.22	1
Standards	6	2.89	3	1.78	2	1.22	1
<i>Total</i>	114		56		34		24
<i>Entitlement</i>		48.15%	= 54.89	29.63%	= 33.78	20.37%	= 23.22
Rounded to			55		34		23
Over (+)/ under (-) allocation			+1		0		+1