

## Notice of Meeting

### THE EXECUTIVE

**Tuesday, 3 November 2009 - 5:00 pm**  
**Council Chamber, Civic Centre, Dagenham**

**Members:** Councillor L A Smith (Chair); Councillor R C Little (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor S Carroll, Councillor H J Collins, Councillor R Gill, Councillor M A McCarthy, Councillor Mrs V Rush and Councillor P T Waker

Date of publication: 23 October 2009

R. A. Whiteman  
Chief Executive

Contact Officer: Tina Robinson  
Tel. 020 8227 3285  
Minicom: 020 8227 5755  
E-mail: [tina.robinson@lbbd.gov.uk](mailto:tina.robinson@lbbd.gov.uk)

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### AGENDA

1. **Apologies for Absence**
2. **Declaration of Members' Interests**

In accordance with the Council's Constitution, Members are asked to declare any personal or prejudicial interest they may have in any matter which is to be considered at this meeting.
3. **Minutes - To confirm as correct the minutes of the meeting held on 20 October 2009 (Pages 1 - 2)**
4. **Response to Green Paper - 'Shaping the Future of Care Together' (Pages 3 - 13)**
5. **Local Development Framework - Residential Extensions and Alterations Draft Supplementary Planning Document (Pages 15 - 45)**
6. **2010/11 Local Implementation Plan - Funding Submission (Pages 47 - 70)**
7. **Pre-Tender Report - Procurement and Management of Temporary Accommodation (Private Sector Licensing) for Homeless People (Pages 71 - 77)**
8. **Council Debt Write-Offs - July 2009 to September 2009 (2nd Quarter) (Pages 79 - 89)**

- 9. Parking Services IT Solution Replacement (to follow)**
- 10. Award of Contract for Construction of Skills Centre (to follow)**
- 11. Any other public items which the Chair decides are urgent**
- 12. To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

#### **Private Business**

The public and press have a legal right to attend Council meetings such as the Executive, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 as amended).

- 13. Any other confidential or exempt items which the Chair decides are urgent**

## THE EXECUTIVE

Tuesday, 20 October 2009  
(5:00 - 5:07 pm)

**Present:** Councillor L A Smith (Chair), Councillor R C Little (Deputy Chair), Councillor J L Alexander, Councillor G J Bramley, Councillor S Carroll and Councillor R Gill

**Apologies:** Councillor H J Collins, Councillor M A McCarthy and Councillor Mrs V Rush

### 68. Declaration of Members' Interests

There were no declarations of interest.

### 69. Minutes (29 September 2009)

Agreed.

### 70. Corporate Performance Report - October 2009

Received a report from the Corporate Director of Resources on performance information from across the Council to October 2009, the aim being to assess how well the Council's services are being delivered and what needs to change or adjust in order to further improve these services.

**Agreed** to the actions as set out in the report in order to assist the Council to achieve all its Community Priorities and to note:

- (i) The areas of good performance and areas for improvement across the Council with regard to National Indicators;
- (ii) The Audit Commission will provide feedback to the Council on its Comprehensive Area Assessment (CAA) within the next month: and,
- (iii) Improvements made in regard to customer contact / response times and the information on complaints.

### 71. Budget Monitoring 2009/10 - April to August 2009

Received a report from the Corporate Director of Resources providing an update on the Council's revenue and capital position for the period April to August of the 2009/10 financial year.

The current forecast for revenue expenditure across the Council has identified that all departments are projecting in-year pressures amounting to £4m (Adults and Community Services £1m, Children's Services £1.1m, Customer Services £0.8m and Resources £1.1 m). The most significant areas of pressures relate to expenditure on transition arrangements within the Adult Services Learning Disability, transport services for children with Special Educational Needs (SEN), Looked after Children Placements and in meeting the Council's Leaving Care responsibilities, the Barking and Dagenham Direct service and income generation.

A recovery plan has been compiled with a view to eliminating these projected overspends and, following consideration by the Corporate Management Team, the agreed actions will be reported back to the Executive.

**Agreed**, in order to assist the Council to achieve all of its Community Priorities and as a matter of good financial practice, to:

- (i) Note the current position of the Council's revenue and capital budget as at 31 August 2009;
- (ii) Note the position for the Housing Revenue Account;
- (iii) The use of contingency budget to fund the pressures within the Resources department as set out in the report;
- (iv) The virement within the Resources department's budget to increase Employees and Supplies budgets by £300,000 and £100,000 respectively and increase the Income budget by £400,000; and,
- (v) A budget adjustment of £250,000 from the set aside IT reserve to fund the systems development work within the Finance service.

## **72. Private Business**

**Agreed** to exclude the public and press for the remainder of the meeting by reason of the nature of the business to be discussed which included information exempt from publication by virtue of paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972 (as amended).

## **73. \* Staffing Matters**

Received a report from the Chief Executive in respect of the Council's vacant statutory Chief Financial Officer post.

**Agreed** to assist the Council in its preparations for meeting the public sector expenditure challenges in the years ahead, to:

- (i) The post of the Council's Chief Financial Officer being recruited to at chief officer level;
- (ii) Authorise the Chief Executive, subject to appropriate consultations, to finalise arrangements such as post title prior to recruitment;
- (iii) Note the costs associated with this proposal will be £20,000 and met from existing budgets;
- (iv) Note the general comments relating to the Council's organisational structure.

(\* The Chair agreed that this issue could be considered at the meeting under the provisions of section 100B(4)(b) of the Local Government Act 1972.)

## EXECUTIVE

3 NOVEMBER 2009

## REPORT OF THE CORPORATE DIRECTOR OF ADULT AND COMMUNITY SERVICES

<b>Title: Response to Green Paper, 'Shaping the Future of Care Together'</b>	<b>For Decision</b>
<p><b>Summary:</b></p> <p>The Government has published 'Shaping the Future of Care Together', so beginning the first ever national debate on the reform of adult care and support in England – the Big Care Debate. The document sets out a vision for a National Care Service, the options for reform and how the new system could be organised and paid for. The paper is one of the most important documents on proposals for the reshaping of social care produced in many years. It has implications for the future funding of social care and benefits and in addition may have a financial impact on how the resourcing of social care is managed, including the control of the local authority over its budget. The Government is currently inviting comments on the reform options and views on which options respondents would like to see adopted.</p> <p>The London Borough of Barking and Dagenham have welcomed the debate on care and support and the elements of the National Care Service. However, there is a consensus that none of the funding options provide an acceptable solution to finding the necessary financial contributions for the new system.</p> <p><b>Wards Affected:</b> All</p>	
<p><b>Recommendation</b></p> <p>The Executive is recommended to agree the Council's response to the Green Paper to be submitted to the Department of Health, as proposed in section 2 of this report.</p>	
<p><b>Reason(s)</b></p> <p>The Green Paper is one of the most important documents in reshaping social care produced for many years. The borough has canvassed the views of residents, Councillors and people who work in care and support services. This report outlines these views and will be used as a basis for the submission to the Department of Health to help inform any legislation that follows.</p>	
<p><b>Implications</b></p> <p><b>Financial</b></p> <p>The Financial Implications of the Care Green Paper and options being considered are detailed in <b>Appendix A</b> (Section 6).</p> <p>In summary:</p> <p>What is clear is the Council's role in funding Social Care within a new National Care Service is likely to change. There is a wide acknowledgement that there is not enough money to meet current and future care needs, with various alarming statistics being</p>	

produced by all interested parties, including one projection that an extra 1.7m adults will need care services by 2026.

The Green Paper refers several times to difficult questions about funding, but does not specifically refer to additional government funding. This can only mean an increased burden may fall on Service Users, and Council's, especially in areas of relative low wealth. The Green Paper also proposes making better use of existing funding in the system including disability benefits such as Attendance Allowance. This could mitigate the potential financial burden for Councils, but will no doubt prove hugely unpopular with recipients.

The Government has considered five different funding models and ruled out two, namely a complete taxpayer funded service and no taxpayer help at all. The remaining three options are all means of combining government funding and individual service user contributions.

A Partnership Funding Model could see the Government provide between a quarter and third of the cost of care. The average care costs through retirement amount to approximately £30,000. The state may therefore cover up to £10,000 of Care costs.

A Partnership Plus Insurance Model could see the Government enabling pensioners to top up their Government aid by opting into a non-compulsory insurance scheme (Insurance contribution estimated at £25,000).

A third model proposes a Comprehensive System whereby everybody would be required to contribute around £20,000 to a state insurance scheme and all would have their care fully provided. There could be flexibility in the way this sum is paid, including ultimately deferring payments until properties are sold after death in some cases. This option of delaying any payment until after death would have financial implications for Councils. It remains to be seen whether any additional financial support would be provided to Councils to mitigate this.

Care Services Minister Phil Hope has said all three models could be funded using existing Social Care and disability benefit budgets. The Green paper proposes splitting off accommodation and food costs from care costs in residential homes, with only the latter being funded under the National Care Service.

### **Legal**

The current care system is based largely on the National Assistance Act 1948. The Green Paper, 'Shaping the Future of Care Together' is a consultation document based on the Governments White Paper on the reform of adult care and support in England. The Council's response to the consultation document is contained in this report. During the preparation of the response legal advice from the Acting Legal Partner Safeguarding and Partnerships has been sought and incorporated into the report.

### **Contractual**

No specific implications

### **Risk Management**

Financial risks are clearly apparent in any change to a system that is perceived to be under-funded, especially in times of such harsh economic reality.

## **Staffing**

The Green Paper does not address the issue of who provides the care that people are going to need, so staffing implications are unclear at this moment in time.

## **Customer Impact**

The potential customer impact of the proposals is far reaching. Residents can expect to experience an increased financial burden when they reach 65. More detail is needed on the comprehensive funding system included in the Green Paper. For instance, would everyone above the agreed threshold pay the same flat rate? We believe that the partnership and comprehensive funding system would benefit the most well off, paying less, proportionately of their greater wealth and impact on many of Barking and Dagenham's residents unfairly.

Our view is that the suggested withdrawal of the Disability Living Allowance and Attendance Allowance will impact unfavourably on the physically and mentally disabled population in the Borough. The allowance is an essential income for some residents and helps maintain independence. In addition no mention is made in the Green Paper of the impact on those women who have never had paid work. The funding options may create greater inequalities and local residents may be unfairly disadvantaged.

## **Safeguarding Children**

No specific implications

## **Crime and Disorder**

No specific implications

## **Property / Assets**

No specific implications

## **Options appraisal**

Options put forward within the Green Paper fall within three key areas:

1. The elements of the proposed National Care Service
2. Individual funding:
  - Partnership
  - Insurance
  - Comprehensive
3. The role of the Council:
  - Part-local, part-national
  - Fully national

<b>Report Author and Head of Service:</b> Karen Ahmed	<b>Title:</b> Head of Adult Commissioning	<b>Contact Details:</b> Tel: 020 8227 2331 Fax: 020 8227 2241 E-mail: <a href="mailto:Karen.ahmed@lbbd.gov.uk">Karen.ahmed@lbbd.gov.uk</a>
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## **1. Background**

- 1.1 The London Borough of Barking and Dagenham have carried out local consultations as part of 'The Big Care Debate' and over 250 residents, officers and Members and have contributed to this report.

## **2. Barking and Dagenham's Response**

- 2.1 The London Borough of Barking and Dagenham welcomes the Green Paper and recognises the need for debate on how older people can receive the care and support that they need and on how this support can be funded.

- 2.2 We broadly support the six elements of the National Care Service:

- Access to prevention services
- A national assessment
- A joined up service
- Information and advice
- Personalised care and support
- Fair funding

However there needs to be more work carried out to make sure that people receive the quality of support required. Residents were concerned that the emphasis on choice may be at the expense of quality and joined up services.

- 2.3 We are particularly concerned at the lack of focus on how preventative services can be funded and within this the withdrawal of Attendance Allowance. Our view is that Attendance Allowance helps people to continue to live active lives and delays contact with Adult Social Care services. For many of our residents, who are on extremely low incomes, it represents an essential part of their income, and the withdrawal of the benefit would have serious consequences not addressed in the paper. The Government needs to ensure that people on low incomes who are currently in receipt of Attendance Allowance, have their income maintained should this allowance be withdrawn.

- 2.4 We are very worried, and local residents are angered, by the funding proposals. There is a shared view that the proposals do not represent fair funding options and we request that taxation be reconsidered as a way forward, particularly for those who are very high earners. Residents were concerned that having paid national insurance all their lives, and having supported their older generations, that they were now being asked to pay for themselves. For many people this felt like paying twice. Residents wanted the Government to scrutinize its own spending and look at other ways of finding the money. Views are split between the partnership and the insurance options, but there is a general consensus that people should not be paying for other people's care at this stage in their lives. Any insurance scheme should be administered through the government and not through a private company.

- 2.5 It is clear that the present system is unfair, with people being penalised for saving. However, the options presented do not seem to be any fairer. Indeed, our view is that the options present will create greater inequality and that our local residents will



be unfairly disadvantaged. No mention is made of how women who have never had paid work because of domestic commitments will be affected. The partnership model disadvantages poorer people and benefits those who are better off. In a borough with a population in extremely poor health and with one of the lowest life expectancy rates in London, the likelihood is that our residents will be using part of their limited income to fund an insurance scheme that they will not receive the full benefits from.

- 2.6 Accommodation costs are deliberately not addressed by the Green Paper. However, our view is that these costs do need to be factored in to the discussion as the total costs of someone's living and support expenses should be fully understood. Again, we have a concern that people on low incomes and with minimal assets, for whom residential care is the only option, may be penalised.
- 2.7 We are concerned that there is an assumption that the same monies recycled will meet the increasing demand from our older population. We recommend that the government review the financial profiling to make sure that older people are properly supported at all stages in their lives to remain as active as possible and to receive personalized care and support services.
- 2.8 We are further concerned that the funding options offer people the option of delaying any payment until after their death. This could have serious implications on local government finance, particularly in transition, where councils would have to bear the costs of care and support until such time as the monies could be recouped. Given the extremely low average income of our local population, this is likely to be the preferred option, with serious consequences for our ability to provide services.
- 2.9 We welcome the idea of a national needs assessment. The idea of national funding, whilst initially attractive, does not take into account local variations such differences in services, levels of preventative services and will restrict the local authorities' ability to respond flexibly to meet local needs.

### **3. Links to Corporate and other Plans and Strategies**

- 3.1 No specific links to corporate plans and strategies.

### **4. Consultees**

- 4.1 Resident consultation - The residents of Barking and Dagenham were able to consult on the Green Paper through the following forums:
- Learning Disabilities Carers Coffee Morning – 15 September & discussion group on 28 September 2009
  - Forum for the Elderly – 24 September 2009
  - Older People's Day – 1 October 2009
- 4.2 An information stall and a consultation group was held during the Older People's Day event at Goresbrook Leisure Centre. 14 feedback forms were returned from the day and many more oral comments were noted. Notes were also taken from discussions at the Learning Disabilities Carers Coffee Morning and the Forum for the Elderly. Overall, approximately 250 residents were able to air their views on the Green Paper.

4.3 Councillor consultation – The following Councillors attended a discussion group on the Green Paper on 6 October 2009:

Councillor Collins, Cabinet Member for Adults and Public Health.

Councillor Carpenter, Chair of the Health and Adults Services Select Committee.

Councillor West, deputising for Councillor Hunt, Deputy Chair of the Health and Adults Services Select Committee.

Councillor Vincent, Chair of the Living and Working Select Committee.

Councillor Kallar, Deputy Chair of the Living and Working Select Committee.

4.4 Staff consultation -

Adult and Community Services Department Management Team, 30 September 2009.

Corporate Management Team, 21 October 2009.

## **5. Background Papers Used in the Preparation of the Report:**

The Green Paper 'Shaping the Future of Care Together' presented to Parliament by the Secretary of State for Health on 14 July 2009.

## **6. List of appendices:**

London Council's Briefing on Social Care Green Paper - **Appendix A.**

## LONDON COUNCIL'S BRIEFING ON SOCIAL CARE GREEN PAPER

### What Would the New National Care Service Offer?

The Green Paper proposes a vision for a National Care Service founded on the following principles:

#### 1. Prevention Services

You will receive the right support to help you stay independent and well for as long as possible and to stop your care and support needs getting worse. This support could include:

- Re-ablement package - people who are leaving hospital and needing care and support for the first time should have the right to re-ablement support for six weeks to help them re-learn personal care tasks.
- Continued promotion of Telecare to allow people to stay in their homes with more confidence for longer.
- Increased access and information for individuals about prevention and early intervention.
- Housing support - supported living and home adaptations to delay and prevent the need for care.

#### 2. National Assessment

Wherever you are in England, you will have the right to have your care and support needs assessed in the same way. And you will have the right to have the same proportion of your care and support costs paid for wherever you live. The needs assessment would therefore be national and portable.

#### 3. Joined-up Services

All the services that you need will work together smoothly, particularly where you needs are assessed. Services that feed into social care assessment and provision will be personalised to work for the individual in a more integrated joined-up service. The Government aim for better interaction between health, transport, leisure and housing in assessment and delivery of social care. Assessment will be seen as an ongoing engagement as a more responsive and flexible system to respond to changing care needs.

#### 4. Information and Advice

Increased amount of access to information will be available when an individual is preparing for or needs social care services. An individual should know: who can help with social care and support, what care they can expect, and how quickly they can expect it.

## **5. Personalised Care and Support**

The services you use will be based on your personal circumstances and need. There will be greater individual choice over care and support packages, bolstered by individual budgets. Local authorities are expected to take the lead in encouraging the development of a much wider range of care services and assisting the two way dialogue when creating a care package with a service user. This includes continued support for carers through the Carers' Strategy.

## **6. Fair Funding**

The government wants a funding system that is fair and sustainable with everyone who qualifies for care and support getting some help in meeting the cost of care and support needs.

### **The Funding Options for Social Care**

The government wants a new social care funding system that is fair, simple, affordable, sustainable, universal, flexible and personalised. The Green Paper ruled out any system completely funded by the individual or completely funded by general taxation as both were argued to be unfair burdens on the individual and tax-payer respectively. Currently the average 65 year-old in England who needs care will face costs over £30,000 during their retirement years, however 20% of adults needing care will face costs over £50 000.

The Green Paper proposes making better use of existing funding. Social care funding and disability benefits have developed in isolation for one another. They are the two largest streams of government expenditure on social care and support, however they are allocated on different bases which can lead to inconsistent and unfair outcomes. For example Attendance Allowance is distributed on a universal basis and social care funding is means tested. The government aims to simplify and integrate sources of support, potentially integrating some elements of Attendance Allowance and rationalising the assessment process. This would be in conjunction with individual budgets, if appropriate, to keep the flexibility that Attendance Allowance currently provides to individuals.

### **1. Partnership Funding Model**

Responsibility for paying for social care is shared between the individual and the government. Everyone regardless of their circumstances would have a proportion of their care costs paid for by the state - potentially 1/4 or 1/3. The average care costs during retirement are £30,000. The state may therefore cover £8,000 to £10,000.

This system would be progressive, where people with less money would get a higher proportion paid for by the state, and those with very low incomes would be wholly funded by the state. Above the proportion paid for by the state, the individual would be responsible for funding their own care out of their income or assets, potentially paid for by deferred payments.

Advantages:

- Minimum universal entitlement package where everyone is guaranteed state funding for a proportion of their care costs.
- Individuals only pay for care costs if they develop a need above the minimum entitlement.

- Advantageous to those individuals with lower care costs or those on higher incomes who do not currently receive any support.
- Progressive system which supports those on low incomes.
- Pools risk to a greater degree than the current system.

Disadvantages:

- Those with very high care costs and acute needs who own their own homes will still have to pay high amounts, especially if they face long stays in a care home.
- Potential for the cost of funding of the minimum entitlement (through integration of Attendance Allowance) to escalate and be unsustainable with costs and numbers of service users rising over the next 20 years.
- There is the need for far more clarity on what exactly the minimum entitlement would cover. Would this be given out through individual budgets and left to individual choice, or would it be confined to personal care costs for example?

## **2. Partnership Plus Insurance**

This funding system would be as the partnership system, however people who wished to protect themselves against higher care costs could pay into an insurance scheme that would pay for costs above the state funded minimum entitlement if they needed it. (This insurance contribution is estimated at £25,000). The Green Paper discusses whether this insurance scheme would be private or state-backed. However in either case people could choose how much they wanted to insure themselves against higher care costs.

Advantages:

- Increased choice and flexibility for those who wish to insure themselves and protect their assets against higher levels of care costs.
- An individual would know the exact level of care coverage they would be entitled to.

Disadvantages:

- There may not be enough take-up of voluntary insurance schemes to make the fund viable into the future - those who have enough income to pay for insurance and wish to protect their assets may be a finite demographic.
- Insurance packages may need incentives to encourage people to contribute.
- An insurance system may encounter difficulties with a part-national, part-local funding system.
- The insurance market may not be ready to offer a product like this.

## **3. Comprehensive Model**

People at or over retirement age would be required to pay into a national scheme that would fund all costs for their social care (apart from accommodation and living costs in care homes), should they need it. This will potentially mean a contribution of £17,000 - £20,000. The size of peoples' contribution would be progressive according to assets and income, people on very low incomes would still be funded by the state. A large proportion of the scheme would still come from general taxation. There could be flexibility in the way this sum was paid either by deferred payments, lump sum or gradual payments through someone's lifetime.

Advantages:

- This fully comprehensive system means once people had paid their contribution, all their care and support needs would be covered if they needed it (apart from accommodation and living costs in care homes).
- A clear system of contribution and coverage.
- A high level of risk pooling, therefore a cheaper option than a smaller amount of individuals paying into a voluntary insurance scheme.
- Assets are protected to a far greater extent - except for those needing long term care in care homes who would still have to pay their accommodation and living costs.

Disadvantages:

- Some people will pay into the scheme and receive little or nothing out of it if they do not need social care.

## **A Nationally or Locally Determined Funding System**

The needs assessment for the National Care Service is meant to be a national assessment and portable wherever someone might move in England. However the way these assessed needs are met by local authorities could differ. This system could be funded by a part-national, part-local system or by a fully national system. This has important implications for the way in which money is raised and distributed around England for social care.

### **1. Part-National, Part-Local System**

Local authorities would continue to raise some of the money that goes into social care through council tax. People under this system would know what they are entitled to under the national assessment and a proportion of their care and support would be paid for by the state. Local authorities would be responsible for deciding how much an individual would receive to spend on their care - giving local authorities the flexibility to take into account different local services and costs.

Advantages:

- More flexibility for local authorities who are better placed to understand their own communities, resources, costs and priorities.
- More room for innovation in new kinds of care and support services with flexibility of funding.

Disadvantages:

- Different amounts of funding could be perceived as unfair, local authorities would have to be transparent that they were actually meeting people's assessed need in the services and funding they provided.

### **2. A Fully National System**

Under this system, national government would decide how much funding people would receive for their assessed need - potentially giving out the same amount of money for the same levels of need or weighted on the costs of services in different areas of the country. The funding would no longer come from council tax but would become part of general taxation.

#### Advantages:

- Could be perceived as fairer as everyone receives the same amount of funding.
- Central government may not be best placed to understand different local authorities situations in the services they are able to offer, different costs of provision (for example London and the South East have higher staffing costs), and it could take away local authority flexibility to provide real choice and personalised care and support.
- Hence one-price-fits-all may mean that individuals in high cost areas receive less care comparatively.
- Could be perceived as clipping local authority powers of revenue raising and local flexibility.
- It could lessen accountability by removing overall decision making to central government from democratically elected councillors. Local people could lose some of their voice in the care services area.

#### **Role of Local Government**

The government states that any increases in net costs for local authorities will be funded by central government in line with the 'new burdens' principle. Whichever funding system is agreed, the green paper indicates that local authorities will play a key role in delivering care and support. They will continue to:

- Be the channel for state funding for care and support.
- Undertake eligibility assessments.
- Provide information, advocacy and care management for individuals.
- Provide and commission services, and manage the market of social care providers.
- Foster innovation in care and support, using their freedom to decide exactly how services are delivered at a local level.

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## EXECUTIVE

3 November 2009

## REPORT OF THE CHIEF EXECUTIVE

<b>Title: Local Development Framework: Residential Extensions and Alterations Draft Supplementary Planning Document.</b>	<b>For Decision</b>
<p><b>Summary</b></p> <p>Extensions and alterations to existing properties can provide residents with a greater standard of living without the financial burden of moving to a new house. However extensions if not designed properly can harm the appearance of the borough's streets and have an adverse impact on the amenity and privacy of neighbouring properties.</p> <p>This Draft Supplementary Planning Document (SPD) (attached as <b>Appendix 1</b>) contains design advice which applicants will have to follow when applying for planning permission for residential extensions and alterations. The current guidelines for the extension and alteration of dwellings is provided in Appendix 7 of the Unitary Development Plan. The Unitary Development Plan will soon be replaced by the Local Development Framework so the opportunity has been taken to review, update and improve this guidance. The new guidance:</p> <ul style="list-style-type: none"> <li>• takes account of the changes to the General Permitted Development Order which increases the range of works that can be undertaken without planning permission</li> <li>• provides clearer and more detailed advice on how to ensure extensions and alterations that do require planning permission are designed properly, this will help: <ul style="list-style-type: none"> <li>○ preserve neighbours amenity and privacy</li> <li>○ improve the quality of applications submitted and therefore save time for the Council and applicants</li> </ul> </li> </ul> <p>Consultation with the statutory consultees, identified in accordance with the Government's Planning Policy Statement 12, will be undertaken for a period of 6 weeks and the remainder of the local consultation will be undertaken in line with the Council's Statement of Community Involvement. Officers will address the comments received and bring a final copy of the SPD to the Executive for approval in early 2010.</p> <p>An Equalities Impact Assessment has been undertaken of this draft guidance.</p> <p><b>Wards Affected:</b> All.</p>	

**Recommendation(s)**

The Executive is recommended to:

- 1 Approve the Residential Extensions and Alterations Draft Supplementary Planning Document for consultation; and.
- 2 Approve the use of the Residential Extensions and Alterations Draft Supplementary Planning Document as a material consideration in the determination of planning applications by members of the Development Control Board and officers.

**Reason(s)**

To help deliver the Community Plan objective: "A clean, green and sustainable borough with far greater awareness of the actions needed to tackle climate change, with less pollution, waste, fly tipping and graffiti."

**Implications****Financial**

The costs of consulting on the Draft SPD and implementing the SPD through the Development Management process will be met from the existing Regeneration and Economic Development budget.

**Legal**

The Local Development Framework regime was introduced by the Planning and Compulsory Purchase Act 2004 (the "2004 Act"). It replaces the Unitary Development Plan. The process is set out in secondary legislation namely the Town and Country Planning (Local Development) (England) Regulations 2004. The Regulations were amended in June 2008 by the Town and Country Planning (Local Development) (England) (amendment) Regulations 2008.

The proposed policy is a Supplementary Planning Document and subject to defined consultation procedures requiring publishing on the Council's Web-Site; advertising notice of the proposal; availability for inspection at the Councils Offices.

As part of the consultation procedure the draft policy should be sent to each of the specified consultation bodies to the extent that the local planning authority thinks that the SPD affects the body and such other bodies as the Council considers appropriate.

The consultation period must not be longer than 6 weeks or shorter than 4 weeks. If representations are received they must be considered prior to formal adoption.

**Contractual**

No specific implications

<b>Risk Management</b>				
<b>Risk</b>	<b>Probability</b>	<b>Impact</b>	<b>Priority</b>	<b>Action</b>
Failure to meet legal requirements.	Low	High	High	<ul style="list-style-type: none"> <li>Relevant Act and Regulations will be followed in preparing and adopting SPD.</li> </ul>
Policy not applied successfully	Low	High	High	<ul style="list-style-type: none"> <li>This SPD has been prepared by Development Management who will also be responsible for using the SPD when determining applications for residential extensions and alterations.</li> </ul>
Policy not applied successfully	Low	High	High	<ul style="list-style-type: none"> <li>This SPD has been prepared by Development Management who will also be responsible for using the SPD when determining applications for residential extensions and alterations.</li> </ul>
Guidance is not upheld at appeal	Medium	High	High	<ul style="list-style-type: none"> <li>This SPD takes account of the latest changes to the General Permitted Development Order. It is also far more comprehensive than the Council's current guidance and therefore will enable the Council to take a more consistent approach to householder's applications and appeals. The Planning Inspectorate and the Government Office will be consulted on the draft document and it is hoped any concerns can be addressed then.</li> </ul>

### **Staffing**

No specific implications.

### **Customer Impact**

The new guidance provides clearer and more detailed advice for those submitting planning applications for a proposal which involves the extension or alteration to their home. Applicants should therefore be more certain as to what they need to do to gain planning permission thereby saving time for themselves and planning officers. In addition clearer guidance should save applicants money.

### **Safeguarding Children**

No specific implications.

### **Crime and Disorder**

Section 17 of the Crime and Disorder Act 1998 places a responsibility on local authorities to consider the crime and disorder implications of any proposals. Applicants will also need to consult the Council's Planning Advice Note on Crime Prevention through Environmental Design.

**Property / Assets**

No specific implications

**Options appraisal**

The two options for this guidance are:

- To produce the SPD
- To not produce the SPD

Staff consider that it is necessary to update the Council's existing guidance on residential extensions and alterations to ensure that comprehensive and up to date guidance is available to applicants so that residential extensions and alterations are sympathetic to their surrounding environment and do not adversely affect the amenity and privacy of those living in surrounding properties.

<p><b>Head of Service:</b> Jeremy Grint</p>	<p><b>Title:</b> Head of Regeneration and Economic Development</p>	<p><b>Contact Details:</b> Tel: 020 8227 (2443) Fax: 020 8227 (3490) E-mail: (jeremy.grint@lbbd.gov.uk)</p>
<p><b>Report Author:</b> Daniel Pope</p>	<p><b>Title:</b> Group Manager Development Planning</p>	<p><b>Contact Details:</b> Tel: 020 8227 (3929) Fax: 020 8227 (3490) E-mail: (daniel.pope@lbbd.gov.uk)</p>

**1. Consultees**

1.1 The following were consulted in the preparation of this report:

**Councillor:**

Councillor McCarthy

**Chief Executive's Department**

Andy Butler  
Dave Mansfield  
Jeremy Grint

**Customer Services Department**

Darren Henaghan  
Stephen Clarke

**Adult and Community Services Department**

Heather Wills  
James Oaten  
Glynis Rogers

**Resources Dept**

Bill Murphy  
Sue Lees  
Yinka Owa  
Colin Beever  
Alex Anderson

**2. Background Papers Used in the Preparation of the Report:**

- London Borough of Barking and Dagenham Unitary Development Plan 1995.
- Town and Country Planning (General Permitted Development) Order 1995
- The Town and Country Planning (General Permitted Development) (Amendment) (No. 1) (England) Order 2008
- The Town and Country Planning (General Permitted Development) (Amendment) (No. 2) (England) Order 2008
- Equalities Impact Assessment – Residential Extensions and Alterations Draft Supplementary Planning Document

**3. List of appendices:**

**Appendix 1** – Draft Supplementary Planning Document – Residential Extensions and Alterations

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# **Residential Extensions and Alterations**

## Draft Supplementary Planning Document

October 2009



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## **1. Introduction**

- 1.1 This Supplementary Planning Document (SPD) is Supplementary to policy BP8 of the London Borough of Barking and Dagenham Borough Wide Development Policy BP8 “Protecting residential amenity” and BP11 “Urban Design” and policy H22 “Extensions and Alterations” of the Unitary Development Plan. It contains design advice which applicants must follow when applying for planning permission for residential extensions and alterations
- 1.2 The SPD does not have the same status as the development plan but, once adopted, it will be an important material consideration in the determination of planning applications.
- 1.3 The provisions of this SPD will be implemented primarily through the determination of applications for residential extensions and alterations.

## **2. Purpose of the guidance**

- 2.1 This supplementary planning document provides guidance for people who want to extend and improve their home. The aim of this guidance is to highlight the different aspects of an extension that the Council will consider when determining whether or not it is acceptable.
- 2.2 The Council appreciates the benefits of extensions. They can provide residents with a greater standard of living without the financial burden of moving to a new house. Not all extensions will be acceptable within all settings. However, the Council is not attempting to restrict innovative design and all applications will be judged on their individual merits.
- 2.3 The guidance is split into two main sections. The first deals with the key principles of householder development which can be applicable to all forms of extension and alteration. The second deals with the different types of extensions and alterations and outlines the specific design criteria that require consideration. You may first need to determine whether or not you require planning permission for your extension. This section of the guidance will also outline the current Permitted Development legislation to help with this. Please note that certain households have had their permitted development rights removed. A list of areas where this is likely to apply can be found at page 26.

## **3. Status**

- 3.1 This Consultation Draft Supplementary Planning Document (SPD) has been issued under Regulation 17 of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008. Responses to this Consultation Draft SPD will be taken into

consideration within a revised document, which the Council will then proceed to adopt.

- 3.2 This guidance has been put together in accordance with the framework provided in the Government's Planning Policy Statement 12: Local Spatial Planning (2008). The Statutory Development Plan is the starting point when determining planning application for the development or use of land. The Development Plan consists of the London Plan (consolidated with Alterations since 2008) the London Borough of Barking and Dagenham's Development Plan Documents (DPDs) and the saved Unitary Development Plan policies.
- 3.3 Once adopted, this SPD will provide further detail on the implementation of DPD policy that applicants must follow to ensure they meet the policy requirements.

#### **4. Consultation**

- 4.1 The consultation on this Draft SPD is inline with Barking and Dagenham's Statement of Community Involvement and runs from **XX 2009** to **XX 2009**.

Copies are available on the Barking and Dagenham website at <http://barking-dagenham.limehouse.co.uk/portal/>

Alternatively, you can request a copy by emailing [planningpolicy@lbbd.go.uk](mailto:planningpolicy@lbbd.go.uk) or writing to:

Steven Holmes  
Development Management  
London Borough of Barking and Dagenham  
3rd Floor, Maritime House  
1 Linton Road  
Essex  
IG11 8HG

Responses can be made online at <http://barking-dagenham.limehouse.co.uk/portal/>, sent by email to [planningpolicy@lbbd.go.uk](mailto:planningpolicy@lbbd.go.uk) or by post to the above address.

## 5. **Key Principles**

### 5.1 **Design**

- 5.1.1 The Borough is home to a variety of different residential areas as well as individual house types. The Council views all residential areas as an asset to the borough and will seek to protect and enhance the unique character of each of these areas. Unfortunately, parts of the borough have had their character slowly eroded by unsympathetic design.
- 5.1.2 Many parts of the Borough are comprised of terraced housing and the area's character draws from the uniformity this creates. Other areas are predominantly comprised of pairs of semi-detached properties. Here, the separation, gaps between buildings and the symmetry of each pair is a key component of the area's character. However, in many areas there is a mix of different building forms which create their own unique character.
- 5.1.3 When extending your house, you must consider the impact the changes you make may have upon the street scene. All extensions should be designed so as to reflect the character of the area in which they are located. Extensions which undermine the existing built form of the area by not respecting the prevailing character will not normally be acceptable.
- 5.1.4 Above all, your extension should not appear out of place when viewed as part of the existing environment. This will be achieved in a number of ways:
- 5.1.5 **Will the design of the extension be sympathetic to the existing house?** You should ensure that the character of the existing dwelling is respected when designing your extension and particular care should be taken to ensure that the extension is sympathetically designed with regards to form and detailing. Extensions that fail to reflect the character of the existing dwelling will not be considered acceptable. Original features are generally a selling point as many buyers look for properties which have character and personality.
- 5.1.6 **Will the extension cause the original house to appear unbalanced?** It is critical that any extension you propose should be of an appropriate scale. Extensions which fail to take this into account can appear overly dominant and have a damaging visual impact upon the street scene. Take into account the proportions of the existing dwelling. A well designed extension will appear subordinate to the original building and will not overwhelm it. The space between your property and your neighbour's property should also be considered. You should avoid building to the extent that such spaces are effectively lost. An extension which results in the loss of a prominent gap between buildings will be considered unacceptable.

**5.1.7 How does the roof of your extension relate to the surrounding roofs?** The type of roof you utilise is a very important factor when considering your application. The relationship between different roofs is a significant part of the area's character. Any extension that does not take into account the existing roofscape of the area will be considered unacceptable. The roof should be of the same style as the roof of the original property including the pitch, eaves treatment and materials used.

**5.1.8 Do the materials you are using match those of the existing dwelling?** The materials you use play an important role in integrating your extension into the house and surrounding area. The colour, type and texture of the materials are key considerations when determining the appropriateness of an extension. You must use matching materials as this will reduce the visual impact of your extension upon the dwelling and the surrounding area.

**5.1.9 Do any proposed windows fit within the existing pattern of windows?** The placement, style and size of windows add to the character of a property. Windows which are not aligned horizontally and vertically can lead to a loss of this character and have an unbalancing effect. Any windows that do not reflect the design and size of those in the existing property can have a similar effect. Windows within an extension must reflect the current window arrangement in the rest of the dwelling. Internal floor levels will also be taken into account when judging whether or not windows are satisfactorily aligned.

## **5.2 Amenity**

**5.2.1** As well as considering the impact the design of your extension has upon the building and the surrounding area, the Council will also consider the impact it has upon the quality of life enjoyed by other people living nearby. Whilst some extensions will barely impact upon the amenity of others, some, especially if poorly designed, can have a much wider impact upon your neighbours. You should consider the following points:

**5.2.2 Will your extension impact upon your neighbour's privacy?** The impact of your extension on your neighbours' privacy is something you need to consider carefully. The position of windows, balconies and terraces can lead to overlooking into neighbouring gardens as well as into adjacent windows. Direct overlooking of a neighbouring property which leads to a material loss of privacy will be considered unacceptable. Obscure glazing or high level windows can go some way to reducing this impact. However, where possible, you should avoid any form of window in walls which flank your neighbour's property.

**5.2.3 Will your extension lead to a loss of light to your neighbours?** Some extensions, particularly two storey extensions, can restrict the amount of natural light (sunlight and daylight) that passes to adjacent

properties. An extension which causes an excessive loss of light to neighbouring properties will be considered unacceptable. You must ensure any extension does not overshadow neighbouring dwellings by taking into account the scale of the extension, the distance allowed to nearby dwellings and the positioning of the extension in relation to windows and clear glass extensions such as conservatories.

- 5.2.4 **Will your extension be overbearing upon neighbouring properties?** As well as impacting upon your neighbours light, your extension may also lead to neighbouring properties being 'penned in'. Extensions which are overly oppressive and cause neighbouring properties to suffer a material loss of outlook will be considered unacceptable. You should plan your extension so that it does not overwhelm the areas around it through overly bulky design.
- 5.2.5 **Will your extension result in the loss of an off-street car parking space?** Demand for on-street car parking in the Borough is high so off-street parking spaces are important in protecting the amenity of an area. Some extensions can result in existing off-street car parking becoming unusable or lost altogether and this could be a factor in determining the acceptability of the proposal. If you have off-street parking available on your property, you should avoid extending your house in a way that undermines the use of that space. The impact an extension has upon highway sight lines will also be a factor in the determination of an application.
- 5.2.6 **Will you need to remove any trees in order to build your extension?** Trees are a valuable part of the urban environment. Trees also have important ecological value. Some trees in the Borough are protected by Tree Preservation Orders (TPOs) and you must apply for permission to undertake works on them (The Development Management Team can advice on whether TPO would apply to the tree in question). Even those trees that are not protected by a TPO should be preserved where possible, especially where the tree makes a significant contribution to the street scene.

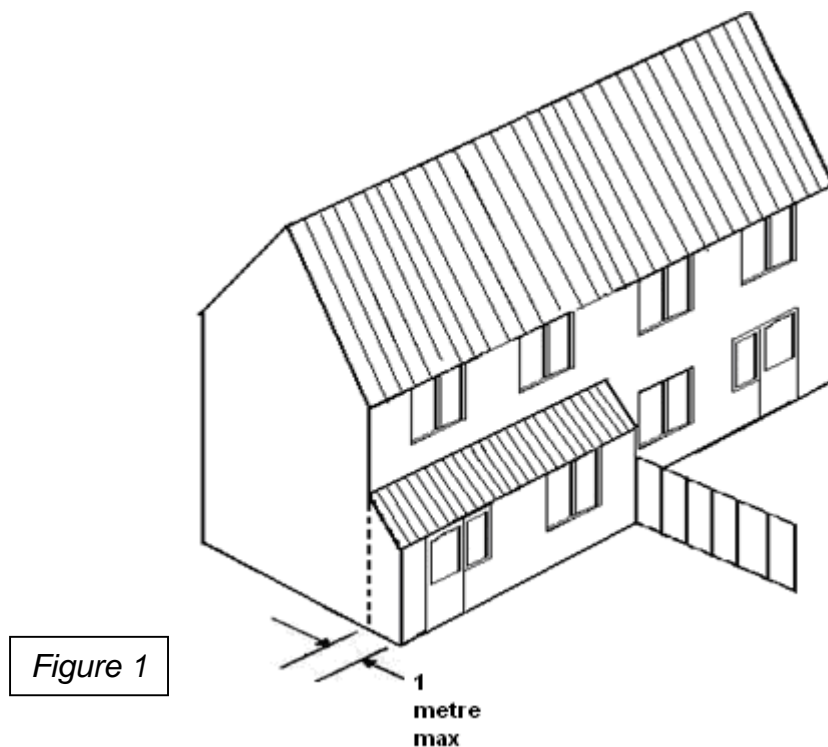
## 6. Individual Sections

**If you are planning on enlarging or extending your property, you will only require planning permission if any one or more of the following would apply:**

- More than half the area of the land around the "original house" would be covered by additions (including existing extensions) or other buildings. (The original house is the house as it was first built or as it stood on 1 July 1948).
- Any part of the extension would be higher than the highest part of the existing roof.
- The maximum eaves height of the extension would be higher than the eaves height of the existing house.
- The maximum ridge height of the extension would be higher than the ridge height of the existing house.
- Any part of the extension would sit forward of the principal elevation or a side elevation of the existing house **and** would front a highway.
- The house is attached (terrace or semi-detached) and the extension would be single storey and have a maximum depth in excess of 3 metres.
- The house is detached and the extension would be single storey and have a maximum depth in excess of four metres.
- The extension would have more than one storey and have a maximum depth in excess of 3m **and** be within seven metres of any boundary of the property opposite the rear wall of your house.
- Any part of the extension would be within two metres of any boundary of the property and the height of the eaves would exceed three metres.
- The extension would be to the side of your house and would have more than one storey, have a maximum height in excess of four metres **and** would have a width more than half that of your original house.
- The extension would involve the construction of a veranda, a balcony or

### 6.1 Front extensions

- 6.1.1 Extensions to the front of your house will invariably have an impact upon the street scene. In some cases, the impact of an extension at the front of the property may not be acceptable.
- 6.1.2 To avoid any impact upon the street scene extensions should not have a depth of more than 1 metre. In some exceptional circumstances, for example where the property is set back a long distance from the highway, slightly larger extensions may be allowed.



- 6.1.3 It is very important that a front extension reflects the existing detailing of the house. The position and design of windows are key in helping to achieve this. You should preserve or replicate any distinct architectural features such as bay windows. The roof design should also match that of the main house.
- 6.1.4 First floor extensions will not normally be acceptable as they will usually be overly prominent.
- 6.1.5 Canopies or other overhanging projection or covering will be subject to the same criteria as front extensions.

## 6.2 Porches

**If you wish to construct a porch you will require planning permission if any one or more of the following apply:**

- The ground area of the porch (measured externally) would have a floor area in excess of 3 square metres.
- Any part of the porch would be more than 3 metres above ground level.
- Any part of the porch would be within 2 metres of any boundary of the house with a highway.

6.2.1 A porch is a type of front extension which acts as a covered entry way for the main access to a property. In many cases, a porch can be built without the need to obtain planning permission (see above). In the event planning permission is required, care should be taken to ensure that porch extensions do not dominate the front of the house. The guidance provided for standard front extensions above should be followed where possible. Special care should be taken to ensure that the porch does not result in the loss of or disguise features which are important to the character of the house in particular bay windows

### 6.3 **Rear extensions**

6.3.1 Rear extensions have a much reduced impact upon the street scene. However, a rear extension can have a significant impact on your neighbour's amenity.

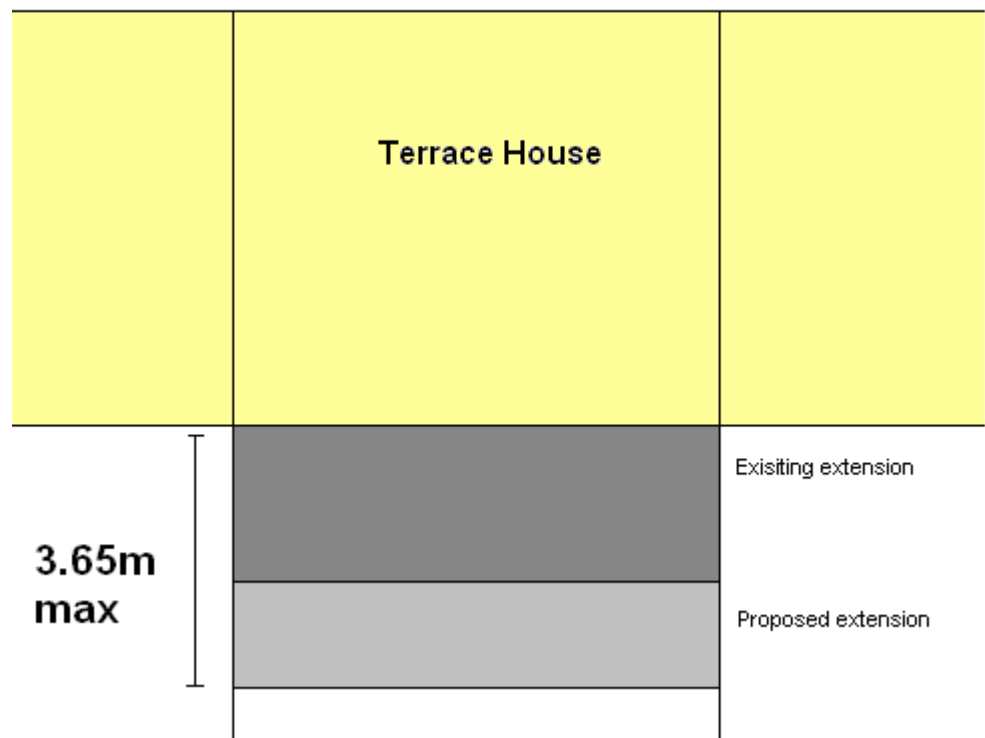
#### 6.3.2 Single storey extensions

- a) If the house is terraced or semi-detached, the depth of the extension should not normally exceed 3.65 metres as measured from the original rear wall of the house to ensure that there is no material loss of daylight and outlook to neighbouring properties. In exceptional circumstances, where an extension has a greater depth, that part of the extension which exceeds 3.65 metres must be within a 45 degree angle as measured from the corner of adjacent dwellings.
- b) If the house is detached then a judgement will be made as to how much of an impact the extension will have upon neighbouring properties. Consideration will be given to the size of the extension and the distances to nearby properties.
- c) An existing extension which is not original to the property will contribute towards the permitted depth outlined above (Figure 2).
- d) In circumstances where a dwelling has an existing original 'tunnel-back' style extension, additional extensions can have a significant impact with regards the light and outlook of adjacent properties. In light of this, a view will be taken as to whether the impact on neighbouring properties is acceptable depending upon the prevailing circumstances.
- e) If the extension will have a flat roof then its height should not exceed 3 metres. If the extension will have a pitched roof then the height of the eaves (the external point where the wall and the roof meet) should not exceed 3 metres and the total height should not exceed 4 metres. You should also be aware that the height of any parapet wall will contribute towards the accepted height outlined above. Parapet walls should be kept to a minimum.



- f) Where a conservatory is proposed in addition to an extension, a maximum depth of 6 metres as measured from the original rear wall of the house will be allowed. You should pay particular attention to the side elevations of your conservatory to ensure that you are not impacting upon your neighbour's amenity. In circumstances where the conservatory flanks a neighbour's boundary, the side wall should be fitted with obscure glazing to protect the privacy of adjacent occupiers. Alternatively, the Council will allow walls that flank neighbouring boundaries to be constructed in solid materials to a maximum height of 2 metres in order to allow the passage of natural light. All remaining elevations and the roof of the conservatory should be glazed.
- g) You should seek to maintain a reasonable amount of private garden space for amenity purposes and to avoid overdeveloping your plot. Any extension should not normally cover more than 50% of your garden space (when taken together with any part of your garden covered by existing extensions or outbuildings).

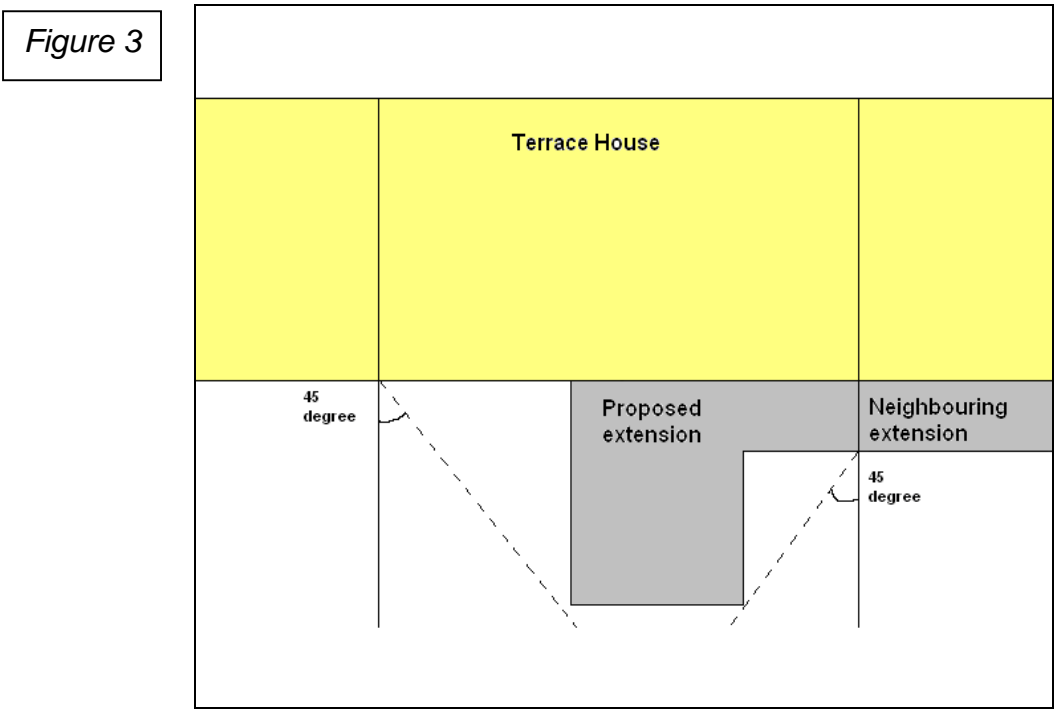
Figure 2



- h) Roof terraces and balconies which are placed atop rear extensions will not be considered acceptable if they result in overlooking of neighbouring properties.

### 6.3.3 Double Storey Extensions

- a) Double storey extensions have the potential to significantly impact upon your neighbour's property due to their scale. As such, they will only be considered acceptable if there is no material impact on neighbouring amenity.
- b) The depth of any proposed first floor extension as measured from the main rear wall should not exceed the distance from the proposed extension to the corner of the adjacent property. Where the adjacent property has a solid roof extension, the distance shall be taken from the corner of the extended part. As such, no part of the proposed extension should extend beyond a 45 degree angle as taken from the corner of the adjoining property (or the adjoining extension). The diagrams below illustrate this approach (Figure 3).
- c) It is important that the design of your extension is sympathetic towards the original house. Particular attention should be paid to ensure the roof treatment reflects the character of the original dwelling. For example, where the main roof of the house is pitched, this should be continued over the extension. Flat-roofed extensions will not be considered acceptable in the vast majority of circumstances.



- d) You should seek to maintain a reasonable amount of private garden space for amenity purposes and to avoid overdeveloping your plot. Any extension should not normally cover more than 50% of your garden space (when taken together with any part of your garden covered by existing extensions or outbuildings).

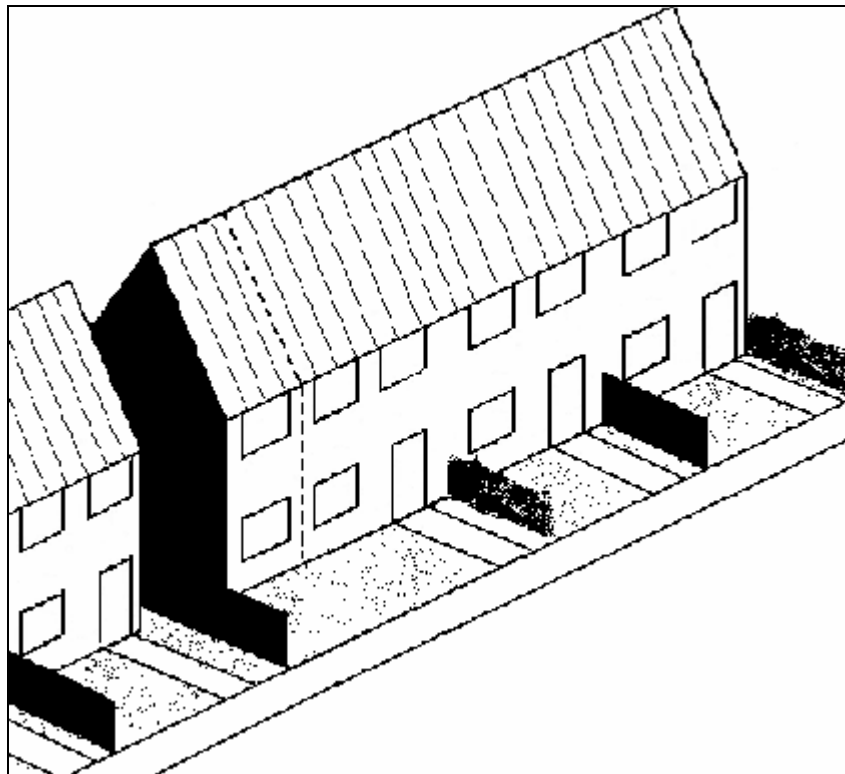
## 6.4 **Side extensions**

6.4.1 The design of your side extension should reflect the type of house and the type of plot. Side extensions have the potential to cause significant impact upon the character of an area. It is essential that you pay particular attention to the manner in which your proposal is designed. All side extensions should be particularly sympathetic in terms of their form, roof treatment, detailing and materials.

### 6.4.2 Terrace Houses

- a) If you live in a house which is end-of-terrace and you extend your house to the side, the gap separating your property from your neighbours may become closed and have a detrimental effect on the street scene. Side extensions will be required to leave a gap of a minimum of one metre to your neighbour's boundary in order to prevent this from occurring.
- b) The extension should be designed so that the front elevation is parallel with the front elevation of the existing house. This will help to maintain the built form of the terrace of which the house is a part (Figure 4).

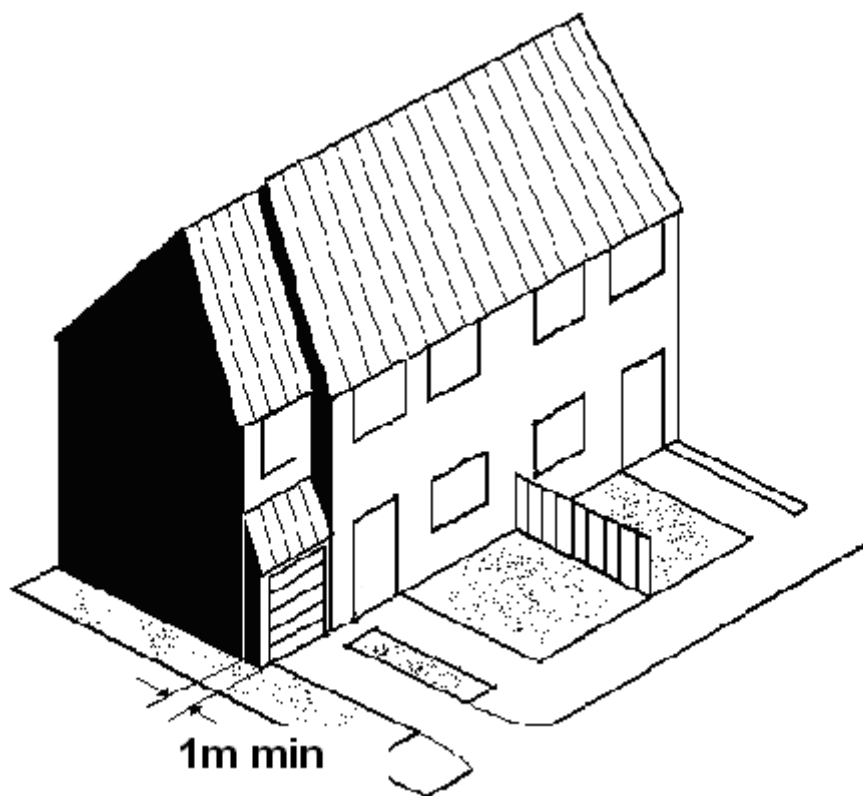
Figure 4



### 6.4.3 Semi-Detached Houses

- a) As with terraced houses, the gap between a semi-detached house and the neighbouring property is considered important. Therefore, you should seek to ensure there is a gap of at least one metre between your extension and your neighbour's boundary.
- b) The character of a semi-detached house is partly derived from the symmetry it has in relation to its adjacent twin. A side extension can significantly alter this balance. As such, you should seek to make your extension appear subordinate to the existing house. This should be achieved by setting the extension back by a distance of at least one metre at first floor level from the main front wall of the house (Figure 5).

Figure 5



### 6.4.4 Detached Houses

- a) As with both the above settings, the gaps between a detached house and the adjacent properties will be an important component in the character of the area. A distance of at least one metre to the side boundary should be maintained to preserve these spaces, however, in some circumstances, a greater distance may be required.
- b) Detached houses do not tend towards a particular style or built form. As such, the impact of extensions shall be considered on an

individual basis. Particular consideration will be given to the distance the dwelling is set back from the street scene and the symmetry of the house, although all other relevant design criteria shall also be applied.

#### 6.4.5 Corner Plots

- a) Corner plots are particularly prominent parts of the street scene. In many localities they help to reduce the sense of enclosure that would exist if they were otherwise built upon and are vital to an area's character as a result. Particular care needs to be taken where the house is located at the corner of a cul-de-sac or 'banjo' which derives a deal of their character from open corner spaces. An extension that compromises the openness of the plot could have a detrimental impact on the street scene that could be considered unacceptable. Particular attention should therefore be given to minimising the bulk of the extension.
- b) Any side extension within a corner plot should be set back a minimum of one metre from the highway. On particularly prominent corners, extensions should not normally extend beyond the adjacent building line which shares the junction. Extensions that do not comply may be considered overly intrusive in the street scene and will normally be considered unacceptable.

#### 6.5 Accommodation for People with Disabilities

6.5.1 If your extension is required to meet the needs of a person who is registered disabled, or a person who has restricted mobility and is physically dependent on the occupier of the house, the Council may look more favourably upon proposals that fail to comply with the design criteria outlined above.

- a) Any element of the proposal that is in excess of the requirements in this guidance should be kept to a minimum. You should demonstrate that strenuous efforts have been made to design the extension within the criteria set out above.
- b) Any extension that leads to a significant loss of amenity to neighbouring properties will be considered unacceptable.

## 6.6 Roof Alterations and Loft Conversions

**If you are enlarging your house by altering the roof, you will require planning permission if any one or more of the following apply:**

- Any part of the altered roof would have a height in excess of the highest part of the existing roof.
- Any part of the altered roof would extend beyond the plane of the existing roof slope that forms part of the principal elevation of the house **and** fronts a highway.
- The house is terraced and the cubic content of the altered roof space exceeds the cubic content of the original roof space by 40 cubic metres or more.
- The house is not terraced (i.e. it is semi-detached or detached) and the cubic content of the altered roof space exceeds the cubic content of the original roof space by 50m<sup>3</sup> or more.
- The alterations would involve the construction of a veranda, a balcony or a raised platform.
- The edge of any enlargement is within 200mm of the eaves of the original house.

You should also be aware that the above developments would only be permitted on condition that:

- The extension or roof alteration is built using materials that are similar to those in the exterior of the existing house.
- Any upper-floor, side-facing windows must be obscure-glazed and non-opening from a height of 1.7 metres above the internal floor.

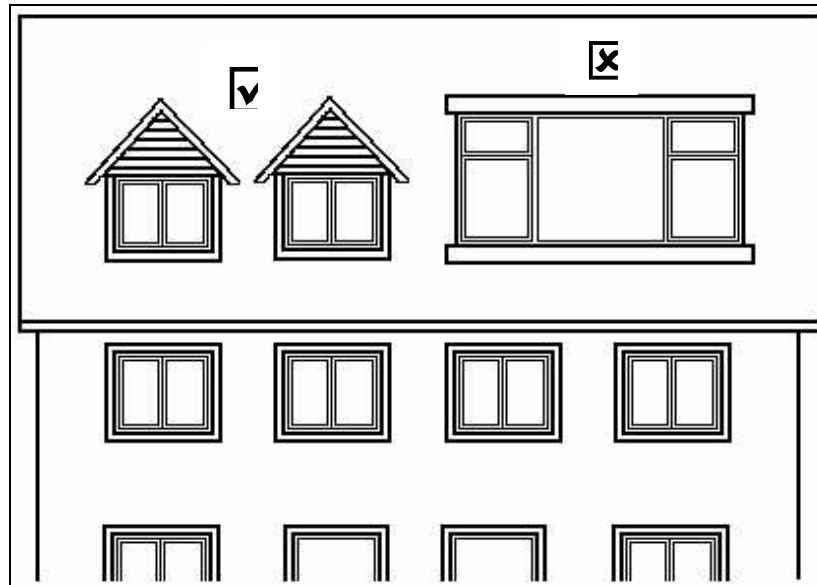
6.6.1 You do not require planning permission in order to undertake the internal alterations required for a loft conversion. However, if you are required to make external alterations to your roof as part of a loft conversion, planning permission may then be required. Where planning permission is required, you must make efforts to ensure the characteristics of the original roof are retained as far as is possible. (Please note, small roof light type windows which are integrated into the roof slope will not generally require planning permission except where they project by more than 150mm from the roof slope).

### 6.6.2 Dormer Windows

- a) Dormer windows should, in the vast majority of circumstances, be restricted to the rear of your property. Dormers at the front and side of a property will, in most circumstances, be out of character with the surrounding area and will be considered unacceptable.

- b) Your dormer windows should be designed so that it sits entirely within the roof slope and does not unduly dominate the house. No part of the dormer should extend above the ridge and beyond eaves or flanks of the roof. The front edge of the dormer should be set back from the eaves of the roof to avoid the roof being squared off. The materials used in the construction of the dormer should match those used in the existing house (Figure 6).

Figure 6



- c) You should pay attention to the position of existing windows within your property and attempt to align your dormer window in relation to this.

### 6.6.3 Hip-to-Gable Extensions

- a) In most circumstances, a hip-to-gable extension or half-hipping of a roof will not be considered acceptable as this would materially alter the character of the roof and be out of keeping with the surrounding area.
- b) In cases where it may be considered acceptable, particular attention should be paid to the installation of any windows within the roof. Windows should be high level and non-opening in order to ensure that no overlooking occurs.

## 6.7 Garages and Outbuildings

**If you wish to construct an outbuilding (including non attached garages), you will require planning permission if any one or more of the following apply:**

- More than half the area of the land around the "original house" would be covered by additions (including existing extensions) or other buildings.
- Any part of the outbuilding would sit forward of the principal elevation of the house.
- The outbuilding would have more than one storey.
- Any part of the outbuilding would be within 2.5 metres of the boundaries of the property and would have a height in excess of 2 metres.
- The outbuilding would have a dual-pitched roof and would have a height in excess of 4 metres.
- The outbuilding would have a non dual-pitched roof and would have a height in excess of 3 metres.
- The eaves of the outbuilding would have a height in excess of 2.5 metres.
- The outbuilding would involve the construction of a veranda, a balcony or a raised platform.

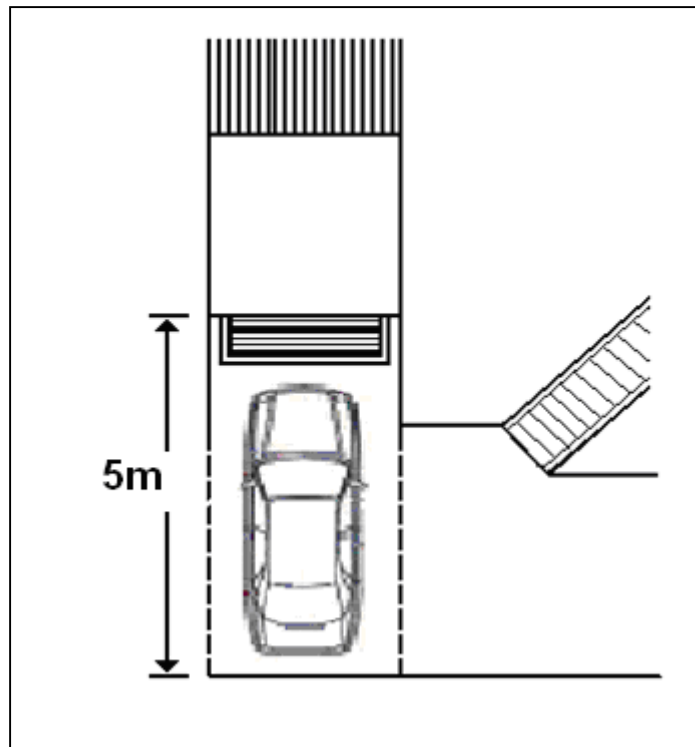
### 6.7.1 Garages

- a) Garages should not sit closer to the highway than the front elevation of the house. This would be overly dominant within the street scene and be considered unacceptable as a result.
- b) If you propose to build your garage to the side of your house you should pay careful attention to its design. Emphasis should be placed on reflecting the existing built form of the surrounding area. All garages that are visible from the street should be finished with a pitched roof. Flat roofs will not normally be acceptable. The choice of materials should also reflect the materials used in the dwelling and those in the immediate locality.
- c) The impact that a garage would have upon the highway should also be considered. There should be a set back from the highway by a sufficient enough distance that would not result in you causing an obstruction. The types of door you use will dictate the minimum distance required. Roller shutter doors require a minimum set-back of 4.8m. Up-and-over doors will require a minimum set-back of 5m. Two leafed doors will require a minimum set-back of 6m. A condition may be placed on garages which are not sufficiently set back to ensure an electronic opening system is installed and retained (Figure 7).



- d) Garages can impact upon highway safety. As such, the implications on highway safety will be considered when determining the acceptability of a proposal. Particular attention will be paid to the impact a garage has upon highway sight lines.

Figure 7



- e) Conversions of existing garages into habitable rooms do not normally require planning permission. However, some non-original garages that were constructed with the benefit of planning permission have conditions restricting their use. In these cases, you must apply for planning permission. When deciding if planning permission should be granted, the Council will consider whether the loss of the garage will impact upon on-street parking demand. If the loss of the garage would have a significant impact upon an area of high parking demand, planning permission may be refused.
- f) If you are planning to construct a garage you will also need to consider the implications of any associated hard-surfacing or drop-kerbs (See below).

### 6.7.2 Outbuildings

6.7.3 Outbuildings may be required for any number of purposes, for example, as gymnasiums, playrooms etc. If your outbuilding requires planning permission then you must consider the impact it may have in terms of design and amenity.

- a) You will not normally planning permission for an outbuilding if it can function as an entirely separate dwelling. Its use must be ancillary or related to the use of your property as a dwelling. Any unrelated use will normally be refused.

- b) Your outbuilding should be designed and positioned in a manner which restricts its impact upon neighbouring dwellings. Any outbuilding which results in a material loss of light or outlook with respect to neighbouring dwellings will be considered unacceptable.

## 6.8 Hard Surfaces

**The construction of hard surface for purposes that are incidental to the enjoyment of the dwelling will not normally require planning permission. However, this is on the condition that where:**

- The hard surface will be situated on land between the principal elevation of the house and the highway **and**;
- The area covered by the hard surface would exceed 5 square metres.

the hard surface is constructed from porous materials or should be designed so to direct run-off water to a surface which is porous or permeable within the boundaries of the dwelling.

- 6.8.1 Where a hard surface requires planning permission, the Council will seek to ensure that drainage is effectively managed on the site. Any hard surface which results in material levels of water run-off into public highways will be refused. For this reason the Council would expect porous paving to be used.
- 6.8.2 Excessive hard surfacing can be at the detriment of the amenity of an area. Your hard surface should be designed in a manner that limits the extent of hard landscaping required. Where it is deemed that the design and degree of hard surfacing is unsympathetic toward the character of an area, it will be considered unacceptable.
- 6.8.3 If your property is located on a designated road (see page 25) you will be required to apply for planning permission to construct a new vehicular access (dropped kerb). Planning permission will only be granted if there are no adverse highway or pedestrian safety implications. An existing hard-surface capable of accommodating a car without resulting in obstruction to the pedestrian highway will be required. Other factors that will be considered include the distance from the proposed crossover to existing junctions, the presence of trees that may require removal and the presence of street furniture which may compromise highway sight lines. Please note that you will also require permission from the Highways Department to install the access (see contact details below).

## 6.9 Fencing/Boundary Enclosure and Other Alterations

**If you wish to erect or construct a gate, fence, wall or other form of enclosure will require planning permission if any one or more of the following apply:**

- The height of the gate, fence, wall or other form of enclosure would be constructed adjacent to a highway used by vehicular traffic and have a height in excess of one metre above ground level.
- The height of the gate, fence, wall or other form of enclosure would have a height in excess of two metres above ground level.

6.9.1 If the enclosure you wish to build requires planning permission, you must pay careful attention to the design. Fences and walls can have a significant impact upon the street scene. Any enclosure which is overbearing or has a material impact upon the openness of an area will be considered unacceptable. The design must also be in keeping with the character of the area. The choice of materials will be a key planning consideration.

6.9.2 Particularly high fences can impact upon your neighbour's amenity. Fencing which is adjacent to neighbouring windows should take into the potential impact. Any enclosure which results in a material loss of daylight, sunlight or outlook to adjacent properties will be considered unacceptable.

6.9.3 The Borough is keen to support its community to install their own micro-renewable devices - whether it is at home or to support their business - and help the borough reduce its carbon footprint and encourage the community to come more energy aware.

6.9.4 Householders have a degree of permitted development rights regarding the installation of a variety of equipment that is for domestic energy generation. If you require advice as to whether or not your proposal requires planning permission you should development management team (contact details below).

6.9.5 In circumstances where planning permission is required, you should ensure that equipment is positioned so as to minimise the impact it has upon your neighbour's amenity. If there would be a material loss of amenity resulting from your equipment then it will be considered unacceptable.

6.9.6 In many cases, satellite dishes will not require planning permission. You should check with the development management team as to whether or not your dish needs permission. In those cases where permission is required, you should ensure that the dish is not positioned so as to be visually intrusive from any public place. Any

satellite dish which has a detrimental impact upon the street scene will be considered unacceptable.

## **7. Further Information and Advice**

- 7.1.1 When assessing an application the Council will consider objections from neighbours, and for this reason it may be helpful from the outset to discuss your proposals first with any neighbour who may be affected. This can avoid problems later.
- 7.1.2 The Council strongly advises using a reputable architect and/or planning agent. Inaccurate and unclear plans or incomplete applications will delay your application.
- 7.1.3 Officers from the Council's Development Management service are always on hand to discuss proposals with applicants before a formal planning application is submitted. Indeed this is encouraged especially if you are unsure as to whether planning permission is required or not.
- 7.1.4 Some extensions will also require you to apply for a building notice. You should seek advice directly from the Building Control team whose details are found below.
- 7.1.5 Failure to obtain planning permission or building an extension differently to what you have had approved can result in the Council undertaking enforcement action against you. If you have concerns that a neighbour is building an extension without the relevant planning permission, you should contact the Council's Enforcement Team whose details are listed below.

### **Barking and Dagenham Local Development Framework and related documents**

It is also important to note that other policies and guidance contained in the borough's Local Development Framework and related documents may apply.

- For example buildings in Conservation Areas will require additional consideration, including detailed design matters in relation to alterations and extensions and the protection of trees.
- If your property is a listed building, Listed Building Consent will be required for any alterations, extensions or demolition, both internal and external.
- Tree preservation orders may apply to trees within your site and the Council's tree officer will be happy to identify these and give advice on what you can and can't do.

The relevant policies within the Local Development Framework are in the Borough Wide Development Policies document:

- BR3 *Greening the Urban Environment*
- BR4 *Water Resource Management*
- BP2 *Conservation Areas and Listed Buildings*
- BP8 *Protecting Residential Amenity*
- BP11 *Urban Design*

## **8. Contacts for further advice**

### Development Management

3<sup>rd</sup> Floor Maritime House  
1 Linton Road  
Barking  
IG11 8HG

Telephone: 0208 227 3933  
Fax: 0208 227 3490  
Email: [planning@lbbd.gov.uk](mailto:planning@lbbd.gov.uk)

### Building Control

4<sup>th</sup> floor Maritime House  
1 Linton Road  
Barking  
IG11 8HG

Telephone: 0208 227 3933  
Fax: 0208 227 3490  
Email: [planning@lbbd.gov.uk](mailto:planning@lbbd.gov.uk)

### Environmental Enforcement Services

4<sup>th</sup> floor Maritime House  
1 Linton Road  
Barking  
IG11 8HG

Telephone: 0208 227 3777  
Email: [planning@lbbd.gov.uk](mailto:planning@lbbd.gov.uk)

### Arboriculturist – Customer Services

4<sup>th</sup> floor Maritime House  
1 Linton Road  
Barking  
IG11 8HG

Telephone: 0208 227 3556  
Email: [colin.richardson@lbbd.gov.uk](mailto:colin.richardson@lbbd.gov.uk)

### Highways (Dropped-Kerb Enquiries) – Customer Service

London Borough of Barking and Dagenham  
Civic Centre  
Rainham Road North  
Dagenham  
RM10 7BN

Telephone: 020 8215 3000  
Fax: 020 8227 5184  
Email: [3000direct@lbbd.gov.uk](mailto:3000direct@lbbd.gov.uk)

## **Appendix 1 - Classified Roads**

Planning permission is required to install a vehicle access (dropped-kerb) on the roads listed below. You will also need to contact the Highways department (contact above) for permission to install the crossover.

### Trunk Roads

1. A406 North Circular
2. A13 (Alfreds Way and Ripple Road)
3. A12 (Eastern Avenue)

### Designated Roads

1. Abbey Road
2. Ballards Road
3. Fanshawe Avenue
4. Green Lane
5. Heathway
6. Lodge Avenue (between A13 and Junction of Porters Avenue)
7. Longbridge Road
8. Porters Avenue
9. Relief Road
10. Ripple Road
11. St. Pauls Road
12. Whalebone Lane North (North of Eastern Avenue)
13. Wood Lane (up to Green Lane crossroads)
14. Bennetts Castle Lane

### Principal Road

1. High Road (Chadwell Heath)
2. Rainham Road North
3. Rainham Road South
4. Whalebone Lane North (between Eastern Avenue and High Road)
5. Whalebone Lane South
6. Wood Lane (between Green Lane crossroads and Rainham Road North)

## **Appendix 2 –Revocation of Permitted Development rights**

Certain dwellings within the Borough have had some of their Permitted Development (PD) rights removed. The improvement, enlargement and extension of these properties may require planning permission even if your proposal satisfies the PD criteria.

The list below highlights those parts of the Borough where the removal of PD rights is extensive. The vast majority of houses with such restrictions have been constructed within the last 25 years. This list is not definitive and contact with the Council is recommended to confirm whether this would apply to your property.

1. Barking Reach
2. Rush Green (Former Rush Green Hospital site)
3. Former garages rear of 181-189 Wilmington Gardens
4. Former RAOB Premises, Winding Way
5. Former Readers Haulage Site, 320 Rainham Road
6. The Foyer, Church Road
7. Former Sacred Heart School Site, Goresbrook Road
8. Former Goresbrook School Site, Goresbrook Road
9. Former Dagenham Priory School Site, School Road

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## THE EXECUTIVE

3 NOVEMBER 2009

## REPORT OF THE CHIEF EXECUTIVE

<b>Title: 2010/11 Local Implementation Plan - Funding Submission.</b>	<b>For Decision</b>
<p><b>Summary:</b></p> <p>The Local Implementation Plan (LIP) is the Council's five year plan for transport in Barking and Dagenham. The plan was approved by the Council in June 2007 and the Mayor of London in November 2007.</p> <p>Every year Transport for London (TfL) awards capital funding to London boroughs to spend on projects to improve local transport. In May 2009 the Mayor of London announced £155 million of funding for the financial year 2010/11, which includes just over £2.5 million for Barking and Dagenham.</p> <p>The Council is required to develop a programme of works related to this budget for submission to TfL. A detailed programme, proposing a range of transport improvement schemes (including road safety, traffic management schemes, highways maintenance and cycling schemes). During preparation of the bid the views of both departments and Cabinet Members were sought. Due to the time constraints the proposals were submitted to TfL on 21 September 2009, with the proviso that they were still subject to approval by the Council's Executive.</p> <p>Details of the schemes that the Council is proposing under the Maintenance, Corridor, Neighbourhood and Smarter Travel programmes, which are part of the overall bid, are set out in <b>Appendix A</b>.</p> <p>The Executive is now asked to consider and approve the Council's 2010/11 LIP submission to TfL.</p> <p><b>Wards Affected:</b> All Wards</p>	
<p><b>Recommendation(s)</b></p> <p>The Executive is recommended to agree the Council's 2010/11 Local Implementation Plan submission to Transport for London.</p>	
<p><b>Reason(s)</b></p> <p>To enable the Council to deliver a range of transport improvement schemes in 2010/11, which helps deliver to a greater or lesser extent all six of the Community Plan priorities.</p>	

## **Implications**

### **Financial**

A detailed set of proposals outlining the main measures to be implemented is included in the report.

Further work is required to ascertain the specific costs associated with implementing the full programme. However, it is envisaged that all planned improvements can be delivered within the existing funding allocation of around £2.5 million.

Whilst it is likely that there will be some ongoing revenue implications associated with the programme (e.g. infrastructure maintenance costs), these are difficult to quantify as in many cases it is not yet clear what specific measures will be implemented. In some cases, projects are one off events and therefore have no associated whole life costs. In other cases, schemes are, in effect, 'replacements' for existing infrastructure which would otherwise require maintaining. In general, very little of what is proposed represents 'new' infrastructure. Where this is the case, high quality design, durable products and well engineered schemes should ensure that short term maintenance is not required. In most circumstances, ongoing maintenance costs will be met through the existing highway maintenance programme budgets with additional external funding sought where possible.

### **Legal**

The LIP is a statutory document required under Part IV, Chapter I of the Greater London Authority (GLA) Act 1999. The LIP sets out how Barking and Dagenham proposes to implement the Mayor of London's Transport Strategy between 2005/6 and 2010/11. The annual LIP submission is the method through which funding is obtained from TfL each year.

TfL provides financial assistance to boroughs under section 159 of the GLA Act 1999. Under the terms of this Act, the financial assistance provided must be for a purpose which, in TfL's opinion, is conducive to the provision of safe, integrated, efficient and economic transport facilities or services to, from or within Greater London.

In order to ensure this purpose is met when exercising its functions under section 159, TfL will have regard to the following matters in relation to activities undertaken by the Borough:

- Use of funding provided by TfL for the programmes or proposals for which the funding was provided
- If there has been removal or substantial alteration of works carried out or infrastructure installed, with the benefit of TfL funding, without the prior written consent of TfL
- Implementation of the themes, policies, proposals and manifesto commitments of the Mayor (Way to Go, London Plan Statement of Intent, Transport Strategy Statement of Intent and subsequent revision of MTS)
- Its response to reasonable TfL requests for project management reports and other information relating to the provision of financial assistance by TfL.

The decision to submit the LIP is an executive decision. During preparation of the bid the views of both departments and Cabinet Members were sought. Due to the time constraints the proposals were submitted to TfL on 21 September 2009, with the proviso that they were still subject to approval by the Council's Executive.

The Executive is now asked to confirm the bid as set out in the report.

**Contractual**

No specific implications.

**Risk Management**

Failure to submit a funding submission to TfL could result in the Council's funding allocation for 2010/11 being withdrawn and the Council having to bare the full costs of any planned transport schemes.

**Staffing**

No specific implications.

**Customer Impact**

The schemes in the LIP submission will assist in the delivery of all the Community Plan priorities and therefore have a positive impact on those who use transport in the borough. In particular, the programme will help deliver the key objectives of making sure people feel safer in their neighbourhoods, making sure our streets and public spaces are cleaner, tidier and greener and making sure everyone can access all public services. In addition, the schemes will address the high level Mayoral outcomes as set out in the draft Mayor's Transport Strategy, including smoothing traffic flow, enhancing streetscapes, facilitating an increase in active travel, reducing the numbers of road traffic casualties and reducing CO2 emissions.

**Safeguarding Children**

No specific implications.

**Crime and Disorder**

Personal safety has been highlighted as a concern by both users and non-users of the local transport network. The Council is addressing these concerns by:

- a) Working with TfL to ensure that roads and footways are well maintained and free from obstructions; and
- b) Actively promoting the benefits of the cycling and walking network to all sectors of the community, with the aim of increasing the number of people using it.

**Property / Assets**

No specific implications.

**Options appraisal**

There are no alternative options available. The current programme represents the best option in terms of delivery of both the Council's and the London Mayor's priorities and objectives as well as delivering the best value for money. Failure to submit a programme to TfL could result in the withdrawal of the funding allocation and the Council having to fund the delivery of the schemes from its own resources.

<b>Head of Service:</b>  Jeremy Grint	<b>Title:</b>  Head of Regeneration and Economic Development	<b>Contact Details:</b>  Tel: 020 8227 2443 Fax: 020 8227 3490 E-mail: <a href="mailto:jeremy.grint@lbbd.gov.uk">jeremy.grint@lbbd.gov.uk</a>
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<b>Report Author:</b>	<b>Title:</b>	<b>Contact Details:</b>
Tim Martin	Manager – Transport Planning and Policy; Regeneration and Economic Development	Tel: 020 8227 3939 Fax: 020 8227 3490 E-mail: <a href="mailto:timothy.martin@lbbd.gov.uk">timothy.martin@lbbd.gov.uk</a>

## 1. Background

- 1.1 The Local Implementation Plan (LIP) is the Council's five year plan for transport in Barking and Dagenham. The plan sets out the local transport policies and proposals that will implement, at a borough level, the Mayor of London's Transport Strategy. The plan was approved by the Council in June 2007 and the Mayor of London in November 2007.
- 1.2 Every year Transport for London (TfL) awards capital funding to London boroughs to spend on projects to improve local transport. In May 2009 the Mayor of London announced £155 million of funding for the financial year 2010/11, which includes just over £2.5 million for Barking and Dagenham. The Council is required to develop a programme of works related to this budget for submission to TfL.

## 2. Report detail

- 2.1.1 TfL, in partnership with the 33 London Boroughs, has been working to reform the LIP funding system to reduce bureaucracy, increase certainty of funding levels and to provide boroughs with more freedom/flexibilities on how the money is spent. A number of key changes have been introduced, including:
- Reduction from 23 programmes to 5 (Maintenance, Corridors, Neighbourhoods, Smarter Travel and Area Based Schemes);
  - Funding for Corridors, Neighbourhoods and Smarter Travel programmes allocated using a needs based formula (endorsed by London Councils Transport and Environment Committee and approved by the Mayor);
  - £100,000 per borough for use on Local Transport Projects of their choice;
  - Longer term funding commitment;
  - Reduced requirements on details to be submitted by boroughs to TfL.

## 2.2 Funding Allocation

- 2.2.1 The total LIP budget for 2010/11 is £155 million, of which the Council has been awarded around £2.5 million. The breakdown of the allocation for 2010/11 across London and for Barking & Dagenham is set out below:

New Programme	Old Programme	London wide Allocation (£ms)	LBBB Allocation (£000s)	Key Outputs/ Outcomes
Maintenance	Bridge Strengthening & Assessment, Principal Road Renewal	22.3	347*	Focus on ensuring the network is in a good state of repair.
Corridors	Bus Priority, Bus Stop Accessibility, LCN+, Cycling, Walking, Local Safety Schemes	50.0	1064	Develop holistic schemes for key corridors that address issues relating to the smoothing of traffic flow, bus reliability, safety, cycling (inc cycle parking and Olympic cycle networks), public realm and removal of clutter.
Neighbourhoods	20mph Zones, Freight, Regeneration, Environment, Accessibility, Controlled Parking Zones	35.1	764	Local area improvements including CPZs, 20mph zones, and also work on Legible London, reduction in street clutter, and an expansion of the number of electric charging points.
Smarter Travel	School Travel Plans, Travel Awareness, Education, Training & Publicity, Workplace Travel Plans	12.5	231	Including travel plans for schools, hospitals and businesses, plus more travel awareness initiatives potentially integrating with corridor or neighbourhood programmes.
Area Based Schemes	Station Access, Streets for People, Town Centres	24.0	No set allocation – Boroughs to submit any proposals	Including shared space projects and public realm improvements.

New Programme	Old Programme	London wide Allocation (£ms)	LBBB Allocation (£000s)	Key Outputs/ Outcomes
			independently of LIP submission	
Local Transport Funding	-	3.3	0.1	-
Signals	-	7.8	No set allocation – up to 6 signal schemes can be funded	-
<b>Total</b>	-	<b>155.0</b>	<b>2506</b>	-

\* Denotes funding allocation for Principal Road Renewal Schemes

## 2.3 Policy Context

2.3.1 The Mayor of London has made commitments to a range of specific local transport interventions which should be addressed in borough's LIP programmes. They include:

- Implementation of more shared space and simplified streetscape projects including de-cluttering, removing unnecessary guard railing and lines and improved streetscape design;
- Increased provision for cyclists including providing more cycle parking and supporting the delivery of the Mayor's cycle hire scheme, the provision of cycle highways and the development of cycle hubs;
- Support for Electric Vehicles, including new charging points;
- Provision of more Car Club bays;
- Reducing unnecessary traffic signals;
- Avoiding the use of road humps.

2.3.2 In addition, proposed schemes must address the 23 high level Mayoral outcomes as set out in the Mayor's Transport Strategy Statement of Intent.

## 2.4 Detailed Programme

2.4.1. Details of the schemes that the Council is proposing under the Maintenance, Corridor, Neighbourhood and Smarter Travel programmes are set out in **Appendix A**. For each scheme an indication of costs and the measures proposed are given. It is considered that the measures proposed will go some way to address a variety of local issues whilst at the same time helping to deliver the Mayor's priorities. A programme summary is provided at table 1.

2.4.2 A number of reserve schemes have been added to the programme. Boroughs can include extra schemes that can be used for over programming purposes up to 20%

of their indicative allocation to cover the case where some identified schemes cannot be implemented.

Table 1

<b>2010/11 LIP Funding Submission Summary</b>		
<b>Scheme Name/ Location</b>	<b>Ward(s) Affected</b>	<b>Indicative Costs</b>
<b>Maintenance Programme – Indicative Allocation £347,000 - TfL Recommended submission £434,000 (allows for 25% reserve)</b>		
Porters Avenue (Lodge Avenue to Gale Street)	Mayesbrook	£155,000
Northern Relief Road	Abbey	£279,000
	<b>Total</b>	<b>£434,000</b>
<b>Corridors Programme – Allocation £1,064,000</b>		
Rainham Road Corridor (Between Wood Lane and Borough Boundary with LB Havering)	Village, Heath and Eastbrook	£450,000
Green Lane Corridor (Between Wood Lane and Borough Boundary with LB Redbridge)	Becontree, Valence and Whalebone	£345,000
Marks Gate to Chadwell Heath Walking/Cycling Corridor	Chadwell Heath	£90,000
River Roding Cycling/Walking Corridor	Abbey and Gascoigne	£100,000
Whalebone Lane Study (Between Junction with A12 and Wood Lane)	Whalebone and Chadwell Heath	£50,000
Walking links to Ripple School	Eastbury and Gascoigne	£25,000
	<b>Total</b>	<b>£1,060,000</b>
<b>Reserve Corridors Schemes – Reserve Limit £213,000</b>		
Longbridge Road Cycling Corridor (Between Fanshawe Avenue and Wood Lane)	Abbey, Longbridge, Becontree, Parsloes and Heath	£110,000
Barking Town Centre Traffic Modelling Study	Abbey and Gascoigne	£100,000
	<b>Total</b>	<b>£210,000</b>
<b>Neighbourhoods Programme – Allocation £764,000</b>		
Becontree Neighbourhood Improvements (Area bounded by Valence Avenue, Longbridge Road and boundary with LB Redbridge)	Becontree, Parsloes and Valence	£310,000
Creekmouth Area Improvements	Thames	£200,000
Shopping Parades Improvements – High Road (Chadwell Heath) and Rush Green (Dagenham Road)	Chadwell Heath, Whalebone and Eastbrook	£250,000
	<b>Total</b>	<b>£760,000</b>
<b>Reserve Neighbourhoods Schemes – Reserve Limit £153,000</b>		
Barking Town Centre Low Carbon Zone	Abbey and Gascoigne	£150,000
	<b>Total</b>	<b>£150,000</b>
<b>Smarter Travel Programme – Allocation £231,000</b>		
School Travel Plans	Borough wide	£110,000
Cycle Training	Borough wide	£65,000
Workplace Travel Plans	Borough wide	£35,000
Travel Awareness – Promotion and Events	Borough wide	£20,000
	<b>Total</b>	<b>£230,000</b>
<b>Reserve Smarter Travel Schemes – Reserve Limit £46,000</b>		
Council Travel Plan	Borough wide	£45,000
	<b>Total</b>	<b>£45,000</b>

## **2.5 Next Steps**

- 2.5.1 TfL are currently assessing it to ensure it conforms with the Mayor's Transport Strategy. It is anticipated that the final allocations for the programme will be confirmed by TfL in December 2009.

## **3. Links to Corporate and other Plans and Strategies**

- 3.1 The schemes in the LIP submission will assist in the delivery of all the Community Plan priorities, the Council's Local Implementation Plan and the Mayor's of London's Transport Strategy.

## **4. Consultees**

- 4.1 The following were consulted in the preparation of this report:

### **Councillors:**

Councillor L Smith – Leader

Councillor R Little – Deputy Leader and Cabinet Member for Culture and Sport

Councillor R Gill – Cabinet Member for Education and Children's Wellbeing

Councillor G Bramley – Cabinet Member for Finance and Human Resources

Councillor H Collins – Cabinet Member for Adults and Public Health

Councillor S Carroll – Cabinet Member for Customer Services

Councillor M McCarthy - Cabinet Member for Regeneration

Councillor V Rush - Cabinet Member for Environment and Sustainability

Councillor P Waker – Cabinet Member for Housing

Councillor J Alexander – Cabinet Member for Safer Neighbourhoods and Communities

### **Chief Executive's:**

Sue Lees - Divisional Director of Asset Management and Capital Delivery

Sharon Roots - Group Manager, Risk Management

### **Resources:**

Alex Anderson - Group Manager Finance (Regeneration and Housing Futures)

Yinka Owa - Legal Partner (Procurement, Property & Planning)

Andy Butler – Group Manager, Economic Development & Sustainable Communities

### **Adult and Community:**

Heather Wills - Head of Community Cohesion and Equalities

Glynis Rogers - Divisional Director of Community Safety and Neighbourhood Services

### **Customer Services:**

Darren Henaghan - Head of Environmental and Enforcement Services

Mike Butler – Group Manager, Street Scene



**5. Background Papers Used in the Preparation of the Report:**

5.1 The following papers / reports were used in the preparation of this report:

- LIP Funding Guidance 2010/11 (Transition Year), Transport for London, 2009
- Mayor of London's Transport Strategy, Statement of Intent, Transport for London, 2009
- LBBB Local Implementation Plan, LBBB, 2007

**6. List of appendices:**

6.1 **Appendix A:** LBBB 2010/11 LIP Funding Submission – Detailed Programme (attached).

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LBBDD 2010/11 LIP Funding Submission – Detailed Programme

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
<b>Maintenance Programme – Indicative Allocation £347,000* - TfL Recommended submission £434,000 (allows for 25% reserve)</b>			
Porters Avenue (Lodge Avenue to Gale Street)	Mayesbrook	Carriageway resurfacing/replacement	£155,000
Northern Relief Road	Abbey	Carriageway resurfacing	£279,000
* Denotes funding allocation for Principal Road Renewal Schemes			<b>TOTAL £434,000</b>
<b>Corridors Programme – Allocation £1,064,000</b>			
Rainham Road Corridor (Between Wood Lane and Borough Boundary with LB Havering)	Village, Heath and Eastbrook	This 3.3km corridor is a key north-south route located within the east of the borough, and incorporating the key transport link of Dagenham East Underground Station and several key destinations, including the Civic Centre, Dagenham & Redbridge Football Club the Sterling Industrial Estate and Dagenham Swimming Pool, as well as a number of local schools, including Eastbrook Comprehensive.  Assessment of accident data has revealed that road safety is a particular issue along this route, particularly around the junction of Rainham Road North/Oxlow Lane where there have been six collisions in the last three years, two of which resulted in serious injuries. Analysis of the road safety data has also revealed that there was a high incidence of collisions involving powered-2-wheelers and	£450,000

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
		<p>collisions occurring at night. As a result it is proposed that a number of improvements to road safety along the route are made, including some measures to reduce vehicle speeds (such as clearer carriageway markings and warning signs), and improved street lighting.</p> <p>Following further investigation it has been determined that the route would also benefit from the implementation of high quality facilities for cyclists, including new cycle lanes, secure cycle parking facilities at key destinations and clear signage. This route will link directly into our recently completed cycle route development works within The Leys, Ballards Road and Old Dagenham Park. The measures proposed along this corridor will improve connectivity between Dagenham East Station and the Civic Centre and towards the south-west of the borough providing cycle access through to the London Cycle Network Plus Route on the A1306.</p> <p>Rainham Road is also a key bus corridor (it is served by Route 103 which runs between Rainham and Romford). Consideration is being given to reviewing signal timings at key junctions along the route to improve bus journey times. In addition, there is scope to install new/improved pedestrian crossing points, particularly near bus stops, improve street lighting and road markings to reduce the high incidence of pedestrian casualties (particularly along Rainham Road South, where there have been 22 collisions in the last three years, four of which resulted in serious injuries). Consideration will also be given to costs/benefits of installing safety cameras along the route. Bus stop accessibility improvements will be undertaken to ensure stops are fully compliant with the Disability Discrimination Act (DDA) legislation.</p> <p>Other improvements planned include improved accessible walking links and further station accessibility improvements that would lead to improved journey</p>	

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
Green Lane Corridor (Between Wood Lane and Borough Boundary with LB Redbridge)	Becontree, Valence and Whalebone	<p>quality for all road users, but particularly for the disabled. Examples of the measures to be considered include additional dropped kerbs and more tactile paving at crossings, removal/relocation of street furniture and improved street lighting and destination signage.</p> <p>Specific measures to be determined, but broad costs as follows:  Route alignment and detail design £50,000  Civil Works, including in house fees £350,000  Consultation, Publicity and Monitoring £25,000  Contingencies £25,000</p>	£345,000
		<p>Road safety improvements are the key driver behind the Green Lane corridor scheme. Over the last three years there have been 45 collisions along this route. One collision resulted in fatal injury with a further four resulting in serious injuries. Further analysis of the accident data has revealed that there was a high incidence of collisions involving pedestrians and collisions occurring at night. The principle remedial measures recommended include new/improved pedestrian crossing facilities, addition of anti-skid surfacing and revised signal timings at key junctions.</p> <p>Additional measures such as bus stop accessibility improvements, improved disabled parking facilities and the de-cluttering of footways (such as through the removal/relocation of street furniture) will make Green Lane a more accessible destination, particularly for the disabled. A review of waiting and loading restrictions and signal timing will also be considered as a means of easing congestion and improving journey time. The scheme will also look to improve conditions for cyclists through the addition of cycle lanes and cycle parking.</p> <p>Specific measures to be determined, but broad costs as follows:</p>	

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
		<p>Detail design £30,000 Civil Works, including in house fees £275,000 Consultation, Publicity and Monitoring £20,000 Contingencies £20,000</p>	
Marks Gate to Chadwell Heath Walking/Cycling Corridor	Chadwell Heath	<p>Proposal to implement a 1.5km high quality, direct, safe, accessible walking and cycling route, linking the Community Centre at Marks Gate with the shopping area and transport interchanges of Chadwell Heath. This has been identified through a community led audit undertaken in partnership with Living Streets. The route will improve connectivity and links utilising green spaces, parks and quieter roads, providing a pleasant environment within which to walk and cycle.</p> <p>Specific measures to be determined, but likely to include improvements to footways, new/improved direction signing, removal of street clutter and new cycle parking facilities. Broad costs as follows: Route Alignment, Detail Design, consultation and monitoring £15,000 Civil Works, Route delineation and fees £65,000 Contingencies £10,000</p>	£90,000
River Roding Cycling/Walking Corridor	Abbey and Gascoigne	<p>This route forms part of an ongoing project being implemented in conjunction with Sustrans, LB Redbridge and LB Newham. It is aimed at providing a leisure walking and cycling route following the River Roding. The majority of the route is already in place within Barking, but is in need of improvements to ensure they meet London Cycle Design Standards. Additional work will enable the development of the northbound section, and improve links to the new development areas of Fresh Wharf and Jenkins Lane. The route will provide key access through to the Barking Riverside development area and, additionally, the proposed Olympic shooting venue at Barking Creek as well as linking into the new</p>	£100,000

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
		<p>Cycle Super Highway currently being developed by TfL.</p> <p>Broad costs as follows: Civil Works, including in house fees £80,000 Consultation, Publicity and Monitoring £10,000 Contingencies £10,000</p>	
Whalebone Lane Study (Between Junction with A12 and Wood Lane)	Whalebone and Chadwell Heath	<p>The study will identify specific measures to address road safety issues, reduce congestion and enhance cycling and walking routes whilst improving bus journey times as a means of improving links between North Dagenham and Marks Gate. A key focus of the study will be the A12/Whalebone Lane junction which suffers congestion problems, particularly at peak times.</p> <p>The broad costs of the study are as follows: Route Alignment, Detail Design, consultation £50,000</p>	£50,000
Walking links to Ripple School	Eastbury and Gascoigne	<p>Proposal to designate key walking routes to Ripple School from local residential areas and address the barriers of the railway line crossing points. By addressing local safety concerns which are prohibiting people from walking to school will help to reduce congestion at school pick up and drop off times on the outskirts of Barking Town Centre. Works likely to focus on the delineation of safe, secure, accessible and well signed routes.</p> <p>Specific measures to be determined, but broad costs as follows: Route Alignment, Detail Design, consultation and monitoring £5,000 Civil Works, Route delineation and fees £18,000 Contingencies £2,000</p>	£25,000

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
<b>TOTAL</b>			<b>1,060,000</b>
<b>Reserve Corridors Schemes – Reserve Limit £213,000</b>			
Longbridge Road Cycling Corridor (Between Fanshawe Avenue and Wood Lane)	Abbey, Longbridge, Becontree, Parsloes and Heath	<p>5.3km length of route in need of revamping for cyclists with:</p> <ul style="list-style-type: none"> <li>• Cycle Lanes re-marked to London Cycle Design Standards.</li> <li>• Parking bays remarked/realigned and cycle lanes delineated around them, providing a continual usable cycle lane.</li> <li>• Ensure signalised junctions have standard Advanced Stop Lines for cyclists.</li> <li>• Ensure appropriate cycle destination signage is in place.</li> </ul> <p>These measures will link in with the existing bus priority measures already in place, and would have no detrimental effect on vehicle movements/flows or existing parking bays, but would provide cyclist with their own usable space on the carriageway, providing an ideal cycling link between Barking Town Centre and Dagenham (Civic Centre).</p> <p>This scheme will be complemented by the on going improvements at Martins Corner, link into the new ELT routes at Barking and complement the two other corridor based proposals along Rainham Road and Green Lane which are aimed at enhancing the main arteries through the borough.</p> <p>This scheme is a quick win, with little design work (which can be undertaken in house) and will deliver a much improved corridor for relatively little expenditure by ensuring that basic signage/markings are realigned and revitalised. Specific measures to be determined, but broad costs as follows: Route Design: £10,000 Civil works and fees £80,000</p>	£110,000



Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
		Monitoring £10,000 Contingencies £10,000	
Barking Town Centre Traffic Modelling Study	Abbey and Gascoigne	<p>As part of the wider regeneration in the Borough, Barking Town Centre is subject to a massive redevelopment programme focussing on the development of a more sustainable town centre business environment, retail provision and around 6000 new homes.</p> <p>All these initiatives will have an impact on the demand for, and pattern of travel into and around Barking. Until now, transport assessments have been undertaken on a case by case basis through developer Transport Assessments or localised modelling. However, for the area to achieve its potential there will need to be a workable balance between land use aspirations and traffic measures, and the demonstrable ability of the local and strategic highway network to support them.</p> <p>There is a need to assess the whole town centre comprehensively, and to assess the net effect of all development proposals in Barking Town Centre as well as consider the wider reaching impacts of any particular development. To do this will require the development and application of a robust, tactical traffic/assignment model for Barking, that can capture and measure the impacts of these redevelopment initiatives and provide adequate evidence base to support potential Examinations in Public of the Barking Town Centre Area Action Plan. The model should be suitably based to represent current or very recent traffic patterns with a forecasting ability to incorporate future network changes and demand drivers to allow the testing of future development and schemes.</p>	£100,000
<b>TOTAL</b>			<b>£210,000</b>

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
<b>Neighbourhoods Programme – Allocation £764,000</b>			
Becontree Neighbourhood Improvements (Area bounded by Valence Avenue, Longbridge Road and boundary with LB Redbridge)	Becontree, Parsloes and Valence	<p>Area improvement scheme aimed at tackling congestion and improving accessibility within local neighbourhoods. Works to be undertaken include:</p> <ul style="list-style-type: none"> <li>• Review of existing parking controls to meet current needs (including parking at shops and provision of disabled parking) and implementation of additional parking controls (including residential permits/CPZs, where required).</li> <li>• Potential to roll out additional car club bays – Approximate cost £60,000</li> <li>• Range of accessibility improvements to footways/crossings to improve condition for mobility impaired and to provide better routes to public transport links and key shopping areas (e.g. removal/realignment of street clutter, improved signage etc) – Approximate costs £170,000</li> <li>• Range of traffic management/safety measures to address issues of localised congestion, speeding, safety concerns etc. (e.g. through introduction of one way streets, 20 mph zones etc.) – Approximate costs £80,000</li> </ul>	£310,000
Creekmouth Area Improvements	Thames	<p>Creekmouth is a heavily used industrial estate which is bounded by residential properties and by the proposed Barking Riverside development. The area suffers greatly from problems of illegal parking, congestion and a poor public perception of the estate.</p> <p>Using funding secured from the LDA/ERDF, the Council has already undertaken works to improve the public realm areas in parts of River Road and Long Reach Road. These initial improvements have sought to combat the perception of the estate, congestion and illegal parking by building designated parking spaces, improving the street lighting, tree planting and resurfacing of the footways. It is recognised that this area would benefit from further environmental/public realm improvements and it is proposed that these are funded as part of the Council's</p>	£200,000

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
		<p>LIP submission for 2010/11.</p> <p>Specific measures to be determined, but likely to include new footpaths, improved street lighting, new street furniture, and improved crossing points. Broad costs estimated at around £200,000 to cover design, consultation and implementation.</p>	
<p>Shopping Parades Improvements – High Road (Chadwell Heath) and Rush Green (Dagenham Road)</p>	<p>Chadwell Heath, Whalebone and Eastbrook</p>	<p>The Council earmarked £1m in 2008 to improve 5 local shopping parades within the borough. In a number of cases the appearance of these parades presents a very negative image deterring investment and fails to enable residents to have pride in their surroundings. It is proposed to utilise a proportion of LIP funding to enable the Council to continue work on the Chadwell Heath High Road shopping parade and to commence work on the Dagenham Road shopping parade.</p> <p>In both areas work will be undertaken to improve the public realm outside the shops in order to halt the decline of these locally important parades. The proposed works will include new street furniture, improved car parking provision (particularly for disabled users), tree planting and remedial works to pavements.</p> <p>TfL allocated £150,000 towards the Chadwell Heath shopping parade scheme in 2008/09. A further £150,000 is required to complete the scheme in 2009/10. £100,000 has been earmarked for work on the Dagenham Road scheme.</p>	<p>£250,000</p>
<b>TOTAL</b>			<b>£760,000</b>
<b>Reserve Neighbourhoods Schemes – Reserve Limit £153,000</b>			
<p>Barking Town Centre Low</p>	<p>Abbey and Gascoigne</p>	<p>Environmental improvement scheme linked to Barking's designation as a Low Carbon Zone. Measures to include introduction of Air Quality Monitoring Station,</p>	<p>£150,000</p>

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
Carbon Zone		Solar Powered Street Signage for key signs in and around the Low Carbon Zone, new cycle racks, including new provision at Barking station, cycle training, new signage displaying walking/cycling times to key destinations in and around the town centre, car club bays and electric vehicle recharge points. Additional measures to include planting of mature street trees in key public areas to provide shade, improve air quality and increase biodiversity.	
<b>TOTAL</b>			<b>£150,000</b>
<b>Smarter Travel Programme – Allocation £231,000</b>			
School Travel Plans	Borough wide	<p>The Council will continue to work with schools in the borough to promote safe and sustainable travel practices and build on our achievements to date. For example, during 2008/09 many of our schools reported a significant decrease in the number of children being brought to school by car, some by as much as 20%.</p> <p>Funding is earmarked for a range of initiatives/measures in 2010/11 including:</p> <ul style="list-style-type: none"> <li>• £10,000 to assist 55 schools review/rewrite their travel plans. Funding will cover cost of supply cover and room hire for workshops.</li> <li>• £2,000 to assist 5 schools produce new travel plans. Funding will cover cost of supply cover.</li> <li>• £35,000 towards running/promoting Walk on Wednesday (WOW) campaign at schools.</li> <li>• £13,000 towards the cost of producing a schools travel magazine and running a range of travel awareness events for pupils.</li> <li>• £50,000 for Small Grants Funding. Match funding for range of small scale physical measures (e.g. cycle parking, signage etc.)</li> </ul>	£110,000

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
Cycle Training	Borough wide	<p>As part of the drive to promote cycling as a healthy and sustainable mode of travel, the council is seeking to provide increased cycle training for cyclists of all ages. Funding has been earmarked for the following:</p> <ul style="list-style-type: none"> <li>• £45,000 to continue our on going works with local schools in the borough providing National Standard Training Levels 1, 2 and 3. Schools awarded Bike Ability (5 schools will be announced in the autumn), and those with current school Travel Plans will be prioritised.</li> <li>• £15,000 for the provision of Adult Training Courses for residents of the borough. Additionally those business with Travel Plans will be offered cycle training courses as part of the agreement to actively pursue their plans.</li> <li>• £5,000 to provide training events for all within local parks/open spaces.</li> </ul>	£65,000
Workplace Travel Plans	Borough wide	<p>In partnership with the Thames Gateway Travel Plan Network the Council is seeking to continue working with local businesses to help them develop and implement workplace travel plans to help promote sustainable travel options (such as increased cycling/walking and car sharing) for employees and visitors. Such measures have been shown to result in a change in travel behaviour and can also result in financial savings to businesses.</p> <p>Funding is earmarked for a range of Travel Plan measures in 2010/11 including:</p> <ul style="list-style-type: none"> <li>• £30,000 towards the delivery of voluntary travel plans through the TfL 'Enterprise' programme. Funding will cover development/ drafting of travel plans, monitoring and business support (£10,000) and an element of match funding to implement physical measures (£20,000).</li> <li>• £2,500 towards the development of effective travel plan 'networks', to share best practice, including one for borough officers, the NHS and businesses.</li> <li>• £2,500 for travel plan marketing/promotional events.</li> </ul>	£35,000

Scheme Name/ Location	Ward(s) Affected	Scheme Details	Indicative Costs
Travel Awareness – Promotion and Events	Borough wide	<p>The promotion of travel awareness more generally will complement the other smarter travel measures being proposed. The main areas of focus will be the generation of targeted publicity around issues of sustainable transport, improving health and tackling climate change etc. A range of advertising/promotional material will be produced and a series of high profile events held to engage business and residents.</p> <p>Proposed events include Big Green Borough Day, Walk to Work Week, Bike Week and European Mobility Week.</p>	£20,000
<b>TOTAL</b>			<b>£230,000</b>
<b>Reserve Smarter Travel Schemes – Reserve Limit £46,000</b>			
Council Travel Plan	Borough wide	<p>As a major employer and civic leader the Council is leading by example by developing its own travel plan with the aim of raising travel awareness and promoting sustainable travel practices amongst its staff.</p> <p>Travel plan measures to be taken forward include:</p> <ul style="list-style-type: none"> <li>• Production of borough transport maps showing key walking, cycling and public transport routes/facilities (£2,500).</li> <li>• Introduction of cycle pool – roll-out of cycles at key offices locations (£15,000).</li> <li>• Staff cycle training (£2,500).</li> <li>• Cycling/walking promotional events (£5,000).</li> <li>• New/improved cycle parking/equipment storage lockers (£20,000).</li> </ul>	£45,000
<b>TOTAL</b>			<b>£45,000</b>

## Local Transport Fund

Every borough has been allocated £100,000 to spend on local transport schemes of their choice. The money can be used in a variety of ways including to fund studies to develop future schemes, to 'top-up' funding on current schemes or to implement one-off/stand alone projects that may come about as a result of a particular problem that has been raised. Projects being considered for 2010/11 include:

- Roll-out of various Council travel plan measures such as a cycle pool (with associated cycle parking, equipment and training) (£45,000)
- Investigative studies to inform future LIP Corridor/Neighbourhood based schemes. Focus will be on road safety/accessibility improvements (£20,000)
- Ad-hoc measures such as pedestrian accessibility improvements, removal of street clutter (signage/furniture), implementation of CPZs, etc. (£35,000)

## Proposals for Area Based Schemes Programme

Area based schemes aim to make a holistic change to a local area resulting in an improved quality of life for local communities. They also help to improve people's movement within and beyond their local area. Transport for London allocates funding within this area to three types of scheme including Town Centres, Streets for People and Station Access. Subject to agreement with TfL, the Council is keen to take forward a number of large scale, regeneration based schemes through this programme, as set out in the table below:

Scheme Name/ Location	Scheme Details	Indicative Costs
Barking Station	Barking Station is the borough's main transport interchange, and is used by National Rail and London Underground services, buses, taxis, pedestrians and cyclists. The Council is keen to improve access arrangements and provide an improved interchange area outside the station that will be able to accommodate buses (including the new East London Transit service), improved cycle and pedestrian facilities, parking for disabled persons, improved signing and public transport information and a greatly enhanced public realm.	£1,250,000
Green Lane	Green Lane is one of the larger shopping areas within Barking and Dagenham and would benefit from improvements to the public realm areas. Improvements to this area would consist of removal of street clutter (including realignment of street furniture), pavement works, CCTV, shop front improvements and tree planting.	£1,000,000

Gale Street/ Woodward Road/ Hedgemans Road Area	The Gale Street/ Woodward Road/ Hedgemans Road Area has been identified as a location that would benefit from further public realm improvement works. Its proximity to Becontree station means it has a particularly high pedestrian footfall. In addition, there are a number of significant proposed developments planned on various sites which would increase footfall further. Improvements to these streets would assist the policy objective of integrating new/existing communities and ensuring residents benefit from the wider regeneration of the area.	£750,000
Chadwell Heath Station	The Council is keen to implement a Station Access scheme at Chadwell Heath to complement the work being undertaken to improve the public realm along the High Road and any potential future development of the station as part of the Crossrail scheme. Measures could include improvements to pedestrian crossing facilities and footways, side road entry treatments, cycle parking, CCTV cameras, direction signage/information and improved street lighting.	£500,000



## EXECUTIVE

3 NOVEMBER 2009

## REPORT OF THE CORPORATE DIRECTOR OF CUSTOMER SERVICES

<b>Title: Pre-Tender Report - Procurement and Management of Temporary Accommodation (Private Sector Licensing) for Homeless People</b>	<b>For Decision</b>
<p><b>Summary:</b></p> <p>This report presents proposals to tender a three year contract for procurement, management and maintenance of the existing temporary accommodation portfolio, which is used to accommodate homeless people.</p> <p><b>Wards Affected:</b> None</p>	
<p><b>Recommendation(s)</b></p> <p>The Executive is recommended to:</p> <ul style="list-style-type: none"> <li>(i) Approve the tender process for the procurement and management of temporary accommodation (private sector licensing scheme) as detailed in the report;</li> <li>(ii) In accordance with Constitution (Contract Rules 3.6), advise if Members wish to be involved with the packaging and specification of the above mentioned contract for this part of the works and decide the nature of their involvement in the subsequent evaluation and award of the contract;</li> <li>(iii) Delegate authority to the Corporate Director of Customer Services, in consultation with the Divisional Director of Corporate Finance and the Legal Partner, to appoint the preferred bidder (s) directly upon successful completion of the tender process.</li> </ul>	
<p><b>Reason(s)</b></p> <p>In order to accord with statutory obligations and enable the Council to commission value for money services.</p>	
<p><b>Implications</b></p> <p><b>Financial</b></p> <p>The service provides a statutory function as part of the Council's homelessness strategy. In providing this type of accommodation the Council incurs the rental cost of renting through the private sector and finances this through rental charges to the homeless families placed in this type of accommodation, this charge is often funded by eligible housing benefits, there is however a shortfall in certain individual households circumstances.</p>	

The service is projected to pay £8.3m to landlords in 2009/10 for accommodation rented to provide private sector license. This is based on 622 properties currently in use reducing to 590 by 31 March 2010.

The cost of procuring services under this framework will be met within existing Housing Advice Service General Fund budget.

The Corporate Procurement team will be involved in the procurement in order to ensure that contract management principles are established to ensure initial and ongoing value for money over the life of the framework.

### **Legal**

Under the Housing Act 1996 Part VII, the Council has a duty to provide temporary accommodation to homeless persons in the borough.

The Council currently provides this service through 13 contractors. The current scheme was approved by the Executive in 2002 but is not subject to formal contract.

The Legal Partner has been consulted in the preparation of this report and comments Council officers intend to use the open tender procedure to appoint a number of contractors on a framework basis. This proposal is in accordance with the Public Contracts Regulations and the Council's Contract Rules and should ensure the Council achieves best value.

The Legal Partners should be consulted on the procurement process and on the terms and conditions of the framework agreement.

### **Contractual**

The current scheme was a model developed by Kensington and Chelsea and adopted by the Council with Executive approval. The scheme is not currently subject to formal contract. There is an individual licence agreement for each property.

The procurement process will be carried out in accordance with the Council's Constitution, Public Contracts Regulations 2006 and the European Procurement Directive 2004/18/EC comprising of an advertisement in the Official Journal of the European Union (OJEU).

The 'prior information notice' has been published in the Official Journal on 29 July 2009. (full OJEU reference number: 2009/S143-209913)

### **Risk Management**

There is no formal contract in place at present. Continuing without a formal contract poses the following risks:

- inequitable service to customers
- limited regulatory consequence
- inability by the Council to deal with problems in the service, as there is no legal certainty over the terms of the implied contract
- legal challenge to the Council by organisations not currently used for this service
- potential impact on the Council's reputation by adverse publicity; and
- loss of opportunity to reduce cost to the council by paying hand back fees.

Not proceeding with this contract process for the procurement and management of temporary accommodation (private sector license) would carry a risk that officers procure temporary accommodation from providers outside of the competitive framework, and with the possibility of extra cost or lesser quality than contracted providers. Awarding the contract will ensure health and safety standards and ensure adherence to equality and diversity.

**Staffing**

No specific implications

**Customer Impact**

No specific implications

**Safeguarding Children**

No specific implications

**Crime and Disorder**

No specific implications

**Property / Assets**

No specific implications

**Options appraisal**

- (i) Do nothing. The Council has a statutory duty to provide these services and so would be forced to continue with the current arrangement. However, without formally tendered contracts in place, the Council is exposed to risk, and could be challenged on the basis of procurement law. The contract value exceeds £400,000, and therefore in line with the 'Contract Rules' to do nothing is not appropriate.
- (ii) Proceed with the tender in line with the Council's Constitution, national and European Law. After awarding the contract, the Council will be operating in accordance with relevant legislation, ensuring a fair, equitable and competitive service, benefiting the Council and the customer. A three year contract is favourable as we are mindful there could be further changes in legislation / Government guidance relating to this statutory service. Should further legislative changes be made, committing to a 3 year contract rather than a longer contract will enable swift resolution to ensure compliance with any such potential amendments to the Housing Act 1996, Part VII, as amended (homelessness legislation).

<p><b>Head of Service:</b> Stephen Clarke</p>	<p><b>Title:</b> Divisional Director of Housing</p>	<p><b>Contact Details:</b> Tel: 020 8227 (5709) Fax: 020 8227 (3779) E-mail: (stephen.clarke@lbbd.gov.uk )</p>
<p><b>Report Author:</b> Anne Baldock</p>	<p><b>Title:</b> Group Manager. Housing Advice Service</p>	<p><b>Contact Details:</b> Tel: 020 8227 (5186) Fax: 020 8227 (3799) E-mail: (<a href="mailto:anne.baldock@lbbd.gov.uk">anne.baldock@lbbd.gov.uk</a>)</p>

## **1 Background**

- 1.1 The primary duty of the local authority in accordance with the Housing Act 1996 (as amended) is to prevent homelessness. When this is not possible homeless persons who are eligible for assistance are in the first instance provided interim accommodation pending the outcome of their homeless assessment. For those who are accepted as homeless, the duty to provide temporary accommodation continues until a final offer of secure accommodation has been made (Council or RSL let), or a qualifying offer (QO) via a private Landlord is agreed.
- 1.2 There is a specific requirement upon the local authority to allocate temporary accommodation taking account of the 'suitability order'. This essentially requires us to consider the needs of each individual family when allocating temporary accommodation, in terms of size, location and medical / welfare grounds. The temporary accommodation portfolio in the Council takes the form of the councils own hostel, at Boundary Road, and a handful of houses in multiple occupation (HMO's) across the borough. Both of these are used for young single people. Self contained flats with on site support are provided by Look Ahead Housing Association (at Summerfield and Bevan House's). Private sector licensed accommodation (PSL) represents a significant proportion of our temporary accommodation portfolio, currently approximately 622 households.
- 1.3 The current PSL scheme was a model developed by Kensington and Chelsea which this Council adopted in 2002. Councils were encouraged to introduce PSL schemes by generous housing benefit levels for leased and licensed accommodation. This initiative was endorsed by CLG as a means to cease use of bed and breakfast for families with children.
- 1.4 In 2005 a report was approved by the Executive to tender for a Private Sector Leasing Scheme. The portfolio was expected grow and longer term assurance of the availability of accommodation was recommended by the CLG. However the tender process was aborted due to an unsuccessful company requesting a judicial review of the decision not to shortlist them. The Company finally withdrew their claim and unreservedly apologised to the Council. However, this was a very protracted process and, in the meantime the Government's targets and approach to temporary accommodation changed significantly and the earlier specification was no longer relevant.
- 1.5 The current government target for local authorities is to now reduce the use of temporary accommodation by 50% (of what it was in December 2004) by December 2010. The Councils target is 248. As a result of lack of new supply and given the income generated under the current funding regime the number reported to CLG for June 2009 was 618. The last realistic forward projection determined 500 as an achievable target by December 2010.

## **2 Report detail**

- 2.1 When Private Sector Leasing and Licensing schemes were promoted as a good option for local authorities to use as temporary accommodation, the 'cap' for housing benefit to be paid was £357 per week. This figure covered the rent to the landlord, the managing agent's fee and the administration fee charged by the Council. The cap was reduced to £303 per week two years ago. In May 2009 it

was confirmed that with effect from April 2010 the cap will be 'local housing allowance' minus 10% plus £40. Local Housing Allowance is the average market rent, in each bedroom size which fluctuates monthly. This has significant implications for the Council, Managing Agents, and Landlords. The implication for the Council has resulted in a pressure bid of 1.2 M for 2010/11, ongoing.

- 2.2 Expenditure to temporary accommodation providers is estimated to be £8.3M for this financial year shared across thirteen current providers.
- 2.3 In view of this change in funding, a range of options are being explored to reduce PSL units and minimise the impact on the Council's budget. One of the options is to refresh the tender process with a view to having a contract in place by April 2010. Also a briefing paper on the allocation of social housing and the link to temporary accommodation reduction is scheduled for discussion at 'informal cabinet' on 26 October 2009.
- 2.4 Notwithstanding this reduction strategy, it is prudent to tender this service to not only ensure compliance with EU regulations, and to unify service standards across all accommodation providers but to drive down charges for temporary accommodation. All existing providers have been informed of the new Housing Benefit Regulations effective from 2010. They have also been advised of the Council's intention to tender and the need for them to submit a competitive bid in view of the new regulations.
- 2.5 Given the many initiatives being explored to reduce the temporary accommodation by 2010 and the 3<sup>rd</sup> party negotiations that will need to take place between accommodation providers and individual landlords from whom they lease property, it is not possible at this time to predict the financial impact on the budget pressure.
- 2.6 The tender timetable has been scheduled to achieve a contract start date of 1 April 2010. The contract, as drafted by the Legal Practice, will be a framework with multiple contractors. The use of multiple contractors will ensure, as far as possible, that the Council provides a fast, responsive service to homeless persons. The number of approved contractors will be determined by the tender process.
- 2.7 We intend to use the open tendering procedure for the procurement of this contract. A tender package is being finalised for prospective contractors.
- 2.8 The estimated timetable is as follows:
  - Tender package completed by 30.10.2009
  - Full OJEU Notice published by 02.11.2009
  - Tender package available for expressions of interest until 15.12.2009
  - Period for requesting clarification until 15.01.2010
  - Return date for tenders 29.01.2010
  - Tender evaluation completed by 15.02.2010
  - Award of contract to be completed by 31.03.2010
- 2.9 The evaluation criteria to be used are as follows:

#### **Tender Selection Criteria**

- 2.10 The selection criteria which will be used by the Council are shown below, with percentage weightings for each criterion.

2.11 We will carry out a preliminary evaluation of the essential technical and financial elements. This will establish the viability of candidates and determine whether they warrant full evaluation.

	<b>Selection Criteria</b>		<b>Percentage</b>
A	Company Information		5
B	Skills & Resources		15
C	Technical ability and information		15
D	Risk Assessment Capability		15
E	Emergency planning ability		10
F	Financial Information		10
G	EMS qualification		10
H	References		15
I	Declaration for signing		5
	<b>TOTAL – Selection Criteria</b>		100%

2.12 Candidates which pass that first evaluation will then have the quality of their bids assessed as follows

	<b>Award Criteria</b>		<b>Percentage</b>
A	Quality of homes to be provided		30
B	Quality of the support to be provided to homeless persons		30
C	Equality & Diversity policy		20
D	Health & Safety policy		20
	<b>TOTAL – Award Criteria</b>		100%

2.13 The Award Criteria score will be combined with the prices in a 70% Quality - 30% price split to award the final contract. We expect to award the contract to all those who achieve over 70%

### **3 Financial Issues**

3.1 The service provides a statutory function as part of the Council's homelessness strategy. In providing this type of accommodation the Council incurs the rental cost of renting through the private sector and finances this through rental charges to the homeless families placed in this type of accommodation, this charge is often funded

by eligible housing benefits, there is however a shortfall in certain individual households circumstances.

- 3.2 The service is projected to pay £8.3m to landlords in 2009/10 for accommodation rented to provide private sector license. This is based on 622 properties currently in use reducing to 590 by 31<sup>st</sup> March 2010.
- 3.3 Any actions to drive down numbers in PSL during this financial year would have an adverse impact on income collection for 09/10.

#### **4 Links to Corporate and other Plans and Strategies**

- 4.1 The Homelessness and Advice Service Improvement Plan 2009/ 2010 incorporates the need to ensure that an E.U. compliant contract is negotiated under Action Number HA41.
- 4.2 This feeds into Objectives 2 and 3 of the Housing Services Service Plan - (2) Sustainable medium term financial strategies and (3) Knowing and understanding our customers and ensuring they are integral to service design and decision.

#### **5 Consultees**

- 5.1 The following were consulted in the preparation of this report:

**Councillors:**

Councillor Phillip Waker, Cabinet Member for Housing

**Chief Executive's:**

Sharon Roots, Corporate Risk Manager

**Customer Services:**

David Woods, Corporate Director of Customer Services

Stephen Clarke Divisional Director of Housing

Annette Cardy, Group Manager, Housing Benefit

Maryam Collard, Procurement Manager - Housing Services

Doug Bannister, Accommodation Services Manager

**Resources:**

Tracie Evans, Divisional Director of Finance (interim)

Tony McNamara, Interim Group Manager Housing Services Finance

Yinka Owa, Partner Procurement, Contracts and Property

Ben McMahon, Contracts Locum Lawyer

Paul Ansell, Corporate Procurement Officer

**Adult and Community Services:**

James Oaten, Group Manager, Equalities and Diversity

Christopher Pelham, Acting Head of Safeguarding Rights

#### **6 Background Papers Used in the Preparation of the Report:**

- Report to Executive 8 August 2005
- Previous Tender Package
- Minutes from Tender Planning Day 24 July 2009

#### **7 List of appendices: None**

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## EXECUTIVE

3 November 2009

## REPORT OF THE CORPORATE DIRECTOR OF CUSTOMER SERVICES

<b>Title: Debt Write-Offs July 2009 to September 2009 (2nd Quarter)</b>	<b>For Information</b>
<p><b>Summary:</b></p> <p>Barking and Dagenham Direct is made up of a number of service areas. Two of these (Income and Collection and Rents and Benefits sections), are linked to the billing, collection and recovery of the vast majority of debts that fall due to be paid to the Council for chargeable services and statutory levies such as Council Tax and Business Rates.</p> <p>The value and type of debts written-off as uncollectible within these two sections must be reported to the Executive on a quarterly basis in line with the Council's financial regulations. This report for the financial year 2009/10 provides a summary of debts written-off for Q2 i.e. July to September 2009 shown in table 5 of <b>Appendix A</b>. In total £1,089k of debts to date have been written-off for the 2009/10 year for Q2 from July to 30 September 2009. The level of debt written off in 2009-10 for Q1 and Q2 has been increased through a more proactive approach to writing off historic Council Tax debt and a large single NDR debt which is irrecoverable.</p> <p><b>Wards Affected:</b> None.</p>	
<p><b>Recommendation(s)</b></p> <p>The Executive is asked to note the debt write-offs for the 2nd quarter of 2009/10 as detailed in the report and that a number of these debts will be publicised in accordance with the policy agreed by Minute 69 (6 November 2007).</p>	
<p><b>Reason(s)</b></p> <p>As a matter of good financial practice and to accord with the Council's Financial Rules.</p>	
<p><b>Implications:</b></p> <p><b>Legal:</b></p> <p>The write of debts of the sums proposed in the report requires a decision of the Executive. It was decided at the Executive's meeting of 6 November 2007 to publish the names of debtors whose debts have been written off subject to certain exceptions set out in the report. The publicising of the names of debtors constitutes processing of their personal data under Data Protection Act 1998 (DPA). In order to process i.e. publish this information lawfully the legislation sets out a number of requirements the most pertinent being that processing must be fair, lawful that any one of the permissible grounds listed in schedule 2 DPA be found.</p> <p>The relevant ground in schedule 2 DPA to the publication of debtor names is that 'the processing is necessary for the purposes of legitimate interests pursued by the data controller or by the third party or parties to whom the data are disclosed, except where the</p>	

processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject'. This means that the Council may lawfully publish the data on the basis that it is thereby pursuing some legitimate interest. One possible interest through publication may be the identification of named debtors who the Council could then pursue to recover the debt. The Council must also be satisfied that no prejudice to the rights and freedoms of the data subjects (named debtors) would be occasioned by the publication. The Legal Partner has not seen any basis for suggesting such prejudice would be occasioned. If any individual had concern as to publication of their details they could raise objection with the Council who could then revisit the issue in the light of the legal considerations here outlined.

It is not suggested that the debtors named have committed any offence in which case the data would be 'sensitive' personal data requiring an further additional ground form schedule 3 to be also identified. This aspect can thus be discounted.

The sums being written-off in the report are quite substantial and Councillors will be concerned as to what efforts are being made to recover debts before they are written-off. The Legal Partner for Corporate Law issues is liaising with the relevant Head of Service to review existing mechanisms for debt recovery and further to canvass options to make recovery more effective.

#### **Financial**

All debts written-off, will have been provided for within the Council's Bad Debt Provision and as such there should be no specific financial implications. However, there is the possibility that unforeseen and unplanned additional write-offs occur, which lead to the value of debts written-off in any year, exceeding the agreed bad debt provision.

Where this is likely to happen, this quarterly report will act as an early warning system and will enable additional control measure to be agreed and taken, to either bring the situation back under control, or to make appropriate adjustments to the bad debt provision.

#### **Contractual**

No specific implications.

#### **Risk Management**

No specific implications save that of this report acting as an early warning system to any problems in the area of write-offs.

#### **Staffing**

No specific implications.

#### **Customer Impact**

No specific implications.

#### **Crime and Disorder**

No specific implications.

#### **Property / Assets**

No specific implications.

#### **Options Appraisal**

Not applicable

<b>Head of Service:</b> Abimbola Odunsi	<b>Title:</b> Head of Barking and Dagenham Direct	<b>Contact Details:</b> Tel: 020 8227 2505 Fax: 020 8227 2574 E-mail: abimbola.odunsi@lbbd.gov.uk
<b>Report Author:</b> Norman Lockie	<b>Title:</b> Acting Group Manager (Income and Collection)	<b>Contact Details:</b> Tel: 020 8227 8602 Fax: 020 8227 2574 E-mail: <a href="mailto:Norman.lockie@lbbd.gov.uk">Norman.lockie@lbbd.gov.uk</a>

## 1. Introduction and Background

- 1.1 The Income and Collection section and the Rents and Benefits Sections are responsible for the collection of the vast majority of debts falling due to the Council by way of statutory levies and chargeable services. Whilst measures are taken to collect all debts and levies due, it is invariably the case that some debts will remain unpaid, even after concerted efforts have been made to collect them.
- 1.2 In order that the Council can take proper account of debts that will actually be paid and also take account of debts that are unlikely to be paid, the writing off of uncollectible debts are carried out on a regular basis. This way the Council is able to take account of just those debts that it knows will be paid, whilst making some provision within its accounts for debts that are unlikely to be paid.

## 2. Policy for write-off of irrecoverable debts and unclaimed credits

- 2.1 The processes and procedures in place for managing and recording debts written-off are governed by the Council's write-off policy. The purpose of the policy is to establish a framework to regulate the write-off of irrecoverable debts and long standing unallocated and unclaimed credits.
- 2.2 Adherence to this policy will ensure that there is always consistency and probity adopted in the procedures of debt and credit write-offs and that best practice is followed in:
- Debt collection and recovery
  - Accountancy code of practice
  - Audit controls

## 3. Authorisation to write-off debts

- 3.1 Authority to write-off debts and credits is delegated to the Chief Financial Officer by the Council's Constitution. Further delegation is made via the constitution and is specified below:
- Up to £2,000    Group Managers
  - £2,000.001 to £10,000                        Head of Barking and Dagenham Direct
  - Over £10,000                                        Corporate Director of Customer Services or the Divisional Director of Corporate Finance

3.2 These authorisation levels are strictly adhered to for all write offs.

#### **4. Current Position**

4.1 The net value of debts written-off for the first quarter (Q1) of 2009/10 (i.e. April 2009 – June 2009) was £ 279,212 as shown in table 4 of **Appendix A**.

4.2 The net value of debts written-off for the second quarter (Q2) of 2009/10 (i.e. July 2009 – September 2009) was £ 1,089,602 as shown in table 5 of **Appendix A**.

4.3 The total debt write-off for 2009/10 now stands at £1,368,814.

#### **5. Points to note from debt write-off tables (Appendix A)**

5.1 Council Tax and Business Rates are both statutory debts and for the most part, regular monthly write-offs take place.

5.2 General Income debts relate to debts raised for chargeable services that the Council either provides as a statutory duty or as a service where no other providers are available to provide a similar service.

5.3 Home Care and Residential Care debts are also dealt with within the General Income section and are shown separately.

5.4 Housing Benefit overpayment debts written-off relate to relevant adjustments in this area.

5.5 Former tenant arrears relate to previous occupation of rented Council housing.

#### **6. Publication of individual details of debts written-off**

6.1 A number of Authorities publicise the details (names, addresses etc.), of residents who have had debts written-off. In the vast majority of cases, these debts have been written-off where the debtor has absconded.

6.2 The Executive agreed in November 2007 (Minute 69, 6 November 2007) that a list showing the details of debtors, who have had debts written-off, would be attached to this report. A list has been attached at **Appendix B**. The list has been limited to the top ten debts only

6.3 As outlined within recommendation 2 above, the Executive is asked to consider the publication of this list of debtors locally (e.g. within The News etc.).

6.4 As was previously outlined within the 6 November 2007 Executive report, it was recommended that the following types of debt write-offs are excluded from this publicised list:

- (a) Debts that have been written-off following a corporate complaint being upheld
- (b) Debts that have been written-off due to the debtor falling within one of the many vulnerable groups (e.g. elderly, disabled, infirm etc.)
- (c) Where the original debt was raised in error
- (d) Where debts have been written-off, but no legal action has been taken to prove that the debt was legally and properly due
- (e) Where the debt has been written-off following bankruptcy or insolvency action (the majority of these cases will be individually publicised)

6.5 The exclusion of the category of debts listed above will eliminate the possibility of any unnecessary and potentially costly legal challenges from debtors, who take issue with their details being publicised. It is intended that where the details or whereabouts of debtors become known following publication, those debtors will be pursued as far as is possible, to secure full payment of the debt.

6.6 The list provided at **Appendix B** does not include any debts or debtors that fall within categories a-e above, so the list as it stands can be publicised after the removal of date of birth and national insurance number details.

6.7 Debts that are written off are sometimes publicised and this serves a public interest as it provides an opportunity for an interested member of the public to raise any concerns about the debt(s), it may lead to the identification of named debtors who in turn can be pursued for sums owing. The act of publicising may also serve as a deterrent against deliberate non payment of debts by others in the local authority's area.

## **7. Ongoing debt recovery and tracing work**

7.1 It should be noted that debt recovery and tracing work is an ongoing activity within the Income and Collection and Rents and Benefits section. Some form of tracing work continues on debts even after the debt has been written-off. We have a number of management tools to find debtors, including national systems such as Experian. In many cases, tracing and follow-up work can continue for up to a year after the debt has been written-off (e.g. in the case of higher debts) and debtors have been known to resurface up to five years after a debt has been written-off.

7.2 Where debtors are located either by ourselves or other departments, for example often Tenancy audit find debtors, the section who owns the debt is advised and the recovery process can be resumed. The debt is often written back on so that legal action can commence or be restarted from where it was left.

7.3 The Revenues and Benefits write-off policy determines the requirements to be met before a debt can be written-off. In most cases, a debt will be written-off where a debtor has absconded and despite extensive attempts they cannot be traced. In these circumstances the debt can be resurrected but the timescales are unknown and the courts do not agree with new or continued prosecution depending on what

stage this has reached and the age of the debt. However, this does prevent certain types of enforcement activity and this will be taken at any stage where an appropriate court order is held and the debtor's whereabouts becomes known.

In cases where the debtor has deceased, details of the debt are sent to the Executor to be included in the administration of the estate. Where there is no estate or insufficient funds, the debt will be written off as irrecoverable.

Where a debtor is declared bankrupt, any person who is jointly and severally liable for the debt will be pursued. The debt is written-off against the bankrupt debtor but written back on as the Official Receiver issues a dividend.

Debts which are remitted by the court cannot be pursued at any future stage so there is no further recourse against the debtor in these circumstances.

- 7.4 Every effort is being made to support customers and minimise debt. A multi-disciplinary rent panel has been established to look at each individual case and take appropriate action. A business process re-engineering exercise has been carried out on temporary accommodation and income recovery procedures, to ensure the appropriate use of resources and efficient streamlined procedures are in place in preparation of the implementation of Capita I.T. system. This system will provide robust data for better charging, quicker response time, and improvement in customer experience.

## **8. Consultees**

- Councillor Carroll – Lead Member (Revenues and Benefits Portfolio)
- Tracie Evans -Divisional Director of Corporate Finance
- Bola Odunsi - Head of Barking and Dagenham Direct
- Winston Brown – Legal Partner and Deputy Monitoring Officer
- Annette Cardy - Group Manager (Benefits and Service Development )
- Steve Whitelock – Finance Group Manager (Adult and Community Service)
- Lee Russell – Finance Group Manager (Resources)
- Shenis Hassan – Finance Group Manager (Children Services)
- Tony McNamara – Group Manager (Customer Services, Finance)
- Mary Olawale –Asst Group manager (Customer Services, Finance)

## **9. Background Papers Used in the Preparation of the Report:**

- Executive Report and Minute 29, 6 November 2007: “Council Debt Write-offs”, Policy for write-off of irrecoverable debts and unclaimed credits.
- Income and Collection tracing procedure.
- Report to Executive dated 25 August 2009 titled “Debt Write-Offs” April 2009 - June 2009 (First Quarter).

## **10. List of Appendices**

- Appendix A** – Debts Written-Off
- Appendix B** – Details of Debtors

Debts written off during 2006/7  
Table 1

Write Offs	Housing Benefit	General Income Debts	Former Tenant Arrears	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2006/07	£74,086	£209,571	£698,423	£32,234	£98,608	£1,965,030	£82,256	£3,160,208

Debts written off during 2007/8  
Table 2

Write Offs	Housing Benefit	General Income Debts	Former Tenant Arrears	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2007-8 Totals	£335,194	£165,413	£373,275	£ -	£10,543	£ 668,163	£169,657	£1,722,245

Debts written off during 2008/09  
Table 3

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Home Care	Residential Care	Council Tax	NNDR	TOTAL
2008-9 Totals	£413,313	£1,170,066	£641,637	£2,530	£693	£1,661	£435,088	£106,629	£2,771,617

Please note the Housing Benefit and Rents was not included in the 2008/2009 total.

**Debts written off 2009/10**

**Table 4  
Debts Written Off during 2009/10 Quarter 1**

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Home Care	Residential Care	Council Tax	NADR	TOTAL
Apr-09	Under £2k	£8,179.31	£265.12		£82.00		£26,622.67		£45,174.91
	Over £2k		£28,731.14						32,811.14
	Over £10k								£0.00
	<b>Total</b>	<b>£14,105.81</b>	<b>£8,179.31</b>	<b>£28,996.26</b>	<b>£0.00</b>	<b>£82.00</b>		<b>£26,622.67</b>	<b>£0.00</b>
May-09	Under £2k	£21,291.31	£2,586.21	£994.10		£159.00			£27,324.51
	Over £2k		£28,456.28						£36,130.50
	Over £10k								£0.00
	<b>Total</b>	<b>£2,293.89</b>	<b>£28,965.53</b>	<b>£31,042.49</b>	<b>£994.10</b>	<b>£0.00</b>	<b>£159.00</b>	<b>£0.00</b>	<b>£0.00</b>
Jun-09	Under £2k	£24,632.82	£47,509.46			£228.52			£85,496.59
	Over £2k	£35,233.48	£9,558.43						£52,274.25
	Over £10k								£0.00
	<b>Total</b>	<b>£20,608.13</b>	<b>£59,866.30</b>	<b>£57,067.89</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£228.52</b>	<b>£0.00</b>	<b>£0.00</b>
<b>Quarter 1 Totals</b>	<b>£37,007.83</b>	<b>£97,011.14</b>	<b>£117,106.64</b>	<b>£994.10</b>	<b>£82.00</b>	<b>£387.52</b>	<b>£26622.67</b>	<b>£0.00</b>	<b>£279,211.90</b>



**Table 5  
Debts Written Off during 2009/10 Quarter 2**

Write Offs	Housing Benefits	General Income Debts	Former Tenant Arrears	Rents	Home Care	Residential Care	Council Tax	NNDR	TOTAL
	Under £2k	£17,829.31	£3,810.63	£8,181.49				£121,645.98	£1505.29
Over £2k	£2,226.15	£7,255.49	£17,078.25				£73,240.81		£99,800.70
Over £10k		£41,275.69						£367,954.52	£409,230.21
<b>Total</b>	<b>£20,055.46</b>	<b>£52,341.81</b>	<b>£25,259.74</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£194,886.79</b>	<b>£369,459.81</b>	<b>£662,003.61</b>
Under £2k	£11,875.34								£11,875.34
Over £2k	£11,437.49	£7,840.34							£19,277.83
Over £10k	£13,045.30								£13,045.30
<b>Total</b>	<b>£36,358.13</b>	<b>£7,840.34</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£44,198.47</b>
Under £2k	£11,623.30	£8,612.29	£18,465.68				£149,864.99	£13,317.98	£188,566.26
Over £2k			£52,300.17				£69,561.46	£48,519.70	£121,861.63
Over £10k	£11,134.48								£11,134.48
<b>Total</b>	<b>£22,757.78</b>	<b>£8,612.29</b>	<b>£70,765.85</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£219,426.45</b>	<b>£61,837.68</b>	<b>£383,400.05</b>
<b>Quarter 2 Totals</b>	<b>£79,171.37</b>	<b>£68,794.44</b>	<b>£96,025.59</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£0.00</b>	<b>£414,313.24</b>	<b>£431,297.49</b>	<b>£1,089,602.13</b>

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## Top 10 debts written off in Quarter 2

NAME	ACCOUNT NUMBER	AMOUNT	DEPARTMENT	REASON
Palace Invest Ltd	20022404	£367,954.52	NNDR	Office in Jersey, Governance Board decision
Garrods Sheet Metal	61236413	£22,485.28	General Income	Company has been liquidated
Garrods Sheet Metal	61804211	£18,790.41	General Income	Company has been liquidated
Ms S Harvey	104589055	£13,045.30	Housing Benefit	Health reasons
Mrs D Riches	101930818	£11,134.48	Housing Benefit	Customer bankrupt
Yetunde Adepeju	62502743	£7,840.34	General Income	PSL board agreed to write-off
Mr Shorcock	71616578	£6,027.62	Rents	Unable to trace customer
Mr Raymond Alake	86709658	£5,741.17	Council Tax	Customer made bankrupt
Mr David Flint	71404507	£5,254.50	Rents	Unable to trace customer
Mr S Amarasinghe	71245048	£5,182.33	Rents	Unable to trace customer

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