

London Borough of Barking and Dagenham

Notice of Meeting

EXECUTIVE

Tuesday, 27 May 2003 - Civic Centre, Dagenham, 7:00 pm

Members: Councillor C J Fairbrass (Chair); Councillor C Geddes (Deputy Chair); Councillor J L Alexander, Councillor G J Bramley, Councillor S Kallar, Councillor M E McKenzie, Councillor B M Osborn, Councillor J W Porter, Councillor L A Smith and Councillor T G W Wade.

Declaration of Members Interest: In accordance with Article 1, Paragraph 12 of the Constitution, Members are asked to declare any direct/indirect financial or other interest they may have in any matter which is to be considered at this meeting

16.05.03

Graham Farrant
Chief Executive

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AGENDA

- 1. Apologies for Absence**
- 2. Minutes - To confirm as correct the minutes of the meeting held on 20 May 2003 (to follow)**

Business Items

Public Item 3 is a business item. The Chair will move that this be agreed without discussion, unless any Member asks to raise a specific point.

Any discussion of a Private Business Item will take place after the exclusion of the public and press.

- 3. Street Trading Licences (Pages 1 - 4)**

Discussion Items

- 4. Parks and Green Spaces Strategy (Pages 5 - 18)**
- 5. Audit Reporting Arrangements (Pages 19 - 22)**

6. **Any other public items which the Chair decides are urgent**
7. **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).

Discussion Items

8. **Appointment of Development Partner for Customer First (to follow)**

Concerns a Contractual matter (paragraph 8)

Business Items

None.

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

THE EXECUTIVE**20 MAY 2003****REPORT FROM THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

STREET TRADING LICENCES - FEES AND CHARGES 2003/04	FOR DECISION	
<i>This report concerns the setting of Charges, which is the responsibility of the Executive.</i>		
<u>Summary</u>		
<p>This report sets out the Council's current Street Trading Charges and provides a comparison with the charges made by neighbouring boroughs.</p> <p>The Charging Policy Commission set a number of fundamental principles that must be considered. There has been only one increase in the charges levied by the Council since November 1996. Therefore, this report proposes some changes to the basis that the charges are applied as well as the level of Charges for 2003/04, which will be necessary to cover costs.</p>		
<u>Recommendations</u>		
The Executive is recommended to		
<p>(i) Agree the basis and increase for Street Trading Charges with effect from 1 July 2003 as follows:</p> <ul style="list-style-type: none"> (a) The issue of a non transferable three-year licence to an individual at a charge of £50 per licence (b) If a licence requires a new 'Designated Street', the cost of this, if approved, is charged to the licensee (c) The introduction of premium, standard and small area rates, as outlined in paragraph 3.3; and, <p>(ii) Note that the Charges will be reviewed annually in future.</p>		
<u>Reason</u>		
<p>To set the Street Trading Charges for the forthcoming year in accordance with the principles of the Charging Policy Commission and to assist with the Council's Community Priority of "Regenerating the Local Economy".</p>		
Contact Ralph Cook.	Town Centres Managers	Tel: 0208 270 6015 Fax: 0208 270 6048 Minicom: 0208 227 3034 E-mail: ralph.cook@lbbd.gov.uk

1. Background

- 1.1 The Assembly on 4th July 2001 accepted the recommendations of the Charging Policy Commission. The three fundamental principles of the Council's policy are as follows: -
- (i) Services should raise income wherever there is a power or duty to do so;
 - (ii) The income raised should cover the full cost of providing the service, including all overheads and where appropriate to mirror prevailing commercial rates;
 - (iii) Any departures from this policy must be justified in a transparent manner and demonstrably support or promote Council priorities and policy objectives in an effective manner.
- 1.2 The charges covered in this report cover trading from shop forecourts and from designated locations on the public highway. They do not cover Barking Market or Ice Cream Vans, etc. (the latter are not permitted to stay in any location more than 10 minutes in LBBDD, and are thus not subject to this form of licensing).
- 1.3 LBBDD currently issue 62 licences annually and all of businesses use their frontages all year round.

2. Current Position

- 2.1 In response to public concern following the Council taking legal action against an individual for non-payment of the Charge, the Council agreed in November 1996 to reduced the Charge from £436 to £120 per year, in order to make street trading licences easily affordable to small businesses. (former Health and Consumer Services (Licensing) Sub-Committee Minute 38 (i), 28 October 1996 refers) In 1999 the Director of Housing and Health increased the fees to £141, which remains the current rate.
- 2.2 There is no consistency in practise amongst London Boroughs over such fees. Some levy substantial charges, whilst others levy no charge at all. According to the terms of the London Local Authorities Act, 1994'.-- Part Three, 'Street Trading', charges should cover all reasonable costs but not contribute to the General Revenue.

Some examples-

Tower Hamlets	£25 / week
Haringey	£10 / sq. metre / week
Lewisham	No charge
Waltham Forest	£20 / week
Newham	No charge (except cafes)
Redbridge	No charge (under review)
Havering	£24.80/ Week (Six trading days).

- 2.3 As mentioned above, it has been the Council's policy to encourage small businesses, however, a charge such as those above (£20 plus) would for this area could be considered punitively high. Most small businesses in the Council's area would cease forecourt / street trading if obliged to pay similar rates.
- 2.4 By Contrast, those boroughs that do not charge at all are still obliged to inspect and control, and so costs are incurred whether or not a license is issued.

3. **Proposal**

3.1 Designated Street:

As has been policy since 1996, if a licence requires a new 'Designated Street', the cost of this, if approved, would be charged to the licensee. It is proposed that this policy remains unchanged. However, such cases would be rare in practise since most suitable streets attractive to traders have already been designated.

3.2 Cost of Service:

Visits to the shops to issue the licences and collect the fees are done annually. This occupies two officers for 2 to 3 weeks. Subsequent inspections are usually combined with Officers other duties, such as examining vehicles in the area offered for sale illegally. The annual exercise incurs an inclusive personnel cost of approximately £4,000. Despite the passage of time since the charge was first set, a large increase is not required, since we have significantly improved the efficiency of our administration.

3.3 Annual Charge:

An annual charge, paid in advance is both the easiest and cheapest to administer and the rates proposed below would cover all our costs

To replace the present 'flat rate' with a simple scale of three charges reflecting the size of the trading area. This is clearly fairer than a 'flat rate'. It will not be more difficult to administer, since on existing licences we already record the size of the trading area taken. The proposed area charges are as follows:

Premium Area Charge	£200	Over 2 metres depth from Shop-front.
Standard Area Charge	£165	1+ to 2 metres depth.
Small Area Charge	£125	1 meter or less

Of the 62 licences currently issued, fifteen 'pitches' are one metre or less. Only two are in excess of two metres.

3.4 Three Year Licence:

Though Charges will be collected annually, it is proposed that the actual licence will in future be issued for three years instead of one. This is legally admissible and will reduce the Council's costs further. Although the licence will cover three years, checks will be made to ensure that its terms are being properly adhered to, both through regular inspections and when collecting the following subsequent annual fees.

Currently there is no separate charge levied for the Licence itself. Therefore, it is proposed that the Licences are issued to a named individual and remain non-transferable. The cost of a licence, to cover a full three-year period, should be £50. This fee would be in addition to the annual charge

4. **Financial Implications**

4.1 As mentioned above the cost of the service is approximately £4,000 for the annual exercise plus minor costs for subsequent inspections during the year. The overall annual Revenue for the Council will be

Annual fees	£9,000	(An increase of 10%)
Three Year Licenses	£1,033	(All Additional Income. £3,100 being collected every three years, plus new additional licences when approved.)

5. **Consultation**

Head of Finance and Senior Accountant Strategic Finance for LESD have seen this report and are happy with the report as it stands.

Background Papers

- Health and Consumer Services (Licensing) Sub-Committee Minute 38 (i), 28 October 1996. Re: Review of Street Trading Licence Fees
- London Local Authorities Act, 1994'. - Part Three, 'Street Trading'

THE EXECUTIVE**27 MAY 2003****REPORT OF THE DIRECTOR OF LEISURE & ENVIRONMENTAL SERVICES**

PARKS & GREEN SPACES STRATEGY		FOR DECISION
<p><i>This report concerns the adoption of a Parks & Green Spaces Strategy, which needs to be approved by the Executive.</i></p>		
<p><u>Summary</u></p> <p>The Parks & Green Spaces Strategy summarises all of the issues affecting parks and green spaces in the Borough and sets out a programme for the renaissance of parks and green spaces over the next twenty years. The Strategy demonstrates the role that parks & green spaces can play in delivering the wider Council agenda around regeneration and the seven Community Priorities. Finally, the Strategy sets out an implementation plan, funding mechanisms, and monitoring and review procedures using the Balanced Scorecard performance management framework.</p> <p>Capital funding of £5 million has been allocated for the delivery of the Strategy in financial years 2005 - 2008. This has been allocated on a priority basis to optimise securing external funding and to complete park improvement programmes, which have been already committed to. Full copies of the Parks & Green Spaces Strategy have been deposited in the Members' Rooms for information.</p>		
<p><u>Recommendations</u></p> <p>The Executive is recommended to approve:</p> <ol style="list-style-type: none"> 1. The adoption of the Parks & Green Spaces Strategy; and 2. In principle, the appointment of a project manager on a fixed term contract. 		
<p><u>Reason</u></p> <p>The adoption of the Parks & Green Spaces Strategy will support delivery of the Borough Community Priorities particularly Making Barking & Dagenham a Cleaner, Greener and Safer.</p>		
<p>Contact: Allan Aubrey</p>	<p>Head of Leisure & Community Services Leisure & Community Services Division.</p>	<p>Telephone: 020 8227 3576 Fax: 020 8227 3129 Minicom: 020 8227 3034 E-mail: allan.aubrey@lbbd.gov.uk</p>
<p>Simon Swift</p>	<p>Group Manager Leisure & Community Services Division</p>	<p>Telephone: 020 8227 3179 Fax: 020 8227 3129 Minicom: 020 8227 3034 E-mail: simon.swift@lbbd.gov.uk</p>

1. Background

1.1 Preparation of the Parks & Green Spaces Strategy commenced in May 2001 and was completed in April 2003. Subject to approval by Members, the Strategy will start to be implemented from this financial year 2003/04 and will be subject to an annual review.

1.2 Nine-project phases were identified for the production of the Parks & Green Spaces Strategy and phase one to six have now been successfully completed. Project phase five, six and seven have slipped from the original timetable that was presented to the Executive (Executive Minute No 7, 28 May 2002). In order to:

- Extend the consultation period; and
- Revise the Parks & Green Spaces to take into consideration the results of the publication of the Urban Green Spaces Taskforce report by the Office of the Deputy Prime Minister (ODPM).

2. Strategy Consultation

2.1 Consultation for the Parks & Green Spaces Strategy was undertaken through two stages including professional and public consultation.

2.2 Professional consultation

- External consultation to ensure that the Strategy reflected national and regional priorities for Parks & Green Spaces and opportunities for partnership development were identified.
- Internal consultation with key stakeholders to ensure that opportunities for partnership working were developed

2.3 39 drafts of the Parks & Green Spaces Strategy were issued as part of the professional consultation phase and 23 responses were received representing a response return of 59%. These consultation comments have been included into the final Parks & Green Spaces where relevant.

2.4 Public consultation

This was based on existing consultation that had already been commissioned by the Council through MORI polls for the:

- Budget Survey – September/October 2001
- Best Value Survey – October/November 2001
- Community Safety Survey – November/December 2001
- Best Value Challenge Day - Parks, Open Spaces & Grounds Maintenance

2.5 The outcomes of these consultation exercises demonstrated the value that the community place on parks and green spaces (42% of residents rated parks and green spaces the most used service provided by the Council - second most used service overall) and the issues that need to be addressed. This consultation information underpins the value of adopting a Parks & Green Spaces Strategy.

3. Timetable

1	Preparation	<p>Parks & Green Spaces Strategy Framework Brief</p> <p>Secure feasibility funding to appoint consultants to implement Stages 1 – 3.</p>	<p>May - August 2001</p> <p>September 2001</p>
2	Stages 1 – 3 Strategy Framework	<p>Commission & appoint Consultants to implement Stages 1-3.</p> <p><u>Stage 1</u> - Review of National, Regional, Metropolitan & Borough policies to identify “best practise” and draft priorities for adoption.</p> <p><u>Stage 2</u> - Landscape evaluation of the Borough’s key parks & green space to identify key recommendations for improvement</p> <p><u>Stage 3</u> - Identify management and funding options for the delivery of Parks & Green Spaces Strategy.</p> <p>Secure feasibility funding to appoint consultants to implement Stages 4-6</p>	<p>October – December 2001</p> <p>December - February 2002</p> <p>January - March 2002</p> <p>March 2002</p>
3	Progress Report	Progress Report to Executive on development of Parks & Green Spaces Strategy.	May 2002
4	Stage 4 - Draft Strategy	Produce Parks Green Spaces Strategy (Draft)	June 2002
5	Stage 5 - Consultation & Assessment	Identify consultation methods and present key issues to “test audience”	July – November 2002
6	Stage 6 - Analysis & Creation	Analysis of “test audience” results and revision of the Strategy	November 2002 – March 2003
7	Stage 7 – Strategy Adoption	<p>Formal adoption of the by Executive and Assembly</p> <p>Trade Media & Public Launch</p>	<p>May - June 2003</p> <p>July 2003</p>
8	Stage 8 - Strategy Action Plan	Prepare Action Plan for Strategy Implementation.	June 2003
9	Stage 9 – Implementation	Implement Year 1 of the Strategy	June 2003 – March 2004

4. Finance - Capital

4.1 The total capital budget required for the delivery of the Parks & Green Spaces Strategy is £23,698,047:

Total Capital Budget	£23,678,047		
Funding already secured for specific park projects		£3,603,910	
Capital funding 2005 - 2008		£5,000,000	
Funding Required			£15,064,137
Total	£23,678,047	£8,603,910	£15,064,137

4.2 Delivery of the Parks & Green Spaces Strategy has been broken down into three phases:

Phase 1: Parks & green spaces projects that have secured funding and are at various stages of implementation.

Phase 2: Parks & green spaces that have the potential to meet external funding criteria, or achieve partnership funding.

Phase 3: Parks & green spaces that do not require capital funding for improvements.

4.3 The main focus of delivery will be securing external funding through targeted funding applications and working in partnership with organisations such as Groundwork East London and the proposed Urban Development Corporation. It is very unlikely that all of the funding required will be externally secured and further council capital funding will be required from 2008 onwards to complete:

- Phase 1 sites that have not secured external funding
- Phase 2 sites estimated costs for which are £6,859,000.

4.4 **Appendix A** lists all the parks & green spaces by the three phases and a proposed timetable for delivery. It is important to note that the costs shown in Appendix A are estimated costs and actual costs will vary on a site by site basis and will be dependant upon the outcome of securing external funding. In addition the funding allocation for Castle Green may need to be reprioritised to funding replacement open space on Scrattons as a result of the Joe Richardson School PFI project.

5. Finance - Revenue

5.1 The existing Parks & Open Spaces budget for 2003/2004 is £1.3m (gross budget of £1.9m). Based on the Public Parks Needs Assessment recommendation ¹ and including provision for new revenue costs annual revenue funding of £500,000 to £750,000 will need to be budgeted for.

¹ Public Parks Needs Assessment Report was produced by the Urban Parks Forum in May 2001

- 5.2 This funding will need to be sought from the EPCS spending block on a phased basis from 2005/06 onwards. For Phase 1 sites has been estimated at £393,650, this cost has been calculated on a combination of a average cost per hectare of £2,000 and known revenue costs for specific park projects such as Barking Park (Executive Minute 200 12 November 2002).
- 5.3 As part of the year 1 Action Plan detailed revenue profiles for each project phase will be calculated along with performance outputs that can be used to measure the success of the Parks & Green Spaces Strategy

6. Project Management

- 6.1 Project Management for the Parks & Green Spaces Strategy will be achieved through a Parks & Green Spaces Strategy Steering Group. The Strategy Steering Group will involve representation from all Departments and outside partners to ensure that the crosscutting themes of the Strategy are successfully delivered. It is proposed that the Head of Leisure & Community Services supported by a dedicated project manager will lead the group.
- 6.2 Park Project Implementation Groups will also be established for Individual Parks and will be multi-disciplinary team based that reflects the scope of the project. In the main, these projects will be lead by senior officers from the Leisure & Community Services Division and where appropriate will include representation from front line staff.
- 6.3 It is important to note that the Project Manger will be a new post on a fixed term contract funded from the capital allocation for 2005-2008. The cost for this post will be in the region of £45,000 per annum (inclusive of oncosts).
- 6.4 To enable the preparation of external funding applications for phase 1 a appraisal is to be submitted during 2003/04 to bring forward funding of the Project Manger to 2004/05.

7. Strategy Implementation

- 7.1 Delivery of the Parks & Green Spaces Strategy will be through an annual action plan which will be monitored through the Divisional Balanced Scorecard at two levels:
- Internally the Division will monitor progress against action plan targets on a monthly basis and collate base data where required for performance indicators.
 - Externally the Department's Performance Unit will review performance on a quarterly basis.

8. Consultation

- 8.1 The following Officers have been consulted on this report:

Jeremy Grint, Head of Strategic Regeneration
Peter Wright, Head of Planning
Jim Mack, Head of Assets & Development
Lee Russell, Head of DLES Finance

Background Papers

- Executive Minute No 7, 28 May 2002
RE: Parks and Green Spaces Strategy (Progress on Strategy and appointment of Consultants)
- Executive Minute 200 12 November 2002
Re: Barking Park Heritage Lottery Fund Application to the Urban Park Programme.
- Parks & Green Spaces Strategy
(N.B. If you require a personal copy please contact Simon Swift on the telephone number above).

Appendix A - Parks & Green Spaces Strategy - Capital Programme

Site	Size (ha)	Cost Per Hectare	Capital Budget	Project Fees (@10%)	Total Capital Budget	Capital Funding Secured	Capital Funding 2005 - 2008	Funding Required
Abbey Green	4.7	£60,000	£282,000	£28,200	£310,200	£0	£70,500	£211,500
Barking Park	30	Masterplan cost	£2,305,940	Allocated	£2,305,940	£576,485	£0	£1,729,455
Eastbrookend Country Park - Beam Valley	74	Masterplan cost	£1,783,107	Allocated	£1,783,107	£1,697,425	£0	£85,682
Castle Green	8	£60,000	£480,000	£48,000	£528,000	£130,000	£350,000	£0
Central Park	50	£60,000	£3,000,000	£300,000	£3,300,000	£50,000	£737,500	£2,212,500
Chase Nature Reserve	48	£0	£0	£0	£0	£0	£0	£0
Eastbrookend Country Park	78	£0	£0	£0	£0	£0	£0	£0
Dagenham Park	13.3	£60,000	£798,000	£79,800	£877,800	£50,000	£187,000	£561,000
Essex Road Gardens	0.1	£0	£0	£0	£0	£0	£0	£0
Goresbrook Park	14	Masterplan cost	£1,300,000	£130,000	£1,430,000	£800,000	£500,000	£0
Greatfields Park	5.8	£100,000	£580,000	£58,000	£638,000	£0	£0	£638,000
Heath Park	1	£60,000	£160,000	£16,000	£176,000	£0	£0	£176,000
King George's Field	0.9	£60,000	£260,000	£26,000	£286,000	£200,000	£60,000	£0
Kingston Hill Avenue	1.5	£60,000	£90,000	£9,000	£99,000	£0	£0	£99,000
Marks Gate Recreation Ground	1.6	£60,000	£100,000	£10,000	£110,000	£0	£0	£110,000
Mayesbrook Park	45	£60,000	£2,700,000	£270,000	£2,970,000	£0	£0	£2,970,000
Newlands Park	0.8	£0	£0	£0	£0	£0	£0	£0
Parloes Park	58	£60,000	£3,480,000	£348,000	£3,828,000	£100,000	£845,000	£2,535,000
Pondfield Park	3	£60,000	£180,000	£18,000	£198,000	£0	£0	£198,000
Quaker Burial Ground	0.2	£0	£0	£0	£0	£0	£0	£0
St Chad's Park	14	£100,000	£1,400,000	£140,000	£1,540,000	£0	£0	£1,540,000
St Margrets Churchyard	1.2	£100,000	£120,000	£12,000	£132,000	£0	£0	£132,000
St Peter's & St Pauls Churchyard	0.9	£0	£0	£0	£0	£0	£0	£0
New Green Space		Budget	£500,000	£50,000	£550,000	£0	£0	£550,000
Landscape Framework Plan		Budget	£25,000	Allocated	£25,000	£0	£15,000	£0
Playing Field Improvement Programm		Budget	£300,000	Allocated	£300,000	£0	£34,000	£266,000
The Leys	15	£0	£0	£0	£0	£0	£0	£0
Town Quay	0.2	£0	£0	£0	£0	£0	£0	£0
Valence Park	11.6	£100,000	£1,160,000	£116,000	£1,276,000	£0	£290,000	£870,000
Project Officer Costs (2005/12)		Budget	£315,000	£0	£315,000	£0	£135,000	£180,000
Contingency Funding (Phase 1 only)		Budget	£700,000	£0	£700,000	£0	£700,000	£0
Total			£22,019,047	£1,659,000	£23,678,047	£3,603,910	£3,924,000	£15,064,137

Notes - Estimated budgets have been calculated using two formula's - non heritage based improvements at £60K per hectare and heritage based improvements at £100K per hectare. The capital budget allocation has been increased by £100K for Heath Park to reflect additional funding for playground improvements. The capital allocation for King George's Field includes £200k allocation from the capital park playground improvements programme. Fees are shown at 10% and are costed from the LBBB capital allocation.

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Appendix A - Phase 1 Programme

Site	Capital Budget	Project Fees (@10%)	Phase 1 Total Budget	Capital Funding Secured	Council Capital Allocation 2005 - 2008	Funding Required	Timetable	Position Statement
Abbey Green	£282,000	£28,200	£310,200	£0	£70,500	£211,500	2003 - 2007	This project is currently being prepared for HLF funding and capital costs will be subject to revision. Development of this project will need to be done as part of the wider Barking Town Centre Strategy that is currently being prepared.
Barking Park	£2,305,940	Allocated	£2,305,940	£576,485	£0	£1,729,455	2004 - 2007	This project has been submitted for Stage 1 HLF funding.
Eastbrookend Country Park - Beam Valley	£1,783,107	Allocated	£1,783,107	£1,697,425	£0	£85,682	2003 - 2004	Phase 1 completed. Phase 2-4 to be completed 2003/04.
Castle Green	£480,000	£48,000	£528,000	£130,000	£350,000	£0	2003 - 2006	Funding secured for provision of new playground £50,000 (LBBB Capital) and £80,000 A13 funding. Revised masterplan required for the site due to Joe Richardson School PFI project. Some funding from Castle Green may need to be allocated to Scrattons for creating replacement open space to compensate for the loss of open space as a result of the Joe Richardson School.
Central Park	£3,000,000	£300,000	£3,300,000	£50,000	£737,500	£2,212,500	2004 - 2008	Capital funding secured is through the LBBB park playground programme. External funding bids to be determined by outcome of consultation exercises for the park.
Dagenham Park	£798,000	£79,800	£877,800	£50,000	£187,000	£561,000	2003 - 2008	Funding secured from HOTG (£50,000). External funding bids to be determined by the outcome of masterplan exercise for the park. Funding for this project may be available as a result of being included in the Urban Development Corporation Area.
Goresbrook Park	£1,300,000	£130,000	£1,430,000	£800,000	£500,000	£0	2003 - 2006	Goresbrook Park is being implemented over four phases Phase 1 is complete and Phase 2 is currently on site, both phases 1 & 2 have been delivered through external funding. £15,000 of the funding secured relates to the capital programme for park playground improvements.

King George's Field	£260,000	£26,000	£286,000	£200,000	£60,000	£0	£0 2003 - 2006	Capital funding of £200,000 secured for provision of new playground. Additional funding of £60,000 required for landscape and infrastructure improvements. External funding bids to Doorstep Greens (Countryside Agency) and National Playing Field Association (NPPA) to be investigated subject to outcome of consultation programme for site improvements.
Parloes Park	£3,480,000	£348,000	£3,828,000	£100,000	£845,000	£2,535,000	2004 - 2008	Funding of £100,000 secured from Transforming Your Space programme. External funding bids to be determined by outcome of masterplan exercise for the park.
Landscape Framework Plan	£15,000	Allocated	£15,000	£0	£15,000	£0	2004 - 2006	Initial £15,000 funding is for the development of the Landscape Framework Plan.
Playing Field Improvement Programme	£34,000	Allocated	£34,000	£0	£34,000	£0	2005 - 2006	Funding to complete playing field audit and undertake pitch improvement programmes. Match funding bids to be made to Sport England.
Valence Park	£1,160,000	£116,000	£1,276,000	£0	£290,000	£870,000	2003 - 2008	As part of the Council's adopted Heritage Strategy consultants have been appointed to prepare a Stage 1 Application for Valence House & Gardens. It is proposed to extend this application to include Valence Park.
Project Officer Costs (2005/08)	£135,000	£0	£135,000	£0	£135,000	£0	2005 - 2008	Project Officer costs of £45,000 per annum for a fixed term contract of 3 years.
Contingency Funding (Phase 1 only)	£700,000	£0	£700,000	£0	£700,000	£0	2005 - 2008	LBBB Capital funding to be allocated to projects on a priority basis when external funding bids are unsuccessful/masterplan costs exceed capital budget provision. Contingency allocation based on 14% of LBBB capital allocation
Total	£15,733,047	£1,076,000	£16,809,047	£3,603,910	£3,924,000	£8,205,137		
Notes - LBBB capital match funding allocation is based on 25% of the total project cost.								

Appendix A - Phase 2 Programme

Site	Capital Budget	Project Fees (@10%)	Total Budget	Capital Funding Secured	Timetable	Funding Options
Greatfields Park	£580,000	£58,000	£638,000	£0	2008 - 2012	Heritage Lottery Fund
Heath Park	£160,000	£16,000	£176,000	£0	2008 - 2012	Doorstep Greens (Countryside Agency)
Kingston Hill Avenue	£90,000	£9,000	£99,000	£0	2008 - 2012	Allocation for this site needs to be reviewed dependant upon progress with the new cemetery site
Marks Gate Recreation Ground	£100,000	£10,000	£110,000	£0	2008 - 2012	Land Fill Tax Credits
Mayesbrook Park	£2,700,000	£270,000	£2,970,000	£0	2008 - 2012	New Opportunity Fund/Environment Agency
Pondfield Park	£180,000	£18,000	£198,000	£0	2008 - 2020	Doorstep Greens (Countryside Agency)
St Chad's Park	£1,400,000	£140,000	£1,540,000	£0	2008 - 2012	Heritage Lottery Fund
St Margrets Churchyard	£120,000	£12,000	£132,000	£0	2002 - 2012	This project may be brought fwd as part of Abbey Green
New Green Space	£500,000	£50,000	£550,000	£0	2008 - 2012	Section 106 Agreements
Playing Field Improvement Programme	£266,000	Allocated	£266,000	£0	2008 - 2012	Sport England
Project Officer Costs (2008/12)	£180,000	£0	£180,000	£0		
Total	£6,276,000	£583,000	£6,859,000	£0		

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**Appendix A - Parks & Green Spaces Strategy - Capital Programme
Phase 3 - Sites that do not require capital funding for improvements**

Site	Position Statement
Chase Nature Reserve	Based on the landscape Audit undertaken these sites have been identified as not requiring capital funding. Small scale improvements will be made to these sites through the re-prioritisation of existing revenue funding for park improvements on an annual basis.
Eastbrookend Country Park	
Essex Road Gardens	
Newlands Park	
Town Quay	
Quaker Burial Ground	
St Peter & St Paul's Churchyard	
The Leys	

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THE EXECUTIVE**27 MAY 2003****REPORT OF THE DIRECTOR OF FINANCE**

AUDIT REPORTING ARRANGEMENTS	FOR DECISION	
<p><i>This report sets out a recommendation from the Corporate Monitoring Group for decision by the Executive</i></p> <p><u>Summary</u></p> <p>Following on from the Authority's Comprehensive Performance Assessment, the External Auditor's Management Letter for 2001/02 recommended that arrangements be put in place to perform the role of an audit committee.</p> <p>The Corporate Monitoring Group was identified as the most appropriate committee to undertake this role.</p> <p><u>Recommendations</u></p> <ol style="list-style-type: none"> 1. The role currently undertaken by the Director of Finance in respect of planned internal audit work should be overseen by the Corporate Monitoring Group. 2. In the light of the Smith report, the Corporate Monitoring Group should also be responsible for overseeing the Council's relations with the External Auditors. Suggested additions to the Group's terms of reference are included in the appendix. 3. That the Executive agrees the extended terms of reference and the appointment of Councillor Mrs P A Twomey, Chair of the Scrutiny Management Board, to the Corporate Monitoring Group. <p><u>Reason</u></p> <p>To help the Corporate Monitoring Group to undertake the role of an audit committee.</p>		
<p>Contact Officer: Mr A Russell</p>	<p>Head of Audit</p>	<p>Tel: 020 8227 2255 Minicom: 020 8227 2413 E-mail: alan.russell@lbbd.gov.uk</p>

1. Current Arrangements

Internal Audit currently reports to the Director of Finance, who has the legal duty to maintain an effective Internal Audit function. The Director of Finance maintains an overview of the work of the section and their performance in delivering audit plans.

The Standards Committee also receives an annual report from the section summarising audit's involvement in fraud and disciplinary work (i.e. the unplanned activity). They also receive Internal Audit's input into the Council's policies and frameworks for Corporate Governance.

There are no formal arrangements in place to involve Members in monitoring the arrangements for external audit.

2. Developments in External Audit work

In the light of the Enron and Worldcom scandals, the Financial Reporting Council, which regulates audit work in the private sector, commissioned a report from Sir Robert Smith on the implications of these cases for the work of audit committees.

A draft report was published in January 2003, which identified a need to regulate the value and nature of non-audit work undertaken by external auditors. This arose because of the significant value of consultancy work purchased by both Enron and Worldcom from their respective external auditors.

3. Link with the Political Structure

The Corporate Monitoring Group is an important meeting but has no delegated powers. As the name suggests, its main role is to monitor. It is not a formal committee and, as such, is not open to the public or press. There is currently a link to the Executive in that (a) the Deputy Leader, whose portfolio includes performance management and internal audit amongst other responsibilities, chairs the Group (indeed he is the only Member), and (b) the Group is required to report to the Executive either before, or at the conclusion of, external inspections on the lessons learnt for the whole Council.

The role as an audit committee will widen the Group's responsibilities. Provided it is simply 'monitoring' the audit function (internal and external) there is no apparent reason why the Group cannot continue to function in the same way. This does, however, mean, quite strictly, that the Group cannot make any decisions. Any decisions necessary would need to be referred to the Executive.

However, due to the importance of the Group, it may be sensible to increase the membership from one Member to two. This could either be (a) by the Chair giving an opportunity to his backbench colleagues who help with his portfolio, or (b) an excellent way of the Executive jointly working with Scrutiny in a fairly informal way by including one Member from the Scrutiny Management Board.

Additions to Terms of Reference of Corporate Monitoring Group

1. Review annual work plans for both internal audit and external audit and receive updates on significant issues arising from this work.
2. Receive annual reports from the Head of Audit and the external auditors on the extent to which audit plans have been delivered and audit recommendations adopted.
3. Ensure the internal audit function has the necessary resources and access to information to fulfil its role in accordance with appropriate legal and professional requirements.
4. Be responsible for overseeing the Council's relations with the external auditor.
5. Recommend policies to the Executive in respect of the type and value of non-audit work for which external auditors are engaged.

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