

# London Borough of Barking and Dagenham

## Notice of Meeting

### THE EXECUTIVE

**Tuesday, 1 June 2004 - 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 H J Collins, Councillor S Kallar, Councillor M E McKenzie, Councillor L A Smith, Councillor M A McCarthy 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

21.06.04

Graham Farrant  
Chief Executive

Contact Officer Barry Ray  
Tel. 020 8227 2134  
Fax: 020 8227 2171  
Minicom: 020 8227 2685  
E-mail: [barry.ray@lbbd.gov.uk](mailto:barry.ray@lbbd.gov.uk)

### AGENDA

1. **Apologies for Absence**
2. **Minutes - To confirm as correct the minutes of the meeting held on 18 May 2004 (circulated separately )**

#### **Business Items**

*Public Items 3 to 9 and Private Item 15 are business items. The Chair will move that these 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. **Pension Fund - Trustee Panel (Pages 1 - 5)**
4. **The Barking and Dagenham Co-ordinated Admissions Scheme (Pages 7 - 26)**
5. **Dagenham Dock Infrastructure Project (Pages 27 - 30)**

6. **Barking Town Centre - Draft Interim Planning Guidance (Pages 31 - 61)**
7. **Street Trading Licences Fees and Charges 2004 / 2005 (Pages 63 - 66)**
8. **Request for Provision of Accommodation for Church Worker Report (Page 67)**
9. **Attendance at Conference (Page 69)**

#### **Discussion Items**

10. **Olympics 2012 London Bid (Pages 71 - 73)**
11. **Council Scorecard 2004 / 2005 (to follow)**
12. **Any other public items which the Chair decides are urgent**
13. **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**

14. **Review of Pension Fund (Pages 75 - 80)**

*Concerns a Contractual Matter (paragraph 7)*

#### **Business Items**

15. **Employment of Contractors (Pages 81 - 82)**

*Concerns a Staffing Matter (paragraphs 1, 7 and 8)*

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

**THE EXECUTIVE****1 JUNE 2004****REPORT OF THE DIRECTOR OF FINANCE**

<b>PENSION FUND - TRUSTEE PANEL</b>	<b>FOR DECISION</b>	
<i>This report concerns a matter affecting the membership and allocation of responsibilities between the Executive and the Pension Panel.</i>		
<b><u>Summary</u></b>		
The Myners Review makes a number of recommendations in relation to the stewardship of pension funds. Whilst the Council fully meets these principles of stewardship, this report outlines further improvements that can be made in support of these principles.		
<b><u>Recommendations</u></b>		
It is recommended that:		
<ol style="list-style-type: none"> <li>1. The Assembly be asked to extend the membership of the Pension Panel to four and appointments be made to all four positions.</li> <li>2. The split of responsibilities between the Executive, the Director of Finance and the terms of reference of the Pension Panel as set out in Appendix A be agreed.</li> </ol>		
<b><u>Reason</u></b>		
To assist the council in the discharge of its responsibilities regarding pension matters.		
<b>Contact Officer:</b> Julie Parker	Director of Finance	Tel: 020 8227 2252 Fax: 020 8227 2995 E-mail: <a href="mailto:julie.parker@lbbd.gov.uk">julie.parker@lbbd.gov.uk</a>

**1. Background**

1.1 In 2000 the government commissioned a review of Institutional Investment, (the Myners Review); it was concerned that institutional investors including local authorities were not playing a sufficiently active role in the management of their pension funds. The review asked key questions such as:

- Are we too prone to invest in established companies, rather than higher risk start-ups?
- Do the major institutions follow investment patterns that are too standard, seeking safety in numbers, rather than pioneering radically different investment strategies?

- Do we have the right incentives to tackle underperformance at the companies in which we invest?
- Do we have appropriate competencies at each key point in the investment decision process?

1.2 From the Myners Review came ten principles listed below. These formed a voluntary Code of Best Practice for UK pension schemes. However, for local government pension schemes, this code was made a statutory requirement with effect from 30 September 2002. The Borough's Myners code adherence document was produced in September 2002 and revised in January 2004.

1.3 The ten principles are:

- Effective Decision Making
- Clear Objectives
- Focus on Asset Allocation
- Expert Advice
- Explicit Mandates
- Activism
- Appropriate benchmarks
- Performance Measurement
- Transparency
- Regular Reporting.

1.4 The Council meets all the above criteria. However, it is the intention to build on the work undertaken to date and introduce further improvements.

1.5 There is also a need to review the activities that the Executive undertakes within its role on policy matters, those of the Pension Panel and Director of Finance.

## **2. Review of Activities and Reporting Arrangements**

2.1 The Executive has responsibility for "determining major issues affecting the Council, particularly strategic, financial, policy related and corporate management matters".

2.2 The Director of Finance is delegated to undertake all matters relating to the overall financial arrangements of the Council, other than those reserved to Member meetings including investments on behalf of the Superannuation Fund, including sale/disposal of investments as well as new investments.

2.3 The Executive also appoints Members to the Pension Fund. The Trustees, Director of Finance, Union Representative and Investment advisor currently meet quarterly with the Fund Manager to discuss the funds performance and also meet independently on a quarterly basis.

2.4 A review of the responsibilities has been undertaken and it is recommended that the respective split as detailed in Appendix A is adopted.

2.5 The membership of the panel currently consists of two Members with two further nominees to be put forward by the Lead Member.

- 2.6 Having only two Standing Members has meant that on occasions there has not been the required quorum of two Members, this can hinder effective decision making.
- 2.7 Members are asked to recommend the Assembly to extend the membership to 4 Standing Members. It is suggested that one of which is to be from the opposition parties. It is also suggested that a single chair be appointed.
- 2.8 It is further recommended that an Executive Member (or a Member from the Panel nominated by the Executive) from the Panel be responsible for reporting on an annual basis to the Executive on the activities of the Panel during the year. This will enable the Executive to be informed of the Panel's activities with some context, rather than just formally receiving minutes.
- 2.9 Minutes of all the Pension Panel meetings will continue to be taken and available on a confidential basis to Members.
- 2.10 The Myners Code Adherence document will be revised to reflect the latest position.
- 2.11 Up until 2001/2002 an annual performance report on the scheme was brought to the Executive each year, this will be reinstated for the 2003/04 accounting year.

The report for 2002/03 performance was presented to the pension panel in November 2003.

### **3. Union Representative**

- 3.1 Currently there is one non- voting Union representative observer on the Panel. It is recommended this continues.

### **4. Consultation**

- 4.1 Councillor Bramley  
Councillor Thomas  
Tom Baillie – Union Representative  
Democratic Services

### **Background papers**

- Myners Code Adherence Document – January 2004

**PENSION FUND – SPLIT OF RESPONSIBILITIES**

**The Executive is responsible for the following activities.**

- a) The Council will determine the allocation of new money to the Fund Manager(s). Similarly, in the event that assets need to be realised in order to meet the Fund's liabilities, the Council will determine the source of this funding.
- b) The Council will be responsible for any changes to the terms of the mandates of existing fund managers.
- c) The Council will be responsible for the appointment and termination of fund managers.
- d) The Council is responsible for socially responsible investment, corporate governance and shareholder activism. It has delegated these tasks to the Fund's managers, who conduct the delegated tasks in line with the Council's policies.
- e) The Council will be responsible for the appointment and termination of Additional Voluntary Contributions providers.

**Delegation to Director of Finance**

The Assembly has delegated to the Director of Finance all matters relating to the overall financial arrangements of the Council, other than those reserved to Member meetings including:

Investments on behalf of the Council and the Superannuation Fund, including sale/disposal of investments as well as new investments.

In exercising this delegation the Director of Finance will consult and seek advice from the Pension Panel on matters within the following terms of reference:-

**Pensions Panel Terms of Reference**

The Panel is responsible for monitoring all aspects relating to the investment of the assets of the Fund. Their specific responsibilities are as follows:-

- a) The Panel will formally review the Fund's asset allocation at least annually, taking account of any changes in the profile of Fund liabilities and any guidance from the Panel regarding tolerance of risk. They will recommend changes in asset allocation to the Borough.
- b) The Panel will consider and monitor the Quarterly Reports produced by their Investment Manager. In addition to managers' portfolio and performance reporting, the Panel will also receive and review information from the managers on risk analysis, transaction costs, and details of corporate governance (including Socially Responsible Investments, voting activity and engagement with management).
- c) The Panel will formally review annually the manager's mandate, and its adherence to its expected investment process and style. The Panel will ensure

that the explicit written mandate of each of the Fund's managers is consistent with the Fund's overall objective and is appropriately defined in terms of performance target, risk parameters and timescale.

- d) The Panel will consider the need for any changes to the Fund's investment manager arrangements (e.g. replacement, addition, termination) at least annually.
- e) In the event of a proposed change of managers, the Panel will evaluate the credentials of potential managers.
- f) The Panel will consider the Fund's approach to social, ethical and environmental issues of investment, corporate governance and shareholder activism.
- g) The Panel is responsible for maintenance of the Statement of Investment Principles (SIP) and the document setting out the Fund's Myners Code Adherence document.
- h) The Panel will review the Fund's Additional Voluntary Contributions arrangements annually. If they consider a change is appropriate, they will make recommendations to the Council.
- i) The Panel will monitor the investment advice from their investment consultant and investment services obtained from other providers (e.g. custodian) at least annually. The Panel will be responsible for the appointment and termination of providers.
- j) The Panel will conduct and conclude the negotiation of formal agreements with managers, custodians and other investment service providers.
- k) In order to fulfil their roles, the members of the Panel will be provided with appropriate training, initially and on an ongoing basis.
- l) The Panel is able to take such professional advice as it considers necessary.
- m) The Panel will keep Minutes and other appropriate records of its proceedings, and make these available to Members of the Council.
- n) The Panel may also carry out any additional tasks delegated to it by the Borough Council to develop sufficient expertise in investment matters to be able to conduct their Panel responsibilities and to interpret the advice which they receive.
- o) An Executive Member from the Panel (or a member from the Panel nominated by the Executive) will report annually to the Executive on the activities of the Panel during the year.

The Panel, consists of 4 councillors, with a quorum of 2. The Assembly appoints Panel Members and any changes requires approval of the Assembly.

All panel members are expected to have or, for new members, to develop sufficient expertise in investments matters to be able to conduct their panel responsibilities and to interpret the advice which they receive.

This page is intentionally left blank



**THE EXECUTIVE****18 MAY 2004****REPORT OF THE DIRECTOR OF EDUCATION, ARTS AND LIBRARIES**

<b>THE BARKING AND DAGENHAM CO-ORDINATED ADMISSIONS SCHEMES</b>		<b>FOR DECISION</b>
<p><i>This report is presented to the Executive as it relates to the establishment of new statutory procedures.</i></p> <p><b><u>Summary</u></b></p> <p>This report completes the process of developing a co-ordinated approach to Admissions to Primary and Secondary schools in Barking and Dagenham.</p> <p><b><u>Wards affected</u></b> - all wards</p> <p><b><u>Recommendation</u></b></p> <p>The Executive is asked to note the content of the report and agree to the adoption of the Secondary and Primary Admissions schemes attached as Appendices 1 and 2 to this report.</p> <p><b><u>Reason</u></b></p> <p>The schemes have been drawn up after widespread consultation with parents and schools as appropriate and following templates agreed for use across London Borough of Barking and Dagenham. In line with DfES guidance, the Admissions Forum has discussed the proposals and is commending them to the Executive.</p>		
<p><b>Contact Officer:</b> Jenny Crossley</p>	<p>Head of Policy and Management Services</p>	<p>Tel: 020 8227 3507 Fax: 020 8227 3275 Minicom: 020 8227 3180 E-Mail: <a href="mailto:jenny.crossley@lbbd.gov.uk">jenny.crossley@lbbd.gov.uk</a></p>
<p>Kathryn Livingston</p>	<p>Head of Customer Service and Management Information</p>	<p>Tel: 020 8227 3435 Fax: 020 8227 3275 Minicom: 020 8227 3180 E-Mail: <a href="mailto:kathryn.livingston@lbbd.gov.uk">kathryn.livingston@lbbd.gov.uk</a></p>

**1. Background**

- 1.1 This report concludes a consultation and development process that started in January 2003. Councillor Bramley and Councillor Alexander have been involved throughout. The process has been monitored and discussed at all stages by the Admissions Forum, as required by statute.

- 1.2 On 23 March 2004, the Admissions Forum received the results of the consultation on the proposed Admissions schemes for the September 2005 intake.
- 1.3 They noted the changes made as a result of further co-ordination with Diocesan Authorities.
- 1.4 They agreed that the two schemes, one for admission to Reception classes in the Primary phase and one for admission to Year 7 classes in the Secondary phase, should be sent forward for consideration by the Executive.
- 1.5 The timescale laid down by the School Admission Code of Practice (DfES/0031/2003) is that Schemes should be formulated for consultation by 1 March 2004 and determined by 15 April 2004. We have informed DfES that our schemes have been determined, and are now subject to the due processes of the Local Authority.
- 1.6 Appendix 1 contains the Secondary Admissions scheme, which will come into force in September 2005, as required by legislation.
- 1.7 Appendix 2 contains the Primary Admissions scheme, which will come into force in September 2005. This is a year ahead of the date currently specified by the government. The previous timescale was relaxed by the government after representation by LEAs unable to co-ordinate their primary admission arrangements by September 2005.

## **Background Documents**

**Admissions Forum:** 12<sup>th</sup> February 2003, 18<sup>th</sup> March 2003, 2<sup>nd</sup> April 2003, 22<sup>nd</sup> May 2003, 16<sup>th</sup> October 2003, 10<sup>th</sup> December 2003, 23<sup>rd</sup> March 2003

**Scrutiny Management Board:** 19<sup>th</sup> March 2003, 18<sup>th</sup> February 2004-04-29

**Executive:** 15<sup>th</sup> April 2003, 17<sup>th</sup> June 2003

**SECONDARY SCHOOL ADMISSIONS (PAN-LONDON CO-ORDINATION)**  
**BARKING AND DAGENHAM LEA SCHEME**

1<sup>st</sup> January 2004

# Introduction

This Scheme contains a complete description of the procedures in use for admissions to Secondary schools in the London Borough of Barking & Dagenham. It also contains information on the processes in place for parents applying for places outside of the normal (Year 7) entry round.

Each Admission Authority within the London Borough of Barking & Dagenham admits children on the basis of published criteria. The Governing Body of All Saints Catholic School and Technology College is the Admissions Authority for that school; the LEA is the Admission Authority for all other Secondary schools in the Borough.

However, all the admissions processes are co-ordinated so that the application and results process is the same for each parent in the borough:

- All parents use the same Common Application Form to apply for a place in a school at reception admission time
- All parents receive the offer of one school in the borough at the same time as all other parents in the London Borough of Barking & Dagenham.

## Glossary of Terms

This Scheme has been produced in accordance with the scheme agreed for use across London. It contains technical terms relating to Admissions Procedures or related computerised processes. The following glossary is provided to highlight the more important terms:

the Academic Year	the year in which the academic year commences
the Application Year	the academic year in which the parent makes an application in relation to the academic year of entry, the year preceding it
the Common Application Form	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
the Equal Preference System	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
“the Local Admission System (LAS)”	the IT module for administering admissions in each LEA and for determining the highest offer both within and between participating LEAs
the Home LEA	the LEA in which the applicant/parent is resident
the Maintaining LEA	the LEA which maintains a school to which an applicant has applied
the Notification Letter	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary school (see Appendix 3)
the Prescribed Day	1st March in the year following the relevant determination year (In any year in which that day is not a working day, the prescribed day is the next working day.)

the Qualifying Scheme	the scheme which each LEA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools
The place of residence	The place of residence of a child is taken to be the place of registration of the parents/carers for Residential Council Tax. However, if parents/carers have made arrangements for their child(ren) to live with a responsible adult at another address, the LEA requires this information in writing. On receipt of this information, the LEA will make arrangements for all correspondence relating to the allocation(s) to be sent to that address. On allocation to a school in Barking and Dagenham the school will use this address as point of first contact for all medical, social and administrative matters. Parents/carers will be reminded that, under current private fostering regulations, where Council Workers are aware that a child is not residing with its parents, outside of a care order or guardianship agreement, they are required to inform Social Services.
Proof of residence	The LEA will be taking action to verify the accuracy of information on places of residence of children not residing at the family home.
Sibling	Brother or sister residing within the same family unit
Brother or sister	full, half, step, adopted or long term fostered child living in the family unit at the same address
Action in the case of misleading information	If it is proved that a place has been allocated on the basis of false, inaccurate or misleading information, the place will be withdrawn and legal action may be taken.
Action in the case of an error in the allocation process	If it is proved that there has been an error in the allocation process, originating from school or LEA, which has disadvantaged applicants, the LEA will give top priority to the allocation of pupils affected by this error.

# The Barking and Dagenham Secondary Admissions Scheme

## 1. Applications

- 1.1 Applications from residents of Barking and Dagenham LEA will be made on this authority's Common Application Form. This will include all the fields and information specified in Appendix 1.
- 1.2 Following discussion with All Saints Catholic School and Technology College, all admission authorities within Barking and Dagenham LEA will not use supplementary forms for admissions purposes.
- 1.3 Applicants will be able to express a preference for six maintained secondary schools within and/or outside the Home LEA.
- 1.4 The order of preference given on the Common Application Form will not be revealed except insofar as other admission authorities/LEAs need this information to apply their own admission criteria (for example if a school's admission criteria give highest priority to parents who have made that school their first preference). Where a parent resident in Barking and Dagenham LEA expresses a preference for schools in the area of another LEA, the order of preference for that LEA's schools will be revealed to that LEA only in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LEA's area.

## 2. Processing

- 2.1 Applicants resident within Barking and Dagenham must return the Common Application Form to the LEA by 22 October in the Application Year or, in any year in which that day is not a working day, the next working day.
- 2.2 Application data relating to applications to schools in other Participating LEAs will be up-loaded to the PLR by 12 November in the Application Year or, in any year in which that day is not a working day, the next working day.
- 2.3 The Barking and timescales are as follows:
  - ❖ The Admissions Team will send All Saints Catholic School and Technology College a list of pupils who have expressed a preference for their school and copies of their information relating to their religious backgrounds **by 29<sup>th</sup> October 2004**.
  - ❖ VA schools send their indicative allocations to the admissions team (including reasons for refusals) **by February 7<sup>th</sup> 2005**.
  - ❖ The LEA will send the list of initial allocations to schools **by February 21<sup>st</sup> 2005**.
  - ❖ Letters of allocation sent to parents on **March 1<sup>st</sup> 2005**.
- 2.4 All preferences for schools within Barking and Dagenham LEA will be considered by the LEA and the Governing Body of All Saints Catholic School and Technology College without reference to rank order. When the Governing Body of All Saints Catholic School and Technology College has provided a list of applicants in criteria order to the LEA, Barking and Dagenham LEA shall, for each applicant to its schools for whom more than

one potential offer is available, use the highest ranked preference to decide which single potential offer to make.

- 2.5 Barking and Dagenham LEA will accept late applications if a Looked After Child or a family has moved into the area or is returning from abroad after the closing date for applications, but before the information is uploaded to PLR (January 14<sup>th</sup>). Proof of ownership or tenancy of a property within Barking and Dagenham LEA will be required in these cases. Other exceptional social and medical reasons explained in writing to the LEA will be considered and each case decided on its own merits.
- 2.6 The latest date for the upload of late applications to the PLR is January 14<sup>th</sup> in the Application Year or, in any year in which that day is not a working day, the next working day.
- 2.7 Barking and Dagenham LEA will upload the highest potential offer available to an applicant for a maintained school in Barking and Dagenham LEA to the PLR by 9 February or, in any year in which that day is not a working day, the next working day in the Application Year. The PLR will transmit the highest potential offer made by the Maintaining LEA to the Home LEA.
- 2.8 The LAS of Barking and Dagenham LEA will eliminate, as a Home LEA, all but the highest ranked offer where an applicant has more than one potential offer across Participating Maintaining LEAs submitting information within deadline to the PLR. This will involve exchanges of information between the LAS and the PLR which will continue until a steady state is achieved (which the PLR will indicate). Barking and Dagenham LEA will transmit to the PLR information about which final offers have and have not been made no less than 5 working days before 1 March (or, where this is not a working day, the next working day) in the Application Year. The PLR will in turn transmit this information to the LAS of the relevant Maintaining Authorities for their information.

### **3. Offers**

- 3.1 If, after following the allocation processes, it is not possible to allocate applicants to one of their preferred schools, the LEA will allocate a place at the Barking and Dagenham school nearest to their home address with a vacancy. Applicants are then automatically placed on the waiting list of their preferred schools.
- 3.2 Barking and Dagenham LEA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that the Home LEAs shall inform all applicants within their areas of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LEA or in other Participating LEAs.
- 3.3 Barking and Dagenham LEA will use the form of Notification Letter shown in Appendix 2.

#### **4. Post Offer: Waiting lists**

- 4.1 Barking and Dagenham LEA will retain a waiting list for each oversubscribed Community school in Barking and Dagenham until November 1<sup>st</sup> (or, where this is not a working day, the next working day).
- 4.2 Barking and Dagenham LEA will maintain these waiting lists in order of priority according to the published criteria.
- 4.3 After November 1<sup>st</sup>, Year 7 pupils allocated a place in a school in Barking and Dagenham through the process outlined in this scheme who still wish to gain a place at another school in Barking and Dagenham need to apply through the in-Borough transfer process (see later, section 5).
- 4.4 All Saints maintains a waiting list in criteria order in perpetuity. However, without prior agreement, they will not initiate an in-Borough transfer until the end of term, in line with LEA processes.

#### **5. Post Offer: In-Borough transfers**

- 5.1 In Borough transfers between schools in Barking and Dagenham are administered through the LEA, taking information from parent and the two headteachers involved.
- 5.2 Where an pupil has a place at a Barking and Dagenham school and wishes to transfer to another school in Barking and Dagenham and there has been no material change of circumstance (change of address to a location more than 3 miles away from the school, or significant medical or social change to pupil or family) to affect allocation to the current school, they apply for an in-Borough transfer. Such requests are considered at the end of term, in the times between the last Social Inclusion Placement Panel meeting of one term and the first meeting of the next term.
- 5.3 Where a pupil has a place at a Barking and Dagenham school and wishes to transfer to another school in Barking and Dagenham and there has been a material change of circumstance (change of address to a location more than 3 miles away from the school, or significant medical or social change to pupil or family) which affects allocation to the current school, they apply for an in-Borough transfer. Such requests are considered during the term.

#### **6. Post Offer: applications to Secondary schools outside of this scheme (Casual Admissions)**

- 6.1 Decisions on applications to Barking and Dagenham Secondary schools outside of this scheme are expected to be made on an individual basis in the order in which the applications arrive in Barking and Dagenham LEA.
- 6.2 There may be exceptions to this expectation in the following cases:
  - a. we reserve the right to respond out of date order for Looked After Children or cases indicating exceptional medical or social grounds
  - b. we reserve the right to delay allocation until the receipt of previous educational records



- c. for Year 10 and 11 applicants, the authority reserves the right to offer alternative vocational or FE related educational provision, suitable to the individual young person's needs.
  - d. Where applicants require a multi-agency approach to the provision of support to enable them to access education, Admissions caseworkers will link with the family and appropriate support professionals. Decisions on the appropriate educational placement for such applicants will be considered fortnightly during term time at the Social Inclusion Placement Panel.
- 6.3 Where vacancies exist in schools for which a preference has been expressed, pupils will be allocated according to the published criteria.
- 6.4 Where vacancies do not exist in schools for which preferences have been expressed a place will be allocated at the nearest school with a vacancy.

Barking and Dagenham LEA's Common Application Form will contain the following fields as a minimum:

Applicant's details:

Surname  
Forename  
Date of Birth  
Gender

Parent's details (x 2):

Title  
Name  
Address  
Telephone Number  
E-mail address

Preference details (x 6 recommended):

Name of secondary school  
Preference ranking  
Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social needs)  
Does the applicant have a statement of SEN?  
Is the applicant a child looked after? If yes, name of responsible authority

**Yes/ No**

If the applicant has sibling/s which schools do they attend?

***Name of School***

Local Authority in which the school is based

Other:

**Signature of parent or guardian**

Date of signature

Date: 1 March 2005

Dear Parent,

**Application for a Secondary School**

I am writing to let you know the outcome of your application for a secondary school. Your child has been offered a place at X school. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants had a higher priority than your child under the school's published admission criteria.

**Applications for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.**

Unfortunately it was not possible to offer your child any of your preference, therefore we have allocated your child a place at the nearest school to your home which had a vacancy.

If you would like more information about the reason your child was not offered a place at any school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have a right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admissions authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

**Please would you confirm that you accept the place at X school by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.**

You can also confirm that you wish your child's name to be placed on the waiting list for a school in the borough of X, by completing the reply slip. If you wish your child's name to be placed on a waiting list for any other school, please contact the school or the borough concerned.

Please return the reply slip to me by (date). If you have any questions about this letter please contact me on .....

Yours sincerely

This page is intentionally left blank

**PRIMARY ADMISSIONS (CO-ORDINATED)  
BARKING AND DAGENHAM LEA SCHEME**

1<sup>st</sup> January 2004

# Introduction

## Background

This Scheme contains a complete description of the procedures in use for admissions to Infant and Primary schools in the London Borough of Barking & Dagenham. It also contains information on the processes in place for parents applying for places outside of the normal (Reception Year) entry round.

Each Admission Authority within the London Borough of Barking & Dagenham admits children on the basis of published criteria. The Governing Body of each Voluntary Aided Infant, Junior or Primary school is the Admissions Authority for that school; the LEA is the Admission Authority for all other Infant, Junior or Primary schools in the Borough.

However, all the admissions processes are co-ordinated so that the application and results process is the same for each parent in the borough:

- All parents use the same Common Application Form to apply for a place in a school at reception admission time
- All parents receive the offer of one school in the borough at the same time as all other parents in the London Borough of Barking & Dagenham.

## Glossary of Terms

The scheme contains technical terms relating to Admissions Procedures. The following glossary is provided to highlight the more important terms:

the Academic Year	the year in which the academic year commences
the Application Year	the academic year in which the parent makes an application in relation to the academic year of entry, the year preceding it
the Common Application Form	this is the form that each authority must have under the Regulations for parents to use to make their applications, set out in rank order
the Equal Preference System	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is offered a place at more than one school within an LEA, the rankings are used to determine the single offer by selecting the one ranked highest of the places offered
the Home LEA	the LEA in which the applicant/parent is resident
the Maintaining LEA	the LEA which maintains a school to which an applicant has applied
the Notification Letter	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary school (see Appendix 2)
the Prescribed Day	1st March in the year following the relevant determination year (In any year in which that day is not a working day, the prescribed day is the next working day.)

the Qualifying Scheme	the scheme which each LEA is required to formulate pursuant to section 89B(1)(a) of the School Standards and Framework Act 1998 and the Regulations for co-ordinating arrangements for the admission of pupils to secondary schools
The place of residence	The place of residence of a child is taken to be the place of registration of the parents/carers for Residential Council Tax. However, if parents/carers have made arrangements for their child(ren) to live with a responsible adult at another address, the LEA requires this information in writing. On receipt of this information, the LEA will make arrangements for all correspondence relating to the allocation(s) to be sent to that address. On allocation to a school in Barking and Dagenham the school will use this address as point of first contact for all medical, social and administrative matters. Parents/carers will be reminded that, under current private fostering regulations, where Council Workers are aware that a child is not residing with its parents, outside of a care order or guardianship agreement, they are required to inform Social Services.
Proof of residence	The LEA will be taking action to verify the accuracy of information on places of residence of children not residing at the family home.
Sibling	Brother or sister residing within the same family unit
Brother or sister	full, half, step, adopted or long term fostered child living in the family unit at the same address
Action in the case of misleading information	If it is proved that a place has been allocated on the basis of false, inaccurate or misleading information, the place will be withdrawn and legal action may be taken.
Action in the case of an error in the allocation process	If it is proved that there has been an error in the allocation process, originating from school or LEA, which has disadvantaged applicants, the LEA will give top priority to the allocation of pupils affected by this error.

# The Barking and Dagenham Primary Admissions Scheme

## 1. Applications

- 1.1 Applications from residents of the London Borough of Barking & Dagenham will be made on a Common Application Form. This will include all the fields and information specified in Appendix 1.
- 1.2 Supplementary Forms showing the family's commitment to Christian principles and worship will be used by the six Voluntary Aided Primary schools within Barking and Dagenham.
- 1.3 Applicants will be able to express a preference for four maintained Primary schools within and/or outside the Home LEA.
- 1.4 The order of preference given on the Common Application Form will not be revealed except insofar as other admission authorities/LEAs need this information to apply their own admission criteria (for example if a school's admission criteria give highest priority to parents who have made that school their first preference). Where a parent resident in the London Borough of Barking & Dagenham expresses a preference for schools in the area of another LEA, the order of preference for that LEA's schools will be revealed to that LEA only in order that it can determine the highest ranked preference in cases where a child is eligible for a place at more than one school in that LEA's area.
- 1.5 Catholic Primary Schools have specified priority for parents consistently requiring a Catholic Education. They will require the order of preferences on the Common Application Form in order to determine this criteria.

## 2. Processing

- 2.1 Applicants resident within Barking and Dagenham must return the Common Application Form to the Council acting as the LEA by 22<sup>nd</sup> October in the Application Year or, in any year in which that day is not a working day, the next working day.
- 2.2 The Barking and Dagenham timescales are as follows:
  - ❖ The Admissions Team will send the appropriate supplementary form to the applicant **within 5 days of receipt** of a common application form indicating a preference for a Barking & Dagenham VA school.
  - ❖ The Admissions team will send appropriate photocopies of forms showing preferences for out-Borough schools to neighbouring Boroughs within 5 days of their receipt. Applications for schools in other boroughs received after November 12<sup>th</sup> will be sent onwards to the Boroughs but will be deemed to be late.
  - ❖ The Admissions Team will send VA schools lists of pupils who have expressed a preference for their schools **by 29<sup>th</sup> October 2004**.
  - ❖ Supplementary forms need to be returned to VA schools **by 10<sup>th</sup> December 2004**.
  - ❖ VA schools and neighbouring boroughs send their indicative allocations to the admissions team (including reasons for refusals) **by February 2nd 2005**.



- ❖ The LEA will send the list of initial allocations to schools **by February 16<sup>th</sup> 2005.**
- ❖ Letters of allocation sent to parents on **March 1<sup>st</sup> 2005.**

2.3 All preferences for schools within the London Borough of Barking & Dagenham will be considered by the LEA and the Governing Bodies of the Voluntary Aided schools without reference to rank order. When Voluntary Aided schools have returned a list of applicants in criteria order, Barking and Dagenham Council, acting as the LEA will, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make.

2.4 Barking and Dagenham LEA will accept late applications if a Looked After Child or a family has moved into the area or is returning from abroad after the closing date for applications, but before January 14<sup>th</sup> 2005. Proof of ownership or tenancy of a property within Barking and Dagenham LEA will be required in these cases. Other exceptional social and medical reasons explained in writing to the LEA will be considered and each case decided on its own merits.

### **3. Offers**

3.1 If, after following the allocation processes, it is not possible to allocate applicants to one of their preferred schools, the LEA will allocate a place at the nearest Barking and Dagenham school to their home address with a vacancy. Applicants are then automatically placed on the waiting list of their preferred schools.

3.2 \*Barking and Dagenham LEA has agreed, for the purposes of Paragraphs 2(e), 4(d) and 4(e) of the Schedule to the Regulations, that the Home LEAs shall inform all applicants within their areas of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LEA or in other Participating LEAs.

3.3 Barking and Dagenham LEA will use the form of Notification Letter shown in Appendix 2.

### **4. Post Offer: Waiting lists**

4.1 A waiting list will be drawn up for Reception places at each oversubscribed Barking and Dagenham LEA Infant or Primary school until November 1<sup>st</sup> or, where this is not a working day, the next working day.

4.2 Barking and Dagenham LEA will work with Infant or Primary schools to maintain these waiting lists in order of priority according to the published criteria.

4.3 After November 1<sup>st</sup>, Reception pupils allocated a place in a school in Barking and Dagenham through the process outlined in this scheme who still wish to gain a place at another school in Barking and Dagenham need to apply through the in-Borough transfer process (see later, section 5).

- 4.4 Voluntary Aided (VA) Primary schools will maintain waiting lists in criteria order for a year after the entrance date (September 2005). If places appear during the year, the next child on the waiting list will be allocated a place. However, without prior agreement, the child will not take up that place until the beginning of the next term. VA Primary schools will not initiate an in-Borough transfer until the end of term, in line with LEA processes.

## **5. Post Offer: In-Borough transfers**

- 5.1 In Borough transfers between schools in Barking and Dagenham are administered through the LEA, taking information from parent and the two headteachers involved.
- 5.2 Where a pupil has a place at a Barking and Dagenham school and wishes to transfer to another school in Barking and Dagenham and there has been no material change of circumstance (change of address to a location more than 3 miles away from the school, or significant medical or social change to pupil or family) to affect allocation to the current school, they apply for an in-Borough transfer. Such requests are considered at the end of term, in the times between the last Social Inclusion Placement Panel meeting of one term and the first meeting of the next term.
- 5.3 Where a pupil has a place at a Barking and Dagenham school and wishes to transfer to another school in Barking and Dagenham and there has been a material change of circumstance (change of address to a location more than 3 miles away from the school, or significant medical or social change to pupil or family) which affects allocation to the current school, they apply for an in-Borough transfer. Such requests are considered during the term.

## **6. Post Offer: applications to Primary schools outside of this scheme (Casual Admissions)**

- 6.1 Decisions on applications to Barking and Dagenham Primary schools outside of this scheme will be made on an individual basis in the order in which the applications arrive in Barking and Dagenham LEA.
- 6.2 Exceptions may be made in the following cases:
- a. we reserve the right to respond out of date order for Looked After Children or cases indicating exceptional medical or social grounds
  - b. we reserve the right to delay allocation until the receipt of previous educational records
  - c. Where applicants require a multi-agency approach to the provision of support to enable them to access education, Admissions caseworkers will link with the family and appropriate support professionals. Decisions on the appropriate educational placement for such applicants will be considered fortnightly during term time at the Social Inclusion Placement Panel.
- 6.3 Where vacancies exist in schools for which a preference has been expressed, pupils will be allocated according to the published criteria.
- 6.4 Where vacancies do not exist in schools for which preferences have been expressed a place will be allocated at the nearest school with a vacancy.

Barking and Dagenham LEA's Common Application Form will contain the following fields as a minimum:

Applicant's details:

Surname  
Forename  
Date of Birth  
Gender

Parent's details (x 2):

Title  
Name  
Address  
Telephone Number  
E-mail address

Preference details (x 4):

Name of primary/infant school  
Preference ranking  
Local Authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social needs)  
Does the applicant have a statement of SEN?  
Is the applicant a child looked after? If yes, name of responsible authority

**Yes/ No**

If the applicant has sibling/s which schools do they attend?

***Name of School***

Local Authority in which the school is based

Other:

**Signature of parent or guardian**

Date of signature

Where an applicant has applied to a VA primary school that requires further faith related information, the LEA will send a supplementary form directly to the parents.

Date: 1 March 2005

Dear Parent,

**Application for a place in a Reception Class**

I am writing to let you know the outcome of your application for an Infant or Primary school. Your child has been offered a place at X school. The school will write to you with further details.

I am sorry that it was not possible for your child to be offered a place at any of the schools which you listed as a higher preference on your application form. For each of these schools there were more applications than places, and other applicants had a higher priority than your child under the school's published admission criteria.

**Applications for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admissions arrangements.**

Unfortunately it was not possible to offer your child any of your preference, therefore we have allocated your child a place at the nearest school to your home which had a vacancy.

If you would like more information about the reason your child was not offered a place at any school, you should contact the admission authority that is responsible for admissions to the school within the next few days. Details of the different admission authorities for schools in the borough of X are attached to this letter. If the school is outside the borough of X, the admission authority will either be the borough in which the school is situated, or the school itself.

You have a right of appeal under the School Standards and Framework Act 1998 against the refusal of a place at any of the schools for which you have applied. If you wish to appeal, you must contact the admissions authority for the school within the next few days to obtain the procedure and the date by which an appeal must be received by them.

**Please would you confirm that you accept the place at X school by completing the reply slip below. If you do not wish to accept the place, you will need to let me know what alternative arrangements you are making for your child's education.**

You can also confirm that you wish your child's name to be placed on the waiting list for a school in the borough of X, by completing the reply slip. If you wish your child's name to be placed on a waiting list for any other school, please contact the school or the borough concerned.

Please return the reply slip to me by (date). If you have any questions about this letter please contact me on .....

Yours sincerely

**THE EXECUTIVE****1 JUNE 2004****REPORT OF THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

<b>DAGENHAM DOCK INFRASTRUCTURE</b>		<b>FOR DECISION</b>
<p>This report is being submitted to the Executive to gain approval for three elements required in order to finalise funding bids and progress a major regeneration project.</p> <p><b><u>Summary</u></b></p> <p>Dagenham Dock is one of the Borough's key regeneration employment sites offering potential for thousands of new jobs in a transformed industrial / business environment. Upgrading the infrastructure is recognised as a key action of the Borough's Economic Development Strategy and therefore a key task in 'Regenerating the Local Economy'. Privately owned and poor maintained roads and drainage have deterred inward investment for decades and presented a very negative image of the London Riverside area.</p> <p>For the first time in decades the potential to fund and carry out a major upgrading scheme is achievable. In partnership with the London Development Agency (LDA) a £7.5 to £9m upgrading scheme is being progressed with bids to the Government and Europe imminent.</p> <p><b><u>Recommendations</u></b></p> <p>The Executive is asked to support the project and agree to:</p> <ol style="list-style-type: none"> <li>1. The Council entering into a legal agreement with the LDA to provide the £798,000 former East Thames Side Partnership funds and secured S106 contributions related to the project;</li> <li>2. Support innovative sustainable construction methods and materials to ensure the project is a flagship example of sustainable infrastructure whilst minimising future maintenance costs; and</li> <li>3. Providing the highway is designed and constructed to a 40 year design life approved by the Council's Highways Department, there is no requirement to seek commuted sums.</li> </ol> <p><b><u>Reason</u></b></p> <p>In order to finalise the funding bids and progress the project.</p>		
<p><b>Contact Officer:</b> David Harley</p>	<p>Principal Regeneration Officer</p>	<p>Tel: 07870 278181 E-mail: <a href="mailto:david.harley@lbbd.gov.uk">david.harley@lbbd.gov.uk</a></p>

## **1. Background**

- 1.1 Dagenham Dock is one of the Borough's largest employment sites with potential to generate thousands of new jobs in a high quality industrial estate. The Borough and London Riverside partners have established a strong vision for Dagenham Dock as a Sustainable Industrial Park (SIP) recognising the strong growth potential of the environmental business sector. In 2003 the Council adopted the Vision Implementation Strategy which identified three initial tasks in delivering a SIP – producing planning guidance for the site, progressing the development of the centrepiece Environmental Technology Resource Centre for London (ETRCL) and upgrading Dagenham Dock's infrastructure. Progress on these has been good; Planning Guidance was adopted April 2003, the ETRCL is progressing with potential partners being interviewed in April 2004 and for the first time in decades the opportunity to upgrade Dagenham Dock's infrastructure is available. Planning permission is currently being sought for road upgrading the roads.
- 1.2 The problem of Dagenham Dock's infrastructure has been a long standing deterrent to inward investment resulting in land lying vacant or used for low-grade, low-employment uses. Drainage problems result in regular flooding costing businesses significantly. The poor infrastructure has a knock-on effect making site owners less likely to invest in site appearance and making fly-tipping a regular occurrence.
- 1.3 Last year the LDA purchased the roads from a private owner removing the key obstacle to implementation. The Office of the Deputy Prime Minister (ODPM) earmarked £5m in the Sustainable Communities Plan for Dagenham Dock Infrastructure as a 'B List' project. A further £2.5m of funding is also earmarked under Measure 3.1 of European Union's Objective 2 programme. Both these funding sources are subject to detailed bids in the coming months Work could commence in September 2004 subject to confirmed funding.

## **2. Dagenham Dock Infrastructure Project**

- 2.1 The project involves the reconstruction of Chequers Lane and Hindmans Way to provide a 9m wide carriageway, foul and surface water drainage and a service corridor enabling utilities to lay services without digging up the new highway.
- 2.2 The project aims to achieve the following objectives:
- Make the vacant or under utilised land more likely for development
  - Encourage the development of new employment space
  - Generate direct construction jobs and indirect permanent new jobs
  - Safeguard existing jobs
  - Enhance staff retention/recruitment
  - Improve Inward Investment opportunities
  - Enhance Dagenham Dock's Economic Performance & Competitiveness
  - Promote more sustainable modes of travel (walking, cycling and public transport will all benefit substantially from the project)
  - Increase participation of local businesses
  - Enhance the image of Dagenham Dock (for the benefit of businesses, workforce, visitors and for inward investment opportunities)
  - Improve accessibility to the River Thames

The project has strong support from the Dagenham Dock Occupiers Forum.

### **3. Legal Agreement**

3.1 As road owner the London Development Agency will let the contract with the preferred contractor. The LDA are seeking a legal agreement with the Council to secure two further funding sources:

1. £798,000 is held in the Council's accounts as a contribution from Union Railways from the East Thameside Partnership SRB programme. The funding is restricted to Dagenham Dock and has to be spent in agreement with the LDA. Both the LDA and the Council have previously committed the funding towards this project as a recognised priority for Dagenham Dock. Some of this funding is likely to be required for pre-construction design work.
2. Over a number of years the Council has sought contributions towards infrastructure upgrading from developments in Dagenham Dock. Around £150,000 is in Council accounts with a potential further £500,000 to be paid in. Under the terms of the agreements the funding can only be spent on infrastructure upgrading in Dagenham Dock. The agreement with the LDA would confirm the transfer of relevant payments.

### **4. A Cutting Edge Project**

4.1 Dagenham Dock's focus on environmental technology and the sustainability agenda suggests that the most sustainable methods of construction and materials should be used. This is strongly encouraged by the funding sources and offers the opportunity to make the project a flagship example for the sustainable communities plan. This may mean moving away from traditional standards to showcase a new process/technology. Similarly the potential for more sustainable materials is recognised. For example using materials such as glaspelt (containing one third recycled glass) which is produced in Dagenham Dock. Local sourcing of both materials and labour will be fully encouraged. The focus on sustainability needs to be balanced against the need to minimise future maintenance costs.

4.2 In order to make Dagenham Dock an employment site where local people want to work and businesses want to invest it would be necessary to ensure quality materials (including hard landscaping) and design are used reflecting the importance of the site both as one of the Borough's key employment sites but also as a gateway to Barking Reach.

### **5. Adoption and Commuted Sums**

5.1 For economic development purposes it is essential that the roads are publicly adopted. This was recognised in the Borough's 1995 Unitary Development Plan. Private road ownership is a substantial deterrent to inward investment.

5.2 The roads will be constructed under the supervision of a clerk of works funded by the project and working for the Council as Highways Authority to ensure works are carried out to the required standard minimising future maintenance requirements. The project will also fund the Council's fees for checking designs etc. These will both be established through a Section 38 agreement.

- 5.3 The Council normally seeks commuted sums for future maintenance from residential developments for roads being adopted including the full cost of reconstruction in 40 years time however formally adopted standards have yet to be finalised and approved. If the project is designed and constructed for a 40 year life taking account of the ground conditions and type/volume of traffic using the roads now and in the future there would be no requirement for commuted sums.

### **Background Papers**

Planning Application (DC/04/00341/FUL)

Dagenham Dock Vision Implementation Strategy



**THE EXECUTIVE****1 JUNE 2004****REPORT OF THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

<b>BARKING TOWN CENTRE - DRAFT INTERIM PLANNING GUIDANCE</b>	<b>FOR DECISION</b>	
This report is presented to the Executive for draft approval prior to consultation.		
<b><u>Summary</u></b>		
This report provides a summary of the draft Barking Town Centre Interim Planning Guidance (IPG) which is presented to the Executive to endorse for public consultation.		
The IPG is a landuse document which will inform the development of the UDP review and translation into the new legislative regime of the Local Development Framework. The IPG will be used as a developer's guidance tool for future land uses and development with the Town Centre. The document expresses Council's future intentions and expectations on how development should be carried out. The IPG will be extensively consulted on and therefore, will be treated as a material consideration in the determination of planning applications. See Appendix 3 for the draft Interim Planning Guidance.		
The document has been prepared in consultation with other Council departments and has used the Barking Framework Plan and emerging national and regional guidance as a basis for its policy requirements.		
At this stage, the document is ready for public consultation in which an 8 week period is proposed and outlined in Appendix 2. This report also outlines how the consultation programme will inform the final planning guidance.		
<b><u>Recommendations</u></b>		
The Executive is asked to approve:		
<ol style="list-style-type: none"> <li>1. The draft interim planning guidance for public consultation; and</li> <li>2. The consultation program as set out in Appendix 2 to this report.</li> </ol>		
<b><u>Reason</u></b>		
The Executive should agree to the above recommendations because the document has been through internal consultation through Council and is based on the adopted Framework Plan for Barking Town Centre.		
<b>Contact Officer:</b> Gordon Glenday	Group Manager - Sustainable Development	Tel: 020 8227 3929 E-mail: <a href="mailto:gordon.glenday@lbbd.gov.uk">gordon.glenday@lbbd.gov.uk</a>

## 1. **Background**

### **Interim Planning Guidance**

- 1.1 The draft Barking Town Centre IPG provides guidance on future uses and development in the Town Centre to ensure Council maximises the benefits of regeneration and effectively copes with the growth and changes likely to be experienced over the next 5 years.
- 1.2 The document proposes a number of departures from the adopted Unitary Development Plan (see section 1.8), however it reflects the published London Plan and most recent Government Policy. The IPG will be extensively consulted on and therefore, will be treated as a material consideration in the determination of planning applications.
- 1.3 The document will be used at pre-application discussions to assist in the implementation of the IPG and will seek to ensure that proposals address the objectives and requirements set out.
- 1.4 The document sets out the vision for Barking Town Centre which will be:
  - Barking Town Centre is recognised as a strategic centre of economic, social and civic importance for existing and new communities in the Thames Gateway.
  - Both buildings and public spaces architecture reflects innovative and sustainable solutions.
  - The successful economy extends from the day into night providing activity and vibrancy.
  - Attractive streetscapes and interesting public spaces make the Town Centre a popular and safe meeting place.
  - A range of accommodation types are available, contributing to a mixed and balanced environment.
  - The excellent public transport linkages encourages the community to take advantage of the new jobs in the Thames Gateway, community services, green open spaces and leisure facilities.

Development will be required to demonstrate how it assists and contributes to achieving the vision for the area.

#### Distinctive Areas

- 1.5 The document identifies key areas within Barking Town Centre that are either likely to experience change and/or areas that Council wants to ensure defined change. These areas outline existing constraints and opportunities and what Council wishes to occur in terms of land uses and quality of development.
- 1.6 The key areas are the station and the 'high street' areas, both sides of the River Roding, the business and industrial areas of Hertford Road and Gascoigne business areas, Abbey Fields and the social housing estates (please refer to the Maps in Appendix 1 for illustration).

## Core Policies

- 1.7 Core policies are used to address policy gaps that currently exists between the UDP and emerging national and regional guidance. They also advance the policies in the UDP by clarifying what Council wishes to achieve such as higher quality urban design solutions and sustainable development.

## Issues of Departure from the UDP

- 1.8 The IPG introduces some policy changes from the UDP which include change of use of employment land to mix-used/ residential (namely the Freshwharf site); higher sustainable design and construction standards; and increased density levels. These changes address the policy gaps in the UDP and are in line with emerging national guidance and the London Plan.

## Previous Consultation

- 1.9 An extensive consultation program was undertaken in preparation of this Plan, the outcomes provided much of the basis of the IPG. The community was consulted in late 2002 and early 2003. A consultees list is provided in Appendix 2.
- 1.10 A number of issues were raised which identified the need to commission further work in order to develop comprehensive planning guidance for the town centre including this IPG and other work such as the Carparking Strategy and the Retail and Leisure Capacity Study. These studies are expected to be completed in April and June respectively.
- 1.11 To date Council has not responded to the last round of consultation. We are now in the position to show a comprehensive future for Barking Town Centre including explanations of decisions made on each subject area environment, housing etc.

## 2. Project Description

### Consultation Program

- 2.1 A consultation strategy is proposed in Appendix 2. This program aims to engage all relevant stakeholders in the Town Centre, including residents, traders, landowners/occupiers, hard to reach groups and the existing consultees list.
- 2.2 A number of documents will be concurrently consulted with this IPG. The benefits of this are:
- to maximise efficiencies and resources within Council,
  - ensure the public are not over-consulted,
  - represent the comprehensive regeneration efforts of the Council

A number of methods will be utilised to ensure all persons interested or affected are aware and have opportunity to comment on the draft IPG and the other Town Centre documents. Methods include a summary information sheet, Council's website, and a library display. Refer to Appendix 2 for the consultation program.

- 2.3 Feedback will be reported from the workshops and written comments will be invited. All outcomes will be reported to both the Regeneration Board and the Executive Committee with recommended changes to the document reflecting comments and

issues raised. Written comments will received an officer response outlining their issue and justification for the change or no change to the document.

### **3. Issues for the Executive to Consider**

- 3.1 The Executive needs to acknowledge that the IPG does not have any formal statutory weighting however due to the extensive consultation, can be used as a material consideration in the determining of applications.
- 3.2 The Executive is asked to endorse the draft IPG and the proposed consultation programme so that an 8 week consultation period can be undertaken, in accordance with Appendix 2. After 8 weeks, the results will be reported back to the Regeneration Board and Executive Committee with the recommended changes for final approval and adoption.

### **4. Financial Implications**

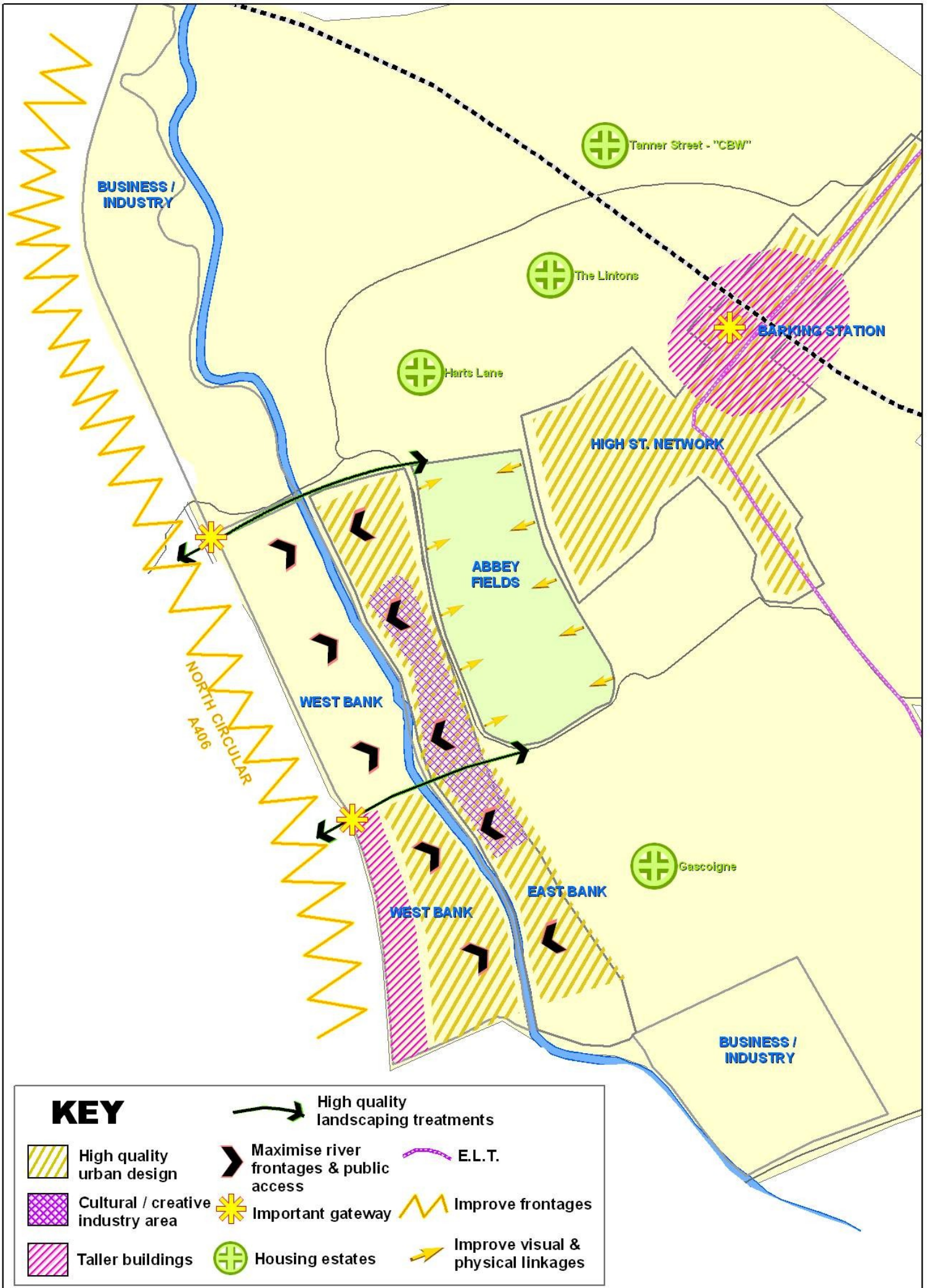
- 4.1 The costs associated with the production of the draft IPG will be met from within the existing service area budget.
- 4.2 Any costs arising from the implementation of the Guidance will be met from within appropriate externally funded sources and agreed internal resources.

### **5. Conclusions**

- 5.1 The draft IPG is ready for public consultation.

### **Background Papers**

Barking Town Centre Framework Plan, 2003.



**KEY**

- |  |  |   |
|--|--|---|
|  High quality urban design         |  High quality landscaping treatments      |   |
|  Cultural / creative industry area |  Maximise river frontages & public access |  E.L.T.            |
|  Taller buildings                  |  Important gateway                        |  Improve frontages |
|  Housing estates                  |  Improve visual & physical linkages       |   |

This page is intentionally left blank

**PUBLIC CONSULTATION STRATEGY**

**Introduction**

Barking Town Centre's future is to be a lively metropolitan town centre, incorporating housing, leisure, employment and retail uses with a quality transport hub at its heart connecting with the region. Council is concurrently preparing a number of planning guidance notes and briefs for the regeneration of the Town Centre.

This consultation strategy aims to consult the public on the following documents:

- Draft Barking Town Centre Interim Planning Guidance
- Draft Abbey Road Creative Industries Complex Planning Brief
- Draft London Road Planning Brief
- Draft Public Realm / Barking Code Planning Guidance
- Draft Station Quarter Planning Brief

A public consultation exercise is required to check the support for each policy matter. This is in accordance with the borough's Consultation Strategy (2003). After consulting and incorporating feedback into the briefs, the documents will then be ready for adoption by Council and will become a material consideration when determining planning applications.

**Basic principles for consultation**

The material to consult on is contained in a printed document with illustrations. To assist with the transferring, digesting and conversing of the contents, a modest exhibition will be on display in a very accessible part of the town centre. Questionnaires featuring a multiple choice format will also be made available to all sections of the community. Guidance and advice will be taken from the Corporate Consultation Group.

- Advance planning:

Consulting the public, requires rigorous planning in advance to make the information manageable and easily accessible in the run of the process. The contents and format will be organised to reach as large and relevant an audience as appropriate for this purpose.

- All encompassing (all sections of the community):

The consultation will be more valid when targeted to invite the views of the whole community. A uniform approach is not the best way forward. This means that minorities and harder to reach sections require a different way of grabbing their attention than what might be considered at first for the majority. Translations, interpreters and special formats will need to be considered. The Community development worker and local faith groups can advise on this. Help is sought from the Council's Corporate Consultation Group.

- Cost effective and of consistent quality:

To achieve reliable outcomes from the consultation, the main issues need to be made plain and clear, avoiding or minimising the risk of confused or misunderstood information. High quality information will be on offer to people who have shown an interest in the initiatives.

- Feed-back of outcome:

Feed-back will be provided to the respondents once the results received have been analysed. The comments made will be useful to help the contents of the brief and can provide reasoned arguments for the changes. All respondents will have the choice to receive an articulated list of the replies or a copy of the revised brief. Other formats will be made available on further advice of the Corporate Consultation Group.

- Accessible data:

It is important that all parts of the Council and its partners are involved in developing policy. The attached list has identified all the appropriate consultees.

- Effective service delivery:

With all reactions vetted and addressed, the Council is in the position to adjust, review or amend its policy-making if need be, and tailor its service better to the registered need. The documents will be amended as a result of this public consultation.

### **Consultation Program**

An extensive public consultation exercise is needed to give the local communities and other interested parties an opportunity to contribute their views on the future for Barking Town Centre. The collection of development briefs and planning guidance will be the focus of discussion and an instrument for debate on what is going on and how to guide this into a desirable outcome for all. This is in line with the Borough's Community Priorities.

- Crystal-Marking

The nature and contents of the documents are specifically technical, aimed at addressing policies, structures and sequences, jargon can not be eliminated completely. Crystal-marked leaflets will be provided summarising the documents and/or glossaries will be provided for unusual words and concepts.

- Consultation Methods

The consultation program is an important opportunity for publicity and promotion of Council's regeneration efforts. The tools that will assist in the project promotion and raising awareness will be:

#### 2.18 Summary of consultation methods:

- all documents and consultation dates will be put on the Council's website
- flyers to hand out (passengers)
- market stall and exhibition in the library to make proposals more visual
- questionnaire / feedback form (visitors)
- local press (community)
- personal letters (stakeholders)
- additional publicity as suggested by PR (political)
- community forums
- workshops

With the importance of this consultation exercise combined with the subject matters, the handling of this particular initiative would be well suited for an impartial polling organisation (e.g. MORI). This has the benefit of addressing all issues equally and applying recognised standards to public consultation processes. A gain in credibility and effectiveness would help in these sensitive matters.



The list of consultees has been compiled to map all the different interests represented in this area. Residents, businesses, landowners, charities and volunteers, government bodies and a wide range of organisations with an interest in the town centre are included.

- Resources and Financial Implications

Consulting the public on 5 documents will require significant resources. The Policy Unit and Barking Town Centre Regeneration Team will form the consultation team (approximately 6 members of staff) and the budget will be derived from the UDP and regeneration budgets.

- Timescales

The consultation program will likely be held in July/August/September 2004. The time period will be extended from the statutory 6 week period to 8 weeks to adequately cover the school holiday period which will run into the program.

- Reporting on Outcomes

It must be made clear from the outset the purpose of the consultation, what can be influenced by involvement and how we intend to feed back the results.

#### Workshop Feedback

During the consultation period comments provided by participants will be recorded, analysed and rationale given for changes made or not made to the final documents. Workshop comments will not be regarded as formal comments that require individual responses.

#### Formal Comments

For participants wishing for a response to their concern or issue, requests must be made in writing. Those written comments will be formally responded to summarising the issue and the officer's response detailing how the issue was addressed and justifying if the comment did/did not change the final document.

#### The Results

The results of both workshop feedback and written comments will be reported to the Regeneration Board and Executive Committee incorporating final changes to the draft documents.

## Initial list of stakeholders

<b>Groups</b>	<b>Issues</b>	<b>method</b>
Local residents	Future residential qualities Living in the Town Centre	Flyer and exhibition (marketing) Questionnaire/ Feedback forms Community Forums Workshop Report
Local businesses	Viability and vitality	Flyer and exhibition (marketing) Questionnaire/ Feedback forms Community Forum Workshop Report
Landowners	Ownership structure Speculation	Flyer and exhibition (marketing) Questionnaire/ Feedback forms Community Forum Report
Volunteer Groups	Provision of facilities	Flyer and exhibition (marketing) Questionnaire/Feedback forms Community Forum Report
Charities / Religious organisations	Pressure on operating / Presence	Flyer and exhibition (marketing) Questionnaire Community Forum Report
Office of Deputy PM	Policies	Letter + document
Greater London Assembly	London Plan	Letter + document
English Partnerships	Basic land issues, funding	Letter + document
Transport for London	Network capacity	Letter + document
London Development Agency	Guidance compliance	Letter + document
NetworkRail	Property issues, bridges etc	Letter + document
London Transport	Routes, destinations	Letter + document
Rail operators	c2c, Silverlink, LU, freight	Letter + document
English Heritage	Archaeology, listed buildings	Letter + document
Environment Agency	Drainage, natural environments	Letter + document
Chamber of Commerce	Members interests	Flyer and exhibition (marketing) Questionnaire Community Forum Report
Thames Gateway London Partn.	Strategies/ policies	Flyer and exhibition (marketing) Questionnaire Community Forum Report
LRAG	Policies	Letter + document
Health Authority / PCT	Local provision	Letter + document
External education providers	Access	Letter + document
Developers active in area	Investment	Letter + document
Professional organisations	RTPI, Housing corporation, Trusts, RIBA, RICS,	Letter
Metropolitan Police etc	Operational purposes	Letter + document
Station users	General interest	Flyer and exhibition (marketing) Questionnaire/Feedback form Community Forum Report
Other interests (single-issue groups: Transport 2000, FoE, Greenpeace, Sustrans, Living Streets etc)		

TABLE OF CONTENTS

<b>1. INTRODUCTION</b> .....	<b>1</b>
<b>1.1 Purpose</b> .....	<b>1</b>
<b>1.2 Statutory Weighting and Planning Applications</b> .....	<b>1</b>
<b>1.3 Regeneration Policy Context</b> .....	<b>1</b>
<b>2. TOWN CENTRE VISION &amp; DISTINCTIVE AREAS</b> .....	<b>4</b>
<b>2.1 Barking Town Centre Vision</b> .....	<b>4</b>
<b>2.2 Distinctive Areas</b> .....	<b>4</b>
<b>2.3 High Street Network</b> .....	<b>5</b>
<b>2.4 West Bank</b> .....	<b>6</b>
<b>2.5 East Bank</b> .....	<b>7</b>
<b>2.6 Business and Industry</b> .....	<b>8</b>
<b>2.7 Green Spaces and Public Places</b> .....	<b>9</b>
<b>2.8 Social Housing</b> .....	<b>10</b>
<b>3. CORE POLICIES</b> .....	<b>11</b>
<b>3.1 Uses</b> .....	<b>11</b>
<b>3.2 Housing</b> .....	<b>13</b>
<b>3.3 Urban Design</b> .....	<b>15</b>
<b>3.4 Access &amp; Movement</b> .....	<b>16</b>
<b>3.5 Environmental Sustainability</b> .....	<b>17</b>
<b>3.6 Planning Obligations</b> .....	<b>19</b>
<b>4. ADDITIONAL INFORMATION REQUIREMENTS</b> .....	<b>20</b>

## DRAFT for PUBLIC CONSULTATION

### 1. Introduction

This Interim Planning Guidance (IPG) should be applied to all planning applications involving land within the Town Centre, as identified on Barking Town Centre Map 1.

#### 1.1 Purpose

The purpose of this IPG is to set out Council's ambitions for effective regeneration of the Town Centre. This IPG provides a framework for the consideration of the development proposals and highlights the key issues that developers will be required to address in any new development or redevelopment proposal with the Town Centre.

This document aims to synthesise the current efforts of regeneration reflecting the Council's intentions for future uses and development in the Town Centre and to assist achieving the aims of the Barking Town Centre Strategic Partnership in accommodating 4,000 new homes, achieving a more balanced community, creating a step change in the public realm and quality of the environment and creating a sustainable, vibrant and distinctive Town Centre.

It should be noted that this IPG looks wider than the town centre boundaries as defined in the Borough's Unitary Development Plan (UDP). This is to promote the regeneration of the wider area and to ensure a more comprehensive and cohesive approach to the Town Centre and its surrounding environments.

#### 1.2 Statutory Weighting and Planning Applications

In accordance with section 54 of the Town and Country Planning Act (1990), applications for planning permission are determined in accordance with the Council's UDP adopted in 1995, unless a material consideration indicate otherwise.

The Council has proposed the IPG approach as it will result in a number of departures from the adopted UDP, however, it does reflect the published London Plan and most recent Government policy.

This IPG will be subjected to consultation and therefore, will be treated as a material consideration in the determination of planning applications.

The Council encourages the pre-application discussions to assist in the implementation of the IPG, and will seek to ensure that proposals address the objectives and requirements of the IPG.

#### 1.3 Regeneration Policy Context

The Government's Urban White Paper "*Towards an Urban Renaissance*" initiated beginnings of regeneration within the Borough and since the London Plan was drafted (and then adopted February 2004) the pace of regeneration has gathered momentum. Barking and Dagenham is expected to undergo significant change, both physically and socially and a number of strategies already support its regeneration.

This urban renaissance emphasis is reflected in regional planning activities where the Thames Gateway Strategic Partnership and Government initiatives are manifest. The Thames Gateway is a key priority for London and national government and Barking Town Centre will play a significant role in supporting the expansion of the area.

Barking and Dagenham is in the 'Zone of Change 1' (ZOC1 – London Riverside) which extends up the River Roding to include Barking Town Centre. It is intended that the Barking Town Centre will develop as the major centre for 'Zone of Change 5'. In addition Barking Town Centre is part of a 'Zone of Influence' (ZOI). These represent the wider area of the Thames Gateway corridor, which are to benefit from the major developments within the 'Zones of Change' (ZOCs) located along the river.

The London Plan (2004) identifies East London as a priority area for 'development, regeneration and investment' and designates Barking Town Centre as a major town centre. The Plan states the future role of major centres is to encourage a mix of uses in order to create a vibrant, sustainable and cultural community. Specific to Barking Town Centre, a primary objective of the Plan is to 'encourage intensification and growth in areas of need and opportunity', especially emphasizing intensification around existing public transport nodes.

At a local level, the Barking Town Centre Strategic Partnership was established as a dedicated team to deliver key new development and regeneration of the Town Centre. The Partnership represents a co-operation between agencies which work from a shared vision to deliver individual sites with the key focus on architecture and urban design.

The Borough's UDP is currently under review and will be replaced with the new style development plan known as the Local Development Framework (LDF) in accordance with the Planning and Compulsory Purchase Act. Since its publication in 1995 there is a policy gap in the UDP in meeting the new 'sustainable communities' agenda reflected in the London Plan and government policy. The adoption of an Interim Planning Guidance (IPG) for Barking Town Centre provides an excellent opportunity to address this local level policy gap and will serve to inform the preparation of the LDF.

### **1.3.1 Background Study to this IPG**

East/Sergison Bates, with ATIS REAL Weatheralls and WSP Group were appointed in April 2002 by Barking and Dagenham Council to develop a Framework Plan for Barking Town Centre. This document portrays a clear vision for the town centre as a lively, urban mixed-use area, incorporating qualitative housing, leisure, employment and retail uses with an interconnected transport hub at its heart. As part of this vision, the Plan suggests development of distinctive quarters linked to activities other than just retail or residential use alone.

The document presented a range of strategies and proposals to help meet the strategic objectives of the Barking and Dagenham 2020 Vision. The Framework Plan was adopted by Council in 2003. The Plan outlines Barking Roding Valley within context of the 'river edge' strategy, this advances a high-profile role for this area as an 'intricate weave of activities' including leisure, crafts, and social activities to compliment residential and commercial development as well as have a strategic 'front door' role to Barking.

This Study provided the basis for this IPG and particularly informed the development of distinct quarters linked to activities other than just retail or residential use alone. The Study also provided measures to reconnect land west of the River Roding to the Barking Town Centre and exploits the River Roding itself as valuable asset.

### **1.3.2 Other Barking Town Centre Studies and Strategies**

There are a number of studies and strategies that are currently being drafted which reflects Council's commitment for the regeneration of the Town Centre. The documents should be referred to where relevant in applications involving land in the Town Centre.

- *Barking Town Centre Action Plan, March 2003*

The purpose of the action plan is to aid project management and project delivery in Barking Town Centre. It sets out the objectives, outcomes, 5 year priorities and a key programme based on the Town Centre Framework Plan. The document also sets out priorities for planning obligations in the Town Centre. This document should be used as a reference for further information to this IPG.

- *Draft Barking Town Centre Public Realm Strategy, 2004*

The Public Realm Strategy sets a scope and approach for changes to the public realm in the Town Centre. It also proposes a Movement Strategy for testing by the Council. The Strategy a number of public realm proposals for the High Street Network in terms of its strategy physical context in conjunction with the Movement Strategy. Provides guidance on design/specifications for public realm works through Barking Town Centre

- *Draft Barking Town Centre Code, 2004*

This document provides a public realm code to identify the materials, products and construction techniques to be applied in the public spaces. Four pilot projects have been identified to illustrate the Code which aims to promote innovation, shape streets of interest and help to develop a distinctive character for Barking Town Centre. The improvements also demonstrate the desire of Council and other public agencies to improve Barking's urban environment for residents and visitors alike through better connections and properly organised spaces. This document should be referred to as a guide for applications to understand Council's intentions regarding pedestrian priority, sustainability, community safety and access for all.

## DRAFT for PUBLIC CONSULTATION

- *Draft Abbey Road Creative Industries Complex Planning Brief, 2004*

This document aims to assist project delivery by providing a comprehensive framework for development proposals, highlighting key issues to be addressed, opportunities and constraints and appropriate landuses in the context of creative and cultural industries. The document also provides design guidance to give the local community, prospective developers and development partners a clear idea of the Council's requirements in Abbey Road. This document should be referred to in any application regarding land within the Creative Industries Complex Planning Brief area.

- *Draft Station Quarter Supplementary Planning Guidance, 2004*

The station quarter is a vital cornerstone in the comprehensive revitalisation of Barking as an area of unique character and quality within Greater London. The potential of the regeneration of the Barking station area will have a major impact on the urban environment. Barking station is recognised for its potential within the London transport network, and the users, the operators and the council acknowledge the general need for improved surroundings. This planning guidance specifies the terms for development in this area, and attempt to secure a quality location by clearly defined principles. The brief highlights all the essential issues that need to be addressed in redevelopment schemes. This document should be referred to in any application regarding land with the Station Quarter area as identified in the Planning Guidance.

### 2. TOWN CENTRE VISION & DISTINCTIVE AREAS

Council's ambitions and aspirations for future land uses and development are set out below. This vision, derived from the Barking Framework Plan is a shared vision between Council and Barking Town Centre Strategic Partnership and will be consulted and changed in line with the community views during the consultation period. and it is Council's intention that applicants demonstrate how their proposal assists achieving the vision for the Town Centre.

#### 2.1 Barking Town Centre Vision

- Barking Town Centre is recognised as a strategic centre of economic, social and civic importance for existing and new communities in the Thames Gateway.
- Intensification of the built environment is matched by high quality design.
- Both buildings and public space architecture reflects innovative and sustainable solutions.
- The successful economy extends from the day into night providing activity and vibrancy.
- Attractive streetscapes and interesting public spaces make the Town Centre a popular and safe meeting place.
- A range of accommodation types are available, contributing to a mixed and balanced environment.
- The excellent public transport linkages encourages the community to take advantage of the new jobs in the Thames Gateway, community services, green open spaces and leisure facilities.

#### 2.2 Distinctive Areas

For this IPG, Barking Town Centre is divided into a number of distinct areas. These are outlined in Map 1 and are as follows:

1. High Street Network
2. West Bank
3. East Bank
4. Business and Industry
5. Green Spaces and Public Places
6. Social Housing

### 2.3 High Street Network

The High Street network encompasses four main retail localities; Vicarage Fields, East Street and Ripple Road and the Barking Station, known as the Station Quarter. The area is bound by the Gascoigne and Harts Lane housing estates and Barking Station. The redevelopment of the High Street Network is considered a vital cornerstone in the comprehensive revitalisation of the town centre.

#### **2.3.1 Intensification of Uses and Development**

The Council envisages new development to intensify the urban nature of the Town Centre. Council anticipates an increase in the mix of uses within the Town Centre and particularly within the high street network. Shop-top living is encouraged to inject a residential balance to the retail focus and to take advantage of the prime access to public transport and services. New development should most times incorporate ground floor active street frontages and office uses above where possible and appropriate.

#### **2.3.2 High Street as a Focal Point**

The High Street Network is typically the core hub for economic and social activity, however there is a lack of integration between the three main localities and the Station. The Council seeks to remedy this and to create a cohesive core area that will provide vitality and activity.

The Town Square is a key opportunity area within the Town Centre and it is envisaged that its redevelopment will create a new, mixed-use heart for Barking. Council wishes to ensure that development around the town square will improve the pedestrian linkages and green spaces through the area and achieve high quality urban design.

#### **2.3.3 The Station Quarter**

The Station Quarter is a key area within the Town Centre and its improvement will boost the regeneration of the Centre. Council anticipates this area to become a lively urban interchange with new high density, high quality development surrounding the station. The area presents excellent opportunities for achieving demonstration projects of quality sustainable outcomes, particularly with car-free development maximising the excellent public transport access and location to shops and services. New development should contribute to the character of the area as a lively urban interchange. The scale and height of buildings should reinforce the nature and importance of the Barking interchange. The Council wish for an evening economy to evolve within this area, supporting the existing uses and complementing the increased residential uses. Proposals on sites within the Station Quarter area should refer to the draft Station Quarter SPG for detailed design guidance.



## 2.4 West Bank

This area is bound by the west bank of the River Roding, London Road to the north and the A406 North Circular to the West. Currently the area is a mix of derelict industrial development, new light industry and large box retail and hotel development.

### **2.4.1 Gateway status**

Council expects new development to contribute to enhancing this area's role as gateway to the Town Centre and the rest of the Borough. Both physical and visual linkages and an upgrade in the quality of the environment is required.

### **2.4.2 High Quality, High Density**

Council expects new development in this area to demonstrate an high architectural quality that creates a landmark developments and reinforces its gateway status to the Town Centre and the rest of the Borough. Council expects new development to accommodate a significant increase in the population that is anticipated and this type of high density development will form a physical boundary to the Town Centres edge. The area is recognised by Council as a prime opportunity for a flagship private development, leading in environmentally sustainable principles and setting a high benchmark for the rest of the Town Centre. Council shall aim for development to achieve best practice and leading sustainable and innovative development outcomes. Site designs should aim to increase the linkages between the town centre and the river and provide a higher density living, taking advantage of excellent access to Town Centre public transport.

### **2.4.3 Mixed use development**

The current UDP designates this area as employment land however Council anticipates new development intensify the mix of uses, comprising a high density residential component. Council also encourages leisure and public uses to be located close to the River Roding to complement the Creative Quarter on the left bank. Large developments should expect to incorporate a community facility or public use component.

### **2.4.4 Upgrading the Environmental Quality**

There is significant opportunity to improve the interfaces of this area. Council seeks to ensure all new development incorporates these objectives in their design:

1. Improve the links and access points from the Town Centre to the West Bank.
2. Exploit the river as an area of public open space and recreation.
3. Improve the environmental appearance of the site fronting the A406 and making the site an aesthetic gateway to Barking and the rest of the Borough.

#### **2.4.4.1 River interface**

Council intends new development to maximise the river frontage for public recreation purposes. A substantial proportion of land should be dedicated to public open space along the river frontage, allowing access for all. Council anticipates the development to provide public meeting spaces and high quality urban landscaping treatments along the river frontage. Council supports incorporating environmentally sensitive features such as green areas, water retention facilities and swales to improve physical and visual access to the river. The Council is committed to improving the access between the Town Centre and the river and is currently constructing a Riverwalk footbridge along the river. Council wishes for development to maximise and support its use as a public footbridge. It is intended that all new development will respect the design and layout of the footbridge and ensure limited overshadowing occurs.

#### **2.4.4.2 A406 Interface**

The Council anticipates an improvement in the interface of properties fronting the A406 Road. Consistent boundary treatment such as attractive fencing, lighting and landscaping treatments will assist the appearance along the road frontage.

#### **2.4.4.3 Improving linkages to the rest of the Town Centre**

New development should ensure the design assists with improving the visual linkages between the site and the core Town Centre. New development should have regard for the linkages between the River Roding and Town Centre. Contributions may be sought to improve the appearance of London Road and Highbridge Road.

### 2.5 East Bank

This area is bound to the west by the River Roding and to the east by Abbey Road. This area is largely disconnected from the Town Centre and comprises a mix of uses that do not fully reflect nor respond to the unique characteristics of the area. The area is within relative close proximity to Barking Town Centre, with good opportunities for walking, cycling and access to public transport. Existing development does not maximise opportunities for public access to the riverside.

Two key objectives Council wishes to achieve with new development in this area is to ensure the:

- area comprises a mix of uses including the creation of a cultural / creative industries quarter; and
- river is made more accessible, visible, functional and connected to the Town Centre.

#### **2.5.1 Development and the River**

The river frontage, in particular the south–west corner of the area is visually prominent in short and medium distance views. It is important that new development responds sympathetically to the character and context of the historic fabric and the river. Council may seek contributions towards a landscaping scheme to reduce the impact of new development fronting Abbey Road and to generally improve the appearance of the street. Council wishes to improve pedestrian access to the river, new tree planting / landscaping along Abbey Road and safeguard the East London Transit route. Council intends for new development along Abbey Road South to improve access linkages between the River Roding and the rest of the Centre.

#### **2.5.2 The Town Quay**

The Town Quay area has been subject to renewal yet is still fragmented by a through road and despite the considerable investment does not function successfully. This is due to the lack of activity around the quay, unattractive views to industry across the mill pool and ‘dead end’ feel. The area lacks a cohesive structure and pedestrian access should be prioritised. The Council would like to create a more coherent structure by creating a stronger link between the viewing area and sculpture garden and plant bold lines of trees to create spatial definition; and promote stronger links to Abbey Fields by improving pedestrian crossings and creating direct path links; and promote links with the river by regenerating the riverside uses and creating an attractive river walk.

#### **2.5.3 Riverwalk**

As part of Council’s commitment to improving linkages from the core of the Town Centre to this area, a riverwalk is proposed along both sides of the River Roding. Council envisages a popular boardwalk that will provide new development along the river a public space area that will attract people, add vibrancy and increase visibility to and from the Town Centre. Council will ensure proposals along the river should respond to the riverwalk and ensure new development does not inappropriately overshadow the walkway for extended periods of daylight and optimises river frontage with balconies and windows for overlooking to provide natural surveillance for safety.

#### **2.5.4 Cultural & Creative Industries Quarter**

Council intends to establish a cultural and creative industry quarter based around the historic Malthouse and the Granary buildings.

- Council wishes to encourage a mix of uses related to the cultural and creative industries centered around the Town Quay. Council encourages the development of live/work units that support starter businesses attracting uses including art studios; home-craft industries; architectural, design and advertising offices, multi-media uses including music, film, computer and video games, fashion and publishing.
- New development should exploit the locational advantage of the River Roding and ancillary and complementary uses such as cafes and florists and bars are generally encouraged to support the development of a cultural and creative industry.
- Proposed live/work units should provide low cost, small workshops or office floorspaces with an integral living accommodation.
- New development should make provision for these types of uses having regard to noise attenuation measures and appropriate signage to ensure a harmonising mix of activity.
- All new uses and development of managed work spaces and live/work units are subject to respecting the character of the surrounding area in terms of layout, scale, massing, materials and design and there being no adverse impact on local traffic conditions.

## 2.6 Business and Industry

The employment land relating to industry and business within the Town Centre is located in the Hertford Road and Gascoigne Road business areas. These areas are key employment generating sites for business and industrial investment.

### 2.6.1 Hertford Road

The Hertford Road business area is located on a strip of land between the North Circular A406 Road and the River Roding, and is considered to form part of the main western gateway point into Barking Town Centre. The area is within relative close proximity to Barking Town Centre, with good opportunities for access to the site from the A406 Road. There are also good pedestrian, cycle and public transport links to the area. A public footpath also runs through the area and is linked to the wider area by footbridges across the A406 and the River Roding. Development within the area comprises of pockets of small industrial units separated by larger modern buildings with large parking areas, delivery space and some landscaping. The smaller buildings are generally older and of a poorer quality appearing cramped and in some instances poorly maintained or derelict.

Council identifies this area as strategically important to the image of Barking Town Centre and important to attracting new investment. Council intends to support the existing uses and encourage a broader spectrum of employment generating uses to this area. Small and medium sized business are considered appropriate in this area. Development related to open storage and transport operators will be resisted.

Council intends new development to:

- Place a greater emphasis on a high standard of design and landscaping.
- Provide along the east boundary a riverside walk, a wildlife corridor and green chain.
- Contribute to improvements to the image and appearance of the business area when viewed from the North Circular to enhance the gateway function.
- Where appropriate, contribute to improvements to the riverside environment to increase the investment value of river frontage plots and the leisure and nature conservation value of the River Roding may be required.
- Improve lighting, legibility, signage and safety for users of the public footpath and footbridges.

### 2.6.2 Gascoigne Road

The business area is divided into two parts, the larger bounded to the south by the A13 and to the west by the River Roding with the Abbey Road area adjacent to its most western point. To the north and east there are large residential areas. Both areas are designated for general B1, B2 and B8 employment use in the UDP. The *Urban Strategy for London Riverside* also recognises the area as part of the Barking A13 Industrial Area and should therefore remain in its current use.

Both component parts of the business area are designated for B1, B2 and B8 business uses in the UDP. The areas have become established locations for moderate to large enterprises, benefiting from good vehicular access and prominent frontages on to the A13. Council supports the continued uses.

Council will be seeking new development to provide environmental improvements and better safeguard the amenity of surrounding residential areas, including:

- Relocation of the scrap yard on the north-west corner of the smaller area to improve the appearance and amenity of local residents.
- Improvements to the image of the business areas could be delivered through a new gateway feature, new planting, improved boundary treatments, especially along road frontages and adjacent to residential areas and redesign of the business area signage.
- Promoting pedestrian access to the riverside and preferably link the A13 with proposed residential/B1 development at Abbey Road and areas further to the north.
- Encouraging the southern and western part of the larger area for B2 general industrial uses due to its distance from residential areas.

### 2.7 Green Spaces and Public Places

Green spaces and the public places are a key part of the regeneration of the Town Centre. The improvement of both the public realm and green spaces could potentially have a significant impact on the social, economic and environmental revitalisation of the area.

The Council envisages the green spaces and public places within Barking Town Centre to become more relevant to the local community, more visible, attractive, safe, functional and connected to their surroundings. Council wishes these areas to be recognised as a social and environmental asset to the increasingly larger local population.

#### 2.7.1 Public Spaces

The physical environment in the Town Centre is made up of layers including public space, the river and its edges, parks, bridges, street furniture, highway equipment, street lighting, public art, street tree plantings, trees, footpaths and shelters. Council acknowledges the important cumulative impact these elements have on the image, appearance, legibility, safety and convenience of the Centre.

Barking Town Centre is fortunate to have relatively high levels of public space however at present the public realm is not of a high quality and does not offer enough in terms of safety, accessibility, convenience and clarity.

Council has prepared a Public Realm Strategy for the Town Centre to improve the public spaces and environment within the Town Centre. The impact of private development on the public realm also needs to be considered to ensure a positive contribution to the street and public spaces. Applicants should have regard for the Public Realm Strategy to ensure new development responds appropriately.

#### 2.7.2 Green Spaces

The primary green spaces within the Town Centre are Abbey Fields and Barking Park. Abbey Fields is situated to the west of Barking Station and is designated as an ancient monument in the UDP. Barking Park is situated to the east of the Town Centre and is located outside the Town Centre defined boundaries. Both parks provide significant green space outlets for the Town including valuable recreational sports and leisure activities for the local community. Council will continue to support these green spaces as they will play a significant role in providing open space relief to the anticipated increase in the population of the Town Centre and also their physical role as attractive gateway features to the town centre.

Currently town centre development does not maximise the green spaces available. There are poor visible and physical linkages to the rest of Barking Town Centre and little has been done to exploit the potential connections to the River Roding. Council is committed to the improvement of the green spaces and has a strategy in place to carry out improvements. Contributions may be sought to assist its development.

### 2.8 Social Housing

Social housing forms a significant part of the town centre, especially on the peripheries. Council intends on achieving a greater mix of tenure, in order to restore the balance between rental and private ownership.

The Barking Town Centre comprises of a number housing estates that provide the majority of the Town Centre population including Harts Lane, New Linton Road, Gascoigne Estate and Tanner Street. The bulk of these sites are within Council ownership. Because of the land ownership, responsibility for redevelopment largely rests on Council. The following outlines guidance on redevelopment principles for these Estates.

#### Harts Lane

Harts Lane Estate lies to the north-west of the town centre, comprising 701 homes, 73% which are council owned. The estate has a number of problems prevalent including lack of security, the financial viability of existing shops, uncontrolled parking and 'rat-run' pedestrian routes. Furthermore, the proximity to the river bank which could potentially offer significant amenity should be exploited.

#### Linton Road

The Lintons Estate is located on Linton Road to the west of the Town Centre. Constructed in 1962 it is made up of three blocks one 16 storey block and two 7 storey blocks. The estate comprises of 256 homes, 94% of which are council owned. The buildings are panel construction blocks, with overcladding work completed 12 years ago. This has only been of aesthetic significance and has not added to the thermal comfort of the homes. The estate has a multi-use communal room which is currently used as the temporary office for SureStart. There are a number of issues with the Lintons estate which are associated with all high rise blocks, predominantly the lack of security, poor environment and uncontrolled parking. There are large open green spaces for the residents which are currently not exploited due to the lack of usable play equipment and community focused landscaping.

#### Gascoigne Estate

The Gascoigne Estate lies in the southern part of the Town Centre, comprising of 2,436 dwellings, predominately Council owned flats. Established between 1966-1971 the issues surrounding this development primarily include the singularity of tenure, homogeneity in dwelling type, lack of ownership of semi-public space and a subsequent atmosphere of insecurity.

#### Tanner Street

The 'Clevelands', 'Bloomfields' and 'Wakerings' buildings comprise the Estate which is located in the northern part of the Town Centre. There are 118 dwellings, almost all of which are council owned and rented. Currently vacant, Tanner Street is at the forefront of the regeneration agenda for Barking Town Centre and will likely be the first of the renewal projects to occur.

#### *2.8.1 Strategy for Improvement and Redevelopment of Council Estates*

The redevelopment of each estate will follow a development planning brief devised at the time of initiation however, all estates should be redeveloped in accordance with the general strategies outlined below.

- To encourage new developments to adopt an environmental and sustainable agenda.
- To make high impact and visible improvements across all areas of each estate.
- Accommodate the growing diversity in housing need with a greater variety of housing types.
- Introduce a greater mix of tenure, in order to restore the balance between rental and private ownership.
- Increase the general housing densities and make use of the town centre location with easy access to public transport.
- Improve the architectural and environmental design of housing and reinforce a sense of membership to an immediate neighbourhood by engaging new concepts of urban and landscape design.
- Integrate the redevelopment with the rest of the Town Centre.

### 3. CORE POLICIES

This section provides guidance on overall core policies that will need to be applied to all uses and development applications within the Town Centre. This section outlines Council's aims for:

- Land Uses
- Housing
- Urban Design
- Access and Movement
- Environmental Sustainability
- Planning Obligations

#### 3.1 Uses

The Council is seeking to intensify the mix of uses in the town centre. Applicants should have regard to the strategic importance of the area and the outcomes of the *Barking Town Centre's Retail and Leisure Capacity Study, 2004*.

##### 3.1.1 Police

The growth of the Town Centre and the rest of the Borough, the police have indicated relocating their Headquarters to a central location in the Town Centre. Council supports this and will actively facilitate their relocation in recognition that retaining public services in the Town Centre is vital to maintaining Barking's key role and function. Furthermore, Council support innovative solutions and will look into best practice approaches to integrating the police offices into the urban fabric which may include incorporating a new magistrates courts when the existing building is redeveloped.

##### 3.1.2 Educational Infrastructure

Barking Town Centre educational facilities, namely schools are at capacity and with the projected growth. Council will be actively seeking to secure educational infrastructure from early years provision to vocational training courses for adult learning. Council will apply best practice approaches to integrating this type of infrastructure into the urban fabric.

##### 3.1.3 Markets

The Markets are recognised as a successful private/public partnership and on market days contribute a sense of vibrancy and village atmosphere to the Town Centre. Council wants to ensure the markets ongoing viability is protected and enhanced. However, the ELT route will interrupt the existing market area and Council will investigate relocating the markets to run along London Road and Broadway Street.

##### 3.1.4 Mixed Uses

Council wishes to promote mixed use developments, typically providing active ground floor frontages with office and / or residential above. The appropriate mix of uses should be discussed with Council officers at pre-application stage and will be considered in relation surrounding uses.

Large scale residential development of 500 dwellings or more should include the provision of social infrastructure such as local health facilities, childcare and community centres, schools and public open spaces. These should be appropriately located following discussion with Council to maximise accessibility, safety and use.

##### 3.1.5 Cultural and Creative Industries / Live-Work Units

The characteristics of industry and commerce are evolving continuously, and many businesses can be carried on in residential areas without causing unacceptable disturbance. Live/work units can provide essential accommodation for starter businesses by representing a substantial cost saving in the combined unit. The Council wishes to encourage these uses to aid sustainable regeneration and diversification of the local economy.

Council wishes to attract uses such as art studios; home-craft industries; architectural, design and advertising offices, multi-media uses including music, film, computer and video games development, fashion and publishing. These uses are particularly encouraged within the Town Quay area and along Abbey Road. These uses will support the existing cultural activity occurring in the area such as the Malthouse and Broadway theatre redevelopment.

## DRAFT for PUBLIC CONSULTATION

Development should exploit the locational advantage of the River Roding and ancillary and complementary uses such as cafes and florists and bars are generally encouraged to support the development of a cultural and creative quarter.

Proposed live/work units should provide low cost, small workshops or office floorspaces with an integral living accommodation. The provision of affordable housing is not required for live/work developments.

All new uses and development of managed work spaces and live/work units subject to the units respecting the character of the surrounding area in terms of layout, scale, massing, materials and design and there being no adverse impact on local traffic conditions.

### 3.2 Housing

The key driver of this policy is the realisation of sustainability and a compact city. This IPG supports higher densities around public transport nodes and areas with good access to public transport and aims to ensure affordable housing needs and a range of housing types are provided. High quality urban design is recognised as central to the successful regeneration of Barking Town Centre.

The housing stock in Barking Town Centre needs to achieve a balance in mixed tenures. The existing housing stock is predominantly social housing and a key aim is to provide a balance of housing choice, including aspirational type homes. Council also wishes to address the recognised problem with key worker housing shortages.

#### 3.2.1 Density

To support an additional 4,000 new homes within Barking Town Centre over the next 10 years, higher densities will be supported, particularly on the High Street and River Roding areas. The London Plan should also be referred to a density guide. Developers should demonstrate the appropriate density by considering the efficient use of land, proximity to public transport and the relationship of the site to its surroundings and the ability to deliver high quality design. Higher densities are encouraged within 400 metres walking distance from the Barking Station.

#### 3.2.2 Mixed Uses

Council wishes to promote mixed use developments with most typically providing active ground floor frontages with office and / or residential above. The appropriate mix of uses should be discussed with Council officers at pre-application stage and will be considered in relation surrounding uses.

Large scale residential development of 500 dwellings or more should include the provision of suitable non-residential uses in appropriate locations, including local health facilities, schools and public open spaces.

#### 3.2.3 Housing Mix

Council considers it important to seek to influence the mix of housing types to ensure a range of accommodation is provided to meet the needs of the Borough. In accordance with need, there is support for proposals that provide family accommodation located at ground floor level with direct access to private garden space and a proportion of units with four or more bedrooms suitable for a large family. In general, the Council is seeking new development to provide 35% 1 bedroom; 35% 2 bedroom; 20% 3 bedroom and 10% 4 bedroom dwellings within a scheme.

In ensuring all new housing developments incorporate a mix in housing types and address the Borough's needs the Council will determine the appropriate mix by taking into account:

- i. The housing needs of the borough
- ii. Market considerations
- iii. Site Conditions and the locality.

#### 3.2.4 High quality design

Council will expect new development to include a balance of the following objectives:

- All new dwellings should be designed to meet the 'Lifetime Homes' standards.
- 10 percent of new homes should be easily adaptable for wheelchair users.
- The design of new residential developments should assess the impact it makes on the surrounding environment. Urban Design Statements should accompany applications.
- Innovation in design will be encouraged.
- Techniques to minimise noise pollution must be incorporated at the design stage of the development. Floor and wall material must be of a type that reduces noise travel between dwellings.
- All plant, lift, waste disposal, heating and cooling systems should be adequately screened or designed in such a way that noise pollution is minimised.
- Given the proximity of a range of large open spaces, including Abbey Fields and Barking Park, and balancing the higher density objectives for a compact city, a relaxation of the UDP policies (H14, H15) relating to residential amenity space is considered reasonable.



## DRAFT for PUBLIC CONSULTATION

- Council will normally expect high quality private or communal open space to be available for all new dwellings such as large balconies, roof terraces. All dwellings should have access to shared public open space (such as a conventional garden, roof top garden or courtyard).

### 3.2.5 Affordable Housing

In accordance with the Barking Town Centre Housing Strategy, the Council will normally expect new developments of 15 or more dwellings to make a contribution (35%) towards affordable housing, taking into account:

- i. The accessibility of the site to public transport and local services
- ii. The housing needs of the Town Centre
- iii. Site size and suitability
- iv. Nature of the proposal and economics of provision
- v. The achievement of the Borough wide target and provision in the area.

In exceptional circumstances where it is not possible to secure the required percentage of affordable housing on-site, a cash contribution will be sought for off-site provision however the Council expects affordable housing to be provided on-site.

To test viability, it is recommended that early discussions take place with the local authority. The *Three Dragons Consultancy* model will be used as detailed guidance in this process.

It should be noted that the Council, jointly with English Partnerships has commissioned a study into the levels of affordable housing provision across the Borough. This includes projections of population and their socio-economic characteristics over the next 15 years. At this stage, it is not possible to be prescriptive about the precise types of affordable housing. The study will be completed by the summer 2004 and the Council will then consider the most appropriate levels/types of affordable housing and will bring for a draft policy. The policy stance will take into account the differing levels of social housing across the Borough and the Council's stated aim of creating balanced, sustainable communities.

### 3.3 Urban Design

3.3.1 Council seeks to achieve a significant step change in the quality of buildings in the town centre. Each new development needs to improve the local built environment and contribute to creating a distinctive Town Centre.

3.3.2 Applicants will be required to consider the site in the context of the area as the Council wishes to ensure that the development is co-ordinated in terms of design, mix and the linking of routes and spaces. Overall design must be of the highest quality to reflect the high ambitions there are for Barking. The design must respond carefully to the site in terms of site layout, form, appearance, materials and access.

3.3.3 It will be necessary for developers to demonstrate improved urban quality. A clear demarcation of public and private areas is required, but all public area must be open, well lit and welcoming and of the highest quality.

3.3.4 Development must allow for convenient and safe pedestrian and cycle routes throughout the area that links together adjacent residential development, the town centre and the River Roding. Proposed schemes will need to define access, movement arrangements and public spaces. The needs of disabled people are to be considered as a design principle throughout.

3.3.5 Careful consideration should be given to massing, height and appearance. In addition to high quality architecture, the land use proposals, design and choice of materials must be all contribute to the effective creation of public space.

3.3.6 The landscape scheme should consider the potential for creating habitats for urban wildlife and contain species with good wildlife value.

3.3.7 Developments that incorporate sustainable design features such as green roof or other sustainable design innovations are encouraged.

### 3.4 Access & Movement

The successful regeneration of Barking Town Centre is underpinned by improving access and circulation. It is imperative to ensure that a high quality, well integrated systems of movement are implemented as a core part of the growth of the Centre. Each mode of transport, current or proposed needs to be considered together to ensure easy, safe and convenient access.

#### 3.4.1 Carparking

The Council is currently pursuing a number of initiatives aimed at reducing car dependency by locating major new developments close to public transport interchanges and promoting sustainable transport choices. Vital to these pursuits is the level of on-site carparking provision.

New developments should maximise Barking Town Centre's excellent public transport accessibility by:

- Complying with Council's carparking standards as set out in Council's Interim Parking Standards, (2002).
- Providing car free developments within 400m walking distance to the Barking Station, as defined in Council's draft Car Parking Strategy (2004).
- All new development should provide car parking for people with disabilities in accordance with Transport Assessment Guidance, (2002).
- Major new developments may be required to undertake a transport assessment.
- Developer contributions may be sought to mitigate impacts created from the proposed development.
- Green travel plans may be a requirement for employment related uses.
- Proposals should include provision for other modes of transport such as bicycle and motorcycle storage facilities.

#### *Bicycle Access and Parking*

To increase the share of trips using public transport and non-motorised modes, Council will require new development to provide bicycle facilities to ensure residents, shoppers, employees and visitors have viable alternatives to the car for short trips as supported by UDP Policy Strategy Policy AA and Policy T19..

#### *Pedestrian Access*

In many parts of the Town Centre, pedestrian flows are high, but there are many impediments to easy movement, particularly for the elderly and disabled. Council wishes to improve the pedestrian footpaths and establish continuous well designed pedestrian routes throughout the Town Centre with particular focus on providing:

1. easy movement to Barking Station and all public transport stops.
2. clear and safe pedestrian routes to public open spaces.

Council will require new development to have regard to pedestrian accessibility, convenience, safety and permeability within sites and into the public realm as supported by UDP Strategic Policy Y and Z and Policy T12, T17 and T18.

#### *Public Transport*

The Town Centre's high public transport accessibility underpins its potential for high density, mixed use development. Barking Station provides an underground and national rail line services and has a bus interchange at the entry. It is anticipated that the East London Transit will operate through Barking Station from Ilford, supplementing existing bus services. It is important that new development have regard to the existing and future public transport systems and ensure new development does not adversely impact on the operation of these services, as supported by UDP Strategic Policy X.

### 3.5 Environmental Sustainability

Environmental design and construction is considered a key component in achieving more sustainable forms of development and improving the quality of life in the Borough. The Council is committed to ensuring new forms of development incorporate measures of environmental sustainability and apply best practice environmental design and construction methods, consistent with the national planning policy guidance and the London Plan.

For planning applications (outlined or detailed) for 10 or more dwellings or for 500 square metres or more floor area, applicants are required to submit a Sustainability Assessment to accompany their proposal.

#### *Sustainability Statement*

A sustainability statement should demonstrate that the sustainable design and construction considerations of the proposed development have been addressed.

1. Minimising energy consumption and associated emissions by:
  - Addressing orientation and layout to optimise solar gain
  - Adopting appropriate built forms
  - Incorporating energy efficient building services (eg. ventilation, heating, cooling, lighting)
  - Providing shelter and addressing micro-climate effects
2. Minimising use of fossil fuels by incorporating sustainable energy supply technologies
3. Ensuring the efficient use of land and infrastructure including remediation of previously-developed sites
4. Reducing the risk of crime through appropriate design and layout.
5. Minimising the generation of waste by providing adequate, integrally designed facilities for the storage of recyclable materials
6. Incorporating good access by cycle and foot, and by persons of all ages and physical ability, by providing:
  - Links to cyclepaths and footpath networks
  - Adequate cycle parking and storage facilities
  - Adopting standards to meet the lifetime needs of the local community
7. Minimising water consumption and discharges of waste water and sewage by:
  - Incorporating Sustainable Urban Drainage Systems
  - Addressing the potential for the management and recycling of water
8. Adopting methods to protect important flora, fauna and/or topographical features during construction and to minimise disturbance to local amenity.
9. Adopting methods to maximise recycling and reuse of existing buildings, structure and materials and to minimise water generation during demolition and construction.

#### *Other Matters*

Other matters that may be of relevance to particular sites within Barking Town Centre, should address one or more of the following issues:

##### Noise

Noise issues should address UDP Policy G36. Applications may be required to demonstrate how the impact of noise generated by the proposed development is minimised upon adjacent dwellings and the immediate public realm by means of a Noise Impact Assessment.

##### Contamination

## DRAFT for PUBLIC CONSULTATION

Council expects applicants to seek the best practicable option in relation to land decontamination to bring the site back into beneficial use in accordance. UDP Policy G28 will also apply.

### Waste

The Council aims to reduce the amount of waste produced and to increase levels of recycling in accordance with Policy G31 of the UDP.

### Air quality

Air quality is a material consideration in the consideration of applications. Applications may need to address UDP Policy G39. An air quality assessments will be required if the development is considered that a demonstrable effect on air quality may occur.

### Biodiversity

UDP Policy G50 seeks to increase the diversity of habitats in the Borough. Developments which design buildings to enhance and maintain biodiversity such as green roofs and green walls would be considered favourably.

### Water

The Council aims to conserve and protect our water supplies to safeguard resources to meet our future needs. Best practice solutions such as rainwater harvesting opportunities and the reuse of grey water recycling systems are considered favourably. The Council may expect large development to:

- Demonstrate how their proposal the will impact on water requirement levels and existing capacity.
- Have regard to the Flood Risk Map and where appropriate, apply measures in line with PPG 25, in accordance with Policy G33 and G34 of the UDP.

### *Instances where an EIA is required*

**(Emer to complete)**

### 3.6 Planning Obligations

This section provides an indication of what may be required when a development proposal is considered by Council to need a planning obligation under section 106 of the Town and Country Planning Act (1990) in order to recommend for approval.

#### **3.6.1 When will planning contributions be required?**

Where an otherwise acceptable development proposal is considered by Council to be likely to result in adverse or unacceptable impact on any part of the town centre (whether individually or cumulatively), which would affect the quality of the local environment or economy, the Council will seek a financial contribution to manage the impact. The financial contribution would be secured via a section 106 planning obligation.

#### **3.6.2 Key Priorities:**

The following are key priorities as identified in the Barking Town Centre Action Plan. This list however is not exhaustive and other matters may also be negotiated.

- Affordable housing of 35%
- Live/work units
- The Riverside Walk
- community facilities
- Public realm improvements and maintenance
- Improvements to local social infrastructure
- Education and Training
- Public transport and traffic management
- Contribution (1% of the total development) to public art as stated in Policy A.T.8 of the UDP.

#### **4. ADDITIONAL INFORMATION REQUIREMENTS**

The following information may be required for some forms of development. This should be discussed at pre-application stage.

##### ***4.1 Environmental Impact Statement***

An environmental statement provides an assessment of the likely environmental effects of the project. The aim of the statement is to provide a non-technical, systematic and objective account of the significant environmental effects to which the project is likely to give rise. Sufficient information should be provided to enable those who wish to do so verify the statement's conclusions and to identify the source of the information provided.

##### ***4.2 Design Statement***

A Design Statement should:

- Establish the full project brief and the functional requirements of the development.
- Should include a survey and appraisal of the physical dimensions, the condition, character and constraints of the site. Tree and soil surveys should be included where appropriate
- Identify relevant national and local government planning policy.
- Identify the technological, energy and sustainability requirements of the development.
- Consider and analyse the site in relation to its immediate surroundings and wider urban and/ or landscape setting.
- Consider the impact of the scheme in relation to its setting, the relevant community or communities and the immediate and wider environment.
- Establish clear and demonstrable design principles or a design vision.
- Include consideration of space, mass, volume, plan, materials and the composition of elements. Where the success of a design is dependent upon carefully articulated, specific details (not illustrated elsewhere) then the provision of notional drawings, at 1:20 for example, should be provided to offer an indication of the proposed approach to detailed design.

##### ***4.3 Access Statement***

Some forms of development may require an Access Statement to accompany the application. An access statement should demonstrate how the proposal incorporates the principles of inclusive design. Principles of inclusive design are set out in Policy 4B.5 of the London Plan and include requiring developments to:

- to be used easily by as many people as possible without undue effort, separation or special treatment
- offer the freedom to choose and the ability to participate equally in the development's mainstream activities.
- Value diversity and difference.

An Access Statement should include how these principles have been incorporated into the design and how inclusion will be maintained and managed.

##### ***4.4 Transport and Traffic Statement***

A comprehensive Transport Assessment is likely to be required for all major developments. Developers should address how their proposals can help improve local transport infrastructure and services. The main opportunities for their doing so include:

- Improving pedestrian accessibility to public transport and maximising connectivity within the area and its surroundings;
- Reducing travel demand and changing user patterns such as mode shifts and peak spreading through more mixed use developments, better linkages with complementary uses and green travel plans;
- Providing creative temporary routes and high standards of safety, convenience, legibility and design during what will be extended periods of implementation.

This page is intentionally left blank



**THE EXECUTIVE****1 JUNE 2004****REPORT FROM THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

<b>STREET TRADING LICENCES: FEES AND CHARGES 2004 / 2005</b>	<b>FOR DECISION</b>	
<p><i>To this report concerns the setting of Charges, which is the responsibility of the Executive.</i></p> <p><b><u>Summary</u></b></p> <p>This report sets out the Council's current Street Trading Charges and proposed new rates for 2004/05.</p> <p>Charges were last revised, and a variable scale introduced, with effect from July 1 2003. This followed detailed review including comparison with other boroughs.</p> <p>The structure of the proposed Charges for 2004/05 and underlying principles remain unchanged from those agreed for 2003 / 2004.</p> <p><b><u>Recommendation</u></b></p> <p>The Executive is recommended to agree the increased Charges as detailed in paragraph 3.3 of the report, with effect from 1 July 2004.</p> <p><b><u>Reason</u></b></p> <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> <p>This year the changes are limited to consideration of increased costs.</p>		
<p><b>Contact</b> Ralph Cook.</p>	<p>Town Centres Managers</p>	<p>Tel 020 8270 6015          Fax: 020 8270 6048          Minicom: 020 8227 3034          E-mail: <a href="mailto:ralph.cook@lbbd.gov.uk">ralph.cook@lbbd.gov.uk</a></p>

**1. Background**

- 1.1 This recommendation is made in accordance with the report of the Charging Policy Commission, as agreed by the Council on 4 July 2001.
- (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 this Borough and are thus not subject to this form of licensing).

1.3 The Council currently issue 67 licences annually and all of businesses use their frontages all year round. They are all located in Designated Street.

## **2. Current Position**

2.1 For 2003/04 the charging structure was changed and increased rates introduced. As a result, the Charges now vary according to the space actually occupied, encouraging traders only to use space they really need for their business.

2.2 As indicated last year, there is no consistency in practise amongst London Boroughs. Some set punitive rates, some make no charge at all. Under the London Local Authorities Act, Boroughs should cover their costs, but not use such charges as a contribution to general revenue. The position has not changed in any significant way.

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 It has been the policy of the Council to encourage small businesses. With rates as high as £20/week some businesses would close. Since 1996 the Council has sought to cover all costs but not to discourage this form of trading.

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 practice since most suitable streets attractive to traders have already been designated.

### 3.2 Cost of Service:

Visits to the shops to issue the licences as necessary 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 total estimated costs are as follows:

Annual licence issue / fee collection	£4,500
Additional inspection visits and new trader investigations	£2,500
Financial and admin management	£1,500
<b>Total costs</b>	<b>£8,500</b>

In addition it is necessary to allow some contingency provision to cover any costs involved in prosecutions were necessary. A contingency of £2,000 is assumed.

### 3.3 Annual Charge: (Fees)

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

	2003/4	2004/5	
Premium Area Charge	£200	£210	Over 2 metres depth from Shop-front.
Standard Area Charge	£165	£173	1+ to 2 metres depth.
Small Area Charge	£125	£130	1 metre or less

Of the 67 licences currently issued, 16 'pitches' are one metre or less. Only two are in excess of two metres.

### 3.4 Three Year Licence:

Until 2003 the fee and the licence were in one payment, which required that a new licence had to be issued every year. For 2003/4 it was agreed by the Council that these licences would in future be issued for a three year period. This is legally admissible and reduces our costs. 'Spot checks' are made, however, and regular inspections are carried out.

3.5 For 2004/5, therefore, only new traders will require the issue of a new licence, of whom there will probably be less than 10. It is proposed the charge for this rise from £50 to £53.

## 4. **Financial Implications**

4.1 As mentioned above the cost of the service is approximately £8,500 per annum, plus £2,000 for contingencies. The overall annual Revenue for the Council will be:

Annual fees	£11,000	Includes increase of fees, + 4.5%
Three Year Licenses	£ 530	Depending on number of new traders.

Any surplus on the account is ring-fenced under the Local Authorities Act.

## **5. Consultation**

- 5.1 The following people have been consulted during the preparation of this report and have raised no objections to the proposals.

### **Finance Department**

Bob Cooper, Laura Williams, Philip Walcott.

### **Lead Members**

Councillor Wade, Portfolio Holder for Developing rights and responsibilities with the local community and providing equal opportunities and celebrating diversity. (Income and Charging)

## **Background Papers**

- Executive report and Minute 2003, 27 May 2003 re: Street Trading Licences
- 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****1 JUNE 2004****REPORT OF THE DIRECTOR OF HOUSING AND HEALTH**

<b>REQUEST FOR PROVISION OF ACCOMMODATION FOR CHURCH WORKER</b>	<b>FOR DECISION</b>	
<p><i>To obtain a decision on a matter that falls outside existing delegated authority.</i></p> <p><b><u>Summary</u></b></p> <p>This report seeks the Executive's approval for the provision of accommodation for a Youth and Community Worker for St George's Church, Dagenham.</p> <p><b><u>Wards affected:</u></b> Alibon, Heath and Parsloes.</p> <p><b><u>Recommendation</u></b></p> <p>The Executive is asked to approve the request received and that determination of any future requests for renewal of this arrangement be delegated to Officers to deal with in line with existing criteria under delegated authority.</p> <p><b><u>Reason</u></b></p> <p>That the provision of accommodation will provide the basis for beneficial work in the Community.</p>		
<b>Contact:</b> Gary Pickett	Applications Officer	Tel: 020 8227 2777 Fax: 020 8227 2841 Minicom: 020 8227 2478 E-mail: <a href="mailto:gary.pickett@lbbd.gov.uk">gary.pickett@lbbd.gov.uk</a>

**1. Background**

- 1.1 The Executive agreed a framework for determining applications for provision of accommodation from community based organisations on 30 January 2001.
- 1.2 On 22 January 2002 (Minute 316), The Executive delegated decisions on further requests received to the Director of Housing and Health. The delegation was limited to a maximum of 3 cases. The maximum of 3 cases has been reached and a new request has been received.
- 1.4 The request made meets the criteria for assistance and is supported by Officers. The request has been made by St George's Church, Dagenham and arises from the success they are having in developing their work within the community which has enabled them to secure funding for a second Youth and Community Worker. Their existing Worker has accommodation provided for under this Policy.
- 1.5 St Georges Church have ensured that their existing tenancy has been conducted in an entirely satisfactory manner.

This page is intentionally left blank

**THE EXECUTIVE****1 JUNE 2004****REPORT OF THE DIRECTOR OF HOUSING AND HEALTH**

<b>CHARTERED INSTITUTE OF HOUSING CONFERENCE 2004</b>	<b>FOR DECISION</b>	
<p><i>This report seeks approval for attendance at conferences in accordance with the Council's Constitution (Conference, Visits and Hospitality Rules).</i></p> <p><b><u>Summary</u></b></p> <p>The Council's Framework of Rules for Conferences, Visits and Hospitality Rules (Part D of the Council's Constitution) requires that the Executive's approval is obtained for attendance at conferences and similar events where the cost is likely to exceed £1,000.</p> <p>This report seeks the Executive's approval for representation at the Chartered Institute of Housing Conference 2004.</p> <p><b><u>Recommendation</u></b></p> <p>The Executive is asked to agree to representation at the Chartered Institute of Housing Conference by three representatives from LBB.</p>		
<p><b>Contact Officer:</b> David Woods</p>	<p>Director of Housing and Health</p>	<p>Tel: 020 8227 5700 Fax: 020 227 5705 Minicom: 020 7227 5755 E-mail: <a href="mailto:david.woods@lbbd.gov.uk">david.woods@lbbd.gov.uk</a></p>

**1. The Chartered Institute of Housing Conference**

- 1.1 The Chartered Institute of Housing Conference is held annually in Harrogate and regarded as a valuable conference, promoting the Institute's purpose to maximise the contribution housing professionals can make to the wellbeing of communities.
- 1.2 This year's conference is being held from 15 - 18 June 2004 and is based around the theme 'Focus on Communities' and will concentrate on whether the framework is correct to enable housing organisations to deliver on this essential agenda to improve the quality of life for people locally. The conference programme is structured to examine the key housing issues in a variety of forms and attracts over 200 speakers on the UK's key affordable housing issues.
- 1.3 Conference cost for 3 delegates is £1,928.00 (inc VAT), plus accommodation and travel.

**Background Papers**

[www.cih-housing.co.uk](http://www.cih-housing.co.uk)

This page is intentionally left blank



**THE EXECUTIVE****1 JUNE 2004****REPORT FROM THE DIRECTOR OF LEISURE AND ENVIRONMENTAL SERVICES**

<b>OLYMPICS 2012 - LONDON BID</b>	<b>FOR DECISION</b>
<p data-bbox="150 450 1449 555"><i>This is a strategic issue for London and particularly the east of the Capital and therefore the Borough. Decisions on strategic issues are reserved to the Executive under the Scheme of Delegation.</i></p> <p data-bbox="150 595 300 629"><b><u>Summary</u></b></p> <p data-bbox="150 669 1449 887">Central Government along with the support from national sporting organisations/ institutes made the decision, late in the old Millennium, to put London forward as the host venue for the Olympics in 2012. The main focus being the benefits that a successful bid would give to the Capital in attracting financial support and investment. If the example of the Sydney Olympics is matched, this would greatly enhance the quality of life for Londoners and would be a legacy for many years beyond the Olympic event in 2012.</p> <p data-bbox="150 927 1449 1032">The London Olympic 2012 bid will be an influencing force in the way that this Borough operates over the next few years, and if the bid is successful, it will impact significantly for the next decade on the Borough, either for the good or otherwise.</p> <p data-bbox="150 1072 387 1106"><b><u>Wards Affected</u></b></p> <p data-bbox="150 1146 1449 1216">This is a prestigious international event, which, if the bid is successful, will have a major effect on London and particular the east side of London.</p> <p data-bbox="150 1256 421 1290"><b><u>Recommendation</u></b></p> <p data-bbox="150 1330 1422 1364">The Executive is asked to note that London has been granted Candidate City Status and:</p> <ol data-bbox="197 1404 1449 1839" style="list-style-type: none"> <li data-bbox="197 1404 1449 1585">1. Give support for the London Olympic bid on the basis that the Borough gains added value through the process either by external funding opportunities, improved infrastructure and leisure facilities for the community that go beyond the Olympics in 2012 to improve the quality of life for the community that resides or works in the Borough;</li> <li data-bbox="197 1626 1449 1731">2. Give consideration as to whether there is a need to specifically include the Olympics in one of the Lead Members Portfolio's and, if so whether this should be the Lead Member for Raising General Pride in the Borough;</li> <li data-bbox="197 1771 1449 1839">3. Note that the Lead Officer for the Council is the Head of Leisure and Community Services.</li> </ol> <p data-bbox="150 1879 268 1912"><b><u>Reason</u></b></p> <p data-bbox="150 1953 1449 2022">To assist the Council in achieving its Community Priorities of "Raising General Pride in the Borough" and "Regenerating the Local Economy".</p>	

<b>Contact:</b> Allan Aubrey	Head of Leisure and Community Services	Tel: 020 8227 3576 Fax: 020 8227 3129 Minicom: 020 8227 3034 E-mail: <a href="mailto:allan.aubrey@lbbd.gov.uk">allan.aubrey@lbbd.gov.uk</a>
---------------------------------	---	--

## 1. **Background**

- 1.1 At the end of last year the 'London 2012' Group was set up, in response to the opportunity of London as a City bidding to be the host for the Olympic Games in 2012. The Group is made up of representatives from various Government Departments and national bodies. The purpose of London 2012 is to bring together the bid for London and raise the profile of the benefits that could be gained from a successful bid. The Group's tactic is to engage as many as possible pan-London and national agencies to endorse the bid.
- 1.2 Decisions have already been made by London 2012 that the strategic location for the Olympic Village and the geographical area where most of the Olympic events will be held is the southern end of the Lee Valley. The five councils surrounding the Lower Lee Valley and Lee Valley Regional Park (London Boroughs of Newham, Waltham Forest, Hackney, Greenwich and Tower Hamlets) have also set up a Strategic Planning Group, which will work alongside and in partnership with London 2012.
- 1.3 London 2012 Group has planning and leisure consultants now working for it. These consultants have brought together the Master Plan for the Lee Valley and this Plan has the full support of the Mayor of London. There is also strong support from organisations like Sport England, the London Development Agency and Greater London Association.
- 1.4 The process currently is centred on the Master Planning process and the technical submission for Candidate City Status. The bid was successful and London has been given the opportunity to prepare and submit a full bid to the Olympic Committee for June 2005. There are strong indications from London 2012 that London boroughs that are within 30-40 minutes travelling distance will benefit in the bid process. This obviously includes this Borough.

## 2. **Main Objectives**

- 2.1 The Council has to take a balanced view as to what benefits can be realistically obtained by supporting the London 2012 Olympic Bid.
- 2.2 Set out below are the suggested objectives to ensure that the tactics taken by the Council will ensure that there is a benefit to the Borough regardless of the final bid being successful or not.
  1. That the Council is seen to have a profile within the pan-London environment to support the final bid.
  2. A plan is put in place to ensure that there is a strong influence to guarantee maximum benefits to the Borough focused on:

- Maximising external funding opportunities.
- Benefiting substantially from working in partnership with agency groups funded by the London 2012.
- Giving added value to existing or proposed regeneration projects within the Borough.
- Working with partners to ensure that the Olympic Bid is integrated into existing sub-regional regeneration strategies, promoting and complementing the overall regeneration of East London and Thames Gateway.

2.3 To ensure that the potential regeneration opportunities that could come out of the 2012 Olympic Bid are reflected within the Borough's Regeneration Strategy.

#### **4. Candidate City Status**

4.1 The process for moving the London Bid forward means that a formal submission has to be made to the Olympic Committee to gain Candidate City Status. The decision on the technical bid was made on the 18 May 2004. On that day the Mayor of London, along with Sport England and London 2012, were encouraging all London boroughs to mark the occasion with events within their boroughs. On that basis there were several events held within this Borough, which included the Educational Swim Programme being used as a focus to bring the attention of the community the submission by London for Candidate City Status.

#### **5. Financial / Resource Implications**

5.1 There are no immediate financial implications to the Council, but there is a resource implication in Officer time spent attending networking meetings with London 2012, Chief Leisure Officers Association (CLOA) meetings and the Office of Deputy Prime Minister (ODPM). Also, from time to time when required, the support of the nominated key Officers from each Department to support the Lead Officer and give guidance on any specialist areas of expertise.

#### **6. Consultation**

The Regeneration Board, 23 December 2003.

The following people have also seen this report and are happy with it as it stands.

Jeremy Grint, Head of Regeneration Implementation  
 Peter Wright, Head of Transportation and Planning  
 Bob Cooper, Interim Head of Finance, LESD

#### **Background Papers**

- Bidding for the 2012 Olympic Games - November 2003. London Assembly
- London 2012 A Vision for the Olympic Games and Paralympics Games – London 2012

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank