



City of Westminster

Committee Agenda

Title: **Business, Planning and Transport Policy and Scrutiny Committee**

Meeting Date: **Thursday 12th April, 2018**

Time: **7.00 pm**

Venue: **Room 3.1, 3rd Floor, 5 Strand, London, WC2 5HR**

Members: **Councillors:**

Tony Devenish (Chairman)	Louise Hyams
Julia Alexander	Karen Scarborough
Thomas Crockett	Cameron Thomson
Paul Dimoldenberg	Jason Williams

Members of the public are welcome to attend the meeting and listen to the discussion Part 1 of the Agenda

Admission to the public gallery is by ticket, issued from the ground floor reception from 6.30pm. If you have a disability and require any special assistance please contact the Committee Officer (details listed below) in advance of the meeting.



An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Jonathan Deacon, Senior Committee & Governance Officer.

**Email: jdeacon@westminster.gov.uk Tel: 020 7641 2783
Corporate Website: www.westminster.gov.uk**

Note for Members: Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Head of Committee and Governance Services in advance of the meeting please.

AGENDA

PART 1 (IN PUBLIC)

1. MEMBERSHIP

To note any changes to the Membership.

2. DECLARATIONS OF INTEREST

To receive declarations of interest by Members and officers of any personal or prejudicial interests.

3. MINUTES

To sign the minutes of the Business Planning and Transport Policy and Scrutiny Committee meeting held on Thursday 8 February 2018.

(Pages 1 - 12)

4. UPDATES FROM CABINET MEMBERS

Written updates from the Cabinet Member for City Highways (Appendix 1), the Cabinet Member for Finance, Property and Corporate Services (Appendix 2) and the Cabinet Member for Planning and Public Realm (Appendix 3).

Question and Answer session at the meeting with the Cabinet Member for Planning and Public Realm, Councillor Daniel Astaire.

(Pages 13 - 30)

5. EXTERNAL FUNDING

Report of The City Treasurer.

(Pages 31 - 38)

6. PRESS RELEASES

The Committee to consider whether it wishes to issue any press releases in relation to its work.

7. 2017/18 WORK PROGRAMME AND ACTION TRACKER

Report of the Director of Policy, Performance and Communications

(Pages 39 - 52)

8. ANY OTHER BUSINESS THE CHAIRMAN CONSIDERS URGENT

9. DATES OF FUTURE MEETINGS

6 June 2018, 20 September 2018 and 21 November 2018.

**Stuart Love
Chief Executive
4 April 2018**

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City of Westminster

Minutes

Minutes of a meeting of the **BUSINESS PLANNING AND TRANSPORT POLICY AND SCRUTINY COMMITTEE** held at 7:00pm on Thursday 8 February 2018 in Committee Room 3.1, 3rd Floor, 5 Strand, London WC2 5HR

Members of Committee: Councillors Tony Devenish (Chairman), Paul Dimoldenberg, Karen Scarborough, Cameron Thomson, Jason Williams and Jacqui Wilkinson.

Also Present: Councillor Danny Chalkley, Cabinet Member for City Highways.

1. MEMBERSHIP

- 1.1 Apologies for absence were received from Councillors Julia Alexander, Thomas Crockett and Louise Hyams. Councillor Thomas Crockett was replaced by Jacqui Wilkinson.

2. DECLARATIONS OF INTEREST

- 2.1 Councillor Paul Dimoldenberg declared a non-pecuniary interest in respect of item 5 on the agenda that he owns a flat in Marylebone Road. The Chairman declared that he had previously worked in the utilities industry but not for any of the organisations that were in attendance at the meeting.

3. MINUTES AND MATTERS ARISING

- 3.1 **RESOLVED:** That the minutes of the Business Planning and Transport meeting held on Wednesday 15 November 2017 be signed by the Chairman as a correct record of proceedings.

4. UPDATE FROM CABINET MEMBERS

- 4.1 The Committee received written updates from the Deputy Leader and Cabinet Member for Business, Culture and Heritage, the Cabinet Member for City Highways and the Cabinet Member for Planning and Public Realm on significant matters within their portfolios.
- 4.2 The Chairman welcomed Councillor Danny Chalkley, Cabinet Member for City Highways, to the meeting. The Committee put questions to and received responses from Councillor Chalkley on a number of matters that were relevant

to his portfolio. Kevin Goad, Director of City Highways, was also in attendance for this item. The matters raised included the following topics:

- Surface Water Management – Councillor Chalkley was asked for an update on the maintenance of gulleys. He replied that there had been issues regarding gulleys being blocked last winter. A new contractor had since been employed and was doing a very good job. A combination of the new contractor and an investment of £250,000 in the current Highways Programme approved in April 2017 had led to significant improvements in respect of the gulleys.
- The Cabinet Member was asked to provide further clarification on the removal of vehicles on single and double yellow lines by a recovery vehicle in order to access gullies. Councillor Chalkley replied that he had re-instated the ability to relocate any vehicles which block gulleys as the cost of clearing gulleys on a reactive basis is approximately four times the price of a planned process. The removal/recovery vehicle is shared with the Parking team.
- Were there any measures which could be taken to move foreign owned vehicles which are parked illegally for extensive periods of time? Councillor Chalkley advised that the Council's options in this regard are very limited. The Council could not be expected to pursue and fund cases against owners of foreign vehicles through international courts.
- When would the annual highways programme be published? Councillor Chalkley replied that this would be published shortly and would take into account a report from the lay panel which he had established in order to ensure that the programme was more reflective of the needs and experience of residents and businesses.
- Effective Neighbourhood Working Programme – Clarification was sought on the Programme. The Cabinet Member responded that staff in City Management and Communities, Growth Planning and Housing and Public Health were being consulted on the remodelling of the structure of their sections until 7 March 2018. He added that the purpose of the Programme was to improve the all-round skills of individuals in order to provide a better service for residents. He also informed the Committee that there would not be a loss of City Inspectors. One aspect was to improve the skills of City Inspectors so that they were able if necessary to carry out highways inspections.

Councillor Chalkley was asked about the likelihood of significant redundancies and whether there was the potential for the service to be less effective as a result. He replied that there would be some people leaving the organisation. In relation to the posts that would be deleted there were a number of vacant posts. The feedback he had received from staff responding to the consultation was that they were largely positive that they would be provided with additional skills and have the opportunity to

undertake different aspects of the work that were not currently in the remit of the roles.

- The Chairman referred to an article published on 7 February 2018 by Tom Edwards, Transport Correspondent for London at BBC in response to a leaked e-mail at Transport for London ('TfL'). The article confirmed that TfL was facing significant challenges in balancing its budget. It was likely that TfL would be providing less financial contributions to the City Council's projects. Councillor Chalkley/Mr Goad were requested to set out in a written response what the risks associated with this would be.
- 20mph trial zones – Further information was requested on the monitoring of the 20mph trial zones. Councillor Chalkley stated that there was electronic monitoring equipment in place which showed the speeds of the vehicles and recorded the data. The data was being collected over a twelve month period until September 2018. No analysis had yet been carried out. It was intended that after September 2018 the project would be evaluated and residents and Ward Councillors would be consulted on what should happen regarding the zones. The Cabinet Member clarified that only the Police had a role in enforcing the 20mph speed limit in the trial zones.
- When would the CityWest Homes Traffic Management Orders be established for parking in their Estates such as Churchill Gardens Estate? Councillor Chalkley responded that he would communicate with CityWest Homes on this matter and would then write to Councillor Williams.

4.3 ACTION: The following actions arose:

- That a written response be provided to the Chairman on the risks associated with TfL potentially reducing their financial contributions to the City Council's projects (Councillor Chalkley, Olivia Chadelle (Cabinet Officer) and Kevin Goad).
- That the Cabinet Member for City Highways communicate with CityWest Homes regarding when Traffic Management Orders will be established for parking in their Estates and write to Councillor Williams with a response (Councillor Chalkley and Olivia Chadelle).

4.4 RESOLVED:

That the contents of the Cabinet Member Updates be noted.

5. LANE RENTAL SCHEMES

- 5.1 The Committee received a report which looked at the possibility of the principle of lane rental being applied to streets managed by Westminster

Council. It highlighted the potential benefits and risks of such a change whilst setting out details of the existing scheme operated by TfL.

- 5.2 The item was introduced by Jonathan Rowing, Head of Road Management. He referred to the two lane rental pilot schemes that were being operated by TfL and Kent County Council. He advised that the item was timely for bringing before the Committee as a consultation had been undertaken by the Department for Transport ('DfT') on the potential to extend the schemes to other authorities. With the agreement of the Cabinet Member for City Highways, officers had responded to the DfT consultation that lane rental schemes would create a positive pressure to reduce the duration of works and drive a technological change. There were concerns about the impact on residents as a result of encouraging works taking place at night, restrictions on spend within the legislation and potential bureaucracy from having 33 different funds for the spend across London if all the boroughs introduced a lane rental scheme. The consultation had now closed and DfT were now considering the responses to it.
- 5.3 Also in attendance at the meeting were Kevin Goad, Director of City Highways; Jerry McConkey, CEO, Joint Authorities Group(UK); David Capon, Joint Authorities Group(UK) Manager; Peter Loft, Secretary, London Joint Utilities Group; Martin Zelder, New Roads and Street Works Act Compliance Manager, Cadent Gas and Keith O'Brien, Fixed Network Specialist, Vodafone. The Committee heard from Mr McConkey. He explained that JAG(UK) was the link between Central Government and every highway authority in the United Kingdom on all matters pertaining to roadworks and street works. It also assisted Central Government in drafting relevant legislation and regulations and worked with colleagues from the utilities companies in writing code of practice guidance. JAG(UK)'s aims included supporting the management of all maintenance events on the highway, maintaining public safety, improving journey experience and reducing levels of congestion whilst protecting the assets.
- 5.4 Mr McConkey stated that JAG(UK) promoted permit schemes. He referred to an example of the benefits with Sefton Council having saved over 45,000 days in terms of the highway not being occupied. He expressed the view that lane rental schemes offered significant additional benefits to the existing permit schemes as a result of behavioural changes. One aim was to reduce the length of time that sites are unoccupied. If a lane rental charge was being paid on a daily basis, it was less likely to be unoccupied. Another objective was to improve planning and coordination so that it was known before companies were on site exactly what they needed to do so the work was carried out quickly and efficiently. Works should take place outside peak periods when most disruption is caused. The intention should be to try to complete the works in one go. Mr McConkey said that in respect of Kent County Council's pilot scheme, there had been a decrease in peak hour work of 15% and a 9% increase in works where they did not charge lane rental fees as a result of companies not working during peak hours.

5.5 Mr Loft also addressed the Committee. He advised that London Joint Utilities Group is an informal gathering of utilities business representatives. He stated that there was a need to balance the needs of the users. These were not just the people who travel across the network in Westminster but also the companies involved in undertaking the improvement works. Any scheme that was implemented would have to apply to all works and activities. He urged the Committee to look at the Kent County Council Lane Rental Scheme and the exemptions in how it is administered as he believed it was far more flexible than the TfL pilot scheme. An example of this is that public spirited works like those relating to the emergency services' assets are exempt.

5.6 Mr Loft expressed concerns that costs are passed on and are absorbed by all customers as a result of lane rental schemes. Most utilities did not have the ability to discriminate amongst its customers and those residents or business which receive any perceived benefit carry an equal share to those who do not. Mr Loft was of the view that Westminster had existing powers, including through permit schemes, to control and influence utility works so that they were undertaken out of hours. He believed that there was the potential for safety and quality of works being compromised if they were always taking place at night. Mr Loft quoted a recent TfL report which suggested that 40% of damage to utility apparatus was caused by activities undertaken by local authority highway resurfacing contractors working at night. He added that an outcome of the TfL Lane Rental Scheme was that many companies were not investing in their assets within the streets where the Scheme applied. It was often being invested elsewhere. He explained that was one of the reasons why the numbers of works had reduced.

5.7 The Committee asked a number of questions on this topic, including the following:

- Was it better to place the emphasis on using technology to improve the way in which the companies worked rather than promoting out of hours working? Mr McConkey replied that JAG(UK) was keen on innovation. Part of the incentive of permit schemes and lane rental schemes was to look at different and more effective and efficient ways of working. Reducing the duration of the works would reduce the costs. Mr Rowing recommended that a lane rental scheme, if adopted by Westminster, should be strongly based on innovative use of technology as part of a positive economic case. He added there would potentially not be a significant amount of money raised by the implementation of a lane rental scheme because of a modal shift, including as a result of the innovative use of technology.

Mr O'Brien spoke about his experiences at Vodafone in relation to this matter. He said that 90% of Vodafone's work is customer driven so there was not necessarily the same forward planning of the works that some of the bigger utilities were able to do. There was therefore a need to gain authorisation via the permit scheme and work out of hours. He believed that the permit scheme was more than sufficient to drive better behaviours.

- Mr O'Brien was asked what was a typical out of hours job and what the relationship was with residents as a result. He replied in response to the first question that it was customer driven work and Vodafone would apply for a three day minor works permit. The Council set out when the company would be able to undertake works. The works would generally involve the digging up of a pavement/footway, working on the apparatus and connecting the fibre to the building. They would generally take place at night. In respect of the second question, he responded that the relationship with residents was difficult.

Mr Rowing clarified to the Committee that companies such as Vodafone would ask to carry out work out of hours and generally they would be refused unless there were good reasons for it to take place then. The steer from the Cabinet Member for City Highways (which had become the policy) was the matter was discussed between officers and the relevant Ward Members before out of hours permission was granted. Out of hours work generally led to a number of residents' complaints.

- How long did it generally take for a hole dug by a company or utility to be filled? Mr Rowing stated that it varies. The duration of works tended to be two to three days. Officers always pushed for the works and the filling of the hole to be resolved as soon as possible. Mr McConkey commented that if a lane rental scheme was in place then the companies were more likely to improve the planning of the works and reduce their duration.
- Mr Loft was asked whether utilities could do more to be aware of where underground apparatus was located. He replied that local authorities and utilities did not have a clear universal record of all the underground apparatus or type of road construction when the ground was broken. There was a lot of work being done to try and rectify the lack of knowledge of underground apparatus and some of the money released from the TfL Lane Rental Scheme was being used for this purpose, including having artificial intelligence to predict where the apparatus is situated. This technological advance was in its infancy.
- As the concept of lane rental schemes had been around for some time, why had there only been two pilot schemes? Mr McConkey responded that DfT had decided that pilot schemes were the best way forward as they were not sure of what the benefits might be. He advised that there was a 'sunset clause' in place in the legislation so that by 2019 DfT either had to remove the sunset clause to enable the schemes to continue or discontinue them. On the basis of the experience of the pilot schemes, DfT had taken the decision to remove the sunset clause so they had seen some benefits there. Mr McConkey was of the view that part of the second phase of DfT's consultation would be exploring how lane rental schemes might be rolled out across other local authorities.
- How much was it likely to cost if a lane rental scheme was introduced in Westminster? Mr Rowing replied that there had been no assessment of

cost at this stage. Officers would need to understand what the model would be that would allow lane rental charges to be implemented. Aspects that would need to be known included what the fee would be and how many roads in the borough and what sections of the roads were included. In TfL's pilot scheme, it was only a small section of the network which was included.

5.8 The Committee concluded the item by responding to the questions raised in the report under paragraph 2, 'Key matters for the Committee's consideration'. In response to the questions as to whether the Committee supported the principle of a lane rental scheme being implemented within the Council's network and whether there were any particular areas of concern that need further investigation or action, the Committee recommended that it should only be implemented if there was a positive benefit in terms of working practices including there being more effective and efficient ways of working. Such a case for lane rental schemes should be made when the matter was next scrutinised by the Committee. Revenue increases were not fair on those they impacted upon. In response to the questions as to the balance between the needs of residents and the needs of the road user can be achieved and does lane rental pose any challenges that would need to be addressed in any potential Westminster Lane Rental Scheme, the Committee recommended that in the event it was decided to proceed with the Scheme in Westminster that officers consult other London boroughs before setting out their proposals to try and achieve some consistency and joined up thinking which would aid those required to pay the rental fee. Finally, in response to the question whether the Committee would like to see any potential Scheme apply to areas of high footfall which may not currently meet the thresholds for such a scheme, the Committee recommended that any pilot scheme introduced should not include the whole of the borough. It was requested that a chart was produced which would show what the Scheme would add in comparison to the other permit schemes already in existence.

5.9 **RESOLVED:**

1. The Committee recommended that:

- 1) A lane rental scheme should only be implemented within Westminster Council's network if there was a positive benefit in terms of working practices including there being more effective and efficient ways of working. Such a case for lane rental schemes should be made when the matter was next scrutinised by the Committee. Revenue increases were not fair on those they impacted upon;
- 2) In the event it was decided to proceed with the Westminster Lane Rental Scheme that officers consult other London boroughs before setting out their proposals to try and achieve some consistency and joined up thinking which would aid those required to pay the rental fee; and,

- 3) any pilot lane rental scheme introduced should not include the whole of the borough.
2. That a chart be produced which would show what the Scheme would add in comparison to the other permit schemes already in existence.

6. APPRENTICESHIPS IN WESTMINSTER

- 6.1 The Committee received a report which provided an overview of apprenticeships, recent apprenticeship reforms including the introduction of the Apprenticeship Levy and the activities planned to promote and stimulate apprenticeship growth across Westminster.
- 6.2 The item was introduced by Greg Ward, Director of Economy. He stated that the Council was trying to address two specific issues in particular with the services provided. The first was that London has a very low level of apprenticeship take up. Parents in the city often did not want their children to become apprentices and companies often did not want to take on apprentices. It was important to inform both parties of the benefits of apprenticeships. Secondly, despite the new Apprenticeship Levy having been introduced which was designed to fund apprenticeship training and increase the number of high quality apprenticeships, there had been a fall nationally in the number of apprentices.
- 6.3 The Committee in scrutinising this item also heard from Eileen Gallagher, Apprenticeship Development Officer and Ben Drain, Head of Apprenticeships at The Knowledge Academy. The matters raised included the following:
 - Would a communications led approach persuade the public that vocational apprenticeship training was as valuable as learning provided at university? Mr Ward replied that communications was one element in a number of significant strands to an overall strategy. There was also scope to improve the integration of the work of the Economy Team with the education careers services. This would enable young people to be aware of the available opportunities. The Apprenticeship Levy also gives incentive to companies to employ people (for instance ten apprentices are already working for the Council) who are quite mature in terms of age and their careers and decided to take on apprenticeships later in life.
 - What was the gender split of the 54 apprentices within Council services and were there people who had applied to be apprentices who had been rejected? Mr Ward said that he would obtain this information for the Committee. He advised Members of the Committee that over the past two years the number of local residents who have become apprentices working for the Council has increased from around 10% of all apprentices to 25% and this proportion is growing. When candidates who were local residents were not successful in securing an apprenticeship, they received strong support from the Westminster Employment Service and the Westminster Adult Education Service and were assisted in applying for future roles.

- The point was made that there are world class creative, cultural and technical industries in Westminster that offer the best possible start for any apprentice. A question was also asked on whether the Council could support external apprenticeship schemes such as at The Goring Hotel. The Goring Hotel was helping homeless people get into employment and they were learning skills from world leading chefs.
- Mr Drain stated that the biggest challenge in terms of encouraging young people into apprenticeships was parent perception. Most parents of children who would currently be considering their career had been advised over time that university was the path to follow in order to be successful. The parents were not aware of the possibilities that apprenticeships could offer. Schools were required under legislation to allow apprenticeship providers to speak to pupils. However, there is still a bias towards university. Mr Drain referred to the benefits of an IT apprenticeship programme in terms of the skills provided in comparison to a computing degree. University courses had not always kept up with technological advances.
- Ms Gallagher emphasised that she would like to support businesses and help them with their workforce planning, including how they could employ apprentices and would have the skillset that the businesses need. She also believed that teachers would benefit from case studies setting out the achievements of the apprentices.
- Members of the Committee were agreed that there was often a perception problem for parents, children and employers in terms of vocational and technical training. It was necessary to ensure that apprenticeship programmes had a good reputation in order to receive the take up required from employers. It would be beneficial to make children at a younger age aware of the benefits of apprenticeships. University was not the best career route to follow for everyone.
- The point was made that in the event businesses had concerns about a potential loss of staff and skills following Brexit this could provide an opportunity for apprentices. Mr Ward commented that regardless of the politics of Brexit, companies were saying that in the current climate they were struggling to find workers. There were potential opportunities there. With businesses having to pay the Apprenticeship Levy, they were likely over time to focus on this aspect.

6.4 In response to the question set out in the report under the heading 'Key Matters for the Committee's Consideration' in terms of what more could be done to support apprenticeships in Westminster, the Committee was keen to explore the idea as to whether there was an ability to transfer a percentage of the Apprenticeship Levy to external apprenticeship schemes, in particular The Goring Hotel. Mr Drain advised that depending on the size of another organisation, if the organisation was not an Apprenticeship Levy payer it was

possible to transfer up to 10% of the Council's Levy annually to that organisation. It was recommended that the Deputy Leader and Cabinet Member for Business, Culture and Heritage, Councillor Robert Davis, who has responsibility in his portfolio for apprenticeships, investigate with officers whether there is the option of transferring up to 10% of the Council's Apprenticeship Levy to external apprenticeship schemes, in particular The Goring Hotel.

6.5 The Committee also recommended that the Council work closely with the Greater London Authority, notably Jules Pipe, Deputy Mayor for Planning, Regeneration and Skills whose portfolio includes apprenticeships. The Council should continue to focus on any potential additional funding available for apprenticeship growth, including from Central Government or the Greater London Authority.

6.6 The Committee requested that Apprenticeships in Westminster be scheduled on the Work Programme for the meeting on 21 November 2018. At this meeting officers would be asked to give an update on the progress of the activities planned to promote and stimulate apprenticeship growth across Westminster.

6.7 **RESOLVED:**

1. The Committee recommended that:

- 1) The Deputy Leader and Cabinet Member for Business, Culture and Heritage investigate with officers whether there is the option of transferring up to 10% of the Council's Apprenticeship Levy to external apprenticeship schemes, in particular The Goring Hotel;
- 2) The Council work closely with the Greater London Authority, notably Jules Pipe, Deputy Mayor for Planning, Regeneration and Skills whose portfolio includes apprenticeships. The Council should continue to focus on any potential additional funding available for apprenticeship growth, including from Central Government or the Greater London Authority.

2. That Apprenticeships in Westminster be scheduled on the Work Programme for the meeting on 21 November 2018.

7. **PRESS RELEASES**

7.1 The Committee decided not to produce a press release at this time in relation to the items on the agenda.

8. **2017/18 WORK PROGRAMME AND ACTION TRACKER**

8.1 It was agreed that a discussion on potential items for the next meeting on 12 April 2018 would take place between the Chairman and Ms Kassi, Policy and Scrutiny Officer, following the current meeting. Members of the Committee were invited to consult the Chairman and Ms Kassi during the next seven days in the event that there were any items, including in the unallocated list, that they wished to be included for the April meeting.

8.2 **RESOLVED:** That (i) a discussion on potential items for the next meeting on 12 April 2018 would take place between the Chairman and Ms Kassi;

That (ii) Members of the Committee were invited to consult the Chairman and Ms Kassi in the event that there were any items that they wished to be included for the April meeting; and

That (iii) the action tracker be noted.

9. ANY OTHER BUSINESS

9.1 There was no additional business for the Committee to consider.

10. DATES OF FUTURE MEETINGS

10.1 The dates of future meetings are 12 April 2018, 6 June 2018, 20 September 2018 and 21 November 2018.

11. CLOSE OF MEETING

11.1 The meeting ended at 8.18p.m.

Chairman: _____ Date: _____

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Business, Planning and Transport Policy and Scrutiny Committee Briefing

Date: Thursday 12th April 2018

Portfolio: Cabinet Member for City Highways

Briefing Author and Councillor Danny Chalkley

Contact Details: dchalkley@westminster.gov.uk
0207 641 5772

1. Transport

- 1.1 All 20mph trial zones continue to receive broad support and we have received additional requests for other areas to be included. The trials will be reviewed in September 2018.
- 1.2 Officers are working on the development of a three-year programme for the next Local Implementation Plan submission to Transport for London (TfL) due on 10 October 2019. This will include the delivery of pedestrian, cycling and other road safety projects.

2. Highways

Reactive Works

- 2.1 The table below shows the performance for reactive highway works on the carriageway and footway. 99.4% of all reactive highways jobs were achieved within the time target. 8 of 1354 jobs raised were not achieved within the time target due to job volumes being above those estimated.

	Dec 17 Performance		Jan 18 Performance		Completed with Time target. (Jan 18)	Target from 1 April '14
Priority 1 (2 hour)	96%		96%		121 of 125	98%
Priority 2 (24 hour)	97%		99%		291 of 295	98%
Priority 3 (10 day)	100%		100%		196 of 196	98%
Priority 4 (28 day)	100%		100%		746 of 746	98%

Planned Preventative Maintenance Footway – 2017/18

- 2.2 The Elizabeth Street and Praed Street footway schemes are currently onsite. All the other schemes have been completed. This year's Planned Preventative Maintenance PPM footway programme is 93% completed.

Planned Preventative Maintenance Carriageway – 2017/18

- 2.3 Curzon Street, Buckingham Gate and King Charles Street schemes have been completed since my last update to this committee. Schemes are programmed in March on Piccadilly, and anti-skid surfacing will be applied at Rochester Row, Queensway, Westbourne Terrace Bridge and Great Western Road.
- 2.4 As of 14 March, this year's PPM carriageway programme is 89% completed.

Public Realm Schemes

- 2.5 The major public realm schemes at New Bond Street and Baker Street Two Way are progressing on time and on budget.

3. Parking

Sustainable Travel

- 3.1 Since the introduction of the diesel surcharge on pay-to-park tariffs in the Low Emissions Neighbourhood (LEN), there has been an over 14% reduction in pre-2015 diesel vehicles paying to park in the area.
- 3.2 There are currently 162 Electric Vehicle (EV) on-street charging points in Westminster. 97 of these are in dedicated EV-only bays, 44 in dedicated car club bays, and a further 27 retrofitted into lamp columns. Funding has been secured to deliver up to a further 80 points this financial year, including 30 further lamp column charging points in the first quarter of 2018/19.
- 3.3 Parking Services are in the process of procuring a new car sharing service to supersede the current car club provision. The procurement is in two parts, covering 'fixed' and 'floating' provision, with the latter being a new concept for the Council. Tender evaluation is completed and the next step is for recommendations for award to be presented to the Procurement Assurance Board, followed by the submission of a Cabinet Member Report seeking contract award approval for each lot. The new contracts will come into effect from 1 June 2018.
- 3.4 From January 2018, all new taxis must now be zero-emission capable (ZEC). Officers are continuing to work with TfL both to identify possible rapid charging unit locations, and obtain Department for Transport approval to enable the creation of the first ZEC taxi rank in the LEN.

Contract Extensions

- 3.5 Parking Services are progressing extensions to the Business Processing & Technology and People & Resources contracts. I expect to receive a Cabinet Member Report on this matter shortly. Both contracts have two-year extension provision built, which would be effective from November 2018. The extensions are expected to save the Council over £1m per year, in line with the Medium Term Plan.

Estate Parking













- 3.6 City West Homes have obtained Counsel advice regarding how best to install traffic orders on housing estate land and have appointed Project Centre to project manage the programme. Parking Services are continuing to act in an advisory capacity at this time. A Cabinet Member report seeking approval for the proposed approach from both the Cabinet Members for Housing and me, will be produced soon.

New Suspension Booking Tool

- 3.7 The development of an online suspensions application tool, in conjunction with the London Borough of Camden, has been completed. The tool will allow customers to self-serve suspension bookings. Beta testing of the module by the back office is due to commence in April, with a full release anticipated shortly afterwards. Camden released their beta system in February and lessons learnt from their experience thus far are being incorporated into our plans in Westminster.

4. Lighting

- 4.1 The table below shows the current performance for reactive responses for lighting.




	Dec Performance		Jan Performance		Feb Performance		Target from 1 April 14
Priority 1 (2 hour)	98%		98%		100%		98%
Priority 2 (24 hour)	100%		100%		100%		98%
Priority 3 (48 hour)	100%		98%		99%		98%
Priority 4 (7 day)	98%		100%		100%		98%

- 4.2 As of 20 March, 8070 maintenance jobs had been completed, of which 59% related to local power supply failures. The average time taken to fix lighting faults is approximately 18 hours.

- 4.3 An evaluation of Central Management System control, along with options for the future including accelerating the LED installations, is underway. 1624 photocells have been installed in 2017/18 to correctly control lights with previous signalling issues.

5. Road Management

- 5.1 The table below shows the number of Fixed Penalty Notices (FPNs) issued to work promoters for failure to apply correctly for permits to work. 'Work promoters' include both the utilities and our own contractors. The number of FPNs issued fluctuates based on the errors within promoters' work.

	Dec Performance		Jan Performance		Feb Performance		Target
FPNs	24		8		6		60

5.2 The table below shows the volume of activities on the highway:

	Dec Volume	Jan Volume	Feb Volume	Previous three months' average
Utility Works	776	753	739	819
Crane Licences	53	63	106	74
Temporary Structures	110	199	208	172
Road Closures	85	125	137	115

6. Surface Water Management

- 6.1 There were no operational issues in Quarter 4. Access issues continue to affect service efficiency, especially within the West End and St James's Wards. Our future programme for 2018/19 will address many of these ongoing access issues.
- 6.2 The pilot CCTV programme was extended through to the end of financial year. During this programme officers have surveyed significant numbers of assets, collecting new information and identifying several areas in need of attention. In response a range of preventative works have been undertaken and planned. We have also begun a targeted approach of the West End. We have cleaned and surveyed the high-profile locations of Kingly Street and Carnaby Street.

7. Cycling

- 7.1 The 12 month cycle hangars trial in Ilbert Street trial is due to finish in May, when we will then assess the success of the hangars before making recommendations concerning extension to other parts of the city. Any future installations of cycle hangars on Westminster's highways will not require planning permission.
- 7.2 Cycle Superhighway 11 (CS11) is still being discussed with The Royal Parks and the Crown Estate Paving Commission, who are the decision makers regarding the gate closures in Regent's Park. We objected to the previous scheme, which included the closure of four gates, supporting residents' concerns about traffic impacts during the busiest times of the day. We have not been presented with updated proposals along with the modelling results. These are required to review the CS11 scheme and its impact, before making an informed decision.

- 7.3 Quietway Bloomsbury to Southbank has recently been completed and Quietway Bayswater to Edgware Road is currently under construction. We aspire to establish Quietway Edgware Road to Fitzrovia and Quietway Fitzrovia to Pimlico.

8. Public Protection

Prepare - Emergency Planning

- 8.1 Following the four major incidents that took place in 2017, the way in which major incidents are managed was reviewed. This included reviewing our major incident plan, recovery plan and business continuity plan in conjunction with partners and staff. In addition, staff have been working with London Resilience on a pan-London review.
- 8.2 A two-day London-wide exercise, Safer City, took place in March, testing our response to a terrorist incident. All London boroughs participated and the teams were involved in setting up a reception centre, monitoring and managing community tensions and responding to radicalisation risks that emerged through the exercise. In addition, we facilitated a table top exercise with Northbank Business District, to support businesses improve their capability to respond.

Safer Westminster Partnership

- 8.3 The statutory Safer Westminster Partnership met in February where the partnership priorities were refreshed, following the findings from the annual Strategic Assessment. The priorities will remain the same with the addition of hate crime. This has been added as a new priority due to the volume of incidents in Westminster and the increases that have been experienced in the last year. Officers are working with the police to analyse levels of repeat victimisation, the correlation with terrorist related activity and identify Westminster victims, in order to create a tailored action plan.

MOPAC London Crime Prevention Fund

- 8.4 MOPAC have confirmed the first four projects that will be delivered through the new co-commissioning fund. Of the four, three will have a direct benefit to Westminster:
- Taith, which tackles harmful sexual behaviours in young people by applying an approach that has been in place in Wales for several years, this project will be led by Barnardos
 - Minerva, which puts in place support for female offenders
 - Response & Rescue, which is a pan-London project aimed at addressing so-called *County Lines* exploitation of young people to sell drugs
- 8.5 Two other projects have been invited to resubmit bids. The second tranche of the co-commissioning fund is being redesigned following feedback from tranche 1 and we expect this to be launched in the summer.

Healthy Workplace Charter

- 8.6 Funding has been secured through Section106 to sustain the Healthy Workplace Charter for a further two years. The team can now continue to deliver the Charter to our businesses and contribute to the overall Public Health agenda on improving the health and wellbeing of Westminster's working population.
- 8.7 The London Healthy Workplace Charter (LHWC) is a self-assessment framework and accreditation scheme that provides a series of standards to guide employers in creating a supportive and productive environment where employees can flourish.

Enforcement Policy

- 8.8 A review of the Council's umbrella enforcement policy is underway to bring it into line with current codes of practice. This policy will provide an overview of the principles of good enforcement council-wide, under which all more detailed service specific policies and codes of practice will sit.
- 8.9 This policy crosses a number of Cabinet Member portfolios therefore requires approval by Cabinet in July.

Integrated Street Engagement Unit

- 8.10 An Integrated Street Engagement (ISE) Unit, commissioned by the Leader, has been created, modelled on the Integrated Gangs Unit, and was launched in March. A team of officers have been appointed to this unit and are working with outreach teams and police to provide a coordinated and dedicated support for Westminster's daytime street population.

Effective Neighbourhood Working Programme

- 8.11 The formal 45-day staff consultation for changes to Public Protection and Licensing and City Highways structures ended on 7 March 2018. This feedback has informed the proposed final structure, which will be presented for a key decision in due course.



Business, Planning and
Transport Policy and
Scrutiny Committee
Briefing

Date: 12th April 2018

Briefing of: Councillor Tim Mitchell, Cabinet Member for
Finance, Property and Corporate Services

Please contact: Daniella Bonfanti ext. 5371
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1. Apprenticeships

- 1.1 Westminster City Council pays 0.5% of its total annual pay cost as an apprenticeship levy. The levy fund can be used to pay for apprenticeship training and assessment against an approved apprenticeship standard for both existing staff and for new apprentice recruits.
- 1.2 WCC has engaged the Westminster Adult Education Service as its employer-provider to manage the delivery of apprenticeships under the new apprenticeship levy arrangements.
- 1.3 There are currently 54 apprentices' engaged throughout the City Council. A further round of apprenticeship recruitment will take place in April for eight roles across a variety of departments.

2. Broadband

Connect Westminster

- 2.1 The Connect Westminster Programme helps local Small and Medium Sized Enterprises (SMEs) to secure superfast or ultrafast broadband by providing up to £2,000 towards the capital cost of their connections. All connections must deliver speeds of at least 30MB/s but have the capability of being configured to deliver gigabit speeds.
- 2.2 The table below is an update on consequential improvements to business connectivity in Westminster since Connect Westminster launched in August 2017.

Number of SME applicants	258
Total funds committed to date	£445,582.17
Download speed uplift for new applicants (%)	2,235%
Upload speed uplift for new applicants (%)	17,027%

- 2.3 As a direct consequence of the voucher scheme, Hyperoptic, a proactive broadband provider in the borough, has accelerated the rollout of its fibre network within Westminster. The new deployment has enabled the firm to offer affordable broadband to every eligible SME within Westminster.

3. Business Improvement Districts

Renewals

- 3.1 On the 23rd February, Westminster City Council announced the result of The Northbank Business Improvement District renewal ballot.
- 3.2 Ninety-four percent of the levy-paying community voted in favour of the Northbank BID's next five-year term (2018-2023).

4. Business Information Points (BIPs)

- 4.1 Business Information Points (BIPs) are based at four libraries across Westminster and offer free of charge business support, resources and services. The four locations are Westminster Reference Library, Church Street, Pimlico and Paddington. The aim of the Business Information Points is to provide local Westminster businesses with free access to business information.
- 4.2 Within the last financial year, forty-nine business events have been held across the four libraries, attracting almost 300 participants and handling almost 7,000 business enquiries.

5. Recruit London

- 5.1 Recruit London is a free local recruitment service for businesses. Workplace Coordinators train and place out of work residents into jobs across central London.
- 5.2 The service is delivered in partnership by the City Council, Cross River Partnership, and other local stakeholders.
- 5.3 Since the beginning of the financial year and up to the end of Quarter 3 Recruit London has helped 151 residents into employment with employers such as Debenhams and New Look.
- 5.4 Recruit London is also supporting the delivery of an internal target set by the City Council to provide 30 work related opportunities for unemployed residents by the end of March 2018.
- 5.5 Over recent months, Recruit London has secured new ties with companies such as Picturehouse Cinemas, Cotswold Outdoors and Buckingham Palace Visitors' Centre.

6. Westminster Employment Service (WES)

- 6.1 The Westminster Employment Service provides free help to unemployed residents who need help training for and finding a job.

- 6.2 Since the beginning of the financial year and up to the end of Quarter 3, 551 residents have been supported into employment by the Westminster Employment Service; of those 272 were long term unemployed.
- 6.3 The Westminster Employment Service has also been working in collaboration with the City Council to help support thirty people with disabilities and health conditions into roles in departments across the City Council.
- 6.4 The Registrars team has provided 10 residents with a range of supported employment needs into roles, all of which should be in place by the beginning of April.

Outreach & referrals

- 6.5 Our new delivery hub at the City of Westminster College's Maida Vale centre and our presence in neighbourhood venues across the City including libraries and Children's Centres is leading to greater awareness of our service and more people being supported through our team or by our partners.
- 6.6 The Westminster Employment Service continues to run weekly drop-in session for residents of the Ebury Bridge Estate. The service is being promoted through posters and flyers at GP surgeries, health centres, supermarkets and faith and children's centres.
- 6.7 Our employment coaching team also provides support for residents living in temporary accommodation through the Homelessness and Employment Learning project (HELP). Our evaluation shows that clients supported via the HELP project are 3 times as likely to be in work, earn £1,000 more and have £300 less rent arrears than comparable Westminster residents not engaged in the project.



Business, Planning and Transport Policy and Scrutiny Committee Briefing

Committee date:	12 April 2018
Author:	Cllr Daniel Astaire
Portfolio:	Cabinet Member for Planning and Public Realm
Please contact:	Charlie Hawken x2621 chawken@westminster.gov.uk

Please find below an update on key areas of activity from the Planning and Public Realm portfolio since the Committee last met.

1. Development Planning

1.1 Telephone Boxes and advertising

We are still waiting for a formal response from the Government regarding our lobbying over the increase in applications for telephone kiosks with associated advertising. New World Payphones/Clear Channel have recently been granted consent on appeal to remove 193 modern design kiosks and install 45 new kiosks with integral LED advertising screens in locations currently occupied by NWP kiosks.

Following a survey of kiosks around Oxford Street a second set of planning contravention notices have been served to clarify anomalies in the original responses. Following this my intention is to pursue enforcement action against a number of redundant or infrequently-used kiosks. Should this action be successful it can be rolled out in other parts of Westminster where kiosks are clearly not be used.

1.2 Workload and Recruitment

The number of applications received has continued to fall by approximately 6% over the last quarter, in line with expectations given the electoral cycle of the Council as well as the economic climate. An increase in schemes particularly major proposals is expected in the summer.

1.3 Review of the Development Planning Process

The Planning Advisory Service and Local Government Association have been asked to look at all aspects of the decision-making process in planning to ensure it is an independent and impartial process. It is not currently known when this review will be completed but any recommendations to improve the service will be reported in due course. The Council's own internal Audit team completed its review of planning in March with only minor recommendations.

Oliver Letwin is also leading a review into unimplemented consents.

1.4 Changes to Permitted Development Rights

The Government has announced it is looking to extend permitted development rights, in particular the right to extend residential property upwards. A formal consultation document is due out early in the summer. In the meantime the Government has extended some existing temporary permitted development rights. The existing temporary right to change the use of a building from a storage or distribution centre to a dwelling house has been extended by a year to 10th June 2019. The temporary arrangement which makes broadband cabinets permitted development in protected areas such as conservation areas until 30th May 2018 has been made a permanent change.

2. Planning Policy

2.1 Neighbourhood planning

Consultation on the draft Knightsbridge Neighbourhood Plan ended on 14th February 2018. In total 99 responses were received.

The Plan will now proceed to independent examination. Jill Kingaby has been appointed as Examiner with the agreement of the neighbourhood forum as legislation requires. She will determine if the plan meets the 'basic conditions' i.e. whether it:

- has appropriate regard to national policy;
- contributes to the achievement of sustainable development;

- is in general conformity with the strategic policies in the development plan for the area;
- is compatible with EU regulations;
- meets human rights requirements.

The Examiner's report can recommend one of three main recommendations: (i) the plan proceeds to referendum (ii) the plan proceeds to referendum with modifications (iii) the plan should not proceed to referendum.

The Council is required to respond to the Examiner's recommendations, including making any modifications to the plan necessary to ensure it meets the 'basic conditions'. After that, the Council must administer a local referendum on if the plan should be 'made'. If 'made' the plan will form part of the statutory development plan for determining planning applications in the area covered by the Plan.

The Council has also now received a submission version of the Mayfair Neighbourhood Plan, which is currently being reviewed by officers.

2.2 Office to residential change of use: Article 4 Direction

On 20th February the Council formally launched consultation on a Direction under Article 4 of the General Permitted Development Order that will require developers proposing the change of use of a building from offices to residential in the Westminster Central Activities Zone (CAZ) to make full planning applications. This is to take account of the Government decision to make a temporary permitted development right allowing these changes of use without the need for full planning permission - originally proposed to end in 2016 – permanent and its withdrawal of an exemption covering the CAZ.

The proposed Direction is a "non immediate" one. That means that subject to the results of the consultation, which will end on 6th April, it can be formally confirmed twelve months after it is made. It is proposed that the Direction will come into force on 1st May 2019, so it is in place before the current exemption ends at the end of that month.

Once adopted the Direction will mean that the Council can continue to use its planning powers to decide when it is appropriate to protect offices in the CAZ. This is important given that since 2010/11 Westminster has lost over 300,000 square metres of office floorspace to residential use. This loss has had a significant effect on the availability of office space in key markets, resulting in less choice for occupiers and upward pressure on rents. As this will simply

continue an already existing exemption it is unlikely to have a significant impact on housing delivery.

3. Community Infrastructure Levy (CIL)

3.1 Westminster CIL

It will be recalled that CIL works with liability arising at the point that planning permission is granted (when a “liability notice” is issued) and is paid when work starts (when a “demand notice” is issued). Larger schemes can pay CIL by instalment.

Since charging started on 1 May 2016, the Council has issued a total of 190 liability notices for payment of WCC CIL for a total value of **£87,397,360**. Demand notices have been issued for payment of **£25,027,692**. Of this, a total of **£15,170,710** has been paid and there is therefore currently an outstanding sum of **£2,582,588** payable by the end of March 2018 and another sum of **£7,274,395** payable by November 2018.

At its first meeting, on 2nd November 2017, the Cabinet CIL Committee decided on expenditure of £7,444,077 for nine projects. It will be meeting again on 26th March to consider expenditure of a further £5,262,000. All these decisions relate to the portion of CIL income which under the CIL legislation it is for the Council itself to decide on expenditure according to its strategic infrastructure priorities. None relates to the neighbourhood portion – the amount the Council is required to identify from development in each neighbourhood and where spending decisions are taken in agreement with neighbourhoods and communities. Proposed arrangements for decision-making on this neighbourhood portion are being developed for discussion with neighbourhoods and others.

3.2 Proposals to reform developer contributions to affordable housing and infrastructure

The Government has published a consultation document on proposals to implement some of the detailed proposals for changes to the Community Infrastructure Levy (CIL) proposed by the Government’s independent review panel chaired by Liz Peace, the former Chief Executive of the British Property Federation. The Council gave comments to the review panel supporting the principle of amending the CIL rather than more radical approaches involving its abolition or significant change; we also supported many of the changes being proposed in the consultation. These include:

- Bringing the evidence requirements for CIL-setting in line with those for preparing local plan policies to avoid duplication and reducing the standard of proof in demonstrating a funding gap to demonstrate infrastructure need.
- Removing the current requirement for two rounds of formal consultation on proposed CIL rates with a requirement for authorities to produce evidence of an appropriate level of engagement – which will allow tailored and more proportionate approaches (a single round of consultation when simply revising an existing charging schedule, for example).
- Technical changes to CIL administration processes to enable claims for exemptions from CIL to be allowed after developments commence (at the moment they automatically lapse) and relating to phased planning permissions granted before CIL comes into force.
- Allowing charging authorities to set CIL by reference to the current use of land, to allow large increases in values from particularly low value to high value uses to be captured.
- Changing the basis on which CIL liability is indexed to protect the real term value of the charging rates.
- Ending the requirement to publish a “regulation 123 list” of types of infrastructure that CIL may be used to fund. Instead councils would publish annual Infrastructure Funding Statements that will set out infrastructure priorities and provide a framework for communication about use of CIL and delivery of section 106 obligations.

The document indicates Government is considering further changes, including the idea of setting affordable housing contributions nationally and to be non-negotiable.

Comments are sought by 10th May. Officers are considering the draft and preparing a response for approval in time for submission to the Government by their consultation deadline.

4. London Plan

The Council has submitted its comments on the draft London Plan to the Mayor of London. The response expressed concern that the draft does not fulfil the purpose of the London Plan to provide a strong, concise statement of strategic policy while setting out approaches boroughs can then tailor to local

circumstances. It is weak on key strategic question like the distinctive role of central London to the continued prosperity of London and the country as a whole; the work of the West End Partnership; the impacts of nightly letting on availability of housing and amenity of residents and businesses; and the impacts of the gig economy.

The response pointed out that the draft plan goes into inappropriate levels of detail about matters best dealt with locally by boroughs accountable to local people and businesses and taking account of local circumstances and needs. The number and complexity of requirements it seeks to impose will involve heavy burdens for local planning authorities and developers alike, with little evidence this will be justified in terms of cost, quality and speed of planning decisions. In some areas, the draft Plan tries to mandate a single approach to be used throughout London, despite the wide differences between boroughs – an issue of particular concern to Westminster that faces issues and circumstances that are unique.

These issues are particularly important with regard to housing, where the draft Plan tries to be extremely prescriptive about the kinds (and even sizes) of affordable housing delivered through the planning system. Housing needs – and the challenges in meeting them – differ widely across London and the Council considers it vital that boroughs have the flexibility to ensure delivery of housing meeting local needs. Other boroughs have expressed concerns about the degree of prescription in the draft Plan.

After this round of consultation the next step will be an examination in public, currently expected to be held this autumn. This is led by an independent panel, which will report to the Mayor suggesting changes to the draft Plan. Once the Mayor has decided whether or not to accept these he will submit the proposed Plan to the Secretary of State who has a six-week period in which to consider whether to direct any changes. Assuming he does not, the draft Plan is laid before the London Assembly which has 21 days to decide whether to reject it in its entirety. Assuming this does not happen the Mayor can then formally publish his Plan.

5. Draft National Planning Policy Framework

On 5th March the Government launched public consultation on a revised National Planning Policy Framework (NPPF). The NPPF was first published as a statement of national policy and objectives for the planning system in 2012 when it replaced around 1,000 pages of policy and guidance. This is the first full NPPF revision.

As with the current NPPF, the proposed document has a presumption in favour of sustainable development at its heart. However, it is substantially reformatted, with clearer arrangement in chapters and removing the separate treatment of issues for plan-making and decision-taking which led to unnecessary duplication. It now includes a chapter explicitly addressing the need to make the most effective use of land. It takes a robust approach to questions of development viability, seeking to move towards this primarily being a matter for policy-making rather than case-by-case with individual applications.

Its key section relates to delivering a sufficient supply of homes. It carries forward many of the proposals in the Housing White Paper published last year, in particular:

- Housing targets in local plans should be worked out in line with a prescribed methodology “unless there are exceptional circumstances that justify an alternative approach”.
- There is an expectation that at least 10% of new housing on “major sites” should be ‘affordable home ownership products’ – unless this would “significantly prejudice the ability to meet the identified affordable housing needs of specific groups”.
- There is an expectation that local planning authorities will set housing requirement figures for designated neighbourhood areas.
- 20% of sites identified for housing in plans should be less than half a hectare.
- The draft deals with a new housing delivery test for local planning authorities. Under this, an action plan is required where housing delivery falls below 95% of target over 3 years. There is a separate consultation document dealing with the methodology that should be used to monitor compliance with this test.
- Relatedly, authorities will be able to impose conditions that development must begin within a timescale shorter than the default three year life of a planning permission, with a caveat that this must not harm viability or delivery.

Officers are considering the draft and preparing a response for approval in time for submission to the Government by their consultation deadline of 10th May.

6. Public Realm Projects

6.1 Hanover Square

Consultation on the proposed traffic management changes was carried out in January 2018 and results are to be reported shortly. Detailed design work of hard landscaping has since been undertaken and Stage 3 has been substantially completed.

The programme for delivery of the City Council's public realm works ahead of Crossrail's station opening in Hanover Square in December 2018 remains tight and access to the site limited. A phased implementation programme has been developed to enable scheme implementation to begin on site as soon as access becomes available this summer when Crossrail remove hoardings.

Funding to deliver the initial phases of this scheme have already been collected, and further funding identified and secured for delivery of subsequent phases. The New West End Company (NWECC) is now seeking additional funding from private sector interests to fill the remaining funding gap of circa £2m for delivery of the Core Hanover Square scheme by June 2018, plus additional funding, circa £3m, to deliver additional works to adjacent/connected streets.

6.2 Bond Street

Works commenced in April 2017, and as of March 2018 the project is 65% complete with completion expected in late summer / August 2018 as planned.

Because of delays at the Great Portland Estate development above the Crossrail Station, a section of New Bond St North of Brook St cannot commence until June 2019 when the façade retention, UKPN substation are removed and UKPN cable works in Bond St are completed. The final works will take 3 months.

We are continuing to engage with businesses to ensure works deliveries have been adjusted to support their events, redevelopments, and that delivery to shops and customer access is always maintained.



City of Westminster

Business, Planning and Transport Policy and Scrutiny Committee

Date:	12th April 2018
Classification:	General Release
Title:	External Funding
Report of:	The City Treasurer
Cabinet Member Portfolio	Cabinet Member for Finance, Property & Corporate Services
Wards Involved:	All
Policy Context:	World Class City
Report Author and Contact Details:	Dai Williams, Strategic Finance Manager – Commercial dwillia@westminster.gov.uk

1. Executive Summary

This paper highlights the findings of a review into the current approach to external funding in Westminster and identifies future planned improvements to bidding for external funding, without dedicating additional resource to the approach.

2. Aims of the paper

This paper aims to invite Scrutiny comments on the current approach to obtaining external funding in Westminster City Council and the future planned improvements to bidding for external funding.

3 Background

External funding refers to monetary resources received outside of core government grants, council taxes, business rates and fees, charges and contributions. This source of funding is allocated on a predominantly competitive basis from European, national and regional bodies (Appendix 1).

Since 2010, central government funding for local authorities has fallen by 28%; for Westminster, this translates to a reduction in funding from £154 million in 2015 to £125 million in 2018¹. This trend shows no sign of abating in the future. According to the Directory of Social Change, there are opportunities for the Council to access some of the £2.3 billion² of external funding from all levels of government sources. With the use of GRANTfinder, research found that there are approximately 22 open grants the Council are eligible to apply for as of February 2018, totalling a potential additional income of approximately £13.2 million)³.

In order to alleviate financial pressures on the Council's budget, additional funding sources can be exploited to add value to existing services or utilised to create innovative, discretionary services. The Council will have to enhance its strategic and creative approaches in seeking alternative sources of external funding to deliver the City for All vision and mitigate against funding loss, in a challenging economic landscape.

¹ Projections of the Settlement Funding Assessment, provided by Corporate Finance in the City Treasurer's Directorate

² The Directory of Social Change, www.governmentfunding.org.uk

³ The eligible grants were calculated from GRANTfinder by discarding grants lower than £10,000 and grants targeted towards registered charities, research organisations and for other activities not relevant to the Council (such as for agricultural purposes). Of the 22 available grants, 14 had an unknown or 'discretionary' financial value.

4 Current approach to external funding

The Council relies on external funding as a key source of revenue income, generating approximately £21.3 million in 2016/17 across 25 bids⁴.

A number of Departments across the Council have consistently demonstrated success in obtaining external funding, most notably the Cross River Partnership, Community Safety and Economy teams. There are key matters to be aware of which can enhance the Council's success in securing grants, such as ensuring sufficient capacity within Departments to submit bids within a tight deadline, a clear understanding of the funder's criteria and collaborating closely with partners or supporting bids for grants in which only registered charities are eligible to apply. A fully co-ordinated enhanced external funding approach will by way of example make officers more aware of available grants, encourage collaboration with partners, highlight to others within the Council why a bid was unsuccessful by sharing lessons learned from missed opportunities and ensure bids sufficiently meet the funder's criteria.

The City Treasurer's Department maintains a grants register for the Council's annual accounts. The register records all successful grant awards and basic information about the grant, but it could be supplemented with the addition of bidding performance information, in particular why bids were unsuccessful and capturing the lessons learned.

In December 2017, an external funding workshop amongst key stakeholders in the Council confirmed that there is not currently a co-ordinated external funding approach with which to share opportunities, data and best practice across departments.

5 Benchmarking with other councils

Many councils have a dedicated team to bid for external funding, a centralised strategy or a bidding protocol for officers to adhere to when applying for grants.

For example, the Royal Borough of Kensington and Chelsea (RBKC) has a well-developed approach to external funding and has generated an additional £4.3 million for the council in 2016/17 across 22 bids, according to their central grants register.

Although there is no definitive strategy to external funding, RBKC has a co-ordinated approach, which includes the following:

- A monthly list of up-to-date funding opportunities
- An external funding network
- An offer of GRANTfinder training
- A bidding protocol
- A decision-making framework and scoresheet
- A capacity-building function.

⁴ City Treasurer's grants register. The successful grants accounted for in 2016/17 included in the £21.3 million were grants that were outside of the core government grants and whereby the Council bid competitively for funding.

South Lanarkshire Council sets itself an annual target of obtaining £5 million in external funding, following the development of an external funding strategy in 2011. The Council exceeded this target in 2011/12, securing £8.3 million in external funding⁵.

A dedicated External Funding Team in South Lanarkshire Council identify priority funding for Departments and highlight funding opportunities. The Team also distributes a quarterly funding opportunities e-bulletin across the Council, liaises with 'funding aware officers' from each Department and produces annual reports to the Corporate Management Team on progress and opportunities. The Council estimates that each Funding and Development Officer hired can, on average, secure £1.5 - £2 million per annum in external funding. However, the Team has now dispersed into Finance and Community and Enterprise Resources due to funding pressures on staffing.

6 European funding context

Despite the uncertainty with the UK leaving the EU, the UK will still be eligible to apply to European funding programmes until it officially leaves the EU. According to the Local Government Association (LGA), £8.4 billion was allocated to councils through the European structural and investment funds for 2014-2020⁶.

Central government has promised to set up a UK Shared Prosperity Fund to replace European Structural Investment Funds. However, the Council will need to delve further into alternative sources of funding, so that the transition from European funding – specifically from the EU regeneration funds – to UK funding is as seamless as possible.

7 Workshop findings

The workshop findings confirmed that the absence of oversight in the external funding bidding process and horizon scanning that is undertaken by each department may lead to missed opportunities. Departments may take an opportunistic approach to bidding for grants, where bids are ad-hoc and there may not be sufficient planning ahead prior to when grants are available. The recommendations of the workshop included focusing the Council's efforts on information-sharing and partnership-working (both internally and externally).

A more co-ordinated approach, by utilising the internal resources that the Council already has, would ensure bids align with our priorities and objectives. It would also mitigate the risk of duplicating bids and minimise the negative impact of one bid on other Departments.

⁵ External Funding Strategy & Strategic Overview 2012-2016, South Lanarkshire Council, <http://ecas.southlanarkshire.gov.uk/viewSelectedDocument.asp?c=P62AFQDXDNNT0GUT>

⁶ Beyond Brexit: Future of funding currently sourced from the EU, LGA, https://www.local.gov.uk/sites/default/files/documents/2017-07_Beyond%20Brexit%20-%20LGA%20Discussion%20%28FINAL%29_0.pdf

The findings suggested that such an approach could secure additional funding by:

- Investigating areas of good bidding practice
- Understanding what lessons could be learned from the departments that have been successful in applying for funding
- Identifying areas in which the Council is missing opportunities
- Horizon scanning future opportunities.

8 Recommendations

There are a number of opportunities that the Council can pursue in order to develop a more co-ordinated approach to obtaining external funding, whilst not requiring a significant investment of resources:

8.1 External Funding Network

An External Funding Network will offer the sharing of best practice and funding opportunities to officers involved in the bidding process. At least one representative from each Department would form the network to ensure that all Directorates benefit from its information-sharing and capacity-building function. It is important that a Funding Officer is allocated the responsibility of co-ordinating the network's activity and ensuring it operates in an inclusive way. This post would be an additional responsibility allocated to a key member of staff in a Department involved in significant funding activity.

The officer will have responsibility for managing the External Funding Network and co-ordinating the central data repository (see 7.2) across departments and with partner organisations. A list of funding opportunities that update monthly will also be circulated to the network, allowing departments to horizon scan all funding opportunities. At the beginning of each year, the network representatives will set out their Department's key funding opportunities that will arise during the year, in order to help other officers plan ahead, identify areas of department or partner collaboration and prioritise bids.

8.2 Central data repository

A central data repository, via a SharePoint site, would share the following:

- City of Westminster data used for bids – including demographics, projections and partners. The Local Economic Assessment, City Survey, Ward and Borough Profiles and Core Facts & Figures from the BI team can provide this data to be circulated to the network. Integrity and consistency of data supporting bids will be an essential element of the bidding process. The aim will be to maintain data quality through identification of issues that result in poor quality data.
- Supporting information and guidance for applying for funding to support those bidding for funding, including:

- Policies and procedures (including a bidding protocol)
- Successful and unsuccessful bids (including lessons learned)
- Monthly list of funding opportunities
- Central grants register that builds on the City Treasurer's register, to add value by monitoring bidding performance and capturing why some bids have been unsuccessful. The developed register will collect additional information on grants, including:
 - Relationships with individuals, Departments and partner organisations
 - Bid timescales and status
 - Internal approval and sign-off process
 - Level of funding expected versus funding received
 - Feedback received
 - Lessons learned from unsuccessful bids

8.3 GRANTfinder subscription

A subscription to GRANTfinder would enable officers across the Council to search for grants specific to their department, at a cost of £10,084 for a 2-year subscription. Officers who apply for funding can receive training from GRANTfinder to enable them to access funding opportunities that are specific to their requirements.

If the listed recommendations are pursued and the Council experiences an improvement in obtaining external funding, a second stage of the new approach will include developing an external funding strategy in the future.

Appendix 1: Funding sources for Local Authorities

- **European Funding** – European Regional Development Funds and European Social Fund
- **Central Government Departments** – Department for Communities & Local Government, Department for Digital, Culture, Media & Sport, Department for Business, Innovation & Skills
- **Regional Government** – Greater London Authority
- **London Local Authorities**
- **National Association for Voluntary and Community Action**
- **Lottery Funding** – Arts Council, Sport England and Heritage Lottery Fund
- **Grant Making Trusts** – Charity Commission and National Association for Voluntary & Community Action
- **Company Giving** – Business in the Community, Arts and Business
- **Income Generation** – The Social Enterprise UK, Locality, Co-operative and Community Finance
- **Crowdfunding** – Local Government Information Unit research (2017)

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Business, Planning and Transport Policy & Scrutiny Committee

Date:	12 April 2018
Classification:	General Release
Title:	2017/18 Work Programme and Action Tracker
Report of:	Director of Policy, Performance & Communications
Cabinet Member Portfolio	Cabinet Member for Business, Culture and Heritage Cabinet Member for Planning and Public Realm Cabinet Member for City Highways
Wards Involved:	All
Policy Context:	All
Report Author and Contact Details:	Artemis Kassi x 3451 akassi@westminster.gov.uk

1. Executive Summary

- 1.1 This report presents the current work programme for approval based on discussions at the previous meeting and with senior officers. It also provides an update on the action tracker.

2. Key Matters for the Committee's Consideration

- 2.1.1 This meeting, which takes place during purdah, is the Committee's final meeting prior to the local elections on 3 May 2018. The Committee is therefore asked to:
- Review and, where required, prioritise the draft list of suggested Work Programme items at Appendix 1;
 - Note the Action Tracker at Appendix 2; and
 - Recommend any items for inclusion post election.

3. Current Work Programme

- 3.1 This work programme takes from the work programme agreed at the Committee's previous meeting on 8 February 2018 and incorporates changes

based on the agenda for this meeting. It is presented here for the Committee to review and amend, as appropriate.

- 3.2 There has been one key change to the Work Programme for the Committee's April meeting. The key change to the Work Programme concerns the item on the agenda for the April meeting. This is the result of direction by the Chairman.

4. Future Work Programme

- 4.1 At its meeting on 8 February 2018, the Committee had requested a review of Apprenticeships in Westminster at the meeting on 21 November 2018. This has therefore been added to the Work Programme.
- 4.2 As stated, the Committee is asked to recommend any other topics for inclusion in the future Work Programme post election.

If you have any queries about this Report or wish to inspect any of the Background Papers, please contact Artemis Kassi x. 3451

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APPENDICES:

Appendix 1- Suggested Work Programme

Appendix 2- Action Tracker

Appendix 1

ROUND ONE (12 JUNE 2017)		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member Q&A	To hold to account and review the activity of the Cabinet Member.	Councillor Danny Chalkley, Cabinet Member for City Highways
Business Rates	An examination of the impact of revaluation on Westminster businesses	Martin Hinckley

ROUND TWO (13 SEPTEMBER 2017)		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member Q&A	To hold to account and review the activity of the Cabinet Member	Councillor Daniel Astaire, Cabinet Member for Planning and Public Realm
Broadband update	To receive an update since the last appearance at Committee in March 2016	David Wilkins Councillor Jonathan Glanz G Network
Highways Code of Practice	To review the Council's response to the new code of practice	Kevin Goad

ROUND THREE (15 NOVEMBER 2017)		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member Q&A	To hold to account and review the activity of the Cabinet Member	Councillor Robert Davis (Deputy Leader / Cabinet Member for Business, Culture and Heritage)
Overview of Prevent Delivery	To report on delivery of the Prevent Strategy within Westminster	Sara Sutton, Director, Public Protection and Licensing/ Mark Chalmers

Appendix 1

Safer Westminster Partnership update	To report on progress in delivery of the Safer Westminster Partnership strategy. To provide an update on the Safer Westminster Partnership Strategic Assessment	Sara Sutton, Director, Public Protection and Licensing
Assets of Community Value/ Pubs	A follow-up to update the Committee since the last report in 2016	Ezra Wallace, Head of Corporate Policy and Strategy/Andrew Barry-Purcell, Place and Investment Policy Manager

ROUND FOUR (8 FEBRUARY 2018)		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member Q&A	To hold to account and review the activity of the Cabinet Member	Councillor Danny Chalkley, Cabinet Member for City Highways
The Apprenticeship Levy	To review the scheme since April 2017	Greg Ward June O’Gallagher (LEYF) Ben Drain, The Knowledge Academy
The Lane Rental Scheme	To review the existing operation, particularly in light of the recent DfT consultation To consider the opportunities and challenges of an expansion of the scheme	Kevin Goad Jerry McConkey and David Capon (The Joint Authorities Group UK) Peter Loft, Martin Zelder and Keith O’Brien (Joint Utilities Group)

Appendix 1

ROUND FIVE (12 APRIL 2018)		
N.B. This meeting will be affected by Purdah		
Agenda Item	Reasons & objective for item	Represented by:
Cabinet Member Q&A	To hold to account and review the activity of the Cabinet Member	Councillor Daniel Astaire, Cabinet Member for Planning & Public Realm
External Funding	To investigate best practice, challenges presented and lessons learned when applying for external funding streams	Steve Mair Sara Sutton Dai Williams [tbc]

UNALLOCATED ITEMS		
Agenda Item	Reasons & objective for item	Represented by:
Apprenticeships in Westminster	To review the scheme since February 2018 Suggested for review on 21 November 2018	Greg Ward
The Transformation of Oxford Street	To inform the Committee of the plans for Oxford Street	Graham King
Place Shaping	A report outlining this new function, its work programme and priorities	Barbara Brownlee/Deirdra Armsby
The Night-Tube (Performance and Evaluation/TfL)	To review the first year of operation of all four lines	Richard Barker
Nine Elms Bridge	To update post-consultations	Graham King/Hilary Skinner
Planning's role in delivering more affordable housing	(Tied to the City Plan)	Andrew Barry-Pursell
London's Local Plans - are they supporting Neighbourhood Planning?	(Tied to the City Plan)	Barry Smith

Appendix 1

Building Heights – Getting the Right Growth for Westminster and City Plan Revisions	(Tied to the City Plan)	Andrew Barry-Purcell
Cycling Strategy	To update on delivery to include progress of the Cycling Superhighways	Stuart Love - No information from TfL until after the election
Telephone Boxes Across Westminster	To consider the proliferation of telephone boxes across the City from a number of different providers	John Walker / Andrew Barry-Purcell
Crossrail 2	To update the Committee	Graham King
Street Markets	To update the Committee	Stuart Love/Ed Watson/Greg Ward

Appendix 2

8 February 2018

Agenda Item	Reasons & objective for item	Follow Up
Item 4 - Update from Cabinet Members	The Cabinet Member for City Highways to provide a written response to the Chairman on the risks associated with TfL potentially reducing their financial contributions to the City Council's projects (Councillor Chalkley, Olivia Chadelle (Cabinet Officer) and Kevin Goad).	Completed. Letter dated 22 February 2018
	The Cabinet Member for City Highways to communicate with CityWest Homes regarding when Traffic Management Orders will be established for parking in their Estates and write to Councillor Williams with a response (Councillor Chalkley and Olivia Chadelle).	Completed. Letter dated 4 April 2018
Item 6.4 – Apprenticeships in Westminster	The Deputy Leader and Cabinet Member for Business, Culture and Heritage to investigate with officers whether there is the option of transferring up to 10% of the Council's Apprenticeship Levy to external apprenticeship schemes.	Completed. Officers advise that options are being investigated
Item 6.7 – Apprenticeships in Westminster	Apprenticeships in Westminster to be scheduled on the Work Programme for the meeting on 21 November 2018.	Completed. Added to the Work Programme

15 November 2017

Agenda Item	Reasons & objective for item	Follow Up
Item 4 - Update from Cabinet Members	The Cabinet Member for City Highways to be asked how long the 20mph trial outside of schools would be taking place and whether it was possible to propose an additional location for the trial	Completed

Action Tracker



Business, Planning and Transport Policy and Scrutiny Committee

	(Councillor Danny Chalkley, Cabinet Member for City Highways and Olivia Chadelle, Cabinet Officer)	
	CIL agendas – follow up with Cllr Scarborough	Completed
	Information was requested as to why charges had gone up significantly for electric vehicle owners. (Stuart Love; Artemis Kassi, Policy and Scrutiny Officer)	Completed
Item 5 - Update on progress of the Safer Westminster Partnership	A press release to be provided on the reduction in firework/anti-social behaviour complaints during Halloween and Bonfire Night, particularly in relation to Bryanston and Dorset Square Ward (Sara Sutton, Director of Public Protection and Licensing)	Noted for the future
Item 6 – Overview of Prevent Delivery	Information to be supplied to the Committee on the links to the Prevent pages on the Council website and the number of hits received	Completed
Item 7 - Update – Assets of Community Value	A written response to be provided to the Committee on the approach of other local authorities to determining ACVs (Artemis Kassi, Policy and Scrutiny Officer)	Completed
	The Council's Communications department to be asked to provide an article which is publically available on what ACVs are able to achieve and what they are unable to achieve (Artemis Kassi, Policy and Scrutiny Officer)	Discussed with officers. In progress
Item 9 – Update on the Work Programme	Officers to consult with the utility companies in order to assess whether the appropriate senior executives are available to attend the meeting in February 2018 (Artemis Kassi, Policy and Scrutiny Officer)	Completed

Action Tracker



Business, Planning and Transport Policy and Scrutiny Committee

	Clarification to be sought from officers about the timescale of when the Building Heights item is likely to be scrutinised by the Committee (Artemis Kassi, Policy and Scrutiny Officer)	Officers still advise that this item is linked to the City Plan revisions. This item will be reviewed once the City Plan is finalised (May 2018)
	The Committee to be updated on when the Evening and Night Time Economy Task Group is likely to be scheduled (Artemis Kassi, Policy and Scrutiny Officer)	Completed
	The Committee to be informed of how many electric vehicle charging points there are currently in each ward in Westminster (Councillor Danny Chalkley, Cabinet Member for City Highways and Olivia Chadelle, Cabinet Officer)	Completed

13 September 2017

Agenda Item	Reasons & objective for item	Follow Up
Item 8 Work Programme	UK Power Networks to be asked to provide a statement on the power network explosion at Oxford Street on 7 September 2017 (Artemis Kassi, Policy and Scrutiny Officer)	Completed
	A written update to be provided on the current position regarding the cycling strategy and progress of the Cycling Superhighways (Anthony Sabato, Service Development Manager; Toby Jacobs, Sustainable Transport Officer; Artemis Kassi, Policy and Scrutiny Officer)	Completed

12 June 2017

Agenda Item	Reasons & objective for item	Follow Up
Item 4 Cabinet Member Update	That a written response is provided to the Committee in relation to the CIL question set out in paragraph 4.3 (Councillor Danny Chalkley and Joe Penny, Cabinet Officer).	Completed
	That a copy of the 'Building Height: Getting the Right Kind of Growth' consultation report, potentially in draft form, is provided to the Committee as soon as it is available (Councillor Daniel Astaire, Cabinet Member for Planning and Public Realm and Madeleine Hale, Senior Cabinet Officer).	Officer advice to Chairman (November 2017) that this item is affected by revisions to the City Plan and can be reviewed once the City Plan is finalised
	That BT be invited to address the Committee, potentially in the autumn (Muge Dindjer, Policy and Scrutiny Manager / Jonathan Deacon, Senior Committee and Governance Officer).	Item on the proliferation of telephone boxes has been added to the unallocated items on the Work Programme, but should cover other providers as well as BT
	That all Councillors and amenity societies were made aware of the Westminster Business Unit drop-in session on 27 June (Greg Ward, Director of Economy).	Requested (Greg Ward)
	The report authors of the proposed items for the November meeting to be consulted as to whether it was still appropriate for them to be considered then (Muge Dindjer / Jonathan Deacon).	Completed

Action Tracker



Business, Planning and Transport Policy and Scrutiny Committee

	Councillor Crockett would be consulted as to whether the 'Assets of Community Value / Pubs' item should proceed in November (Muge Dindjer / Jonathan Deacon).	Completed- Councillor Crockett would like to keep this item for November
	The current position in respect of Nine Elms Bridge was ascertained (Artemis Kassi / Jonathan Deacon / Graham King?)	Requested
	That it is monitored when it would be appropriate to scrutinise the Cycling Strategy and a review of the Cycling Superhighways (Muge Dindjer / Jonathan Deacon)	Officer advice is that November would be the earliest time to consider this item.

8 May 2017

Agenda Item	Reasons & objective for item	Follow Up
Item 4 Cabinet Member Update	That a response be sought from Councillor Chalkley on how many penalty notices had been issued to date by "Air Quality Champions"	Completed
Item 5- Work Programme	A follow up report be provided on assets of community value/pubs. Barry Smith	Programmed for November
	Investigate how best to take forward evening and night time economy item	Proposals made to Chairmen of this committee and Adults, Health and Public Protection Policy and Scrutiny Committee.

	<p>Information to be provided to Committee as to when relevant data can be made available on the night tube.</p>	<p>Information sent to committee 1.6.2017. Data available from autumn 2017.</p>
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March 2017

Agenda Item	Reasons & objective for item	Follow Up
<p>Item 4- Cabinet member Update</p>	<p>That a written response is provided to the Committee in relation to the questions ‘how many planning committee decisions had been contrary to the officers’ recommendations over the previous two years? How many cases were won on appeal?’</p>	<p>Completed Response sent to Committee on 27.4.17</p>
	<p>That Councillor Astaire contacts Councillor Alexander about developments in the Marylebone Road area (Councillor Daniel Astaire, Cabinet Member for Planning and Public Realm and Madeleine Hale, Senior Cabinet Officer).</p>	<p>Requested (Madeleine Hale)</p>
	<p>That a response be sought from Councillor Chalkley in respect of Councillor Scarborough’s question on the twenty mph trial scheme (Councillor Danny Chalkley, Cabinet Member for City Highways and Sion Pryse, Cabinet Officer) and the answer circulated to the Committee.</p>	<p>These will go live in May 2017 and run for 6 months. Suggested that committee be updated via the cabinet member report in the Autumn and the evaluation will be in Q4. Map of schools/zones distributed to committee.</p>

Action Tracker



Business, Planning and Transport Policy and Scrutiny Committee

Item 5- Planning Report	That planning officers write to the 2014 intake of Westminster Councillors to inform them of the planning training available	Completed
	That Councillor Astaire, Mr. Smith and Mr. Walker be requested to consider how often and in what format an update on progress regarding delivering housing, including affordable housing, through the planning process is provided to the Committee.	Requested (Madeleine Hale)
	The WPA to be consulted as to whether it might be willing to consider contributing financially towards the Council maintaining a record of the development management (planning application) process.	The WPA's initial response is they see no value in funding such a project. They consider it would not be beneficial for their members or add value to the development management process.
	That Councillor Scarborough is included in the list of councillors to receive a list of applications which were being considered at future planning committee meetings	Completed
Item 7- Work Programme	Councillor Chalkley and the relevant officers to be consulted as to whether it was appropriate timing to consider Baker Street Two Way and 20 miles per hour trial areas at the 7 June meeting	Baker Street two way system coming to May meeting. Officers are drafting a briefing note now on 20mph trial areas but evaluation of schemes won't be ready until Feb 2018 as not yet commenced and will run for 6 months.

	Councillor Chalkley and the relevant officers to be consulted on the appropriate timing regarding an update on the Cycling Superhighways	Officers advise that this should be reported November at the earliest.
	Councillor Astaire and the relevant officers to be consulted as to the potential for a task group on parties which make representations in respect of planning applications being able to address the planning committees	Requested (Madeleine Hale)
	Councillor Astaire, the relevant officers and Councillor Crockett to be consulted on the potential for a task group on assets of community value / pubs.	Officers have responded to say no longer appropriate Government has announced they will remove permitted development rights for pubs.
	The Committee requested a document setting out the respective stages that the Neighbourhood Forums are at	Completed. Sent to Committee on 27.4.17
	Councillor Glanz and the relevant officers to be consulted on progress on digital	Councillor Glanz has agreed to be a witness for the meeting considering this item in September
	Those expert witnesses are invited to attend the May meeting in order to address the Committee on business rates.	Sir Peter Rogers has agreed to attend June meeting and this item has been moved to June.