



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend the **Annual Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 17th May 2017** commencing at **6.00pm**.

Sam Shippen, Locum Director

11th May 2017

AGENDA

- 001-17/18 Election of Chairman** – to elect a Chairman of the Community Council for the 2017/18 municipal year.
- 002-17/18 Chairman's Declaration of Acceptance of Office** – to receive the Chairman's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- 003-17/18 Election of Vice-Chairman** – to elect a Vice-Chairman of the Community Council for the 2017/18 municipal year.
- 004-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 005-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 006-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 8th March 2017 for confirmation and signing as a correct record.
- 007-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public.
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman.)
- 008-17/18 Committee Minutes/Reports** – to consider for adoption the minutes of the following Committees:
- a) **Communications & Events Committee** – 18/1/17 & 19/4/17;
 - b) **Environment & Open Spaces Committee** – 22/2/17;
 - c) **Neighbourhood Planning Committee** – 1/3/17, 5/4/17 & 3/5/17;
 - d) **Policy & Resources Committee** – 14/12/16, 8/2/17 & 15/3/17.
- 009-17/18 Proposed New Meeting Structure** – to consider the proposal from Councillor Katie Cowan.
- 010-17/18 Review of Delegation arrangements** – in accordance with Standing Order 5i.v to review the delegation arrangements.
- 011-17/18 Committee Terms of Reference** – in accordance with Standing Order 5i.vi to review the terms of reference for committees.
- 012-17/18 Committees and Working Groups** – in accordance with Standing Orders 5i.vii and 4d to appoint members, substitute members, chairmen and vice-chairmen for the 2017/18 municipal year.
- 013-17/18 New Committees** – in accordance with Standing Orders 4 and 5i.viii to consider the establishment of any new committees; subject to approval to agree terms of reference and the appointment of members, substitute members, chairman and vice chairman for the 2017/18 municipal year.

- 014-17/18 Standing Orders** – in accordance with Standing Order 5i.ix to consider Standing Orders as adopted 1st June 2016 for review or further adoption.
- 015-17/18 Financial Regulations** – in accordance with Standing Order 5i.ix to consider Financial Regulations as adopted 30th November 2016 for review or further adoption.
- 016-17/18 Representatives to Outside Organisations** – in accordance with Standing Order 5i.xi to review representation and arrangements for reporting back and to appoint representatives to outside organisations for the 2017/18 municipal year.
- 017-17/18 Asset Register** – in accordance with Standing Order 5i.xiii to review the inventory of land and assets.
- 018-17/18 Insurance** – in accordance with Standing Order 5i.xiv to review arrangements for insurance cover.
- 019-17/18 Subscriptions** – in accordance with Standing Order 5i.xv to review subscriptions for 2017/18.
- 020-17/18 Complaints Procedure** - in accordance with Standing Order 5i.xvi to review the council's complaints procedure.
- 021-17/18 Freedom of Information/Data Protection** - in accordance with Standing Order 5i.xvii to review the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 022-17/18 Press/Media Policy** - in accordance with Standing Order 5i.xviii to review the council's procedures for dealing with the press/media.
- 023-17/18 Diary of Meetings** – in accordance with Standing Order 5i.xix to agree meetings timetable for the 2017/18 municipal year.
- 024-17/18 Annual Governance Statement 2016/17** – to consider for approval, including a review of the effectiveness of internal controls.
- 025-17/18 Accounting Statements 2016/17** – to consider for approval.
- 026-17/18 Internal Audit Report 2016/17** – to consider for approval
- 027-17/18 Chief Officer**
1. To receive report of appointment;
 2. To agree date for transfer of Proper Officer and Responsible Finance Officer duties;
 3. To approve training and handover proposal;
 4. To approve addition as signatory to bank mandate for Barclays Bank.
- 028-17/18 Avenues Youth Project** – to consider report as requested at previous meeting.
- 029-17/18 Budget Allocation Community Led Events** – to agree the creation of a new budget by a virement of £200 from the Volunteer Support budget in Communications & Events.
- 030-17/18 Bulk Bins** – to consider response to a consultation from WCC Councillor P Dimoldenberg.
- 031-17/18 Office Use Policy** – to consider a review of the policy.



Council 08.03.2017
071-16/17- 080-16/17

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 8th March 2017 commencing at 6.00pm.

Present: Councillors Susanna Rustin (Chairman), Ryan Dalton, Joe Fernandes, Gill Fitzhugh, Emma Morgan, Eartha Pond and Angela Singhate.

Also Present: Sam Shippen, Locum Director and five members of the public.

071-16/17 Apologies for absence

RESOLVED that apologies be received from Councillors Philip Andokou, Katie Cowan and Emma Sweeney.

072-16/17 Declarations of Interest

Councillor E Pond declared an interest in item 74 as a trustee of The Avenues Youth Project.

073-16/17 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 25th January 2017 be confirmed as a correct record and signed by the Chairman.

The Chairman requested item 75 be placed before item 74.

6.10pm Councillor A Singhate entered the meeting.

075-16/17 The Avenues Youth Project

The Chairman of The Avenues Youth Project and Senior Youth Worker were invited to address the Council. They thanked the Council for its support and highlighted that continued support would make a huge difference in improving service delivery with young people and schools in the local area.

There was a proposal to reassess the grant to The Avenues. *This did not find a seconder.*

6.28pm Councillor R Dalton entered the meeting.

RESOLVED to agree in principle to fund The Avenues Youth Project in 2017/18 and 2018/19 at £20,000 per year subject to receiving a financial forecast from Avenues at the next meeting; further that a verbal report would be received by Council in the autumn in each year.

074-16/17 Public Session

A member of the public commented about concern regarding child poverty following cuts to services and looked for support of QPCC to enable local people to have a voice.

The Chairman advised that this may be an issue to raise at the Annual Meeting of Electors in May. Another resident commented that WCC are subject to £300m cuts and lobbying needs to be to government via the local MP.

076-16/17 Beethoven Centre Spring Fair

The Chairman advised of an invitation to attend on 25th March 1-4pm.

RESOLVED to agree attendance and use the event to recruit residents as a lobby group around the impact of cuts, to recruit potential new councillors for 2018 elections and have craft table; a budget of up to £100 was agreed from reserves.

077-16/17 Summer Festival

RESOLVED that the date remain as 5th August 2017 in line with policy.

078-16/17 Internal Audit

RESOLVED to receive the report of the Internal Auditor and in response to issues raised

- Have forms for serving agendas electronically to be signed at next meeting;
- Have minutes and policies on website preferably by end of April as a target for Community Development Officer;

Further **RESOLVED** that the internal audit and internal controls identified in the risk management schedule including those to prevent & detect fraud be considered effective and be reviewed within the 2017/18 financial year; and the Policy & Resources Committee review the Financial Regulations to consider their effectiveness at the meeting on 15th March 2017.

079-16/17 Community Development Officer

The Chairman advised that Lindsey Brown had been appointed as Community Development Officer and would commence on 21/3/17 and would work normally Tuesday – Thursday.

RESOLVED that the information be **NOTED**.

080-16/17 Committee Minutes/Reports

RESOLVED to **ADOPT** the minutes of the following Committees:

- a) **Environment & Open Spaces Committee** – 23rd November 2016;
- b) **Neighbourhood Planning Committee** – 4th January 2016 & 1st February 2017

There being no other business, the meeting concluded at 7:45pm.

Councillor S Rustin
Chairman

Proposal for a New QPCC Meeting Structure for the 2017/18 Council Year

Most of us are aware that there have been problems presented by our existing committee structure during the 2016/17 year. It feels to me that there is a consensus amongst Councillors that we have too many meetings and an over complex committee structure given our size and budget. Throughout the course of this year there has regularly been poor attendance and on occasion meetings have not been quorate – and committees have therefore been cancelled.

If you look at the 2016/17 meeting calendar you'll see that we have had 31 Meetings in total of which 10 were Full Council Meetings.

We all know that several Councillors have voiced very strongly that they feel our existing structure lacks full inclusivity and transparency and would prefer that everything be dealt with in full council meetings with everyone attending and I've been thinking about those concerns over the past few months.

About 18-months ago I read a booklet called Flatpack Democracy by Peter Macfadyen (<http://www.flatpackdemocracy.co.uk>) which talks about the experiences of Frome's Parish Council. They are bigger than us with 17 councillors and dismantled their existing system to operate a very simple structure by alternating two types of Full Council Meeting and that is it. These are 'external' and 'internal' facing meetings. I discussed this with some of you at the time and I know that some of you have also looked at this example.

Last month (after yet another meeting had been cancelled) I talked about this with Sam as I was curious to know what she thought of our framework. I was particularly interested in her opinion as she had had nothing to do with our original set up. She suggested that a council of our size could operate effectively and make much better use of our time and our resources if we were to simplify our meetings to just on monthly of Full Council.

There would, of course, need to be basic housekeeping matters at each but in essence we could have 10 meetings a year (we wouldn't have one in August during the main school hols or around Christmas time). In this way the things that need to be dealt with regularly (such as planning apps etc.) would still be covered monthly. Other regular things could be planned ahead and given sensible slots timed to our existing relevant deadlines and then new things as we take them on. At present they would include Queen's Park Voice, Key Regular Events (Festivals and Fireworks), Funding Applications, Neighbourhood Plan, Key Contracts such as the Park and Dogs – and I might have left some out. It might work to theme meetings slightly aligning with the existing committee structure but this might be overcomplicating things.

On a practical note the meetings will be bigger agenda wise. So:-

- They'll probably need to be longer – 2 hours – we could look at making arrangements for a meeting room to be booked from 6.30pm to 8.30pm.

- The background reading etc. required will be essential and in order to make informed decisions Councillors will have to have read up on all the material circulated prior to the meetings which will be the assumed base from which discussion/questions depart.
- The requirements for those Councillors presenting agenda items to prepare detailed notes and supporting documentation might also be greater – with no extensions granted for supporting documentation after the main paperwork circulation.
- Reduces the formal roles of QPCC to Chair and Vice Chair.
- Working parties would continue to be where the real work of getting things done takes place. These working parties would need a coordinator/chair to organise and run the meetings and any necessary background work alongside our Officers. These 'chair' positions could be considered 'champions' so we would have an Events Champion, a Grants Champion, a Neighbourhood Planning Champion and so on. It might well be that two Councillors could share roles in some instances to share the load – and this would be possible with this framework.
- The only additional committees required for a Parish Council to function is an HR Committee and an Appeals Committee as we have to provide formally for the management of staff – those too would need to have a Chair and Vice Chair.

On the plus side it:-

- Reduces the amount of meetings for all Councillors and Officers throughout the year and the administrative requirement for Officers
- Gives us regular full forum framework and increases the opportunity for all Councillors to know what is going on throughout QPCC.
- Enables all Councillors to be 'Champions' of things outside of the more formal committee structure without the burden of the Committee Chair roles falling on a few and encourages all take the lead on individual areas of interest, concerns and passions.
- Is a much simpler framework for our residents to understand. We currently often have problems with people not being clear what to bring forward to which committee – this really helps with that.

These are my initial thoughts on the idea – and obviously considerable planning work would need to be undertaken by Sam (or the Officer that replaces her) to flesh out how the new structure would work in full. I hope that this proposal presents an opportunity for a change that potentially works better for the QPCC and is something that all Councillors will consider fully.

Katie Cowan
May 2017



18 May 2016

QUEEN'S PARK COMMUNITY COUNCIL

SCHEME OF DELEGATION

LEGISLATIVE FRAMEWORK

Local councils may only do what legislation requires or permits them to do. With some particular exceptions, the Council may delegate functions to committees, sub committees, officers, or other authorities.

The power to delegate functions by local councils is set out in the Local Government Act 1972 S.101 as follows:

Local Government Act 1972 S. 101

Arrangements for discharge of function by local authorities

(1) Subject to any express provision contained in this Act or any Act passed after this Act, a local authority may arrange for the discharge of any of their functions:

- (a) by a Committee, a sub-Committee or an officer of the authority, or
- (b) by any other local authority

(2) Where by virtue of this section any functions of a local authority may be discharged by a committee of theirs, then, unless the local authority otherwise direct, the committee may arrange for the discharge of any of those functions by a sub-committee of the authority, then unless the local authority or the committee otherwise direct, the sub-committee may arrange for the discharge of any of those functions by an officer of the authority.

(4) Any arrangements made by a local authority or committee under this section for the discharge of any functions by a committee, sub-committee, officer or local authority shall not prevent the authority or committee by whom the arrangements are made from exercising those functions.

(5) Two or more local authorities may discharge any of their functions jointly and, where arrangements are in force for them to do so, they may also arrange for the discharge of those functions by a joint committee of theirs or by an officer of one of them and subsection (2) above shall apply in relation to those functions as it applies in relation to the functions of the individual authorities.

(6) A local authority's functions with respect to issuing a precept for a rate or borrowing money shall be discharged only by the authority.

AIM

The aim of this document is to clarify the manner in which Queen's Park Community Council has delegated its powers and the authority to spend.

Council

Certain functions cannot be delegated and are therefore reserved to the Council, although an appropriate committee may make recommendations thereon for the Council's consideration:

- Setting the precept and approval of the Council's budget
- Approval of the Annual Accounts
- Completion of the Annual Return including the Governance Statement
- Consideration of an Auditor's report made in the public interest (within one month of receipt).
- The making, amendment or revocation of Standing Orders, Financial Regulations and this Scheme of Delegation
- Adoption or revision of the Council's Code of Conduct.
- Confirmation (by resolution) that the Council has satisfied the statutory criteria to exercise the General Power of Competence
- Appointment of standing and other committees under Standing Order 4d

Other functions which have been retained by Council are:

- Determination and review of the Bank Mandate
- Matters of principle or policy not delegated to a standing committee with executive powers
- Nomination or appointment of representatives of the Council to outside bodies (except approval of attendance at conferences or meetings)
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specifically delegated to a committee
- The making, amendment or revocation of bye-laws
- Agreement to write off bad debts
- Authorisation as to terms and purpose for any application for Borrowing Approval and subsequent arrangements for the loan.
- Approval of any financial arrangement which does not require formal borrowing approval from the Secretary of State (eg hire purchase or leasing of tangible assets)
- Approval of purchase, acquisition by other means, lease, sale or disposal of real property (interests in land).
- Approval of the virement of unspent and available amounts to other budget headings or reserves
- Approval of changes in earmarked reserves as part of the budgetary process

Proper Officer

The Director shall be the Proper Officer and carry out the functions of the Proper Officer and Responsible Finance Officer as provided by the Local Government Act 1972 and other Acts and statutory instruments as set out in the job description for the post. In the absence of the Clerk, the Council must make suitable arrangements to undertake functions delegated to the Proper Officer.

Delegated actions of the Clerk shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time.

The Clerk is specifically authorised to:

- Receive declarations of acceptance of office.
- Receive and publish Members' Registers of Interest in consultation with the District Council's Monitoring Officer
- Receive and grant dispensations under the Code of Conduct after consulting with the District Council's Monitoring Officer; details of all dispensations received and granted to be reported to the Council at the next available meeting.
- Sign and serve on councillors a summons with an agenda to attend Council and committee meetings
- Convene a meeting of the Council if a casual vacancy occurs in the office of the Chairman
- Sign notices or other documents on behalf of the Council
- Receive and hold copies of byelaws made by a principal local authority which affect the Council's area
- Receive and retain plans, notices and documents
- Certify copies of byelaws made by the Council

In addition, the Clerk is authorised to undertake the day to day administration of the Council, to include but not exclusively restricted to:

- Calling extra meetings of the Council or any committee or sub-committee as necessary, having consulted with the appropriate chairman, except those called by the Chairman or members in accordance with Standing Order 6.
- Issuing press releases and statements to the press on the Council's known policies, subject to the provisions of the Council's Press and Media Policy.
- Updating and managing the content on the Council's website
- Making arrangements for the maintenance of the office IT system.
- Disposal of Council records according to legal restrictions and an agreed retention and disposal policy
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- in the first instance, acknowledging and handling all complaints regarding the council (except where the complaint relates to the clerk);
- Making arrangements for the routine maintenance of the Council Office and any other land or premises
- Purchasing basic office equipment and supplies
- Arranging emergency repairs to the Council Office or other Council premises (subject to the council's standing orders and financial regulations.)
- Taking appropriate action arising from other emergencies (in consultation with the Chairman/Vice Chairman of Council or committee chairman as appropriate to the circumstances)
- To engage temporary or seasonal workers and determine their wages and conditions of service
- Managing all employees (not including any variation of employment contracts and not any matters relating to grievances lodged against him/her) of the council and has the authority to take disciplinary action, excluding termination of employment, under agreed procedures;
- Making arrangements to pay salaries/wages and expenses to all employees of the Council (subject to the Council's financial regulations);

- Dealing with day to day matters in relation to the allotments function, in accordance with any policies and decisions of the Environment & Open Spaces Committee or full Council to include issuing Allotment Tenancy Agreements and making arrangements for collecting the deposits.
- Authorising routine recurring expenditure within the agreed budget
- Emergency expenditure up to £1,000 whether or not there is budgetary provision for the expenditure (Fin Regs 3.4)

When the Council delegates a specific task or function to the Proper Officer, the action taken must be reported to the next Council meeting.

Responsible Financial Officer (RFO)

The Responsible Financial Officer (RFO) to the Council is responsible for the Parish Council's accounting procedures and financial records and is accountable for the proper administration of its finances, in line with the current Account and Audit Regulations and the Council's adopted Financial Regulations. The functions and duties of the RFO are set out in the job description for the post of Parish Clerk.

Committees

The Council has appointed and given executive powers to the following committees

- Appeals *
- Communications & Events
- Environment & Open Spaces
- Neighbourhood Planning
Policy & Resources

Delegation arrangements are in accordance with the Terms of Reference which are reviewed on an annual basis by Council.

All Committees are authorised to:

- Approve the Minutes of the last meeting of the Committee for forwarding to Council
- Spend money from budget headings under that Committee's remit up to the limit of the budget and/or named reserve
- Make recommendations on the budget requirement for the Committee for the coming Financial Year.
- Delegate any of their functions to a Sub Committee or officer of the Council.
- Refer any matter back to Council for consideration.

Prepared by
Mrs S J Shippen FCIS, Fellow ILCM, CMC
Locum Director
May 2016

Adopted: 18/5/16
Minute Reference: 007-16/17
Review: May 2017



Adopted 18th May 2016

Appeals Committee Terms of Reference

1. Purpose

Responsible for the Council's appeals process in respect of employee and public complaints made in accordance with the Council's agreed procedures.

2. Responsibilities

- 2.1 To hear and determine appeals under the council's Grievance and Disciplinary procedures from employees.
- 2.2 To hear and determine complaints made against a decision in respect of any provision under the Council's Complaints Procedure

3. Membership

This committee shall have 5 councillors from which any 3 may hear an appeal.

Adopted: 18th May 2016
Review: May 2017

Minute Reference: 010-16/17



Adopted 30/11/16

HR Committee Terms of Reference

1. Purpose

Responsible for the human resources of the Council including volunteers.

2. Responsibilities

- 2.1 To advise Council on issues of the terms and conditions of service including pay and pension provision of employees.
- 2.2 To review and appraise the performance of employees and to recommend adjustment of salary levels.
- 2.3 To ensure the Council complies with all legislative requirements relating to the employment of staff.
- 2.4 To periodically review all employment policies and procedures.
- 2.5 To oversee the appointment and recruitment process of Council employees.
- 2.6 To refer any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- 2.7 To refer any staff grievance in accordance with the Council's Grievance Procedure.
- 2.8 Chairman & Vice Chairman of the Council to provide line-manager function for Director/Clerk, including responsibility for day to day matters, such as authorisation of holiday, sick leave and absence from work. The Director/Clerk to do so for any other staff.
- 2.9 To oversee the deployment of volunteers

3. Membership

This committee shall have 5 councillors.

Adopted: 30.11.16

Minute Reference: 056-16/17

Review: May 2017

Queen's Park Community Council –Standing Orders JUNE 2016



Queen's Park Community Council Standing Orders

How to use standing orders

Standing orders are the written rules of a local council. They are used to confirm a council's internal organisational, administrative and procurement procedures and procedural matters for meetings. They are not the same as the policies of a council but they may refer to them. A local council must have standing orders for the procurement of contracts.

Meetings of full council, councillors, the Responsible Financial Officer and Proper Officer are subject to many statutory requirements. A council should have standing orders to confirm those statutory requirements. A council should have standing orders to control the number, place, quorum, notices and other procedures for committee and sub-committee meetings because these are subject to fewer statutory requirements. If it does not, committees and sub-committees may adopt their own standing orders.

These standing orders have been adapted from the model provided by the National Association of Local Councils (NALC).

Standing orders that are in bold type contain statutory requirements. It is recommended that councils adopt them from the model without changing them. Other standing orders not in bold are designed to help councils operate effectively but do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. For convenience, the word "councillor" is used in standing orders and includes a non-councillor with or without voting rights unless otherwise stated.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the Responsible Financial Officer.

Queen's Park Community Council –Standing Orders JUNE 2016

List of standing orders

1.	Rules of debate at meetings	4
2.	Disorderly conduct at meetings	5
3.	Meetings generally	6
4.	Committees and sub-committees	8
5.	Ordinary council meetings	9
6.	Extraordinary meetings of the council and committees and sub-committees	11
7.	Previous resolutions	11
8.	Voting on appointments	12
9.	Motions for a meeting that require written notice to be given to the Proper Officer	12
10.	Motions at a meeting that do not require written notice	13
11.	Handling confidential or sensitive information	13
12.	Draft minutes	13
13.	Code of conduct and dispensations	14
14.	Code of conduct complaints	15
15.	Proper Officer	15
16.	Responsible Financial Officer	17
17.	Accounts and accounting statements	17
18.	Financial controls and procurement	17
19.	Handling staff matters	19
20.	Requests for information	19
21.	Relations with the press/media	20
22.	Execution and sealing of legal deeds	20
23.	Communicating with District and County or Unitary councillors	20
24.	Restrictions on councillor activities	20
25.	Standing orders generally	20

Queen's Park Community Council –Standing Orders JUNE 2016

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

Queen's Park Community Council –Standing Orders JUNE 2016

- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. in exercise of a right of reply.

- p During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.

- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.

- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.

- t Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.

Queen's Park Community Council –Standing Orders JUNE 2016

- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

- * **Full Council meetings**

- + **Committee meetings**

- < **Sub-committee meetings**

- * a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- * b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- + c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- + * d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions, present petitions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) above shall not exceed 15 minutes unless directed by the chairman of the meeting.

Queen's Park Community Council –Standing Orders JUNE 2016

- g Subject to standing order 3(f) above, a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- + * **l Members of the press or public may photograph, film, make sound recordings or use social media to send comments or reports during a meeting while it is open to the public provided that it is not disruptive and does not detract from the proper conduct of the meeting**
- + * **m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- * **n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council.**
- * **o The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- < + * **p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.**
- < + * **q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5(i) and (j) below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council.

Queen's Park Community Council –Standing Orders JUNE 2016

- r **Voting on a question shall be by a show of hands.**
At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before the vote is taken.
- s The minutes of a meeting shall include an accurate record of the following:
- i. the date and place of the meeting;
 - ii. the names of councillors present and absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - v. if there was a public participation session; and
 - vi. the resolutions made.
- < + * t **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- * u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.
- < + * v **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- w A meeting shall not exceed a period of two hours.

4. Committees and sub-committees

- a **Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.**

Queen's Park Community Council –Standing Orders JUNE 2016

- c **Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman and vice chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - xii. may dissolve a committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.**
- c **If no other time is fixed, the annual meeting of the council shall take place at 6pm.**
- d **In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.**

Queen's Park Community Council –Standing Orders JUNE 2016

- e **The first business conducted at the annual meeting of the council shall be the election of the Chairman and Vice-Chairman (if any) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.**
- g **The Vice-Chairman of the Council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the council, he shall preside at the meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the council, he shall preside at the meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if any) of the Council at the annual meeting of the council, the business of the annual meeting shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;
 - viii. Appointment of any new committees in accordance with standing order 4 above;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
 - xi. Review of representation on or work with external bodies and arrangements for

Queen's Park Community Council –Standing Orders JUNE 2016

reporting back;

- xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;
- xv. Review of the council's and/or staff subscriptions to other bodies;
- xvi. Review of the council's complaints procedure;
- xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- xviii. Review of the council's policy for dealing with the press/media; and
- xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

6. Extraordinary meetings of the council and committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the council at any time.**
- b **If the Chairman of the Council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not or refuses to call an extraordinary meeting within 7 days of having been requested by to do so by 7 members of the committee [or the sub-committee], any 2 members of the committee [and the sub-committee] may convene an extraordinary meeting of a committee [and a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

Queen's Park Community Council –Standing Orders JUNE 2016

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the Proper Officer

- a A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 14 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded electronically and numbered in the order that they are received.

Queen's Park Community Council –Standing Orders JUNE 2016

- h Motions rejected shall be recorded electronically with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer;
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close a meeting.

11. Handling confidential or sensitive information

- a The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

12. Draft minutes

Queen's Park Community Council –Standing Orders JUNE 2016

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i) above.
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(t) above.

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by the Proper Officer with a right of appeal to a meeting of the council and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or

Queen's Park Community Council –Standing Orders JUNE 2016

- a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f) above, dispensations requests shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the council, or committee or a sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or**
 - ii. granting the dispensation is in the interests of persons living in the council's area or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the City Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c The council may:
- i. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

Queen's Park Community Council –Standing Orders JUNE 2016

15. Proper Officer

- a The Proper Officer shall be either (i) the Director or (ii) other person(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors a summons, by email, confirming the time, place and the agenda** provided any such email contains the electronic signature and title of the Proper Officer.
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3 (c) above for a meeting of a committee.
 - ii. **give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);**
See standing order 3(b) above for the meaning of clear days for a meeting of a full council and standing order 3(c) above for a meeting of a committee.
 - iii. subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming his withdrawal of it;
 - iv. **convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - v. facilitate inspection of the minute book by local government electors;
 - vi. **receive and retain copies of byelaws made by other local authorities;**
 - vii. retain acceptance of office forms from councillors;
 - viii. retain a copy of every councillor's register of interests;
 - ix. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
 - x. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
 - xi. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
 - xii. arrange for legal deeds to be executed;
See also standing order 22 below.
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
 - xiv. record every planning application notified to the council and the council's response to the local planning authority electronically;
 - xv. refer a planning application received by the council to the Chairman or in his absence Vice-Chairman of the Planning Committee] within two working days of receipt to

Queen's Park Community Council –Standing Orders JUNE 2016

- facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the planning committee;
- xvi. manage access to information about the council via the publication scheme.

16. Responsible Financial Officer

- a The council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor on the Policy & Resources Committee as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. the council's receipts and payments for each quarter;
 - ii. the council's aggregate receipts and payments for the year to date;
 - iii. the balances held at the end of the quarter being reported

and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and
 - ii. to the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e The year end accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of June. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

Queen's Park Community Council –Standing Orders JUNE 2016

18. Financial controls and procurement

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £25,000.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c **Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.**
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in any manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **Where the value of a contract is likely to exceed £138,893 (or other threshold specified**

Queen's Park Community Council –Standing Orders JUNE 2016

by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2006 (SI No. 5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of council or any committee or any sub-committee is subject to standing order 11 above.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of the council, or if he is not available, the vice-chairman of the council of absence occasioned by illness or other reason and that person shall report such absence to the finance committee at its next meeting.
- c Councillors appointed by the Staffing Sub-Committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Parish Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the Staffing Sub-committee.
- d Subject to the council's policy regarding the handling of grievance matters, the Director shall contact the chairman of the Staffing Sub-Committee or in his absence, the vice-chairman of the Staffing Sub-Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Sub-Committee committee.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Parish Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the Staffing Sub-Committee committee, which shall be reported back and progressed by resolution of the Staffing Sub-Committee committee.
- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.

Queen's Park Community Council –Standing Orders JUNE 2016

- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Director and/or the Chairman of the Council.

20. Requests for information

- a Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman of the council. The council shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

22. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii) above.

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.**

23. Communicating with Unitary councillors

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the City Council representing the area of the council upon request.

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

Queen's Park Community Council –Standing Orders JUNE 2016

25. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9 above. A suggestion of change at annual review may be made by the Proper Officer and considered by Council. The motion shall, when proposed and seconded, stand adjourned without discussion to the next meeting of the council.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Prepared by S J Shippen FCIS, Fellow ILCM, CMC - Locum Parish Clerk
May 2016

Adopted by Council: 1st June 2016
Review: May 2017

Minute Reference: 027-16/17

**QUEEN'S PARK COMMUNITY COUNCIL
FINANCIAL REGULATIONS**

INDEX

1.	GENERAL	2
2.	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	4
3.	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4.	BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5.	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6.	INSTRUCTIONS FOR THE MAKING OF PAYMENTS	9
7.	PAYMENT OF SALARIES.....	11
8.	LOANS AND INVESTMENTS	12
9.	INCOME	13
10.	ORDERS FOR WORK, GOODS AND SERVICES	13
11.	CONTRACTS	14
12.	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	15
13.	ASSETS, PROPERTIES AND ESTATES.....	16
14.	INSURANCE.....	16
15.	CHARITIES.....	17
16.	RISK MANAGEMENT	17
17.	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS.....	17

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

These Financial Regulations were adopted by the Council at its Meeting held on 30TH November 2016.

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three key governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. A breach of these Regulations by an employee may be gross misconduct.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Director has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations as currently in place.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- setting the final budget or the precept (council tax requirement);

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £7,500; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee (Staffing) in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Directors (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed by the Policy & Resources Committee to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Policy & Resources Committee.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each committee shall review its forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of December each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Policy & Resources Committee and the council.
- 3.3. The council shall consider annual budget proposals in relation to revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £7,500;

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Director, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually before the budget is set for the following financial year. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the Director may authorise revenue expenditure on behalf of the council which in the Director's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Director shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the Policy & Resources Committee with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 4.9. Changes in earmarked reserves shall be approved as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council or finance committee. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council or Policy & Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, and submit a schedule for authorisation at the next available council or Policy & Resources Committee meeting.
- 5.5. The Director/RFO shall have delegated authority to authorise the payment of items in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Policy & Resources Committee, where the Director and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Resources Committee;
 - b) An expenditure item authorised previously by resolution or under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy & Resources Committee; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or Policy & Resources Committee.
- 5.6. For each financial year the Director and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which Policy & Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Policy & Resources Committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two signatories on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Director/RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by electronic means, cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council or duly delegated committee.
- 6.4. Electronic payments, cheques or orders for payment drawn on the bank account shall be signed or electronically authorised by two authorised signatories, in accordance with the bank mandate and the schedule presented to council or committee. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and/or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or payment authorisation schedule as appropriate.
- 6.6. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two signatories and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which signatories approved or authorised the payment.
- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the Policy & Resources Committee. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Director/RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Director/RFO and members. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. Any Debit Card issued for use will be specifically restricted to the Director/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or Policy & Resources Committee in writing before any order is placed.
- 6.18. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Director/RFO and shall be subject to automatic payment in full at each month-end.
- 6.19. The council will maintain a cash float with a maximum of £250. All cash received must be banked intact. Any payments made in cash by the Director or other staff (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Policy & Resources Committee, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
- a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the Director must consider a business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The Policy & Resources Committee shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Policy & Resources Committee at least annually.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Director.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.

- 10.2. A member may not issue an official order or make any contract on behalf of the council.
- 10.3. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Director and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
 - b. Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Director shall invite tenders from at least three firms.
 - c. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- d. Such invitation to tender shall state the general nature of the intended contract and the Director shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Director in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- e. All sealed tenders shall be opened at the same time on the prescribed date by the Director in the presence of at least one member of council.
- f. If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Director or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1,000 the Director or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. The European Union Procurement Directive shall apply and the terms of the Public Contracts Regulations 2006 and the Utilities Contracts Regulations 2006 including thresholds shall be followed.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Director to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. ASSETS, PROPERTIES AND ESTATES

- 13.1. The Director shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1000.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Reg. 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

- 14.1. Following the annual risk assessment (per Financial Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15. CHARITIES

- 15.1. Where the council is sole managing trustee of a charitable body the Director /RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Director and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

16. RISK MANAGEMENT

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Director shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2. When considering any new activity, the Director shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Director shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

These Financial Regulations were prepared by Mrs S J Shippen FCIS, Fellow ILCM, CMC based upon the NALC Model document in September 2016.

Adopted by Council: 30.11.2016

QUEEN'S PARK COMMUNITY COUNCIL FINANCIAL REGULATIONS ADOPTED 30.11.2016

Review: May 2017

Core Cover Comparison

Covers	Limit of Indemnity	Hiscox	Ecclesiastical	Inspire / AXA
Public Liability	£10,000,000	Yes	Yes	Yes
Hirers Liability	£5,000,000	Yes	£2,000,000	Yes
Employers' Liability	£10,000,000	Yes	Yes	Yes
Officials Indemnity	£500,000	Yes	Yes	Yes
Libel and Slander	£250,000	£500,000	Yes	£500,000
Employee Dishonesty	£150,000	Yes	Yes	Yes
Personal Accident	£50,000/£250 pw	£100,000/£500 pw	Yes	£100,000/£500 pw
Commercial Legal Expenses	£100,000	Yes	Yes	Yes
Money	£1,000	Yes	Yes	£2,500
Loss of Revenue	£10,000	Yes	Yes	Yes
Increased Cost of Working	£10,000	Yes	Yes	Yes
Motor No claims Excess and Bonus	£250 each	Yes	No	Yes
Contents (away from premises)	£5,000	Yes	Yes	Yes
Defibrillators and Cabinets	£5,000	Yes	Yes	Yes
Keyman cover	£400 pw up to 26 weeks	£250 pw up to max £2,500 in one year	Yes	£250 pw up to max £2,500 in one year
Business Travel	£1,000	Cancellation and curtailment only; option to purchase full cover	No	No
Equipment Breakdown	In line with property sum insured	No	In line with property sum insured	No
Contract Works	£75,000	Yes	No	10% or £100,000
Internet/Email	£50,000	Yes	No	£500,000
Crisis Management	£25,000	Yes	No	£500,000

Came & Company Local Council Insurance (CLCI) is a trading style of Stackhouse Poland Ltd of Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY and is authorised and regulated by the Financial Conduct Authority (FCA) to sell general insurance products.

Registered Office: Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY Registered in England No: 1163431

Dear Ms Shippen,

Queens Park Community Council policy falls due for renewal on 1st June 2017 and I am pleased to confirm that we are able to provide quotations from 3 leading insurers. Came & Company Local Council Insurance have based the renewal quotations on the sums insured (index-linked by 2%) and the covers detailed in the Council's current schedule of insurance.

Specialist Broking

As a specialist, independent insurance broker in the Local Council sector, Came & Company Local Council Insurance are different. We offer more than just comprehensive insurance products for Councils. When you arrange insurance cover with Came & Company Local Council Insurance you can expect:

- Proactive, professional advice and support
- Bespoke and comprehensive cover
- Passion for protecting the work of good people in their communities
- Expert advice to help you prevent against potential issues
- In-house claims assistance from our dedicated Claims Team.
- The opportunity for one of our Account Executives to visit the Council and to provide you with information and assistance
- Resources including newsletters, training sessions and a dedicated website
- A premium that offers best value, the cost of which does not come at the expense of personal service
- The ability to fulfil your standing orders and obtain **three insurance quotations** for your Council

Principal Sponsor

We continue as principal sponsor of the SLCC, a significant endorsement of our business, and we are rightly proud of this. The first year has been an exciting time, we have not only consolidated our position as an insurer for Parish and Community Councils, but have also provided an alternative market for Town Councils.

We will be present at all SLCC events throughout 2017, and look forward to meeting existing and new clients throughout the year.

Your Community

Also available through Came & Company Local Council Insurance is our Charity & Not-for-Profit policy which provides the same levels of essential insurance cover offered to our Council clients. This reinforces our belief that good people doing the right thing for their communities must be properly insured whilst doing so.

If there are any such organisations in your area, that you think would benefit from our assistance, we would be delighted to talk to them.

Core Covers

With Came & Company Local Council Insurance you automatically receive the following:

Public Liability - Any socially responsible Council should have this indemnity during times of increasing litigation. This will provide protection against your legal liability for bodily injury to third parties or property damage occurring on property for which the Council is legally responsible - as a direct result of the Council's negligence.

Employers' Liability - This covers the legal liability of the Council for negligence following death or bodily injury or disease sustained by Employees, Councillors and Volunteers during and arising out of the course of their employment, including Corporate Manslaughter and Homicide. If the Council has employees then Employers' Liability is a legal requirement.

Hirers' Indemnity - If the Council insures a building this covers legal liability for hirers (small groups or individuals - non-commercial) of Council premises, should injury or damage to the property occur during the period of the hire.

Officials' Indemnity - This provides cover for legal liability claims arising from any negligent act, error or omission committed in good faith by any employee or official of the Council.

Libel and Slander - This cover provides protection against a verbal or written comment, made by the Council, which a member of the public considers to be incorrect or damaging and as a result seeks financial compensation.

Fidelity Guarantee - This provides cover against acts of fraud or dishonesty by any official of the Council, or a number of officials in collusion, and any subsequent loss of property.

Personal Accident - The Personal Accident section covers Employees, Councillors and Volunteers up to the age of 90 as standard.

Money cover is included - Money cover provides for loss of money up to £1,000 to the Council when carried by Employees, for example to and from the bank, together with personal accident assault cover for persons aged between 16-90.

Property is covered on an all-risks basis. Theft and Accidental Damage is included as standard.

Increased Cost of Working - We automatically provide cover up to £10,000 for a period of 12 months, reducing the financial impact for the Council, should the Council incur additional expenditure as the result of an insured event.

Loss of Revenue - We automatically provide cover up to £10,000 a period of 12 months, reducing the financial impact for the Council, should the Council incur a Loss of Revenue as the result of an insured event.

Commercial Legal Expenses - This cover provides protection for the Councillors and Clerk acting in their capacity as officials for the Council, against the cost of potential commercial legal disputes, legal advice and representation; including employment, tax and contract disputes.

Queens Park Community Council Quotations

In addition to the above core covers our insurer panel can provide enhanced levels of protection and additional covers where appropriate.

Inspire

Inspire enters the Local Council insurance sector in 2017 and are using AXA as their insurance provider. Inspire, via Axa, is providing **rradar** to the local council sector. **rradar** offers an online business resource alongside their teams of specialist industry advisors and solicitors who are on the end of a phone. There are a number of dedicated teams available to offer support and advice to help resolve any situation that may arise

whilst running your Council. As part of the **rradar** service clients have unlimited access to a comprehensive database of compliance and risk management information in the following areas: Employment and Human Resources; Health and Safety; Environment; Company and Commercial; Compliance, Governance and Legal Duties; Risk Management.

Inspire's policy also offer the following benefits:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Contract Works cover up to 10% or £100,000
- Internet and Email cover up to £500,000
- Crisis Management cover up to £500,000
- Defibrillators and Cabinets cover up to £5,000
- Enhanced Libel and Slander cover of £500,000
- Enhanced Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £1,039.68 inclusive of insurance premium tax (at the prevailing rate).

Hiscox

Hiscox entered the Local Council insurance sector in 2014 and are one of the UK's most highly respected insurance companies. Hiscox pride themselves on the excellent concierge claims service they provide to their policyholders.

The Hiscox policy benefits from:

- Key person cover of £250 per week up to max £2,500 in one year
- Legal Expenses cover of £100,000
- Motor Policy no claims bonus and policy excess up to £250 per claim
- Business travel, cancelation and curtailment up to £1,000 for any one claim
- Contract Works cover up to £75,000
- Internet and Email cover up to £50,000
- Crisis Management cover up to £25,000
- Defibrillators and Cabinets cover up to £5,000
- Libel and Slander cover of £500,000
- Hirers Liability of £5,000,000
- Personal accident capital benefit of £100,000 and weekly benefit of £500

This quotation is £1,113.49 inclusive of insurance premium tax (at the prevailing rate).

Ecclesiastical

Ecclesiastical provide industry expertise and bring specific knowledge of heritage buildings, art work and regalia. They pride themselves on the claims service they provide their policyholders.

Ecclesiastical policy benefits from:

- Key person cover of £400 per week up to 26 weeks
- Libel and Slander cover of £250,000
- Hirers Liability of £2,000,000
- Legal Expenses cover of £100,000
- Equipment breakdown cover

This quotation is £1,169.17 inclusive of insurance premium tax (at the prevailing rate).

Please find attached a comparison sheet noting details of cover for each of the above insurance providers.

Recommendation

Having checked with our three insurance providers, we recommend Queens Park Community Council accepts the Inspire quotation which has an annual premium of £1,039.68 including insurance premium tax, as this meets the Council's insurance requirements.

Should Queens Park Community Council wish to enter a 3-year binding agreement with Inspire, the annual premium can be reduced by a further 5%, giving a premium of £987.69, including insurance premium tax.

The UK Government have announced a further increase of 2% to Insurance Premium Tax (IPT) with effect from the 1st June 2017. This increase is reflected in your renewal premium.

Important Documents

We have pleasure in attaching the Council's schedule of insurance for your records. We would recommend that the Council check the details carefully to ensure that they meet with the Council's requirements. In the event the Council require the policy to be amended, we would be grateful if you could advise us as soon as possible so that Inspire can be instructed accordingly.

You will also find attached your Employers' Liability Certificate from Inspire, a copy of which should be displayed at all of the Council's premises to comply with the relevant legislation:

- As a paper copy, eg copy pinned to a notice board
- Electronically, eg as a page on your intranet or as a document in a shared folder on your network (nb employees should be able to access this easily)

Please find attached a copy of the Inspire Policy Summary. We have also attached our Terms of Business, Statement of Demands and Needs and Remittance Advice.

We strongly recommend that you familiarise yourself with these documents as they contain important information explaining the terms under which we operate; including how we handle your payment, and how and why we have selected the insurer. A specimen of the full policy wording is available on request.

Duty of Fair Presentation

Your Council renewal quotation is based upon the information previously provided to us and held by your insurers and the attached statement of fact, details of which are shown on the attached schedule.

If you wish to proceed with renewing the Council's cover, you must be sure that none of this information has changed (or, if it has, you must tell us about the changes before we arrange cover).

Additionally, under the Insurance Act 2015, you now have a new duty to provide a 'fair presentation' of the risk to insurers, which replaces the previous duty to disclose all material facts. This means that the Council must now clearly disclose every material circumstance which you, your Councillors or persons responsible for arranging your insurance, know or ought to know following a reasonable search. A material circumstance is one that may influence an insurer's judgement over whether to take the risk and, if so, on what terms. If you are in any doubt as to whether a circumstance is material the Council are advised to disclose it.

Please note that failure to disclose a material circumstance may entitle the insurer(s) to impose different terms on your cover or reduce the amount of a claim payable. In some cases the Council's cover could be invalidated, which would mean that a claim would not be paid.

Next Steps

Came & Company Local Council Insurance are the only truly specialist independent Broker in the sector; and when it comes to your insurance matters, we have your best interests at the heart of our business.

We are passionate about protecting the work of good people in their communities, and by providing you with our expert advice we are helping to prevent potential issues. We aim to do these things for a premium that offers best value, the cost of which does not come at the expense of our personal service.

In obtaining renewal quotations from Came & Company Local Council Insurance, we have obtained the best terms and cover for your Council. I trust that you will find our quotation to be competitive and look forward to continuing to provide for your insurance needs.

To renew the policy cover please contact Came & Company Local Council Insurance on 01483 462860 or via renewals@cameandcompany.co.uk confirming the insurer, premium and if the Council wishes to enter a long-term agreement.

Should you have any questions or require any amendments to the quotation, please do not hesitate to contact the office.

Yours sincerely,

The Local Council Insurance Renewal Team



Adopted 18th May 2016

QUEEN'S PARK COMMUNITY COUNCIL PROCEDURE FOR HANDLING COMPLAINTS FROM THE PUBLIC

OPENING STATEMENT

Queen's Park Community Council recognises that the Local Government Ombudsman has no jurisdiction over Parish, Town or Community Councils in England and Wales and therefore in the interests of reasonableness, accessibility, and transparency has put in place its own Complaints Procedure based on recommended good practice by the National Association of Local Councils (NALC).

A complaint is an expression of dissatisfaction by one or more members of the public about the Parish Council's action or lack of action or about the standard of a service, whether the action was taken or the service provided by the council itself or a person or body acting on behalf of the council. The purpose of a complaints procedure is to put things right if things go wrong. At all times the rules of natural justice will apply.

GUIDELINES

It will not be appropriate to deal with all complaints from members of the public under a complaints procedure. Councils should consider engaging other procedures/bodies in respect of the following types of complaint:

Type of conduct	Refer to
Financial irregularity	Local elector's statutory right to object to Council's audit of accounts pursuant to s.16 Audit Commission Act 1998 On other matters, councils may need to consult their auditor
Criminal activity	The Police
Councillor conduct	A complaint relating to a member's failure to comply with the Code of Conduct must be submitted to Westminster City Council's Monitoring Officer
Employee conduct	Dealt with by internal disciplinary procedure

Important Notes

(i) The procedure that follows is therefore aimed at those situations where a complaint is made about the administration of the Community Council or about its procedures. It is not an appropriate forum for a complaint against individuals, as the provisions above cover these situations.

(ii) The procedure is designed for those complaints that cannot be satisfied by less formal measures or explanations provided to the complainant by the Director or other officer or the Chairman of the Council.

COMPLAINTS FROM THE PUBLIC PROCEDURE

Aims:

- To provide a standard and formal procedure for considering complaints either made by complainants directly or which have been referred back to the Community Council from other bodies.
- To ensure that complainants feel satisfied that their grievance has been properly and fully considered.
- To make the process reasonable, accessible and transparent.
- At all times, the rules of natural justice will apply and all parties shall be treated fairly.

Dealing with a complaint

- On receipt of a written complaint, the Director (except where the complainant is about his or her own actions) or Chairman of the Council (if the complaint relates to the Director), will undertake an investigation of the facts of the complaint and collate relevant evidence before seeking to settle the complaint informally directly with the complainant. This will not be done without first notifying any person complained about and giving him or her an opportunity to comment. Efforts should be made to resolve the complaint at this stage.
- Where the Director or a Councillor receives a written complaint about the Director's actions, he or she shall refer the complaint to the Chairman of the Council (or Vice Chairman if the complaint also involves the Chairman) who will follow the process identified above. The Director will be formally advised of the matter and given an opportunity to comment.
- The Director (or Chairman) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
- The Director (or Chairman) will report any complaint that has not been resolved to the next meeting of the Council. The Council will then refer it to the Appeals Committee to deal with the complaint. The Committee will decide whether to offer the complainant the opportunity to submit verbal or other evidence, and whether they may be accompanied by a friend to any meeting. The Director will notify the complainant of the date on which the complaint will

be considered by the Committee and whether the complainant will be offered an opportunity to explain the complaint to the Council.

Before the Meeting (Hearing)

1. Seven (7) clear working days prior to the meeting (i.e. excluding weekends and public holidays), the complainant shall provide the Community Council with copies of any documentation or other evidence, which they intend to refer to at the meeting. The Community Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

At the Meeting (hearing)

6. The Appeals Committee shall consider whether the circumstances of the meeting warrant the exclusion of the press and public. Any decision on a complaint shall be announced at the next full Council meeting in 'open session.'
7. The Chairman shall introduce everyone.
8. The Chairman to explain the procedure.
9. Complaint (or representative) to outline grounds for complaint.
10. Committee Members to ask questions of the complainant.
11. If relevant, the Director or other nominated officer, to explain the Council's position.
12. Committee Members to ask questions of the Director or other nominated officer.
13. The Director or other nominated officer and complainant to be offered the opportunity of the last word (in this order – i.e. Director/officer followed by complainant).
14. The Director or other nominated officer and complainant to be asked to leave the room while the Committee Members decide whether or not the grounds for the complaint have been made. If a point of clarification is necessary, both parties to be invited back.
15. The Director or other nominated officer and complainant return to hear the decision, or to be advised when the decision will be made.

After the Meeting (Hearing)

16. Decision confirmed in writing within seven (7) working days together with details of any action to be taken.

Adopted: 18th May 2016

Minute number: 017-16/17
Review: May 2017



Adopted 18th May 2016

QUEEN'S PARK COMMUNITY COUNCIL

PROCEDURES FOR HANDLING REQUESTS MADE UNDER

THE FREEDOM OF INFORMATION ACT 2000

AND DATA PROTECTION ACT 1998

FREEDOM OF INFORMATION

The Community Council is required to adopt a Publication Scheme, this scheme will enable members of the public to view and access information held by the Community Council.

Obtaining Information and Information held

There are three ways to obtain the information:

- Council web site - The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.
- Inspect Documents held by the Director - If you wish to view certain documents, you should contact the Director, either via the facility on the web site, by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. There may be a charge if you require copies of documents.
- Individual Written Request - If the information is not included in the publication scheme or on the web site, you may send a written request to:

The Director, Queen's Park Community Council, Office 1, Beethoven Centre, Third Avenue, London, W10 4JL or director@queensparkcommunitycouncil.gov.uk

Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photocopying and postage; and
- When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Director (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Director at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Email: mail@ico.gov.uk

DATA PROTECTION POLICY

Queen's Park Community Council recognises its responsibility to comply with the Data Protection Act 1998. The Act regulates the use of personal data. This does not have to be sensitive data, it can be as little as a name and address.

The Data Protection Act

The Data Protection Act 1998 sets out high standards for the handling of personal information and

protecting individuals' rights for privacy. It also regulates how information can be collected, handled and used. The Data Protection Act applies to anyone holding information about people electronically or on paper. The Community Council has a number of procedures in place to ensure that it complies with The Data Protection Act 1998 when holding personal information.

When dealing with personal data Queen's Park Community Council staff and Councillors must ensure that:

- Data is processed fairly and lawfully. This means that information should only be collected from individuals if staff and Councillors have been open and honest about why they want the information.
- Data is processed for specified purposes only.
- Data is relevant to what it is needed for. Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- Data is accurate and kept up to date. Personal data should be accurate, if it is not it should be corrected.
- Data is not kept longer than it is needed.
- Data is processed in accordance with the rights of individuals. This means that individuals must be informed, upon request, of all the information held about them.
- Data is kept securely. This means that only staff and Councillors can access the data. It should be stored securely so it cannot be accessed by members of the public.

Storing and accessing data

Queen's Park Community Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of information. If, for example, a member of the public gives their phone number to staff or a member of the Community Council, this will only be used for the purpose it has been given and will not be disclosed to anyone else.

Queen's Park Community Council may hold information about individuals such as their addresses and telephone numbers. These will be kept in a secure location by the holder of the information and are not available for public access. Once data is no longer needed, is out of date or has served its use, it will be shredded or deleted from the computer.

The Community Council is aware that people have the right to access any information that is held about them.

Data Protection Subject Access Procedures and Guidance

1 Making a Subject Access Request (SAR)

1.1 Applicants must make their request in writing either manually or electronically.

1.2 Unless the applicant is clearly known to the Council, the applicant may be expected to supply proof of identity with the application. These may include copies of driving licence, passport or birth certificate in addition to other relevant information confirming the applicant's address e.g. copy of a utility bill.

1.3 Requests submitted by a nominated representative (e.g. Solicitor) acting on behalf of an individual should obtain the individual's consent in writing and include a copy of this with the request.

1.4 Queen's Park Community Council is legally obliged to comply with all subject access requests within 40 calendar days of receipt of request and the fee, or, within 40 calendar days of receipt of verified proof of identity and the fee.

2 Charging for subject access requests

2.1 A fee of £10 must be requested promptly on receipt of the subject access request. The 40 calendar day deadline will not begin until the fee has been received from the applicant.

2.2 This charge applies to both electronic and manual information. The fee covers the cost of either viewing or providing copies of the information. No further charges may be made by the Community Council to cover photocopying or postage fees.

2.3 If the fee has not been received with the initial application but all of the necessary information required to process the request has been included, a request for payment should be sent to the applicant. The 40 calendar day counter is then halted on the day that the request is sent and re-started when payment has been received

3 Procedure for processing subject access requests

3.1 Stage 1 – receipt of request

3.1.1 Subject access requests should always be received in writing.

3.1.2 If the request has sufficient information to be processed and the applicant's identity has been proven (and consent provided if via a nominated representative) and the fee has been received, the Director (Data Protection Officer (DPO)) will acknowledge receipt stating that their request will be processed within 40 calendar days. It may be necessary to ask the applicant to specify the scope of the request (eg for them to give the parameters of a specific time frame).

3.1.3 If the applicant has not supplied sufficient information for the request to be processed, or sent the fee, the DPO will request the applicant to provide it. The 40 calendar days will then start upon receipt of the missing information and the fee.

3.1.4 If the request is from a representative of the individual, a letter of consent must be included with the request.

Stage 2 – processing of request

3.2.1 Once the DPO has validated the request by making the appropriate checks, an acknowledgement should be sent to the applicant notifying them when they should expect to receive a response.

3.2.2 A search of all relevant databases and filing systems (including archived systems) within the specified scope of the request should be initiated.

3.2.3 Types of personal information that might be held by the Community Council are:

- Personnel/human resources files if the applicant is/was a member of staff or applied for a post within the organisation
- Complaints files
- Payments made or received by the applicant
- Responses to consultations

Stage 3 – Reviewing the information

3.3.1 All information that has been collated by the DPO must be carefully reviewed by a member of the Community Council independent of the request.

3.3.2 If any 'third party' individual is named or has provided information about the applicant, the following must be considered prior to releasing the information:

- Is it possible to comply with the request without revealing information which relates to and identifies any third party individuals? If so the third party information must either be

removed prior to releasing the information or alternatively consent of the individual/s must be obtained.

- If a third party individual does not consent to releasing the information and the DPO is not satisfied that it would be reasonable to disclose the information, it should be withheld. However, as much of the information requested should be given without disclosing the identity of the third party where possible unless it is reasonable given all of the circumstances to disclose without consent.

3.3.3 If the third party information has previously been provided to or is already known by the applicant, or it is generally available, it would be considered reasonable to disclose the information without third party consent.

3.3.4 A record should be made with details of the course of action and reasoning behind why consent was not sought or considered not appropriate.

3.3.5 The DPO must check the information thoroughly to ensure that any codes or acronyms are explained to the applicant.

3.3.6 It must be decided by the DPO whether there are any grounds for withholding the information under the Acts exemptions. Examples include safeguarding national security, crime and taxation and parliamentary privilege.

3.3.7 Any police requests recorded by the DPO should NOT be routinely disclosed when dealing with a subject access request without considering the following:

- How long is it since the police request was received i.e. is the investigation now closed?
- What details were obtained from the police officers requesting the information? If there is any doubt as to whether the information regarding police requests should be disclosed, enquiries will be made to establish if releasing the information would prejudice the detection and prevention of a crime.

3.3.8 The DPO to make a record detailing any information that is withheld and the exemptions used.

Stage 4 – releasing / refusing the information

3.4.1 As soon as the request has been processed, a hard copy of the information which has been judged to be the applicant's personal data, redacted as necessary, should be released using the applicant's preferred method i.e. sent via mail, collection or viewing.

3.4.2 If the information is to be sent to the applicant, it should be sent by Special Delivery marked 'Private and Confidential', 'Addressee only' and packaged securely in a double envelope. The Special Delivery reference number should be recorded.

3.4.3 If the applicant has chosen to collect the information from the DPO, then a receipt will be required to be signed and, if the applicant is not known to the DPO, photographic ID (e.g. passport or driving licence) must be provided to confirm the recipient's identity.

3.4.4 If the applicant has chosen, and the Community Council has agreed, to allow the information to be viewed, the DPO will write to the applicant to arrange a convenient time and place that is both suitable to the DPO and the applicant within 40 calendar days of receipt of the fee.

3.4.5 Ideally the viewing should be of photocopied information. Any copies required by the applicant can then be removed as they are being viewed.

3.4.6 If there is no other choice but to view the original record, the process must be witnessed by the DPO and a member of the Community Council who must ensure that the applicant is not left alone with the records at any time.

3.4.7 Up to a maximum of one hour will normally be allowed for the applicant to spend viewing the information. However this time may be extended, if justified, with the DPO's discretion. The applicant will be informed of the time allowance prior to and as a condition of the viewing.

3.4.8 Following release of the information, copies of the documentation should be stored manually in accordance with the Records Management Procedures. However any redacted documents will be retained in accordance with the requirements of the Data Protection Act. The date of release and file reference should then be recorded by the DPO.

3.4.9 If the application has been denied, restricted, or no information has been found, the applicant should be notified in writing. There is no requirement to explain the reason for denying or restricting the information. However the DPO may consider disclosing if this would not contravene any of the Act's principles.

3.4.10 All decisions must be recorded by the DPO.

4 Dealing with requests from the Police

4.1 In addition to the Act, personal information is also protected by the common law duty of confidentiality. This duty requires that confidential information may only be disclosed:

- With the consent of the individual to whom the information relates
- If there is a legal requirement e.g. court order, Act of Parliament
- If it is in the public interest i.e. the public interest in the specific circumstances outweigh the individual's right to privacy

4.2 There is no legal obligation for the Community Council to disclose information to the police without a court order. However, the Community Council may consider releasing the information following a request made by the police, under the DPA (Section 29) or the Crime and Disorder Act (Section 115) without the subject's consent for the purposes of the prevention or detection of crime or the apprehension or prosecution of offenders

4.3 It is essential that prior to releasing personal information without consent, the DPO is assured that the public interest in the specific circumstances outweigh the individual's right to privacy. The factors that should be considered are:

- Whether there is a threat to public health and safety
- Whether there is a risk of death or serious harm to the individual concerned or other individuals
- The circumstances of the matter under investigation It will be the DPO's decision whether to release information, without consent, under either Section 29 or Section 115.

4.4 It is mandatory to comply with a court order requiring release of personal information.

4.5 Requests should be submitted on a Section 29 or Section 115 police request form containing full details of the data subject and reason for requiring information. It should be signed by a senior police officer of the minimum rank of Inspector. It should also be clear whether the police have the consent of the individual.

4.6 The DPO must record the request and process it as soon as possible.

4.7 A charge will not be made to the police for subject access requests.

4.8 When the information is ready for release, the DPO should arrange for it to be sent to an address and by a secure means agreed with the police officer signing the SAR.

4.9 If an agreement has been made for the information to be collected, the DPO should make the necessary arrangements. The police officer collecting the information must provide proof of identity e.g. warrant card.

4.10 The DPO must record the date that the information was sent or collected.

4.11 A paper copy of the information released should be retained for a minimum of 3 years.

5 Complaints & feedback

5.1 Comments and feedback about the discharge of the duties of Community Council with regard to the Act will be dealt with by the Council's Data Protection Officer who will inform the Community Council accordingly.

5.2 All complaints will be dealt with in conjunction with the Community Council's Complaints policy and procedures.

Confidentiality

Queen's Park Community Council staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Queries or questions in relation to this procedure should be addressed to the Director

Adopted: 18th May 2016

Minute Reference: 018-16/17

Review: May 2017



Adopted 18th May 2016

QUEEN'S PARK COMMUNITY COUNCIL

Press/Media Policy

Queen's Park Community Council welcomes enquiries from the press and media and recognises that our relationship with the press helps us communicate with residents. The aim of this policy is to ensure that the Community Council is seen to communicate in a professional and objective manner. This policy should be read in conjunction with the Members' Code of Conduct.

The Council's approach to the media should be:

- Open and honest
- Proactive
- Responsive and timely

There are two types of press release:

Official Council Releases

An official Council press release is made on behalf of the Council as a whole and will be written by an Officer and issued by the Director. It is non-party political and includes a quote from the relevant Councillor(s) if appropriate. This is usually the Chairman of the Council or Committee Chairman.

Councillor Press Release

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and should NOT include the name of a Council Officer or a Council telephone number as a point of contact. It would be beneficial for copies of intended releases, especially those of a factual nature, to be provided to the Director. Councillors seeking advice can contact the Director.

Press Release Protocol

The following forms the Protocol for Council Members and Officers:

- All official Council press releases will include a quotation from the relevant Councillor (if appropriate). In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- In line with service standards all official Council press releases are to be issued on a template provided by the Director. This template includes the Community Council logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Director is the first line of decision making in terms of what is newsworthy for official press releases, and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.
- In the years when elections occur, during periods from the issue of Notice of Election until the day of the Election, Officers will issue no releases quoting Council Members. During this time any quotes will be from Officers.
- The role of Officers is to advise and provide support and advice to Council members in their communication activities.
- Council Members are solely responsible for the writing and distribution of all councillor press releases and any Editors Letters to the media.
- Council Member releases must not use the Community Council logo, or use the Council or an Officer as a point of contact.
- Officers and Council Members must act reasonably and responsibly.
- Council Members are reminded that they must not miss-use Council resources for political or other inappropriate purposes. Should the Council receive a Freedom of Information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure or the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.
- In general, the Director will be responsible for interpretation of the Protocol.

Adopted: 18th May 2016
Minute Reference: 019-16/17
Review: May 2017

Council 17 May 2017
028-17/18

The Avenues
YOUTH PROJECT

The Avenues Youth Project
3-7 Third Avenue,
London W10 4RS
Tel: 0208 969 9552
info@avenues.org.uk

WWW.AVENUES.ORG.UK

Sam Shippen, Director
Queen's Park Community Council
Office 1 Beethoven Centre
Third Avenue
London W10 4RS

8th May 2017

Queen's Park Community Council Funding 17/19

Dear Sam,

Following our recent telephone call I write to thank the Community Council on their decision to fund the Avenues Youth Project £20,000 a year for two years from April 2017 towards our core costs.

You asked specifically for details of our strategy to overcome the funding shortfall suffered as a result of Local Authority cuts to Youth Services.

The financial plan is evolving, and this year is 'disaster recovery'. We aim to be back on an even footing in three years' time, and are pursuing a growth model beyond that to enable us to develop the activities on offer for young people.

The strategy has been more fully set out in our previous paper to the QPCC, but the financial assumptions are what I understand the Community Council wishes to have a better handle on to ensure our viability.

Please therefore see attached an overview of the assumptions we have included in our financial forecast, colour coded to indicate the degree of risk. Clearly, we can be more confident of this year's assumptions than next year's, but these are being reviewed by the Finance Committee, a sub-committee of the Board of the Avenues Youth Project, on a monthly basis. The Finance Sub-Committee is chaired by our Treasurer, Head of Finance Operations for Visa Europe, and has established checks and controls to ensure that if we do not convert on our assumptions and bring in the levels of income anticipated, that we are able to adjust spend accordingly and ensure we maintain adequate reserves and remain solvent.

Please also find an invoice for this years' grant attached.

Yours sincerely

Fabian Sharp



Avenues Youth Project 2017/18 and 18/19 projections:

2017/18

Restricted income

Projects various £45,000

Capital £60,000

Unrestricted Income

Board Fundraising £24,000

Rental Income £74,000

Income generation £7,000

Core Grants £96,500

Key:

Green – Low Risk or Secured already;

Orange – Medium Risk – Funds not yet secure diverse efforts planned and underway.

Red – High Risk – Unknown likelihood of success.

This leaves a fundraising target of circa £50K against our planned programme which was agreed by the Board in this year's budget. We usually begin the year with a fundraising target of circa £30K, so we don't feel that this is unrealistic. In addition we have appointed specialist fundraisers to support the Director in our efforts to achieve our projections. We are also putting together a group of local supporters arising from the fundraising dinner to plan future fundraising events.

We have submitted a total of 6 funding applications so far this financial year.

2018/19

At this stage we are anticipating a small increase in income on the current financial year owing to increased takings from earned income. However, this is a new area of our work and not yet tried or tested and consequently remains a risky assumption.

Our activities will not be greatly affected if we do not hit this target, as it represents a small percentage of our turnover.

In addition we anticipate that some of the effort we are currently putting into developing partnerships and relationships with funders will pay off by this time and that this will further strengthen the programme for both juniors and seniors.

Furthermore, our financial projections do not take into account the contribution pro-bono that we secure from businesses and volunteers, which also has a monetary value by reducing the costs of delivering our programme.

As owners of the building Avenues Youth Project is lucky compared to many youth clubs, as we can generate income that will ensure we shalln't disappear. With support from the QPCC and others we are confident that we can plan an improved programme of after school support for local children and young people.



Council 17 May 2017
028-17/18

To: Queen's Park Community Council

INVOICE

Date: 8th May 2017

Our Ref: 3084

Core Grant 2017/18	£20,000
Total	£20,000

Bacs payments:

Bank Name: The Royal Bank of Scotland

Account Name: The Avenues Youth Project No 1 A/C

Sort Code: 16.00.48

Account No: 14101210

Cheque payments:

Please make cheques payable to 'Avenues Youth Project'

Payment Terms - 14 days

Council 17 May 2017
028-17/18

3-7 Third Avenue, London, W10 4RS

Tel: 020 8969 9552 Fax: 020 8969 3072 info@avenues.org.uk

UK registered Charity No 1090210

SUPPORTED BY



**JOHN LYON'S
CHARITY**

The Avenues Youth Project is registered in England and Wales. Company No. 04045031. Registered Charity No: 1090210.

Hello Paul,

Hope you are well,

Please see below the summary of our yesterday walkabout,

Site 1 and Site 2 Options:

Option 1 : Proposal is to retain site 1 (**Ilbert St junction with third Avenue**) and remove site 2 for a trial period of 8 weeks (**Ilbert Street junction with fourth Avenue**) and monitor behaviour changes

Option 2 : Proposal is to remove both Site 1 and Site 2 and install a new site opposite house number 36, behind basketball court brick wall. This proposal will have an impact on parking arrangements and need a capital investment around £12-14k

Site 3 options: (Ashmore Road junction with Shirland Road)

Option 1: Proposal is to remove the entire site for a trial period of 8 weeks and encourage local residents to use weekly line collections and Marban Road MRC/BBB site as an alternative site which is around 100 yards from site 3.

Site 4 : (Ashmore Road junction with Marban Road)

Option 1: To retain this site and increase recycling capacity by extra bin (1280L additional capacity) to address site 3 removal plan

Hope I have covered it all, if not please tweak as necessary and confirm actions following your consultation with your colleagues and cabinet member.



**QUEEN'S PARK COMMUNITY COUNCIL
OFFICE USE POLICY**

Queen's Park Community Council has an office within Office 1, Beethoven Centre, Third Avenue from which the Director and other staff work.

In order to protect the Council's assets, a lock will be fitted to the office door, keys for which will be held by The Director and the Chairman of the Council.

Councillors may use the office in pursuance of their duties as councillors but not for political or personal purposes. To facilitate use whilst being able to monitor and regulate use of the office whilst the Director is not present, a key will be held by the Beethoven Centre staff and may be signed for by councillors wishing to use the office for their duties as a councillor or other approved duties on behalf of the Council.

Wherever possible, an advance booking should be made via the Director who shall inform the Beethoven Centre staff accordingly.

Use of the office will be kept under review by the Policy & Resources Committee on at least an annual basis.

Policy Agreed: 23/3/2016

Policy Review: Summer 2017



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 21st June 2017** commencing at **6.00pm**.

Sam Shippen, Locum Director

14th June 2017

AGENDA

- 032-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 033-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 034-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Annual Council Meeting held 17th May 2017 for confirmation and signing as a correct record.
- 035-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public.
(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman.)
- 036-17/18 Appeals Committee**– in accordance with Standing Orders 5i.vii and 4d to appoint two members for the 2017/18 municipal year deferred from the previous meeting.
- 037-17/18 Working Groups** – to agree the appointment of Working Groups and their champions for the 2017/18 municipal year deferred from the previous meeting.
- 038-17/18 Press/Media & Social Media Policies** - in accordance with Standing Order 5i.xviii to review the council's procedures for dealing with the press/media deferred from the previous meeting.
- 039-17/18 Office Use Policy** – to consider a review of the policy, deferred from the previous meeting.
- 040-17/18 Planning Applications** – to consider response to the attached list of planning applications.
- 041-17/18 Grants** – to consider recommendations from the Grants Panel.
- 042-17/18 Summer Festival** – to receive an update on preparations for the Summer Festival.
- 041-17/18 Items for future meetings** – to consider the priority of items for future meetings.



Council 17.05.2017 –
001-17/18– 031-17/18

QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Annual Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday 17th May 2016 commencing at 6.00pm.

Present: Councillors Susanna Rustin (Chairman), Philip Andokou, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Julius Hogben, Emma Morgan, Eartha Pond, and Angela Singhate.

Also Present: Sam Shippen, Locum Director; Lindsey Brown, Community Development Officer; Kevin Harris, incoming Chief Officer; and three members of the public.

001-17/18 Election of Chairman

RESOLVED: that Councillor Susanna Rustin be re-elected Chairman of the Community Council for the 2017/18 municipal year.

002-17/18 Chairman's Declaration of Acceptance of Office

As Councillor S Rustin was re-elected a declaration of acceptance of office was not signed as none exists.

003-17/18 Election of Vice-Chairman

RESOLVED: that Councillor Eartha Pond be re-elected Vice-Chairman of the Community Council for the 2017/18 municipal year.

004-17/18 Apologies for absence

Apologies for absence were received from Councillor Emma Sweeney.

005-17/18 Declarations of Interest

Councillor E Pond declared an interest in item 28 as a Trustee of The Avenues Youth Project.

006-17/18 Minutes of the Previous Meeting

RESOLVED: that the minutes of the Council Meeting held 8th March 2017 be confirmed as a correct record and signed by the Chairman.

6.10pm Councillors P Andokou and A Singhate entered the meeting.

007-17/18 Public Session

A resident questioned why QPCC has not tackled WCC over the lack of social and affordable housing at the Jubilee Sports Centre and commented that residents of Brent are paying less for services. She requested that the Council consider this further.

6.19pm Councillor K Cowan entered the meeting.

The Chairman advised that she was swapping agenda items 8 and 9.

009-17/18 Proposed New Meeting Structure

Council was briefed on the proposal from Councillor Katie Cowan.

RESOLVED that a new structure be **AGREED** whereby Council would meet monthly other than in August and December; committees other than HR and Appeals be abolished.

008-17/18 Committee Minutes/Reports

RESOLVED:

that the minutes of the following Committees be **ADOPTED:**

Communications & Events Committee – 18/1/17; Neighbourhood Planning Committee – 1/3/17 & 5/4/17; Policy & Resources Committee – 14/12/16 & 8/2/17.

That the minutes of the following Committees be **APPROVED & ADOPTED:**

Communications & Events Committee 19/4/17; Environment & Open Spaces Committee 22/2/17; Neighbourhood Planning Committee 3/5/17; Policy & Resources Committee 15/3/17.

010-17/18 Review of Delegation arrangements

RESOLVED: that the references to “Director” be altered to read “Chief Officer”; the delegation arrangements to Committees other than Appeals be deleted and the delegation to HR Committee in line with the Terms of Reference be included and the duly amended Scheme of Delegation be **ADOPTED.**

011-17/18 Committee Terms of Reference

RESOLVED that the terms of reference for Appeals and HR committees be **RE-ADOPTED.**

012-17/18 Committees and Working Groups

012-17/18.1 RESOLVED: that Councillors K Cowan, R Dalton, G Fitzhugh, S Rustin and E Sweeney be **ELECTED** to the HR Committee for the 2017/18 municipal year.

012-17/18.2 RESOLVED: that Councillor K Cowan be **ELECTED** Chairman of the HR Committee for the 2017/18 municipal year.

012-17/18.3 RESOLVED: that Councillor G Fitzhugh be **ELECTED** Vice Chairman of the HR Committee for the 2017/18 municipal year.

012-17/18.4 RESOLVED: that Councillors P Andokou, E Morgan and E Pond be **ELECTED** to the Appeals Committee for the 2017/18 municipal year; that the remaining two positions on the committee be considered at the next meeting of Council; with any three of the five members being able to hear an appeal. A Chairman being elected at each and any meeting of the Committee.

012-17/18.5 RESOLVED: that the existing Working Groups remain in place until the next meeting when consideration will be given to working groups and councillor champions; a proposal will be developed to support this item.

013-17/18 New Committees

RESOLVED that no new committees be **ESTABLISHED.**

014-17/18 Standing Orders

RESOLVED that other than the deletion of references to “Director” being replaced by “Chief Officer” Standing Orders be **RE-ADOPTED**.

015-17/18 Financial Regulations

RESOLVED that other than the deletion of references to “Director” being replaced by “Chief Officer” Financial Regulations be **RE-ADOPTED**.

016-17/18 Representatives to Outside Organisations –

RESOLVED that the following **APPOINTMENTS** of representatives to outside bodies be made for the 2017/18 municipal year:

- Our Place Projects (if continuing) - Councillor E Sweeney
- SSALC – Councillors S Rustin and E Morgan
- Westminster Safer Neighbourhoods Board - Councillor E Sweeney.

017-17/18 Asset Register

RESOLVED: that no inventory of land and assets was required at this time and the policy position of listing only assets with a value of above £1,000 be reconfirmed.

018-17/18 Insurance

The Locum Director advised that arrangements are to be made via Came & Co who will place insurance cover with Inspire on a three year agreement.

RESOLVED: that the arrangements for insurance cover be **ENDORSED**.

019-17/18 Subscriptions

RESOLVED: that subscriptions be **APPROVED** for 2017/18 to the Society of Local Council Clerks (SLCC) and Sussex and Surrey Association of Local Councils (SSALC), with a review of SSALC membership to take place before 1st October 2017.

020-17/18 Complaints Procedure

RESOLVED: that the council’s complaints procedure be **RE-ADOPTED**.

021-17/18 Freedom of Information/Data Protection

RESOLVED: that the council’s procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998 be **RE-ADOPTED** and be kept under review in anticipation of legislative changes in May 2018.

022-17/18 Press/Media Policy

RESOLVED that this matter be **DEFERRED** to the next meeting where the inclusion of a Social Media aspect be considered.

023-17/18 Diary of Meetings

RESOLVED that the Council meets on the third Wednesday of the month except August and December. Dates would be 21 June, 19 July, 20 September, 18 October, 15 November 2017, 17 January, 21 February, 21 March, 18 April and 16 May 2018.

024-17/18 Annual Governance Statement 2016/17

RESOLVED: that the following responses be made in respect of the questions

1. Yes;
2. Yes;
3. Yes;
4. yes.
5. Yes;
6. yes;
7. Yes;
8. yes;
9. n/a.

Further, that the Annual Governance Statement be **AGREED** and signed by the Chairman & Locum Director.

025-17/18 Accounting Statements 2016/17

RESOLVED that the accounting statements for the year ended 31.3.17 be **APPROVED** and signed by the Chairman.

026-17/18 Internal Audit Report 2016/17

RESOLVED that the Internal Audit Annual Report be **APPROVED** and the action items be addressed by the Chief Officer.

027-17/18 Chief Officer

The Chairman reported on the appointment of Kevin Harris as Chief Officer commencing on 31st May 2017, Kevin was present at the meeting and would also attend the annual meeting of electors.

RESOLVED that the appointment of Kevin Harris be **ENDORSED**; that the transfer of Proper Officer and Responsible Finance Officer duties be **AGREED** as 22 June 2017; that Sam Shippen Associates Ltd undertake training and handover on 31 May, 21 & 28 June and thereafter provide 10 hours of telephone/email support with any additional requirement being agreed by HR Committee as required; that ILCA be worked towards in the first six months; that the Chief Officer be an approved addition as signatory to bank mandate for Barclays Bank.

028-17/18 Avenues Youth Project

RESOLVED that the report as requested at previous meeting be **APPROVED** and payment released.

029-17/18 Budget Allocation Community Led Events

A proposal to agree the creation of a new budget by a virement of £200 from the Volunteer Support budget in Communications & Events was not approved.

030-17/18 Bulk Bins

RESOLVED that a response to the consultation from WCC Councillor P Dimoldenberg be that QPCC is against the removal of any bins and seeks the increase of capacity and also a return to collection of bulky items.

031-17/18 Office Use Policy

RESOLVED that the review of the policy be **DEFERRED** to the next meeting.

There being no other business, the meeting concluded at 8:04pm.

Councillor S Rustin
Chairman

Draft Community Council Social Media Policy

The Social Media Policy was adopted by Full Council at its Meeting held on xxxx.

1. Introduction

The objective of this policy is to provide Councillors and staff an overview of Social Media and outline the Council's position on various aspects of their use. In addition, it includes guidelines on Officer and Councillor responsibilities when using such channels of communication.

2. Definition of Social Media

Social media is a term for websites based on user participation and user-generated content. They include social networking sites and other sites that are centred on user interaction.

Social media has the following characteristics:

- Covers a wide variety of formats, including text, video, photographs, audio
- Allows messages to flow between many different types of device; PCs, phones and tablets (e.g. iPad)
- Involves different levels of engagement by participants who can create, comment or just view information
- Speeds and broadens the flow of information
- Provides one-to-one, one-to-many and many-to-many communications
- Lets communication take place in real time or intermittently

Examples of popular social media tools include: Twitter, Facebook, Wikipedia, You Tube, Pinterest, Snip.It, Linked In and Google Plus. Groupings of interest are a natural feature of the development of such systems with people with similar interests being attracted to share information.

3. Pitfalls

Whilst these tools are very useful to share information quickly with other people, there are some pitfalls to be aware of:

- The information in most cases is shared in the public domain and can be viewed by anyone in the world. You do not even need to register in many cases to view the content. Registering is only required should you wish to participate and post to the site.
- Groups on specific themes can set up easily and posts then edited by the owners of that group to reflect their single interest, ensuring theirs is the only voice heard. There is no guarantee of truth and ill informed comment and gossip is as likely to be found there as useful information.
- The nature of these tools is that information is shared immediately and it is all too easy to respond instantaneously which can result in unintentionally inflaming a situation. Information can then be shared with other sites and be spread far beyond the intended audience. Friends of Friends may not be our Friends. It is also very easy to spend a lot of time viewing and responding to messages that would outweigh the value gained in the first place.

4. Purpose of the Policy

Social media provides the Council with the opportunity to communicate to a wide audience instantaneously on a range of subjects relating to its activities, providing updates, news, information and retweeting relevant information from other sources. It also provides an opportunity to communicate with the younger age group, the business community and hopefully the harder to reach groups.

The Council will make use of approved social media tools to quickly disseminate information but carefully control its use in order to minimise the risks as stated above. In the first instance this will include facebook and twitter.

5. Aims and Objectives

Social media can be used by the Council as an effective and measurable way to achieve resident engagement and attract publicity.

The aim of this Policy is to ensure:

- Engagement with individuals and communities and successful promotion of Council based services through the use of social media
- A consistent approach is adopted and maintained in the use of social media
- That Council information remains secure and is not compromised through the use of social media
- That users operate within existing policies, guidelines and relevant legislation
- That the Council's reputation is upheld and improved rather than adversely affected
- That communication by use of social media is effective, timely, appropriate, useful, engages with a wider audience and utilises cross-promotion of other Council communication tools (e.g. website, quarterly magazine, linking facebook to twitter account etc)

Social media activity isn't something that stands alone, to be effective it needs to integrate as part of the general communications mix. Any planned campaigns, promotions and activities can be plugged in to social media platforms to increase reach and exposure. Refer to the Council's Communications Policy.

6. Policy Statement

It is acknowledged that there is considerable potential for using social media which can provide significant advantages. The responsible, corporate use of social media is actively encouraged. The following applies equally to Officers and Members. This policy provides a structured approach to using social media and will ensure that it is effective, lawful and does not compromise Council information or computer systems/networks. Users must ensure that they use social media sensibly and responsibly, and ensure that its use will not adversely affect the Council or its business, nor be damaging to the Council's reputation and credibility or otherwise violate any Council policies.

The following guidelines will apply to online participation and set out the standards of behaviour expected as a representative of the Community Council:

- Be aware of and recognise your responsibilities identified in the Social Media Policy.
- Remember that you are personally responsible for the content you publish on any form of social media.
- Never give out personal details of others such as home address and telephone numbers.
- Ensure that you handle any personal or sensitive information in line with the Data Protection Act.
- Use a disclaimer. When using social media for personal purposes, you must not imply you are speaking for the Council. Avoid use of the Council e-mail address, logos or other Council identification. Make it clear that what you say is representative of your personal views only. Where possible, you should include a standard disclaimer, such as: "Statements and opinions here are my own and don't necessarily represent the Council's policies or opinions".
- Know your obligations: you must comply with other Council policies when using social media. For example, you should be careful not to breach Council confidentiality and proprietary information policies.
- Show respect to all. You should be respectful of the authority and employees. Derogatory comments are always wrong.

- Use of the Parish Council's Facebook account must always reflect the Council's position/decisions on a matter and in no circumstances must it be used to express personal opinion, particularly when used by a Councillor. If unsure, say nothing.

Councillors are at liberty to set up accounts using any of the tools available but should ensure they are clearly identified as personal and do not in any way imply that they reflect the Council's view. Councillors should at all times present a professional image and not disclose anything of a confidential nature. Comments of a derogatory, proprietary or libellous nature should not be made and care should be taken to avoid guesswork, exaggeration and colourful language.

7. Responsibilities

The Community Development Officer is the designated 'Council' owner of the Council Social Media channels agreed by the Council. Councillors officially appointed by the Council may assist to disseminate information. However all must ensure they follow this policy. No account details may be changed without the permission of the Chief Officer.

Individual Councillors are at liberty to set up their own accounts but they should ensure they comply with this policy and ensure the 'personal view' disclaimer is used.

8. Guidance for Councillors - social media and meetings

The Council encourages Councillors to keep residents informed of local issues and the use of social media can help with this, especially during official Council meetings.

Below are some extra guidelines for Councillors to consider for the use of social media during meetings:

- Handheld devices and laptops are permitted (indeed encouraged) for use during meetings to allow environmentally friendly and effective communication. The use of such devices is intended to improve communication during meetings - not to interrupt or distract anyone taking part. Ensure the volume on all electronic devices is turned to 'mute'.
- Councillors' tweets/blogs during Council meetings should refer to the discussions which are taking place at the meeting - tweeting/blogging about other subjects will show the public and other attendees at the meeting that you are not engaging properly in the meeting.
- Councillors have a responsibility to take Council business seriously and it is not appropriate for members to use social media to tease or insult other members. Residents expect debate and to be informed about Council business, not witness petty arguments.
- Remember that if you break the law using social media (for example by posting something defamatory), you will be personally responsible.

9. Strategy

Social networks are rapidly growing in popularity and are used by all ages in society. The most popular social networks are web-based, commercial, and not purposely designed for Community Council use. They include sites like Facebook, MySpace, Bebo, and Xanga. For individuals, social networking sites provide tremendous opportunities for staying in touch with friends and family. For the Council the sites provide a modern alternative means to communicate with residents of the area.

Facebook, for example, offers a rich platform allowing you to share unlimited content, including images and videos.

Example activity:

- Share articles / blog posts / expertise
- Start discussions and ask questions to encourage interaction

- Create surveys to encourage participation from visitors
- Upload images and videos
- Generic news – what’s happening in the area

One of the hallmarks of online networks is the ability to “friend” others – creating a group of others that share interests and personal news. Care should be exercised when accepting invitations to friend others within personal social networking sites. Friends will gain access to the Council’s network of contacts on the site.

Good practice guidelines for the use of Facebook by the Council as a body or Councillors as individuals are:

- As a Council, we have a professional image to uphold and how we conduct ourselves online impacts this image.
 - Remember that people classified as “friends” have the ability to download and share your information with others.
 - Post only what you want the world to see. It is not like posting something to your web site or blog and then realizing that a story or photo should be taken down. On a social networking site, basically once you post something it may continue to be available, even after it is removed from the site.
 - Do not disclose confidential matters or criticise Council policies or personnel.
 - Set your profile’s security and privacy settings carefully. At a minimum, all privacy settings should be set to “only friends”. “Friends of friends” and “Networks and Friends” open the content to a large group of unknown people.
 - All activity on the Council facebook page must follow the Council’s agreed statement of purpose and outcomes for the use of the networking tool.
 - Do not post images that include young people without parental permission.
 - Pay close attention to the site’s security settings and allow only approved personnel full access to the site.
 - Only add statements approved by either Full Council or the Chief Officer.
 - Do not use commentary deemed to be defamatory, obscene, proprietary, or libellous. Exercise caution with regards to exaggeration, colourful language, guesswork, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterisations.
 - Weigh whether a particular posting puts your effectiveness at QPCC at risk.
 - To reduce security risks, do not install any external applications that work with the social networking site. Examples of these sites are calendar programs and games.
 - Maintain updated anti-virus and malware protection to avoid infections of spyware and adware that social networking sites might place on your computer.
 - Be careful not to fall for phishing scams that arrive via email or on your wall, providing a link for you to click, leading to a fake login page.
 - If you find information on the social networking site that falls under the mandatory reporting guidelines then you must report it as required by law.
- Please stay informed and cautious in the use of all new networking technologies.

11. Other Social Media

At this stage it is not intended to use any other forms of social media for official use by the Council. However this could be open to review in the future.

Councillors are entitled to use any form of social media they wish to but must abide by this policy at all times when so doing.



Adopted 18th May 2016

QUEEN'S PARK COMMUNITY COUNCIL

Press/Media Policy

Queen's Park Community Council welcomes enquiries from the press and media and recognises that our relationship with the press helps us communicate with residents. The aim of this policy is to ensure that the Community Council is seen to communicate in a professional and objective manner. This policy should be read in conjunction with the Members' Code of Conduct.

The Council's approach to the media should be:

- Open and honest
- Proactive
- Responsive and timely

There are two types of press release:

Official Council Releases

An official Council press release is made on behalf of the Council as a whole and will be written by an Officer and issued by the Director. It is non-party political and includes a quote from the relevant Councillor(s) if appropriate. This is usually the Chairman of the Council or Committee Chairman.

Councillor Press Release

Councillor's press releases are personal and are written and issued by the Councillor responsible. This release may or may not be political and should NOT include the name of a Council Officer or a Council telephone number as a point of contact. It would be beneficial for copies of intended releases, especially those of a factual nature, to be provided to the Director. Councillors seeking advice can contact the Director.

Press Release Protocol

The following forms the Protocol for Council Members and Officers:

- All official Council press releases will include a quotation from the relevant Councillor (if appropriate). In some circumstances it may be appropriate to also include the Ward Councillor or other Councillor promoting the scheme.
- In line with service standards all official Council press releases are to be issued on a template provided by the Director. This template includes the Community Council logo.
- Official press releases will not identify the political party or group affiliation of any Member(s) quoted in the release.
- The Director is the first line of decision making in terms of what is newsworthy for official press releases, and shall make the final decision on whether a press release shall be issued, unless otherwise directed by the Council or Committee.
- In the years when elections occur, during periods from the issue of Notice of Election until the day of the Election, Officers will issue no releases quoting Council Members. During this time any quotes will be from Officers.
- The role of Officers is to advise and provide support and advice to Council members in their communication activities.
- Council Members are solely responsible for the writing and distribution of all councillor press releases and any Editors Letters to the media.
- Council Member releases must not use the Community Council logo, or use the Council or an Officer as a point of contact.
- Officers and Council Members must act reasonably and responsibly.
- Council Members are reminded that they must not miss-use Council resources for political or other inappropriate purposes. Should the Council receive a Freedom of Information request on a topic on which there is correspondence (email or written) from or with Members, normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure or the correspondence may prove embarrassing would not, of itself, prevent disclosure. In addition, care should be taken when processing personal data. The Data Protection Act 1998 prevents the use of personal information other than for the purposes for which it was supplied. Members should bear this in mind when using any personal data which may be supplied to them by their constituents.
- In general, the Director will be responsible for interpretation of the Protocol.

Adopted: 18th May 2016
Minute Reference: 019-16/17
Review: May 2017



**QUEEN'S PARK COMMUNITY COUNCIL
OFFICE USE POLICY**

Queen's Park Community Council has an office within Office 1, Beethoven Centre, Third Avenue from which the Director and other staff work.

In order to protect the Council's assets, a lock will be fitted to the office door, keys for which will be held by The Director and the Chairman of the Council.

Councillors may use the office in pursuance of their duties as councillors but not for political or personal purposes. To facilitate use whilst being able to monitor and regulate use of the office whilst the Director is not present, a key will be held by the Beethoven Centre staff and may be signed for by councillors wishing to use the office for their duties as a councillor or other approved duties on behalf of the Council.

Wherever possible, an advance booking should be made via the Director who shall inform the Beethoven Centre staff accordingly.

Use of the office will be kept under review by the Policy & Resources Committee on at least an annual basis.

Policy Agreed: 23/3/2016

Policy Review: Summer 2017

Planning Applications - June 2017

17/03488/FULL - Erection of a single storey rear infill extension at ground floor level and erection of detached single storey extension at end of garden (office). Ground Floor Flat 53 Fifth Avenue London W10 4DL

17/03515/FULL - Use of part of ground floor commercial units (rear part) as a two bedroom residential unit (535-539 Harrow Road). (Retrospective) 535 Harrow Road London W10 4RH

17/03762/CLEUD - The property is used as a single residential house. 471 Harrow Road London W10 4RG

17/03949/FULL - Erection of a single storey rear extension at ground floor level. 18 First Avenue London W10 4NL

17/04181/LBC - Internal alterations including removal of existing ceiling in living room, to create access to existing loft space and installation of stairs to loft space. 167 Fifth Avenue London W10 4DT

17/04305/FULL - Installation of replacement windows at front elevation. 21 Caird Street London W10 4RP

17/04307/FULL - Installation of replacement windows to front elevation. 23 Kilravock Street London W10 4HX

17/04319/FULL - Installation of replacement windows on street elevation. 27 Barfett Street London W10 4NP

17/04331/FULL - Installation of replacement timber double glazed sash windows to front elevation. 21 Enbrook Street London W10 4SE

17/04448/FULL - Replacement of windows. 24 Enbrook Street London W10 4SF

17/04449/FULL - Installation of double glazed timber sliding sash windows to front elevation. 37 Enbrook Street London W10 4SE

17/04450/FULL - Installation of replacement windows on street elevation. 117 Ilbert Street London W10 4QF

17/04451/FULL - Installation of replacement windows on street elevation. 123 Sixth Avenue London W10 4HH

17/04456/OUT - Demolition of existing garages and storage shed and yard and erection of a 3-storey residential building for use as six flats together with associated cycle parking and refuse storage. Garages At 18A Lancefield Street London W10 4NZ

17/04524/FULL - Change of use to storage space at rear of barber shop (A1) to residential (C3(a)), with barber shop being retained to front part of ground floor. 545 Harrow Road London W10 4RH

17/04633/FULL - Replacement of windows on street elevation. 17 Caird Street London W10 4RP

- 17/04634/FULL** - Installation of replacement windows. 87 Ilbert Street London W10 4QH
- 17/04645/FULL** - Installation of replacement windows. 87 Third Avenue London W10 4HS
- 17/04648/FULL** - Installation of replacement windows and door to front elevation. 88 Droop Street London W10 4DA
- 17/04690/FULL** Replacement of windows to front elevation. 16 Droop Street London W10 4DQ
- 17/04691/FULL** Replacement windows to front elevation. 78 Droop Street London W10 4DD
- 17/04692/FULL** - Installation of replacement timber double-glazed sash windows to front elevation
8 Enbrook Street London W10 4SF
- 17/04693/FULL** - Installation of replacement timber double-glazed sash windows to front elevation
15 First Avenue London W10 4NR
- 17/04694/FULL** - Installation of replacement timber double-glazed sash windows to front elevation
21 First Avenue London W10 4NR
- 17/04695/FULL** - Installation of replacement timber double-glazed sash windows to front elevation
26 First Avenue London W10 4NL
- 17/04696/FULL** - Installation of replacement timber double-glazed sash windows to front elevation.
13 Galton Street London W10 4QN
- 17/04697/FULL** - Replacement of windows to front elevation. 46 Kilravock Street London W10 4HY
- 17/04870/FULL** - Installation of replacement timber double-glazed sash windows to front elevation.
38 Kilburn Lane London W10 4AH
- 17/04871/FULL** - Installation of replacement timber double-glazed sash windows to front elevation.
136 Kilburn Lane London W10 4AJ
- 17/04872/FULL** Installation of replacement timber double-glazed sash windows to front elevation.
140 Kilburn Lane London W10 4AJ
- 17/04873/FULL** - Installation of replacement timber double-glazed sash windows to front elevation.
64 Kilravock Street London W10 4HY
- 17/04874/FULL** - Installation of replacement timber double-glazed sash windows to front elevation.
119 Kilravock Street London W10 4HZ
- 17/04875/FULL** - Installation of replacement timber double glazed sash windows to front elevation.
28 Lothrop Street London W10 4JB
- 17/04876/FULL** - Installation of replacement timber double-glazed sash windows to front elevation.
58 Lothrop Street London W10 4JD



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 19 July 2017** commencing at **6.00pm**.

Kevin Harris, Chief Officer

13 July 2017

AGENDA

- 044-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 045-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 046-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 21 June 2017 for confirmation and signing as a correct record.
- 047-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 048-17/18 Casual vacancy** – to consider the proposed process (attached) for co-option of a member of council.
- 049-17/18 Appeals Committee** – in accordance with Standing Orders 5i.vii and 4d to appoint two members for the 2017-2018 municipal year, deferred from the previous meeting.
- 050-17/18 Planning Applications** – to consider response to the attached planning application.
- 051-17/18 Working Groups** – to receive updates of the following Working Groups:

Grants, Planning Applications, The Voice, Summer Festival, Environment and Open Spaces, Youth Involvement, Neighbourhood Planning, Forward Plan.



Council
21.06.2017
032-17/18– 043-17/18

Queen's Park Community Council

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on Wednesday **21 June 2017** commencing at 18:00.

Present: Councillors Susanna Rustin (Chairman), Katie Cowan, Gill Fitzhugh, Angela Singhate, Emma Sweeney.

Also present: Sam Shippen, Locum Director; Lindsey Brown, Community Development Officer; and Kevin Harris, Chief Officer.

032-17/18 Apologies for absence

RESOLVED that apologies be received from Councillors Emma Morgan, Eartha Pond and Ryan Dalton.

033-17/18 Declarations of Interest

Councillor Emma Sweeney declared an interest in Item 41 through involvement with Creative Futures.

034-17/18 Minutes of the Previous Meeting

RESOLVED that the minutes of the Annual Council Meeting held 17 May 2017 be taken as read, confirmed as a correct record and signed by the chairman.

035-17/18 Public Session

No members of the public were present.

036-17/18 Appeals Committee

The item was deferred, as no councillors were present who were eligible to be appointed to the committee.

Councillor Angela Singhate entered the meeting at 18:10.

037-17/18 Working Groups

The following memberships were AGREED:

Grants Working Group: Councillors Philip Andokou, Emma Morgan and Angela Singhate; with Cara Sanquest and Paul Madigan. Coordinator: Lindsey Brown.

Planning Applications Working Group:

Councillor Gill Fitzhugh (coordinator); with Ann Lewis and Simon Walton.

The Voice Working Group:

Councillors Susanna Rustin (coordinator) and Ryan Dalton; with Alison Low Madigan, Joe Gordon, Lindsey Brown.

Summer Festival Working Group:

Councillors Ryan Dalton and Emma Sweeney; Lindsey Brown (coordinator), Cherine and Chrissie Chambers.

Environment and Open Spaces Working Group:

Councillors Katie Cowan (coordinator), Philip Andokou and Emma Sweeney; with Cathy Maund, Wendy Hutt and Astrid de Cosson.

Youth Involvement Working Group:

Councillors Ryan Dalton (coordinator), Joe Fernandes and Gill Fitzhugh; with Kimberley Durrance.

Neighbourhood Planning Working Group:

Councillors Gill Fitzhugh (coordinator), Katie Cowan and Susanna Rustin; with Kevin Harris.

Forward Plan Working Group:

Councillors Susanna Rustin (coordinator), Katie Cowan, Gill Fitzhugh and Eartha Pond; with Kevin Harris.

AGREED that working group coordinators should keep the Chief Officer informed of the dates of meetings to be held, and outcomes.

Champions

AGREED that Councillor Ryan Dalton be appointed as Champion of Youth.

AGREED that Councillor Gill Fitzhugh be appointed as Champion of Retailers.

Councillors were reminded that they can put themselves forward as Champions of specific issues.

038-17/18

Press/Media & Social Media Policies

AGREED that the Community Development Officer and Chief Officer should prepare a revised draft social media policy in the light of councillors' comments, including issues relating to image permissions and privacy settings.

AGREED that the Community Development Officer will be the owner of all social media channels on behalf of the Council.

AGREED that a public notice should be displayed at the entrance to the Summer Festival regarding image permissions.

039-17/18 Office Use Policy

RESOLVED that the policy be amended to refer to the Chief Officer and Community Development Officer, to state that the office must be left secure upon leaving, and that the policy be APPROVED as amended.

040-17/18 Planning Applications

34 planning applications had been received and reviewed by the Working Group. RESOLVED that the recommendations of the Working Group be APPROVED as amended.

041-17/18 Grants

Councillor E Sweeney left the meeting at 19:20.

RESOLVED that the recommendations of the Grants Panel to fund applications from All Nations, Creative Futures, and Musicus be APPROVED.

In view of the low number of applications it was RESOLVED to reintroduce paper-based applications as well as online, in the next round.

Councillor E Sweeney re-entered the meeting at 19:25.

042-17/18 Summer Festival

Council received an update from the Community Development Officer on planning for the Festival. Ward funding has been approved and potential sponsors are being pursued. A potential budget shortfall of £2.5k - £3k is projected.

RESOLVED that if the shortfall cannot be met from other sources, it should be vired from the Grants funding currently underspent.

043-17/18 Items for future meetings

RESOLVED that Working Group reports will be a standing agenda item, with reports from the groups being phased where possible and appropriate, to reflect their work and to manage time at Council meetings.

The meeting closed at 20:00.

Councillor S Rustin

Chairman

Casual vacancy: process for co-option

Council has a casual vacancy caused by the disqualification of Musa Ahmed through non-attendance. No electors requested an election within the time allowed; therefore Council can advertise the vacancy for co-option. This needs to be done 'as soon as practicable'.

Process

There is a standard form for advertising casual vacancies, which includes reference to conditions of qualification. This form will be displayed on the noticeboard and website. If members know someone who is interested in being co-opted onto the Council, they should tell the person to write to the Chief Officer expressing an interest.

Each candidate can be invited to give a short presentation (3-4 minutes) before the formal part of the council meeting. If there is more than one candidate, members will need to consider and vote for each applicant. If only one candidate applies, the Council must still consider whether or not to co-opt that person.

The successful applicant has to sign a Declaration of Office at the meeting, if they are present, before they can take office. An application could be considered in the applicant's absence, but members would need to agree for that person to sign the Declaration of Office either before or at the next meeting.

Given that there is no full council meeting in August, and in line with SLCC guidance, I suggest the following time-scale:

Advertisement to be posted: 26 July 2017

Applications in writing by: 6 September 2017

The term for the co-opted member cannot run beyond the election on 3 May 2018.

Kevin Harris

Chief Officer

Queen's Park Community Council

13 July 2017

Planning application

Ref. No: 17/05214/FULL | Received date: Mon 12 Jun 2017 | Status: Pending Consideration
| Case Type: Planning Application

Replace existing single timber box sash windows with proposed UPVC double glazed casements. - 242 Kilburn Lane London W10 4BA

Comment from Planning Applications Working Group

Strong objection. Replacement of timber box sash windows with UPVC casement double glazed windows NOT in keep with existing.



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Avenues Youth Centre, 3-7 Third Avenue, London W10 4RS** on **Wednesday 20 September 2017** commencing at **6.30pm**.

Kevin Harris, Chief Officer

14 September 2017

AGENDA

- 052-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 053-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 054-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 19 July 2017 for confirmation and signing as a correct record.
- 055-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 056-17/18 2018-2019 budget** – to inform councillors of the process for setting the 2018-2019 budget.
- 057-17/18 Events working group** – to consider the establishment of an Events Working Group.
- 058-17/18 Working Groups** – to receive updates from the following Working Groups:
Environment and Open Spaces, Forward Planning, Grants, Neighbourhood Planning, Planning Applications, Summer Festival, The Voice, Youth Involvement.

Council
19.07.2017
044-17/18– 051-17/18



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held in the Beethoven Centre, Third Avenue, London W10 4JL on
Wednesday 19 July 2017 commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Katie Cowan, Gill Fitzhugh, Ryan Dalton, Angela Singhate, and Emma Sweeney.

Also present: Lindsey Brown, Community Development Officer; Kevin Harris, Chief Officer; and one member of the public.

The Chair opened the meeting at 18:06.

044-17/18 Apologies for absence – no apologies for absence were received.

045-17/18 Declarations of interest – there were no declarations of interest.

046-17/18 The minutes of the Annual Council Meeting held 21 June 2017 were confirmed as a correct record and signed by the chairman.

Councillor Emma Sweeney entered the meeting at 18:08.

047-17/18 Public Session. Crissie Chambers reported an incident with a violent dog; and that a hawk had been seen over Queens Park Gardens.

048-17/18 Casual vacancy. RESOLVED that people interested in being co-opted onto Council should apply to the Chief Officer; and that they should not be required to provide references.

Councillor Katie Cowan entered the meeting at 18:22.

The following process was AGREED:

Applicants will be invited to apply by 6 September sending a one-page application describing themselves and their connection to the area; and outlining how they feel they could contribute to the governance of Queen's Park.

Anonymised applications will then be sent to all councillors. All applicants will then be invited to a pre-meeting of Council on 20 September 2017, to give a short presentation and answer questions; the successful candidate then to attend Council meeting at 18:30.

The Chair proposed taking Item 51 before 49.

051-17/18 Working Groups

Summer Festival

The Community Development Officer reported on progress in organising the summer festival. Councillors were asked to volunteer at the QPCC stall during the day, and for one to accompany the attending City Council dignitary.

Grants

Successful applicants to the Grants Programme have been notified. Issues concerning unpaid amounts from the 2016-2017 programme remain to be resolved. The Council's position on paying grants to individuals to be clarified in time for next year's programme.

The Voice

The latest issue was due and would be delivered during w/b 24 July.

Planning Applications

A meeting had been held with Westminster City Council planning officers. The guide on planning applications for houses in the Avenues conservation area is in late draft.

Youth Involvement

This working group has been put on hold.

Councillor Ryan Dalton left the meeting at 19:07.

Environment and Open Spaces

Two funding opportunities, for the Hut in Queen's Park Gardens, are proving positive and being pursued.

Neighbourhood Planning

A short digest version of the Plan is being prepared. The consultation process will take place in autumn.

Forward Planning

The group has not yet met.

049-17/18 Appeals Committee – Councillor Angela Singhate was appointed as a member of the Appeals Committee.

050-17/18 Planning Applications – AGREED that the recommendation of the working group be accepted.

The meeting closed at 19:25.

Councillor S Rustin

Chairman

QPCC Meeting 2017.09.20 **Neighbourhood Planning Report**

The Neighbourhood Plan

The 20 page short version is now complete and will be available on the website. Hard copies will be available from The Beethoven Centre, The Library and The Avenues Youth Centre.

A version highlighting the main points will be in the next QPV which comes out on Oct 23rd. We will then have a six week draft consultation period which will last from Oct 23rd till Dec 4th. Residents have the opportunity to make comments and suggest changes to the plan. Their feedback will be gathered and I will respond to them and make changes to the plan if appropriate.

There will be 2 open meetings

Wed Nov 1st 1-4pm, at Beethoven Centre Third Avenue

Mon Nov 13th 6.00-8pm The Avenues Youth Club Third Avenue

Summer Festival: Comments on the development of Harrow Road Open Space into a community garden and residential barges in the canal

People were asked to comment on how they would like the area developed. There were 44 comments. The majority (17) opted for a community garden. People wanted trees, fruit trees, vegetables, flowers and to encourage birds and bees to come there. The second largest group of requests (14) was for a cafe

Harrow Road: Forecourt trading

QPCC and the Harrow Road Retailers were given the option by WCC of regulating the forecourts or closure. Both opted for regulation.

WCC has decided on closure: to enforce the law against illegal forecourt trading on the Harrow Road. Cllr Cox wrote on Sept 18th that they had decided to close the forecourts "as a result of extensive research on the matter, including surveys of both customers and traders, data analysis and a high street vitality study. All of these indicated that the environment on Harrow Road was unattractive; feedback from consumers indicated the forecourt trading made the area look untidy and put people off shopping there".

Walk down The Harrow Road with Cllr Davis and Burhan Hayat Chair of the HRRRA

Cllr Davis told us that WCC had just employed her she was starting in October and the Harrow Road Development was a priority

The following was discussed

Improvements for The Harrow Road Shopping area

- rename this part of the Harrow Road as Maida Hill High Street
- Design a banner to be dropped from the lamp posts which calls it Maida Hill High streets and has a distinctive design which shows the main features of the area
- Continue the work done by WCC, HRRRA and QPCC to increase the variety of shops in

The Future of Queen's Park Hall and the Law case between All Stars Boxing Club and the Owner of the Hall

We discussed the fact that the ground floors have been empty for at least 14 years. The owner has failed to make the repairs. ASBC have taken him back to court and he is now in danger of being sent to prison. Meanwhile we have just heard that he is trying to sell it to a development company.

Canal Terrace

We discussed the possibility of turning the terrace into a terrace of arts work shops. We know that this might be difficult as a number have been residential for more than 4 years. If it were not possible we discussed restoration of the shop fronts painting the stone work corbels and pilasters white, as in the rest of the Avenues Conservation Area and the wood work in shades of grey.



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in
the **Beethoven Centre, Third Avenue, London W10 4JL**
on **Wednesday 18 October 2017** commencing at **6.00pm**.

Kevin Harris, Chief Officer

12 October 2017

AGENDA

- 059-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 060-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 061-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 20 September 2017 for confirmation and signing as a correct record.
- 062-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 063-17/18 Casual vacancy** – to receive an update on the process for co-option of a member of the council.
- 064-17/18 Appeals Committee** – in accordance with Standing Orders 5i.vii and 4d to appoint one further member for the 2017-2018 municipal year.
- 065-17/18 Avenues Youth Project** – to receive a verbal report on the project in relation to the council's funding contribution (ref 075-16/17).
- 066-17/18 2018-2019 budget and business plan** – to receive a report on revised process for agreeing the 2018-2019 budget and business plan.
- 067-17/18 The Voice** – to receive a proposal for a Spring 2018 issue of *The Voice*.
- 068-17/18 Working Groups** – to receive updates of the following Working Groups:
Grants, Planning Applications, The Voice, Events, Environment and Open Spaces,
Neighbourhood Planning, Forward Planning.
- 069-17/18 Candidate recruitment for 2018 elections** – to receive a report on publicity and recruitment plans.
- 070-17/18 Website** – to receive a proposal for overhaul of the council's website.
- 071-17/18 Public art working group** – to receive a proposal to form a Public Art working group.

Council
20.09.2017
052-17/18– 058-17/18



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Avenues Youth Centre, 3-7 Third Avenue
London W10 4RS on **Wednesday 20 September 2017** commencing at 18:30.

Present: Councillors Susanna Rustin (Chair), Katie Cowan, Ryan Dalton, Gill Fitzhugh, Nasima Khanom, Eartha Pond and Emma Sweeney.

Also present: Kevin Harris, Chief Officer; and two members of the public.

The chairman opened the meeting at 18:35. The meeting had been preceded by the co-option of Councillor Nasima Khanom and the chairman welcomed her to her first meeting.

052-17/18 Apologies for absence – apologies for absence were received from Councillors Emma Morgan and Angela Singhate.

053-17/18 Declarations of interest – there were no declarations of interest.

054-17/18 The minutes of the Council Meeting held 19 July 2017 were confirmed as a correct record and signed by the chairman.

055-17/18 Public Session – there were no issues raised by members of the public.

056-17/18 2018-2019 budget. AGREED that councillors should contribute suggestions and proposals for budget priorities in time for the Chief Officer to prepare a draft budget in October 2017. This will be prepared alongside an updated business plan, which will be separate but linked to the budget.

057-17/18 Events Working Group. AGREED that an Events Working Group be formed to replace the Summer Festival working group and other event working groups; to be coordinated by the Community Development Officer.

The following dates for events were **AGREED**:

5 November – Fireworks

9 December – Winter Festival

13 December – Winter Social, 18:30-20:30 at the Hub.

058-17/18 Working groups

Neighbourhood Planning

Air quality - Ray Lancashire presented results of research carried out in June 2017 measuring air quality in the ward. European legal limits were reached or exceeded in all 20 study locations except Queen's Park Gardens. The schools and library are in highly polluted areas. Awareness-raising and anti-idling programmes were discussed as next steps.

Councillor Sweeney left the meeting at 19:27 and returned at 19:30.

AGREED that a press release of the study should be issued by the council and that the findings should be reported to Westminster City Council and the Greater London Authority.

Neighbourhood Plan - Councillor Fitzhugh reported that a 20 page summary of the Neighbourhood Plan is now available and a shorter summary will be published in the *Voice*. The consultation period will run from 23 October until 4 December; with open meetings on 1 November and 13 November.

Canal Terrace - consultation had been carried out at the summer festival concerning the canal terrace. Responses favoured development of the garden and a pop-up café.

Harrow Road forecourts - Westminster City Council have announced their intention to enforce the law against illegal trading on the Harrow Road. Councillors were not in support of this decision. **AGREED** that the council will write asking to see the evidence on which it is based and seek views of local businesses and residents on this development.

Planning Applications

The Planning Information Guidance document has been approved by planning officers at Westminster City Council and will be published soon.

AGREED that the recommendations of the working group regarding planning applications should be accepted.

Forward Planning

The group will meet in October to prioritise the Chief Officer's work in the coming months.

The Voice

The working group has met and decided on contents for the autumn issue linked to the Fireworks event.

Environment and Open Spaces

Councillor Cowan reported very positive responses to the council's consultation on the use of the bike shelters on Ilbert Street.

Discussions have progressed with Willmott Dixon for possible provision of engineering, construction and procedural expertise for the development of the Hut in Queen's Park Gardens.

Soil testing has been carried out in anticipation of new planting for the community orchard. Apple Day festivities are planned for 14 October.

The summer's Front Gardens competition was regarded as a great success, with 200 winners and 60 households collecting prize plants at the festival.

A member of the public mentioned that police had carried out weapons searches, with volunteer support, and at least one knife had been found.

The meeting closed at 20:00.

Voice proposal

The problem

The Queen's Park Voice working group would like to propose publishing an extra edition of the Voice in February / March 2018. The number of Voices was reduced in the 2017/2018 budget from four to three withdrawing the Winter/Spring edition which previously came out in January. The three Voices were / will be distributed in April, July and October. This means there is a substantial gap between the October 2017 and April 2018 edition. Whilst an 'Election Special' will be published just before the local elections in May 2018, it is not a Voice *per se*; instead its purpose is to feature candidate profiles simply leveraging the Voice's brand recognition and is covered for under a different budget. The Voice working group therefore feels that, without a late February edition, there is a missed opportunity for ward-wide pre-election awareness building and candidate recruitment which may compromise the quality and quantity of candidates standing. It may also lead to feelings of unequal access to standing, in turn jeopardising equality of opportunity and the democratic process.

The solution

A late February edition of the Voice, the purpose of which is to showcase all that the Community Council has holistically achieved over the past four years, feature an election countdown (how to register to stand, how to campaign, how to vote, how to register to vote if people aren't already) and why local residents should stand. We can include a digest of what it takes to be a councillor, how it works and what is in a local council's remit to do.

We could also include an update of the Neighbourhood Plan, which would have completed its consultation phase, and updates on other important local news stories.

Covering costs

An average 16 page edition of the Voice costs £1268 to design, print and distribute.

Currently we have £719.38 left in the Voice budget (see next page).

We also have 1572.53 left in the events budget, or £2053.67 if Continental waiver their fireworks invoice and we make normal amount on selling toys.

We could make a virement of £548.62 from the events budget to cover the cost of a late Feb edition. This would cover the costs.

2017 / 2018 voice budget

Income	Amount
Budget allocation	4500
Advertising	450
Neighbourhood plan	357
Total	5307

Outgoings	Voice 1	Voice 2	Voice 3
Designer	300	140	190
Printing	1098	1098	1455
Fonts	261.99	0	0
Refreshments	0	22	15
Image rights	0	0	7.68
Total	1659.99	1260	1667.68

Year total	4587.67
Remaining	719.33

**Neighbourhood Planning Report
Queens Park Community Council – October 2017**

The Neighbourhood Plan

The short version of the plan is complete and is being printed and will be available from The Beethoven Centre, The Library and The Avenues and QPCC next week.

The statutory consultees of WCC will be informed of the dates

Please can Cllrs offer to attend one of the two meetings:

Wed Nov 1st 1-4pm, at Beethoven Centre Third Avenue

Mon Nov 13th 6.00-8pm The Avenues Youth Club Third Avenue

Lindsey is putting the plans on the website. There cannot be printed off from the website without subscription to Issuu. There is no charge for membership.

Planning information Guide

Westminster has responded to our guide and has made some small alterations and they have agreed that as at the 30/11/2017, this Guide is an accurate summary of their policy **position**. A meeting is being held tomorrow to finalise these small changes. We hope to have some printed ready for the open meetings. It will be put on the website

Harrow Road: Forecourt trading

Harrow Road Retailers have completed a questionnaire with the retailers who use their forecourts.

These are the findings:

There are 24 retailers using the forecourts between Maida Hill and First Avenue.

20 completed the survey

2 reported that they had checked with their leases and their lease clearly said they had the right to trade.

The furniture shop on first street had closed down.

One retailer said the owner was abroad for a month

Of the 20 who completed the survey

6 had been trading on the forecourt for between 20 and 50 years

6 had been trading on the forecourt for between 9 and 19 years

8 had been trading on the forecourt for between 8 years or less

14 said that the forecourt was crucial.

One Wizard Video (383) had decided to close down the forecourt and see if they could survive without. Their sales fell by 48% and they opened after a week

5 said the forecourt was very important

1 said it helps a little bit

Only one said that he had had complaints and this was about when he put goods near the kerb

WCC had never given any of them guidelines about using the forecourts.. They all said that they would like guidelines

They were always given the impression by WCC that they owned the forecourt and were responsible for them.

When Cllr Harvey walked down the road he remarked that if they had been trading for a long time then they had the right to remain. Debbie Heath responded by saying that they were not using this legislation but they were using Highways Legislation.

***Please can all Cllrs encourage residents to write to Cllr Cox with their views on the forecourts.
acox@westminster.gov.uk***

The Future of Queen's Park Hall

Please can we have an open discussion on this.

Canal Terrace

I think that we have lost the fight to turn all but the first 4 shops into anything other than residential as is stated in our Neighbourhood Plan. In House Property Services (IHPS) own 8 of the houses. The man who is responsible for doing the repairs and renovation for IHPS is Willy Jones. His houses are all painted grey. He paints them grey because he says that they get dirty so quickly. He says that IHPS are interested in renovating the houses and if you look at their houses you will notice that all the brickwork has been cleaned. I mentioned how smart the side overlooking the canal was.

Harrow Road Open Space

Lee Wilshire was there for the meeting with Cllr Davis. He now wants to us to discuss how we think the space could be managed

Neighbourhood Planning working group meeting

This is scheduled for Nov 9th at 5.00pm

Gill FitzHugh October 2017

New website proposal

The problem

The Community Development Officer and Chief Officer would like to recommend to Council creating a new QPCC website.

Whilst most of the official content is there and it has a sufficiently community vibe, we feel it could operate better in following areas:

- Intuitive user navigation; currently it is hard to know where to find things, e.g. community fund link is hidden amongst other council documents not under community heading.
- It can be quite clunky to use both from the user and maintenance side. From the user side this is exacerbated by the use of coloured blocks throughout in different combinations which often duplicate in different areas.
- Display of important documents is messy and no way of highlighting the most important ones, e.g. neighbourhood planning is hidden really far down after employee grievance procedure without manually taking down all the documents and reinserting them in a different order. It's also hard to edit posts once they have been put up.
- Unclear what is council affiliated and what is wider community information
- There are areas missing which could add value, e.g. digital editions of the Voice, current grant funding project updates, a 'get involved' section featuring volunteer opportunities and volunteer profiles, local area information, including history and a local directory. It would help substantially to have space for a map and explanation of the area QPCC covers and what our role is etc.
- Generally it could look more up to date and professional.

We have also had comments from residents commenting on its difficulty to use.

The solution

We recommend redoing the website, making it more accessible and ensuring it is easy, clear and logical to use. It will also provide better coverage as to our purpose, role and goings on and make it easier to get people involved and guide their attention in the right direction. It would also provide the opportunity to make it a lot easier to maintain.

As part of the project, it would include a refreshed look and feel (similar in upgrade to the Queen's Park Voice) to look cleaner, smarter and more creative, whilst still recognisable and appropriate to QPCC. It would also mean devising a revised site-map and considering a different CMS to create a better site, make it easier to maintain and mean we could add / adjust sections relatively simply.

An improved, well-built website could become the go-to place to find out information, which could be found easily and quickly, and will show the impact the council has and is making in the area.

Suggested process

To get started we recommend forming a temporary working group to come up with a revised site map and a brief set of design principles (what the end product must do / look like) and look and feel

guidance. We could then put this out to tender (including sending to our current web designer) and review the results. The Chief and Community Officer with the help of the working group could then get started on creating additional content and sourcing necessary images etc. The working group can then review the tenders and select which one they think is best and we can authorise the build. The Community Officer is happy to lead this.

Costs

Expected timeframe to build a new website is 6-10 days.

Revised costs based on more detailed information:

Design & build	£2,750
Running costs	£ 800 p.a.
Tech support if needed would cost £60/hour.	



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in
the **Beethoven Centre, Third Avenue, London W10 4JL**
on **Wednesday 15 November 2017** commencing at **6.00pm**.

Kevin Harris, Chief Officer

9 November 2017

AGENDA

- 072-17/18 Casual vacancy** – to agree a co-option to council to fill the existing vacancy.
- 073-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 074-17/18 Declarations of Interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 075-17/18 Minutes of the Previous Meeting**– to consider for approval the minutes of the Council Meeting held 18 October 2017 for confirmation and signing as a correct record.
- 076-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 077-17/18 2018-2019 budget and business plan** – to receive a first draft of the 2018-19 budget and business plan for 2018-2020.
- 078-17/18 Website** – to receive a revised proposal for revision of the council's website.
- 079-17/18 Working Groups** – to receive updates of the following Working Groups:
Environment and Open Spaces, Events, Neighbourhood Planning, Planning Applications, The Voice.

Council
18.10.2017
059-17/18 – 071-17/18



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 18 October 2017** commencing at 18:00.

Present: Councillors Katie Cowan, Ryan Dalton, Gill Fitzhugh, Nasima Khanom, Angela Singhate, Emma Sweeney and two members of the public.

Also present: Lindsey Brown, Community Development Officer and Kevin Harris, Chief Officer.

In the absence of the Chairman and Deputy Chairman, Councillor Emma Sweeney was elected as Chairman of the meeting. The meeting commenced at 18:10.

059-17/18 Apologies for absence – apologies for absence were received from Councillors Susanna Rustin, Eartha Pond, Emma Morgan, Julius Hogben and Philip Andokou.

060-17/18 Declarations of interest – as a recipient of funding support from Willmott Dixon, Councillor Ryan Dalton declared an interest in item 068, with reference to the Environment and Open Spaces working group.

061-17/18 The minutes of the Council Meeting held 20 August 2017 were confirmed as a correct record and signed by the chairman.

062-17/18 Public session – a member of the public observed that the council is working well and offered congratulations. Another member of the public wished to draw attention to the value of The Avenues Project.

063-17/18 Casual vacancy – it was **AGREED** that an open recruitment process should be carried out, should there be no calls for an election following the disqualification of Councillor Fernandes. Applications will be required by 9 November, with members of council interviewing candidates if necessary in a pre-meeting on 15 November.

The Chairman deferred item 64 as there was no member of the council present who was eligible for the Appeals Committee.

065-17/18 Avenues Youth Project – council received a verbal report from the director of The Avenues Youth Project, noting that funding targets had been over-optimistic and the funding contributed by the council is the only public funding received.

Councillor Ryan Dalton left the meeting at 18:48.

He argued that the council's contribution sends a strong message of community support and this is recognised locally.

Councillor Ryan Dalton returned to the room at 18:51.

The Chairman thanked the director for his report. Confirmation of the council's funding contribution to the project for 2018-2019 was **AGREED**.

066-17/18 2018-2019 budget - the Chief Officer proposed a revised plan with a draft budget to be provided to council at their November meeting.

067-17/18 The Voice – AGREED that an additional edition of *The Voice* will be produced in February-March 2018. A virement of £548.62 from the Events budget to the Voice budget was **AGREED**.

Councillor Nasima Khan entered the meeting at 19:04.

064-17/18 Appeals Committee - Councillor Nasima Khan was elected as a member of the Appeals Committee.

068-17/18 Working groups

Grants – the next deadline is in January. Clarity is needed regarding some unclaimed grants, so that the working group can take decisions on the basis of spend so far.

Planning Applications - the working group's recommendations were **AGREED**, with an additional comment regarding application 08223 (bicycle stores) from Councillor Katie Cowan, that council would be supportive of any additional design elements alongside the bike hangars, and would be able to incorporate such improvements in our existing enhanced parks management contract.

Events – Sponsorship and ward funding for the Fireworks event have been secured. Councillors were invited to volunteer on the night. Planning for the winter festival is underway. Sponsorship for an ice rink is being explored.

Environment and Open Spaces – written report attached. The Chief Officer was asked to follow up on the walkabout with Councillor David Harvey.

Neighbourhood Planning – written report attached. The summary plan is in publication. Councillors were asked to encourage residents to give views on the Harrow Road forecourts. The ownership of Queen's Park Hall is under review: **AGREED** that a representative be invited to the November meeting.

Forward Planning – the group is directing the work of the Chief Officer.

069-17/18 Candidate recruitment for 2018 elections – the Chief Officer outlined a programme to be carried out by the officers, to encourage local people to stand for council in May 2018 and raise awareness among electors.

070-17/18 Website – the Chief Officer reported on the likely cost of a revision of the website. The justification for this overhaul was supported by councillors. A full proposal will be presented to council in November.

071-17/18 Public art working group – AGREED that Mark Fisher be appointed as Champion of Public Art. This role will contribute to the Environment and Open Spaces working group.

The meeting closed at 20:01.

November 2017 Report from Neighbourhood Planning

The Planning Information Guide

This is now finished. Westminster Planning Department has agreed that from November 1st 2017 the guide is an accurate summary of their planning position.

A particular thanks goes to Ann Lewis for the immense amount of work she has done. Her attention to detail and perseverance in getting the correct facts has meant that this is a very useful document.

The next steps are to:

1. Put it on the website. Lindsey to advertise it in the next e-newsletter. A summary to be written up in the next QPV. Lindsey and Gill to tweet about it
2. Get quotes for printing copies say between 100-250
3. Hard copies to be kept in the office and in the Library.
4. Circulate copies to key people such as Leon Buche, Tanyia Rainsley and estate agents, City West homes, Peabody and other Housing Assocs etc.

Ann has a v.g idea of doing a welcome pack for people moving into the The Avenues.. Please can the committee consider this proposal

Planning Applications

There are two applications this month.

One was made following my complaint that 29 Nutbourne Street and 153 and 155 Fifth Ave had painted their brickwork grey which is not in accordance with the QP Avenues Conservation Guidelines. 153 and 155 are Peabody houses and both will now comply. I have heard nothing from WCC about 29 Nutbourne St. I also put in a complaint about the painting of the brickwork at 81 Oliphant Street, but the front of the house had been painted for 10 years!

Please can cllrs report failures to comply with the planning regulations for the QPAE or if not report the lack of compliance to me and I will report it.

Consultation Period for The Neighbourhood Plan

There have been 2 open meetings, which were well advertised in the voice and on social media.

I would like to take the plan to any residents meetings (eg Queen's Park Court, Mozart Estate) and any group meetings (Community Champions) and I would like to ask for a slot in the agenda. *Please advise.*

The Harrow Road

The Forecourts

We have had quite a large number of responses to the question about the Forecourts. They are pretty evenly balanced between those who want them to remain and those who want them shut down

I would like to write to Cllr Cox and ask her to permit us to have a trial period of self regulation if we can get agreement to do this from The Harrow Road retailers Assoc.

People may have noticed that the old furniture shop has had a lot of money spent on it by the owner Jay Anand. It is being let as a furniture shop to the furniture shop owners further up the Harrow Road.

Queen's Park Hall

Mr Pervez owner of Queen's Park Hall is being brought back to Court for committal on Dec 1st for non compliance with the court order. He has been trying to sell the building but All Stars Boxing Club solicitors have put a caution on the building. He can apply to have this removed but hasn't done so.

There are issues with the ACV

Muf Akay who runs All Stars has agreed to come to the QPCC meeting on Wed Jan 17th

Canal Terrace

Following a discussion at the Monday 15th Open Meeting to discuss the Neighbourhood Plan I would like to ask the committee to agree the proposal put forward by Simon Walton.

Simon wrote:

We well know that canal Terrace has been a shambles ever since I moved here, which was 10 years ago, and probably since well before then.

We know that Westminster City Council has prepared at least one study on what to do and the study achieved precisely nothing. It therefore seems to me that standard planning and development simply does not work for the Terrace.

As far as we know, the Terrace was designed and built with shops at the front and presumably residential accommodation above. In an ideal situation we should be preserving the shops but we know very well that for the last 10 years at least, only a few have managed to survive and those are mainly the ones closest to the action in Harrow road. I therefore believe that the building needs to be preserved on the basis that if it can remain as largely commercial, so much the better, but if not residential on the ground floor should be allowed. I therefore think that it should not be necessary to obtain planning permission in order to convert from commercial to residential. However, I believe that everything possible should be done to try to preserve the outside of the building as originally built. I therefore think that the original shopfronts should be preserved and/or reinstated to as they were when built with the aim of standardising shopfronts to one colour. I think that the front glazing should be preserved and/or kept as it was originally on the basis that double/secondary glazing should be allowed so long as it is as unobtrusive as is technically possible. I think that security grilles should be totally forbidden on the front and just inside the building but should be permitted as unobtrusively as possible a little way back from the windows.

As regards the backs, I think that no development should be permitted unless replacing part of the building that has been knocked down. All existing architectural features should be preserved as far as possible and in addition I think that relatively small and landing stages should be permitted.

Harrow Road Open Space

Katie Cowan will report on the meeting that took place to discuss next steps

Planning Applications - November 2017

<http://idoxpa.westminster.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OXPTZYRPGDV00&prevPage=inTray>
(exp 14/11)

Ref. No: 17/09096/LBC | Received date: Thu 12 Oct 2017 | Status: Pending Consideration | Case Type: Planning Application

155 Fifth Avenue London W10 4DT

Removal of paint from street elevation brick surfaces (porch and garden walls); redecoration of stone lintels, window cills and bracket supports, and ground floor window mullion; and redecoration of front entrance door and frame, timber fence and gate.

An objection was submitted by Cllr Fitzhugh regarding the paint colour and resulted in a change.

<http://idoxpa.westminster.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=OYR01TRPGEX00&prevPage=inTray>
(exp 24/11)

17/09729/FULL

8 Droop Street London W10 4DQ

Erection of single storey ground floor rear extension alongside and beyond closet wing and erection of roof extension to rear roof slope and roof of closet wing with associated removal of chimney to closet wing.

Strongly object because of the size of the skylight and extension, neither of which would be in accordance with the Queens Park Design Guide.



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in
the **Beethoven Centre, Third Avenue, London W10 4JL**
on **Wednesday 17 January 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

11 January 2018

AGENDA

- 080-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 081-17/18 Declarations of interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 082-17/18 Minutes of the previous meeting**– to consider for approval the minutes of the Council Meeting held 15 November 2017 for confirmation and signing as a correct record.
- 083-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 084-17/18 Staff terms of employment** - to approve the recommendations of the HR committee regarding staff terms of employment.
- 085-17/18 Councillors' allowances** - to receive information about the scheme for council members' allowances.
- 086-17/18 Working Groups** – to receive updates of the following Working Groups:
Neighbourhood Planning, Planning Applications, Grants, The Voice, Events, Environment and Open Spaces, Forward Planning.
- 087-17/18 Mini-grants** - to receive a proposal to establish a small fund for 'mini-grants'.
- 088-17/18 Programme for 2018 elections** - to receive an update on the programme leading up to the 2018 elections.
- 089-17/18 2018-2019 budget** – to agree the council's budget for 2018-2019.
- 090-17/18 Financial reporting** – to review procedures for financial reporting to council.

Council
15.11.2017
072-17/18 – 079-17/18



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 15 November 2017** commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Katie Cowan, Gill Fitzhugh, Nasima Khanom, and Eartha Pond.

Also present: Lindsey Brown, Community Development Officer; Kevin Harris, Chief Officer; and one member of the public.

The meeting commenced at 18:09.

072-17/18 Casual vacancy – Leslie Barson was co-opted to the council to fill the casual vacancy that had arisen.

073-17/18 Apologies for absence – apologies for absence were received from Councillors Philip Andokou, Ryan Dalton, Emma Morgan, Angela Singhate and Emma Sweeney.

074-17/18 Declarations of interest – there were no declarations of interest.

075-17/18 The minutes of the Council Meeting held 18 October 2017 were confirmed as a correct record and signed by the chairman.

076-17/18 Public session – there were no questions, representations or petitions from members of the public.

077-17/18 2018-2019 budget and business plan – the Chief Officer presented a draft business plan for 2018-2020 and draft budget for 2018-2019. The need for work on economic development was noted. A proposed Queen's Park celebration event was discussed in terms of awareness-raising.

Councillor Eartha Pond entered the room at 18:35.

Councillors felt that there was a case for a series of low key events around the ward over the course of a week in the lead-up to elections in May 2018.

The 2018-2019 budget is subject to different options for salaries, which were explained.

The Chief Officer and Community Development Officer left the room at 18:55 and the public gallery was cleared. The officers and the member of the public returned at 19:00.

AGREED: councillors will provide feedback on the salary options to Councillor Katie Cowan by 30 November 2017. A decision will be taken at the next meeting of the HR Committee.

Councillors were asked to provide comments and feedback on the business plan and draft budget to the Chief Officer by the end of December. Contradictory comments will be reconciled either by a meeting of councillors or a special meeting of Council.

The Chair drew councillors' attention to councillor allowances and their right to claim for expenses incurred in the performance of their duties. Guidance will be re-circulated.

078-17/18 Website - AGREED: a virement of £3,500 was approved from staff costs for the design and build of a new website. The officers were delegated to progress this work based on the revised site map previously agreed, and to report back to council in due course.

079-17/18 Working groups

Environment and Open Spaces – the group is awaiting a response from Willmott and Dixon regarding a timeframe and logistics for the hut project in Queen's Park Gardens. Plans for the community orchard had been circulated and discussed with Westminster City Council. Metal railings, proposed to replace damaged fencing, could cost between £12,000 and £15,000: Council is not able to contribute to these costs but is in favour.

Events – the Community Development Officer was congratulated on her organisation of a successful fireworks event. An estimated 3,000 people attended. Plans for this year's winter festival include promotion of an environmental message.

Neighbourhood Planning – the *Planning Information Guide* is ready for publication and Ann Lewis was thanked for her work on it. Councillors were asked to draw attention to any non-compliance with the regulations in the Avenues area. Councillors were asked to advise of any local groups who could be approached to contribute to the consultation on the Neighbourhood Plan.

Responses to the consultation for or against shutting down forecourts on the Harrow Road are fairly evenly distributed. **AGREED:** Councillor Fitzhugh will write to Councillor Cox at Westminster City Council suggesting a trial period of self-regulation. Muf Akay who runs All Stars Boxing Club at Queen's Park Hall will be invited to attend Council in the future. Discussion of proposals regarding Canal Terrace was deferred.

Planning Applications – comments on two applications were approved.

The Voice – the Spring issue will be smaller than usual and include a summary of achievements of the past four years.

The meeting closed at 20:09.

Queen's Park Community Council

January 2018

Councillors' allowances

Information note

A councillor allowance scheme appears to have been developed for QPCC in 2015-2016 but not implemented. Such allowances are intended to help cover the costs of 'basic duties' of being a councillor and are not dependent on receipts or other evidence (travel and subsistence allowances are treated separately). The amount proposed (£200 p.a.) has been agreed by an Independent Remuneration Panel. Different councils have different schemes: the key questions appear to be whether or not the amount should be claimed only within a specific limited period at the beginning of the year (to facilitate financial management) or could be claimed as-and-when; whether it should be opt-in or opt-out; and whether or not co-opted members are entitled to the allowance.

A paper with options will be prepared for the February 2018 meeting of council.

Kevin Harris, Chief Officer, January 2018

Neighbourhood Planning Report for 17th Jan 2018

A meeting was held of the Neighbourhood Plan Working Group on Dec 13th 3.15 Beethoven Centre. Susanna Kevin and Gill were there. Katie sent her apologies

The meeting agreed

The Basic Conditions Statement that shows the plan fits in With Westminster and National and European planning laws and The Community Consultation document which goes with the Neighbourhood Plan will be circulated to all Councillors by Kevin before the next meeting. They will have final read through by Urbanvision before they are sent to Westminster. Gill will send off the documents to Westminster when they are agreed

Since then the committee has met with Deirdra Armsby The Head of Place Shaping for Westminster on Jan 9th

1. She knew about the issues with forecourts and will look into this and get back to us
2. We met with Muf Akay who runs All Stars Boxing and Youth Club. He wishes to work with QPCC to purchase the building. There is an irrational landlord but we believe that the Landlord may sell it before he next comes to court at the beginning of March.

Gill is currently working on 2 final documents that need to accompany the Neighbourhood Plan:

The Strategic Environment Assessment and
The Habitats Regulations Assessments

She is being helped by Katie Cowan

Changes to The QPCC Neighbourhood Plan following The Draft Consultation Period

Page 5 Request to add list of class uses in an appendix

Page 10 Under justification change Queen's Park Gardens Hub to Hut

Page 12 para 1 replace introduce with add to

Page 14 para 1 place of comma after Westminster City Plan needs correcting

Page 15 Alterations to Policy 9 Retail and Commercial Development

Bullet point 1

Permit the use of Houses numbered 431- 439 Harrow Road as A1, A2, A3 B1 or a social community use.

Change to paragraph 3

Any development that seeks the conversion of units within the area of 431-439 to residential will not be permitted

Change to residential use of the ground floor or numbers 441-487 will be permitted

Change to sentence 2 of the justification to read:

The Neighbourhood Plan extends the approach to Canal Terrace numbers 431-439 as these properties, which are up to Third Avenue, are deemed to be within the key retail and commercial centre of Queen's Park and are still in commercial use. QPCC would support Class uses A1 A2, A3 , B1 or a social community use as it would provide valuable footfall and retain the retail appearance of the parade. Canal Terrace has been identified as a particular area of concern to the local community where former retail/commercial premises have been converted to residential uses leading to a poor street frontage. A number of shop fronts between 441 and 487 have now been used as residential properties for over 4 years and therefore are entitled to remain as residential houses.

Add a new Development Project 3 : Heritage Design Quality and Sustainability page 19 to have a third project 3.added which should read

Project 3.3

To work with Westminster City Council to produce a design guide for the conservation area of Canal Terrace that agrees a shop front design for the ground floor of the front facing the Harrow Road and a design for the back of the terrace that preserves the railings, the terraces and the roofs.

Add a new Development Project 2.8 : Environment and Open Spaces page 18

Project 2.8

To work on projects to improve the air quality of Queen's Park

Add a new development project 4.4: Getting around and Community Safety

Project 4.4

To work towards having a new bridge over the canal

Queen's Park Consultation Statement 2013-2017

Purpose

The purpose of this statement is to do the following:

- Provide details of people and bodies consulted
- Explain when, how and where they were consulted
- Summarise the main issues and concerns
- Describe how they have been dealt with and addressed in the plan

Structure

It has been divided into the following parts:

- Part 1 which covers the period from the start of the consultation process up to the draft consultation on the plan. This period lasted from 2013-2017
- Part 2 The draft consultation period Oct 23rd- Dec 4th 2017
- Part 3 Photographic and published reports of all the evidence mentioned

Content

Purpose, Structure and Content	page 1
Part 1	page 2
Part 2	page13
Part 3	Box of printed and Photographic evidence

Date	Who was consulted	Nature and Type of consultation	Main issues raised	How were the issues considered and action taken and the draft plan changed	Evidence
August 2013	134 people attending The Queens Park Summer Festival	People were asked to answer the question If you could change one thing about Queen's Park..	<p>The state of the Harrow Road, cleanliness, too many of the same shops, no brand shops.</p> <p>QP Gardens: The wild life area which is always shut.</p> <p>More play equipment for young people</p> <p>No toilet.</p>	<p>Queen's Park had a working group but the Parish Council was not set up till May 2014 WCC allowed us to set up a council in Waiting in April 2014 and before that we had a working group.</p> <p>The Wild life area opened up by the Friends of Queen's Park Garden in 2014</p> <p>QPCC raised money for play equipment and it was installed in 2014</p> <p>Suggestions of adding a toilet in Neighbourhood Plan were discussed with Westminster. WCC has to date objected to a toilet in the park except one for workers and community groups.</p>	<p>QPNP Background Report page 86 gives details of early consultation</p> <p>The plan does not include a toilet in the gardens for everyone but does include a toilet for use by staff and community groups. See Neighbourhood Plan page 10</p>

			<p>Dangerous dogs not on leads and dog messes.</p> <p>Issues emerged at this first meeting and the same issues emerged constantly through consultations</p>	<p>Funding from QPCC grants scheme for resident (Chrissie Chambers)from QP to work with WCC City Inspector for QP to ensure dogs are on leads and messes are picked up. This has resulted in a number of fines. Training by the QP resident is also taking place successfully for dog owners</p> <p>.</p>	<p>QPCC minutes of meetings recording grant to Chrissie Chambers</p>
<p>August 2013</p>	<p>69 local visitors to the stall at the Summer Festival.</p>	<p>Visitors were given beans and asked them to drop them into a jar representing an</p>	<p>Most important issues (over 200 beans) Care for the old the disabled and the young. Second</p>	<p>The issues of the old were discussed with Open Age which is the lead organisation working with</p>	

		issue according to their priority.	most (circa 100 beans) having a voice and the environment	over 50's in QP	
September 2013	32 in depth interviews with members of the voluntary sector, young old and disabled, cllrs in waiting,	A broad cross section of the community were selected. They were all asked to answer a set of questions about their aspirations for Queen's Park and what they would like to change	The 32 in depth interviews showed that people were far more interested in community development and support than in the built environment.	Breakdown was defined by pages of report on each issue. Over 4 pages was devoted to activities and for community development and 2 pages for Queen's Park Gardens and 1.3 for the Harrow Road	Detailed report on the consultations done by Pam Kovachich from The Paddington Development Trust.
May 2014	Councillors	In May Queen's Park Council was formed	If QPCC were to benefit from the Community Infrastructure Levy then a Neighbourhood Plan should be written	It was agreed to write Neighbourhood Plan to deal with all the issues outlined above.	Minutes of QPCC meetings
August 2014	103 largely local people made comments at The Summer Festival		Meetings took place with Open Age about Issues for the elderly people. Open Age said they had no base in Queen's Park, only an office. They said they would like a café and one place to run activities. Many old people were isolated	A solution to the problems of Open Ages lack of resources for old people and the Avenues shortage of funds for them to keep open was discussed. It was decided to In that the Avenues Youth Club should be converted to be a daytime base for old people.	Queen's Park Voice pictures See QPCC minutes The substantial donation was made by the local resident paid for alterations to The Avenues

			<p>The Avenues youth Centre was warned that Westminster was going to end all funding for youth centres in Sept 2016</p>	<p>The chair of the NP committee introduced the Director of Open Age and the funder, a resident from Queen's Park, who was prepared to fund a base for them.</p> <p>Meetings were then held with the Avenues and Open Age. Having Open Age in the Avenues will improve the income stream for the Avenues.</p> <p>QPCG have also agreed to fund them providing they match fund. In 2017 the Avenues raised £40,000 and more than matched the £20,000 from QPCG.</p> <p>In April 2017 The Avenues opened in the day time during school terms to old people.</p> <p>The funding has enabled the Avenues to stay open for young people</p>	<p>to accommodate a café and use by Open Age in the day.</p> <p>Minutes of meetings between The Avenues and Open Age</p> <p>In April 2017 the new centre opened and is now very busy with both groups of people</p> <p>QPNP Policy 1 protecting our amenities</p>
Feb 2015	The GLA	Enquiry was made	Money needed to	Application made to GLA for	Funding application to the

		about how QPCC could raise money to do the work required for a Neighbourhood Plan	complete the Neighbourhood Plan	funds to run a shop in the Harrow Road to look at how the road could be improved. £20,000 approved in Feb 2015	GLA
June- July 2015	350 local people contributed to workshops interviews and visits to the shop	A shop, 548 Harrow Road was hired between June 23 rd and 17 th July 2015 for a month for consultation with the community. 15 events, workshops and meetings took place. Over 160 made comments on postcards and an interactive map. Information about the history of the area amenity, green spaces, the Harrow Road, transport and communications was on display	The desire to improve the Harrow Road, in terms of cleanliness. There was particular concern about the furniture shop on the corner of First Avenue. The number of vacant or boarded up units and the lack of diversity of the shops were further concerns. Improving the conservation and design of Canal Terrace and where possible maintain the shops on the ground floor	A decision was made to set up The Harrow Road Retailers Association A walk was taken along Canal Terrace with The Head of Planning North and the Head of Conservation and Heritage North. They noted the good condition of the corbels and pilasters, that said they wanted the shop fronts retained , they accepted that now a	Booklet reporting the month in the shop entitled On the Street In 2017 the furniture shop on the corner of First Avenue was Harrow Road was closed down and renovated. It will re-open in 2018 Policy 9 looks at the development of Canal Terrace Project 3.3 proposes the development of a design

			<p>Restoration and community use of Queen's Park Hall</p> <p>Trees should be planted where there were still gaps</p> <p>Better and more community provision particularly around Queen's Park Gardens, including the provision of a café, toilets</p>	<p>number on the ground floor were residential The restoration of Queen's Park Hall is Policy 2. It was agreed that the Hall should be an Asset of Community Value.</p> <p>Tree planting: QPCC has worked closely with Westminster Tree Trust and trees have been planted in the Harrow Road in 2015</p> <p>Bike storage unit agreed to be installed in Ilbert St 2017</p> <p>An Air Pollution Survey to take place in Autumn 2017</p> <p>QPCC Environment and Open Spaces cllrs met WCC to discuss the development of the hut in Queen's Park with community space and with a toilet for use by community groups and</p>	<p>guide for Canal Terrace</p> <p>In Jan 2016 Queen's Park Hall became an ACV recognised by WCC QPNP Policy 2 The development of Queen's Park Hall</p> <p>QPNP Policy 5 in the Neighbourhood Plan which supports the development of a hut</p>
--	--	--	--	---	---

			<p>More play equipment and a 4G pitch in Queen's Park Gardens. Better play and sports spaces for children and young people</p> <p>More housing for local people Problems with waste and dogs</p>	<p>staff.</p> <p>WCC has developed 2 pitches in Queen's Park Gardens and discussions about the development of a 4G pitch are on going with WCC</p> <p>Two of our site allocations could lead to an increase of housing for local people.</p>	<p>Development Project 2.1</p> <p>QPNP Policy 10</p>
August 2015	15 in depth interviews with independent shops and businesses in The Harrow Road	This was an in depth study of retailers in the Harrow Road commissioned by WCC and QPCC and completed by Publica	<p>Issues were summarised as:</p> <p>Key negatives Key positives Retailers wanted Set up a retailers group to address their problems: parking Improve stop and shop parking, improving the Canal to make it an asset. They wanted to employ a dedicated</p>	<p>A number of new and different shops opened:</p> <p>Space W10 Art Gallery opened 2015 Generous Spaces a co-working shop was opened in 2016 Costa Coffee shop has opened 2016 548 will be opened as a solarium in 2018 The shop at the corner of First Avenue and Harrow</p>	<p>A meeting was held with retailers to discuss the findings</p> <p>Publica's Book summarising the findings of the report.</p>

			town manager to Address issues such a cleanliness, crime and anti-social behaviour.	Road was completely renovated, had a new frontage and will reopen in 2018 under new management as a furniture shop	
Jan 2016	2 QPCC councillors interviewed all the shops in the Harrow Road between Ladbroke Grove and Maida Hill.	The retailers in the Harrow Road were interviewed and 148 joined The Harrow Road Retailers Association 20 came to the first meeting	The retailers met and complained that improvements were endlessly discussed with WCC but they never did anything. The same things had been coming up for years. The major issue that emerged from the first meeting was parking	This led to the formation of The Harrow Road Retailers Association A walk down the Harrow Road took place with the Head of Parking, the Head of Kerbside Delivery, The Chairman of The Retailers Association and the chairman of QPCC Planning Committee. All retailers with issues were visited. A report was written on the visit. Some issues were solved immediately. Westminster explained the The Harrow Road was a Transport for London(TFL) road and they were not able to make some of the changes suggested	Data base of names contact details of all retailers. Minutes of the first meeting (March 1 st 2016) Harrow Road Retailers Association In 2017 the parking arrangements in the side streets proposed by the HRRRA were agreed and installed by WCC

2014-2016		<p>Since the council was set up in 2014 every month enquiries have come to The QPCC planning committee related to planning issues on the ACE</p>	<p>The planning guides needed to be updated. Issues related to infilling the closet wing, dormer windows extending the houses into the garden, the right to have a burglar alarm were the most frequent complaints of residents</p>	<p>QPCC enlisted the help of a local architect and builder to advise them. The area team leader of Westminster North Planning Department and the Head of Design and Conservation spent a great deal of time listening to the QPCC planning group.. QPCC had circulated a questionnaire to every household in the Avenues and a booklet was written by them outlining 3 proposals for change. Responses were requested and a report was completed by a member of the planning working group. WCC has now responded to this at length. Their planning and conservation are deeply embedded and have not agreed to any of our proposals. The Avenues Planning Information Guide.</p>	<p>Drawings were done by a local architect.</p> <p>Planning permission was granted for alarms 2016</p> <p>A report was written by a member of the planning committee analysing the ...responses to the three questions. Residents strongly wanted changes to all three proposals.</p> <p>The publishing of The Planning Information Guide for residents will be in 2018</p>
-----------	--	--	---	---	---

<p>January 2017</p>	<p>Every house in the Avenues Conservation Estate</p>	<p>They were presented with 3 proposals of changes to the current planning rules and were asked for comments</p>	<p>34 responses were received. Many were detailed.</p> <p>A member of the QPCC planning group wrote an</p>	<p>The responses received. Were analysed and a full report was written by a member of the planning working group.</p>	<p>The leaflet circulated to every household in the Avenues asking for their responses to dormer windows, infilling the closet wing and bi-fold doors.</p> <p>Changes have now been agreed with Planning North Westminster. Burglar alarms are allowed. Changes have been made to permissions allowed to infill of the closet wing and height of the party wall.</p> <p>A Planning Information Guide for residents has now been endorsed by Westminster City Council and will be published and circulated both on line and in hard copy in Jan 2018</p> <p>Policy 6 of the Neighbourhood Plan promotes good design.</p>
---------------------	---	--	--	---	---

					The objective of the policy is to protect the conservation areas
12 th July 2017	All the retailers in the Harrow Road	The right to use forecourts to display and sell goods. A QPCC cllr produced a report on the use of the forecourts. She worked closely with WCC who were looking at the legality of the forecourts. The Cllr was asked to a meeting with WCC and told that WCC suggested two options closure of the forecourts or regulation of the forecourts	That the retailers did not keep within their boundary. That the displays were unattractive. That it was difficult to use the pavement in particular if there was a bus stop and a forecourt display	Two HRRR meetings were held to discuss the forecourts. Retailers were told of the two choices abolition or regulation. They chose regulation. The secretary of the HRRR was asked to write to the cabinet member for Public Protection and Licensing. On September 18 th a letter was received from WCC which said that The Council were going to close down the forecourts. At the October meeting of the QPCC cllrs said they wished to support the continuation of the forecourts. They thought that they brought gaiety and life to the streets and that	Minutes of meetings of the HRRR Policy 8 of the neighbourhood plan was included to Safeguard Pedestrian Access Policy 9 of the Neighbourhood Plan supports the development and the improvement of the retail shopping area Minutes of the QPCC meetings

				<p>many of the retailers would not survive without them.</p> <p>At a meeting of the retailers attended by Jim Howard from WCC, 20 people were present who wanted the forecourts preserved.</p> <p>In October a cllr wrote report on the questionnaire that was given to retailers with forecourts asking about the importance of the forecourt</p>	<p>Minutes of the HRRRA meeting</p> <p>The report on forecourts presented at the October meeting of QPCC</p>
24 th October 2016	Residents from the Avenues Conservation Estate (ACE)	Retailers attended a HRRRA meeting to discuss forecourts Jim Howard from WCC attended	QPCC Cllr and secretary of HRRRA had received a letter from the Westminster Cllr saying that they had decided to close down the forecourts. Retailers said they did not understand the ruling as WCC had been telling them for years that the 1m not paved by Westminster CC	A letter was agreed by the committee and will be sent to the council.	Letter from Gill FitzHugh to Antonia Cox

			<p>outside their shops was theirs. Many of the shops had been using the forecourts for more than 20 years and WCC had not told them they were illegal before this date.</p> <p>The proposals for improvements to The Harrow Road was discussed</p>		
October 2017	Retailers meeting	They were asked to support and pay for an Air Pollution survey	The highest level of air pollution was found in the Harrow Road and Kilburn Lane	The report was discussed at the council meeting in October	Minutes of QPCC meeting

Part 2 The Draft Consultation Period Oct 23rd- Dec 4th 2017

Date	Who was consulted	Nature and type of consultation	Main issues raised	How were the issues considered and action taken and the draft plan changed	Evidence
October 23 rd 2017	All the residents of Queen's Park Ward	The full neighbourhood plan was put on the website The shortened version of the Neighbourhood Plan was put on the website and copies were printed and placed in 4 key places: The Library, The Beethoven Centre, The Avenues and the QPCC offices Every household was delivered a Queen's Park Voice with a summary of The Neighbourhood Plan			See the shortened version of the Queen's Park Neighbourhood Plan and the summary which was included in Queen's Park Voice
Wed Nov 1 st 1.00pm-	Open meeting for residents	People were requested to	That local people did not understand	These will be made to the final edition of the plan	An appendix of use terms will be added

4.00pm		comment on QPNP	planning use classes. It was suggested that we should alter policy 9 and that we should accept that the old canalside shops were now largely residential. That because they had been there for more than 4 years	That this was discussed at the QPCCNPWG meeting (171213) In addition 90 artists studios have been opened just outside our ward in Saltram Crescent called Kindred Studios	to the shortened version
Mon November 13 th 6-8pm	Open meeting for residents	A visual presentation of slides was shown to discuss the main recommendations of the Neighbourhood Plan	That we had not included the Air Pollution Survey	That we should add a Development project 2.8 to the plan which was to improve the air quality in the ward	
December 7 th 9.00am- 10.00am	Meeting to discuss the Canal Boat and Harrow Road Open space meeting			That we should add a proposal for a second bridge over the canal	Minutes of the meeting
November	The list of Westminster City Council Specific	They were send a copy of The Neighbourhood plan	On Nov 15 th Historic England responded. They welcomed policy 6. They suggested that	The issues were considered by QPCCNPWG and they will follow their energy efficiency advice and....they	See e-mail from Historic England The conservation area guide has been updated

	<p>consultees</p>		<p>we should follow their guidance on energy efficiency for historic building.</p> <p>On November 25th Natural England responded that it does not consider that QPCCNP poses any likely risk or opportunity in relation to their statutory purpose,</p> <p>On Dec 5th a letter was received from Transport for London</p>	<p>also recommended that we should update our Avenues Conservation Area Audit</p> <p>TfL recommended that we should follow The Mayor’s Healthy Streets agenda They have asked us to refer to The Mayor’s Transport Strategy and Healthy Streets for London Toolkit.</p> <p>They want us to include The London Cycling Design Standards in the plan. They want us to support children cycling and walking safely to school. STARS Sustainable travel: Active Responsible SAFE is a TfL accreditation scheme and we need to ensure our local schools have signed up to the scheme.</p> <p>They want us to follow TfLs streetscape guidance to ensure that there is sufficient space for</p>	<p>and will be published in Jan 2018</p> <p>See E-mail from Natural England. No reply needed</p> <p>Project 5.2 is to implement the following initiatives from The Mayor of London in 2018:</p> <ul style="list-style-type: none"> • The Mayor’s Transport Strategy and Healthy Streets for London Toolkit. • Cycling design Standards • STARS • Tf L’s street scape guidance • Support the use of buses rather than
--	-------------------	--	---	---	---

				pedestrians push chairs and those with mobility restrictions	cars as much as is possible
--	--	--	--	--	-----------------------------



Queen's Park Community Council Draft Neighbourhood Plan

Basic Conditions Statement

Version control

V0.1 issued 04-11-16 MC

V0.2 issued 08-11-16 GF

V0.3 issued 09-11-16 MC

V0.4 issued 18-11-16 GF

V0.5 issued 19-07-17 DMcC

VO.6 issued 4.12.17 GF

Contents page

Introduction	1
What is being proposed in the Neighbourhood Plan?	1
Summary of Compliance	1
Conformity with National Policy and Advice	3
Conformity with the Local Development Plan	7
Contribution towards Sustainable Development	14
Compatibility with EU obligations including human rights requirements	16
Potential Effects on European Sites	16
Conclusion	16
Appendix 1: Designated Neighbourhood Area	18
Appendix 2: Westminster City Plan and London Plan Policies	19
Appendix 3: Strategic Environmental Assessment Screening Report	31

Blank Page

Introduction

This Basic Conditions Statement has been prepared in support of the Queens Park Neighbourhood Plan (QPNP) and demonstrates how the Plan meets the statutory requirements set out within the Town and Country Planning Act 1990 (as amended by the Localism Act 2011) and the Neighbourhood Planning Regulations 2012. The regulations require that a Neighbourhood Plan deals with planning matters (i.e. the use and development of land), is submitted by a qualifying body, covers a stated Plan Period and identifies a designated Neighbourhood Area.

The Statement has been prepared to demonstrate how the pre-submission Queens Park Neighbourhood Plan meets the basic conditions set out in Paragraph 8 of Schedule 4B to the Town and Country Planning Act 1990 (as amended). A Neighbourhood Plan must meet these conditions if it is to proceed to a referendum and be 'made' (put into force). The Basic Conditions are summarised as follows:

- having regard to national policies¹ and advice contained in guidance issued by the Secretary of State (see National Planning Practice Guidance²) it is appropriate to make the neighbourhood development plan.
- the making of the neighbourhood plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area).
- the making of the neighbourhood plan contributes to the achievement of sustainable development.
- the making of the neighbourhood plan does not breach, and is otherwise compatible with, EU obligations.

In addition, Regulations 32 and 33 of the Neighbourhood Planning (General) Regulations 2012³ (as amended) sets out another basic condition in addition to the above, which requires that:

- the making of the neighbourhood plan is not likely to have a significant effect on a European site (as defined in the Conservation of Habitats and Species Regulations 2012) or a European offshore marine site (as defined in the Offshore Marine Conservation (Natural Habitats, &c.) Regulations 2007) (either alone or in combination with other plans or projects)

This statement addresses each of the points and explains how the requirements of the Basic Conditions have been met.

¹ See <http://planningguidance.communities.gov.uk/wp-content/themes/planning-guidance/assets/NPPF.pdf>

² See <http://planningguidance.communities.gov.uk/blog/guidance/>

³ See http://www.legislation.gov.uk/uksi/2012/637/pdfs/ukxi_20120637_en.pdf

What is being proposed in the Neighbourhood Plan?

The Neighbourhood Plan has undergone a pre-submission public consultation for the statutory six week period between Monday October 23rd 2017 and Monday December 4th 2017. The comments received have been recorded and considered and summarised in the submitted Consultation Report.

The Queen's Park Neighbourhood Plan (QPNP) proposed a range of planning policies.

QPNP's vision is to provide facilities and services for people of all ages; to respect and safeguard the character of the neighbourhood; to promote good design; to cherish and enhance the environment; to make our streets more attractive and safer; to refurbish our retail roads and as and where possible to increase the small local economy.

Its two key priorities are to protect its amenities in this very poor area of London and to improve its high streets, especially the Harrow Road through restoration, good design, regulation and creative development. Improving our Green Spaces: Queen's Park Gardens, Harrow Road Open Space, our canal and our edges and verges is also important. In an area with limited open space but sizeable gardens, the QPNP seeks to deliver projects to encourage biodiversity and protection of birds and bees within these residential gardens. QPNP also recommends the slowing of traffic to 20mph, the encouragement of people to walk and cycle; and projects to improve air quality

A number of documents have been produced in order to support our Plan and meet the Basic Conditions. These include:

- The Queen's Park Neighbourhood Plan This is the main document which includes projects and policies developed by us.
- The Queen's Park Neighbourhood Plan Background Document: This is a body of information gathered, used and assessed by us to ensure due consideration of social, economic and environmental issues within our Parish.
- The Queen's Park Neighbourhood Plan Consultation Statement: This is a statement setting out how the community and other stakeholders have been involved in the preparation of our Neighbourhood Plan.
- The Queen's Park Neighbourhood Plan Basic Conditions Statement: This is this document and is a statement setting out how we accord with these requirements.

Summary of Compliance

Queen's Park Community Council (QPCC) is the qualifying body that is responsible for the preparation of the Neighbourhood Plan. The Community Council submitted proposals in 2013 to prepare a Neighbourhood Plan for the area based on the Electoral Ward Boundary of Queen's Park. The Queen's Park Neighbourhood Area was designated by Westminster

City Council, on 10 January 2014. Please see appendix 1 for a plan of the designated area.

The policies in the Queen's Park Neighbourhood Plan relate to the development and use of land in the designated Neighbourhood Area and have been prepared in accordance with the statutory requirements and processes set out in the Town and Country Planning Act 1990 (as amended by the Localism Act 2011) and the Neighbourhood Planning (General) Regulations 2012 (as amended). The Plan period covers the whole of the area for the period up to which is 2032 the same period as the Westminster City Plan (adopted November 2016).

The Plan does not deal with County matters (mineral extraction and waste development), nationally significant infrastructure or any other matters set out in Section 61K of the Town and Country Planning Act 1990. The Plan does not relate to more than one Neighbourhood Area and there are no other Neighbourhood Plans in place within the neighbourhood area.

Conformity with National Policy and Advice

The Neighbourhood Plan has been prepared with regard to national policies as set out in the National Planning Policy Framework (NPPF) and supporting national guidance.

Table X: NPPF Core Planning Principles and the Queen’s Park Neighbour Plan

National Planning Policy Framework Core Planning Principle	How QPNP Policies have had regard to national policy
<p>Planning should be genuinely plan-led, empowering local people to shape their surroundings, with succinct local and neighbourhood plans setting out a positive vision for the future of the area. Plans should be kept up to date, and be based on joint working and co-operation to address larger than local issues. They should provide a practical framework within which decisions on planning applications can be made with a high degree of predictability and efficiency</p>	<p>QPCC has produced their Neighbourhood Plan in line with this guidance. QPCC will provide a practical framework to ensure that development is plan led. QPCC led extensive consultation with local people from 2013 to the present. QPCC’s planning committee met monthly till April 2017; and was open to the public; and was responsible for the delivery of the plan. In May 2017 the committee system changed and we had one committee a month which included planning. QPCC has an exciting and positive vision for the future with the policies and projects set out in the neighbourhood plan. QPCC has a specialist and experienced working group that meets every month to make decisions on planning applications and report them to the planning committee. Decisions are ratified at council meetings. QPCC works closely with the executive of Westminster City Council, in particular The Heritage and Conservation Department and Planning North team.</p>

National Planning Policy Framework Core Planning Principle	How QPNP Policies have had regard to national policy
<p>Planning should not simply be about scrutiny, but instead be a creative exercise in finding ways to enhance and improve the places in which people live their lives</p>	<p>QPCC Neighbourhood Plan community consultation has involved residents from all walks of life including architects, builders, entrepreneurs, owners of shops and businesses, and residents. They have been interested in conservation, restoration, design and developing the buildings to meet the needs of the 21st century. They also want the quality of place to be enhanced by improving accessibility and walking, and cycling networks. Parking is a major issue particularly for retailers and practical proposals made by QPCC have been implemented by WCC. A local asset is the Grand Union Canal and creative proposals have been made to improve the canal and views of the canal by the public. There are policies and projects to promote health and well-being by protecting and improving open spaces, clean air, food growing, and conservation of birds and bees.</p>
<p>Planning should proactively drive and support sustainable economic development to deliver the homes, business and industrial units, infrastructure and thriving local places that the country needs. Every effort should be made objectively to identify and then meet the housing, business and other development needs of an area, and respond to wider opportunities for growth. Plans should take account of market signals, such as land prices and housing affordability, and set out a clear strategy for allocating sufficient land which is suitable for development in their area, taking account of the needs of the residential and business communities.</p>	<p>QPCC is in a built up, largely residential, area without opportunities for large scale building and development. Within these constraints QPNP has seized the opportunity to identify and show where changes could be made. Policy 9 advocates for the development of Canal Terrace to restore the terrace and if possible to develop creative workshops. Policy 10 supports opportunities to develop housing on barges and in poorly used space at Queen's Park Court and behind the BT building. The plan supports the development of a listed building that has been shut and in a state of disrepair for 14 years. It was built as a community centre with shops. Policy 5 supports the development of an eco building in Queen's Park Gardens (our park) that will contribute to active and engaged community life.</p>
<p>Planning should always seek to secure high quality design and a good standard of amenity for all existing and future occupants of land and buildings.</p>	<p>QPCC's vision is to respect and safeguard our neighbourhood's character and to seek good design and provide services and facilities for people of all ages expressed in Policy 6. QPNP policies reflect the vision. Policy 5 promotes the good design and redevelopment of the storage building to provide requested services for the community.</p>

National Planning Policy Framework Core Planning Principle	How QPNP Policies have had regard to national policy
<p>Planning should take account of the different roles and character of different areas, promoting the vitality of our main urban areas, protecting the Green Belts around them, recognising the intrinsic character and beauty of the countryside and supporting thriving rural communities within it</p>	<p>QPCC can be clearly divided into the following character areas:</p> <p>Residential: Mozart Estate, Queens Park Court, Late Victorian two storey houses, The Avenues Conservation Estate</p> <p>Policy 8 requires high grade design for extensions and alterations to conservation area houses</p> <p>Retail and business: The Harrow Road and Kilburn Lane. (Kilburn Lane is a small area and the shops and development area is mostly in Brent and is being planned at present)</p> <p>Policy 9 supports improvement to retail areas</p> <p>Green areas: Queen’s Park Gardens and The Grand Union Canal</p> <p>Policies 3 and 4 support the preservation and improvement of green spaces.</p>
<p>Planning should support the transition to a low carbon future in a changing climate, taking full account of flood risk and coastal change, and encourage the reuse of existing resources, including conversion of existing buildings, and encourage the use of renewable resources (for example, by the development of renewable energy).</p>	<p>QPCC vision is to use its resources wisely and to work to minimise its ecological footprint. QPNP policies promote this vision: they support the restoration and reuse of existing buildings, the building of eco buildings, the encouragement to cycle and walk, the slowing of traffic resulting in the reduction of air pollution. QPNP supports measures to reduce the waste of energy. QPNP projects also support the transition to a low carbon future.</p>
<p>Planning should contribute to conserving and enhancing the natural environment and reducing pollution. Allocations of land for development should prefer land of lesser environmental value, where consistent with other policies in the Framework.</p>	<p>QPCC’s vision is to cherish and enhance our environment. QPNPs policy 4 looks to conserve green space. It encourages the development of allotments. Policy 3 protects our residential gardens from development. Projects are being developed to encourage gardens which encourage the conservation of plants, birds and bees</p>
<p>Planning should encourage the effective use of land by reusing land that has been previously developed (Brownfield land), provided that it is not of high environmental value</p>	<p>There is little brownfield land in Queen’s Park. There are two car parks in Queen’s Park Court that do qualify as small brown field sites. Policies in the plan seek to utilise any potential brownfield areas for residential and open space.</p>

National Planning Policy Framework Core Planning Principle	How QPNP Policies have had regard to national policy
<p>Planning should promote mixed-use developments, and encourage multiple benefits from the use of land in urban and rural areas, recognising that some open land can perform many functions (such as wildlife, recreation, flood risk mitigation, carbon storage or food production)</p>	<p>The eco building in Queen’s Park Gardens would be built for mixed use: community, education, income generation and storage.</p>
<p>Planning should conserve heritage assets in a manner appropriate to their significance, so that they can be enjoyed for their contribution to the quality of life of this and future generations</p>	<p>The heritage assets in Queen’s Park are: The Queen’s Park Avenues Estate built in 1876 which was designated a Conservation Area in 1978. In 1991 this designation was extended to include Canal Terrace and Harrow Road Open Space. The Library and Queen’s Park Hall in the Harrow Road are Grade 2 listed buildings. Westminster City Council does preserve the Avenues Estate. However much work needs to be done on Canal Terrace, Harrow Road Open Space and Queen’s Park Hall. QPNP Policies 2 and 9 support these developments.</p>
<p>Planning should actively manage patterns of growth to make the fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made sustainable</p>	<p>The Harrow Road and Kilburn Lane are Transport for London (TFL) roads. A major concern is traffic congestion in the Harrow Road primary retail area when buses, lorries, vans and cars double park in the road. New parking arrangements in the slip roads to the Harrow Road now provide more parking to prevent parking in the Harrow Road. This was proposed by QPCC and supported by WCC QPNP policies 7 and 8 promote walking and cycling and community safety.</p>
<p>Planning should take account of and support local strategies to improve health, social and cultural wellbeing for all, and deliver sufficient community and cultural services to meet local needs</p>	<p>QPNP policy 1 protects our amenities where local strategies to improve health, social and cultural wellbeing take place</p>

Conformity with the Local Development Plan.

The Neighbourhood Plan has been prepared with regard to local strategic planning policies set out in the Westminster City Plan 2016, and sub-regional policies set out in the London Plan.

The Neighbourhood Plan sets out a total of 10 policies. The table below shows these policies and how they conform and contribute to the implementation of strategic policies in the Westminster City Plan and London Plan.

Queens Park Neighbourhood Plan Policies	Westminster City Plan	The London Plan
<p>Policy 1 – Amenities</p> <p>Development proposing the loss of a community use will only be permitted where it can be demonstrated that the building no longer provides this use for the community.</p> <p>Where it is identified that there is a continuing need for a community use services and activities that were located in the building subject to new development proposals, applicants will need to demonstrate that there is adequate alternative provision within the Neighbourhood Plan Area which has the capacity to meet the needs of the community which the lost use previously served.</p>	<p>Policy S12 North Westminster Economic Development Area</p> <p>Policy 1 helps to meet the policy aspects: <i>“Delivering improved and appropriate local services including: local services provision facilities in Church Street area and Queens Park”</i></p> <p><i>“In the District Shopping Centres of Harrow Road and Church Street/Edgware Road the council may be more flexible about uses, provided development delivers benefits to the local community, provides employment opportunities and contributes to the quality of the built environment.”</i></p> <p>Policy S34 Social and Community Infrastructure</p> <p>Policy 1 conforms to Policy S34 in protecting social and community floorspace. It ensures that where there is a continued defined need that the need is protected.</p>	<p>Policy 3.16 PROTECTION AND ENHANCEMENT OF SOCIAL INFRASTRUCTURE</p> <p>Policy 1 conforms to Policy 3.16 to ensure protection and enhancement of social infrastructure. It ensures that where there is a continued defined need that the need is protected.</p>

Queens Park Neighbourhood Plan Policies	Westminster City Plan	The London Plan
<p>Policy 2 – Queens Park Hall</p> <p>QPCC will support the use of Queen’s Park Hall as a community hall for the local community. Proposals for any development or change of use at Queen’s Park Hall will need to demonstrate how they will assist in maintaining the building as a community asset.</p>	<p>Policy S34 Social and Community Infrastructure</p> <p>Policy 2 conforms to Policy S34 in protecting social and community floorspace. It ensures that where there is a continued defined need that the need is protected.</p>	<p>Policy 3.16 PROTECTION AND ENHANCEMENT OF SOCIAL INFRASTRUCTURE</p> <p>Policy 2 conforms to Policy 3.16 to ensure protection and enhancement of social infrastructure. It ensures that where there is a continued defined need that the need is protected.</p>
<p>Policy 3 – Residential Gardens</p> <p>Development which results in the loss of private residential gardens will not be permitted.</p>	<p>Policy S38 Biodiversity and Green Infrastructure</p> <p>Policy 3 will help deliver Green infrastructure as required by Policy S38.</p>	<p>Policy 2.18 GREEN INFRASTRUCTURE: THE MULTI FUNCTIONAL NETWORK OF GREEN AND OPEN SPACES</p> <p>Policy 3 will help deliver Green infrastructure as required by Policy 2.18.</p>
<p>Policy 4– Allotments</p> <p>Proposals for new allotments or an extension to existing allotments will be supported.</p> <p>Proposals that result in harm to or loss of allotments listed in Table 4 below will not normally be permitted unless:</p> <p>a) replacement provision is made, of at least equivalent quality, where it would be located at reasonable convenience for the existing plot holders; and</p> <p>b) where clear and significant social, economic and environmental community benefits could be derived from the proposal.</p> <p>Table 4</p> <ul style="list-style-type: none"> • Harrington Court • Leeve House Allotments 	<p>Policy S35 Open Space</p> <p>Policy 6 ensures existing public open spaces deficiencies will be addressed by protecting all open spaces, and their quality, heritage and ecological value, tranquility and amenity.</p> <p>Policy S38 Biodiversity and Green Infrastructure</p> <p>Policy 6 will help deliver Green infrastructure as required by Policy S38.</p>	<p>Policy 2.18 GREEN INFRASTRUCTURE: THE MULTI FUNCTIONAL NETWORK OF GREEN AND OPEN SPACES</p> <p>Policy 6 will help deliver Green infrastructure as required by Policy 2.18.</p> <p>Policy 7.18 PROTECTING OPEN SPACE AND ADDRESSING DEFICIENCY</p> <p>Policy 6 will help protect local spaces and assist in the delivery of potential additional green space.</p>

Queens Park Neighbourhood Plan Policies	Westminster City Plan	The London Plan
<p>Policy 5- Queen’s Park Gardens Hut Proposals will be supported for the redevelopment of the storage building located at the Fourth Avenue entrance to Queen’s Park Gardens to include:</p> <ul style="list-style-type: none"> workshop space and storage space for garden activity, environmental sports and play projects and skills training space for a home grown community food project shared space for WCC parks and community groups toilet facilities for staff and approved community groups 	<p>Policy S35 Open Space Policy 7 ensures existing public open spaces deficiencies will be addressed by protecting all open spaces, and their quality, heritage and ecological value, tranquillity and amenity.</p> <p>Policy S38 Biodiversity and Green Infrastructure Policy 7 will help deliver Green infrastructure as required by Policy S38.</p>	<p>Policy 2.18 GREEN INFRASTRUCTURE: THE MULTI FUNCTIONAL NETWORK OF GREEN AND OPEN SPACES Policy 7 will help deliver Green infrastructure as required by Policy 2.18.</p> <p>Policy 7.18 PROTECTING OPEN SPACE AND ADDRESSING DEFICIENCY Policy 7 will help protect local spaces and assist in the delivery of potential additional green space.</p>
<p>Policy 6 –, Design Proposals for new development must achieve an exemplary standard of sustainable and inclusive urban design and architecture that respects the scale and character of existing and surrounding buildings.</p> <p>Design which meets high standards of environmental performance to mitigate for and adapt to climate change will be supported subject to considerations with respect to the character of the area.</p> <p>New or renovated shop frontages should complement the architectural design of the rest of the building where that building has historic or architectural merit. Signs for shop fronts should be well-designed at a suitable scale and if illuminated should be lit appropriately and discreetly.</p>	<p>Policy S25 Heritage Policy 8 will conform to the requirement of Policy S25 to conserve heritage assets. It will contribute to the requirement that historic and other important buildings should be upgraded sensitively,</p> <p>Policy S28 Design Policy 8 will ensure development must incorporate exemplary standards of sustainable and inclusive urban design as required by Policy S28.</p>	<p>Policy 7.4 LOCAL CHARACTER Policy 8 will ensure the local character of the Queen’s Park area will be enhanced by a high quality design response that allows existing buildings and structures that make a positive contribution to the character of a place to influence the future character of the area and is informed by the surrounding historic environment.</p>

Queens Park Neighbourhood Plan Policies	Westminster City Plan	The London Plan
<p>Policy 7 – Improving Cycling Infrastructure Development proposals, where appropriate, will be required to be supported by measures to improve road safety and facilities for cyclists, subject to the published cycle standards set out by the London Plan. Measures will be expected to:</p> <ul style="list-style-type: none"> a) Provide cycle parking at key services and facilities where appropriate b) Provide sheltered, secure cycle storage for residents where appropriate 	<p>Policy S41 Pedestrian Movement and Sustainable Transport Policy 10 conforms to Policy S41 in supporting sustainable transport options including the provision of cycling facilities</p>	<p>Policy 6.9 CYCLING Policy 10 will support Policy 6.9 in improving cycle infrastructure.</p>
<p>Policy 8 – Safeguarding Pedestrian Access Proposals that provide for improved pedestrian access shall be supported subject to the development meeting the following requirements:</p> <ul style="list-style-type: none"> a) Ensures sufficient existing pavement space is maintained for pedestrians; and b) Safeguards accessibility for disabled people and those with push chairs. 	<p>Policy S41 Pedestrian Movement and Sustainable Transport Policy 11 conforms to Policy S41 in supporting sustainable transport options including improvements for pedestrians.</p>	<p>Policy 6.10 WALKING Policy 11 assists in delivering the Mayor’s commitment to a substantial increase in walking in London. To this end, the quality and safety of London’s pedestrian environment should be improved to make the experience of walking more pleasant and an increasingly viable alternative to the private car</p>

Queens Park Neighbourhood Plan Policies	Westminster City Plan	The London Plan
<p>Policy 9 – Retail and Commercial Development Proposals for development will be supported that maintain or improve retail and commercial uses within the defined core and secondary shopping frontages in Harrow Road District Centre (the part that falls within the neighbourhood plan area) and Kilburn Road Local Centre.</p> <p>Proposals for development will be supported within the area defined between 431 Harrow Road and 487 Harrow Road (Canal Terrace) for the following uses:</p> <ul style="list-style-type: none"> • Support the conversion and redevelopment of the ground floors as workshops B1 use, with preference given to use as small creative workshops; or • The change of use of the ground floors into a mix of uses that improve the vibrancy to include the following use classes: A2 A3 A4 D1 and D2. <p>Any development that seeks the conversion of units currently in A1 use within the area between 431 and 487 Harrow Road will not be permitted.</p> <p>Proposals that provide additional car parking capacity to access the retail/commercial activities in Harrow Road will be supported.</p>	<p>Policy S12 North Westminster Economic Development Area Policy 12 helps to meet the policy aspects: <i>“Delivering improved and appropriate local services including: local services provision facilities in Church Street area and Queens Park”</i></p> <p><i>“In the District Shopping Centres of Harrow Road and Church Street/Edgware Road the council may be more flexible about uses, provided development delivers benefits to the local community, provides employment opportunities and contributes to the quality of the built environment.”</i></p> <p>Policy S21 Retail Policy 12 conforms to Policy 21 in ensuring protection to existing retail uses.</p>	<p>Policy 4.7 RETAIL AND TOWN CENTRE DEVELOPMENT</p> <p>Policy 12 assists in protecting retail areas as set out in Policy 4.7</p>

Queens Park Neighbourhood Plan Policies	Westminster City Plan	The London Plan
<p>Policy 10 – Residential Development Proposals for boats to be permanently moored for residential use on the Grand Union Canal will be supported, subject to the provision of any necessary infrastructure required to service the houseboats.</p> <p>Proposals for infill development of affordable residential dwellings around the British Telecom building and Queens Park Court Area will be supported, subject to the schemes:</p> <ul style="list-style-type: none"> • Being of high quality design; and • Providing sufficient amenity space for inhabitants, including the provision of open space and play space. 	<p>Policies S14 Optimising Housing Delivery Policy 13 will help to meet Policy S14 intention that residential uses are the priority across Westminster and that the protection of existing residential uses is a key requirement.</p> <p>Policy S15 Meeting Housing Needs Policy 13 will assist in delivering Policy S15 requirement that residential developments provide an appropriate mix of units in terms of size, type, and affordable housing provision towards meeting Westminster’s Housing needs and creating mixed communities</p> <p>Policy S16 Affordable Housing Policy 13 will assist in the delivery of affordable housing.</p>	<p>Policy 3.8 HOUSING CHOICE Policy 13 will assist in the Policy 3.8 aim that Londoners should have a genuine choice of homes that they can afford and which meet their requirements for different sizes and types of dwellings in the highest quality environments.</p>

Contribution towards Sustainable Development

Sustainable Development is commonly understood to mean that described in a report published by the Brundtland Commission in 1987, which defined sustainable development as: "development which meets the needs of current generations without compromising the ability of future generations to meet their own needs". The Government has interpreted this in planning terms for England within the NPPF, where paragraph 7 sets out sustainable development as consisting of the following factors:

- to contribute to building a strong, responsive and competitive economy,
- to support strong, vibrant and healthy communities; and
- to contribute to protecting and enhancing the natural, built and historic environment.

The policies within Queen’s Park Neighbourhood Plan promote sustainable development, as described in the NPPF; the table below shows how the policies and allocations in the Plan contribute to the economic, social and environmental aspects of sustainable development.

Sustainable development factors	Queen’s Park Neighbourhood Plan Contribution
Economic	The Neighbourhood Plan seeks to develop workshops which will provide employment. QPNP sets out to increase housing on the canal and in small poorly used spaces. In adjacent areas such as Paddington Basin and North Kensington there is a growth of industrial use. QPCC aims to provide local workers for jobs in these places.
Social	The Neighbourhood Plan sets a strong framework that will help to support the achievement of sustainable social development. The Plan provides policies that support the development of community facilities: sports pitches, a community building for training and education. The plan seeks to improve the shopping experience for residents through regulation, design, a greater variety of shops and improved parking
Environmental	The Plan’s policies seek to promote the local distinctiveness of the area, and recognise locally important natural and built heritage assets. QPNP has projects that will support biodiversity, protection of bees and birds and the regular cleaning of the Grand Union Canal. QPNP recognises that much of the Conservation Area is well protected (Queen’s Park Avenues Houses). Some of the conservation area is in a state of disrepair and QPNP policies aim to bring this up to the

Sustainable development factors	Queen's Park Neighbourhood Plan Contribution
	standard of the rest of the area

Compatibility with EU obligations including human rights requirements

The Neighbourhood Plan has had regard to EU obligations and the human rights requirements. It is compatible with all requirements. The Plan does not contain policies or proposals that would infringe the human rights of residents or other stakeholders over and above the existing strategic policies

The Neighbourhood Plan is in conformity with EU obligations:

- a. The Neighbourhood Area is not in close proximity to any European designated nature sites and so does not require an Appropriate Assessment under the EU Habitats Regulations.
- b. The Neighbourhood Plan has regard to the fundamental rights and freedoms guaranteed under the European Convention on Human Rights and complies with the Human Rights Act.

QPCC Neighbourhood Plan proposes 10 policies and 16 development projects. None of these policies or proposals infringe the human rights of residents and other stakeholders over and above the existing strategic policies at national and district levels. QPCC comes under Westminster City Council and they have read through the plan and advised us of changes. We have made the changes as recommended

Potential Effects on European Sites

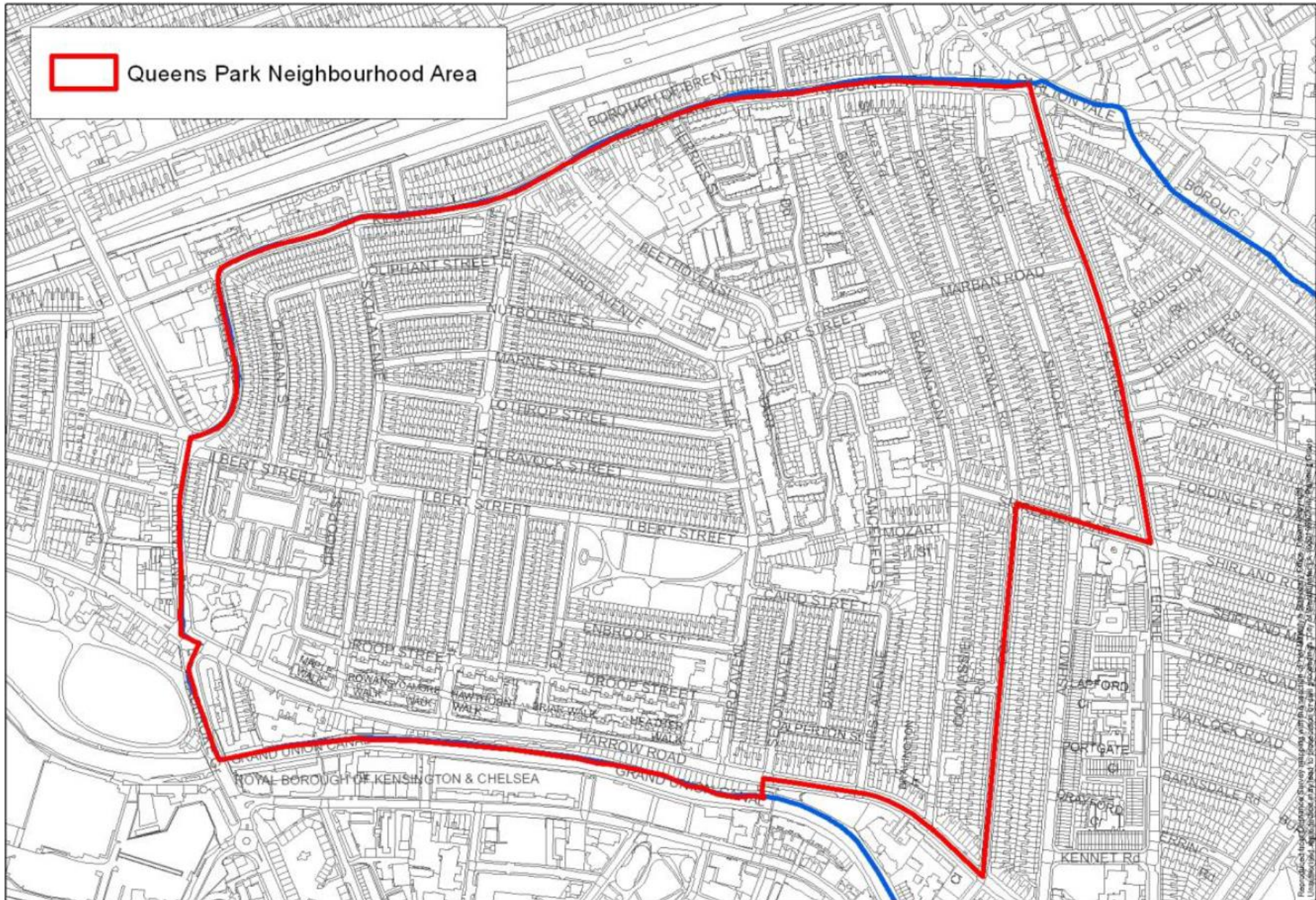
In order to meet the basic conditions of the Neighbourhood Planning (General) Regulations 2012, the Neighbourhood Plan including the proposals and policies set out in the plan must be screened / assessed to determine whether a Strategic Environmental Assessment (SEA) or a Habitat Regulation Assessment (HRA) is required and if any significant environmental effects are likely to occur from the Neighbourhood Plan.

Westminster City Council has carried out and prepared a screening assessment on the Queen's Park Neighbourhood Plan and has determined that in their opinion, the plan meets the basic conditions of not breaching, and otherwise being compatible with EU Obligations and Human Right requirements. The screening assessment confirms there are no likely significant environmental effects arising from the Queen's Park Neighbourhood Plan and a SEA or HRA will not be required.

Conclusion

The Basic Conditions as set out in Schedule 4B to the TCPA 1990 are considered to be met by the Queen's Park Neighbourhood Plan and all the policies therein. It is therefore considered that the Queen's Park Neighbourhood Plan complies with Paragraph 8(1)(a) of Schedule 4B of the Act.

Appendix 1: Designated Neighbourhood Area



Appendix 2: Westminster City Plan and London Plan Policies

Table 2 sets out the relationship between the neighbourhood plan polices and the relevant strategic policies from the Westminster City Plan and London Plan. The specific policies from the Westminster City Plan and London Plan are reproduced below.

Westminster City Plan (November 2016)

POLICY S12 NORTH WESTMINSTER ECONOMIC DEVELOPMENT AREA

The council will continue to encourage and support a partnership approach to tackling deprivation and promoting economic activity. The council will work closely with its partners locally including Paddington Development Trust, Paddington Waterside Partnerships, area renewal partnerships, Business Improvement Districts, local communities and the private sector.

Development should contribute to increasing economic activity within the area, or providing local services, or improving the quality and tenure mix of housing, and also contribute towards the following priorities:

- Improving physical connections within the Economic Development Area including Paddington Opportunity Area and its shopping centres; and to the Central Activities Zone and other surrounding areas including the South Kilburn Growth Area in the London Borough of Brent and North Kensington within the Royal Borough of Kensington and Chelsea;
- Addressing severance and in some cases the poor local environment resulting from the Westway (A40), Harrow Road (A404), rail network, and canal;
- Improving the public realm and local environment, particularly within Shopping Centres and housing estates;
- Redevelopment of, and infill developments in, some existing housing estates, including provision of a range of housing tenures (including intermediate and market housing) wherever possible, consistent with protection of areas of open space;
- Delivering improved and appropriate local services including: local services provision facilities in Church Street area and Queens Park; a new sports facility at Moberley Sports and Education Centre; a new children's sports centre at Compton Street; and support opportunities to provide facilities for local community groups including faith groups;
- Providing training, skills and employment opportunities for local people;
- Redevelopment of a civic space at the Prince of Wales junction/Maida Hill for community activities and to provide a focus for the area;
- Secure a Combined Heat and Power facility with sufficient capacity to serve other sites and establish a wider heat and power network.

B1 uses (including studios and workshops) are acceptable throughout the Economic Development Area as part of major developments.

In the District Shopping Centres of Harrow Road and Church Street/Edgware Road the council may be more flexible about uses, provided development delivers benefits to the local community, provides employment opportunities and contributes to the quality of the built environment. This approach will be detailed in City Management policy.

A small loss of residential development is acceptable where development will provide local employment opportunities and the council considers that employment uses will not adversely impact on residential amenity, and will not adversely impact on the vitality, viability, character or function of the retail offer in the designated shopping centres.

POLICY S14 OPTIMISING HOUSING DELIVERY

The council will work to achieve and exceed its borough housing target set out in the London Plan.

Residential use is the priority across Westminster except where specifically stated.

All residential uses, floorspace and land will be protected. Proposals that would result in a reduction in the number of residential units will not be acceptable, except where:

- the council considers that reconfiguration or redevelopment of affordable housing would better meet affordable housing need;
- a converted house is being returned to a family-sized dwelling or dwellings; or
- 2 flats are being joined to create a family-sized dwelling.

Proposals for conversion or redevelopment of single family houses to flats will be assessed taking into account the character of the street and area; impact on residential amenity including parking pressure; and the mix of units proposed.

The number of residential units on development sites will be optimised.

The council will maintain a publicly available list of deliverable sites for housing development to ensure a continuous five year supply of deliverable sites with a 5% buffer, and 6-15 year lists of future developable sites.

POLICY S15 MEETING HOUSING NEEDS

Residential developments will provide an appropriate mix of units in terms of size, type, and affordable housing provision to contribute towards meeting Westminster's housing needs, and creating mixed communities.

Hostels, Houses in Multiple Occupation, and specialist housing floorspace will be protected. Provision of specialist housing will be allowed where this would contribute towards meeting local housing needs.

All specialist housing floorspace and units will be protected to meet those specific needs except where the accommodation is needed to meet different residential needs as part of a published strategy by a local service provider. Where this exception applies, changes of use will only be to residential care or nursing homes, hostel, Houses in Multiple Occupation or dwelling houses use.

POLICY S16 AFFORDABLE HOUSING

Affordable housing and floorspace that is used or was last used as affordable housing will be protected.

The council will aim to exceed 30% of new homes to be affordable homes, and will work with its partners to facilitate and optimise the delivery of new affordable homes. Proposals for housing developments of either 10 or more additional units or over 1,000 sqm additional residential floorspace will be expected to provide a proportion of the

floorspace as affordable housing.

The affordable housing will be provided on-site. Where the council considers that this is not practical or viable, the affordable housing should be provided off-site in the vicinity. Off-site provision beyond the vicinity of the development will only be acceptable where the council considers that the affordable housing provision is greater and of a higher quality than would be possible on- or off-site in the vicinity, and where it would not add to an existing localised concentration of social housing, as set out in City Management policy.

POLICY S21 RETAIL

New retail floorspace will be directed to the designated Shopping Centres.

Existing A1 retail will be protected throughout Westminster except where the council considers that the unit is not viable, as demonstrated by long-term vacancy despite reasonable attempts to let.

Existing non-A1 retail uses, and uses occupying shop-type premises within designated shopping centres will be protected from changing to uses that do not serve visiting members of the public and that do not have active shop fronts.

POLICY S25 HERITAGE

Recognising Westminster's wider historic environment, its extensive heritage assets will be conserved, including its listed buildings, conservation areas, Westminster's World Heritage Site, its historic parks including five Royal Parks, squares, gardens and other open spaces, their settings, and its archaeological heritage. Historic and other important buildings should be upgraded sensitively, to improve their environmental performance and make them easily accessible.

POLICY S28 DESIGN

Development must incorporate exemplary standards of sustainable and inclusive urban design and architecture. In the correct context, imaginative modern architecture is encouraged provided that it respects Westminster's heritage and local distinctiveness and enriches its world-class city environment.

Development will:

- reduce energy use and emissions that contribute to climate change during the lifecycle of the development; and
- ensure the reduction, reuse or recycling of resources and materials, including water, waste and aggregates.

This will include providing for an extended life-time of the building itself through excellence in design quality, high quality durable materials, efficient operation, and the provision of high quality floorspace that can adapt to changing circumstances over time.

POLICY S34 SOCIAL AND COMMUNITY INFRASTRUCTURE

All social and community floorspace will be protected except where existing provision is being reconfigured, upgraded or is being re-located in order to improve services and meet identified needs as part of a published strategy by a local service provider. In all such cases the council will need to be satisfied that the overall level of social and community

provision is improved and there is no demand for an alternative social and community use for that floorspace. In those cases where the council accepts a loss or reduction of social and community floorspace the priority replacement use will be the priority use for the area.

New social and community facilities will be encouraged throughout Westminster and will be provided on large scale development sites.

POLICY S38 BIODIVERSITY AND GREEN INFRASTRUCTURE

Biodiversity and green infrastructure will be protected and enhanced throughout Westminster and opportunities to extend and create new wildlife habitat as part of development will be maximised.

Proposals within Areas of Wildlife Deficiency should include features to enhance biodiversity, particularly for priority species and habitat.

Where developments would impact on species or habitat, especially where identified in the relevant Biodiversity Action Plan at national, regional or local level, the potential harm should firstly be avoided, secondly be mitigated, or finally appropriate compensation will be sought. Where harm cannot be prevented, sufficiently mitigated against or adequately compensated for, permission will be refused.

POLICY S41 PEDESTRIAN MOVEMENT AND SUSTAINABLE TRANSPORT

All developments will prioritise pedestrian movement and the creation of a convenient, attractive and safe pedestrian environment, with particular emphasis in areas with high pedestrian volumes or peaks.

Sustainable transport options will be supported and provided for, including the following priorities:

- Providing for cycling facilities as part of all new development, including facilities for residents, workers and visitors as appropriate;
- Reducing reliance on private motor vehicles and single person motor vehicle trips;
- Prioritising parking provision for disabled, car sharing and alternative fuel vehicles;
- Encouraging use of alternative sustainable fuels and technology;
- Developing water-based river transport where land provision and biodiversity considerations allow.

POLICY S43 MAJOR TRANSPORT INFRASTRUCTURE

The council will support and promote improvements to transport infrastructure, including the public realm and servicing improvements necessary to mitigate the impacts of increased passenger numbers and integrate the infrastructure into the city and broader impacts of those central London networks that impact on Westminster, including the following major projects over the lifetime of the plan:

- Crossrail, including new stations at Paddington, Bond Street and Tottenham Court Road;
- High Speed 2, which will impact on Westminster;
- Improvements to stations, prioritising access for all, reducing pedestrian congestion within and around the station, and providing a safe, convenient and attractive

environment, including Victoria, Paddington, Marylebone, Tottenham Court Road and Bond Street;

- Improvements to the public realm, focusing on meeting the needs of people with disabilities and more vulnerable people, and enabling people and businesses to make more sustainable choices;
- Increasing cycle parking and improving safety for cyclists where this would not compromise pedestrian movement including public cycle hire schemes throughout Westminster, and indoor cycle storage and supporting facilities at major transport interchanges;
- Improving way-finding and legibility around Westminster to facilitate pedestrian movement;
- Improving the convenience, connectivity, attractiveness and safety of Westminster's linear walking routes, including the Blue Ribbon Network and connections within and between Westminster's open spaces;
- Improvements to local bus and taxi infrastructure; and
- Improvements to river services and piers, subject to Policy S37 Blue Ribbon Network and the ability to secure adequate space to accommodate the peak flows to/from boats.

London Plan (March 2016)

POLICY 2.18 GREEN INFRASTRUCTURE: THE MULTI FUNCTIONAL NETWORK OF GREEN AND OPEN SPACES

Strategic

A The Mayor will work with all relevant strategic partners to protect, promote, expand and manage the extent and quality of, and access to, London's network of green infrastructure. This multifunctional network will secure benefits including, but not limited to, biodiversity; natural and historic landscapes; culture; building a sense of place; the economy; sport; recreation; local food production; mitigating and adapting to climate change; water management; and the social benefits that promote individual and community health and well-being.

B The Mayor will pursue the delivery of green infrastructure by working in partnership with all relevant bodies, including across London's boundaries, as with the Green Arc Partnerships and Lee Valley Regional Park Authority. The Mayor has published supplementary guidance on the All London Green Grid to set out the strategic objectives and priorities for green infrastructure across London.

C In areas of deficiency for regional and metropolitan parks, opportunities for the creation of green infrastructure to help address this deficiency should be identified and their implementation should be supported, such as in the Wandle Valley Regional Park¹.

Planning decisions

D Enhancements to London's green infrastructure should be sought from development and where a proposal falls within a regional or metropolitan park deficiency area (broadly corresponding to the areas identified as "regional park opportunities" on Map 2.8), it should contribute to addressing this need.

E Development proposals should:

a incorporate appropriate elements of green infrastructure that are integrated into the wider network

b encourage the linkage of green infrastructure including the Blue Ribbon Network, to the wider public realm to improve accessibility for all and develop new links, utilising green chains, street trees, and other components of urban greening (Policy 5.10).

LDF preparation

F Boroughs should:

a set out a strategic approach to planning positively for the creation, protection, enhancement and management of networks of green infrastructure by producing green infrastructure strategies² that cover all forms of green and open space and the interrelationship between these spaces. These should identify priorities for addressing deficiencies and should set out positive measures for the design and management of all forms of green and open space. Delivery of local biodiversity action plans should be linked to these strategies.

b ensure that in and through DPD policies, green infrastructure needs are planned and managed to realise the current and potential value of these to communities and to support delivery of the widest range of linked environmental and social benefits

c in London's urban fringe support, through appropriate initiatives, the vision of creating and protecting an extensive and valued recreational landscape of well-connected and accessible countryside around London for both people and wildlife³.

POLICY 3.8 HOUSING CHOICE

Strategic

A Londoners should have a genuine choice of homes that they can afford and which meet their requirements for different sizes and types of dwellings in the highest quality environments.

LDF preparation and planning decisions

B To inform local application of Policy 3.3 on housing supply and taking account of housing requirements identified at regional, sub-regional and local levels, boroughs should work with the Mayor and local communities to identify the range of needs likely to arise within their areas and ensure that:

a new developments offer a range of housing choices, in terms of the mix of housing sizes and types, taking account of the housing requirements of different groups and the changing roles of different sectors in meeting these

a1 the planning system provides positive and practical support to sustain the contribution of the Private Rented Sector (PRS) in addressing housing needs and increasing housing delivery

b provision of affordable family housing is addressed as a strategic priority in LDF policies

c ninety percent of new housing¹ meets Building Regulation requirement M4 (2) 'accessible and adaptable dwellings'

d ten per cent of new housing² meets Building Regulation requirement M4 (3) 'wheelchair user dwellings', i.e. is designed to be wheelchair accessible, or easily adaptable for residents who are wheelchair users

e account is taken of the changing age structure of London's population and, in particular, the varied needs of older Londoners, including for supported and affordable provision

f account is taken of the needs of particular communities with large families

g other supported housing needs are identified authoritatively and co-ordinated action is taken to address them in LDF and other relevant plans and strategies

h strategic and local requirements for student housing meeting a demonstrable need are addressed by working closely with stakeholders in higher and further education and without compromising capacity for conventional homes.

i the accommodation requirements of gypsies and travellers (including travelling show people) are identified and addressed, with sites identified in line with national policy, in coordination with neighbouring boroughs and districts as appropriate.

j appropriate provision is made for the accommodation of service families and custom build, having regard to local need.

POLICY 3.16 PROTECTION AND ENHANCEMENT OF SOCIAL INFRASTRUCTURE

Strategic

A London requires additional and enhanced social infrastructure provision to meet the needs of its growing and diverse population.

Planning decisions

B Development proposals which provide high quality social infrastructure will be supported in light of local and strategic social infrastructure needs assessments. Proposals which would result in a loss of social infrastructure in areas of defined need for that type of social infrastructure without realistic proposals for re-provision should be resisted. The suitability of redundant social infrastructure premises for other forms of social infrastructure for which there is a defined need in the locality should be assessed before alternative developments are considered.

C Facilities should be accessible to all sections of the community (including disabled and older people) and be located within easy reach by walking, cycling and public transport. Wherever possible, the multiple use of premises should be encouraged.

LDF preparation

D LDFs should provide a framework for collaborative engagement with social infrastructure providers and community organisations:

a for the regular assessment of the need for social infrastructure at the local and sub-regional levels; and

b to secure sites for future provision or reorganisation of provision.

Where appropriate, boroughs are encouraged to develop collaborative cross boundary approaches in the provision and delivery of social infrastructure.

E Boroughs should ensure that adequate social infrastructure provision is made to support new developments. If the current use of a facility is no longer needed, boroughs should take reasonable steps to identify alternative community uses where the needs have been identified. Adequate provision for social infrastructure is particularly important in areas of major new development and regeneration and should be addressed in opportunity area planning frameworks and other relevant area action plans.

F The Mayor will work with boroughs, relevant social infrastructure providers and the voluntary and community sector as appropriate to extend proposed supplementary guidance on social infrastructure requirements, especially at the sub-regional and Londonwide levels.

POLICY 4.7 RETAIL AND TOWN CENTRE DEVELOPMENT

Strategic

A The Mayor supports a strong, partnership approach to assessing need and bringing forward capacity for retail, commercial, culture and leisure development in town centres (see Policy 2.15).

Planning decisions

B In taking planning decisions on proposed retail and town centre development, the following principles should be applied:

a the scale of retail, commercial, culture and leisure development should be related to the size, role and function of a town centre and its catchment

b retail, commercial, culture and leisure development should be focused on sites within town centres, or if no in-centre sites are available, on sites on the edges of centres that are, or can be, well integrated with the existing centre and public transport

c proposals for new, or extensions to existing, edge or out of centre development will be subject to an assessment of impact.

LDF preparation

C In preparing LDFs, boroughs should:

a identify future levels of retail and other commercial floorspace need (or where appropriate consolidation of surplus floorspace – see Policy 2.15) in light of integrated strategic and local assessments

b undertake regular town centre health checks to inform strategic and local policy and implementation

c take a proactive partnership approach to identify capacity and bring forward development within or, where appropriate, on the edge of town centres

d firmly resist inappropriate out of centre development

e manage existing out of centre retail and leisure development in line with the sequential approach, seeking to reduce car dependency, improve public transport, cycling and walking access and promote more sustainable forms of development.

POLICY 6.9 CYCLING

Strategic

A The Mayor will work with all relevant partners to bring about a significant increase in cycling in London, so that it accounts for at least 5 per cent of modal share by 2026. He will:

a identify, promote and implement a network of cycle routes across London which will include Cycle Superhighways and Quietways

b continue to operate and improve the cycle hire scheme

c fund the transformation of up to four outer London borough town centres into cycle friendly ‘mini-Hollands’.

Planning decisions

B Developments should:

a provide secure, integrated, convenient and accessible cycle parking facilities in line with the minimum standards set out in Table 6.3 and the guidance set out in the London Cycle Design Standards (or subsequent revisions)

b provide on-site changing facilities and showers for cyclists c contribute positively to an integrated cycling network for London by providing infrastructure that is safe, comfortable, attractive, coherent, direct and adaptable and in line with the guidance set out in the London Cycle Design Standards (or subsequent revisions)

d provide links to existing and planned cycle infrastructure projects including Cycle Superhighways, Quietways, the Central London Grid and the ‘mini-Hollands’

e facilitate the Mayor’s cycle hire scheme through provision of land and/or planning obligations where relevant, to ensure the provision of sufficient capacity.

LDF preparation

C DPDs should:

a identify, promote and facilitate the completion of relevant sections of cycle routes including Cycle Superhighways, Quietways and the Central London Grid and local borough routes, in light of guidance from TfL

b identify and safeguard sites for new or expanded cycle docking stations to increase capacity of the Mayor's cycle hire scheme in areas of high usage or operational stress

c identify and implement safe and convenient direct cycle routes to town centres, transport nodes and other key uses such as schools d implement secure cycle parking facilities in line with the minimum standards set out in Table 6.3 or implement their own cycle parking standards to provide higher levels of provision.

POLICY 6.10 WALKING

Strategic

A The Mayor will work with all relevant partners to bring about a significant increase in walking in London, by emphasizing the quality of the pedestrian and street environment, including the use of shared space principles, – promoting simplified streetscape, decluttering and access for all.

Planning decisions

B Development proposals should ensure high quality pedestrian environments and emphasise the quality of the pedestrian and street space by referring to Transport for London's Pedestrian Design Guidance.

LDF preparation

C DPDs should:

a maintain and promote the relevant sections of the Walk London Network shown on Map 6.3, as well as borough routes

b identify and implement accessible, safe and convenient direct routes to town centres, transport nodes and other key uses

c promote the 'Legible London' programme to improve pedestrian wayfinding

d provide for the undertaking of audits to ensure that the existing pedestrian infrastructure is suitable for its proposed use and that new development improves pedestrian amenity

e encourage a higher quality pedestrian and street environment, including the use of shared space principles, such as simplified streetscape, decluttering, and access for all.

POLICY 7.4 LOCAL CHARACTER

Strategic

A Development should have regard to the form, function, and structure of an area, place or street and the scale, mass and orientation of surrounding buildings. It should improve an area's visual or physical connection with natural features. In areas of poor or ill-defined character, development should build on the positive elements that can contribute to establishing an enhanced character for the future function of the area.

Planning decisions

B Buildings, streets and open spaces should provide a high quality design response that:

a has regard to the pattern and grain of the existing spaces and streets in orientation, scale, proportion and mass

b contributes to a positive relationship between the urban structure and natural landscape features, including the underlying landform and topography of an area

c is human in scale, ensuring buildings create a positive relationship with street level activity and people feel comfortable with their surroundings

d allows existing buildings and structures that make a positive contribution to the character of a place to influence the future character of the area

e is informed by the surrounding historic environment.

LDF preparation

C Boroughs should consider the different characters of their areas to identify landscapes, buildings and places, including on the Blue Ribbon Network, where that character should be sustained, protected and enhanced through managed change. Characterisation studies can help in this process.

POLICY 7.18 PROTECTING OPEN SPACE AND ADDRESSING DEFICIENCY

Strategic

A The Mayor supports the creation of new open space in London to ensure satisfactory levels of local provision to address areas of deficiency.

Planning decisions

B The loss of protected open spaces must be resisted unless equivalent or better quality provision is made within the local catchment area. Replacement of one type of open space with another is unacceptable unless an up to date needs assessment shows that this would be appropriate.

LDF preparation

C When assessing local open space needs LDFs should:

a include appropriate designations and policies for the protection open space to address deficiencies

b identify areas of open space deficiency, using the open space categorisation set out in Table 7.2 as a benchmark for all the different types of open space identified therein

c ensure that future publically accessible open space needs are planned for in areas with the potential for substantial change such as opportunity areas, regeneration areas, intensification areas and other local areas.

d ensure that open space needs are planned in accordance with green infrastructure strategies to deliver multiple benefits.

D Boroughs should undertake audits of all forms of open space and assessments of need¹. These should be both qualitative and quantitative, and have regard to the cross-borough nature and use of many of these open spaces.

Appendix 3: Strategic Environmental Assessment Screening Report

[Once QPCC have received a formal screening opinion on Strategic Environmental Assessment and Habitat Regulations Assessment, the document from Westminster City Council can be appended here.]

It is likely that they will do this screening opinion at some point after you made the Pre-Submission draft of the Neighbourhood Plan available for public consultation.]

Planning Applications - January 2018

17/09696/FULL

Erection of a rear single storey extension at ground floor level. | 286 Kilburn Lane London W10 4BW

No objection

17/10633/FULL

Erection of dormer and rooflight to rear roof slope and two rooflights to front roof slope to facilitate loft conversion. - 116C Bravington Road, London, W9 3AL

No objection. There seems to be very little info on materials and colours.

17/11227/FULL

Erection of a single storey rear/side infill extension and the addition of three Velux rooflights to the rear slope of the main house roof. | 98 Lothrop Street London W10 4JA

No objection.

17/11337/FULL

Installation of two roof lights to rear slope of main roof and additional roof light in roof of closet wing in association with a loft conversion to first floor flat. - 58 Fifth Avenue London W10 4DN

No objection.

17/11354/FULL

Installation of three electrical charge points (1.3m high) and one feeder pillar (1.2m high) on the public footway on the north west side of Sixth Avenue, close to the junction with Kilburn Lane in connection with the provision of designated electric vehicle parking bays - Sixth Avenue London

No objection though we have concerns for car safety here as cars swing quickly round the corner of Sixth Avenue and these spaces are also relatively concealed from public view.

17/11403/FULL

Ground floor rear extension, alterations to fenestration and bricking up of first floor window to flank of closet wing - 120 Oliphant Street London W10 4EB

No objection

18/00039/FULL

Replacement of ground floor conservatory and the installation of two rooflights in rear roof slope. - 98 Marne Street.

No objection to the 2 conservation grade skylights. We were however unable to open the application form and we felt there was insufficient detail about the conservatory.

Queen's Park Community Council

Council meeting 17 January 2018

Information note

'Mini-grants'

A budget of £500 under the heading 'mini-grants' is proposed in the 2018-19 budget. This is a secondary community chest, intended to fund resident-led projects with a shorter genesis and quicker turnaround than is allowed for in QPCC's main grants process.

The intention is to enable and encourage residents to 'run with' any ideas - for example a spring/summer street party or clean-up session - and not be put off by long lead times.

Residents could apply for a maximum of £200, to help run local, inclusive, community-facing events or other projects (*e.g.* workshops, street play sessions, stalls). An application should be made at least 6 weeks before the proposed event to the Community Development Officer, and could also be discussed with councillors. Officers will make a report to council and the proposal / mini-grant would be voted on as a motion.

Cllr S. Rustin



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in
the **Beethoven Centre, Third Avenue, London W10 4JL**
on **Wednesday 21 February 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

15 February 2018

AGENDA

- 091-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 092-17/18 Declarations of interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 093-17/18 Minutes of the previous meeting** – to consider the minutes of the Council Meeting held 17 January 2018 for confirmation and signing as a correct record.
- 094-17/18 Public Session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 095-17/18 Councillor allowances** - to consider implementing a scheme.
- 096-17/18 Hammersmith Community Garden Association** - to receive a report and consider renewal of the HCGA contract.
- 097-17/18 PDT jobs project support group** – to receive an update.
- 098-17/18 Programme for 2018 elections** - to receive an update on the programme leading up to the 2018 elections.
- 099-17/18 Working groups** – to receive updates of the following Working Groups:
Grants, Environment and Open Spaces, Planning Applications, Neighbourhood Planning, The Voice, Events, Forward Planning.
- 100-17/18 QPCC website** - to receive an update on progress.
- 101-17/18 Financial report**
- 102-17/18 To agree dates for future council meetings.**

Council
17.01.2018
080-17/18 – 090-17/18



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue

London W10 4JL on **Wednesday 17 January 2018** commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Leslie Barson, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Nasima Khanom, Eartha Pond, Angela Singhate, and Emma Sweeney.

Also present: Kevin Harris, Chief Officer; and two members of the public.

The meeting commenced at 18:08.

080-17/18 Apologies for absence were received from Councillors J. Hogben and E. Morgan.

081-17/18 Declarations of interest – there were no declarations of interest.

082-17/18 The minutes of the Council Meeting held 15 November 2017 were confirmed as a correct record and signed by the chairman.

083-17/18 Public Session. A plea for support was made on behalf of Friends of Queen's Park Gardens. A resident sought advice as a freeholder having building issues with a neighbouring housing association property. Cllr Fitzhugh undertook to look into the issues.

084-17/18 Staff terms of employment

The Chief Officer left the room at 18:17 and the public gallery was cleared. The Chief Officer and members of the public returned at 18:25.

The recommendations of the HR Committee, that from April 2018 the Chief Officer be employed for three days per week and the Community Development Officer be granted an additional increment, were **approved**.

085-17/18 Councillors' allowances – the Chief Officer was asked to research the practicalities of implementing the scheme and report to the next meeting of council.

086-17/18 Working Groups

Neighbourhood Plan - The Basic Conditions statement and Consultation report are in draft form and in circulation. The Strategic Environmental Assessment and Habitat Regulations Assessment are being reviewed by an external consultant. Council received an update on the circumstances

surrounding the ownership and future of Queen's Park Hall. Comments were invited on the possible uses of the ground floor of the hall. Councillor Fitzhugh advised that the policy in the Neighbourhood Plan regarding Canal Terrace has changed to accept that ground floor use can be residential. Two other project themes have been added to the Neighbourhood Plan, concerning (i) air quality and (ii) a second bridge over the canal.

Planning applications - attention was drawn to an application to install electrical charge points and a feeder pillar on Sixth Avenue. The recommendations of the Working Group were **approved**.

Grants – with the deadline for the current round imminent, four applications have been received with two more anticipated.

The Voice – all councillors were invited to provide short quotes on their experience as councillors, for the next issue, which will contain a standard menu of contents as well as election information.

Events – the Community Development Officer's report on the Winter Fair was received.

Environment and Open Spaces – a progress update on the HCGA gardening contract was received, including a successful stall at the Winter Fair, site-clearing sessions and regular gardening sessions. Notices will be put up to explain activity developing the Community Orchard. An initiative is underway to encourage people to sponsor trees in the orchard.

Councillor Eartha Pond entered the meeting at 18:47.

Tree-planting will begin in March. The plan is for the Community Orchard to be ready in May, with a view to it being opened by the new council. Initial plans for the hut have been received from Willmott and Dixon.

Forward planning – the group's recent meeting had focussed on the Chief Officer's work plan and on how staff time would be used in the build up to the elections. The Chairman and Chief Officer were due to meet with the leader of Westminster City Council, partly with the intention of improving communication.

087-17/18 Mini-grants fund – a proposal to establish a small fund for 'mini-grants' was discussed.

Councillor Ryan Dalton left the room at 18:56 and returned to the room at 18:57.

The proposal was **approved** and it was **agreed** that applicants would be invited to attend the next meeting of council following the date of receipt of application, otherwise proposals could be circulated with the papers, with queries being explored and clarified by the Community Development Officer. A proposal that officers should have delegated powers to spend the money directly was not taken forward.

088-17/18 Programme for 2018 elections – the Chief Officer reported on plans leading up to the 2018 elections. With regard to encouraging candidates, it was noted that the emphasis at this stage should be on *standing* for council, not on campaigning for election.

089-17/18 2018-2019 budget – the Chief Officer introduced the proposed budget which was **approved**.

Councillor Ryan Dalton left the room at 19:26 and returned to the room at 19:27.

090-17/18 Financial reporting – it was **agreed** to re-introduce regular financial reporting direct to council meetings, as a standing agenda item.

The meeting closed at 19:30.

Queens Park Gardens Contract Annual Update – February 2017

Hammersmith Community Gardens Association

Achievements / activities

During the second year of the contract we have consolidated the links made in the first year and have made good progress on managing the perennial bed in the Rose Garden extending the diversity of the planting through the addition of nectar rich herbaceous perennials and grasses plus additional soft fruit bushes.

Volunteer Sessions

Throughout the year Ulla has delivered weekly community gardening sessions on Thursday mornings with a core group of 6 – 10 volunteers which is slightly weather dependent. The sessions were originally 2 hours in length but this has been increased to 3 at the request of the volunteers. In addition to maintaining the space Ulla also spends some time on teaching about plant identification and requirements. In November we completed our regular Volunteer feedback survey and comments received included

S describes sessions as "me- time" providing a valuable break from her caring responsibilities and a welcome distraction from her health problems.

D works from home and enjoys the sessions for the social and physical aspects - meeting neighbours, making friends, and also getting fit.

J enjoys attending sessions as he is looking to change career into horticulture.

D finds the gardening sessions - being outside in nature - supports her mental well being.

C a semi retired professional gardener, enjoys using her horticulture skills volunteering in her local community.

Feedback from a Year 8 volunteer who joined sessions over the summer holidays:

'This part of the park has had a gradual positive change in people and surroundings. Adding to that, the people now using the park are respectful to the plants and nature and also use the area in a peaceful way' (August 2017).

Several volunteers from the gardening group also attended a series of Green Walks that HCGA delivered on behalf of Westminster Adult Education Services.

Corporate Volunteering Challenges

We have also hosted 2 corporate volunteer Challenge Days when approximately 20 people at each session undertake tasks in the park such as re-staining the bench and railings in the wildlife garden and turning the compost heaps and during the October session starting to clear the ground for the site of the community orchard in the Rose Garden.

In total volunteers have contributed 600 hours in the past 12 months.¹

Harrington Allotments

Provided support to plot holder residents and local organisations: The Avenues, Sunrise Preschool: There is an on-going issue with Japanese Knotweed: Ulla has been providing advice on this. Kevin has been liaising with Genesis Housing Association who are responsible for the land. If this issue cannot be resolved it may mean that this part of the contract needs re-visiting.

¹ At the 2017 National Minimum Wage rate, this equates to £4,500 - KH.

Queens Park in Bloom

- Coordinated and judged the Front Garden Competition - Queens Park in Bloom 2017. This year we introduced a new award system, providing certificates to those awarded commendations which were delivered to all households. We added the category of overall winner - to the street with the most awards.
- Increased the number of awards to c.200 households with certificates awarded across the whole ward.
- Included commendations to local organisations: a community centre, a women's homeless hostel and a special educational needs school.
- Provided prizes for all winners - available from our plant stall at the Queens Park Summer Fair.
- Gained valuable feedback from residents / winners (see below). The process provided a valuable community development role and an opportunity to promote QPCC 'green' services and initiatives.

'It made my day to receive the certificate'

'It's the ideal local thing to do'

'Living in the area for 16 years, getting this was wonderful'

'I was absolutely thrilled to get a certificate through the door'

'It has taken me 13 years to get this certificate!'

'It's encouraging to be noticed. I've lived in the area for 20 years'

Initially we thought that this format of the QPiB would be less time consuming but this was not this case as it provided lots of opportunities to interact with residents and proved to be an excellent community engagement opportunity.

Community Orchard Project

This has been the main focus for work this autumn clearing a space in the northern part of the Rose Garden that was previously a matt of brambles and pyracantha. This work was delayed until the large cypress trees were removed by the council (this was decided before we started work in the area). Although there were initially some negative comments about the removal of the trees the area is much lighter as a result and we will be able to undertake some more innovative planting as a result of the opening up of the area. We have advertised the opportunity for local residents to sponsor trees and to date have 4 sponsors.

Family activities

- Delivered weekly family gardening sessions in Queens Park Gardens over the June half term week and the summer holiday, working with the Queens Park Sports Hub and London Sports Trust groups. These joint activities included planting up the planters in the park yard to the delight of the Continental gardeners and weeding the Rose Garden.
- Partnered with the Beethoven Centre to lead a group of 21 children from their summer camp on a fruit and veg picking trip.
- Held a stall at the Summer Fair providing a workshop; making a lavender herbal bag and providing plant prizes for the QiB winners.
- As part of the consultation for the Community Orchard we held an 'Apples and Pears' day in October where we did some practical work, and people were able to taste different fruit varieties and juices.

- Held a stall at the Winter Festival making Christmas wreaths.

Current Issues

During the contract we have worked to generally improve the relationship with The Parks Contractor, Continental, and have contributed to discussions about increasing access to the Hut and produced a briefing document.

Proposed work schedule for the forth coming year

- Ongoing weekly community garden sessions
- Corporate workday (9th March tba) to finish preparing the ground for the orchard
- 24th March Orchard Planting Day
- Easter Holidays 2 x Family events Thursday afternoons
- May Plant Sales / advice session. Launch of the Queens Park in Bloom Competition
- 2x trips for volunteers – one to Brogdale National Fruit Collection
- Stalls at Festivals etc.

We are also looking to train up a couple of the volunteers to be Garden Ambassadors to help at events etc.

With funding from WEAS we will be running a gardening course in April-May that will include an outreach taster session at Queens Park Library, 2 sessions at the Beethoven Centre and an all day session at one of our sites. Another 'Discovering Green London' series of 10 walks is also planned. We will be using these activities to promote the opportunities for people to get involved in the park.

Cathy Maund

HCGA

February 2018

Grants Working Group Recommendations

General notes following the meeting

- If the council agree with the recommendations, there will be a surplus of this year's grant budget which the panel would like transferred to next year's budget.
- Panel are still concerned about tightening up monitoring. We need a clear process for reporting and visiting projects etc. to understand fully what the projects are doing, who they are catering for and what they are achieving.
- There is a feeling amongst the panel that we need to firm up and be clearer on policies around lateness, completeness of applications when submitted, repeat applications, signatures, types of applications etc. to make the programme more professional.
- The panel will meet Tuesday 6th February to fully go through the guidelines with Lindsey and Kevin to be clear on instructions and full process and expectations.

Recommendations

£21,000 was allocated to the grants programme for 2017/2018, after a virement was made. In round 1 QPCC gave out £7072. This means there is £13,928 left. QPCC received 6 applications for round 2 2017/2018 grant funding totalling £13,772.50.

Name of project	Summary	Amount requested	Amount awarded	T&Cs / comment
Cheeky Rascals	<ul style="list-style-type: none"> • Funded twice before. Unconstituted org in Queen's Park. • Project is a weekly community hall drop-in group for local children Has run for four years. Approx. 15 children, 6-7 adults in each. • Purpose is to support child development etc. and promoting childminding and supporting parents / carers. Offer advice support and info to local parents regarding childminding and things to do in the area and emergency cover. • The money will cover the cost of renting Queen's Park Community Hall for a year. 	£1260	None	<ul style="list-style-type: none"> • Panel is concerned that this a service for paid childminders. • It is believed that some parents attend but we do not know ration of parents / carers, or whether the drop-ins are always free. • The Panel is also unclear on what the relationship is with All Nations, who we funded last round.

Grants Working Group Recommendations

PDT	<ul style="list-style-type: none"> Funded once before. Constituted org in Queen's Park. Project will be working with West London Birth Companions, qualified "Douglas' – non-medical birth and post-birth supporters. It is for additional ante-natal classes in Queen's Park where there is little free and / or in-depth support and includes information on breastfeeding, mental health, nutrition, pregnancy, labour, as well enabling the development of informal support networks. The money will cover speakers for two sets of classes for 8 weeks, as well as some promotional leaflets and handouts. Venue in-kind. 	£1900	None	<ul style="list-style-type: none"> The panel liked the project but would have preferred the application to have come from the smaller organisation. We have also funded PDT before. Panel liked the project and would encourage West London Birth Companions to apply again.
Munro Health	<ul style="list-style-type: none"> Funded once before. Constituted org just outside Queen's Park. The project will treat older residents over 60 and / or unpaid older carers from Queen's Park in local venues with a range of 1:1 complementary therapies, and provide access to information on good health, exercise and nutrition. The money will cover venue, therapist fees, publicity, coordination and management costs. 	£3500	£3500	<p>Conditional on clarification of:</p> <ul style="list-style-type: none"> The cost breakdown Whether they have already identified the 27 residents Who exactly are the beneficiaries: Ratio of carers to cared being treated. Who are the carers? Are they all older carers? Also, what is the status of the carers – double check that they are all unpaid?
All Stars Youth Club	<ul style="list-style-type: none"> Funded once before. Constituted org in Queen's Park. All Stars is a boxing gym on Harrow Road. The application was for two programmes. The first is Family Champs Camp, a week-long training programme of 1.5hrs a day for families in half term. The second is a week-long programme (1.5 hours per day) Champs Camp for young boys and girls in the Easter holidays and for two weeks in the Summer. Money is requested for coaching time and new equipment. 	£3212.50	None	<ul style="list-style-type: none"> Application was a day late. Panel thought their previous application was also late. They decided it was unfair to accept. They did like the application and asked for officers to invite them to re-submit next round.

Grants Working Group Recommendations

<p>Friends of Queen's Park Gardens</p>	<ul style="list-style-type: none"> • Funded once before. Unconstituted org in Queen's Park, but with a Chair and Treasurer. • Local gardening volunteer group running since 2012 open to all. Approx. 26 sessions a year working on wildlife gardens and on general improvements in the park. • Application is for 2018 running costs and maintenance, such as website hosting and phone fees, presence and prizes at QPCC events, replacing broken / worn equipment, plant food and treatment, seeds and plants etc. 	<p>£400</p>	<p>£400</p>	<ul style="list-style-type: none"> • Panel thought the application was comprehensive and well-written. The Friends do a good job and it seems like good value for money. • The officers need to clear up policy on paying individuals.
<p>Together in Unity CIC</p>	<ul style="list-style-type: none"> • New applicant. Unconstituted org outside of Queen's Park. • The proposed service is 'Forms 4 U', a form filling service for local residents to help those who may face barriers to access or IT skills and to alleviate the emotional anxiety and stress that can be associated with pressures of completing forms. The service would provide one to one support and assistance with IT skills, access to a computer and the internet. • The money would be spent on providing office space, and working space for residents, Monday to Friday to run the Forms 4U service for six months. 	<p>£3500</p>	<p>None</p>	<ul style="list-style-type: none"> • Application was submitted with no signatures and missing key details such as where the organisation is registered. The project also has no confirmed office space to use. • Panel suggested asking the applicants to reapply when the project is more developed and to get councillors to sponsor the application.
		<p>Total awarded</p>	<p>£3900</p>	

Queen's Park Community Council

Planning Applications list to Working Group

Date: 15 Feb 2018, uploaded 25/2

[Construction of a second storey full width rear extension and a mansard roof to the rear roofslope, in association with Flat 3](#)

Flat 3 369 Harrow Road London W9 3NA

Ref. No: 18/00386/FULL | Received: Tue 16 Jan 2018 | Validated: Tue 16 Jan 2018 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry
DC/WCC/P35QQHRP05I00	Queen's Park Community Council	Mon 29 Jan 2018	Mon 26 Feb 2018	11

This application is not in Queen's Park ward

Comment not submitted

[Creation of a new side infill rear extension at ground floor level](#)

64 First Avenue London W10 4NL

Ref. No: 18/01139/FULL | Received: Thu 08 Feb 2018 | Validated: Thu 08 Feb 2018 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry
DC/WCC/P41CXTRP27X01	Queen's Park Community Council	Tue 13 Feb 2018	Tue 06 Mar 2018	19

No objection.

Comment submitted 25/2

[Erection of a single storey side/rear extension at ground floor level](#)

7 Lothrop Street London W10 4JB

Ref. No: 18/01105/FULL | Received: Thu 08 Feb 2018 | Validated: Thu 08 Feb 2018 | Status: Pending Consideration

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry
DC/WCC/P41DO9RP2AM01	Queen's Park Community Council	Tue 13 Feb 2018	Tue 06 Mar 2018	19

No objection.

Comment submitted 25/2

Ref. No: 18/00181/FULL | Received date: Wed 10 Jan 2018 | Status: Pending Consideration | Case Type: Planning Application

Installation of replacement of double glazed double hung timber sash windows at first floor level to front elevation. - 16 Lothrop Street London W10 4JB

No objection. QPCC strongly supports double glazed timber sash windows

(This was out of date) - kh

Ref. No: 18/01137/CLOPUD | Received date: Thu 08 Feb 2018 | Status: Pending Consideration | Case Type: Planning Application

Construction of a single storey rear extension to the closet wing. - 64 First Avenue London W10 4NL

Insufficient information: There is no information about the size of the garden which limits development to no more than 50% of the original garden.

Comment submitted 25/2

Ref. No: 18/01197/ADFULL | Received date: Mon 12 Feb 2018 | Status: Pending Consideration | Case Type: Planning Application

Details of certification evidence that each phase of the development has achieved Secure By Design for our approval in writing within 3 months of completion of the relevant phase of the development pursuant to condition 35 of planning permission dated 5 December 2016 (RN:16/03606). - Jubilee Sports Centre Caird Street London W10 4RR

No objection

Comment submitted 25/2

Ref. No: 18/01259/FULL | Received date: Tue 13 Feb 2018 | Status: Pending Consideration | Case Type: Planning Application

Installation of two conservation rooflights to rear roofslope. - 120 Oliphant Street London W10 4EB

No objection.

Comment submitted 25/2

Chief Officer's financial report to council February 2018

This report includes:

- Payments list for January 2018. Salaries have been redacted.
- Income and expenditure against budget as at 9 Feb 2018.

Notes

Payment of salaries – for approval

We recently experienced a near-hiatus because of delay in payment of salary. This could be overcome by setting up standing orders. Our Financial regulations (6.7) state:

'If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.'

I am seeking council's approval to set this arrangement up.

2017-2018 – for information

The budget figures provided in January included an estimated surplus for 2017-18 of approximately £14k. Updated projections suggest this should now be in the region of £16k.

Earmarked reserves – for information

As figures become clearer in the next few months I propose to earmark amounts for the following headings in next year's budget:

- Election costs
- Grants
- Summer festival
- Fireworks.

Kevin Harris

14 Feb 2018

Date: 09/02/2018

Queens Park Community Council

Page 1

Time: 14:05

Current Bank A/c

List of Payments made between 01/01/2018 and 31/01/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2018	Microshade Business Consult.Lt	BACS 159	112.68		hosting Dec
04/01/2018	Crissie Chambers (Canine Cul	BACS 160	375.00		Dog patrols Nov-Dec
04/01/2018	First Aid Cover	BACS 161	129.00		First Aid Winter Fair
04/01/2018	VISION ICT	BACS 162	226.80		Email accounts (annual)
04/01/2018	MULBERRY & CO	BACS 163	517.32		Internal audit (interim)
04/01/2018	North Paddington Food Bank	BACS 164	68.00		Income from Winter Fair
09/01/2018	Paddington Development Trust	BACS 166	30.00		VIP area at Fireworks
11/01/2018	The Radio Company	BACS 165	103.20		radios at Fireworks
16/01/2018	Kevin Harris	BACS 167	105.60		rail return Swindon
17/01/2018	Lindsey Brown	BACS168	3.88		Bin bags winter fair
19/01/2018	Viking	BACS 174	15.42		printer paper
23/01/2018	Kevin Harris	BACS 173	10.00		taxi Uffcott (RBS)
23/01/2018	Rialtas Business Solutions Ltd	BACS 175	216.00		Finance system training
24/01/2018	SSALC Ltd	BACS 176	57.60		GDPR training
30/01/2018	Kevin Harris	BACS 177	31.60		rail ret Bletchingley
31/01/2018	Lindsey Brown	BACS 169			Salary Jan
31/01/2018	Kevin Harris	BACS 170			Salary Jan
31/01/2018	HMRC Employer Contributions	BACS 171	685.55		Employer Contributions
31/01/2018	NEST Pensions	DD	39.21		Pension contributions
31/01/2018	NEST Pensions	DD	39.21		Pension contributions
31/01/2018	NEST Pensions	DD COR	-39.21		Corr duplicate payment
Total Payments			4,884.18		

Detailed Receipts & Payments by Budget Heading 09/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Income</u>					
Misc Income	128	0	(128)		
Precept	155,184	155,184	0		
VAT refund	0	6,000	6,000		
<u>Staff Costs</u>					
Wages	(33,284)	(42,250)	8,966		8,966
Training	(699)	(1,000)	301		301
<u>Administration</u>					
Councillor Expenses	0	(2,400)	2,400		2,400
Training	(922)	(1,500)	578		578
Insurance	(1,040)	(1,046)	6		6
Office Rent	(2,621)	(6,800)	4,180		4,180
Room Bookings	(549)	(900)	351		351
Office Maintenance	0	(150)	150		150
Catering	(60)	(200)	140		140
Computers and Licence/Hosting	(1,389)	(1,250)	(139)		(139)
Stationery and Materials	(412)	(450)	38		38
Chairmans Allowance	0	(50)	50		50
Grants	(11,582)	(24,000)	12,418		12,418
Communications - Tel/Postage	(798)	(450)	(348)		(348)
Subscriptions	(2,164)	(2,448)	284		284
Donation - Avenues	(20,000)	(20,000)	0		0
Travel expenses	(369)	(1,000)	631		631
Professional Fees	(1,002)	(1,000)	(2)		(2)
Audit Fees	(1,162)	(1,090)	(72)		(72)
Elections Costs	0	(1,000)	1,000		1,000
Miscellaneous	0	(150)	150		150
<u>Communications and Events</u>					
Summer Festival Income	7,258	7,000	(258)		
Income Fireworks	5,958	5,000	(958)		
Income Winter Fair	138	1,500	1,362		
INCOME QP Voice	150	300	150		
Website	(125)	(4,000)	3,875		3,875
Catering	(17)	0	(17)		(17)
Queens Park Voice	(4,576)	(5,049)	472		472
Winter Fair	(2,299)	(3,000)	701		701
Winter Social	(90)	(150)	60		60
Festival	(13,506)	(11,451)	(2,055)		(2,055)
Fireworks	(6,960)	(6,700)	(260)		(260)
Advertising - recruitment	0	(1,000)	1,000		1,000

Detailed Receipts & Payments by Budget Heading 09/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Advertising - All Other	0	(500)	500		500
<u>Environment and Opens Spaces</u>					
Queen's Park Gardens	(11,378)	(15,000)	3,622		3,622
Dog Strategy	(2,880)	(3,450)	570		570
Miscellaneous	0	(50)	50		50
<u>Neighbourhood Planning</u>					
Neighbourhood Plan Grant	4,600	0	(4,600)		
Neighbourhood Plan	(5,503)	(3,500)	(2,003)		(2,003)
Retailers support	0	(200)	200		200
<u>VAT DATA</u>					
VAT refund	5,436	6,000	564		
VAT on Payment	(4,110)	0	(4,110)		(4,110)
<hr/>					
Grand Totals:- Receipts	178,851	180,984	2,133		
Payments	129,495	163,184	33,689	0	33,689
Net Receipts over Payments	<u>49,356</u>	<u>17,800</u>	<u>(31,556)</u>		
Movement to/(from) Gen Reserve	<u>49,356</u>				



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in
the **Beethoven Centre, Third Avenue, London W10 4JL**
on **Wednesday 21 March 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

15 March 2018

AGENDA

- 103-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 104-17/18 Declarations of interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 105-17/18 Minutes of the previous meeting** – to consider the minutes of the Council Meeting held 21 February 2018 for confirmation and signing as a correct record.
- 106-17/18 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 107-17/18 Strategic plan** - to finalise the QPCC Strategic Plan 2018-2020.
- 108-17/18 Dog strategy** – to receive a report from Canine Culture and consider renewal of contract.
- 109-17/18 Pop up grants** – to agree the process for awarding grants under the scheme.
- 110-17/18 Planning applications delegation proposal** - to consider a proposal to delegate responses under specific circumstances.
- 111-17/18 Office rent** – to consider renewal.
- 112-17/18 Citizen-led engagement project** – to receive a short progress report.
- 113-17/18 Air quality** - to consider a proposal to form a working group.
- 114-17/18 Working groups** – to receive updates from the following Working Groups:
Environment and Open Spaces, Planning Applications, Neighbourhood Planning, The Voice, Events, Grants, Forward Planning.
- 115-17/18 Financial report.**



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 21 February 2018** commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Leslie Barson, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Nasima Khanom, Angela Singhate and Emma Sweeney.

Also present: Kevin Harris, Chief Officer; and two members of the public.

The meeting commenced at 18:04.

091-17/18 Apologies for absence – apologies for absence were received from Councillors Philip Andokou and Emma Morgan.

092-17/18 Declarations of interest – Councillor Emma Sweeney declared an interest in item 99 having been an applicant to the Community Grants scheme on behalf of PDT.

093-17/18 The minutes of the Council Meeting held 17 January 2018 were confirmed as a correct record and signed by the chairman.

094-17/18 Public session – Council was congratulated on the progress reflected in the minutes of the last meeting. A comment was passed on the state of Ilbert Street and the need to monitor cleaning. A question was asked regarding the forthcoming period of 'purdah': it was **agreed** that the Chief Officer would prepare a briefing to council.

095-17/18 Allowances – Questions were raised about how the scheme would affect people's benefits. It was argued that this could influence the willingness of people on benefits to stand for council. Councillors asked for clarity as to how the system works. It would be reassuring for people thinking of standing as councillors to know that allowances were paid.

Councillor Katie Cowan entered the meeting at 18:27

Councillors sought another way of ensuring that members who needed the allowance would be reimbursed. The Chief Officer was asked to prepare an explanatory note regarding the impact on benefits. It was **agreed** that the scheme be prepared for councillors currently in office to claim; and that the allowance should be increased to £250 for the new council elected in May.

096-17/18 Hammersmith Community Garden Association – HCGA’s current contract runs until March 2018. The enhanced scheme with HCGA is similar to that run in other boroughs but is unusual in Westminster. Cathy Maund explained that HCGA had inherited ‘Queen’s Park in Bloom’ and changed it slightly last year to Front Gardens Competition, which was successful. More community gardening sessions are planned. Some sponsorship has been attracted for the community orchard and it will have 6-8 trees. All will be fruit or nut trees: four have already been sponsored. Planting begins on 24 March with an event proposed for the autumn when the first fruit should be visible. Some damage had been reported to the fencing in the corner of the park: Parks Department have approved funding for new railings. Renewal of the HCGA contract for 12 months, for the same amount, was **agreed**.

097-17/18 PDT jobs project – Councillor Rustin provided an update on the employment support project. Funded by PDT until spring 2019, the jobs adviser’s role is helping people to prepare for employment, it is not a job brokering scheme. It was **agreed** to invite the employment adviser to a future council meeting to introduce the project to new councillors.

098-17/18 Programme for 2018 elections – the Chief Officer provided an update on the programme leading up to the 2018 elections. Weekly drop-in sessions are being run for people interested in standing as councillors. A community day was being organised for 10 March and a range of publicity had been prepared.

099-17/18 Working groups

Grants

Councillor Sweeney left the meeting at 18:57.

Councillor Singhate reported on the latest round of applications to the Community Grants Fund, noting that the quality of the applications was disappointing. Only two projects were recommended by the panel. A proposal from PDT was rejected on grounds of the size of the organisation. The panel would have preferred the application to have come from the group on whose behalf it was made (West London Birth Companions) but it was noted that PDT was applying to run the project. There is no rule prohibiting an organisation to be funded more than once. Another organisation had submitted after the closing date. It was agreed that there was a need to review and clarify the scheme criteria. The Community Grants budget underspend will be retained and could include spending on software for running the scheme. The Community Development Officer was delegated to make a decision on the grant to be made to Munro Health if the panel’s conditions were met. Although two councillors expressed disappointment that the PDT application had been turned down, it was **agreed** that on these terms the panel’s recommendations were accepted.

Councillor Sweeney returned to the meeting at 19:14.

Environment and Open Spaces – A meeting had been held with Willmott Dixon regarding the plans and costing for the park hut, and the plans were being revised. Some contribution in kind might be forthcoming. A session had been held with an RSPB representative in Queens Park Gardens.

Planning Applications

Two applications had been submitted to Westminster City Council to extend over the pub garden at the Flora and to build 9-10 flats on the upper floors. The planners had not been able to respond within the deadline, so both cases have gone to appeal.

The recommendations of the working group were accepted.

Neighbourhood Planning

A member of the public had come to council at the previous meeting reporting problems with neighbours. Councillor Fitzhugh had liaised with Ward Councillor P. Dimoldenberg and the issue has been resolved.

Chamberlayne Road residents have been agitating for change on the road layout up to Kensal Rise station and possibly beyond. The pavement will be widened and lowered in some points. Plans include a pedestrian crossing.

The Planning Information Guidance document has been published in hard copy.

The Voice

The Election Special will not be a standard edition of *The Voice* but an 'elections product'.

Events

An anti-idling day has been organised with Westminster City Council and local schools are involved.

Forward Planning Group

No working group meeting has been held since the last council meeting.

100-17/18 QPCC website – eight applications had been received, two agencies had been shortlisted and London Creative Design has been appointed to renew the QPCC website.

101-17/18 Financial report – the financial report was received. The Chief Officer was delegated to establish a banker's standing order to pay monthly salaries, and asked to suggest amounts to be earmarked for specific purposes in next year's budget.

102-17/18 The following dates for forthcoming meetings were agreed:

18 April

16 May

20 June

The meeting closed at 19:49.

Current planning applications on the WCC system as at 19 March 2018

Retention of a gas meter in front of house.

Planning Application

38 Huxley Street London City Of Westminster W10 4QQ

Ref. No: 18/01421/FULL | Received: Mon 19 Feb 2018 | Validated: Tue 27 Feb 2018 | Status: Pending Consideration

Requests for consultation

Letter Reference:	Consultee:	Date Requested:	Expiry Date:	Days to Expiry:
DC/WCC /P4JHF9RP28B01	Queen's Park Community Council	Wed 07 Mar 2018	Wed 04 Apr 2018	20

<http://idoxpa.westminster.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=P4EI0URPJ7S00&prevPage=inTray>

No objection. The Planning Information guide says that meter boxes should be installed at a low level and painted black.

Queen's Park Community Council

Planning application deadlines

The process for responding to planning applications does not always allow sufficient time for the information to be assessed by the working group and a recommendation provided to council. Some opportunities to comment have been missed, for this reason. This applies particularly over August and December when there is no council meeting, but also happens sometimes where dates simply do not align.

When this occurs, and only when this occurs, I propose that the Convenor of the working group be delegated to make a decision having taken into account the working group recommendations; and for the Chief Officer to upload them to the WCC planning portal, reporting to council at the next meeting thereafter.

Cllr Gill Fitzhugh, February 2018

Queen's Park Community Council

Office rent renewal

Information note to council March 2018

Extract from email from PDT:

'QPCC current rent up to March 18 is £5994. The full unit rent payable to A2dominon had gone up by 20% for the year 18-19 with freeze on any increase for next year 19/20.

If you're thinking of renewing for two years or more, we can split the increase of 20% over two years to make it easier for QPCC to manage the increase. However, if you're renewing for one year only 18/19 then the increase will be 20% in line with our rising rental charges.'

Chief Officer's financial report to council March 2018

This report includes:

- Payments list for February 2018. Salaries have been redacted.
- Income and expenditure against budget as at 28 Feb 2018.

Payments listing

Date: 15/03/2018	Queens Park Community Council	Page 1			
Time: 11:13	Current Bank A/c				
List of Payments made between 01/02/2018 and 28/02/2018					
<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/02/2018	Lindsey Brown	BACS 172	32.11		Bromley by Bow tour
09/02/2018	Walton Lane Audio Services	BACS 178	1,409.00		Equipment Winter Fair
12/02/2018	Kevin Harris (M&S)	BACS 186	15.29		Lunch for Partners Day
13/02/2018	Cantate Communications	BACS 180	1,098.00		Voice printing
13/02/2018	Lindsey Brown (Instantprint)	BACS 182	115.00		Lindsey Brown (Instantprint)
14/02/2018	Lindsey Brown (Tesco)	BACS 185	14.40		Lunch for volunteers
19/02/2018	OFFICE DEPOT LTD	BACS 181	35.87		Laminating pouches
20/02/2018	Lindsey Brown (Instantprint)	BACS 183	263.00		Posters, banners, fliers
20/02/2018	Lindsey Brown (Solopress)	BACS 184	131.80		Banners & brochures
20/02/2018	Kevin Harris (Panel Warehouse)	BACS 187	122.40		Display panels
21/02/2018	Microshade Business Consult.Lt	BACS 179	112.68		IT Hosting Feb
21/02/2018	NEST Pensions	DD	39.21		Employer contributions
23/02/2018	Lindsey Brown	BACS 188	<div style="border: 1px solid red; width: 40px; height: 20px; display: inline-block;"></div>		Salary Feb
23/02/2018	Kevin Harris	BACS 189	<div style="border: 1px solid red; width: 40px; height: 20px; display: inline-block;"></div>		Salary Feb
23/02/2018	HMRC Employer Contributions	BACS 190	685.15		Jan 2018
Total Payments			6,230.83		

Detailed Receipts & Payments by Budget Heading 28/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Income</u>					
Misc Income	128	0	(128)		
Precept	155,184	155,184	0		
VAT refund	0	6,000	6,000		
<u>Staff Costs</u>					
Wages	(36,166)	(42,250)	6,084		6,084
Training	(699)	(1,000)	301		301
<u>Administration</u>					
Councillor Expenses	0	(2,400)	2,400		2,400
Training	(922)	(1,500)	578		578
Insurance	(1,040)	(1,046)	6		6
Office Rent	(2,621)	(6,800)	4,180		4,180
Room Bookings	(549)	(900)	351		351
Office Maintenance	0	(150)	150		150
Catering	(60)	(200)	140		140
Computers and Licence/Hosting	(1,483)	(1,250)	(233)		(233)
Stationery and Materials	(442)	(450)	8		8
Chairmans Allowance	0	(50)	50		50
Grants	(11,582)	(24,000)	12,418		12,418
Communications - Tel/Postage	(798)	(450)	(348)		(348)
Subscriptions	(2,164)	(2,448)	284		284
Donation - Avenues	(20,000)	(20,000)	0		0
Travel expenses	(369)	(1,000)	631		631
Professional Fees	(1,002)	(1,000)	(2)		(2)
Audit Fees	(1,162)	(1,090)	(72)		(72)
Elections Costs	(395)	(1,000)	605		605
Miscellaneous	0	(150)	150		150
<u>Communications and Events</u>					
Summer Festival Income	7,258	7,000	(258)		
Income Fireworks	5,958	5,000	(958)		
Income Winter Fair	138	1,500	1,362		
INCOME QP Voice	150	300	150		
Website	(125)	(4,000)	3,875		3,875
Catering	(46)	0	(46)		(46)
Queens Park Voice	(5,674)	(5,049)	(626)		(626)
Winter Fair	(3,708)	(3,000)	(708)		(708)
Winter Social	(90)	(150)	60		60
Festival	(13,506)	(11,451)	(2,055)		(2,055)
Fireworks	(6,960)	(6,700)	(260)		(260)
Advertising - recruitment	0	(1,000)	1,000		1,000

Detailed Receipts & Payments by Budget Heading 28/02/2018

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Advertising - All Other	0	(500)	500		500
<u>Environment and Opens Spaces</u>					
Queen's Park Gardens	(11,378)	(15,000)	3,622		3,622
Dog Strategy	(2,880)	(3,450)	570		570
Miscellaneous	0	(50)	50		50
<u>Neighbourhood Planning</u>					
Neighbourhood Plan Grant	4,600	0	(4,600)		
Neighbourhood Plan	(5,720)	(3,500)	(2,220)		(2,220)
Retailers support	0	(200)	200		200
<u>VAT DATA</u>					
VAT refund	5,436	6,000	564		
VAT on Payment	(4,155)	0	(4,155)		(4,155)
Grand Totals:- Receipts	178,851	180,984	2,133		
Payments	135,694	163,184	27,490	0	27,490
Net Receipts over Payments	43,157	17,800	(25,357)		
Movement to/(from) Gen Reserve	43,157				



QUEEN'S PARK COMMUNITY COUNCIL

You are hereby summoned to attend a **Meeting** of the **COMMUNITY COUNCIL** to be held in the **Beethoven Centre, Third Avenue, London W10 4JL** on **Wednesday 18 April 2018** commencing at **6.00pm**.

Kevin Harris, Chief Officer

12 April 2018

AGENDA

- 116-17/18 Apologies for absence** – to receive and approve any apologies for absence from councillors.
- 117-17/18 Declarations of interest** – to receive any declarations of interest as defined under the Localism Act 2011 and the Community Council Code of Conduct and consider any requests for dispensations as a result.
- 118-17/18 Minutes of the previous meeting** – to consider the minutes of the Council Meeting held 21 March 2018 for confirmation and signing as a correct record.
- 119-17/18 Public session** – to receive any questions, representations or petitions from members of the Public. *(Members of the Public may speak for up to 3 minutes at the discretion of the Chairman).*
- 120-17/18 Strategic plan 2018-2020** - to approve the final draft.
- 121-17/18 Working group terms and conditions** – to review general terms and conditions for establishing working groups, and terms for specific groups.
- 122-17/18 Community grants** – to approve the revised guidelines.
- 123-17/18 Councillor allowances** - to receive an update on the process.
- 124-17/18 Staff salaries** - to receive the recommendations of the HR committee regarding staff working hours and Chief Officer's annual increment.
- 125-17/18 GDPR** - to receive an update on progress.
- 126-17/18 Summer festival** - to review plans.
- 127-17/18 Working groups** – to receive updates from the following Working Groups:
Environment and Open Spaces, Planning Applications, Neighbourhood Planning, The Voice, Events, Grants, Forward Planning.
- 128-17/18 Officers' report.**
- 129-17/18 Financial report.**



QUEEN'S PARK COMMUNITY COUNCIL

Minutes of the Meeting of Council held at the Beethoven Centre, Third Avenue
London W10 4JL on **Wednesday 21 March 2018** commencing at 18:00.

Present: Councillors Susanna Rustin (Chair), Leslie Barson, Katie Cowan, Ryan Dalton, Gill Fitzhugh, Angela Singhate and Emma Sweeney.

Also present: Kevin Harris, Chief Officer; and seven members of the public.

The meeting commenced at 18:04.

103-17/18 Apologies for absence – apologies were received from Councillor Emma Morgan.

104-17/18 Declarations of interest – there were no declarations of interest.

105-17/18 The minutes of the Council Meeting held 21 February 2018 were confirmed as a correct record and signed by the chairman.

Councillor Katie Cowan entered the meeting at 18:06.

106-17/18 Public session – one member of the public mentioned her role as a community interpreter and thanked the council for previous support through a community grant.

Councillor Angela Singhate entered the meeting at 18:09.

107-17/18 Strategic plan - the Strategic Plan will be published on the website, and paper copies can be printed on demand. Acknowledging that the plan will be subject to revision by the new council, councillors were asked to send suggested revisions to the Chief Officer by Friday 30 March, with the final version to be adopted at council in April.

108-17/18 Dog strategy – the purpose of the council's dog strategy was reviewed. Crissie Chambers reported on activities carried out under the contract including advice and support for dog owners. She has recently succeeded in establishing awareness-raising sessions in schools and the library; and pet-therapy sessions for older people. Cllr Cowan expressed thanks for a year of successful work. Renewal of the contract for 12 months was **agreed**.

109-17/18 Pop Up Fund – Cllr Rustin clarified the difference between this scheme and the Community Grants. The terms and conditions were **agreed**.

110-17/18 Planning applications delegation - timing of council meetings does not always allow approval of the working group's recommendations before planning deadlines. It was **agreed** that when this happens the Convenor of the Planning Applications working group be delegated to make a

decision, having taken into account the group's recommendations; and for the Chief Officer to upload them to the WCC planning portal, reporting to council at the next meeting thereafter.

111-17/18 Office rent – the Chief Officer advised that the office rental would be renewed for 2 years.

112-17/18 Citizen-led engagement project – the Community Development Officer has been collaborating with Working With Men on this GLA-funded community-based research project about perceptions of culture. It was suggested that some of the Queen's Park participants be invited to give a presentation at the Annual Meeting of Electors in May.

113-17/18 Air quality – the work on air quality carried out in 2017 was reviewed. Terms of reference for a new group will be proposed at the April meeting of council. All working group terms of reference will also be reviewed then; to be approved, and membership agreed, at the annual meeting of council.

114-17/18 Working groups

Environment and Open Spaces – eight fruit trees will be planted in the community orchard on 24 March. The planting day has been well-publicised and several of the trees have been sponsored. New railings had been fitted alongside Queen's Park Gardens on Fourth Avenue: these allow visibility into the park and are easily maintained. There are no plans to extend the same design around the rest of Queen's Park Gardens. Some new planting along the inside of the railings will be discussed with HCGA.

Councillor Ryan Dalton entered the meeting at 18:50.

Cllr Cowan reported that responses to the latest proposals for the Hut had been sent to Willmott Dixon. The first attempt to attract funding for the project had not been successful.

Planning Applications – the recommendation of the working group was **agreed**.

Neighbourhood Planning – the plan has been completed and responses from external agencies are due by 5 April. An application for exemption from the Habitat Regulation Assessment has been made. Cllrs Barson, Cowan and Fitzhugh had attended a meeting of the Harrow Road Steering Group and the importance of participation with this group was stressed. It was reported that Westminster City Council will close down use of the shop forecourts, although the process will be carried out more sensitively than was previously implied. Cllr Fitzhugh reported that the court case relating to the sale of Queen's Park Hall had been postponed until summer.

The Voice – no edition is currently in production.

Events – the group will meet in early April to prepare for the year's events.

Grants – revised terms of reference will be drafted, to be approved by the working group and finalised at the April meeting of council, ready for the May meeting. It was suggested that these terms of reference, and those of the working groups, should be cross-referenced to the vision statement in the strategic plan.

Forward Planning – a meeting of the group is planned in April.

115-17/18 Financial report – the Chief Officer's report was received.

The meeting closed at 19:16.

Queen's Park Community Council
Planning Applications list from Working Group
Date: 9 April 2018

Ref. No: 18/01421/FULL | Received date: Mon 19 Feb 2018 | Status: Pending Consideration | Case Type: Planning Application

Retention of a gas meter in front of house. - 38 Huxley Street London City Of Westminster W10 4QQ
No objection.

Ref. No: 18/01445/CLOPUD | Received date: Tue 20 Feb 2018 | Status: Pending Consideration | Case Type: Planning Application

Standard Loft conversion within the permitted development, within the limits already indicated by the authority. - 481 Harrow Road London W10 4RG

Objection: Insufficient information about the external impact

This is an application for a Certificate of Permitted Development in relation to the top two floors of a property. The plans labelled "existing" and "proposed" are the same and refer only to the internal layout. There is no information about the external impact (if any) of what they've already done.

Ref. No: 18/01640/FULL | Received date: Mon 26 Feb 2018 | Status: Pending Consideration | Case Type: Planning Application

Replace existing four windows, with wood double glazed windows at front elevation. - 82 Droop Street London W10 4DD

No Objection

Ref. No: 18/02383/FULL | Received date: Fri 23 Mar 2018 | Status: Pending Consideration | Case Type: Planning Application

Variation and removal of conditions 1 (approved plans), 3 (waste store), 8 (car parking), 9 (basement construction), 19 (green and brown roofs) of planning permission dated 30 November 2017 (RN 15/03369/FULL) for the Redevelopment to provide part three, part four, part five storey building with basement car park comprising eight residential units (3 x 1 bedroom, 2 x 2 bedroom and 3 x 3 bedroom) on upper floors and offices (Class B1) at ground floor and part first and second floors. (Site includes 581-587 Harrow Road) from RN 15/03369/FULL. NAMELY, omission of basement car park and vent, omission of ground floor car lift and basement access stairs and replacement with a disabled parking bay on a turntable and additional bicycle storage and association variation and removal of conditions. - 581 Harrow Road London W10 4RH

Further information required to enable us to assess whether the disabled parking space is properly accessible to someone using a large wheelchair.

Queen's Park Community Council

Officers' report, April 2018

Main tasks / issues over the last 3-4 weeks

Elections	Identifying and encouraging candidates to nominate themselves for elections through publicity, correspondence and drop-in sessions.
Community orchard	Planting day was a success
GDPR	Preparing for GDPR – drafting policies, purging data, familiarising ourselves with requirements.
Grants working group	Overhaul of criteria, terms and conditions
HR	CDO's appraisal
Projects	Initial discussions and identification of potential funding for (a) digital enterprise project with young people; (b) community arts project with older and young people.
Working groups	General review of terms and conditions
Website	Preparatory meeting with developer

Main tasks / issues over the forthcoming 2-3 months

Voice election special	Prepare for publication; distribute
QPG Hut	Pursue final costings in order to prepare funding bid(s)
Year-end finances and internal audit	Prepare accounts; prepare for audit
Annual meeting of council and of electors	Prepare
GDPR	Prepare for compliance – implement privacy notices and consent form, prepare all remaining policies and retention schedules, design and deliver staff training etc
Office IT	Review current system and options to improve IT efficiency
Councillors' training	Organise, schedule and prepare training sessions for new councillors
Volunteer development	Develop strategy to engage, manage and support volunteers; plan actions
Website	Finalise contract, progress site redesign
HR	CO's appraisal
Contracts	Prepare new contracts for HCGA and Dog Strategy