

Cabinet Agenda

Date: Thursday 27 May 2021

Time: 6.30 pm

Venue: Council Chamber, Harrow Civic Centre,
Station Road, Harrow, HA1 2XY

Membership:

Chair: Councillor Graham Henson (Leader of the Council;
Portfolio Holder for Strategy, Regeneration,
Partnerships and Devolution)

Portfolio Holders:	Portfolio:
Councillor Sue Anderson	Community Engagement, Accessibility & Customer Services
Councillor Peymana Assad	Community Cohesion, Crime & Enforcement
Councillor Simon Brown	Adults and Social Care
Councillor Keith Ferry	Business, Property and Leisure
Councillor Phillip O'Dell	Housing
Councillor Varsha Parmar	Environment and Climate Change
Councillor Natasha Proctor	Finance & Resources (Deputy Leader)
Councillor Christine Robson	Education and Social Services for Children and Young People
Councillor Krishna Suresh	Equalities and Public Health

Non-Executive Members:	Role:
Councillor Adam Swersky	Non-Executive Cabinet Member
Councillor Antonio Weiss	Non-Executive Cabinet Member
John Higgins	Non-Executive Voluntary Sector Representative

Quorum 3, including the Leader and/or Deputy Leader)

Contact: Nikoleta Nikolova, Senior Democratic & Electoral Services Officer
Tel: 07761 405898 E-mail: nikoleta.nikolova@harrow.gov.uk

Scan this code for the electronic agenda:



Useful Information

Meeting details:

This meeting is open to the press and public:

Directions to the Civic Centre can be found at:

www.harrow.gov.uk/contact

and can be viewed on www.harrow.gov.uk/virtualmeeting

Filming / recording of meetings

Please note that proceedings at this meeting will be recorded or filmed. If you choose to attend, you will be deemed to have consented to being recorded and/or filmed.

The recording will be made available on the Council website following the meeting.

When present in the meeting room, silent mode should be enabled for all mobile devices.

Meeting access / special requirements.

Due to Covid restrictions, members of the public are asked to join the meeting via the virtual meetings link.

If you have a question or wish to present a petition, you will ONLY be able to do so virtually via MS Teams (from the safety of your home).

If you do wish to attend the meeting in the Civic Centre, please:

- (1) Contact the officer listed on the front page of this agenda to confirm your attendance.
- (2) Wear a face mask and use the hand sanitiser that is available on entering the building.
- (3) Undertake a Covid 19 test within 24 hours of your attendance. Harrow residents can book a test by visiting <https://www.harrow.gov.uk/coronavirus-covid-19/book-covid-test>. If you are not a Harrow resident, please visit your local authority's webpages for your closest test site. Alternatively, you can request a Home Test please by visiting <https://www.gov.uk/order-coronavirus-rapid-lateralflow-tests>. If you do not have access to the internet, please call 119 or speak to your Local Chemist.
- (4) Follow the social distancing and other instructions of the Security Officer.

The Civic Centre is accessible to people with special needs. There are accessible toilets and lifts to meeting room. If you have special requirements, please contact the officer listed on the front page of this agenda.

Agenda publication date: Wednesday 19 May 2021

Agenda - Part I

1. Apologies for Absence

To receive apologies for absence (if any).

2. Declarations of Interest

To receive declarations of disclosable pecuniary or non pecuniary interests, arising from business to be transacted at this meeting, from:

- (a) all Members of the Committee, Sub-Committee or Panel;
- (b) all other Members present in any part of the room or chamber.

3. Petitions

To receive any petitions submitted by members of the public or Councillors.

4. Public Questions *

To receive any public questions received in accordance with paragraph 16 of the Executive Procedure Rules.

Questions will be asked in the order in which they were received. There will be a time limit of 15 minutes for the asking and answering of public questions.

[The deadline for receipt of public questions is 3.00 pm, 24 May 2021. Questions should be sent to publicquestions@harrow.gov.uk No person may submit more than one question].

5. Councillor Questions *

To receive any Councillor questions received in accordance with paragraph 17 of the Executive Procedure Rules.

Questions will be asked in the order agreed with the relevant Group Leader by the deadline for submission and there be a time limit of 15 minutes.

[The deadline for receipt of Councillor questions is 3.00 pm, 24 May 2021.

6. Key Decision Schedule May - July 2021 (Pages 7 - 16)

7. Progress on Scrutiny Projects (Pages 17 - 18)

For consideration

8. Covid-19 Update (To Follow)

Verbal update of the Chief Executive.

Community

- KEY 9. Renewal of the Wealdstone Selective Licensing Scheme** (Pages 19 - 94)
Report of the Acting Corporate Director (Community).
- KEY 10. West London Waste Authority Food Waste Funding** (Pages 95 - 106)
Report of the Director of Environmental Services.
- KEY 11. The Council's Accommodation Strategy and the Harrow New Civic Centre** (Pages 107 - 224)
Report of the Chief Executive.
- KEY 12. Harrow Town Centre Public Spaces Protection Order (PSPO)** (Pages 225 - 296)
Report of the Acting Corporate Director (Community).
- KEY 13. Ministry of Housing, Communities and Local Government (MHCLG) Future High Street Fund** (Pages 297 - 308)
Report of the Acting Corporate Director, Community.

Resources and Commercial

- KEY 14. 2021-22 Discretionary Retail Relief Scheme** (Pages 309 - 340)
Report of the Director of Finance.
- 15. Appointment of Cabinet Advisory Panels, Consultative Forums and Appointment of Chairs** (Pages 341 - 350)
Report of the Director of Legal and Governance.
- 16. Appointment of Portfolio Holder Assistants** (Pages 351 - 358)
Report of the Director of Legal and Governance.
- 17. Timetable for the Development of the Council's Policy Framework** (Pages 359 - 366)
Report of the Director of Legal and Governance.
- 18. Any Other Urgent Business**
Which cannot otherwise be dealt with.
- 19. Exclusion of the Press and Public**
To resolve that the press and public be excluded from the meeting for the

following items of business, on the grounds that they involve the likely disclosure of confidential information in breach of an obligation of confidence, or of exempt information as defined in Part I of Schedule 12A to the Local Government Act 1972:

Agenda Item No	Title	Description of Exempt Information
20	The Council's Accommodation Strategy and the New Harrow Civic Centre – confidential appendices 2,5,7 and 8	Information under paragraph 3 of Part I of Schedule 12A to the Local Government Act 1972, relating to the financial or business affairs of any particular person (including the authority holding that information). Information under paragraph 5 of Part I of Schedule 12A to the Local Government Act 1972, in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Agenda - Part II

20. The Council's Accommodation Strategy and the Harrow New Civic Centre (Pages 367 - 432)

Confidential appendices to the report of the Chief Executive.

* Data Protection Act Notice

The Council will audio record items 4 and 5 (Public and Councillor Questions) and will place the audio recording on the Council's website, which will be accessible to all.

[**Note:** The questions and answers will not be reproduced in the minutes.]

Deadline for questions	3.00 pm on 24 May 2021
Publication of decisions	28 May 2021
Deadline for Call in	5.00 pm on 04 June 2021
Decisions implemented if not Called in	05 June 2021

London Borough of Harrow

Key Decision Schedule (May 2021 - July 2021)

Month: May

The following is a list of Key Decisions which the Authority proposes to take at the above Cabinet meeting. The list may change over the next few weeks. A further notice, by way of the Cabinet agenda, will be published no less than 5 clear days before the date of the Cabinet meeting, showing the final list of Key Decisions to be considered at that meeting.

A Key Decision is a decision by the Executive which is likely to:

- (i) result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (ii) be significant in terms of its effects on communities living or working in an area of two or more wards or electoral divisions of the Borough.

A decision is significant for the purposes of (i) above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question.

Decisions which the Cabinet intends to make in private

The Cabinet hereby gives notice that it may meet in private after its public meeting to consider reports which contain confidential information. The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports relating to decisions which the Cabinet will take at its private meeting are indicated in the list of Key Decisions below with the reasons for the decision being made in private where appropriate. The Schedule also contains non-Key Decisions which involve Cabinet having to meet in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations please contact Democratic & Electoral Services. You will then be sent a response in reply to your representations. Both your representations and the Cabinet's/Leader's response will be published on the Council's website <http://www.harrow.gov.uk/www2/mgListPlans.aspx?RPId=249&RD=0&bcr=1> at least 5 clear days before the Cabinet meeting.

∞ The Cabinet/Leader will be considering a report prepared by the relevant Directorate. The report together with any other documents (unless they contain exempt information) will be available for inspection 5 clear days before the decision is taken by Cabinet/Leader from Democratic Services, on 020 8424 1055 or by contacting democratic.services@harrow.gov.uk or by writing to Democratic & Electoral Services, Harrow Council, Civic Centre PO Box 2, Station Road, Harrow, HA1 2UH or on the Council's website. Copies may be requested but a fee will be payable. Reports to be considered at the Cabinet's public meeting will be available on the Council's website 5 clear days before the meeting.

The KDS looks 3 meetings ahead and will be published 28 clear days before the Decision Date / Period of Decision.

6

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
MAY 2021						
Renewal of the Wealdstone Selective Licensing Scheme	To approve the Renewal of the Edgware Selective Licensing Scheme.	Cabinet	27 May 2021	Councillor Varsha Parmar Corporate Director, Community richard.lebrun@harrow.gov.uk, 020 8736 6267	Open	Agenda Report and any related appendices Open consultation on the website as well as paper copies and notices. Statutory partners.
2021-22 Discretionary Retail Relief Scheme	To agree to adopt, for the year 2021/22, a local discretionary "Retail Relief scheme" for business rate payers who may	Cabinet	27 May 2021	Councillor Adam Swersky Director of Finance fern.silverio@harrow.gov.uk, tel. 020 8736 6818	Open	Agenda Report and any related appendices. Not applicable.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	be eligible.					
West London Waste Authority Food Waste Funding	<ul style="list-style-type: none"> • Approve notification of the project and planned spend of the funding grant received from WLWA • Following consultation with the Portfolio Holder of Environment, Delegation of Authority be given to Director of Environmental Services to spend the funding as required. • Approve to increase the 	Cabinet	27 May 2021	<p>Councillor Varsha Parmar</p> <p>Director of Environmental Services Rebecca.johnson@harrow.gov.uk</p>	Open	<p>Agenda Report and any related appendices</p> <p>N/A</p>

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	2021/22 Capital Programme by £357k to reflect the allocation of the funding for capital expenditure					
⇒ The Council's Accommodation Strategy and the Harrow New Civic Centre	Agreement to the proposed strategy for the Council's future accommodation and the Harrow New Civic Centre, approval to fit out Forward Drive Depot for Council occupation and the incorporation of the strategy in the proposed Harrow Strategic Development Partnership Business plan.	Cabinet	27 May 2021	Councillor Graham Henson; Councillor Adam Swersky Chief Executive julian.wain@harro w.gov.uk	Part exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Agenda Report and any related appendices. Full briefings have been given to Portfolio Members, Wider Member briefing and the Overview and Scrutiny Committee.

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Harrow Town Centre Public Spaces Protection Order (PSPO)	To approve a PSPO for Harrow Town Centre	Cabinet	27 May 2021	Councillor Varsha Parmar Director of Environmental Services Richard.Lebrun@harrow.gov.uk, tel. 020 8424 6267	Open	Agenda Report and any related appendices Public Consultation
Treasury Management - Shared Service Arrangement with the Greater London Authority (GLA)	To seek Cabinet agreement to the Council joining a collective investment arrangement as part of a shared service with the Greater London Authority (GLA).	Cabinet	27 May 2021	Councillor Adam Swersky Director of Finance dawn.calvert@harrow.gov.uk	Open	Agenda Report and any related appendices. Portfolio Holder will be consulted. Further consultation not required.
Ministry of Housing, Communities and Local	1. To Delegate authority to the Corporate Director of	Cabinet	27 May 2021	Councillor Varsha Parmar; Councillor Adam Swersky; Councillor Keith	Open	Agenda Report and any related appendices

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
Government (MHCLG) Future High Street Fund	<p>Community to enter into a Grant Agreement with MHCLG to secure funding to invest in a new pedestrian bridge, public realm improvements and an Intelligent High Street</p> <p>2. To delegate authority to Corporate Director of Community following consultation with the Portfolio Holder for Environment and Equalities and Portfolio Holder for</p>			<p>Ferry</p> <p>Director of Environmental Services mark.billington@harrow.gov.uk</p>		<p>Consultation has been undertaken with Ward Members, and with the Wealdstone Action Group. Further public consultation will be taken through the planning and design phase.</p>

Subject	Nature of Decision	Decision Maker	Decision date / Period of Decision	Cabinet Member / Lead officer	Open or Private Meeting	Additional Documents to be submitted and any Consultation to be undertaken
	Finance and Resources to enter into procurement and award of contract to selected contractors to deliver the Pedestrian Bridge. To delegate operational delivery to Divisional Director Environment.					
JUNE 2021						
JULY 2021						

Harrow Council Cabinet 2020/21

Contact Details of Portfolio Holders

Portfolio	Councillor	Address	Telephone no.	Email
Leader, Strategy, Regeneration, Partnerships, Devolution and Customer Services	Graham Henson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07721 509916 Group Office: (020) 8424 1897	Email: graham.henson@harrow.gov.uk
Deputy Leader, Business, Property and Leisure	Keith Ferry	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07922 227147 Group Office: (020) 8424 1897	Email: keith.ferry@harrow.gov.uk
Adults & Public Health	Simon Brown	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: simon.brown@harrow.gov.uk
Community Cohesion, Crime & Enforcement	Krishna Suresh	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07967 565477 Group Office: (020) 8424 1897	Email: krishna.suresh@harrow.gov.uk

15

Portfolio	Councillor	Address	Telephone no.	Email
Community Engagement & Accessibility	Sue Anderson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07875 094900 Group Office: (020) 8424 1897	Email: sue.anderson@harrow.gov.uk
Environment & Equalities	Varsha Parmar	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07764 681987 Group Office: (020) 8424 1897	Email: varsha.parmar@harrow.gov.uk
Finance & Resources	Adam Swersky	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Mobile: 07904 466987 Group Office: (020) 8424 1897	Email: adam.swersky@harrow.gov.uk
Housing	Phillip O'Dell	64 Marlborough Hill HARROW HA1 1TY	Tel: (020) 8861 0090 Group Office: (020) 8424 1897	Email: phillip.odell@harrow.gov.uk
Young People & Schools	Christine Robson	Labour Group Office Room 102, PO Box 2, Civic Centre Station Road HARROW HA1 2UH	Group Office: (020) 8424 1897	Email: christine.robson@harrow.gov.uk

PROGRESS ON SCRUTINY PROJECTS

Review	Methodology	Type of report	Expected date for report to Cabinet	Comments
<p>Joint Overview & Scrutiny Committee (JHOSC) for Shaping a Healthier Future Programme</p>	<p>Joint Committee</p>	<p>Update reports will be provided for O&S/ Health and Social Care sub committee and Cabinet (for information)</p>	<p>As required</p>	<p>The JHOSC last met on 18 March, hosted by RB Kensington & Chelsea and attended by Cllr Rekha Shah. The JHOSC considered an update on the regional response to Covid, the NW London NHS financial strategy and a briefing on the development of Integrated Care Systems following the publication of the recent health and social care white paper .</p> <p>JHOSC members and officers will hold an informal meeting on 25 May to review last year and plan for the year ahead. The next formal JHOSC meeting will be on 14 July (host borough tbc).</p>
<p>Shared Services – Lessons learnt, other councils’ experiences, impact on savings and improving quality</p>	<p>Review</p>	<p>Report to Cabinet</p>	<p>By September 2021</p>	<p>The final report of the review was considered by O&S on 20 April, with a relaxation on the timescales for an Executive response (by September 2021).</p>

Development and delivery of the Harrow Strategic Development Partnership	Review	Single-item O&S meetings	As required	<p>A model of informal briefing from the services followed by formal scrutiny through committee (O&S), prior to the relevant report going to Cabinet, has been adopted. This allows scrutiny to formally consider and comment on HSDP progress to Cabinet. There was a special O&S meeting on 1 September to consider the phase one report on progress and there will be a special O&S on 17 May to consider the accommodation strategy (phase two).</p> <p>Regular meetings between the Chair and Vice-Chair of O&S and the Corporate Director and services continue. There is regular informal feedback on progress through Scrutiny Leadership Group.</p> <p>Informal briefings and passage through formal scrutiny committee for the final phase will be arranged, in line with Cabinet dates.</p>
---	--------	--------------------------	-------------	--

Contact: Nahreen Matlib, Senior Policy Officer. **Email:** nahreen.matlib@harrow.gov.uk



Report for: Cabinet

Date of Meeting:	27th May 2021
Subject:	Renewal of Selective Licensing of private rented accommodation in the Wealdstone Ward
Key Decision:	No
Responsible Officer:	Mark Billington, Acting Corporate Director (Community)
Portfolio Holder:	Councillor Peymana Assad, Portfolio Holder for Community Cohesion, Crime and Enforcement
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	Wealdstone
Enclosures:	Appendix A – Consultation Responses Appendix B – Consultation (including forms) Appendix C – Designation of Selective Licensing Appendix D – Draft Conditions Appendix E - Equality Impact Assessment

Section 1 – Summary and Recommendations

This report proposes the re-introduction of a Selective Licensing Scheme in the ward of Wealdstone (which previously had one), which would require private rented accommodation to be licensed and meet conditions, in order to address significant and persistent problems with anti-social behaviour in that area.

Recommendations:

Cabinet is requested to:

1. Consider the evidence, consultation responses and other information forming part of this report and determine whether the Wealdstone ward (as delineated and edged in red on the map at **Appendix C**) should again be designated as being subject to Selective Licensing.
2. If the Wealdstone ward is to be designated again as being subject to selective licensing, confirm that the designation is to take effect from **2nd September** for a period of five years.
3. Agree that the Council can begin to accept applications for Selective Licensing (if approved) from **2nd August 2021**, in anticipation of the scheme coming into effect on **2nd September 2021**.
4. If the scheme is approved, agree to the Head of Community & Public Protection taking all steps necessary to publicise, commence and administer the scheme including the issuing and amending of licences.
5. Note that the Selective Licensing scheme (if approved) and the operation of the designation will be reviewed annually.
6. Delegate authority to the Corporate Director Community, following consultation with the Portfolio Holder for Environment, to amend and approve discretionary licensing conditions implemented by the Head of Community and Public Protection.

Reason: (For recommendation)

To continue to address issues of anti-social behaviour in the Wealdstone ward, in line with the corporate priorities of making a difference to residents, community, businesses and the vulnerable.

Section 2 – Report

1. Introduction

- 1.1 Harrow Council is committed to maintaining a clean and safe environment for the benefit of everyone in the borough. The commitment recognises the Council’s responsibility to keep the local environment clear of litter, fly-tipping and vandalism; encourage behaviour change to initiate improvements; and reduce the fear of any crime in the Borough. This includes tackling rogue landlords but assisting those that need help.

What is Selective Licensing

- 1.2 Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties in a local housing authority area. Under section 80 of the Act a local housing authority can designate the whole or any part or parts of its area as subject to selective licensing.
- 1.3 Where a selective licensing designation is made it applies to privately rented property in the area. Subject to certain exemptions specified in the Selective licensing of Houses (Specified Exemptions)(England) Order 2006 , all properties in the private rented sector which are let or occupied under a licence, are required to be licensed by the local housing authority, unless the property is a House in Multiple Occupation and is required to be licensed under Part 2 of the Act .

What area can be designated

- 1.4 Part 3 of the Housing Act 2004 allows Local Authorities to introduce a Selective Licensing Scheme if certain conditions are met for the area. The Department for Communities and Local Government “Selective Licensing in the Private Rented Sector” Guide for Local Authorities states that the area must have one or more of the following conditions being experienced in order for a selective licensing designation to be made:
- i. low housing demand (not applicable in Wealdstone),
 - ii. significant and persistent problem caused by anti-social behaviour (ASB),
 - iii. poor property conditions,
 - iv. high levels of migration,
 - v. high level of deprivation
 - vi. high levels of crime
- 1.5 Any such designation lasts for a maximum 5 years before it is ended or goes through further consultation to be renewed. The Government Guidance around this can be found at [Selective licensing in the private rented sector: a guide for local authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/selective-licensing-in-the-private-rented-sector-a-guide-for-local-authorities).

What areas have been designated in Harrow

- 1.6 A project was set up in 2012-13 to identify areas within the Borough that were suffering from high levels of anti-social behaviour and environmental issues. This included using data held on the private rented sector, including council tax data.
- 1.7 As a result, three areas were identified that suffered from a high levels of issues, which included Wealdstone, which showed above Borough average rates for serious crime and ASB, high levels of fly-tipping and a large volume of noise nuisance (especially from private rented properties). Therefore in 2016, after consultation and approval by the Council, the ward of Wealdstone became a designated area.
- 1.8 Data for the period 2012-13 and addresses were cross-referenced with council tax data to determined 53% of ASB and housing related complaints related to private rented properties in Wealdstone. Government census data shows Wealdstone to have 3882 households of which 26.92% are private rented. This is above the average for Harrow (21.74%). One of the requirements of the DCLG guidance on Selective Licensing is to show an area has a high proportion of private rented sector, with anything above the national average of 19% meeting this criterion.

What has happened since Selective Licensing was Introduced in Wealdstone

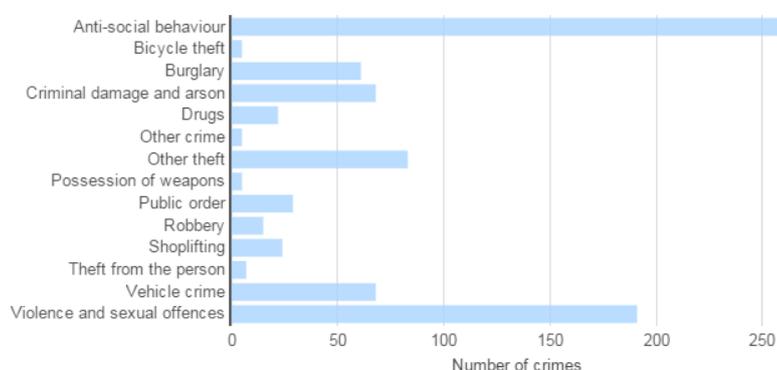
- 1.9 Since June 2016, the Council has sought to licence all rented accommodation in the designated area to ensure they are all subject to conditions specific to ensuring safety, addressing the issues found in the area (e.g. waste disposal condition aimed at reducing fly tipping) and carrying out inspections to ensure the premises are fit for habitation and safe.
- 1.10 As mentioned above, there are exemptions to premises that must be licensed pursuant to selective licensing, including those owned by Housing Associations. To give a context as to the number of properties licensed in this period, the 2013 census of Wealdstone showed there were 1045 rented premises in the ward. Since 2016, 774 (74%) rented premises have been licensed under the Selective Licensing Scheme, and 331 (31%) Houses in Multiple Occupation (HMO) under appropriate scheme for those premises. In total 1105 premises have been licensed. This is 60 (5%) more premises than were captured in the original census, and is a result of premises changing use as well as some premises moving from a selective licence requirement (e.g. a single family rented property) to a HMO requirement (e.g. multiple households moving in).

What has been the effect?

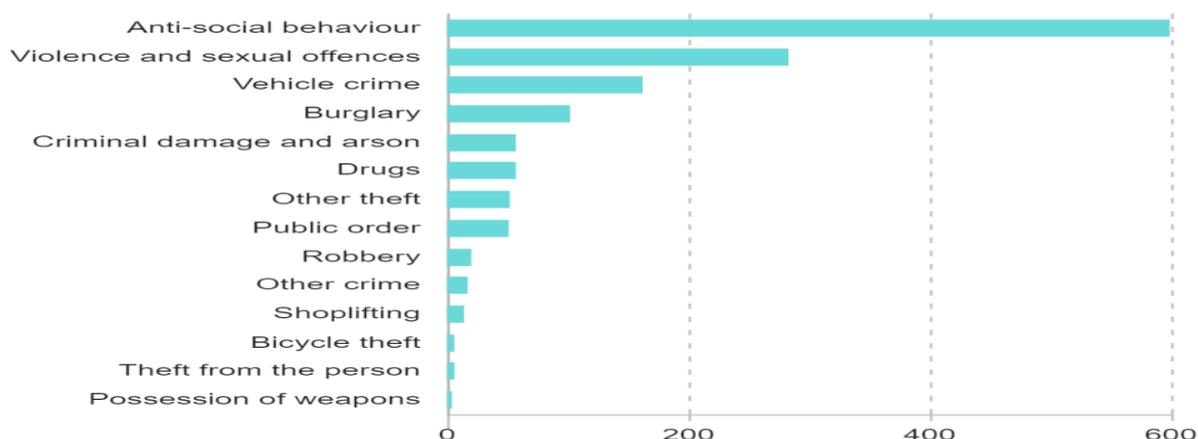
Anti-Social Behaviour and Crime

1.11 In 2015, Wealdstone Ward has had Anti-Social Behaviour designated as a priority¹ due to it being the biggest crime issue for the Ward as can be seen in the table below:

Comparison of crime types in this area between November 2014 and October 2015



From December 2019 to November 2020, these figures are now:



1.11 Anti-Social Behaviour accounted for 31.57% of all crime types in the Wealdstone ward over the period November 2014 to October 2015. From December 2019 to November 2020 ASB accounted for 41.6% of all crime types in Wealdstone Ward. Unfortunately, while ASB therefore remains a big concern in Wealdstone, these figures do not give a true reflection of the situation due to the covid-19 pandemic. This has led to gatherings, lack of social distancing and people refusing to comply with the covid-19 requirements being reported as ASB. This has caused what appears to be a large increase in ASB within the ward.

1.12 This covid related increased is also evidenced in neighbouring wards including Marlborough (28.29% in 2015 to 48.8% now), and Harrow Weald (27.33% to 30.6%).

¹ Police.uk

- 1.13 But the vitality profile for wards from 2015-2017 show that Wealdstone was improving across key areas such as burglaries, deliberate fires and general crime².
- 1.14 And across key aspects selective licensing addresses, or seeks to address, being fly tipping and noise, Wealdstone has seen gradual improvements. The 2019 vitality profile³ shows a clear reduction of these areas with fly tipping clearly reduced in Edgware (Selective Licensing introduced in 2015) and Wealdstone (2016).

Migration and Deprivation

- 1.15 Government census data⁴ also shows that Wealdstone Ward has a high level of migrant population, accounting for 46.86% of the population. This includes high levels of transient population in the ward, which can have a direct effect on the economic stability of an area. This is recognised in the DCLG Guidance.
- 1.16 At the time of selective being introduced in Wealdstone Ward is one of the smallest wards in Harrow, but is the densest in terms of population, with 96 persons per hectare compared to a Harrow average of 47.4pph. The population of Wealdstone Ward has increased by 27.1% in the last 10 years which has added to this issue. This is compared to around 13% increase in population in Greater London in the same period.
- 1.17 The average household size in Wealdstone is 2.93 compared to a Harrow Borough average of 2.81. Due to the increase in size of population and relatively high level of occupancy levels, there are tangible concerns over properties becoming overcrowded. This is a consideration under the DCLG Guidance.
- 1.18 In 2015, the CLG indices of deprivation show that Wealdstone is the Ward with the highest level of multiple deprivation, followed by Roxbourne, Greenhill and Marlborough.⁵ It has the highest levels deprivation of the Borough around income, education, skills, training and employment. In terms of Income Deprivation Domain, being the proportion of people aged under 60 in an area that are living in low income households and claiming certain out-of-work means tested benefits, Wealdstone Ward is the most deprived Ward in the Borough.
- 1.19 In 2019, Wealdstone remains the ward with the highest level of multiple deprivation, followed by Roxbourne, Greenhill and Marlborough⁶ But it did witness improvements to income deprivation (0.2 to 0.16), Income deprivation of children (0.28 to 0.18) and employment deprivation (0.12 to 0.09). Overall this indicates that the area is improving in terms of

² [crime \(harrow.gov.uk\)](http://www.harrow.gov.uk/crime)

³ [environment \(harrow.gov.uk\)](http://www.harrow.gov.uk/environment)

⁴ http://www.harrow.gov.uk/download/downloads/id/2017/2011_census_briefing_note_13

⁵ http://www.harrow.gov.uk/download/downloads/id/3791/2011_2013_deprivation

⁶ [deprivation \(harrow.gov.uk\)](http://www.harrow.gov.uk/deprivation)

being less deprived, though obviously more work is needed as it continues to be at the, or near the, bottom of the deprivation indices.

Consistent with Housing Strategy

- 1.20 Selective Licensing ties in with the Council's Private Sector Housing Strategy for **2019-2024**, using additional powers to address areas where private sector housing can be seen to contribute to issues faced in the community and need addressing. It is to work with good landlords to provide them the environment where these properties will be successful and can be managed successfully.

Co-ordinated Approach

- 1.21 Government Guidance clearly sets out that "Selective licensing is not a tool that can be used in isolation. The local housing authority will have to show how such a designation will be part of the overall strategic borough wide approach".

ASB

- 1.22 The aspect of Selective Licensing is just one aspect of the Public Protection Service, who also oversees the Anti-Social Behaviour Team, inspection of private rented accommodation and enforcement of environmental issues (e.g. fly tipping caused by persons including tenants). This team also liaises with the Council Housing Anti-Social Behaviour element to ensure a consistent approach to issues.
- 1.23 The Anti-Social Behaviour, Crime and Policing Act 2014 introduced new powers that can be used to address issues of ASB, including absolute grounds for possession as well as conduct causing nuisance to landlord etc. These powers, as well as those considered under Section 2 (Options considered) will be used in parallel with any Selective Licensing Scheme to improve an area.
- 1.24 Since 2015, the Council has introduced Public Spaces Protection Orders to address street drinking as well as other anti-social activity that blights Wealdstone in particular. It has carried out numerous days of action between Council enforcement and Police, as well as put in place a Wealdstone Action Group to get the community involved in improving the area, with regular community meetings.

Homelessness and Property Standards

- 1.25 By having a well-managed private rented sector, it is more likely to have increased residential stock of suitable standard for the purposes of addressing homelessness and emergency accommodation. The improvement of this sector is also likely to increase demand of housing and attract good landlords to an area, which will hopefully encourage the bringing back into use of any empty homes.
- 1.26 Harrow has endeavoured to inspect all premises that fall under the Selective Licensing scheme to assess them under the Housing Health

and Safety Rating Scheme, to ensure they are safe for habitation and meet at the very least basic needs.

So has the scheme been successful and why should it be renewed

1.27 In 2015, the Council set out some key aims it hoped to achieve under the Selective Licensing scheme being a reduction of

1. Accumulation of waste
2. Drug and alcohol related crime
3. Gang nuisance
4. Illegal conversions
5. Negativity due to badly managed and poorly maintained properties
6. Overcrowding
7. Sub-letting
8. Vandalism
9. Transient population, leading to a more stable community

1.28 In simple numbers, the scheme has been a success in terms of premises licensed and, as a result of that, being raised in terms of management and standards based on inspections conducted and conditions imposed.

1.29 An analysis of enforcement cases since 2015 also shows the issues occurring in Wealdstone:

Description	2015	2016	2017	2018	2019	2020	Change
Abandoned vehicle report	55	125	81	88	29	29	↓
Drug substance misuse dealing	2	3	3	3	7	8	↑
Flytip small - council	70	66	83	129	20	22	↓
Housing Dampness	5	8	12	12	2	2	↓
Housing Disrepair	14	18	25	49	9	10	↓
Housing Overcrowding	3	2	4	13	1	1	↓
Intimidation or harassment	1		2	3	2	2	↑
Noise	39	57	58	101	29	31	↓
Nuisance behaviour	3	7	10	12	16	17	↑
Vehicle noise or use (ASB)	1	2	4	3	3	3	↑

1.30 What this shows is that when the scheme came in numbers across all areas started to increase as awareness and a proactive approach was taken to the area, but then in the main start to fall as the scheme embeds in the area especially those linked to accommodation and people within (noise, fly tip waste, disrepair, dampness, overcrowding).

1.31 The evidence does show that Wealdstone is getting better in the areas that Selective Licensing directly impacts. But it also shows that, combined with the deprivation and ASB aspects, there is still more work to be done. And it is likely that this is more around those premises that have remained under the radar and now need to be tackled directly. Over the last 5 years, there have been 126 reports of premises that should be subject to selective licensing in Wealdstone,

with 101 of these in the last 2 years as awareness increases including the register of licensed premises on the Council's website.

- 1.32 It should also be noted that fly tipping has reduced on council (public) land but does not take into account the issues still faced on private or orphaned land. An example is the service road stretching behind Costa Coffee to Mir Supermarket, which continues to be plagued by waste from both the rented flats above the premises and others but unfortunately the land is orphaned (no owner). It is these areas that Selective must do more now to address.

2. Options considered

- 2.1 Section 81(4) of the Housing Act 2004 sets out the requirement that Councils must have considered other potential courses of action available to provide an effective method of achieving the objective or objectives that the designation would intend to achieve, and that making the designation will significantly assist them to achieve the objective(s).
- 2.2 All options were considered and for some, such as the additional and mandatory HMO licensing schemes, these are already in place.

Do Nothing

- 2.3 The evidence has shown that the area is subject to conditions that require intervention, for the purpose of helping the community.
- 2.4 The consultation which took place between 5th June 2020 to 14th August 2020 show that the issues have remained in place despite other forms of intervention taking place. This includes aspects of noise, which is mentioned in 1.15 above, as well as refuse storage especially in hot spot areas such as Park Way (more related to lack of storage rather than previously related to fly tipping).
- 2.5 In line with Council commitments and requirements of putting the community first, the option of doing nothing is not an option. If no action is taken the problems experienced in the ward are likely to continue.

HMO Licensing

- 2.6 HMO licensing refers to the licensing of Houses in Multiple Occupation (HMO) where the premises is occupied two or more households. This licensing regime has been in place in Harrow since 2006, and certain discretionary aspects will continued to be renewed where there is evidence of need.
- 2.7 This approach is still being taken, but as can be seen this only accounts for about 1 in 3 rented premises in Wealdstone.

Borough Wide Designation under Selective Licensing

- 2.8 Some councils have adopted Borough Wide schemes, such as seen in Newham, but Harrow has been keen to ensure that such a scheme is used only where it is required for a targeted approach, and in line with legal requirements. Additionally, it is important that there is a clear evidence base to support any scheme, and for the areas proposed, which is established for Wealdstone but is currently not in place for the whole Borough.

Accredited Landlord Scheme

- 2.9 There are accredited landlord schemes in operation that put in place a consistent standard and lead to improved standards of accommodation, but not necessarily matters of ASB. While such schemes are valuable, it is imperative that all landlords in an area engage in improving it. Such a scheme is voluntary and so take up is variable. Therefore it is felt that a more intensive intervention is required, making it mandatory on all landlords to comply with conditions in order to address the problems being experienced in the area. This option is already in place, but merely complements licensing and does not address the wider issues that selective licensing is expected to help with.

Action against Individual Cases

- 2.10 Legislation allows enforcement action to be taken against cases of nuisance and fly tipping (Environmental Protection Act 1990), Anti-Social Behaviour (ASB, Crime and Policing Act 2014) and other related matters.
- 2.11 The Council has introduced Fixed Penalty Notices for environmental issues, such as littering across the Borough.
- 2.12 The Anti-Social Behaviour, Crime and Policing Act 2014 also introduced additional powers to local housing authorities by way of absolute grounds for possession in housing cases where certain conditions are met, although this will only assist with council tenancies.
- 2.13 But these only address a problem at a time rather than addressing the bigger issues in an area and fundamentally changing culture and behaviours. Where individuals do warrant it, the Council will take action using all tools available.

Special Interim Management Order

- 2.14 A Special Interim Management Order transfers the management of a residential property to the local housing authority for a period of up to 12 months and can only be made if approved by a residential property tribunal.
- 2.15 These orders are used to address matters of anti-social behaviour emanating from a property that the landlord is failing to take

appropriate action to deal with. The order is then made to protect the health, safety or welfare of persons occupying, visiting or engaged in lawful activities in the locality of the house.

- 2.16 These are strong powers to deal with isolated individual problems of individual anti-social behaviour which nevertheless seriously impact upon the community.
- 2.17 This option is already in place, but has localised effect on its own and can be used where a focused approach is needed.

Part 1 of the Housing Act 2004

- 2.18 These enforcement powers are designed to effectively deal with hazards within a property and though effective at getting landlords to remedy such hazards, Part 1 of the Act does not offer a wider strategic procedure to improve a designated area.

Empty Property Strategy

- 2.19 The council already has an intervention team dedicated to bringing long-term empty dwellings back into use but this initiative is only restricted to empty homes and cannot deal with poorly managed private rented accommodation.

Designation of the Wealdstone Ward for Selective Licensing

- 2.20 Selective licensing applies to privately rented homes which are not HMOs.
- 2.21 In light of the consultation outcome and feedback, and in conjunction with the evidential reports within the appendices, it appears that a Selective Licensing scheme designation for the Wealdstone Ward would continue to help to tackle the issues identified.
- 2.22 The renewal of such a designation would allow a consistent approach across the Ward that works in conjunction with the Mandatory and Additional Licensing Schemes, as well as enforcement powers, to address the issues highlighted in the area.
- 2.23 It should be noted that a premise that is subject to Mandatory or Additional Licensing would not also need to apply for a Selective License.
- 2.24 This option is recommended to Cabinet to put in place a Ward wide approach to issues.

3. Community Consultation

- 3.1 The Department of Communities and Local Government Selective Licensing Guidance recommends that any consultation on a scheme is for a minimum 10 weeks.

- 3.2 The consultation on the renewal of a Selective Licensing Scheme in the ward of Wealdstone ran from **25th January 2021** to **5th April 2021**. The aim of the consultation was to seek the views of residents, landlords, local businesses and other stakeholders in the area and neighbouring boroughs about the issues in the Ward and the potential introduction of the selective licensing scheme.
- 3.3 The consultation was both online and available in hard copy. Copies of the form are attached in **Appendix B**.
- 3.4 Consultation was also conducted with neighbouring Boroughs due to potential concerns over displacement of issues. No responses were received for or against the proposed scheme.
- 3.5 Consultation also included writing to all landlords, managing agents and letting agents known as well as placement of consultation posters around Wealdstone and neighbouring wards giving details of the proposals as well as means to comment.
- 3.6 Feedback from the consultation is contained in **Appendix A**, with a summary below.
- 3.7 Formal consultation also took place with other relevant partners, including Housing Needs, due to the need to ensure a tie in with any approach addressing homelessness and empty homes.
- 3.8 On contacting other Councils who have introduced a Selective Licensing scheme, there appears to be no evidence to suggest an increase in homelessness as a result. This would tie in with the lack of evidence as a result of introducing additional and mandatory HMO licensing in the Borough.

Summary of Consultation

- 3.9 Overall 46 people responded to the consultation, including 13 people identifying as living in Wealdstone and 7 landlords with properties in Wealdstone.
- 3.10 33% of people responding agreed with the scheme proposal, going up to 37% wanting it implemented. This compares to 17% and 20% against.
- 3.11 Of 20 tenants who responded overall (13 inside Wealdstone), 30% stated that their landlords were not meeting legal requirements around references and checks. This also coincides with 30% of overall respondents feeling that landlords were not doing enough to tackle tenants ASB and nuisance. Partners (Police and Council) were also seen as needing to do more around this area.
- 3.12 The comments made, and the replies, can be found in **Appendix A**, but has a range of responses indicating clearly responsible landlords to those that face criticism for not taking action. This includes “Frequent

noise pollution, urinating on my property, poor maintenance on property, fighting from tenants, rubbish dumped frequently, multi-tenant house frequent change of individuals, not following COVID guidance.”

- 3.13 This sums up the issues facing Wealdstone still, around fly tipping, asb from tenants and general inconsistency of approach across the private rented sector.
- 3.14 The consultation was responded to by 12 landlords and 1 letting / managing agent (28% of respondents), yet only 17% (8) respondents overall felt such a scheme would not be needed to address matters of ASB, Crime and Environmental issues.
- 3.15 The comments section of the consultation highlighted a lot of good work being done by landlords, but also inconsistency in this across the area with a lot of people still reporting problems. There are quite a few comments relating to the feeling that the Local Authority should target tenants more, but this is indirectly done through the requirements of the scheme. For example, the requirement of an ASB action plan clearly sets out the consequences of tenants if they do not adhere to the rules.
- 3.16 Of the 22 people responding around the fees aspects in either a positive or negative manner, 55% (12) were against the proposed fee and 45% for.
- 3.17 Assessing the consultation comments, the main criticism is the view that such a scheme is put in place as a money making process. As can be seen by the fee structure for Selective Licensing, the fee is set to recover costs and not to make profit, in line with legislative and guidance requirements. It is understood though how, particularly for landlords, another fee is see as a burden though its impact is limited (£550 per 5 years in the main, £110 per year, less than £10 per month).

4. Licensing Conditions

- 4.1 Under the Housing Act 2004, Selective Licensing is subject to certain mandatory conditions that would be applied to all licences.
- 4.2 Further, discretionary conditions can also be applied in relation to certain aspects; it is proposed to include these to directly address elements of anti-social behaviour, including environmental impact. All proposed conditions, together with the mandatory ones, are shown in **Appendix D**.
- 4.3 The discretionary conditions are linked to the management of the premise and the tenancy use and are aimed not to put any further financial burden on any party. Additionally, it includes the requirement to inform the Authority of any material change to the premise or any legal action / convictions that occur. This is aimed to maintain

confidence in the licensing scheme and ensure statutory requirements are met.

- 4.4 Any condition must link to “*management, use or occupation of the house concerned*” and does not include in the main any structural aspect. In terms of items it refers to, these are those that are provided within either as a condition on a licence or a requirement of the law, which Schedule 4 of the Act provides mandatory ones being those around gas and electrical certificates, smoke and carbon monoxide detectors and terms of occupation. None of these technically are related to the standard of the building in terms of structure, damp, energy etc, and the reason being that other legislation is in place to regulate.
- 4.5 Therefore in setting conditions it must be ensured that they do not vary from conditions that are allowed to those that step outside management and occupation, as there is case law around this making it clear selective licensing can only regulate management and occupation, not conditions or contents which can be done under HMO licensing⁷.
- 4.6 The original assessment of a Selective Licensing Scheme addressed the conditions that would be applicable, and these formed the basis of those previously imposed and subject to discussion during consultation.
- 4.7 The conditions have also been set in line with those applied by neighbouring boroughs, to ensure consistency of approach as landlords and tenants operate across boundaries, and therefore trying to minimise the burden on landlords by minimising conflicting or additional burdens and to minimise displacing any issues.
- 4.8 The fee set on application covers the reasonable monitoring of these conditions to ensure compliance, with the majority expected to be in place at the application and approval stages. These fees are set as part of the annual Council fee setting process.

5. Designation

- 5.1 Should Cabinet agree to the renewal of a Selective Licensing Scheme, a Designation Notice must be issued which gives formal notification of the scheme. This Designation Notice must comply with the requirements set out in Section 83 of the Housing Act 2004, including the proper publication of it.
- 5.2 A period of no less than three (3) months (from the designation being made) must pass before the scheme then comes into force. This period is to be used to advertise the scheme, work with landlords and ensure the successful implementation.

⁷ [Brown v Hyndburn Borough Council \[2018\] EWCA Civ 242 \(21 February 2018\) \(bailii.org\)](#)

- 5.3 Based on the above, it is proposed that the designation of the scheme comes into force on **2nd September 2021**, which meets the 3 month period and allows for the call in period.

6. Implications of the Recommendation

Resources

- 6.1 The administration of the Mandatory and Additional Licensing of Houses in Multiple Occupation schemes is currently managed by the Residential Licensing Team, with one specific officer involved. Compliance visits to, and enforcement of, Houses in Multiple Occupation is conducted by the Residential Licensing Team and assisted by colleagues from the Domestic Environmental Health Team who are also responsible for all other private sector housing enforcement and environmental protection matters.
- 6.2 If the scheme is re-introduced, we expect an increase in applications as the scheme is publicised, especially in the first few months of the renewal. As well as initial licensing and compliance visits, further staffing resources will be required. Detailed staffing and resources plans will be developed and will be subject to any necessary consultation with staff. The costs of additional staffing will be met by the selective licensing fee.

Performance Issues

- 6.3 Continuing to improve the private rented sector in Wealdstone will have a positive impact on helping make a difference to families, businesses and communities. It fits in with Harrow's Housing Strategy to provide good quality private sector housing locally, which recognises the contribution that a healthy private rented sector can make to the provision of housing solutions for those who cannot access home ownership or affordable housing.
- 6.4 The process to consult with and continue the selective licensing scheme has also enabled the identification of empty properties. The Council can enable and encourage property owners by offering a range of grants, funded with both external and council resources, to bring properties up to a standard suitable for letting. Selective Licensing will enable the environment that encourages the right responsible landlords, but with assistance to them to help with tenancies, to contribute to the area.
- 6.5 By continuing the scheme, with clear conditions that must be met, the Council can assist and enable landlords and owners to achieve good standards, but recognising that it will be easier to target and achieve compliance with those landlords who seek to provide sub-standard accommodation. This will hopefully provide more suitable

accommodation that the Council could also use for the purpose of housing homeless, knowing that minimum standards are ensured.

- 6.6 The continuation of Selective Licensing also ties in with the Council's Private Sector Housing Strategy for **2019-2024**, using additional powers to address areas where private sector housing can be seen to contribute to issues faced in the community and need addressing. It is to work with good landlords to provide them the environment where these properties will be successful and can be managed successfully.
- 6.7 With strategy and with the continuation of such scheme, Harrow Council believes that, through investment in private sector housing and by ensuring that good standards are maintained, wider benefits for the residents of Harrow will be delivered.
- 6.8 In view of the Council's limited resources, the Private Sector Housing Strategy focuses on what can be done to encourage and facilitate the continued provision of a good quality private housing sector, including private rented housing. This will be achieved by working in partnership with other boroughs, landlords, developers and private tenants and residents, whilst using available enforcement resources to tackle the worst conditions in the sector. Selective Licensing builds on and encourages this process and allow a sustainable approach.
- 6.9 The continuation of Selective Licensing Scheme will make a difference to the community within Wealdstone, by directly influencing the ASB, property standards and environmental issues affecting the area. It will introduce new conditions that the private rented sector will have to meet to ensure that their properties and maintained and managed properly. This will encourage a sustainable private rented sector market.
- 6.10 If the scheme is not renewed, then it will limit the options the Council has to make change across an area, with resources being focused on individual problem premises and people and not being able addressing the wider issues.

Environmental Implications

- 6.11 The renewal of the scheme allows conditions to be put against rented accommodation in a designated area. These conditions include those that directly relate to environmental matters, for instance in the aspect of refuse storage, and ensure that all parties connected to private residential properties play their part in improving the area they reside in.
- 6.12 Therefore, such a scheme will aid in protecting the environment and having a positive impact.

Risk Management Implications

- 6.13 Risks included on corporate or directorate risk register? **No**
- 6.14 Separate risk register in place? **No**
- 6.15 The relevant risks from the risk register are attached/summarised below. **N/A**
- 6.16 The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Bad publicity due to being seen as a tax on landlords	<ul style="list-style-type: none"> ▪ Evidence based approach to show need in this area, directly linked to conditions placed on the licence ▪ Consultation process allowing input from all to understand any concerns ▪ Scheme been in place for the last 5 years so is known 	
Poor compliance, including take up of the scheme	<ul style="list-style-type: none"> ▪ Work over the last 5 years has identified and licensed the majority of premises in the area, so details known ▪ Publicity, including 3 months advertising as per legislation, to take place to push scheme ▪ Better understanding of area from the last 5 years 	
Lack of benefit from the scheme	<ul style="list-style-type: none"> ▪ Evidence shows reduction in main issues, such as fly tipping, in area since scheme was originally introduced ▪ Inspections of premises as part of the licensing scheme means all premises do gain a proper inspection and follow up ▪ Monitoring of progress conducted to show effective, including conditions applied 	
Judicial review of the scheme by a landlord / representative	<ul style="list-style-type: none"> ▪ Evidence base to show justification for renewing ▪ Meet the legislation in terms of consultation, advertising and implementation ▪ Address any concerns raised directly to prevent need for a judicial review 	
Lack of resources to implement properly	<ul style="list-style-type: none"> ▪ Residential Licensing team in place to oversee, with additional officers introduced to assist ▪ Better on line applications and payments scheme, with further work taking place 	
Requirement for income outweighs main outcomes of the scheme	<ul style="list-style-type: none"> ▪ Income target assigned to scheme lessened, to better represent cost of scheme 	

7. Legal Implications

Selective Licensing designations

7.1 Sections 80 to 84 of the Housing Act 2004 (hereinafter referred to as 'the Act'), specifically covers the designation of selective licensing areas. Section 80(1) allows a local housing authority (the council) to designate either the whole of its area or an area within it to be subject to selective licensing.

7.2 However, under section 80(2) of the Act, before introducing a selective licensing scheme, the Council must consider that:

- a) the first or second set of general conditions mentioned in section 80(3) or (6) of the Act; or
- b) any conditions specified in an order under section 80(7) of the Act as an additional set of conditions are satisfied in relation to the area

7.3 Section 80(3) of the Act states:

“(3) The first set of general conditions are—

(a) that the area is, or is likely to become, an area of low housing demand; and

(b) that making a designation will, when combined with other measures taken in the area by the local housing authority, or by other persons together with the local housing authority, contribute to the improvement of the social or economic conditions in the area.”

7.4 Section 80(6) of the Act states:

“(6) The second set of general conditions are—

(a) that the area is experiencing a significant and persistent problem caused by anti-social behaviour;

(b) that some or all of the private sector landlords who have let premises in the area (whether under leases or licences) are failing to take action to combat the problem that it would be appropriate for them to take; and

(c) that making a designation will, when combined with other measures taken in the area by the local housing authority, or by other persons together with the local housing authority, lead to a reduction in, or the elimination of, the problem.

“Private sector landlord” does not include [a non-profit registered provider of social housing or] a registered social landlord within the meaning of Part 1 of the Housing Act 1996 (c 52).”

7.5 Section 57(5) of the Act sets out the definition of “anti-social behaviour”.

Consultation, other requirements and options

7.6 Before making a (selective licensing) designation, the local housing authority is required by section 80(9) of the Act, to:

“(a) take reasonable steps to consult persons who are likely to be affected by the designation; and

(b) consider any representations made in accordance with the consultation and not withdrawn.”

7.7 The consultation should run for at least 10 weeks. As noted, at 3.2 in this report the consultation for the proposed Wealdstone ward scheme ran for 10 weeks. Details of the consultation carried out to meet this requirement are set out in **Appendix B**.

7.8 Section 81(2) of the Act requires the local housing authority to *“ensure that any exercise of the power (selective licensing designation) is consistent with the authority’s overall housing strategy.”* Section 81(3) of the Act goes on to require that the authority seeks to adopt a co-ordinated approach in connection with dealing with homelessness, empty properties and anti-social behaviour.

7.9 Section 81(4) of the Act states that a designation should not be made unless the authority:

“(a) ...have considered whether there are any other courses of action available to them (of whatever nature) that might provide an effective method of achieving the objective or objectives that the designation would be intended to achieve, and

(b) they consider that making the designation will significantly assist them to achieve the objective or objectives (whether or not they take any other course of action as well).”

7.10 In addition, under the Selective Licensing of Housing (Additional Conditions) (England) Order 2015, article 3 requires:

“(1) The following conditions are specified as additional conditions for the purposes of section 80(2)(b) of the 2004 Act, which a local housing authority must consider are satisfied in relation to the area before making a selective licensing designation under this provision—

(a) that the area contains a high proportion of properties in the private rented sector, in relation to the total number of properties in the area;

(b) that the properties referred to in sub-paragraph (a) are occupied either under assured tenancies or licences to occupy; and

(c) that one or more of the sets of conditions in articles 4 to 7 is satisfied.

(2) For the purposes of this article, a property shall not be regarded as being in the private rented sector where the landlord is a private registered provider of social housing, as defined by section 80 of the Housing and Regeneration Act 2008.”

7.11 Articles 4-7 cover conditions relating to housing conditions, migration, deprivation, and crime. From 1 April 2015, a local housing authority will need to apply to the Secretary of State for Communities and Local Government for confirmation of any scheme which would cover more than 20% of its geographical area or that would affect more than 20% of privately rented homes in their area. The proposed designation in this case will not require Secretary of State confirmation.

Commencement, duration and notification

7.12 Under section 82 of the Act, a designation cannot come in to force earlier than 3 months after the date on which the designation is made. Any designation cannot be for no longer than a 5 year period and the local housing authority is expected to review the operation of the designation from time to time, and can revoke it if appropriate (section 84).

7.13 As soon as a designation is made, the authority is required to publicise this in accordance with the requirements of section 83 of the Act.

Conditions

7.13 Section 90 of the Housing Act 2004 states that a licence can include such conditions as the local housing authority consider appropriate for regulating the management, use or occupation of the house concerned, and section 90(4) of the Act sets out mandatory conditions that apply to all licences. These are set out as conditions to the licence as seen in Appendix D.

7.14 Section 90(5)(a) provides that, as regards the relationship between the authority's power to impose licence conditions and their Part 1, 2004 Act functions (Housing Health and Safety Rating System), the authority must proceed on the basis that, in general, they should seek to identify, remove or reduce “hazards” in the house by means of Part 1 functions and not by means of licence conditions.

7.15 There are procedures under the Act relating to appeals against decisions relating to licences, and the Act also sets out offences (and other consequences) relating to licensing requirements.

Relevant case law

7.16 Recent case law on the subject of selective licensing schemes has raised challenges against local authorities on issues such as:

- compliance with the consultation requirements (adequacy of consultation, length of it, who was consulted and how long before the designation it was obtained);
- the level of evidence to support a selective licensing scheme; and
- inadequate consideration of alternative options to a selective licensing scheme.

8. Financial Implications

8.1 Section 87(7) of the Housing Act 2004 states that “*when fixing fees under this section, the local housing association may (subject to any regulations made under subsection (5)) take into account:*

- (a) *all costs incurred by the authority in carrying out their functions under this Part [i.e. Part 3 of the HA 2004 relating to selective licensing], and*
- (b) *all costs incurred by them in carrying out their functions under Chapter 1 of Part 4 in relation to Part 3 houses (so far as they are not recoverable under or by virtue of any provision of that Chapter)”.*

8.2 However, the EU Directive and the Provision of Services Regulations 2009 which was subsequently passed states, at Regulation 18(4):

“Any charges provided for or by a competent authority which applicants may incur under an authorisation scheme must be reasonable and proportionate to the cost of the procedures and formalities under the scheme and must not exceed the cost of those procedures and formalities.”

8.3 In line with *Hemming v Westminster City Council*, the fee is split into an administrative part and a management part.

8.4 Once fees are set, the Council is expected to review its fees and adjust them where necessary to reflect previous deficits or surpluses. It can take into account the cost of administering the licence over a 5 year period.

8.5 Based on the scheme intending to be self-financing, for the life of the licensing period (5 years), a fee is set at a level where the total revenue from the fee is intended to cover the costs as stated above.

8.6 An initial discount of £75 is proposed for landlords who are a member of an accredited landlord scheme. This is in line with recognising the DCLG guidance that Selective Licensing is to be used in conjunction with other action to improve the private rented sector. Ultimately, the ideal would be for the private sector to manage itself, addressing the issues, and the recognition of accredited schemes assists in encouraging this.

- 8.7 A licence will not be issued until a complete application and full payment has been received by the Local Authority, to ensure that costs are covered.
- 8.8 It is not the intention of the Authority to look to licence the whole Borough, but only where the evidence justifies it, within the limits of the DCLG requirements.
- 8.9 The continuation of Selective Licensing will reduce the service costs of Public Protection in line with making it self-financing.
- 8.10 Further, in line with good practice, the fee is constantly benchmarked to ensure that it does not provide additional burdens or step outside what is seen across London. This includes London Wide benchmarking, including sites such as <https://www.hmoserviceslondon.com/hmo-licensing-cost/> .

9. Equalities implications / Public Sector Equality Duty

- 9.1 The Council must pursuant to section 149 of the Equality Act 2010 (“the Act”), the council, in the exercise of its functions, has to have ‘due regard’ to (i) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (ii) advancing equality of opportunity between those with a relevant protected characteristic and those without; and (iii) fostering good relations between those who have a relevant protected characteristic and those without. It is not an absolute requirement to eliminate unlawful discrimination, harassment, victimisation or other prohibited conduct, or to promote equality of opportunity or foster good relations between persons who share a protected characteristic and those who do not. It is a duty to have due regard to the need to achieve the goals listed above.
- 9.2 The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.
- 9.3 In line with this, an Equalities Impact Assessment (EqIA) has been conducted and took into account the consultation feedback. The EqIA can be found in **Appendix E**, and to summarise, found that no group would be adversely impacted by the introduction of this scheme.
- 9.4 Additionally, the policies and procedures governing, that oversee the licensing process and enforcement, address equalities and ensure a fair, balanced approach in line with statutory requirements and guidance.

10. Procurement

There are no procurement implications.

11. Council Priorities

The introduction of selective licensing in Wealdstone aids in meeting all the priorities of the Council being:

- 1. Improving the environment and addressing climate change**
- 2. Tackling poverty and inequality**
- 3. Building homes and infrastructure**
- 4. Addressing health and social care inequality**
- 5. Thriving economy**

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on *behalf of the Chief Financial Officer

Date: 7th May 2021

Statutory Officer: Andrew Lucas

Signed on *behalf of the Monitoring Officer

Date: 5th May 2021

Statutory Officer: Nimesh Mehta

Signed on by the Head of Procurement

Date: 6th May 2021

Statutory Officer: Mark Billington

Signed by the Corporate Director

Date: 18th May 2021

Statutory Officer: Susan Dixon

Signed on by the Head of Internal Audit

Date: 28th April 2021

Mandatory Checks

Ward Councillors notified: No as Borough Wide

EqIA carried out: YES

EqIA cleared by: D Corby

Section 4 - Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Community and Public Protection, 020 8424 6267, Richard.lebrun@harrow.gov.uk

Background Papers: Briefing Note – Wealdstone Selective Licensing Renewal

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

APPENDIX A – CONSULTATION RESULTS: COMMENTS AND RESPONSES

Question: B2. If you are a tenant has your landlord provided the below (list of requirements)	
<p>I am the Landlord of both flats, not a Tenant. Before Renting both of these flats out, I took out 3 References on my prospective Tenants that were coming to live in my flats. I have provided written Tenancy agreements for both sets of Tenants on each of my flats. I have an annual gas safety check on both of my flats as well. I also check that my 2 properties are kept in a good state of repair.</p>	<p>Thank you and we appreciate there are a lot of good landlords like yourself doing the right thing</p>
<p>The property above me is rented out the landlord does not care he just wants the money had 2 ceilings put up because of leaks Because he was in no hurry to repair the water leak and it was coming down on there electric meter!! Had to call the fire brigade.Plus tenants don't speak any English so each time someone moves in I have to help them when they have problems with leaks and repairs etc as the landlord just blames the tenants when things go wrong and then my property gets damaged because he is so slow fixing anything.</p>	<p>Sorry to hear. Please report this on the harrow council website and we will get an officer allocated to follow this up if haven't already</p>
<p>3 "Taps and blinds were in poor state of repair when I moved in. Despite requesting repairs, I have eventually fixed these myself over the period of my tenancy, which has not been easy but I have managed to do this for under 100 pounds. I have encountered plumbing and electrical emergencies which were dealt with swiftly. Most importantly, however, my electricity is provided by my landlord via a coin operated machine which requires 1 and 2 pound coins. Since I moved in, 31 pounds have gone into the machine without registering. Last April my landlord said he would reimburse me the next time he came to empty the machine, but he did not. The machine often does not register coins when it gets full, which is often, even though my landlord insists it should hold between 100 and 150 pounds worth of coins, and is reluctant to come to empty the machine. I strongly suspect that he is somehow making a profit from this machine, since I have an excellent credit rating and have told him multiple times that I am willing to set up a direct debit and be billed for my energy usage."</p>	<p>Sorry to hear. Please report this as above and we can pass to the relevant service / partner to follow this up</p>
<p>I am a landlord and not a Tenant. I have done the work of getting references on all of my Tenants, also I have done the work of giving all my Tenants written Tenancy agreements , also I have done the work of having annual gas safety checks done as well. Also both of my properties are in extremely good condition, and I keep them that way as well.</p>	<p>Thank you and we appreciate there are a lot of good landlords like yourself doing the right thing</p>

Question:B3. Have you ever experienced or complained to the Council about any of the following	
<p>"Have frequently found other people's refuse dumped in our bin which is in the alley way at the back of our property (We live in a flat on the High Street). Believe the problem is due to landlords letting to too many people and not providing sufficient bins.</p> <p>Noise, though expected living on the High Street, is unacceptable when it's after midnight. The nearest pub to us, TJs (as it was) would frequently, on a Friday/Saturday have a 'lock-in' and music could be heard well into the early hours as people stepped outside to smoke.</p> <p>I am concerned about the Shisha lounge that is being built on the corner of Spencer Road and how much noise this is going to generate. We have already had to ask residents at No. 1 Spencer Road (which we think is something to do with the Shisha place) to turn very loud music down that they were playing outside at 3am in the morning. Luckily since that occasion they have been more considerate (so far)."</p>	Please do report such issues to the Council at www.harrow.gov.uk
A landlord has crowded 47 people into a four bedroom property. There was no communal facility other than bathroom, toilet and kitchen	Please do report such issues to the Council at www.harrow.gov.uk so we can investigate to ensure compliance and safety
<p>Overflowing waste from bins , poor housing conditions including damp and infestations. behaviour of tenants ASB , overgrown gardens , fly tipping brought the area of Wealdstone Ward particularly towards the southern end of the ward , street drinkers in square during the good weather and drug dealers on the High St and parks around .</p>	Please do report such issues to the Council at www.harrow.gov.uk or to the Police so we can look to take action
None of the above	Noted
The way the answers have been set up is totally misleading and biased to give an indication of something is happening in the borough and there is no option of saying we find anything good or not affected.	This was not the intention but noted. The complaints we have show there is an issue, but obviously the experience will be different for each person
"Frequent noise pollution, urinating on my property, poor maintenance on property, fighting from tenants, rubbish dumped frequently, multi-tenant house frequent change of individuals, not following COVID guidance."	Please do report such issues to the Council at www.harrow.gov.uk
Add - parking on double yellow and on white Zig Zag plus parking on pavement - all illegal in the areas observed.	Please do report such issues to the Council at www.harrow.gov.uk
None of the above has ever happened to any of my flats in all of the time that I have owned my flats.	Noted
Yes complained to council about the landlord who owns the property above me when they had water leaking and the landlord would not fix the problem and my ceiling fell down because of it..	Thank you and hopefully this can be resolved / is resolved now
None of the above. All good.	Noted, thank you

<p>"I have owned both of these flats for a period of three years and I have not become aware of any of these problems effecting my 2 flats in any way whatsoever. Although I own these 2 flats and do not live in them, because I rent them out, I am aware what goes on in and around them, and they do not suffer from any of the above problems."</p>	<p>Thank you</p>
<p>X Bengarth Drive was a HMO and brought us at X Bengarth Drive consistant problems- we've reported ALL of the above to Council and Police on many occassions</p>	<p>This is being followed up and apologies if not resolved to date</p>
<p>Question:B4. Do you feel anti-social problems are dealt with effectively</p>	
<p>There appears to be very little communication between the Council and landlords/managing agents as problems are ongoing for years." Part of the problem is that we don't know. The council only has one means of communication which is the website. It was really hard finding this form. The council does issue leaflets in times of emergency, i.e. Covid testing, but any communication relies on people going online to the council website - not many people have the time / energy to do that. You really have to improve communication. It would help if landlords gave out a pack to all new tenants explaining how & when the bins are collected, how to contact the council, a list of chemists and help lines. Then maybe they would feel more welcome and invested in the area.</p>	<p>Noted and we are looking at options to help all, including a "welcome pack" landlords can give out with key information</p>
<p>There are insufficient checks done on installations of air conditioning/ chiller units that are placed too near residential flats above shops and cause noise nuisance</p>	<p>These are looked at within any planning application and is worth checking to ensure they do have planning permission. Please look at Planning at www.harrow.gov.uk</p>
<p>The Council could re-instate their Noise Abatement Officers who used to come out on a Friday/ Saturday night if noise was excessive. The police need to be aware of breaches of licensing rules and prepared to act when illegal activity is taking place (lock-ins).</p>	<p>Noted. The Council works closely with the Police including their Police Licensing Team to target problem premises</p>
<p>"The Council need to be more proactive in contacting landlords and finding out how many people live in a property and then making sure that sufficient bins are provided for residents.</p>	<p>Numerous checks take place throughout the year but suspected premises are on the increase (up over 460% in the last 5 years)</p>
<p>Councils only go after the landlords they don't do anything about the tenants who may be causing the problems.</p>	<p>Unfortunately, the Council is restricted by what the law allows and this is aimed at lanlords with limited action possible against tenants in terms of the Housing Act</p>
<p>Complained to Managing Agents just told to contact council with evidence of noise. Graffiti complaints to Police - noted</p>	<p>Please do report these</p>
<p>"One of my flats is managed for me by a managing agent, and that is very</p>	<p>Thank you</p>

well managed as the managing agent is very efficient at managing my property. The other property is managed by myself , and I do a good job of looking after all of the aspects that you have mentioned in the above paragraph."	
When there are any problems whatsoever, I go along to the flats and deal with the problem myself as the acting Landlord.	Thank you
Question:B5. Do you think that landlords are taking enough action against tenants who cause a nuisance or anti social behaviour	
As long as landlords get their rent, they do not care about the state of properties or any crime their tenants my perpetrate.	This is not true of a lot who manage them properly but are undermined by those who do not. What we want is a fair playing field and standards for all
A lot depends on whether neighbours are even aware of, or can get hold of, contact information regarding landlords. The Council needs to take responsibility for this especially when complaints are made about noise or refuse problems.	Licensed premises are listed on a register that is available on the Council website
Agents not interested	Noted
Only when they have been notified by the Council that there is a problem.AND that is where the problem starts - Harrow council have made it next to impossible for residents to report (i) noise nuisance (ii) illegal parking as there is no direct access to the teams by telephone - and therefore the culprits cannot be caught immediately when the problem is ongoing! Harrow Council itself needs to deal with their own actions first before looking to raise money to deal with the issue from law abiding landlords.	Noted and apologies you are finding it hard to contact the Council and this will be passed on
NOT APPLICABLE.	Noted
I had a cannabis factory going on in the flat above me..And now I have new tenants who make so much noise that my ceiling shakes and they have party's and the police have been round 3 times now..Plus they have 2 kids under 2 years of age and the guy drinking and getting drunk!!!	Please do report such issues to the Council at www.harrow.gov.uk or to the Police
We have an HMO in our road and our neighbours near them experience anti social behaviour, rubbish	Please do report such issues to the Council at www.harrow.gov.uk
ASBO can only be dealt with where it is Multiple Occupation as that defines the type of tenants, typically single, and not with any families or children. They are the primary culprits of ASBO, including drinking in public areas, drug abuse, no respect for the neighbourhood. Landlords who rent to normal families etc should not be subject to the licensing.	ASB can occur from any premise and Selective Licensing specifically addresses this including conditions around ASB action plans. This is one of the reasons this is being renewed, to assist in tackling such matters
Definitely NOT - They dont care, They wash their hands of the properties once they have a house full of HMO's. We had to liase complaints to the Afghan Refugee Charity and never got anywhere. We've now been left with a Rat investation that has cost us time money and damage to our property.	Noted
Question:B6. Do you think the Council is dealing effectively with landlords and agents who neglect their property	

I only know what I see when walking around. That some properties always seem to have rubbish outside, and I know they are rented out. Some properties look in need of repair, but I do not know if they are rented out or not.	Please do report such issues to the Council at www.harrow.gov.uk
Although I have seen Harrow Council deal with appalling properties on the TV programme, 'Nightmare Tenants, Slum Landlords', I feel there is more work to do.	Agreed, and we will always look to do that
It seems that the people who abide by the selective Licensing criteria are the ones that would look after their Tennants anyway and the negligent landlords/properties seem to get left of the list somehow!	Noted, and agreed that a lot will always try and do the right thing. Selective Licensing allows the same standards of management to apply to all to make it clearer for those trying to comply, and give tools to deal with those that do not
Landlords who neglect, and imo it's most of them, are causing misery for their tenants and ppl living around them	Noted
Actual conditions that are specific rather than general one example just to have an energy rating certificate needs to be better such as an energy rating above a certain level similarly housing standards need to be defined not just generally e.g. space standards , dampness of property and amenity space .	Unfortunately a lot of conditions are limited / determined by the law in terms of what can be asked
Have a walk around - also commercial property walk down Wolseley Road.	Noted
4 Council has been shown to ignore the problems caused by tenants. Council automatically takes the side of tenants without an independent and objective view - i have seen this first hand and where Council encourages tenant not to pay rent that is due. How WRONG is that?	Sorry to hear this. All investigations are looked at impartially but always within the framework of the legislation that sometimes dictates / directs what can be done and to whom
NOT APPLICABLE.	Noted
They contacted the landlord but it still takes along time for the landlord to repair leaks that my ceiling fell down in the hall and bathroom and he didn't pay out for any of the damage..So now I am going to put my flat on the market as I cannot carry on living here anymore as no one does anything and the landlords think they can do anything!!!	Noted
We have only had support from a couple of Council employess when we as a family have been at breaking point! As previsously stated the landlords get away with murder!	Sorry to hear of your experience
Question:B7. Do you think the Council and partners are doing enough to tackle issues	
I don't know what the council and partners are doing. I know that with covid the police have extra duties so I don't know what the current statistics are.	Data can be found at https://www.police.uk/ around Police activities
Poor street cleaning reflects on an area and gives the wrong impression - influences tenant behaviour, poor street maintenance around schools influences children's behaviour - all leads to anti-social behaviour.	Noted
I blame the Council for inaction because they have made communicating with them impossible.	Noted
Because I have never had any real problems in either of my flats in the way	Noted

you are mentioning above, it is not possible for me to answer that question.	
Question:D1. Selective licensing scheme would enable the Council to have greater control on private rented properties	
<p>"I think the NRLA's objection to licensing is incredibly sensible. They say:</p> <p>"The Council already has the necessary tools to tackle poor housing management without introducing this licensing scheme. There are more than 150 Acts of Parliament and 400 regulations affecting landlords in the private rented sector.""</p> <p>I think tenants would feel more secure knowing that there is an external assessor apart from the landlord, and the landlord also has council back up when working with tenants.</p>	<p>The NRLA comments are noted and appreciated. But the issue is understanding 400 pieces of legislation and guidance. Licensing offers a clear set of conditions applicable and known by all that sets the management standard. It is also set out in the legislation.</p> <p>And yes, we want to work with all and part of this is carrying out an inspection of all premises that receive a licence</p>
It does not solve the anti social issue, it's just another money grabbing scheme	It sets a clear standard for all including responsibility for Landlords to have a clear ASB action plan. The scheme is set up to cover costs
<p>I have already moved from one area of London because my rent was almost doubled (and after this, I was reliably informed by a friend who remained in the property that renovations were substandard and dangerous). I desperately want to settle down as I have moved around London a lot due to high rents. Despite problems with my current landlord, I have enjoyed living in this area and do not want to face having to move house again because of unaffordable rents. If I am forced to move again, I will have to completely abandon London even though I have now been here for 20 years and think of this city as my home. The licensing scheme is designed to help reduce transience, so it should ensure that it does not add to the problem.</p>	Noted. Compared to the average rent in London, a £550 licensing fee for 5 year (£110 per year, less than £10 per month) is not a valid reason for any rental increase
"The licensing scheme sounds like a great idea, however, I am very concerned that landlords will use licensing as an excuse to make minor improvements to properties and then hike up rents to unaffordable levels.	Selective Licensing is about management, which in the main cost time not money
Bad behaviour from landlords is on the increase. I am a volunteer for a housing action group. I hear horror stories regularly. Threats. Overcrowding. Getting rid of tenants for no reason. Unjustifiable Increase in rent. Entry into property without notice. Not maintaining gardens and exterior of property.	Please do report such issues to the Council at www.harrow.gov.uk
Condition applied should be specific rather than general such requiring a an energy rating certificate should be replaced the property must an energy rating above a level. simalery with damp with in house and meter reading should be taken and if a certain level of damp above a level then licence refused	Noted above
By holding all landlords to a higher standards means that we all benefit from a healthier business and improved reputation amongst tenants.	That is the aim
If the Council provided sufficient rubbish bins and collected large rubbish items for free the Borough would be a lot cleaner	Noted
"This is a money making scheme by the Council, so that they can then waste	The scheme is set up to recover costs, not to make money

the money on other projects.	
I disagree with implementation for the selective licensing scheme	Noted
I do not want to come across as anti-tenant - the tenants need to protection too - but must be responsible citizens.	Agreed, all must play their parts
The yearly fee is too low and they should be reviewed on yearly basis.	They are reviewed with the fee being set to recover costs as per the law
ON what grounds does Council feel the need to control private rented properties when it is doing an inadequate job for owned properties where the residents are not behaving either. Make it easier for resident to report issues on a timely basis and Council to take proper action thereof and the problems should automatically reduce - licensing normal landlords who rent to families or rather do not rent on a mutiple occupation basis should not be penalised = most landlords are good landlords and it is the tenants where the issues need to be dealt with by the Council first.	This is not about penalising anyone, but ensuring a set minimum standard is applied across an area in terms of management to improve the area for all
Harrow Council charges the licensing fee, however I have not seen any action As long as Harrow Council is fair and reasonable in their work with myself who is the Landlord, then I agree with their licensing work.	Noted
There hasnt been much control to date previosuly on landlords that dont care or break the HMO guidance rules, or go against the Charity running the HMO's - Why would this be any different. They are ruining homes and neighbourhoods in Harrow. Bengarth Drive is a quiet residential road with families who have respect for their property and others. HMO's ruin that!	Please do report such issues to the Council at www.harrow.gov.uk
Question:D3. Have you any other comments or areas that should be address as part of this proposal?	
"With regard to selective licensing in Wealdstone ward area, I would like to raise the following points: 1) Has there been any data collected during the last 5 years or so to support improvements made in the area in relation to crime, deprivation, migration, demand, poor property conditions or ASB/problems? Or is this another money generating scheme for the Council? 2) Can the residential licensing team provide data to me under the Freedom of Information to support the scheme? 3) Also, why is that only landlords pay for this scheme and not the tenants? It feels like the landlords are being mis-sold a product that is fundamentally pointless. 4) I also feel that selective licensing scheme devalues the properties as any potential landlord will take this into consideration when buying properties in these areas. 5) Out of 21 wards in Harrow, only few wards have been selected for this scheme. Does this mean other wards do not have any of the problems mentioned above?	<ol style="list-style-type: none"> 1) Please see the Cabinet report 2) Please see the Cabinet report 3) The scheme is set out under legislation 4) We have seen, for example in Edgware, that despite having a selective licensing scheme in place the longest for the Borough that house prices have increased above other Wards 5) The legislation and guidance is very clear where such a scheme can apply. Not all areas would meet these criteria

Please reply to me via email for these questions raised. My email address is: xxxxx	
Too many HMOs increases strain on nearby resources	Noted
We have a HMO on our road (Bengarth Drive) there were 6 youths under the age of 18 living there unaccompanied. Had a lot of problems with them out of hours as no one was staying on site overnight. I think HMO's like these should have a responsible adult on site at all times.	Please do report such issues to the Council at www.harrow.gov.uk
Register ALL landlords. Introduce a fair rent scheme, if poss. Lots of harrow Ppl are paying 50, 60 , 70% of there working income on rent.	This is a national (and very much a London) wide issue that the Council has very limited ability to influence
Have a nationwide digital database of gas safety & electric safety certificates, like they have for EPC and they can check randomly and people who don't do it then send the penalty."	Noted
There is only a very very few rouge landlord so why penalise us all. Go after people to break the rules.	No one is being penalised. The scheme is to ensure fair standards across all, to help all.
"I am opposed to blanket penalisation schemes on citizens and its moneymaker for the council. Also, what do the council actually do? All they do is a duplication of processes. Every landlord/or their agents has to do the mandatory requirements in any ways. So why ask for those things again.	It is not a moneymaker, but only recovers cost The Council do take a lot of action and interventions And a lot of these requirements are not clear so licensing allows it to be put in one simple process
5 There is a fear of reprisals from some landlords/tenants!!	Noted. Please do report such issues to the Council at www.harrow.gov.uk
Introduce Street Wardens for this area so that complaints can be filtered - make contact details available to all residents - so that issues can be addressed early.	Noted
Council tax should be charged per individual.	Noted
"None whatsoever. The only thing I disagree with is the cost of the License is too expensive."	Noted – the fee is less than a lot of councils and set at the lowest amount we can to avoid costing tax payers money
Please scrap the licensing	
This scheme should be extended to cover the entire Harrow Council area to prevent illegal HMOs outside the Wealdstone area	Unfortunately the scheme is very clear where it can be introduced and would not allow this
We don't want HMO's and the problems they bring with them to our communities	Noted
STRONGLY OBJECT ALL HMOs AND THIS PROPOSAL	Noted
Question:D4. What is/was your overall opinion of our service?	
"It was really hard to find this consultation. I had to do many searches before I found it, I only knew about it as I saw a poster on a lamp post. I followed the link on the poster but had to do a lot of searching, the doc did not come up in the first search. It was easy to complete."	Apologies, but it was advertised widely including on the internet, social media, letters to relevant parties and posters
Harrow Council provides regular waste collection and there is a local tip	Noted

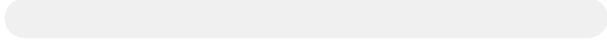
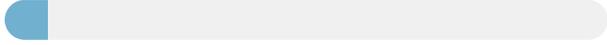
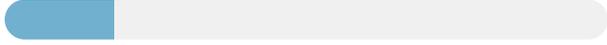
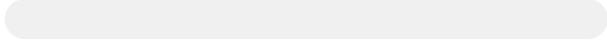
available, yet somehow fly tipping and general littering seems to be a constant problem. Perhaps extra refuse services are required.	
Harrow Council has become very impersonal as it is impossible to contact a particular department as a member of the public (and even as an employee). Being put through to a call centre is frustrating	Noted
Still finding hosing of poor standard	Noted
"All the Licensing Officials want to do is create more work for the landlord and also try and force to landlord to get a HMO license even when there is no HMO. All this Licensing is to make more money for the Council"	Selective Licensing does not apply to HMOs and most aspects are already being done by good landlords at a cost of time not money
I think your work is very good.	Thank you
Harrow used to be a lovely area and now it seems that the council is allowing it to be turned into a tip. Too much money wasted to repair things afterwards rather than address them from the start. For example there is excessive fly tipping everywhere because the use of the refuse tip has been made so difficult. At the same time the garden rubbish collection is no longer free and people are polluting the air with bonfires. We pay more and more for non existing service the council provides. The lives of residents are made difficult with rules like no paving of the front garden for a drive to enable water penetration. At the same time every small lot of land gets planning permission approved for 95% coverage and high rise development. Can't really see how this benefits the local residents.	Noted

This page is intentionally left blank

Consultation On Proposal To Introduce Selective Licensing Wealdstone Ward Harrow

A1.

Which of the following applies to you?

Live in Harrow		13
Live in the proposed Selective Licensing Area		13
Work in the proposed Selective Licensing Area		2
Represent an organisation based or operating in Harrow		2
Own or Manage a Harrow Business		1
Own or Manage a Business in the proposed Selective Licensing Area		0
Work in Harrow		2
Private Landlord in the proposed Selective Licensing Area		7
Private Landlord in Harrow		5
Letting or Managing Agent with properties in Harrow		1
Landlords Association		0

A2.

If you are a Private Landlord, Managing Agent or Letting Agent, please provide:

How many Houses in Multiple Occupation owned or managed in Harrow

This question has been answered 11 times.

A2a

How many other private rented properties owned or managed in Harrow

This question has been answered 12 times.

A2b

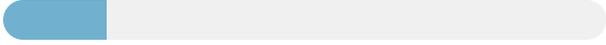
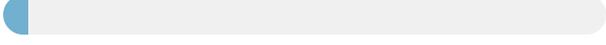
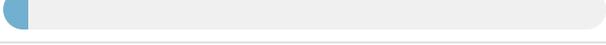
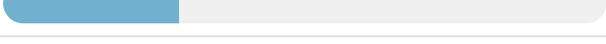
How many Properties owned or managed in the UK

This question has been answered 12 times.

A3.

Due to the issues of Anti-Social Behaviour, Crime and Environmental Issues in Wealdstone, Harrow is proposing to require all landlords to be licensed in the area under a Selective Licensing Scheme.

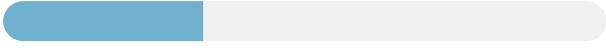
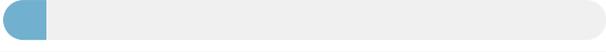
Do you agree or disagree with this proposal?

Strongly Agree		11
Agree		4
Neither agree or disagree		1
Disagree		1
Strongly Disagree		7
Not Sure		0

A4.

The fee for a license up to 5 years would be approximately £550 (£110 per year).

Do you agree or disagree that this is a reasonable license fee.

Strongly Agree		7
Agree		3
Neither agree or disagree		3
Disagree		3
Strongly Disagree		9
Not Sure		2

B1.

How long have you lived / worked in Harrow

B2.

If you are a tenant has your landlord. See Appendix B

	Yes	No	N/A
Requested references prior to renting	5		7
Provided written tenancy agreements	4	1	7
Have an annual gas safety check	3	2	7

Keep the property in a good state of repair

2

3

7

B3.

Have you ever experienced or complained to the Council about any of the following .See appendix C.

	Experienced / Aware of	Complained
Anti-social problems in the neighbourhood,	9	8
Affected by subletting/overcrowding	9	4
Damage caused by tenants	7	5
Overflowing bins and/or refuse dumped around the property	10	5
Noise nuisance	7	6
Crime including drug dealing	6	5
Poor property conditions	10	1
Gangs or groups congregating or raising fear of crime	8	4
	12	3

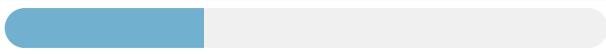
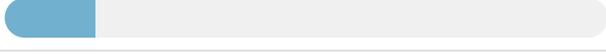
B4.

Do you feel anti-social problems are dealt with effectively. See Appendix D

	Yes	No	Don't know
By the Council	2	12	12
Police	4	9	13
Partnership working with Landlords/ Managing agents	5	11	10

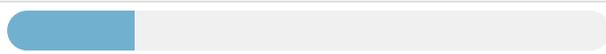
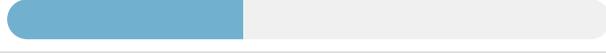
B5.

Do you think that landlords are taking enough action against tenants who cause a nuisance or anti-social behaviour See Appendix E

Yes		9
No		14
Don't know		4

B6.

Do you think the Council is dealing effectively with landlords and agents who neglect their properties See Appendix F

Yes		6
No		11
Don't Know		11

B7.

Do you think the Council and partners are doing enough to tackle issues of See Appendix G

	Yes	No	Don't know
Poor standards of property,	7	12	9
Anti-social behaviour	6	12	10
Crime in Wealdstone	6	11	11

C1.

To what extent do you agree or disagree with the following statements?

Licence Holder must:

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree	Don't know
Use reputable contractors	14	10	1	1		1
Provide details of contractors	14	7	2		2	1
Keep exits, stairs and corridors free of obstruction	16	8	1	1		1
Provide rent receipts	14	9	1	1	1	1
Be competent in managing the	16	9		1		1

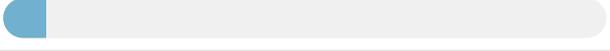
premise						
Reside in the UK	13	4	3	4	2	1
Provide contact details at the premise	18	7		1		1
Provide contact details of person when absent (e.g. on holiday)	16	6	3	1		1
Obtain references from tenants	18	7	2			
Address anti-social behaviour in their premise	18	8				
Regularly inspect their premise	15	10	2			
Make tenants aware of conditions	19	7		1		
Inform the council of any changes to layout, amenities or occupation	13	8		3	1	1
Ensure rooms are not occupied to levels above that in the licence	19	4	1	2		1
Ensure the premise can be secured and is safe	18	8	1			
Maintain the exterior of the premise in a good state, including gardens	18	6	2	1		
Provide suitable	19	5	2	1		

and sufficient rubbish containers						
Provide tenants with details of refuse disposal and collection	17	7	2	1		
Tenants must:	8	2	1			2
Declare any criminal conviction when applying for tenancy	16	7	4			
Take all reasonable measures to assist the licence holder	18	8	1			
Not cause any ASB or environmental issue	23	4				

D1.

Selective licensing scheme would enable the Council to have greater control on private rented properties.

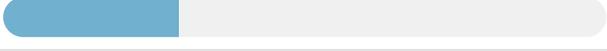
Therefore do you agree that Harrow Council should introduce selective licensing scheme? See Appendix H

Yes		17
No		9
Don't Know		2

D2.

Would you be interested in participating in future consultation regarding

the Council's Private Sector Housing policies?

Yes		17
No		3
Don't Know		8

D3.

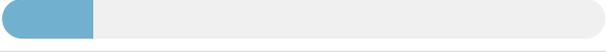
Have you any other comments or areas that should be address as part of this proposal?

(Please specify) See Appendix I

This question has been answered 12 times.

D4.

What is/was your overall opinion of our service? See Appendix J

Excellent		3
Good		4
OK		13
Poor		6

D5.

Is there anything else, which you feel, is important for the service or would improve the service? See Appendix K

Yes		6
No		15

Name:

This question has been answered 9 times.

Address:

This question has been answered 8 times.

Day time telephone number :

This question has been answered 8 times.

Mobile number :

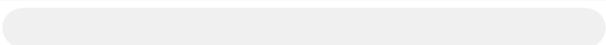
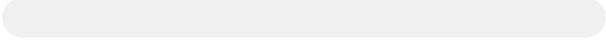
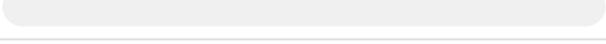
This question has been answered 6 times.

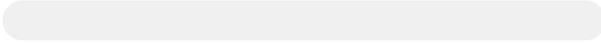
Email:

This question has been answered 12 times.

Ethnic origin

Asian or Asian British

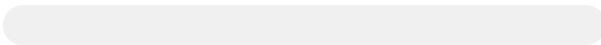
Afghan		0
Bangladeshi		0
Chinese		0
Indian		6
Pakistani		0

Sri Lankan		1
Any other Asian background -		0

Black or Black British

No responses have been submitted to this question.

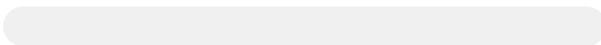
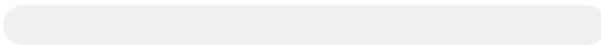
Mixed background

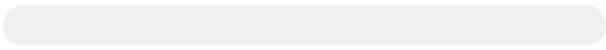
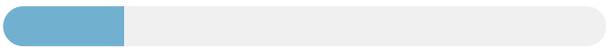
White and Black African		0
White and Black Caribbean		0
White and Asian		1
Any other mixed background		0

Other ethnic background

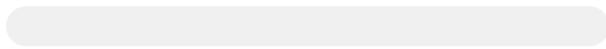
No responses have been submitted to this question.

White or White British

Albanian		0
English		6
Gypsy / Irish Traveller		0
Irish		2
Polish		0
Romanian		0

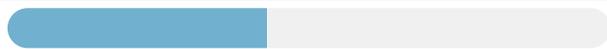
Scottish		0
Welsh		0
Any other White background -		2

Is your first language English?

Yes		16
No		0

Gender

Are you?

Male		12
Female		9

RENEWAL OF WEALDSTONE SELECTIVE LICENCING

Introduction

What is Selective Licensing

Part 3 of the Housing Act 2004 (the Act) sets out the scheme for licensing private rented properties in a local housing authority area. Under section 80 of the Act a local housing authority can designate the whole or any part or parts of its area as subject to selective licensing.

Where a selective licensing designation is made it applies to privately rented property in the area. Subject to certain exemptions specified in the Selective licensing of Houses (Specified Exemptions)(England) Order 20062 , all properties in the private rented sector which are let or occupied under a licence, are required to be licensed by the local housing authority, unless the property is a House in Multiple Occupation and is required to be licensed under Part 2 of the Act .

What area can be designated

The Housing Act 2004, Part III, allows Local Authorities to introduce a Selective Licensing Scheme if certain conditions are met for the area. The Department for Communities and Local Government “Selective Licensing in the Private Rented Sector” Guide for Local Authorities states that the area must have one or more of the following being experienced:

- i. low housing demand (not applicable in Wealdstone),
- ii. significant and persistent problem caused by anti-social behaviour (ASB),
- iii. poor property conditions,
- iv. high levels of migration,
- v. high level of deprivation
- vi. high levels of crime

Any such designation lasts for a maximum 5 years before it is ended or goes through further consultation to be renewed. The Government Guidance around this can be found at [Selective licensing in the private rented sector: a guide for local authorities - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/selective-licensing-in-the-private-rented-sector-a-guide-for-local-authorities)

What areas have been designated in Harrow

A project was set up in 2012-13 to identify areas within the Borough that were suffering from high levels of anti-social behaviour and environmental issues. This included using data held on the private rented sector, including council tax data.

As a result, three areas were identified that suffered from a high levels of issues, which included Wealdstone, which showed above Borough average rates for serious crime and ASB, high levels of fly-tipping and a large volume of noise nuisance (especially from private rented properties). Therefore in 2016, after consultation and approval by the Council, the ward of Wealdstone became a designated area

What has happened since Selective Licensing was Introduced in Wealdstone

Since June 2016, the Council has sort to licence all rented accommodation in the designated area to ensure they are all subject to conditions specific to ensuring safety, addressing the issues found in the area (e.g. waste disposal condition aimed at reducing fly tipping) and carrying out inspections to ensure the premises are fit for habitation and safe

As mentioned above, there are exemptions to premises including those owned by Housing Associations. But to give a context of what has been licensed in this period, the 2013 census of Wealdstone showed there were 1045 rented premises in the ward. 774 (74%) have been licensed under the Selective Licensing Scheme, and 331 (31%) Houses in Multiple Occupation (HMO) licensing schemes. As can be seen, this is 60 (5%) premises more than what was captured in the original census, and is a result of premises changing use as well as some premises moving from a selective licence requirement (e.g. a single family rented property) to a HMO requirement (e.g. multiple households moving in).

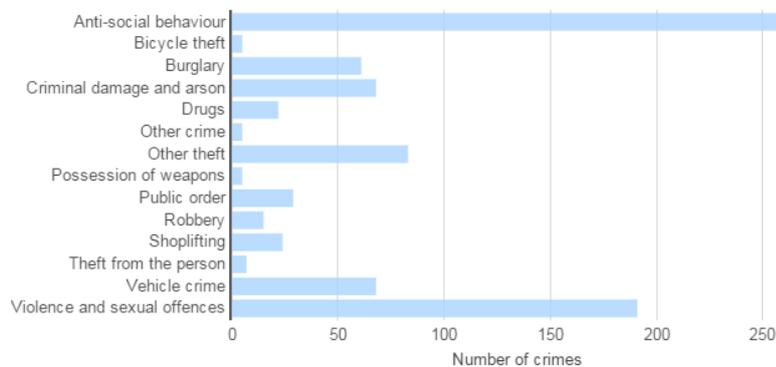
What has been the effect

Data for the period 2012-13 and addresses were cross-referenced with council tax data to determined 53% of ASB and housing related complaints related to private rented properties in Wealdstone. Government census data shows Wealdstone to have 3882 households of which 26.92% are private rented. This is above the average for Harrow (21.74%). One of the requirements of the DCLG guidance on Selective Licensing is to show an area has a high proportion of private rented sector, with anything above the national average of 19% meeting this criterion.

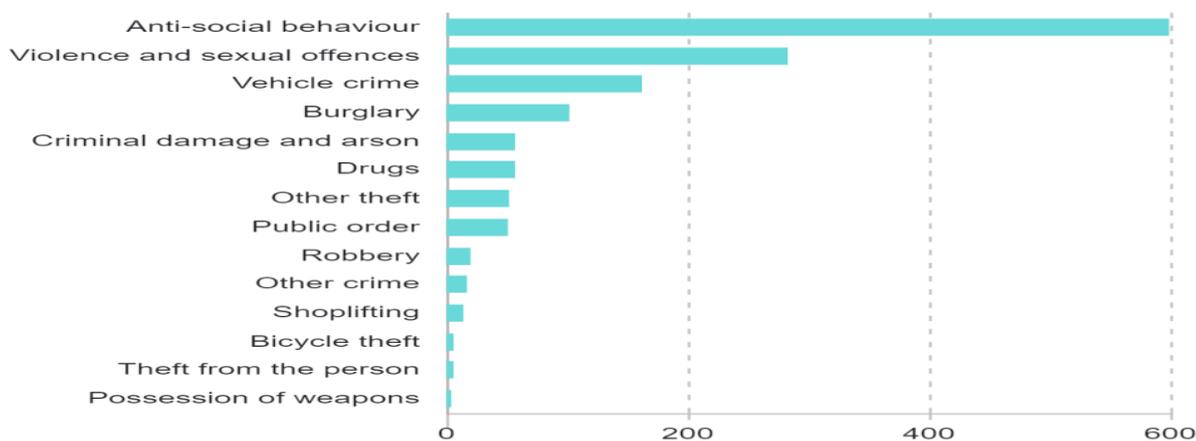
Anti-Social Behaviour and Crime

In 2015, Wealdstone Ward has had Anti-Social Behaviour designated as a priority¹ due to it being the biggest crime issue for the Ward as can be seen in the table below:

Comparison of crime types in this area between November 2014 and October 2015



From December 2019 to November 2020, these figures are now:



¹ Police.uk

Anti-Social Behaviour accounted for 31.57% of all crime types over the period November 2014 to October 2015 but from December 2019 to November 2022 accounted for 41.6% in Wealdstone Ward. Unfortunately, while ASB therefore remains a big concern in Wealdstone, these figures do not give a true reflection of the situation due to the covid-19 pandemic leading to gatherings, lack of social distancing and people refusing to comply with the covid-19 requirements being reported as ASB which has led to a very large increase.

This is evidenced by neighbouring wards including Marlborough (28.29% in 2015 to 48.8% now), and Harrow Weald (27.33% to 30.6%)

But the vitality profile for wards from 2015-2017 show that Wealdstone is improving across key areas such as burglaries, deliberate fires and general crime²

And across key aspects selective licensing addresses, or seeks to address, being fly tipping and noise, Wealdstone has seen gradual improvements. The 2019 vitality profile³ shows a clear reduction of these areas with fly tipping clearly reduced in Edgware (Selective Licensing introduced in 2015) and Wealdstone (2016)

Migration and Deprivation

Government census data⁴ also shows that Wealdstone Ward has a high level of migrant population, accounting for 46.86% of the population. This includes high levels of transient population in the ward, which can have a direct effect on the economic stability of an area. This is recognised in the DCLG Guidance.

At the time of selective being introduced in Wealdstone Ward is one of the smallest wards in Harrow, but is the densest in terms of population, with 96 persons per hectare compared to a Harrow average of 47.4pph. The population of Wealdstone Ward has increased by 27.1% in the last 10 years which has added to this issue. This is compared to around 13% increase in population in Greater London in the same period.

The average household size in Wealdstone is 2.93 compared to a Harrow Borough average of 2.81. Due to the increase in size of population and relatively high level of occupancy levels, there are tangible concerns over properties becoming overcrowded. This is a consideration under the DCLG Guidance.

In 2015, the CLG indices of deprivation show that Wealdstone is the Ward with the highest level of multiple deprivation, followed by Roxbourne, Greenhill and Marlborough.⁵ It has the highest levels deprivation of the Borough around income, education, skills, training and employment. In terms of Income Deprivation Domain, being the proportion of people aged under 60 in an area that are living in low income households and claiming certain out-of-work means tested benefits, Wealdstone Ward is the most deprived Ward in the Borough.

In 2019, Wealdstone remains the ward with the highest level of multiple deprivation, followed by Roxbourne, Greenhill and Marlborough⁶ But it did witness improvements to income deprivation (0.2 to 0.16), Income deprivation of children (0.28 to 0.18) and employment deprivation (0.12 to 0.09). Overall this indicates that the area is improving in terms of being less deprived, though obviously more work is needed as it continues to be at the, or near the, bottom of the deprivation indices.

² [crime \(harrow.gov.uk\)](http://www.harrow.gov.uk/crime)

³ [environment \(harrow.gov.uk\)](http://www.harrow.gov.uk/environment)

⁴ http://www.harrow.gov.uk/download/downloads/id/2017/2011_census_briefing_note_13

⁵ http://www.harrow.gov.uk/download/downloads/id/3791/2011_2013_deprivation

⁶ [deprivation \(harrow.gov.uk\)](http://www.harrow.gov.uk/deprivation)

Consistent with Housing Strategy

Selective Licensing ties in with the Council's Private Sector Housing Strategy for **2019-2024**, using additional powers to address areas where private sector housing can be seen to contribute to issues faced in the community and need addressing. It is to work with good landlords to provide them the environment where these properties will be successful and can be managed successfully.

Co-ordinated Approach

Government Guidance clearly sets out that "Selective licensing is not a tool that can be used in isolation. The local housing authority will have to show how such a designation will be part of the overall strategic borough wide approach"

ASB

The aspect of Selective Licensing is just one aspect of the Public Protection Service, who also oversees the Anti-Social Behaviour Team, inspection of private rented accommodation and enforcement of environmental issues (e.g. fly tipping caused by persons including tenants). This team also liaises with the Council Housing Anti-Social Behaviour element to ensure a consistent approach to issues.

The Anti-Social Behaviour, Crime and Disorder Act 2014 introduced new powers that can be used to address issues of ASB, including absolute grounds for possession as well as conduct causing nuisance to landlord etc. These powers, as well as those considered under Section 2 (Options considered) will be used in parallel with any Selective Licensing Scheme to improve an area.

Since 2015, the Council has introduced Public Spaces Protection Orders to address street drinking as well as other anti-social activity that blights Wealdstone in particular. It has carried out numerous days of action between Council enforcement and Police, as well as put in place a Wealdstone Action Group to get the community involved in improving the area, with regular community meetings

Homelessness and Property Standards

By having a well-managed private rented sector, it is more likely to have increased residential stock of suitable standard for the purposes of addressing homelessness and emergency accommodation. The improvement of this sector is also likely to increase demand of housing and attract good landlords to an area, which will hopefully encourage the bringing back into use of any empty homes.

Harrow has endeavoured to inspect all premises that fall under the Selective Licensing scheme to assess them under the Housing Health and Safety Rating Scheme, to ensure they are safe for habitation and meet at the very least basic needs.

Other Approaches

HMO Licensing

HMO licensing refers to the licensing of Houses in Multiple Occupation (HMO) where the premises is occupied two or more households. This licensing regime has been in place in Harrow since 2006, and certain discretionary aspects will continued to be renewed where there is evidence of need.

This approach is still being taken, but as can be seen this only accounts for about 1 in 3 rented premises in Wealdstone.

Borough Wide Designation under Selective Licensing

Some councils have adopted Borough Wide schemes, such as seen in Newham, but Harrow has been keen to ensure that such a scheme is used only where it is required for a targeted approach, and in line with legal requirements. Additionally, it is important that there is a clear evidence base to support any scheme, and for the areas proposed, which is established for Wealdstone but is currently not in place for the whole Borough.

Accredited Landlord Scheme

There are accredited landlord schemes in operation that put in place a consistent standard and lead to improved standards of accommodation, but not necessarily matters of ASB. While such schemes are valuable, it is imperative that all landlords in an area engage in improving it. Such a scheme is voluntary and so take up is variable. Therefore it is felt that a more intensive intervention is required, making it mandatory on all landlords to comply with conditions in order to address the problems being experienced in the area. This option is already in place, but merely complements licensing and does not address the wider issues that selective licensing is expected to help with.

Action against Individual Cases

Legislation allows enforcement action to be taken against cases of nuisance and fly tipping (Environmental Protection Act 1990), Anti-Social Behaviour (ASB, Crime and Policing Act 2014) and other related matters

The Council has introduced Fixed Penalty Notices for environmental issues, such as littering across the Borough

The Anti-Social Behaviour, Crime and Policing Act 2014 also introduced additional powers to local housing authorities by way of absolute grounds for possession in housing cases where certain conditions are met, although this will only assist with council tenancies.

But these only address a problem at a time rather than addressing the bigger issues in an area and fundamentally change culture and behaviours. Where individuals do warrant it, the Council will take action using all tools available.

Special Interim Management Order

A Special Interim Management Order transfers the management of a residential property to the local housing authority for a period of up to 12 months and can only be made if approved by a residential property tribunal.

These orders are used to address matters of anti-social behaviour emanating from a property that the landlord is failing to take appropriate action to deal with. The order is then made to protect the health, safety or welfare of persons occupying, visiting or engaged in lawful activities in the locality of the house.

These are strong powers to deal with isolated individual problems of individual anti-social behaviour which nevertheless seriously impact upon the community.

This option is already in place, but has localised effect on its own and can be used where a focused approach is needed.

Part 1 of the Housing Act 2004

These enforcement powers are designed to effectively deal with hazards within a property and though effective at getting landlords to remedy such hazards, Part 1 of the Act does not offer a wider strategic procedure to improve a designated area.

Empty Property Strategy

The council already has an intervention team dedicated to bringing long-term empty dwellings back into use but this initiative is only restricted to empty homes and cannot deal with poorly managed private rented accommodation.

So has the scheme been successful and why should it be renewed

In 2015, the Council set out some key aims it hoped to achieve under the Selective Licensing scheme being a reduction of

1. Accumulation of waste
2. Drug and alcohol related crime
3. Gang nuisance
4. Illegal conversions
5. Negativity due to badly managed and poorly maintained properties
6. Overcrowding
7. Sub-letting
8. Vandalism
9. Transient population, leading to a more stable community

In simple numbers, the scheme has been a success in terms of premises licensed and, as a result of that, being raised in terms of management and standards based on inspections conducted and conditions imposed.

An analysis of enforcement cases since 2015 also shows the issues occurring in Wealdstone:

Description	2015	2016	2017	2018	2019	2020	Change
Abandoned vehicle report	55	125	81	88	29	29	↓
Drug substance misuse dealing	2	3	3	3	7	8	↑
Flytip small - council	70	66	83	129	20	22	↓
Housing Dampness	5	8	12	12	2	2	↓
Housing Disrepair	14	18	25	49	9	10	↓
Housing Overcrowding	3	2	4	13	1	1	↓
Intimidation or harassment	1		2	3	2	2	↑
Noise	39	57	58	101	29	31	↓
Nuisance behaviour	3	7	10	12	16	17	↑
Vehicle noise or use (ASB)	1	2	4	3	3	3	↑

What this shows is that when the scheme came in numbers across all areas started to increase as awareness and a proactive approach was taken to the area, but then in the main start to fall as the scheme in-bed in the area especially those linked to accommodation and people within (noise, fly tip waste, disrepair, dampness, overcrowding)

The evidence does show that Wealdstone is getting better in the areas that Selective Licensing directly impacts. But it also shows that, combined with the deprivation and ASB aspects, there is still more work to be done. And it is likely that this is more around those premises that have remained under the radar and now need to be tackled directly. Over the last 5 years, there have been 126 reports of suspected selective premises in Wealdstone, but 101 of these in the last 2 years as awareness increases including the register of licensed premises on the Councils website.

Therefore the Council is seeking to renew the scheme to continue these improvements, working with those who have licensed previously to ensure conditions are being met, and targeting those that become more obvious as their management of their premises makes them stand out through complaints.

But it is important to get the views of all to ensure that this is supported and that any improvements, amendments or changes that would further improve this area are highlighted and raised.

This page is intentionally left blank

The London Borough of Harrow Council Designation of an Area for Selective Licensing 2021

The London Borough of Harrow in exercise of their powers under Section 80 of the Housing Act 2004 (“the Act”) hereby designates for selective licensing the area described in paragraph and shown in Annex A

CITATION, COMMENCEMENT AND DURATION

1. This designation may be cited as the London Borough of Harrow Designation of an area for Selective Licensing 2021
2. This designation is made on 27th May 2021, and shall come into force on 2nd September 2021
3. This designation shall cease to have effect on 1st September 2026 or earlier if the Council revokes the scheme under Section 84 of the Act

AREA TO WHICH THE DESIGNATION APPLIES

4. This designation shall apply to the Council Ward of Wealdstone, marked in purple on the map in Annex A

APPLICATION OF THE DESIGNATION

5. This designation applies to any house¹ which is let or occupied under a tenancy or licence within the area described in paragraph 4 unless –
 - (a) The house is a house in multiple occupation and is required to be licensed under Part 2 of the Act²;
 - (b) The tenancy or licence of the house has been granted by a registered social landlord³;
 - (c) The house is subject to an Interim or Final Management Order under Part 4 of the Act;
 - (d) The house is subject to a temporary exemption under Section 86 of the Act; or
 - (e) The house is occupied under a tenancy or licence which is exempt under the Act of the occupation is of a building or part of a building so exempt as defined in Annex B⁴;

¹ For the definition of “house” see sections 79 and 99 of the Act

² Section 55 of the Act defines which Houses in Multiple Occupation are required to be licensed under the Act. See also The Licensing of Houses in Multiple Occupation (Prescribed Descriptions) (England) Order 2006 (SI 2006/371)

³ Section 79(3) of the Act. For the definition of a Registered Social Landlord see Part 1 of the Housing Act 1996

⁴ Section 79 (4) of the Act and SI 370/2006

EFFECT OF THE DESIGNATION

6. Subject to sub paragraphs 5(a) to (e) every house in the area specified in paragraph 4 that is occupied under a tenancy or licence shall be required to be licensed under Section 85 of the Act⁵
7. The London Borough of Harrow will comply with the notification requirements contained in Section 83 of the Act and shall maintain a register of all houses registered under this designation, as required under Section 232 of the Act⁶
8. In line with Cabinet agreement and delegation, this designation is hereby made and comes into force on 27th May 2021

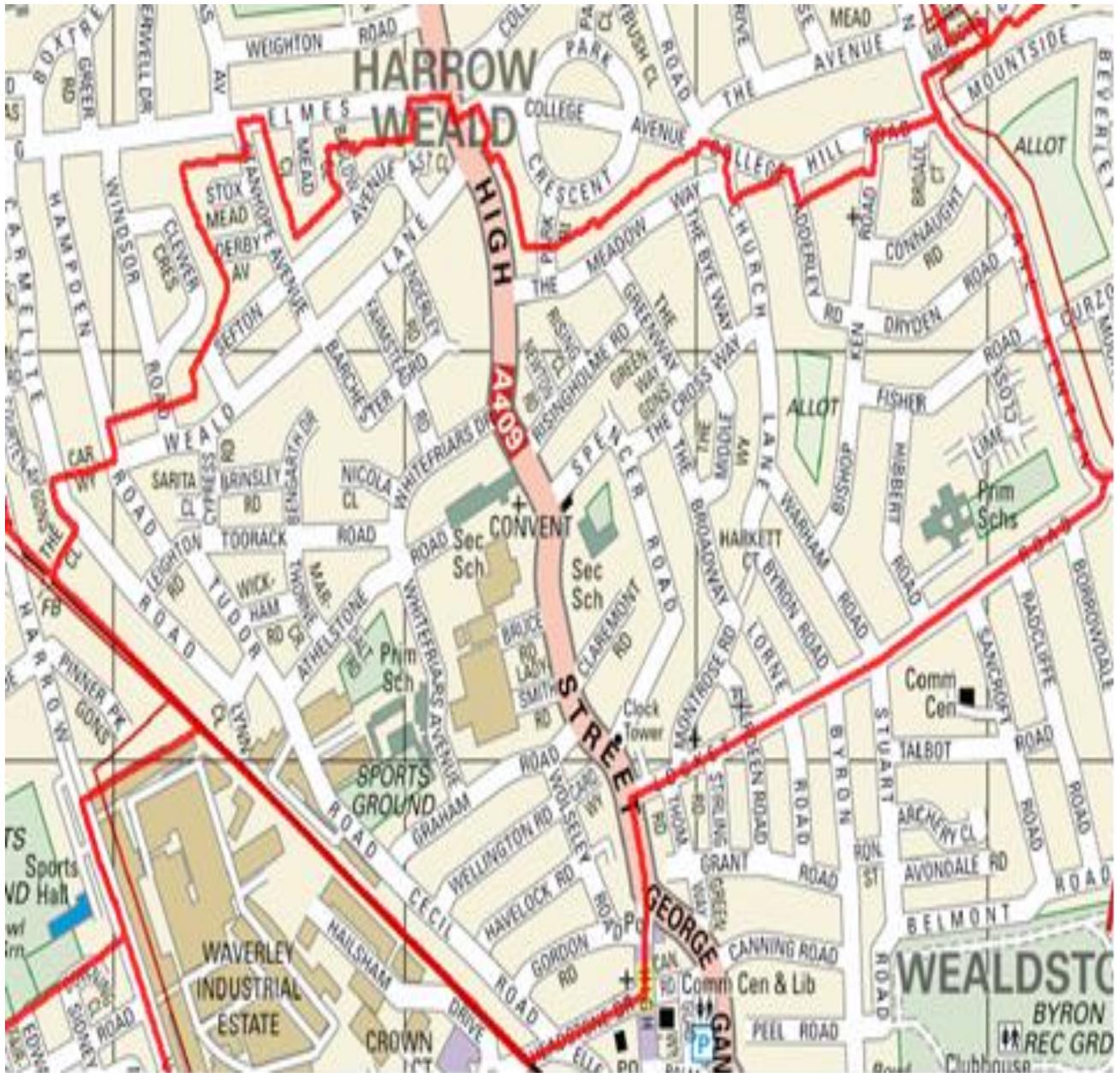
Approving Body: Cabinet

Decision Date: 20th May 2021

⁵ Section 86 of the Act provides for certain temporary exemption. As to suitability see Section 89. Note, if the house is not suitable to be licensed the Council must make an Interim Management Order – see Section 102

⁶ Section 232 of the Act and paragraph 11 of SI 373/2006

ANNEX A – PARAGRAPH 4: MAP OF DESIGNATED AREA



ANNEX B – Paragraph 5(d): Exempted Tenancies or licences⁷

1. A tenancy or licence of a house⁸ or a dwelling⁹ within a house where the house or the dwelling is subject to a prohibition order made under section 20 of the Act the operation of which has not been suspended under section 23.

Certain tenancies which cannot be assured tenancies

2. A tenancy which cannot be an assured tenancy by virtue of section 1 (2) of the Housing Act 1988 comprised in part of schedule 1 of the Act and which is:

- a) a business tenancy under Part II of the Landlord and Tenant Act 1954;
- b) a tenancy under which the dwelling-house consists of or comprises premises; which, by virtue of a premises licence under the Licensing Act 2003, may be used for the supply of alcohol (within the meaning of Section 14 of that Act) for consumption on the premises¹⁰;
- c) a tenancy under which agricultural land, exceeding two acres, is let together with the house¹¹;
- d) a tenancy under which the house is comprised in an agricultural holding or the holding is comprised under a farm business tenancy if it is occupied (whether as tenant or as a servant or agent of the tenant), in the case of agricultural holding, by the person responsible for the control of the farming of the holding, and in the case of a farm business tenancy, by the person responsible for the control of the farming of the holding, and in the case of a farm business tenancy, by the person responsible for the control of the management of the holding¹².

Tenancies and licences granted etc by public bodies

3. A tenancy or licence of a house or dwelling within a house that is managed or controlled¹³ by:

- a) a local housing authority;
- b) a police authority established under section 3 of the Police Act 1996 or the Metropolitan Police Authority established under section 5b of that Act;
- c) a fire and rescue authority under the Fire and Rescue Services Act 2004;
- d) a health service body within the meaning of section 4 of the National Health Services and Community Care Act 1990.

Tenancies, licences etc. regulated by other enactments

4. A tenancy, licence or occupation of a house which is regulated under the following enactments:

⁷ See The Selective Licensing of Houses (Specified Exemptions) (England) Order 2006 SI 370/2006

⁸ Sections 79(2) and 99 of the Act

⁹ For the definition of a dwelling – see section 99 of the Act

¹⁰ See paragraph 5 of Schedule 1 of the 1988 Act as amended by section 198 (1) and paragraph 108 of schedule 6 of the Licensing Act 2003

¹¹ For the meaning of “agricultural land” section 26 (3) (a) of the General Rate Act 1967

¹² See paragraph 7 of Schedule 1 of 1988 Act as amended by section 40 and paragraph 34 of the Schedule to Agricultural Tenancies Act 1995

¹³ For the definition of “person managing” and “person having control” see section 263 of the Act

- a) sections 87 to 87D of the Children Act 1989;
- b) section 43 (4) of the Prison Act 1952;
- c) section 34 of the Nationality, immigration and Asylum Act 2002;
- d) The Secure Training Centre Rules 1998¹⁴;
- e) The Prison Rules 1998¹⁵;
- f) The Young Offender Institute Rules 2000¹⁶;
- g) The Detention Centre Rules 2001¹⁷
- h) The Criminal Justice and Court Service Act 2003 (Approved Premises) Regulations 2001¹⁸;
- i) The Care Homes Regulations 2001¹⁹;
- j) The Children's Homes Regulations 2001²⁰;
- k) The Residential Family Centres Regulations 2002²¹.

Certain student lettings etc.

5. A tenancy or licence of a house or a dwelling within a house –

- i. which is managed or controlled by a specified educational establishment²² or is of a specified description of such establishments and
- ii. the occupiers of the house or dwelling are undertaking a full time course of further or higher education at the specified establishment²² and
- iii. the house or dwelling is being managed in conformity with an Approved Code of Practice for the management of excepted accommodation under section 233 of the Act²³

Long Leaseholders

6. A tenancy of a house or a dwelling within a house provided that –

- i. the full term of the tenancy is for more than 21 years and
- ii. the tenancy does not contain a provision enabling the landlord (or his successor his in title) to determine it other than by forfeiture, earlier than at the end of the term and
- iii. the house or dwelling is occupied by a person to whom the tenancy was granted or his successor in title or by any members of either of those person's family.

Certain family arrangements

¹⁴ SI 472/1998 as amended by SI 3005/2003

¹⁵ SI 728/1999 as amended by SI 1794/2000, SI1149/2001, SI 2116/2002, SI 3135/2002. SI 3301/2003 and SI 869/2005

¹⁶ SI 3371/2000 as amended by SI 2117/2002, SI 3135/2002 and SI 897/2005

¹⁷ SI 238/2001. Section 66 (4) of the Nationality, Immigration and Asylum Act 2002 provides that the reference to a detention centre is to be construed as a reference to a removal centre as defined in Part VIII of the Immigration and Asylum Act 1999

¹⁸ SI 850/2001

¹⁹ SI 3965/2001 as amended by SI 865/2001. SI 534/2003, SI 1590/2003, SI 1703/2003, SI 1845/2003, SI 664/2004, SI 696/2004, SI1770/2004 and SI 3168/2004

²⁰ SI 3967/2001 as amended by SI 865/2002, SI 2469/2002, SI664/2004 and SI 3168/2004

²¹ SI 3213/2002 as amended by SI 664/2004, SI 865/2004 and SI 3168/2004

²² See the schedule to the Houses in Multiple Occupation (Specified Educational Establishments) (England) (No2) Regulations 2006 for the list of specified bodies

²³ The relevant codes of practice are approved under SI 646/2006 – The Housing (Approval of Codes of Management Practice) (Student Accommodation) (England) Order 2006

7. A tenancy or licence of a house or a dwelling within a house where –

- i. the person who has granted the tenancy or licence to occupy is a member of the family of the person who has been granted the tenancy or licence and
- ii. the person who has granted the tenancy or licence to occupy is the freeholder or long leaseholder of the house or dwelling and
- iii. the person occupies the house or dwelling as his only or main residence (and if there are two or more persons at least one of them so occupies).

Holiday lets

8. A tenancy or licence of a house or a dwelling within a house that has been granted to the person for the purpose of a holiday.

Certain lettings etc. by a Resident Landlord etc.

9. A tenancy or licence of a house or a dwelling within a house under the terms of which the person granted the tenancy or licence shares the use of any amenity with the person granting that tenancy or licence or members of that person's family. An "amenity" includes a toilet, personal washing facilities, a kitchen or a living room but excludes any area used for storage, a staircase, corridor or other means of access.

Interpretation

In Annex B –

- a) a "person" includes "persons" where the context is appropriate;
- b) a "tenancy" or "licence" includes "a joint tenancy" or "joint licence", where the context is appropriate;
- c) "long leaseholder" in paragraph 7 (ii) has the meaning conferred in paragraphs 9 (i) and (ii) and in those paragraphs the reference to "tenancy" means a "long lease";
- d) a person is a member of the family of another person of –
 - i. he lives with the person as a couple;
 - ii. one of them is the relative of the other; or
 - iii. one of them is, or is a relative of, one member of a couple and the other is a relative the other member of the couple

and

iv. For the purpose of this paragraph –

- 1) "couple" means two persons who are married to each other or live together as husband and wife or in an equivalent arrangement in the case of persons of the same sex;
- 2) "relative" means a parent, grandparent, child, grandchild, brother, sister, uncles, aunt, nephew, niece or cousin;
- 3) a relationship of the half-blood is to be treated as a relationship of the whole blood and
- 4) a stepchild of a person is to be treated as his child.

APPENDIX D – DRAFT SELECTIVE LICENSING CONDITIONS

These conditions fall under Part 3 of the Housing Act 2004, and comprise of those set down in Legislation and those related to tackling locally identified issues affecting private sector rented accommodation.

MANDATORY CONDITIONS

	Item	Condition	Reason
1	Gas Safety	If gas is supplied to the house, the licence holder must produce to Harrow Council at the time of application, and annually thereafter or on demand, a gas safety certificate obtained in respect of the house within the last 12 month.	Schedule 4, Housing Act 2004 Mandatory Condition
2	Electrical Appliances	The licence holder must keep electrical appliances made available by them in the house in a safe condition, and supply the authority (at the time of the application and on demand thereafter) a declaration by the licence holder as to the safety of such appliances	Schedule 4, Housing Act 2004 Mandatory Condition
3	Furniture	The licence holder must keep furniture made available by them in the house in a safe condition, and supply the authority on demand a declaration by the licence holder as to the safety of such furniture. The Furniture and Furnishings (Fire)(Safety) Regulations 1988 (as amended 1989 & 1993) sets out requirements	Schedule 4, Housing Act 2004 Mandatory Condition
4	Smoke Detectors	The licence holder must ensure that smoke alarms are installed in the house and that they are kept in proper working order. They must also supply the authority on demand a declaration by the licence holder as to their condition and positioning	Schedule 4, Housing Act 2004 Mandatory Condition
5	Terms of Occupation	The licence holder must supply to the occupiers of the house a written statement of the terms on which they occupy it. A copy must be supplied to the Local Authority on demand.	Schedule 4, Housing Act 2004 Mandatory Condition

6	References	The licence holder must demand references from persons who wish to occupy the house. Evidence of this must be provided to the Local Authority on demand	Schedule 4, Housing Act 2004 Mandatory Condition
---	-------------------	---	--

PRESCRIBED CONDITIONS

	Item	Condition	Reason
1	Premise Management	<p>The licence holder must ensure that:</p> <ul style="list-style-type: none"> (a) All repairs to the house or any installations, facilities or equipment within it are carried out by competent and reputable persons; (b) All occupants of the house receive written confirmation detailing arrangements in place to deal with repairs and emergencies and report nuisance and anti-social behaviour (c) All occupiers of the premise are made aware of the licence and the conditions set out within it (d) All corridors, stairways, common parts and exit routes are kept free from obstruction and combustible materials (e) Carbon monoxide detectors are provided in premises where gas appliances are present, and kept in proper working order. They must also supply the authority on demand a declaration by the licence holder as to their condition and positioning (f) Rent receipts are available on demand by the local authority 	To ensure the maintenance of the premise; to safeguard tenants and to reduce conditions prevalent to anti-social behaviour
2	Energy Efficiency	Each new tenancy will require an Energy Performance Certificate (EPC)	Safeguard occupants in terms of the reduction of fuel poverty , national

			energy efficiency measures and to be aware of the statutory requirements for Energy Performance Certificates (EPCs)
3	Competence	The licence holder and / or manager overseeing the premise will need to demonstrate competence of managing private rented accommodation.	To ensure the effective management of the premise, and allow proactive approach to prevent issues such as anti-social behaviour
4	Managing Agent	If the Licence Holder uses the services of a managing agent / agency for the purposes of their premise, to ensure that they are a member of a Redress Scheme in line with The Redress Scheme for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	To ensure the effective management of the premise, and meet statutory obligation
5	Landlord Residence	The licence holder must reside in the UK, to allow reasonable contact and direct management of the premise	Efficient communication with the licence holder to ensure conditions are met
6	Management of Behaviour	<p>The licence holder must take reasonable and practical steps to reduce or prevent anti-social behaviour by persons occupying or visiting the premise and the use of the premise for illegal purposes</p> <p>The licence holder must:</p> <ol style="list-style-type: none"> a. Provide a written action plan to Harrow Council outlining procedures for dealing with anti-social behaviour at the time of application. This must be reviewed annually and submitted on request. b. Obtain tenant references prior to granting a tenancy as to previous tenancy 	To proactively reduce anti-social behaviour associated with private sector accommodation.

		<p>conduct, including behaviour of the proposed occupier and household. The Licence Holder needs to have due regard to what the reference says and be satisfied that the tenant is not likely to cause any anti-social behaviour.</p> <p>c. If a Licence holder receives a reference request for a current or former tenant for the purposes of an application to rent a property from another Licence Holder he must respond to the request in writing within a reasonable period and either;</p> <p>i) decline the request for a reference ; or</p> <p>ii) when giving a reference state whether or not he is aware of any allegations of anti-social behaviour made against the tenant and if such allegations have been made give details of the same including details of whether (to his knowledge) the allegations have been admitted or have been found proven in any court or tribunal.</p> <p>d. Require any prospective tenant to disclose unspent criminal convictions when applying for a tenancy. Where the prospective tenant discloses unspent criminal convictions the Licence Holder must demonstrate that due consideration was given to whether those convictions indicate a real risk that the prospective tenant is likely to commit acts of antisocial behaviour.</p> <p>e. Cooperate with Harrow Council, Police and other agencies in resolving complaints of anti-social behaviour. The Licence Holder and/or their nominated managing agent are required to undertake an investigation of any complaints regarding their tenants. Written records of these will be required.</p> <p>f. The licence holder/management agents must make regular inspections of the property to ensure that the property is in a decent state of repair and that the occupiers are not in breach of tenancy terms and conditions.</p> <p>g. Ensure that each tenant is made aware that they are responsible for their own behaviour and the behaviour of other occupiers and visitors. Tenants must be made aware that if they, other occupiers, or their visitors: Cause nuisance or annoyance to neighbours; or use abusive or threatening language or behaviour</p>	
--	--	--	--

		to neighbours; or fail to store or dispose of refuse properly; or cause damage to fixtures, fittings, fire prevention or alarm equipment or installations, or to the fabric of the premises; or fail to give access to the landlord or his agent for the purpose of maintaining communal areas or, upon reasonable notice, to inspect or undertake works within their accommodation. They will be liable to enforcement action which may include possession proceedings either under the terms of the tenancy, pursuant to s.21 of the Housing Act 1988	
7	Change of Circumstance	<p>The Licence Holder and managing agents must consult with Harrow Council before making any material changes to the layout, amenity provision, fire precautions or occupation of the house and must inform the Council of:</p> <ol style="list-style-type: none"> a. Details of any unspent convictions not previously disclosed to the Local Authority that may be relevant to the Licence Holder and/or the property manager and their fit and proper person status and in particular any such conviction in respect of any offence involving fraud or dishonesty, or violence or drugs or any offence listed in Schedule 3 to the Sexual Offences Act 2003; b. Details of any finding by a court or tribunal against the Licence Holder and /or the manager that he/she has practiced unlawful discrimination on grounds of sex, colour, race, ethnic or national origin or disability in, or in connection with, the carrying on of any business; c. Details of any contravention on the part of the Licence Holder or manager of any provision of any enactment relating to housing, public health, environmental health or landlord and tenant law which led to civil or criminal proceedings resulting in a judgment or finding being made against him/her; d. Information about any property the Licence Holder or manager owns or manages or has owned or managed for which a local housing authority has refused to grant a licence under Part 2 or 3 of the Act, or has revoked a licence in consequence of the Licence Holder breaching the conditions of his/her licence; e. Information about any property the Licence Holder or manager owns or manages or has owned or managed that has been the subject of an interim or 	To ensure safe guard the occupants; address potential anti-social behaviour issues and maintain confidence in the licencing regime, and ultimately the private rented sector

		<p>final management order under the Housing Act 2004;</p> <p>f. The property becoming empty:</p> <p>g. Changes to liability insurance:</p> <p>h. Notification of repossession/foreclosure</p> <p>i. Successful claims against the licence holder for default of tenancy deposits.</p> <p>j. Change in managing agent or the instruction of a managing agent;</p> <p>k. The undertaking of substantial works to the property, including conversions and modernisations or emergency problems relating to fire, flood or disaster and the tenants are made temporarily homeless</p>	
8	Occupants	The licence holder must ensure that the occupancy of the rooms does not exceed level set within the licence, and that no rooms other than bedrooms are used for the purposes of sleeping	To ensure compliance with space and amenity standards, and protect occupants
9	Emergency Arrangements	The licence holder must have in place suitable emergency and other management arrangements in the event of their absence. The name and contact details, including contactable telephone number, of the licence holder must be supplied to each occupier and be displayed in a prominent place in the premise	To ensure proper reporting of anti-social behaviour, health & safety and other relevant issues in the absence of the landlord
10	Inspections	The licence holder, or nominated person of the licence holder, must undertake inspections of their premise regularly to ensure conditions are met	To ensure the conditions on the licence are being complied with
11	Council Inspections	The licence holder must allow the Council to undertake compliance checks on receipt of 24 hours' notice. Officers will produce valid authorisation at the time of the visit	To ensure the premise complies with the Housing Act 2004 and licence

			conditions
12	Security	<p>The licence holder must ensure:</p> <ul style="list-style-type: none"> a. That provisions for securing access to the premise are maintained in good working order at all times, and sufficient to prevent reasonable attempts of forced entry b. To ensure occupiers have access to the necessary keys to access the security provisions, including window locks if fitted c. Details of any burglar alarm fitted is known to the occupiers and written instruction in its use, especially in terms of codes and how and when this would be changed d. All relevant locks are changed when previous occupants have not surrendered the keys. This must be conducted prior to re-letting e. Reasonable access and egress to and from the premise, including use of any gates 	To ensure the safety and welfare of the occupants, specifically in terms of fire and entry by intruders. To also provide suitable accommodation to discourage anti-social behaviour
13.	Maintenance	<p>The licence holder must ensure:</p> <ul style="list-style-type: none"> a. The exterior of the property is maintained in a reasonable decorative order and state of repair, making sure any statutory requirements (e.g. planning permission) is met; b. The external areas associated with the house, including any garden or yards, are maintained in a reasonable state of cleanliness and free from rodent infestation and harbourage 	To prevent deterioration of any premise that would fundamentally affect the vicinity and community, and potentially encourage anti-social behaviour.
14	Refuse	<p>The licence holder must ensure:</p> <ul style="list-style-type: none"> a. Suitable and sufficient provision is made for storage of refuse generated in the 	To prevent environmental issues that are linked to

		<p>property and that occupants use receptacles provided by the Council for storage prior to collection. No waste or waste receptacle must cause obstruction</p> <p>b. Access must be available at all times to adequate, external refuse storage</p> <p>c. Any waste that would fall outside the normal domestic waste, especially in terms of bulky items, are disposed of responsibly and appropriately without due delay (e.g. at the Civic Amenity Site)</p> <p>d. That, where applicable, all appropriate bins are provided to allow for recycling</p> <p>e. All occupants are provided with details of bin collections, use of refuse containers and details of where items can be recycled / disposed of, at the time of letting the premise</p>	<p>anti-social behaviour and deterioration of an area.</p>
--	--	---	--

Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)

Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Renewal of Selective Licensing of private rented accommodation in Wealdstone Ward	Date EqIA created 8th February 2021
Name and job title of completing/lead Officer	Richard Le-Brun, Head of Community & Public Protection	
Directorate/ Service responsible		
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name Dave Corby	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 15th February 2021

08

<p>1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)</p>
<p>a) What is your proposal? Renewal of Selective Licensing Scheme in Wealdstone Ward to tackle matters of anti-social behaviour, property standards and environmental impacts</p>
<p>b) Summarise the impact of your proposal on groups with protected characteristics The renewal of such a scheme helps ensure fit and proper management and tenancy, providing a fair environment for all landlords, better choice and standard of rented accommodation, and be adverse to rogue and non-compliant landlords and tenants</p>
<p>c) Summarise any potential negative impact(s) identified and mitigating actions None Identified</p>

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p>There is no evidence found to show selective licensing has a potential impact on this characteristic.</p> <p>The findings of the Parliament (Selective licensing of private landlords (England & Wales) - House of Commons Library (parliament.uk)) as well as an independent review (Title (publishing.service.gov.uk)) have not highlighted any adverse affect against any characteristic, as it affects all equally. It has the potential to improve the situation for areas of high risk accommodation in the community as increases knowledge of legal requirements and affects landlords and tenants regardless of age, race, disability etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Pregnancy and Maternity	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Race/ Ethnicity	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	As Above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					

2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?

Yes No

Selective licensing directly impacts the community to aim to improve the socio economic aspects of it, through addressing crime, ASB, environmental and property issues, making it more of a desirable place to be. This will seek to improve sustainable tenancy and a more stable private rented sector

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer
N/A	N/A	N/A		

92

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

The renewal of such a scheme ensures that tenants of any characteristic are protected from harassment and victimisation from unlawful evictions

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies

Outcome 1

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	West London Waste Authority Food Waste Funding
Key Decision:	Yes - grant funding of £500k
Responsible Officer:	Michael Butler – Director of Environmental Services
Portfolio Holder:	Cllr Varsha Parmar – Environment and Climate Change
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	Potential for all wards due to prevalence of communal properties across the Borough
Enclosures:	None

Section 1 – Summary and Recommendations

This report sets out information on the project in relation to the grant funding received by London Borough of Harrow from West London Waste Authority (WLWA) for increasing food waste recycling and encouraging food waste minimisation.

Recommendations:

Cabinet is requested to:

1. Approve notification of the project and planned spend of the funding grant received from WLWA
2. Delegate authority to the Director of Environmental Services, following consultation with the Director of Finance, Portfolio Holder for Environment and Climate Change and the Portfolio Holder for Finance and Resources, to spend the funding as required under the terms of the grant.

3. Approve an increase to the 2021/22 Capital Programme by £357k to reflect the allocation of the funding for capital expenditure

Reason: (for recommendations)

- Harrow, in partnership with WLWA and the other partner Boroughs, identified disposal budget pressures whereby significant changes must take place to ensure that Boroughs can maintain solvency whilst preparing for potential legislative changes in 2023 and responding to the climate emergency by 2030
- WLWA and the Environment Directors Board (representing the 6 West London Boroughs) agreed to make £0.5m available for each Borough to address one of the identified areas of change, food waste, of which the Council presented its business case and was successful
- The funding has now been received and approval for spend of this funding is required to commence the project. The proposed spend will consist of £357k capital and remaining £143k revenue.

Section 2 – Report

Options considered

The requirements of the grant funding specified that the projects be on food waste diversion from residual and food waste minimisation. Therefore, no other options were considered as part of this project.

As part of the value stream mapping workshops, it was identified that communal properties, flats above shops and commercial food premises were the high priority and therefore no further options were considered as part of this project.

1. BACKGROUND

- 1.1. Disposal budget pressures identify that significant changes must take place to ensure that Boroughs can maintain solvency whilst preparing for potential legislative changes in 2023 and responding to the climate emergency by 2030
- 1.2. Harrow declared a climate emergency in 2019 and developed the Council's Climate Change Strategy 2019-2024 (approved by Cabinet in January 2019) that sets out key objectives in tackling the climate emergency. One of the objectives in the strategy is about '*Reducing waste generation and increasing recycling rates*'.
- 1.3. From waste compositional analysis undertaken in Feb/Mar 2020 it was identified that 35-40% of the residual household and communal waste bins were made up of food waste. This signified an accessible tonnage that could be diverted from residual waste disposal culminating in reduced disposal costs.
- 1.4. In addition, diversion of food waste from residual bins for recycling (and ultimately waste minimisation) was identified as an important

contributor to addressing the climate emergency and linked to Harrow's Climate Change Strategy. The additional benefit would be around increasing overall recycling rates.

- 1.5. West London Waste Authority (WLWA) and the Environment Directors Board made up to £0.5m available for each Borough for them to address one of the identified areas for change, food waste.
- 1.6. Value stream mapping workshops were undertaken by Harrow in partnership with WLWA to work through where the funding would be best allocated in order to deliver the most value.

2. OBJECTIVES

- 2.1. The grant funding requirements identified two key objectives for the funding
 - 2.1.1. To drive up food waste collected from households by approx. 1kg/hh/week, and
 - 2.1.2. To drive down residual waste collected by at least 1kg/hh/week

3. SCOPE

- 3.1. Based on the value stream mapping workshops undertaken with WLWA, Harrow identified three key areas where tangible improvements could be made to capturing food waste for recycling. These were then further developed as part of the value stream mapping into key projects.
 - Communal bins stores
 - Flats above shops
 - Engagement and communications
- 3.2. Due to the amount of funding and to ensure the success of any changes implemented in these key areas, the aim of the project is to be used as a pilot to assess the effectiveness of investment improvements against performance.
- 3.3. Should the pilots prove effective then further funding will be sought to roll-out across further sites within the Borough

4. PROJECTS

- 4.1. Communal bin stores
 - All standard communal properties (excluding flats above shops) across the Borough have had access to facilities to recycle their food waste since January 2019
 - Identified that there are still challenges around contamination of the food waste bins and dry mixed recycling bins, along with low participation in some areas

- Project involves undertaking a Borough-wide review of all the communal bin store areas to identify top 20 most challenging sites in regard to use, space and infrastructure requirements
- Then to develop and implement action plans for each site to address key barriers to recycling with a focus on food waste recycling

4.2. Flats above shops

- Properties of this type are still to obtain access to facilities to recycle their food waste. Therefore, it was deemed appropriate to address this as part of the project to ensure fair and equal access to all waste and recycling services across the Borough
- Flats above shops tend to have limited space and challenging environments around share requirements of what space is available
- Project aims to look for a correlation between those flats above shops and identified commercial food waste premises where there is the potential for shared resources around storage capacity for food waste recycling. This will also increase feasibility and appeal of food waste recycling for businesses.

4.3. Engagement and communications

- Engagement and appropriate communications will be key to ensuring the success of any change / addition in service provision
- The project will develop new signage and other communications collateral that will support the service delivery
- Direct engagement with applicable letting agents, managing agents, landlords and residents will be undertaken to ensure success of any changes
- Engagement with applicable ward councillors to ensure buy-in and support of the project

5. DELIVERY

5.1. High level timeline

Ref	Action	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21
1	Identify and confirm communal bin store pilot areas								
2	Site identification, assessment and agent engagement								
3	Procurement and purchase								
4	Recruit Project Officer								
5	Comms design and purchase of applicable collateral								
6	Roll-out inc. bins, signage & resident engagement								
7	Monitoring - pre, during and post								

5.2. Planned spend

Element	Estimated spend	Comments/description
Project officer	£29,000	6-month fixed term post
Weighing equipment	£2,000	4-week hire (2 weeks pre and 2 weeks post project) – to monitor and quantify impact of the changes
Bins	£357,000	Food bin housing units Replacement / repaired / improved recycling bins
Signage and comms	£112,000	Clear pictorial signage identifying what item goes where and how to dispose of bulky items Also include engagement packs and activities with residents
Total	£500,000	

6. WARD COUNCILLORS' COMMENTS

The project has the potential for all wards to be impacted due to prevalence of communal properties across the Borough, therefore this is not applicable.

7. ENVIRONMENTAL IMPLICATIONS

Resource and Waste Strategy (RWS) released December 2018 by DEFRA, sets out a number of overarching targets including

- zero avoidable waste by 2050
- double resource efficiency by 2050
- zero plastic waste by 2042
- and zero food waste to landfill by 2030

Although Harrow does not currently send any food waste to landfill (recycled via Anaerobic Digestion or incinerated), this funding and projects will contribute to Harrow Council's efforts to achieving zero avoidable waste and contributing to the country's efforts around zero food waste to landfill.

In addition to this, the RWS current consultations state that mandatory separate food waste collections for all business and households may be required from 2023. This project contributes to Harrow Council achieving this target.

Government also announced targets regarding reducing greenhouse emissions by 68% over the next decade (compared to 1990) figures. Diverting food waste from incineration for recycling positively contributes to this reduction, therefore this project will help contribute to that target.

A recent study produced by the UN Food and Agriculture Organization has found that globally food accounts for around a third of the total global greenhouse gas emissions caused by human activity. Reducing food waste and ensuring that what remaining food waste we produce is dealt with responsibly is therefore a key area of action in tackling climate change. This initiative directly supports the Council's Climate Change Strategy 2019 to 2024, approved by Cabinet in January 2019, and the Council's Climate and Ecological Emergency Interim Strategy approved by Cabinet in 2020

8. RISK MANAGEMENT IMPLICATIONS

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **Yes**

The relevant risks contained in the register are attached/summarised below.
Yes

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Changes implemented at each target site do not lead to a change in	<ul style="list-style-type: none">▪ Results from pilot (even if negligible) will still provide an improved understanding of possible further options to explore▪ Extensive engagement with stakeholders is a key element of the project and research	Amber

Risk Description	Mitigations	RAG Status
behaviour i.e. waste generation is not reduced and recycling rates not increased	will be undertaken into behaviour change practices to ensure that planned changes stand the chance of being the most effective	
Pilot does not provide a tangible decrease in disposal cost despite spend	<ul style="list-style-type: none"> ▪ Project is a pilot and from external funding ▪ Budget still based on current service delivery and no MTFS targets associated with the project, therefore no risk to current budget in the short term if pilot is unsuccessful (as per the initial driving factors for the pilot around disposal costs) 	Amber
Project is so successful that current capacity within rounds is not sufficient	<ul style="list-style-type: none"> ▪ Food waste has been in place within standard communal properties since Jan 2019 and these have been picked up by the current household food waste rounds – due to reduced uptake there is still suitable capacity to facilitate any increase as a result from the pilot ▪ Although flats above shops do not currently have access to food waste recycling services, there is only a limited number across the Borough and it is deemed that there is still sufficient capacity within the current rounds to facilitate any potential increase in tonnage 	Green
Funding does not provide sufficient project officer resource	<ul style="list-style-type: none"> ▪ The project has been budgeted to cover a 6-month post; however significant work has been undertaken already that will ensure that the Project Officer's time can be well focused on completing the pilot ▪ Support is available from within current resources in terms of operational knowledge to assist the Project Officer as/when required 	Green

9. PROCUREMENT IMPLICATIONS

A significant proportion of the funding has been allocated to the purchase of bins. Due to the value, this was not able to be included as part of the current framework for standard bin purchases within the waste service.

Therefore, a separate procurement exercise will be required to purchase the bins for this project. WLWA are looking to undertake a procurement exercise for the purchase of food waste bin housing units on behalf of the 6 London Boroughs, of which Harrow have requested that they be included as able to access the framework prices delivered as part of this.

The Corporate Procurement team will support any procurement requirements associated with the funding. All procurement will be undertaken consistent with the Public Contract Regulations and the Council's Contract Procedure Rules.

10. LEGAL IMPLICATIONS

Section 111(1) of the Local Government Act 1972 gives a local authority the power to do anything (whether or not involving the expenditure, borrowing or lending of money) which is calculated to facilitate, or is conducive or incidental to, the discharge of any of its functions. This will include doing anything that, in its opinion, is in the interests of, and will bring direct benefit to, its area or any part of it or all or some of its residents.

In addition to this, section 1(1) of the Localism Act 2011 gives local authorities general power to do anything individuals may do unless it is specifically prohibited in legislation.

Use of the food waste funding received from the WLWA for the project highlighted in this report will fall within the powers in Section 111(1) of the Local Government Act 1972 and section 1(1) of the Localism Act 2011.

The increase to the 2021/22 Capital Programme requested in this report falls within the threshold allowed for Cabinet in section B48 of the Council's Financial Regulations.

11. FINANCIAL IMPLICATIONS

The funding of £0.5m provided by WLWA is one-off and has to be spent in accordance with the key objectives set out in Section 2 of the report.

The proposed food waste project will involve the installation of new bins, improvement of access to facilities and recycling campaigns. The cost of bins is estimated at £357k. Therefore, the proposed split of revenue and capital costs is £143k and £357k respectively.

The collection of waste from flats above shops is to be undertaken by existing crews, therefore no additional waste collection cost is anticipated in the pilot.

The waste composition analysis conducted by WLWA suggests that 40% of waste in communal residual waste bins is food waste, so diverting this for food waste recycling will have a significant financial impact as there is a large cost difference between the disposal of residual waste stream and food waste stream. The result of the pilot will be reviewed to establish its impact on recycling and costs.

12. EQUALITIES IMPLICATIONS / PUBLIC SECTOR EQUALITY DUTY

In the exercise of its functions, the Council has a duty under section 149 of the Equality Act 2010 ("the Act") to have 'due regard' to eliminating discrimination, advancing equality of opportunity and fostering good relations between persons who share a relevant protected characteristic and those who do not share it.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation.

The proposed project will advance equality of opportunity for all and it is considered that the project will not adversely impact on persons within the protected characteristics.

13. COUNCIL PRIORITIES

Please identify how the decision sought delivers these priorities.

- 1. Improving the environment and addressing climate change**
 - a. Project contributes to attaining Resource and Waste Strategy targets around zero avoidable waste and separate food waste collections
 - b. Project also contributes to target of reducing greenhouse emissions by 68% by 2030
- 2. Tackling poverty and inequality**
 - a. The project looks to ensure all properties within the Borough have access to separate food waste recycling collections
- 3. Building homes and infrastructure**
 - a. The project looks to improve the bin store infrastructure within existing communal properties
- 4. Addressing health and social care inequality**
 - a. Recycling positively contributes to better air quality via reducing greenhouse emissions, which in turn provides a better quality of health for residents
- 5. Thriving economy**

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert
Signed by the Chief Financial Officer

Date: 09/04/2021

Statutory Officer: Abiodun Kolawole
Signed on behalf of the Monitoring Officer

Date: 12/05/2021

Chief Officer: Paul Walker
Signed off by the Corporate Director

Date: 08/04/2021

Head of Procurement: Nimesh Mehta
Signed by the Head of Procurement

Date: 08/04/2021

Head of Internal Audit: Susan Dixon
Signed by the Head of Internal Audit

Date: 28/04/2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: NO

There are no adverse impacts on equality as a result of this report as the project is about current service improvement and there are no substantial service changes or introduction of new services.

Section 4 - Contact Details and Background Papers

Contact:

Rebecca Johnson - Head of Strategy, Development and Performance,
Rebecca.johnson@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

This page is intentionally left blank



Report for: Cabinet

Date of Meeting:	27th May 2021
Subject:	The Council's Accommodation Strategy and the Harrow New Civic Centre
Key Decision:	Yes - this is a key decision because: <ul style="list-style-type: none">i. it will result in the Council incurring expenditure in excess of £1m capitalii. it will be significant in terms of its effects on communities in all wards of the Borough as the decision relates to the Council's Headquarters building.
Responsible Officer:	Sean Harriss - Chief Executive
Portfolio Holder:	Councillor Graham Henson Leader of the Council and Portfolio Holder for Portfolio Holder for Strategy, Regeneration, Partnerships and Devolution Councillor Natasha Proctor – Deputy Leader and Portfolio Holder for Finance and Resources
Exempt:	Appendices 2, 5, 7 and 8 listed below are not for publication by virtue of paragraphs 3 and 5 of Part 1 of Schedule 12 A of the Local Government Act 1972 as they contain information relating to the financial or business affairs of the Council and other parties as well as information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
Decision subject to Call-in:	Yes
Wards affected:	All

Enclosures:

Appendix 1: Council Strategic Brief to Bidders

Appendix 2: Avison Young Reports on Forward Drive and Wealdstone 2020/2021 (Not for publication)

Appendix 2: Avison Young Reports on Forward Drive and Wealdstone 2020/2021 (Public)

Appendix 3: Volterra Economic Study

Appendix 4: Equalities Impact Assessment

Appendix 5: Financial profile (Not for publication)

Appendix 6: Forward Drive Fit -out Design Concept

Appendix 7: Savills - Peel Road (Not for publication)

Appendix 7: Savills - Peel Road (Public)

Appendix 8: Forward Drive Depot Contract Claims (Not for publication)

Appendix 9: Reference from the Overview and Scrutiny Committee (to follow)

Section 1 – Summary and Recommendations

1.1 This report sets out the proposed approach to the Council's future accommodation, outlines the reasons for this and seeks the necessary approvals for carrying out works to the Forward Drive Depot, and incorporating the proposals in the Harrow Strategic Development Partnership Business Plan.

1.2 Cabinet is requested to:

- i. Approve that the Council's accommodation strategy be based on Forward Drive Depot and a new Harrow Civic Centre at Peel Road, Wealdstone

-
- ii. Approve that the proposed new Harrow Civic Centre should be at around 20,000 sq. ft floorspace at an estimated cost of £21.899m. This is broken down into £17.073m for the New Civic Centre and £4.826m for 40 units of basement parking. The exact dimensions and costs will be determined following detailed design.
 - i. A further report to agree the final design and costs will be brought back to Cabinet for approval.
 - iii. Agree that the proposal at i. above should be included in the draft business plan for the proposed Harrow Strategic Development Partnership together with the 40 units of basement car parking and the proposed construction of 46 units of affordable housing.
 - iv. Approve the fit out of Forward Drive Depot at an estimated cost of £8.415m (£7.690m capital expenditure and £0.725m revenue requirement).
 - v. Approve the award of the fit out works to Kier, the principal contractors at Forward Drive Depot, by variation to the existing contract with the necessary waiver to the Council's Contract Procedure Rules.
 - vi. Note the estimated financial impact for the Council of the Harrow Strategic Development Financial Viability Model as detailed in the financial implications section of the report.
 - vii. Within the 2021/22 Capital Programme approve a virement of £7.690m in 2021/22 from the 'Poets Corner' scheme to a newly created scheme titled 'Accommodation Strategy' to fund the fit out of the Forward Drive Depot.
 - viii. Within the 2021/22 Capital Programme approve a virement of the balance of £0.429m from the 'Poets Corner' scheme into the 'Investment in 3 core sites' scheme to support the capital requirement for the new HNC and basement parking.
 - ix. Agree to delegate decisions pertaining to procurement and contractual issues, including the approval of further variations to the fit out of the Forward Drive Depot, and the authority to issue further variations to the contract with Kier, to the Chief Executive, following consultation with the Director of Finance and Assurance, the Leader of the Council and the Cabinet Member for Finance & Resources.
-

Section 2 – Report

Introductory paragraph

2.1 The Council's ambitions to update its' style and ways of working will be facilitated by new accommodation that will enable a modern agile approach to work. The proposed approach is that the Council's main office space where

staff can hold meetings, collaborate and carry out relevant work will be at Forward Drive Depot, and the Councils Civic Centre with public, community and member space will be at Peel Road. The new Civic Centre will be delivered by the Harrow Strategic Development Partnership which has been procured by the Council for this purpose, among others. This report seeks approval of the strategy so that the new Civic Centre can be included in the HSDP Business Plan and seeks approval for the spending to fit out the Forward Drive Depot for council staff use.

Options considered

2. The following options have been considered:

2.2.1 Build the Harrow New Civic Centre (HNC) at the size specified in the original strategic brief

The strategic brief to bidders is attached at Appendix '1' and covered in detail below. It sought a building of 94,000 sq. ft, gross internal area. It is now clear that taking into account the Council's proposed approach to modern ways of working, together with the completion of Forward Drive Depot and learning from the recent pandemic, the Council would have more office accommodation than it now requires and that this would lead to both inefficient use of space and in all likelihood, to unused office space.

2.2.2 Letting of part of or all the HNC site

The Council's advisers Avison Young have confirmed that office development in Wealdstone without a confirmed occupier is high risk, as a market that was limited and already potentially, significantly dependent on public sector take up, has been damaged by the COVID pandemic. Given the Council's financial position speculative office development would not be a wise step.

2.2.3 Remain in the present Civic Centre

Such an approach would mean that there would be no, or less, possibility of developing much needed housing in Wealdstone, losing the economic benefits and affordable housing that will bring. As detailed later in report, the cost of bringing the offices to a fit for purpose modern office state are extensive and do not represent value for money.

2.2.4 The proposed way forward

Having considered the above alternative options, the proposed way forward set out in this report is the most advantageous option.

Background

2.3 At its meeting of 30th May 2019 Cabinet resolved that a Strategic Development Partnership, established through a Limited Liability Partnership was the preferred delivery approach for the development of Poets Corner, Peel Road and Byron Quarter Phase 1 (the Core Sites) in the Regeneration Programme.

2.4 Cabinet approved the commencement of a procurement process under the Public Contracts Regulations 2015 and agreed a proposition to be put to

the market as part of the procurement process, as set out in the Information Memorandum attached at Appendix 'B' of the Cabinet report. The Cabinet decision of 30th May was subject to a Call-In. The decision was taken back to Cabinet in June 2019, where Cabinet resolved to confirm the decision of 30th May. Specification to bidders of the Council's requirements for the HNC was delegated to the Corporate Director Community and is contained in the Strategic Brief attached at Appendix '1'.

2.5 Subsequently the agreed procurement process was carried out and this resulted in the appointment by Cabinet in September 2020 of Wates Residential as Preferred Bidder for the Harrow Strategic Development Partnership. That report authorised the development of a business plan and the finalisation of contract documents with a view to establishing the Harrow Strategic Development Partnership.

2.6 The Council is adopting a three- stage approach to finalising the agreement of the partnership. The first stage was the appointment of Wates as preferred bidder. This report deals with the Council's Accommodation Strategy with reference to the HNC, which will enable the finalisation of the business plan for the HSDP. The report enabling contract close and completion of the legal documents establishing the partnership is scheduled to be brought to Cabinet in July 2021. This report also includes requests for authorisation to finance the necessary fit out works to Forward Drive depot

The Council's original proposals for the new Civic Centre

2.7 The Council's existing Civic Centre which was built in the 1970s is no longer fit for purpose both in terms of the accommodation being unsuitable for modern working by type, and the prohibitive cost of refurbishment required to bring it to a modern effective office standard, estimated to cost a minimum of £42m. This figure has been estimated by the Council's preferred partner Wates, based on benchmark costs of current and previous work.

2.8 The Council has considered options for a new Civic Centre over some years and has resolved that its' aim is for a new Civic Centre in Wealdstone, providing a focus for and helping provide economic benefit to the town centre.

2.9 In its' procurement for the HSDP the Council expressed a preference for the Peel Road site, but did not direct that this was essential, leaving bidders to suggest the most appropriate site.

2.10 The brief set out that as part of the work of the HSDP the Partnership would construct for the Council a new Civic Centre comprising civic, community and public space with office space. The building was to comprise 94,000 sq. feet gross internal area, 73,000sq ft net (floorspace) of which 16,000 sq. ft was public civic and community space including café and visitor space. The Council sought 60 car parking spaces.

2.11 In their bid Wates residential proposed a 6-storey civic centre meeting these requirements, although they stated that 40 car parking spaces was the maximum achievable on site through basement provision. The proposed

building was estimated at early 2020 prices to cost £42 million including the car parking.

Flexible Futures

2.12 The Council has adopted an approach to modernising the working practices of its staff. The Flexible Futures programme aims to introduce, develop and embed flexible and agile working practices within the Council. It focusses on four areas:

- **Championing agile working** across the Council's programmes and managing the interdependencies;
- The provision of support and guidance for the development of a flexible and agile **mindset** and the development of the **skills and behaviours** as well as the **policies and processes** that enable and enhance the effectiveness of agile and flexible working - including appropriate terms and conditions which will be the subject of a separate report to Cabinet;
- The development of the **technology** that will enable flexible and agile working – this includes cloud-based technology, virtual mobility and collaboration, access to kit including laptops, smart phones etc., and the adoption of flexible print, scanning and mail services;
- Understanding the **accommodation** needs of the services and providing easily bookable collaboration workspaces; flexible use of space depending on need, and clear guidance and advice on how to use the spaces. Managing the move into Forward Drive and – for some teams – a move to alternative sites.

2.13 The Flexible Futures Programme will:

- Continue the flexible working practices that have been implemented during Covid-19 to allow staff to work around their personal commitments and extend them through updating the terms and conditions
- Develop and embed agile remote working practices, including home working, that most office-based officers have operated under during the Covid-19 restrictions, ensuring that officers have the skills, tools and facilities to work effectively remotely
- Support managers to develop the skills to manage an agile team
- Introduce collaboration and touch down spaces in Forward Drive and at other locations around the borough to allow a more balanced split between office and remote working than has been possible under Covid-19 restrictions
- Relocate mainly customer facing services out of the Civic Centre and into the community

2.14 This is not just about home working; it is a more complete working experience than home working. Post Covid working will provide a balance of office based, flexible and home working about which staff are very positive as evidenced through the December 2020 Pulse Survey.

2.15 The Council's instructions to the bidders for the HSDP reflected the approach to flexible futures to some degree, albeit at a conservative ratio of staff to desk and workspaces and assuming a 2:1 desk ratio and 4 days a week in the office.

2.16 It is now clear that a more modern approach to the Council's accommodation can be taken and it can be used more effectively. Assessment of experience elsewhere together with learning from the working over the pandemic period leads to a proposal to provide workspaces at a ratio of 3:1 with an assumption that staff will only visit the office on average 2.5 days a week. The recent Pulse Survey confirms that this is feasible and acceptable to staff.

2.17 To ensure this works well the Council has already made significant investment in Information Technology and is embarking on significant investment in staff training and development to support the new ways of working. There will be extensive engagement with staff and members (via the members working group) from now through to occupation and beyond.

Current situation

2.18 Taking into account the Council's ambitions for changing its methods of working, together with the march of time, it is fair to say that the Council now finds itself in a different situation to that which applied at the beginning of the procurement.

2.19 Firstly, the Category A fit out of Forward Drive Depot is scheduled to complete in September 2021 making available for the Council extensive modern office space, subject to the final Category B or tenant's fit out. The Council had considered letting much of this space but this will not be possible due to the current planning position and the current market which suggest that there is not a significant market for the depot office space particularly at beneficial rates and without long void and rent free periods. Avison Young's report from 2020 is attached as Appendix '2'. The situation has not improved since that time.

2.20 It was originally planned that the Civic Centre at Poets Corner would remain operational until the new Civic Centre opens, scheduled for 2025. However, it would now be difficult and expensive to reopen in full due to a combination of necessary fire safety works, enhancement of COVID protection at least in the early days, and the imperative to remodel the building to allow for new ways of working. Because the Depot will be modern, effective and smaller accommodation, moving in the short term to Forward Drive will also result in reduced costs.

2.21 Moving from Poets Corner early, frees the site for development offering the opportunity for earlier provision of housing both private and affordable, potentially earlier returns to the Council and the social and economic benefits that the regeneration and development will bring.

2.22 Remaining in Forward Drive as the Council's principal office focus removes the additional costs and complexities that would be incurred if two moves were made.

2.23 The COVID emergency has shown that a mix of office working together with homeworking based on a flexible model is both feasible and exciting to staff and this clearly suggests that less office space is required.

2.24 One option that was considered was to build the HNC to the scale and size previously envisaged and to let the spare space to the private sector. However, although Avison Young were optimistic about the Wealdstone lettings market in 2020, in their updated report dated 2021 they are clear that COVID has damaged the lettings market making speculative office investment high risk for the Council. Their earlier view was in any event significantly based on public sector take up, which is unlikely to materialise.

Forward Drive in operation

2.25 The offices at Forward Drive Depot are ultra- modern and of high quality, constituting a considerable improvement on the current civic centre. They comprise

- 5 floors with a range of modern work settings of different types
- 48,500 sq. m net internal area with 38,000 of usable office floorspace
- 813 work settings plus meeting spaces totalling approximately 1000 spaces
- 6 sq. m per work setting
- Welfare facilities and café
- The high -quality modern office will enable staff to be in office accommodation for the estimated amount of time for collaboration with colleagues, team meetings and relevant work.

2.26 The office building has a B1 planning consent for office use and the planning process restricted the two upper floors to public sector use.

2.27 This will be under these proposals, the Council's main collaborative working space and office focus. This is more than acceptable within the planning permission and in planning terms it is appropriate for this to become the Council's main collaborative space.

2.28 The ground floor will house the café and welfare facilities, with the café located at the main entrance playing a crucial role in the arrivals experience and providing an informal, collaborative space. The cafe has been designed with flexibility in mind to enable the area to also provide both formal meeting and auditorium settings, should they be required, with appropriate IT and AV infrastructure in place to support alternate uses of the space.

2.29 Other than the CCTV room on the first floor, which will provide a modern technological hub to support the upgrade of CCTV cameras across the borough, the upper floors will provide a modern space to facilitate the implementation of a new AGILE operating model for the Council, with the fit out, including the specification of all the furniture, designed to create an accessible and easy to use workplace across all floors, that addresses as many mobility and impairment challenges as possible

2.30 The new Forward Drive offices will not have any fixed desks allocated to a person or team in the traditional manner, but will provide around 1000 work settings (including

working and collaboration space in the café) ranging from traditional desks to open plan meeting tables, privacy booths and individual Pods, providing a range of inclusive work settings for all employees. In addition to the various work settings provided in the open plan areas, there are 20 private meeting rooms across the offices to cater for meetings of four to 16 people. The fourth floor also provides a multi faith room for use for meditation, reflection and prayer with a dedicated area for washing, providing a welcoming space for all faiths.

2.31 The proposed breakdown of work settings across the floors is set out below:

	Ground	Level 1	Level 2	Level 3	Level 4	Total
	Seats	Seats	Seats	Seats	Seats	Seats
Ergonomic Work Positions		47	57	63	57	224
-Reused Linear fixed height desk		20	24	28	20	
-circular sit to stand		16	20	28	20	
-study pods		11	13	7	17	
Alternative Work Settings	8	174	158	151	145	636
<u>Bookable Enclosed meeting</u>	<u>8</u>	<u>44</u>	<u>20</u>	<u>18</u>	<u>40</u>	130
-with 750mm table	8	40	20	10	36	
-with 900mm table		4		4	4	
<u>Bookable Open meeting</u>		<u>12</u>	<u>21</u>	<u>42</u>		75
-with 750mm table		6	6	18		
-with 900mm table			15	24		
-with 1050mm table		6				
<u>Non Bookable Open meeting</u>		<u>112</u>	<u>113</u>	<u>85</u>	<u>105</u>	415
-with coffee (or no) table		12	7	13	34	
-with 750mm table		84	100	58	71	
-with 900mm table		16	6	8		
-with 1050mm table				6		
<u>Non Bookable individual</u>						16
-touchdown bench		6	4	6		
<u>Lockers</u>		36	82	116	106	304
Total seats per floor	8	221	217	214	202	

2.32 The design of the new offices at Forward Drive will promote both vertical and horizontal circulation throughout the building, promoting greater collaboration by allowing employees to move around the workplace and providing a range of work settings to support different tasks

2.33 The completed offices will reflect the evolution in working practices as a result of technological innovation, creating a more efficient asset through the improved utilisation of office space, providing a space which truly augments remote capabilities, and places to work, collaborate and communicate in a way that underpins the move to an AGILE work environment.

Ancillary Spaces and Council Meetings

2.34 Following an initial review, £500,000 revenue has been set aside in the Accommodation Strategy Reserve as the estimate to re-house the

'ancillary services. These include Registrars, Social Care and Homelessness interactions with Residents, and the front-of-house of Access Harrow.

2.35 Since that review, the need for the organisation to focus on Covid-19 and the effect upon Services that the pandemic has brought, has had several effects:

- The detailed review of requirements and possible locations has been delayed.
- There is likely to be a probable surge in resident needs in certain face-to-face services, specifically in People and Homelessness, as lockdown lifts for which we need to plan at least in transition.
- There will be longer term changes in resident requirements, and how we support residents, that has been brought in through changes in behaviours and need driven by Covid-19.

2.36 The detailed further review is near completion and the following picture is emerging:

- A trial of operating front-of-house Access Harrow in libraries will be carried out following extremely promising investigations of the possibility of bringing this area closer to residents for the same costs as incurred today.
- Registrars was initially proposed to move to Headstone Manor, where there are synergies with wedding services and secure archive facilities. This is still a strong possibility although other venues are also being investigated which may be more advantageous to serving clients.
- Planned interactions with Social Care clients will be managed within the estate of Children's Centres and Adult NRCs.
- A location for the clinical space for the Integrated Learning Disabilities Service is still being sought.
- It will be advantageous for our residents if Homelessness and unplanned, emergency Social Care interactions with clients are housed together. A site for this joint arrangement is under investigation.

2.37 Although every endeavour to keep the costs of the changes, outlined above, within the £500,000 that is set aside, it may be that, in order to fully grasp the opportunities the changes can bring to the service we provide to residents, costs may rise beyond that number. If they do, the costs are likely to be capital and existing capital schemes that can be stopped to cover the additional costs will be identified before a proposal is brought forward.

2.38 The roadmap for Council, Cabinet, Committee and panel meetings is as follows:

- Up to September 2021, a mixture of virtual and hybrid meetings has been agreed.
- After September, various options are being considered including using the Civic Centre for some purposes until it is vacated in 2022. External community locations and interactive technology solutions may also be used where social distancing measures require them.
- Between the Civic Centre being vacated and the new Civic Centre being available public meetings will take place in community locations while others may take place at Forward Drive. A technical solution for continued online access to meetings has is being developed.

- The Council will of course continue to comply with applicable regulations in force concerning meetings.
- Once the new Civic Centre is available it will become the focus for democratic activities and meetings will ordinarily take place there.

Fit out

2.39 As the Council is going to occupy Forward Drive itself it now needs to carry out the Category B or 'tenants' fit out to make this ready. The estimated budget for this is £7.690m which includes a provision for extension of time/ loss and expense claims and COVID 19 building requirements.

2.40 It is proposed that this work should be undertaken by Kier, the existing contractor on Forward Drive Depot, through a variation to their existing contract. The basis for doing this is that it will enable the work to proceed smoothly and concurrently with the existing work, allowing timely completion and avoiding any disruption caused by the use of multiple contractors which could lead not only to practical difficulties but also to further delay and costs, including significant additional preliminaries costs for a new contractor.

2.41 Analysis of alternative options has been carried out and there is unlikely to be any significant cost advantages from any of these.

Kier Claims under the existing contract

2.42 The ongoing redevelopment works at Forward Drive being delivered by Kier are being undertaken under a JCT Design and Build Contract 2016.

2.43 The contract entitles the contractor to an extension of time or "Adjustment of Completion Date" where an event has caused a delay to the programme. These matters are defined as "Relevant Events" and the contract is prescriptive in what matters or events entitle the Contractor to claim an extension of time to complete the Works.

2.44 As with an extension of time entitlement, the contract also sets out the matters which will entitle the Contractor to claim for loss and/or expense. These matters are defined as "Relevant Matters" and entitle Kier to loss and/or expense caused by deferment of giving possession or if "*regular progress of the Works... has been... materially affected by any Relevant Matter*"

2.45 Kier has subsequently submitted two claims for Loss & Expense; the first was submitted in relation to extensions of time already awarded, which resulted in the contract completion date being adjusted to 9 February 2021 for completion of the scheme; the second was issued in respect of delay letters Kier have submitted as a result of Client changes but which have still to be fully assessed and for which no extensions of time have been awarded to date. Full details of the claims for loss and expense are set out in Appendix '8' and the financial implications are included in the financial implications section of this report. Kiers first loss and expense claim has been largely agreed, while the second is still subject to assessment and negotiation. Kier are entitled to claim under the contract, and while the Council

does not accept at this stage the full quantum of their second claim the submission and adjudication of claims is normal contractual practice.

2.46 It is the view of officers and advisers that the benefits of awarding Kier this work are sufficiently significant to continue with the proposed award notwithstanding the ongoing contractual position with the claims.

The new proposal for the HNC

2.47 In response to the Council's current space needs Wates are now proposing a Civic Centre with circa 20,000 sq. ft floorspace including collaborative office space for 100 staff.

2.48 This building will still be the Council's main public focus with Civic space including Mayors Parlour, Council meeting room, and a suite of rooms to host Council, group and community activities. 16,000 sq. ft floorspace will still be devoted to these uses. Collaborative space allows member meetings and interaction between members, staff and the public to continue unchanged. There will also be a café and public space on the ground floor.

2.49 Under this proposal there will be 40 car parking spaces in the basement which will be available for members, staff and the public during the day.

2.50 The cost of this proposal is estimated at £21.899m (£17.073m new HNC and £4.826m for 40 units basement car parking). It should, however, be remembered that this is at an early stage of design and the final figure will be arrived at as the design is refined and incorporated in the HSDP business plan.

Car Parking

2.51 As a result of the development at Peel Road 284 car parking spaces are being built on. The planning context has now changed with the London Plan seeking car free developments in high PTAL areas such as Wealdstone, and car-lite developments in less high areas. Redevelopments are expected to move to car parking at current standards rather than re-provide at previous levels of provision. Nonetheless, in light of the development of spaces, together with additional spaces built on at Poets Corner, officers have carried out a detailed review of opportunities for car parking across the centre of Wealdstone and propose the following way forward.

2.52 As discussed above it is proposed, subject to planning, to provide 40 basement spaces plus 6 surface disabled spaces at Peel Road. At Forward Drive there are 67 spaces available plus a further 70 which are being considered for staff pool cars but will otherwise be ready for use.

2.53 The Pool car scheme which was originally assessed on 70 vehicles needs further consideration in light of the changes to methods of working.

2.54 In addition it is proposed subject to consultation and investigation of the site to refurbish the existing basement car park at Churchill Place which would

give a further 60 spaces, and to revive the expired planning permission at Canning Road allowing for a further 12 spaces.

2.55 Additional provision at Masons Avenue is to be considered, together with a potential further use of daytime spaces at the K P Centre. Following assessment of these options a further report with full costings and financial implications will be brought back to Cabinet for approval.

Affordable housing

2.56 As a result of a revised Civic provision requiring less space, Wates estimate the Peel Road site could accommodate a further 46 affordable housing units at a cost of £15.890mm (£345k per unit). The Building Council Homes for Londoners (BCHFL) model assumes an average of £325k per unit which is affordable within the HRA. Therefore, a robust financial assessment will be undertaken to ensure the final agreed scheme is affordable within the HRA.

Economic Implications

2.57 There is already a significant amount of positive development in Wealdstone that is changing the face of the area for the better. The Origin and Collective housing developments will bring significant spend and economic impact to Wealdstone; some benefit will come from developments further afield such as the Kodak development; and the housing to be built by the HSDP itself will be of considerable economic benefit.

2.58 The HNC development is a smaller but nevertheless important component of this change. Volterra, economic consultants were appointed in February to assess the benefits of the new proposals, and concluded that overall, the new proposal was of positive impact compared to the initial plan. By having the Forward Drive Depot as the Council's principal staff space the resulting economic spend was not lost to the Borough and for Wealdstone centre itself this was partially offset by the additional residential spend from the affordable housing.

2.59 The Volterra report which is attached at Appendix '4' also points to potential additional further benefits such as additional Council tax and non-financial benefits such as health, crime reduction and well-being.

Proposed way forward

2.60 The proposed way forward is to establish Forward Drive Depot as the Council's principal focus for staff, with the new Harrow Civic Centre at circa 20,000 sq. ft as the Council's public, community and civic space. The new Civic Centre will have 40 basement car parking spaces and there is a proposal for building 46 affordable units on the Peel Road site.

2.61 The Council has been advised throughout this process by its commercial advisers Avison Young. They are fully in support of the approach given the circumstances and the market conditions at this time.

2.62 To obtain a further measure of independent advice the Council also sought the views of Savills who as part of their overview talked in detail to Wates, the Council's preferred bidder. Savills concluded that;

- The site is not considered suitable for a speculative office-led development. This, along with revised Council occupational requirements and potentially viable alternative land uses (subject to planning), mean that the proposed strategy is considered appropriate.
- The principle of the proposed change in approach and land-use appears reasonable and affordable housing is likely to be a key priority for any savings that are produced as a result of the reduced civic element. The costs of the affordable housing provided by Wates are not out of kilter with other London schemes we see.

2.63 Savills also recommend further work on the financing and delivery of the affordable housing which will be incorporated in the business plan and refined during the design phase. Savills report is attached as Appendix '7'.

Next steps

2.64 The next step is for the further refinement of costs and then the incorporation of these proposals into the financial model for the HSDP. The financial model with appropriate due diligence and sensitivity testing will be part of the business plan which will come back to Cabinet for approval with the report recommending contract award, close and the launch of the HSDP in May.

Ward Councillors' comments

NA

Financial Implications

2.65 Harrow Strategic Development Partnership (HSDP)

The Financial Viability Model encompasses the financial implications of the Harrow Strategic Development Partnership for the three core sites (Peel Road, Bryon Quarter and Poets Corner) and the new Harrow Civic Centre (HNC) including basement parking. The model is based on the planned activity within the Business Plan which will be recommended for approval at Cabinet in July. The Business Plan will be subject to review which could lead to changes in the model and this will be managed and reported through the governance arrangements supporting the development partnership.

2.66 The model covers an initial 12-year period of the partnership arrangement, from 2021 to 2032. The values quoted for the Councils capital requirements and investment returns are in line with the model at the point of agreeing the Business Plan. The detailed financial profile is detailed in Appendix '5' with the details summarised below:

2.67 The Councils total capital investment over the initial 12-year period will be £48.690m:

£26.790m – Capital investment into the HSDP. This cost includes a 5% developer contingency.

£17.073m – Capital investment to fund the building of the new Harrow Civic Centre. This cost includes a 10% build contingency and the development management fee and will deliver a building to Category B fit out. It is accepted that the Council will incur an additional fit out cost for the HNC, the funding implications of which are held outside the model. This will be required nearer the completion of the project in 2025.

£4.826m – Capital investment to fund the provision of 40 basement car parking spaces at the HNC.

The total capital investment figure of £48.690m is the investment required by the Council and therefore excludes the Council owned land which is required to be transferred into the partnership. The land has been valued at £11.640m for the purposes of the model and the Council will receive a capital receipt to the same value which will be used as a contribution to fund the Capital investment costs.

2.68 The capital investment requirement will be funded by a total of £38.430m capital receipts received from the partnership as properties are completed and sold, as detailed:

£26.790m – capital receipts in repayment for the £26.790m capital investment in the HSDP

£11.640m – capital receipts in repayment for the £11.640m land value

2.69 After accounting for capital receipts, the Council is left with a net borrowing requirement of £10.260m over the initial 12-year period. The Council's peak debt requirement is reached in 2029 at £30.7m (gross of JV dividends). After accounting for JV dividends, the residual debt is in relation to the HNC and parking with the HSDP investment being self-funding.

2.70 In terms of revenue implications, the model calculates interest payments due to the Council at £9.384m:

£1.884m interest on the land draw value of £11.640m

£7.5m interest on the £26.790m investment in the HSDP.

2.71 The Council will hold these interest payments to fund the capital financing implications of the net borrowing requirement of £10.260m.

2.72 In addition, the model calculates that JV dividends of £39.213m will be received over the 12-year period. The first call upon these dividends will be the repayment of borrowing to ensure there is no remaining debt at the end of the partnership which ensures the cost neutrality principle is delivered upon.

2.73 This report is not recommending any amendment to the Revenue Budget or additions to the Capital Programme for 2021/22. Per the model, capital of

£0.350m is required in 2021 for the commencement of the new HNC and basement parking. Within the Capital Programme there is budget of £8.525m for 'Investment in 3 Core Sites' profiled £6.610m in 2021/22 and £1.915m in 2022/23. This report recommends a virement within the Capital Programme, moving the balance of £0.429m from the 'Poets Corner' scheme into the existing 'Investment in 3 Core Sites' scheme which will prove sufficient to fund the year 1 capital implications. Per the model no interest payments are due to the Council until 2023 hence no adjustment required to the 2021/22 Revenue Budget. Budget provision for the Regeneration Team of £2.5m (£1.250m in each 2021/22 and 2022/23) has already been provided for. At the point of writing this report, it is not possible to calculate the impact in the MTFs due to the number of variables. The overarching principle is cost neutrality and action will be taken as information becomes available to ensure the financial implications meet this expectation. Managing the impact on the MTFs is an ongoing process and will be reported to Cabinet quarterly as part of the Revenue Budget update.

At the point of taking the refreshed draft MTFs and Capital Programme to Cabinet in December 2021, the implications over the three years of both plans will be quantified based on the most up to date information.

2.74 As the new HNC is smaller than originally planned this releases space on the Peel Road site for 46 affordable housing units. The council's aspiration is for the affordable housing to be owned by the council within the HRA subject to financial assessment once detailed design is completed, costs confirmed and they are within the assumed estimates within the current Building Council Homes for Londoners (BCHfL) approved model. The BCHfL model assumes an average £325k total development cost /unit inclusive of fees and contingency, which is affordable to the HRA. Please note that this is at an early stage of design and that the final figure will be confirmed as the design is completed and subject to planning. All BCHfL projects will be reviewed at the overall programme level to ensure costs are contained within the overall funding envelope. The revenue related costs associated with financing any related borrowing of the BCHfL programme has been included within the HRA business plan and incorporated within the annual HRA budgets approved by cabinet. The current estimated cost from the HSDP is £345k per affordable unit which will be worked through as part of the financial assessment to ensure the final agreed scheme is affordable within the HRA.

2.75 The cost estimates are based on the current Business Plan which it is appreciated is at an early stage of design and the final cost estimates will be arrived at as the design is refined. The HSDP Business Plan will be updated and reported back to Cabinet, including the revised financial implications, in accordance with the governance arrangements.

Accommodation Strategy Based at Forward Drive

2.76 The financial implications of the Councils accommodation strategy being based at the Forward Drive depot, including the suitable fit out of an agile workspace for staff, is estimated at £8.415m of which £7.690m is capital

expenditure and £0.725m is a revenue requirement. The cost estimate is broken down over four areas:

Original Depot Project

2.77 This scheme has an agreed capital budget of £33.9m. The current forecast spend against this budget is £33.692m.

Accommodation Strategy

2.78 The estimated cost of fitting out an agile workspace for staff at the Forward Drive depot is £10.217m which includes a provision for the extension of time claims. There is a current capital budget of £2.087m. This is made up of £1.712m which was moved into the scheme as part of the depot redevelopment virement agreed by Cabinet in December 2020. The balance of £0.375m is provision for LAN works which is part of the existing IT capital programme. Therefore, additional budget of £8.130m is required of which £7.405m is capital expenditure to fund Category B fit out works and extension of time claims. A revenue requirement of £0.725m (one off) is required to fund ancillary spaces (£0.500m) and to manage the decant (£0.225m). The Category B fit out estimate includes a contingency provision of £0.315m.

Covid 19 Building Requirements

2.79 These costs are estimated at £0.285k. There is no current provision hence a capital budget of £0.285k is required.

Kier Claims

2.80 An estimated cost for the extension of time claims is included within the above Accommodation Strategy additional capital requirements.

2.81 The financial implications are summarised in the table below:

Financial Implications: Accommodation Strategy

Area	Budget	Forecast	Additional Requirement	
			Capital	Revenue
	£'000	£'000	£'000	£'000
Original Depot Project	33,900	33,692	0	0
Accommodation Strategy	2,087	10,217	7,405	725
Covid 19 Building Requirements	0	285	285	0
Total	35,987	44,194	7,690	725

2.82 The additional capital requirement can be funded from within the existing Capital Programme. There is a budget of £8.119m for the 'Poets Corner' scheme and this report recommends a virement of £7.690m from the 'Poets Corner' scheme to a newly created Capital Programme scheme titled 'Accommodation Strategy'. The balance of £0.429m within the 'Poets Corner' scheme is recommended to be vired into the 'Investment on 3 Core

Sites' Scheme to support the capital requirements of the Financial Viability Model.

2.83 The additional revenue requirement of £0.725m has been provided for as part of the 2020/21 Revenue Budget Outturn and will be held in the Accommodation Strategy Reserve until drawn down. The full details of the 2020/21 Budget Outturn will be reported to Cabinet in June 2021.

2.84 In terms of the annual running costs for Forward Drive, there is a budget of £1.69m to cover the running costs of both the existing Civic Centre and depot. The principle behind funding the running costs of the new Harrow Civic Centre and Forward Drive is that they must be affordable within the existing £1.6m resource.

2.85 The financial implications of the refurbishment of the existing basement car parking at Churchill Place and reviving the expired planning permission at Canning Road allowing for a further 12 spaces are unknown at this stage and will be subject to a separate Cabinet decision.

Procurement Implications

2.86 Following a comprehensive appraisal of the options available to the Council in respect of the delivery of the fit-out work at Forward Drive it was considered to be in the Council's best interest from a procurement as well as operational perspective to award this work to our incumbent contractor.

2.87 The award of fit out to Kier is considered permissible from a procurement regulations perspective. The Public Contract Regulations 2015 (as amended) allow for a variation to the existing contract with Kier under Regulation 72 'Modification of Contracts during their term' This allows for variations up to 50% of the contract value which would be the case here. The proposed contract variation and its associated value will therefore comply with public procurement regulations 2015 (as amended). This will exceed the 10% variation permitted by the Council's Contract Procedure rules (P9) and accordingly approval for a waiver is sought to this.

Legal Implications

2.88 The following legal implications arise from the proposals in this report:

- The planning application and permissions processes will need to be progressed in line with planning law;
- Contract close out and establishment of the Limited Liability Partnership with Wates need to be completed;

2.89 The extension of the existing Kier contract or a direct award of the fit-out contract to Kier must comply with public procurement regulations and the Council's Contract Standing Orders. Under Regulation 72 (1) (b) of the Public Contracts Regulations 2015, variations are permitted to accommodate additional works, services or supplies by the original contractor, which have become necessary but were not included in the initial procurement, where a change of contractor both:

- cannot be made for economic or technical reasons
- would cause significant inconvenience and substantial duplication of costs for the contracting authority.

And any increase in price must also not exceed 50% of the value of the original contract (subject to indexation).

2.90 These conditions appear to be met here and can be relied on to extend the current Kier contract to include the fit out works at the Depot.

Environmental Impact

2.91 The Council’s Declaration of Climate Emergency and the current policies pertaining to the environment and sustainability have been made available to bidders during the procurement process and taken into account in their submissions. Wates responded and scored well to this with their submission particularly comprehensive on the HNC.

2.92 Environmental implications will be considered in detail during the design process and appropriate environmental assessment and scrutiny will take place in the planning process.

Risk Management Implications

2.93 Risks included on corporate or directorate risk register? **No**

2.94 Separate risk register in place? **No**

2.95 The relevant risks contained in the register are attached/summarised below. **n/a**

2.96 The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations
By not adopting the strategy, the Council will expose itself to the risk of being unable to let or use two floors of Forward Drive This would also require costly and inefficient extra space to be built at the HNC	<ul style="list-style-type: none"> ▪ The mitigation is to agree this proposed strategy
The plans for the HNC and the affordable housing are at concept design stage and as design proceeds there is risk of cost escalation	<ul style="list-style-type: none"> ▪ Clear cost and design management by design team ▪ Value engineering as necessary ▪ Close management of planning processes ▪ Close attention to procurement policy and processes ▪ Council refrain from variations and adhere to principles of agile working
Cost of the 46 affordable housing units is not affordable within the HRA	<ul style="list-style-type: none"> ▪ The Building Council Homes for Londoners (BCHFL) model assumes an average of £325k per unit which is

	<p>affordable within the HRA</p> <ul style="list-style-type: none"> ▪ A robust financial assessment will be undertaken to ensure the final agreed scheme is affordable within the HRA ▪ The current estimated cost from the HSDP is £345k per affordable unit which will be worked through as part of the financial assessment to ensure the final agreed scheme is affordable within the HRA.
Risk of insufficient car parking having a detrimental effect on agile working	<ul style="list-style-type: none"> ▪ Maximise feasible car parking spaces ▪ Monitor car parking usage
Kier linking the costs of the Cat B fit out works with their current Loss & Expense claims	<ul style="list-style-type: none"> ▪ Adherence to contractual procedures ▪ Close scrutiny of claims and costs
Risk of further claims from Kiers if additional work awarded	<ul style="list-style-type: none"> ▪ Strong design management and change control procedures to prevent variations impacting on programme
Potential cost increases of fit out works at Forward Drive	<ul style="list-style-type: none"> ▪ Clear change control measures to prevent variations to design
Estimate cost of £500,000 to re-house the 'ancillary services' is exceeded	<ul style="list-style-type: none"> ▪ Costs are likely to be capital and we will consider what capital schemes can be stopped to cover the additional costs before a proposal is brought forward.
Unable to find suitable locations/sufficient face to face space for 'ancillary services'	<ul style="list-style-type: none"> ▪ Detailed further review is near completion, use of Libraries, Headstone Manor, Children's Centres and Adult NRCs being investigated/piloted as detailed in the report
Limited Liability Partnership with Wates not completed	<ul style="list-style-type: none"> ▪ Contract currently being drafted
Fit out costs of HNC unaffordable	<ul style="list-style-type: none"> ▪ Current capital provision for the three sites ▪ Realistic and approved cost plan for fit out prior to any decisions
Changes to the model for the HSDP increase costs/reduced income increasing in the Council's borrowing requirement making it unaffordable	<ul style="list-style-type: none"> ▪ Professional partner (Wates) employed as Development Manager ▪ Ability to adapt Business Plan to revise scheme and manage costs ▪ Governance structure will be in place to support changes and their implications
Annual running costs of Forward Drive exceed the combined cost of running the Civic Centre and Depot of £1.6m	<ul style="list-style-type: none"> ▪ New building ▪ Smaller and more modern building ▪ Realistic approach to operating model in light of budget envelop
Impact on MTFs is not cost neutral.	<ul style="list-style-type: none"> ▪ Robust management of the cash flows, both capital and revenue alongside existing provision in the Capital Programme ▪ Financial performance reporting to Cabinet quarterly as part of revenue budget update

Equalities implications / Public Sector Equality Duty

2.97 Was an Equality Impact Assessment carried out? Yes

2.98 Equalities Impact Assessment attached as Appendix '4'

Council Priorities

2.99 The Council's Accommodation Strategy, as part of Flexible Futures will help deliver a flexible and agile workforce working in a range of venues, including the Council's principal buildings which will be modern, environmentally efficient buildings. The strategy will help improve performance allowing a flexible approach to service delivery and allowing staff to optimise their working time and practices.

2.100 As detailed above the strategy helps the economy of Wealdstone by bringing a net increase in spend to the Borough, a significant proportion of which is obtained in the Wealdstone area. During the construction period additional spend and opportunities will arise in the area.

The proposal within the strategy to build affordable housing units contributes to the Council's ambition to build homes and this will also bring health and well-being benefits with it.

Section 3 - Statutory Officer Clearance

Statutory Officer: Dawn Calvert

Signed by the Chief Financial Officer

Date: 13/05/21

Statutory Officer: Hugh Peart

Signed by the Monitoring Officer

Date: 13/05/21

Chief Officer: Sean Harriss

Signed by the Chief Executive

Date: 13/05/21

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 13/05/21

Head of Internal Audit: Susan Dixson

Signed by the Head of Internal Audit

Date: 13/05/2021

Mandatory Checks

Ward Councillors notified: No, as it impacts all wards

EqIA carried out: YES

EqIA cleared by: Shumaila Dar

Section 4 - Contact Details and Background Papers

Contact: Julian Wain, Interim Commercial Director, 020 8736 6149, Julian.Wain@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

Assumptions	
Full time employees (FTE)	1,840
Workstation ratio (desks:FTE)	0.5 :1
Number of workstations	700
Away from office (see right)	38.5 %
Office headcount (on average day)	1,132
Net to gross efficiency	80 %

Remote	20%
Annual leave	8.50%
Sickness	4%
Part time	6%
Total	38.5%

**Other Civic
Accommodation
provided elsewhere**
Utilise 220 workstations

Detailed area schedule							
Function	Space	Room detail	Location	Occupants	Net internal area		
					Per w'stn	Overall	
					Sqm	Sqft	
General office	Individual workstation	Desk, chair and circulation, coat, personal locker			4.0	2,800	30,139
	Meeting spaces	Small meeting (4p), large meeting (10p), booth (2p), informal			1.1	770	8,288
	Informal working	Touchdown workpoints and team tables			0.6	420	4,521
	Breakout	Coffee/tea making facilities, comfy chairs			0.6	420	4,521
	Utility	Multifunction printers, binding etc.			0.1	70	753
	Storage	Team storage, roller racks			0.1	70	753
	Circulation				0.8	560	6,028
	General office total					7.3	5,110
Private case + interview rooms	Case conference room 1	Children and adult services	Ground	14		28	301
	Preparation room	Adjacent to case conference room	Ground	4		6	65
	Case conference room 2	Children and adult services	Ground	14		28	301
	Preparation room	Adjacent to case conference room	Ground	4		6	65
	Waiting area	For case conference customers	Ground	4		6	65
	Private interview room 1	Housing, with secondary escape	Ground	10		20	215
	Private interview room 2	Children and adult services, with secondary escape	Ground	8		18	194
	Private interview room 3	Children and adult services, with secondary escape	Ground	6		12	129
	Private interview room 4	Children and adult services	Ground	6		12	129
	Private interview room 5	Children and adult services	Ground	6		12	129
	Private interview room 6	Children and adult services, with secondary escape	Ground	3		6	65
	Private interview room 7	Children and adult services	Ground	3		6	65
	Private case + interview rooms total					160	1,722
Community rooms	Chamber	Multifunction, includes furniture storage	Ground	125		250	2,691
	Viewing gallery	Overlooking chamber	Ground	40		50	538
	Committee room 1			65		130	1,399
	Committee room 2	Dividable (not of equal size)		65		130	1,399
	Committee room 3	Also marriage room		40		80	861
	Committee room 4	Dividable		30		60	646
Community rooms total					700	7,535	
Political offices	Party office 1	Office, meeting room (or Leader's office)	Not adjacent to PO2	15		50	538
	Party office 2	Office, meeting room (or Leader's office)	Not adjacent to PO1	15		50	538
	Party office 3	Office space		4		15	161
	Mayor's office	Office, waiting room		1		15	161
	Political offices total					130	1,399
Registrar + democratic	Registrar reception	Reception and waiting		20		40	431
	Registrar offices			6		40	431
	Wedding interview room 1	Wedding couple interviews		3		6	65
	Wedding interview room 2	Wedding couple interviews		3		6	65
	Strong room	For storage of birth, marriage, death certificates etc.				25	269
	Toilets	For wedding guests, oversized				30	323
	Storage	For election equipment etc.				40	431
Registrar + democratic total					187	2,013	
Public entrance + customer service	Reception desk	With storage and space behind	Ground	3		40	431
	Entrance triage	Directly on entry via main public entrance	Ground			50	538
	Waiting area	Incl. cash machine and 2 cash payment machines with rear access	Ground			60	646
	Self service kiosks	8 self service booths and 4 self service scanners, each@ 4sqm	Ground			48	517
	Service booths	8 @ 4sqm each	Ground			32	344
	Private interview room 8	Hold room for vulnerable/upset/volatile, with secondary escape	Ground			14	151
	Changing Places WC		Ground			12	129
	Public toilets	Within core	Ground			0	0
Coffee kiosk	Within entrance triage/waiting area	Ground			0	0	
Public entrance + customer service total					256	2,756	
Other	Multi-faith room			3		15	161
	Wellness room			1		5	54
	IT training classroom			15		35	377
	Changing room	Male and female: showers, changing, lockers				60	646
	CCTV resilience room	Within general office				0	0
	Emergency Command Centre	Large meeting room fitted-out for command centre in emergency only				0	0
	Staff kitchen and eating	Small kitchen for reheating etc.; lounge/eating area				140	1,507
	Server room	Small provision, floor-by-floor coms. space to be incl. in core				30	323
Other total					285	3,068	
Net internal area total					6,828	73,496	

Circulation + plant	Core, circulation and facilities	Net to gross efficiency of 80%				1,918	20,645
	Additional FM space and plant	CHP/district heating				211	2,271
Gross internal area total						8,746	94,141

Indicative general office breakdown							
Function	Space	Number	Item sqm	Total sqm	Occupants	Total occupants	Indicative ratio item:FTE
	Coat storage	140	0.5	70			1 :13.1
	Personal locker	1,400	0.4	560			1 :1.3
Meeting spaces	Small meeting room	34	9	308	4	137	1 :50
	Large meeting room	17	18	308	10	171	1 :110
	Private booth	14	5.5	77	2	28	1 :130
	Informal meeting space	8	10	77	4	31	1 :240
Informal working	Team tables	8	20	168	10	84	1 :220
	Touchdown workpoint	67	3.75	252	2	134	1 :30
Breakout	Breakout + refreshment	5	90	420	420		1 :390
Utility	Printing etc.	7	10	70			1 :260
Storage	Team storage	8	9	70			1 :240
Circulation	Circulation	700	0.8	560			
				5,110			
Indicative capacity						1,285	With meeting rooms
						918	Work points only

Additional considerations				
Space	Location	Number	Sqm	Sqft
Car parking	HNC	60*		
Bike storage	HNC	130**		
Roof terrace	HNC	1		
Cashier office	Depot		30	323
Bullion room	Depot		30	323
Print room	Premier House***		98	1,055
Post room	Premier House***		56	603
CCTV main room	Depot		63	678

* To include office parking, disabled, pool cars, and town centre spaces
 ** Or policy compliant with draft New London Plan
 *** Required within HNC brief if Peel House car park site not chosen

This page is intentionally left blank

Harrow Depot and HNC Business Case Review

Harrow Central Depot, Forward Drive, HA3

May 2020

Contents

1.	Executive Summary	2
2.	Introduction	3
3.	The Sites.....	4
4.	Occupier Demand	6
5.	Further Barriers and Opportunities	9
6.	Rental Analysis.....	11

Prepared By: Hugo Parry MRICS
Status: Final
Date: May 2020

For and on behalf of Avison Young (UK) Limited t/a Avison Young

1. Executive Summary

1.1 Key findings from this report include:

- Option 2(a) which assumes the relocation of the Council's back office to the Depot and the integration of commercial space at the HNC is Avison Young's recommended option. This option generates a greater capital return for the Council than Option 1 and requires less management than if PRS or Private for Sale were to be integrated to the HNC.
- Occupier demand for the Depot will be determined by those who prioritise lower rents, larger floor plates, and the availability of car parking over access to public transport and/or needing to be within a client-facing building.
- Integration of commercial occupiers at the new Brent Civic Centre and Hounslow Civic Centre demonstrates demand amongst public sector and national associations for space within civic buildings.
- The Council should consider the One Public Estates programme when looking to integrate commercial occupiers into the Depot and HNC as there are considerable wider benefits that co-location of public service providers can deliver across the Borough.
- Whilst releasing further space at HNC (beyond what is suggested in Option 2) might yield a higher return, this will carry increasing risks for the Council in terms of the management and letting of the building.

2. Introduction

- 2.1 Avison Young received instructions from Harrow Council (the 'Council') in February 2020 to undertake a business case review for the redevelopment of the Depot and to provide our own assessment in respect of the potential redevelopment options and earning potential of the Depot and HNC.
- 2.2 In doing so we have also carried out a qualitative review of the likely occupier demand within the Depot and HNC taking into consideration the nature and likelihood of demand across various uses for both options.
- 2.3 We have then carried out an assessment of any potential barriers and opportunities on both sites which might affect their earning potential including the planning constraints to the third and fourth floor and associated mitigation strategies.
- 2.4 Finally, we present an assessment of the potential income across both sites and options followed by Avison Young's recommendations.
- 2.5 We have also conducted an extensive assessment of the current office, PRS, and private for sale markets in the local area looking into key performance indicators and comparable evidence to help inform our view of the market which can be found at Appendix I.
- 2.6 An inspection of the Depot and HNC site was carried out on 4 February 2020 by Hugo Parry, MRICS.
- 2.7 We have been provided with the following documents from the Council:
- Redevelopment of Central Depot Business Case dated July 2018 (Appendix II)
 - HNC/Depot Accommodation Issues Presentation
 - Depot Redevelopment Presentation
- 2.8 The advice offered in this Report does not constitute a valuation and cannot be regarded or relied upon as a valuation. This advice is exempt from the current RICS Valuation Standards (the Red Book) other than the requirements of PS 2 Ethics, competency, objectivity and disclosures, with which this advice complies.
- 2.9 We confirm that as far as we are aware, no conflict exists, nor is there a risk of a conflict of interest. We are required by the RICS to confirm this to all parties we act for.

3. The Sites

The Depot

- 3.1 The Depot is located within a larger industrial site known as the Central Depot which serves as the operational base for the Council's front line services, including fleet maintenance services, as well as providing rental accommodation for a number of local businesses. The area to be redeveloped (red line) forms approximately 50% of the wider Central Depot site (blue line) shown in the image below:



- 3.2 The wider Depot site is located approximately 800m south-east of Harrow & Wealdstone station and is bound by the railway line to the west, Kenmore Avenue to the South and East and the rear gardens of residential units to the North.
- 3.3 The scheme was originally approved in April 2017 and in July 2018 members approved an additional two floors of office space and additional car parking. The proposed development (which is under construction) will now provide workshop, office and welfare space over 5 floors as well as a 3 storey car park. Each floor measures 9,817 sqft (NIA) equating to 49,085 sqft in total. Four of these floors totalling 39,268 sq ft will be considered for incoming producing purposes which this report will focus on.

Harrow New Civic

- 3.4 The HNC is likely to be located on the site of the existing Peel House Car Park within Harrow and Wealdstone's main retail district approximately 250m north of the Harrow & Wealdstone station and measuring

approximately 0.8 acres. It is bound by Canning Road to the north, Gladstone Way to the West, the A409 to the East and Palmerston Road to the South.



- 3.5 Current proposals for the redevelopment of the HNC are for a 94,000 sqft (GIA) development for civic purposes of up to 6 storeys. The proposals include 60 car parking spaces, bike storage, and a roof terrace. It is expected that the Council will relocate staff to the Peel House site from the existing Civic Centre which is being replaced with housing and ancillary commercial uses.

4. Occupier Demand

The Depot

- 4.1 We have spoken with several local commercial agents and carried out our own extensive review of the market to determine the nature and likelihood of occupier demand for the Depot space.
- 4.2 In terms of size, typical office occupiers within the local area tend to be searching for space between 1,500-5,000 sqft which is reflective of the scale of local enterprises being mostly small to medium sized businesses. This suggests that the Council would require at least 2 occupiers per floor for typical office occupiers.
- 4.3 The Harrow and Wealdstone area attracts a variety of office tenants including accountants, solicitors, IT specialists, and other standard professional services. We are however of the view that the subject site would not appeal to such client facing occupiers due to its location within a generally industrial area which is also adjacent to the Harrow Recycling Centre, railway line, and not within particularly close proximity to major transport routes.
- 4.4 We are however of the view that the Depot would appeal to a different category of office occupier including those that consider large floor plates, staff car parking, and more economical rents as a priority over location.
- 4.5 We have established a range of possible sectors which the site would appeal to including:
- Administrative Services
 - Back Office Operations
 - Building Contractors
 - Call Centres
 - Civil Engineering
 - Logistics Services
 - Maintenance Providers
 - Public Sector / Local Authority Services / One Public Estate (OPE)
 - Security
 - Transport Services
- 4.6 Whilst typical office occupiers (professional services etc) tend to demand space between 1,500-5,000 sqft we would expect that the above alternative occupiers might seek larger sized offices and therefore consider it likely that whole or multiple floors could be let to a single occupier of this nature at the Depot.

- 4.7 We are confident that there would be demand from occupiers of the nature outlined above at a rental level to be discussed in Section 6 of this report.
- 4.8 We consider that a focus on opportunities across OPE should be considered as a priority as a number of these service providers are likely to be well suited to the nature of the space offered at the depot. Further, a OPE co location approach can yield far wider benefits across the Borough both in terms of operational performance but also in terms of potential site release.

Harrow New Civic

Office

- 4.9 Upon completion, the HNC has the potential to offer best-in-class office space within the Harrow Borough. Its likely location on the former Peel House car park will mean it is in close distance to the Wealdstone retail offering and train station which will benefit employees.
- 4.10 In comparison to the Depot the location and design of the HNC would in our view appeal to a wider range of occupiers and including those who tend to be more client facing. We understand that the Council has aspirations for the HNC to become a leading sustainable building which will appeal to an increasing number of potential users which is linked to wider trends in the market for sustainability conscious occupiers . Provided that the specification of the available office space meets the Grade A office space criteria, we believe there would be good demand from a wide range of private and public sector occupiers for the space.
- 4.11 It is our view that the HNC would appeal to the following office sub-sectors:
- Administrative Services
 - Charities
 - Health Services
 - Professional Services (Accountants, Financial Advisers, Consultants, Lawyers)
 - Public Sector / Local Authority Services / One Public Estate (OPE)
 - Transport Services
- 4.12 Typically such occupiers would be seek between 1,500-5,000 sqft and therefore we anticipate that the floors of the Civic would be multi-let.
- 4.13 We have carried out research into the occupancy of new civic centres within other London Boroughs as examples of where such integration is being achieved. As a good example, the Brent Civic Centre (built in 2013) provides approximately 30,000 sqft for the VOA, The Secretary of State for Commerce, and Soceité Air France combined over the top floor. Another example is LB Hounslow's new civic centre, Hounslow House, which also accommodates the Hounslow Clinical Commissioning Group, New Adult Education classrooms, and the Council's police partners. The sixth floor also includes the more modern and flexible Council Chamber,

which can also be used as community or event space. This is a clear indication of demand amongst other public sector bodies and national associations to locate within civic buildings.

- 4.14 Our view is that the Harrow New Civic will provide rare Grade A and sustainable office space in the local area and we are confident that this would result in demand from the occupiers described above at a rental level to be discussed in Section 6 of this report.
- 4.15 In addition we consider there may be scope to consider opportunities across the OPE within Harrow and there is lots of evidence where Councils' have successfully sublet space within their civic centre to these occupier groups.

PRS

- 4.16 We have been asked to consider the likely demand for PRS units which could potentially be integrated within the HNC.
- 4.17 Based on information provided to us by the Council, the maximum potential available floor space of the HNC equates to c. 31,378 sqft NIA (to be discussed in more detail in Section 6). Based on the assumption of an 80% Gross:Net ratio this would result in an NIA of c. 25,100 sqft for approximately 44 PRS units (assuming avg. unit size of 575 sqft).
- 4.18 We have discussed this as an opportunity with our in-house residential team who have said that from an institutional investor perspective 44 units would be too small to consider. Typically, institutional investors would require minimum 120 units and therefore the likely investor demand for such a PRS project is not likely to be high.
- 4.19 Alternatively, there may be an opportunity for the Council to receive income from the PRS units either by managing the units themselves or by appointing a third party to oversee operational management. We are aware of companies such as PRSim who are able to offer such services.

Private for Sale

- 4.20 We would expect the primary demand for new build town centre apartments to come from young professionals working in and around the town centre or in nearby business parks. However, due to the placemaking mandate of the scheme we believe that young families currently living in the town would be encouraged to move for the convenience of good amenity access and transport. This may also be true of small families living outside of Harrow but working in the town who wish to minimize commuting time.
- 4.21 Additionally, as Harrow & Wealdstone station is a 12 minute train journey away from London Euston, we would expect a large proportion of potential purchasers to be commuters seeking to benefit from this short journey and the relative value of Harrow compared to other more expensive commuter-belt locations. The short commute to central London is likely to also attract renters and in turn create interest in predominantly smaller units from buy-to-let investors.

5. Further Barriers and Opportunities

Planning Constraints

5.1 Planning permission (Ref: P/4251/18) for the Depot was granted in September 2019 for the:

“Redevelopment to provide part single, part two and part five storey building with plant room on roof and part first floor mezzanine incorporating workshop (B1 light industrial), office (B1 use), warehouse (B8 use) and ancillary uses; multi storey car park and external car parking; bin store (demolition of existing buildings) (Amended description).”

5.2 However the permission is subject to a number of conditions including the following which limits the third and fourth floors for the purposes of civic functions associated with the Council:

“The B1a office accommodation on the third and fourth floors hereby approved shall be used solely for the purposes of civic functions associated with Harrow Council Services, and for no commercial purpose outside of this remit without prior written consent from the local planning authority;

REASON: (a) To safeguard the on-going operation of a locally important function within the Borough; and (b) In the interests of highwaysafety.”

5.3 We interpret this condition to allow any business which provides services or benefits to the Council to occupy the premises, including third party service providers.

5.4 In terms of the impact of this planning constraint, we anticipate that a third party Council-related body would be willing to pay the market rent however we would expect there to be a slightly extended void period of around 2-3 months as a result of a restricted demand pool.

5.5 Whilst we do not consider the impact of the planning constraint to be severe, we have been asked to provide our view as to any mitigation strategies the Council may use to circumvent this constraint.

Car Parking

- 5.6 **The Depot** – LB Harrow has a relatively large catchment area meaning that a greater percentage of employees opt to drive to work. As a result we believe the addition of car parking to the Depot would be an attractive feature to occupiers.
- 5.7 **HNC** – Whilst the existing Civic Centre has approximately 500 car parking spaces we understand the number of these spaces is to be significantly reduced within the HNC. However, due to the location of the HNC within short walking distance to Harrow & Wealdstone station, we do not foresee that this fall in car parking space will be a concern for commercial occupiers.

One Public Estate

- 5.8 We believe there is a significant opportunity for both sites to benefit from the OPE programme which provides practical and technical support and funding to deliver collective public sector assets.
- 5.9 The programme focuses on bringing together various public sector bodies within the same area or building to promote collaboration, reduce management costs, and to release surplus public sector land elsewhere.
- 5.10 We consider there is a strong case to pursue OPE at both the Depot and HNC as we believe these assets could be home to a range of public sector services. We have considered a range of local occupiers who we believe would be suitable under the OPE programme including:
- Educational groups
 - Emergency Services – Fire & Ambulance
 - Network Rail
 - NHS Harrow CCG
 - The Royal Mail
 - Transport for London
- 5.11 We therefore recommend that the Council carries out further investigation into pursuing this avenue which can deliver a number of benefits to the Council, third party public sector bodies and the wider Borough. These can include:
- Operational savings through for example shared reception areas and back office functions
 - Knowledge sharing through co location
 - Release of surplus public sector land which in turn can be redeveloped for wider economic and social benefit

General

- 5.12 This Report has been prepared by Hugo Parry, MRICS, Surveyor within the Planning, Development and Regeneration Department and reviewed by Kimberley Grieveson MRICS, RICS Registered Valuer and Director within the Planning, Development and Regeneration Department.
- 5.13 Please note that this advice is subject to our usual Definitions and Reservations. This report is provided solely for the benefit of Harrow Council and it should not be relied upon by any third party. In addition, we note that any figures provided are not formal valuations and cannot be relied upon as such.

Appendix I

Market Overview

1. Market Overview

Office

- 1.1 Although primarily a residential area in London's commuter belt, Harrow is nonetheless home to just under 3 million sq ft of offices. It had been one of the capital's best-performing submarkets until recently, with positive demand and office-to-residential conversions pulling vacancies down sharply and boosting rents. However, while Harrow's vacancy rate remains close to 1%, demand has turned mildly negative over the past year and rent growth has also fallen away, driven by rental losses in older stock. Investment volumes remain relatively robust, however, with investors largely looking to office buildings in places like Harrow for their future conversion potential.
- 1.2 Harrow's office vacancy rate has come down sharply in recent years. Steady demand and the loss of stock to other uses (especially residential) has brought about a marked change in the submarket's fortunes, at least from a landlord's perspective. In 2011, vacancies hovered around 11%, well above the London average. Today, vacancies sit close to 1%, well below the market average and making Harrow one of the tightest submarkets in London.
- 1.3 That said, Harrow has lost some momentum in recent quarters. Net absorption has turned mildly negative, with some firms vacating older stock or consolidating space. The number of lettings of 2,000 sq ft or more has fallen away over the past year, with Expomax's 3,000-SF letting at 66-68 College Road (Hygeia) one of the few to occur in 2019. Expomax signed a six-year lease at an effective rent of £17 per sq ft. College Road has been the hotspot for office demand in recent years. The 166 College Road refurbishment has been particularly popular, attracting a number of new tenants such as Comparex UK, MG Group and Transport Exchange Group. FH Bertling and Burn Holt Aberdeen also took take space there in 18Q3.
- 1.4 A lack of availability in Harrow could restrict demand moving forwards, with only a handful of 2,000-plus-SF spaces on the market at the time of writing. Fundamentals should remain tight here over the next couple of years, especially given the lack of office development and the continuing trend towards residential conversion.
- 1.5 Harrow has avoided the rental losses experienced in most London submarkets over the past couple of years, helped by its low vacancy rate and its low base level. However, rent growth has slowed since peaking at about 17% in 2016, and flattened off completely during 2019. Harrow's recent performance has been dragged down by older, 3 Star properties, with better-quality, 4 & 5 Star properties continuing to record healthy rental gains. Asking rents at the popular 166 College Road scheme rose to £34.50/SF last year, up from £32.50/SF a year earlier and from £29/SF in late 2016.
- 1.6 Little new office space has been delivered in Harrow in recent years. The north London submarket has actually lost more than 200,000 SF of offices on a net basis during this period through conversion to residential use. Lyon House in Harrow town centre (100,000 SF) was one of the largest such examples in 2015, with Imperial House in Rayners Lane (103,000 SF) following suit in 2017. Several buildings along Northolt Road in South Harrow have also been converted to flats in recent years.

- 1.7 Harrow has finally welcomed a couple of new office buildings in recent months, albeit small ones. Bradburys Court completed as part of the mixed-use Lyon Square development in Harrow's town centre. The nine-story, 11,000-SF building completed in 2019, with the nearby Masters Court (16,000 SF) following suit in early 2020. Both were built speculatively. The only other office deliveries of note in the past decade were in Stanmore and Wealdstone, where Sceptre House and Artisan Studios (each around 25,000 SF) delivered in 2015 and 2016, respectively.
- 1.8 No major office projects are in the pipeline. Office construction in London's north-western boroughs will be focused on Wembley in the Brent Submarket over the next few years, where developer Quintain is slowly building out a large, mixed-use scheme.
- 1.9 Investment in Harrow has picked up sharply in recent years. Less than £10 million traded per year in 2008–12, whereas annual volumes have averaged more than £40 million in the years since as investors explored higher-yielding or residential conversion opportunities outside of Central London. Volumes peaked at more than £70 million in 2017 and cooled in 2018 and 2019, although the number of deals remained elevated.
- 1.10 Redevelopment opportunities remain the driver of investment volumes in Harrow. The largest deal of 2019 was Harrow Council's purchase of King's House for £22.9 million. Quinata Global, which sold the building, had previously acquired both King's House and the adjoining Queen's House from Dandi Living for £33.8 million in 2017, with both buildings ultimately destined for redevelopment into housing. Another large example occurred in September 2017, when betting firm Ladbrokes sold its offices at Imperial House in Rayners Lane for £26.1 million to a property developer. The building has since been converted to a residential development known as Broad House.
- 1.11 More straight-forward, income-producing transactions in recent quarters include SSRE Investments' £10.8 million acquisition of Stewart House, a 26,000-SF mixed-use asset in Kenton, in June 2018. More recently, HGB Group paid £1.2 million to acquire 297-299 Kenton Road, for its own occupation, in January 2019.

RENTAL EVIDENCE:

Image	Address	Lease term	Rent £psf	Comment
	Hygeia 66-68 College Rd Harrow HA1 1BE 2,600 sq ft	6 years 4 year tenant break Start March 2019 New lease	£17.00	Located in central harrow opposite train station. Lower ground floor suite with limited natural light.
	Hygeia 66-68 College Rd Harrow HA1 1BE 4,120 sq ft	10 years 7 year mutual break Start Aug 2018 Lease renewal 9 months' rent free	£23.95	Located in central harrow opposite train station. 2 nd floor non-refurbished space

	166 College Rd Harrow HA1 1BH 2,790 sq ft	10 years 5 year tenant break Start Apr 2019 New lease 9 months' rent free	£30.95	Centrally located in Harrow Refurbished space
	Masters House 1 Marlborough Hill Harrow HA1 1UX 4,970 sq ft	To Let	£22.32 psf	5 min walk from Harrow & Weald Station. New build
	21-23 The Bridge Harrow HA3 5AG 2,028 sq ft	To Let	£32.29 psf	1 min walk from Harrow & Weald Station. Average condition

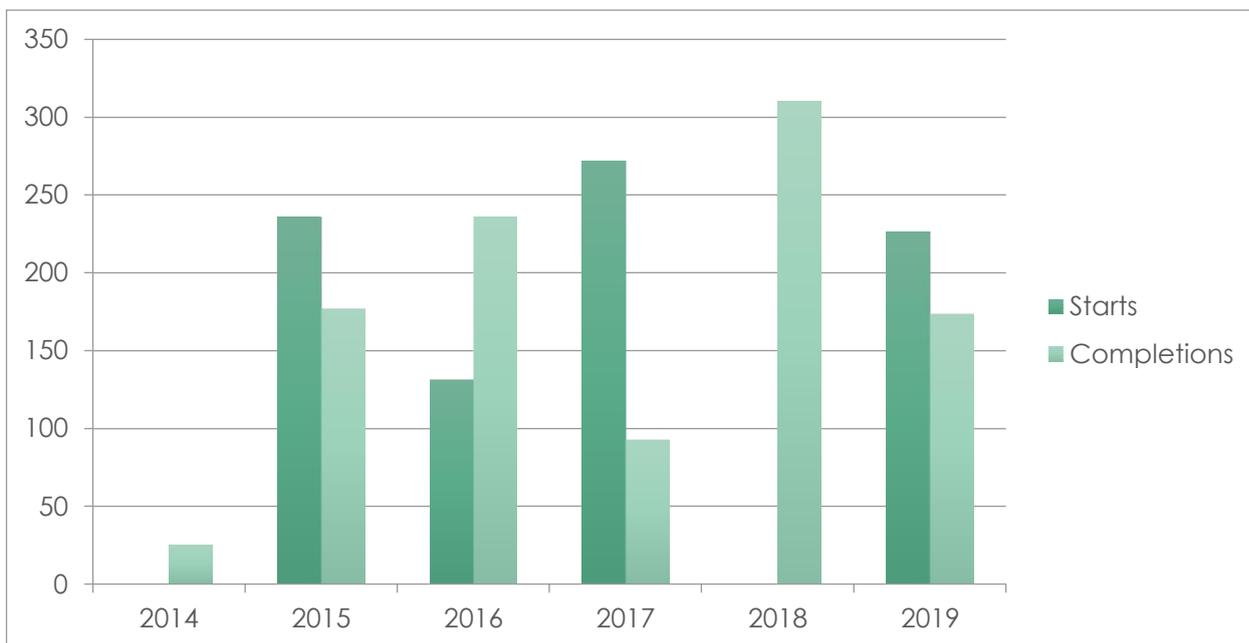
SALES EVIDENCE:

Image	Address	Sale details	NIY	Comment
	166 College Rd Harrow HA1 1BH 34,292 sq ft	£13.8m £398.21 PSF WAULT – 4.8 years Sold Jan 2020	7.10%	Centrally located in Harrow Multi-let (8 tenants) Refurbished
	Kings House Kymberley Road Harrow HA1 1US	£22.91m £274.84 PSF	Unknown	Top floor suite available at £21.00 psf Multi-let

PRS

- 1.12 There are just over 152,000 Build to Rent homes across the UK, including those in the planning pipeline. A quarter of these are now complete, equal to 40,180 homes. London continues to lead the way, accounting for 50% of all completed stock. Newham, Tower Hamlets, Croydon and Brent have contributed the most completed stock to date. Key regional cities have kept pace with the capital throughout 2019 and Manchester, the next closest city, now holds 17% of completed stock. Birmingham, Liverpool and Leeds are home to 5%, 3% and 3% of completions respectively.
- 1.13 Across the country, the entire Build to Rent sector has grown by 15% since Q4 2018. In real terms, this amounts to over 20,000 additional Build to Rent homes in the past year. The majority of this growth has come from outside of the capital in key regional cities such as Birmingham, Cardiff and Edinburgh.

1.14 The chart below shows Build to Rent construction starts and completions in LB Harrow over the last 6 years to December 2019. Construction starts faltered in 2018 following a strong 2017, whereas 2018 was the strongest year for completions with approximately 310 units completing in the Borough. Starts and completions were at their combined highest at 400 units in 2019 since the Build to Rent format took hold in the market in 2015 (413 units).



1.15 We are aware of a nearby Build to Rent scheme named The Hub – an Aberdeen Standard Investments owned development which completed in October 2016. The scheme is located in central Harrow (HA1) and consists of 84 PRS units which were fully let by July 2017. Studios have generally rented from £1,100 to £1,200 per month, 1-beds from £1,250 to £1,495 and 2-beds from £1,550 to £1,740 per month.

Private for Sale

National Overview

1.16 Activity across the housing market is subdued with the number of buyers and sellers entering the market down amid on-going uncertainty in the UK economy.

1.17 House price growth for the UK is starting to show improvement with the latest Nationwide figures showing a year-on-year growth of 2.3% in February. Halifax data shows the price of the average home rose by 4.1% in the year to February. While Land Registry shows an increase of 2.2% in the year to December 2019. Despite the wider social-economic climate, the UK housing market has continued to demonstrate resilience via modest growth.

1.18 The latest RICS UK Residential Survey (January 2020) reported an increase in buyer enquiries, agreed sales and new instructions over from the previous month. Rightmove reports that the average price of property coming to market rose by 0.8% (+£2,589) in February, just £40 short of a new all-time high. It also reports a year on year increase of 12.3% in number of sales agreed nationally. Meanwhile buoyant mortgage approvals indicate more resilient activity within this portion of the market.

- 1.19 The first-time buyer market has remained buoyant in Q4 2019, with a 2.3% increase on year-on-year average asking price for this market. The significant government incentives – mainly Help to Buy and Stamp Duty relief – for those looking to get on to the property ladder has kept first time buyer demand strong.
- 1.20 The RICS residential survey observed steady positive growth in house prices across all UK regions and in particular a turnaround in London and the South East. The current market remains a buyers' market for now but with buyer demand and agreed sales increasing this may change over the next year.
- 1.21 The following table shows the percentage change (yearly in house prices and average price for all property types in September 2019 from Land Registry data:

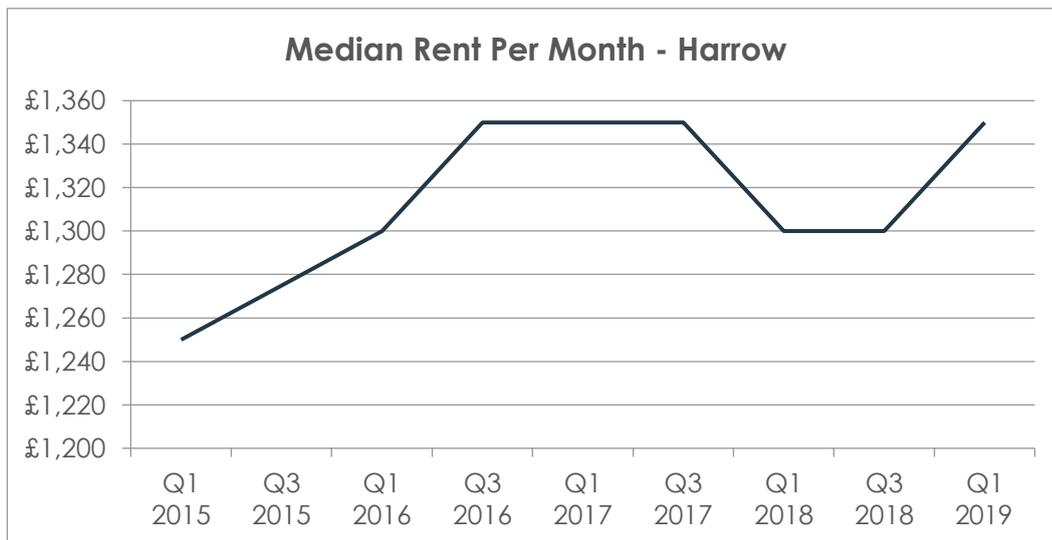
Region	% Yearly Change (Dec '18-19)	Average Price
England	2.2%	£251,711
Greater London	2.3%	£483,932
LB Harrow	-3.0%	£448,263

The Local Market

Macro Location

- 1.22 Land Registry data shows a slight negative growth in Harrow between December 2018 and 2019 of -2.0%. By way of comparison, house price growth in Greater London in general increased by 2.3% across the same time frame.
- 1.23 The chart below shows most recent available average rental figures for LB Harrow to Q1 2019. This shows a generally stable median rent paid of £1,350 from Q3 2016.

Table 6: Average residential rent per month – Borough of Harrow



Source: London Datastore(2020)

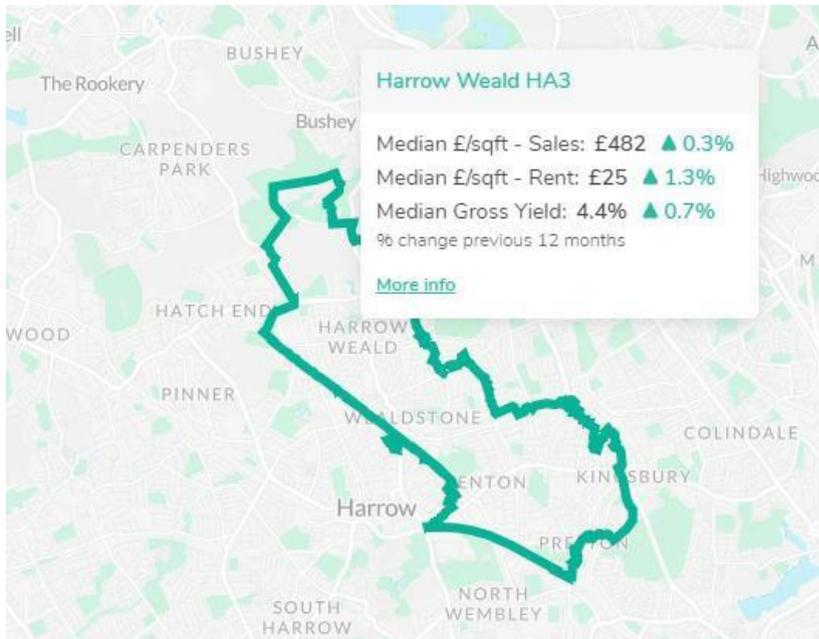
Micro Location

- 1.24 The median price paid for all new build property within the HA3 postcode over the last 12 months was £461,542, which represents a 1% decrease over the period. However, the median price per square foot over this period

was £482 psf reflecting a 0.6% increase over the period indicating that smaller sizes are a contributor towards the slight fall in capital values.

1.25 The median rent £ per sq ft paid for new build property within the HA3 postcode over the last 12 months is £25, which is an increase of 1% over the period. The median rent paid over the same period was £1,435, an increase of 3%, indicating an increase in the average size of rental unit.

1.26 The HA3 postcode area, encompassing the subject Site, is illustrated in the map below:



Source: Realyse (2020)

1.27 We have been provided with local agent's opinion of new build residential values for the civic centre site (below). Summarised, these suggest blended values per sq ft of £525 to £550. This is higher than the median price paid for new homes in the HA3 area as the proposed scheme is likely to reap the benefit of its own 'placemaking' and therefore set benchmark values for the area.

Harrow Depot and HNC Business Case Review

Market Update

January 2021

Contents

1.	Context	3
2.	HNC Status	4
3.	Market Update.....	4
4.	Conclusions and Recommendations	16

Prepared By: Hugo Parry

Status: V1

Draft Date: January 2021

For and on behalf of Avison Young (UK) Limited

1. Context

- 1.1 In June 2020, Avison Young were instructed by LB Harrow (“the Council”) to produce a report which reviewed accommodation options for both the Harrow Depot and the proposed HNC. The report explored options to flex the amount of Council accommodation across both sites and explored the commercial case for any surplus space.
- 1.2 This market update should be read in conjunction with our initial report.

- Private residential not yielding high enough values due to 40% affordable housing provision and the disjoint of delivering this within the same building as the HNC which is likely to temper unit pricing

2. HNC Status

- 2.1 Discussions are ongoing with the Council's preferred partner, Wates and their architects Shepherd Robson to further explore options for the Council's requirement at the HNC.
- 2.2 It is likely that this requirement will be significantly reduced from the options we reported on in May 2020.
- 2.3 On account of the substantive change and the major economic and workspace changes that have occurred over the course of 2020 you have sought that we revise our report to provide an update on the market position which has fundamentally shifted over the course of 2020 and into 2021.
- 2.4 Further, we understand that the Council has undertaken work to explore the potential OPE demand in Harrow and this has proved fruitless and as such is unlikely to yield any demand for space within the HNC.

3. Market Update

Covid 19 Market Impact

London Sector Indices and DART

- 3.1 Figure 1 below shows the Sector Indices for London based on research conducted by Avison Young. The index is a reliable tool allowing us to track data changes in a shorter time period, such as weekly movements, opposed to GDP which only provides the ability to track monthly change. The indices for each sector are made up of 3-6 sector specific indicators which highlight general performance within that sector, for example Hotel & Leisure is made up of restaurant booking numbers and hotel take up rates. Our internal research team has selected the indicators for each sector and our baseline for the data is 29 February 2020, where we believe the sectors were performing at a 'normal' level.

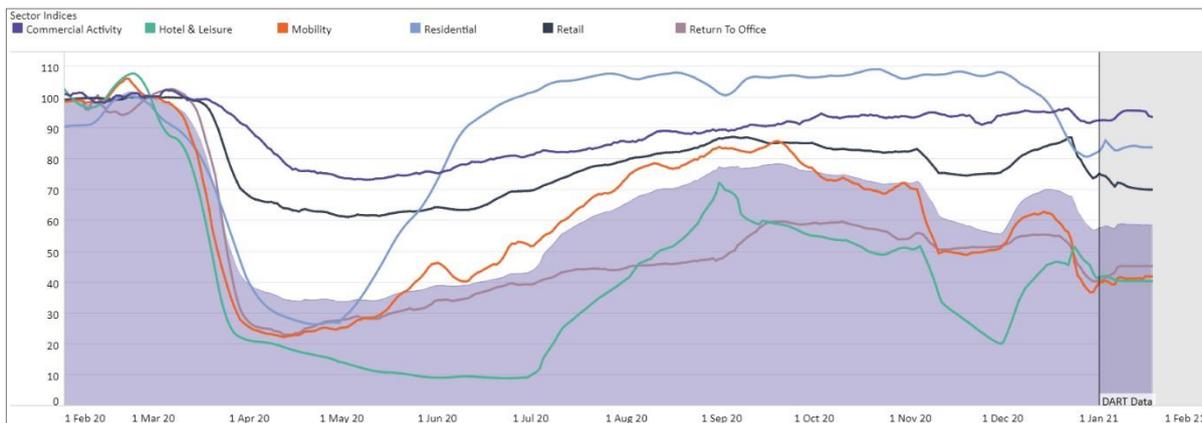


Figure 1: Sector Indices for London

- 3.2 The Commercial Activity Sector Index continues to remain relatively robust and now stands at 91.8. However, continued high levels of unemployment and the National Lockdown implemented in December 2020 is acting as a downward weight on its recovery.
- 3.3 Meanwhile the index for the residential market stood at 83.6 on the 18th of January 2021, which translates to a 16.4% decrease in activity when compared to the baseline of 29 February 2020. This latest figure fell from 107.8 as at 1 December 2020 – a 7.8% increase from the February 2020 baseline – indicating that overall the residential market during Covid-19 has been fairly resilient compared to other sectors. This has most likely been due to pent-up demand during lockdowns and the Stamp-Duty holiday. The recent fall in the Residential Index at the start of this year is likely due to the enhanced government restrictions that have been imposed at the start of 2021.
- 3.4 The return to office index shows a sharp fall during the first lockdown but has remained relatively flat since the second wave in 2020 and still below 52% of pre Covid levels. With the announcement of further restrictions at the start of 2021, the index stood at 45.1 on the 18th January 2021 and we do not expect this figure to improve until lockdown measures are relaxed.

National DART Compared to Covid-19 Hospitalisations:

- 3.5 Figure 2 below compares the national DART (Daily Activity Recovery Tracker), a database which tracks daily higher frequency data over a short time period, to the rate of Covid-19 hospitalisations.

3.6 Evidently, there is a direct correlation between National index and the number of Covid-19 hospitalisations. As covid-19 hospitalisations rise, this negatively impacts the Indices.

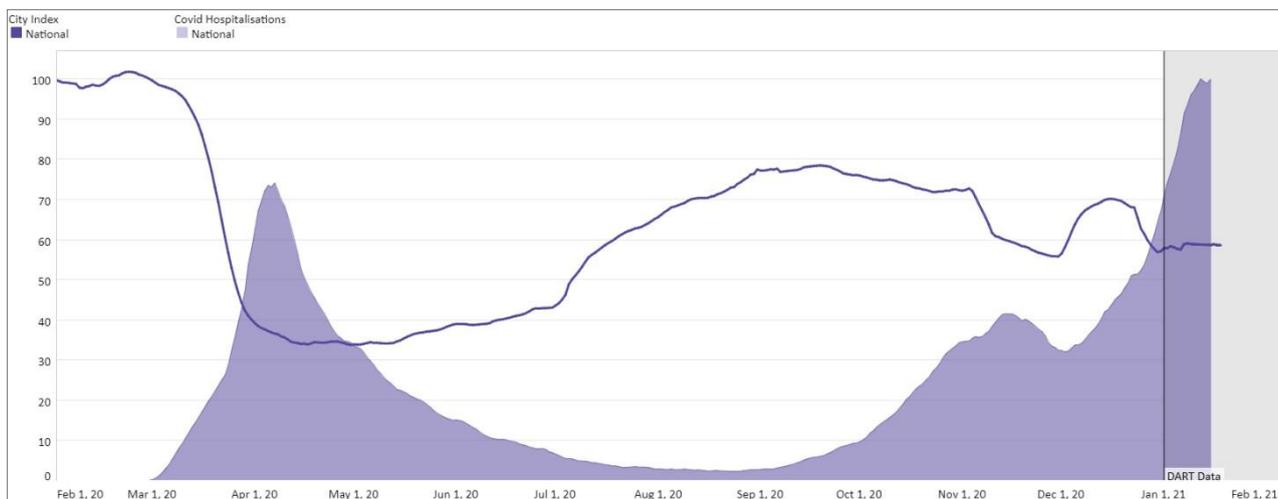


Figure 2: The Index for London and Covid Hospitalisations.

Office Sector

Office Market Overview & Covid-19:

- 3.7 Q2 was a difficult period for the office market and as lockdown measures eased, Q3 failed to bring the anticipated return to work for more office-based workers after schools went back in September 2020. Any resurgence in occupier activity, just as occupancy numbers began to increase, were dealt a further blow with the announcement of a second national lockdown in December 2020. This had the effect of putting large parts of the market on pause and plans for a manageable return to work and a longer-term view on tenants’ occupational strategies was put back again.
- 3.8 With further restrictions put in place to control a second spike in the Covid-19 pandemic, and with rising unemployment, Q1 2021 looks to be another challenging and ultimately quiet quarter for take up. Naturally, occupiers who do not have to move are continuing to re-gear existing leases or reduce their footprint where possible whilst they navigate their way through these troubling and uncertain times. Of note, there are a number of companies who are yet to reopen their offices even in part following the initial restrictions in Q2 of 2020.
- 3.9 However, fears that the office market will not bounce back once the pandemic is under control seem to have abated. Despite the initial productivity results of working from home looking positive, as the onset of Winter continues, recent surveys indicate that occupiers are looking forward to returning to the office, when it is safe to do so, to benefit from the social impact it has and the subsequent creativity

and cross pollination it brings. However, when employees do start returning to offices, we expect working practices will almost certainly have changed for good with increased pressures that office space needs to 'entice' workers to leave their home environment and forego the time and cost of a commute.

- 3.10 Headline rents are coming under pressure, but it is incentives that are taking the pain for now. As landlords fight it out for the limited demand there is in the market, incentives have begun to increase with 5-year leases offering longer rent-free periods to induce an early commitment from occupiers. Rental levels in the areas of over supply will inevitably begin to fall; but as landlords begin to offer other differentiators, such as fitted space, this will be limited in the main and the occupier is likely to benefit from more choice and some compelling bargains are to be had.
- 3.11 The UK economy has significantly contracted due to the impact of Covid-19. This in turn has impacted the demand for office space and led to many larger occupiers re-thinking their office space strategy. Subsequently, for the September 2020 quarter day the rent collection for office space was only 68.1% across Greater London.

Harrow Office Market:

- 3.12 Office demand in Harrow has been subdued in recent years and this has been exacerbated by the Covid-19 pandemic, in line with the wider market. Demand for office space within Harrow has lost further momentum in recent quarters, as net absorption turned mildly negative as firms vacated older stock or consolidated space. Few lettings of any size have occurred since the Covid-19 pandemic began in March 2020.
- 3.13 Our engagement with local agents also indicated that office performance remains poor but there remains some demand for Grade A space in prime locations at a maximum size of 1,500 sq ft.
- 3.14 One potential upside from the Covid-19 pandemic is that it may lead to an increase in demand in suburban areas like Harrow as part of a 'hub-and-spoke' model. This model refers to a more flexible workspace and working style opposed to the traditional single office headquarters model. Hub and Spoke offices allow employees to work from either their city hub or a dedicated, strategic spoke location. This market is still emerging however with limited transactional data thus far.
- 3.15 In terms of location, Wealdstone is seen as a less desirable area whilst Central Harrow remains arguably the most buoyant office area with several funds occupying space within the area, such as Columbia Threadneedle.

- 3.16 In terms of supply, LB Harrow has lost more than 200,000 sq ft of office space on a net basis since 2014. This is largely due to a number of residential conversions previously and limited development. One notable development is Bradbury's Court which completed as part of the mixed-use Lyon Square development in Harrow's town centre; at the end of 2020 we understand this was nearly fully let.
- 3.17 In terms of vacancy, Harrow had seen a fall in vacancies in recent years, not as a consequence of high demand but more-so driven by the lack of supply and a number of office-to-residential conversions as aforementioned, which in turn boosted rents within the area.
- 3.18 However, in light of the Covid-19 pandemic, vacancies now stand at 2.7%, a 1.7% increase since our last report, albeit this is a figure which is still below the market average for London submarkets.
- 3.19 Average rents are now falling gently with several landlords reducing asking rents in recent months. Further declines across the next few months and possibly years are expected as demand for conventional office space is expected to fall. However, there is a chance the 'hub-and-spoke' model will absorb some of this rental pressure.
- 3.20 Few sales occurred in 2020 largely due to Covid-19, with the pandemic depressing investor demand across London.
- 3.21 One noteworthy income-motivated deal did take place just before the pandemic began that provides a clue to pre-crisis pricing. In February 2020, CLS Holdings bought 166 College Road for £13.8 million. The price for the newly refurbished, fully let building reflected a 7.1% yield. As per the demand within the area, redevelopment opportunities have been the biggest driver of investment volumes in Harrow in recent years.

Office Market Conclusion:

- 3.22 The challenge over the short to medium term will be to make sure that office space is fit for purpose, and that it is a place where creativity and productivity thrive. But how and when exactly we return to using offices is still unknown and we would expect that Flex Space and a 'hub-and-spoke' model will become increasingly important as part of an occupier's portfolio. This will allow new ways of working to be assessed and longer-term plans to be made, whilst not having to commit to lengthy traditional leases.
- 3.23 However, within Harrow, the falling rental levels and level of office stock continue to make it a difficult market. Investors continue to purchase stock primarily with the goal of redevelopment into residential as there is growth and value in this market.

- 3.24 Whilst the flexible and hub-and-spoke office market offers a road to recovery within this sector, we believe that given the current market uncertainty, trends towards residential conversion, increasing vacancy rates, and likelihood of a continued work from home policy based on surveys carried out amongst businesses, we would caution the development of large speculative office space within Harrow at the moment and consider it would expose the Council to risk in a fast evolving market.
- 3.25 On the basis of the above we consider that alternative uses may be more suitable for any surplus space generated by the reduced HNC footprint. Discussions with agents indicated that whilst there has been no transactions data, yields are likely to have moved out by c. 50 BPS from 7% and headline rents are likely to have dropped from £30 psf to around £25psf. Rent free periods and tenant incentives are also likely to increase as the demand to secure occupiers into office space is high across the market

Private Rented Sector

National Overview

- 3.26 There are 157,512 Build to Rent homes across the UK, including those in the planning pipeline. 43,236 homes are now complete, 33,505 are under construction and 80,7771 are in the planning stages.
- 3.27 London contributes 74,892 units of these Build to Rent homes. Salford and Manchester remain other hotspots, while the number of schemes within the midlands is also growing fast.
- 3.28 Whilst the coronavirus pandemic may have delayed some of the schemes mentioned above, evidence suggests that BTR is to remain a strong trend post-pandemic. It is also being treated as a safe haven for institutional investors given the low risk it represents compared to other investments.
- 3.29 Demand is still holding up within the market and developments are adapting to the post Covid-19 environment in various contactless and social distancing ways.
- 3.30 Q3 2020 saw a record £1.84 billion invested in UK Build to Rent. This is driven by strong occupancy and rental collection levels which has attracted investors.

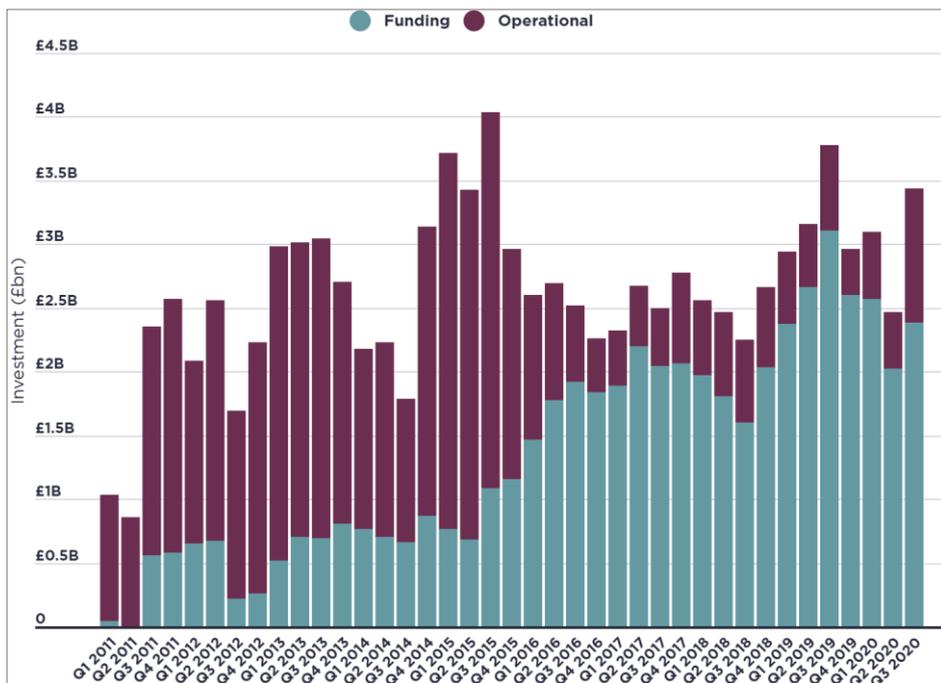


Figure 3: Investment flows into UK BTR by deal type, annual rolling

Harrow Overview

- 3.31 Our engagement with local agents indicated that the PRS market is moving fast and they are not seeing a significant impact from national lockdowns. Demand remains at the same level if not higher than the same period last year.
- 3.32 We are aware of 5 recent BTR schemes within Harrow which have been granted planning permission, in construction or now complete.
- 3.33 Lexicon, which was completely sold at the end of Q1 2020. London Borough of Harrow launched Swift House in June 2019, starting gross monthly rents for the 53 BTR units were £1,325 for a one bed, £1,700 for a 2 bed and £1,850 for a 3 bed. The lettings of these units completed in October 2019, 18 weeks after the first units became available.
- 3.34 Ferrari House, this scheme includes 25 BTR units, construction completed during Q2 2020, the scheme has been built to rent but our research indicates there is no sign of marketing. It is suspected that this scheme was let out to housing waiting list residents only.
- 3.35 The Heights, which is currently under construction, which begun in Q3 2020. The development will provide 125 units, all of which are BTR units.

- 3.36 2 Dalston Gardens is an office conversion completed in November 2020 and consists of 24 BTR flats. As at December 2020, only one unit was still available to let.
- 3.37 The average asking rents for Harrow in the last 2 years are shown in the figure below and appear to have remained relatively static. Given that PRS products offer a variety of amenities on top of a typically rented home, we would typically expect PRS rents to command a slight premium above these indicated rents.



Figure 4: Average asking rents for new build Flats in Harrow over the last 2 years

- 3.38 We believe that the continued growth in the Build to Rent sector makes it a suitable opportunity for the subject site. Rents remain strong and it represents a low risk and attractive opportunity for investors. The appetite for renting will likely increase following the end of the Stamp Duty holiday at the end of March 2021. However, we caution that PRS investors would typically require a minimum of around 100 units and therefore any proposed PRS development at HNC below this threshold would carry additional risk.

Private for Sale

National Overview:

- 3.39 Covid-19 had a significant impact on the UK housing market in 2020. Lockdown restrictions virtually brought transactions to a halt and the impact on the economy and personal finances has affected willingness and ability to undertake house purchases.

- 3.40 Despite this, the most recent data points to a 'bounce-back' in the market. This is partly due to a release of pent-up activity from the initial lockdown and also a demand boost from the recently announced stamp duty holiday, albeit this is due to come to an end at the end of March 2021.
- 3.41 There are a range of government interventions in the market such as the moratorium on evictions and mortgage holidays which have protected against distress. The removal of these protections and the potential for significant increases in unemployment, currently being held off by high levels of government support, are risk factors for the market.
- 3.42 Nationwide's House Price Index (HPI) release reported that house prices across the UK increased by 7.3% in December, compared to the same period the previous year. The Outer Metropolitan area saw an increase of 5.6% for Q4 2020, up from 5% the previous quarter.
- 3.43 The monthly rise has been attributed to the lifting of lockdown allowing a release of some pent-up demand as well as the announcement of the stamp duty holiday for property valued under £500,000 between 8 July 2020 and 31 March 2021. Although this is a strong month-on-month growth figure, a key question is whether the house price growth is sustainable and it is likely that the ending of the Stamp Duty holiday at the end of March will have a negative impact on the national market.
- 3.44 Rightmove data for January 2021 indicates that buyer activity has continued to exceed the same period compared to a year ago, even though 2020 also had a very active start. Visits to the Rightmove website have continued to increase and were up 33% at the start of January when compared to the same period in 2020. The number of sales agreed is also up 9% for January so far compared to the previous year. It is expected activity levels will remain high with buyers keen to complete before the end of the Stamp Duty holiday. However, Rightmove data indicates the possibility of completing before the end of the holiday is low with it currently taking 126 days from the time an offer is accepted until legal completion, just over four months.
- 3.45 Rightmove data also illustrated a post-lockdown boost in activity following the initial lockdown. The site recorded its 10 busiest days ever in May and June, with 955,000 hours spent on the site on 6 June alone. In a typical month, Rightmove may expect to accrue around 1.4 million hours spent on their site. Asking and achieved price data shows transactions on Rightmove achieved 97.7% of their asking price in June, up from 96.6% in February. This strong performance fuelled continued growth in asking prices on the site, increasing by 2.4% in July compared to March with an annual growth of 3.7%.
- 3.46 The RICS residential market survey, which is a good timely indicator of sentiment, delivered more positive readings in the December 2020 report. New buyer demand held a net balance of +15%.

Although this increase has gradually slowed in recent months, it still represents a strong level of growth within the market.

3.47 Price expectations for the coming twelve-months from the survey period remain slightly negative, despite persisting confidence in positive five- year growth.

3.48 As Acadata notes:

There has thus been a substantial turnaround in the market. It is clear that the Stamp Duty holiday applied on 8 July (in Wales the reduction came into being on 27 July) has acted to stimulate activity (London is the biggest beneficiary in terms of the tax reduction impact) – as was intended. This holiday continues until March 3rd, 2021 in England and Wales, as well as in Scotland. Landlords continue to pay the 3% additional tax. Of course, as with the previous tax holidays it will cause purchases to be brought forward, with the potential consequence that we could see a contracting market post March 2021 – which might also coincide with a contracting economy.

Currently, the housing market is busy – the Halifax release referred to it as a “mini boom” – and most lenders are supported by the BoE Term Funding scheme (which is offering up to £150 billion of funding at rates very close to the Bank Rate of 0.1%), with the result that funds are plentiful and cheap. However, the supply of higher loan-to-value loans has contracted, impacting first time buyers with limited deposits. Many lenders are displaying a high degree of caution, partly because they are busy processing payment holidays, but also because there is an exception of a significant contraction in house prices, along with an upturn in mortgage arrears and repossessions following the end of the furlough scheme.

There is thus an element of caution overlaying the current optimism. Some analysts argue that the current activity is the “dead cat bounce”, built on suppressed demand and will be finite, others that the buoyant market will be sustained. We shall see, in addition to the way in which the emerging new geography of the housing market develops in terms of prices and demand. Will inner city areas see sustained falls, and outer suburban areas/rural see sustained rises? Certainly, the evidence set out in this release indicates it is having an impact now.

3.49 The following table shows the percentage change yearly in house prices and the average price for all residential property types in November 2020 from Land Registry data:

Region	% Yearly Change (November '19-20)	Average Price
England	7.61%	£266,742
London	9.65%	£513,997

Region	% Yearly Change (November '19-20)	Average Price
LB Harrow	5.23%	£474,528

Harrow Overview

Macro Location

- 3.50 Land Registry data shows a growth in prices within Harrow between November 2019 and November 2020 of 5.23% By way of comparison, the house price growth in London in general increased by 9.65% across the same period.
- 3.51 The average sale price for new build flats within Harrow across the last 2 years can be seen below. Although there has been strong growth within the market for 3 bedroom flats, the prices for 1 and 2 bedroom new build flats appears to be relatively flat.

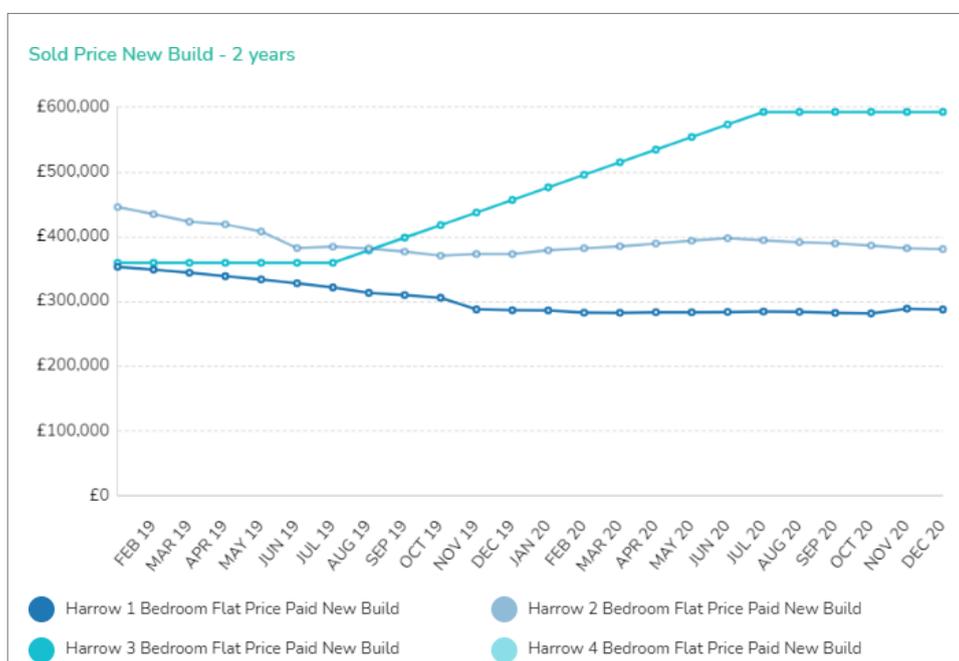


Figure 5: Sale price of new build Flats in Harrow over the last 2 years

- 3.52 Within Harrow we are aware of several new build schemes which have been granted planning permission, begun construction or completed within the last 2 years.
- 3.53 Jubilee House which is the demolition of a former office building and four semi detached houses and a redevelopment to provide 103 residential units and a further 70 units within a five-eight story building. Taona House which will provide 70 units is due to complete in January 2021. The 1-beds are priced from £340,000, 2-beds from £560,000 and 3-beds from £685,000.

- 3.54 Lyon House, which completed during Q4 2018 sold its last unit in Q3 2020, this again was a demolition of the former Lyon House and Equitable House and redevelopment to provide 287 residential units. There was an affordable housing provision of 49 units.
- 3.55 Harrow View West (Kodak), is a site which was purchased by Persimmon in late 2015 for £50 million. The development is for 314 residential units and includes 60 units allocated to affordable housing. At the end of Q4 2020 the scheme had sold out. Phase 1 which included 114 private units and 10 affordable has now completed and all units are sold. Phase 2 is 64 private houses, all now sold and complete. Phase 3, 76 private units sold out during Q4 2020, our research indicates that 50 units are complete, the rest are expected to complete in Q1 2020. The affordable allocation for this phase will complete in Q2 2020.

Micro Location

- 3.56 The median price paid for property within the HA3 postcode over the last 12 months was £476,695. Most sales within the HA3 subarea during the last year were semi-detached properties, selling for an average price of £516,557. Overall, sale prices in HA3 have risen 5.82% over the past 12 months.
- 3.57 As at November 2020, the current asking price for property within HA3 is £511,857. A breakdown of average prices across property types is summarised in the table below.

Property Type	1 Bed	2 Beds	3 Beds	4 Beds	5 Beds
Houses	£205,875	£411,704	£552,993	£706,280	£856,906
Flats	£255,925	£335,309	£386,869	£450,000	-
All	£250,587	£345,795	£540,090	£698,144	£856,906

- 3.58 The average sale price for Flats within HA3 across the last 2 years can be seen below. The sale price is relatively static, and this is likely due to a lack of transactional data within the Micro location.

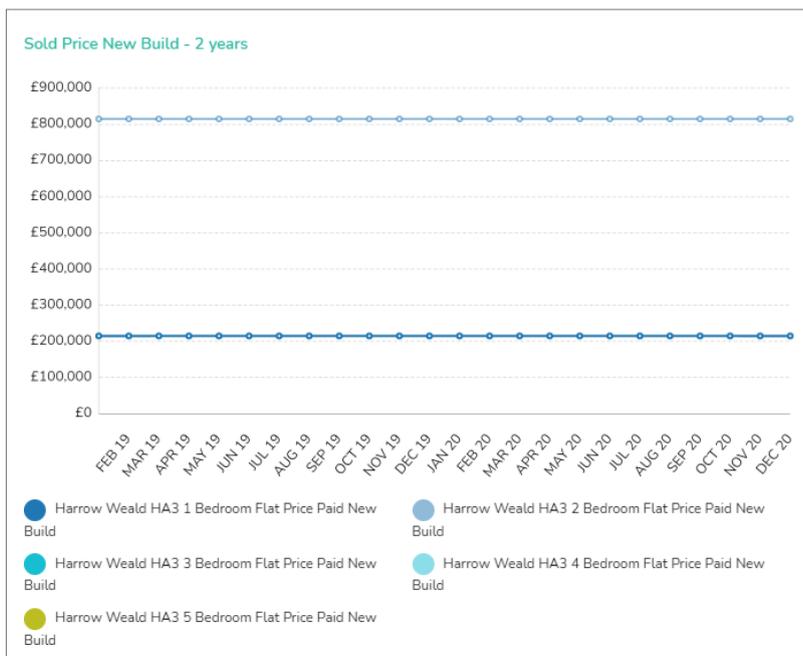


Figure 6: Sale price of new build Flats in Harrow over the last 2 years

3.59 The table below summarises the current asking rents within HA3, the average current asking rent is £1,271.

Property Type	1 Bed	2 Beds	3 Beds	4 Beds	5 Beds
Houses	£734	£1,484	£1,689	£2,087	£2,600
Flats	£972	£1,337	£1,489	£1,826	-
All	£920	£1,349	£1,647	£2,058	£2,600

3.60 Agents within the Private Sale Market indicated that it remains a very strong market and the quality of buyer has increased. The Stamp Duty holiday has significantly aided the market, although there is a degree of uncertainty with what will happen after March. First time buyers accounted for most of buyer demand.

4. Conclusions and Recommendations

4.1 Since Avison Young’s previous market report in June 2020, the Covid-19 pandemic has evidently had a further impact on all real estate markets but in particular the office sector - driven by working from home policies as a result of government restrictions and lockdown measures - has been most negatively affected.

- 4.2 In line with this trend, this report highlights that within Harrow, demand for office space has also fallen with vacancy levels rising by 1.7% since our previous report was issued and rents falling within the area.
- 4.3 Whilst a hub-and-spoke model, flexible space, and the rollout of a vaccine throughout 2021 offer hope of a recovery within the office sector in Harrow, we anticipate a sustained working from home policy to be common amongst most businesses throughout 2021 which will contribute towards further increased vacancies and falling rental levels. Furthermore, when employees do start returning to offices, we expect working practices will almost certainly have changed for good and the current level and nature of demand will not be the same as before.
- 4.4 Based on these trends and movements within the Office sector, we do not consider the development of large speculative office space within Harrow to be appropriate at this time. However, given the relatively low level of supply within Harrow, there may be opportunities to explore this sector by providing either small Grade A units of c. 1,500 sq ft or units intended for a hub-and-spoke model albeit this remains fairly unproven within the market and carries risk.
- 4.5 We believe that the continued growth in the Build to Rent sector makes it a suitable opportunity for the subject site. Rents remain strong and it represents a low risk and attractive opportunity for investors. The appetite for renting will likely increase following the end of the Stamp Duty holiday at the end of March 2021. However, we caution that PRS investors would typically require a minimum of around 100 units and therefore any proposed PRS development at HNC below this threshold would carry additional investor risk.
- 4.6 In terms of the Private for Sale market, following a resurgence in activity due to pent-up demand from the initial lockdown and an increase in demand from the Stamp Duty holiday, we caution that the impact of lifting this Stamp Duty holiday at the end of March 2021 remains to be seen. There is ongoing dialogue that it could have a negative impact on the market and we would therefore recommend that the Council waits to assess the impact of this event before pursuing a Private for Sale development opportunity which we would consider well suited for the subject site.
- 4.7 Based on the above, as part of exploring further options for the Council's requirement at the HNC, we do not consider the speculative development of medium to large office space to be appropriate, albeit the development of small, flexible and 'hub-and-spoke' type units may present less risky opportunities within this sector. We would recommend that the Council explores PRS use, provided the proposed development could support at least c. 100 units, and/or Private for Sale use should this market remain stable following the ending of the Stamp Duty holiday at the end of March 2021.

General

- 4.8 This Report has been prepared by Hugo Parry, MRICS, Surveyor within the Planning, Development and Regeneration Department and reviewed by Kimberley Grieveson MRICS, RICS Registered Valuer and Director within the Planning, Development and Regeneration Department.
- 4.9 Please note that this advice is subject to our usual Definitions and Reservations. This report is provided solely for the benefit of Harrow Council and it should not be relied upon by any third party.

Contact Details

Enquiries

Hugo Parry

020 7911 2855

hugo.parry@avisonyoung.com

Visit us online

avisonyoung.co.uk

Avison Young

65 Gresham Street, London EC2V 7NQ

This page is intentionally left blank

Volterra

Harrow Civic Centre

Economic Report

Wates

A report by Volterra Partners, February 2021

1 EXECUTIVE SUMMARY	2
CHANGES IN WORKING PATTERNS	2
NEED FOR AFFORDABLE HOUSING	3
IMPACTS OF THE CHANGE IN CAR PARKING PROVISION	4
2 INTRODUCTION	6
3 THE RETAINED CIVIC SPACE	7
CHANGES IN WORKING PATTERNS	7
CIVIC WORKSPACE REQUIREMENT	8
ECONOMIC IMPLICATIONS	9
4 PROVISION OF AFFORDABLE HOUSING	12
BASELINE	12
THE PROPOSAL	14
5 CHANGES TO CAR PARK PROVISION	17
CURRENT USAGE AND ACCESSIBILITY	17
LITERATURE	18
THE PROPOSAL	19
DISCLAIMER.....	21

1 EXECUTIVE SUMMARY

- 1.1 This report considers the economic impact of proposals to reduce the size of the proposed civic centre at Peel Road in the London Borough of Harrow (LBH). The initial and current proposals are briefly described below. This report considers the net impact of the changes.

Initial proposals	Current proposals
c. 90,000sqft civic centre at Peel Road	c. 20,000sqft civic centre at Peel Road
136 PRS units	137 PRS units and 46 affordable homes
Civic office space at council depot underutilised	Civic space at the council depot used as the principal location for staff attendance and collaboration
40 car parking spaces	No car parking provision

Changes in working patterns

- 1.2 There have been significant changes in the demand for employment floorspace in recent years due to advances in technology, working patterns and the sectoral makeup of the economy. Whilst it has not always been a straight line, many of these changes have intensified the use of workspace, particularly for office jobs. Evidence from the GLA suggests that average office densities were around 18sqm per worker in 1997, and that this has fallen markedly, with the latest (from 2015) densities guide recommending average densities of 12sqm per worker. More recent information from the VOA suggests that densities in London fell by 23% in the decade to 2019. LBH's office density has mirrored this regional trend, with a higher drop of 35%.
- 1.3 Lockdown measures to curb COVID-19 have accelerated these changes by forcing many people to work from home where possible. Working from home is popular and many businesses are committing to more flexible working moving forwards, so these trends are expected to persist after the pandemic.
- 1.4 The civic centre at Peel Road was initially planned on the assumption that only 20% of staff time would be spent remotely. Following consideration of these trends and feedback from staff, this has been revised to an assumption of 50% of staff time spent working remotely. The evidence summarised in this report finds that a 50% ratio is optimal. This clearly has a direct implication for the physical office space required. The initial plans for the civic centre were based on a higher estimate of the space required to accommodate workers. If this quantum of new space were provided, it is likely that the space at the depot would also remain underutilised. It is therefore judged that the council assets can be put to better economic use.
- 1.5 The new proposals would be an efficient use of LBH space as they utilise existing space at the depot which would otherwise be hard to rent – certainly in the short term – because of a planning condition that the depot can only be let for civic use. The amended proposals for a civic centre, combined with the depot, would provide sufficient space for the workers who require civic workspace at any one time. There aren't, therefore, expected to be any material changes in economic impacts in terms of the number of onsite workers and their expenditure overall.
- 1.6 It is acknowledged that there would be likely to be some geographical shift in worker spending as a result of staff located at the depot as it is further away from Wealdstone town centre. It is estimated that, compared to the previous proposals for the HNC, there would be a net loss of worker expenditure in Wealdstone town centre (-£453,000). It is

anticipated that some of this reduction would be offset by an increase in residential expenditure (+£270,000) as a result of the spending from residents of the new affordable units at the Peel Road site. Given data limitations, this increased spend is estimated across both Harrow and Wealdstone town centres, so it is not a like for like comparison. This cannot be considered in isolation however, and in the context of the considerable residential growth in Wealdstone town centre, annual residential expenditure across both town centres is expected to rise by an estimated £40m. Set in this context, the reduction in worker expenditure in Wealdstone is likely to be insignificant. The redevelopment of the Peel Road site would also have a positive effect on Wealdstone town centre compared its existing use as a car park.

	Expenditure in Wealdstone
Existing proposal – expenditure of Peel Road workers	£1.1m
New proposal – decreased worker expenditure in Wealdstone (fewer workers at Peel Road, half of depot workers' expenditure) plus increased residential expenditure (new residents of Peel Road)	£883,000
Net effect in Wealdstone	- £183,000
Net effect across Wealdstone and Harrow town centres	+ £270,000

- 1.7 Furthermore, there would be expected to be further economic benefits in the form of spending in Harrow town centre. It is estimated that there would also be an additional £453,000 of worker expenditure in Harrow town centre due to the workers located at the depot, which coupled with a proportion of the residential spending and spending growth from wider residential growth will also lead to positive impacts in Harrow town centre as well as Wealdstone.
- 1.8 The number of visitors to the original proposals for the civic centre is also not expected to be materially different to the amended civic centre, nor is their associated expenditure. There would be further benefit to the council due to reduced expenditure on business rates, but the value of this has not yet been determined.

Need for affordable housing

- 1.9 Like the rest of the capital, there is a housing crisis in LBH. Despite meeting historic targets for annual housing delivery, if current average annual delivery were to continue to 2029, there would be a shortfall in residential dwellings of 508 (based on the updated annual target of 802 dwellings per year in the London Plan), indicating a need for additional dwellings.
- 1.10 The minimum target for affordable housing is that 40% of new housing is affordable. LBH has fallen below this with average provision of 29% over the past decade. Affordable housing delivery was mostly strong over the period 2009/10 – 2014/15, but has dropped off in recent years, where an average of 205 affordable units have been built each year (32% below target).
- 1.11 The imbalance between housing demand and supply has resulted in rising rents and capital costs. Median house prices were 11.9 times higher than incomes in 2019; this ratio has grown 52% over the last decade. Furthermore, conventional guidelines suggest that households should not spend more than 25% of their net income on housing, and in 2016 this was 31% for social renters in London.

- 1.12 The revised proposals would provide an additional 46 affordable housing units at the Peel Road site. These additional units increase the total residential unit contribution of the site from 18% to almost a quarter of LBH's annual housing requirement, a significant contribution for a single plot. These additional residents would be expected to spend a further £270,000 (26% increase from initial proposals) in the local economies (Harrow and Wealdstone) and support additional annual council tax receipts of £77,000, 35% higher than the initial proposals.
- 1.13 As well as the positive contribution to historic under-delivery of affordable housing across the borough, there are also other benefits from affordable housing including: higher self-rated health, crime prevention, higher life satisfaction, improved education and higher levels of community cohesion. The Joseph Rowntree Foundation found that access to low-cost housing can increase disposable incomes, prevent material deprivation, improve work outcomes, and reduce poverty, and so these benefits would be likely to have proportionally greater effects in areas that are more deprived. Moreover, studies aiming to quantify these benefits have found that for that every £1 of public investment in new housing, between £2.10 to £3.50 is generated in economic output, indicating a strong return on public investment in housing.

Impacts of the change in car parking provision

- 1.14 The existing car park at Peel Road is underutilised, with only a third of the car park occupied during the week on average and 38% on weekends. There is no definitive source which quantifiably and robustly links car parking spaces to increased retail revenues. In fact, research by TfL found that cycle parking delivers five times higher retail spend than the same area of car parking.
- 1.15 The literature summarised in this report shows that reductions in car traffic in urban centres can lead to economic benefits in the forms of increased investment, footfall and retail rents. For car parks specifically, it has been shown that retailers tend to significantly overestimate how many of their customers will use a car, whilst other studies conclude that there is a lack of evidence supporting the link between increased footfall and reduced car parking, and there is no common approach.
- 1.16 There is a general desire across the country, but even more pronounced in London given its excellent public transport network, to reduce the use of and reliance upon car travel. The Publication London Plan sets a target of encouraging redevelopment of town and out-of-centre retail spaces which reduces car use and dependency whilst improving access by walking, cycling, and public transport. The provision of car parking in well-connected urban settings is discouraged, and the London Plan states that this should be restricted in line with levels of existing and future public transport connectivity. The dominance of vehicles on streets is a significant barrier to walking and cycling, reduces the appeal of streets as public places and has an impact on the reliability and journey times of public transport. LBH, and the site in particular, is very well connected by public transport, with a PTAL rating of 6a.
- 1.17 Car ownership across London has decreased in recent times, despite increases in the population of the capital. Evidence on how residents in London travelled to major retail centres found that the most popular modes are walking, bus and tube, and statistical analysis has found that the average number of cars per household rises as public transport accessibility decreases. In the case of Wealdstone, public transport accessibility is very good, with further plans to improve this in the years to come.
- 1.18 Additional improvements to Wealdstone town centre – with £2.7m having been allocated to major transport infrastructure projects in the most recent Infrastructure Funding Statement and £7.4m awarded to Wealdstone in the High Street fund – are planned to

reduce the dominance of traffic and increase levels of walking, cycling, and public transport use. There are also expected to be other changes to car parks in and around the town centre, notably Poet's corner, which will result in a loss of car parking. Some parking is likely to be retained as it will be provided on new developments in line with London Plan guidance.

- 1.19 Overall, there are limited economic arguments in favour of retaining 40 car parking spaces at the site. Existing parking is underutilised and there are plans to improve the bus network, reduce the dominance of cars and increase the levels of walking, cycling, and public transport use within the town centre. The removal of the car park is consistent with all these plans. The evidence is not clear on the economic implications of the loss of car parking spaces. However, it does suggest that any costs are unlikely to be material and there may be positive impacts associated with reduced car use.
- 1.20 It is acknowledged that for some specific groups of users the loss of car parking, both directly within the site and indirectly within the wider town centre context, will be an inconvenience and that some pockets of reduced spend may occur for these user groups. However, in the context of the significant planned regeneration of Wealdstone, and in particular the number of new homes within walking distance of the town centre and the increased residential expenditure this will support, this report concludes that any minimal reduction due to loss of car parking will be more than offset by wider increases in expenditure.

2 INTRODUCTION

- 2.1 LBH and Wates are operating in a partnership to redevelop three sites in Harrow town centre. There have been longstanding plans for a new civic centre – Harrow New Civic (HNC) – and Private Rented Sector (PRS) housing at one of the sites, Peel Road, which is currently an underutilised car park. Due to changes in working patterns, the current plans for the site reduce the civic centre from the initial size of approximately 90,000 sq ft to approximately 20,000 sq ft, enabling 46 affordable housing units to be located onsite, as well as the PRS housing that was originally planned.
- 2.2 The nearby council depot, at Forward Drive, has a reasonable amount of office space (38,000 sq ft), as well as a planning condition that it can only let for civic use. It is planned that this will be used to accommodate some of the civic centre activities and be the principal location for staff attendance and collaboration. The revised proposals would also remove the 40 car parking spaces previously envisaged to be included as part of the redevelopment of the Peel Road site, meaning that there is no car parking provision on site.
- 2.3 Volterra Partners has been commissioned to undertake a high level economic impact assessment of the new proposals compared to the previous proposals for the civic centre. This report considers the net economic impact of the following:
- **The retained civic space:** considers the economic impacts associated with the amended civic centre proposed at Peel Road. It considers trends in the demand for workspace and whether the alternative option would provide sufficient space for the workers and therefore support the resulting economic benefits. It also considers the efficiency of utilising the space at the council depot;
 - **Provision of affordable housing:** considers the net economic impacts associated with the provision of an additional 46 affordable housing units on-site at Peel Road. This reviews the need for housing and affordable housing in LBH and the effect of the new proposals, evidence on the benefits associated with affordable housing, and any other resulting economic benefits, including residential expenditure and council tax receipts; and
 - **Changes to car park provision:** the final section summarises literature on the economic benefits or disbenefits of car parking in relation to the removal of the car park in the new proposals for Peel Road.

3 THE RETAINED CIVIC SPACE

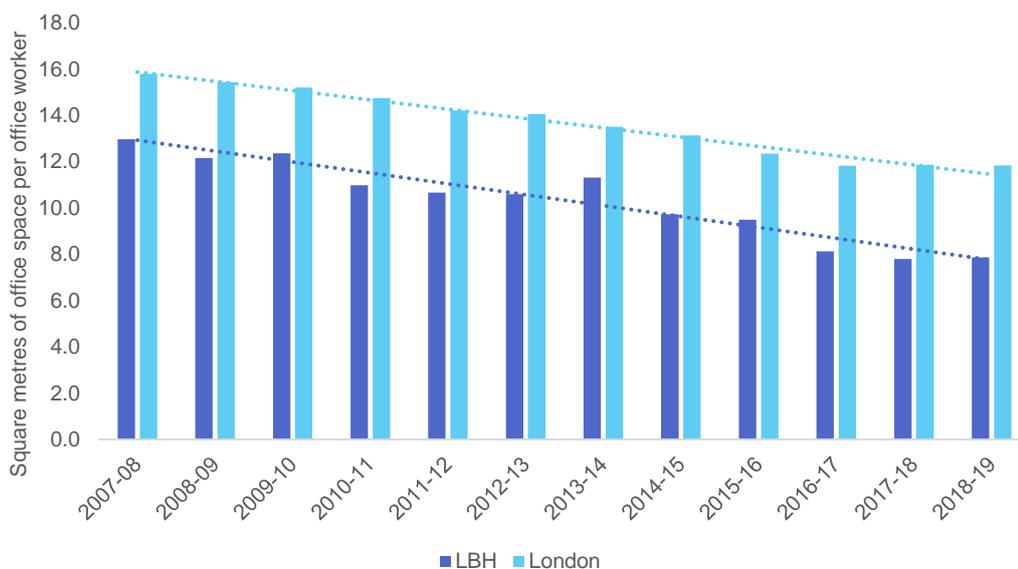
3.1 The revised proposals for Peel Road include a reduction in civic centre floorspace at the Peel Road site and a plan to utilise the office space at the nearby council depot. This section considers the rationale behind the reduction in floorspace at the site as well as the net economic impacts.

Changes in working patterns

3.2 There have been significant changes in the demand for employment floorspace over many years due to related changes in technology, working patterns and the sectoral makeup of the economy.

3.3 Evidence from the GLA suggests that average office densities were around 18sqm per worker in 1997,¹ and that this has fallen markedly, with the latest (from 2015) densities guide recommending average densities of 12sqm per worker.² **Figure 1** presents more recent information from the VOA, showing that densities (office floorspace per worker) in London fell by 23% in the decade to 2019.³ LBH's office density has mirrored this regional trend, with a higher drop of 35%.

Figure 1 Sqm of office space per office worker, 2007/08 – 2018/19



Source: VOA, 2019. Non-domestic rating: stock of properties including business floorspace; ONS, 2019. Business Register and Employment Survey

3.4 This higher density of use of office space has been enabled by changes in the way we work. Advances in technology, such as reliable wireless connectivity, have facilitated flexible working by reducing the need for a fixed desk. The dynamics of the workspace have also changed over the last few decades: the freelance economy grew by 25% between 2001 and 2015,⁴ today one in seven of the UK workforce is self-employed,⁵ and 77% of UK employees work in organisations that provide some kind of flexible working.

1 CAG Consultants (on behalf of the GLA), 2017. London Employment Sites Database 2017
 2 Homes and Communities Agency (HCA), 2015. Employment Density Guide – 3rd edition
 3 VOA, 2019. Non-domestic rating: stock of properties including business floorspace; ONS, 2019. Business Register and Employment Survey
 4 ONS, 2016. Trends in self-employment in the UK: 2001 to 2015
 5 Rhino Interiors Group, 2017. Flexible working: Goodbye to 9-5, Hello to the Flexible Future of Work

These trends are global: evidence from the US shows a general decrease in the space needed per worker over the last 20 years, specifically in office-based sectors.⁶ Whilst the impact of these changes has not always moved in one direction, they have had the general effect of intensifying the use of workspace, particularly for office jobs.

- 3.5 COVID-19 has accelerated these changes, with lockdown measures forcing many people to work from home where they can. It is unclear how many people will continue to work from home in the longer term when we exit the pandemic, but working from home is popular: 88% of people asked in a survey would like to continue working from home in some capacity.⁷ In a study by PwC in the US, 69% expect almost two-thirds of their workforce to be working from home at least once a week in the future.⁸ In the UK, and London specifically, large employers in the financial sector expect less time to be spent in the office in the future, with a largescale shift towards flexible working.⁹ These trends are therefore expected to persist post-COVID-19.
- 3.6 It's clear from the evidence that employees want to work from home for more than one day a week: a study found that 39% of employees would like to work from home 3-4 days per week, with a different study finding that 85% of people would prefer to continue working from home at least a few days a week in the future.¹⁰ This is also reflected in a recent poll, finding that more than half of employees want to work from home for most of the week.¹¹
- 3.7 There have been general trends towards more remote working and reduced demand for employment floorspace, which have been accelerated by COVID-19. Studies expect space per worker to continue to decline and employers will need to plan to support flexible working.¹²

Civic workspace requirement

- 3.8 The space designated for office uses in the existing scheme was based on the assumption that 20% of staff time would be spent working remotely. Following consideration of the trends identified above as well as feedback from staff, this has been revised to an assumption of 50% of staff time spent working remotely. This is consistent with studies:
- a study found that working remotely up to two and a half days per week has positive impacts on wellbeing, but that three days or more can cause a deterioration in the quality of co-working relationships; and¹³
 - a meta-analysis of 36 studies involving more than 12,000 employees found that working from home more than 2.5 days a week could negatively affect relationships with co-workers, as well as knowledge transfer.¹⁴
- 3.9 This evidence suggests that a 50% working from home ratio is optimal.
- 3.10 The initial proposals for the civic centre were planned based on the need to support an office headcount of 1,132 on the average day, 220 of which would be based in other council accommodation. This estimate was based on several assumptions concerning the proportion of workers on annual leave (8.5%), sickness (4%) and those who aren't working

6 Miller, N. 2014. Workplace trends in office space: Implications for future office demand

7 Felstead, A and Reuschke, D, 2020. 'Homeworking in the UK: before and during the 2020 lockdown'. WISERD Report, Cardiff: Wales Institute of Social and Economic Research. Available from: <https://wiserd.ac.uk/publications/homeworking-ukand-during-2020-lockdown>

8 PwC, 2020. PwC's US Remote Work Survey

9 Financial Times, 2020. City employers plan for lasting switch to remote working

10 Forbes, 2020. The surprising truth about how many employees want to keep working from home

11 People Management, 2020. Majority of employees want to work from home for most of the week, research finds

12 Financial Times, 2020. Covid-19 has made it vital for employers support flexible working

13 Nuffield Health, 2019. The effects of remote working on stress, wellbeing, and productivity

14 Gajendran, R., and Harrison, D. 2007. The good, the bad, and the unknown about telecommuting: Meta-analysis of psychological mediators and individuals consequences

at any one time as they are part time (6%). The key assumption driving this was that 20% of staff time would be spent working remotely at any one time, which, as discussed above, is an underestimate of the number that are likely to work remotely in the future. The original plans for the civic centre therefore result in an overestimate of the likely space required given these recent and persistent changes in working patterns. This would result in the delivery of unnecessary / underutilised civic floorspace, leaving the office space at the depot underutilised.

- 3.11 Based on the assumption that remote working increases to 50%, in line with the optimal figure identified above and staff feedback, and assuming that the previous assumptions apply in the same way, the office headcount needed to be supported at Peel Road and other civic accommodation falls to 663. Even assuming a 10% comfort factor to ensure flexibility, there is more than sufficient space at the combination of the amended civic centre and council depot to support these workers.

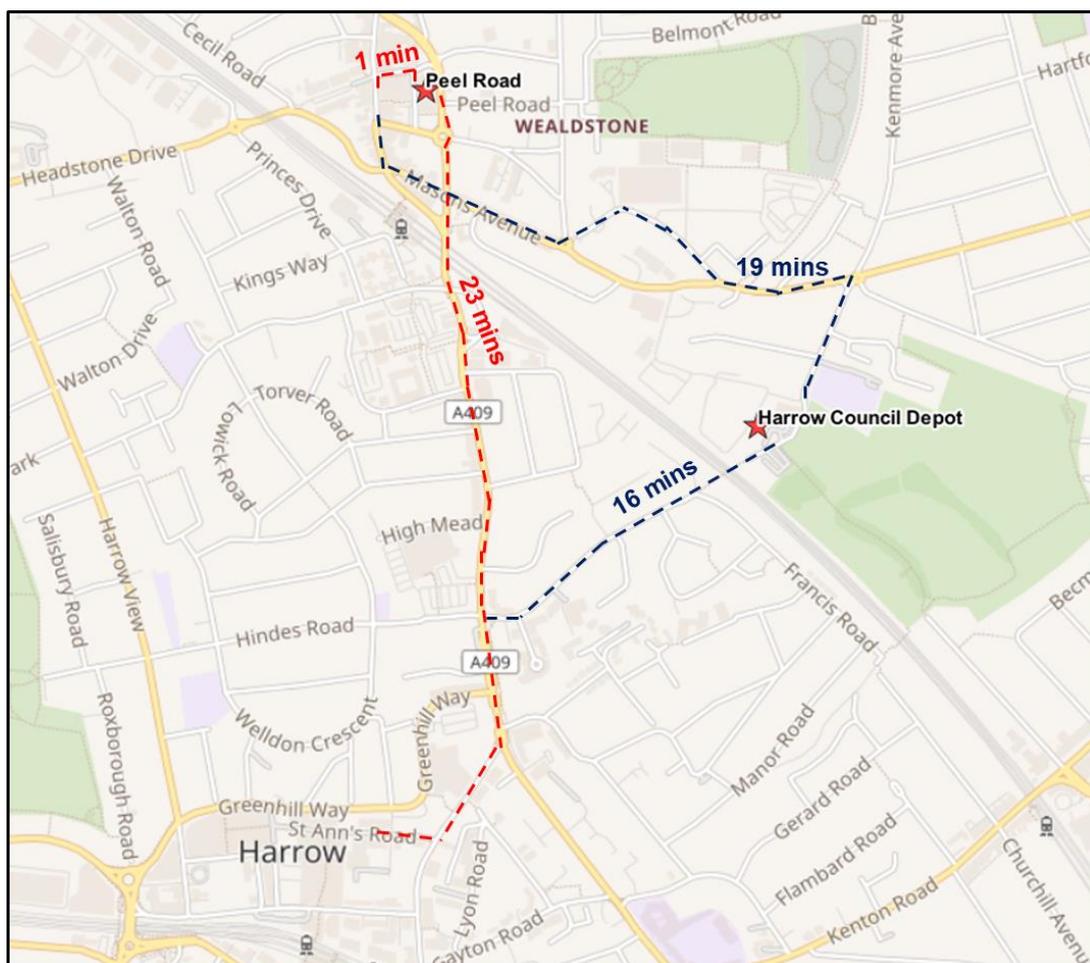
More efficient use of space

- 3.12 Under the previous proposals for the civic centre, the 38,000 sq ft of office space at the council depot would remain underutilised. The new proposals would make use of the depot to accommodate some of the civic centre activities. It would also be the principal location for staff attendance and collaboration. This would result in a more efficient use of council assets by enabling other development at the Peel Road site and utilising the council depot, which cannot be used for alternative occupiers due to the planning condition.

Economic implications

- 3.13 As shown above, the new proposal for an amended civic centre and better utilisation of the council depot will provide sufficient space for the amount of workers who will be onsite at any one time. The number of workers and their expenditure overall is therefore expected to be the same under the existing and current proposals for the civic space.
- 3.14 There will however be some redistribution of the workers compared to the previous proposals. In the proposals for the original civic centre, all workers would be based at HNC. However, in the new proposals these workers would be split between HNC and the depot. Of the average office headcount of approximately 663 FTEs, approximately 100 will be supported at the HNC, with the remainder at the council depot. Walking distances from the two sites to the town centres is illustrated in **Figure 2**. The map shows that the site of the new HNC is located in Wealdstone town centre and the council depot is further away and nearly equidistant between the two town centres of Harrow and Wealdstone. This suggests that workers at the depot are less likely than workers based at Peel Road to spend money in Wealdstone town centre.

Figure 2 Distances to town centres



3.15 Under the new proposals, the workers at the HNC are expected to spend approximately £160,000 in the local area each year (Wealdstone).¹⁵ The workers at the depot would be expected to spend £906,000 in total each year, with approximately half of this expected to be spent in each of Wealdstone and Harrow town centres (£453,000).¹⁶ Overall, there would be a net reduction in worker expenditure in Wealdstone town centre between the two proposals, but the majority of this will be offset by an increase in residential expenditure (explained in the next section).

Table 1 Worker expenditure

	Expenditure in Wealdstone
2005 YouGov survey for UK daily worker spend in local area	£6
Uplifted for earnings growth 2005 - 2020 (43%), earnings differential in London (29%), and earnings differential in the 'public administration' industry (11%)	£12.20

15 A 2005 YouGov survey found that workers in the UK spent on average £6 a day in the local area around their place of work. This figure has been uplifted for earnings growth between 2005 and 2020, as well as for the higher average earnings of workers in different industries in London. We also conservatively assume that 60% of workers spend this amount for 220 days of the year. Given these assumptions, a worker on-site at either the HNC or depot would be expected to spend £12.20 per working day.

16 Workers at the council depot would be expected to visit either of the town centres to spend due to their location between both. Wealdstone town centre has better transport links to the rest of London and also will contain the site of the HNC so there may be higher spending there, but to be conservative, it is assumed that half of depot worker spending will be in Wealdstone town centre and the rest will be in Harrow town centre.

	Expenditure in Wealdstone
Total spend per worker per day	£12.20
Total spend per worker per year (<i>conservatively assumes that 60% of workers will spend this amount for 220 days of the year</i>)	£1,610
Existing proposal – expenditure of Peel Road workers	£1.1m
New proposal – decreased worker expenditure in Wealdstone (fewer workers at Peel Road, half of depot workers' expenditure) plus increased residential expenditure (new residents of Peel Road)	£883,000
Net effect in Wealdstone	- £183,000
Net effect across Wealdstone and Harrow town centres	+ £270,000

NB: Figures have been rounded and may not sum.

- 3.16 There are also visitors to the existing civic centre who support spending in Wealdstone town centre. It is understood that there are four main categories of visitor: contractors/consultants/sales people, members of the public for council services, visitors for case conferences, and registrars. The number of visitors has and is expected to continue to gradually reduce over time. Council services will be provided at other council buildings, such as libraries during the transition. There is expected to be some reduction in visitors over time though it is expected that this is largely a result of general trends in the provision of council services. The number of visitors to the original civic centre is not expected to be materially different to the amended civic centre, nor is their associated expenditure.
- 3.17 Despite the change in the proposals, this assessment has concluded that overall there aren't expected to be material changes in the economic impacts compared to the previous proposals. Whilst the overall worker expenditure in LBH is not expected to change, the above analysis finds that compared to the previous proposals for the civic centre, there would be a reduction in worker expenditure in Wealdstone town centre as the depot is slightly further away. Due to the redistribution of workers, there would be an estimated £453,000 less worker spending in Wealdstone. However, the majority of this would be expected to occur in Harrow town centre instead and, as described in the next section, will likely be offset by additional resident expenditure.
- 3.18 It is worth noting that the redevelopment of the Peel Road site would have a positive effect on Wealdstone town centre compared its existing use as a car park.
- 3.19 The amended civic centre (in combination with the use of the council depot space) would change the council's business rate liabilities. There would be a further benefit to the council in terms of reduced expenditure on business rates but the value of this has not been determined.
- 3.20 The new proposals for the civic centre would also enable affordable housing to be built at the Peel Road site. The economic implications resulting from this are discussed in the following section.

4 PROVISION OF AFFORDABLE HOUSING

4.1 In reducing the amount of floorspace designated for civic uses, the new proposals for Peel Road allow for the addition of 46 London Affordable Rent housing units. This section considers the economic benefits of those additional units. The economic impacts of the PRS accommodation are not considered as it is retained in the current proposals.

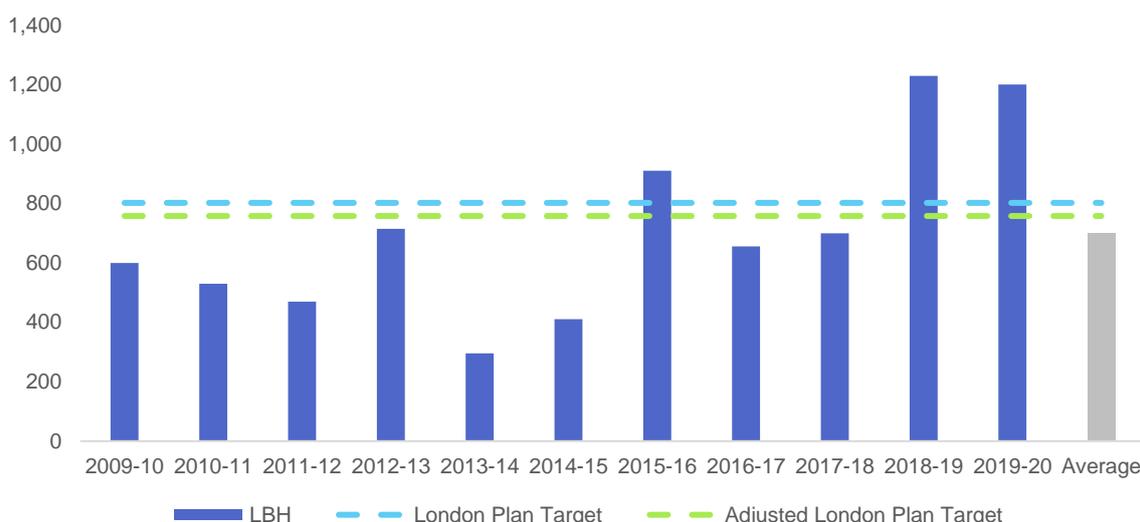
Baseline

4.2 The housing target for the borough established in the Harrow Core Strategy is the delivery of approximately 350 additional residential dwellings per year over the period 2009/10 – 2025/26.¹⁷ Over the last decade, housing delivery has met this target in all but one year, and in most cases exceeded it significantly.

4.3 Looking ahead over the next decade, the Publication London Plan establishes a more up-to-date target for LBH of 8,020 net additional dwellings over the period 2019/20 – 2028/29, based on current demand, supply and the inward and outward flow of residents to the borough.¹⁸ This is equivalent to 802 dwellings per year, more than double the target in the LBH Core Strategy. Taking into account delivery in the most recent year (2019/20), the adjusted London Plan target for the period 2020/21 – 2028/29 stands at a need for 6,820 net additional dwellings, equivalent to 758 each year, as presented in **Figure 3**.

4.4 Over the past decade, an average of 701 dwellings have been delivered in LBH each year, which has been roughly double that of the target outlined in the Core Strategy. However, if current average annual delivery were to continue to 2029, there would be a shortfall in residential dwellings of 508 (based on the updated annual London Plan target of 802 dwellings per year), **meaning that average annual housing delivery would have to increase by 7.5% to meet the target**, indicating a need for additional dwellings. Recent housing delivery has, however, been very good in the borough, with the two most recent years delivering net additional dwellings which exceed the target.

Figure 3 Housing delivery in the LBH, 2009/10 – 2019/20

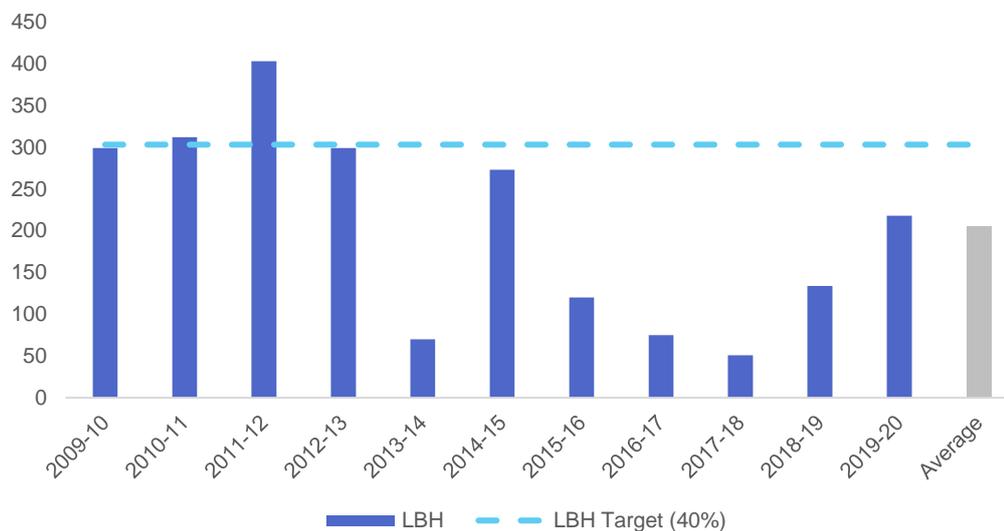


Source: MHCLG, 2020. Live tables on housing supply: net additional dwellings; GLA, 2020. Draft London Plan – Publication Edition

17 Harrow Council, 2012. Harrow Core Strategy
18 GLA, 2020. Draft London Plan – Publication Edition

4.5 The LBH Core Strategy sets a target that 40% of all net additional dwellings should be genuinely affordable for residents of the borough.¹⁹ For public land, the target increases to 50%. **Figure 4** presents affordable housing delivery in the borough over the last decade, alongside the borough target based on the minimum 40% of the targeted number of additional dwellings per annum.

Figure 4 Affordable housing delivery in the LBH, 2009/10 – 2019/20



Source: MHCLG, 2020. Live tables on affordable housing supply; Harrow Council, 2012. Harrow Core Strategy

4.6 Over the last decade, only 29% of all dwellings were classed as affordable, falling short of both the 40% target and significantly below the 50% target. Affordable housing delivery was mostly strong over the period 2009/10 – 2014/15 (barring 2013-14), but has dropped off in recent years, where an average of 205 affordable units have been built each year (32% below target). **There has therefore been a shortfall of affordable housing in LBH in recent times.**

4.7 This is consistent with house price data. In LBH, median house prices were 11.9 times higher than median incomes in 2019. This has grown by 52% over the last decade from a ratio of 7.8, in line with the growing unaffordability in London. It has been shown that poor housing increases health and education costs, as London has a disproportionate number of households living in overcrowded conditions, homeless or living in temporary accommodation relative to the rest of the country.²⁰ The unaffordability of housing across the capital is reflected in the London Housing Strategy, which states that: *“the housing crisis is the biggest threat to London’s future. It is the main reason why all Londoners cannot share in our city’s success”*.²¹

4.8 Conventional guidelines suggest that households should not spend more than 25% of their net income including benefits on housing. **Figure 5** shows that for social housing tenants, this was 31% in London in 2016, having risen in the past six years.²² Housing costs are also higher for London residents relative to those across the country. The high housing costs therefore have a “negative impact on the public purse”, on the

19 Harrow Council, 2012. Harrow Core Strategy

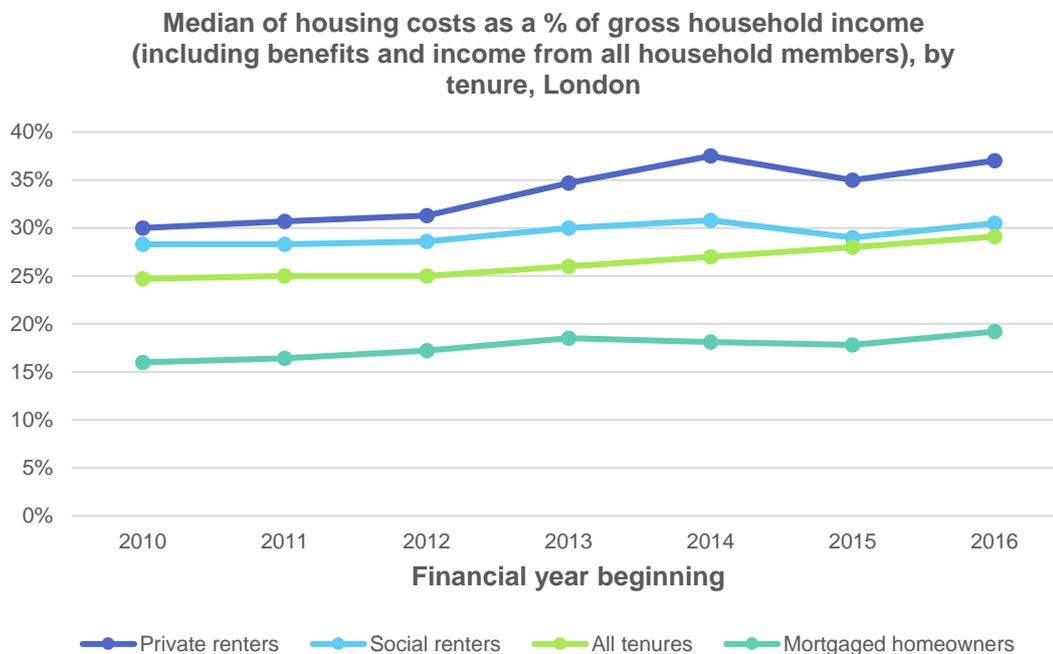
20 LSE, 2011. The case for public investment in affordable housing in London

21 Mayor of London, 2018. London Housing Strategy

22 Mayor of London, 2019. Housing in London 2019

competitiveness of the economy through the impact on work incentives and labour supply, and on the general welfare of households because of their limited resources to pay for their basic living requirements.²³

Figure 5 Housing costs as a % of gross household income



Source: Mayor of London, 2019. *Housing in London 2019*

4.9 Affordable housing helps to begin addressing these issues and support economic growth, particularly in areas where the economic and social payoff is greatest (i.e. where affordable housing is needed the most). It has been found that access to low-cost housing can increase disposable incomes, prevent material deprivation, improve work outcomes, and reduce poverty,²⁴ and so these benefits would be likely to have proportionally greater effects in areas that are more deprived. Moreover, The LSE found that every £1 of public investment in new housing generated £3.50 in economic output,²⁵ and a report in Scotland found that every £100m invested in affordable housing supply via both public and private finance generates £210m of economic output in the wider economy.²⁶

4.10 In recent times, LBH has fallen short of the borough target of 40% of all dwellings to be classed as genuinely affordable (and indeed the 50% threshold for public land), and therefore is in great need of additional affordable residential dwellings.

The proposal

4.11 As a result of the amended civic centre space, the revised proposals for Peel Road include an additional 46 affordable housing units, contributing to both dwellings and affordable dwellings targets in the LBH. **The addition of the 46 affordable dwellings as part of the scheme uplifts the total residential dwellings contribution from 18% of LBH’s annual need to almost a quarter, a significant contribution for a single plot.** The 46 units represent a 35% uplift in residential units compared to the previous plans for the site.

23 Ibid

24 Joseph Rowntree Foundation, 2015. *Housing and poverty*

25 LSE, 2011. *The case for public investment in affordable housing in London*

26 Shelter Scotland, 2015. *The economic impact of investment in affordable housing*

- 4.12 There would also be expected to be several other economic benefits as a result of the scheme changes, namely uplifts in residential expenditure and council tax receipts. The number of residents estimated to be supported at Peel Road would increase by 42% to 355 as a result of the scheme changes. **Residents of the additional households in the revised proposals would spend an estimated £270,000 in the local economies each year** (Wealdstone and Harrow town centre). Council tax receipts would be 35% higher in the new scheme, representing an estimated **£77,000 in additional annual tax receipts**.²⁷ The breakdown of the residential expenditure across both proposals is presented in **Table 2**.

Table 2 Residential expenditure

	Category	Existing proposals	New proposals
PRS	Households	136	137
	Spend per household per week ²⁸	£318	
	Spend per household per year	£16,500	
	Residential expenditure in London ²⁹	£2.2m	£2.3m
	Residential expenditure across Harrow & Wealdstone town centres ³⁰	£1.0m	£1.0m
Affordable	Households	0	46
	Spend per household per week ³¹	£240	
	Spend per household per year	£12,500	
	Residential expenditure in London	£0	£575,000
	Residential expenditure across Harrow & Wealdstone town centres	£0	£0.3m
	Total residential expenditure	£1.0m	£1.3m

Source: ONS, 2019. Detailed household expenditure by countries and regions: Table A35

- 4.13 Across Wealdstone and Harrow town centres, there would be expected to be an increase of £270,000 through an increase in residential spending, as worker expenditure across both town centres remains the same. However, in the context of the sizable development planned in Wealdstone, the decrease in worker expenditure for Wealdstone town centre is insignificant. There are plans for approximately 6,000 additional residential units in Wealdstone (majority are from this scheme and the Kodak scheme), with residents at these units estimated to spend £40m across both towns each year. In the context of the significant uplift in residential expenditure planned, the small loss in worker expenditure is negligible.

27 This is based off the assumption that the new residential units at the Peel Road site would be classified under council tax band C (based on the vast majority of the neighbouring residential developments being classed under band C), meaning that they would contribute £1,648.70 per annum in council tax.

28 Data on spend per household is based on a London spend per household per week, and has been discounted to account for the marginally lower earnings of Harrow residents relative to the London level.

29 This is based on London spends per household from (ONS, 2019. Detailed household expenditure by countries and regions: Table A35), and excludes spending not considered to be contained within London, e.g. mortgage payments and holidays. This has also been adjusted to account for the marginally lower earnings in Harrow relative to the London level.

30 A leakage figure has been applied to the London level of spending to estimate the amount of residential expenditure contained within Harrow & Wealdstone town centres (from NLP, 2009. London Borough of Harrow – Retail Study Review). This was the smallest area for which a leakage figure could be applied, and so a spending estimate for Wealdstone has not been possible to estimate.

31 Expenditure for residents at the affordable housing units is assumed to be slightly lower than expenditure at PRS. This has been discounted by taking the difference in the median earnings for LBH and the earnings of the 25th percentile, representing a 32% difference in weekly/yearly spending.

- 4.14 There are many ways in which affordable housing supports social outcomes. Frontier outline the following benefits that can arise from the provision of affordable housing:³²
- Improved self-rated health (32% of tenants reported their overall health as excellent or very good after moving into affordable housing, compared with 26% previously);
 - Crime prevention (particularly for young homeless people);
 - Higher life satisfaction (83% of housing association tenants reported to be satisfied with current home, with 70% also reporting to be satisfied with their lives overall);
 - Improved education (a number of surveys have established the link between stressed overcrowded parents and a lack of educational support for children, as well as increased risk of dropping out of school); and
 - Community cohesion (evidence finds changes to aspects such as adult socialising and child development following home improvements, as well as feelings of safety).
- 4.15 According to Oxford Economics and Regeneris, *“perhaps the firmest evidence on the economic role of housing is in relation to the more enduring impact it has on human capital formation and life chances. Put simply, families living in poor quality, less desirable housing stock face lower life chances and health costs associated with poorer quality stock itself”*.³³

³² Frontier Economics, 2014. Assessing the social and economic impact of affordable housing investment

³³ Ibid

5 CHANGES TO CAR PARK PROVISION

- 5.1 The original scheme for Peel Road proposed to retain 40 car parking spaces in the basement. However, the new plans would remove these, meaning that there would be no car parking provision onsite. This section considers the current usage of the car park and the literature on the need for car parking spaces in a town centre with good public transport links.

Current usage and accessibility

- 5.2 A transport assessment was undertaken for Wealdstone town centre in 2017, which considered the provision and demand for parking in the town centre.³⁴
- 5.3 The existing site consists of Peel House multi-story car park, which is the main car park in the town centre and contains 257 car parking bays. Occupancy data per hour was collected in October 2015, showing that the minimum occupancy recorded over the period was 12 vehicles (5% capacity) and the maximum recorded over the period was 173 vehicles (69% capacity). The average weekday occupancy recorded over the period was 33%, and the average weekend occupancy was 38% of the car park capacity. The Peel House car park also had a lower level of occupancy compared to the other main car park in the town centre, the Palmerston Road car park. **These figures show that parking at the Peel House multi-storey car park is heavily underutilised, with only one third of the car park occupied during the week.**
- 5.4 The plans to redevelop Poet's Corner and plans for Wealdstone town centre will also result in a loss of car parking.
- 5.5 The site of the car park is highly accessible by public transport. The Public Transport Access Level (PTAL) rating – a measure of public transport accessibility in London – is 6a, the second highest rating, which is very high for a site in an outer London borough, one of the most accessible parts of the borough.³⁵ The public transport accessibility is due to the proximity of the site and town centre to Harrow & Wealdstone Underground station, which is located within 350m. This underground station provides access to the Bakerloo line, the London Overground, and National Rail services, with links through to Wembley, Baker Street, and Waterloo. There are also quick main line services through to Euston and Watford Junction.
- 5.6 There are also planned to be additional improvements to transport infrastructure and accessibility within the town centre in the years ahead, with approximately £2.7m allocated to major transport infrastructure projects for Wealdstone in the most recent Infrastructure Funding Statement.³⁶ Specifically, this involves a town centre improvement scheme improving the High Street corridor and the bus network through the town, as well as improvements to reduce the dominance of traffic and increase the levels of walking, cycling and public transport use in the town.³⁷ Furthermore, Harrow council have been provisionally awarded £7.4m from the High Street fund to improve Wealdstone, which is envisaged to be primarily spent on walking and cycling improvements.³⁸
- 5.7 There is also a general trend towards reduced car ownership in London. Whilst there is evidence for growth in car ownership in the rest of the UK, this is not the case in London, where, despite the population increasing, car ownership has decreased.³⁹ TfL looked at

34 Atkins (on behalf of the London Borough of Harrow), 2017. Wealdstone Town Centre – Transport Study

35 TfL, 2021. WebCAT planning tool

36 Harrow Council, 2020. Harrow Infrastructure Funding Statement 2019/20

37 Harrow Council, 2019. Information Report – Wealdstone Transport Infrastructure Projects

38 Healthy Streets for Harrow, 2020. Wealdstone town centre consultation – Feb 2020

39 Ibid

how people travelled to major retail destinations in London, and found that the most popular mode was found to be walking, followed by bus, and then tube.⁴⁰ This research also found that those opting to use car as a means of travel to retail destinations has steadily decreased over time, whilst walking has increased.

- 5.8 There has been shown to be a statistical relationship between cars per household and public transport accessibility: the average number of cars per household rises as public transport accessibility decreases.⁴¹ In the case of Wealdstone town centre, public transport accessibility is very good, and set to improve, indicating that the average number of cars per household is likely to decrease.
- 5.9 There is also significant development planned in Wealdstone and Harrow. Harrow Council's vision for the Harrow and Wealdstone Intensification Area is the delivery of at least 2,800 net new homes, as well as 3,000 additional new jobs, over the period 2013-2028.⁴² The increase in density of homes in the area is likely to increase the number of people walking or cycling to Wealdstone town centre. A number of sizable developments are planned, including the addition of approximately 3,000 units as part of the Kodak scheme, 187 units in the Origin scheme, and 222 additional units as part of the Palmerston Road scheme.

Literature

- 5.10 Pedestrianisation (removing or restricting vehicle access in a public area for the use of pedestrians) mostly has a positive or neutral effect in economic terms.⁴³ Research has found that some of the main beneficiaries of pedestrianisation are retailers and businesses, **as vacancy rates are five times higher on streets with high levels of traffic,⁴⁴ and retail turnover in areas with a lower prevalence of traffic, and are more pedestrianised as a result, generally out-perform non-pedestrian areas.⁴⁵** A review of Exeter, having had motor vehicle traffic removed from several streets in the city centre between 2000 and 2010, showed that there was:
- Increased investment in the public realm of existing shopping centres;
 - An increase in footfall of around 30% across these shopping areas; and
 - An increase in retail rents from £220/sqft in 2006 to £225/sqft in 2008, compared with declining rents in other towns in the region.⁴⁶
- 5.11 It is common that **retailers significantly overestimate how many of their customers travel by car** and the number of parking spaces their customers require,⁴⁷ sometimes up to a factor of 400%.⁴⁸ This is reflected in the significantly low usage of the Peel Road car park.
- 5.12 Evidence also shows that **cycle parking delivers five times higher retail spend than the same area of car parking.⁴⁹** This is further reiterated in evidence in a US context, where it was found that the conversion of a paid parking spot to a bike share facility had the potential to increase total commercial spending in retail centres from \$220/day to \$334/day (52% increase).⁵⁰

40 TfL, 2011. Transport for London Town Centre Study 2011

41 GLA, 2013. The future of London's town centres

42 Harrow Council, 2013. Harrow and Wealdstone Area Action Plan

43 Sustrans, 2020. What are the economic impacts of making more space for walking and cycling?

44 Wiggins, P. 1993. Streets, Traffic & Trade: A Survey of Vacant Shop Sites in Leicester City Centre

45 Lane, B. 2001. The Impact of Pedestrianisation on Retail Economic Activity: A Review of the Evidence

46 University of the West of England, Bristol, and Cavill Associates, 2011. Making the case for Investment in the Walking Environment – A review of the evidence

47 Sustrans, 2020. What are the economic impacts of making more space for walking and cycling?

48 British Parking (on behalf of London Councils), 2012. The relevance of parking in the success of urban centres

49 Department for Transport, 2016. The value of cycling: rapid evidence review of the economic benefits of cycling

50 The CUNY Social Policy Simulation Center, 2013. The economic impacts of transferring curb space from car parking to bike share docks

- 5.13 Other evidence shows that car drivers spend more on a single trip, whereas those walking and opting for public transport spend more over a week or a month due to regular repeat trips.⁵¹ Spending by public transport users (18% increase from 2004-11) and pedestrians (2% increase from 2004-11) has risen over time, whereas spending by car users has decreased (-13% from 2004-11).
- 5.14 In relation to footfall, some literature concludes that there is a lack of robust evidence that can be used to link car parking strategies to town centre footfall.⁵² Town centres economies are also highly localised and are hyper-specific, meaning that towns differ economically, and different factors are at play in different locations, such as business activity and a town centre's retail offering. It is therefore hard to disentangle the impact of the car park on the town centre's performance.
- 5.15 Overall, there is relatively little research that has been carried out on the link between the prevalence of car parks and urban centre success. A good mix of shops and services and a quality environment are the most improvement factors in attracting visitors to town centre. However, it is clear that more parking in a town centre does not necessarily mean greater commercial success. Indeed, there is evidence that the removal of car parks and associated reduction in traffic can result in economic benefits for urban centres.

The proposal

- 5.16 The transport assessment for the town centre notes that the reduction in the quantity of public car park spaces in the development at the new civic centre site may encourage an increase in travel to Wealdstone by sustainable modes of transport, but also may present a significant risk that on-street parking will increase due to the reduced number of car park spaces being provided in the future.⁵³ Wealdstone town centre is already very accessible by public transport, having the second highest rating of nine, and there are future plans to improve the accessibility and walkability of the town centre, which will improve this further.
- 5.17 The Publication London Plan sets a target of reducing the use of and reliance upon car travel.⁵⁴ It notes that comprehensive redevelopment for retail spaces should aim to reduce car use and dependency whilst simultaneously improving access to walking, cycling and public transport. In urban settings in particular, the provision of car parking is discouraged, and the plan sets out that this should be restricted where existing and future levels of public transport connectivity are good.
- 5.18 Parking at the Peel Road multi-storey car park is significantly underused, with an average capacity of about one third during the week. The literature has also shown that reductions in traffic within urban centres can lead to economic benefits in the form of increased investment, footfall and retail rents. For car parks specifically, it has been shown that retailers tend to overestimate how many of their customers use a car, sometimes even up to a factor of 400%. However, other studies conclude that there is a lack of evidence supporting the link between increased footfall and reduced car parking, and that factors that contribute to the economic success of towns differ from town to town, and there is no 'one size fits all' approach.
- 5.19 Overall, **there are limited economic arguments in favour of retaining 40 car parking spaces at the site.** Existing parking is underutilised and there are plans to improve the bus network, reduce the dominance of cars and increase the levels of walking, cycling and public transport use within the town centre. The removal of the car park is consistent with all these changes. The evidence is not clear on the economic implications of the loss

51 British Parking (on behalf of London Councils), 2012. The relevance of parking in the success of urban centres

52 MRUK, 2015. Assessing the Impact of Car Parking Charges on Town Centre Footfall

53 Atkins (on behalf of the London Borough of Harrow), 2017. Wealdstone Town Centre – Transport Study

54 GLA, 2020. Draft London Plan – Publication Edition

of car parking spaces. However, it does suggest that any costs are unlikely to be material and there may be positive impacts associated with reduced car use.

- 5.20 Overall, there is expected to be a large loss of car parking in Wealdstone town centre and the immediate surroundings as a result of the schemes and anticipated town centre improvements, and this may disadvantage some shoppers, most notably those who frequently travel by car and/or are reliant upon car travel. However, the literature is inconclusive that a decrease in car parking will translate to a decrease in consumer spending. Furthermore, in the context of the large amount of growth planned for Wealdstone town centre and surroundings, this is not likely to have an overall materially adverse effect.

Disclaimer

COPYRIGHT: The concepts and information contained in this document are the property of Volterra Partners LLP. Use or copying of this document in whole or in part without the written permission of Volterra Partners LLP constitutes an infringement of copyright.

LIMITATION: This report has been prepared on behalf of and for the exclusive use of Volterra Partners LLP's Client, and is subject to and issued in connection with the provisions of the agreement between Volterra Partners LLP and its Client.

Volterra Partners LLP accepts no liability or responsibility whatsoever for or in respect of any use of or reliance upon this report by any third party.



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Harrow New Civic Centre and Accommodation Strategy	Date EqIA created May 2021
Name and job title of completing/lead Officer	Julian Wain – Interim Commercial Development Director	
Directorate/ Service responsible	Communities	
Organisational approval		
EqIA approved by Directorate Equalities Champion	Name	Signature <input type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions

(to be completed after you have completed sections 2 - 5)

a) What is your proposal? The proposal is to establish the Council's Accommodation Strategy for the future including the development of the Harrow New Civic Centre. The Council has resolved to develop three Core sites in Wealdstone, and to erect a new Civic Centre at Peel Road to replace the dated and soon to be obsolete Civic Centre at Poets Corner.

The Council plans to locate its principle staff area at Forward Drive Depot, which is the Council's newly redeveloped depot and office space. This will be the principal area for staff to work, meet and collaborate. This will begin to be occupied from completion in October 2021. Staff will be able to work on an agile basis from the office, from other Council sites, from home and in non-specific locations to suit. It is anticipated that they will attend the main office on average 2.5 days per week.

In the short-term public facing services will be delivered from other existing Council sites, as well as predominantly by digital channels. When the new Civic Centre opens in 2025 this will be the Council's public face and transactions with the public will take place there.

Staff will visit the Civic Centre as and when required for meetings, for interaction with the public and for interaction with elected members.

b) Summarise the impact of your proposal on groups with protected characteristics

The Council's approach to flexible and agile working has a generally overall positive effect and given the state of the art design of new buildings the approach will have benefits for all staff and client groups. For some groups there is no impact. There are no major negative impacts and all minor impacts can be mitigated.

c) Summarise any potential negative impact(s) identified and mitigating actions

Negative impacts and actions to mitigate are set out in detail in section 2 and in summary in section 3.

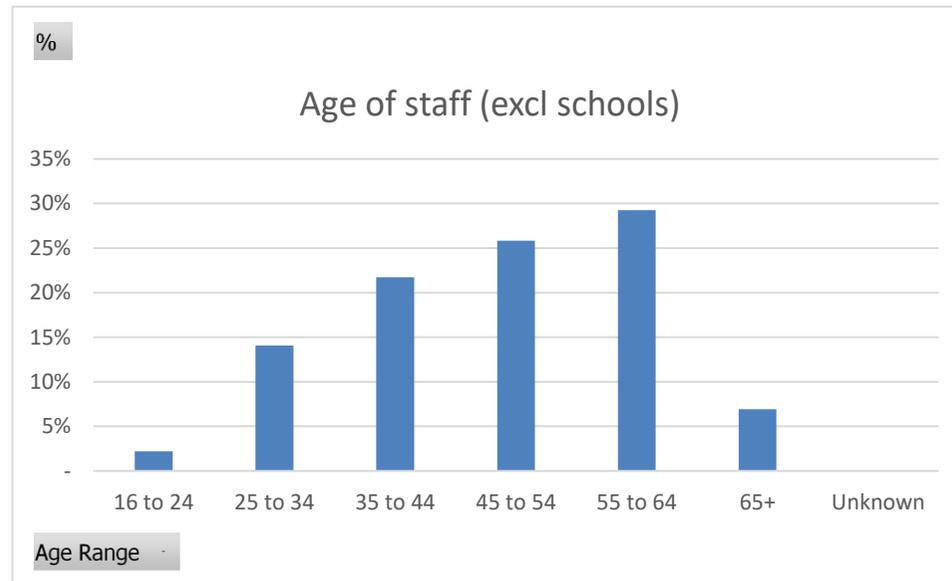
2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p><u>Residents</u></p> <p>Harrow profile:</p> <p>20 per cent of Harrow's residents are aged under 16 (48,200).</p> <p>65.9 per cent (158,400) of Harrow's population fall within the working age bracket (16 to 64) and 14.1 per cent (33,900) of Harrow's residents are 65 years of age and older.</p> <p>The average (median) age in Harrow is approximately 36 years, which ranks Harrow 284th out of 348 local or unitary authorities for age, depicting a younger average than the majority of local authorities.</p> <p>A high percentage of our customers are on housing benefit and council tax support, the breakdown below is relevant for this assessment.</p> <p>The Housing Benefit /Council Tax Support caseload is made up of 15,032 (73%) working age households and 5,652 (27%) pensioner.</p> <p>An average of 5,500 new claims are made every year of which 85% are made by working age households, and 15% by pensioners.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Less than 250 residents visit the Civic Centre to access a service and supported self-service offer will be initially be available at Greenhill library with a view to operate across the library network when appropriate. A suitable location for Homelessness, Adult Social Care and Childrens' Services is being assessed.

The new HNC will have facilities designed to accommodate people with disabilities and mobility issues and will be user friendly.

There may be some minor impact on residents as a result of the reduction of available car parking spaces in Wealdstone. However, the Council is mitigating this by exploring the development of such additional parking spaces as is feasible. Wealdstone in general, and Peel Road are well served with public transport. In the short term the interim facilities will be in suitable existing Council buildings and will be those with existing car parking and associated facilities. Individual equality impact assessments will be carried out on each of these locations.

Staff

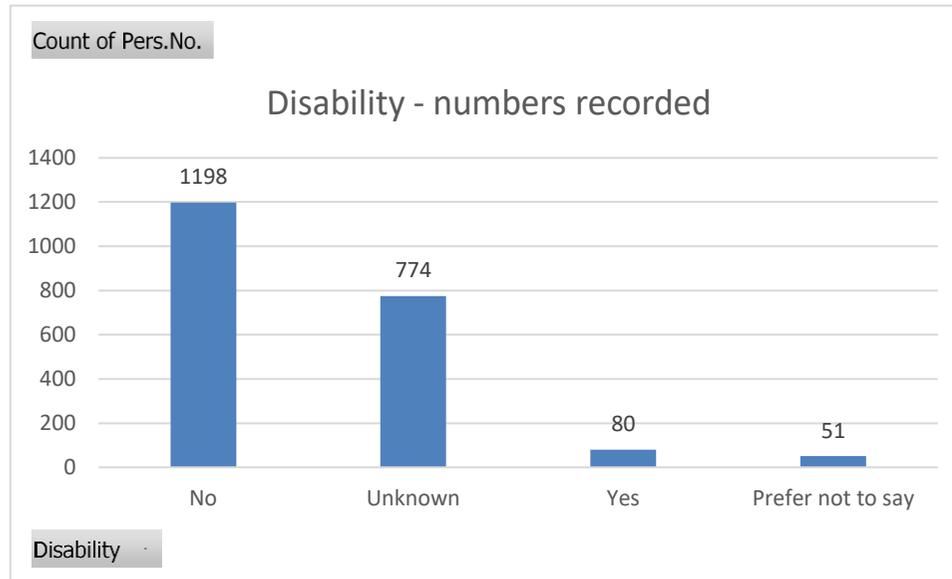


	<p>Any minor impact on staff as a result of the reduction of car parking will be mitigated by the spaces available at Forward Drive, together with the potential provision of pool cars. Forward Drive has adequate public transport and Peel Road is in the highest PTAL rating.</p> <p>The adoption of flexible and agile working may give rise to minor impacts on older staff who may struggle with new IT when working at home without a support network around them. This will be mitigated by the IT adoption officer available through IT.</p> <p>Younger (more junior) staff are more likely to be in shared accommodation and therefore not have a suitable area to work in. However, it should be remembered that the policy is not to require staff to work from home but to offer a mixed opportunity of work from home, Forward Drive, other Council spaces and non specific venues outside the Council estate subject to the requirements of their role.</p>				
Disability	<p>Harrow profile:</p> <p>17.3% of Harrow's working age population (16-64) classified themselves as disabled within the 2011-12 period (July to June), a total of 26,600 individuals. This signifies a decrease of 4.6% for the same period in 2010-11.</p> <p>13,800 (17.3%) are men and 12,900 (17.7%) are women</p> <p>Housing Benefit/Council Tax Support claimants in receipt of Disability Living Allowance, Severe Disablement Allowance or Employment Support Allowance (Support Component) are classified disabled under the regulations. 4,826 households fall under this category.</p> <p>The proposals for office/collaboration space are likely to have a positive impact on this group. Both buildings are being designed and built to current disability standards and disabled parking will be available at both venues. This will also be true of additional touchdown space and service delivery points, each of which will be assessed to ensure that they meet relevant standards and have the appropriate facilities for all client groups and all staff needs.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

For public facing services the public areas will be fitted out to meet the needs of all client groups. This is likely to include

- Adjustable desk heights
 - Seating area for those who require seats.
 - Wheelchair accessible .
 - Hearing Loop
 - Plasma Screen meeting audio and visual needs
 - Larger computer screens with the ability to increase the size of the text on screen
 - Fully functioning keyboards and mice. Ergonomic workstations (2)
 - Access to disabled toilets.
 - Rooms available for privacy.:

Staff



	<p>Forward Drive, as the main collaboration workspace, is being designed with access in mind. Touchless building controls for doors, etc, will make moving around the building easier for those with physical disabilities. Ergonomic chairs that will better meet the needs of the majority of staff are being purchased minimising the need for specially adapted chairs, while the range of work settings and the limited time period that staff are expected to use them should help reduce physical strain on people. Hearing loops are proposed for all the main group collaboration areas. The use of a dyslexia friendly font for signage is being considered. The access procedures for shared workplace are being developed and will be consulted on with DAWN and MADG. The personal risk assessment process will need to be followed for those with more specific accessibility needs that cannot be met through these measures. Similar considerations will apply in the HNC at Peel Road.</p> <p>For those periods of time when staff with disabilities are working from home individual risk assessments will be carried out and reasonable adjustments to facilitate their adopting the agile working made as necessary.</p> <p>There are currently 6 disabled parking bays at Palmerston Road, and this number of surface spaces will be replicated in surface parking for the new HNC. In addition there will be 5 disabled spaces at Forward Drive. While this is a reduction on the 12 available at the present Civic Centre, and thus a minor negative impact, this should be mitigated by the new working patterns of agile working. In addition demand for spaces will be monitored on an ongoing and continuous basis, and the option is available to increase the number of disabled spaces available should this be necessary.</p>				
<p>Gender reassignment</p>	<p>The proposals for office/ collaboration space will have a minor impact on this group as at present there are no gender neutral toilets or showers at Forward Drive Depot and this is an area of concern that will require monitoring. In the longer term the new HNC will be designed to modern standards and will have gender neutral toilets. Consideration will be given to the allocation of existing toilets and the situation monitored for further review six months from opening.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

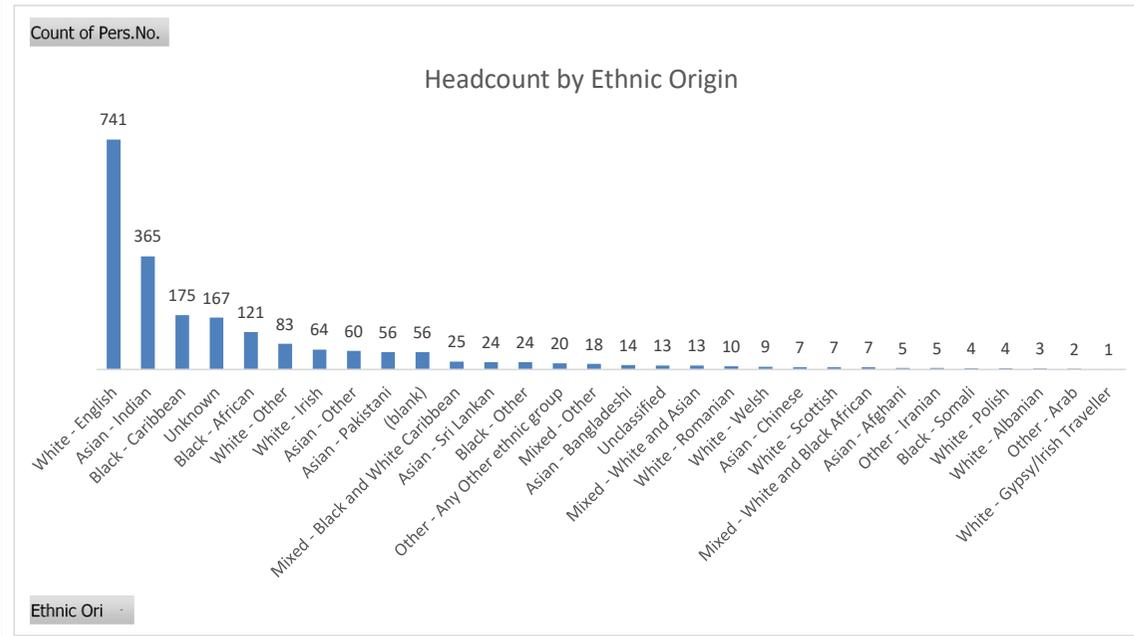
	The proposals for public facing services will have no impact on this group				
Marriage and Civil Partnership	<p>The proposals for office/ collaboration space will have no impact on this group.</p> <p>Consideration is currently being given to the site for the registrar service on an interim basis. It is likely that this will also be the site for this service to be relocated on a permanent basis, to an improved site owned by the Council and in the long term this may have a positive impact.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	<p>The Council's flexible and agile approach to working will have a positive impact on this group, allowing work from home and at Council offices and where feasible at non Council sites. Staff in this category may receive personal risk assessment for the provision of car parking where necessary. Adequate public transport is available to Forward Drive Depot and excellent public transport to Peel Road in the longer term. Facilities will be available for nursing mothers.</p> <p>For public service there will be no impact in the short or long term as in the period until the opening of Peel Road HNC services will be available from Council locations with suitable transport and parking. Peel Road has excellent transport links and the highest PTAL rating. Consideration is currently being given to the location of registrar services for registration of births, and this will be located in an accessible existing Council building. It should also be noted that there is a low level of birth registration within Harrow, as the main maternity hospital is located outside the Borough.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Race/
Ethnicity

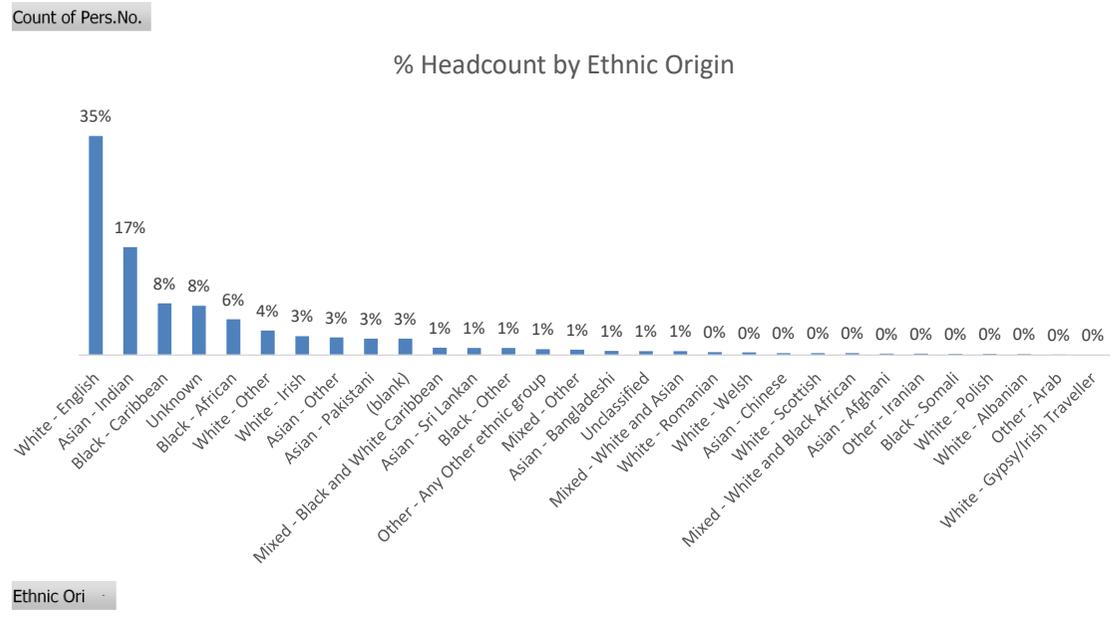
Ethnicity overview – employees:

The breakdown of Council staff by ethnic origin is set out below as at March 2020.

Composition of staff group by ethnic origin (highest level of detail)



☒	☒	☐	☐
---	---	---	---



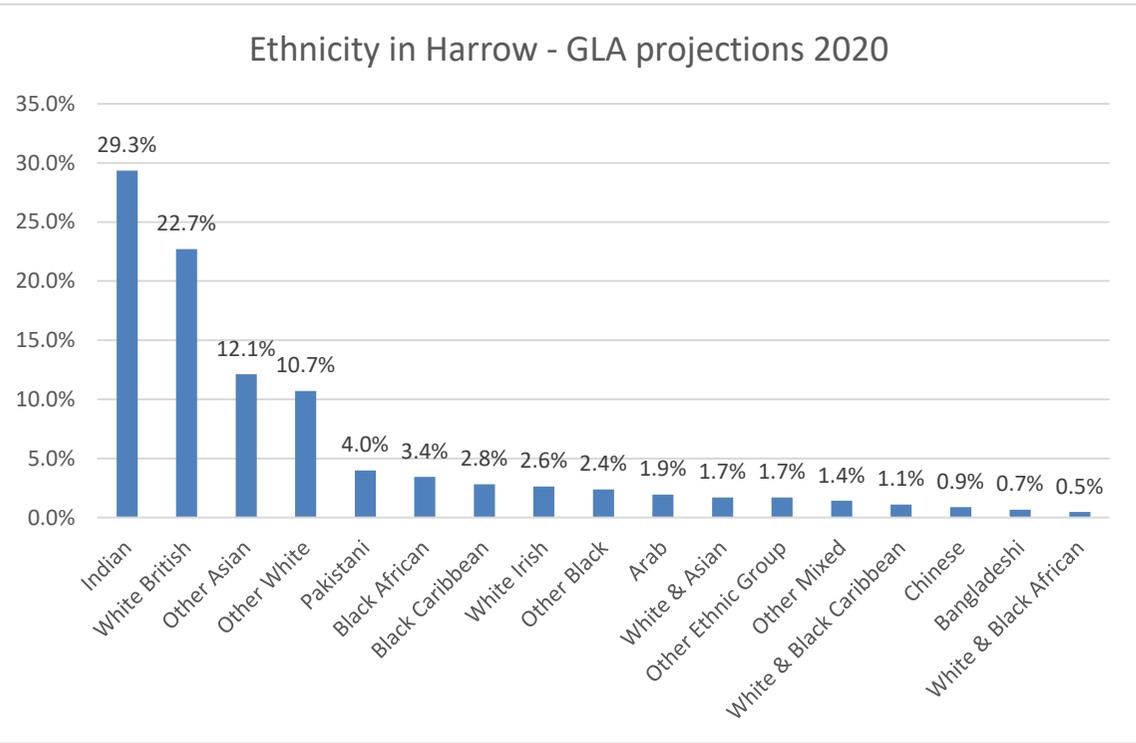
The largest group by ethnic origin is White English, followed by Asian Indian, then Black Caribbean.

It is likely that the Council's flexible and agile approach to working will have a positive impact on all staff allowing work from home and at venues to suit. The venues at Forward Drive and Peel Road are Wealdstone based and are well served by public transport with appropriate feasible car parking.

There will be no impact on this group in terms of the proposals for office/ collaboration space.

It may be that staff within this protected group are more likely to be in shared or multi generational accommodation and therefore not have a suitable area to work in. However, it should be remembered that the policy is not to require staff to work from home but to offer a mixed opportunity of work from home, Forward Drive, other Council

spaces and non specific venues outside the Council estate subject to the requirements of their role. This should mitigate any minor negative impact.



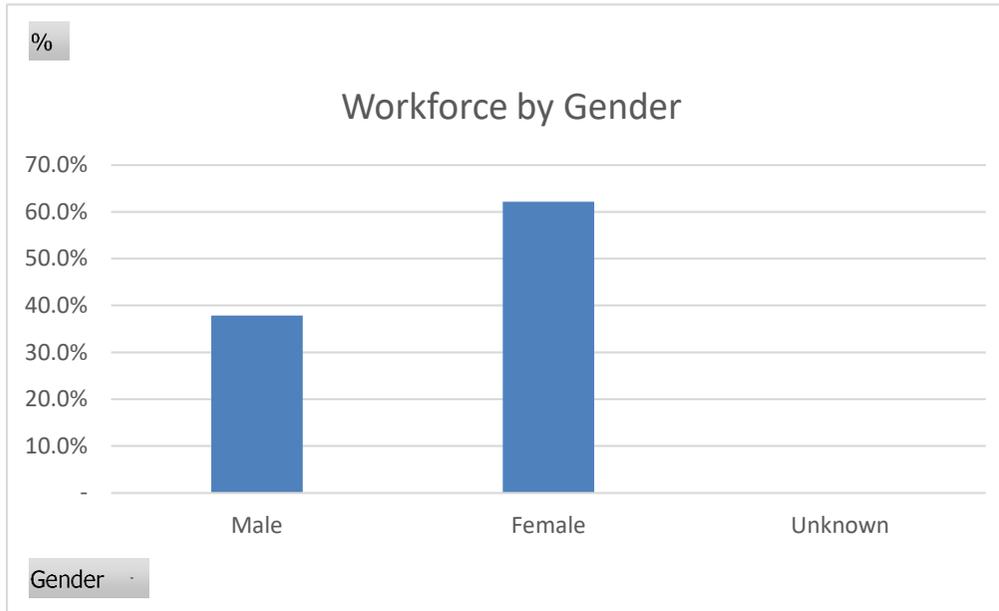
For public service there will be no impact in the short or long term as in the period until the opening of Peel Road HNC services will be available from Council locations with suitable transport and parking. Peel Road has excellent transport links and the highest PTAL rating.

A venue for citizenship ceremonies is currently under consideration. This will be based in existing Council buildings with good public transport links and is not expected to have any negative impact

<p>Religion or belief</p>	<p>The proposals for public facing services will have a minor negative impact on this group. The removal of car parking at Poets Corner will have an effect on those attending the Harrow Central Mosque in Station Road as it will no longer be available for use, although there is no contractual right for this. Mitigation is being provided through discussions of alternative solutions, potentially park and ride from a town centre site or from dispersed sites.</p> <p>Similar considerations will apply to the ISSC Temple as a result of the redevelopment of Peel Road and Palmerston Road Car Parks. The ISSC are in ongoing discussions with the Council as part of their relocation and have been part of a landswap deal with the Council.</p> <p>As noted above the location for the registrar service is currently being considered. This will be located in existing Council buildings with all appropriate facilities and access.</p> <p>For staff there is no impact on this group.</p> <p>Space will be devoted at Forward Drive and at the HNC enabling multi faith prayer for staff who wish to utilise this facility.</p>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
----------------------------------	--	--------------------------	-------------------------------------	--------------------------	--------------------------

Sex

The proposals for public facing services will have no impact on this group.



For staff any negative impact from the loss of the extent of car parking will be mitigated by the Council's approach to the improvements of Wealdstone town Centre including lighting, the provision of car parking spaces as feasible and appropriate and the secured by design approach to both buildings. Female staff may be more likely to have caring responsibilities to to head up single parent families, therefore more flexibility in terms of working from home and other locations is expected to have a positive impact.

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sexual Orientation	<p>The proposals for office/ collaboration space will have a minor impact on this group as at present there are no gender neutral toilets or showers at Forward Drive Depot and this is an area of concern that will require monitoring. In the longer term the new HNC will be designed to modern standards and will have gender neutral toilets. Consideration will be given to the allocation of existing toilets and the situation monitored for further review six months from opening.</p> <p>The proposals for public facing services will have no impact on this group</p>				
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes, No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					
<p>2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?</p> <p><input type="checkbox"/> Yes, No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, Include details in the space below</p>					

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider, and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact, please state below.	Deadline date	Lead Officer
Reduction of car parking	Consideration of pool cars Assessment of feasibility for further spaces Individual risk assessment for buildings Secured by Design Town centre improvements Monitoring of take up and demand for disabled parking Search for alternative solutions for the Harrow Central Mosque	Ongoing risk and equalities impact assessments	To be reviewed in 6 months	Mike Butler/ HSDP Project Team/Rahim St.John
Lack of IT support at home	IT Support officer Remote IT control	Ongoing risk and equalities impact assessments	To be reviewed in 6 months	Ben Goward
Difficulty in finding suitable work space at home	Mixed opportunity for work space	Ongoing risk and equalities impact assessments	To be reviewed in 6 months.	Tracey Connage

		Actions arising from the risk assessments relating to the building including making of reasonable adjustments	As above	Rahim St John
Absence of gender neutral toilets in Forward Drive	Potential reallocation of toilets on certain floors	Ongoing monitoring and further risk and equalities impact assessments	To be reviewed in six months of opening	Tracey Connage/ Rahim St. John

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

Include details in the space below

The Council's Accommodation Strategy will provide high quality modern office accommodation for staff and public alike which will enable flexible and agile working for people from all the different groups and equality of access to services for all.

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies **Outcome 1**

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

 Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

 Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

Forward Drive Office Fit Out Design Concept

GROUND FLOOR

Colour Palette



Flexible stools



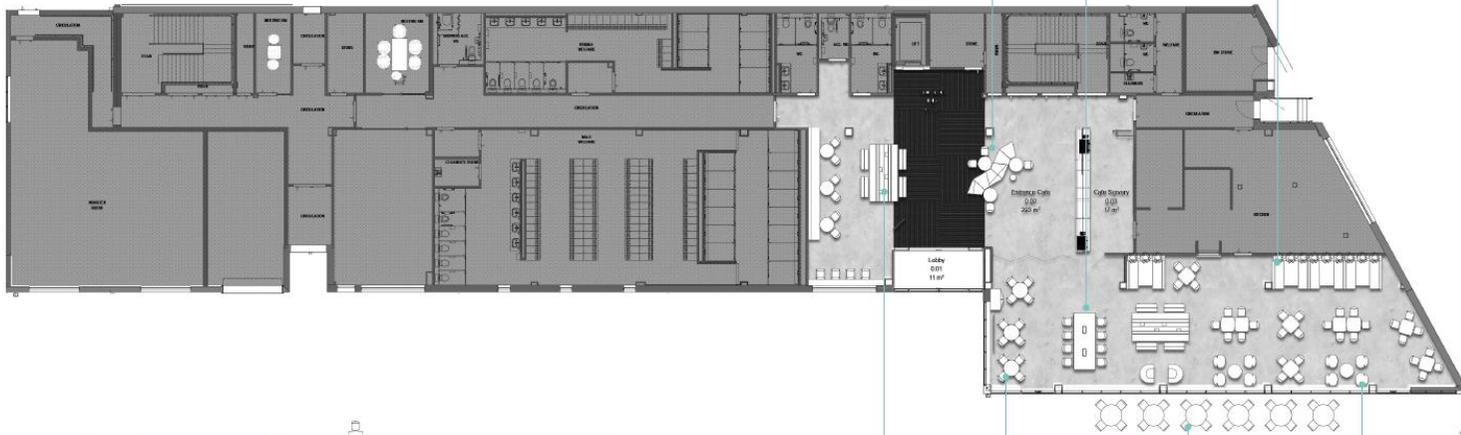
Modular soft seating



High table with stools



Joinery Banquette seating



bright signage



Contrasting Colours



Contemporary Materials



Picnic workbench



Cafe seating



Outdoor furniture



Lounge armchairs

Forward Drive Office Fit Out Design Concept

FIRST FLOOR

214

Colour Palette



High back chairs



High table with stools



Dining chairs



D-Shape tables



Stools



Acoustic workstations



Circular workstations



Acoustic booths



Mobile acoustic screens



Modular soft seating



Flexible stools



Freestanding Charge Points

Forward Drive Office Fit Out Design Concept

SECOND FLOOR

Colour Palette



Ergonomic chairs



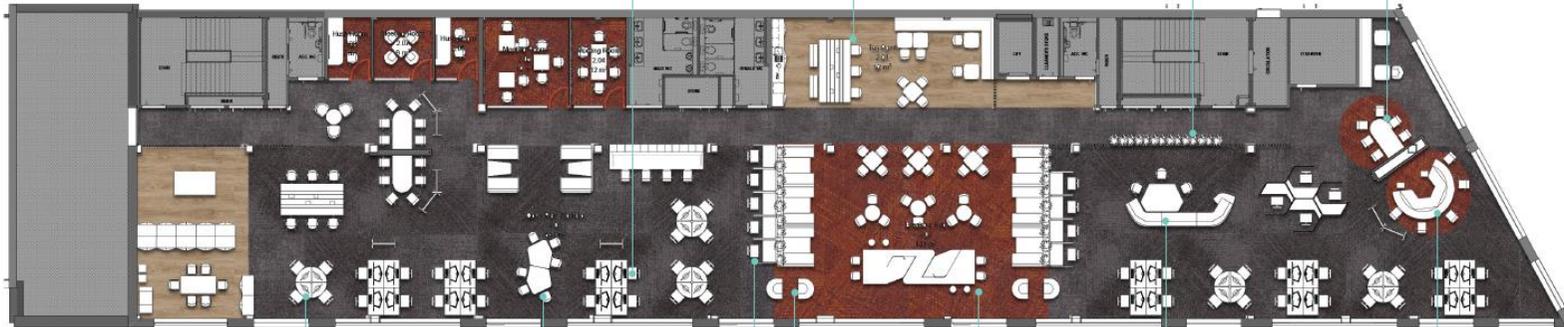
Picnic workbench



Lockers



Media tables



Circular workstations



Diamond work tables



Acoustic workstations



High back chairs



Sit Table



Modular seating system



Multi-use high table and soft seating

Forward Drive Office Fit Out Design Concept

THIRD FLOOR

High table with stools



Meeting chairs



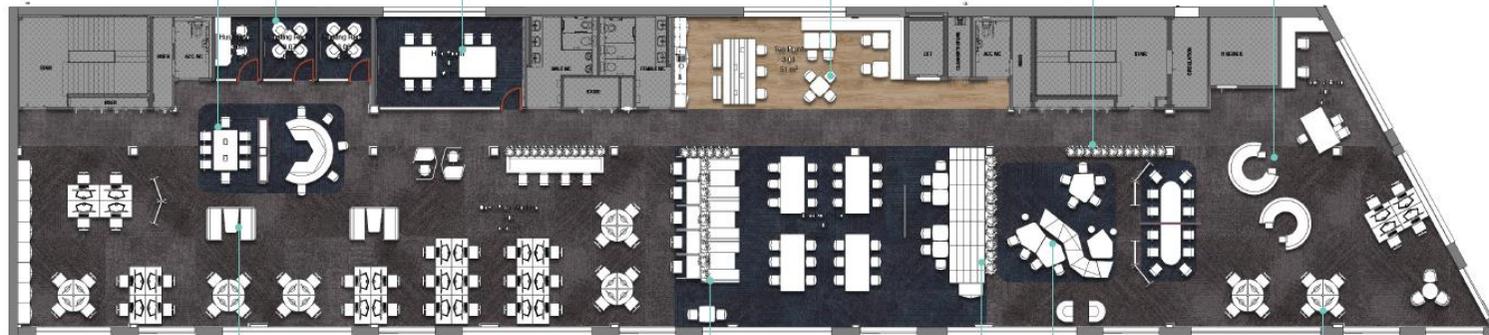
Media tables



Dining chairs



Lockers



Acoustic booths



Joinery Banquette seating



Modular bleacher seating



Modular soft seating



Circular workstations

Forward Drive Office Fit Out Design Concept

FOURTH FLOOR

Lounge sofas



Meeting chairs



Picnic workbench



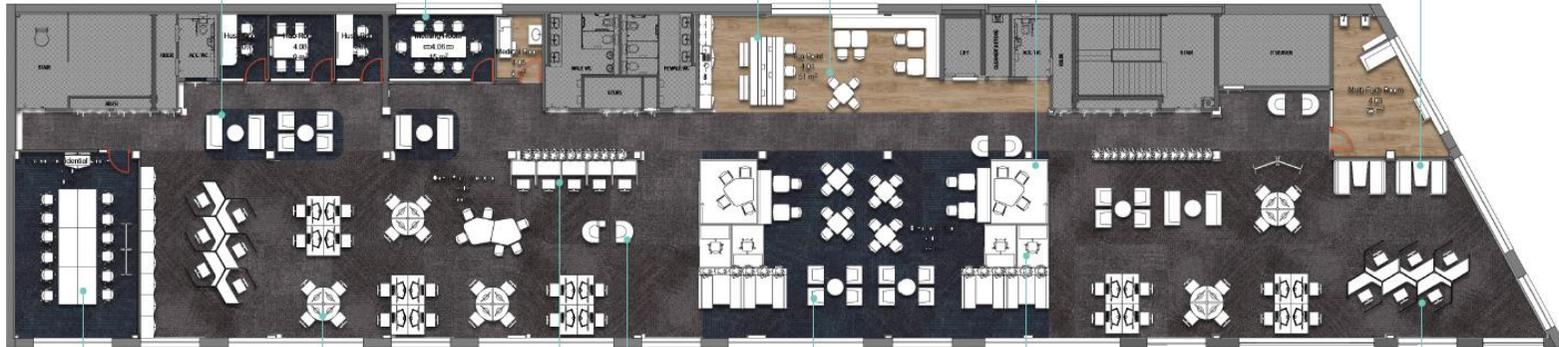
Dining chairs



Meeting pod



Acoustic booths



High table with stools



Circular workstations



Acoustic workstations



High back chairs



Lounge armchairs



1 person pod



Acoustic workstations

Harrow Strategic Development Partnership Peel Road – revised design proposal

1 Introduction

- 1.1 Savills has been asked to comment on revised proposals put forward by Wates (in their role as development manager for the Harrow Strategic Development Partnership JV) for the Peel Road site which was conceived as a civic led site at the tender stage of the JV partner selection process. We have reviewed a document authored by Wates 'Update on Peel Road Affordable Housing 23rd November 2020'. A clarification meeting was held with Robert Pert of Savills and Kate Ives of Wates.
- 1.2 We understand that the Council's requirements for their Civic Centre have changed between bid stage and now. Previously the civic building was 6,828m² and in the proposed revised scheme it is 1,778m².
- 1.3 The footprint has shrunk considerably with land now being available for alternative development. The current proposal is that additional residential development is delivered. We understand the spatial plan for this, and other options, has been tested with Harrow planning authority. The additional residential block will provide 46 homes although we understand this has been assessed on a volumetric and massing approach only; therefore detailed testing will be required.
- 1.4 It is not known whether this is a pure saving or whether some of this capital may need to be spent on the enhancement or adaptation of other Council civic/office buildings in order to achieve the optimized scheme.

- 1.5 In the original scheme the PRS residential element was due to be taken to the market as a forward fund opportunity with the joint venture taking a development margin on this. Therefore for the joint venture as developer the reduction in civic space delivery does not change the commercial position on the basis that the PRS element remains the same.

2 Options

- 2.1 The key questions are around what the joint venture should do with the proposed new residential block and, separate to that, does the Council wish to take a position as purchaser/investor in the new block and the PRS block.
- 2.2 The first consideration is whether a significantly reduced civic/office element is an appropriate strategy. We understand that the Council has done analysis of its occupational requirements and that is what has driven the revised floorspace target. On this basis, a further consideration is therefore whether building a significant quantum of office space speculatively is a reasonable option. This is not considered an office market and therefore our advice would be that developing any significant level of office floorspace, without a pre-let with significant covenant strength, would not be in the Council's commercial interests.
- 2.3 We understand that the joint venture will be content to deliver (via Wates as contractor) the additional residential block as an affordable block for the Council. In this scenario the Council will be buying this at cost which is currently estimated to be £12m. Given the 'savings' being made on the civic element this is an affordable decision without breaching the cost neutrality position that the Council have sought to lock into the overall deal. We understand no other elements of the overall deal are subject to change as a result of the Civic requirements changing; therefore the change is limited to the Peel Road site. So the additional £12m cost of the new residential block can be paid for from the £27m savings. The timing of the 'savings' and 'new expenditure' will need to be understood to assess whether there are any cashflow (and therefore borrowing requirement) implications for the Council. Additionally the Council will need to ensure that the new residential block can deliver the required outputs in terms of tenure, unit sizes, design and specification.
- 2.4 The Council is also considering whether to purchase the PRS block for affordable housing purposes. This block is comprised of one and two bedroom properties and provides 134 homes overall.
- 2.5 As a unit mix for 100% affordable we would question its appropriateness. There may be a rationale for the Council to invest (or co-invest with Wates through the JV, or another funding partner) in this block to deliver PRS homes or sub-market homes. With the right management regime this would seem a more appropriate end use for a block of this scale. Clearly this would be meeting a different need both in terms of returns/outputs for the Council and end consumer need. Such investment would therefore require strategic justification for Council investment and a clear understanding of the funding requirements and anticipated returns.

2.6 It should also be noted that the purchase of both the PRS and new residential block would result in greater expenditure by the Council than in the original scheme where the Council was buying the Civic Centre at a cost of £42.1m. The table below shows this difference:

PEEL ROAD ELEMENTS	TOTAL COST £
Civic Centre	£14,816,188
New affordable block	£12,067,656
PRS block	£31,051,788
TOTAL	£57,935,632
Original cost of Civic Centre	£42,172,353
Additional costs by purchasing aff and PRS blocks	£15,763,279

2.7 The joint venture (including the Council as a shareholder/member) will also need to consider the best course of action. We understand it has already been established, through design work and planning consultation, that a residential block (broadly as currently conceived) is the most appropriate alternative land use. Taking this course of action does not diminish the returns to the joint venture because the development returns on this site were always being derived solely from the PRS block.

2.8 Delivering an affordable block to the Council provides certainty on the exit strategy and could provide some planning benefits in terms of the affordable delivery; for example if the new block provided 100% affordable this could satisfy planning requirements across this site and therefore remove the need for the PRS block to provide affordable housing which is the current position. This may produce benefits in terms of attractiveness to funders/operators if the block is mono-tenure.

2.9 The joint venture will also need to consider that if the Council purchases the PRS block at cost what does this do to overall returns to the JV as it is assumed that the joint venture has been assuming more than simply a cost plus margin.

3 Affordable housing – value and affordability to the Council

3.1 To provide an indication of the likely subsidy levels required we have assessed the average value of a dwelling (based on the 46 unit block with the same values applied to the PRS block) for three tenures: social rent, London Affordable Rent, and shared ownership.

- 3.2 A mono-affordable tenure scheme is unlikely to be desirable across both blocks. A mixed-tenure scheme is likely to be more desirable and financially viable albeit considerable thought will need to be given to how different housing products will be designed in just two blocks.

- 3.3 Consideration should also be given to the optimum grant subsidy mix. The new GLA prospectus does not support grant for LAR which might provide an opportunity for the Council to maximise social rent delivery utilizing GLA grant whilst deploying RTB receipts into affordable rented products at higher rents.

4 Summary of considerations for the Council as investor/purchaser

1. Are the costs for the revised Civic element justifiable given the cost per sqm has risen significantly?
2. If the Council was due to spend £42.1m on the civic element and is now forecast to only spend £14.8m, what are the priorities for those savings?
3. Can the proposed new residential block deliver what the Council requires in terms of affordable housing and is the purchase price (the cost) affordable to the Council?
4. Is purchase of the PRS block viable and fundable either as an affordable block or as a PRS block?

5 Summary of considerations for the Council as a shareholder/member of the JV

1. Is a forward sale of the new residential block to the Council at cost in the overall interests of the JV?
2. Is a forward sale of the PRS block to the Council at cost in the overall interests of the JV?

6 Conclusion

- 6.1 The site is not considered suitable for a speculative office-led development. This, alongside with revised Council occupational requirements and potentially viable alternative land uses (subject to planning), mean that the proposed strategy is considered appropriate.
- 6.2 The principle of the proposed change in approach and land-use appears reasonable and affordable housing is likely to be a key priority for any savings that are produced as a result of the reduced civic element. The costs of the affordable housing provided by Wates are not out of kilter with other London schemes we see.
- 6.36 The Council will need to further satisfy itself of the appropriateness of the blocks for affordable housing and value for money. This can only be achieved through further work by the JV to establish the viability and deliverability of the revised scheme, and the Council should not feel it needs to make a firm decision now based on only preliminary information.

Robert Pert
 Director
 rpert@savills.com
 07812 249 305

This page is intentionally left blank



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	Harrow Town Centre Public Spaces Protection Order
Key Decision:	Yes
Responsible Officer:	Mark Billington, Acting Corporate Director (Community)
Portfolio Holder:	Councillor Peymana Assad, Portfolio Holder for Community Cohesion, Crime and Enforcement
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix A – Consultation Responses Appendix B – Consultation written responses Appendix C – Draft Town Centre PSPO Appendix D – Equality Impact Assessment (EQIA)

Section 1 – Summary and Recommendations

This report proposes to introduce a Public Spaces Protection Order (PSPO) to cover Harrow Town Centre, as set out under the Anti-Social Behaviour, Crime and Policing Act 2014, to address matters of Anti-Social Behaviour (defined as activities that have a detrimental effect on the quality of life to those in the locality)

Recommendations:

Cabinet is asked to:

1. Consider and approve the proposed Public Spaces Protection Order (Harrow Town Centre) (Harrow Council) 2021

Reason: (For recommendation)

The PSPO would allow direct action against low level anti-social behaviour, with the benefit of being able to issue fixed penalty notices for breaches, if appropriate.

Section 2 – Report

Introduction

Harrow Council is committed to improving the environment, maintaining low crime and improving community safety. Directly relating to this commitment is the Council's action to address anti-social behaviour and related complaints in its main urban centre.

In March 2014, the Anti-Social Behaviour, Crime and Policing Act 2014 came into force, with commencement of various provisions staggered. One of the aims of the legislation is to enable intervention before something becomes a bigger problem.

Included within the legislation is the power to put in place a Public Spaces Protection Order, details of which are provided below. In November 2015, Cabinet granted the Corporate Director of Community authority to approve any PSPO affecting up to three bordering wards following consultation with the Portfolio Holder¹. Proposed PSPOs falling outside of this limitation need Cabinet approval.

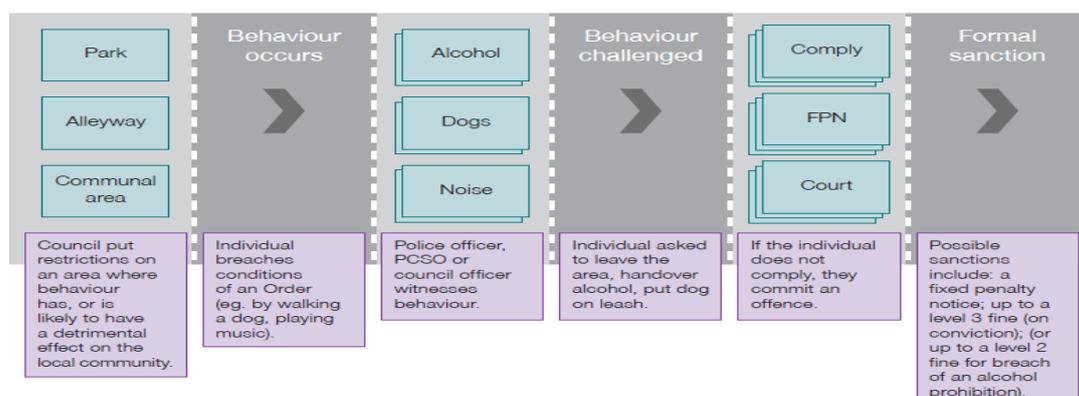
In this case, while the PSPO could in theory be approved by the Corporate Director, it is considered preferable for Cabinet to consider it instead given the location of it and the effect it will have on people from various parts of the borough visiting the town centre.

Public Spaces Protection Orders

Public Spaces Protection Orders provide a power to deal with particular nuisance or problems that directly affect an area.

An overview of the process is shown below, taken directly from the Official Guidance that accompanies the legislation.

Public spaces protection order



¹ <http://moderngov:8080/ieListDocuments.aspx?CId=249&MIId=62618&Ver=4>

Harrow Town Centre PSPO

What are the activities that the proposed PSPO seeks to address?

It will introduce **new** powers around the following:

- Amplification of music and voice
- Financial Agreements (people trying to get visitors to sign up to them)
- Placing of tables, chairs, stands and other fixings / furniture on the street (not associated with a business, which is covered under other licensing)
- Feeding of birds and vermin
- Distribution of leaflets
- Illegal street trading (not associated with a business which is covered under other licensing)

Some other controls, as can be seen in the consultation document in Appendix B, were also consulted on but removed from this final draft order as these are now covered by a Borough Wide Public Spaces Protection Order that came into place on 1st February 2021. This includes:

- Alcohol consumption in public places
- Urinating, defecating and spitting

A prohibition for begging in the designated area was also consulted upon. However, on careful consideration, and taking into account other Councils who have sought this approach, this aspect of the proposed PSPO will not be pursued at this stage. It is felt that working with the Homeless Strategy Group and putting in place a clear strategy that seeks to engage and help genuine homeless persons would be a better approach, of which the aspect of begging can be considered as part of this.

For those who are not homeless and beg for other reasons, the Police have powers to deal with begging as well as powers for the Police and Local Authority under the ASB, Crime and Policing Act 2014 (matters of nuisance, harassment and annoyance).

All the proposed new powers, if introduced, will be subject to a communications campaign to raise awareness and aid in educating all, as the intention is to change behaviour and lead to compliance, rather than seeking continual enforcement.

Amplification of Music and Voice

While it is accepted that busking can add positively to the environment, it must be in a controlled manner and not to cause nuisance. Additionally, the town centre is subject to frequent occurrences of person(s) / groups using amplifiers to project their voices for different reasons. In many cases, it has led to a number of different amplifiers being used, competing with each other and causing nuisance. Harrow Council is not against free speech but needs to find a balance with the rights and enjoyment of others.

In relation to busking, a buskers pilot scheme has been implemented for 6 months from December 2020 to be able to enjoy busking for all and reduce unnecessary disturbance to others. For example, the Council has received complaints of people with amplifiers sat outside a business, playing very loud music that affects those within the business both customers and staff. This appears to be a common problem being faced by town centres now, with others taking a similar approach for example Hammersmith & Fulham² If this busking pilot proves successful, then it will go to Cabinet for final sign off. Information can be found at <https://www.harrow.gov.uk/licences/busking>

Financial Agreements

Harrow Council works with various businesses and charities to allow them to operate in the town centre, to get donations and sign people up to direct debits. This is mainly done through informal and / or verbal agreements. Unfortunately, it is an increasing case that more and more of this type of activity is occurring, leading to people walking through the town centre being accosted more often and leading to complaints. Again, this is not to stop such activities but to control them so they can take place but without causing nuisance.

Placing of tables, stands, and other furniture / fixings on the street

Harrow Council has an obligation to keep its streets free from unnecessary obstructions, especially by those who do so without permission or consideration. This would make it an offence to place such items without permission from the Council and partners where there is a need, and to ensure it is done in a safe way, and not just be placed wherever convenient for the trader as is the case now. Harrow Council is witnessing more and more people coming into the town centre and setting up stalls for leaflets, goods or other reasons without any due consideration and carried out in a way that does not benefit the area.

This is different to normal street trading, which has a licensing process in place but concentrates on the sale of goods but would not necessarily cover the setting up of furniture for the purposes other than sale of goods.

Feeding of birds and vermin

While Harrow Council understands that for some people, it is nice to feed the birds or it is carried out for a religious purpose, it has to balance this against the fact that such activities encourages both birds (e.g. pigeons) and vermin (e.g. rats). These then cause damage to the area, for example pigeons though their excrement that can cause damage to buildings and pavements and costs thousands of pounds to clean every year, as well as present a public health risk. People can safely feed birds elsewhere away from the urban centre without such an adverse effect on others, and therefore we are seeking to restrict this activity in the town centre

² <https://www.lbhf.gov.uk/articles/news/2019/07/amplifiers-removed-hammersmith-town-centre-make-it-safer-and-more-pleasant>

Distribution of leaflets

This is linked to both the placing of furniture as well as financial arrangements, in that if done correctly and with permission they can happen in a safe manner without nuisance or annoyance. But unfortunately, Harrow is witnessing more and more people turning up and handing out leaflets for various reasons, leading to increased litter in an area as well as complaints about nuisance. This control will let a better management of use of the town centre to ensure there are not a barrage of people handing out leaflets, and leading to nuisance from those visiting or working there.

Illegal street trading

Harrow Town Centre has seen an increase in people trying to manipulate the residents and visitors of Harrow by selling unsafe, counterfeit or unauthorised products, for instance “Perfume” that is fake and contains many different liquids from water to bleach. Not only does it endanger the customer, but it also directly affects the trade of local compliant businesses.

While street trading licensing is in place across the Borough, this is related to fixed pitches (e.g. outside shops or market stalls) and can cause a current grey area around transient sellers. This aspect removes that grey area.

What are the requirements for making a PSPO?

The ASB, Crime and Policing Act 2014, Section 59 sets out the conditions that need to be met for a PSPO to be made.

The first condition is that:

- (a) Activities carried on in a public place within the authority’s area have had a detrimental effect on the quality of life of those in the locality, or
- (b) It is likely that the activities will be carried on in a public place within that area and that they will have such an effect.

The second condition is that the effect, or likely effect, of the activities:

- (a) Is, or is likely to be, of a persistent or continuing nature,
- (b) Is, or is likely to be, such as to make the activities unreasonable, and
- (c) Justifies the restrictions imposed by the notice

The only prohibitions or requirements that may be imposed are ones that are reasonable to impose in order:

- (a) To prevent the detrimental effect referred to in the first condition above
- (b) To reduce the detrimental effect or to reduce the risk of its continuance, occurrence or recurrence

How will the PSPO be enforced?

Failure to comply with a PSPO is an offence and can lead to a summary conviction and fine not exceeding level 3 on the standard scale. In February

2015, the Council agreed that a Fixed Penalty (FPN) of £100 could be applied to any non-compliance with a PSPO if appropriate, rather than a prosecution. However, for repeat offenders or in cases where it is believed the issuing of a FPN would not deter future action, or the offence is deemed or if the offender fails to pay the FPN, a prosecution may be taken. A person authorised by the Council, a Police Officer and / or a Police Community Support Officer (PCSO) if authorised can enforce the PSPO.

How will the PSPO be advertised?

If the Order is put in place then information will go on the Council Website, using various forms of media, signage will be erected in relevant areas and through use of other methods to maximise publicity of the Order. This will include working with partners.

How long will the PSPO last?

Any PSPO can last a maximum of 3 years, although it can be extended if necessary, and/or reviewed (and varied or discharged) during the course of its life. In this case, the proposed PSPO is sought for 3 years.

Will it work?

The previous use of a Borough Wide PSPO showed that it was an efficient and effective means to control issues in the Borough, streamlining the approach to them and giving clear requirements and enforcement action. Therefore, this approach does work but will be kept under review to make sure it is effective.

Options considered

In relation to the recommendation in this report, the main options include:

1. Cabinet approve the Public Spaces Protection Order (Harrow Town Centre) (Harrow Council) 2021 (as drafted in Appendix C)

This would result in all aspects of the proposed PSPO coming into force for a duration of 3 years.

This is the preferred option and is supported by the consultations carried out as set out in Appendix to this report.

2. Cabinet approve some aspects of the Public Spaces Protection Order (Harrow Town Centre) (Harrow Council) 2021 (as drafted in Appendix C)

Where Cabinet does not agree with all the proposals, these can be removed or amended. Additionally, Cabinet can choose a shorter period for the PSPO.

3. Cabinet do not approve the Public Spaces Protection Order (as drafted in Appendix C)

By choosing this option, the Council will rely on current provisions, if any, to seek to achieve the same outcomes. However, there are inadequate or no provisions for dealing with the other issues that the proposed PSPO seeks to tackle, or grey areas around what is allowed and not. For example, with the use of amplifiers, reliance would have to be on other ASB powers, which has already been challenged by some when raised with them.

3. Community Consultation

The Anti-Social Behaviour, Crime and Policing Act 2014 and the *'Reform of anti-social behaviour powers Statutory guidance for frontline professionals'* sets out the requirements for consultation around a PSPO.

Before making a PSPO, the council must consult with the Chief Officer of Police, and the local police body, which was done in relation to the proposed PSPO and support was given (see consultation responses). Additionally, Ward Councillors were also kept informed of the intent to introduce the PSPO and provided support around this.

The council must also consult whatever community representatives they think appropriate, including charities that the Council works with in terms of homelessness. In this case, a consultation took place on the Council website from 23rd November 2020 to 15th January 2021, to seek maximum coverage and so that anyone could comment on the proposal. Communications took place around this to advertise the consultation, including the use of social media, local newspapers³ and also public notices put up in and around Harrow Town Centre. Additionally, Harrow Business Improvement District (BID) were actively involved in the advertising and promotion of the consultation including contacting businesses in their BID as well as on their website⁴

Appendix B provides the feedback from the consultation. As can be seen, there is wide support for all aspects of the proposed PSPO. The results regarding support for each proposal is seen below:

	For	Against	Don't Know
Amplification of music and voice	77%	13%	10%
Financial Agreements	88%	7%	5%
Placing of tables, stands and other items	80%	10%	10%
Feeding birds and vermin	87%	9%	4%
Distribution of leaflets	78%	12%	10%
Illegal Street Trading	97%	2%	1%

³ <https://www.harrowtowncentre.co.uk/news/article-details/help-us-remove-unwanted-activities-from-the-town-centre/13010/>

⁴ <https://www.halbid.co.uk/news/help-us-remove-unwanted-activities-from-the-town-centre/>

The main issues raised with amplification was concern that this would stop good busking taking place in the town centre. This is addressed by the fact a busking pilot is in place for this area to ensure busking continues but in a controlled way. The proposed PSPO does not seek to stop busking altogether. Additionally, it only affects the town centre and provides ample other venues for busking to take place with amplification in the Borough as long as not causing nuisance.

With distribution of leaflets, the main complaint was the amount of times people are approached by those giving out leaflets and also the litter generated. Again, the PSPO would allow permitted distribution, but stop the random acts taking place that have no controls over them.

Implications of the Recommendation

Resources

The resourcing of such a PSPO was an area of concern highlighted in the consultation feedback.

The management and enforcement of the PSPO will be through current staffing levels using on street enforcement officers, Community & Public Protection Officers, Police and all authorised officers will be able to take action where an offence under the PSPO is witnessed. These Officers are used to understanding and enforcing PSPOs due to the history of the Borough wide PSPO.

Legal comments

Chapter 2 of Part 4 of the Anti-Social Behaviour, Crime and Policing Act 2014 deals with Public Spaces Protection Orders (PSPO).

Sections 59 – 61 inclusive deal with the power to make such orders, their duration, and their variation and discharge.

In order to make a PSPO, a local authority has to be satisfied on reasonable grounds that two conditions are met:

1. *That—*

(a) activities carried on in a public place within the authority's area have had a detrimental effect on the quality of life of those in the locality, or

(b) it is likely that activities will be carried on in a public place within that area and that they will have such an effect.

And

2. *That the effect, or likely effect, of the activities—*

(a) is, or is likely to be, of a persistent or continuing nature,

(b) is, or is likely to be, such as to make the activities unreasonable, and

(c) justifies the restrictions imposed by the notice.

A PSPO prohibits, or requires, things to be done in an area or for both – i.e. prohibit and require, but these must be to prevent or reduce detrimental effect in the area. A PSPO can be limited to apply by time/circumstances etc but must be clear to understand what is required and/or prohibited. The legislation sets out the requirements for the content of a PSPO and publication requirements that must be followed.

Under Section 60 of the Act, a PSPO cannot have effect for longer than 3 years unless extended.

Sections 62 and 63 covers aspects relating to PSPOs prohibiting the consumption of alcohol.

Sections 64 and 65 deal with orders restricting public rights of way over the highway.

Section 66 specifically provides an interested party (as defined in the Act) the ability to challenge the validity of a PSPO, or its variation, by application to the High Court. The grounds for such a challenge are that the local authority did not have the power to make or vary the order or include certain prohibitions/requirements, or that a requirement under the relevant part of the Act was not complied with.

There is a 6 week time limit to make such an application from the date of the order or variation. Pending full determination, the High Court can suspend the operation of the order, or variation. Upon determining the application, the Court, if it finds that the authority did not have the power to do what it did/required under the order, or that the interests of the applicant have been substantially prejudiced by a failure to comply with a requirement of the Act in relation to PSPOs, can quash or vary the order or any prohibitions or requirements under it.

When considering any proposed PSPOs, the authority must consider any equality issues pursuant to its duty under section 149 of the Equality Act 2010.

Financial Implications

The enforcement shall be carried out within the Public Protection Service as well as the Police and the use of our current third-party enforcement contractor. The third-party enforcement contractor works on the basis of taking a proportion of Fixed Penalty Notices (FPN) income successfully collected, so there is no cost to the Council.

Any income from FPN will be used to offset costs associated with managing the PSPO requirements and issuing fixed penalty notices which will be met from existing budgets, as well as environmental campaigns to increase education and compliance. To this end the scheme is based on cost recovery but should any income above and beyond this be received it shall be ring fenced to the environmental compliance team for this purpose and a review of fees carried out as it is not intended as an income generation tool.

Performance Issues

Improving the environment and reducing matters of anti-social behaviour will have a positive impact on helping make a difference to families, businesses and communities.

The introduction of the Public Spaces Protection Order puts in place clear requirements across the Borough that are less bureaucratic and more efficient to enforce.

If the scheme is not introduced, then it will limit the ability to enforce by the Council in these areas, with resources being focused on individual problems, not addressing the wider issues and limiting the action that is feasible to be taken and prevents the widening the ability for partners (e.g. Police) to deal with anti-social behaviour.

Environmental Impact

The aspects seeking approval are expected to have a hugely positive impact on the Environment, by putting in place a proactive scheme that addresses matters evidenced within the area.

By having clear requirements in place, backed up by the means of a timely penalty for non-compliance (Fixed Penalty Notices), it allows matters that affect the environment to be addressed in a more efficient and effective means and hopefully leading to longer term behavioural changes.

Procurement Issues

There are no procurement issues

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
N/A

The following key risks should be taken into account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Bad publicity due to level of fine issued	<ul style="list-style-type: none"> ▪ Consultation has taken place to understand any issues that may lead to bad publicity ▪ Fines are standard for PSPO as agreed by Cabinet ▪ Communication in place and will be continued to seek compliance prior to need for fines to be issued 	
Poor payment of fines, therefore limited impact	<ul style="list-style-type: none"> ▪ Work has taken place with legal about streamlining prosecution process for non-payment including standardising templates ▪ More emphasis put on initial messaging to those receiving fines about consequences, as well as better follow up ▪ Past experience of collection of such fines shows a high payment rate (above 70%) and all others go to prosecution 	
Lack of resources to take these fines forward	<ul style="list-style-type: none"> ▪ 3rd Party on street enforcement team in place, working 7 days a week ▪ Training of staff to incorporate into normal work (e.g. compliance visits for food hygiene will pick up shop front trade offences) ▪ Re-investment of fines to increase capacity if needed 	
Lack of evidence to support follow up action	<ul style="list-style-type: none"> ▪ All Officers are required to provide statements to support offence as well as attend court ▪ Use of bodyworn cameras by 3rd party enforcement officers ▪ Quality assurance checks carried out by Management ▪ Contract with 3rd party company results in payment only for each successfully paid fine 	
Inconsistent approach to issuing, leading to loss of reputation	<ul style="list-style-type: none"> ▪ Operational policy in place around fixed penalty notices ▪ Training of officers issuing tickets ▪ Monthly performance checks to understand what has been issued by whom and why 	
Cost of administering the scheme outweighs the benefits	<ul style="list-style-type: none"> ▪ Contract with 3rd party company results in payment only for each successfully paid fine ▪ Systems set up to minimise cost of the scheme, including on line payment system 	
3 rd party officers fail to follow council policies and procedures, leading to loss of reputation	<ul style="list-style-type: none"> ▪ Clear contract in place with 3rd party ▪ Monthly performance and monitoring meetings ▪ Team leader conducts regular 1-2-1 meetings, team meetings and checks 	

<p>Proposal not agreed leading to limitations of action by officers</p>	<ul style="list-style-type: none"> ▪ Offences would have to be pursued through use of legal notices where feasible (e.g. Community Protection Notices) or prosecution ▪ Those FPNs already in place could still be enforced at the levels already set 	
---	---	--

Equalities implications / Public Sector Equality Duty

Pursuant to section 149 of the Equality Act 2010 (“the Act”), the council, in the exercise of its functions, has to have ‘due regard’ to (i) eliminating discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; (ii) advancing equality of opportunity between those with a relevant protected characteristic and those without; and (iii) fostering good relations between those who have a relevant protected characteristic and those without.

The relevant protected characteristics are age, race, disability, gender reassignment, pregnancy and maternity, religion or belief, sex and sexual orientation. The duty also covers marriage and civil partnership, but to a limited extent.

In line with this, an initial Equalities Impact Assessment (EqIA) was completed but did not find that a full EqIA was required as no potential adverse impacts in relation to the decision for this report were considered likely for any of the protected groups. This was reviewed post consultation and no changes required.

Council Priorities

The introduction of the Town Centre PSPO clearly links in with the Council priority of:

1. **Improving the environment and addressing climate change**
2. **Maintaining low level crime and improving community safety**

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Man

Signed on behalf of the Chief Financial Officer

Date: 5th March 2021

Statutory Officer: Paresh Mehta

Signed on behalf of the Monitoring Officer

Date: 6th May 2021

Statutory Officer: Nimesh Mehta

Signed by the Head of Procurement

Date: 4th March 2021

Statutory Officer: Mark Billington

Signed by the Acting Corporate Director - Community

Date: 18th May 2021

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 5th March 2021

Mandatory Checks

Ward Councillors notified: No as Borough Wide

EqIA carried out: YES

EqIA cleared by: D Corby

Section 4 - Contact Details and Background Papers

Contact: Richard Le-Brun, Head of Community and Public Protection, 020 8424 6267, Richard.lebrun@harrow.gov.uk

Background Papers: Briefing Note – Town Centre PSPO

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

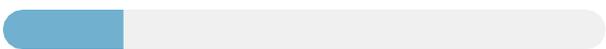
**The Public Spaces Protection Order (Harrow Town Centre) 2020
Consultation**

23 November 2020 – 15 January 2021

Summary of Responses

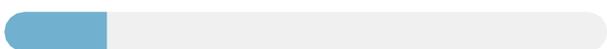
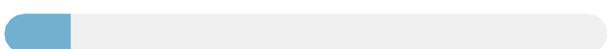
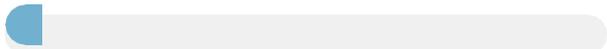
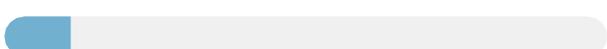
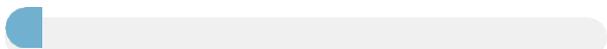
1. About You

Do you live in Harrow

Yes		74
No		18

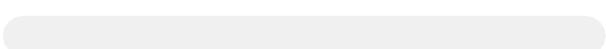
1a.

Do you live in one of the following

Barnet		3
Brent		2
Ealing		1
Hillingdon		2
Watford		1
Somewhere else		9

1b.

Are you a regular visitor to Harrow

Yes		18
No		0

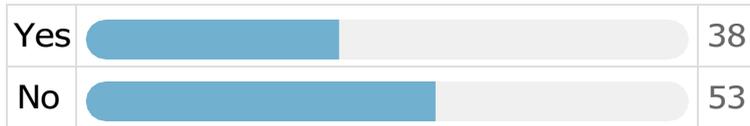
1c.

Which area of Harrow do you live in

This question has been answered 73 times.

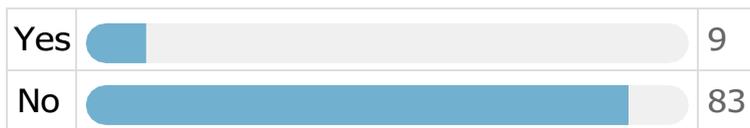
2.

Do you work in Harrow?



3.

Do you own a business in Harrow?



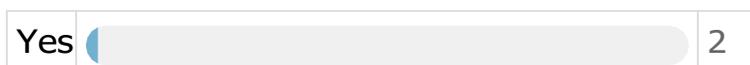
4.

Are you a Harrow Councillor?



5.

Are you completing this survey on behalf of a Harrow-based community or voluntary group?



No		90
----	---	----

5a.

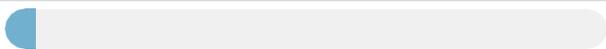
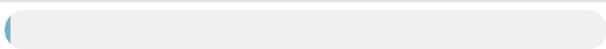
Please tell us which group.

This question has been answered one time (Usurp Art).

6. Alcohol Consumption

Unfortunately, certain areas of Harrow have become popular for street drinking, with small groups forming and consuming alcohol in public and leading to complaints around not feeling safe when walking past these groups, littering as a result, and the general perception it gives. Therefore, this aims to address this aspect, allowing authorised officers to take action if those consuming alcohol in public are causing nuisance or annoyance. Again, an educative approach will be taken and we will continue to work with partners (including charities) to help those involved where needed. (Comments appendix B).

Do you think Harrow should restrict this activity?

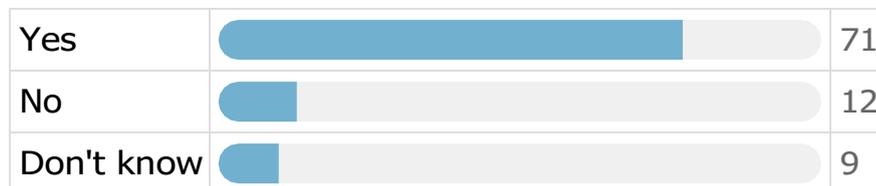
Yes		86
No		5
Don't know		1

7. Amplification of Music and Voice

While it is accepted that busking can add to the environment, it must be in a controlled manner and not to cause nuisance. Additionally, the town centre is subject to frequent occurrences of person(s) / groups using amplifiers to project their voices for different reasons. In many cases, it has led to a number of different amplifiers being used, competing with each other and causing nuisance. Harrow Council is not against free speech but needs to find a balance with the rights and enjoyment of

others. To this end, a buskers pilot scheme is being implemented to be able to enjoy busking for all. But also, a recognition that freedom of speech does not need to be done through amplification which affects those living, visiting and working in the area. (Comments appendix C).

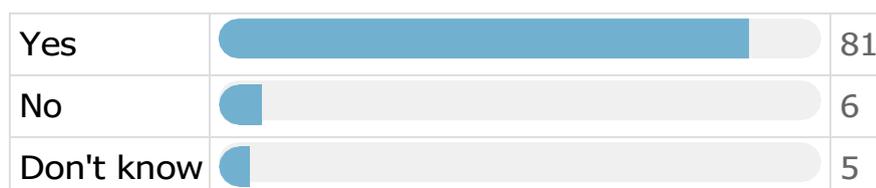
Do you think Harrow should restrict this activity?



8. Financial Agreements

Harrow Council works with various businesses and charities to allow them to operate in the town centre, to get donations and sign people up to direct debits. Unfortunately, it is an increasing case that more and more of this type of activity is occurring, leading to people walking through the town centre being accosted more often and leading to complaints. Again, this is not to stop such activities but to control them so they can taken place but without causing nuisance. (Comments appendix D)

Do you think Harrow should restrict this activity?



9. Begging

Harrow Council recognizes that there is unfortunately an issue with homelessness and continues to work with those who are genuinely homeless to get them help and accommodation. But begging is not acceptable, and is a behaviour that needs to be addressed as those that genuinely need help will be provided it and then unfortunately there are those who beg under false pretences. If introduced, the Council and Police

will continue to work with those who are begging to understand their genuine needs and assist them, but also give the powers to remove and address if this is not the case. (Comments appendix E).

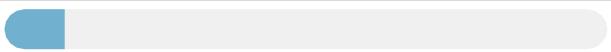
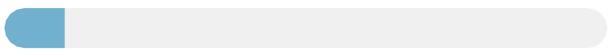
Do you think Harrow should restrict this activity?

Yes		82
No		6
Don't know		4

10. Placing of tables, stands, and other furniture / fixings on the street

Harrow Council has an obligation to keep its streets free from unnecessary obstructions, especially by those who do so without permission or consideration. This power would give the Council and partners to legitimately allow such items where there is a need, and done in a safe way, but not just be placed wherever convenient for the trader as is the case now. Harrow Council is witnessing more and more people coming into the town centre and setting up stalls for leaflets, goods or other reasons without any due consideration and carried out in a way that does not benefit the area. (Comments appendix F).

Do you think Harrow should restrict this activity?

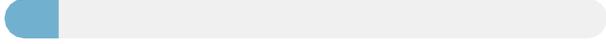
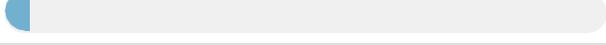
Yes		74
No		9
Don't know		9

11. Feeding of birds and vermin

While Harrow Council understands that for some people, it is nice to feed the birds or it is carried out for a religious purpose, it has to balance this against the fact that such activities encourages both birds (e.g. pigeons) and vermin (e.g. rats). These then cause damage to the area, for example pigeons though their excrement that can cause damage to buildings and pavements and costs thousands of pounds to clean every year. People can

safely feed birds elsewhere away from the urban centre without such an adverse effect on others, and therefore we are seeking to restrict this activity in the town centre (Comments appendix G).

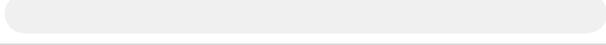
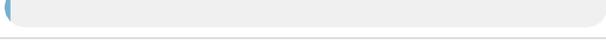
Do you think Harrow should restrict this activity?

Yes		80
No		8
Don't know		4

12. Urinating, defecating and spitting

No person can find such activities acceptable in modern society but unfortunately they still take place, including in alleyways and service roads in the area, and spitting on the street in front of people. They are neither hygienic or acceptable and the Council are seeking powers to directly address. (Comments appendix H).

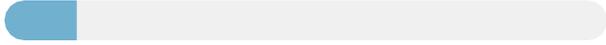
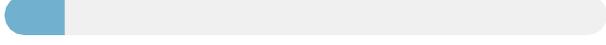
Do you think Harrow should restrict this activity?

Yes		90
No		0
Don't know		1

13. Distribution of leaflets

This is linked to both the placing of furniture as well as financial arrangements, in that if done correctly and with permission they can happen in a safe manner without nuisance or annoyance. But unfortunately Harrow is witnessing more and more people turning up and handing out leaflets for various reasons, leading to increased litter in an area.(Comments appendix I).

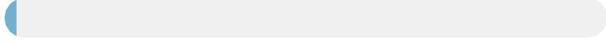
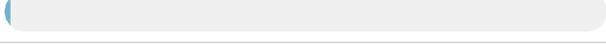
Do you think Harrow should restrict this activity?

Yes		72
No		11
Don't know		9

14. Illegal street trading

Harrow Town Centre has seen an increase in people trying to manipulate the residents and visitors of Harrow by selling unsafe, counterfeit or unauthorised products, for instance “Perfume” that is fake and contains many different liquids from water to bleach. Not only does it endanger the customer, but it also directly affects the trade of local compliant businesses. (Comments appendix J).

Do you think Harrow should restrict this activity?

Yes		89
No		2
Don't know		1

Anything else?

Do you have any other comments to make about the issues in this survey?

This question has been answered 24 times (see appendix K).

Monitoring information

Age

Under 16		0
----------	--	---

16 – 24 years		1
25 – 44 years		31
45 – 64 years		48
65 & over		6

Disability

Are your day-to-day activities limited because of a health problem or disability which has lasted or is expected to last at least 12 months?

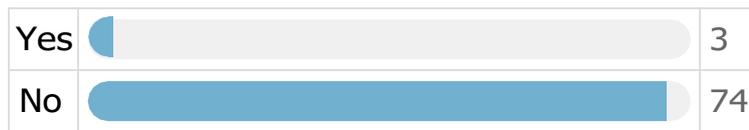
No		79
Yes, affecting mobility		7
Yes, affecting hearing		1
Yes, affecting vision		2
Yes, a learning disability		0
Yes, mental ill-health		2
Yes, another form of disability –		2

Marriage or Civil Partnership

Are you married

Yes		51
No		34

Are you in a Civil Partnership?

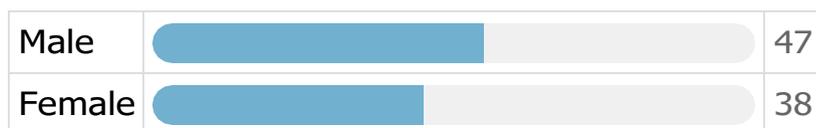


Pregnancy or Maternity

Have you been pregnant and / or on maternity leave during the past 2 years?



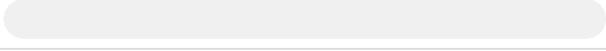
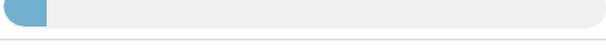
Sex



Is your gender identity the same as the gender you were assigned at birth?

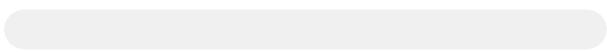
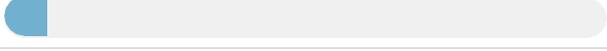
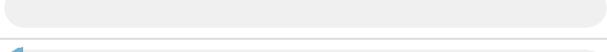
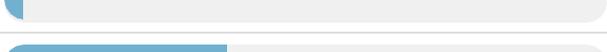
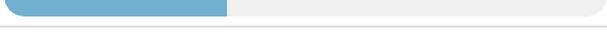


Sexual orientation

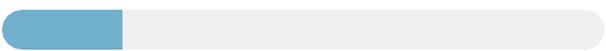
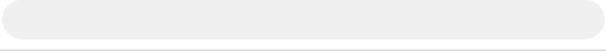
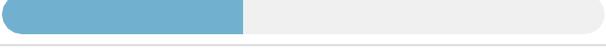
Bisexual		5
Gay Man		1
Gay Woman / Lesbian		0
Heterosexual		65
Other-		5

Ethnic origin

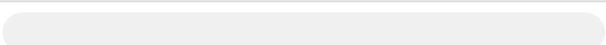
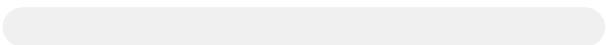
Asian or Asian British

Afghan		0
Bangladeshi		0
Chinese		2
Indian		16
Pakistani		0
Sri Lankan		1
Any other Asian background –		11

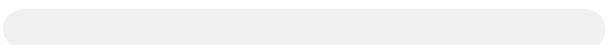
Black or Black British

African		1
Caribbean		2
Somali		0
Any other Black background		2

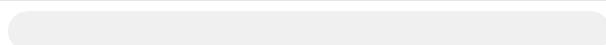
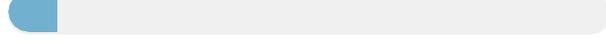
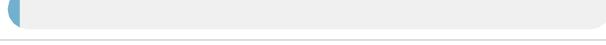
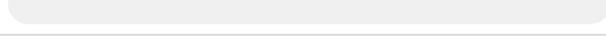
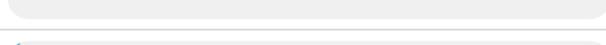
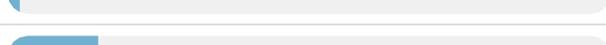
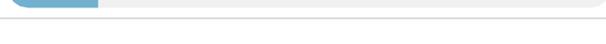
Mixed background

White and Black African		0
White and Black Caribbean		0
White and Asian		0
Any other mixed background		2

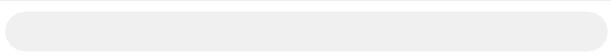
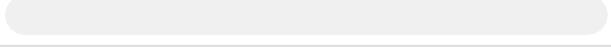
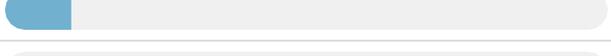
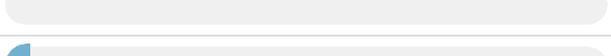
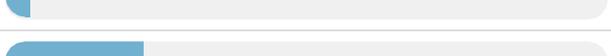
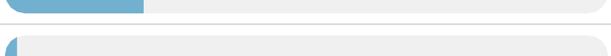
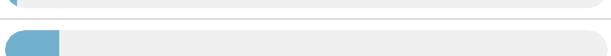
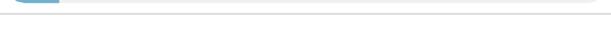
Other ethnic background

Arab		0
Iranian		0
Any other ethnic group		2

White or White British

Albanian		0
English		35
Gypsy / Irish Traveller		0
Irish		4
Polish		1
Romanian		0
Scottish		0
Welsh		1
Any other White background –		7

Religion and belief

Buddhism		0
Judaism		2
Christianity (all denominations)		28
Sikh		0
Hinduism		6
Zoroastrian		0
Islam		2
No religion / Atheist		13
Jainism		1
Other -		5

Appendix B Q6. Comments
This should be borough wide it's no good just having this in a zone as the troublemakers will move to just outside the zone like the hill opposite the college in lowlands road etc.
ASB is occurring on a regular basis due to this in our square which is a public area and residents are being intimidated by these individuals
Street drinking is evident by St John's Church on the junction of Station Road/ Sheepcote Road, these people should be discouraged from this activity by a Church.
Frequent visitor to Perceval Square. An intimidating new area. As a visitor we randomly encounter feral youths who are drinking etc. Harrow-On-The/Hill station is a little challenging, but lots of general public present. Perceval Square can be just a solo lady and a gang of foul-mouthed threatening, generally all male, group. Friends call it "Harrow Going- Down-Hill"
threatening, generally all male, group. Friends call it "Harrow Going- Down-Hill"
This excessive drinking sometimes leads to aggressive or bullying behaviour and taunting as people pass these groups by.
Harrow and Wealdstone high street has very annoying people who drink (may be alcohol because they are hiding it) make notice do not pee in surrounding street
It can be offensive for young children with parents to see drinkers especially at the bus stops around on the high street
To many people drinking on the streets and antisocial behaviour
Why should you stop those doing it responsibly? This should be changed to it is allowed to drink within reason. Of course, if you're causing a disturbance you are asked to stop. When the weather is nice and it is hot and sunny having a simple drink outside is nice, and you're taking that right away.
This is anti-social and can cause intimidating behaviour when under the influence
I feel it is the responsibility of Harrow Council to make sure that policing is high profile and the presence of law enforcement is more visible to deter any unsocial behaviour.
People shouldn't drink on the streets. Only if they are sitting outside a pub or restaurant.
This seems to be a growing problem in Harrow Weald, predominantly in the evening outside Tiger Dragon, Bombay Central, Discount Direct and Waitrose
I don't think there should be any alcohol consumed in open space
Please stop giving shops 24 hr. licenses to sell alcohol. it creates a lot of litter and anti-social behaviour. don't feel safe walking near these shops as groups of men gather to drink.
Unfortunately, I live in an area where this happens on street corners, alleyways and outside shops. Antisocial behaviour arises from drinking on the streets! It can result in urinating in the alleyways, also continues to drug taking and dealing if the area is known to be liberal.
Please ensure that alcohol consumption does not spill over to adjacent areas

Empty bottles and cans an ongoing problem in the area. Those who have clearly consumed alcohol have been abusive to multiple community members in local park, regardless of time of day.
There is also an ongoing problem of the abuse of Nitrous Oxide capsules in parks and open spaces.
It will be important for suitable and clearly visible signage for those who are consuming alcohol to be aware it will not be allowed. Only those that persist should be fined. Engagement and encouragement should be the first action due to the potential other mental and other factors leading to excessive alcohol consumption.
Not everyone should be penalised for the actions of a few. There is nothing wrong with a glass of wine on a summer's day.

Appendix C Q7. Comments
This type of activity is not welcome like how Bolivian flute players can afford to come here and basically beg
Entertainment is fine, not religious groups or extreme political groups
We live in the town Centre which is now a resident area too
Too many delusional buskers who can't even sing or play properly, causing an absolute nuisance and racket. The harp lady is quiet and provides some nice background music, all the others can sod off!
A lot of money has been invested in new development, but regeneration is slowly failing because the flagship Barratt Harrow Square/Perceval Square development is increasingly widely regarded as anti-social and dangerous.
Busking should be allowed.
Busking is enjoyable to listen to when out and about in Harrow, especially the South American music group who always dress up and it's a fun culture to see. Amplified voices such as using a megaphone has rarely been an issue whereby the voice is highly amplified so much so you hear it once you pass it, but I understand at times this may not be the cause, especially when energy firms/ phone sign up companies come with their adapted vehicles and aggressively advertise their services. This can be very disruptive at times.
Everyone enjoys busking from time to time, especially when you are out and about, shopping etc. The great thing about street performance is that you can enjoy it for the length of time you desire, however if you live directly in the area that is frequently used by busking it can become a nuisance, especially with the use of amplifiers! Personal experience shows that the volume is not controlled by those who are performing, if anything there is a lot of rivalry amongst those who perform and the volume seems to increase in order to compete with each other. When you live and work in such area it is not possible to escape from the loud noise and increased volume and it becomes impossible to concentrate at work or relax and enjoy yourself in your own home. I'm sure no one would appreciate being in their own home and being unable to listen to radio, watch TV or simply just relax. By living in city Centre I fully understand that the footfall as well as the noise is much higher than in residential areas however I do believe that there should be clear guidance for those who perform so everyone can enjoy themselves which would also reduce the amount of complaints received.
In sustain amount n time it is good
No amplifiers.
I manage a bank branch in Harrow that regularly has buskers with amplifiers outside. It has impacted us completing appointments with customers for bereavements and mortgages, which as you can imagine is very stressful for the customers concerned. There is a lady who uses a harp and keeps the noise level to a reasonable background level that is very nice but accordions and saxophones with amplifiers really impact our customers experience in our branch. This is especially relevant when you consider we need to keep most doors, including the main branch door, open due to COVID social distancing practices. It's hard to understand how much this impacts customers unless you have to apologies to a lady who is

registering the death of her son in your branch because of the music coming from outside. Please restrict this.
I work in retail outlet in St Ann's Road and they cause noise pollution which impacts on my working environment for both my colleagues and my customers
The Buskers that are regular on a Saturday bring a nice vibe to Harrow. As far as I am aware music and singing so far has been of an acceptable nature for many
There is one man whose music is ridiculously loud. It's not even a background noise.
I think there is a great opportunity to designate specific area's around Harrow for these activities and control the quality of what is played to the public.
At times there are too many buskers at once and they take up space on pavements making it more crowded so I think should be limited
I think that busking should be allowed, and the level of amplification should be subject to what is reasonable.
Busking is good if it's organised. One person or group at a time. Needs to be booked so other buskers get a chance.
we have had on many occasions' buskers sitting right outside our Branch and playing very loud instruments. When we ask them to quieten down, they refuse. This has impacted us in many ways. Firstly, our customers cannot hear us as and, we have had many bereavement appointments which we could not continue due to the sound. As you can imagine this is a sensitive time for the customers and when they come in, they are faced with listening to loud music.
Music is fine but I don't like being shouted at about Jesus or how the world is going to end
Town Centre would be acceptable in business hours. I would assume the minimal people living in a Town Centre would have had expectations of noise when choosing a location. I feel it brings a welcome atmosphere in Town where the people of Harrow gather
This seems to be a growing problem in Harrow Weald, predominantly in the evening outside Tiger Dragon, Bombay Central, Discount Direct and Waitrose
some disabled people play some kind of music in a not pleasant way to beg.
Please stop allowing people to put loud music on their stereo speakers in the park, it spoils the peace and quiet
If handled wisely both can co-exist like Glastonbury with different stages but spaced away from each other.
Within reason
If it doesn't cause nuisance then it should be allowed
People have a right to enjoy the outdoors without unacceptable levels of noise nuisance.
The must be adequate signage that clearly states amplification will be prohibited. I have noted retailers also using amplification and they should be clearly made aware of this. This must be carefully balanced with free speech and vitally, nuisance alone should not prohibit free speech.
Music is good for the soul. I couldn't think of anything worse than a quiet, sanitised Harrow. We should be promoting culture even if the music isn't to everyone's tastes.

Appendix D Q8. Comments
Chuggers are a nightmare it's like an obstacle course in a game show
This people are a nuisance and way too frequent.
These people are a nuisance and seem to be growing in number
Too much soliciting in Harrow town Centre
Restrict to certain areas
Too many "Chuggers" - charity muggers. Less is more.
These charity/business personnel can sometimes be too aggressive in their styles in promoting their

cause/business and they start following you around and it is awkward and intimidating to pass them at times. Also, during these Covid times whereby people should maintain the adequate social distance, they do not always adhere to this policy. Furthermore, 2 or more of them are spread out in the same street whereby you may pass one only to come across the second person from the same charity/business and this may present as an obstacle course.
I don't believe in any stranger
No canvassing please.
This is where the more vulnerable can be taken advantage of especially young people who may not know the right questions to ask when approached
If I want to donate to a charity - I'd rather make my choice without being approached or even chased after for
When I donate to charity it will be done after I have properly researched it. I don't mind people standing with buckets collecting money but not the ones that stop you and want your card details
Overzealous representatives follow you and won't take no for an answer.
I do not like this type of charity work as I feel pressured and can make people feel very vulnerable. I don't think this type of charity work should be allowed if I want to give to charity I will do so in my way. I think these direct debits are a nuisance insecure and should be stopped all together
Generally, I think that charities collecting monies is fine but often find that the temporary stands where business try to get customers to switch providers of energy or set up direct debits, can pester people leading to complaints, so would either stop these or get them to sign up to a voluntary code of conduct with a financial penalty for non-compliance.
Everywhere you go now charities are asking for money. It makes me feel very uncomfortable and guilty. I subscribe to charities every month and don't need to feel uncomfortable every time I go shopping.
I'd be happy if you put a stop to this kind of activity altogether. It makes my heart sink when I'm walking along, drinking in the atmosphere of the town Centre, and then I see these looming commercial stands or clipboard hugging chuggers. Sometimes I go around a back way deliberately to avoid them. I can easily walk by and ignore them, but who wants to encourage that kind of rude behaviour? And they always seem to think I look like a good bet to approach. Thank you for considering reducing this nuisance, preferably to near zero. Use the pandemic as an excuse if you must!
When I am trying to have a conversation with someone, or I have something on my mind it's VERY annoying being approached by someone pretending to be my friend to get me talking. I have to spend most of my time in Harrow trying to dodge them. Also, my son is autistic and doesn't like being approached by strangers
Should be restricted to smaller amount of locations in Town
I find the people signing up very pushy and avoid going out while I'm in Harrow
all can be done online or in their belonging shops.
if people want to give to charity, they can give privately
You can say "no thanks".
It is such a nuisance to be stopped and sometimes harassed in the streets, making the town Centre not a nice place to be.
Again, only if causes problems then people do abuse should be taken to task
They are a menace and should be banned completely from approaching people.
I think Harrow should consider the elderly and vulnerable, many who might not understand exactly what their signing up for and often can ill-afford.
A simple application process needs to be implemented for this as collections from the public are key for charity finances and for them to continue their important activities.
This is a public nuisance and can put people off shopping locally.
The children's cancer charity workers in St Ann's outside Holland & Barrett are very aggressive and 'in your face'. I understand it is a worthwhile cause but when they accost you twice a day with their buckets and waving card readers in your face it can be quite intimidating

Appendix E Q9. Comments
Lock them up or deport them or just hang them
Get rid of the beggars. Begging is illegal.
Too many beggars in Harrow town Centre
Donating to charity is a better way to address issues
Well know target area for "professional" beggars.
Beggars in Harrow can be highly confrontational and aggressive and if you don't stand to help them then they cuss and insult in their own language, this is highly offensive and confrontational and aggressive. Also, they always congregate outside the busiest places of Harrow making access very difficult for disabled residents. Please can this be tacked as an emergency as this presents serious dangers to residents who have to manoeuvre around Harrow as if it was an obstacle course.
The beggars look perfectly alright to work n get money rather than bagging
Every supermarket in Harrow has beggars outside. Please stop them.
Some of these people use the money to buy alcohol and drugs.
This is not acceptable and not a good image for Harrow town Centre
Some of the beggars can be quite aggressive
Often, they are part of an organised gang
Now out of control in Harrow<bar>Needs. Urgent attention
Restrict and stop all together, as I believe a lot of beggars in Harrow are not genuine even the genuine ones it would be better for a council or community group to organise tea and coffee and shelter for them rather than them begging and that would get rid of the non-genuine ones off the high street. <bar>I avoid shopping in Harrow because of these beggars and go to Uxbridge as don't see as many there!
If often see the same beggars in Harrow and think that if possible, their needs should be considered and addressed by the Local Authority, thereby removing the need to beg.
This also makes me feel uncomfortable.
Yes, please make sure that people get help if they need it and stop anyone from having an excuse to ask for money or anything else on the streets. It's intimidating to be approached by strangers asking for small change on false pretenses, and it gives a terrible impression of the town Centre if seemingly desperate wretches are sitting about on the ground with signs and begging pots. A good way would be to give passers-by a safe easy way to report such incidences and let it be known to all beggars that people will use it to help them and/or to stop their nuisance/predatory behaviour. Use the pandemic as an excuse if you must!
Gangs of beggars are a big visible problem in Harrow town Centre. I've never ever seen them being dealt with even though they are present every time I visit town. We wouldn't expect any other legal activities to be ignored
The supposed disabled beggars in Harrow around St Ann's and surrounding area are a nuisance and are becoming quite threatening
Again, very pushy
I have serious concerns about the impact of the Council criminalising begging
The people begging should be looked after and supported so there isn't a need to beg. Those begging under false pretenses should be fined.
Most of the beggars are not genuine homeless people, they are professional begging-gang members. These ones should be arrested and prosecuted.
Harrow need to step up their support of genuine cases whilst assuring ingenuine ones are fined. Many in our group are distressed by the amount of homeless in genuine need seem to be in the area. Harrow is failing too many.
Our homeless should not be punished for their state, rather they should be offered suitable care and social support.
This is a public nuisance and can put people off shopping locally.
Way too many organised beggars who the police/Harrow enforcement officers seem to ignore

Appendix F Q 10. Comments
They are not welcome
More planned use is fine. Use markings to help flow of people
Protect existing, rate paying, retailers.
Harrow, with all the new residential buildings being built, is experiencing a substantial increase in population so at especially busier times, Harrow sometimes becomes a very busy and inconvenient way to do shopping, the addition of these stalls and stands that take up the little room there is to manoeuvre, does not help matters and is a great hinderance.
Only allowed if permit issued. Please.
I have never witnessed this
All traders and stalls should have set places they can set up so to avoid crowding and congestion on the main high street...
As the population grows, the shopping centres get busier and so any unnecessary obstacles should be removed.
I must admit, I have manned quite a few charity and campaign stalls in the town centre myself. And I'd rather I didn't ever have to. When people set up random stalls and stands for commercial purposes it feels even more cheap and ugly. There must be a better way to use the space and make a vibrant town centre.
Also people selling perfume from bags. There should be posters up at regular intervals with a number to call direct to patrols to report to stop this
Not totally banned but managed sensibly
Coffee shops and restaurants are ok
many community shows have closed because of restrictions like North Harrow Show.
Harrow town centre is awful and isn't a nice place to visit, something needs to be done and I'd welcome a plan.
Harrow could offer better support to those needing to do so. This would protect the public and allow those who are struggling to operate to do so responsibly.
Clear signage and guidance will solve this.
It creates a bustle street environment. It makes the high street more inviting- encouraging local shoppers.

Appendix G Q11. Comments
It's the human vermin that causes problems not wildlife
These birds are pets and carry many diseases
Say where cannot do it
It's fun for kids so let them do
Food waste in bins.
There are plenty of parks and recreational grounds in Harrow for people to participate in this activity.
I think what they are doing now saying to not feed them is a good idea and discourages people who bring large quantities to do it. I don't think fines are the right way to go about discouraging people as feel this is just a council way to get revenue and preys on innocent. And would discourage me from coming to town centre.
Immigrants have a culture of feeding birds. They don't realise the vermin and mess this makes.
Please educate people that birds are perfectly well able to feed themselves. It might be entertaining for children and comforting for older people but spreading food about on the ground for wild creatures has no place in a town centre where it just adds to the litter and

vermin. I think some people use bird feeding as a way to get rid of their half-eaten cakes and pastries or stale bread. Food waste is a problem in itself - maybe find a popular way for it to be collected from public places and join the domestic food recycling stream. Better still, encourage everyone to stop buying food that only the birds are going to eat.
To throw a bit of food down is fine but don't allow piles of food to be left to attract vermin
Causing more to come and also gives them too much food
food given to birds is creating lots of rats in my area
DON'T FEED THEM !!!!!!!!!!!
It is a health hazard and unsightly.
Pigeons are vermin and shouldn't be encouraged by feeding them. They carry disease and their faeces destroys building and pavements .
Harrow is overrun with vermin.
Simple signage will solve it.
It's not good for the health of the birds and squirrels to be given bread and it attracts pigeons. Grain should be promoted.

Appendix H Q12. Comments
Hang them
Disgusting behaviour ASB
Fine everyone caught doing this, it's disgusting.
It's disgusting and people honestly just don't care, should be fined and barred from the town centre
No excuse, particularly during a pandemic.
Severe penalties should be imposed and CCTV should be added to alleyways in Harrow because, sadly, people use these as toilets and they always reek of urine and other waste matter.
It has to be stop n we have to take it very seriously
Red spit all over the place causing stains that do not go away. Fine them it is illegal.
I have avoided Harrow since lockdown as toilet facilities were closed. I came to Harrow few times and struggle to find any toilet open. But this is not normal. I heard other people have urinated behind bushes etc. But where can they go.
It's disgusting whether cultural or not
Main source of infection to multiple illness
You should add in public toilets in the town centre open 24/7 to help stop this.
Definitely needs to be enforceable action for this one as all horrible behaviour. Especially where in Harrow town centre where there are plenty of bathroom facilities available.
Especially with Covid 19 still around
That is a no brainier. disgusting habit.
Of course. Maybe providing and maintaining proper public toilet facilities would be one answer, like in the good old days!
Absolutely!!!
No respect
It's unacceptable and people should be fined again making Harrow an unsavoury place to be.
It should be addressed in the whole of Harrow. I still see spitting even during this COVID pandemic. Toilets should also be reopened in parks etc. especially to promote long distance walking.
This spreads disease and Harrow should have the power to issue on-spot fines.
This must be addressed where clear, video evidence provides a clear view of this occurring.
It's absolutely disgusting, damages property and spreads disease.

Appendix I Q13. Comments
Leaflets are litter
Because sometimes stranger coming with bad intense
Only with permission.
During this pandemic its best to avoid any kind of unnecessary contact
Don't think leafleting should go on in a high street as people aren't interested and just want to get on with there shopping. I find it a nuisance and do not like being approached by people even more so with COVID-19 I think this needs to stop all together
However, the interest of the public in the product/service should be verbally established first to reduce number of leaflets being discarded.
People don't read these leaflets, just Chuck them on the ground.
I've given out leaflets myself in the town centre, many times, and it's a horrible thing to have to do. I won't be sorry if there are tighter restrictions to encourage people to find better, more imaginative and more sustainable ways to get their messages across.
A pain when you are 'offered' a leaflet and when you decline they try and shove it in your hand anyway
Litter needs addressingHarrow is currently seen to be doing little, if anything. Harrow's removal of litter bins in the area are adding to the problem.
Leaflets distributed by local and responsible community organisations to advertise community events or activities should be allowed with a minimum of bureaucratic paperwork and the shortest time scale possible - for example and email to a named council officer authorised to give permission for leaflet distribution in a limited area for a limited time.
There should be no reason to restrict simple business promotion where done respectfully and without harm.
Leaflets usually advertise rubbish. If it's a useful stall I.e. planning matter information then fine. If it's for kebabs - we don't need it.

Appendix J Q14. Comments
This applies to most Asian shopkeepers selling hooky gear
Its itself illegal
It is criminal.
To survive in the current situation. Times are hard. If the traders are selling genuine products like to sell for maximize Christmas sales. Give genuine traders licence to sell. Illegal should be banned.
Especially perfume which no one knows what ingredients are used and could be dangerous. Also aren't they slave labour?
If it is illegal there are already powers to stop it, because it is illegal!
All street traders should be vetted on what they are selling and should have correct documentation for goods especially liquids and food items
People are making money out of vulnerable people and it must stop.
Of course, it should not only be - if it's illegal; surely we must aim to make sure it doesn't happen at all, mustn't we?
Harrow has a duty to protect the general public from dangerous or shoddy products.
Where there can be clear evidence of this type of activity it should stop and be prevented from occurring.
The products are made using modern slavery. We should not promote traders selling this.

Appendix K Any further comments
Harrow is a dump over crowded full of criminals
Extend the order to Harrow square, where the new Harrow library about to open
Skateboarding should also be banned
Restricting all of these activities will make Harrow Town Centre a much more welcoming environment for all to enjoy.
The Council are quite right to take a tough "zero tolerance" approach to activities that damage the civic pride that many folk have in Harrow. High standards lead to peace and prosperity for all citizens.
Harrow is suffering from a serious lack of seating, both inside the shopping centres in the town centre and all around the town centre. The slab of stones is extremely uncomfortable to use as they have no handlebars/ grips for use by disabled people and are mostly wet and freezing. The seats placed around Harrow are comfortable but should contain handlebars/grips for each seat, having them at each end is not adequate. The circular seating in the shopping centre entail many people sitting crushed against one another and this presents problems such as germ cross infection and general awkwardness and they too, lack hand bars/grips. Also, some seats should be allocated for specific use by disabled people and able-bodied residents should be encouraged not to use them. Furthermore, the town centre streets are always strewn with rubbish and chewing gum and it looks like the cleaning of the streets has substantially decreased. Some places also need to be re-painted and made to look cosmetically nice again. Some shops are using amplifiers in the streets to advertise their business, placed in front of their doors, and this should be banned as they are very high in volume and very distrustful.
It's being very dirty as well
Drug dealing openly around Belmont Circle. Please stop them.
Please keep necessities, toilet facilities, food places, and genuine shops opens. As long everyone following mask, wash hands, and space rules. It should be fine.
It's great to see that you are trying to make the town centre a more pleasurable place to visit.
North Harrow is getting very bad on drugs and alcohol. Hope we do something before it gets out of control.
Green spaces and footpaths of parks & green spaces, in Harrow is disgusting. Specially for children and elders. How come, they never get clean, in Autumn?
Force businesses/commercial premises owners to clean up messy property fronts. Prevent flyposting.
Harrow is looking increasingly run down and dirty. Harrow town centre in particular is awful.
I hope you go ahead with this initiative.
I know it's tempting to conject that the council can make money by charging people for permission to undertake some of these activities, but please hold off from introducing new scales of rules with fees. Town centres are changing and may never look the same again. We don't know what Harrow will be like post-pandemic. Our best bet will be to stop it becoming a place full of nuisances that is avoided by everyone except the criminal and the molester.
If there were security guards patrolling Harrow town centre it would help stop a lot of these problems. A text report line could help them get to any issues to stop them quickly
Extremely large increase in shoplifter In borough since lockdown
please stop spitting in street
All the issues in this survey are valid and hopefully if addressed would help to improve the ambiance of Harrow town centre . In order to address most of the issues a police presence or a council presence is needed to see that the rules and regulations are adhered to.
I don't see why you even need to have this survey - all the questions relate to basic bye-law enforcement that you should be doing anyway. Instead of asking should people be expected to

behave decently and lawfully just get on and enforce the rules with your existing powers.

Litter is an ongoing problem in Harrow and it should be made easier for Harrow to issue on the spot fines for littering as well as to households who dump furniture, old carpets, etc. in their drives, attracting vermin and contributing to the area being unsightly.

I am concerned about an approach in the Consultation Document. Education and engagement should be the main action and always be the first approach. The vast majority will not know that activities like leafleting are not allowed and the impact of this are considerable for the person. Only education and engagement has failed then a fine may be the next best option. The Public Spaces Protection Order (Harrow Council) 2020 consultation has the following approach that is lacking from this one: " Any person who fails to comply once requested to do so by an Authorised Officer shall be issued with a Fixed Penalty Notice (£100)." The approach taken by police for COVID should be followed based on the success of it, "Engage, Explain, Encourage, Enforce". Should those who are then breaching any of the PSPO then respond by ceasing the activity there should be no need for enforcement for it.

Dogs should be free in parks - not on leads.

This page is intentionally left blank

The Public Spaces Protection Order (Harrow Town Centre) 2020 Consultation

23 November 2020 – 15 January 2021

RESPONSES TO COMMENTS

Appendix B Q6. Comments	Responses
This should be borough wide it's no good just having this in a zone as the troublemakers will move to just outside the zone like the hill opposite the college in lowlands road etc.	The introduction of PSPOs is based on evidence and need. They are reviewed regularly and if needed, can seek to extend the area
ASB is occurring on a regular basis due to this in our square which is a public area and residents are being intimidated by these individuals	This is being addressed between partners and looking to restrict access which would stop it being a public square
Street drinking is evident by St John's Church on the junction of Station Road/ Sheepcote Road, these people should be discouraged from this activity by a Church.	This PSPO will assist, as will the Borough wide PSPO. Signage is already in place and enforcement can action
Frequent visitor to Perceval Square. An intimidating new area. As a visitor we randomly encounter feral youths who are drinking etc. Harrow-On-The/Hill station is a little challenging, but lots of general public present. Perceval Square can be just a solo lady and a gang of foul-mouthed threatening, generally all male, group. Friends call it "Harrow Going- Down-Hill"	Such matters should be reported to the Police either 101 (if non emergency) or 999 if imminent threat
264 This excessive drinking sometimes leads to aggressive or bullying behaviour and taunting as people pass these groups by.	That is why it is being addressed and working with Police around this
Harrow and Wealdstone high street has very annoying people who drink (may be alcohol because they are hiding it) make notice do not pee in surrounding street	This is covered by a Borough wide PSPO that includes street drinking and urination
It can be offensive for young children with parents to see drinkers especially at the bus stops around on the high street	That is why it is being addressed and working with Police around this
To many people drinking on the streets and antisocial behaviour	That is why it is being addressed and working with Police around this
Why should you stop those doing it responsibly? This should be changed to it is allowed to drink within reason. Of course, if you're causing a disturbance you are asked to stop. When the weather is nice and it is hot and sunny having a simple drink outside is nice, and you're taking that right away.	The alcohol aspect is only enforced when the officer believes it is causing nuisance or annoyance. For example, a family enjoying wine in a park as part of a picnic will not be enforced
This is anti-social and can cause intimidating behaviour when under the influence	That is why it is being addressed and working with Police around this

I feel it is the responsibility of Harrow Council to make sure that policing is high profile and the presence of law enforcement is more visible to deter any unsocial behaviour.	That is why it is being addressed and working with Police around this
People shouldn't drink on the streets. Only if they are sitting outside a pub or restaurant.	That is why it is being addressed and working with Police around this
This seems to be a growing problem in Harrow Weald, predominantly in the evening outside Tiger Dragon, Bombay Central, Discount Direct and Waitrose	There is a borough wide PSPO that can address this
I don't think there should be any alcohol consumed in open space	Noted
Please stop giving shops 24 hr. licenses to sell alcohol. it creates a lot of litter and anti- social behaviour. don't feel safe walking near these shops as groups of men gather to drink.	Any such licence does goes through a thorough process and people can put in representations. Additionally, the licenses can be reviewed if felt not managed properly
Unfortunately, I live in an area where this happens on street corners, alleyways and outside shops. Antisocial behaviour arises from drinking on the streets! It can result in urinating in the alleyways, also continues to drug taking and dealing if the area is known to be liberal.	That is why it is being addressed and working with Police around this
Please ensure that alcohol consumption does not spill over to adjacent areas	That is why it is being addressed and working with Police around this and also covered by a Borough wide PSPO
Empty bottles and cans an ongoing problem in the area. Those who have clearly consumed alcohol have been abusive to multiple community members in local park, regardless of time of day.	That is why it is being addressed and working with Police around this and also covered by a Borough wide PSPO
There is also an ongoing problem of the abuse of Nitrous Oxide capsules in parks and open spaces.	Noted and work is taking place to look at this issue
It will be important for suitable and clearly visible signage for those who are consuming alcohol to be aware it will not be allowed. Only those that persist should be fined. Engagement and encouragement should be the first action due to the potential other mental and other factors leading to excessive alcohol consumption.	Agreed and signage is being used
Not everyone should be penalised for the actions of a few. There is nothing wrong with a glass of wine on a summer's day.	Agreed

NO

Appendix C Q7. Comments	Responses
This type of activity is not welcome like how Bolivian flute players can afford to come here and basically beg	Noted
Entertainment is fine, not religious groups or extreme political groups	Noted
We live in the town Centre which is now a resident area too	Noted, that is why it is important to control this activity
Too many delusional buskers who can't even sing or play properly, causing an absolute nuisance and racket. The harp lady is quiet and provides some nice background music, all the others can sod off!	Noted
A lot of money has been invested in new development, but regeneration is slowly failing because the flagship Barratt Harrow Square/Perceval Square development is increasingly widely regarded as anti- social and dangerous.	Noted
Busking should be allowed.	Agreed, and is but in a controlled manner
<p>Busking is enjoyable to listen to when out and about in Harrow, especially the South American music group who always dress up and it's a fun culture to see.</p> <p>Amplified voices such as using a megaphone has rarely been an issue whereby the voice is highly amplified so much so you hear it once you pass it, but I understand at times this may not be the cause, especially when energy firms/ phone sign up companies come with their adapted vehicles and aggressively advertise their services. This can be very disruptive at times.</p>	Noted
<p>Everyone enjoys busking from time to time, especially when you are out and about, shopping etc. The great thing about street performance is that you can enjoy it for the length of time you desire, however if you live directly in the area that is frequently used by busking it can become a nuisance, especially with the use of amplifiers! Personal experience shows that the volume is not controlled by those who are performing, if anything there is a lot of rivalry amongst those who perform and the volume seems to increase in order to compete with each other.</p> <p>When you live and work in such area it is not possible to escape from the loud noise and increased volume and it becomes impossible to concentrate at work or relax and enjoy yourself in your own home. I'm sure no one would appreciate being in their own home and being unable to listen to radio, watch TV or simply just relax. By living in city Centre I fully understand that the footfall as well as the noise is much higher than in residential areas however I do believe that there should be clear</p>	Noted and we are working to ensure clear guidance where necessary

guidance for those who perform so everyone can enjoy themselves which would also reduce the amount of complaints received.	
In sustain amount n time it is good	Noted
No amplifiers.	Noted
I manage a bank branch in Harrow that regularly has buskers with amplifiers outside. It has impacted us completing appointments with customers for bereavements and mortgages, which as you can imagine is very stressful for the customers concerned. There is a lady who uses a harp and keeps the noise level to a reasonable background level that is very nice but accordions and saxophones with amplifiers really impact our customers experience in our branch. This is especially relevant when you consider we need to keep most doors, including the main branch door, open due to COVID social distancing practices. It's hard to understand how much this impacts customers unless you have to apologies to a lady who is registering the death of her son in your branch because of the music coming from outside. Please restrict this.	Noted
I work in retail outlet in St Ann's Road and they cause noise pollution which impacts on my working environment for both my colleagues and my customers	Noted
The Buskers that are regular on a Saturday bring a nice vibe to Harrow. As far as I am aware music and singing so far has been of an acceptable nature for many	And good busking is being encouraged
There is one man whose music is ridiculously loud. It's not even a background noise.	Noted
I think there is a great opportunity to designate specific area's around Harrow for these activities and control the quality of what is played to the public.	A pilot is in place in the town centre around this
At times there are too many buskers at once and they take up space on pavements making it more crowded so I think should be limited	Noted
I think that busking should be allowed, and the level of amplification should be subject to what is reasonable.	Agreed
Busking is good if it's organised. One person or group at a time. Needs to be booked so other buskers get a chance.	Agreed

we have had on many occasions' buskers sitting right outside our Branch and playing very loud instruments. When we ask them to quieten down, they refuse. This has impacted us in many ways. Firstly, our customers cannot hear us as and, we have had many bereavement appointments which we could not continue due to the sound. As you can imagine this is a sensitive time for the customers and when they come in, they are faced with listening to loud music.	Noted
Music is fine but I don't like being shouted at about Jesus or how the world is going to end	Noted
Town Centre would be acceptable in business hours. I would assume the minimal people living in a Town Centre would have had expectations of noise when choosing a location. I feel it brings a welcome atmosphere in Town where the people of Harrow gather	Noted
This seems to be a growing problem in Harrow Weald, predominantly in the evening outside Tiger Dragon, Bombay Central, Discount Direct and Waitrose	This can be looked into
some disabled people play some kind of music in a not pleasant way to beg.	Noted
Please stop allowing people to put loud music on their stereo speakers in the park, it spoils the peace and quiet	If you report such incidents, the Council and Police can address
If handled wisely both can co-exist like Glastonbury with different stages but spaced away from each other.	Noted
Within reason	Noted
If it doesn't cause nuisance then it should be allowed	It will be in a controlled manner
People have a right to enjoy the outdoors without unacceptable levels of noise nuisance.	Noted

<p>The must be adequate signage that clearly states amplification will be prohibited. I have noted retailers also using amplification and they should be clearly made aware of this. This must be carefully balanced with free speech and vitally, nuisance alone should not prohibit free speech.</p>	<p>Signage will be put up if the PSPO is approved</p>
<p>Music is good for the soul. I couldn't think of anything worse than a quiet, sanitised Harrow. We should be promoting culture even if the music isn't to everyone's tastes.</p>	<p>Agreed</p>

Appendix D Q8. Comments	Responses
Chuggers are a nightmare it's like an obstacle course in a game show	Noted
This people are a nuisance and way too frequent.	Noted
These people are a nuisance and seem to be growing in number	Noted
Too much soliciting in Harrow town Centre	Noted and being addressed
Restrict to certain areas	Noted
Too many "Chuggers" - charity muggers. Less is more.	Noted
These charity/business personnel can sometimes be too aggressive in their styles in promoting their cause/business and they start following you around and it is awkward and intimidating to pass them at times. Also, during these Covid times whereby people should maintain the adequate social distance, they do not always adhere to this policy. Furthermore, 2 or more of them are spread out in the same street whereby you may pass one only to come across the second person from the same charity/business and this may present as an obstacle course.	Noted and this means that aspect can be addressed
I don't believe in any stranger	Noted
No canvassing please.	Noted
This is where the more vulnerable can be taken advantage of especially young people who may not know the right questions to ask when approached	Noted
If I want to donate to a charity - I'd rather make my choice without being approached or even chased after for	Noted
When I donate to charity it will be done after I have properly researched it. I don't mind people standing with buckets collecting money but not the ones that stop you and want your card details	Noted
Overzealous representatives follow you and won't take no for an answer.	Noted
I do not like this type of charity work as I feel pressured and can make people feel very vulnerable. I don't think this type of charity work should be allowed if I want to give to charity I will do so in my way. I think these direct debits are a nuisance insecure and should be stopped all together	Noted
Generally, I think that charities collecting monies is fine but often find that the temporary stands where business try to get customers to switch providers of energy or set up direct debits, can pester	Noted

people leading to complaints, so would either stop these or get them to sign up to a voluntary code of conduct with a financial penalty for non-compliance.	
Everywhere you go now charities are asking for money. It makes me feel very uncomfortable and guilty. I subscribe to charities every month and don't need to feel uncomfortable every time I go shopping.	Noted
I'd be happy if you put a stop to this kind of activity altogether. It makes my heart sink when I'm walking along, drinking in the atmosphere of the town Centre, and then I see these looming commercial stands or clipboard hugging chuggers. Sometimes I go around a back way deliberately to avoid them. I can easily walk by and ignore them, but who wants to encourage that kind of rude behaviour? And they always seem to think I look like a good bet to approach. Thank you for considering reducing this nuisance, preferably to near zero. Use the pandemic as an excuse if you must!	Noted
When I am trying to have a conversation with someone, or I have something on my mind it's VERY annoying being approached by someone pretending to be my friend to get me talking. I have to spend most of my time in Harrow trying to dodge them. Also, my son is autistic and doesn't like being approached by strangers	Noted
Should be restricted to smaller amount of locations in Town	Noted
I find the people signing up very pushy and avoid going out while I'm in Harrow	Noted
all can be done online or in their belonging shops.	Noted
if people want to give to charity, they can give privately	Noted
You can say "no thanks".	Noted
It is such a nuisance to be stopped and sometimes harassed in the streets, making the town Centre not a nice place to be.	Noted
Again, only if causes problems then people do abuse should be taken to task	Noted
They are a menace and should be banned completely from approaching people.	Noted
I think Harrow should consider the elderly and vulnerable, many who might not understand exactly what their signing up for and often can ill-afford.	Noted
A simple application process needs to be implemented for this as collections from the public are key for charity finances and for them to continue their important activities.	Agreed

This is a public nuisance and can put people off shopping locally.	Noted
The children's cancer charity workers in St Ann's outside Holland & Barrett are very aggressive and 'in your face'. I understand it is a worthwhile cause but when they accost you twice a day with their buckets and waving card readers in your face it can be quite intimidating	Noted

Appendix E Q9. Comments	Responses
Lock them up or deport them or just hang them	Not appropriate comments
Get rid of the beggars. Begging is illegal.	Begging is but aim is to also assist those who genuinely need help
Too many beggars in Harrow town Centre	Noted
Donating to charity is a better way to address issues	Noted
Well know target area for "professional" beggars.	Noted
Beggars in Harrow can be highly confrontational and aggressive and if you don't stand to help them then they cuss and insult in their own language, this is highly offensive and confrontational and aggressive. Also, they always congregate outside the busiest places of Harrow making access very difficult for disabled residents. Please can this be tackled as an emergency as this presents serious dangers to residents who have to manoeuvre around Harrow as if it was an obstacle course.	Noted
The beggars look perfectly alright to work n get money rather than bagging	Noted
Every supermarket in Harrow has beggars outside. Please stop them.	Noted
Some of these people use the money to buy alcohol and drugs.	Noted
This is not acceptable and not a good image for Harrow town Centre	Noted
Some of the beggars can be quite aggressive	Noted
Often, they are part of an organised gang	Noted
Now out of control in Harrow<bar>Needs. Urgent attention	Noted
Restrict and stop all together, as I believe a lot of beggars in Harrow are not genuine even the genuine ones it would be better for a council or community group to organise tea and coffee and shelter for them rather than them begging and that would get rid of the non-genuine ones off the high street. <bar>I avoid shopping in Harrow because of these beggars and go to Uxbridge as don't see as many there!	Noted
If often see the same beggars in Harrow and think that if possible, their needs should be considered and addressed by the Local Authority, thereby removing the need to beg.	Noted
This also makes me feel uncomfortable.	Noted

Yes, please make sure that people get help if they need it and stop anyone from having an excuse to ask for money or anything else on the streets. It's intimidating to be approached by strangers asking for small change on false pretenses, and it gives a terrible impression of the town Centre if seemingly desperate wretches are sitting about on the ground with signs and begging pots. A good way would be to give passers-by a safe easy way to report such incidences and let it be known to all beggars that people will use it to help them and/or to stop their nuisance/predatory behaviour. Use the pandemic as an excuse if you must!	Noted
Gangs of beggars are a big visible problem in Harrow town Centre. I've never ever seen them being dealt with even though they are present every time I visit town. We wouldn't expect any other legal activities to be ignored	Noted
The supposed disabled beggars in Harrow around St Ann's and surrounding area are a nuisance and are becoming quite threatening	Noted
Again, very pushy	Noted
I have serious concerns about the impact of the Council criminalising begging	It technically already is, but this is to target those who are aiming to deceive and don't need assistance
The people begging should be looked after and supported so there isn't a need to beg. Those begging under false pretenses should be fined.	Agreed, and that is the approach being taken to help the genuine people in need
Most of the beggars are not genuine homeless people, they are professional begging-gang members. These ones should be arrested and prosecuted.	Noted
Harrow need to step up their support of genuine cases whilst assuring ingenuine ones are fined. Many in our group are distressed by the amount of homeless in genuine need seem to be in the area. Harrow is failing too many.	Agreed
Our homeless should not be punished for their state, rather they should be offered suitable care and social support.	Noted
This is a public nuisance and can put people off shopping locally.	Noted
Way too many organised beggars who the police/Harrow enforcement officers seem to ignore	Noted

Appendix F Q 10. Comments	Responses
They are not welcome	Noted
More planned use is fine. Use markings to help flow of people	Noted
Protect existing, rate paying, retailers.	Noted
Harrow, with all the new residential buildings being built, is experiencing a substantial increase in population so at especially busier times, Harrow sometimes becomes a very busy and inconvenient way to do shopping, the addition of these stalls and stands that take up the little room there is to manoeuvre, does not help matters and is a great hinderance.	Noted
Only allowed if permit issued. Please.	Noted
I have never witnessed this	Noted
All traders and stalls should have set places they can set up so to avoid crowding and congestion on the main high st	Noted
As the population grows, the shopping centres get busier and so any unnecessary obstacles should be removed.	Noted
I must admit, I have manned quite a few charity and campaign stalls in the town centre myself. And I'd rather I didn't ever have to. When people set up random stalls and stands for commercial purposes it feels even more cheap and ugly. There must be a better way to use the space and make a vibrant town centre.	Noted
Also people selling perfume from bags. There should be posters up at regular intervals with a number to call direct to patrols to report to stop this	Will be looked at re how to report
Not totally banned but managed sensibly	Agreed
Coffee shops and restaurants are ok	Noted
many community shows have closed because of restrictions like North Harrow Show.	Noted
Harrow town centre is awful and isn't a nice place to visit, something needs to be done and I'd welcome a plan.	Noted
Harrow could offer better support to those needing to do so. This would protect the public and allow those who are struggling to operate to do so responsibly.	Noted
Clear signage and guidance will solve this.	Noted
It creates a bustle street environment. It makes the high street more inviting- encouraging local shoppers.	Noted

Appendix G Q11. Comments	Responses
It's the human vermin that causes problems not wildlife	Noted
These birds are pets and carry many diseases	Noted
Say where cannot do it	Noted
It's fun for kids so let them do	Unfortunately it is also a risk to their health, other peoples and causes great cost to the public purse. There are far better places to allow children to feed birds
Food waste in bins.	Noted
There are plenty of parks and recreational grounds in Harrow for people to participate in this activity.	Noted
I think what they are doing now saying to not feed them is a good idea and discourages people who bring large quantities to do it.I don't think fines are the right way to go about discouraging people as feel this is just a council way to get revenue and preys on innocent. And would discourage me from coming to town centre.	Noted
Immigrants have a culture of feeding birds. They don't realise the vermin and mess this makes.	Noted
Please educate people that birds are perfectly well able to feed themselves. It might be entertaining for children and comforting for older people but spreading food about on the ground for wild creatures has no place in a town centre where it just adds to the litter and vermin. I think some people use bird feeding as a way to get rid of their half-eaten cakes and pastries or stale bread. Food waste is a problem in itself - maybe find a popular way for it to be collected from public places and join the domestic food recycling stream. Better still, encourage everyone to stop buying food that only the birds are going to eat.	Noted
To throw a bit of food down is fine but don't allow piles of food to be left to attract vermin	Unfortunately not fine as encourages more birds
Causing more to come and also gives them too much food	Noted
food given to birds is creating lots of rats in my area	Noted
DON'T FEED THEM !!!!!!!!!	Noted
It is a health hazard and unsightly.	Noted

Pigeons are vermin and shouldn't be encouraged by feeding them. They carry disease and their faeces destroys building and pavements .	Noted
Harrow is overrun with vermin.	Noted
Simple signage will solve it.	Noted
It's not good for the health of the birds and squirrels to be given bread and it attracts pigeons. Grain should be promoted.	Noted

Appendix H Q12. Comments	Responses
Hang them	Not appropriate comment
Disgusting behaviour ASB	Noted
Fine everyone caught doing this, it's disgusting.	Noted
It's disgusting and people honestly just don't care, should be fined and barred from the town centre	Noted
No excuse, particularly during a pandemic.	Noted
Severe penalties should be imposed and CCTV should be added to alleyways in Harrow because, sadly, people use these as toilets and they always reek of urine and other waste matter.	Noted
It has to be stop n we have to take it very seriously	Noted
Red spit all over the place causing stains that do not go away. Fine them it is illegal.	Noted
I have avoided Harrow since lockdown as toilet facilities were closed. I came to Harrow few times and struggle to find any toilet open. But this is not normal. I heard other people have urinated behind bushes etc. But where can they go.	Noted – with covid restrictions it is appreciated there are less toilets open, but hopefully this will change soon
It's disgusting whether cultural or not	Noted
Main source of infection to multiple illness	Noted
You should add in public toilets in the town centre open 24/7 to help stop this.	Noted
Definitely needs to be enforceable action for this one as all horrible behaviour. Especially where in Harrow town centre where there are plenty of bathroom facilities available.	Noted
Especially with Covid 19 still around	Noted
That is a no brainier. disgusting habit.	Noted
Of course. Maybe providing and maintaining proper public toilet facilities would be one answer, like in the good old days!	Noted
Absolutely!!!	Noted
No respect	Noted
It's unacceptable and people should be fined again making Harrow an unsavoury place to be.	Noted
It should be addressed in the whole of Harrow. I still see spitting even during this COVID pandemic. Toilets should also be reopened in parks etc. especially to promote long distance	Noted

walking.	
This spreads disease and Harrow should have the power to issue on-spot fines.	Noted
This must be addressed where clear, video evidence provides a clear view of this occurring.	Noted
It's absolutely disgusting, damages property and spreads disease.	Noted

Appendix I Q13. Comments	Responses
Leaflets are litter	Noted
Because sometimes stranger coming with bad intense	Noted
Only with permission.	That is the aim
During this pandemic its best to avoid any kind of unnecessary contact	Noted
Don't think leafleting should go on in a high street as people aren't interested and just want to get on with there shopping. I find it a nuisance and do not like being approached by people even more so with COVID-19 I think this needs to stop all together	Noted
However, the interest of the public in the product/service should be verbally established first to reduce number of leaflets being discarded.	Noted
People don't read these leaflets, just Chuck them on the ground.	Noted
I've given out leaflets myself in the town centre, many times, and it's a horrible thing to have to do. I won't be sorry if there are tighter restrictions to encourage people to find better, more imaginative and more sustainable ways to get their messages across.	Noted
A pain when you are 'offered' a leaflet and when you decline they try and shove it in your hand anyway	Noted
Litter needs addressing Harrow is currently seen to be doing little, if anything. Harrow's removal of litter bins in the area are adding to the problem.	More bins have been put in place
Leaflets distributed by local and responsible community organisations to advertise community events or activities should be allowed with a minimum of bureaucratic paperwork and the shortest time scale possible - for example and email to a named council officer authorised to give permission for leaflet distribution in a limited area for a limited time.	Noted
There should be no reason to restrict simple business promotion where done respectfully and without harm.	Noted
Leaflets usually advertise rubbish. If it's a useful stall I.e. planning matter information then fine. If it's for kebabs - we don't need it.	Noted

Appendix J Q14. Comments	Responses
This applies to most Asian shopkeepers selling hooky gear	Not appropriate categorization
Its itself illegal	Noted
It is criminal.	Noted
To survive in the current situation. Times are hard. If the traders are selling genuine products like to sell for maximize Christmas sales. Give genuine traders licence to sell. Illegal should be banned.	Noted
Especially perfume which no one knows what ingredients are used and could be dangerous. Also aren't they slave labour?	Noted
If it is illegal there are already powers to stop it, because it is illegal!	Noted
All street traders should be vetted on what they are selling and should have correct documentation for goods especially liquids and food items	Noted
People are making money out of vulnerable people and it must stop.	Noted
Of course, it should not only be - if it's illegal; surely we must aim to make sure it doesn't happen at all, mustn't we?	Noted
Harrow has a duty to protect the general public from dangerous or shoddy products.	Noted
Where there can be clear evidence of this type of activity it should stop and be prevented from occurring.	Noted
The products are made using modern slavery. We should not promote traders selling this.	Noted

Appendix K Any further comments	Responses
Harrow is a dump over crowded full of criminals	Noted
Extend the order to Harrow square, where the new Harrow library about to open	This area is being looked at separately
Skateboarding should also be banned	Technically any wheeled vehicle is covered
Restricting all of these activities will make Harrow Town Centre a much more welcoming environment for all to enjoy.	Noted
The Council are quite right to take a tough "zero tolerance" approach to activities that damage the civic pride that many folk have in Harrow. High standards lead to peace and prosperity for all citizens.	Noted
<p>Harrow is suffering from a serious lack of seating, both inside the shopping centres in the town centre and all around the town centre. The slab of stones is extremely uncomfortable to use as they have no handlebars/ grips for use by disabled people and are mostly wet and freezing. The seats placed around Harrow are comfortable but should contain handlebars/grips for each seat, having them at each end is not adequate. The circular seating in the shopping centre entail many people sitting crushed against one another and this presents problems such as germ cross infection and general awkwardness and they too, lack hand bars/grips. Also, some seats should be allocated for specific use by disabled people and able-bodied residents should be encouraged not to use them.</p> <p>Furthermore, the town centre streets are always strewn with rubbish and chewing gum and it looks like the cleaning of the streets has substantially decreased. Some places also need to be re-painted and made to look cosmetically nice again. Some shops are using amplifiers in the streets to advertise their business, placed in front of their doors, and this should be banned as they are very high in volume and very distrustful.</p>	<p>Noted</p> <p>Steps have been taken to increase seating especially during covid where people are safer outside</p>
It's being very dirty as well	Noted
Drug dealing openly around Belmont Circle. Please stop them.	Been reported to Police
Please keep necessities, toilet facilities, food places, and genuine shops opens. As long everyone following mask, wash hands, and space rules. It should be fine.	Noted

It's great to see that you are trying to make the town centre a more pleasurable place to visit.	Noted
North Harrow is getting very bad on drugs and alcohol. Hope we do something before it gets out of control.	This has been reported to Police
Green spaces and footpaths of parks & green spaces, in Harrow is disgusting. Specially for children and elders. How come, they never get clean, in Autumn?	Noted
Force businesses/commercial premises owners to clean up messy property fronts. Prevent flyposting.	Noted
Harrow is looking increasingly run down and dirty. Harrow town centre in particular is awful.	Noted
I hope you go ahead with this initiative.	Noted
I know it's tempting to conject that the council can make money by charging people for permission to undertake some of these activities, but please hold off from introducing new scales of rules with fees. Town centres are changing and may never look the same again. We don't know what Harrow will be like post-pandemic. Our best bet will be to stop it becoming a place full of nuisances that is avoided by everyone except the criminal and the molester.	Noted
If there were security guards patrolling Harrow town centre it would help stop a lot of these problems. A text report line could help them get to any issues to stop them quickly	Noted
Extremely large increase in shoplifter In borough since lockdown	Noted
please stop spitting in street	This is covered by the Borough wide PSPO
All the issues in this survey are valid and hopefully if addressed would help to improve the ambiance of Harrow town centre . In order to address most of the issues a police presence or a council presence is needed to see that the rules and regulations are adhered to.	Noted
I don't see why you even need to have this survey - all the questions relate to basic bye-law enforcement that you should be doing anyway. Instead of asking should people be expected to behave decently and lawfully just get on and enforce the rules with your existing powers.	By laws tend to be very old with very limited enforcement impact.

<p>Litter is an ongoing problem in Harrow and it should be made easier for Harrow to issue on the spot fines for littering as well as to households who dump furniture, old carpets, etc. in their drives, attracting vermin and contributing to the area being unsightly.</p>	<p>Noted</p>
<p>I am concerned about an approach in the Consultation Document. Education and engagement should be the main action and always be the first approach. The vast majority will not know that activities like leafleting are not allowed and the impact of this are considerable for the person. Only education and engagement has failed then a fine may be the next best option. The Public Spaces Protection Order (Harrow Council) 2020 consultation has the following approach that is lacking from this one: " Any person who fails to comply once requested to do so by an Authorised Officer shall be issued with a Fixed Penalty Notice (£100)." The approach taken by police for COVID should be followed based on the success of it, "Engage, Explain, Encourage, Enforce". Should those who are then breaching any of the PSPO then respond by ceasing the activity there should be no need for enforcement for it.</p>	<p>To be clear, the enforcement approach will always be about engagement and education, with enforcement being the last resort where people don't listen or where a serious issue exists that needs a culture change.</p>
<p>Dogs should be free in parks - not on leads.</p>	<p>This isn't being proposed</p>
<p>POLICE</p>	
<p>The consultation is very promising, and your proposed controls are based on real complaints from the public.</p> <p>For some of the controls, there would need to be some streamlined systems in place for us to check whether a busker/charities/businesses/leafleters etc are legitimately operating when we encounter them.</p>	<p>Agree re systems and this is being looked at as was the case with the joint use of community protection notices</p>

The Public Spaces Protection Order (Harrow Town Centre) (Harrow Council) 2021

Harrow Council (“The Authority”) has made the following Public Spaces Protection Order under Section 59 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”)

The Order comes into force on **TO BE CONFIRMED** for a period of 3 years.

In this Order an “Authorised Officer” means any person who is authorised in writing by the Council for the purpose of enforcing and giving directions in relation to public spaces protection orders, as well as Police Officers. “The Restricted Area” relates to all public spaces within the area as shown in schedule 1.

Offences

The offences listed below relate to all public spaces in the “restricted area” within the administrative area of the London Borough of Harrow as outlined in red on the plan in schedule 1 of this order.

1. Amplification

- 1.1 No person shall use a microphone, loudspeaker, megaphone, loud hailer or any other similar equipment designed to amplify the volume of speech or music unless authorised by the council in writing.
- 1.2 No person shall use mains electricity or generator power for the purposes of amplification unless authorised as above.
- 1.3 This does not prevent free speech as long as carried out without the use of any equipment stated in 1.1
- 1.4 Any person who without reasonable excuse fails to comply with this prohibition commits an offence.

2. Financial Agreements on the Street

- 2.1 Any person involved in stopping people for the purpose of getting them to enter into financial agreements for charitable or other purposes must only operate from a set stand and approach people a maximum 2 metres from the stand.
- 2.2 No stand must be placed on the public highway, which includes the pedestrianised area, without the written consent of the Council in line with the requirements of Section 3 of this Public Spaces Protection Order

3. Placing of tables, stands, or other furniture / fixings

- 3.1 No person(s) shall place a table, stand, furniture or other fixings in any part of the public area without written consent from the Council.

4. Feeding of Birds and Vermin

- 4.1 No person shall purposely deposit food on to the ground which is edible by birds (including seeds, bread and grains), within the restricted area.

5. Distribution of leaflets

- 5.1 No person(s) shall distribute any free leaflet, pamphlet or written word without written permission of the Council or the Harrow Business Improvement District

6. Illegal Street Trading

- 6.1 No person shall sell any product or item in outdoor public spaces within the restricted area without having the express written permission or licence from the Council.
- 6.2 This includes persons selling from bags, trolleys, or other mobile means.

7. Obstruction of Authorised Officer

- 7.1 Any person who attempts to obstruct an Authorised Officer in carrying out their duties under this Public Spaces Protection Order shall commit an offence
- 7.2 Obstruction includes, but is not limited to, giving false information, physically obstructing an Authorised Officer and refusing to comply with any reasonable instruction given to ensure compliance with this PSPO.

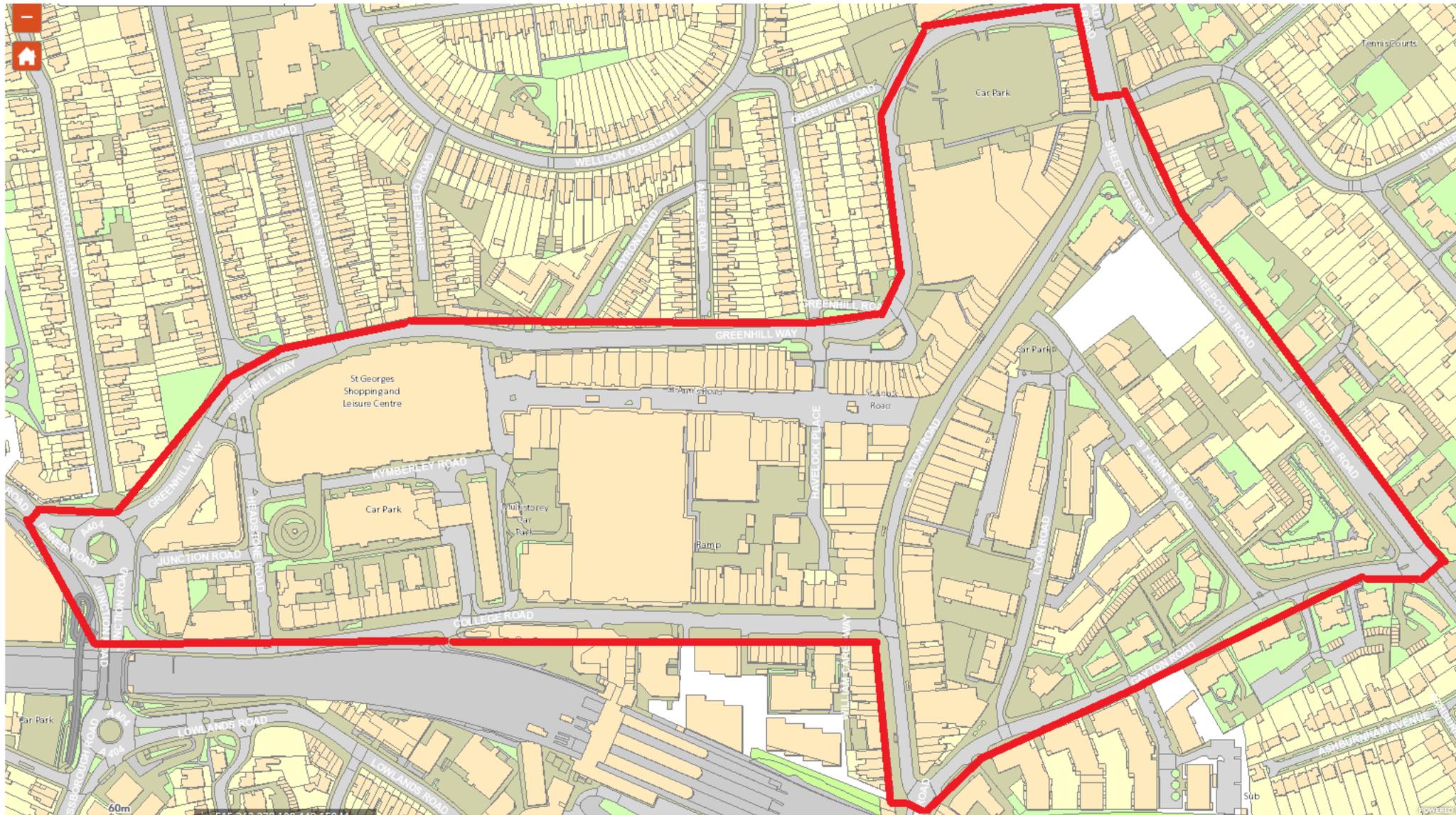
8. Penalties

- 8.1 A person who is guilty of an offence under this part of the order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

Information

Further information about this PSPO and matters related within it, including licensing and seeking written permissions, can be found at www.harrow.gov.uk/licensing

**SCHEDULE 1 – DESIGNATED RESTRICTED AREA
(The Public Spaces Protection Order (Harrow Town Centre) (Harrow Council) 2021)**



This page is intentionally left blank

Equality Impact Assessment (EqIA)



You will need to produce an Equality Impact Assessment (EqIA) if:

- You are developing a new policy, strategy, or service
- You are making changes that will affect front-line services
- You are reducing budgets, which may affect front-line services
- You are changing the way services are funded and this may impact the quality of the service and who can access it
- You are making a decision that could have a different impact on different groups of people
- You are making staff redundant or changing their roles

Guidance notes on how to complete an EqIA and sign off process are available on the Hub under Equality and Diversity. You must read the [guidance notes](#) and ensure you have followed all stages of the EqIA approval process (outlined in appendix 1). Section 2 of the template requires you to undertake an assessment of the impact of your proposals on groups with protected characteristics. Equalities and borough profile data, as well as other sources of statistical information can be found on the Harrow hub, within the section entitled: [Equality Impact Assessment](#) - sources of statistical information.

Equality Impact Assessment (EqIA)		
Type of Decision:	<input checked="" type="radio"/> Cabinet <input type="radio"/> Portfolio holder <input type="radio"/> Other (state)	
Title of Proposal	Town Centre PSPO Introduction	Date EqIA created 19 th March 2021
Name and job title of completing/lead Officer	Richard Le-Brun, Head of Community & Public Protection	
Directorate/ Service responsible	Community / Community & Public Protection	
Organisational approval		
EqIA approved by Directorate Equalities Lead	Name D Corby	Signature <input checked="" type="checkbox"/> Tick this box to indicate that you have approved this EqIA Date of approval 29 th March 2021

1. Summary of proposal, impact on groups with protected characteristics and mitigating actions (to be completed after you have completed sections 2 - 5)
a) What is your proposal? Introduce the Public Spaces Protection Order across Harrow Town Centre to address issues of busking, amplifiers, leaflet distribution, wheeled vehicles and furniture on the street Since the initial consultation, the aspects around begging is being addressed through other means from the PSPO
b) Summarise the impact of your proposal on groups with protected characteristics There are not expected to be any adverse or positive impacts on any protected characteristic groups.
c) Summarise any potential negative impact(s) identified and mitigating actions. No negative impacts Identified

2. Assessing impact					
You are required to undertake a detailed analysis of the impact of your proposals on groups with protected characteristics. You should refer to borough profile data , equalities data , service user information, consultation responses and any other relevant data/evidence to help you assess and explain what impact (if any) your proposal(s) will have on each group. Where there are gaps in data, you should state this in the boxes below and what action (if any), you will take to address this in the future.		What does the evidence tell you about the impact your proposal may have on groups with protected characteristics? Click the relevant box to indicate whether your proposal will have a positive impact, negative (minor, major), or no impact			
Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	None of the conditions within the PSPO should have any effect on this characteristic. For example, busking tends to be conducted by young people but a busking pilot is in place to allow this and the restriction on amplification does not prevent this taking place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Disability	None of the conditions within the PSPO should have any effect on this characteristic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender reassignment	None of the conditions within the PSPO should have any effect on this characteristic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Marriage and Civil Partnership	None of the conditions within the PSPO should have any effect on this characteristic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Pregnancy and Maternity	None of the conditions within the PSPO should have any effect on this characteristic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Race/ Ethnicity	None of the conditions within the PSPO should have any effect on this characteristic. The aspect of amplification for example cannot be related to any specific ethnic group(s) as such usage is wide spread across various racial and ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Religion or belief	There have been some comments that this prevents free speech by targeting amplification. This is not the case, and free speech remains in place but does not need to be amplified so as to potentially cause a nuisance. Also there is the allowance to distribute leaflets but in a controlled manner that prevents any adverse effect on the environment. There is currently no evidence to show this will affect any one group more than any other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Gender	None of the conditions within the PSPO are expected to affect this characteristic. For example, buskers are a mix of men and women in the town centre so the controls around amplifiers will not impact any one more than any other.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sexual Orientation	None of the conditions within the PSPO should have any effect on this characteristic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<p>2.1 Cumulative impact – considering what else is happening within the Council and Harrow as a whole, could your proposals have a cumulative impact on groups with protected characteristics?</p> <p><input type="checkbox"/> Yes No <input checked="" type="checkbox"/></p>					
<p>If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below</p>					
<p>2.2 Any other impact - considering what else is happening nationally/locally (national/local/regional policies, socio-economic factors etc), could your proposals have an impact on individuals/service users, or other groups?</p> <p><input checked="" type="checkbox"/> Yes No <input type="checkbox"/></p>					

This will impact the Town Centre in a positive way as provides another tool to use to address matters adversely affecting the environment

3. Actions to mitigate/remove negative impact

Only complete this section if your assessment (in section 2) suggests that your proposals may have a negative impact on groups with protected characteristics. If you have not identified any negative impacts, please complete sections 4 and 5.

In the table below, please state what these potential negative impact (s) are, mitigating actions and steps taken to ensure that these measures will address and remove any negative impacts identified and by when. Please also state how you will monitor the impact of your proposal once implemented.

State what the negative impact(s) are for each group, identified in section 2. In addition, you should also consider and state potential risks associated with your proposal.	Measures to mitigate negative impact (provide details, including details of and additional consultation undertaken/to be carried out in the future). If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.	What action (s) will you take to assess whether these measures have addressed and removed any negative impacts identified in your analysis? Please provide details. If you have previously stated that you are unable to identify measures to mitigate impact please state below.	Deadline date	Lead Officer

4. Public Sector Equality Duty

How does your proposal meet the Public Sector Equality Duty (PSED) to:

1. Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
2. Advance equality of opportunity between people from different groups
3. Foster good relations between people from different groups

No Impact

--

5. Outcome of the Equality Impact Assessment (EqIA) click the box that applies **Outcome 1**

No change required: the EqIA has not identified any potential for unlawful conduct or disproportionate impact and all opportunities to advance equality of opportunity are being addressed

 Outcome 2

Adjustments to remove/mitigate negative impacts identified by the assessment, or to better advance equality, as stated in section 3&4

 Outcome 3

This EqIA has identified discrimination and/ or missed opportunities to advance equality and/or foster good relations. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below.

Include details here

This page is intentionally left blank



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	Ministry of Housing, Communities and Local Government (MHCLG) Future High Street Fund
Key Decision:	Yes, as expenditure greater than £500k
Responsible Officer:	Mark Billington – Acting Corporate Director, Community
Portfolio Holder:	Cllr Graham Henson Leader of the Council, Portfolio Holder Strategy, Regeneration, Partnerships and Devolution; Cllr Varsha Parmar - Portfolio Holder for Environment and Climate Change; Cllr Natasha Proctor – Deputy Leader and Portfolio Holder Finance and Resources
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	Wealdstone
Enclosures:	Appendix A – MHCLG funding award letter Appendix B – Site Plan & Example Designs

Section 1 – Summary and Recommendations

This report seeks Cabinet approval to enter into a Grant Agreement with the Ministry of Housing, Community and Local Government (MHCLG) to secure capital investment into Wealdstone from the Future High Streets Fund.

Recommendations:

To delegate authority to Corporate Director – Community following consultation with the appropriate Portfolio holder(s) to enter into a Grant Agreement with Ministry of Housing, Community and Local Government to secure funding to invest in a new pedestrian bridge, public realm improvements and an Intelligent High Street in Wealdstone.

To delegate authority to Corporate Director - Community following consultation with the Director of Finance and appropriate Portfolio holder(s) to undertake procurement and to award contract(s) for the delivery of the Pedestrian Bridge, noting that the operational delivery of the project will be undertaken by the Divisional Director Environment.

Reason: (for recommendations)

To support the regeneration of Wealdstone through enhancing the physical infrastructure and to ensure the appointment of contractors able to deliver the capital programme.

Section 2 – Report

Introduction

- 2.1 The Future High Streets Fund was launched by the Ministry of Housing, Communities & Local Government (MHCLG) in December 2018 and is a key part of the government’s plan to renew and reshape town centres and to make them more attractive places to live, work and visit.
- 2.2 The Council submitted an outline proposal followed by a full Business Case for funding from the Future High Streets Fund for Wealdstone Town Centre. The Business Case detailed the benefits of investing in a new pedestrian footbridge providing a link between Harrow View East housing development and Wealdstone town centre, associated public realm improvements and “Smart City” infrastructure as part of the Intelligent High Street. On 1st April 2021, the council was advised that the Secretary of State had agreed to award Harrow Council £7,448,583. The project will be match funded by £1,760,000 from the Community Infrastructure Levy (CIL).

- 2.3 The Regeneration of Wealdstone and the town centre is a priority for Harrow Council and is designated as an Opportunity Area in the London Plan, identifying it as an area for significant housing and employment growth.
- 2.4 The proposal for a new fully accessible footbridge from the Harrow View East site over the West Coast Mainline will provide better connectivity across the railway line and complete a key strategic pedestrian route from Headstone Manor Park in the west, through the Kodak development, Wealdstone Town Centre and onto Byron Park in the east. It will also better integrate the new housing with the rest of Wealdstone and to primary and secondary schools to the northeast side of the railway line, creating a short and direct route. A large proportion of the funding awarded would contribute towards the footbridge project.
- 2.5 The Council will need to engage the services of contractors to undertake the design of the bridge, support the preparation of a tender for construction and to undertake project management during the development and implementation phases of the project and to build the bridge. Specialised civil engineering expertise is required to undertake this work which is not available within the Council. A provisional estimate of the total cost for the Bridge is £7,600,000. This includes a sum of c£330,000 for public realm improvements, to improve the pedestrian route between the bridge and Wealdstone Town Centre.
- 2.6 In addition, £260,000 has been secured to support an Intelligent High Street, this will primarily involve the introduction of a lighting system that will improve safety by linking higher illumination to pedestrian movement at night.

Options considered

- 2.7 (A) To reject the funding from MHCLG – this is not recommended given the consultation undertaken to date and the positive impact this investment will have in Wealdstone
- (B) To enter into a Future High Street Grant Agreement with MHCLG and undertake a procurement exercise to select contractors with the necessary specialised skills to implement the proposals in Harrow’s Business Case to MHCLG. This option is recommended.

Background

- 2.8 A feasibility study which is available as a Background Paper has been undertaken on the proposed footbridge which explored various design options using a civil engineering consultant under an existing framework used to support the transportation work programme. This work was initially undertaken to support a liveable neighbourhood bid for Wealdstone in 2019 and was subsequently submitted as a part of the bid to the MHCLG Future High Street Fund when Transport for London experienced funding difficulties during the pandemic.

- (i) The MHCLG funding award is based on a three-year funding window (2021/22 – 2023/24) for spending the FHSF capital funding. This time period for the footbridge project is very tight because it is necessary to plan ahead for railway track possession for any lifting operations over the railway as a part of the construction. A fabricated bridge span would need to be lifted into place over a weekend. Booking track space typically requires to be planned with Network Rail about two years in advance and opportunities are usually limited to the Easter or Christmas holiday periods.

2.9 The consultant that undertook the feasibility study has provided advice on a high level delivery programme and sets out the design and project management activity needing to be undertaken in order to meet a Christmas 2023 track possession in the final year of the funding window. However, it should be noted that project delivery can extend beyond the FHSF three-year funding window. CIL co-funding can be used to fund project delivery after 31 March 2024.

2.10 The key activities and timescales required are summarised as follows:

Activity	Programme
Approval in principle design	August – December 2021
Outline design & Pre-Construction Engagement with Contractor	January – May 2022
Detailed design	May – December 2022
Determine construction price/contract documents	January – April 2023
Construction / project management	April 2023 – February 2024

Staffing/workforce

2.11 The bid included Management and Administration costs to fund Programme Management of all works.

2.12 The procurement of contractors will be undertaken by the Contracts team in conjunction with Procurement, Legal and Finance.

Ward Councillors' comments

2.13 Ward councilors were consulted on the application for funds and this Cabinet Report and wish to be consulted through the programme.

Performance Issues

2.14 Performance will be measured in accordance with Project Plan and KPI's submitted to MHCLG. This will include a strong focus on cost control requiring an on-going assessment of costs and review of any technical issues or variations with cost implications to ensure costs are kept within budget.

Environmental Implications

- 2.15 There are environmental and health benefits from delivering the footbridge scheme by providing a new direct and convenient pedestrian link within Wealdstone. The main benefits are encouraging active travel through more walking trips, reducing car travel and vehicle emissions with improvements in air quality and improving public health through more active lifestyles which can help to reduce levels of diabetes and obesity.
- 2.16 There are no environmental implications from the procurement of a civil engineering provider but the design of the scheme can have an effect on the environment in terms of materials used, construction techniques and sustainability and the impact of the design on the environment will be reviewed as a part of the design and procurement process by the project team.

Data Protection Implications

- 2.17 There are no data protection implications.

Risk Management Implications

- 2.18 Risks included on corporate or directorate risk register? **Yes**
- 2.19 Separate risk register in place? Yes
- 2.20 The relevant risks contained in the register are attached/summarised below.
- 2.21 The footbridge project is a major civil engineering undertaking and the main risks from this procurement involve the provider delivering the design and project management activities to the agreed timescales and costs and ensuring a high quality design and construction.
- 2.22 The following key risks should be taken into account when agreeing the recommendations in this report:

Risk	Mitigations	RAG Status
Costs exceeding budget	<ul style="list-style-type: none">• The overall cost estimate for the bridge includes a risk / uncertainty factor that provides some flexibility to manage final costs.• The procurement of both a design consultant and principal contractor will be subjected to a competitive tender process where costs will be a significant weighting factor.• The project team will undertake regular cost reviews and monitoring of any	Amber

Risk	Mitigations	RAG Status
	issues with cost implications	
Programme over running timescales	<ul style="list-style-type: none"> • A defined delivery programme will be set out in the project specification • The project team will undertake regular programme monitoring • CIL funding contributes to the overall project budget which is not time limited and allows additional flexibility should any project delays over the MHCLG 3 year funding window occur 	Amber
Network Rail Asset Protection agreement cannot be secured	<ul style="list-style-type: none"> • The feasibility study has already established an in principle basic asset protection agreement (BAPA) • A desktop study has been commissioned separately that includes developing a basic asset protection agreement (BAPA) in advance of the procurement 	Amber
Quality of design is substandard	<ul style="list-style-type: none"> • Procurement of reputable provider with an established reputation and track record of delivering similar projects • The project team will undertake a regular review of designs, design standards and compliance with H&S CDM regulations 	Green
Project management is not effective	<ul style="list-style-type: none"> • Procurement of reputable provider with an established reputation and track record of delivering similar projects • The project team will undertake a regular review of project management activity and mitigation of key risks 	Green

Procurement Implications

- 2.23 The recommendations within this report will require the identification of suitably experienced and qualified contractors. This will be undertaken in a competitive way that is compliant with the Public Contract Regulations 2015 and the Contract Procedure Rules.
- 2.24 The most appropriate procurement route and strategy are being considered and will be finalised with the support of the Corporate Procurement Team.

Legal implications

- 2.25 The procurement process undertaken will be carried out in accordance with the Public Contract Regulations 2015 taking into consideration the required thresholds for services and the principles of equal treatment, transparency, mutual recognition and proportionality.
- 2.26 The award of the contract will be in accordance with the Council's Contract Procedure Rules (CPRs).
- 2.27 The Council must comply with the terms of the MHLG Grant Agreement
- 2.28 The Council has statutory powers to commission the scheme including under the Localism Act and Planning Acts.

Financial Implications

- 2.29 The Council has been successful in the funding application of £7,448,583 for Wealdstone investment from the MHCLG Future High Streets Fund. This is match funded by £1.76m of CIL. The project is included in the approved 2021/22 Capital Programme, with a total funding of £9.209m over 3 years. All costs associated with the project will be met from these external funding.

Equalities Implications / Public Sector Equality Duty

- 2.30 The programme will bring benefits to all members of the public, particularly people living and working in Wealdstone, within the protected characteristics groups. Additionally, there are specific benefits for those for those with mobility issues or more vulnerable road users such as the elderly and children in the Age and Disability groups which will improve access to the transport network and their quality of life. The proposed footbridge will have positive benefits for the groups in the table below:

Protected characteristic	Benefit
Age	Young children and elderly people generally benefit most from schemes that prioritise walking because improved walking links and public realm provide improved safety, security and convenience and improved access to the town centre and facilities.
Disability	People with physical and visual impairment generally benefit most from schemes that prioritise walking because improved walking links and public realm provide ease of access with fewer obstructions, improved safety, security and convenience to access the town centre and facilities. The footbridge includes lifts to ensure

	<p>there is full accessibility for all users.</p> <p>The wider benefits of active travel and more healthy lifestyles can reduce or prevent the effects of health conditions that affect mobility such as diabetes or heart disease and these proposals could in the long term reduce people developing disabilities.</p>
Pregnancy and maternity	<p>Parents with young children will generally benefit most from schemes that prioritise walking because improved walking links and public realm provide improved safety, security and convenience and improved access to the town centre and facilities. Mothers are more likely to have full time care of young children and take children to school and are therefore more likely to be positively impacted by these proposals.</p>

Council Priorities

2.31 The proposed programme detailed in the report supports the Harrow Ambition Plan and will contribute to achieving the administration's priorities:

Corporate priority	Impact
Improving the environment and addressing climate change	Measures to control the level of traffic will reduce pollution from vehicle emissions and encourage a greater uptake of walking and cycling with wider public health benefits.
Building homes and infrastructure	Measures to control the level of traffic will also benefit more vulnerable residents in residential estates by reducing air pollution and improving road safety and accessibility.
Tackling poverty and inequality	An improvement in public health will reduce pressure on health services particularly during the current health crisis.
Addressing health and social care inequality	Measures to support social distancing will help to reduce fear of the risk of infection and encourage more people to shop locally and thereby support the local economy.
Thriving economy	

Section 3 - Statutory Officer Clearance

Statutory Officer: Jessie Mann

Signed on behalf of the Chief Financial Officer

Date: 23rd April 2021

Statutory Officer: Stephen Dorrian

Signed on behalf of the Monitoring Officer

Date: 21/04/21

Chief Officer: Mark Billington

Signed off by the Acting Corporate Director - Community

Date: 22nd April 2021

Head of Procurement: Nimesh Mehta

Signed by the Head of Procurement

Date: 22nd April 2021

Head of Internal Audit: Susan Dixon

Signed by the Head of Internal Audit

Date: 6th May 2021

Mandatory Checks

Ward Councillors notified: YES

EqIA carried out: YES

EqIA cleared by: Alison Pegg - Community Directorate

Section 4 - Contact Details and Background Papers

Contact:

David Eaglesham – Head of Traffic, Highways & Asset Management

E- mail David.Eaglesham@harrow.gov.uk

Background Papers:

TfL Healthy Streets for London - <http://content.tfl.gov.uk/healthy-streets-for-london.pdf>

Transport Local Implementation Plan 3 –

<https://www.harrow.gov.uk/downloads/file/26428/harrow-transport-local-implementation-plan>

Walking, Cycling & Sustainable Transport Strategy -

<https://www.harrow.gov.uk/downloads/file/26432/harrow-walking-cycling-and-sustainable-transport-strategy>

Wealdstone Footbridge and Cycleway Feasibility Report

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

Appendix A – MHCLG funding award letter



Ministry of Housing,
Communities &
Local Government

*Ministry of Housing,
Communities & Local
Government*
2 Marsham Street
SW1P 4DF

1 April 2021

(By email)

Dear Sean Harriss,

Following your submission of a revised proposal, I am pleased to say that the Secretary of State has agreed to award Harrow Council £7,448,583 from the Future High Streets Fund.

Due to the proximity to local government elections, the Department will not be publicising the confirmation of provisional offers until after the elections. However, my team will be in touch with your staff to set up an inception meeting for after Easter. This meeting will be an opportunity to discuss our grant offer letter and memorandum of understanding and explain our expectations around comms, monitoring and evaluation, and our emerging thinking on capacity support. We will also need to review your spend profile and undertake a brief output baselining exercise.

I am aware that this competition has taken some time to conclude, and I would like to thank you for all the work that has gone in and your patience. The team and I look forward to working with you and seeing the progress made by Harrow Council in transforming your high street and town centre into a vibrant place to live, work and shop. We will be in touch with your officers to arrange an inception meeting very soon. I am also copying this letter to your Section 151 Officer.

Best wishes,

Steven Greenwood
Deputy Director
Cities and Local Growth Unit

Appendix B – Site Plan & Example Designs

3C New pedestrian bridge (Kodak)

In line with the Heart of Harrow Area Action Plan, which identifies the need to provide additional active travel links to reduce the severance caused by the railway, the liveable neighbourhoods vision for Wealdstone sees the implementation of a new pedestrian bridge between the Kodak development site and Tudor Road. The new bridge will link new homes and jobs to existing residential areas and the northern half of Wealdstone High Street. It will also provide a new strategic link to the green spaces at Headstone Manor.



An example of a pedestrian bridge in La Roche-Sur-Yon, France, providing safety for both users and trains passing below, whilst also encouraging more walking.



A new pedestrian bridge between the Kodak development and Tudor Road has the potential to unlock access to local jobs and green spaces for Wealdstone's residents



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	Discretionary Business Rates Retail Relief Scheme for 2021/22
Key Decision:	Yes
Responsible Officer:	Dawn Calvert - Director of Finance
Portfolio Holder:	Councillor Natasha Proctor - Deputy Leader and Portfolio Holder for Finance and Resources; Councillor Keith Ferry – Portfolio Holder for Business, Property and Leisure
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – Draft Discretionary Retail Relief scheme Appendix 2 – MHCLG Retail Relief letter to local authorities dated January 2021

Section 1 – Summary and Recommendations

The aim of this report is to introduce local discretion regarding Retail Relief for the financial year 2021-22,

Since 2019/20 the government has provided a Business Rates Retail Discount for retail properties which for 2020/21 it expanded to include the leisure and hospitality sectors. On 3 March 2021 the government confirmed that the Expanded Retail Discount would continue to apply in 2021/22 at 100% for three months, from 1 April 2021 to 30 June 2021, and at 66% for the remaining period, from 1 July 2021 to 31 March 2022. It also extended nursery discounts for the year 2021/22.

Harrow now wishes to exercise its discretion and adopt the attached policy, which has been modelled on the guidance issued by Government, so it can support businesses in its area.

Recommendations:

That Cabinet considers the information given in this report and:

1. Agree to adopt, for the year 2021/22, the attached discretionary “Retail Relief scheme” & “Nursery Discount scheme” for business rate payers who are eligible.
2. To note that the Corporate Director of Resources can exercise discretion under s47 of the Local Government Finance Act 1988, (as amended) (hereinafter “LGFA”) in order to operate the above scheme which follows MHCLG’s guidance contained in their letter to local authorities date January 2021.

Reason: (For recommendations)

To ensure Harrow Council’s eligible business ratepayers receive the maximum amount of centrally funded relief that can be claimed and to ensure the Council supports the local economy.

Section 2 – Report

Introductory paragraph & Recommendation

Further to the Government announcing a further extension of retail relief in the Budget in March 2021, it is now necessary for Cabinet to approve the attached policy in order that we may continue awarding retail relief to qualifying businesses for the period 2021/22.

It is therefore recommended Cabinet adopts the attached local scheme (Appendix 1) for 2021/22 so the Business Rates Service can subsequently determine in each individual case, the relief to be granted under section 47.

The original policy was agreed at Cabinet on the 17th of January 2019. As the Government's retail relief scheme has been extended for 1 year, this report amends the policy and seeks authority to extend the discretionary relief policy to dovetail with central Government guidance applicable for the financial year 2021/22.

Central government will fully reimburse Harrow for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The Government expects local government to grant relief to qualifying ratepayers.

Procurement Implications

There are no procurement implications arising from the Recommendations of this report.

Legal Implications

The Council, as a billing authority, is empowered to award discretionary rate relief under s47 of The Local Government Finance Act 1988, as amended by s69 of the Localism Act 2011. The latter widened the scope of s47 to enable billing authorities to award discretionary relief to any ratepayer. Harrow Council will deliver the scheme through the use of its existing discretionary relief powers.

The authority already has in place a policy that provides guidelines for deciding whether or not to grant relief and for determining the amount of any relief given. The proposed scheme temporarily adds to this to cater for recent Government's announcement, for the stated specific years, so Harrow Council can support local ratepayers who meet the Council's eligibility criteria.

Whilst the Council has the power to award discretionary rate relief to businesses as it thinks fit, the Council can only exercise its discretion if it is reasonable to do so having regard to the interests of local council tax payers and having elected to do so via a specific scheme or policy.

Cabinet must also note that in making discretionary payments, the local authority will be expected to ensure it is meeting conditions attached to State Aid under European Union regulations.

Financial Implications

Regarding the cost of the scheme itself, there are no financial implications as the full cost of the awards, including the rate retention loss proportion that Harrow will lose, will be paid back to the local authority via s31 grant.

Performance Issues

Ensuring all eligible traders are awarded the reliefs they are entitled to will support collection rates and reduce collection administration.

Environmental Impact

There are no direct environmental impacts anticipated from the recommendations contained within this report.

Risk Management Implications

Risk included on Directorate risk register? No

Separate risk register in place? No

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Calculation is inaccurate	<ul style="list-style-type: none">Processes in place via system parameters to ensure only correct percentages are granted as relief. This is hard configured into the Northgate system and not subject to operative input	Green
Risk of fraudulent applications	<ul style="list-style-type: none">Whilst MHCLG suggests no application is required, the Harrow process always tries to ensure an application is received so it can be fully assessed	Amber
Risk of Duplicate payments	<ul style="list-style-type: none">This is low as retail relief can only be given once on a specific property on the Northgate system. Once the relief is at the percentage configured within parameters, there is a cap on the amount of relief that the system can award.	Green
Risk of not granting Retail Relief to eligible properties	<ul style="list-style-type: none">All properties that previously were identified to receive relief in the preceding year will automatically qualify. There is a small risk that a few qualifying properties may have been missed out but this is very low.	Green

Equalities implications

An Equalities Impact Assessment was originally undertaken in relation to the original policy implemented and still applies.

Corporate Priorities

Agreeing the relief policy allows the Council to support local businesses by awarding them up to £22.2m retail relief which in turns supports them in recovering from the pandemic.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed on behalf of the Chief Financial Officer

Date: 25/03/2021

Statutory Officer: Andrew Lucas
Signed on behalf of the Monitoring Officer
Date: 25/03/2021

Chief Officer: Charlie Stewart
Signed off by the Corporate Director
Date: 22/03/2021

Head of Procurement: Nimesh Mehta
Signed by the Head of Procurement
Date: 22/03/2021

Head of Internal Audit: Susan Dixson
Signed by the Head of Internal Audit
Date: 26/04/2021

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqIA carried out: NO

EqIA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Fern Silverio (Head of Service – Collections & Housing Benefits),
Tel: 020-8736-6818 / email: fern.silverio@harrow.gov.uk

Background Papers: None

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

Appendix 1

The London Borough of Harrow's

Local Discretionary Business Rates Retail Relief Scheme & Nursery (childcare) discount 2021 to 2022

For 2021/22 Financial Year

This policy will replace the previous Retail Relief / Nursery Discount policies adopted.

Introduction

Since 2019/20 the government has provided a Business Rates Retail Discount for retail properties which for 2020/21 it expanded to include the leisure and hospitality sectors. On 3 March 2021 the government confirmed that the Expanded Retail Discount would continue to apply in 2021/22 at 100% for three months, from 1 April 2021 to 30 June 2021, and at 66% for the remaining period, from 1 July 2021 to 31 March 2022.

This document sets out the Council's revised policy regarding the local discretionary Retail Relief Scheme for the financial year 1 April 2021 to 31 March 2022.

This policy is in accordance with the announcement made by Central Government on 23 March 2020 and 3 March 2021, that it would provide business rates retail relief for occupied retail properties with a rateable value of any size. The discretionary relief policy has therefore been amended to dovetail with central Government guidance applicable for the financial year 2021/22.

For the year 2021-22 the value of relief will therefore be at 100% for three months, from 1 April 2021 to 30 June 2021, and at 66% for the remaining period, from 1 July 2021 to 31 March 2022.

The Local Discretionary Retail Relief Scheme

This specific Local Discretionary Business Rate Retail Relief Scheme will apply for the year 2021/22 or 1 April 2021 to 31 March 2022. Under the scheme, support will only be provided where qualifying conditions are met as set out below.

1. Which properties will benefit from relief?

Properties qualifying for relief under the scheme will be occupied hereditaments with a rateable value exceeding £1, that are wholly or mainly being used as shops, restaurants, cafes, drinking establishments, cinemas and live music venues.

The ratepayer must also not have refused the discount for the eligible hereditament. The ratepayer may refuse the discount for each eligible hereditament anytime up to 30 April 2022. The ratepayer cannot withdraw their refusal for either all or part of the financial year.

For the purposes of section 47 of the 1988 Act, hereditaments where the ratepayer has refused the relief are outside of the scheme and outside of the scope of the decision of which hereditaments qualify for the discount and are therefore ineligible for the relief.

In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, local government hereditaments are excluded from this scheme. As such the billing authority may not grant the discount to itself or a precepting authority. A “precepting authority” includes fire, police and parish councils or a functional body, within the meaning of the Greater London Authority Act 1999.

All property that meet the eligibility criteria below will qualify. The criteria for this scheme considers shops, restaurants, cafes, drinking establishments, cinemas and live music venue to mean:

i. Hereditaments that are being used for the sale of goods to visiting members of the public:

- Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
- Charity shops
- Opticians
- Post offices
- Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
- Car/ caravan show rooms
- Second hand car lots
- Markets
- Petrol stations
- Garden centres
- Art galleries (where art is for sale/hire)

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/ key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes

- PC/ TV/ domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire
- Employment agencies
- Estate agents and letting agents
- Betting shops

iii. Hereditaments that are being used for the sale of food and/ or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

iv. Hereditaments which are being used as cinemas.

v. Hereditaments that are being used as live music venues.

- Live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).

- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).

- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music. Although we would expect this would be clear in most circumstances, guidance on this may be found in Chapter 16 of the statutory guidance issued in April 2018 under section 182 of the Licensing Act 2003.

Assembly and Leisure – we consider this to mean:

i. Hereditaments that are being used for the provision of sport, leisure and facilities to visiting members of the public (including for the viewing of such activities).

- Sports grounds and clubs
- Museums and art galleries
- Nightclubs
- Sport and leisure facilities
- Stately homes and historic houses
- Theatres
- Tourist attractions
- Gyms
- Wellness centres, spas, massage parlours
- Casinos, gambling clubs and bingo halls

ii. Hereditaments that are being used for the assembly of visiting members of the public.

- Public halls
- Clubhouses, clubs and institutions

We consider hotels, guest & boarding premises and self-catering accommodation to mean:

i. Hereditaments where the non-domestic part is being used for the provision of living accommodation as a business:

- Hotels, Guest and Boarding Houses
- Holiday homes
- Caravan parks and sites

To qualify for the relief the hereditament should be wholly or mainly being used for the above qualifying purposes. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief. For the avoidance of doubt, hereditaments which have closed temporarily due to the government's advice on COVID19 should be treated as occupied for the purposes of this relief.

In addition to qualifying as an eligible property under the above descriptions, the hereditament must be wholly or mainly being used as a shop, restaurant, café, drinking establishment, cinema or live music venue. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.

The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for Harrow for the purposes of the scheme. Particular properties not listed but broadly similar in nature to those above may be considered eligible for the relief, however any decision by Harrow will be final.

2. **Exclusions**

The list below sets out the types of uses that the Government, and therefore Harrow, does not consider to be eligible to this and which will not be eligible to apply under Harrow's scheme. Any properties similar to those below will therefore also not be eligible for the relief under Harrow's local scheme.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, pawn brokers)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, colleges, educational establishments, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

- Local or Central Government buildings, and
- Precept or Partner organisations, e.g. Police, NHS etc

Additionally, no applications will be entertained relating to Advertising Rights, Car parks and car park spaces, Communication stations and masts, Show flats, land used for storage, and properties in the process of being redeveloped for domestic use; as these hereditaments are specifically excluded under Harrow's scheme.

The award letter will require the ratepayer to confirm that they have not received any other State Aid that exceeds in total €800,000, including any other rates relief (other than exemptions, transitional or mandatory reliefs) being granted for premises other than the one to which the declaration and letter relates, under the Deminimus Regulations EC 1407/2013.

Under the European Commission rules, the applicant must retain the guidance included within the award letter for three years and produce it on any request by the UK public authorities or the European Commission.

3. **How much relief will be available?**

Relief under this scheme will apply for the financial years 2021-22 only.

a. For chargeable days from 1 April 2021 to 30 June 2021 100% of the chargeable amount, and

b. for chargeable days from 1 July 2021 to 31 March 2022, 66% of the chargeable amount.

For clarity the Relief will be at 100% for the first 3 months and at 66% for the remaining period to 31 March 2022, of the business rates bill, after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied. Relief will be awarded under this scheme regardless of a properties' rateable value size.

The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula will be used to determine the amount of relief to be granted for a chargeable day for a particular hereditament in the financial year 2021-22:

Amount of relief to be granted = $V \times \text{percentage Expanded Retail Discount}$ as found above, where:

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants.

This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.

Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

4. Nursery Discount

At the Budget on 3 March 2021, the Chancellor announced that the Nursery Discount would continue to apply at 100% for eligible properties for the first three months of 2021 from 1 April 2021 to 30 June 2021. Subsequently, from 1 July 2021 to 31 March 2022, the Nursery Discount will apply at 66%. From 1 July 2021, the relief will be capped at £105,000 per business

How will the relief be provided?

Subject to the cash cap, the total amount of government-funded relief available for each property for 2021/22 under this scheme is:

a. For chargeable days from 1 April 2021 to 30 June 2021: 100% of the chargeable amount, and

b. For chargeable days from 1 July 2021 to 31 March 2022: 66% of the chargeable amount.

The relief will be applied after mandatory reliefs and other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their wider discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants.

Which properties will benefit from relief?

Properties that will benefit from the relief will be hereditaments which are occupied by providers on Ofsted's Early Years Register and which are wholly or mainly used for the provision of the Early Years Foundation Stage.

To qualify for the relief the hereditament should be wholly or mainly being used for the above qualifying purpose. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief. For the avoidance of doubt, hereditaments which have closed temporarily due to the government's advice on COVID-19 will be treated as occupied for the purposes of this relief.

A ratepayer may refuse the Nursery Discount anytime up to 30 April 2022. The ratepayer cannot subsequently withdraw their refusal for all or part of the financial year.

For the purposes of section 47 of the 1988 Act, hereditaments where the ratepayers have refused the relief, they will be outside of the scheme and outside of the decision of which hereditaments qualify for the discount and are therefore ineligible for the relief.

5. **State Aid**

State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State Aid. However Retail Relief will be State Aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013).

6. **Splits, mergers, and changes to existing hereditaments**

The relief will be applied on a day to day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, will need to be considered afresh for the relief on that day.

7. **CASH CAPS**

Under the cash caps, a ratepayer may only receive Expanded Retail Discount in 2021/22 up to the cash caps set out below and ignoring any relief for the period before 1 July 2021 as no cash caps will apply for the period between 1 April 2021 to 30 June 2021.

£2 million for ratepayers meeting the eligibility for the closed cash cap test set out in Annex B (subject to the paragraphs below), or
b. £105,000 for all other ratepayers (subject to paragraphs 21-23).

No ratepayer can in any circumstances exceed the £2 million cash cap across all of their hereditaments in England. Where a ratepayer eligible for the closed cash cap also occupies hereditaments which do not meet the criteria for the closed cash cap and the value of the discount on the closed hereditaments is less than £2 million then they may also claim the discount on other eligible hereditaments but only up to the cap of £105,000 in respect of those other eligible hereditaments. For example, such a ratepayer whose rate bill from 1 July 2021 onwards on hereditaments eligible for the closed cash cap is £1 million and also occupies other eligible hereditaments with a rates bill of £3 million is able to claim up to £1,105,000 in discount from 1 July 2021 onwards (£1million on their closed hereditament and then up to the £105,000 cash cap on their other eligible hereditaments).

Where a ratepayer has a qualifying connection with another ratepayer then those ratepayers should be considered as one ratepayer for the purposes of the cash caps. A ratepayer shall be treated as having a qualifying connection with another:

- a. where both ratepayers are companies, and
 - i. one is a subsidiary of the other, or
 - ii. both are subsidiaries of the same company; or
- b. where only one ratepayer is a company, the other ratepayer (the “second ratepayer”) has such an interest in that company as would, if the second ratepayer were a company, result in its being the holding company of the other.

In those cases where it is clear to the local authority that the ratepayer is likely to breach the cash caps then the authority should automatically withhold the discount. Otherwise, local authorities may include the discount in bills and ask the ratepayers, on a self-assessment basis, to inform the authority if they are in breach of the cash caps.

8. RIGHT OF APPEAL

There is no statutory right of appeal against a decision regarding discretionary rate relief made by the Council. However, the Council recognises that ratepayers should be entitled to have a decision reviewed objectively if they are dissatisfied with the outcome.

The Council agrees to abide by the appeals process below, and aggrieved ratepayers should make an appeal in accordance with the process.

Ratepayers will be notified of the appeals process in writing at the time that they are notified of the outcome of their request for rates relief.

This appeals process does not affect a ratepayer’s legal rights.

9. APPEALS PROCESS

Appeals may only be made by the original applicant and within 14 days of receiving notification of eligibility. An appellant may appoint an agent to act on their behalf and in such cases the Council will require written authorisation from the appellant before dealing with their agent.

Appeals against the original decision will need to be made in writing to the Divisional Director/Head of Service who will then consider the Appeal in consultation with the Portfolio Holder. A decision made by the Divisional Director in consultation with the Portfolio Holder will be final.

Applicants must make an appeal within two weeks of the issue of the letter notifying them of the Council's decision. Appeals must be made in writing and must give the reasons why it is believed the decision should be amended. New or additional information may be included, but only if it is relevant to the decision making process. Each application will be considered individually on its merit.

10. PERIOD OF RATE RELIEF

Rate relief awarded under this policy will be awarded for one financial year commencing from 1st April 2021.

Ratepayers will be notified that any relief awarded is for a specific period only.

In order to comply with Regulation 2(3) of the Non Domestic Rating [Discretionary Relief] Regulations 1989 as amended by SI. 616 of 1993 Schedule 2, which states that in the case of an authority **making a variation of a determination or revoking a decision that it must give at least 1 year's notice**, the authority will each year issue a formal notice notifying the claimant that the award is for one year only or other period as specified. This is by way of a note on the reverse of the business rates bill.

11. CANCELLATION OF RELIEF

Relief will be cancelled if:

1. The applicant ceases to be the ratepayer
2. The property becomes empty
3. The use of the property changes
4. A split or merger has occurred

Where relief is cancelled for the reason (2), an applicant may make an application as soon as the property becomes re-occupied.

Where relief is cancelled for reasons (3) or (4), a new application may be made straight away so long as the property remains occupied.

12. NOTIFICATION OF AWARDS

The Council will consider applications within four weeks of the application and all supporting information being received, or as soon as practicable thereafter. Notification of the outcome of the decision will be made in writing within fourteen days of the decision being considered.

13. ACTION TO RECOVER UNPAID RATES WHILST A DECISION IS PENDING

Receipt of an application for relief will not negate in any way the ratepayer's right to pay the business rates as demanded.

Annex B – eligibility for the Closed Cash Cap (£2 million)

1. Ratepayers that meet the eligibility criteria for the closed cash cap will be ratepayers who for a chargeable day occupy one or more hereditaments whose use on the chargeable day would, based on the law and guidance applicable on 5 January 2021, have meant that the business or activity would have been mandated to close by the government.

2. For the avoidance of doubt, hereditaments which have closed due to the government's response to coronavirus should be treated as occupied for the purposes of the closed cash cap.

3. If, under this eligibility test, a person would have been required to close its main, in-person service but could have adapted its business to operate takeaway, click and collect or online with delivery services, it will be considered closed and be eligible for the closed cash cap because its substantive business would have been mandated to close.

4. In cases where hereditaments would have remained open to provide services that can continue as they are exempt from the regulations (e.g. post office services, food banks) the ratepayer may still be eligible for the closed cash cap, because they would have been unable to provide their main in-person service.

5. The following hereditaments do not meet eligibility for the closed cash cap:

a. Hereditaments occupied by businesses and other ratepayers that would have been able to conduct their main service because they do not depend on providing direct in-person services from premises and can operate their services effectively remotely (e.g. accountants, solicitors).

b. Hereditaments whose occupiers may have chosen to close but not been required to.

[Business rates: expanded retail discount 2021 to 2022 - local authority guidance - GOV.UK \(www.gov.uk\)](#)

[Business rates: nursery \(childcare\) discount 2021 to 2022 – local authority guidance - GOV.UK \(www.gov.uk\)](#)

This page is intentionally left blank



Ministry of Housing,
Communities &
Local Government

Business Rates

Retail Discount 2020/21 – Local Authority Guidance



© Crown copyright, 2020

Copyright in the typographical arrangement rests with the Crown.

You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. To view this licence visit <http://www.nationalarchives.gov.uk/doc/open-government-licence/version/3/>

This document/publication is also available on our website at www.gov.uk/mhclg

If you have any enquiries regarding this document/publication, complete the form at <http://forms.communities.gov.uk/> or write to us at:

Ministry of Housing, Communities and Local Government
Fry Building
2 Marsham Street
London
SW1P 4DF
Telephone: 030 3444 0000

For all our latest news and updates follow us on Twitter: <https://twitter.com/mhclg>

January 2020

Contents

About this guidance	4
Introduction	4
Retail Discount	4
How will the relief be provided?	4
Which properties will benefit from relief?	5
How much relief will be available?	8
State Aid	8
Splits, mergers, and changes to existing hereditaments	9
Annex A: Calculation examples for 2020/21	10
Annex B: Sample paragraphs that could be included in letters to ratepayers about Retail Discount for 2020/21	12
<i>'De minimis'</i> declaration	13
Refusal of Retail Discount form	14

About this guidance

This guidance is intended to support local authorities in administering the business rates Retail Discount announced in a Written Ministerial Statement on 27 January 2020. This guidance applies to England only.

1. This guidance sets out the criteria which central government considers for this purpose to be retail and eligible for this discount. The guidance does not replace existing legislation.
2. Enquiries on this measure should be addressed to:
ndr@communities.gov.uk

Introduction

3. The Government recognises that changing consumer behaviour presents a significant challenge for retailers in our town centres and is taking action to help the high street evolve.
4. The Government announced in the Budget on 29 October 2018 that it would provide a Business Rates Retail Discount, to apply in the years 2019/20 and 2020/21. In a Written Ministerial Statement on 27 January 2020 the Government announced that it would extend the value of the Retail Discount from one third of the bill to 50% in 2020/21. This relief will apply to occupied retail properties with a rateable value of less than £51,000 in the year 2020/21. Where an authority applies a locally funded relief under section 47 this is must be applied after the Retail Discount and, where appropriate, the 2020/21 pubs discount.
5. This document provides guidance to authorities about the operation and delivery of the policy. The Government expects that local authorities will include details of the relief to be provided to eligible ratepayers for 2020/21 in their bills for the beginning of that year.

Retail Discount

How will the relief be provided?

6. As this is a measure for 2020/21 only, the Government is not changing the legislation around the reliefs available to properties. Instead the Government will, in line with the eligibility criteria set out in this guidance, reimburse local authorities that use their discretionary relief powers, under section 47 of the Local Government Finance Act 1988 (as amended), to grant relief. It will be for individual local billing authorities to adopt a local scheme and determine in each individual case when, having regard to this guidance, to grant relief under section 47. Central government will fully reimburse local authorities for the local share of the discretionary relief (using a grant under section 31 of the Local Government Act 2003). The

Government expects local government to apply and grant relief to qualifying ratepayers from the start of the 2020/21 billing cycle.

7. Central government will reimburse billing authorities and those major precepting authorities for the actual cost to them under the rates retention scheme of the relief that falls within the definitions in this guidance. However, authorities should continue to complete their NNDR1 for 2020/21 based on the previous one third discount scheme - local authorities will then be asked to provide a further and separate estimate of their likely total cost for providing the 50% relief in 2020/21.¹ Central government will provide payments to authorities to cover the local share, as per the usual process.
8. Local authorities will also be asked to provide outturn data on the actual total cost for providing the relief, as per the usual process, via the National Non-Domestic Rate 3 (NNDR3) forms for 2020/21. Any required reconciliations will then be conducted at these points.²

Which properties will benefit from relief?

9. Properties that will benefit from the relief will be occupied hereditaments with a rateable value of less than £51,000, that are wholly or mainly being used as shops, restaurants, cafes, drinking establishments, cinemas and live music venues.
10. We consider shops, restaurants, cafes, drinking establishments, cinemas and live music venues to mean:
 - i. **Hereditaments that are being used for the sale of goods to visiting members of the public:**
 - Shops (such as: florists, bakers, butchers, grocers, greengrocers, jewellers, stationers, off licences, chemists, newsagents, hardware stores, supermarkets, etc)
 - Charity shops
 - Opticians
 - Post offices
 - Furnishing shops/ display rooms (such as: carpet shops, double glazing, garage doors)
 - Car/caravan show rooms
 - Second hand car lots
 - Markets
 - Petrol stations
 - Garden centres
 - Art galleries (where art is for sale/hire)

¹ Should authorities have calculated the value of retail discount on a 50% basis, they do not need to recalculate this. However they must ensure that the department is notified that the figures have been calculated on that basis when submitting their NNDR1 form.

² As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the Localism Act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

ii. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Hair and beauty services (such as: hair dressers, nail bars, beauty salons, tanning shops, etc)
- Shoe repairs/key cutting
- Travel agents
- Ticket offices e.g. for theatre
- Dry cleaners
- Launderettes
- PC/TV/domestic appliance repair
- Funeral directors
- Photo processing
- Tool hire
- Car hire

iii. Hereditaments that are being used for the sale of food and/or drink to visiting members of the public:

- Restaurants
- Takeaways
- Sandwich shops
- Coffee shops
- Pubs
- Bars

iv. Hereditaments which are being used as cinemas

v. Hereditaments that are being used as live music venues:

- live music venues are hereditaments wholly or mainly used for the performance of live music for the purpose of entertaining an audience. Hereditaments cannot be considered a live music venue for the purpose of business rates relief where a venue is wholly or mainly used as a nightclub or a theatre, for the purposes of the Town and Country Planning (Use Classes) Order 1987 (as amended).
- Hereditaments can be a live music venue even if used for other activities, but only if those other activities (i) are merely ancillary or incidental to the performance of live music (e.g. the sale/supply of alcohol to audience members) or (ii) do not affect the fact that the primary activity for the premises is the performance of live music (e.g. because those other activities are insufficiently regular or frequent, such as a polling station or a fortnightly community event).
- There may be circumstances in which it is difficult to tell whether an activity is a performance of live music or, instead, the playing of recorded music.

Although we would expect this would be clear in most circumstances, guidance on this may be found in Chapter 16 of the statutory guidance issued in April 2018 under section 182 of the Licensing Act 2003.³

11. To qualify for the relief the hereditament should be wholly or mainly being used as shops, restaurants, cafes, drinking establishments, cinemas and live music venues. In a similar way to other reliefs (such as charity relief), this is a test on use rather than occupation. Therefore, hereditaments which are occupied but not wholly or mainly used for the qualifying purpose will not qualify for the relief.
12. The list set out above is not intended to be exhaustive as it would be impossible to list the many and varied retail uses that exist. There will also be mixed uses. However, it is intended to be a guide for authorities as to the types of uses that the Government considers for this purpose to be retail. Authorities should determine for themselves whether particular properties not listed are broadly similar in nature to those above and, if so, to consider them eligible for the relief. Conversely, properties that are not broadly similar in nature to those listed above should not be eligible for the relief.
13. The list below sets out the types of uses that the Government does not consider to be retail use for the purpose of this relief. Again, it is for local authorities to determine for themselves whether particular properties are broadly similar in nature to those below and, if so, to consider them not eligible for the relief under their local scheme.

i. Hereditaments that are being used for the provision of the following services to visiting members of the public:

- Financial services (e.g. banks, building societies, cash points, bureaux de change, payday lenders, betting shops, pawn brokers)
- Other services (e.g. estate agents, letting agents, employment agencies)
- Medical services (e.g. vets, dentists, doctors, osteopaths, chiropractors)
- Professional services (e.g. solicitors, accountants, insurance agents/ financial advisers, tutors)
- Post office sorting offices

ii. Hereditaments that are not reasonably accessible to visiting members of the public

14. Generally speaking, the government also does not consider other assembly or leisure uses beyond those listed at paragraph 11 to be retail uses for the purpose of the discount. For example, theatres and museums are outside the scope of the scheme, as are nightclubs. Hereditaments used for sport or physical recreation (e.g. gyms) are also outside the scope of the discount. Where there is doubt, the local

³ The statutory guidance can be accessed here: <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

authority should exercise their discretion with reference to the above and knowledge of their local tax base.

How much relief will be available?

15. The total amount of government-funded relief available for each property for 2020/21 under this scheme is 50% of the bill, after mandatory reliefs and, with the exception of the 2020/21 pubs discount, other discretionary reliefs funded by section 31 grants have been applied, excluding those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants.⁴ The 2020/21 pubs discount should be applied after the retail discount. There is no relief available under this scheme for properties with a rateable value of £51,000 or more. Of course, councils may use their discretionary powers to offer further discounts outside this scheme. However, where an authority applies a locally funded relief under section 47 this is must also be applied after the Retail Discount.
16. The eligibility for the relief and the relief itself will be assessed and calculated on a daily basis. The following formula should be used to determine the amount of relief to be granted for a chargeable day for particular hereditament in the financial year 2019/20:

Amount of relief to be granted =

$$\frac{V}{2} \text{ where}$$

V is the daily charge for the hereditament for the chargeable day after the application of any mandatory relief and any other discretionary reliefs, excluding the pubs discount and those where local authorities have used their discretionary relief powers introduced by the Localism Act which are not funded by section 31 grants.⁵

17. This should be calculated ignoring any prior year adjustments in liabilities which fall to be liable on the day.
18. Ratepayers that occupy more than one property will be entitled to relief for each of their eligible properties, subject to State Aid De Minimis limits.

State Aid

⁴ As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

⁵ As required in the NNDR3 guidance notes, the former categories of discretionary relief prior to the localism act (i.e. charitable/CASC/rural etc. top up and not for profit) should be applied first in the sequence of discretionary reliefs and, therefore, before the retail discount.

19. State Aid law is the means by which the European Union regulates state funded support to businesses. Providing discretionary relief to ratepayers is likely to amount to State aid. However, Retail Relief will be State aid compliant where it is provided in accordance with the De Minimis Regulations (1407/2013)⁶.
20. The De Minimis Regulations allow an undertaking to receive up to €200,000 of De Minimis aid in a three-year period (consisting of the current financial year and the two previous financial years). Local authorities should familiarise themselves with the terms of this State aid exemption, in particular the types of undertaking that are excluded from receiving De Minimis aid (Article 1), the relevant definition of undertaking (Article 2(2))⁷ and the requirement to convert the aid into Euros.⁸
21. To administer De Minimis it is necessary for the local authority to establish that the award of aid will not result in the undertaking having received more than €200,000 of De Minimis aid. Note that the threshold only relates to aid provided under the De Minimis Regulations (aid under other exemptions or outside the scope of State aid is not relevant to the De Minimis calculation). Annex B of this guidance contains a sample De Minimis declaration which local authorities may wish to use, to discharge this responsibility. Where local authorities have further questions about De Minimis or other aspects of State Aid law, they should seek advice from their legal department in the first instance.⁹
22. Whilst the UK is scheduled to leave the EU on 31 January 2020, the Withdrawal Agreement negotiated by the Government and the EU provides that during an implementation period State aid rules will continue to apply as now and will be subject to control by the EU Commission as at present. Local authorities should therefore continue to apply State aid rules, including De Minimis, to the relief for during the implementation period.

Splits, mergers, and changes to existing hereditaments

23. The relief should be applied on a day to day basis using the formula set out above. A new hereditament created as a result of a split or merger during the financial year, or where there is a change of use, should be considered afresh for the relief on that day.

⁶ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF>

⁷ The 'New SME Definition user guide and model declaration' provides further guidance: http://ec.europa.eu/enterprise/policies/sme/files/sme_definition/sme_user_guide_en.pdf

⁸ http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

⁹ Detailed State Aid guidance can also be found at: https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/15277/National_State_Aid_Law_Requirements.pdf

Annex A: Calculation examples for 2020/21

The retail discount (one third) is always calculated after mandatory relief and other discretionary reliefs funded by section 31 grant. The multiplier used here is provisional.

Example 1: An occupied shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Retail discount (50%):	= -£9,980
Rates due (after retail discount):	= £9,980

Example 2: An occupied charity shop with a rateable value of £40,000

Gross rates (before any reliefs) = £40,000 x 0.512	= £20,480
Net rates after charity relief:	= <u>£4,096</u>
Retail discount (50%):	= -£2,048
Rates due (after charity relief and retail discount):	= £2,048

Example 3: An occupied shop with a rateable value of £13,500 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £13,500 x 0.490	= £6,737
Net rates after SBRR (50%):	= <u>£3,368</u>
Retail discount (50%):	= -£1,684
Rates due (after SBRR and retail discount):	= £1,684

Example 4: An occupied shop with a rateable value of £10,000 eligible for Small Business Rate Relief (SBRR)

Gross rates (before any reliefs) = £10,000 x 0.499	= £4,990
Net rates after SBRR (100%):	= £nil
Rates bill is nil and, therefore, no retail discount applies	

Example 5: An occupied shop with a rateable value of £40,000 eligible for Transitional Relief (TR) and receiving Revaluation Discretionary Relief

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Transitional Relief (say):	= -£1,500
Net rates after Transitional Relief:	= £18,460
Net rates after Revaluation Discretionary Relief (say):	= <u>£15,460</u>
Retail discount (50%):	= -£7,730
Rates due (after TR, revaluation relief and retail discount):	= £7,730

Example 6: An occupied shop with a rateable value of £18,000 previously paying nothing prior to revaluation 2017 and eligible for Supporting Small Businesses Relief (SSB)

Gross rates (before any reliefs) = £18,000 x 0.499	= £8,982
Supporting Small Businesses Relief (say):	= -£6,582

Net rates after SSB:	= £2,400
Retail discount (50%):	= -£1200
Rates due (after SSB and retail discount):	= £1200

Example 7: A shop with a rateable value of £40,000 (example 1) but only occupied until 30 September 2019

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Retail discount (50%):	= -£9,980
Rates due p.a. (after retail discount):	= £9,980
Daily charge while occupied (leap year):	= £27.34 per day
Occupied charge 1/4/20 to 30/9/20 (183 days):	= £4,976
Unoccupied property relief (1/10/19 to 1/1/20):	= £nil
Unoccupied property rates (1/1/20 to 31/3/20),	
£40,000 x 0.512 x 91/365	= £5,106
Rates due for the year (after retail relief):	= £10,082

Example 8: A shop with a rateable value of £40,000 (example 1) with a rateable value increase to £60,000 with effect from 1 October 2019

Gross rates (before any reliefs) = £40,000 x 0.499	= £19,960
Retail discount (50%):	= -£9,980
Rates due p.a. (after retail discount):	= £9,980
Daily charge while occupied (leap year):	= £27.34 per day
Charge 1/4/20 to 30/9/20 (182 days):	= £4,976
Daily charge on standard multiplier (1/10/20 to 31/3/21):	
(£60,000 x 0.512)/365	= £84.16 per day
Charge 1/10/20 to 31/3/21 (183 days):	= £15,402
Rates due for the year (after retail relief):	= £20,378

Annex B: Sample paragraphs that could be included in letters to ratepayers about Retail Discount for 2020/21

In a Written Ministerial Statement on 27 January 2020 the Government announced that eligible retailers will receive a 50% discount on their business rates bills for one year from April 2020.

Relief will be provided to eligible occupied retail properties with a rateable value of less than £51,000 in 2020/21. Your current rates bill includes this Retail Discount.

Awards such as Retail Discount are required to comply with the EU law on State Aid.¹⁰ In this case, this involves returning the attached declaration to this authority if you have received any other *de minimis* State Aid, including any other Retail Discount you are being granted for premises other than the one to which this bill and letter relates, and confirming that the award of Retail Discount does not exceed the €200,000 an undertaking¹¹ can receive under the *de minimis* Regulations EC 1407/2013.

Please complete the declaration and return it to the address above. In terms of declaring previous *de minimis* aid, we are only interested in public support which is *de minimis* aid (State Aid received under other exemptions or public support which is not State Aid does not need to be declared).

If you have not received any other *de minimis* State Aid, including any other Retail Discount you are being granted for premises other than the one to which this bill and letter relates, you do not need to complete or return the declaration.

If you wish to refuse to receive the Retail Discount granted in relation to the premises to which this bill and letter relates, please complete the attached form and return it to the address above. You do not need to complete the declaration. This may be particularly relevant to those premises that are part of a large retail chain, where the cumulative total of Retail Discount received could exceed €200,000.

Under the European Commission rules, you must retain this letter for three years from the date on this letter and produce it on any request by the UK public authorities or the European Commission. (You may need to keep this letter longer than three years for other purposes). Furthermore, information on this aid must be supplied to any other public authority or agency asking for information on '*de minimis*' aid for the next three years.

¹⁰ Further information on State Aid law can be found at <https://www.gov.uk/state-aid>

¹¹ An undertaking is an entity which is engaged in economic activity. This means that it puts goods or services on a given market. The important thing is what the entity does, not its status. Therefore, a charity or not for profit company can be undertakings if they are involved in economic activities. A single undertaking will normally encompass the business group rather than a single company within a group. Article 2.2 of the *de minimis* Regulations (Commission Regulation EC/ 1407/2013) defines the meaning of 'single undertaking'.

‘De minimis’ declaration

Dear []

NON-DOMESTIC RATES ACCOUNT NUMBER: _____

The value of the non-domestic rates Retail Discount to be provided to [name of undertaking] by [name of local authority] is £ [] (Euros []).

This award shall comply with the EU law on State Aid on the basis that, including this award, [name of undertaking] shall not receive more than €200,000 in total of *De minimis* aid within the current financial year or the previous two financial years). The *de minimis* Regulations 1407/2013 (as published in the Official Journal of the European Union L352 24.12.2013) can be found at:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:352:0001:0008:EN:PDF> .

Amount of <i>de minimis</i> aid	Date of aid	Organisation providing aid	Nature of aid

I confirm that:

1) I am authorised to sign on behalf of _____ [name of undertaking]; and

2) _____ [name of undertaking] shall not exceed its *De minimis* threshold by accepting this Retail Discount.

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:

Refusal of Retail Discount form

Name and address of premises	Non-domestic rates account number	Amount of Retail Discount

I confirm that I wish to refuse Retail Discount in relation to the above premises.

I confirm that I am authorised to sign on behalf of _____ [name of undertaking].

SIGNATURE:

NAME:

POSITION:

BUSINESS:

ADDRESS:

DATE:



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	Cabinet Advisory Panels, Consultative Forums and Appointment of Chairs
Key Decision:	No
Responsible Officer:	Hugh Peart - Director of Legal and Governance Services
Portfolio Holder:	Councillor Graham Henson - Leader of the Council and Portfolio Holder for Strategy, Regeneration, Partnerships and Devolution
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix A - Panels & Consultative Forums - Memberships, Chairs and Nominated Members

Section 1 – Summary and Recommendations

This report sets out the memberships of Cabinet Panels and Consultative Forums, including the Chairs and Nominated Members. The Terms of Reference of the bodies are set out in the Council's Constitution.

Recommendations:

- 1) That the membership of Cabinet Panels and Consultative Forums, the Chairs and Nominated Members of the Panels and Consultative Forums be confirmed.

Reason: (for recommendations)

To confirm appointments and to allow the Panels to be constituted.

Section 2 – Report**Introductory paragraph**

Members of Council bodies are appointed in accordance with the wishes of the political groups. The names of the Members, including the Chairs and Nominated Members, are set out at Appendix A to the report.

Options considered

There are no options to be considered.

Legal Implications

There are no legal implications arising from this report.

Financial Implications

There are no financial implications arising from this report.

Equalities implications / Public Sector Equality Duty

There are no equalities implications associated with this report.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
No

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Conflicts of Interest	<ul style="list-style-type: none"> ▪ Where conflict of interest occurs, a member would be required to declare the interest. 	Green
Unable to fulfill role required	<ul style="list-style-type: none"> ▪ Replacement identified from reserves list. 	Green

Council Priorities

This report has no direct effect on the Corporate Priorities.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed on behalf of the Chief Financial Officer

Date: 19/05/21

Statutory Officer: Hugh Peart

Signed by the Monitoring Officer

Date: 19/05/21

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 19/05/21

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: NO

EqlA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic and Electoral Services Manager, Email: elaine.mceachron@harrow.gov.uk

Background Papers: [Council's Constitution](#)

Call-in waived by the Chair of Overview and Scrutiny Committee – NO

Appendix A

Cabinet Advisory Panels 2021/22

(Membership in order of political group nominations)

(1) Corporate Parenting Panel (6)

	Labour (4)	Conservative (2)
I. Members	Maxine Henson Angella Murphy-Strachan (CH) Kiran Ramchandani Christine Robson	Janet Mote * Lynda Seymour
II. Reserve Members	1. Sue Anderson 2. Simon Brown 3. Dean Gilligan 4. Rekha Shah	1. Dr Lesline Lewinson 2. Chetna Halai
	Adviser: (1) Valerie Griffin	

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

(2) Harrow Business Consultative Panel (4)

	Labour (2)	Conservative (2)
I. Members	Jeff Anderson (CH) Kiran Ramchandani	Norman Stevenson * Bharat Thakker
II. Reserve Members	1. Adam Swersky 2. Dr Antonio Weiss	1. Ramji Chauhan 2. Susan Hall

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

(3) Major Developments Panel (7)

	Labour (4)	Conservative (3)
I. Members	Pamela Fitzpatrick Graham Henson (CH) Varsha Parmar David Perry	Marilyn Ashton * Stephen Greek Paul Osborn
II. Reserve Members	1. Jeff Anderson 2. Simon Brown 3. Niraj Dattani 4. Kiran Ramchandani	1. Bharat Thakker 2. Anjana Patel 3. Norman Stevenson

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

(4) Traffic and Road Safety Advisory Panel (7)

	Labour (4)	Conservative (3)
I. Members	Dean Gilligan James Lee Kareema Marikar Jerry Miles (CH)	John Hinkley Ameet Jogia * Anjana Patel
II. Reserve Members	1. Phillip O'Dell 2. Angella Murphy-Strachan 3. Kiran Ramchandani 4. Sasi Suresh	1. Vina Mithani 2. Lynda Seymour 3. Pritesh Patel

Advisers:

- (1) Mr J Leach – London Living Streets
- (2) Mr N Long - Harrow Association of Disabled People
- (3) Mr Anthony Wood – Harrow Public Transport Users Association
- (4) Dr Anoop Shah – Harrow Cyclists

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

To note the membership of the following informal bodies.

Constitution Review Working Group (5)

	Labour (3)	Conservative (2)
I. Members	Simon Brown Keith Ferry (CH) Graham Henson	Paul Osborn * Norman Stevenson
II. Reserve Members	1. Jeff Anderson 2. Pamela Fitzpatrick 3. Varsha Parmar	1. Amir Moshenson 2. Chris Mote

Member Development Working Group (5)

	Labour (3)	Conservative (2)
I. Members	Jeff Anderson Sue Anderson (CH) James Lee	Jean Lammiman * Mina Parmar
II. Reserve Members	1. Simon Brown 2. Pamela Fitzpatrick 3. Natasha Proctor	1. Janet Mote 2. Kanti Rabadia

Planning Policy Working Group (7)

	Labour (4)	Conservative (3)
I. Members	Simon Brown Keith Ferry (CH) Pamela Fitzpatrick Sachin Shah	Marilyn Ashton * Christopher Baxter Anjana Patel
II. Reserve Members	1. Peymana Assad 2. Christine Robson 3. Kiran Ramchandani 4. Ajay Maru	1. Stephen Greek 2. Norman Stevenson 3. Bharat Thakker

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

Social Services Executive Bodies

Adoption Panel (1)

	Labour	Conservative
I. Members	Christine Robson	-

Fostering Panel (1)

	Labour	Conservative
I. Members	Christine Robson	-

[Note: In relation to the Adoption Panel, the statutory guidance states that 'where possible, the Local Authority should appoint an elected member from the corporate parenting group or a member with responsibility for children's services.']

Clinical Commissioning Group Joint Working Bodies

Children and Young People's Partnership (2)

	Labour	Conservative
I. Members	Christine Robson (CH)	Janet Mote

Consultative Forums

“Advisory” Committees established under Section 102(4) of the Local Government Act 1972, appointed by Cabinet

(Membership in order of political group nominations)

Employees’ Consultative Forum (7)

Council Representatives

	Labour (4)	Conservative (3)
I. Members	Varsha Parmar Natasha Proctor (CH) Angella Murphy-Strachan Sachin Shah	Camilla Bath Philip Benjamin Mina Parmar *
II. Reserve Members	1. Graham Henson 2. Pamela Fitzpatrick 3. Kiran Ramchandani 4. Adam Swersky	1. John Hinkley 2. Pritesh Patel 3. Susan Hall

[Note: In accordance with the Forum’s Terms of Reference, the Council membership should include the Leader and/or Deputy Leader, Portfolio Holder with responsibility for human resources].

Employee Representatives: (minimum of one to a maximum of three representatives from each recognised Trade Union)

UNISON Representatives: John Royle, Gary Martin, Davis Searles
GMB Representative: Pamela Belgrave, Ann Jones
Teacher Representatives: Louise Crimmins (National Union of Teachers), Anne Lyons (National Association of Headteachers), (1 vacancy)

(Note: The Chair of the Employees’ Consultative Forum shall be a Council side representative in 2021/22, and the Vice-Chair is to be appointed by the Employee side. These appointments shall thereafter alternate in succeeding years).

(CH) = Chair

* Denotes Group Members for consultation on Delegated Action and/or administrative matters.

Joint Arrangements Committee

West London Economic Prosperity Board (5) (1 Member, 1 Reserve)

(Joint Committee of the Boroughs of Barnet, Brent, Ealing, Harrow and Hounslow)

	Labour (1)	Conservative (0)
I. Members	Graham Henson	-
II. Reserve Members	1. Keith Ferry	-

This page is intentionally left blank



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	Appointment of Portfolio Holder Assistants
Key Decision:	No
Responsible Officer:	Hugh Peart, Director of Legal and Governance Services
Portfolio Holder:	Councillor Graham Henson, Leader of the Council and Portfolio Holder for Strategy, Regeneration, Partnerships and Devolution
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix 1 – Job Description of Portfolio Holder Assistant

Section 1 – Summary and Recommendations

This report sets out the proposals by the Leader of the Council for named Portfolio Holder Assistants, the Wards they represent and their area of responsibility under the identified Cabinet Member.

Recommendations:

Cabinet is requested to approve:

- (i) the appointment of the identified Portfolio Holder Assistants and responsibilities and note that these supersede previous appointments;
- (ii) the payment of Special Responsibility Allowance (SRA) to the Portfolio Holder Assistants with the implementation date of 27 May 2021.

Reason: (for recommendations)

To enable the support to Cabinet Members in terms of information provision and management, to contribute to and ensure an effective decision-making framework as part of the democratic process.

Section 2 – Report**Introductory paragraph**

2.1 The Local Government Public Involvement in Health Act 2007 requires the elected Leader of the Council to notify the information set out below:

- name of Deputy Leader of the Council;
- names of Cabinet Members and their delegated authorities (ie Portfolios).

2.2 The Cabinet may also appoint Portfolio Holder Assistants without any decision-making powers, to assist Cabinet Members in undertaking the full extent or part of their roles effectively. Details of appointments are set out below for approval. A relevant generic job description is attached at Appendix 1 to fully outline the extent of their duties. It is recommended that the level of SRA payment of £2,142 pa will be effective from the date of the Cabinet meeting.

Portfolio Holder Assistants

The following Councillors are notified appointed as Portfolio Holder Assistants, without any formal decision-making powers.

Portfolio Holder Assistant	Identified Remit	Responsible Cabinet Member/Portfolio
Councillor Angella Murphy-Strachan (Edgware Ward)	Corporate Parenting	Councillor Mrs Christine Robson Education and Social Services for Children and Young People
Councillor Ajay Maru (Kenton West Ward)	Business	Councillor Keith Ferry Business, Property and Leisure
Councillor Maxine Henson (Roxbourne Ward)	Adult Social Care Delivery	Councillor Simon Brown Adults and Social Care
Councillor Dan Anderson (Harrow)	Customer Services	Councillor Sue Anderson Community Engagement,

on the Hill Ward)		Accessibility & Customer Services
Councillor David Perry (Marlborough Ward)	Regeneration, Transport and Road Safety	Councillor Varsha Parmar Environment and Climate Change
Councillor Chloe Smith (Rayners Lane Ward)	Communications	Councillor Graham Henson Leader of the Council Strategy, Regeneration, Partnerships and Devolution
Councillor Sarah Butterworth (Harrow on the Hill Ward)	Climate Emergency	Councillor Varsha Parmar Environment and Climate Change
Councillor James Lee (Edgware Ward)	Community Cohesion East	Councillor Peymana Assad Community Cohesion, Crime & Enforcement

Options considered

None

Performance Issues

It is anticipated that the appointment of these roles will enhance an effective decision-making process in terms of democratic delivery and thereby deliver an improved experience for residents.

Environmental Impact

No specific environmental impacts beyond a contribution to smoother decision-making process being put in place.

Risk Management Implications

Risk included on Directorate risk register? **No**

Separate risk register in place? **No**

Risk Description	Mitigations	RAG Status
Portfolio Holder Assistants unable to fulfill role.	<ul style="list-style-type: none"> ▪ Experience of members proposed ▪ Officer support ▪ Training 	Green
Conflicts of Interest	<ul style="list-style-type: none"> ▪ Where conflict of interest occurs, a member would be required to declare the interest. 	Amber

Procurement Implications

None.

Legal Implications

The Council's Constitution provides for the appointment of Portfolio Holder Assistants. The role has no decision-making powers in relation to the Portfolio, whether or not the relevant Portfolio Holder is absent. Portfolio Holder Assistants shall not participate in or vote on the scrutiny of matters within their identified remit as approved by Cabinet.

Financial Implications

The Portfolio Holder Assistant role attracts an SRA (Special Responsibility Allowance) of £2,142 per annum. Only one SRA payment may be made to a Member, in addition to the Basic Allowance. The cost of the SRAs will be contained within the budget for Members' allowances

- Wider resource implications (staff, accommodation, IT etc).
- The proposed procurement route where relevant.

Equalities implications / Public Sector Equality Duty

There are no direct equalities implications.

Council Priorities

1. Improving the environment and addressing climate change
2. Tackling poverty and inequality
3. Building homes and infrastructure
4. Addressing health and social care inequality
5. Thriving economy

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed on behalf of the Chief Financial Officer

Date: 19/05/21

Statutory Officer: Hugh Peart

Signed by the Monitoring Officer

Date: 19/05/21

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 19/05/21

Mandatory Checks

Ward Councillors notified: NO, as it impacts on all Wards

EqlA carried out: NO

EqlA cleared by: N/A

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic and Electoral Services Manager, Email: elaine.mceachron@harrow.gov.uk

Background Papers: [Council's Constitution](#)

Call-in waived by the Chair of Overview and Scrutiny Committee

NO

APPENDIX 1

Job Description - Portfolio Holder Assistant

A Portfolio Holder Assistant (PHA) may be appointed to support a Portfolio Holder or Portfolio Holders in carrying out their duties in a variety of ways. For example:

- (a) A PHA may be appointed to assist a Portfolio Holder in all his/her duties or to assist in a particular specific area.
- (b) A PHA may be appointed to assist several Portfolio Holders in a particular specified area which is covered by more than one Portfolio Holder.
- (c) A PHA may be appointed to assist two or more Portfolio Holders in different specified areas.

On appointment, the specific duties of the PHA must be specified and will also be subject to the following general considerations. PHAs have no decision-making powers.

Within their specified duties, PHAs will:

1. Keep abreast of best national practice and new initiatives and brief the Portfolio Holder accordingly.
2. Assist the Portfolio Holder in establishing and maintaining professional, effective and efficient working relationships with opposition groups, Chairs of Committees and with other Councillors.
3. Undertake such responsibilities as may arise, or be required, from time to time other than decision-making.
4. Deputise, as required, for the Portfolio Holder within the limits or conditions set by the Portfolio Holder where this does not require direct Executive decision taking.
5. Assist the Portfolio Holder to manage their workload and deal with such issues or projects (whether long term or time limited) as shall be agreed with them.
6. Develop direct, effective working contacts with Corporate Directors, Directors, Heads of Service and their staff and external partners, and assist the Portfolio Holder with maintaining effective policy and management links with them.
7. Act as a point of contact for the Portfolio Holder within the relevant political group.

8. Advise and support the Portfolio Holder on particular and ad hoc issues and opportunities arising from their own participation in Council activity and externally, and also on strategic issues.
9. Help to promote specific media opportunities relating to key projects, with regular feedback to the Portfolio Holder.

This page is intentionally left blank



Report for: Cabinet

Date of Meeting:	27 May 2021
Subject:	Timetable for the Development of the Council's Policy Framework
Key Decision:	No
Responsible Officer:	Hugh Peart - Director of Legal and Governance Services
Portfolio Holder:	Councillor Graham Henson - Leader of the Council and Portfolio Holder for Strategy, Regeneration, Partnerships and Devolution
Exempt:	No
Decision subject to Call-in:	Yes
Wards affected:	All
Enclosures:	Appendix A – Timetable for Plans and Strategies

Section 1 - Summary and Recommendations

This report advises Cabinet of the timetable for consideration of the plans and strategies comprising the Council's Policy Framework.

Recommendations: That the timetable for the preparation and consideration of the plans and strategies set out at Appendix A be noted and the Monitoring Officer be authorised to vary the timetable if appropriate.

Reason:

To comply with paragraph 3 of the Budget and Policy Framework Procedure Rules in Section 4C of the Council's Constitution.

Introduction

2.1.1 The Council's Constitution sets out the process for the development of the policy framework at paragraph 3 of the Budget and Policy Framework Procedure Rules. In accordance with the Local Authorities (Functions and Responsibilities) Regulations 2000, any approval to the following Plans and Strategies is reserved to the Council:

- Local Implementation Plan
- Community Safety Plan
- Youth Justice Plan

Under the Constitution, the Council's Corporate Plan and Equalities Objectives are also reserved to the Council. Additionally, in 2016 Cabinet agreed that the Corporate Parenting Strategy be submitted for consideration and approval to Cabinet and Council.

The following plans and policies are also reserved to Council:

- Plans and strategies which together comprise the Development Plan
- Gambling Policy
- Licensing Authority Policy Statement

The proposed timetable for consideration of the plans and strategies is set out at Appendix A.

2.1.2 The Constitution requires Cabinet to determine, at the start of each Municipal Year, a timetable for the consideration of the plans and strategies in that year. The timetable at Appendix A shows the dates for consideration of those plans by the Overview and Scrutiny Committee (if appropriate), Cabinet and Council.

2.1.3 The Overview and Scrutiny Committee shall receive any proposed plan or strategy in sufficient time for the proposals to be included in the agenda for a scheduled meeting of the Committee and for it to make a report or recommendations to the meeting of the Council that is to consider the plan or strategy concerned. The Council shall not agree a plan or strategy until the Overview and Scrutiny Committee has had the opportunity, subject to the need for the statutory deadlines to be met, to consider the proposals.

2.1.4 On consideration of a relevant plan or strategy the Council may decide to:

- (a) adopt the Executive's proposals;
- (b) amend the Executive's proposals;
- (c) refer the proposals back to the Executive for further consideration;
- (d) substitute its own proposals in their place.

If the Council decides to adopt the Executive's proposals, that decision becomes effective immediately. If the Council decides to amend, refer back or substitute the proposals that decision shall come into effect after 5 clear working days from the day on which the Council meeting makes its decision.

However, if the plan or strategy has been amended or substituted, and before the expiry of the 5 clear working days period, the Leader of the Council may give notice to the Director of Legal and Governance Services that he/she objects to some or all of the amendments made by the Council. In these circumstances, the matter shall be referred to the next scheduled meeting of the Executive.

The Executive may agree the proposals of the Council, reaffirm its original proposals, or make further amendments. The decision of the Executive shall then be referred back to the Council. The Council can agree the proposals of the Executive or amend the proposals. The decision made by the Council then becomes effective immediately.

2.1.5 Members should note that when the Council approves a plan or strategy it will also specify the extent of any variation that may be undertaken by the Executive. The Executive may only make such other changes to a plan or strategy, as have been agreed by the Council, in accordance with the procedure for urgent matters set out at paragraph 5 of the Rules.

2.1.6 Once the Council has determined a plan or strategy the Executive shall publish it, including on the Council's website.

Legal Implications/Financial Implications

There are no financial or legal implications other than those mentioned in the main body of the report.

Procurement Implications

There are no procurement implications arising from the report.

Risk Management Implications

Risks included on corporate or directorate risk register? **No**

Separate risk register in place? **No**

The relevant risks contained in the register are attached/summarised below.
No

The following key risks should be taken onto account when agreeing the recommendations in this report:

Risk Description	Mitigations	RAG Status
Failure to publish the Plans may result in the Council failing to meet its statutory obligations.	<ul style="list-style-type: none">Once the Council has determined a plan or strategy the Executive shall publish it, including on the Council's website	Green
Failure to comply with the Council's Constitution	<ul style="list-style-type: none">Proposed timetable	Green
Lack of agreement of plans and strategies	<ul style="list-style-type: none">Process outlined in main body of this report	Green

Council Priorities

The impact on delivery of the Corporate Priorities will be addressed in the reports on the individual plans and strategies. This report has no direct effect on the Corporate Priorities.

Section 3 - Statutory Officer Clearance

Statutory Officer: Sharon Daniels

Signed on behalf of the Chief Financial Officer

Date: 19/05/21

Statutory Officer: Hugh Peart

Signed by the Monitoring Officer

Date: 19/05/21

Statutory Officer: Susan Dixon

Signed by the Head of Internal Audit

Date: 19/05/21

Section 4 - Contact Details and Background Papers

Contact: Elaine McEachron, Democratic, Electoral Services and Registration Services Manager, email:

elaine.mceachron@harow.gov.uk

Background Papers:

[Council's Constitution](#)

Call-in waived by the Chair of Overview and Scrutiny Committee - NO

APPENDIX A

364

TITLE	OVERVIEW AND SCRUTINY COMMITTEE	CABINET MEETING	COUNCIL MEETING
<p>1. Local Implementation Plan</p>	<p><i>The London Mayor's transport strategy (MTS) was approved by the GLA in February 2018 and required Boroughs to prepare a third Local implementation Plan (LIP) to reflect the new strategy.</i></p> <p><i>LIP3 was subsequently developed during 2018/19. The policies (up to 2041) and programme (2019/20 – 2021/22) were subject to public consultation, reviewed by the Overview & Scrutiny Committee in November 2018, approved by the London Deputy Mayor in April 2019, approved by Cabinet in May 2019 and finally adopted by Council in July 2019.</i></p> <p><i>In May 2021 a new Mayoral administration has been elected. It is likely that the existing MTS will remain during this mayoral term and that the next 3-year LIP programme of investment will be required from boroughs. This will cover the period 2022/23 – 2024/25. This is still subject to confirmation from the GLA.</i></p>		
<p>2. Community Safety Plan</p>	<p>11th January 2022</p>	<p>10th February 2022</p>	<p>24th February 2022</p>
<p>3. Youth Justice Plan</p>	<p>11th January 2022</p>	<p>10th February 2022</p>	<p>24th February 2022</p>
<p>4. Corporate Plan and Equalities Objectives</p>	<p>8th February 2022</p>	<p>10th February 2022</p>	<p>24th February 2022</p>
<p>5. Corporate Parenting Strategy</p>	<p>-</p>	<p>18th November 2021</p>	<p>-</p>
<p>6. Gambling Policy</p>	<p>-</p>	<p>21st October 2021</p>	<p>25th November 2021</p>
<p>7. Plans and strategies which together comprise the Development Plan</p>	<p><i>Harrow's current Local Plan ('development plan') comprises five development plan documents: Core Strategy (2012), Development Management Policies (2013), Harrow and Wealdstone Area Action Plan (2013), Site Allocations (2013) and Joint West London Waste Plan (2015), as well as the London Plan (2021). The recent publication of the London Plan (2021) and ongoing changes to planning policy at a national level mean that the Council has commenced a review of the Local Plan. This process includes a number of statutory stages, including consultation, independent examination by the Planning Inspectorate</i></p>		

TITLE	OVERVIEW AND SCRUTINY COMMITTEE	CABINET MEETING	COUNCIL MEETING
	<p><i>and adoption by full Council. The Planning Policy Working Group will input into the preparation of the Local Plan review and draft and final documents will be considered by Cabinet (and Council when required by Regulation). It is anticipated that the first stage / document - 'Issues and Options' for consultation will be considered by Cabinet in October 2021.</i></p>		

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3, 5 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank