



# Brent

## Cabinet

**Monday 9 September 2019 at 4.00 pm**

Boardrooms 3 - 5 - Brent Civic Centre, Engineers Way,  
Wembley, HA9 0FJ

### Membership:

#### Lead Member Councillors:

#### Portfolio

M Butt (Chair)

McLennan (Vice-Chair)

Agha

Farah

Hirani

Miller

M Patel

Krupa Sheth

Southwood

Tatler

Leader of the Council

Deputy Leader of the Council and Lead Member for  
Resources

Lead Member for Schools, Employment and Skills

Lead Member for Adult Social Care

Lead Member for Public Health, Culture & Leisure

Lead Member for Community Safety and Engagement

Lead Member for Children's Safeguarding, Early Help  
and Social Care

Lead Member for Environment

Lead Member for Housing & Welfare Reform

Lead Member for Regeneration, Property & Planning

**For further information contact:** Thomas Cattermole, Head of Executive and  
Member Services, 020 8937 5446 [thomas.cattermole@brent.gov.uk](mailto:thomas.cattermole@brent.gov.uk)

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minutes of this meeting have been published visit: **[democracy.brent.gov.uk](http://democracy.brent.gov.uk)**

**The press and public are welcome to attend this meeting**

## **Notes for Members - Declarations of Interest:**

If a Member is aware they have a Disclosable Pecuniary Interest\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent and must leave the room without participating in discussion of the item.

If a Member is aware they have a Personal Interest\*\* in an item of business, they must declare its existence and nature at the start of the meeting or when it becomes apparent.

If the Personal Interest is also significant enough to affect your judgement of a public interest and either it affects a financial position or relates to a regulatory matter then after disclosing the interest to the meeting the Member must leave the room without participating in discussion of the item, except that they may first make representations, answer questions or give evidence relating to the matter, provided that the public are allowed to attend the meeting for those purposes.

### **\*Disclosable Pecuniary Interests:**

- (a) **Employment, etc.** - Any employment, office, trade, profession or vocation carried on for profit gain.
- (b) **Sponsorship** - Any payment or other financial benefit in respect of expenses in carrying out duties as a member, or of election; including from a trade union.
- (c) **Contracts** - Any current contract for goods, services or works, between the Councillors or their partner (or a body in which one has a beneficial interest) and the council.
- (d) **Land** - Any beneficial interest in land which is within the council's area.
- (e) **Licences** - Any licence to occupy land in the council's area for a month or longer.
- (f) **Corporate tenancies** - Any tenancy between the council and a body in which the Councillor or their partner have a beneficial interest.
- (g) **Securities** - Any beneficial interest in securities of a body which has a place of business or land in the council's area, if the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or of any one class of its issued share capital.

### **\*\*Personal Interests:**

The business relates to or affects:

(a) Anybody of which you are a member or in a position of general control or management, and:

- To which you are appointed by the council;
- which exercises functions of a public nature;
- which is directed is to charitable purposes;
- whose principal purposes include the influence of public opinion or policy (including a political party of trade union).

(b) The interests of a person from whom you have received gifts or hospitality of at least £50 as a member in the municipal year;

or

A decision in relation to that business might reasonably be regarded as affecting the well-being or financial position of:

- You yourself;
- a member of your family or your friend or any person with whom you have a close association or any person or body who is the subject of a registrable personal interest.

# Agenda

Introductions, if appropriate.

Item	Page
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<b>1</b>	<b>Apologies for Absence</b>	
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<b>2</b>	<b>Declarations of Interest</b>	
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Members are invited to declare at this stage of the meeting, the nature and existence of any relevant disclosable pecuniary or personal interests in the items on this agenda and to specify the item(s) to which they relate.

<b>3</b>	<b>Minutes of the Previous Meeting</b>	<b>1 - 8</b>
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To approve the minutes of the previous meeting held on 15 July 2019 as a correct record.

<b>4</b>	<b>Matters Arising (if any)</b>	
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To consider any matters arising from the minutes of the previous meeting.

<b>5</b>	<b>Petitions (if any)</b>	
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To discuss any petitions from members of the public, in accordance with Standing Order 66.

<b>6</b>	<b>Reference of item considered by Scrutiny Committees (if any)</b>	
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To consider any reference reports from any of the Council's two Scrutiny Committees.

## Children and Young People reports

<b>7</b>	<b>Formal Consultation on School Organisation Arrangements of Roe Green Infant School</b>	<b>9 - 36</b>
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This report provides Cabinet with a summary of the formal consultation undertaken between 26 June 2019 and 24 July 2019 on a change in the age range of Roe Green Infant School and the closure of primary provision on the Roe Green Strathcona site from September 2020.

**Ward Affected:**  
Barnhill, Fryent,  
Kenton,  
Northwick Park,

**Lead Member:** Lead Member for Schools,  
Employment & Skills (Councillor Amer Agha MB  
BS, MSc, PHCM)  
**Contact Officer:** Brian Grady, Operational

Preston,  
Queensbury &  
Welsh Harp

Director, Safeguarding, Partnerships & Strategy  
Tel: 0208 937 4173  
Brian.Grady@brent.gov.uk

## Regeneration and Environment reports

### 8 Public Spaces Protection Order (PSPO) for Open Spaces, Graveyards and Cemeteries 37 - 418

This report presents a proposal to adopt a borough-wide Public Spaces Protection Order (PSPO) for Council parks, open spaces, graveyards and cemeteries in line with the priority of maintaining a clean and safe environment.

**Ward Affected:**  
All Wards

**Lead Member:** Lead Member for Community Safety & Engagement (Councillor Tom Miller)

**Contact Officer:** Karina Wane, Head of Community Protection

Tel: 020 8937 5067

Karina.Wane@brent.gov.uk

## Community Well-being reports

### 9 Tenant Management Organisations in Brent: Renewal of Modular Management Agreement 419 - 432

This report seek approval to enter into a new Modular Management Agreement with each Tenant Management Organisation (TMO) in Brent. The report sets out which services the TMO's have selected under the Right to Manage (RTM) and how this will be managed by the Council.

**Ward Affected:**  
Kilburn

**Lead Member:** Lead Member for Housing and Welfare Reform (Councillor Eleanor Southwood)

**Contact Officer:** John Magness, Head of Housing Partnerships

Tel: 020 8937 1774

John.Magness@brent.gov.uk

## Digital and Customer Services

### 10 NNDR Applications for Discretionary Rate Relief 433 - 442

The report details new applications for relief received since Cabinet last considered such applications in January 2019.

**Ward Affected:**  
Dudden Hill,  
Fryent &  
Wembley  
Central

**Lead Member:** Deputy Leader (Councillor Margaret McLennan)

**Contact Officer:** Peter Gadsdon, Strategic Director of Customer and Digital Services

Tel: 020 8937 1400

peter.gadsdon@brent.gov.uk



## Chief Executive's reports

### 11 Brent Neighbourhood Community Infrastructure Levy (NCIL) Projects 443 - 456

This report seeks Cabinet approval to the allocation of Neighbourhood CIL (NCIL) funds to eight community projects from round one of the 2019/20 NCIL programme.

**Ward Affected:**  
All Wards

**Lead Member:** Lead Member for Regeneration,  
Property & Planning (Councillor Shama Tatler)

**Contact Officer:** Kate Lambert, Partnership  
Funding Officer  
Tel: 020 8937 1170  
[kate.lambert@brent.gov.uk](mailto:kate.lambert@brent.gov.uk)

### 12 Brent Community Lottery Proposal - Cabinet variation report 457 - 460

This report seeks to inform and obtain Cabinet approval for a variation to the Cabinet decision taken on 17 June 2019 regarding the Brent Community Lottery Proposal.

**Ward Affected:**  
All Wards

**Lead Member:** Lead Member for Community  
Safety & Engagement (Councillor Tom Miller)

**Contact Officer:** Pascoe Sawyers, Head of  
Strategy & Partnerships  
Tel: 020 8937 1045  
[Pascoe.Sawyers@brent.gov.uk](mailto:Pascoe.Sawyers@brent.gov.uk)

### 13 2018/19 Treasury Management Outturn Report 461 - 474

The report updates members on Treasury Management activity and confirms that the Council has complied with its Prudential Indicators for 2018/19.

**Ward Affected:**  
All Wards

**Lead Member:** Deputy Leader (Councillor  
Margaret McLennan)

**Contact Officer:** Daniel Omisore, Head of  
Finance -Capital  
Tel: 020 8937 3057  
[daniel.omisore@brent.gov.uk](mailto:daniel.omisore@brent.gov.uk)

### 14 Exclusion of Press and Public

No items have been identified in advance of the meeting.

### 15 Any other urgent business

Notice of items to be raised under this heading must be given in writing to the Head of Executive and Member Services or his representative before the meeting. Any decisions taken urgently under this heading must comply with the provisions outlined in paragraph's 12 and 39 of the Council's Access to Information Rules (part 2 of the Constitution).

**Date of the next meeting:            Monday 14 October 2019**



- Please remember to set your mobile phone to silent during the meeting.
- The meeting room is accessible by lift and seats will be provided for members of the public.



## LONDON BOROUGH OF BRENT

### MINUTES OF THE CABINET Monday 15 July 2019 at 4.00 pm

PRESENT: Councillor M Butt (Chair), Councillor McLennan (Vice-Chair) and Councillors Agha, Farah, Hirani, Miller, M Patel, Krupa Sheth, Southwood and Tatler

Also present: Councillor Long

1. **Apologies for Absence**

There were no apologies for absence.

2. **Declarations of Interest**

There were no declarations of interest made.

3. **Minutes of the Previous Meeting**

RESOLVED:

that the minutes of the previous meeting held on 17 June 2019 be approved as an accurate record of the meeting.

4. **Matters Arising (if any)**

None.

5. **Petitions (if any)**

None.

6. **Reference of item considered by Scrutiny Committees (if any)**

None.

7. **Resident Ballot in South Kilburn**

Councillor Shama Tatler, Cabinet Member for Regeneration, Property and Planning, introduced the report stating that, in line with the GLA guidelines, Brent Council supported resident ballots in areas of regeneration, in this case South Kilburn.

Councillor Tatler stated that the development in South Kilburn has been ongoing since 2004, and has several more years remaining on the programme.

Councillor Tatler stated that 17 remaining blocks due to be demolished are included within the ballot. It was noted that there are circa 1,000 eligible voters within these blocks.

Members of Cabinet noted that the ballot must take place within six months of the Landlord Offer being published.

Councillor Tatler stated that, in accordance with the GLA's Affordable Housing Capital Funding Guide, local authorities must ask all residents whose homes will be demolished for their approval to re-develop an area of council housing. This will take place in the form of a resident ballot of South Kilburn, where residents will be directly asked whether they want to continue the regeneration of the area.

Councillor Tatler stated that officers have worked with the GLA, who support Brent Council's plans for the ballot.

It was noted that in order to ensure the ballot is conducted in a fair and democratic way, the Council has engaged the Electoral Reform Services (ERS) to oversee the process. They have provided expert guidance and examples of best practice to ensure this ballot is carried out in the correct manner and the ERS has been consulted throughout.

Councillor Margaret McLennan, Deputy Leader of the Council, expressed her support for the ballot process and the continuation of the regeneration programme. She informed members that she had attended the opening of the South Kilburn Hub that weekend and had received positive feedback from residents about the regeneration programme and the ballot process.

Councillor Ellie Southwood, Cabinet Member for Housing and Welfare Reform, echoed the comments in support of the ballot process.

Members of Cabinet noted an email from David Walton, Vice Chair South Kilburn New Deal for Communities, sent to Carolyn Downs, Brent Council's Chief Executive, regarding *'the unilateral landlord proposed partial 1/6<sup>th</sup> re-ballot of the South Kilburn Estate in 2019'*.

**RESOLVED:**

- i. That Cabinet agreed that a ballot in South Kilburn take place.
- ii. That Cabinet agreed that the voters in the South Kilburn ballot are the circa 1,000 residents from the remaining 17 blocks due for demolition, that also meet the eligibility criteria set by the GLA.
- iii. That Cabinet agreed the following ballot question, subject to written approval from the Independent Body, Electoral Reform Services;

***Are you in favour of the proposal to continue with the regeneration of South Kilburn? - YES / NO***

- iv. That Cabinet agreed to delegate authority to the Chief Executive in consultation with the Lead Member for Regeneration, Property and Planning

and the Lead Member for Housing and Welfare Reform to agree and finalise the question if not approved in writing as set out in paragraph (iii) by the Independent Body, Electoral Reform Services.

- v. That Cabinet agreed to delegate authority to the Chief Executive in consultation with the Lead Member for Regeneration, Property and Planning and the Lead Member for Housing and Welfare Reform to finalise, circulate and publish to eligible resident voters the Landlord Offer document which will be the subject of the South Kilburn ballot.
- vi. That Cabinet agreed to delegate authority to the Chief Executive in consultation with the Lead Member for Regeneration, Property and Planning and the Lead Member for Housing and Welfare Reform to agree the dates of the ballot. The intention was for the ballot to take place 3 months following the effective date of Cabinet approval.
- vii That Cabinet agreed to delegate authority to the Chief Executive in consultation with the Lead Member for Regeneration, Property and Planning and the Lead Member for Housing and Welfare Reform to agree the voting methods for the ballot.

#### **8. South Kilburn: Gloucester & Durham Block Purchases**

Councillor Shama Tatler, Cabinet Member for Regeneration, Property and Planning, introduced the report seeking Cabinet's permission to enter into a contract in respect of the acquisition of new Council homes consisting of two freehold housing blocks known as Gloucester & Durham from Telford Homes PLC (Telford Homes) and Notting Hill Genesis (NHG) totalling 235 units in the South Kilburn regeneration master plan area.

Councillor Muhammed Butt, Leader of the Council, stated that this proposal supports the Council's priority to provide additional Council housing in the borough.

#### **RESOLVED:**

- i. That Cabinet agreed to delegate authority to the Strategic Director of Regeneration & Environment in consultation with the Lead Member for Regeneration, Highways, Planning to negotiate and agree the terms and thereafter enter into a contract in respect of the purchase of the leasehold interest in two housing blocks known as Gloucester & Durham from Telford Homes and NHG as set out in Appendix 1.
- ii. That Cabinet agreed to terminate the existing long leases in respect of the housing blocks known as Gloucester & Durham granted to Telford Homes and NHG upon acquisition and merge the leasehold title into the freehold interest to be retained by the Landlord.
- iii. That Cabinet approved the acceptance of grant from the Greater London Authority (GLA) as set out in Appendix 1 and delegate authority to the Strategic Director of Community Wellbeing in consultation with the Lead Member for Housing & Welfare Reform to agree the terms on which the GLA

will contribute to the purchase of the housing blocks known as Gloucester & Durham.

## **9. Financing the Development, United Colleges Wembley Site**

Councillor Margaret McLennan, Deputy Leader of the Council, introduced the report asking Members to consider how the Council can help facilitate the enhancement of post 16 educational provision and development in Brent by the provision of a loan of up to £50m to United Colleges Group (“United Colleges”) given their wish to develop modern newly constructed facilities in Wembley Park.

Councillor McLennan stated that this loan is required as “bridging” finance to enable the project to proceed. The expectation would be that all of the Council’s principal loan plus interest would be recovered. As with any project, there are also risks which should be considered, and it might be possible to share these risks by attracting finance from other parties such as Homes England.

Councillor McLennan asked Members to consider the remaining risk to the Council alongside the significant social and economic benefits that facilitating the development would be expected to bring.

Councillor Krupesh Hirani, Cabinet Member for Public Health, Culture and Leisure, expressed his support for the proposal stating that a new state of the art college facility in Brent is an opportunity to raise the aspirations for young people and adults alike in Brent, by creating an inspiring learning environment.

### **RESOLVED:**

- i. That Cabinet agreed to provide a loan facility of up to £50m to United Colleges on the general terms set out throughout the report.
- ii. That Cabinet agreed that the loan shall only be provided subject to the conditions set out in the report being discharged.
- iii. That Cabinet delegated authority to the Chief Executive, in consultation with the Deputy Leader, to determine whether the conditions set out in the report have been discharged.
- iv. That Cabinet delegated authority to the Director of Finance, in consultation with the Deputy Leader, to set the interest rate and other terms of the loan.
- v. That Cabinet delegated authority to the Director of Finance, in consultation with the Deputy Leader, to conclude and execute the loan transaction or transactions referred to above, whether acting independently or with other lenders, including to make such minor adjustments to the precise terms as prove necessary.
- vi. That Cabinet noted and carefully considered the potential benefits of the scheme alongside the inherent risks and how these risks are proposed to be mitigated.

## **10. Voluntary Sector Initiative Fund – Local Grants 2019 - 2020**

Councillor Tom Miller, Cabinet Member for Community Safety and Engagement, introduced the report thanking Councillor Krupesh Hirani, who had previously held responsibility for this area, for his hard work in developing the approach to the Voluntary Sector Initiative Fund.

Councillor Miller stated that the *Voluntary Sector Initiative Fund (VSIF) – Local Grants Programme* was created in 2012 from the previous Main Programme Grant and Advice budgets and was the result of extensive public consultation with voluntary sector organisations.

The budget for 2019/20 is £232k as presented at the 15 April 2019 Cabinet. It is proposed that the term of grant funding is 1 year a maximum grant available of £25k per project. It is recommended that this maximum amount is maintained. If this amount is increased the number of organisations who are able to access the funding will be decreased. If the amount is reduced the ability of organisations to deliver meaningful projects will be decreased. The average grant given out to date for this fund was £21,525 per funded group.

**RESOLVED:**

- i. That Cabinet agreed to the continuation of the Voluntary Sector Initiative Fund – Local Grants funding for 2019 – 2020.
- ii. That Cabinet agreed the approach set out in the Local Grants Programme which consists of:
  - a) aligning the priorities of the Local Grants Programme to the priorities of the Borough Plan for 2019-2023.
  - b) retaining the current geographical priority areas.
  - c) agreeing that the term of grant funding will be one year.
  - d) maintaining the maximum grant available at £25k per year, per project.
  - e) maintaining the grant condition that all staff funded through the Local Grants Programme are paid the London Living Wage.

**11. July Finance Review**

Councillor Margaret McLennan, Deputy Leader of the Council, introduced the report setting out the overall financial position facing the Council and highlights the significant risks, issues and uncertainties.

Councillor McLennan stated that it also sets out the proposed budget setting strategy for 2020/21 and beyond in order to maximise the period of consultation with residents, businesses and other key stakeholders.

**RESOLVED:**

- i. That Cabinet agreed the budget setting process for 2020/21, including the approach to consultation and scrutiny, as set out in section seven of this report.
- ii. That Cabinet confirmed their intention, as previously announced and subject to consultation and any other material changes to circumstances, to increase

council tax by 3.99% in 2020/21, on the basis that this means that no new savings proposals need to be developed.

- iii. That Cabinet noted the Capital budgets and agree the proposed 2018/19 capital budget carry forwards and capital virements set out in section six of the report.
- iv. That Cabinet noted that on current funding assumptions savings of at least £20m will be required in order to agree balanced budgets for 2021/22 and 2022/23.

## **12. Financial Outturn Report 2018/19**

Councillor Margaret McLennan, Deputy Leader of the Council, introduced the report setting out the 2018/19 outturn position against the revenue budget.

Councillor McLennan stated that, overall, the Council underspent against the main general fund revenue budget by £2.0m. She stated that there is an overspend of £1.7m in Children & Young People (CYP), however this will be met by contingency funds within CYP reserves.

Councillor McLennan stated that there is also a small overspend of £0.2m within Community Wellbeing. Offsetting these are an underspend of £3.8m in Regeneration and Environment, of which £2.7m is proposed to be set aside the 2019/20 projects.

Councillor McLennan stated that, overall, the Council underspend against the main general fund revenue budget by £2.0m. There is an overspend of £1.7m in Children & Young People (CYP), however this will be met by contingency funds within the CYP reserves.

RESOLVED:

- i. That Cabinet noted the overall financial outturn as set out in the report.

## **13. Quarter 1 Financial Report 2019/20**

RESOLVED:

- i. That Cabinet noted the overall financial position and the actions being taken to manage the issue arising as set out in the report.

## **14. London Borough of Culture (LBOC) 2020 – proposal to administer the LBOC 2020 Culture Fund**

Councillor Krupesh Hirani, Cabinet Member for Public Health, Culture and Leisure, introduced the report reaffirming the importance of Brent's London Borough of Culture (LBOC 2020) Culture Fund in giving the Community an opportunity to run their own projects in 2020 as part of the LBOC 2020 programme.



Councillor Hirani stated that the focus of the report is the plan for administering the LBOC 2020 Culture Fund. It sets out the process by which successful applicants to the LBOC 2020 Culture Fund are awarded grants of up to £10,000 to deliver projects as part of the Brent LBOC 2020 programme and the selection process undertaken in line with established criteria to deliver projects as part of the Brent LBOC 2020 programme.

**RESOLVED:**

- i. That Cabinet agreed to delegate authority to the Strategic Director Community Wellbeing, in consultation with the Lead Member for Public Health, Culture & Leisure, to award grants up to a maximum value of £10,000 to organisations and £3,000 to individuals, to deliver approved projects as part of the Brent London Borough of Culture 2020 programme, using funds from the LBOC 2020 Culture Fund to make such grants.

**15. Exclusion of Press and Public**

There were no exclusions of press and public.


**16. Any other urgent business**

None.

The meeting ended at 4.31 pm

COUNCILLOR MUHAMMED BUTT  
Chair

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	<b>Cabinet</b> 9 September 2019
	<b>Report from the Strategic Director,            Children and Young People</b>
<b>The Future School Organisation Arrangements of Roe Green Infant School</b>	

<b>Wards Affected:</b>	Queensbury, Fryent, Welsh Harp, Kenton, Northwick Park, Preston, Barnhill
<b>Key or Non-Key Decision:</b>	Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	Three <ul style="list-style-type: none"> <li>• Appendix A: Statutory Notice on the School Organisation Arrangements of Roe Green Infant School</li> <li>• Appendix B: Summary of Consultation Responses</li> <li>• Appendix C: Equality Impact Assessment</li> </ul>
<b>Background Papers:</b>	N/A
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Brian Grady, Operational Director Safeguarding, Partnerships and Strategy 020 8937 4122 <a href="mailto:Brian.Grady@brent.gov.uk">Brian.Grady@brent.gov.uk</a>

## 1.0 Purpose of the Report

- 1.1 This report provides Cabinet with a summary of the formal consultation undertaken between 26 June 2019 and 24 July 2019 on a change in the age range of Roe Green Infant School and the closure of primary provision on the Roe Green Strathcona site from September 2020.

## 2.0 Recommendation(s)

That Cabinet:

- 2.1 Determines the proposal published in a statutory notice on 26 June 2019 to:
- change the age range of Roe Green Infant School from 3-11 to 3-7
  - reduce the school's Published Admission Number (PAN) from 150 to 120 for September 2020

- implement a phased closure of the provision on the Roe Green Infant School Strathcona site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022.

### **3.0 Detail**

- 3.1 Roe Green Infant School is situated in Planning Area 1 in the north of the borough, which covers the Queensbury, Fryent and Welsh Harp wards. In 2014, new primary provision was established under the management of Roe Green Infant School on the site known as the Roe Green Strathcona site, situated in Wembley in Planning Area 2 that covers the Kenton, Northwick Park, Preston and Barnhill wards. The Roe Green Strathcona provision was established in response to increasing demand for places across the borough, as set out in the Brent School Place Planning Strategy 2014-18.
- 3.2 The Roe Green Strathcona provision was initially opened as temporary provision for 210 places in total, 30 in each year group from Reception to Year 6. Pupils were first admitted to the provision in March 2014 into Reception and Year 2 classes. A statutory process to regularise the provision had to be implemented in September 2016. This changed the legal nature of Roe Green Infant School by permanently establishing the provision on the Strathcona site:
- the age range of the school changed from ages 3-7 to 3-11 (including the nursery)
  - the total number of permanent places in Reception to Year 6 was changed from 360 to 570, with infant provision for 360 pupils on the school's Princes Avenue site alongside a nursery for 40 full-time equivalent places, and 210 places in years Reception to Year 6 on the Strathcona site.
- 3.3 Since 2017, there has been a reduction in the number of children applying for primary school places in the borough that was not anticipated when the provision was established. The School Place Planning Strategy 2019-23, approved by Cabinet in November 2018, shows that demand for primary places across the borough is expected to reduce until 2022 when a small increase in demand is forecast. The latest forecasts from the Greater London Authority indicate that whilst demand for Primary places may not reduce further, there is still significant over capacity of Primary school places in Brent. In 2018/19 there was a high level of spare places in Reception across the borough (12%) and on National Offer Day, there were 750 spare places for September 2019 (18% spare places).
- 3.4 Within this context, on 11 March 2019, Cabinet agreed to informal consultation on the future of provision on the Roe Green Strathcona site. Following consideration of a report on the outcomes of the informal consultation, on 19 June 2019, Cabinet agreed to formal consultation on the future of provision on the Roe Green Strathcona site in response to falling demand for places at the Roe Green Strathcona site. A statutory notice was published on 26 June 2019, triggering a period of formal consultation until 24 July 2019.
- 3.5 Table 1 provides the latest forecasts from the Greater London Authority for Primary Planning Area 2, within which Roe Green Strathcona site is located. These forecasts will be included in an update to the School Place Planning Strategy 2019-23 when presented to Cabinet in the autumn. The 2019 forecasts

show a similar pattern for Planning Area 2 as the 2018 forecasts included in previous reports to Cabinet. A high level of surplus places in the area are forecast, even after taking into account a reduction in the Published Admission Number (PAN) of Uxendon Manor Primary School from September 2020 in response to reduced demand.

**Table 1: Planning Area 2 Forecasts (January 2019) and projected surplus of places**

Planning Area 2		Rec	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
2019/2020	Capacity	780	780	720	750	720	750	660
	Projections	628	592	578	694	651	689	633
	<b>surplus/deficit</b>	<b>152</b>	<b>188</b>	<b>142</b>	<b>56</b>	<b>69</b>	<b>61</b>	<b>27</b>
2020/2021	Capacity	750*	780	780	720	750	720	750
	Projections	642	614	589	593	692	649	689
	<b>surplus/deficit</b>	<b>108</b>	<b>166</b>	<b>191</b>	<b>127</b>	<b>58</b>	<b>71</b>	<b>61</b>
2021/2022	Capacity	750	750	780	780	720	750	720
	Projections	649	635	618	617	599	694	654
	<b>surplus/deficit</b>	<b>101</b>	<b>115</b>	<b>162</b>	<b>163</b>	<b>121</b>	<b>56</b>	<b>66</b>
2022/2023	Capacity	750	750	750	780	780	720	750
	Projections	657	644	640	642	621	603	699
	<b>surplus/deficit</b>	<b>93</b>	<b>106</b>	<b>110</b>	<b>138</b>	<b>159</b>	<b>117</b>	<b>51</b>
2023/2024	Capacity	750	750	750	750	780	780	720
	Projections	662	651	647	662	647	623	607
	<b>surplus/deficit</b>	<b>88</b>	<b>99</b>	<b>103</b>	<b>88</b>	<b>133</b>	<b>157</b>	<b>113</b>

\*capacity reduced by 30 places to reflect an agreed reduction in the PAN of Uxendon Manor

- 3.6 In January 2019 there were 557 pupils on roll at Roe Green Infant School, of whom 110 were on the Roe Green Strathcona site. There were only 7 pupils in Reception on the Roe Green Strathcona site and all year groups, other than Year 5, had significantly lower numbers than 30. For the purposes of admissions, when applying for a place at Roe Green Infant School, parents can make a preference for either the Roe Green Infant School Princes Avenue site or the Strathcona Road site. Applications for Reception places on the Strathcona site for September 2019 were also low, with only 3 pupils expected to attend the Reception year group in September 2019.

**Table 2: Numbers on roll at Roe Green Strathcona Road site**

Year	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Total
<b>2014/15</b>	34	59	14	28	-	-	-	<b>135</b>
<b>2015/16</b>	15	30	55	9	28	-	-	<b>137</b>
<b>2016/17</b>	16	19	26	49	6	27	-	<b>143</b>
<b>2017/18</b>	7	14	11	22	42	3	22	<b>121</b>
<b>2018/19</b>	7	8	16	12	20	44	3	<b>110</b>
<b>2019/20</b>	3	7	8	16	11	20	39	<b>104</b>
<b>2020/21</b>	3	3	7	8	16	12	20	<b>69</b>
<b>2021/22</b>	3	3	3	7	8	16	12	<b>52</b>

Source: 2014/15-2018/19 from January school census; other data are forecasts.

- 3.7 Roe Green Infant School operates as one school with the leadership team and staff working across both sites. The school has 12 operating classrooms at the Princes Avenue site for Reception Year through to Year 3. On the Strathcona site, the school organises pupils in some year groups into mixed age classes. In 2018/19 there was one class for Reception/Year 1 and two Year 5/6 classes. Pupils in Key Stage 1 based at the Strathcona site travel to the main school site for some shared teaching. The school achieves good outcomes for pupils across both sites and was rated by Ofsted as 'Good' in November 2017.
- 3.8 On National Offer Day, only two schools in Primary Planning Area 2 filled to their planned capacity for September 2019. Several other schools rated by Ofsted as either 'Good' or 'Outstanding' in the area served by the Roe Green Strathcona site were expanded to meet projected demand and now have spare capacity. This includes Byron Court Primary School, Preston Park Primary School and Uxendon Manor Primary School.
- 3.9 Surplus places are not evenly distributed across schools. Managing a high level of surplus places in provision that operates effectively as one form of entry can be particularly difficult. While Roe Green Infant School operates as one school, managing a split site school when pupil numbers are falling is a challenge that is likely to become harder if pupil numbers do not increase. In the context of pupil forecasts, the level of demand for Roe Green Strathcona and the number of places available at other local schools, primary provision on the Roe Green Strathcona site is not considered to be sustainable.
- 3.10 The council has a responsibility to ensure that the Dedicated Schools Grant is deployed to support all pupils efficiently. Roe Green Infant School currently receives higher than average per pupil funding for pupils on the Strathcona site due to the low number of pupils accessing the provision. This difference will increase further if the number of pupils continues to decline (see Section 6).

#### **4.0 Formal Consultation**

- 4.1 Formal consultation to change the provision of Roe Green Infant School is required under the statutory process for making 'prescribed alterations' to maintained schools (Statutory Guidance for Proposers and Decision-makers, Department for Education, October 2018). Formal consultation was carried out between 24 June and 26 July 2019 by the local authority. All applicable statutory requirements to consult in relation to these proposals have been complied with.
- 4.2 The statutory consultation process for significant changes to school provision has four stages - Stage 1: Publication of a Statutory Notice, Stage 2: Representation (formal consultation for a period of 4 weeks), Stage 3: Decision and Stage 4: Implementation. Following the formal representation period, Cabinet is required to make a decision on this proposal within two months.
- 4.3 A statutory notice was published in the Brent and Kilburn Times and on the Brent website and notices were displayed on the school gate at both sites (Princes Avenue and Strathcona Road). The statutory notice proposed:
- a change in the legal age range at Roe Green Infant School from 3 – 11 years to 3 – 7 years, to take effect from 1 September 2022

- that no children should be admitted to the Strathcona site to a year group that has been closed in Key Stage 1. This would be the Reception year group in 2020/21 and the Reception and Year 1 year groups in 2021/22.
- to approve the full closure of the Strathcona site of Roe Green Infant School on 31 July 2022.

- 4.4 The proposal assures, as far as possible, that the site can continue to operate with more than one class until the proposed closure date. Table 3 indicates the projected number of children on roll in each year group up to the point of proposed closure in July 2022.

**Table 3: Number of children on roll with a phased closure to 2021/22**

Year	Rec	Y1	Y2	Y3	Y4	Y5	Y6	Total
2019/20	3	7	8	16	11	20	39	104
2020/21	-	3	7	8	16	12	20	66
2021/22	-	-	3	7	8	16	12	46

- 4.5 As Cabinet has determined admissions arrangements for community schools for 2020/21 (in January 2019 in line with statutory requirements), it would be necessary to seek a variation to the admission arrangements for 2020 from the Schools Adjudicator to implement the reduction of the school's published admission number.

## 5.0 Responses to the Formal Consultation

- 5.1 A total of 434 written responses and 108 e-mailed responses have been received. The responses received are summarised in Table 4.

**Table 4: Summary of Written Responses**

Views on proposal to cease provision on Strathcona site	Number of responses received	Percentage of response overall
Agree with proposal	1	0.2%
Disagree with/Object to proposal	541	99.8%
<b>Total responses</b>	542	100

- 5.2 Individuals who responded were not required to identify their status or link to the school. Table 5 summarises where this was identified by responders.

**Table 5: Summary of Responders**

Parents of Roe Green Infant School	Staff of Roe Green Infant School	Pupils of Roe Green Infant School	Governors of Roe Green Infant School	Unions	Councillors/MPs	Members of Public	Not known
64	16	16	2	3	1	4	436

- 5.3 A number of key themes were raised in written responses, that were similar to concerns raised during the informal consultation:

- The quality of school place planning considerations and the need for the provision
- The quality of the education provided by the school

- Promotion of the provision on the Strathcona site
- The impact of the closure on pupils and staff
- Alternative solutions to maintain the site as part of Roe Green Infant School

Appendix B provides a summary of the issues raised and responses.

- 5.4 During the formal consultation, the council was asked to consider a number of proposals for alternative use of spare capacity on the Roe Green Strathcona site to supplement the declining numbers of pupils on roll and to support the financial viability of the education offer on this site, that drew on the skills and expertise of the current staff body. None of these proposals, however, would increase demand for mainstream places. Subject to Cabinet making a decision to close the Strathcona site, then the building and site would in time become surplus to requirements for the primary school. Proposals submitted in this formal consultation would be reviewed as part of the Council's consideration of future uses of the site.
- 5.5 Feedback about the quality of the Roe Green Strathcona provision has been positive. The proposal to close the Strathcona provision is being made in response to the low numbers of pupils attending the site in the lower year groups and the projected number of pupils expected to apply in future years. Maintaining a separate site that can accommodate one form of entry (210 pupils) for only 50 pupils would not be an efficient use of resources, even with the use of vertical grouping of year groups. In the context of demographic demand, the provision is not considered to be sustainable. Officers are, therefore, of the view that the council should determine the proposal to cease provision on the Roe Green Infant School Strathcona site as set out in the statutory notice published on 26 June 2019.
- 5.6 Officers would support Roe Green Infant School through the transition period. There is a risk that parents may choose to move their children from the Roe Green Strathcona provision before the provision on the site closes. In the event that there is a change to future demand, officers will seek the views of Cabinet on the need for any further consultation to inform future decisions.

## **6.0 Financial Implications**

- 6.1 The Strathcona site is supported by the local funding formula. The school receives approximately £5,300 per pupil funding plus a split site allocation of £200k. With 110 pupils this totals £786k of funding that Roe Green Infant School receives to deliver school places at the Strathcona site. This sum will reduce as the number of pupils reduces and could require decisions, such as more classes comprising two or more year groups, to resource education provision at the site. The school had reserves of £260k as of 1st April 2019.
- 6.2 Funding is provided by the Dedicated Schools Grant (DSG), and equates to nearly £7,100 per pupil for children at this site. This compares to an average of £5,000 per primary pupil across the borough. Given that there are spaces in other schools, the closure of the site will lead to more efficient use of DSG.



## **7.0 Legal Implications**

- 7.1 The authority has the power to consider and determine proposals published under Section 19 of The Education and Inspections Act 2006, pursuant to Section 21 (2) (f) of the Act and in accordance with Schedule 3 paragraph 3 of The School Organisation Regulations 2013.
- 7.2 Under sections 13 and 14 of The Education Act 1996, as amended by The Education and Inspections Act 2006, a local authority has a general statutory duty to ensure that there are sufficient school places available to meet the needs of the population in its area. The local authority must promote high educational standards, ensure fair access to educational opportunity and promote the fulfilment of every child's educational potential. They must also ensure that there are sufficient schools in their area and promote diversity and increase parental choice. To discharge this duty, the LA has to undertake a planning function to ensure that the supply of school places balances the demand for them.
- 7.3 If the proposals which form the basis of the formal consultation are implemented, then this would have the potential effect of the need to consider redundancies for staff.

## **8.0 Equality Implications**

- 8.1 The Public Sector Equality Duty under section 149 of the Equality Act 2010 requires the Local Authority when exercising its functions to have due regard to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a protected characteristic and those who do not share that protected characteristic. The protected characteristics covered under the Act are age, disability, gender reassignment, marriage and civil partnership (only in respect of eliminating unlawful discrimination) pregnancy and maternity, race (this includes ethnic or national origins, colour or nationality) religion or belief (this includes lack of belief) sex and sexual orientation. Due regard means giving relevant and proportionate consideration to the duty, in that whenever significant decisions are being made consideration must be given to the impact/affect that implementing a particular decision will have in relation to equality before making that decision. Brent Council also has a policy of considering Human Rights and socio-economic impact.
- 8.2 An Equality Impact Assessment has been carried out on the proposals set out in this report and is attached at Appendix C to this report. It is not anticipated that there will be any negative impact from these proposals on the basis of disability, gender reassignment, marriage and civil partnership (only in respect of eliminating unlawful discrimination) pregnancy and maternity, race (this includes ethnic or national origins, colour or nationality) religion or belief (this includes lack of belief) sex and sexual orientation.
- 8.3 Pupil-level data suggest that the intake at the Roe Green Strathcona site is similar to other schools in terms of ethnic diversity, children on free school meals and the number of children with special needs and disabilities (SEND). If as a result of this proposal children move school, this could have a negative impact on individual children. However, based on current information other local

schools would provide a suitable alternative and would support children to settle.

## **9.0 Consultation with Ward Members and Stakeholders**

- 9.1 Ward members have been kept informed of the informal and formal consultation proposals. Informal consultation was discussed with the ward members where the two school sites are located on 15 February 2019 (Queensbury and Preston wards). Further discussion on formal consultation was held with these ward members on 10 May 2019. Members of other wards were consulted as part of the consultation process.
- 9.2 Union representatives were informed of the consultation on the proposals at the Teachers Panel on 26 March 2019 during the informal consultation period, at a meeting with National Education Union representatives on 26 June and a meeting with UNISON representatives on the 29 July. Other stakeholders were consulted with as set out in Section 4.
- 9.3 Publication of the Statutory Notice and Representation (formal consultation) has been carried out in accordance with *The School Organisation (Prescribed Alterations to Maintained Schools (England) Regulations 2013*.

## **10.0 Human Resources Implications**

- 10.1 The proposals, if implemented, are likely to impact on the required staffing for Roe Green Infant School; the proposal would lead to a reduction in overall staffing levels which would, therefore, result in the possibility for the need to consider redundancies. The number of staff affected would depend on the nature of a phased closure. The school, supported by the local authority, would need to follow the Managing Change in Schools policy and procedure including consultation with affected staff and trade unions to effect the changes in due course.
- 10.2 The National Education Union gave notice to the Council on the 10th June of the intention of its members at Roe Green Infant school to take part in strike action in respect of the potential closure of the Strathcona site. This action took place on the 25 June and 10 July 2019. The National Education Union gave notice on the 10 July of further strike action which took place on the 17 July.
- 10.3 UNISON gave notice to the Council on the 29 July of its intention to ballot its members at Roe Green Infant School with a view to taking strike action in respect of the potential closure of the Strathcona site.
- 10.4 The dialogue with the staff of Roe Green Infant School and their representatives will continue.

## **11.0 Property Implications**

- 11.1 Should a decision be made to close the Strathcona site then the building and site would in time become surplus to requirements for the primary school. The Council would review its priorities and potential future uses for the site, which could include educational use and which would maximise the investment already made by the Council in the site.

**Related documents:**

- Cabinet Report of 19 June 2019 – Formal Consultation on the School Organisation Arrangements of Roe Green Infant School
- Cabinet Report of 11 March 2019 - Informal Consultation on the School Organisation Arrangements of Roe Green Infant School;
- Brent School Place Planning Strategy 2019-23

**Report sign off:****GAIL TOLLEY**

Strategic Director, Children and  
Young People

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## **Statutory Proposal**

### **Alteration to Roe Green Infant School – Full Proposal**

**Publication Date: 26 June 2019**

**Deadline for representations: 24 July 2019**

### **School and Local Authority details**

#### **The Proposer:**

London Borough of Brent, Children and Young People, 5<sup>th</sup> Floor Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ.

#### **The School:**

Roe Green Infant School (Community), Princes Avenue, London NW9 9JL

### **Description of alteration and evidence of demand**

Notice is given in accordance with section 19(3) and 21(2) of the Education and Inspections Act 2006 (as amended by the Education Act 2011) that Brent Council intends to make a prescribed alteration to Roe Green Infant School, Princes Avenue, London, NW9 9JL (Department for Education number 3042042).

Roe Green Infant School is a co-educational community school with a published admission number of 150 places in the Reception year group (five forms of entry). Four forms of entry in this year group are allocated at the main site in Princes Avenue, Kingsbury NW9 9JL and one form of entry is allocated at the annex site in Strathcona Road, Wembley HA9 8QL.

Pupils attending the main site continue at the school until the end of Year 2, at which point they must apply to attend a junior school or arrange to continue their education elsewhere. The majority of children in Year 2 at the main site go on to attend Roe Green Junior School.

Pupils attending the annex site do not need to apply for a different school at the end of Year 2, as they are able to continue attending the site until the end of Year 6, at which point they must apply to attend a secondary school or arrange to continue their education elsewhere.

Roe Green Infant School has an age range of 3-11 years (including the nursery provision). This is the age range that the establishment is legally allowed to make provision for.

Since 2014, the Governing Board of Roe Green Infant School has managed the educational provision and staffing at the Strathcona Road site as an extension of their existing provision. This arrangement was made permanent in 2016.

In summary there are currently 570 places between both sites for years Reception to Year 6, not including nursery places (360 Princes Avenue for Key Stage 1 children and 210 at Strathcona Road for Key Stage 1 and 2 children). In response to reduced demand for primary school places across Brent it is proposed to close the annex of Roe Green Infant School on the Strathcona Road site.

This will involve:

- changing the age-range of Roe Green Infant School from 3-11 to 3-7;
- reducing the school's Published Admission Number (PAN) from 150 to 120 for September 2020;
- implementing a phased closure of the provision on the Roe Green Strathcona Road site.

There are currently 110 pupils on the Roe Green Strathcona Road site, with only 7 pupils in Reception. Other than Year 5, all year groups currently have significantly lower numbers than 30. Applications for Reception places on the Strathcona Road site for September 2019 were also low, with only 6 offers made on national offer day (16 April 2019). After taking into account declines received and late applications, it is likely that there will be 5 pupils starting in the Reception year group in September 2019.

#### **Numbers on roll at Roe Green Strathcona Road site (forecasts in italics)**

<b>Year</b>	<b>Rec</b>	<b>Y1</b>	<b>Y2</b>	<b>Y3</b>	<b>Y4</b>	<b>Y5</b>	<b>Y6</b>	<b>Total</b>
<b>2014/15</b>	34	59	14	28	-	-	-	<b>135</b>
<b>2015/16</b>	15	30	55	9	28	-	-	<b>137</b>
<b>2016/17</b>	16	19	26	49	6	27	-	<b>143</b>
<b>2017/18</b>	7	14	11	22	42	3	22	<b>121</b>
<b>2018/19</b>	7	8	16	12	20	44	3	<b>110</b>
<b>2019/20</b>	5	7	8	16	12	20	44	<b>119</b>
<b>2020/21</b>	7	5	7	8	16	12	20	<b>75</b>
<b>2021/22</b>	7	7	5	7	8	16	12	<b>62</b>

The school achieves good outcomes for pupils across both sites and was rated by Ofsted as 'Good' in November 2017. However, sustaining a split site school where provision on one site is small becomes increasingly difficult when pupil numbers continue to fall. Furthermore, maintaining the provision does not represent good value for money – the per pupil cost of provision for children on the Strathcona Road site is already higher than the Brent average.

Roe Green Infant School is funded through the national funding formula. The school receives approximately £5,300 per pupil funding plus a split site allocation of £200k. With 110 pupils at the Strathcona Road site, this totals £786k of funding that Roe Green Infant School receives as a result of having the Strathcona Road site. Funding is provided by the Dedicated Schools' Grant (DSG), and equates to £7,100 per pupil for children at the Strathcona Road site. This compares to an average of £5,000 per

primary pupil across the borough. Given that there are spaces in other schools, the closure of the site will lead to more efficient use of DSG.

### **Objectives (including how the proposal would increase educational standards and parental choice)**

The decision to propose the closure of the Strathcona Road site of Roe Green Infant School has been made in response to low demand for the school and projections that indicate reducing demand for primary places across Brent (as indicated in the London Borough of Brent School Place Planning Strategy 2019-2023, approved by Cabinet in November 2018. Within this context, maintaining the provision is not considered to be sustainable.

The local authority is responsible for ensuring that the Dedicated Schools Grant is used effectively to provide a good education for all pupils. If pupil numbers continue to reduce on the Roe Green Strathcona Road site, the cost of provision on the site will increase. In the longer term this could impact on the quality of provision for pupils at Roe Green Infant School, as funding reduces and fixed cost expenditure remains stable.

Due to the high availability of places in Brent primary schools, parents currently have a greater chance of securing a place at a preferred good or outstanding school than they did when the Strathcona Road provision was first opened as a temporary provision in 2014 and when places were offered to children who had been unable to secure a preference offer.

### **The effect on other educational institutions within the area**

There is sufficient availability of school places in the local area to meet the needs of any children who are relocated from the Strathcona Road provision or who would otherwise have applied for a place at the provision in the future. Other schools with spare places will benefit from having additional children on roll.

### **Project costs and indication of how these will be met, including how long-term value for money will be achieved**

The cost of relocating children to alternative schools will be negligible as this function will be carried out within the existing functions of Brent Council's Admission and School Organisation team.

The proposal would lead to a reduction in overall school staffing levels which would, therefore, result in the possibility for the need to consider redundancies. The number of staff affected would depend on the nature of a phased closure. The school, supported by the local authority, would need to follow the Managing Change in Schools policy and procedure including consultation with affected staff and trade unions to effect the changes in due course.

The cost of maintaining the Strathcona Road site following the closure of the provision will be met by the local authority. Should a decision be made to close the school then the Council will review its priorities and potential future uses for the site, which could include educational use.

Long term value for money will be achieved due to the more efficient use of the Dedicated Schools Grant across the London Borough of Brent.

### **Implementation plan**

Brent Council is proposing to change the legal age range of Roe Green Infant School so that it is for children between the ages 3 – 7. This change is proposed to take place for the beginning of the 2022/23 academic year.

Brent Council is proposing to seek, from the Schools Adjudicator, a variation to the admission arrangements for Roe Green Infant School so that the Published Admission Number for the school is reduced from 150 to 120 for September 2020.

Brent Council is proposing to implement a phased closure of the provision on the Roe Green Strathcona Road site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022. This will allow the majority of children in the school to complete their current key stage before the provision is closed. Children in Year 3 during the 2019/20 academic year will not complete their key stage on the site.

Children attending the school in the 2021/22 academic year will be offered relocation options at a range of local schools, with any transfers taking place in September 2022. This will include the cohort of children attending the provision with a date of birth between 1 September 2011 and 31 August 2015. Parents will also be able to apply to change their child's school at any other time through the normal In-Year admissions process. For children with an Education, Health and Care Plan which names the Strathcona Road provision, an alternative school will be identified through consultation with the Brent Special Educational Needs Advice Service team. There are a number of schools in the local area with spare places.

While the phased closure programme is underway, admission applications will not be accepted for the Strathcona Road provision in any year group that does not have an active class. In-Year admission applications may still be made to any year group with an active class and places will still be available for up to 30 children in each class.

### **Statement explaining the procedure for responses: support, objections and comments**

Within four weeks from the date of publication of this proposal any person may object to or make comments on the proposal, in writing, to Michael Rollin, Admissions and School Organisation Manager, Children and Young People, London Borough of Brent, 5<sup>th</sup> Floor, Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ. Email: [strathconaconsultation@brent.gov.uk](mailto:strathconaconsultation@brent.gov.uk).



All applicable statutory requirements to consult in relation to these proposals have been complied with.

The last date for representations is **Wednesday 24 July 2019.**

**Signed:        Brian Grady,**  
**Operational Director, Safeguarding, Partnerships and Strategy**

**Publication Date:        Wednesday 26 June 2019**

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## Appendix B

### Summary of feedback from Formal Consultation between 26 June 2019 and 24 July 2019 on the School Organisation Arrangements of Roe Green Infant School

#### 1. Overview

- 1.1 542 written responses were received by e-mail or post. The majority of respondents only indicated that they objected or disagreed with the proposals put forward by the council for the school organisation arrangements of Roe Green Infant School. One response indicated agreement with the proposals but gave no further comment.
- 1.2 Where comments were provided, similar concerns and issues were raised as in the information consultation that took place from 20 March 2019 to 7 May 2019. The comments received have been grouped into the following themes:
- The quality of school place planning considerations and the need for the provision
  - The quality of the education provided by the school
  - Promotion of the provision on the Strathcona site
  - The impact of the closure on pupils and staff
  - Alternative solutions to maintain the site as part of Roe Green Infant School

#### 2. The Quality of School Place Planning Considerations

- 2.1 Questions were raised about the accuracy of projections of future pupil numbers. The point was made that, while the local authority is saying there will be fewer children, there are a number of flats being built across the borough, which will mean more families and more children. The point was made that many children join the school in-year rather than at reception.

**Response:** The local authority uses data provided by the Greater London Authority (GLA) to inform the demand for school places. The forecasts, updated annually, draw on a range of data including birth rates, housing supply data, migration patterns and trends in demand and therefore are subject to change based on changes to any of these key indicators. For example, a lower birth rate or increased migration away from the local authority area would result in a lower projected demand.

Roe Green Strathcona site has admitted fewer than 30 children into Reception since becoming permanent in 2016. The latest forecasts for Primary Planning Area 2 suggest that there will be a high number of spare places in Reception and it is very unlikely that the school's intake will increase, given the number of schools with spare places that are available. The Strathcona provision does admit a number of children through in year admissions in year groups other than Reception. However, the data shows that although pupils are being admitted, other children are leaving which has created a downward trend in numbers attending the school. Of the 2018/19 year groups, only Reception and Year 2 had the same numbers on roll as when the cohort started at the school. Years 1, 3, 4, 5 and 6 have seen decreases of 2, 3, 14, 15 and 11 pupils respectively.

- 2.2 The timing of the council's proposal to close the provision was questioned given that the provision was opened on a temporary basis in 2015 and made permanent in 2016. Respondents suggested that council should not have made the decision to make it permanent in 2016, but should have analysed the data before making this decision.

**Response:** At the time the Strathcona Site of Roe Green Infant School was opened in 2014, there was a clear demand for places. The Strathcona provision was part of a wider expansion of primary school provision across Brent. When the school site was made permanent, there

was a need to regularise the provision as well as an expectation that places were still required. However recent projections provided by the GLA are significantly lower than previous projections and show a clear reduction in demand. This is the case across London as well as in Brent. The local authority is in a position now where it has a surplus of primary school places across the borough and will continue to do so. On National Offer Day (16 April 2019) for Reception places in 2019, 30 of the 57 schools that offer places in Reception had vacancies, and there were over 750 vacancies which equates to 25 classes.

2.3 Why this school and this particular site had been picked for closure was questioned and concerns raised that the LA seems to have already made a decision.

**Response:** The local authority has consulted to reduce the Published Admission Number at two primary schools which will take effect from September 2020. The local authority is also working with primary schools who will have more than 30 vacancies in Reception in 2019 to implement an informal cap to the numbers entering the school, so that they do not have to open an additional class unless there is a particular need to do so (such as increased demand in the school or the area).

2.4 Respondents felt that the council should be focusing on children and not pupil numbers.

**Response:** The local authority has a responsibility to provide a good quality education to all children in Brent. This means ensuring that resources provided through the Dedicated Schools Grant are effectively used to support all schools.

The number of vacancies for this year group borough wide on National Offer Day was almost 18% of the total capacity. The local authority has a duty to manage public funds effectively and efficiently. An efficient level of surplus capacity would be in the region of 5%, as set out in the School Place Planning Strategy 2019-23. The local authority has proposed the closure of the Strathcona provision at Roe Green Infant School as part of wider measures to reduce capacity across the borough.

### 3. The Quality of Education

3.1 A range of points were made about the quality of the Roe Green Strathcona provision:

- that the school was ranked in the top 3 percent in England in 2017/18
- that children who are new arrivals to the UK make considerable progress in English/ EAL at the school
- that children are thriving and achieving more in a small school rather than a big one, especially the more vulnerable children
- the quality and dedication of teaching staff is exceptional.

**Response:** The proposal to close the Roe Green Strathcona provision is not because of any concerns about the quality of education that children receive. The local authority recognises that Roe Green Infant School is a good school and acknowledges the comments made about the dedication of staff and the inclusive environment that has been created for the children who attend. However, in Brent, 95% of schools are rated either good or outstanding by Ofsted and there are a number of alternative schools that parents can choose for their children.

The proposal to close the Roe Green Strathcona provision is in response to falling demand for primary places and concerns that, given the high number of spare places across the borough, the provision is neither sustainable nor an efficient use of resources. Based on the historically low number of children entering the Strathcona provision at Reception, it will become very difficult to manage the key stage 2 provision (years 3 to 6) with less than 5 children in any year group.

#### **4. Promotion of the provision**

- 4.1 Respondents raised concern that people do not know that the school exists, that it is difficult to find the site on the local authority's school finder search map and that the school has not been given enough publicity.

**Response:** The Strathcona provision is a part of Roe Green Infant School and is not a separate school, in itself. This means that the school has only one entry on the 'Get Information About Schools' website run by the Department for Education (DfE) and it only has one DfE number.

The provision does have a separate entry on the eAdmissions website for applications for children starting in Reception and can be found using the admissions system map search. The provision also appears on Brent Council's Parent Portal for children who require an in year school place. The Strathcona provision has also been included in the local authority's Primary School Information booklet each year since 2016, when it was made permanent. The Community School pages explain that Roe Green Infant School has two sites and provides information on how applications can be made for children to attend either site. The local authority has noted that the Strathcona provision cannot be found as a separate part of the Roe Green Infant School on the School Finder pages of the Brent website.

- 4.2 The lack of advertising by the local authority was considered the reason for the school's low intakes. The council was asked to consider what steps might be taken even at this late stage, to remedy the situation in respect of supporting recruitment of future pupils for the provision.

**Response:** The local authority is responsible for providing information to parents about schools with Brent. This is undertaken through the eAdmissions system, Brent's Parent Portal and the annually published admissions booklet. The local authority does not take any additional measures to individually promote any school above another.

#### **5. The Impact of closure on pupils and staff**

- 5.1 Concerns were raised about the psychological and emotional impact of closing the provision on the Roe Green Strathcona site on children attending the school. The point was made that the process to date has already caused anxiety about the closure and that children are passionate about keeping the provision. Concerns were raised about the disruption that the closure proposal would cause to children and their families.

**Response:** The council recognises that closing the provision is difficult for the children and families who are currently accessing the provision. The proposal for a phased closure was developed to minimize the impacts on children. The phased closure will allow all children on roll in September 2019, other than those in Year 3, to complete their current key stage. This means that children would move school at either the end of Key Stage 1 or Key Stage 2, both of which are natural transition points. Year 3 would be able to continue at the school until the end of Year 5. The process of moving children to alternative schools will be carefully managed with parents supported to identify alternative schools for their children. Parents will be at liberty to choose from a number of schools available to them and will be able to decide which school they would prefer their child to attend. The local authority will also work with other schools with spare places to support this process.

Parents are also free to move their children at any time to another school with vacancies.

### 5.3 Concerns were raised about disruption to teaching staff facing redundancy.

**Response:** Any staff redundancies will be managed according to the local authority's human resources procedures. It is not possible to model how many staff will be affected by redundancy, as this depends on actual pupil numbers as well as the personal decisions of staff at the school. Based on the current staffing model, the school could reduce by at least one teacher and one teaching assistant in 2019/20 and 2020/21 as the number of classes reduce. The local authority would work with other schools and unions to minimise the impact of redundancies and to maximise the availability of alternative employment options.

## 6. Alternative Solutions to maintain the site as part of Roe Green Infant School

During the formal consultation, the council was asked to consider a number of proposals for alternative use of spare capacity on the Roe Green Strathcona site to supplement the declining numbers of pupils on roll and to support the financial viability of the education offer on this site. The council was also asked to delay the decision-making process to allow time for alternative courses of action to be constructively explored. The point was made that the council had invested considerable sums of money to update the building for educational use.

No proposals have been identified which would increase demand for mainstream places. Should Cabinet make a decision to close the Strathcona site then the building and site would in time become surplus to requirements for the primary school. The Council would consider potential future uses for the site, which could include educational use and which will maximise the investment already made by the Council in the site. Proposals submitted in this formal consultation will be reviewed as part of the consideration of future uses of the site.

## APPENDIX C - EQUALITY ANALYSIS (EA)

<b>POLICY/PROPOSAL:</b>	Closure of primary provision on the Roe Green Strathcona site
<b>DEPARTMENT:</b>	Children and Young People
<b>TEAM:</b>	Admissions and School Organisation Team, Forward Planning, Performance and Partnerships Service
<b>LEAD OFFICER:</b>	Shirley Parks
<b>DATE:</b>	30 July 2019

*NB: Please ensure you have read the accompanying EA guidance and instructions in full.*

### SECTION A – INITIAL SCREENING

1. Please provide a description of the policy, proposal, change or initiative, and a summary its objectives and the intended results.

Roe Green Infant School is situated in the north of the borough. Following discussions with schools in Autumn 2013 about the urgent need for more school places to meet unanticipated demand, the Governing Board of Roe Green Infant School agreed to expand on a temporary basis in March 2014 on a site in Wembley known as the Roe Green Strathcona site. The provision is for 210 places in total with 30 in each year group from Reception to Year 6. This involved changing the age range of the school from 3 – 7 years to 3 – 11 years (including nursery). Following Department for Education guidelines this arrangement became permanent from 2016.

Many other schools in the borough have also expanded on a permanent basis, thereby increasing the supply of places to meet anticipated demand. Demand for places across London has, however, decreased.

There are currently 110 pupils on the Roe Green Strathcona site, with only 7 pupils in Reception. Other than Year 5, all year groups currently have significantly lower numbers than 30. Applications for Reception places on the Strathcona site for September 2019 are also low, with only 6 first preferences.

The low number of pupils provides a significant budget challenge and the school currently has some vertically grouped classes (eg Reception and Year 1). There are other schools in the local area with unfilled places that serve families who live close to the Strathcona site provision.

The proposal is to close provision on the Roe Green Infant School Strathcona satellite site by:

- Changing the age range of the school from 3 – 11 years to 3 - 7 years (including the nursery)
- Reducing the school's Published Admissions Number from 150 pupils to 120 pupils for September 2020
- Implementing a phased closure of the provision on the Roe Green Infant School Strathcona site so that no new admissions are made into any Reception cohort from September 2020 and the site is fully closed at the end of July 2022.

Roe Green Infant School will revert back to the status it had in 2015 i.e. an infant school with a PAN of 120 and 360 places across Reception to Year 2.

2. Who may be affected by this policy or proposal?

Pupils  
 Parents  
 Residents in the Strathcona Road area i.e. Preston ward  
 Staff based at the Roe Green School Strathcona Road site and staff at the main Roe Green Infant School site  
 Governing Board

3. Is there relevance to equality and the council's public sector equality duty? If your answer is no, you must provide an explanation.

Yes

4. Please indicate with an "X" the potential impact of the policy or proposal on groups with each protected characteristic. Carefully consider if the proposal will impact on people in different ways as a result of their characteristics.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age			<b>X</b>
Sex		<b>X</b>	
Race		<b>X</b>	
Disability		<b>X</b>	
Sexual orientation		<b>X</b>	
Gender reassignment		<b>X</b>	
Religion or belief		<b>X</b>	
Pregnancy or maternity		<b>X</b>	
Marriage		<b>X</b>	

5. Please complete **each row** of the checklist with an "X".

SCREENING CHECKLIST		
	YES	NO
Have you established that the policy or proposal <i>is</i> relevant to the council's public sector equality duty?	<b>X</b>	
Does the policy or proposal relate to an area with known inequalities?		<b>X</b>



Would the policy or proposal change or remove services used by vulnerable groups of people?		<b>X</b>
Has the potential for negative or positive equality impacts been identified with this policy or proposal?	<b>X</b>	
<b>If you have answered YES to ANY of the above, then proceed to section B.</b> <b>If you have answered NO to ALL of the above, then proceed straight to section D.</b>		

## SECTION B – IMPACTS ANALYSIS

1. Outline what information and evidence have you gathered and considered for this analysis. If there is little, then explain your judgements in detail and your plans to validate them with evidence. If you have monitoring information available, include it here.

The 2019-23 School Place Planning Strategy, approved by Cabinet in November 2018, identified reducing demand for primary places and increasing numbers of spare school places across the borough. Forecast data suggest that there will be insufficient demand for available places at the provision. Within this context the proposal is to cease provision on the site, as it is not likely to be sustainable longer term.

Applications for September 2019 have been analysed - this indicates that approximately 3 children will attend the provision, which would be the third year of low intakes on the site. The number of pupils on the site will be lower than 100 from September 2020 onwards if larger cohorts leaving in Year 6 are not replaced by a similar number in Reception.

The quality of the provision is not a concern - the school currently achieves good outcomes for pupils. However, sustaining a split site school where provision on one site is small becomes increasingly difficult as pupil numbers continue to fall. Sustaining a small school does not represent good value for money and the per pupil cost of provision is already higher than the Brent average.

Several other schools in the area served by provision on the Roe Green Strathcona site have expanded, so there would be sufficient places in the local area to meet demand if this provision were to close.

Data on pupils at the school suggest that the intake is similar to other schools in terms of ethnic diversity, children on free school meals and children with special needs and disabilities. This indicates that attending other local schools would not have a negative impact on children that might otherwise attend provision on the Roe Green Strathcona site.

2. For each “protected characteristic” provide details of all the potential or known impacts identified, both positive and negative, and explain how you have reached these conclusions based on the information and evidence listed above. Where appropriate state “not applicable”.

AGE	
<b>Details of impacts identified</b>	<p>If the Strathcona site is closed it will affect 4 – 11 year olds who attend that site and who live in the local area as the option to attend provision on the site will no longer be available.</p> <p>The proposal will only affect certain year groups as implementation would not be until September 2020 and by then some pupils would have already left the school. If closure of the provision is progressed, some children may need to move school. The phased closure proposed will minimise the number of children who may need to move school. Parents would be supported to identify an alternative school place if they request to do so.</p>

	The closure may affect siblings of pupils attending the site if they had an expectation of attending the site. They may have to attend a different school (depending on which year group they are in) which could affect the whole family.
<b>DISABILITY</b>	
<b>Details of impacts identified</b>	The Roe Green Strathcona site is fully accessible. If children with disabilities or with SEND attend the site move school, an alternative place will be identified that meets their needs.
<b>RACE</b>	
<b>Details of impacts identified</b>	Pupils at the Roe Green Strathcona site represent the diversity of Brent. Other schools in the area also have diverse intakes and it is not considered that attending an alternative school would have a negative impact on the basis of race.
<b>SEX</b>	
<b>Details of impacts identified</b>	N/A
<b>SEXUAL ORIENTATION</b>	
<b>Details of impacts identified</b>	N/A
<b>PREGANCY AND MATERNITY</b>	
<b>Details of impacts identified</b>	N/A
<b>RELIGION OR BELIEF</b>	
<b>Details of impacts identified</b>	Roe Green Infant School is non-denominational. Many other schools in the area with spare places are also non-denominational.
<b>GENDER REASSIGNMENT</b>	
<b>Details of impacts identified</b>	N/A
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	
<b>Details of impacts identified</b>	N/A

3. Could any of the impacts you have identified be unlawful under the Equality Act 2010?

No

4. Were the participants in any engagement initiatives representative of the people who will be affected by your proposal and is further engagement required?

Yes. All stakeholders were invited to comment during the consultation on the proposals. Informal consultation responses informed the consultation on formal statutory proposals in relation to ceasing the provision on the site and the phased closure proposed, which is designed with the aim of minimising any potential negative impacts on children and their families.

5. Please detail any areas identified as requiring further data or detailed analysis.

N/A

6. If, following your action plan, negative impacts will or may remain, please explain how these can be justified?

If following consultation a decision is taken to close the site, the proposals would be implemented from September 2020. This will allow time to plan implementation to minimise impacts on children and their families. There are many schools in the local area with vacant places that could accommodate current pupils and pupils who might have chosen this school in the future.

7. Outline how you will monitor the actual, ongoing impact of the policy or proposal?

The consultation process to change the character of Roe Green Infant School has been in two parts:

- a) Part 1: Informal consultation (non statutory), which will inform the proposals
- b) Part 2: Formal consultation - Stage 1- Publication of Statutory notice; Stage 2 - Formal consultation providing the opportunity for Representations to be made to the local authority; Stage 3 - Decision by the Brent Cabinet; Stage 4 - Implementation if the Brent Cabinet agrees the proposal

The proposals have been reviewed after both informal and formal consultation phases and informed by issues or concerns raised. The final decision will be made by Brent Cabinet after reviewing the responses to the informal and formal consultation.

If the decision is to proceed with the proposals, throughout the implementation process the Council will work closely with the school and will monitor the impact of the proposals on staff and children and their families with a view to developing any necessary mitigating actions. Parents will also be kept fully informed throughout the process and the authority will provide support as required.

## SECTION C - CONCLUSIONS

Based on the analysis above, please detail your overall conclusions. State if any mitigating actions are required to alleviate negative impacts, what these are and what the desired outcomes will be. If positive equality impacts have been identified, consider what actions you

can take to enhance them. If you have decided to justify and continue with the policy despite negative equality impacts, provide your justification. If you are to stop the policy, explain why.

Based on current data analysis and information, officers are of the view that it is appropriate to proceed with the proposals.

## SECTION D – RESULT

<i>Please select one of the following options. Mark with an "X".</i>		
<b>A</b>	<b>CONTINUE WITH THE POLICY/PROPOSAL UNCHANGED</b>	<b>X</b>
<b>B</b>	<b>JUSTIFY AND CONTINUE THE POLICY/PROPOSAL</b>	
<b>C</b>	<b>CHANGE / ADJUST THE POLICY/PROPOSAL</b>	
<b>D</b>	<b>STOP OR ABANDON THE POLICY/PROPOSAL</b>	

## SECTION E - ACTION PLAN


This will help you monitor the steps you have identified to reduce the negative impacts (or increase the positive); monitor actual or ongoing impacts; plan reviews and any further engagement or analysis required.

<b>Action</b>	<b>Expected outcome</b>	<b>Officer</b>	<b>Completion Date</b>
Review concerns and issues raised during informal and formal consultation	Inform final proposal and implementation plan taken forward	Michael Rollin	September 2019
Establish a clear implementation plan, working with the school leadership team and governing board	To mitigate any potentially negative impacts	Michael Rollin with support from other services	October 2019

## SECTION F – SIGN OFF

<b>OFFICER:</b>	Michael Rollin
<b>REVIEWING OFFICER:</b>	Shirley Parks
<b>HEAD OF SERVICE:</b>	Shirley Parks



 <b>Brent</b>	<p style="text-align: center;"><b>Cabinet</b> 9 September 2019</p> <p style="text-align: center;"><b>Report from Strategic Director of Regeneration and Environment</b></p>
<p><b>Public Spaces Protection Order (PSPO) for Parks Open Spaces Graveyards and Cemeteries</b></p>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key
<b>Open or Part/Fully Exempt:</b> (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
<b>No. of Appendices:</b>	Appendix 1: Public Spaces Protection Order proposed recommendations Appendix 2: Drugs Analysis 2018-2019 Appendix 3: Police Partnership Tasking Team support statement Appendix 4: Drinking Analysis 2017-2018 Appendix 5: Autumn Nights enforcement operations 2017 Appendix 6: Brent open spaces qualitative assessment keep Britain tidy 2017 Appendix 7: Supporting dog control statement Commercial Manager Appendix 7.1: Crisis representation Brent PSPO Appendix 7.2: St Mungos response to Brent PSPO Appendix 8: Public Realm Dog data 2016-2018 Appendix 8.1: Complaints Parks data 2016-2019 Appendix 9: Brent Cemetery Regulations Appendix 9.1 Lead member briefing Sky lanterns 16 March 2018 Appendix 10: Supporting statement Sky Lanterns Head of Neighbourhood Management Appendix 10.1: Complaints of Fires Appendix 11: Supporting statement London Fire Brigade Appendix 12: Consultation Outcome Appendix 13: Consultation Outcome secondary analysis Appendix 14: Equality Impact Assessment
<b>Background Papers:</b>	n/a
<b>Contact Officer(s):</b> (Name, Title, Contact Details)	Simon Egbor, ASB Nuisance and Crime Manager <a href="mailto:Simon.Egbor@brent.gov.uk">Simon.Egbor@brent.gov.uk</a> Tel. 020 8937 5853

## 1.0 Summary

- 1.1 Brent Council is committed to maintaining a clean and safe environment and it is the Council's responsibility to keep our parks, open spaces, graveyards and cemeteries

and local environment clear of litter and obstructions and deal with other local environmental quality issues including anti-social behaviour.

- 1.2 The proposal to adopt a borough-wide Public Spaces Protection Order (PSPO) for Council parks, open spaces, graveyards and cemeteries is in line with this priority. In particular, issues of enviro-crime and anti-social behaviour, which includes matters that cause harassment, annoyance and / or nuisance. The Council knows that the majority of those who live in, work in and visit the borough do keep the area clean and safe; however, it wants to ensure where this is not the case that it uses the relevant legislation and approaches to maintain a clean and safe environment.
- 1.3 There has been historic lack of enforcement of Brent's current byelaws which were implemented in 1977. In recent years funding cuts to park wardens have left many of our open areas unmanned, leading to an increase in forms of anti-social behaviour, including a rise in rough sleeping and substance misuse issues where the council's approach is always to support and safeguard vulnerable cohorts in line with our duty of care principles.
- 1.4 A renewal exercise to update Brent's byelaws was conducted by the Parks Teams in 2016. This was discontinued in March 2017 following delays to the national consultation process by the Department for Environment Food and Rural affairs. A meeting with teams across Regeneration and Environmental Services was convened in April 2018 to look at the most proactive way of addressing issues taking up the most demand across Brent's Parks and open spaces. This led to a list of prohibitions being drawn up which are mostly prohibited under the Council's byelaws.
- 1.5 Section 70 of the Anti-Social Behaviour Crime and Policing Act 2014 allows for a PSPO to supersede any byelaw once in operation and the maximum fine for breach of Brent's byelaws is £20 which is currently not enforced. The creation of the Anti-Social Behaviour (ASB) legislation has given local authorities the opportunity to bring in proportionate measures for a maximum of 3 years and is being adopted by many local authorities in the UK.
- 1.6 The initiative will also support the delivery of the Council's borough plan. This will include supporting strategic themes around:
  - living in a borough where we can all feel, safe, happy and healthy.
  - living in a cleaner and more considerate Brent.

## **2.0 Recommendation(s)**

### **2.1 Cabinet is asked to:**

- a) Consider and confirm which option Members approve in respect of the introduction and implementation of the proposed PSPO in the draft terms and the options as set out in appendix one for a period of three years and give authority to the Strategic Director for Regeneration and Environment to set the date on which the PSPO will become effective and in force.



- b) Note that the previous delegation provided by Cabinet to the Chief Operating Officer (now the Strategic Director of Regeneration and Environment) in consultation with the lead member for Community Safety and Engagement for the function of making Public Spaces Protection Order under the Anti-Social Behaviour Crime and Policing Act 2014 remains in place for future PSPO proposals.
- c) Note that a separate review and update report will be submitted to Cabinet in due course reviewing the decision making process for the PSPOs made to date and considering whether to have alternative arrangements for making a PSPO
- d) To note that the Council's bye laws relating to its parks, open spaces, cemeteries and graveyards will no longer be in force when the proposed PSPO comes into force.

### **3.0 Detail**

- 3.1 Under Section 59 of the Anti-Social Behaviour Crime and Policing Act 2014 ("the 2014 Act"), a Public Spaces Protection Order (PSPO) may be made by the Council after consultation with the Police, Mayor's Office for Policing and Crime, and any other relevant bodies, groups or individuals (such as community leaders or users of a particular area/facility). The PSPO places restrictions and/or requirements on people using the area defined by the PSPO. These can be blanket restrictions or targeted at particular groups (such as dog walkers), or apply at certain times. Breach of a PSPO is a criminal offence and could lead to a fixed penalty notice of £100 or a maximum penalty of £1000 if prosecuted.
- 3.2 The proposed prohibitions were identified looking at the evidence base, complaints to members, and issues which have an adverse effect to safety of residents and the wider public.
- 3.3 The proposed borough wide PSPO recommendations can be seen in Appendix 1, with option 1 setting out the preferred prohibitions. Sections 3.5 - 3.62 below outline the justification for all prohibitions and how these behaviours or likelihood of these behaviours could affect the quality of life of Brent residents. The sub-headings in bold below (up to paragraph 3.59) relate to each proposed restriction (including prohibition and requirement) to be imposed.
- 3.4 The legal requirements regarding the Council's powers to make PSPOs are set out in section 7 of this report and they must be taken into account (in particular paragraphs 7.1 to 7.4, including additional local threshold criteria for making a PSPO in Brent) when Members consider each prohibition and requirement of the proposed PSPO.

#### **Use of illegal drugs or psychoactive substances (formerly known as legal highs).**

- 3.5 Drug use and drug dealing have been a persistent problem in Brent for the last 3 years. This was the highest reported anti-social behaviour category to the Council in the year 2018/19. Open drug markets and drug addiction problems are prevalent

in Brent which is one of the top priorities for the Council's Community Protection Unit, Public Health and Brent Police. Analysis of drug supply and possession offences obtained by the police from April 2018 to March 2019 recorded over 1700 offences in almost all 21 wards in Brent. This can be seen in Appendix 2 paged 3-5.

3.6 Brent Police received over 1900 calls related to drug use in the period 1st June 2018 to 30th May 2019. The top 2 wards were **Harlesden** and **Kensal Green** with 303 and 244 incidents recorded. **Queensbury, Stonebridge, Mapesbury and Preston** also featured in the top 6 wards for recorded drug use. *Appendix 2* provides a summary of the highest three localities for reported drug offences which are Kingsbury High Road, Craven Park Road / Harlesden High Street and Hirst Crescent.

3.7 In the period 1<sup>st</sup> June 2018 to 31<sup>st</sup> May 2019, there were 1622 crime reports generated which related to either possession or supply of drugs. The vast majority of crime reports related to possession rather than the supply of drugs. Only 5.5% related to supply. The table below shows a comparison between the type of drug and offence between 1<sup>st</sup> June 2018 to 31<sup>st</sup> May 2019 and the same period in the previous year.

<b>Jun 18 to May 19</b>	Cannabis	Other Class B/C	Class A
Possession	1359	28	146
Supply	53	3	33

<b>Jun 17 to May 18</b>	Cannabis	Other Class B/C	Class A
Possession	1164	43	149
Supply	72	4	72

3.8 The detrimental effect of drug use can lead to physical and mental health issues. The Community Protection Team has seen a significant correlation between youth violence involving knife, guns and gangs. There is strong evidence of vulnerable minors being exploited and relocated to areas around the country to supply drugs. A full analysis of this can be referenced in the Community Safety Strategic assessment. The implementation of this prohibition gives the Council greater powers to monitor and enforce these areas and signpost individuals to drug support services. This is currently an issue which is very prevalent in most London Boroughs today with the trend increasing year on year.

3.9 Dispersal Powers under the ASB Crime and Policing Act 2014 have been used by police to remove suspected drug dealers from town centres where this activity is most prevalent. This behaviour has led to some displacement in some of our larger parks such as One Tree Hill, Gladstone Park and Roundwood Park with limited resources to monitor. This proposed prohibition will give the Council the ability to recruit more enforcement officers and ensure we work jointly with the police on tackling this illegal activity and also mirroring the approach used in our town centres.

3.10 The effects of this activity are also outlined in more detail in a witness statement provided by the Sergeant of the Partnership Tasking Team who has had experience of policing Brent's parks and open spaces since April 2017. This is attached as Appendix 3.

- 3.11 All comments recorded in the consultation results favoured drug use being penalised. Should this prohibition be adopted there will also be positive requirements to signpost individuals apprehended, to drug and alcohol support services. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.
- 3.12 There is recorded data around drug use in every ward in Brent and an increase of drug reported incidents to Brent's Anti-Social Behaviour Team. We are satisfied that this activity has been persistent and is likely to continue.

**Consumption of alcohol - "Unless permitted under a licensable event organised or endorsed by Brent"**

- 3.13 Complaints around consumption of alcohol creating a nuisance was the second highest category reported to the Anti-Social Behaviour Team in April 2018 to March 2019. Following the implementation of a Borough wide street drinking PSPO in October 2017, there has been an increasing use of alcohol in Brent's open spaces, typically in the spring and summer months. This activity is currently prohibited under Brent's Park byelaws. A full breakdown of Street drinking calls to the police in April 2018-2019 can be seen in Appendix 4.
- 3.14 There is a direct causal link between the behaviour of street drinkers which is characterised by drinking in the street, park, vacant land or private land in groups or singly, littering the streets etc. urinating and on occasions defecating. At the most recent licensing appeal the District Judge stated such behaviour is clearly anti-social, is a public nuisance and amounts to crime and disorder, resulting in a diminution in the quality of life of local residents". The approach to addressing this activity will be to target those individuals who litter beer cans, urinate and cause a nuisance to park users.
- 3.15 The implementation of this prohibition will also give the Council the ability to monitor and take enforcement action where necessary, including safeguarding members of the public and signposting individuals to alcohol treatment services commissioned by Brent.
- 3.16 In 18/19 the Council received complaints from the Barnhill Residents Association, Wembley Central Residents and Alperton Association, Friends of Gladstone Park and Local Councillors in the Sudbury Ward about increased drinking affecting One Tree Hill Park, Gladstone Park, Barn Hill open space and Butlers Green in 18/19. Regeneration and Environmental services have for the last 2 years have conducted "summer and autumn nights" enforcement operations in the spring and summer months where there has be an increase in this activity. The Council's Policing Partnership Tasking Team have also dealt with nuisance attributed with consumption of alcohol in the areas mentioned, including Harrow Cemetery and other areas throughout the borough as outlined in Appendix 3. The disadvantage of a proposed ban only in areas where there is recorded data is that it would increase the risk of displacement to other areas where there is a lack of enforcement. A breakdown of the autumn nights' programme can be seen in Appendix 5.

- 3.17 The Council's approach should this prohibition be adopted would not be to penalise those who drink moderately without causing a nuisance and dispose of their beer or wine bottles lawfully. Where someone is evidenced drinking alcohol in the park and the nuisance test has been met, officers would approach the individuals concerned and request they stop drinking alcohol, if they fail to comply with the order a fixed penalty notice will be issued for non-compliance. There is also a lack of recorded complaints drinking in relation to drinking alcohol across all parks and open spaces as most parks are unpoliced (apart for the areas prescribed 3.10 where these activities have been evidenced). Cabinet should consider carefully the pros and cons of restricting the prohibition to only the areas with recorded complaints and the likeliness of displacing this activity to other parks. Consideration must also be given how these proposals might impact adversely on those persons with protected characteristics as set out in the Equalities Act 2010 and whether there should be any mitigated actions proposed in relation to any potential adverse impacts of such proposals. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.4.
- 3.18 The consultation feedback recorded some comments in favour of banning excessive drinking in Roundwood park. This prohibition will come with a positive requirement to signpost individuals apprehended, to drug and alcohol services. The Home Office Guidance of December 2017 states the following regarding PSPOs and restricting the use of alcohol in public spaces: *"However, such an Order [i.e. PSPO] cannot be used to restrict the consumption of alcohol where the premises or its curtilage (a beer garden or pavement seating area) is licensed for the supply of alcohol (other than council operated licenced premises). There are also limitations where a temporary event notice has been given under Part 5 of the Licensing Act 2003, or where the sale or consumption of alcohol is permitted by virtue of permission granted under section 115E of the Highways Act 1980."*

**Littering (such as cigarettes, bottles, cans, packets, food).**

- 3.19 Littering has become a growing problem in Brent's Park with increasing costs, year on year to clean Brent parks, open spaces graveyards and cemeteries. From April 2018 to March 2019, it is estimated that over £45,000 was spent keeping our parks and open spaces free of litter.
- 3.20 Littering can have a serious environmental consequence that can persist for decades. Styrofoam containers take up to a million years to decompose and break down. A disposable diaper can take more than 500 years; cigarette ends last more than 10 years and even orange or banana skins takes months to biodegrade. Litter also has the potential to cause harm to human health, safety, welfare, as well as the environment. The harmful impact of litter includes trapping or poisoning animals, killing aquatic life directly through choking and indirectly through its impact on water quality. Littering can be a fire hazard and it attracts pests and rodents. Litter carries germs and rats are carriers of many types of diseases that make people ill. Litter also cause accidents as drivers try to avoid litter on the road. Young children fall on litter in playgrounds and can get injured. Litter also harms plants, vegetation and natural areas.

- 3.21 There are also many examples of Community groups helping the Council in making our open spaces free of litter. Some examples include the Welsh Harp Litter pickers who organised a clean-up at Neasden Recreation Ground in 2018. Thames 21 have organised a number of litter picks including recently at Quainton Street Open Space. The Barn Hill Conservation Group collect several hundred full-bags of litter and a range of larger items each year. For recent calendar years the litter they collected from Fryent Country Park:

Year	Number of bags (refuse bags)
2015	1,043
2016	351
2017	319
2018	260

- 3.22 In the autumn of 2017, Brent commissioned a survey by the Keep Britain Tidy group. Appendix 6 includes an open spaces qualitative assessment survey by Keep Britain Tidy assessors (the bulk of the reports) and summary results of public perception. Information is presented also individually for most of the larger parks and includes cleanliness, litter, and dog issues.
- 3.23 There are volume reports everyday around littering on Brent Cleaner App which is one of the biggest issues, tackled by the Envirocrime Enforcement Team. It is most likely this activity will continue and this prohibition gives us greater capacity to address and enforce against this behaviour in the Council's parks and open spaces. There are no objections to this prohibition recorded in the consultation results. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.

**Erecting or occupying any shelter, sleeping apparatus or caravan with the intention of residing in it, without the written consent of the London Borough of Brent.**

- 3.24 This activity is currently prohibited under Brent's Park byelaws and the last two years has seen an increase this activity in spring and summer months. Brent currently commission St Mungo's to provide outreach and support for homeless people and the Council currently has a local protocol to safeguard vulnerable or transient members of the community who are found rough sleeping in parks and open spaces. 200 homeless individuals were engaged with by St Mungo's in April 19 to March 19 and a full break down on their data can be seen in Appendix 7.2. Veolia recorded data of removed rubbish illegally dumped in our parks and open spaces is as follows:

2018/19 Parks Info		
Illegal rubbish dumping tip reports / investigation by Environmental Enforcement	Clear up cost warning letters issued	Reports illegal rubbish dumping / Clearances by Veolia
29	25	346

- 3.25 This activity contributes to increased littering, defecation and urination with the detrimental impact outlined in section 3.10 and presents an additional financial cost to the council to remove fly tips from our parks and open spaces. The effects of this behaviour is also further outlined by the Police in Appendix 3. Brent's approach will be not to enforce this proposed PSPO against any verified homeless individual in breach of this prohibition but Council officers will signpost such individuals to support and housing services. It is not the intention of officers to specifically target homeless individuals with this proposed prohibition.
- 3.26 A comment received from the consultation results suggested all parks should be gated and locked however most of the Council's parks and open spaces are unfenced and cover a very large area. There were also representation received from Crisis and St Mungo's (homeless outreach charities) who felt this prohibition would unfairly target homeless individuals. Officers refer to the content of the previous paragraph in response to that representation.
- 3.27 Officers dealing with individuals erecting, occupying any shelters, or sleeping apparatus, will engage with this individuals and conduct checks vulnerability checks with homeless, mental health and support services. Individuals in the first instance will be referred to St Mungo's who specialise in providing support and housing pathways for homeless people to conduct outreach in the identified areas. If some groups refuse to engage and cause a nuisance, they would have the sleeping apparatus or shelters confiscated with fines only applied, if there is a means to pay. Cabinet should consider carefully the pros and cons of restricting this prohibition. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.4.

#### **Urinating or defecating in a place other than a serviced public convenience.**

- 3.28 With regard to urination and defecation, the Crown Prosecution Service (CPS) does not classify urinating in the street as a basic offence that would fall under Section 5 of the Public Order Act 1986, enforced by the Police. However, urination in the street can be part of a drunk and disorderly offence, but the offence must also include evidence of abusive language or disorderly behaviour. Urination alone is not enough for either offence.
- 3.29 In recent times, Brent has seen a rise in the use of park and other open areas for transient populations leading to complaints of urination and defecation within these areas. Members are referred to the evidence provided by the Police in Appendix 3. There is limited action that can currently be taken to address this, hence the inclusion in the proposed PSPO of offences in respect of both urination and defecation. This would also allow Police greater powers to tackle such anti-social behaviour. The Policy, Projects and Support Manager confirmed this is a frequent problem. Neasden Recreation Ground, Welsh Harp, Roe Green, Hazel Road Open Space and One Tree Hill have all recorded e-mails and complaints of being used as a toilet.
- 3.30 There were no objections in the consultation results disagreeing with the implementation of this prohibition. Should this prohibition be adopted there will also be positive arrangements to signpost homeless individuals apprehended, to

homeless outreach and housing support services. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.

### **Feeding wildlife.**

- 3.31 There is a current byelaw prohibiting this activity and there is supporting evidence that this behaviour does attract vermin and contribute to the overall cleaning cost of food waste left behind. Paragraph 3.20 above outlines how detrimental this activity could have on quality of life of residents.
- 3.32 Annual maintenance littering costs are estimated £45,000 and this prohibition would be consistent with keeping our parks and open spaces free of litter. The Council since 2016 has spent over £40,000 on maintenance each year.
- 3.33 Food left uneaten attracts vermin, who come to rely on it and remain in the area – such as rats which are dangerous for children. Officers are concerned that if this prohibition is not in place when the current byelaw expires, it is likely that this will lead to and exacerbate the increase of vermin in the Council's parks which will have adverse consequences for the proper upkeep of these parks for local communities and public health. There is no specific supporting evidence to show how this has impacted Brent parks and the prohibition to ban littering could also address such behaviours. Consideration must be given by Cabinet as to the merit of this prohibition going forward.
- 3.34 There was a comment received in the consultation results stating this could unfairly penalise residents who might be unaware that this activity is prohibited. If this proposed prohibition is implemented, there will be sufficient signage to ensure that it is clearly communicated that the activity of feeding wildlife in Brent's parks is prohibited. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.

### **Use of motor vehicles without the written consent of the London Borough of Brent.**

- 3.35 There is evidence of driving over a grass verges throughout the Borough, with limited action viable by the Council. The detrimental impact of this activity is damage to the verges and open spaces, which not only spoils the appearance of the street, but involves the Council in unnecessary additional expense in making good the damage. Enforcement can only take place if it can be directly shown that a vehicle has caused damage to the verge / footpath. By introducing this prohibition to the Public Spaces Protection Order, it provides officers with a far more straightforward approach to ensuring verges, open spaces, footpaths and footways are not damaged and not causing nuisance or risk.
- 3.36 Motor vehicles cause damage to path surfaces particularly during the wetter months of the year, causing poaching of the ground. Where grassland is poached, the disturbance can lead to subsequent weed growth. There is also damage to vegetation when vehicles are driven through areas of grassland, or on paths or damage to car park surfaces and erosion, due to revving of engine / spinning. Motor

Vehicles are a large problem in our parks. King Edwards Park in Willesden, King Edwards Park in Wembley, Roe Green, Barn Hill, Neasden Recreation Ground and Gladstone Park, to name a few all experience issues with motorised scooters being driven across them at night causing disturbance and health and safety issues for other users.

- 3.37 During 2018/19 Brent spent over £200,000 repairing the infrastructure in our parks and open spaces. There have been regular traveller incursions in Roe Green, Gladstone Park, One Tree Hill and Welsh Harp open space in the last 3 years, with this activity becoming more frequent. A tri borough meeting between Brent, Barnet and Harrow was held on 12 June 2019 to see how intelligence around these incursions can be better shared and developing a more joined up approach to tackle the problem. All traveller incursion over the last 2 years have resulted in damage to the Council's grass verges in those parks. Such illegal incursions have been addressed by the Police with the assistance of Council officers and on occasions, the Council has had to take its own legal action and incur the cost thereof to force the dispersal of those persons and vehicles from the Council's parks and open spaces. From April 2018 to date, Brent incurred 12 traveller incursions
- 3.38 There were no objections to this prohibition recorded in the consultation results. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.

#### **Defacing or damaging fixtures, furniture or other items.**

- 3.39 Damage to infrastructure to our parks and open spaces is very costly to the Council. From April 2018 to March 2019 (as referenced in paragraph 3.19 above) over £200,000 was spent repairing the infrastructure in our parks and open spaces, this includes damage to verges and grasses and fixing damaged furnishings. 73% of sites fell below the green flag award following the Brent Open Spaces qualitative assessment in 2017. This includes buildings, fences, gates and pathways which need to be remedied. Damage to parks infrastructure can also be referenced on page 19 and 20 of Appendix 6.
- 3.40 Examples of some of the issues include damage to toilets, pavilions and structures, destruction of gym equipment installed in some of our parks and evidence of grounds being dug up to make unauthorised cricket pitches. Some examples can also be seen in Appendix 6. The Public Realm Team have confirmed receiving requests for work on an almost daily basis for items in our parks that have been damaged or vandalised. This can be a toilet door that is jammed or broken, gym or playground equipment that has been vandalised, wooden borders to flower beds that have been set on fire; damage to buildings caused by people climbing on them; benches damaged or stolen; perimeter fences cut and damaged; height barriers damaged, gates broken, bins set fire to etc.
- 3.41 There were no objections to this prohibition recorded in the consultation results. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3 7.2.



## **Dog Control**

- 3.42 With the introduction of the Anti-Social Behaviour, Crime and Policing Act 2014, legislative scope was given to replace previous dog control orders (which included addressing dog fouling) with use of Public Spaces Protection Orders. It is an emotive subject, and while the majority of dog owners are responsible in their approach, unfortunately it still remains an issue. The Statutory Guidance provided by the Home Office in December 2017 sets out some guidance regarding the use of PSPOs relating to dog control in public spaces.
- 3.43 Dog fouling is often seen as one of the most offensive types of nuisance anti-social behaviour, affecting parks and streets. Dog excrement is also a public health risks and no person using the streets or parks of Brent should have to worry about this risk of infection.
- 3.44 The Council is therefore looking at a double approach to this aspect using the proposed Public Spaces Protection Order, being the offence of allowing a dog to foul and not clearing it up, as well as not having the suitable means to pick it up. This is consistent with neighbouring Boroughs, who have adopted such provisions for a number of years. The Commercial Manager for Environmental Health who has the portfolio of all Brent's Cemeteries has also confirmed receiving many complaints around dog fouling and urination on grave sites which unfortunately have not been documented. He has provided a supporting statement on complaints his service has received which can be seen in Appendix 7. Similarly, the Public Realm team have confirmed receiving numerous complaints around dog fouling and on occasion dangerous dogs throughout the year which have not all be recorded. A full breakdown of Public Realm recorded Dog data for 2016 to 2019 can be seen in Appendix 8. Complaints regarding Brent Parks received by the Councils complaints team, can be seen in Appendix 8.1.
- 3.45 The requirement to have dogs on leads in prescribed areas in our Parks and Open Spaces is a current byelaw. A majority of comments recorded in the consultation results were in favour of dogs being off leads in parks and open spaces. All respondents were in favour of dog on leads in prescribed areas such as the multi games play areas, tennis courts and walled gardens. There was a significant majority of dog users who were against keeping dogs off leads specifically in Paddington Cemetery. However, some grave owners were favour of in keeping dogs on leads in Paddington Cemetery due to urination and defecation on graves by some dogs. There were a few comments disagreeing with the prohibition restricting individuals to walking a maximum of 4 dogs at a time, with a similar number of individuals who commented in favour of the prohibition. There were no comments disagreeing with the requirement to dispose of dog faeces immediately. The byelaws relating to Pleasure Ground were confirmed by the Secretary of State and came into operation on 1st November 1977. To date this has not been enforced but it is something to which officers have given consideration to prohibiting by way of a PSPO. Use of a PSPO to address this activity would ensure a fixed penalty notice of £100 is applied to all proposed prohibitions where the current penalty under the cemetery regulations is £10. Dogs are currently allowed off leads to exercise in all Brent parks unless in restricted areas such as playgrounds. The proposed PSPO will supersede this byelaw.

- 3.46 Section 27 of the Cemetery Regulations also states that no dogs [Guide dogs excepted] shall be allowed into Alperton, Carpenders Park, and Willesden Cemeteries. Dogs are permitted into Paddington Cemetery provided they are kept on a lead and that any dog waste is deposited in the bins provided. A full list of the cemetery regulations can be seen in Appendix 9. There has been no evidence of any enforcement under this regulation in Brent Cemeteries since they were enacted. Consideration must also be given to the legal requirements for making a PSPO set out in section 7, and in particular paragraphs 7.1 to 7.3. Page 52 of the Home Office Guidance of December 2017 states the following: *“Consideration must also be given on how any dog walking restrictions being proposed would affect those who rely on assistance dogs, ensuring any prohibition or requirement is compliant with the provisions of Equality Act 2010 or considering what exemptions should apply for assistance dogs.”*

**Flying of drones or any other form of model aircraft without the written consent of the London Borough of Brent.**

- 3.47 This activity is currently prohibited under our existing byelaws with the exemption of the Northwick Park site where a Licence is required. Northwick Park is the only site which has the infrastructure and safe landing area to accommodate this activity. Flying of drones and other model air crafts which is unregulated can be very dangerous. There has been an increase in this activity which can have really severe consequences for the safety of air passengers or other third parties.
- 3.48 The likelihood of the public being injured or damage to dwellings, if not properly regulated, is very high. There has also been a trend on an increase of this activity both locally and nationally with the Government currently looking at further legislation to regulate this activity. The Public Realm Team have confirmed over 20 reported incidents of unauthorised use of drones over our parks in the current financial year.
- 3.49 There were no objections to this prohibition recorded in the consultation results. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.

**Launching sky lanterns that “rely on an open flame to heat the air inside the lantern”.**

- 3.50 Similar to the unregulated use of drones or model aircraft, use of Chinese sky lanterns has been banned in most London Boroughs as there is potential for a fire hazard which could present a safety risk to members of the public, including in our parks and open spaces.
- 3.51 In March 2018 the lead member for stronger communities was briefed by the Head of Neighbourhood Management that the Council had received some complaints of sky lanterns and twenty-five local authorities have banned the use of lanterns from their land. The Lead Member briefing report can be seen in Appendix 9.1 and the Council has received some complaints around this activity as referenced in

Appendix 10. Whilst there is no recorded data, the likelihood of this activity to cause fires must be consistent with that of lighting fires and using barbeques.

3.52 According to the UK Maritime and Coastguard Agency, there have been 1679 incidents attributed to Sky lanterns since 2007. In addition, they have given rise to a number of safety concerns including:

- (a) Risks to livestock and animal health (including marine animals): Anecdotal reports and media coverage suggest widespread concern from farming groups and others over the impacts of sky lanterns on the health and welfare of livestock and horses. However, the evidence reviewed by the project team indicates that the number of cases reported each year of animals affected through panic and fright and of ingestion of sky lantern debris is very small.
- (b) Fire risk and damage to crops and property: Incidents in which sky lanterns were said to be directly implicated in starting fires have been reported by a variety of sources, including the Chief Fire Officers Association. A huge fire involving 100,000 tonnes of plastic recycling material, thought to have been sparked by a Chinese lantern, produced a 6,000ft smoke plume and is said to have caused £6 million damage to the Jayplas waste depot in Greater Birmingham.
- (c) Impact on the environment, including littering on land and at sea: On the basis of the evidence presented, the project team concluded that the contribution of sky lantern debris to overall environmental littering is small and less significant than potential fire risks and risks to aviation.
- (d) Risks to aviation: Sky lanterns pose a safety risk to aviation due to possible ingestion into engines when airborne. The Civil Aviation Authority has provided quantifiable evidence to the study in the form of Mandatory Occurrence Reports. A total of 48 of these were reported to be due to sky lanterns and helium balloons between 2001 and 2012.

3.53 Although Brent has not had more than 5 incidents of this activity in our parks, the Public Realm Team responsible for maintaining Brent's park and open spaces have stated the risk of fires in Brent parks is considered high, especially in parks with meadow areas. There are 22 of these parks with longer grass; in large areas which are sometimes up to half of the park area. There is a serious potential for serious fire incidents anywhere in the Borough, should one of these sky lanterns come down.

3.54 Whilst Brent hasn't seen a reported increase in use of sky lanterns the likelihood of this activity being detrimental and dangerous to public space and members of the public is quite high. This has led to a campaign by the National Farmers Union, reported in the Telegraph on 16 July 2019, wanting sky lanterns banned after several crops were ruined by fire. The lead member briefing in March 2018 and a supporting statement by the head of Neighbourhood Management on banning use of sky lanterns can be referenced in Appendix 9.1 and 10.

- 3.55 There were no objections to this prohibition recorded in the consultation results. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.

**Lighting of fires or using barbeques.**

- 3.56 This activity could result in smoke nuisance to residential premises and also presents a fire risk to all parks and open spaces. There have been some reports of domestic fires resulting in damage to the parks and open spaces with the most recent incident occurring in Barnhill open space in May 2019. Some supporting evidence can be seen in Appendix 10.1.
- 3.57 London Fire Brigade responded to 3447 incidents in Brent with 657 of those incidents being actual fires. However, the data is unable to be broken down in relation to fires as a result of barbeques. There is also a likelihood in the view and submission of Council officers that unregulated barbeques could increase the potential for fires in our open spaces which could have serious consequences on people and property. A breakdown of the LFB data can be access at: <https://data.london.gov.uk/dataset/london-fire-brigade-incident-records>.
- 3.58 Officers have explored the viability of having barbeque zones in our parks. The Public Realm team have stated there is no hardstanding or provisions in Brent parks for BBQ zones. Council officers advise against losing any more green space in the Council's parks for the purpose of building concrete BBQ areas thereon.
- 3.59 As referenced in paragraph 3.52 above, Brent has 22 parks with longer grass; in large areas which are sometimes up to half of the park area. A fire in one of these areas would be catastrophic with potentially serious and devastating consequences for the Council's parks, members of the public and neighbouring properties. Last year with the dry weather, the London Fire Brigade issued a city wide ban on BBQs. Should another prolonged dry spell occur again, fire damage caused by BBQ's could poses a serious risk to the Council; particularly as all of the Council's parks and open spaces are so close to residential properties.
- 3.60 The Council is already facing calls from residents about fire damage in some of the Council's parks and therefore officers recommend that this prohibition is retained in the in the proposed PSPO. The Public Realm Team have confirmed over 10 reported incidents of lighting fires or using barbeques in our parks in the current financial year.
- 3.61 There were no objections to this prohibition recorded in the consultation results. Consideration must also be given to the legal requirements for making a PSPO set out in section 7 of this report, and in particular paragraphs 7.1 to 7.3.
- 3.62 There appears to be nothing specific in the 1977 byelaws regarding fires or byelaws. However, if a fire causes damage to a structure, then the damage was covered by the byelaws. It is hoped having this prohibition would further reduce the likelihood of this activity damaging our public spaces with the activity prevented before any damage might occur. A supporting statement by the London Fire Brigade can be seen in Appendix 11.

## **4.0 Consultation summary**

- 4.1 A six-week consultation was conducted on 4 March 2019 up until 18 April 2019. The details of the consultation were published on the Council's website in accordance with the legal guidance under the Anti-Social Behaviour Crime and Policing Act 2014. Brent's Consultation Team sent out the consultation to over 700 community and resident groups currently signed up to receive information from the Council.
- 4.2 The consultation was shared with all Local Councillors in Brent, the Brent Safer Neighbourhood Board and Safer Neighbourhood Police Teams in the Borough. Safer Neighbourhood Teams assisted with the distribution of paper copies in respective wards. The Commercial Manager for Environmental Health also wrote to Brent Cemetery grave owners to encourage them to take part in the consultation.
- 4.3 The Parks Service also held several meetings with various park user groups in Brent informing them of Brent's plans to introduce the PSPO and encouraging active participation in this process.
- 4.4 The Safer Neighbourhood Cluster inspector for Brent and all Community Safety statutory partners at the Brent Joint Action Group were also consulted and endorsed the scope of the PSPO proposed by Brent.
- 4.5 During the consultation period a lot of representation were received from various dog walker groups using Paddington Cemetery who raised an objection to the prohibition to dogs off leads. A public meeting was convened on 15 March 2019 to listen to their concerns about the introduction of enforcement of dog on leads specifically in Paddington Cemetery. Similarly, Crisis and St Mungo's which are local charities which specialise in homeless intervention, raised objections about the prohibition to "Erect or occupy any shelter, sleeping apparatus or caravan with the intention of residing in it, without the written consent of the London Borough of Brent", as they felt this would unfairly target homeless cohorts. Almost all the other prohibitions proposed were unanimously endorsed.
- 4.6 Brent's communication team also utilised social media, to raise awareness on the public consultation.

### **Current consultation outcome**

- 4.7 423 respondents participated in the consultation to introduce a PSPO in all Parks Open Spaces Graveyards and Cemeteries. There was also direct representation made to the Community Protection Team around the consultation from St Mungo's, Crisis, Kilburn Forum and various dog walkers and community groups who predominantly use Paddington Cemetery. A full breakdown of the consultation outcome can be seen in Appendix 12.
- 4.8 A secondary analysis was conducted on all the respondents who were not in favour of the order and also all the representations made in the comments section.

- 4.9 The question asks if they Strongly Agree, Agree, Strongly Disagree, Disagree or Neither Agree nor Disagree. We can see that **53.2 %** of overall responses Strongly Agree or Agree with the Consultation, while **39.5%** overall responses Strongly Disagree or Disagree with the PSPO, this percentage changes significantly when looking specifically at Dogs and / or Paddington Cemetery. Responses concerned with Paddington Cemetery, 55.5%, disagree or strongly disagree with PSPO. 61.7% disagree with dogs on leads and 72.8% responses concerned with Dogs and Paddington cemetery disagree with the PSPO with the predominant issues being dogs on leads. A full breakdown of the secondary analysis can be seen in Appendix 13.
- 4.10 The overall Consultation findings show that most participants are in favour of the implementation of all prohibitions proposed under the PSPO however, the majority of those not in favour of the PSPO, predominantly objected to the issue of dogs on leads, with the primary area of contention being Paddington Cemetery. This is typically a good response rate for a consultation as the recent Budget 2019-22 consultation received 275 responses.

## **5.0 Implementation Timeline**

- 5.1 It is expected that the proposed PSPOs will be implemented in September 2019 subject to Cabinet approval and it is proposed that the commencement date when the PSPOs will become effective will be set by the Strategic Director for Regeneration and Environment. PSPO signage will be affixed in all parks and open spaces, informing the public of the prohibitions in place.

## **6.0 Financial Implications**

- 6.1 The approximate cost of affixing the notices in our parks, open spaces, graveyards and cemeteries will be £5K and will be funded by the Regeneration and Environmental Services budget.

## **7.0 Legal Implications**

- 7.1 The Anti-Social Behaviour, Crime, Crime and Policing Act 2014 (“the 2014 Act”) provides the Council with power to make PSPOs in the areas where a particular nuisance or problem which is detrimental to local communities quality of life, by imposing conditions on the use of those areas. PSPOs can also be used to deal with likely future problems (section 59). In order to issue a PSPO, the Council must be satisfied on reasonable grounds that the two statutory conditions are met and that it is reasonable and proportionate for the restrictions

the first condition (section 59(2) of the 2014 Act) is that:

- a) the 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, and

the second condition (section 59(3) of the 2014 Act) 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 statutory code of guidance issued by the Home Office provides for “*is likely to have a detrimental effect*” in relation to the first condition (a).

7.2 The reasonableness requirement is set out in section 59(5) of the 2014 Act which provides that the only prohibitions, or requirements that may be imposed are ones that are reasonable to impose in order-

- (a) prevent the detrimental effect referred to from continuing, occurring or reoccurring, or
- (b) to reduce that detrimental effect or to reduce the risk of its continuance, occurrence or recurrence.

S59(6) provides that a prohibition or requirement may be framed-

- (a) so as to apply to all persons, or only persons in specified categories, or to all persons except those in specified categories;
- (b) so as to apply at all times, or only at specified times, or at all times except those specified;
- (c) so as to apply in all circumstances, or only in specified circumstances, or in all circumstances except those specified

The Home Office Anti-Social Behaviour, Crime and Policing Act 2014: Anti-social behaviour powers statutory guidance for frontline professionals (The Home Office Guidance) (pg. 48) states “these orders can restrict what people can do and how they behave in public spaces, it is important that the restrictions imposed are focussed on specific behaviours and are proportionate to the detrimental effect that the behaviour is causing or can cause, and are necessary to prevent it from continuing, occurring or recurring”.

7.3 In Appendix 2 of the April 2015 Cabinet report in relation to the implementation of the 2014 Act, it sets out a local protocol within Brent for making a PSPO. The local protocol includes a local threshold criteria in addition to the requirements for making a PSPO to those set out in section 159 of the 2014 Act and the additional local threshold criteria are as follows:

- “The nuisance behaviour described has taken place on at least five occasions over a one-year period;

- Evidence has been gathered over a three-month period”.

7.4 Before deciding to make the PSPOs, the Council must comply with certain statutory requirements relating to publication, consultation, notification and information in respect of the proposed PSPOs in the relevant areas. In addition, the Council will need to evidence that it has given regard to statutory guidance issued by the Secretary of State. Given the number of restrictions proposed, the following consideration points are brought to the Cabinet’s attention:

- a) the term “detrimental effect” is not defined by statute. The term has been considered by case law<sup>1</sup> and the current position is “local authorities [have been] given a wide discretion to decide what behaviours are troublesome and require to be addressed within their local area. This requires local knowledge, taking into account conditions on the ground, exercising judgement (1) about what activities need to be covered by a PSPO and (ii) what prohibitions or restrictions are appropriate for inclusion in the order. There may be strong feelings locally about whether any particular activity does or does not have a detrimental effect, in such cases a local authority will need to weigh up competing interests ... the behaviours which PSPOs are intended to target are those which are seriously anti-social, not ones that are simply annoying”.
- b) Cabinet members are reminded that “it should look at each proposal under the PSPO and not focus on just the matters raised in writing”<sup>2</sup>.
- c) The Home Office Guidance of December 2017 (pg. 51), makes clear PSPOs should not be used to target people based solely on the fact that someone is homeless or rough sleeping; it states: “Public Spaces Protection Orders should not be used to target people based solely on the fact that someone is homeless or rough sleeping, as this in itself is unlikely to mean that such behaviour is having an unreasonably detrimental effect on the community’s quality of life which justifies the restrictions imposed. Councils may receive complaints about homeless people, but they should consider whether the use of a Public Spaces Protection Order is the appropriate response. These Orders should be used only to address any specific behaviour that is causing a detrimental effect on the community’s quality of life which is within the control of the person concerned.

Councils should therefore consider carefully the nature of any potential Public Spaces Protection Order that may impact on homeless people and rough sleepers. It is recommended that any Order defines precisely the specific activity or behaviour that is having the detrimental impact on the community. Councils should also consider measures that tackle the root causes of the behaviour, such as the provision of public toilets.

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<sup>1</sup> Summers v Richmond Upon Thames [2018] EWHC 782 (Admin) and applied in Florica Alina Dulgheriu, Andrea Orthova v The London Borough of Ealing, case no Co/1695/2018., [2018] EWHC 1667 (Admin).

<sup>2</sup> Summers v Richmond Upon Thames [2018] EWHC 782 (Admin)



The council should also consider consulting with national or local homeless charities when considering restrictions or requirements which may impact on homeless people and rough sleepers.”

The Home Office Guidance of December 2017 also provides guidance regarding dog control and restricting the use of alcohol.

- d) The Local Government Association paper entitled “Public Spaces Protection Order, Guidance for Councils” (pg. 15), although non statutory guidance, states “Councillors ...have an important role in examining the processes used in drafting the proposal. This will include analysing the outcomes of the consultation process and other supporting evidence offered to satisfy the statutory criteria, and determining whether, on balance this provides sufficient grounds to proceed”. The Local Government Association (“LGA”) does not provide statutory guidance and local authorities are not legally obliged to follow advice from the LGA. However, the LGA provides useful advice to local authorities on areas of best practice in relation to the exercise of various local authority functions.

- 7.5 Furthermore, the council will need to evidence that it has given regard to The Human Rights Act 1998. The rights and freedoms provided for in the Human Rights Act are qualified rights which means they can lawfully be restricted providing it is a proportionate and necessary means of achieving a legitimate aim. In considering the Human Rights Act the council must balance the rights and freedoms of individuals, in relation to the proposed restrictions imposed, against the needs of the wider community.
- 7.6 PSPOs, or their variation, may be challenged within six weeks of being made by way of an application to the High Court. The Court may suspend the operation of the PSPO or any of the prohibitions or imposed by it until the determination of the proceedings. Should the Court be satisfied the Council erred and the applicant has been substantially prejudiced by that failure, it may quash the Order or any of the prohibitions imposed by it.
- 7.7 Breach of a PSPO is a criminal offence, subject to a fixed penalty notice (of up to £100) or prosecution and a fine of up to £1,000 (Level 3 of the Standard Scale).
- 7.8 The decision notice for the Cabinet meeting of 14 April 2015 regarding the delegation of functions in the exercise of powers under the 2014 Act, which covers PSPOs, confirms:

*“delegated authority to the Chief Operating Officer in consultation with the lead member for stronger communities for the function of making Public Spaces Protection Order under the 2014 Act and for this arrangement to be reviewed after one year”.*

- 7.9 The post of Chief Operating Officer has since been deleted and the relevant functions transferred to the Strategic Director of Regeneration & Environment. Consequently, the delegation is also “inherited” by the said Strategic Director. In the current circumstances and considering the political sensitivities involved in this matter,

officers recommend that the decision to make a PSPO as proposed in this report is made by the Cabinet rather than by officers with delegated authority.

- 7.10 Once approved, the PSPO must be published on the Council website and notices put up where practical on or adjacent to the public places to which the PSPO relates publicising the fact that the PSPO has been made and its effect.

## **8.0 Diversity Implications**

- 8.1 The implementation and policing of PSPO has been and will be in accordance with the Equality Act 2010. There will be no discriminatory policing of this proposed order in line with our Public Sector Equality duty.
- 8.2 The public sector equality duty, as set out in section 149 of the Equality Act 2010, requires the Council, when exercising its functions, to have “due regard” to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a “protected characteristic” and those who do not share that protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 8.3 Consideration must also be given how these proposals regarding the prohibitions and requirements of the proposed PSPO might impact adversely on those persons with protected characteristics as set out in the Equalities Act 2010 and whether there should be any mitigated actions proposed in relation to any potential adverse impacts of such proposals.
- 8.4 An Equality Impact Assessment was carried out and did identify some groups which could be negatively impacted by the proposed PSPO. To mitigate these impacts, positive actions will be taken to make these groups aware of the proposed PSPO with a duty to signpost identified groups to relevant support and outreach services. The EIA can be referenced in Appendix 14.

## **9.0 Staffing Implications**

- 9.1 The Enviro Crime Enforcement Officers will police the order primarily and there is a current recruitment exercise to develop a street scene team in the summer 2019, to add capacity. There will also be some assistance from relevant Safer Neighbourhood Teams and the Council’s Police Partnership Tasking Team who are on the last year of the S.92 agreement.

## **Related Documents**

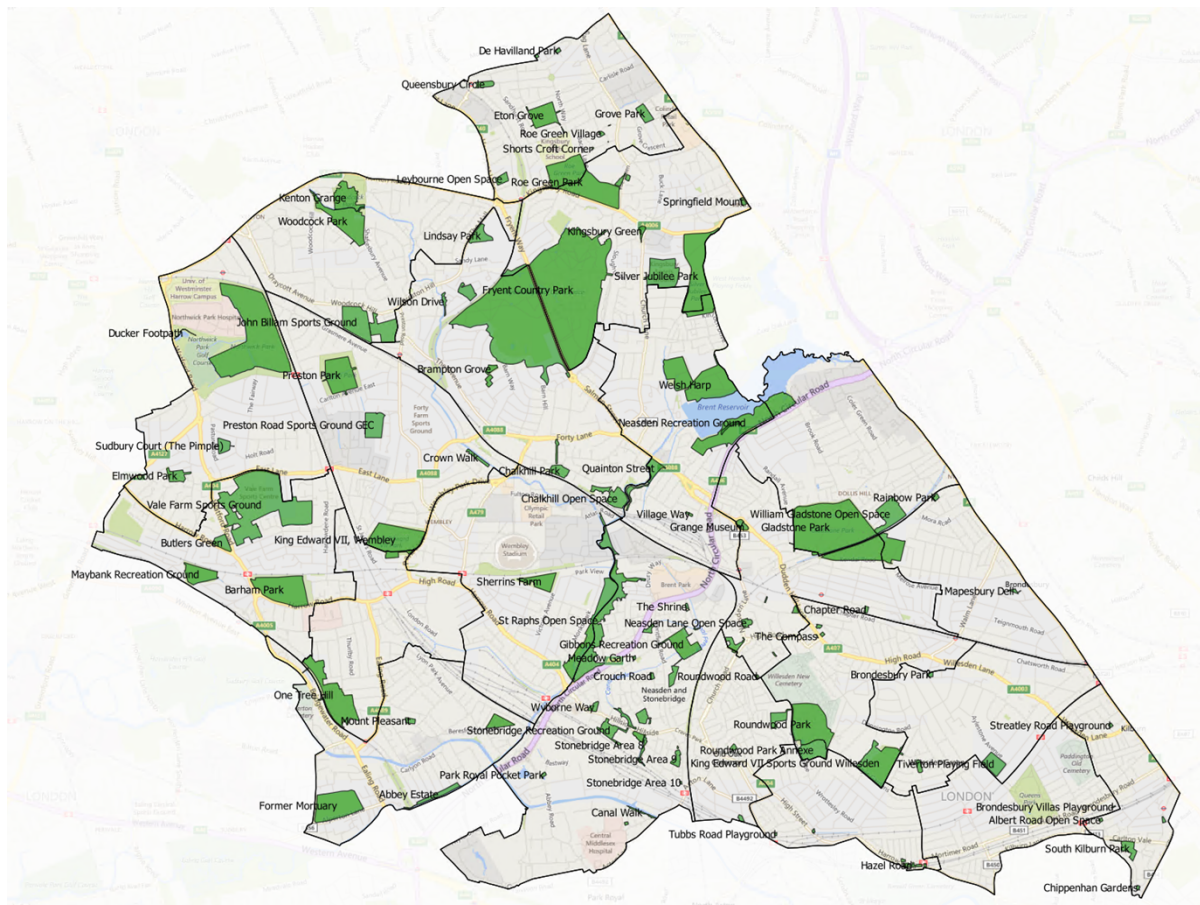
Safer Brent Partnership Priorities - Strategic Assessment 2019

### **Report sign off:**

**Amar Dave**

**Strategic Director, Regeneration  
and Environment**

## **Restricted Area**



## **Appendix 1**

### **Proposed Recommendation**

#### **Option 1 – preferred option**

This option proposes to remove the prohibition of prescribing dogs on leads in all Brent Cemeteries. There has been strong resistance in the consultation results for this option and dogs are currently proposed to be allowed off leads in parks and open spaces unless in prescribed areas.

This option also proposes to remove the prohibition “Erecting or occupying any shelter, sleeping apparatus or caravan with the intention of residing in it, without the written consent of the London Borough of Brent”. Individuals likely to be engaged in this activity are often vulnerable and homeless and a more proportionate approach would not be to consider this as an area of enforcement.

This option proposes to remove the prohibition “Feeding Wildlife”. There is no supporting evidence to show how this has impacted Brent parks and the prohibition to ban littering could also address such behaviours. Consideration must be given by Cabinet as to the merit of this prohibition going forward.

This option also proposes Cabinet give careful consideration to banning alcohol in the areas where there is evidence Nuisance, a ban across all parks and open spaces or removing this prohibition all together.

### **Prohibitions:**

Within the area described, the following are prohibited: -

1. Use of illegal drugs or psychoactive substances (formerly known as legal highs).
2. Consumption of alcohol

Either:

- To be prohibited Boroughwide
  - To be prohibited in Butlers Green, One Tree Hill, Gladstone Park, Roundwood Park and Barn Hill Open Space
  - To discontinue with the prohibition across all parks and open spaces.
3. Littering (such as cigarettes, bottles, cans, packets, food).
  4. Urinating or defecating in a place other than a serviced public convenience.
  5. Use of motor vehicles without the written consent of the London Borough of Brent unless in cemeteries where motor vehicles access is permitted.
  6. Defacing or damaging fixtures, furniture or other items.
  7. Losing control of any dogs.
    - where a dog is not reasonably within eyesight of the owner and where a dog does not respond to being beckoned by the owner.
  - a. Should an authorised officer request a dog should be put on a lead in all parks, open spaces, graveyards and cemeteries, failure to comply is a breach of the PSPO.
  8. Letting a dog enter an area where a notice specifies that dogs are not allowed, such as a playground.
  9. Walking more than 4 dogs at a time.

10. Flying of drones or any other form of model aircraft without the written consent of the London Borough of Brent.
11. Launching sky lanterns that “rely on an open flame to heat the air inside the lantern”
12. Lighting of fires or using barbeques.
13. Use of fireworks without the written consent of the London Borough of Brent.

## **REQUIREMENTS**

Within the area described, the following are required: -

14. In the event that a dog defecates, the person responsible for the dog at the time must remove the faeces immediately.
15. Dogs must be kept on a lead in multi-use games areas (MUGA), tennis courts, walled gardens, and areas where a notice specifies that dogs must be on a lead.

## **Option 2**

This option proposes to keep the all prohibitions consulted on, in its entirety.

## **Prohibitions:**

Within the area described, the following are prohibited: -

1. Use of illegal drugs or psychoactive substances (formerly known as legal highs).
2. Consumption of alcohol.
3. Littering (such as cigarettes, bottles, cans, packets, food).
4. Erecting or occupying any shelter, sleeping apparatus or caravan with the intention of residing in it, without the written consent of the London Borough of Brent.
5. Urinating or defecating in a place other than a serviced public convenience.
6. Feeding wildlife.
7. Use of motor vehicles without the written consent of the London Borough of Brent
8. Defacing or damaging fixtures, furniture or other items.
9. Losing control of any dogs.
10. Letting a dog enter an area where a notice specifies that dogs are not allowed, such as a playground.
11. Walking more than 4 dogs at a time.
12. Flying of drones or any other form of model aircraft without the written consent of the London Borough of Brent.
13. Launching sky lanterns that “rely on an open flame to heat the air inside the lantern”

14. Lighting of fires or using barbeques.
15. Use of fireworks without the written consent of the London Borough of Brent.

## **REQUIREMENTS**

Within the area described, the following are required: -

16. In the event that a dog defecates, the person responsible for the dog at the time must remove the faeces immediately.
17. Dogs must be kept on a lead in multi-use games areas (MUGA), tennis courts, walled gardens, graveyards, cemeteries and areas where a notice specifies that dogs must be on a lead.

### **Option 3.**

This options gives the flexibility to choose some of prohibitons or omit others based on consensus

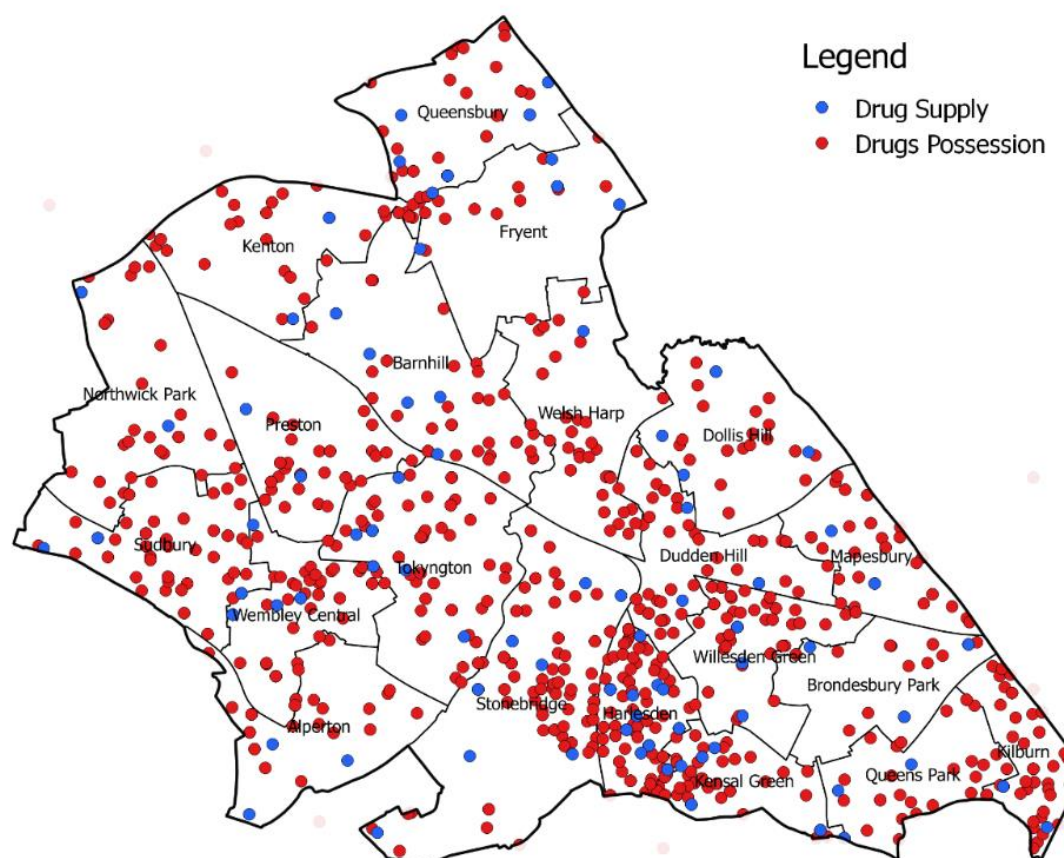
1. Implement some parts of the PSPO based on the paper findings

### **Option 4.**

1. Do not implement the PSPO

## Appendix 2

### Drug Offences in Brent – April 2018 to March 2019



### Drug Offences in Brent by Ward– April 2018 to March 2019

Ward	Drugs Offences
Alperton	47
Barnhill	78
Brondesbury Park	28
Dollis Hill	37
Dudden Hill	81
Fryent	31
Harlesden	212
Kensal Green	129
Kenton	58
Kilburn	67
Mapesbury	71

Ward	Drugs Offences
Northwick Park	55
Preston	82
Queensbury	61
Queen's Park	46
Stonebridge	159
Sudbury	78
Tokyngton	112
Welsh Harp	62
Wembley Central	120
Willesden Green	115

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## **Appendix 3**

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## WITNESS STATEMENT

**Criminal Procedure Rules, r 27. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B**

URN

Statement of: [REDACTED]

Age if under 18: Over 18

(if over 18 insert 'over 18')

Occupation: Police Sergeant

This statement (consisting of 1 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything which I know to be false, or do not believe to be true.

Witness Signature: [REDACTED] Date: 13/06/2019

This statement refers to the consideration and consultation for a new Public Space Protection Order proposed for Parks, Open Spaces, Graveyards, and Cemeteries within Brent borough.

My current role is Sergeant of the Partnership Tasking Team, a proactive policing team focused on location based problem solving. We are tasked to current community concerns, combined with action to mitigate risks to individuals and the public identified through intelligence.

Gang related offending is a crossover of both. Risk comes from violence associated with gang and drug dealing activity, with rival groups often fighting for drug dealing locations. These groups have a high impact on the communities in which they operate, claiming public areas as their own, acting in anti-social manner by littering, spitting and intimidating local residents who are too fearful to approach such groups. Such groups when falling under the spotlight of police attention have previously taken to local parks as these areas are less likely to be patrolled by police officers passing through on route to other matters. Parks are more challenging to police as these groups often have a clear view of police approaching from a distance, most commonly on foot, giving ample time to dispose of or discard illegal possessions. However an important part of addressing the actions of such groups is to ensure all of their anti social behaviour is addressed. It is common to find such groups stood amongst a large quantity of litter made up of drugs paraphernalia, such as used self seal bags, rizla smoking papers, and discarded wraps of cling film along with used food and drinks containers, and human spit. With groups loitering for hours at a time, it is common to see members urinate in the near vicinity within the public areas.

A frequent cause for concern of local communities comes from street drinking and drinking within local parks and cemeteries. Unfortunately it is not just the act of drinking in the public area that causes the issue but the littering of the drinks containers and the frequent urinating that are a result of consuming large volumes of liquids. Often such activity has been seen in parks such as One Tree Hill, Sudbury, Harrow Road cemetery and throughout the borough of Brent. Some of the groups involved in such activities have been found to be sleeping in illegal encampments in Gladstone Park, Welsh Harp and other green areas and parks. These encampments are also found to be a health risk due to the squalid conditions, the large quantities of litter surrounding them, and often human faeces is found scattered in the close vicinity. This is of higher concern in parks where young children often play.

In my experience, displacement can be a concern when attempting to tackle such problems. An example would be the use of dispersal zones. When a zone is authorised it is common to identify similar issues in neighbouring areas that do not have the same restrictions in place at that time. Whilst thi is an accptable consequence when utilising such a short term

Witness Signature: .....

Signature Witnessed by Signature: .....

Page 1 of 2

Continuation of Statement of:

measure as a dispersal zone as it is used for different purposes, a PSPO is often authorised for a period of several years. If there is not a consistent approach to all of the Parks and open spaces it is likely that the activities I have described above will re-locate to an area where there is not a Parks PSPO in place. I believe that the introduction of a Public Space Protection Order to tackle such issues within the parks and open spaces within Brent, would assist in reducing the anti-social behaviour that is detrimental to the communities that wish to lawfully and responsibly use such areas. [REDACTED]

Witness Signature: .....

Signature Witnessed by Signature:.....

Page 2 of 2

## Appendix 4

### Street Drinking in Brent – April 2018 to March 2019



### Street Drinking in Brent by Ward– April 2018 to March 2019

Ward	Street Drinking Reports
Alpertion	14
Barnhill	0
Brondesbury Park	1
Dollis Hill	0
Dudden Hill	4
Fryent	2
Harlesden	32
Kensal Green	32
Kenton	0
Kilburn	2
Mapesbury	2

Ward	Street Drinking Reports
Northwick Park	3
Preston	1
Queensbury	11
Queen's Park	1
Stonebridge	0
Sudbury	3
Tokyngton	2
Welsh Harp	3
Wembley Central	14
Willesden Green	2

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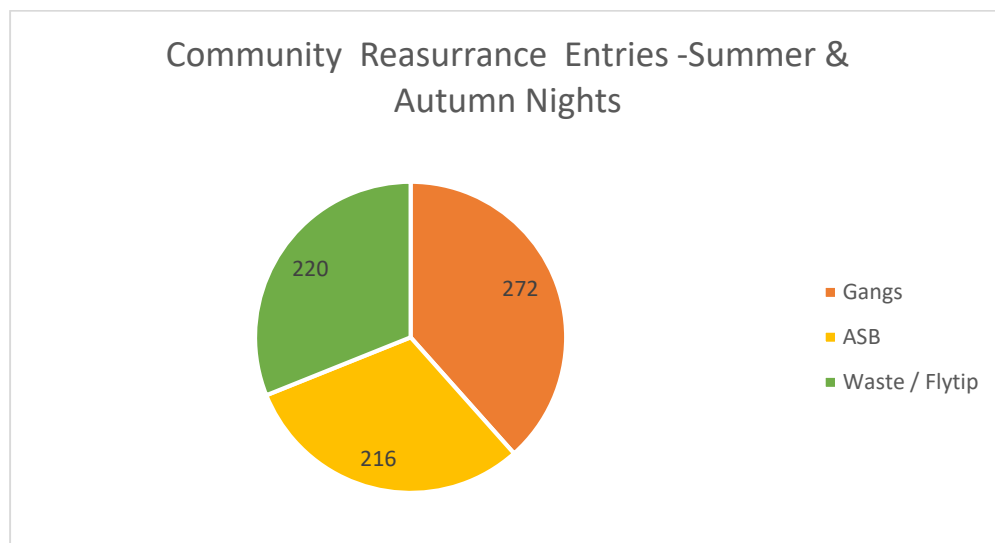
 <b>Brent</b>	<b>Community Protection</b>
For Information	
<b>Community Assurance Operations</b>	

**Summary:**

- 1.0** This paper provides an update on Community Assurance operations in known gang hot spots in Brent between July to November 2017.
- 2.0 Community Protection Gang Operations**
- 2.1** The previous cycle of operations in July 2016 and the analysis from those operations showed that our primary areas: Kingsbury, Harlesden, Wembley and Willesden Town Centre had a disproportionate volume of criminal, anti-social and waste offences, providing a considerable financial strain on the council. The operations were aimed at sustaining the enforcement activity within those areas and targeting our persistent offenders with appropriate enforcement measures available to the Council and the Police. Equally the operations aimed at increasing public confidence in reporting issues to the Council by providing a visible presence of uniformed (high visibility vests) council officers and branded vehicles during peak gang activity times. Ultimately creating a culture of zero tolerance within these hot spot areas.
- 2.2** Operational activity was monitored via a daily activity sheets completed throughout the evening tasking. Monitoring the period between July to November, the below pie chart shows the breakdown in logs across waste enforcement, gang related activity and anti-social behaviour:

## Appendix 5

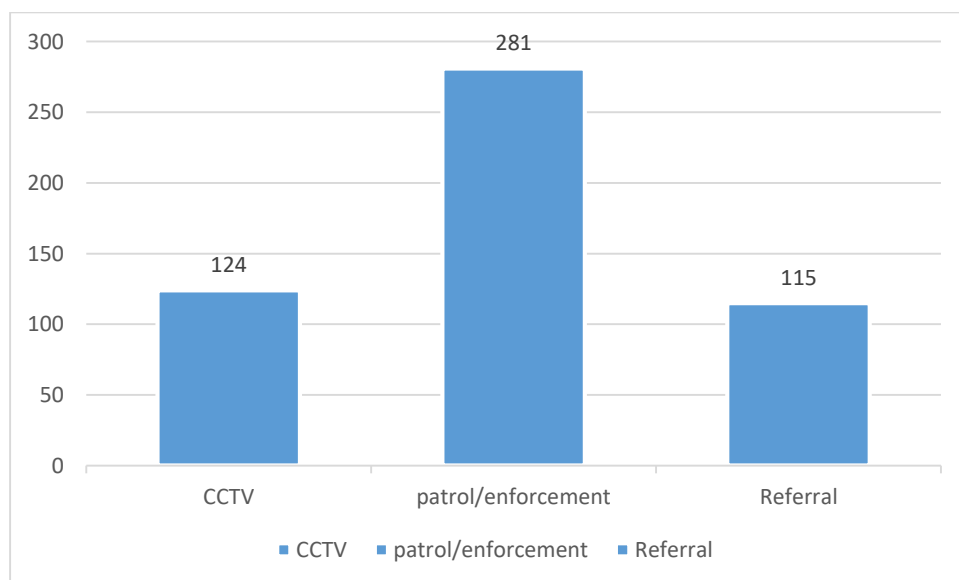
:



2.3 The breakdown highlights the diverse activity this operation has responded to. Increased Gang activity and gathering key intelligence, was the main driver for this operation, however there was also a disproportionate volume of ASB, and Waste issues identified and mirrored in the same areas.

2.4 Officers also utilised the CCTV as a resource with an allocated officer scanning, gathering information and re-tasking officers to respond immediately. In addition the CCTV officers recorded over 100 incidents, referring criminal matters to the police in real time and capturing footage for subsequent fines and prosecutions.

2.5 The below chart shows the breakdown in the operation action:



2.6 An increase in gathering key gang intelligence, and waste enforcement in known gang areas were the main outcomes captured from the tasking sheets. A large volume of actionable intelligence around the; gang related activities,



## Appendix 5

hot spot areas, where they congregate, individuals of interest and their actions have been captured during the operation.

- 2.7 There was also evidence of licence venues, such as betting shops in the area, which appeared to be a daily hub for some of these gangs to congregate. Through the surveillance of officers and co-ordination with CCTV. The Council recently implemented a Borough Wide Drinking Ban and the operation helped identifying hot spots outside working hours within Brent to develop a robust policing plan in this areas by the PTT, who work a 7 day week, between 6-4am.
- 2.8 The correlation between ASB and Waste Hotspots was particularly evident in the Harlesden and Willesden Ward, emphasising the need for developing more joined up area based operations. The intelligence has been shared with services, and partners including the Brent Police Gangs Unit, and the Metropolitan Police North Intelligence Hub.
- 2.7 Brent's CCTV cameras covered a number of the gang related hot spot areas and Intelligence gained included gang member associations, venues frequented by gangs, antisocial behaviour and drug dealing hotspot. There was also the prevalence of sex working in the Harlesden area which enabled key location and times to be shared with the outreach worker. CCTV operatives proved an invaluable extra resource during these operations, which other partners positively welcomed. Some examples around officer activity are detailed below;
- The operation and with the assistance of CCTV controllers, captured gang members involved in drug supply outside Bet Fred in Kingsbury High Road and William Hill in church road. This intelligence was logged and passed on to the police licencing team, who contacted both establishments and banned individuals from the venue. Further methods to safeguard organisations were developed and shared with partner businesses. Going forward this case study will be used by the police licensing team to ensure that all betting establishments have their processes reviewed and reporting lines strengthened where needed.
  - The operation identified two locations in Blackbird Hill and Old Church Road where young girls were at risk of child sexual exploitation. CCTV was used effectively to capture images of girls who were potential victims and alleged perpetrators. Officers were also able to speak to other young people. Who shared their concerns for safety. Actionable intelligence was passed on the Integrated Risk Management Panel which has resulted in an ongoing police investigation.
  - The operation targeted prolific individuals involved in ASB and drug dealing in Chapter Road (Willesden Ward), who refused to engage with the police and Council. 3 persistent offenders who were ring leaders in the open drugs market were identified and targeted with Criminal Behaviour Orders banning them from the area.
  - Young offenders were also identified on the operations, this was shared with the YOT and one example resulted in an individual who was on the

## **Appendix 5**

gang matrix and in breach of the conditions of their licence being recalled to prison. This has resulted in the need to further strengthen actionable intelligence with the YOT, going forward. It has also enabled a further ability to enforce and protect.

- The operations have been effective in dealing with anti-social fireworks in the autumn period, working the with CCTV Unit to deploy police into hot spot areas and reassure Councillors, community and residents groups of the council's ability to respond to these seasonal issues. The added use of the CCTV vehicles acted as a further deterrent when deployed into locations
- Feedback from officers on the operation also showed an increased holistic understanding of Waste, ASB and Gangs issues with officers feeling more confident in tackling issues which might fall outside their specialism.

2.9 Intelligence has been also been gained on the following:

- Regular missing/looked after children
- Vulnerable victims
- Organised drug networks
- Problematic venues

### **Waste enforcement outcomes**

2.10 The following outcomes regarding Waste Enforcement were also achieved from this operation, highlighting the diverse benefit to the operation.

- 47 cases were referred to Waste Enforcement.
- 14 cases issued with S342 invites for interview with clear up costs – all these cases were concluded with enforcement action and cost applied.
- 10 cases were escalated to Fixed Penalty Notice's
- 1 FPNS was cancelled•
- 7 FPN's cases were concluded with enforcement action and cost applied
- 2 FPN case is still ongoing
- 1 case was issued with a written warning
- 1 case was issued with a caution without cost – no further action was taken.
- 10 cases were concluded without enforcement action as there was no breach.
- 6 cases was closed due to insufficient evidence to pursue .
- 5 case is still on ongoing- issued with S342 invites for interview with clear up costs .

**Contact Officer:**

**Simon Egbor**

**ASB and Crime Manager**

## **Appendix 6**

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# Open Space Qualitative Assessment 2017

London Borough of Brent

Summary Report – produced by Keep Britain  
Tidy



# Contents

Page 3	Introduction
Page 4	Methodology
Page 6	Results
Page 21	Reports
Page 22	Community Survey
Page 23	Recommendations

## About Keep Britain Tidy

Keep Britain Tidy is an independent environmental charity with three goals – to eliminate litter, improve local places and prevent waste.

We understand that we cannot reach our goals by working alone, so we work with businesses, schools, communities, individuals, government - local and national – and other charities and voluntary organisations.

We know that if people care for the environment on their own doorstep – the local park, the street in which they live, the river that runs through their area – then the environment, the community and the individual will all benefit.

We manage the Green Flag Award Scheme under licence from the Ministry of Housing Communities and Local Government

# Introduction

To enable the London Borough of Brent to produce a new Local Plan which will guide the development of the borough over the next 20 years, an Open Space Study was commissioned to form part of the evidence base for this plan. As the Green Flag Award is the recognised industry standard for the measure of quality of parks and green spaces this has been used to conduct an assessment of 86 parks and open spaces.

The Green Flag Award scheme recognises and rewards well managed parks and green spaces, setting the benchmark standard for the management and of recreational outdoor spaces across the United Kingdom and around the world. Sites are judged on both their management plans and the condition of the sites that are being provided against key criteria that include:

## **A welcoming place**

This means creating a space which through its visual appearance, range of facilities, standards of maintenance and ease of access makes people feel they are in a cared for place.

## **Healthy Safe and Secure**

This criterion encourages the provision of healthy activities that are safe to use in an environment that allows people to feel personally safe.

## **Well Maintained and Clean**

For aesthetic as well as health and safety reasons issues of cleanliness and maintenance must be addressed.

## **Environmental Management**

It is important that the way the site is managed has a positive impact on the environment both locally and globally

## **Biodiversity, Landscape and Heritage**

Looking at the appropriate management and conservation of; natural features, wildlife and flora, landscape features and buildings and structures.

## **Community Involvement**

This addresses the approach of the managing organisation to communicating and involving the community it seeks to serve.

## **Marketing and communication**

How the site is promoted to encourage use and communicates with the community

## **Management**

Implementation of the management plan

# Methodology

The approach taken was to use a combination of the Green Flag Award assessment and Mystery Shop assessment methodology to visually assess each site against the site criteria and provide feedback and recommendations.

A score sheet was created that included the criteria described in the Introduction section of this report, broken down in to twenty six sub-criteria. Each sub-criterion is scored from 0-10. The scoring line used is as follows. A scoresheet can be found in *Appendix 1 – Score sheet*

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

A number of experienced Green Flag Award Scheme Judges were engaged. All with a background in the management of green spaces: both at a strategic level and also with practical experience. They were briefed and allocated sites to visit. Using the score sheet (Appendix 1) they assessed each space against the Green Flag Award criteria, providing a score for each sub-criterion with recommendations for scores lower than 7 and photographs to support their feedback. As the Judges had no access to management documentation their assessments were based on visual inspection at the date and time of their visit.

Visits took place from October 2017 to December 2017.

To ensure the consistency of the feedback, a number of sites were assessed more than once by the Green Flag Award Training Manager and the Green Flag Award team that includes experienced judges.

## Not scored

Judges could also use the option to note a criterion was 'not scored' (n/s) in instances where it would be difficult to assess without more information being available. For example the use of chemicals may sometimes be obvious on site but non observation would not give 100% assurance that none is used.

## Not Applicable

They could also choose to note a criterion as 'not applicable' N/A if there was no evidence to support a score being given. (E.g. Conservation of buildings and structures; if no buildings or structures were present on site on site)



## **Final Score**

Once scored the total score was divided by the number of criteria scored then multiplied by 10 to give a percentage score for each site. Following discussions with London Borough of Brent it was agreed that the final scores would be based on the criteria that was visible on site and could therefore be scored, and would exclude areas such as community engagement and marketing.

It should be noted that a high percentage score does not indicate that everything on a site is of good quality and no work is required, for example a site may have a high percentage score having scored highly on all criteria but one, e.g. signage may have received 0 as none was present on site.

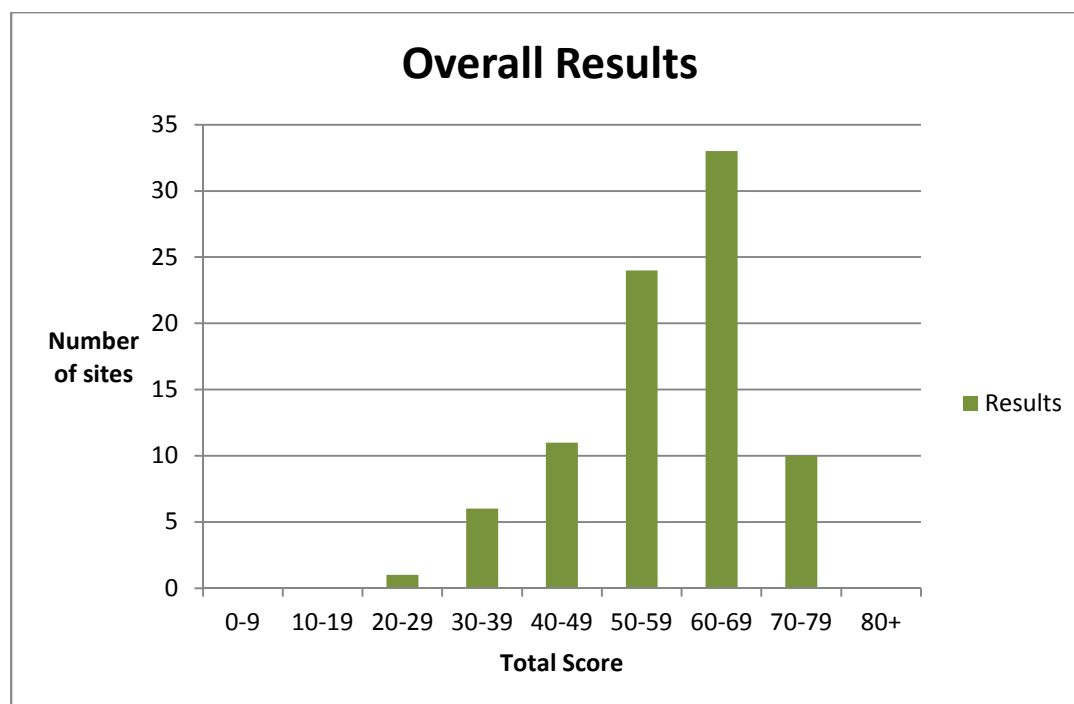
## **Limitation of the assessment**

Each site was only assessed on one or two occasions, therefore some issue may just have been a one off occurrence, e.g. substantial litter immediately after an event.

The outcome of these assessments is provided in *Appendix 2 – Brent Final reports*

# Results

Each site was given a final percentage score which can be found on each score sheet and summary table in *Appendix 3 - Brent Feedback scores only*.



Sites which have score over 70% would be deemed to be of the standard that could achieve the Green Flag Award. Scores of 60% – 69% could achieve the standard with moderate investment to improve the areas identified. Those scoring 59% or below would require a significant level of investment in a number of areas.

The highest and lowest scoring sites can be found in the tables below.

### Highest scoring sites

Site	Score
Gladstone Park	76%
Woodhouse Urban Park	76%
Pinemartin Activity Park	75%
Welsh Harp North OS	75%
Mapesbury Dell	74%
Preston Park	74%
Rainbow Park	73%
Diageo Lake	71%
Tubbs Road	71%
Brondesbury Park Open Space	70%



Mapesbury Dell

### Lowest scoring sites

Site	Score
Brondesbury Villas Playground	44%
Butlers Green Open Space	44%
Welsh Harp South Open Space	43%
Quainton St Open Space	42%
Cambridge Close Play Area	40%
Brentfield Park	39%
Denzil Road Open Space	38%
Dudden Lane Corner	36%
Evefield Open Space	34%
Chapter Road	33%
Leybourne Road Open Space	31%
Learie Constantine open space	21%



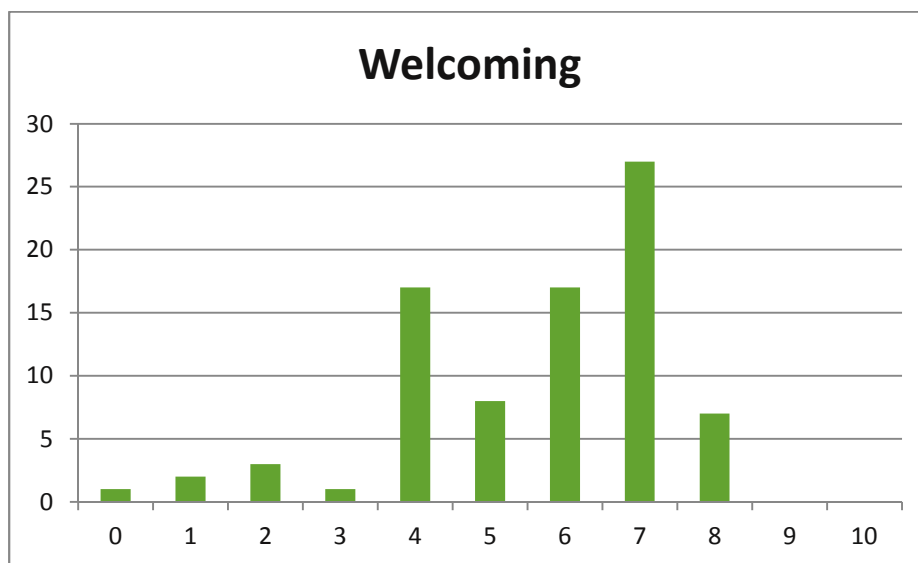
Learie Constantine Open Space

The following charts show the range of score achieved in each of the criteria

## A Welcoming Place

This criterion recognises that the site is one that invites and draws people into it. The Judges were looking for a space that through visual appearance, range of facilities, standards of maintenance and ease of access would indicate that the site is cared for and accessible by all. The following charts illustrate the results from four sub criteria for a Welcoming Place

### 1. Welcoming



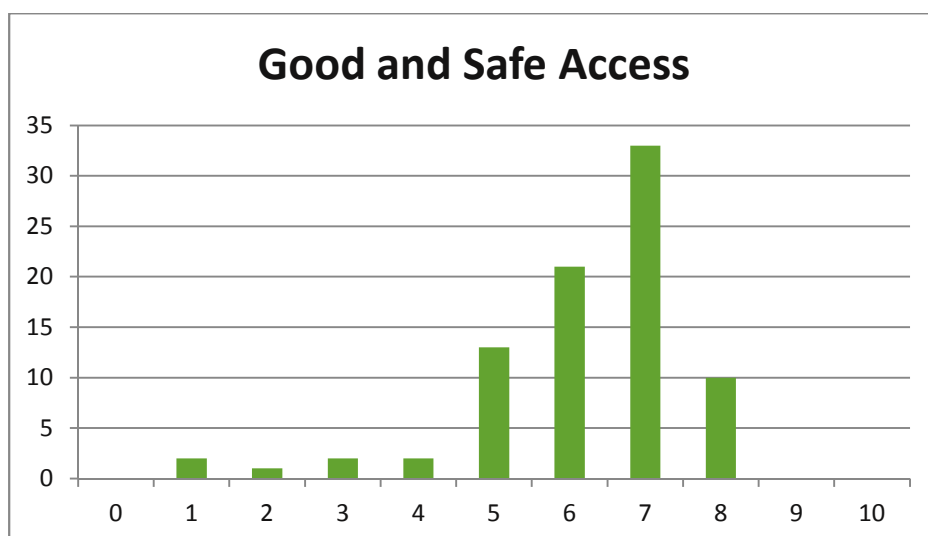
### Average Score – 5.6

41% of sites scored good or very good. 59% of sites fell below the accepted Green Flag Award standard



Evefield open space had significant litter problems including this abandoned shopping trolley, this affects how users feel about sites and impacts on how welcoming a site is perceived. Control of litter and removal of the shopping trolley will improve the situation.

## 2. Good and Safe Access



### Average Score – 6.2

51% of sites scored good or very good. 49% of sites fell below the accepted Green Flag Award standard.

It should be easy for anybody, irrespective of their ability, to enter and get around the site, where practicable. This criterion assesses the safety and practicality of physical routes into, out of and around the site. How these affect the visitors and residents of the site or its immediate environs.



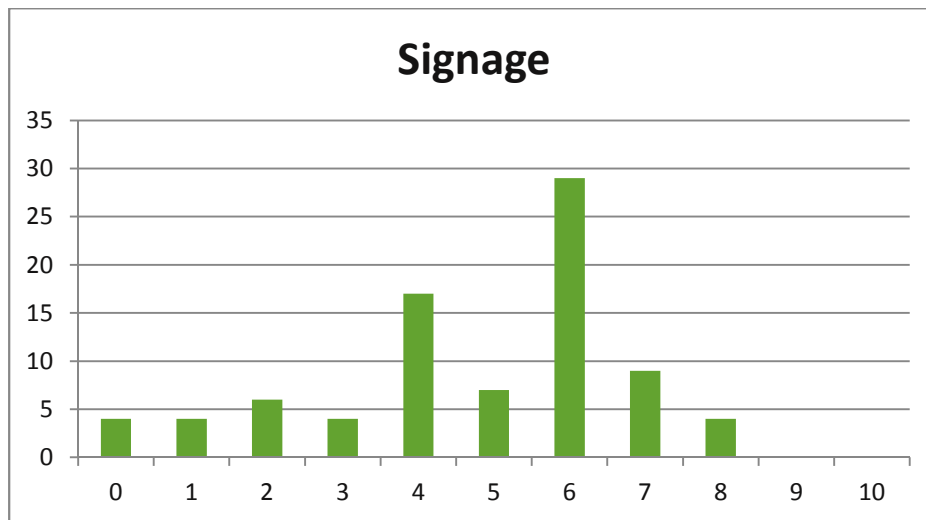
Gates scoring the path surface at Coronation Gardens



Path into Brentfield Park obscured by weeds



### 3. Signage



#### Average Score – 4.8

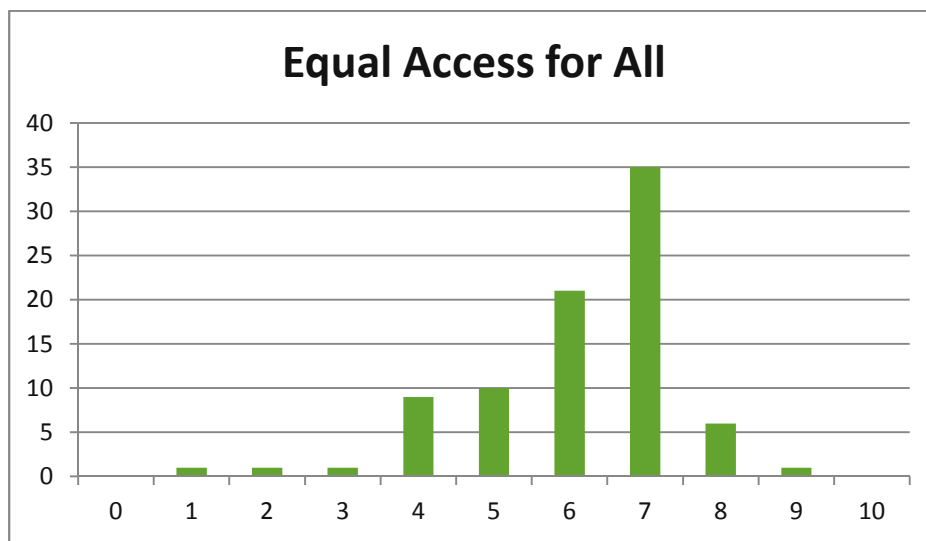
16% of sites scored good or very good. 84% of sites fell below the Green Flag Award standard

Signage and information panels should be appropriate to the type of site, of good quality, well maintained and free from vandalism. The content should be useful, appropriate to the visitor, friendly and welcoming and easy to read. It should help visitors to find the site and once there, to get around and make the most of activities and facilities on offer.



Sign requires cleaning at Silver Jubilee Park

#### 4. Equal Access for All



#### Average Score – 6.1

49% of sites score good or very good. 51% of sites fell below the Green Flag Award standard

This criterion assesses how well managers welcome the range of visitors (and potential visitors) to their site. It is important that managers consider the needs of various groups be they different ages, cultural or social groups.

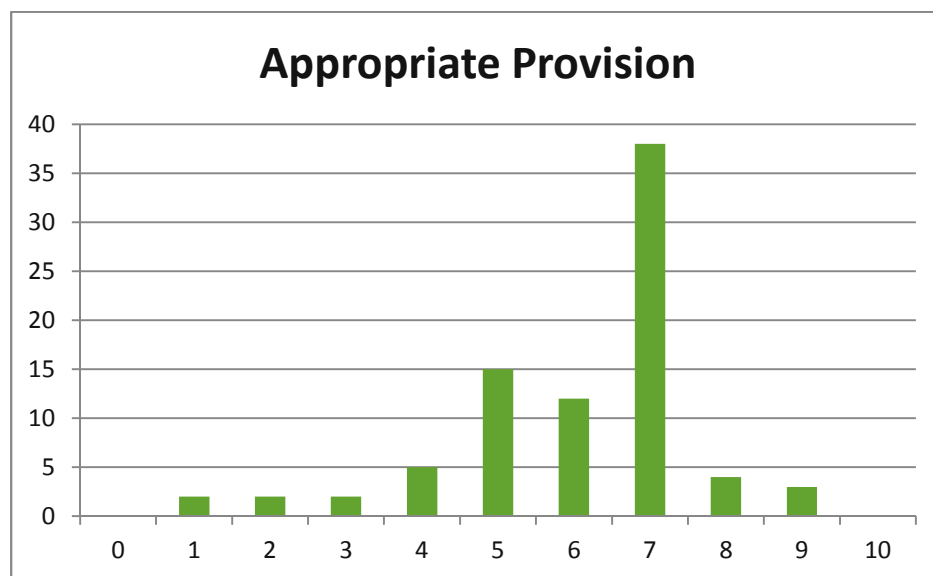


Access to Chapter Rd open space could be improved by installing a hand rail or installing a ramp.

## Healthy, Safe and Secure

This criterion looks at how the site encourages people to enjoy healthy activities using appropriate, safe to use facilities. The judges were looking at what facilities and activities were available on site and the safety of the environment in which they are being used. The following charts illustrate the results from four sub criteria for Healthy, Safe and Secure

### 5. Appropriate Provision of quality facilities and activities



### Average Score – 6.1

55% of sites scored from good to excellent. 45% of sites fell below the Green Flag Award standard

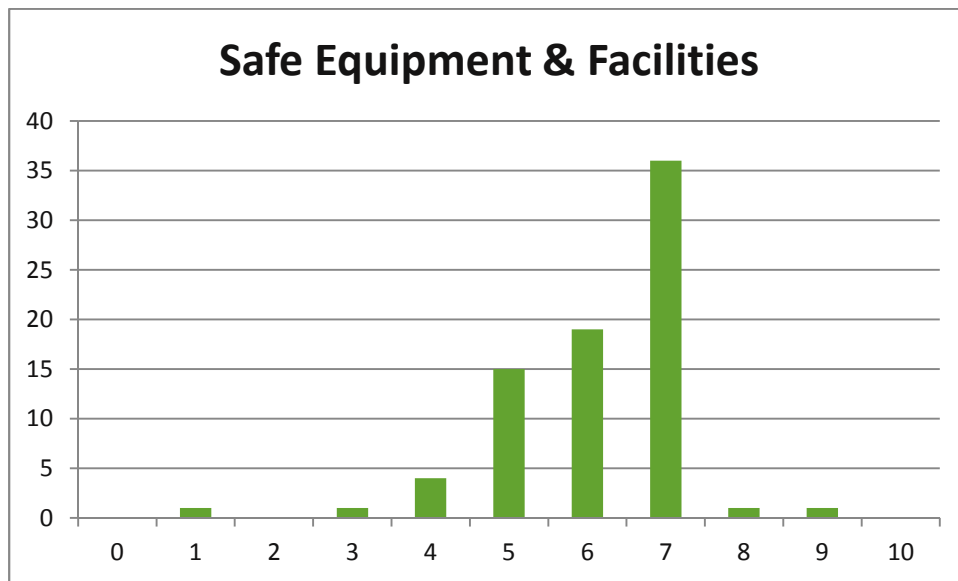
This criterion is concerned that the provision of facilities and activities enables users of the site to be healthy, safe and secure. What is offered should be appropriate to the site and fit for purpose.



Missing play equipment at Cambridge Close play ground should be reinstated to offer the opportunity for children in the area to exercise through play



## 6. Safe Equipment and Facilities



### Average Score – 6.1

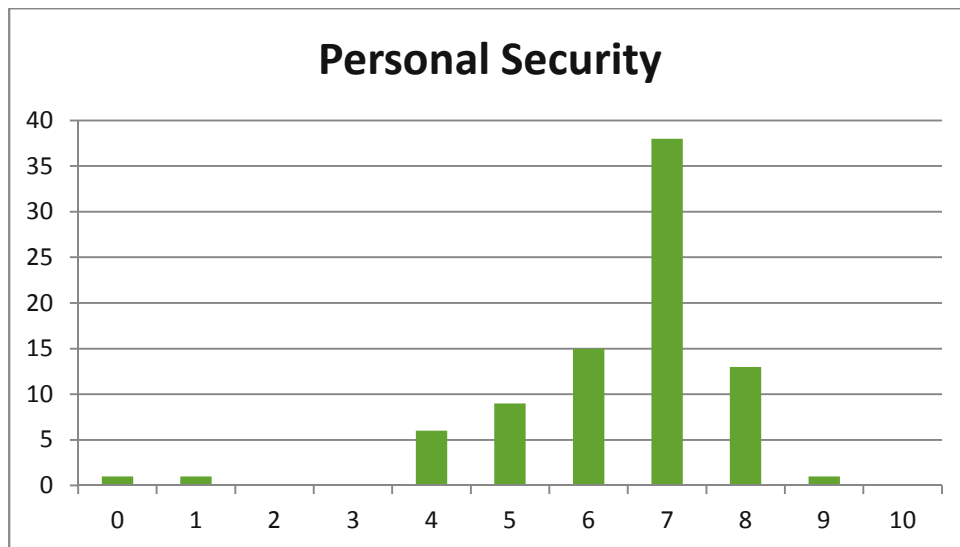
48% of sites scored from good to excellent. 52% of site fell below the Green Flag Award standard

This criterion examines whether the equipment and facilities provided on site are safe to use and that any events or activities held on the site are safely managed.



Chalkhill open space has a derelict BMX track that needs attention or removal.

## 7. Personal Security



### Average Score – 6.4

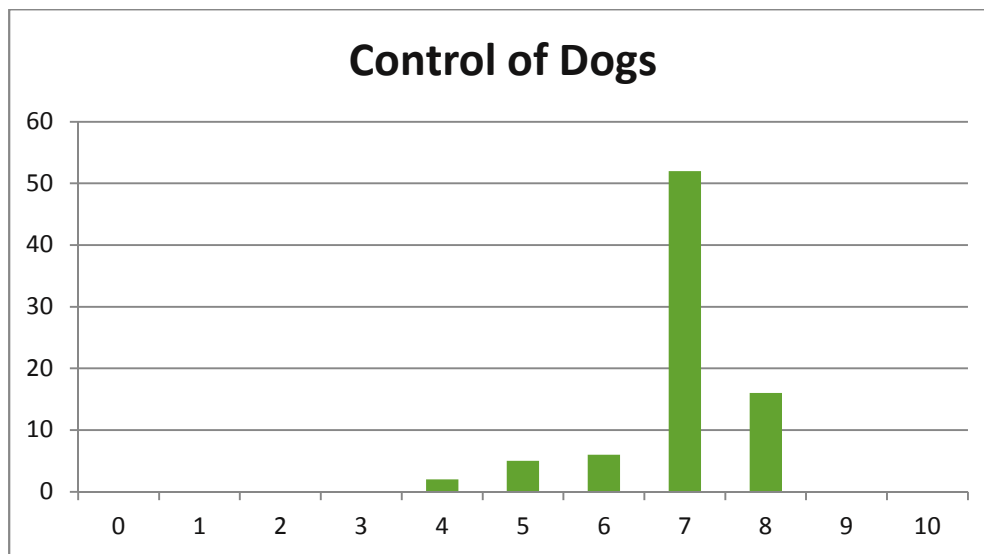
61% of sites scored good to excellent. 39% of sites fell below the Green Flag Award standard

This examines the measures taken to ensure that people on the site are kept personally safe. Examples of this can include; on site staff, contact details on signage, clear sightlines, lighting and CCTV if appropriate.



Shrub growth in the glass house at Barham Park provides cover for antisocial behaviour which makes the site feel unsafe. Pruning and maintenance of this area is necessary to alleviate this problem.

## 8. Control of Dogs



### Average Score – 6.9

84% of sites scored good to very good. 16% of sites fell below the Green Flag Award standard.

The expectation is that, if dogs are allowed on the site, it encourages responsible dog ownership to ensure that dogs do not become a nuisance and affect the enjoyment of others using the space.



Unusable dog bin in St Raphael's open space needs to be replaced.

## Well Maintained and Clean

For aesthetic as well as health and safety reasons, issues of cleanliness and maintenance must be addressed. The Judges were assessing; litter and waste management and also how grounds, buildings, equipment and other features were being maintained. The following charts illustrate the results from three sub criteria for Clean and Well Maintained.

### 9. Litter and waste management



### Average Score – 5.2

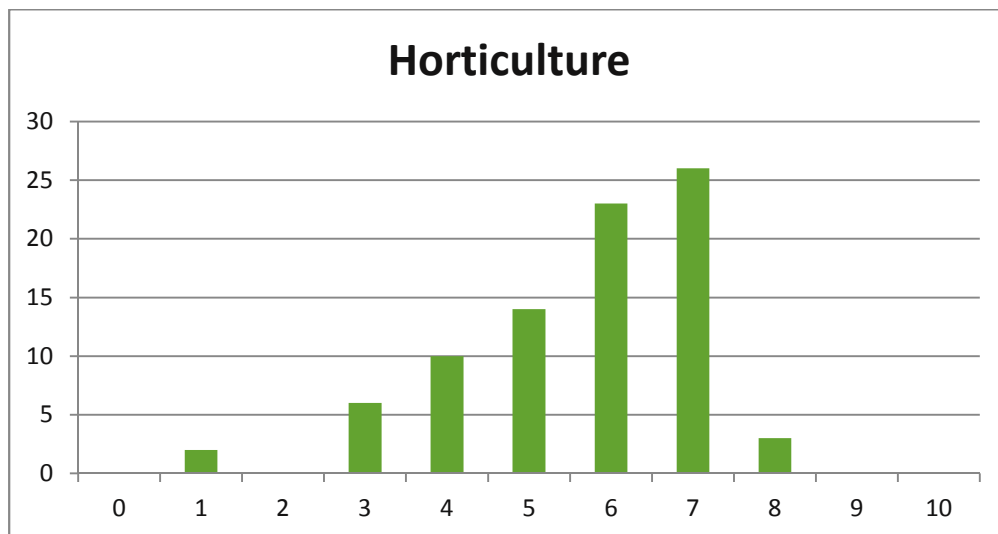
30% of sites scored from good to excellent. 70% of sites fell below the Green Flag Award standard

It should be evident from the levels of litter on the site that there is a robust policy for managing litter and waste. There should be an adequate number of bins available which are maintained and emptied in line with littering patterns specific to each site.



Litter and fly tipping in Abbey National (Tookey Close) needs clearing.

## 10. Horticulture



### Average Score – 5.6

35% of sites scored from good to very good. 65% of sites fell below the Green Flag Award standard

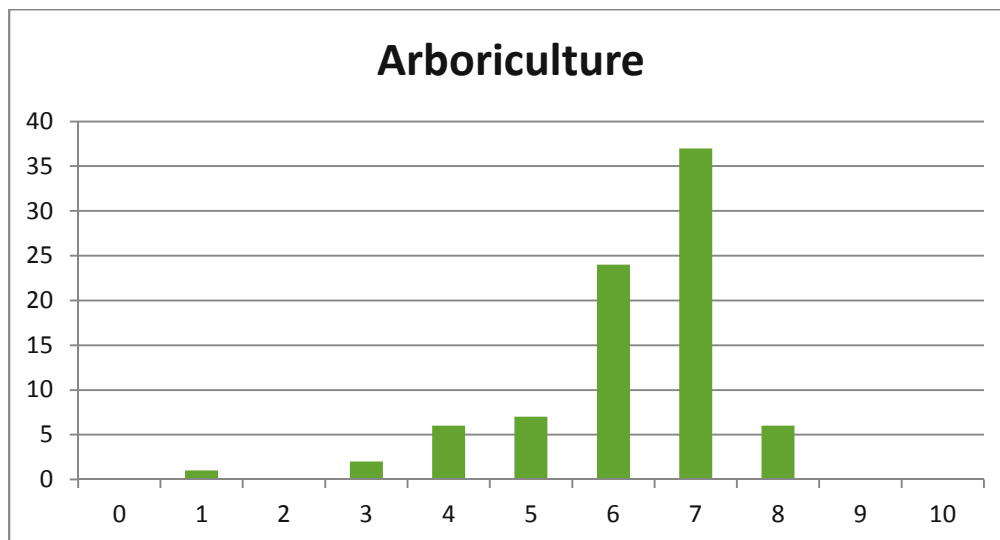
Horticultural maintenance should be based on the quality of the outcome and carried out to the recognised National Sector Standards. There should be evidence that good standards of horticultural practice are being maintained across all areas of the site, e.g. shrub beds, flower beds and grassed areas.



Shrubs around the glass house in Barham Park need to be pruned.



## 11. Arboriculture



### Average Score – 6.6

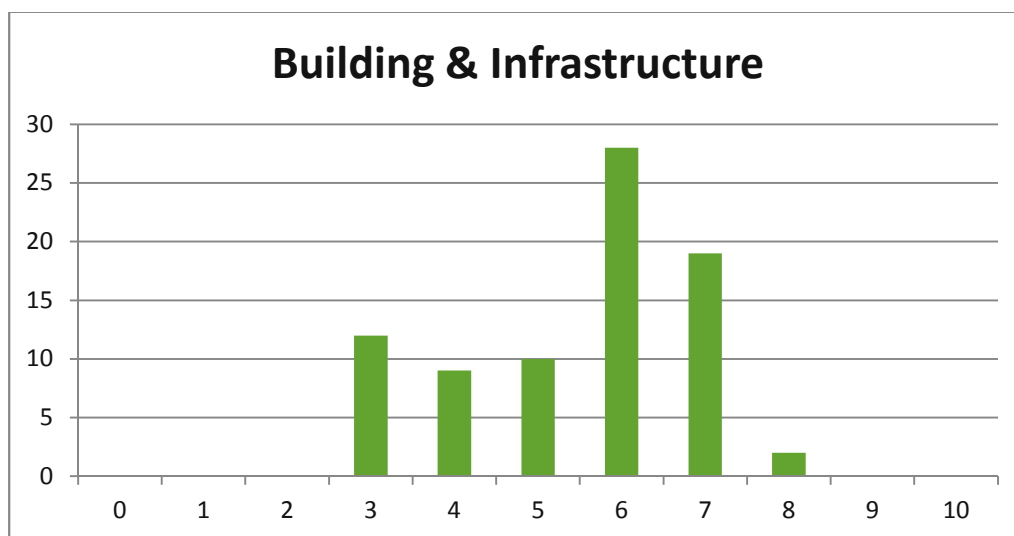
52% of sites scored from good to very good. 48% of sites fell below the Green Flag Award standard

Good arboriculture or forestry practice should be evident across the site. Regular monitoring of trees as appropriate to the site should be undertaken to ensure tree health and provide a duty of care to visitors and staff.



Trees at Village Way need to be surveyed and works carried out as necessary.

## 12. Building and infrastructure Maintenance



### Average Score – 5.5

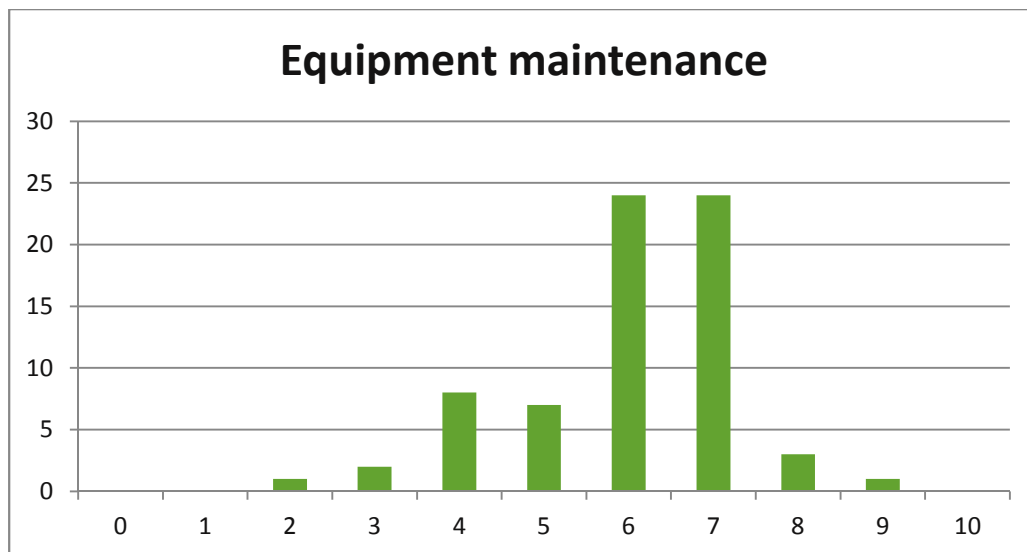
27% of sites scored from good to very good. 73% of sites fell below the Green Flag Award standard

This includes the buildings, fences, gates, paths and roadways on site. They should be well maintained and clear of graffiti, flyposting, weeds and potholes as relevant. Buildings should be in use where possible and should look cared for. Pathways should be structurally sound and clear of detritus.



Benches in Silver Jubilee Park need reviewing and repairing

### 13. Equipment maintenance



#### Average Score – 6

38% of sites scored from good to very good. 62% of sites fell below the Green Flag Award standard

This covers equipment used by the public and staff and should be maintained to the highest recognised standard to prevent injury and accidents.



Missing equipment and surfacing under the equipment needs attention at Church End open space.



The following criteria were not scored on a significant number of sites due to availability of evidence, scores are provided where possible

## **Environmental Management**

This criterion seeks to ensure that the way a site is managed has a positive impact on the environment, locally and globally, both now and in the future. The judges were limited in what they could assess visually and the options to use, not score or not appropriate, were taken rather than penalise sites should the judges make assumptions on how they were managed.

## **Biodiversity, Landscape and Heritage**

Sites should pay attention to the appropriate management and conservation of natural features, buildings and structures. The judges were looking to see if there was evidence of proactive management of these elements if present on the sites.

## **Community Involvement**

This section identifies the extent to which the community are consulted and actively engaged in the management of the site, which can then ensure that what is being provided is desired and appropriate for the community. The judges had limited opportunities to score this on a visual assessment and the decision was made to provide feedback on this criterion but not include it in the overall score for each site.

## **Marketing and Communication**

This area looks at the ways that managers understand the key benefits of the site and how they use this information to promote it appropriately. There should be an understanding of main user groups and potential user groups and this basis then ensures that appropriate facilities and events are cost effectively promoted and provided. The judges were limited to assessing what was physically on the site and again the decision was made to provide feedback on this criterion but not include it in the overall score for each site.

## **Reports**

For each site assessed a report is provided in *Appendix 2 – Brent Final Reports*

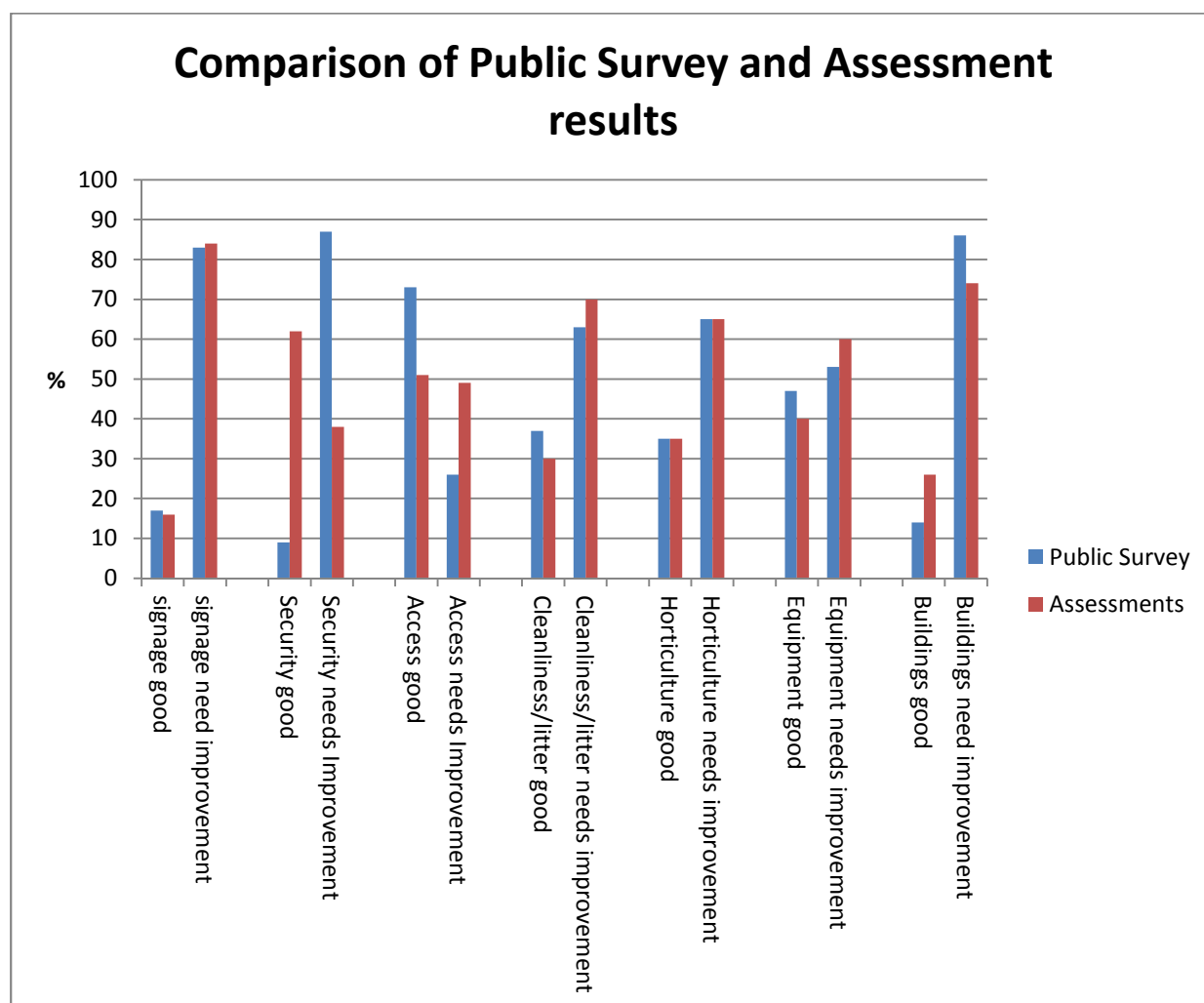
A spreadsheet is provided which is a summary of score and total score *Appendix 3 – Brent feedback scores only*

A spreadsheet is provided which is a summary of scores and recommendations for improvement for any criteria that scored 6 or below *Appendix 4 – Brent feedback scores and recommendations*

A folder containing a report and labelled photographs for each site has also been provided

# Community survey

The following graph compares the results from the public survey against the actual assessment results. Anything that scored good or very good has been compared to a score of 7 or above. Anything that scored poor or very poor by the public has been compared to a score of 6 or below which indicates improvement required.



In most case the public and assessment results are close and in the case of horticultural standards the results are the same; however in the area of personal security the result varies significantly. This could be explained by the time of day the assessments took place, which was during daylight, in many cases the sites were open and felt safe to use. Local residents and users will probably have answered the question based on their experience that will have included evening use, or knowledge of particular incidents that have taken place on a particular site.

# Recommendations

We would recommend the following action is taken if not already in place where relevant, however the items listed are the actions that require most immediate attention and are a common across many sites

- Ensure a tree survey is carried out and this is repeated annually to identify and rectify any issues found.
- Ensure children's play equipment is inspected in line with guidelines, and current safety surfacing is inspected for compliance.
- Ensure all horticultural elements are maintained in line with specification and a planting programme to replace missing plants/enhance biodiversity is put in place.
- Implement a litter picking regime at each site having first identified when the peak times are for littering or engage with community groups to run regular clean up days.
- Carry out a full review and replacement programme for furniture such as bins and benches and remove those that are in a damaged or dangerous condition. New Veolia recycling bins should be secured to remove health and safety risk.
- A programme of infrastructure repair or replacement is required to ensure elements identified don't deteriorate further and are brought back to an acceptable state of repair.
- Complete consultation with the community to decide on the future use and facilities required on sites identified.
- Conduct consultation with users and local residents to better understand the issues relating to security on each site.
- Complete a signage review to identify where signs should be installed and implement a programme of maintenance for existing signs.
- A full condition survey of buildings is required to determine which could be renovated, repurposed, removed or replaced.
- Training for staff on the Green Flag Award standard

There are individual recommendations made for each site which may not be included in the above list, therefore reference should be made to *Appendices 2 and 4* when developing a plan for each site.

# Assessment Form – London Borough of Brent



Name of Site		Date and time of Assessment		Weather conditions	
Type		Ref		Score	

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Comments/Recommendations( if score 6 or below)
	<b>A Welcoming Place</b>	
1 Welcoming		
2 Good and safe access		
3 Signage		
4 Equal access for all		
	<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities		
6 Safe equipment and facilities		
7 Personal security		
8 Control of dogs / dog fouling		
	<b>Well Maintained and Clean</b>	
9 Litter & waste management		
10 Horticultural maintenance		
11 Arboricultural maintenance		
12 Building & infrastructure maintenance		
13 Equipment maintenance		
	<b>Environmental Management</b>	
14 Managing environmental		

impact		
<b>15</b> Waste minimisation		
<b>16</b> Chemical use		
<b>17</b> Peat use		
<b>18</b> Climate change adaptation strategies		
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora		
<b>20</b> Conservation of landscape features		
<b>21</b> Conservation of buildings & structures		
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development		
<b>23</b> Appropriate provision for community		
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion		
<b>25</b> Appropriate information channels		
<b>26</b> Appropriate educational and interpretational information		
<b>Total Score</b>		
<b>Percentage</b>		

Additional comments

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Abbey National, Tookey Close	<b>Date and time of Assessment</b>	5/11/2017 AM	<b>Weather conditions</b>	Cloudy
<b>Type</b>	small open space	<b>Ref</b>	202137854	<b>Total Score</b>	45%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	<b>Score</b>	<b>Comments/ recommendations (if score 6 or below)</b>
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## A Welcoming Place

<b>1 Welcoming</b>	4	Access from the southern footpaths was enclosed. There had been an attempt to cut back overhanging brambles and dogwood but the clippings had been stuffed into the copse at this entrance. The rest of the site is generally open to the houses overlooking with no problems on those sides. The amount of litter was off putting hence the low score. <b>Improved maintenance standards are required to make the site more welcoming</b>
<b>2 Good and safe access</b>	6	Access was safe and fair, <b>paths require repair</b>
<b>3 Signage</b>	0	None seen. <b>As a minimum name of site, managing organisations and contact details should be provided on a sign</b>
<b>4 Equal access for all</b>	7	Suitable access for residents. Level paths.

## Healthy, Safe and Secure

<b>5 Appropriate provision of quality facilities and activities</b>	5	Just a green space with trees and a casual football area. <b>More could be done to encourage active lifestyles such as exercise equipment, recommend consultation with community</b>
<b>6 Safe equipment and facilities</b>	5	Nothing of consequence on site. <b>Bins require fixing.</b>
<b>7 Personal security</b>	5	There are some congregation areas for undesirables - this was a concern to some residents. Teenagers seen smoking drugs along the back lane at the time of judging.
<b>8 Control of dogs / dog fouling</b>	7	No problem identified.

## Well Maintained and Clean

<b>9 Litter &amp; waste management</b>	1	The entire scrub perimeter of the site was heavily littered. There was fly tipping in several corners including tyres, carpet, insulation board and a mattress. A new bin had been installed, but not fixed down. <b>Litter requires removal and a regular litter picking regime is required.</b>
<b>10 Horticultural maintenance</b>	4	Mostly grass cutting on site but those planted areas that could be maintained were simply edged with a hedgecutter. <b>Scrub edges could be thinned out and coppiced annually to provide stem interest.</b> Low score also due to cuttings stuffed to side at entrance. <b>Cuttings require removal</b>
<b>11 Arboricultural maintenance</b>	6	Very little on site except amongst scrub edges.
<b>12 Building &amp; infrastructure maintenance</b>	4	<b>Bench in need of a serious clean, sand and treat. Some</b>

		<b>footpaths cracking but not affecting access yet a programme of repair should be put in place. Defunct signage post left in situ – should be removed.</b> A wooden bollard had been replaced. One footpath more recently resurfaced and in better condition than others.
13 Equipment maintenance	N/A	No equipment on site
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Little evidence to assess
15 Waste minimisation	7	New recycling bin installed
16 Chemical use	n/s	No usage seen
17 Peat use	n/s	no formal planting so assume non used
18 Climate change adaptation strategies	n/s	very basic site no evidence available
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	1.	<b>Scrub edge to site is heavily contaminated with litter and needs to be adequately maintained to encourage healthy growth of trees and shrubs.</b>
20 Conservation of landscape features	6.	<b>Just an open green space for residents, maintenance requires improvement.</b>
21 Conservation of buildings & structures	N/A	none on site
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing present
23 Appropriate provision for community	n/s	It provides welcome open space with seating adjacent to the housing area and an open grass area for football and play. <b>Consultation with community is required on future improvements</b>
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	<b>Nothing obvious on site</b>
25 Appropriate information channels	n/s	<b>Potential to discuss issues with residents in order to gain an insight into local aspirations.</b>
26 Appropriate educational and interpretational information	N/A	None present
<b>Total Score base on 1 - 21</b>	68	
<b>Percentage</b>	45%	

#### Additional comments

The site was looking quite worse for wear on the judging visit. The presence of such a large amount of litter was off-putting and a real let down to the residents.

The provision is quite basic but welcome amongst the housing area as an open space that is overlooked by

housing.

**There is, as always potential to get the community involved in a very thorough clear up of the litter before considering whether the site is suitable for some further developments such as more of a collecting space with more seating, planting and just a bit more 'life' to it.**



# Assessment Form – London Borough of Brent



Name of Site	Aylestone Ave OS (Tiverton Green)	Date and time of Assessment	11 Oct 2017 2.45pm & 5/12/17 am	Weather conditions	Sunny  Dull
Type	Local Park	Ref	202038392	Score	60%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments /Recommendations (if score 6 or below)
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## A Welcoming Place

1 Welcoming	6	Good site lines across the site. Different entrances give differing impressions. The entrance from Aylestone Avenue looks well maintained and inviting, obvious dog free and dog friendly areas. <b>Entrance near the children's play area on Tiverton Road looks less inviting, gate does not close properly and requires repair, notice board require graffiti removal, children's play area looks tired and benches in the play area are in poor condition and needs replacing</b>
2 Good and safe access	6	Paths in general are in good condition, particularly in the dog free area. <b>One of the gateways from the dog free to dog friendly area would benefit from being paved and the access slopes had started to accumulate a large volume of leaf fall which requires removal</b> Access to the equipment in the children's play area is poor and those using pushchairs or mobility aids in this area could struggle, path between equipment would help as would paving around bench
3 Signage	4	pedestrian signage in adjoining roads direct you to Tiverton Recreation Ground, and the onsite notice boards say Tiverton Green. <b>All signs should show a consistent name for the site – it is Tiverton Rec? Tiverton Green? Or Aylestone Avenue Open Space? Suggest Tiverton Green is used as this is on the notice board and the name used on google maps.</b> Notice board by children's play area could do with some attention and removal of old notices and graffiti. PVC sign attached to railings by Aylestone Avenue entrance is in good condition but should be removed as it is out of date.
4 Equal access for all	6	<b>In general access to this site is good, however there are issues with access to equipment in the children's play area if visiting with pushchairs, prams or mobility aids. Hence the need for additional paving in this area</b>

## Healthy, Safe and Secure

5 Appropriate provision of quality facilities and activities	7	There has obviously been some recent investment in this site and the addition of the MUGA, climbing wall, cycle training track and outdoor gym equipment is of great benefit to the local community. Providing dog free and dog friendly areas is also a good idea. <b>The site is let down by the tired condition of the children's play area which requires replacing or refurbishment</b> The cycle training track is an excellent facility allowing children to learn the rules of the road in a safe environment.
6 Safe equipment and facilities	7	In the main this is good throughout the site. <b>There is an issue with the gate access at Tiverton Road which has</b>

		<b>dropped and doesn't lock, this requires repair, the gate to the children's play area closes quite quickly and requires inspection</b>
7 Personal security	7	Good sight lines across the site.
8 Control of dogs / dog fouling	7	Park has both dog free and dog friendly zones. No issues with fouling noted during my inspection. Noted that dog owners were policing the issue themselves and offering fellow dog walkers bags to clean up after their pet.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	5	Lots of litter especially around the benches and picnic table areas despite plenty of bins. <b>Regular litter picking is required</b>
10 Horticultural maintenance	6	Very little provision other than short mown grass and some 'meadow' areas but plenty of potential. <b>Litter should be removed from the shrubs at The Avenue boundary.</b>
11 Arboricultural maintenance	5	Trees somewhat windswept and those planted during the more recent regeneration have had little aftercare. Attempts made to prop up some with plastic piping and <b>dead trees should be removed and replaced.</b>
12 Building & infrastructure maintenance	7	Majority of infrastructure is in good condition. <b>Gate at Tiverton Road entrance has dropped slightly so can no longer be bolted shut this requires repair. A more permanent solution is require to deal with issue of preventing access between gym equipment and cycle track which currently is blocked with a temporary wooden structure</b>
13 Equipment maintenance	6	Swing needs replacing
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	<b>More care needed for tree stock. Attention to the type of tree / planting location and aftercare needed. Consideration could be given to differential mowing regimes to encourage biodiversity.</b>
15 Waste minimisation	5	<b>recycling bins on site however not fixed down which is required for safety.</b>
16 Chemical use	n/s	No obvious use on site
17 Peat use	n/s	Unable to assess on this visit
18 Climate change adaptation strategies	n/s	Unable to assess on this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	5	Little habitat provision other than an area of relaxed mowing and standard trees poorly maintained. <b>Review habitat provision and improve tree maintenance.</b>
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	N/A	No historic buildings or structures on site
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	<b>Page 104</b> Notice boards with little indication of being kept up to date with old notices about the regeneration of the park now some years old. Summer festival banner still tied to railings. <b>Regular review of notice boards is required so</b>

		they are maintained with up to date relevant information
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	4	Old posters and banner not taken down. Little evidence of any future organised activities. <b>Remove old information and provide new details.</b>
25 Appropriate information channels	4	<b>Use of long website addresses on outdoor gym poster but would be impossible to remember without taking a photo of it. Needs to be simplified.</b>
26 Appropriate educational and interpretational information	n/a	none provided other than old out of date information about the former regeneration of the site. Would be useful to know what has happened since then and how the park will develop from that.
<b>Total Score</b>	96	
<b>Percentage</b>	60%	

#### Additional comments

This is a park that has had a significant amount of investment and serves a large community with a school next door. It has an open windswept feel to it so would benefit from more tree planting but with aftercare to ensure the trees survive. Likewise the relaxed mown areas could be improved. It is a lovely park that could reach GFA standard if the above issues can be addressed, the litter sorted out and the benches / access in the children's play area improved.

# Assessment Form – London Borough of Brent



Name of Site	Barham Park	Date and time of Assessment	14/8/17 10.00	Weather conditions	Dry, bright
Type	Local park	Ref	202209691	Score	45%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments /Recommendations (if score 6 or below)
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## A Welcoming Place

1 Welcoming	4	The site did not feel welcoming due to the littering, derelict glass house and presence of human faeces on site. <b>Review litter collection schedule, repair or remove glass house, remove all human faeces.</b>
2 Good and safe access	6	<b>There were issue with surfacing in car parks and paths that require attention, The paving through the old glasshouse is uneven and this area requires cordoning off. The new paths round the perimeter of the site had damage to the edging that required repair.</b>
3 Signage	6	<b>Signage at entrances requires improvement, with up to date information and perhaps a map on the board to locate features. A sign at the fishers way end entrance could be added.</b>
4 Equal access for all	4	<b>Drop kerbs in front of benches to improve accessibility, provide benches along "new" path provide stopping point for less able people. Provide disabled parking bays in car park and improve surface, fill in pot holes to make site more accessible</b>

## Healthy, Safe and Secure

5 Appropriate provision of quality facilities and activities	6	There was good exercise equipment provided however the installation had created maintenance issues. We question the positioning directly next to the play area however understand this was done following consultation, however on inspection day this was being used by children as additional play.
6 Safe equipment and facilities	5	<b>Safety surface in children's play area was starting to lift creating a tripping hazard. Human faeces requires removal from site</b>
7 Personal security	4	Although the site was well used, this was limited to the children's play area. The overall maintenance and cleanliness made other areas feel unsafe. <b>A cleansing regime is required particularly at peak times. Staff presence on site would help to reduce the incidents of anti-social behaviour. Removal of overgrown areas and old greenhouse would help to improve personal security</b>
8 Control of dogs / dog fouling	6	<b>Some dog fouling was observed, signage could help reduce this.</b>

## Well Maintained and Clean

9 Litter & waste management	2	<b>A major issue throughout the site, including cans bottles, cigarette litter, fast food. Also evidence of human faeces in walled garden and in area near telecom building. Regular cleansing regime required especially at weekends and after the weekend</b>
10 Horticultural maintenance	3	Horticultural standards were inconsistent across the site,

		the walled garden had higher standards of maintenance, in other areas such as the old glass house the standard was very poor. <b>Remove overgrown areas around glasshouse. Thin out areas of scrub around perimeter of site</b>
11 Arboricultural maintenance	6	<b>There was evidence of maintenance near the play area but some areas around the edge had trees with broken branches which require removal</b>
12 Building & infrastructure maintenance	3	<b>Benches required regular maintenance regime. Old glass house requires removal, in the meantime recommend that this is fenced off as condition of structure and path inside presents a health and safety issue</b> <b>Low walls between playground and walled garden require repair.</b> <b>Trellis on wall hanging off requires repair. Repair pot holes in car park. The kerb along the new pathway has moved in a number of places and asphalt is cracking this require repair. Paving in the war memorial area require repairing.</b>
13 Equipment maintenance	5	<b>Play equipment looked safe however the safety surface required attention</b>

### **Environmental Management**

14 Managing environmental impact	n/s	This was difficult to assess however apart from encouraging recycling there was no other evidence.
15 Waste minimisation	7	<b>New recycled bins were provided on site however these need fastening down</b> and wood was chipped for mulching under trees
16 Chemical use	n/s	<b>There was evidence of chemical use along railings, the need for this could have been avoided by placing the railings next to the paving. Use was also evident around glass house</b>
17 Peat use	n/s	N/A
18 Climate change adaptation strategies	n/s	Unable to assess

### **Biodiversity, Landscape and Heritage**

19 Management of natural features, wild fauna and flora	4	There was no evidence of active management to improve biodiversity, eg. Habitat creation. <b>There were areas around the perimeter that appeared not to be managed, could these areas be managed for biodiversity</b>
20 Conservation of landscape features	4	<b>Features such as the small pond near the walled garden was poorly maintained and full of weeds and litter. This requires cleaning and filling with water. Maintenance of the walled garden was of a higher standard to other areas of the site, however maintenance of horticultural features could be improved. This areas was spoilt by the addition of the large recycling bins, could these be moved to a less conspicuous place or just outside this area</b>
21 Conservation of buildings & structures	2	<b>The glass house was derelict and requires removal. War memorial paving requires repair. The new recycling bins looked out of place in the historic walled garden</b>

### **Community Involvement**

22 Community involvement in management & development	n/s	n/s
23 Appropriate provision for community	6	<b>There is play and exercise provision and a toilet on site as well as formal gardens, however the maintenance of these features needs to be improved and improvements to the green elements and</b>

		infrastructure of the whole site to encourage use of the whole.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	6	There was some evidence of marketing observed, A marketing plan for this site should be developed
<b>25</b> Appropriate information channels	n/s	There were signs at the site highlighting events
<b>26</b> Appropriate educational and interpretational information	1	No educational interpretation was provided at the war memorial or in the walled garden. Interpretation panels could be provide to interpret significant features
<b>Total Score</b>	77	
<b>Percentage</b>	45%	

Additional comments

This site was being well used and has huge potential, however on inspection the site felt neglected and had clearly deteriorated over recent years, a programme of maintenance to required standards is needed and infrastructure issues need to be addressed. A cleansing regime is needed to ensure site is welcoming and does not encourage further anti-social behaviour

# Assessment Form – London Borough of Brent



Name of Site	Brampton Grove	Date and time of Assessment	5/12/17 AM	Weather conditions	Cloudy
Type	Small Open Space	Ref	202127974	Score	64%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments /Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	7	Very open area amongst housing development.
2 Good and safe access	7	Open access, no trip hazards or reasons for concern.
3 Signage	4	No signage on site as more of an open space than a park so none may be deemed Appropriate <b>Consider signage approach to site.</b>
4 Equal access for all	6	No issues – <b>could benefit from a subtle path to encourage walks within or to allow wheelchair users to access further off the footpath but not essential.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	No facilities or activities on site. Just a valuable green space with trees and open grass.
6 Safe equipment and facilities	6	Nothing of significance to judge against. Facility for dog walkers or local children to run around. <b>Tree stakes should be removed</b>
7 Personal security	7	Site felt safe – grass cut and no litter visible. Overlooked by houses, no corners with restricted views.
8 Control of dogs / dog fouling	7	No issues on site at all. No bins for dog waste but locals probably take it home to their own bins
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Site was very clean – apart from some litter and waste plastic beneath a boundary wall.
10 Horticultural maintenance	7	Mainly grass cutting. <b>Old tree stakes should be removed as no longer required. The site was cut to the edges which meant there wasn't a dense border of brambles etc. as seen on other sites.</b>
11 Arboricultural maintenance	6	No major concerns, <b>some side shoots could do with removing at the time of judging. Good selection of trees.</b>
12 Building & infrastructure maintenance	N/A	No buildings or infrastructure present
13 Equipment maintenance	N/A	no equipment present
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	n/s

15 Waste minimisation	7	New recycling bin installed
16 Chemical use	n/s	No usage seen
17 Peat use	n/s	no formal planting so none would be expected
18 Climate change adaptation strategies	n/s	N/A very basic site
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	Not many features on site but trees looked reasonably healthy as a habitat for birds and insects.
20 Conservation of landscape features	7	Just an open green space for residents. Good that boundary vegetation has been kept in check when cutting grass.
21 Conservation of buildings & structures	N/A	none on site
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	No evidence present
23 Appropriate provision for community	n/s	It provides welcome open space adjacent to the housing area and an open grass area for play. The trees provide interest and structure amongst the housing. Suggest consultation with community regarding additional facilities as none may be required
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	Nothing obvious.
25 Appropriate information channels	n/s	None
26 Appropriate educational and interpretational information	N/A	None.
<b>Total Score</b>		90
<b>Percentage</b>		64%

#### Additional comments

This site provided really valuable open space amongst built up housing. It had a very safe feel to it and I saw a few residents walking through it rather than sticking to the pavements. **It has limited scope for new facilities and I would question whether it needs any.** Well maintained open space amongst housing.



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Bramshill Road Open Space	<b>Date and time of Assessment</b>	26/10/2017 @ 12.45	<b>Weather conditions</b>	Cloudy
<b>Type</b>	Local Park	<b>Ref</b>	202090284	<b>Score</b>	62%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

<b>A Welcoming Place</b>		
1 Welcoming	7	
2 Good and safe access	6	some trip points in play area needs repair
3 Signage	7	
4 Equal access for all	7	
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	6	3 self closing gates, one to play area needs adjusting/replacing as it closes very harshly causing a risk to children
7 Personal security	7	
8 Control of dogs / dog fouling	7	
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	litter was poor, 1 bin was over full a proper regime of collection and litter picking is required Ensure detritus is removed from under benches and table
10 Horticultural maintenance	5	some areas require weeds to be removed e.g Harley Road. The Brent specification requires implementation to ensure horticultural standards are improved
11 Arboricultural maintenance	6	several trees in falling distance of paths have cavities and need to be removed
12 Building & infrastructure maintenance	5	fence requires painting, although could be left as galvanised metal finish Trip hazard created by edging and ground reinforcing which is lifting needs addressing by bringing the level of the ground up to the edging and fixing /replacing the reinforcing Repair litter bin near entrance to ensure it closes Paint on bench requires removing
13 Equipment maintenance	7	

<b>Environmental Management</b>		
<b>14</b> Managing environmental impact	n.s	
<b>15</b> Waste minimisation	5	<b>Provide opportunities for recycling</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	trees offer shade and will reduce wind and aid reduction in air pollution
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	7	
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	events in noticeboard to encourage community use and engagement
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	6	<b>Make more use of noticeboards</b>
<b>25</b> Appropriate information channels	6	<b>Noticeboard in use, add web and Facebook links to noticeboards</b>
<b>26</b> Appropriate educational and interpretational information	N/A	add appropriate information to the noticeboard where required
<b>Total Score</b>	100	
<b>Percentage</b>	62%	

Additional comments



# Assessment Form – London Borough of Brent



Name of Site	Brentfield Park NW10 8JN	Date and time of Assessment	23rd Oct 2017 Am	Weather conditions	Overcast
Type	Small Open Space	Ref	202127453	Score	39%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments / recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	2	Very poor entrances to the site that feel desolate which is emphasised by the lack of good maintenance overall. No notice boards or sense of ownership. <b>A purpose for this site needs to be defined then a programme of work to improves standards is required.</b>
2 Good and safe access	2	Accessed by two alleyways at one end that are strewn with litter and weeds and one has a drainage problem. The main entrance from the road is great when you get there but it's up a derelict looking lane to the former power station and you have to walk on the road first to get to the pavement. The brambles over the path at one entrance actually caused me to trip up and fall. <b>Ensure all alleyways are kept clean, free of litter and vegetation so the site appears safe to use</b>
3 Signage	2	There is one sign from the road on a post but it's unclear where to go from it as looks like it is into someone's front driveway. <b>Clearer signage at entrances and to the site should be provided, with name of site managing organisation and contact details</b>
4 Equal access for all	6	Mostly okay as gentle topography but there are areas of broken tarmac and a hole in the grass area that would easily cause an injury if you walked or ran into it and it's not very obvious because the grass is quite long and full of dead clippings (see pic). <b>Ensure adequate mowing regime is in place and ensure clippings are removed. Repair broken tarmac and hole in grassed area.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	3	a large space with few facilities other than some seating, bins and lighting. It seems mostly used as an access route from the road to the housing estates. <b>An opportunity to consult with users and potential users and provide equipment/facilities to encourage active lifestyles</b>
6 Safe equipment and facilities	7	What was on site appeared to be safe for users of the space
7 Personal security	4	CCTV camera in main area but not seen at the entrance alleyways which felt unsafe and isolated. <b>Place CCTV to cover alleyways and areas that are deemed to feel unsafe. Ensure all entrances and site is maintained to a high standard to increase use and improve security</b>
8 Control of dogs / dog fouling	7	No dog fouling was observed on the visit
<b>Well Maintained and Clean</b>		
9 Litter & waste management	2	bins provided but the worst litter I've seen in a park for a long time other than Dudden Lane Corner! There was the traditional shopping trolley full of rubbish but also a toilet.

		One bin is missing from its post. <b>Ensure there are adequate bins and cleansing regime in place</b>
10 Horticultural maintenance	3	shrubs unmanaged and grass areas very poorly mown with large areas covered with dead grass from previous attempts at mowing. <b>Ensure grounds maintenance standards are put in place and monitored.</b>
11 Arboricultural maintenance	5	<b>The few trees there look in fair condition but there are a number of self-seeded trees along the pathways that need taking out.</b>
12 Building & infrastructure maintenance	5	<b>tarmac worn in places and path edging weedy. A programme of maintenance and repair is required</b>
13 Equipment maintenance	6	<b>Some new bins and seating but one missing bin needs replacing.</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	0	Nothing seen on site
16 Chemical use	n/s	no evidence of use
17 Peat use	n.s	N/A
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	No evidence of management or habitat creation.
20 Conservation of landscape features	N/A	
21 Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	no evidence
23 Appropriate provision for community	n/s	This is a large site with no indication of how it is used by the community other than as a cut through. In isolation it serves little function and feels intimidating in parts. <b>Consultation is required with the community to consider additional facilities to meet their needs and increase use for recreation.</b>
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	no evidence
25 Appropriate information channels	n/.s	no evidence
26 Appropriate educational and interpretational information	N/A	
<b>Page 115</b>		
<b>Total Score</b>	58	

Percentage	39%	
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#### Additional comments

**A site that has huge potential but just doesn't have any facilities and feels unloved and poorly maintained. There are lots of residential flats and housing nearly without gardens making the site even more important as a community greenspace that should be vibrant and enjoyable to use. The only people using it were those walking through from the shops to the estate and this was half term. Consultation with the community is required to decide on appropriate facilities, such as community growing, exercise equipment, additional seating etc.**

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Brondesbury Park OS	<b>Date and time of Assessment</b>	23/11/17 13.10pm	<b>Weather conditions</b>	Fine but cold
<b>Type</b>	Pocket park	<b>Ref</b>	202211907	<b>Score</b>	70%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Score	Areas for improvement if score 6 or below
		<b>A Welcoming Place</b>	
1 Welcoming		6	Nice pocket park that is not to postcode but eventually found opposite Alverstone Rd
2 Good and safe access		7	Good access
3 Signage		6	Signage at entrance but no directional signage <b>Ensure notices in board are clean and kept up to date</b>
4 Equal access for all		7	Access good for all
		<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities		7	Nice play area segregated from grass seating area.
6 Safe equipment and facilities		7	Looks ok
7 Personal security		7	Nice tranquil spot
8 Control of dogs / dog fouling		8	No dogs allowed in childrens play ground.
		<b>Well Maintained and Clean</b>	
9 Litter & waste management		8	Site clean
10 Horticultural maintenance		8	Raised planter maintained and grass cut.
11 Arboricultural maintenance		7	Trees look ok
12 Building & infrastructure maintenance		7	Good entrance pathway
13 Equipment maintenance		8	Looks well maintained.
		<b>Environmental Management</b>	
14 Managing environmental impact		n/s	Nothing seen

<b>15</b> Waste minimisation	7	Seems efficient
<b>16</b> Chemical use	n/s	No usage seen
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	Nothing obvious.
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	6	Little at present <b>Consider planting, log piles etc. to improve biodiversity</b>
<b>20</b> Conservation of landscape features	7	Maintained to original intentions.
<b>21</b> Conservation of buildings & structures	N/A	None
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	7	Signs of some local interest
<b>23</b> Appropriate provision for community	7	Valuable green space for the area.
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	7	Some information on entrance board.
<b>25</b> Appropriate information channels	n/s	Needs to be created.
<b>26</b> Appropriate educational and interpretational information	N/A	None
<b>Total Score</b>	113	
<b>Percentage</b>	70%	

Additional comments



# Assessment Form – London Borough of Brent



Name of Site	Brondesbury Villas Playground	Date and time of Assessment	12/12/17 11:00	Weather conditions	Bright Dry
Type	Pocket Park	Ref	202125720	Score	44%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Comments/Recommendations( if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	4	The site was open however the maintenance of infrastructure and horticulture was poor and didn't make you want to enter
2 Good and safe access	4	Paving in some areas was poor creating tripping hazards, <b>paving requires replacing</b>
3 Signage	2	No signage was present other than a faded no dogs sign. <b>A small sign with name of site, managing organisation and contact number should be installed, a new no dog sign is required</b>
4 Equal access for all	5	The site was flat however paths require replacing
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	There are no facilities for play on site even though the site is called a playground, only 3 benches
6 Safe equipment and facilities	6	What was provided was safe to use
7 Personal security	7	The site was open and therefore safe and was being used on the inspection date by 1 person
8 Control of dogs / dog fouling	5	Dog free and no dog fouling however user had a dog with them. <b>New no dog signs required at both entrances</b>
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	The site was litter free and a waste bag was hung on the railings, <b>as litter is collected from this site a bin should be installed preferably recycling</b>
10 Horticultural maintenance	4	Standards were poor with little maintenance evident. <b>Shrubs require pruning to specification. Additional planting should be considered as this could be a valuable pleasant green space for the community</b>
11 Arboricultural maintenance	4	<b>Most trees were outside the site, as survey is required. A tree was missing for the middle of the site and should be replaced</b>
12 Building & infrastructure maintenance	4	<b>Paths required resurfacing and railing at the back of the site required painting, the missing gate should be replaced</b>
13 Equipment maintenance	5	<b>Benches were serviceable, however new furniture along with improved horticultural standards would really lift this site</b>
<b>Environmental Management</b>		
14 Managing environmental	n/s	

impact		
<b>15</b> Waste minimisation	3	<b>No recycling opportunity provided on site</b>
<b>16</b> Chemical use	n/s	No use evident
<b>17</b> Peat use	N/A	Would not expect to see use on this site
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	4	<b>Site could be planted to improve biodiversity, perhaps with pollinators</b>
<b>20</b> Conservation of landscape features	n/s	
<b>21</b> Conservation of buildings & structures	N/A	No historic feature present
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	No evidence
<b>23</b> Appropriate provision for community	m/s	Consultation is required with the community to decide on the future use of this space
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	N/A	
<b>Total Score</b>	66	
<b>Percentage</b>	44%	

**Additional comments**

This is a valuable space in an urban area which could be an asset with investment in infrastructure and maintenance



# Assessment Form – London Borough of Brent



Name of Site	Butlers Green Open Space	Date and time of Assessment	14/10/17 12.00	Weather conditions	Bright Sunny
Type	Small open space	Ref	202138731	Score	44%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments /Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	5	Although well used by children and parents the disused toilet blocks did not make the site welcoming, signage explaining what is happening with these buildings would help. <b>Provide signage for disused toilet blocks.</b>
2 Good and safe access	3	<b>Some paths were breaking up and required maintenance/ resurfacing</b>
3 Signage	2	There was no signage announcing the site and providing contact details. <b>Signage welcoming people to the park would help. As a minimum signage with the name of the site managing organisation and contact details should be provided to enable users to report issues in a particular due to the site having children's play equipment</b>
4 Equal access for all	4	<b>Paths to play area were breaking up and require repair/resurfacing and additional seating could be provided.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	4	Toilets are now closed and no provision to encourage healthy lifestyles was present. <b>Toilet facilities should be reinstated or if no longer deemed appropriate a new use for the buildings should be found. Additional facilities for older age groups to engage in physical activity could be considered</b>
6 Safe equipment and facilities	5	<b>Paving near disused toilets required repairing to remove tripping hazard</b>
7 Personal security	7	The site was well used and felt safe due to its open aspect
8 Control of dogs / dog fouling	7	No dog fouling was observed
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	<b>The sites was free of litter but bins required maintenance/replacement</b>
10 Horticultural maintenance	4	Shrub beds are poorly maintained by derelict buildings. <b>Replant beds and implement a maintenance regime to meet the Brent specification Shrubs in beds near derelict buildings show signs of mechanical pruning which is not in line with the Brent specification.</b>
11 Arboricultural maintenance	7	Trees appeared to be maintained
12 Building & infrastructure maintenance	3	<b>Fencing around children's play area requires painting, Weeds at edges of safety surface needs</b>

		removing and surface require repair. Missing gutters at disuse boarded up buildings need replacing. Evidence of structural failure, removal or a new use should be found for these buildings. We would recommend bringing the level of ground around the manholes up, as they are trip hazards, there is a similar issue with the manhole cover near the buildings on the edge of the site.
13 Equipment maintenance	5	Missing benches and damaged bin near bus stop needs replacing. Safety surfacing under climbing frame requires inspection by qualified safety expert and repaired where required
	<b>Environmental Management</b>	
14 Managing environmental impact	n/s	
15 Waste minimisation	3	No recycling opportunities were provided
16 Chemical use	n/s	No evidence of chemical use observed
17 Peat use	N/A	None evident
18 Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	4	There was little evidence of site being managed for biodiversity, consider planting in the areas near the buildings to improve biodiversity, perhaps a community project? Consideration could also be given to creating small wildflower areas at the end of the site to provide interest and colour
20 Conservation of landscape features	N/A	N/A
21 Conservation of buildings & structures	2	A solution to the derelict toilet blocks is required
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	n/s
23 Appropriate provision for community	n/s	n/s
	<b>Marketing and Communication</b>	
24 Marketing & promotion	2	No active marketing was observed. Signage explaining what is happening with the derelict toilet blocks should be provided, this would show that the issue is being actively managed
25 Appropriate information channels	2	No means of communication with users was observed
26 Appropriate educational and interpretational information		N/A
Total Score	71	Page 123
Percentage	44%	

Additional comments

Overall there is a general lack of maintenance and provision is limited to that for younger children. Derelict buildings give the sense the site is not cared for.

# Assessment Form – London Borough of Brent



Name of Site	Caffrey's Gardens	Date and time of Assessment	5/12/17 PM	Weather conditions	Cloudy
Type	Pocket Park	Ref	202051531	Score	6

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	4	Nothing special about the entrances. No real urge to explore the land.
2 Good and safe access	6	<b>It was fairly level with no trip hazards at entrances Issues with paths needs to be addressed. Top entrance was a bit enclosed. Paths require resurfacing</b>
3 Signage	6	A small plaque with information about the history was present. <b>A welcome sign could be provided</b>
4 Equal access for all	3	<b>The paths were uneven with severe dips and humps present. Not suitable for elderly or wheelchair use and possibly even fully able users due to the risk of going over on your ankle. Paths need to be repaired</b> Bus stop adjacent to site.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	No facilities or activities on site. Just a valuable green space with trees and open grass. <b>Consider if further features could be added to increase use following community consultation</b>
6 Safe equipment and facilities	5	There was a bin and benches on site. Basic footpath network. <b>Benches required repair/replacement</b>
7 Personal security	7	Felt safe due to the open nature of the front and sides. Adjacent to a main road with bus stop.
8 Control of dogs / dog fouling	7	No issues seen on site.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	<b>One bin at the top of the park. It was dated and I think was missing it's top. Open bin right beside bench doesn't entice people to sit. No recycling facilities. However site was clear of litter at the time of visit. Replace bin with recycling bin or at least one with a top</b>
10 Horticultural maintenance	6	<b>Hedge was being cut but unsure as to why it was retained – it looks a bit odd, could replace with basic non-formal shrub barrier if it is to reduce road noise. Not much else being maintained apart from grass cutting.</b>
11 Arboricultural maintenance	6	Little carried out over the years but looked safe in terms of H&S.
12 Building & infrastructure maintenance	3	<b>Paths in poor condition, bin dated and in poor condition. Bench dated and paint flecking off steel. Some deterioration of brick wall and pillars noted. Old fencing irons have been left in the boundary wall for no reason – could be removed to improve appearance as</b>

		<b>no longer functional.</b>
13 Equipment maintenance	N/A	no equipment present
	<b>Environmental Management</b>	
14 Managing environmental impact	n/s	4. No separation of recycled waste
15 Waste minimisation	4	<b>No facilities to enforce this, as a minimum install a recycling bin</b>
16 Chemical use	n/s	No usage seen
17 Peat use	N/A	no formal planting that would require use
18 Climate change adaptation strategies	N/A	N/A very basic site
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	6	Not many features on site but trees looked reasonably healthy as a habitat for birds and insects. There was some mixed planting to one side of the park but hadn't been maintained to any degree. <b>Consider a service wide Biodiversity Action Plan.</b>
20 Conservation of landscape features	7	General layout has probably remained unchanged. Trees provide interest in a pocket of green space within dense housing.
21 Conservation of buildings & structures	5	Deterioration of pillars and brick wall was noted but not to a dangerous or irreparable degree. <b>Review maintenance schedule</b>
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	Nothing obvious
23 Appropriate provision for community	n/s	Provides a place to sit amongst the trees. Welcome green space in a dense housing area.
	<b>Marketing and Communication</b>	
24 Marketing & promotion	1	<b>Nothing obvious.</b>
25 Appropriate information channels	N /s	None
26 Appropriate educational and interpretational information	4	None. <b>There could be a lot more done with the historical aspect of the site. Possibly some proper interpretation of Mr. Caffrey and the land set aside.</b>
<b>Total Score</b>	85	
<b>Percentage</b>	53%	

Additional comments

**A small historic green space with a natural feel. The site could be considerably improved to interpret the historic aspect of the site. The footpaths in dire need of repair and the seating area at the back is probably better suited closer to the middle of the space. A better bin and maybe some cautious opening up of the**



tree cover could make this a great pocket park. Local residents could be equipped to carry out basic maintenance such as leaf clearance, litter picking and other tasks if the will was there.

# Assessment Form – London Borough of Brent



Name of Site	Cambridge Close Play Area	Date and time of Assessment	12/10/17 13:30 to 13:50	Weather conditions	Sunny
Type	Pocket Park	Ref	202107613	Score	40%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	4	Access from housing estate on one side and on the other a secluded pathway that runs along Chalkhill Open Space then over the bridge. Due to lack of signage, facilities and maintenance the site was not considered welcoming. <b>Review maintenance and signage.</b>
2 Good and safe access	5	Safe access from the housing estate. <b>There is a desire line access point from Chalkhill Sports Ground to the bridge which is down quite a steep bank - this should be closed off or made safe</b>
3 Signage	1	<b>No signage on site, as a minimum sign with name of site, managing organisation and contact details should be provided</b>
4 Equal access for all	5	<b>Pathways had started to crack and require repair/resurfacing</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	2	There is an area of wetpour surrounded by wooden posts which is where play equipment would have been situated. Unfortunately there is no longer equipment there. <b>Play equipment should be reinstated or another use found for the area</b>
6 Safe equipment and facilities	6	No Equipment present, area where it was has been made safe
7 Personal security	5	Although situated adjacent to housing the site did feel a little secluded. <b>Recommend that a review of the shrubbed areas and boundary trees and hedges to see if they can be thinned out to open up sight lines and provide more natural light.</b>
8 Control of dogs / dog fouling	5	A couple of incidences of bagged waste observed. Aggressive dog not on lead being walked near the bridge to Chalkhill Sprrts Ground - <b>perhaps a dogs on lead designation should be in place in this location and regular inspection and removal of fly tipped rubbish is required</b>
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	Historical litter in shrubbed areas and the boundaries of this site. Flytipped waste also present including artwork of a sexual nature which some would find offensive. <b>Regular inspection and cleansing regime needs to be put in place</b>
10 Horticultural maintenance	4	Grassed areas had been recently mown with cutting left behind. Site had not been litter picked before mowing and leaf fall had been mown over. <b>Grassed areas should be mown as detailed in the Brent specification before mowing. Shrub and scrub areas need thinning out or removing. Shrubs require maintenance in line with specification.</b>

11 Arboricultural maintenance	6	Most trees appeared to be in good condition, however there were some damaged branches to the trees near the bridge which need to be removed
12 Building & infrastructure maintenance	3	pathways cracking and require repair. The pathway from the bridge toward Cambridge Close looks like it has in the past been split into a pedestrian and cycle path, however all markings to indicate this have now disappeared and should be reinstated
13 Equipment maintenance –	3	Play equipment has been removed and fixing points capped however the wetpour area needs to be removed if equipment is not to be replaced. Either way it should be maintained with weeds removed from where it joins other surfaces and the wooden posts should be replaced where missing or removed as part of redevelopment
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Unable to assess on this visit
15 Waste minimisation	n/s	Unable to assess on this visit
16 Chemical use	n/s	Unable to assess on this visit
17 Peat use	n/s	Unable to assess on this visit
18 Climate change adaptation strategies	n/s	Unable to assess on this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	Areas that have little maintenance could be managed to improve biodiversity.
20 Conservation of landscape features -	4	Has a general feel of neglect - grass is cut but nothing else is managed, a <b>vision for the site and management plan needs to be developed</b>
21 Conservation of buildings & structures	n/s	
<b>Community Involvement</b>		
22 Community involvement in management & development - 4	n/s	Appears to be no community involvement - <b>potential to turn the area of wetpour into a community growing space, outdoor meeting place or reinstate play equipment</b>
23 Appropriate provision for community - 3	n/s	<b>This could be a great space for the immediate community, however in its current condition is only a shortcut through to Chalkhill Sports Ground</b>
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	No marketing of site
25 Appropriate information channels a	N/s	
26 Appropriate educational and interpretational information	N/s	<b>As this site is near to a waterway there is the opportunity to put in interpretation panels about the wildlife that could be present.</b>
<b>Total Score</b>	61	<b>Page 129</b>
<b>Percentage</b>	40%	



# Assessment Form – London Borough of Brent



Name of Site	Cambridge Gardens Playground	Date and time of Assessment	11 <sup>th</sup> Oct 2017 10.30am	Weather conditions	Overcast
Type	Pocket park	Ref	202103055	Score	58%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	4	Broken unwelcoming signage. Overflowing litter bin and large bag dumped by one entrance. <b>Review signage and litter collection.</b>
2 Good and safe access	5	heavy metal gates with sliding closing mechanism. Lots of leaf litter with litter mixed into it so unsure what you are walking on. <b>Ensure area is regularly cleaned and consider alternative mechanism on gate to make the site easier to access</b>
3 Signage	5	see 1 above. All very negative. No signs from road. Sign present has name Cambridge Gardens Play area. <b>Consider installing a sign with name of site managing organisation and contact number as a minimum</b>
4 Equal access for all	4	be difficult to access with a wheelchair or mobility vehicle and would need to be fully able to use the play area. <b>Consider engaging with local disability group to visit the site and provide suggestions to make the site more accessible. Introduce all ability play equipment</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	7	All equipment and facilities appeared safe to use
7 Personal security	7	The site felt safe due to its open aspect
8 Control of dogs / dog fouling	8	No dog fouling was observed on the visit
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	2 bins provided but one overflowing with extra litter dumped next to it. Fast food litter mixed amongst leaves in play area and other parts of the site. <b>Consider increasing bin collection or collect after peak times and implement a litter picking regime</b>
10 Horticultural maintenance	6	exposed matting for weed suppression and grass overgrown. <b>Ensure grass is mown in line with Brent Specification. Cover any exposed weed suppressing matting</b>
11 Arboricultural maintenance	7	
12 Building & infrastructure maintenance	7	
13 Equipment maintenance	6	<b>some very old graffiti on play equipment requires</b>

		removal
	<b>Environmental Management</b>	
<b>14</b> Managing environmental impact	n/s	
<b>15</b> Waste minimisation	3	<b>Provide opportunities for recycling</b>
<b>16</b> Chemical use	n/s	No evidence of use
<b>17</b> Peat use	N/A	No evidence of use
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	6	little evidence of positive management or creation of wildlife habitats. <b>Consider planting log piles etc,that could increase biodiversity</b>
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	N/A	
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	n/s	no evidence
<b>23</b> Appropriate provision for community	n/s	Site provides good provision
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	n/s	no evidence
<b>25</b> Appropriate information channels	n/s	no evidence
<b>26</b> Appropriate educational and interpretational information	N/A	
<b>Total Score</b>	93	
<b>Percentage</b>	58%	

#### Additional comments

**This is an area fenced off for use by under 12s for play and is dog free. It provides good shade and would be a pleasant place to site and supervise children playing. It is spoilt by the litter and overgrown grass plus depth of leaf litter might be off putting because of the litter. Cambridge Square is nearby offering a different experience for a wider audience and so complements this space.**

# Assessment Form – London Borough of Brent



Name of Site	Chalkhill Open Space	Date and time of Assessment	12/10/17 11.30 to 12.00	Weather conditions	Sunny
Type	Small Open Space	Ref	202140319	Score	65%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	7	Good Open sight lines across the space. Planted borders at entrances on Chalkhill Road. Site being used by a large number of people including a class from Winston Churchill Sports Academy
2 Good and safe access	7	Wide level pathways throughout the site. <b>Moss growth on the path adjacent to the rail tracks and wooded area needs removal</b>
3 Signage	6	Notice Boards appeared to be relatively new, however all information contained in them was out of date. Three panels adjacent to the woodland inform the visitor of the different types of flora and fauna that can be found on site. <b>Thames 21 had attached a list of activities to the railings surrounding the site – perhaps this would be better in the notice boards. Notice board should be regularly reviewed to ensure up to date information is in them.</b>
4 Equal access for all	6	Wide pathways, level access at all entrances, different types of picnic bench. Play area did include a bucket style swing however the approach to this was grass and may prove difficult to access if you have mobility issues. <b>Consider providing better access to all ability play equipment</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	Large play area, Exercise equipment, Interpretation Panels, Picnic benches, seating areas. Most of the equipment was in good condition – however <b>there were scratchings / graffiti on both the wooden and stone benches, with images that some may find offensive on the stone bench near the amphitheatre style seating structure at the centre of the park. The offensive graffiti should be removed</b>
6 Safe equipment and facilities	7	
7 Personal security	8	Site being used by a number of people including the Winston Churchill Sports School and with clear sight lines the site felt very safe
8 Control of dogs / dog fouling	8	No Fouling witnessed
<b>Well Maintained and Clean</b>		
9 Litter & waste management	5	Plenty of bin provision – however litter throughout the site especially in the wooded area where the litter appears to have been in situ for a long time. <b>Most bins are for general waste however there is one bin that collects recyclable items – Page 13/16</b> <b>Consideration should be given to installing more of these bins in the park perhaps replacing the ones near to picnic benches and ensure regular litter pick of the site takes place.</b>

10 Horticultural maintenance	6	All beds had been mulched however weeds were present and need to be removed and managed to specification
11 Arboricultural maintenance	7	Site has a lot of new trees that are all staked. Did not appear to be any damaged trees at this site
12 Building & infrastructure maintenance	7	Structures and pathways were all in a good state of repair
13 Equipment maintenance	6	<b>Surfacing under play equipment should be inspected to ensure it is compliant with standard as it has become compacted in some areas. Recycling bin requires fixing</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	6	<b>One bin collecting recyclable material, as previously suggested consideration should be given to using more of these on site.</b>
16 Chemical use	n/s	Unable to assess on this visit
17 Peat use	n/s	Unable to assess on this visit
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	5	Appears to be very little management of wooded area immediately adjacent to the rail track. Lots of longstanding litter. There had been mulch added to the bedding areas but there was widespread weed growth. There are interpretation boards explaining what plants, trees and wildlife might be in the park. <b>The wooded area requires appropriate management to improve biodiversity</b>
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	7	All structures appeared to be in good safe condition
<b>Community Involvement</b>		
22 Community involvement in management & development	5	There appears to have been some community involvement in creating anti-litter posters for the notice board. Thames 21 run regular events in the park – could they be given a key to the notice boards to help keep them up to date and then use them to display their event posters rather than attach them to the railings. There was a school using the site at the time of my visit running timed laps of the park. They were not impacting on the other users of the park however on a warmer day there is the possibility for conflicts if the site was busier as they did take over most of the park
23 Appropriate provision for community	7	Park appeared to offer something for everyone, play, exercise equipment, nature, picnic tables.
<b>Marketing and Communication</b>		
24 Marketing & promotion	5	Does feature on the Brent website. <b>Perhaps the information on the website could be enhanced to explain more about the facilities on this site.</b> Used by local schools and local families for play and exercise
25 Appropriate information channels	n/s	Limited information on the web.



26 Appropriate educational and interpretational information	6	Panels near the wooded area. <b>Would be nice to see some interpretation for the stone structures in the park.</b>
<b>Total Score</b>	111	
<b>Percentage</b>	65%	

Additional comments
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# Assessment Form – London Borough of Brent



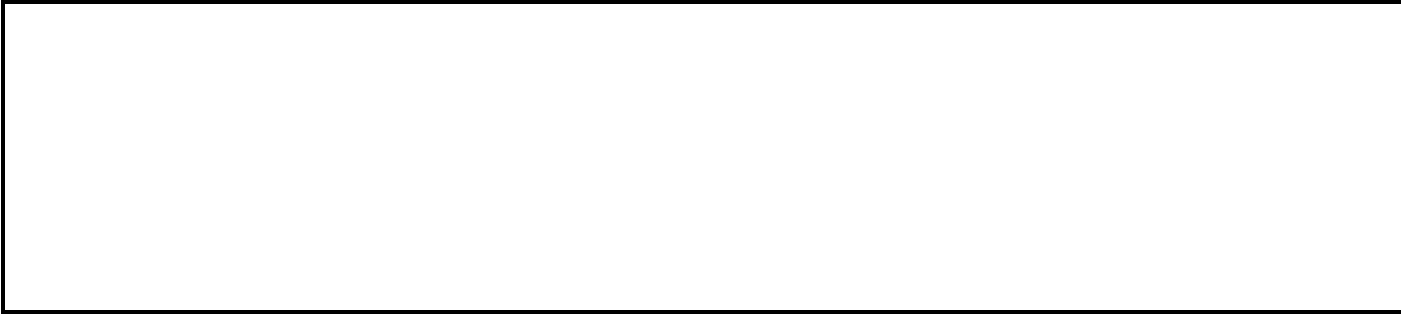
<b>Name of Site</b>	Chalkhill Sports Ground	<b>Date and time of Assessment</b>	12/10/17 12:15 to 13:15	<b>Weather conditions</b>	Sunny
<b>Type</b>	Local Park	<b>Ref</b>	202048234	<b>Score</b>	53%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	Score	Comments/Recommendations (If score 6 or below)
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	5	Site seems to have a general feeling of being uncared for. Litter on the perimeter, fallen branches at the entrance point on the main road
<b>2 Good and safe access</b>	5	Main circular path is in need of some work as the gravel surface is patchy and uneven. The BMX track and scooter track surfaces are starting to break up with potholes appearing and weed growth in the bmx track
<b>3 Signage</b>	5	3 very small signs, one is a map of the site which has graffiti on it, and the other two introduce the scooter and bmx track. It would be nice to see a community notice board on the container situated by the scooter track for use by the community group. There is directional signage to the site on Cambridge Close however this directs people to St Davids Way Open Space BMX track, however the signs on site refer to Chalkhill Open Space. Clear consistent signage needs to be provided
<b>4 Equal access for all</b>	5	Site is currently accessible however further deterioration to the path would make access difficult repair is required
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	5	The facilities on this site have the potential to be a great resource for the community and encourage active lifestyles, however the poor condition of the main path and bmx track will deter users. Scooter track is currently OK however there are the first signs of deterioration of the surface
<b>6 Safe equipment and facilities</b>	4	The BMX track is in poor condition with the encroachment of weed growth and deterioration of the track surface
<b>7 Personal security</b>	7	
<b>8 Control of dogs / dog fouling</b>	6	Some incidences of dog fouling noticed near to the scooter track
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	5	Lots of litter around the borders of this site. There are several litter bins on this site one of which is damaged. The bin on the opposite side of the site to the BMX track is missing the access door and needs replacing
<b>10 Horticultural maintenance</b>	5	Site is mainly amenity grassland, consideration should be given to adding wildflower meadow to the far boundary of the site to add interest. Horticultural elements require
<b>11 Arboricultural maintenance</b>	7	

12 Building & infrastructure maintenance	5	The path surface deteriorating and the scooter and bmx tracks need attention
13 Equipment maintenance	6	Damaged bin as previously mentioned requires repair
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Consider differing mowing regimes, wildflower meadow area. Site has a couple of mature trees – consideration should be given to succession planting
15 Waste minimisation	5	Consider the addition of recycling facilities, particularly near the scooter track and bmx track for plastic bottles/cans
16 Chemical use – n/a	n/s	Unable to assess on this visit
17 Peat use – n/a	n/s	Unable to assess on this visit
18 Climate change adaptation strategies – n/a	n/s	Unable to assess on this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	5	Appears to be limited management of the borders of this site and management for biodiversity
20 Conservation of landscape features	5	Attention needs to be given to the bmx track and pathways
21 Conservation of buildings & structures	n/s	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	It appears that there must be some community involvement in this site as there is a container by the scooter track for the Chalkhill Scooter / BMX club. This structure would benefit from a notice board or interpretation panel to advertise the activities of the group
23 Appropriate provision for community	n/s	This site has the potential to be an excellent resource for the community. However its current condition will put off users and if the tracks deteriorate any further then the site will become a wasteland
<b>Marketing and Communication</b>		
24 Marketing & promotion	4	Poor information about the site online. <b>Review website</b>
25 Appropriate information channels	n/s	enhance the information available on the Brent Council website. Does the community group use social media?
26 Appropriate educational and interpretational information	5	<b>Information on site only refers to the cycle / scooter tracks</b>
<b>Total Score</b>	85	
<b>Percentage</b>	53%	

Additional comments



# Assessment Form – London Borough of Brent



Name of Site	Chapter Road	Date and time of Assessment	05/12/17 10.30	Weather conditions	Dry / cold
Type	Chapter Road	Ref	202138807	Score	33%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	2	Site is a small area between Dollis Hill and Willesden Green tube stations, and can be accessed from Chapter road by a low / dark underpass. <b>There is a lot of litter present by the underpass and the site in its present condition would not encourage a visitor to spend any time there. Litter needs to be removed and perhaps provide some colourful planting that can be seen through the underpass to encourage use, or some planter either side of the underpass</b>
2 Good and safe access	5	approach from Dollis Hill (along Griffin Road) and Chapter Road are level pathways. <b>Access from Jeymer Avenue is down steps with an adjacent grass verge – they are missing wooden posts at the top and bottom of this verge which need replacement or see 4</b>
3 Signage	1	<b>There is no signage on site, Would a sign be appropriate? However the site is listed on the parks finder section of the website. A decision needs to be taken if the ambition is to encourage use beyond it being a path with verges.</b>
4 Equal access for all	6	As stated in point 2 access from chapter road and griffin road are level pathways. <b>Steps to site have no handrail, installation of one is recommended, and repair to steps is required. A desire line has been created next to the steps. Installing a ramp in this area should be considered.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	1	<b>site is a pathway with grass verges and has no facilities aimed at encouraging healthy / active lifestyle. However due to the nature of the site it may be considered not appropriate, recommend consultation with the public to see if any need is identified</b>
6 Safe equipment and facilities	n/s	No equipment / facilities on site
7 Personal security	6	there is street lighting, however the amount of litter at this site makes it look as if it is not cared for. Feel secure during daylight, however I would be a little apprehensive at dusk / night time. <b>Ensure adequate lighting is maintained and ensure maintenance standards are maintained</b>
8 Control of dogs / dog fouling	7	No issues noted at time of visit
<b>Well Maintained and Clean</b>		
9 Litter & waste management	1	No bins present site heavily littered near the underpass. <b>Install litter bins.</b>
10 Horticultural maintenance	1	Appears to be very little maintenance at this site. Review maintenance schedule.

11 Arboricultural maintenance	N/A	no trees within the boundaries of this site but there are trees on the adjacent properties
12 Building & infrastructure maintenance	6	<b>infrastructure in a fair condition, however steps and posts near steps require repair</b>
13 Equipment maintenance	N/A	
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Unable to assess on this visit
15 Waste minimisation	1	no bins on site, lots of litter
16 Chemical use	n/s	No visible signs of use
17 Peat use	N/A	
18 Climate change adaptation strategies	n/s	Unable to assess on this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	3	<b>No active management to improve biodiversity was observed, planting to improve biodiversity and create interest should be considered</b>
20 Conservation of landscape features	n/s	no significant landscape features
21 Conservation of buildings & structures	N/A	N0 features present
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	no community involvement apparent
23 Appropriate provision for community	n/s	At the moment this site is a pathway, however interest could be added by adding planting to the grassed areas, seating, and planters on the large area of pathway between the underpass and the school fence. Planters could also be places on the chapter road side of the underpass
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	minimal information on council website, no signage or promotion on site
25 Appropriate information channels	n/s	Unable to assess
26 Appropriate educational and interpretational information	n/s	no information on site – perhaps you could engage the local school for input
<b>Total Score</b>	40	
<b>Percentage</b>	33%	



# Assessment Form – London Borough of Brent



Name of Site	Chelmsford Square NW10 3AR	Date and time of Assessment	23rd Oct 2017 am	Weather conditions	Overcast
Type	Pocket Park	Ref	202116134	Score	52%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	4	Entered by the north gate which was very heavy and difficult to open. Signage in good condition but all very negative and unwelcoming. Litter very obvious and graffiti on small building. <b>Review signage and litter collection, remove graffiti.</b>
2 Good and safe access	3	No safety area between the entrances and the road so real care needed on exiting the park in particular. It wouldn't be difficult to create a safe area here. <b>Some paving require repair to provide safe access. Restrict parking either side of the entrance to improve visibility</b>
3 Signage	4	No signs to the site and all site signs are very negative and unwelcoming. <b>Ensure notices are welcoming and encourage use by the whole community</b>
4 Equal access for all	4	a mix of path surfaces and widths and some too narrow to access easily with a pram or wheelchair. Some uneven paving with trip hazards. No seating. <b>Review paths and repair replace where necessary. Provide seating to encourage use, particularly of those less able</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	Modern and well-maintained tennis courts but have to book even if empty. No one using them at half term. Garden area very weedy with overgrown shrubs and no seating at all on site even though it says on the notice board it's a quiet space for people to enjoy. <b>Perhaps implement a programme to encourage community use of the tennis courts, free taster lessons.</b>
6 Safe equipment and facilities	7	
7 Personal security	6	poor visibility across the site and once inside it feels enclosed. <b>Ensure sight lines are maintained and shrubs are pruned to facilitate this</b>
8 Control of dogs / dog fouling	7	
<b>Well Maintained and Clean</b>		
9 Litter & waste management	5	litter and graffiti found across the site despite bins being provided. <b>Implement a litter picking regime, or encourage community to take ownership of this issue. Remove graffiti as soon as possible to discourage further incidents</b>
10 Horticultural maintenance	4	very weedy and overgrown. Some attempts to replant but no aftercare evident. <b>Ensure horticultural elements are maintained in line with the specification, Remove weeds on a regular basis and ensure overgrown areas are improved and maintained Ensure shrubs are pruned as recommended rather than with trimmers</b>



11 Arboricultural maintenance	7	No issues with trees were identified
12 Building & infrastructure maintenance	6	mostly okay other than paved pathways an graffitied building. <b>Repaired/replaced paths and remove graffiti from building</b>
13 Equipment maintenance	7	
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	3	<b>Look to introduce recycling bins</b>
16 Chemical use	n/s	no evidence of use
17 Peat use	N/A	N/A
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	5	no evidence of pro-active management or habitat creation but has potential with variety of berry bearing shrubs and saw and heard a fair number of birds. <b>Consider a BAP</b>
20 Conservation of landscape features	N/A	
21 Conservation of buildings & structures	N/a	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	no evidence from notice boards. Unclear who manages the tennis courts
23 Appropriate provision for community	n/s	no play area or seating and it's difficult to walk around the site.
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	no evidence other than negative posters.
25 Appropriate information channels	n/s	no evidence
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	78	
<b>Percentage</b>	52%	

Additional comments

**This somewhat enclosed space feels like it needs opening up to be part of the wider neighbourhood. This would give it better visibility both in and out of the site and across it, and safer access from the road that surrounds it without any pavement.**



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Church End Open Space (NW10 9HX)	<b>Date and time of Assessment</b>	3/10/17 12.00pm &05/12/17 11.00	<b>Weather conditions</b>	Dry but Cloudy on both days
<b>Type</b>	Small Open Space	<b>Ref</b>	202095787	<b>Score</b>	56%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	<b>Score</b>	<b>Areas for improvement if score 6 or below</b>
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	<b>5</b>	Access from church road is open with good sight lines across the space. However the broken overfilled bin immediately adjacent to the entrance is off putting. There is also a damaged advertising board Access between the church and the Trussel Trust is not inviting with numerous vehicles, uneven surface and beer cans and bottles on the railings. <b>Revue access to site and repair/remove damaged advertising board</b>
<b>2 Good and safe access</b>	<b>5</b>	Pedestrian crossing across Church Rd. Pathways within site showing signs of deterioration / cracking. Grass is encroaching onto the edges of the pathways. Safety surfacing under play equipment is now hard and not really fit for purpose, as the soil has become compacted there is no longer any bounce / give. <b>Recommend inspection of surfacing in play area , repair to pavements and cut back grass on paving</b>
<b>3 Signage</b>	<b>4</b>	Notice boards contain dated information and some have had signs taped to the front of the glass <b>Clean notice board glass and ensure up to date notices</b>
<b>4 Equal access for all</b>	<b>5</b>	Pathways are starting to deteriorate. Gates into play area close too quickly. <b>Repair pathways and spring on gate to childrens play area</b>
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	<b>5</b>	<b>Play facilities available. However the judge is concerned about the compaction under the equipment as previously mentioned.</b>
<b>6 Safe equipment and facilities</b>	<b>5</b>	<b>Concerns regarding the safety surfacing under play equipment.</b> <b>Page 145</b> <b>Concerns regarding safety surfacing under skateboard style equipment.</b> <b>One piece of equipment missing (bull / cow spring seat) but base still in ground.</b> <b>One of the toddler swing is damaged</b>

		There is a long (approx. 2m) metal bar loose in the play area currently by the picnic table
7 Personal security	6	Park being used by local child and parent
8 Control of dogs / dog fouling	7	No problems seen during visit
<b>Well Maintained and Clean</b>		
9 Litter & waste management	5	Area seems prone to littering, particularly alcohol related litter that gets placed on top of the railings by the small graveyard. <b>Broken bin at access point from main road needs replacing</b> <b>In view of the types of litter on site consideration should be given to adding in a bin to collect cans and bottles for recycling and regular litter picks should be implemented</b>
10 Horticultural maintenance	7	Site limited to grass.
11 Arboricultural maintenance	7	Trees appeared to be in good order.
12 Building & infrastructure maintenance	5	<b>Pathways starting to fail. Damaged bin and advertising unit needs repair/replacement</b>
13 Equipment maintenance	5	<b>Safety surfacing, broken swing and missing spring seat requires attention</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	<b>Unable to assess on this visit</b>
15 Waste minimisation	4	<b>Receptacles used but area prone to littering. Consideration to adding a bin for recyclable waste</b>
16 Chemical use	n/s	No apparent signs of usage
17 Peat use	n/a	<b>Unable to assess on this visit</b>
18 Climate change adaptation strategies	n/s	<b>Unable to assess on this visit</b>
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	<b>Scope for introduction of wildflower area, should be considered.</b>  <b>Differential mowing regimes to encourage biodiversity / different habitats – not just as a cost cutting measure.</b>
20 Conservation of landscape features	6	Area is of landscape value as it provides much needed recreational space within a dense urban environment.
21 Conservation of buildings & structures	n/s	

		No historic structures on site however it could benefit from some interpretation showing its links to the adjoining church and the graveyard.
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	<b>n/s</b>	No obvious community involvement but events are advertised.
<b>23</b> Appropriate provision for community	<b>n/s</b>	The provision is invaluable to the user groups in this area of high density housing. However the site at the moment gives the impression that it has been neglected.
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	<b>5</b>	Relatively little information on council website. Information on noticeboards out of date. <b>Remove out of date information from noticeboard</b>
<b>25</b> Appropriate information channels	<b>n/s</b>	Could closer links between the adjacent school be made?.
<b>26</b> Appropriate educational and interpretational information	<b>n/s</b>	The introduction of some form of wild meadow areas would enable children to gain information via interpretation boards. Perhaps also some interpretation about the history of the church and graveyard.
<b>Total Score</b>	<b>85</b>	
<b>Percentage</b>	<b>56%</b>	

Additional comments

# Assessment Form – London Borough of Brent



Name of Site	Church End Open Space – Gifford Road	Date and time of Assessment	05/12/17 11.00	Weather conditions	Cold
Type	Small open Space	Ref	202149818	Score	60%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	7	good open aspect to site. Sign inviting you to use this area to play. Informal zoning of grassed area, play area and seating area
2 Good and safe access	6	level access from the pavement in to the site, however the play equipment can only be accessed by steps.
3 Signage	5	only two signs with minimal information. Nothing with the site name on it. <b>As a minimum sign with site name, managing organisation and contact details is required</b>
4 Equal access for all	6	those with mobility issues may find accessing the play equipment difficult. <b>Provide ramped access to play equipment</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	A space that provides a little something for everyone, grass for informal ball games, seating for quiet contemplation, play equipment for children
6 Safe equipment and facilities	6	<b>Safety surfacing around the play equipment needs looking at and the rope on the boardwalk feature is damaged and needs replacing.</b>
7 Personal security	8	site is surrounded by housing and has open sight lines throughout.
8 Control of dogs / dog fouling	6	<b>Although no fouling observed there were two small dogs roaming the site unsupervised. One of the dogs was a little aggressive barking and chasing people walking on or near the site. Consideration should be given to the introduction of a PSPO or a couple of visits from the dog warden.</b>
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	<b>No bins on site and a lot of soft drinks / food on the go litter present on the grassed area and in the shrubbery. Consider provision of bins or regular litter picks</b>
10 Horticultural maintenance	6	<b>standards could be improved. Pruning should be to of recognised horticultural standards there is some evidence of mechanical pruning</b>
11 Arboricultural maintenance	7	trees appear to be in good condition
12 Building & infrastructure maintenance	6	<b>Some damage to the steps leading to the lawn. One of the benches in the seating area has a warped slat which needs repairing</b>
13 Equipment maintenance	5	<b>Play equipment needs some attention – rope needs replacing and safety surfacing needs some attention to ensure it is compliant</b>
<b>Environmental Management</b>		

14 Managing environmental impact	n/s	Unable to assess on this visit
15 Waste minimisation	4	No bins on site – this has led to a high level of littering. <b>I would recommend the installation of one or two bins at this site including provision for collection of plastic bottles and cans</b>
16 Chemical use	n/s	none evident at time of visit
17 Peat use	n/s	Unable to assess at time of visit
18 Climate change adaptation strategies	n/s	Unable to assess at time of visit – judge would be interested to know if choice of planting took climate change into account
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	site appears to be maintained to an adequate standard
20 Conservation of landscape features	7	good to see a green space at the heart of a housing development with good features which seem in good order
21 Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	does not appear to be any community involvement at this site
23 Appropriate provision for community	n/S	
<b>Marketing and Communication</b>		
24 Marketing & promotion	2	no information on council website / no noticeable promotion of site. <b>Review marketing strategy.</b>
25 Appropriate information channels	n/s	Unable to assess
26 Appropriate educational and interpretational information	n/s	Nothing on site
<b>Total Score</b>	96	
<b>Percentage</b>		

Additional comments

# Assessment Form – London Borough of Brent

Name of Site	Church Lane Rec Ground NW9 8BR	Date and time of Assessment	16/10/2017 11.15AM	Weather conditions	WINDY SUNNY
Type	Local Park	Ref	202145211	Total Score	69%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
		<b>A Welcoming Place</b>
1 Welcoming	8	Large area of grass fairly flat with one football pitch. The main surfaced pathway across northern side of ground not used as much as a direct route across grass through centre of park. Grass cutting may not be done often enough
2 Good and safe access	8	
3 Signage	6	signage is old and needs updating. <b>Repaint board and ensure up to date information is available and old notices are replaced</b>
4 Equal access for all	7	
		<b>Healthy, Safe and Secure</b>
5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	8	
7 Personal security	8	
8 Control of dogs / dog fouling	8	There was a dog walker with poo bags using park.
		<b>Well Maintained and Clean</b>
9 Litter & waste management	4	Litter and empty cans throughout park. <b>Ensure a litter picking regime is implemented.</b>
10 Horticultural maintenance	7	Grass is due another cut but may now be too close to end of growing season. <b>Ensure grass is cut in line with specifications</b>
11 Arboricultural maintenance	6	fallen branch on floor under tree, <b>ensure all dead branches are removed</b>
12 Building & infrastructure maintenance	6	<b>Alongside the main path around grassed area retaining wall stone work has been dislodged and requires repairing</b>
13 Equipment maintenance	7	A nice tidy children's play area.
		<b>Environmental Management</b>



14 Managing environmental impact	n/s	
15 Waste minimisation	n/s	
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	7	
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	n/a	
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	104	
<b>Percentage</b>	69%	

Additional.

# Assessment Form – London Borough of Brent



Name of Site	Coronation Gardens	Date and time of Assessment	5/12/17 2.30pm	Weather conditions	Clear dry
Type	Local Park	Ref	202210224	Score	64%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	7	Open site, easy to navigate with a range of facilities, however the enclosed old playground area was unwelcoming due to the quality of facilities and maintenance. <b>This score is based excluding the Playground area which requires complete renovation or removal and another use found for this area as new play equipment has been installed on the site</b>
2 Good and safe access	6	<b>All entrance are good apart from the entrance to coronation gardens playground which has damaged paths, slippery in some places. The playground area needs renovation to make all the site accessible.</b>
3 Signage	6	At the entrance but no directional signage. <b>As a minimum as sign with site name, managing organisation and contact details should be provided.</b>
4 Equal access for all	7	Good apart from old play area7
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Good range of activities for all ages
6 Safe equipment and facilities	4	<b>Safety surfacing under new and existing play equipment requires inspection to ensure it is compliant. Surfacing in old coronation gardens play area is in poor condition and needs replacing, due to the number of trip hazards in this area it is suggested that this area is closed until renovated or removed and redeveloped.</b>
7 Personal security	6	<b>Site felt safe however old play area felt a little less safe and felt isolated from the rest of the site. Removal. pruning thinning out of scrub and shrub beds around this area to open up sight lines</b>
8 Control of dogs / dog fouling	7	No problem seen no dog fouling observed.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Clean throughout. <b>One incident of fly tipping was observed in Shrub bed regular inspection and removal of any fly tipping is required</b>
10 Horticultural maintenance	7	Appeared in good condition
11 Arboricultural maintenance	7	Trees good
12 Building & infrastructure maintenance	6	<b>Generally in good condition apart from old play area where paths and surfaces required repair/replacement.</b>

			Fencing around old play area requires painting.
13 Equipment maintenance	6	There was something missing from a black structure at the top of the hill, perhaps a bin which needs replacing. Grass between wooden slats on ground at top of hill was eroded creating a tripping hazard this needs levelling up.	
		<b>Environmental Management</b>	
14 Managing environmental impact	n/s	Woodchip on beds as weed suppressant and moisture retention.	
15 Waste minimisation	6	Looks well managed.	
16 Chemical use	n/s	No usage	
17 Peat use	N/A	Not required.	
18 Climate change adaptation strategies	n/s	Nothing obvious.	
		<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	6	Habitats limited to trees and shrub beds. <b>It may be advisable to leave an area of grass uncut in order to monitor development in flora and fauna.</b>	
20 Conservation of landscape features	7	New and existing feature on site appeared appropriately managed	
21 Conservation of buildings & structures	N/A	No historic buildings structures present	
		<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	Unable to assess	
23 Appropriate provision for community	n/s	Good inner city provision close to old and new housing development	
		<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	None seen	
25 Appropriate information channels	n/s	<b>Information should be provided at the site for users</b>	
26 Appropriate educational and interpretational information	n/s	None seen	
<b>Total Score</b>		102	
<b>Percentage</b>		64%	

Additional comments

**A site of two halves. The new area has clearly been invested in and provides a good space with range of facilities, some areas on maintenance need to be addressed to ensure there isn't further decline. The old playground requires significant improvement and needs to be brought into the new space or removed and a new use for this area.**



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Crouch Road Open Space	<b>Date and time of Assessment</b>	26/10/2017 @ 1.20pm	<b>Weather conditions</b>	Light rain
<b>Type</b>	Pocket Park	<b>Ref</b>	202077589	<b>Total Score</b>	63%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvemen/recommendationt if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	7	
<b>2 Good and safe access</b>	7	
<b>3 Signage</b>	6	There was a poor noticeboard with outdated information needs cleaning, painting and updating.
<b>4 Equal access for all</b>	7	
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	
<b>6 Safe equipment and facilities</b>	7	
<b>7 Personal security</b>	7	
<b>8 Control of dogs / dog fouling</b>	7	
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	7	
<b>10 Horticultural maintenance</b>	7	
<b>11 Arboricultural maintenance</b>	7	Mature trees on this site give a nice atmosphere. These could be added to with appropriate species.
<b>12 Building &amp; infrastructure maintenance</b>	7	
<b>13 Equipment maintenance</b>	6	1 rocking item needs replacing. Picnic bench needs painting/replacing
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	

<b>15</b> Waste minimisation	6	Consider using woodchip/bark to mulch around trees. The site would benefit from recycling bins
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	N/A	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	6	The trees on site give good habitat. Consider adding wildflower meadow and / or add planted areas e.g up against housing near walls.
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	4	Add information to the noticeboard – perhaps a local residents/community or friends group would carry out this task
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	Use the notice board to promote activities in the local area
<b>25</b> Appropriate information channels	n/s	Add web and social media links to the notice board
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	108	
<b>Percentage</b>	63%	

Additional comments

The notice board is poor and could be much better used on this site

# Assessment Form – London Borough of Brent



Name of Site	Dehavilland Rd Open Space	Date and time of Assessment	5/12/17	Weather conditions	Cloudy
Type	Pocket Park	Ref	202147078	Score	46%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	4	Not particularly welcoming. Litter present, abandoned trolley. Grass cut too late resulting in lots of brown clumps. Railings bent and damaged.
2 Good and safe access	5	<b>Access was fair – however there was evidence that a car had driven through recently using the site as a shortcut to the next street. Bollard required to prevent this.</b>
3 Signage	0	None seen. <b>A small sign with name of site managing organisation and telephone number along with some benches would give the site a feeling of being cared for and a facility for the local community to use</b>
4 Equal access for all	7	Suitable access for residents. Level paths.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	Nothing of real interest. Simply an open space, path and grass. More of a cut through to another street. <b>Could benefit from opposing seating and some sensible planting perhaps to brighten up the estate and make the cut through more interesting.</b>
6 Safe equipment and facilities	N/A	there was no equipment or facilities.
7 Personal security	5	The general area didn't feel very safe. But the site was open to view. <b>Abandoned trolley didn't inspire confidence. Address signs of abandonment such as fly tipped items and car access and this would improve.</b>
8 Control of dogs / dog fouling	7	No issues seen on site.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	Litter was present. No bins. <b>A bin would only be required if the site was developed to be more appealing as a stopping place with planting, seating etc. but at present just a cut through and occasionally used in summer.</b>
10 Horticultural maintenance	6	<b>Grass was cut, but at quite a long stage leaving large clumps rotting into winter. Shrub mounds had been cut this year. Improvement could be made by brightening the place up with planting to increase horticultural value. Grass should be cut in line with specification</b>
11 Arboricultural maintenance	7	Free, good condition.
12 Building & infrastructure maintenance	3	<b>Railings required painting and there was some major</b>

		<b>damage to several sections – bars bent apart etc which requires repair</b>
13 Equipment maintenance	N/A	no equipment present
	<b>Environmental Management</b>	
14 Managing environmental impact	n/s	
15 Waste minimisation	3	No facilities to enforce this, n
16 Chemical use	n/s	No usage seen
17 Peat use	N/A	no formal planting so would not expect to see use
18 Climate change adaptation strategies	n/s	very basic site
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	n/s	very little for this to be valid
20 Conservation of landscape features	n/s	no features
21 Conservation of buildings & structures	N/A	none on site
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	Nothing obvious. <b>Potential to discuss options with residents if they would like to use the space differently.</b>
23 Appropriate provision for community	n/s	Provides a cut through. But generally a welcome green space in a dense housing area.
	<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	Nothing obvious on site.
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	N/A	None.
<b>Total Score</b>	56	
<b>Percentage</b>	46%	

Additional comments

**Could be improved with a clever but basic shrub planting scheme rather than just open grass. Could make an interesting cut through or seating place amongst the housing.**





# Assessment Form – London Borough of Brent



Name of Site	Denzil Road OS NW10 2UU	Date and time of Assessment	23rd Oct 2017 11.00	Weather conditions	Overcast
Type	Pocket Park	Ref	202045619	Score	38%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	2	Open, exposed site at side of the college. No signage and consists of unkempt grass, 2 litter bins, 2 benches (one broken) and overgrown hedge to rear.
2 Good and safe access	4	<b>worn tarmac path covered in moss and algae which makes it slippery when wet, requires cleaning</b>
3 Signage	0	no signage at all. <b>Scored at 0 but perhaps due to size does not need a sign/ However a sign that shows who owns the site with a number for people to report issues would give a sense that the site is cared for</b>
4 Equal access for all	6	flat site but see 2 above.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	2	<b>Very little here to attract visitors. Slat on one seat is missing.and requires repair</b>
6 Safe equipment and facilities	5	<b>broken bench requires repair</b>
7 Personal security	4	Open but feels isolated from the college and talking to <b>a local resident she said it is used by the students at lunch time for 'bad activities'. Liaise with college.</b>
8 Control of dogs / dog fouling	7	No waste but also didn't see any dog poo.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	<b>2 bins on site of different types. They are being emptied but there is still plenty of litter on site, regular litter picks are required, as much of the litter is reported to be left by students could the college be encourage to litter pick the site?</b>
10 Horticultural maintenance	3	<b>overgrown hedge at back of site, grass poorly managed and some waste clippings left at entrance area. One lonely shrub by one entrance. what is present needs managing to specification, further planting should be considered to improve interest/biodiversity</b>
11 Arboricultural maintenance	6	<b>Would benefit from more trees.</b>
12 Building & infrastructure maintenance	4	<b>tarmac path in poor condition require repair and removal of moss. Random lengths of fencing along roadside boundary</b>
13 Equipment maintenance	4	<b>bench needs repairing and outside of bins cleaning</b>

<b>Environmental Management</b>		
<b>14</b> Managing environmental impact	n/s	
<b>15</b> Waste minimisation	3	<b>Provide recycling bin</b>
<b>16</b> Chemical use	n/s	no evidence of use
<b>17</b> Peat use	N/A	N/A
<b>18</b> Climate change adaptation strategies	N/A	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	4	no evidence of management or habitat creation. Some yarrow in the grass sward. <b>Could this small site be planted with pollinators?</b>
<b>20</b> Conservation of landscape features	N/A	No features present
<b>21</b> Conservation of buildings & structures	N/A	Non present
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	no evidence
<b>23</b> Appropriate provision for community	n/s	This site does nothing for the community in its present state.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	no evidence
<b>25</b> Appropriate information channels	n/s	no evidence
<b>26</b> Appropriate educational and interpretational information	N/A	
<b>Total Score</b>	57	
<b>Percentage</b>	38%	

Additional comments

A very sad green space. **A better use for this site should be found following consultation with residents and the college**

# Assessment Form – London Borough of Brent



Name of Site	Diageo Lake	Date and time of Assessment	5/12/17 2:30 pm	Weather conditions	Dry cloudy
Type	Small open space	Ref	202208634	Score	71%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations ( if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	8	Very attractive approach and part of the First Central Business Park.
2 Good and safe access	8	Excellent including bus service.
3 Signage	6	<b>At business park entrance, but doesn't specifically name the site. Improve with welcoming signs to encourage use from wider community with name, managing organisation and contact numbers, a map to show what is available on site should be included in any new signage</b>
4 Equal access for all	7	Good wide pathways.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Ideal for joggers, walkers and business employees. Most facilities provided at surrounding business, e.g. toilets for users
6 Safe equipment and facilities	7	All appeared safe and well maintained on site
7 Personal security	8	Very safe and site includes security points
8 Control of dogs / dog fouling	8	Not an issue site very clean
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Site very tidy and clean
10 Horticultural maintenance	7	Generally very good, <b>Avoid vehicles on grass areas creating tracks</b>
11 Arboricultural maintenance	7	Good tree range in good condition
12 Building & infrastructure maintenance	6	Excellent pathways requiring seating as rest points. <b>Some panels on water feature have become loose or have detached and paths should be topped up where required</b>
13 Equipment maintenance	7	Bins etc appear in good condition
<b>Environmental Management</b>		

<b>14</b> Managing environmental impact	n/s	
<b>15</b> Waste minimisation	7	Appears well managed.
<b>16</b> Chemical use	n/s	None evident
<b>17</b> Peat use	n/s	None evident
<b>18</b> Climate change adaptation strategies	7	Use of woodchip as weed suppressant and for moisture retention.
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	7	Vast opportunity for a variety of habitats.
<b>20</b> Conservation of landscape features	7	Sympathetic to the environment and good maintenance of features observed
<b>21</b> Conservation of buildings & structures	N/A	No historic buildings or structures
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	7	The businesses play a key role in the development and well used by business
<b>23</b> Appropriate provision for community	7	Open for public walker as well as use by employees of local businesses
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	Area promotes itself due to its proximity to the businesses in the park.
<b>25</b> Appropriate information channels	N/S	n/s
<b>26</b> Appropriate educational and interpretational information	1	<b>None seen, and would benefit from interpretation.</b>
<b>Total Score</b>	121	
<b>Percentage</b>	71%	

#### Additional comments

With interpretation this site could be an immediate applicant for the Green Flag Award.

# Assessment Form – London Borough of Brent



Name of Site	Dudden Lane Corner, NW10 2EL	Date and time of Assessment	23rd Oct 2017 12.30pm	Weather conditions	Overcast
Type	Pocket park	Ref	202086364	Score	36%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendation (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	1	I wasn't actually sure this was a site as it had no signage, was dilapidated and dirty, full of litter and felt more like an extension of the street than a green space.
2 Good and safe access	7	Easy access to site from pavement
3 Signage	1	No signs to the site, <b>a simple sign with name, managing organisation and contact details to report issues would be helpful</b>
4 Equal access for all	6	<b>concrete blocks to sit on but no space to have a wheelchair or pushchair next to it. Consider providing additional space.</b> Has steps down to one side of the seating area but flat access to other side.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	3	<b>Very dirty seating area and sculpture needs cleaning of graffiti and renovating. Could do with a jet hose. All hard surfacing other than a fenced off scrubby area full of litter.</b>
6 Safe equipment and facilities	4	all accessible areas are hard surfaced. Seating and sculpture not cared for and look rather sad. There is no interpretation of the sculpture so unclear what it represents here. <b>Seating and sculpture need attention</b>
7 Personal security	6	<b>just uninviting and can't imagine wanting to sit here.</b>
8 Control of dogs / dog fouling	7	None seen on site but potentially not a site where people would take dogs
<b>Well Maintained and Clean</b>		
9 Litter & waste management	1	litter was terrible behind the fence in overgrown unmanaged shrub area. Graffiti on sculpture. <b>Remove graffiti, clean site thoroughly and put in place a maintenance regime/ litter picking and provide recycling bin</b>
10 Horticultural maintenance	1	<b>No maintenance of shrub area. Maintenance needs to be to Brent specification</b>
11 Arboricultural maintenance	3	<b>Mature horse chestnut at front looks in poor condition and restrained at base by metal plates that are part of the street furniture than matches the sculpture. These should be removed or widened to prevent further damage to tree</b>
12 Building & infrastructure maintenance	3	Seating area and sculpture are very dirty and the metal plates at tree base are broken. <b>All infrastructure requires cleaning and repair to metal plates is required. Paving required jet washing to remove staining.</b>
13 Equipment maintenance	N/A	Page 164

Environmental Management		
14 Managing environmental impact	n/s	
15 Waste minimisation	3	Provide recycling bin
16 Chemical use	n/s	no evidence of use
17 Peat use	N/A	
18 Climate change adaptation strategies	n/s	All hard surfacing with runoff to road. Some good shading from tree over seating area.
Biodiversity, Landscape and Heritage		
19 Management of natural features, wild fauna and flora	6	no evidence of management but small site with restricted opportunities.
20 Conservation of landscape features	N/A	N/A
21 Conservation of buildings & structures	3	sculpture in poor condition (see above) and unclear of its relevance. Requires cleaning and maintenance
Community Involvement		
22 Community involvement in management & development	n/s	no evidence
23 Appropriate provision for community	n/s	could be if it was clear and welcoming
Marketing and Communication		
24 Marketing & promotion	n/s	no evidence
25 Appropriate information channels	n/s	no evidence
26 Appropriate educational and interpretational information	2	The sculpture needs some interpretation on site.
Total Score	55	
Percentage	36%	

Additional comments

This was probably quite a nice place to sit when it was new but the maintenance is so poor that it feels very grubby and I certainly wouldn't want to sit it, renovation and a maintenance regime is required.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Eton Grove open Space NW9 9LD	<b>Date and time of Assessment</b>	16/10/17 11.15	<b>Weather conditions</b>	Sunny /windy
<b>Type</b>	Local Park	<b>Ref</b>	202221092	<b>Score</b>	65%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendation if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	7	
<b>2 Good and safe access</b>	6	<b>All entrances unfortunately smelt of urine which needs treatment. ( Personal Security )</b>
<b>3 Signage</b>	7	
<b>4 Equal access for all</b>	7	Great community of dog walkers happy to engage in conversation of mixed cultural and national backgrounds which is really good to see.
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	
<b>6 Safe equipment and facilities</b>	7	
<b>7 Personal security</b>	6	
<b>8 Control of dogs / dog fouling</b>	7	
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	5	<b>The bins were in poor condition and should be repaired or replaced.</b>
<b>10 Horticultural maintenance</b>	7	
<b>11 Arboricultural maintenance</b>	6	<b>Some trees needed attention</b>
<b>12 Building &amp; infrastructure maintenance</b>	6	
<b>13 Equipment maintenance</b>	6	<b>Some benches are missing, possibly due to anti social behaviour and should be replaced.</b>
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	



15 Waste minimisation	5	There was litter on the site and no opportunity to recycle. <b>Introduce the opportunity to recycle and review litter collection regime.</b>
16 Chemical use	n/s	
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	7	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	110	
<b>Percentage</b>	65%	

**Additional comments**

Think about banning charity cloth collections as cloths and bags strewn throughout the streets due to people opening bags and discarding what they don't want

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Evefield Open Space	<b>Date and time of Assessment</b>	5/12/17 Approx. 1pm	<b>Weather conditions</b>	Fine / cold
<b>Typoe</b>	Small open Space	<b>Ref</b>	202063542	<b>Score</b>	34%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	4	The site is a pathway between the North Circular road and Brentfield Road. There are missing bins, missing seats, an abandoned trolley and other waste dumped on the site all of which needs attention. It is quite open and there is a community centre (being repainted at time of visit) on site.
<b>2 Good and safe access</b>	6	Access to the site is fair. Pathway is relatively level all the way through although there is evidence of some root damage.
<b>3 Signage</b>	3	Minimal signage on site – what there is, is in poor condition and instructional ie Do Not feed the pigeons, No dumping of waste Welcome sign required with name of site, managing organisation, contact details and positive messages
<b>4 Equal access for all</b>	6	Most people would be able to traverse the site with little impediment. However repair is needed to some paths and benches are needed
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	4	Nice to have an area of green space in an area of dense housing, however the seating on the site is of poor quality and would not encourage use.
<b>6 Safe equipment and facilities</b>	3	The supports for the missing bins are a potential hazard and could cause injury if someone fell against them Some loose bricks have been dumped by the Brentfield Rd entrance and a bollard with concrete base has been dumped on site. These all need to be removed, and bins replaced
<b>7 Personal security</b>	6	The space is open with fair sight lines. However the missing bins / seats and the anti-vandal seats currently provided and general feel of the site being uncared for would cause some potential users to feel unsafe using the site.
<b>8 Control of dogs / dog fouling</b>	7	no issues evident at time of visit
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	3	Numerous items of dumped rubbish, litter bins missing.
<b>10 Horticultural maintenance</b>	5	Limited to grass cutting and a couple of shrubs near to the boundary fence. Additional horticultural elements should be considered to add interest and Improve biodiversity
<b>11 Arboricultural maintenance</b>	5	There is some fallen deadwood and some trees have been damaged at the base by mowing / tarmacking to close. A tree survey is required to ascertain condition of trees in particular those with dead wood and those leaning.
<b>12 Building &amp; infrastructure</b>	5	Community centre undergoing maintenance at time of

maintenance		visit. Pathways show signs of root damage, some brickwork edging is loose. Perimeter fencing in poor condition. All these areas need to be addressed
13 Equipment maintenance	4	Missing bins and seats. Bins and all seats/benches need replacing
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Unable to assess on visit – however judge would be interested to know if there is any plans to minimise the impact of the adjacent north circular with planting of additional trees / shrubs etc
15 Waste minimisation	4	Although signs for no dumping these are being ignored. Missing bins should be replaced and consideration given to the collection of recyclable materials
16 Chemical use	n/s	non apparent at time of visit
17 Peat use	n/s	Unable to assess
18 Climate change adaptation strategies	n/s	Unable to assess
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	minimal management at this site
20 Conservation of landscape features	4	It is good to see the provision of greenspace in area of high density housing. The placement of a community centre on this site opens up the opportunity for development
21 Conservation of buildings & structures	n/s	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Community centre on site but difficult to ascertain if they are involved in the management / development of the site without some interpretation / information being added. However this centre provides a great opportunity for community engagement, work days, food growing projects etc
23 Appropriate provision for community	n/s	This site has the potential to be developed into a small community le pdocket park. perhaps some items of play equipment for families visiting the centre should be provided
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	No information on council website, nothing on site. Review marketing plan
25 Appropriate information channels	n/s	Unable to assess
26 Appropriate educational and interpretational information	1	nothing on site – could add information to the outside of the community centre
<b>Total Score</b>	54	
<b>Percentage</b>	34%	Page 169
Additional comments		



# Assessment Form – London Borough of Brent



Name of Site	Fawood Open Space	Date and time of Assessment	24/10/17 10:30	Weather conditions	Bright Dry
Type	Small Open Space	Ref	202145246	Score	57%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	7	Good site lines, with some nice benches. The site could do with some simple signage
2 Good and safe access	7	There were no concerns regarding access to the space
3 Signage	2	<b>There was no signage or noticeboards on site, which would be beneficial, basic sign with name , managing organisation and contact details could be provided</b>
4 Equal access for all	5	<b>The peripheral path has extreme root damage and needs attention. If paving is put under benches, consider an area next to the bench for wheelchairs and buggies.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	The centre on the edge of the site provides good community services. Bins and benches on site. <b>The memorial bench on site needs maintenance. Review memorial tree/bench policy.</b>
6 Safe equipment and facilities	7	
7 Personal security	7	There was CCTV on the building, peripheral lighting and an open vista.
8 Control of dogs / dog fouling	7	Dog bins were provided and being used
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	Litter was evident on site near bins. There were bins of varying design and condition. <b>Replace/repair damaged bins and in the long term look to provide uniform bins</b>
10 Horticultural maintenance	4	<b>There was a nice flowerbed on one corner of the site but it was choked with weeds and needs maintaining. Former flowerbeds were evident but not managed. All these require management in line with the specification.</b>

11 Arboricultural maintenance	4	Tree stakes still in situ and tethers need cutting due to development of tree and stakes removing. There was a dead tree in the middle of the site which requires replacement and mature trees on the edge of the site is causing extensive root damage to pavements. Tree strategy needs to be reviewed.
12 Building & infrastructure maintenance	7	Block paving area will need attention as some weed growth coming through. Tarmac path requires repair. Repair path damaged by tree roots. Install path where desire line has been created. Consider paving under benches to assist mowing/maintenance.
13 Equipment maintenance	7	
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	4	Recycling opportunity being missed as could be placed near centre
16 Chemical use	n/s	No use observed
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	5	Consider planting to improve biodiversity
20 Conservation of landscape features	n/a	n/a
21 Conservation of buildings & structures	n/a	No historic structures
<b>Community Involvement</b>		
22 Community involvement in management & development	4	Nothing evident on site
23 Appropriate provision for community	4	The site would benefit from a Community noticeboard as there is an obvious resident group due to the memorial bench
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	Page 172
25 Appropriate information channels	4	
		The site would benefit from noticeboard

26 Appropriate educational and interpretational information	N/A	
Total Score	86	
Percentage	57%	

Additional comments

**This is overall a good little site that needs simple maintenance to raise the standard and prevent more expensive works in future due to neglect.**

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Franklyn Road Park	<b>Date and time of Assessment</b>	26/10/2017 @ 2pm	<b>Weather conditions</b>	Light rain
<b>Type</b>	Pocket Park	<b>Ref</b>	202112831	<b>Score</b>	61%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	6	Repaint the high black fence perhaps in brighter colours to make the play area more welcoming
2 Good and safe access	7	it was easy to access the site
3 Signage	6	limited signs (no dogs, adult access and contact phone numbers) <b>Ensure signage is cleaned regularly and includes name of site</b>
4 Equal access for all	6	<b>Stepped access at the entrance point, this should be replaced with a ramp. Consider addition of benches with arms for less able.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	6	<b>Some trip points. Rubber surface is loose in some areas and requires repair/replacement</b>
7 Personal security	6	<b>Vegetation to front of site needs to be reduced</b>
8 Control of dogs / dog fouling	7	No dog fouling observed
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	
10 Horticultural maintenance	5	<b>Consider creating more interest in borders and replace missing plants consider use of bark/woodchip for mulching in planted areas. Ensure all horticultural elements are maintained in line with specification. Several areas of grass are worn due to use and poor design. Consider alternative durable surfaces or extend area of safety surface in these areas</b>
11 Arboricultural maintenance	7	
12 Building & infrastructure maintenance	6	<b>Weeds in paving need removing and paths require removal of moss. All surfaces require cleaning</b> <b>Consider additional benches with arms</b>
13 Equipment maintenance	7	All play equipment appeared in a good state of repair
<b>Environmental Management</b>		



14 Managing environmental impact	n/s	consider use of bark/woodchip for mulching in planted areas
15 Waste minimisation	3	<b>Provide opportunity for recycling on site</b>
16 Chemical use	n/s	Non observed
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	n/s	
20 Conservation of landscape features	n/s	
21 Conservation of buildings & structures	N/A	
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	7	As a playground it serves its purpose
	<b>Marketing and Communication</b>	
24 Marketing & promotion	3	No promotional material observed and no notice board present. <b>Consider installing noticeboard.</b>
25 Appropriate information channels	6	Opening times are displayed. <b>There could be an opportunity for a community notice board</b>
26 Appropriate educational and interpretational information	N/A	
<b>Total Score</b>	86	
<b>Percentage</b>		

Additional comments

**The site serves its purpose as a playground however attention to the surfacing, horticultural standards and addition of better quality benches would improve this site**

# Assessment Form – London Borough of Brent



Name of Site	Fryent Country Park	Date and time of Assessment	5/12/17 PM	Weather conditions	Cloudy
Type	Metropolitan Park	Ref	202036069	Score	65%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	6	Large country park of enormous size, suitable for nature lovers, walkers and family environment. <b>Area for concern is the main car park entrance and general area – the entrance arch is industrial looking. The park could do with a large welcome sign from the road and a more managed appearance to the entrance.</b>
2 Good and safe access	6	<b>As the park is split by the main road, access could be improved by creating a definitive crossing point. Access could also be made safer at the car park entrance by providing separate vehicle and pedestrian entrances – at present pedestrians are cutting around the back of the locked gates to get in.</b>
3 Signage	6	Indications and welcome notices off main road. Internal signage to separate facilities could be improved as could indication of car parks. The notice boards were made out of wood which was in keeping with the park feel. Entrance signs could do with re-painting but were in generally sturdy condition.
4 Equal access for all	6	<b>With so many entrances it's probably not possible to make them all friendly for those with mobility issues but a dedicated path through for wheelchair users would be really welcome. There didn't appear to be any surfaces on most of the paths or if there was it was long covered over with leaves and silt.</b> <b>There were picnic benches with space for wheelchair users but no means to access them in a wheelchair unless over the uneven grass.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Good country park to visit. <b>But for such a size and being a country park it would benefit from toilet facilities and a basic concession for teas and coffees at the main car park?</b>
6 Safe equipment and facilities	7	Nothing struck me as unsafe. There was appropriate safety signage around the watercourses. No issues with anything else.
7 Personal security	8	Felt safe at the time of visit and was being enjoyed by other walkers.
8 Control of dogs / dog fouling	7	No issues were observed in either side of the park, which is split by the main road.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	5	<b>Some littering was seen at the car park entrance and some of the entrances off Fryant Way. Fly tipping of bin bags etc. on the paths along Fryant Way must have been noticed by passing Council vans and should have been picked up. Major downfall is the ubiquitous 'leaning bin' only 1 in 10 appears to be straight. It gives a real feel of disorder to the</b>

		site. Bins should be reviewed repaired or replaced where necessary. <b>The internals of the park were thankfully mostly litter free.</b>
<b>10</b> Horticultural maintenance	7	Works are generally appropriate to site with areas of uncut grass for habitation. <b>Areas behind benches in some areas could be cut back further into the scrub to stop brambles and branches creeping into the seating area – take it back so you can run a ride on behind the bench in a swathe.</b>
<b>11</b> Arboricultural maintenance	8	No major issues observed. Evidence of spray marker to trees which indicates thinning / removal planned. <b>Some hanging branches on the outskirts along Fryant way adjacent to the footpath which should be taken down.</b> Replacement trees planting of the fastigiated oaks was very good to see as this is an important landscape feature.
<b>12</b> Building & infrastructure maintenance	6	Infrastructure is in keeping with the surroundings. <b>The park could do with some path surfacing to aid access such as crushed stone with a timber edge or bark chip on main routes...but not all.</b>
<b>13</b> Equipment maintenance	4	<b>Signage re-painting mentioned above. One finger post was also rotting at the base (adjacent to the pond on top of the hill). Barbeques have burnt through plastic picnic benches. Some finger post signs ineligible due to graffiti or lichen growing over them. Notice boards need a sand, oil and paint touch up to look fresher and cared for.</b>
<b>Environmental Management</b>		
<b>14</b> Managing environmental impact	n/s	No recycling facilities found. Deadwood is left on the woodland floor to degrade.
<b>15</b> Waste minimisation	7	Standing timber and fallen timber utilised.
<b>16</b> Chemical use	n/s	No usage seen
<b>17</b> Peat use	N/A	no formal planting so use would not be expected
<b>18</b> Climate change adaptation strategies	N/A	not viewed management plan.
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	7	Fairly well maintained environment for various wild flora and fauna.
<b>20</b> Conservation of landscape features	7	Maintained as a country park, an asset for the community. Replacement of fastigiated Oaks a positive. No evidence of any further conservation taking place on day of judging.
<b>21</b> Conservation of buildings & structures	N/A	Nothing of significance seen
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	Information boards signpost people to Barn Hill conservation group. No current posters of ways to get involved.
<b>23</b> Appropriate provision for community	8	Excellent provision which is a valuable asset to the authority.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	Some information is available but this could be extended.

<b>25</b> Appropriate information channels	n/s	The channels are available and could be tapped into by getting an insight into user groups. This would ascertain local interests and aspirations.
<b>26</b> Appropriate educational and interpretational information	4	<b>Very little educational information present within the park actually. Lots of the waymarker signs had their discs missing so of no use anymore these should be replaced and interpretation considered for the site</b>
<b>Total Score</b>	104	
<b>Percentage</b>	65%	

Additional comments

**The park is a fantastic resource for the community, but is looking a little rough around the edges due to a lack of staff resource to maintain the basic features. Signage, paths, bins...all were in need of updating to make the whole place feel more welcoming.**

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Furness Road Pocket Park	<b>Date and time of Assessment</b>	26/10/2017 @ 12	<b>Weather conditions</b>	Cloudy
<b>Type</b>	Pocket Park	<b>Ref</b>	202096644	<b>Total Score</b>	66%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	6	Unkempt appearance is first impression, paint all fences and noticeboards increase grass cutting
<b>2 Good and safe access</b>	7	
<b>3 Signage</b>	7	large notice board to front of site
<b>4 Equal access for all</b>	7	
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	extremely small site so major limitations
<b>6 Safe equipment and facilities</b>	7	
<b>7 Personal security</b>	7	very open in busy areas
<b>8 Control of dogs / dog fouling</b>	7	several dog signs and dog bins
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	7	
<b>10 Horticultural maintenance</b>	6	Weeds in shrub beds need removing, weed to front of site needs removing
<b>11 Arboricultural maintenance</b>	7	
<b>12 Building &amp; infrastructure maintenance</b>	6	Graffiti on wall needs removing/painting over
<b>13 Equipment maintenance</b>	6	Finger post and notice board need painting
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	several large trees will reduce access, wind and provide some shade when warm.

<b>15</b> Waste minimisation	6	Use bark/woodchip mulch on all planted areas once weeds are removed.
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	6	Generally well planted with trees and shrubs. <b>A low hedge along the road sites will reduce pollution and muffle traffic noise.</b>
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	<b>Limited due to size of site. Add play equipment for smaller children and 1 or 2 items of fitness equipment</b>
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	posters on noticeboard promoting event
<b>25</b> Appropriate information channels	7	Kensal Green Street web links in noticeboard
<b>26</b> Appropriate educational and interpretational information	6	<b>Add appropriate information in the noticeboard</b>
<b>Total Score</b>	106	
<b>Percentage</b>	66%	

#### Additional comments

A very noisy site due to the adjacent busy Harrow Road. Consider a robust barrier fence, although the park side as clear as possible to reduce possibility of anti social behaviour.



# Assessment Form – London Borough of Brent



Name of Site	GEC	Date and time of Assessment	13/11/17 12.45 pm 5/12/17 12.30	Weather conditions	Fine Dry cloud
Type	Local park	Ref	202004773	Score	64%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Good sports facility, well frequented. Planting at entrance to exercise equipment should be managed in line with specification
2 Good and safe access	7	Good access with car parking facility.
3 Signage	7	Signage from main road and at entrance.
4 Equal access for all	6	Good access point from main car park. <b>Dropped kerb near exercise equipment would improve access</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Good sport facility.
6 Safe equipment and facilities	7	Safe for uses of the sports ground.
7 Personal security	7	Seems good and in use at the time.
8 Control of dogs / dog fouling	7	No dogs present and no fouling seen.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	<b>Site very tidy except for some littering near to and graffiti on exercise equipment. Ensure site is regularly litter picked and graffiti is removed, offensive graffiti should be removed as a priority</b>
10 Horticultural maintenance	7	Sports grounds maintained and hedges trimmed. <b>Improvements could be made in the area near the exercise equipment</b>
11 Arboricultural maintenance	7	Trees looked in good condition
12 Building & infrastructure maintenance	5	Pavilion building looked good and utilised at the time. <b>On the 4/12/17 perimeter fencing was broken or damaged in some areas, obscene graffiti required removing from fence and fence repairing. Some bricks are missing from the low wall be the pavilion and require replacing</b>
13. Equipment maintenance	6	Confined to sports and exercise equipment. <b>Some graffiti needs removing from exercise equipment</b>
<b>Environmental Management</b>		



<b>13</b> Managing environmental impact	n/s	Nothing seen.
<b>15</b> Waste minimisation	3	<b>Provide recycle bins on site</b>
<b>16</b> Chemical use	n/s	No usage seen.
<b>17</b> Peat use	N/a	as not required at this site.
<b>18</b> Climate change adaptation strategies	n/s	Nothing appropriate to site.
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	n/s	Area of uncut grass, hedge and tree nesting a possibility.
<b>20</b> Conservation of landscape features	7	Maintained as a sports ground.
<b>21</b> Conservation of buildings & structures	7	Building confined to sports pavilion.
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	The presence of sports teams would indicate some community involvements.
<b>23</b> Appropriate provision for community	n/s	Appropriate to site.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	Confined to sports information.
<b>25</b> Appropriate information channels	n/s	Sports involvement is appropriate channel.
<b>26</b> Appropriate educational and interpretational information	7	information on use of exercise equipment provided but require cleaning
<b>Total Score</b>	103	
<b>Percentage</b>	64%	

Additional comments

**This site serves its purpose as a sports ground and appears well used. Maintenance standards need to be consistent across the whole site and damage repaired**

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Gladstone Park	<b>Date and time of Assessment</b>	25/10/2017 @ 1.20pm	<b>Weather conditions</b>	Sunny
<b>Type</b>	District Park	<b>Ref</b>	202058900	<b>Total Score</b>	76%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	5	Add signage to the 'lesser' entrances (not main entrances), reduce hedge height along Kendall Road
<b>2 Good and safe access</b>	7	Generally ok, several trip points seen in the café area which need attention
<b>3 Signage</b>	6	More signage, notice boards and finger posts required for such a large and busy park.
<b>4 Equal access for all</b>	8	No issues seen.
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	8	fitness trail, park run, several sports areas and children's play area
<b>6 Safe equipment and facilities</b>	7	All appear reasonable.
<b>7 Personal security</b>	7	Mainly open
<b>8 Control of dogs / dog fouling</b>	7	No problems seen. Dogs on lead and dog bins in use.
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	9	Considering how well used – minimal litter seen. Dog and waste bins provided.
<b>10 Horticultural maintenance</b>	7	Mainly in the walled garden.
<b>11 Arboricultural maintenance</b>	7	Appears good. Signage notifying recent work. Tree survey labels seen.
<b>12 Building &amp; infrastructure maintenance</b>	7	Café (stable yard) has uneven surfaces. Good interpretation panels reference Gladstone
<b>13 Equipment maintenance</b>	7	All seen was good. Ariel runway seat needs replacing.
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	Page 184
<b>15 Waste minimisation</b>	7	recycling bins in use

16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	Woodland area (Dollis Hill Lane side) appears to be managed sympathetically with good understanding
20 Conservation of landscape features	8	No issues seen
21 Conservation of buildings & structures	8	Good use of stable /popular cafe
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing seen regarding community working
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	6	<b>Notice boards were limited and under used, more information needed regarding events, facilities and café opening times.</b>
25 Appropriate information channels	n/s	Not a good deal seen, see photos of noticeboards. Add information regarding web page , facebook etc..
26 Appropriate educational and interpretational information	n/s	Generally not much seen, although panels in the Dollis Hill House (Gladstone) excellent.
<b>Total Score</b>	129	
<b>Percentage</b>	76%	

#### Additional comments

Most disappointing aspect of the site was the entrances. Many were just gaps in the hedge along Kendall Road. Entrances along Dollis Hill Lane were more appropriate, but improvement needed in respect of signage and other information.

# Assessment Form – London Borough of Brent



Name of Site	Grove Park	Date and time of Assessment	16/10/17 13.30	Weather conditions	Hazy/ windy
Type	Small Open Space	Ref	202147436	Total Score	63%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendation if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	
2 Good and safe access	6	Contractor had not secured the entrance carefully and the tape was not clearly directing people away from the works. The ditch being dug was open and had to be jumped/negotiated. <b>Secure the entrance</b>
3 Signage	6	No directional signs, some needed as this was on the way to a hospital. <b>Review signage policy</b>
4 Equal access for all	6	Not currently due to the ditch
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	9	
6 Safe equipment and facilities	7	
7 Personal security	7	
8 Control of dogs / dog fouling	5	<b>Large piles of dog waste in quite a few places need removing.</b>
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	No waste separation. Significant litter on site <b>Review litter collection regime to cope with litter</b>
10 Horticultural maintenance	7	
11 Arboricultural maintenance	6	Some trees needed attention. <b>Review tree stock to assess condition and actions necessary.</b>
12 Building & infrastructure maintenance	7	
13 Equipment maintenance	6	See 4
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	

<b>15</b> Waste minimisation	6	Lots of litter and no separation of waste. <b>Consider recycling opportunities.</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	n/s	
<b>20</b> Conservation of landscape features	n/s	
<b>21</b> Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	6	<b>Little interpretation, review.</b>
<b>Total Score</b>	88	
<b>Percentage</b>	63%	

**Additional comments**

Significant litter on site. Cut through to a hospital and onwards walking destinations(?) warrants signage and better interpretation as to use of the area and equipment

# Assessment Form – London Borough of Brent



Name of Site	Hazel Road Open Space	Date and time of Assessment	23rd Oct 2017 AM	Weather conditions	Overcast
Type	Pocket Park	Ref	202102139	Total Score	54%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement / recommendations if score 6 or below
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## A Welcoming Place

1 Welcoming	4	Entrances of varying standard with notice boards in various states of quality. Some are illegible. Most of the notices are negative about what you can't do or not worth reading so I doubt anyone does. One has a traffic barrier in front of it. <b>Review maintenance regime for noticeboards</b>
2 Good and safe access	7	
3 Signage	6	No signage seen from access roads and signs on sight are all very negative. <b>Review signage provision.</b>
4 Equal access for all	4	It would be difficult to access with a wheelchair or mobility vehicle and you would need to be fully able to use the play area. <b>Review accessibility.</b>

## Healthy, Safe and Secure

5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	7	
7 Personal security	7	
8 Control of dogs / dog fouling	7	

## Well Maintained and Clean

9 Litter & waste management	4	Plenty of bins for litter, dog waste and recycling but also plenty of litter and bags of waste waiting to be picked up possibly. <b>Review litter collection, replace broken bins</b>
10 Horticultural maintenance	3	There were some nice beds with tall grasses but full of weeds and a large elder seedling. Shrubs poorly maintained. <b>Review horticultural maintenance.</b>
11 Arboricultural maintenance	4	Large trees seem okay but smaller ones are unmanaged. Heavy shading has killed off some grass areas. <b>Review tree maintenance.</b>
12 Building & infrastructure maintenance	5	Mostly okay but broken walls by steps, broken and bent fencing near the playground, and bins dirty and graffitied. <b>Repairs to steps, fencing and cleaning of bins required.</b>
13 Equipment maintenance	6	Piece of play equipment missing and safety surface trip hazard. <b>Review maintenance of play equipment and repair safety</b>

## Environmental Management

<b>14</b> Managing environmental impact	n/s	
<b>15</b> Waste minimisation	n/s	
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	4	No evidence of any habitat management or creation. All grass areas short mown. <b>Review management of biodiversity.</b>
<b>20</b> Conservation of landscape features	n/a	
<b>21</b> Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	no evidence from notice boards. Old signs still up for a church gathering.
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	75	
<b>Percentage</b>	54%	

#### Additional comments

This is quite a nice site with busy play area and people using the quieter seating areas. Has a positive feel with good visibility through the site. It is just a bit scruffy, dirty furniture and sad to see so much litter.







# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Heather Park Open Space	<b>Date and time of Assessment</b>	1/11/17 15.00pm 5/12/17 PM	<b>Weather conditions</b>	cloudy
<b>Type</b>	Small Open Space	<b>Ref</b>	202130287	<b>Total Score</b>	52%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	5	Area spoilt by amount of litter present and missing and damaged equipment. <b>Condition of pathway around the site and damaged boundary walls at the back of houses need improvement</b>
<b>2 Good and safe access</b>	6	<b>Access is relatively easy from most entrances apart from the entrance at Kenmere Gardens which h requires removal of fly tipped items</b>
<b>3 Signage</b>	6	A notice board is present and has contact information plus other details but needs to be kept up to date and notices replaced periodically. <b>Remove out of date information from noticeboard.</b>
<b>4 Equal access for all</b>	6	Access is suitable but at the Kenmere Gardens end fly tipped rubble was blocking the entrance. <b>Remove fly tipped rubble.</b>
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	4	<b>Facilities are poor with missing and damaged benches and bins. Play equipment is functional but tired, a replacement programme should be considered</b>
<b>6 Safe equipment and facilities</b>	5	Play equipment appeared maintained but <b>safety surface required attention</b>
<b>7 Personal security</b>	5	Safe feel to the area due to surrounding houses. <b>Large metal posts protrude above the fencing which could cause injury and should be removed or lowered to top of fencing. Also fly tipping could be a health and safety issue</b>
<b>8 Control of dogs / dog fouling</b>	6	<b>Some dog fouling near entrance sign, this needs regular removal</b>
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	5	<b>Some littering present and fly tipping around the perimeter path a programme of inspection and removal when required is needed</b>
<b>10 Horticultural maintenance</b>	6	Confined to mainly grass cutting. <b>Build-up of detritus around fencing requires removal</b>
<b>11 Arboricultural maintenance</b>	7	Trees appear in good order.
<b>12 Building &amp; infrastructure maintenance</b>	6	Pathway network is suitable but fly tipping and littering around the edges. <b>Broken flags under bench require replacing</b>
<b>13 Equipment maintenance</b>	4	Children's play looks adequately maintained but tired, but <b>safety surface require attention.. There are</b>

		damaged and missing benches and litter bins that require replacement. A consistent approach to bins and benches should be adopted as a variety where present
		<b>Environmental Management</b>
<b>14</b> Managing environmental impact	n.s	Nothing obvious
<b>15</b> Waste minimisation	1	<b>Littering issues needs attention.</b>
<b>16</b> Chemical use	n/s	No usage seen
<b>17</b> Peat use	n/a	Not necessary in this area.
<b>18</b> Climate change adaptation strategies	n/s	Nothing obvious.
		<b>Biodiversity, Landscape and Heritage</b>
<b>19</b> Management of natural features, wild fauna and flora	n/s	Some nesting areas available but wildlife factor could be increased.
<b>20</b> Conservation of landscape features	6	<b>The area is much needed urban green space, however overall improvement of management is required</b>
<b>21</b> Conservation of buildings & structures	n/a	None apparent.
		<b>Community Involvement</b>
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	<b>This site has potential to deliver so much more for the community. Tired play area could be revamped and consideration of facilities for other age groups should be considered following consultation.</b>
		<b>Marketing and Communication</b>
<b>24</b> Marketing & promotion	4	<b>Little on the notice board.</b>
<b>25</b> Appropriate information channels	n/s	Need to make further use of the notice boards and encourage a user group.
<b>26</b> Appropriate educational and interpretational information	n/s	None present.
<b>Total Score</b>	84	
<b>Percentage</b>	52%	

Additional comments

This site is looking tired and requires complete refurbishment to help it meet its full potential



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Kensal Green Open Space	<b>Date and time of Assessment</b>	12/12/17 14:00	<b>Weather conditions</b>	dry
<b>Type</b>	Pocket Park	<b>Ref</b>	202196149	<b>Score</b>	56%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Comments/Recommendations( if score 6 or below)
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	6	A small space with a MUGA however maintenance and horticultural standards could be improved to make the site more welcoming
<b>2 Good and safe access</b>	6	Generally safe however moss and leaves require removing from paths to prevent slips
<b>3 Signage</b>	2	Signage on site with name, managing organisation and contact number is require Conditions of use for MUGA required, do's don'ts
<b>4 Equal access for all</b>	6	Moss on paths needs removing
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	6	MUGA provided to encourage exercise
<b>6 Safe equipment and facilities</b>	6	MUGA surface needs cleaning to prevent slipping
<b>7 Personal security</b>	7	Open site near housing
<b>8 Control of dogs / dog fouling</b>	7	No dog fouling evident, sign needs replacing
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	7	No litter on site, bin requires fixing
<b>10 Horticultural maintenance</b>	5	Little evidence of maintenance of shrub, overgrown areas require attention behind MUGA. Some community planting around the edge of the site
<b>11 Arboricultural maintenance</b>	5	Overhanging trees need cutting back from MUGA, stake needs removing from established tree. Dead braches require removing
<b>12 Building &amp; infrastructure maintenance</b>	5	Subsidence has resulted in cracking of wall that requires repair, surface of paths require cleaning and MUGA surface is cracking and requires repair
<b>13 Equipment maintenance</b>	6	MUGA in good condition hoops and fence. Two benches missing that need replacing. Other benches need sanding to remove rough edges.
<b>Environmental Management</b>		
<b>14 Managing environmental</b>	n/s	

impact		
<b>15</b> Waste minimisation	7	<b>Recycling bin on site and being used but needs fixing</b>
<b>16</b> Chemical use	n/s	No use evident
<b>17</b> Peat use	N/A	
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	4	<b>Improve planting for biodiversity</b>
<b>20</b> Conservation of landscape features	N/A	
<b>21</b> Conservation of buildings & structures	N/A	
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	n/s	<b>Evidence of community planting which could be harnessed</b>
<b>23</b> Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	2	<b>None on site</b>
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	N/A	
<b>Total Score</b>	85	
<b>Percentage</b>	56%	

Additional comments

**A valuable space for young people to use that required better cleansing and improved horticultural standards**



# Assessment Form – London Borough of Brent



Name of Site	King Edward VII Park	Date and time of Assessment	12 <sup>th</sup> November 2017 PM	Weather conditions	Overcast
Type	Local Park	Ref	202059246	Total Score	55%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	6	The main entrance is structurally impressive but all entrances were covered in litter. <b>Review little picking schedule</b>
2 Good and safe access	6	6 Generally accessible, steps on the right of the main gate looking into the park have significant cracks. <b>Structural assessment of cracks required.</b>
3 Signage	6	Signage in place but in poor repair and some unreadable. Out of date information in signs. <b>Repair signs and remove out of date information.</b>
4 Equal access for all	7	Site accessible, although signage at the main entrance pointing people to entrances without steps would be useful.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	7. Play and sports provision on site. New outdoor gym in use during visit. MUGA being used. Tennis courts
6 Safe equipment and facilities	6	<b>Benches and bins at the main entrance are in very poor condition and should be repaired or replaced.</b>
7 Personal security	5	4 motorcycles entered the park and were being ridden erratically across the site, this was at the end of the school day when children were being picked up on the edge of the park. <b>Consider having a parks team presence</b>
8 Control of dogs / dog fouling	7	Dogs were using the park but no evidence of fouling.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	<b>Bins in poor condition and need maintenance.</b>
10 Horticultural maintenance	5	Evidence of damage to grass from vehicles, Poor pruning practice evident. No reinstatement to grass areas after works. Herbaceous borders not being maintained. <b>Review maintenance regime.</b>
11 Arboricultural maintenance	6	Park has varied tree stock but no obvious tree management. Evidence of damage to tree bases from over rigorous grass cutting. <b>Review tree management.</b>
12 Building & infrastructure maintenance	5	<b>Pavilion in middle of the park in a poor state of repair, Ivy requires removing and refurbishment/ maintenance programme put in place.</b> Pathways are cracking and breaking down across the site.
13 Equipment maintenance	7	Equipment used by the public being maintained to minimum standard
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	

15 Waste minimisation	5	Bins were not being used in places and not being emptied, <b>review litter collection schedule and consider recycling bins</b>
16 Chemical use	n/s	
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	n/s	No evidence of management
20 Conservation of landscape features	5	Park is being maintained to a minimum standard
21 Conservation of buildings & structures	4	<b>Pavilion in very poor state and needs attention.</b>
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	No evidence
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	6	Out of date signs in the noticeboard and a very tired and out of date banner was hanging off the tennis court. <b>Remove out of date information and banner.</b>
25 Appropriate information channels	n/s	If using noticeboards they need to be maintained and have up to date information.
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	93	
<b>Percentage</b>	55%	

#### Additional comments

This park is a real community asset which needs an effective maintenance regime before there is real degradation of expensive infrastructure.



# Assessment Form – London Borough of Brent

<b>Name of Site</b>	Kingsbury Green NW9 8AT	<b>Date and time of Assessment</b>	16/10/2017 10.30am	<b>Weather conditions</b>	windy but sunshine
<b>Type</b>	Small Open Space	<b>Ref</b>	202077993	<b>Total Score</b>	61%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below	
		<b>A Welcoming Place</b>	
<b>1</b> Welcoming	7		
<b>2</b> Good and safe access	7		
<b>3</b> Signage	2	Only one sign saying 'don't feed the birds' <b>Consideration should be given to signage to include place name, managing organisation and contact details.</b>	
<b>4</b> Equal access for all	5	The flagstones need relaying near top side of area as on a slope	
		<b>Healthy, Safe and Secure</b>	
<b>5</b> Appropriate provision of quality facilities and activities	7		
<b>6</b> Safe equipment and facilities	7		
<b>7</b> Personal security	7		
<b>8</b> Control of dogs / dog fouling	7		
		<b>Well Maintained and Clean</b>	
<b>9</b> Litter & waste management	4	There were some empty bins but bottles and broken glass laying on ground. <b>Review litter collections.</b>	
<b>10</b> Horticultural maintenance	6	The grass needs cutting	
<b>11</b> Arboricultural maintenance	7		
<b>12</b> Building & infrastructure maintenance	7		
<b>13</b> Equipment maintenance	n/a		
		Page 199	
		<b>Environmental Management</b>	

14 Managing environmental impact	n/s	
15 Waste minimisation	n/s	
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	6	The grass cutting needs to be more frequent
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	n/a	
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	86	
<b>Percentage</b>	61%	

**Additional comments**

This area is just a large triangle of grass on corner of intersection of two fairly busy roads. There is one part flagstoned and tarmac pathway. a few trees and grass that needs cutting again. Litter was all around. Not sure that when litter bins are emptied the surrounding litter is picked



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Land Adjacent to Chalkhill Sports Ground	<b>Date and time of Assessment</b>	12/10/17 13:15 to 13:30	<b>Weather conditions</b>	Sunny
<b>Type</b>	Not on spreadsheet	<b>Ref</b>		<b>Total Score</b>	28%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	4	Access to the site is via an alleyway next to the school at one end and past a dilapidated structure at the end of the site that adjoins Chalkhill Sports Ground neither of which would encourage people to use the site
<b>2 Good and safe access</b>	3	Path ways are cracked, uneven and weed growth is encroaching. A fallen tree completely blocks the one path that traverses the site. There is lighting along the path and the site is surrounded by residential property
<b>3 Signage</b>	1	No signage on site
<b>4 Equal access for all</b>	2	Fallen tree restricts access across the site to all users. Immediate action should be taken to remove the tree
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	2	Site is identified on the map that was sent by Brent, however there appears that it is only meant as a pathway between the houses that surround it
<b>6 Safe equipment and facilities</b>	2	Pathways cracked and uneven. Skips placed outside residential properties. Run down structure at the St Davids Way access point
<b>7 Personal security</b>	5	There are lights along the pathway and site surrounded by housing
<b>8 Control of dogs / dog fouling</b>	7	No fouling observed
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	4	Long standing litter present on the site. Flytipping along the borders of the site.
<b>10 Horticultural maintenance</b>	3	site is grass, pathway and some trees
<b>11 Arboricultural maintenance</b>	2	1 completely fallen tree blocks the path way and I was informed by a member of the public that it has been like that for a 'long while'. Other trees have damaged branches. However there is one tree that has been recently mulched around its root base. Tree inspection should take place and damaged trees should be dealt with and were appropriate new trees should be planted.
<b>12 Building &amp; infrastructure maintenance</b>	3	Damaged structure at end of site adjacent to Chalkhill Open Space
<b>13 Equipment maintenance</b>	n/a	

Environmental Management		
14 Managing environmental impact	n/s	
15 Waste minimisation	3	No litter bins on site. Fly tipped waste at the borders
16 Chemical use	n/s	Unable to assess on this visit
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	Unable to assess on this visit
Biodiversity, Landscape and Heritage		
19 Management of natural features, wild fauna and flora	1	No apparent management of this site
20 Conservation of landscape features	1	As per previous comment
21 Conservation of buildings & structures	2	delapidated structure, however palisade fencing appears to be new
Community Involvement		
22 Community involvement in management & development	2	No community involvement. There needs to be a way that residents can report damage to trees / paths on site
23 Appropriate provision for community	n/s	Has the potential to be a great community space for the surrounding residents, however at the moment the difficulty in getting across the site and around the fallen tree means that the site is unused
Marketing and Communication		
24 Marketing & promotion	n/s	Site not marketed
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
Total Score	45	
Percentage	28%	

#### Additional comments

There is an issue with the drainage water from the house immediately adjacent to the alleyway. A channel has been dug and water is pooling next to the pathway. The channel could be a trip / injury hazard.



# Assessment Form – London Borough of Brent



Name of Site	Land next to Post Office, Chippenham Gardens	Date and time of Assessment	23/10/17 pm	Weather conditions	
Type	Pocket Park	Ref	202115367	Score	58%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/Recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	6	A very open site with some lovely features including two stone carved signs and a welcome sign, but overshadowed by 6 very large bins that really detract from a feeling of being welcome there plus some negative signs (NO DOG FOULING) <b>Review the requirement for number of bins and improve signage.</b>
2 Good and safe access	6	<b>Repair the broken decking to remove trip hazards.</b>
3 Signage	6	<b>The notice board looks neglected and has not been updated since 2014, ensure up to date information is provided and is kept in good condition</b>
4 Equal access for all	7	<b>Cars were parked on the small outer area of this small urban green/pocket park which is unacceptable. Consider measures to prevent parking</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	6	There may be an issue with fire with the decking should a lighted cigarette be dropped into one of the holes in it. <b>There are trip hazards on the decking due to lack of maintenance repairs should be made asap</b>
7 Personal security	7	
8 Control of dogs / dog fouling	5	<b>Some dog fouling ironically where the NO DOG FOULING sign is. Provide option for dog waste disposal as no dog waste bin observed.</b>
<b>Well Maintained and Clean</b>		
9 Litter & waste management	3	<b>Lots of litter and some of it very old. The site continues behind the post office by a busy bus stop where litter particularly bad. 6 large bins dominate the site and would be best placed elsewhere maybe in a fenced off area to side if nowhere off site can be found.</b>
10 Horticultural maintenance	3	<b>Shrub areas and grassed areas poorly maintained. Review maintenance schedule .Buddleia and other weeds growing through the decking should be removed</b>
11 Arboricultural maintenance	7	Trees looked in good condition
12 Building & infrastructure maintenance	6	<b>Some graffiti on the chess board needs removing and paving stones need resetting around the trees and repairs to decking required</b>
13 Equipment maintenance	7	

	<b>Environmental Management</b>	
<b>14</b> Managing environmental impact	n/s	
<b>15</b> Waste minimisation	6	<b>Explore opportunities for recycling</b>
<b>16</b> Chemical use	n/s	none evident
<b>17</b> Peat use	N/A	
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	6	<b>No evidence of any positive management for wildlife. Some self-seeded buddleia. Review and implement a conservation strategy</b>
<b>20</b> Conservation of landscape features	5	<b>Site is neglected which shows in the maintenance of a carefully and thoughtfully designed pocket park.</b>
<b>21</b> Conservation of buildings & structures	n/s	n/s
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	6	Signage and poster indicates there is a friends group but this doesn't seem to be very active as poster with contact details is faded and almost impossible to read. <b>Replace poster.</b>
<b>23</b> Appropriate provision for community	7	
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	6	There was a nice notice board using children's art to encourage use of site and in a positive way but old poster for friends so unclear whether promotion is on-going. <b>Replace out of date poster.</b>
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	93	
<b>Percentage</b>	58%	

Additional comments

**A site that offers plenty of opportunities to sit and meet friends with lovely mature trees offering shading in summer and structure to the site. Good sight lines throughout and evidence that there is a friends group but unclear how active it is. Suffers from lack of follow up maintenance of the decked areas and think these may prove a maintenance liability in time**





# Assessment Form – London Borough of Brent



Name of Site	Land over Kensal Green Tunnels	Date and time of Assessment	12/12/17 13.00pm	Weather conditions	Dry/bright
Type	Pocket Park	Ref	202088034	Score	66%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Comments/recommendations (if score 6 or below)
<b>A Welcoming Place</b>		
1 Welcoming	7	A small space leading to the tube station open and clean at time of inspection and inviting to walk through
2 Good and safe access	7	Good access
3 Signage	3	<b>No signage on site, although you would probably not expect to see as sign on this site, it would be helpful to have one indicating ownership and who people should report issue to</b>
4 Equal access for all	7	Good level access across site
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Appropriate to this space
6 Safe equipment and facilities	7	All elements on site appeared safe
7 Personal security	7	A safe open space next to the tube station and main road
8 Control of dogs / dog fouling	7	No dog fouling observed
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	No litter observed at time of inspection
10 Horticultural maintenance	6	Ensure horticultural elements are maintained in line with specification, <b>some nice planting ensure gaps are filled in bed</b>
11 Arboricultural maintenance	7	Trees look in good condition, <b>suggest removing tree guard</b>
12 Building & infrastructure maintenance	6	Paths in good condition, <b>2 bricks missing from near bin require replacing. Graffiti on services box requires removing, ensure moss, weed growth is removed from under bench</b>
13 Equipment maintenance	7	<b>New bin in place requires fixing. When bench is replaced, replace with one with arms to assist less able users. Rub down bench and treat</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Nothing seen

<b>15</b> Waste minimisation	7	New recycling bin on site
<b>16</b> Chemical use	n/s	No use seen on site
<b>17</b> Peat use	N/A	Would not expect to see use on this site
<b>18</b> Climate change adaptation strategies	n/s	Nothing obvious.
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	6	<b>Improved planting could improve biodiversity</b>
<b>20</b> Conservation of landscape features	N/A	
<b>21</b> Conservation of buildings & structures	N/A	Non present
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	N/A	
<b>Total Score</b>	98	
<b>Percentage</b>	66%	

Additional comments

Overall the site was well managed requiring an few areas of maintenance

# Assessment Form – London Borough of Brent



Name of Site	Lawrence Ave Open Space	Date and time of Assessment	05/12/17 PM	Weather conditions	Cold / dry
Type	Small Open Space	Ref	202147944	Total Score	60%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Open urban site in the middle of a housing estate, good sightlines across whole site, areas of planting / landscaping, children's play area.
2 Good and safe access	7	Access is suitable to location with wide level paths across the site
3 Signage	4	Signage is poor for this site, including lack of directional and notice boards. <b>Review signage to include directional, site specific and noticeboards</b>
4 Equal access for all	7	Access is suitable for all ages and ability.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Children's play area within site and benches at centre of site for enjoying the green space. Landscaping creates an interesting balance feature for children
6 Safe equipment and facilities	7	All appeared to be in good order, although the gates into the play area could do with being repainted..
7 Personal security	7	Site has open aspect and is surrounded by housing. There are lights within the site that appear to be on during daylight hours too.
8 Control of dogs / dog fouling	7	No dog fouling seen during the visit.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Some items of litter seen within the borders and planted areas. Some smoking related litter noted by the benches.
10 Horticultural maintenance	5	Bedding areas appear unkempt and are in need of some attention. <b>Revue the maintenance schedule</b>
11 Arboricultural maintenance	7	Trees appear in ok condition.
12 Building & infrastructure maintenance	6	<b>Page 210</b> In the most part this is OK. However <b>attention needs to be paid to the weed growth in the block pave surfaces, particularly</b>

		under benches and the recessed light fittings set in to the path way are full of leaves and I suspect no longer function as lighting.
13 Equipment maintenance	7	All equipment appeared to be in a good state of repair, however as previously mentioned the gates to the play area could do with being repainted.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Unable to assess during this visit
15 Waste minimisation	6	Although the site had minimal litter <b>consideration should be given to installing a couple of bins including the collection of recyclable materials</b>
16 Chemical use	n/s	No apparent use of chemicals seen during this visit.
17 Peat use	n/s	Unable to assess during this visit
18 Climate change adaptation strategies	n/s	Unable to assess during this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	The bedding areas appear to have had little attention. <b>Consideration could be given to differential mowing regimes to increase biodiversity or amending the planting in the bedding areas to pollinator friendly species</b>
20 Conservation of landscape features	7	Pleased to see that a green space was built within a housing development and that added interest of the hard landscaping was included.
21 Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
22 Community involvement in management & development	4	Without any notice boards the opportunity to involve the community is very limited. <b>Consult with residents regarding any future developments to this site</b>
23 Appropriate provision for community	n/s	Unable to assess this.
<b>Marketing and Communication</b>		
24 Marketing & promotion	3	<b>Marketing is poor and site is not identified in any way, review marketing plans.</b>
25 Appropriate information channels	n/s	Unable to assess during this visit
26 Appropriate educational and interpretational information	2	<b>Opportunity to add a notice board to this site which could be used to display information.</b>

<b>Total Score</b>	<b>102</b>	
<b>Percentage</b>	60%	

Additional comments

This site has the potential to be a Green Flag site if efforts were made to create facilities and features of public interest.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Learie Constantine open space nw10 2et	<b>Date and time of Assessment</b>	14/11/17 11.00	<b>Weather conditions</b>	Cloudy, cold
<b>Type</b>	Pocket Park	<b>Ref</b>	202103628	<b>Total Score</b>	21%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	1	The park was padlocked shut. There was no sign indicating it was a park. <b>Park needs to be opened to the general public.</b>
<b>2 Good and safe access</b>	1	No access available to the site
<b>3 Signage</b>	1	No signage – <b>Signage should be considered to include the site name, managing organisation and contact details.</b>
<b>4 Equal access for all</b>	1	There was no access for anyone
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	1	The site was locked. Rat and pidgeon infested with rubbish strewn. <b>Review maintenance schedule.</b>
<b>6 Safe equipment and facilities</b>	1	There appeared to be a basketball court but locked and disused
<b>7 Personal security</b>	1	No access dangerous h and s risk
<b>8 Control of dogs / dog fouling</b>	n/a	Not applicable as site was locked
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	1	The site was in very poor condition like a rubbish tip <b>Review maintenance schedule.</b>
<b>10 Horticultural maintenance</b>	4	There was some tropical planting which had been neglected but they were thriving. <b>Review horticultural maintenance.</b>
<b>11 Arboricultural maintenance</b>	7	Trees appeared in good condition
<b>12 Building &amp; infrastructure maintenance</b>	4	Some graffiti was intentional and appropriate but some was unmanaged. <b>Inappropriate graffiti should be removed.</b>
<b>13 Equipment maintenance</b>	n/a	There was a sculpture on the opposite side of the road which had little maintenance and it was unclear if this was part of the open space
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	

<b>15</b> Waste minimisation	1	Rubbish and waste everywhere, review collection routine.
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	4	lit could be argued that wild life thrives . However, rats and pigeons are a pest and a risk to local community members. <b>Pest control needs to be undertaken</b>
<b>20</b> Conservation of landscape features	2	<b>No maintenance was evident, a full maintenance schedule needs to be introduced to enable the public to enjoy this space.</b>
<b>21</b> Conservation of buildings & structures	2	No maintenance
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	1 none
<b>23</b> Appropriate provision for community	1	<b>Very inappropriate. Locked and abandoned</b>
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	36	
<b>Percentage</b>	21%	

**Additional comments**

This site is a public health hazard and appears to have been locked and forgotten by Brent.



# Assessment Form – London Borough of Brent



Name of Site	Leybourne Road Open Space	Date and time of Assessment	5/12/17 AM	Weather conditions	Cloudy
Type	Small Open Space	Ref	202101116	Score	31%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Areas for improvement if score 6 or below
	<b>A Welcoming Place</b>	
1 Welcoming	0	<b>Alleyway access was strewn with litter and fly tipping. I felt unsafe approaching – zero signage.. regular inspection and cleansing is required</b>
2 Good and safe access	1	<b>The alleyway was shared with cars and was coated in mud. Some exits were locked with no explanation which meant escape would be difficult in an incident. There was also a large drop into a ditch by an open drainage pipe this requires immediate attention</b>
3 Signage	2	<b>No signage on site but more of an open space than a park. A simple sign that shows ownership should be put in place, in particular with a number for reporting issues such as the abandoned cars</b>
4 Equal access for all	2	<b>No real access other than to the road surrounding the space. Grass was rather long and uneven with evidence of fires and fly tipping. Provide proper safe access to site</b>
	<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities	5	<b>No facilities or activities on site. Just a valuable open green space with a few trees and open grass.</b>
6 Safe equipment and facilities	5	<b>Nothing of significance to judge against. Facility for dog walkers or local children to run around. However the issues on site need to be addressed to improve user safety</b>
7 Personal security	0	<b>The presence of 4x abandoned cars, fly tipping and graffiti made the site quite an unnerving place to hang around. Add to this the locked gates and it didn't feel safe at all. Cars were also parked on the grass of the green with no regard. Cars require removal and measure to prevent cars being parked/abandoned is required</b>
8 Control of dogs / dog fouling	7	<b>7. No issues seen on site.</b>
	<b>Well Maintained and Clean</b>	
9 Litter & waste management	0	<b>No bins available. Litter strewn around entrances. Abandoned cars. Debris from fires. One car had it's window smashed and it's innards had been filled with rubbish. Issues need addressing , bins providing and regular litter picking is required</b>
10 Horticultural maintenance	5	<b>Basic for what the site is – grass cutting. .Could additional horticultural elements be added to improve the area and provide interest and colour</b>
11 Arboricultural maintenance	5	<b>Only 4 or so trees but little evidence of management. Ensure trees are survey each year and issues addressed</b>
12 Building & infrastructure maintenance	3	<b>Large drainage pipe was exposed and wire bent around it. This needs attention. The land sloped into the drainage trench. Quite unsafe.</b>

13 Equipment maintenance	N/A	N/A no equipment present
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	3	Litter, fly tipping and car abandonment is in general not good for the environment. No facilities to enforce this, <b>provide recycling bins</b>
16 Chemical use	n/a	No usage seen
17 Peat use	N/A	no formal planting so would not expect to see use
18 Climate change adaptation strategies	N/A	very basic site
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	n/s	none on site
20 Conservation of landscape features	n/s	none on site
21 Conservation of buildings & structures	n/s	none on site
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing obvious
23 Appropriate provision for community	4	<b>Provides an open space behind housing. If managed better with some features it could become a very valuable green space. At the moment I suspect it is only used for kickabouts in the summer...if at all.</b>
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	Nothing obvious.
25 Appropriate information channels	n/s	None
26 Appropriate educational and interpretational information	n/s	None.
<b>Total Score</b>	40	
<b>Percentage</b>	31%	

Additional comments

**This site was quite depressing on the day of the visit. However it could be eligible for funding grants if the surrounding community were interested in revitalising it with some simple changes – tree planting, a seating area, some planting. The fact that it is bordered by housing could mean ownership of the space.**



# Assessment Form – London Borough of Brent



Name of Site	Lindsay Park	Date and time of Assessment	5/12/17 AM	Weather conditions	Cloudy
Type	Small Open Space	Ref	202071389	Score	66%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Fairly traditional open space/park
2 Good and safe access	7	Good access. Adjacent to a bus stop.
3 Signage	7	Entrance board with basic information. <b>Ensure information is kept up to date</b>
4 Equal access for all	7	No real issues with access. Cycle path around the outskirts provides a shortcut.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	A single play area is present which is a quite dated but probably loved by children.
6 Safe equipment and facilities	6	<b>Play equipment safe. Burnt bench had exposed fixings which could catch or cut someone. A positive was that it looks like new play surfacing has been installed fairly recently as well.</b>
7 Personal security	8	Very safe feel. Adjacent to a main road & bus stop with lots of comings and goings.
8 Control of dogs / dog fouling	7	No problems seen on site.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	8	The site was very tidy. No litter present.
10 Horticultural maintenance	7	Mainly grass cutting with some Cornus hedging. <b>Would prefer to see the Cornus coppiced for those bright red stems in winter.</b>
11 Arboricultural maintenance	7	Nothing of concern seen on visit. A few decent trees of value including a Weeping Willow.
12 Building & infrastructure maintenance	7	Paths in fairly good condition including cycle path. One path to the seating has been abandoned and eventually has grassed over.
13 Equipment maintenance	6	<b>Play equipment looked fine. Burnt bench needs replaced. Not much else equipment.</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	

15 Waste minimisation	3	No facilities to enforce this, <b>Provide recycling bins on site</b>
16 Chemical use	n/s	No usage seen
17 Peat use	N/A	no formal planting so would not expect to see use
18 Climate change adaptation strategies	n/s	Very basic site
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	6	. Not many features on site but trees looked reasonably healthy as a habitat for birds and insects. <b>Consider a biodiversity action plan.</b>
20 Conservation of landscape features	N/A	Level open space for residents to use for picnics, football, games in the summer + play area. No real landscaped features.
21 Conservation of buildings & structures	N/A	None on site
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	Nothing present
23 Appropriate provision for community	n/s	It provides welcome play area adjacent to the housing area and an open grass area for play. The trees provide interest and structure amongst the housing.
	<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	Nothing obvious.
25 Appropriate information channels	n/s	None
26 Appropriate educational and interpretational information	N/A	None.
<b>Total Score</b>	100	
<b>Percentage</b>	66%	

#### Additional comments

**The site is quite simple, consisting of a play area and an open space for play, games, picnics etc. It has potential to be developed into a more advanced park with some funding and would be quite a safe place to invest, due to the open nature of the park and the number of regular passers by + bus stop etc.**

Small but valuable.



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Longstone Ave Open Space	<b>Date and time of Assessment</b>	2/10/17 15.45pm	<b>Weather conditions</b>	Dry and Bright
<b>Type</b>	Small Open Space	<b>Ref</b>	202126366	<b>Score</b>	66%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	<b>7</b>	Open green space adjacent to a local school.
<b>2 Good and safe access</b>	<b>7</b>	Access and egress satisfactory.
<b>3 Signage</b>	<b>6</b>	<b>Signs at entrance have contact details and bye laws but no event or community information. The entrance from Longstone Avenue has sign for the school but not the open space</b>
<b>4 Equal access for all</b>	<b>7</b>	All ages and abilities could obtain safe access.
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	<b>7</b>	Facilities safe for children and dog walkers.
<b>6 Safe equipment and facilities</b>	<b>7</b>	Safe for appropriate users.
<b>7 Personal security</b>	<b>7</b>	Area safe for users and is overlooked by neighbouring school.
<b>8 Control of dogs / dog fouling</b>	<b>7</b>	Dog walking field but no problems observed despite walking the field as much as possible.
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	<b>7</b>	<b>Waste is removed from receptacles but entrance bin was full at the time. Nevertheless this indicates they are situated correctly and used. Recycled bin was not fastened down</b>
<b>10 Horticultural maintenance</b>	<b>6</b>	Grass field cut. <b>Opportunity to provide other horticultural features to enhance the site</b>
<b>11 Arboricultural maintenance</b>	<b>5</b>	<b>Mature trees ok but some semi matures have been broken and stumps remain these need removing and replacing Stakes need removing from trees as are serving no purpose</b> Page 221
<b>12 Building &amp; infrastructure maintenance</b>	<b>7</b>	<b>Pathway infrastructure in good order. One bollard lying on grass, one lamp post bent which require attention</b>

13 Equipment maintenance	7	Equipment appears fine. <b>Recycle bin requires fixing, consider providing benches</b>
<b>Environmental Management</b>		
14 Managing environmental impact	N/s	Nothing obvious.
15 Waste minimisation	6	Other than litter waste, and recycling bin no other minimisations observed.
16 Chemical use	n/s	No chemical usage obvious.
17 Peat use	N/A	
18 Climate change adaptation strategies	n/s	No strategies observed and difficult to envisage such strategies.
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	n/s	<b>Some wild flower meadow would benefit from appropriate interpretation.</b>
20 Conservation of landscape features	7	Provides much needed green space within a dense urban environment.
21 Conservation of buildings & structures	n/s	No structures of significance but the site is also adjacent to an allotment site and it may be practical to transfer some of the grounds to allotment if the demand justifies.
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	No community impact obvious which could change if the site was connected to the allotments with more community involvement. What links and use is there from the school
23 Appropriate provision for community	n/s	Field and play is suitable for children and dog walkers but some of the field would be ideal for other facilities following community consultation
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	No current promotion despite the space suitable for events. If connected to the allotments it could be promoted as a joint feature.
25 Appropriate information channels	n/s	Information channels could be improved by adjoining with the allotments and events organised ie. Food production days, family event days etc.,
26 Appropriate educational and interpretational information	n/s	<b>None seen. Interpretation of the wildflower are could be incorporated</b>
<b>Page 222</b>		
<b>Total Score</b>	<b>100</b>	



Percentage	66%	
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Additional comments

**The site is a green open space that has the potential to be a Green Flag site if following consultation additional facilities are provided if identified . The area could be promoted by holding local events and using the school and allotment site as partners in the project.**

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Mapesbury Dell	<b>Date and time of Assessment</b>	25/10/2017 PM	<b>Weather conditions</b>	Sunny
<b>Type</b>	Pocket Park	<b>Ref</b>	202079453	<b>Total Score</b>	74%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below	
		<b>A Welcoming Place</b>	
1 Welcoming	6	The vegetation on both sides of entrance needs to be cut back to encourage people to enter the site.	
2 Good and safe access	8		
3 Signage	8	There was a blue directional sign on the road.	
4 Equal access for all	8		
		<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities	9		
6 Safe equipment and facilities	7	The pond needs a knee rail around perimeter	
7 Personal security	6	Several shrub areas need to be cut back	
8 Control of dogs / dog fouling	7		
		<b>Well Maintained and Clean</b>	
9 Litter & waste management	8	Lots of bins for what is obviously a busy little site.	
10 Horticultural maintenance	7		
11 Arboricultural maintenance	7	One dead tree on site.	
12 Building & infrastructure maintenance	8		
13 Equipment maintenance	9		
		<b>Environmental Management</b>	
14 Managing environmental impact	n/s	Page 224 All green space in urban area	
15 Waste minimisation	6	Use wood chip/bark to mulch	

<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	difficult to assess this site will help to mitigate extremes of heat and wind in the locality
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	8	Mainly young woodland plus 1 small pond
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	7	community involved in setting up this site.
<b>23</b> Appropriate provision for community	n/s	play area plus many seats, difficult to assess whether appropriate for all the community.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	limited, but small local neighbourhood site
<b>25</b> Appropriate information channels	7	website and email displayed on notice board
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	119	
<b>Percentage</b>	74%	

Additional comments

Generally an excellent small site. Main issue is the growth of vegetation which is potentially causing security issues.

# Assessment Form – London Borough of Brent



Name of Site	Maple Grove Open Space	Date and time of Assessment	5/12/17 PM	Weather conditions	Overcast
Type	Small Open Space	Ref	202070328	Total Score	63%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Very open area amongst housing development.
2 Good and safe access	7	Open access, no trip hazards or reasons for concern.
3 Signage	4	No signage on site but more of an open space than a park. <b>If signage is considered it should have the name of space, organisation responsible for it and contact details.</b>
4 Equal access for all	6	No issues – <b>could benefit from a subtle path to encourage walks within or to allow wheelchair users to access further off the footpath but not essential.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	No facilities or activities on site. Just a valuable green space with trees and open grass.
6 Safe equipment and facilities	5	Nothing of significance to judge against. Facility for dog walkers or local children to run around.
7 Personal security	7	Site felt safe – grass cut and no litter visible. Overlooked by houses, no restricted views.
8 Control of dogs / dog fouling	7	No issues on site at all. However no bins for dog waste.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	8	Site was very clean.
10 Horticultural maintenance	7	Mainly grass cutting. Old tree stakes could be removed as no longer required. The site was cut to the edges which meant there wasn't a dense border of brambles etc. as seen on other sites.
11 Arboricultural maintenance	8	Evidence of pollarding to the central Oak tree.
12 Building & infrastructure maintenance	n/a	No buildings or infrastructure present
13 Equipment maintenance	n/a	No equipment present
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	

15 Waste minimisation	4	No separation of recycled waste as no bins. <b>Consider installing recycling bins.</b>
16 Chemical use	n/s	
17 Peat use	n/a	No formal planting
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	Not many features on site but trees looked reasonably healthy as a habitat for birds and insects.
20 Conservation of landscape features	7	Retains the village green feel amongst a housing development for residents. Trees have been retained on site which creates interest.
21 Conservation of buildings & structures	n/a	None on site
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	It provides welcome open space adjacent to the housing area and an open grass area for play. The trees provide interest and structure amongst the housing.
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	88	
<b>Percentage</b>	63%	

#### Additional comments

A valuable site with a very safe feel to it. Probably well used by local residents to walk dogs or for children to play in. Safe, clean and the trees provide a welcome break from housing.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Maybank Avenue	<b>Date and time of Assessment</b>	14/10/17 14.00	<b>Weather conditions</b>	Dry / Bright
<b>Type</b>	Local park	<b>Ref</b>	202105592	<b>Score</b>	55%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Comments /Recommendations (if score 6 or below)
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## A Welcoming Place

<b>1 Welcoming</b>	6	The entrances and lack of maintenance of infrastructure made the site not feel that welcoming. Ensure all entrances are clean, fencing repaired where needed and car park brought up to standard.
<b>2 Good and safe access</b>	5	The site was generally accessibly however the carpark surface was very uneven and would prove difficult for those of limited mobility or wheelchair users. At the back of the site there is a path with 2 lamp posts which needs clearing there is a desire line from this path the length of the path, consider installing a path along the desire line creating a safe open walk way.
<b>3 Signage</b>	6	The notice board require moving from behind the fencing so it is easier to view, ensure up to date information is maintained in the notice board
<b>4 Equal access for all</b>	5	Improvements to car park and additional seating would encourage use, in particular replace seating that has been lost over time

## Healthy, Safe and Secure

<b>5 Appropriate provision of quality facilities and activities</b>	7	The site mainly served for football and children's play
<b>6 Safe equipment and facilities</b>	5	Fencing at the entrance behind the club house at the Maybank Avenue entrance was damaged and barbed wire was at head height. Glass and nitrous oxide canisters were also present Ensure fencing is repaired or replaced with something more substantial than chain ,link and ensure area is regularly swept and litter picked
<b>7 Personal security</b>	6	Although the site is open it felt isolated and on a sunny day in the school holidays there was no one using the site
<b>8 Control of dogs / dog fouling</b>	7	No evidence of dog fouling

## Well Maintained and Clean

<b>9 Litter &amp; waste management</b>	6	Site was generally litter free but litter bins present were damaged and some litter at Maybank Avenue entrance. A programme of replacement of litter bins and opportunities for recycling should be provided, Fly tipping of soil and rubble needs to be removed.
<b>10 Horticultural maintenance</b>	6	Low hanging vegetation on the pathway from the Maybank Avenue entrance needs removing. Grass football pitch was being cut and appeared to be maintained. The scrub area at the back of the site 'catches' litter and needs litter picking regularly.

11 Arboricultural maintenance	6	Dead tree branches overhanging paths require removing. Suggest a tree survey is carried out, there is one tree which is diagonally opposite at the back of the children's area that is rotted at the base and needs attention. Near the end of the path near the sports pitches there is a tree with rot at the base and look unsafe.
12 Building & infrastructure maintenance	3	The light housing in the lamp post by the children's play area is fire damaged and needs replacing. There were damaged bins and missing bins and benches throughout the site. One of the metal gates is missing and requires replacement. A programme of reinstatement of benches and bins is required. Consider providing an area for people to meet with benches and perhaps community flower/ food growing raised beds.
13 Equipment maintenance	7	Play equipment appeared well maintained
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	No evidence of active management
15 Waste minimisation	3	<b>No recycling or evidence available, provide recycling bins</b>
16 Chemical use	n/s	No evidence seen
17 Peat use	N/A	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	<b>No obvious management for biodiversity, additional planting at boundary could be considered to improve biodiversity</b>
20 Conservation of landscape features	N/A	
21 Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	6	<b>There was a notice board but this required repositioning with up to date information</b>
25 Appropriate information channels	4	other than the notice board there was no other evidence
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>		
	82	

Percentage	55%	
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Additional comments

The site was clearly well used for football with what appeared to be an active club and clubhouse,



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Mount Pleasant open Space	<b>Date and time of Assessment</b>	5/12/17 11.00am	<b>Weather conditions</b>	Cloudy dry
<b>Type</b>	Small Open Space	<b>Ref</b>	202132605	<b>Score</b>	60%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

	Score	Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	6	Some littering at the entrance
<b>2 Good and safe access</b>	7	Access into and around the site is good
<b>3 Signage</b>	6	<b>Signage to play area is faded the notice board was in good condition, ensure up to date information and keep standard notices in good order</b>
<b>4 Equal access for all</b>	7	Access is suitable for all ages and abilities
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	Good range of recreation facilities.
<b>6 Safe equipment and facilities</b>	6	<b>Equipment generally looked safe however there was a broken sign on exercise equipment that could cause injury and needs to be repaired/removed.</b>
<b>7 Personal security</b>	7	Site felt safe at the time.
<b>8 Control of dogs / dog fouling</b>	7	No problems identified.
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	6	<b>Unfortunately some littering was apparent and a waste bag left near the bin. There was also accumulation of leaf litter in place. Regular inspection and maintenance is required</b>
<b>10 Horticultural maintenance</b>	4	<b>Grass was cut but beds borders and raised beds required plants replacing and weed suppressing membrane covering with chippings as this was uncovered in places. Growth at edges of paths needs removal</b>
<b>11 Arboricultural maintenance</b>	6	<b>All trees look in good condition. However guards and stakes should be removed where they have served their purpose</b>
<b>12 Building &amp; infrastructure maintenance</b>	6	<b>Pathway infrastructure is satisfactory. however this is cracking in places and requires repair</b>
<b>13 Equipment maintenance</b>	6	<b>Equipment looks to be maintained however the bucket swing was missing and requires replacement. A broken sign on the exercise equipment needs replacing and the broken sign removed to prevent injury. Safety surface requires minor repair near climbing wall. Edge of safety surface could become a tripping hazard</b>

Environmental Management		
<b>14</b> Managing environmental impact	n/s	Nothing identified.
<b>15</b> Waste minimisation	4	<b>Traditional method of litter collection needs to be implemented and recycling bins installed</b>
<b>16</b> Chemical use	n/s	No chemical use identified.
<b>17</b> Peat use	n/s	Use of peat is not evident
<b>18</b> Climate change adaptation strategies	N/A	Nothing obvious
Biodiversity, Landscape and Heritage		
<b>19</b> Management of natural features, wild fauna and flora	n/s	<b>Raised beds could be planted with pollinators</b>
<b>20</b> Conservation of landscape features	N/A	No heritage of landscape identified.
<b>21</b> Conservation of buildings & structures	N/A	Not appropriate to this site.
Community Involvement		
<b>22</b> Community involvement in management & development	n/s	Nothing obvious but opportunity exists by encouraging local interest.
<b>23</b> Appropriate provision for community	n/s	The provisions are suitable for the environment.
Marketing and Communication		
<b>24</b> Marketing & promotion	6	Limited to notice boards
<b>25</b> Appropriate information channels	n/s	Local residents could act as channel for promotions.
<b>26</b> Appropriate educational and interpretational information	N/A	None seen.
<b>Total Score</b>	85	
<b>Percentage</b>	60%	

Additional

**A valuable space for exercise and play, however maintenance and horticultural standards need to be improved**



# Assessment Form – London Borough of Brent



Name of Site	Neasden Lane Open Space	Date and time of Assessment	5/10/17 14.15pm	Weather conditions	Raining
Type	Small Open Space	Ref	202138863	Total Score	65%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	8	Open site in the centre of a densely populated area.
2 Good and safe access	7	Access to the site from all directions with traffic stop posts surrounding the site in order to stop vehicle disruption.
3 Signage	8	Sign has contact details and list of some events held.
4 Equal access for all	8	Access and egress involves crossing the road but is suitable for all age and ability.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	. <b>Site is suitable for resting facilities but consider introducing further recreational equipment.</b>
6 Safe equipment and facilities	7	The limited facilities are in good order. <b>Introduce some adult recreational equipment like Gym style facilities, introduce newer and more challenging play equipment.</b>
7 Personal security	5	The site generally felt safe and secure but was marred by adults drinking alcohol whilst sat on bench alongside main footpath. <b>Suggest area is designated a alcohol free zone.</b> Some lighting in the park is beneficial. .
8 Control of dogs / dog fouling	8	The control of dogs did not appear to be an issue and a dog waste bin has been installed. Sign requests owners to clean up after their dogs.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	4	The litter bins are serviced but full at the time. Various items of fly tipping under the trees. Waste bags left next to one bin. Dual purpose bins are being introduced but are not fixed down. One bin has graffiti upon it. <b>Ensure litter and waste is controlled in a more effective manner</b>
10 Horticultural maintenance	6	Confined to mainly grass cutting. <b>Areas under trees could be cleared to prevent fly tipping or create a woodland walk</b>
11 Arboricultural maintenance	5	Condition of the trees is marred by the amount of fly tipping and litter, underneath. Some fallen branches remain on the grass area. Dead wood is present in trees near entrance. <b>Remove fallen wood if not being left to create habitat, remove dead wood in trees near entrance.</b>

12 Building & infrastructure maintenance	7	Benches and pathways are in good condition. <b>Recycling bins require bolting down. A desire line from the entrance could be made into an additional path</b>
13 Equipment maintenance	7	Small amount of play equipment and the surrounding safety surface, appears in satisfactory condition.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	No features requiring irrigation but no other environmental impact measures seen.
15 Waste minimisation	4	Site spoilt by amounts of rubbish under the trees does not provide a good impression of waste management. <b>Rubbish needs clearing.</b>
16 Chemical use	n/s	
17 Peat use	n/a	Not used on this site.
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	An area of grass has been left uncut in order to encourage flora and fauna. The trees act as a natural haven.
20 Conservation of landscape features	7	The tree plantation has been retained.
21 Conservation of buildings & structures	n/a	Nothing of significance seen.
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	No particular community involvement is evident but some local events are advertised on site. <b>Encourage local residents and schools to be actively involved.</b>
23 Appropriate provision for community	n/s	The small site is beneficial to the area, unable to assess if the provision is appropriate for the community.
<b>Marketing and Communication</b>		
24 Marketing & promotion	5	<b>There are some events promoted on site but the park is not directed from main network and would benefit from local marketing.</b>
25 Appropriate information channels	n/s	.
26 Appropriate educational and interpretational information	n/s	<b>Introduce forms of interpretation</b>

<b>Total Score</b>	<b>104</b>	
<b>Percentage</b>	<b>65%</b>	

#### Additional comments

The park has the potential to be a Green Flag site by:- 1/ Designating as alcohol free zone, 2/ Introduce newer and more challenging play equipment, 3/ Introduce some adult recreational equipment like Gym style facilities, 4/ Ensure litter and waste is controlled in a more effective manner, 5/ Introduce forms of interpretation, 6/ Encourage local residents and schools to be actively involved.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Northwick Park (MOL)	<b>Date and time of Assessment</b>	24/11/17 12.00pm	<b>Weather conditions</b>	Cold
<b>Type</b>	District Park	<b>Ref</b>	202018402	<b>Total Score</b>	63%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
	<b>A Welcoming Place</b>	
<b>1 Welcoming</b>	7	Path from station lead straight into the park. Westminster University is adjacent.
<b>2 Good and safe access</b>	6	<b>Access good. Public footpath leading to the Watford Rd entrance was overgrown and the path is in poor condition, it requires vegetation being cut back to make this entrance safer. Also broken chain link fencing that needs repair at this entrance and fly tipping that needs to be removed. Redundant posts at vehicle entrance should be removed. Entrance from social club carpark, edge of path broken creating a hazard needs repairing and perhaps barrier to edge of path as accessible after dark</b>
<b>3 Signage</b>	5	Disappointing not to see any signage promoting the park particularly from the station and University. Graffiti on noticeboard near sports pavilion needs removing. No authorised vehicles beyond this point signs need to be replace or removed. <b>Signage should be reviewed.</b>
<b>4 Equal access for all</b>	7	Access is good for all age and ability.
	<b>Healthy, Safe and Secure</b>	
<b>5 Appropriate provision of quality facilities and activities</b>	7	Mainly sports orientated.
<b>6 Safe equipment and facilities</b>	7	<b>Surface around the exercise equipment is cracking around the edge and needs attention.</b>
<b>7 Personal security</b>	8	Many lone walkers and supported by pathway lighting.
<b>8 Control of dogs / dog fouling</b>	8	Observed a lady cleaning up after her dog.
	<b>Well Maintained and Clean</b>	
<b>9 Litter &amp; waste management</b>	6	<b>Site was generally litter free however there are accumulations of old litter along the stream. Litter was also present along the small wooded area near the Veolia depot/sports pavilion.</b>
<b>10 Horticultural maintenance</b>	7	All satisfactory
<b>11 Arboricultural maintenance</b>	6	<b>We would recommend a tree survey as a number of trees along the stream have hanging dead branches or were leaning. A tree near the station entrance needs a broken branch removing at knee height.</b>
<b>12 Building &amp; infrastructure maintenance</b>	6	<b>The turning area in front of the Veolia entrance could do with a more permanent surface also sand etc. dumped in</b>

		this entrance, could this be stored within the depot? The three brick raised beds in front of the sports pavilion require repair and replanting.
13 Equipment maintenance	6	A number of litter bins were broken, missing doors and require replacement. There were some minor areas in the children's play area where wet pour surface is lifting particularly near the steps to the large slide. No safety surfacing below the sprung play equipment and blue roundabout. We recommend safety surfacing is checked under the two pieces of equipment near the exercise equipment.
	<b>Environmental Management</b>	
14 Managing environmental impact	n/s	
15 Waste minimisation	1	One recycling bin not fastened down (close to the entrance by sports pavilion) We would recommend this bin is re-sited to the sports pavilion and more bins installed.
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	7	Opportunity for habitats along tree lined dyke and along railway embankment.
20 Conservation of landscape features	7	Maintained mainly for sport provision.
21 Conservation of buildings & structures	n/a	
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	Obvious local interest but unable to assess how community is involved in management and development
23 Appropriate provision for community	n/s	Limited to sports intention.
	<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	There is the opportunity to utilise the university in creating community input.
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	101	



Percentage	63%	
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Additional comments – The site could be improved by signage external to the site and by exploring ways to engage the community

# Assessment Form – London Borough of Brent



Name of Site	One Tree Hill	Date and time of Assessment	1/11/417 5/12/17 PM/PM	Weather conditions	1. Rain 2. Clear
Type	Local Park	Ref	202063101	Total Score	62%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	6	A green open housing space surrounded by properties. Nice site with good elevation. <b>Graffiti requires removing from the tunnel under the railway. The area of the site near St James Gardens was not welcoming with significant littering in shrub areas which needs to be removed.</b>
2 Good and safe access	7	Access to the site is good but visitors with mobility problems may find reaching the apex difficult
3 Signage	6	Metal signage boards were in good condition but <b>needed up to date information and graffiti removing. directional signage is necessary along with appropriate interpretation</b>
4 Equal access for all	7	Access and egress is suitable to majority of the site.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Good range for all ages. Exercise equipment and play equipment present
6 Safe equipment and facilities	6	<b>Safety surfacing requires attention in children's play area. The bucket swing was missing</b>
7 Personal security	6	Generally felt a safe area apart from the shrub areas near the St James Gardens area. <b>This area should be thinned out brambles etc removed.</b>
8 Control of dogs / dog fouling	7	Dogs allowed to roam free on the site, however little dog fouling was observed
<b>Well Maintained and Clean</b>		
9 Litter & waste management	3	<b>The littering in the shrub areas near St James Gardens was excessive, with hundreds of cans and other fly tipped items. Recommend thinning out or removing overgrown areas leaving trees to eliminate anti-social behaviour.</b> Other areas of the site where litter free
10 Horticultural maintenance	5	Grass cutting was adequate, however there appeared to be

		no maintenance of the areas near St James Gardens creating issues with anti-social behaviour and personal safety
11 Arboricultural maintenance	7	Trees are managed and one species has been pollarded
12 Building & infrastructure maintenance	6	Good pathway network. However some were starting to break up and need attention, <b>review maintenance schedule for pathways.</b>
13 Equipment maintenance	6	<b>One bucket swing was missing and safety surface in children's play area required attention. Missing benches required replacement and damaged bins replaced</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	7	Relies on traditional waste collection service, recycling opportunities should be considered..
16 Chemical use	n/s	No chemical use identified.
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	Some areas suitable for nesting birds.
20 Conservation of landscape features	7	Maintained as a natural hill with excellent vista.
21 Conservation of buildings & structures	n/s	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing obvious
23 Appropriate provision for community	n/s	Provision is ideal for casual play, exercise and leisurely walks.
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	Nothing obvious.
25 Appropriate information channels	n/s	Nothing obvious.
26 Appropriate educational and interpretational information	n/s	

		Nothing obvious.
	100	
<b>Total Score</b>		
	62%	
<b>Percentage</b>		

Additional comments

# Assessment Form – London Borough of Brent



Name of Site	Pilgrims Way Open Space	Date and time of Assessment	5/12/17 AM	Weather conditions	Cloudy
Type	Pocket Park	Ref	202057902	Total Score	51%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
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## A Welcoming Place

1 Welcoming	6	An open space adjacent to a housing site. Litter, fly tipping and a general lack of management made it less welcoming. <b>Litter and fly tipping should be removed and maintenance regime reviewed.</b>
2 Good and safe access	5	The site had a small path running around a tree where bricks were dislodged. There was also a steel pipe lodged in the ground at the other side of the space...both trip hazards. <b>Repairs to path and removal of steel pipe required.</b>
3 Signage	4	No signage on site. <b>Approach to signage should be reviewed and consideration given to installing a sign with site name, managing organisation and contact details on.</b>
4 Equal access for all	6	No real paths through the site and difficult to access in a wheelchair. Visible from adjacent footpaths though.

## Healthy, Safe and Secure

5 Appropriate provision of quality facilities and activities	5	No facilities or activities on site. Just a valuable green space with trees and grass. <b>Consider if this site could be linked to others as a trim trail.</b>
6 Safe equipment and facilities	n/s	Nothing of significance to judge against. Facility for dog walkers or local children to run around.
7 Personal security	7	Site felt fairly safe. Overlooked by houses, no restricted views.
8 Control of dogs / dog fouling	7	No issues seen.

## Well Maintained and Clean

9 Litter & waste management	4	Fly tipped waste near entrance and litter scattered around site and in shrubs towards edges. <b>Review litter collection schedule</b>
10 Horticultural maintenance	6	Confined to grass cutting and trimming of Cottoneaster.
11 Arboricultural maintenance	4	Birch tree being swallowed up by Leyland cypress needs removed. <b>Leyland cypress could be removed as of little value.</b> No other obvious management.
12 Building & infrastructure maintenance	4	The little infrastructure there is deteriorating – the wall around the tree/path is falling apart. <b>Review maintenance schedule and repair wall.</b>
13 Equipment maintenance	n/a	No equipment present

## Environmental Management

14 Managing environmental impact	n/s	
15 Waste minimisation	4	No separation of recycled waste as no bins
16 Chemical use	n/s	No usage seen
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	n/s	Very little for this to be valid
20 Conservation of landscape features	6	An open green space for residents. Boundary trees provide some screening from the roundabout adjacent to the site for residents. A welcome green buffer to the road. <b>Screening could be enhanced somewhat with better tree management and planting.</b>
21 Conservation of buildings & structures	4	<b>Deterioration of wall around tree is a shame. The one thing that could be a feature has been left to fall into disrepair and needs to be repaired.</b>
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	It provides welcome open space adjacent to the housing area and some open grass for play. The trees provide interest and structure amongst the housing and a buffer from the road. Potential to discuss options with residents if they would like to use the space differently.
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	72	
<b>Percentage</b>	51%	

#### Additional comments

The site is valuable for the reasons already stated but other than that I can't see it being popular as a space to enhance other than to address the issues listed above.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Pinemartin Activity Park	<b>Date and time of Assessment</b>	25/10/2017 AM	<b>Weather conditions</b>	Sunny
<b>Type</b>	Pocket Park	<b>Ref</b>	202011433	<b>Total Score</b>	75%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	7	This site is an overall a pleasant space
<b>2 Good and safe access</b>	8	No issues seen
<b>3 Signage</b>	8	On entrance
<b>4 Equal access for all</b>	8	no issues seen
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	9	
<b>6 Safe equipment and facilities</b>	6	<b>There are 2 self closing gates. One is permanently open the other closes very hard – needs checking and adjusting</b>
<b>7 Personal security</b>	8	
<b>8 Control of dogs / dog fouling</b>	7	No problems seen
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	8	Bins on 2 entrances
<b>10 Horticultural maintenance</b>	7	<b>Some play surfaces need weeding</b>
<b>11 Arboricultural maintenance</b>	7	Newly planted trees appear in order
<b>12 Building &amp; infrastructure maintenance</b>	n/a	
<b>13 Equipment maintenance</b>	7	
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	When trees and other planting matures the environmental benefits will increase
<b>15 Waste minimisation</b>	6	<b>Add wood chip/green waste to all planters, tree</b>

		bases and hedge bases.
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	Difficult to assess, this small green space does link to green corridor along railway.
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	8	some green areas appear to have been left/ managed with wild flower areas
20 Conservation of landscape features	8	This site fits in well with adjacent housing areas
21 Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
22 Community involvement in management & development	7	Some notices seen regarding events
23 Appropriate provision for community	n/s	Largely intended for children, although many seats provided to encourage other visitors
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	Difficult to assess. Community noticeboard provided near entrance to estate
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	Some panels/signage could be added to this site e.g wildflower areas
<b>Total Score</b>	112	
<b>Percentage</b>	75%	

#### Additional comments

This is a well used small open space primarily designed for use by young children. Some unusual play features. Herbicide use could be reduced by using bark/wood chip mulches.



# Assessment Form – London Borough of Brent



Name of Site	Preston Park	Date and time of Assessment	13/11/17 11.30am	Weather conditions	cloudy
Type	Local Park	Ref	202144645	Total Score	74%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	8	A very welcoming traditional park.
2 Good and safe access	8	Nice entrance off Montpellier road.
3 Signage	6	<b>Entrance boards could be supplemented by other internal signage and interpretation. Information in notice board should be of good condition.</b>
4 Equal access for all	7	Access is good.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	8	Good range of play, sport, bowls and recreation.
6 Safe equipment and facilities	6	<b>. Safety surface in children's play area requires attention</b>
7 Personal security	9	Safe environment with metal fencing and some lighting to the park.
8 Control of dogs / dog fouling	8	. No problems seen.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	8	. Area looks well managed.
10 Horticultural maintenance	8	. All in order.
11 Arboricultural maintenance	8	Nice range of tree species.
12 Building & infrastructure maintenance	6	. Mostly good, however <b>some paths require attention and low wall near buildings has stones that need replacing. Fence around children play area requires painting</b>
13 Equipment maintenance	7	Well maintained and in use at the time. <b>A programme of bin repair/replacement is required</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Page 247
15 Waste minimisation	7	Appears effective

16 Chemical use	n/s	
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	Examples of wildlife are present.
20 Conservation of landscape features	8	Maintained to its original intentions
21 Conservation of buildings & structures	7	Appear in good condition
<b>Community Involvement</b>		
22 Community involvement in management & development	7	. The presence of a bowling green would indicate some community involvement.
23 Appropriate provision for community	8	Excellent provision of facilities.
<b>Marketing and Communication</b>		
24 Marketing & promotion	7	Some information on notice board.
25 Appropriate information channels	n/s	<b>Channels for information should be utilised through users, sports and bowlers.</b>
26 Appropriate educational and interpretational information	n/s	<b>Would benefit from information suitable for users and schools groups.</b>
<b>Total Score</b>	126	
<b>Percentage</b>	74%	

**Additional comments**

This park would be an ideal Green Flag Award site with little effort with actions taken as advised above..

# Assessment Form – London Borough of Brent



Name of Site	Quainton st open space	Date and time of Assessment	5/10/17 13.00pm & 05/12/17	Weather conditions	Showery.  Clear & cold on 5/12
Type	Small open space	Ref	202147622	Total Score	42%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	5	Site is amenity grassland surrounded with trees / scrub on the boundary and edged to one side with the river Brent. From the main road you can see the full extent of the site, however once in the site a visitor would notice the vast amounts of litter in the undergrowth, damaged bins to the rear of the site. The rear of the site is not very welcoming, perhaps <b>clearing some scrub and adding directional finger posts would make this area more welcoming.</b>
2 Good and safe access	5	Access off main road is via a gravel track which may be difficult for those with mobility issues or with pushchairs etc. There is also a double gate to prevent access by vehicles
3 Signage	4	Sign at main entrance has contact details and bye laws but no other information of welcoming benefit. <b>The sign itself is in need of refurbishment. The back of the sign is covered in graffiti.</b>
4 Equal access for all	6	Pathway up hill at the edge of the woodland is susceptible to flooding making access difficult for most users, especially disabled. <b>Review drainage of pathway up hill.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	4	Facilities and features are limited at present. <b>There is the opportunity to create a 'trim trail' at this site as it links to two other sites including Chalkhill Sports Ground</b>
6 Safe equipment and facilities	5	The flooded footpath is unsafe for users with mobility problems. Bin at rear of site is on its side surrounded by litter. <b>Review drainage and repair bin</b>
7 Personal security	5	When by the main road or on the open field a user would feel ok, however towards the rear of the site and wooded areas the feeling of safety diminishes. This is not helped by the volumes of litter, damaged bin etc
8 Control of dogs / dog fouling	4	<b>Dog fouling on grass and gravel footway needs to be cleared</b>
<b>Well Maintained and Clean</b>		

9 Litter & waste management	1	Litter on grass and in woodland. Does not appear to managed well as fly tipping also found in woodland. Litter bin uprooted and thrown into trees at side of stream. <b>Review litter collection and remove fly tipping.</b>
10 Horticultural maintenance	7	Maintenance confined to grass cutting.
11 Arboricultural maintenance	7	Trees seen all appear in safe condition.
12 Building & infrastructure maintenance	3	<b>Gravel pathway is ok but walkway through woodland needs attention. The stream contained amounts of litter and debris. Bin at entrance was overflowing.</b>
13 Equipment maintenance	2	Bins on this site are not maintained the one at the rear of the site has been on its side for at least two months. <b>Repair bins.</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Nothing obvious including management of the stream. Attention is needed to prevent litter and flytipped waste entering the watercourse. The amount of litter on this site is of a level to be detrimental to both flora and fauna.
15 Waste minimisation	2	Litter receptacle at entrance off main road, but the remainder of the site is susceptible to littering. <b>Consideration should be given to adding a bin to collect recyclable materials</b>
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	Nothing obvious. There is the opportunity here to employ differential mowing regimes to encourage biodiversity, add interest with some planting of additional tree species etc
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	4	<b>The benefits of the site such as the Woodland and Stream are not utilised to their full potential. Both could be more prominent and promoted as wild areas including appropriate interpretation.</b>
20 Conservation of landscape features	4	As above.
21 Conservation of buildings & structures	n/a	Nothing significant is noticeable.
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	No community aspects apparent yet the potential to encourage the public to be involved in clean up operations and local input , is exhaustive. Consider use of community payback scheme to implement initial clearances.
23 Appropriate provision for community	n/s	<b>Page 250</b> The development of a user group or nature enthusiasts would aid in providing a community based facility ideal for walkers and

		local schools.
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	<b>3</b>	<b>No information on main notice board and the clearance and development should be undertaken before promoting the site.</b>
<b>25</b> Appropriate information channels	<b>4</b>	<b>Create a promotional channel once initial works have been undertaken by encouraging local groups including enthusiasts and schools to be actively involved.</b>
<b>26</b> Appropriate educational and interpretational information	<b>n/s</b>	There is a main board at the entrance where appropriate information could be displayed. However the suggested developments would provide the opportunity to introduce more educational and informative details about the site. Develop habitats etc within the Woodland and develop the stream in conjunction. Install relevant interpretation once developments are complete.
<b>Total Score</b>	<b>68</b>	
<b>Percentage</b>	<b>42%</b>	

# Assessment Form – London Borough of Brent



Name of Site	Queensbury Circle	Date and time of Assessment	5/12/17 PM	Weather conditions	Overcast
Type	Small open space	Ref	202129546	Total Score	59%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Open green space surrounded by housing and shops
2 Good and safe access	7	Access gained from various points by crossing roads.
3 Signage	4	<b>None seen and I would expect at least one acknowledgement sign on this type of site showing the site name, managing organisation and contact details..</b>
4 Equal access for all	7	. Access was good. Wide paths through main centre area and parking adjacent to site.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	5. No facilities or activities on site. Just a valuable green space with trees and open grass. Suitable for the area as a place to stop, <b>consultation with the local community would identify opportunities to provide facilities or activities.</b>
6 Safe equipment and facilities	n/s	Nothing of significance to judge against. Facility for lunchers or people to stop and talk.
7 Personal security	7	Site felt safe – grass cut and no litter visible. Overlooked by shops and plenty of people around.
8 Control of dogs / dog fouling	7	No issues seen but probably not appropriate for dog walkers. Very exposed.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	Bins were present but very dated, dirty and broken in places. A few bits of litter on site. <b>Bins need to be cleaned and repaired. Review bin emptying schedule.</b>
10 Horticultural maintenance	7	Mainly grass cutting and that seemed to be carried out fine. Bags of leaves were left for collection by Veolia at the time of judging.
11 Arboricultural maintenance	6	Little carried out over the years but looked safe in terms of H&S. <b>Would benefit from tree survey</b>
12 Building & infrastructure maintenance	7	Footpaths were in good condition – well built with wide avenue and kerb edging. Nothing else to address.
13 Equipment maintenance	6	<b>Benches could do with sanding down and re-treating every 2-3 years.</b>

Environmental Management		
14 Managing environmental impact	n/s	
15 Waste minimisation	2	. No separation of recycled waste. <b>Consider recycling options</b>
16 Chemical use	n/s	
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
Biodiversity, Landscape and Heritage		
19 Management of natural features, wild fauna and flora	6	<b>Trees looked reasonably healthy as a habitat for birds and insects.</b>
20 Conservation of landscape features	6	An open green space amongst the shops. Has a modern day village green feel to it. <b>Would benefit from some planting to bring some colour to the area.</b>
21 Conservation of buildings & structures	n/a	none on site
Community Involvement		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
Marketing and Communication		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	90	
<b>Percentage</b>	59%	

#### Additional comments

The site may benefit from some planting schemes around the seating areas. Low maintenance, mixed border to bring another feature other than trees and grass as the general infrastructure is good and will last a long time. Perhaps potential to get local shops involved in this – providing a better space for enjoying a cigarette break or a takeaway coffee or meal.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Rainbow Park	<b>Date and time of Assessment</b>	25/10/2017 @ 3.30pm	<b>Weather conditions</b>	Sunny
<b>Type</b>	Pocket Park	<b>Ref</b>	202049005	<b>Total Score</b>	73%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	7	Self closing entrance gate, notice board near entrance
<b>2 Good and safe access</b>	8	
<b>3 Signage</b>	8	
<b>4 Equal access for all</b>	8	
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	
<b>6 Safe equipment and facilities</b>	7	
<b>7 Personal security</b>	7	
<b>8 Control of dogs / dog fouling</b>	7	
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	8	
<b>10 Horticultural maintenance</b>	7	
<b>11 Arboricultural maintenance</b>	7	small number of young trees
<b>12 Building &amp; infrastructure maintenance</b>	6	– fences need painting, self closing mechanism not working = needs adjusting/replacing
<b>13 Equipment maintenance</b>	7	
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	



<b>15</b> Waste minimisation	6	<b>Use chopped bark/woodchip for mulching planted areas.</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	7	Some good cover for Fauna and Flora to rear of site.
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	appropriate for this small community space
<b>25</b> Appropriate information channels	6	<b>notice board could be used to promote website and facebook links</b>
<b>26</b> Appropriate educational and interpretational information	6	<b>nothing on site – could add an information panel</b>
<b>Total Score</b>	117	
<b>Percentage</b>	73%	

Additional comments

**Ball Court/kick about could be improved by:-**

- **Marking lines on tarmac**
- **Add rebound wall/basketball/netball hoop.**



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Roe Green Park	<b>Date and time of Assessment</b>	16/10/17 13.00	<b>Weather conditions</b>	Sunny /windy
<b>Type</b>	local park	<b>Ref</b>	202077985	<b>Total Score</b>	63%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below	
		<b>A Welcoming Place</b>	
1 Welcoming		7	
2 Good and safe access		7	
3 Signage		6	
4 Equal access for all		7	
		<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities		7	
6 Safe equipment and facilities		7	
7 Personal security		4	<b>Lots of men, old and young, drinking and smoking and leaving cans and cigarette butts by benches, some of which had no bins.</b>
8 Control of dogs / dog fouling		7	
		<b>Well Maintained and Clean</b>	
9 Litter & waste management		4	Few bins near benches. See 7
10 Horticultural maintenance		6	<b>Grass needs topping</b>
11 Arboricultural maintenance		8	
12 Building & infrastructure maintenance		6	<b>Bins in poor condition</b>
13 Equipment maintenance		7	
		<b>Environmental Management</b>	
14 Managing environmental impact		n/s	

<b>15</b> Waste minimisation	4	<b>Lots of litter. No waste separation</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	7	
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	7	
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/a	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	108	
<b>Percentage</b>		

**Additional comments**

More paths need to be cut into the landscape as there are many informal trails which will be muddy in the winter. Education and management of local men is required – a community mens group? Awards for All or London Community Foundation. I spoke to a lady dog walker who did worry about the men and the litter, but did enjoy the park on a daily basis in day light only (she stressed).

# Assessment Form – London Borough of Brent



Name of Site	Roe Green Village	Date and time of Assessment	5/12/17 PM	Weather conditions	Cloudy
Type	pocket park	Ref	202051496	Total Score	62%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below	
		<b>A Welcoming Place</b>	
1 Welcoming		7	Very open, level no formal entrance to the site.
2 Good and safe access		7	Level with no hazards
3 Signage		7	Sign present for the site but overgrown with Pyracantha. General notice board for the residents also present.
4 Equal access for all		7	No formal paths but level grass provides access.
		<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities		6	Not a great deal of facilities but provides seating, a notice board and bins for the resident to use the space
6 Safe equipment and facilities		5	<b>Nothing of significance to judge against. Facility for dog walkers or local children to run around.</b>
7 Personal security		7	Site felt safe – grass cut and no litter visible. Overlooked by houses, no corners with restricted views.
8 Control of dogs / dog fouling		7	No issues on site at all. However no bins for dog waste but locals probably take it home to their wheely bin.
		<b>Well Maintained and Clean</b>	
9 Litter & waste management		7	No litter seen on site. As with many other sites bins were functional but dated and in need of replacement.
10 Horticultural maintenance		4	Basic grass cutting and shrub trimming. However in one area shrubs had their sides trimmed but not their tops??? <b>Shrubs should be pruned to the Brent specification.</b>
11 Arboricultural maintenance		6	6. No major concerns, <b>some deadwood in the canopy of a few trees.</b>
12 Building & infrastructure maintenance		7	Seating plinths looked fine but not much else in terms of infrastructure.
13 Equipment maintenance		7	A bench looked recently replaced.
		<b>Environmental Management</b>	
14 Managing environmental impact		n/s	Page 259
15 Waste minimisation		4	<b>No facilities to enforce this, consider recycling.</b>

16 Chemical use	n/s	No usage seen
17 Peat use	n/a	no formal planting
18 Climate change adaptation strategies	n/s	very basic site
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	Trees looked reasonably healthy as a habitat for birds and insects.
20 Conservation of landscape features	6	6. An welcome mini-woodland feel amongst the housing. Has a village green feel to it. <b>Shrub areas could be thinned out and improved with the addition of a few select plants.</b> Oak planted by Queen Mother.
21 Conservation of buildings & structures	n/a	none on site
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing present
23 Appropriate provision for community	n/s	It provides welcome green space within the housing area. The trees provide interest and structure amongst the housing.
<b>Marketing and Communication</b>		
24 Marketing & promotion	7	A general notice board was present with up to date notices from the community but none specific to the park.
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	6	<b>A commemorative plaque notes the planting of an Oak tree by the Queen Mother.</b>
<b>Total Score</b>	100	
<b>Percentage</b>		

#### Additional comments

This is a small pocket park which appears to be in an affluent area. I would have expected a bit more community involvement in the maintenance but at present I suppose there isn't too much to maintain. The local resident association are probably involved in the site but could enhance it a bit more with some subtle additions and alterations to the planting to bring it up another level.

# Assessment Form – London Borough of Brent



Name of Site	Roundwood Park	Date and time of Assessment	2/10/17 13.30 pm	Weather conditions	Dry and Bright
Type	Local Park	Ref	202090495	Total Score	69%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Welcoming traditional park with nice wrought iron sign and weather vane feature. Top of mound provides excellent vista towards Wembley. The recycling bin at the entrance near the play equipment was full and did not provide a welcoming feel
2 Good and safe access	8	Access and egress meets the requirements of the standard.
3 Signage	8	Signage at main entrances providing up to date information, contact details and other supporting details that promote the site. <b>Finger posts to direct to the parks facilities would be advantageous.</b>
4 Equal access for all	7	Access suitable for all age and abilities, however road at main entrance was closed at the time but envisage this is only a temporary measure.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Good range of facilities for all age and ability with exercise equipment. Toilets block was open but toilets were basic and require improvement repair and more regular cleaning
6 Safe equipment and facilities	5	<b>Footpaths to the top of the mound could do with some reinstatements in order to prevent trip hazards.</b>
7 Personal security	8	8 Site has a good safe feel.
8 Control of dogs / dog fouling	8	No problem issues observed.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Dual purpose bins enable visitors to dispose of waste There appeared excessive litter bins with a variety of type, new recycling bins and old open topped bins. The new recycling bins were not fastened down.
10 Horticultural maintenance	6	Generally good but the <b>removal of some self set trees from the borders would enhance the appearance. Some hedge trimming required.</b> Maintenance at main entrance was good but was less so the further from this area

11 Arboricultural maintenance	7	The trees are generally good with the exception of those near to the Cafe , that need crown lifting In order to make the facility more inviting. Does leaning tree that is “propped”, serve some significance ?
12 Building & infrastructure maintenance	6	<p>The buildings were fairly well maintained. The site benefits from a Cafe, toilets and an Aviary. <b>The Cafe requires the removal of moss from the roof which would be alleviated by crown lifting the adjacent trees. Toilet block requires improvement. The water fountain at the entrance had damaged tiles on the roof that requires replacing.</b></p> <p>The bowling greens appeared closed and no longer used <b>Area around picnic tables is “paddled” and some form of sustainable surface need.</b></p>
13 Equipment maintenance	6	Children’s equipment and multi games unit in use at the time. <b>There was a missing piece of play equipment and the safety surface required attention as it was creating a tripping hazard</b> Adult visitors make use of Gym style equipment.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	No obvious systems for natural weed suppression and consider water saving initiative in the toilet block.
15 Waste minimisation	n/s	
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	<b>Would like to see some forms of natural habitats been developed and interpretation information inclusive.</b>
20 Conservation of landscape features	7	The landscape is ideal for this location and maintained in keeping with the environment and includes some wildlife areas.
21 Conservation of buildings & structures	7	Some historical information is located on the weather vane feature. Features including a Victorian style shelter are cared for in a sympathetic manner.
<b>Community Involvement</b>		
22 Community involvement in management & development	5	<b>Encourage local community input. Spoke with gentleman Malcolm Gaskew 0797388423, who has proposals worthy of consideration.</b>
23 Appropriate provision for community	n/s	Park benefits from a range of facilities for a number of user





# Assessment Form – London Borough of Brent



Name of Site	Roundwood Rd Open Space	Date and time of Assessment	5/12/17 11.00	Weather conditions	Dry and Bright
Type	Pocket Park	Ref	202096928	Total Score	48%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	6	A valuable piece of green space that opens up the area but having no bench or other features there would be no reason to use other than a cut through
2 Good and safe access	6	There is a bolt protruding from the path where the bench used to be. <b>Bench needs replacing or bolt needs removing.</b>
3 Signage	0	<b>Signage would help identify the space and if considered should contain the site name, managing organisation and contact details.</b>
4 Equal access for all	7	Site accessible
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	n/s	No facilities present
6 Safe equipment and facilities	6	<b>. Bolt needs removing from path</b>
7 Personal security	7	Safe open space
8 Control of dogs / dog fouling	7	No fouling present
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	<b>Repair broken sign on site</b>
10 Horticultural maintenance	6	Grass mown, tree missing, <b>shrubs around site require maintenance to agree standards</b>
11 Arboricultural maintenance	1	<b>Central tree missing from site and needs replacing</b>
12 Building & infrastructure maintenance	6	<b>Edging to paved areas missing and needs reinstatement</b>
13 Equipment maintenance	4	<b>Bin in satisfactory condition, bench missing and needs replacing.</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	

<b>15</b> Waste minimisation	4	. No recycling opportunity
<b>16</b> Chemical use	n/s	None evident
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	4	. Little present to encourage wildlife
<b>20</b> Conservation of landscape features	n/s	
<b>21</b> Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	no evidence
<b>23</b> Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	<b>72</b>	
<b>Percentage</b>	48%	

**Additional comments**

A valuable green area is built up area, requires a purpose to be defined, or provide seating to encourage people to use and meet

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Sherborne Gardens, NW9 9TE	<b>Date and time of Assessment</b>	16/10/17 10.30	<b>Weather conditions</b>	Hazy /windy
<b>Type</b>	Pocket Park	<b>Ref</b>	202044848	<b>Total Score</b>	51%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	5	No signs or indication this is for public use. Redundant green space in the centre of housing. Signage should include site name, managing organisation and contact details. Parts were used as a public WC
<b>2 Good and safe access</b>	7	
<b>3 Signage</b>	4	There was no signage apparent to explain this is a public space
<b>4 Equal access for all</b>	4	The high curb and no paths limits access for people with limited mobility and buggies
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	open green space
<b>6 Safe equipment and facilities</b>	n/a	
<b>7 Personal security</b>	7	
<b>8 Control of dogs / dog fouling</b>	6	Evidence of dog waste on site
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	4	No bin visible on the green. Evidence of anti social behaviour – litter, beer cans
<b>10 Horticultural maintenance</b>	6	Long grass needed topping
<b>11 Arboricultural maintenance</b>	4	Possibly dangerous, damaged tree on site <b>Review tree inspection regime and deal with the damaged tree</b>
<b>12 Building &amp; infrastructure maintenance</b>	n/a	n/a
<b>13 Equipment maintenance</b>	4	Bins need cleaning
<b>Environmental Management</b>		

14 Managing environmental impact	n/s	
15 Waste minimisation	1	No opportunity to recycle on site. <b>Consider option to replace bins with a recycling option</b>
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
19 Management of natural features, wild fauna and flora	6	<b>Grass appeared un kept</b>
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	n/a	
	<b>Community Involvement</b>	
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	72	
<b>Percentage</b>		

**Additional comments**

A lot of litter and waste. Small grant would perhaps remedy the issues with public information and annual community events.

# Assessment Form – London Borough of Brent



Name of Site	Sherrens Farm	Date and time of Assessment	12 <sup>th</sup> November 15:30	Weather conditions	Cloudy
Type	Local Park	Ref	202047030	Total Score	51%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
	<b>A Welcoming Place</b>	
1 Welcoming	4	Litter strewn at entrance and across the car park. <b>Review litter picking and collection policies.</b>
2 Good and safe access	6	Path from car park to MUGA otherwise very limited access.
3 Signage	6	There was a noticeboard present but it was unreadable due to the weathering on the plastic . <b>Replace plastic on noticeboard.</b>
4 Equal access for all	4	<b>Very limited due to level of infrastructure</b>
	<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities	5	There was a MUGA and 4 benches. The benches were in poor repair with one suffering from fire damage. <b>Review maintenance regime and repair damaged benches</b>
6 Safe equipment and facilities	6	<b>The MUGA was in a good state of repair but bins and benches needed some attention</b>
7 Personal security	6	<b>There was limited lighting and it felt as though it wouldn't be a place to go after dark.</b>
8 Control of dogs / dog fouling	7	No evidence of dog fouling.
	<b>Well Maintained and Clean</b>	
9 Litter & waste management	2	All the bins on the site were full and litter was evident across the site. <b>Review frequency of litter collection</b>
10 Horticultural maintenance	6	<b>Element limited to grass, this appeared a little long, ensure it is cut in line with specification</b>
11 Arboricultural maintenance	6	<b>No evident maintenance of trees, but a good level of tree stock that may offer the opportunity of a tree trail.</b>

12 Building & infrastructure maintenance	7	MUGA and car park in good order
13 Equipment maintenance	4	Bins full and overflowing
Environmental Management		
14 Managing environmental impact	n/s	N/A No evidence observed
15 Waste minimisation	3	No recycling on site. <b>This site might lend itself to recycling provision</b>
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
Biodiversity, Landscape and Heritage		
19 Management of natural features, wild fauna and flora	n/s	
20 Conservation of landscape features	n/s	
21 Conservation of buildings & structures	n/s	
Community Involvement		
22 Community involvement in management & development	n/s	There was a litter poster on the noticeboard, <b>liaison with the Community Centre next door would offer opportunity to increase community involvement</b>
23 Appropriate provision for community	n/s	Whilst the MUGA was in use during the visit the rest of the green space was deserted.
Marketing and Communication		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
Total Score	72	Page 269
Percentage	51%	

Additional comments

This is a real community asset that is in a poor state but which by simple maintenance could be a real gem.



# Assessment Form – London Borough of Brent



Name of Site	Silver Jubilee Park	Date and time of Assessment	5/12/17 PM	Weather conditions	Cloudy
Type	Local Park	Ref	202100415	Total Score	50%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	4	None of the entrances looked inviting. The combination of other factors experienced didn't make this a welcoming site at all.
2 Good and safe access	6	There was a path network but it was breaking up and restricted in many places – shrinking down to barely wide enough for a wheelchair in places. Bus links to the main road on the boundary. Access from pavements was suitable and a new pavement has been installed recently. <b>Review maintenance schedule for pathways</b>
43 Signage	4	For this size of site it was surprising not to see quality signage upon entry. There was blue signage from surrounding roads. What signage there was dated and in need of cleaning and repainting – beside the play area and adjacent to the car park for the sports arena. <b>Clean and maintain signs</b>
4 Equal access for all	6	As per point 2. Path networks were in need of repair in many places. Several benches had been removed which reduces stopping spaces for those with mobility issues. <b>Consider replacing benches</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	Playing field. Play area which appeared in ok condition. No activities advertised on notice boards specific to the park.
6 Safe equipment and facilities	7	Facilities were generally safe but most looked dated.
7 Personal security	7	Site felt safe and well used but no staff noted for such a large site at time of day.
8 Control of dogs / dog fouling	7	No issues noted. No other info on site to challenge fouling.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	3	Litter was prevalent on the site. Bins were very dated with some holes, panels falling off etc. <b>Replace and repair bins and implement effective litter collection regime.</b>
10 Horticultural maintenance	6	Surrounding hedges cut. One path had brambles encroaching in a large mound. Grass was cut.
11 Arboricultural maintenance	6	No issues noted but no evidence of recent tree management.
12 Building & infrastructure	3	Paths in disrepair. Derelict building on site.

maintenance		Ensure derelict building is repaired and consider repurposing it.
13 Equipment maintenance	3	Many benches removed and no sign of replacement due.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	2	No separation of recycled waste. <b>Consider installing recycling bins</b>
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	<b>Trees looked reasonably healthy as a habitat for birds and insects.</b>
20 Conservation of landscape features	6	Overall maintained as a rolling public park landscape. I beam bollards surrounding park are not appealing and affect the initial impression of the park.
21 Conservation of buildings & structures	3	Pavilion derelict and various seating plinths breaking up.
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	For such a size of park this could have much better facilities and more interaction with the community. It is well used but there doesn't appear to be community engagement.
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	85	
<b>Percentage</b>	50%	

Additional comments

The park has great potential A well used children's play area and lots of open space for dog walking, playing and

generally enjoying fresh air. However many factors let it down and these are basic maintenance and management issues that need to be addressed before further deterioration continues.

# Assessment Form – London Borough of Brent



Name of Site	South Kilburn Open Space	Date and time of Assessment	17/10/17 09.30	Weather conditions	sunny
Type	Small Open Space	Ref	202058121	Total Score	56%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
	<b>A Welcoming Place</b>	
1 Welcoming	5	There were large notice boards at two main entrances not cared for with old notices, graffiti and little evidence of positive engagement. Emphasis on telling people what not to do. <b>Review and clean signage.</b>
2 Good and safe access	6	Tarmac under trees behind Stafford Road breaking up and now covered with dense leaf litter so tricky to walk through safely. <b>Sunken tarmac area on one path needs repair.</b>
3 Signage	6	No evidence of signs to steer you to the open space. I approached it on foot from the back of the site. Apart from the notice board the first sign you see from the main road is 24 hour CCTV monitoring sign which has been placed above a lovely signature sign that is repeated on the lighting posts along the path. Old playground sign has graffiti. <b>Review signage and clean graffiti</b>
4 Equal access for all	5	Fine for most of the park but poor tarmac areas and leaf litter would make it difficult for less able visitors to use these areas. <b>Repairs and clearing of leaf litter would solve this issue.</b> See 2 but an open park with mainly flat paths
	<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities	7	
6 Safe equipment and facilities	7	
7 Personal security	7	
8 Control of dogs / dog fouling	8	
	<b>Well Maintained and Clean</b>	
9 Litter & waste management	5	Good provision of bins but still plenty of litter across the

		site and some of the bins are badly broken with missing doors. <b>Repair damaged bins.</b>
10 Horticultural maintenance	6	<b>There was no variety and mostly short mown grass and mature trees. Signs of wear around play feature.</b>
11 Arboricultural maintenance	7	
12 Building & infrastructure maintenance	6	<b>See note about broken bins and worn tarmac above. Some cobbled areas and paved edging stones broken and weedy. Unclear what one feature of tarmac with edging stones in it is for – skateboarding?</b>
13 Equipment maintenance	7	
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	5	There was no separation of waste on site, which should be considered.
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	Little evidence of any positive management or habitat creation. <b>Create and implement conservation plan.</b>
20 Conservation of landscape features	7	
21 Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
22 Community involvement in management & development	4	From looking at the notice boards there is little evidence of community involvement yet the site is very well used with a primary school right next to it and it is a walk through for residents accessing the shops and school. <b>Review and implement community involvement strategy.</b>
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	4	Notice boards have out of date posters and little evidence of promotion of the park. <b>Remove out of date posters.</b>

<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	Lack on site plan and information which would improve the visitors experience.
<b>Total Score</b>	95	
<b>Percentage</b>	56%	

**Additional comments**

A really important open space serving a wide community and right on a main road so easily accessible. Has some lovely facilities and wouldn't take a huge amount of investment to get it up to GFA standard. Has potential to improve the site for wildlife as long as it was maintained

# Assessment Form – London Borough of Brent



Name of Site	Springfield Open Space	Date and time of Assessment	5/12/17 PM	Weather conditions	Cloudy
Type	Pocket Park	Ref	202147598	Total Score	52%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	4	One entrance hidden behind huge advertising hoardings. Knackered old fencing along pathway. Would not feel too safe entering here at dusk. <b>Replace or repair fencing along pathway</b>
2 Good and safe access	5	<b>Access from Crummock gardens is ok but access from Edgware Road does not feel very safe – enclosed.</b>
3 Signage	4	One blue sign on Edgware road but none on site. <b>Signage with site name, managing organisation and contact details should be installed.</b>
4 Equal access for all	4	. Drop kerb on Crummock road pavement but then a tight squeeze between the lamppost and adjacent hedge to get access to the site. Only grass surfacing – no paths. <b>Review the accessibility of the site and make adjustments to improve.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	Dated play equipment. Open grass area. <b>Could be updated to something modern or at least painted.</b>
6 Safe equipment and facilities	7	All equipment was safe and sturdy with no issues.
7 Personal security	6	<b>Relatively safe feeling but still quite enclosed due to hoarding and dense tree cover to main road.</b>
8 Control of dogs / dog fouling	7	No problems seen.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	Bin was present but very dated and dirty. A few bits of litter on site. Bin positioned in a strange choice of location. <b>Consider re-siting bin and clean</b>
10 Horticultural maintenance	7	Only grass cutting and that seemed to be carried out fine.
11 Arboricultural maintenance	6	<b>Little carried out over the years but looked safe in terms of H&amp;S.</b>
12 Building & infrastructure maintenance	4	Footpaths were in fair condition. But fencing was wonky and dated. A solitary post with no sign has been left in situ with no purpose. <b>Maintain fencing and remove redundant post.</b>
13 Equipment maintenance	6	<b>Play equipment could do with cleaning and re-painting if it isn't being updated.</b>

		Environmental Management
14 Managing environmental impact	n/s	
15 Waste minimisation	2	No separation of recycled waste. No facilities to enforce this, consider recycling bins
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
		Biodiversity, Landscape and Heritage
19 Management of natural features, wild fauna and flora	n/s	
20 Conservation of landscape features	n/s	no real landscape features
21 Conservation of buildings & structures	n/a	none on site.
		Community Involvement
22 Community involvement in management & development	n/s	Nothing present
23 Appropriate provision for community	n/s	It provides welcome open space and a play area adjacent to the housing - an open grass area for play. The trees provide a buffer from the busy road to some of the housing.
		Marketing and Communication
24 Marketing & promotion	n/s	Nothing obvious.
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	n/s	.
Total Score	73	
Percentage	52%	

#### Additional comments

A bit of a strange site tucked away behind the hoardings. Play area in need of updating and some work around the infrastructure. But valuable open space none the less and I suspect the grass area is perfect for a kickaround.



# Assessment Form – London Borough of Brent



Name of Site	St Marys Open Space (Challenge Close)	Date and time of Assessment	3/1017 11.00am & 05/12/17 AM	Weather conditions	Dry but Cloudy
Type	Small open space	Ref	10091059416	Total Score	47%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	3	Located off St Marys road the site is mainly a Childrens Play Ground with some grass area and border. A Community Garden is within the boundary. Very uninviting with much litter and bagged waste left alongside Challenge Close. Evidence of anti social behaviour <b>Review Litter Collection schedule</b>
2 Good and safe access	5	Access is suitable off Challenge Close, safety wise, but the area is frequented by drinkers. Circular gravel path is starting to wear in parts and will begin to pothole <b>Repairs required to circular path.</b>
3 Signage	6	Signage at the gate and for the Community Garden but difficult to locate from the main road network when travelling by car. Signage has the correct contact details. The signage at this site and the approaching the site gives three different names. Pedestrian signage on main road points to Challenge Close Open Space, Signage on lamppost states St Marys Play Space, sign on railings and site map state Harlesden Town Garden. <b>All signage should reflect the same agreed name for this site.</b>
4 Equal access for all	6	Equal access for all age and ability spoilt by undesirables in the site at the time of visit <b>There is quite a large step up to the MUGA, consideration should be given to installing a ramp / sloped access.</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Main emphasis is on child play and MUGA but the site has the benefit of an adjacent Community Garden. The site is a small oasis of green in an area of dense housing.
6 Safe equipment and facilities	6	Equipment appears to be inspected as the swings have been removed. Other equipment seems ok and the Community Garden was locked. Area may be prone to vandalism, which is suggested by the undesirables in the park at the time and the broken bin near to the site map. <b>Surrounding concrete fencing (with mural) has a potentially dangerous tilt to it – should be inspected to see if movement is current and if structure is</b>

		stable.
7 Personal security	5	Approach to site down Challenge close does not feel safe, however the presence of the community growing space shows that the site is used and the murals / artwork on the surrounding concrete fencing show that this site is loved by the majority of the local community.
8 Control of dogs / dog fouling	n/a	Dogs are not allowed in the park.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	2	Some litter in the park and bin broken. Drinkers have disposed of empty cans on the floor. <b>Approach road needs to be improved as litter and fly tipped waste present and site needs to be litter picked.</b>
10 Horticultural maintenance	5	Mainly grass which was cut and a small border abuts the fence line. <b>The 'wildflower meadow' in the circular bed at the centre of the lawn need some TLC or should be removed and replaced with turf.</b>
11 Arboricultural maintenance	7	The trees on site appear in good order.
12 Building & infrastructure maintenance	4	<b>Circular pathway is in need of attention and benches in the play area look tired.</b> <b>The brick edging to the circular pathway is damaged, uneven and could be a trip hazard. This should be repaired or removed.</b>
13 Equipment maintenance	7	Equipment appears to be maintained correctly as the swings have been removed. Although I could not gain access to the community growing area, a visual inspection gave the impression that the equipment within was also maintained.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Difficult to assess without gaining some knowledge over the input from the Community Garden.
15 Waste minimisation	2	Can only judge this aspect on the amount of litter, debris and fly tipping in the area. <b>As the bin within the site is damaged, could this be replaced with a dual general waste / recycling bin?</b>
16 Chemical use	n/s	No evidence of use on site. Unable to ascertain if used in community growing area
17 Peat use	n/s	No use for peat within the CPG but unsure if same applies in the Community Garden.
18 Climate change adaptation strategies	n/s	Would be interesting to see if there are any strategies relevant in the Community Garden.
<b>Biodiversity, Landscape and Heritage</b>		

19 Management of natural features, wild fauna and flora	5	Nothing other than any habitats in the border. However this could be improved by reinstating the wild flower meadow in the circular bed in the lawn. Bird nesting boxes could be installed in the trees / along the fencing.
20 Conservation of landscape features	5	This space is a small oasis of green for the local community and the fact that it exists in this area of high density housing is great. It needs a little bit of attention to improve the circular bed, tackle the litter issue and the access issue and the perception that it is not safe.
21 Conservation of buildings & structures	N/A	
<b>Community Involvement</b>		
22 Community involvement in management & development	7	Community growing space within the site and the murals / artwork suggests there is some local involvement and interest in the site.
23 Appropriate provision for community	7	Current community input could be expanded by working with the gardening group to improve the circular bed at the centre of the site.
<b>Marketing and Communication</b>		
24 Marketing & promotion	5	The name of this site should be agreed upon and all marketing activity should then be done under this name. Noted at other sites in the borough that the gardening club for Harlesden Town Park was advertised on the notice boards.
25 Appropriate information channels	n/s	
26 Appropriate educational and interpretational information	6	Good notice board; however there is the opportunity for interpretation of the artwork and the activities of the gardening group.
<b>Total Score</b>	<b>75</b>	
<b>Percentage</b>		

**Additional comments**

The park seems to be a congregation area for undesirables and would benefit from being designated as an alcohol free zone. Littering and fly tipping is an obvious problem on the approach road.

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	St Raphaels open space nw10 6tr	<b>Date and time of Assessment</b>	14/11/17 12.30	<b>Weather conditions</b>	Cloudy/cold
<b>Type</b>	Local Park	<b>Ref</b>	202049045	<b>Total Score</b>	58%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement if score 6 or below	
		<b>A Welcoming Place</b>	
<b>1 Welcoming</b>	4	There were no signs to indicate this is a public open space. <b>Consider signage to provide name of space and contact details</b>	
<b>2 Good and safe access</b>	7		
<b>3 Signage</b>	4	No plan or signs other than no balls games etc	
<b>4 Equal access for all</b>	7		
		<b>Healthy, Safe and Secure</b>	
<b>5 Appropriate provision of quality facilities and activities</b>	7		
<b>6 Safe equipment and facilities</b>	7		
<b>7 Personal security</b>	7		
<b>8 Control of dogs / dog fouling</b>	4	The dog waste was unusable as it was being used as a rubbish bin. <b>Review bin provision on the site to assess if more bins are required.</b>	
		<b>Well Maintained and Clean</b>	
<b>9 Litter &amp; waste management</b>	4	Significant litter thorough the site. Bins were not full so this may be a cultural issue that could be addressed by community officers/KBT local campaign. <b>Review approach to educating the local community to use bins</b>	
<b>10 Horticultural maintenance</b>	6	<b>Heavy grass cuttings inhibited activity</b>	
<b>11 Arboricultural maintenance</b>	7		
<b>12 Building &amp; infrastructure maintenance</b>	6	<b>There was a broken rubbish bin that needs replacing.</b>	
<b>13 Equipment maintenance</b>	7		
		<b>Environmental Management</b>	
<b>14 Managing environmental impact</b>	n/s		

<b>15</b> Waste minimisation	2	There was no recycling provision on site. <b>Provide opportunity for recycling.</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	5	Grass cuttings were heavy with lots of litter missed into it <b>Review grass collection and litter picking schedules</b>
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	7	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	7	
<b>23</b> Appropriate provision for community	7	
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	94	
<b>Percentage</b>	58%	

**Additional comments**

Difficult to judge as it was hard to understand where the open space was. Nice clusters of natural trees and open grassland is excellent for the local community. A good heritage feature of Wembley stadium flag pole and an excellent Edible Garden which may have been part of the open space?

# Assessment Form – London Borough of Brent



Name of Site	Streatley Rd CPG	Date and time of Assessment	23/11/17 AM & 05/12/17AM	Weather conditions	Fine but cold
Type	Pocket Park	Ref	202042726	Total Score	46%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	4	A small pocket park in an area of terraced housing. Poor sightlines in to the site, with large shrubs around the perimeter blocking views in and out of the site. <b>Prune shrubs to increase visibility into the site.</b>
2 Good and safe access	5	Access to site is via large gates. Once inside the ground is quite uneven with lots of trip hazards where the safety surfacing is raised from the tarmac paths. This has been recognised as yellow paint has been added to the edge of the safety surfacing to draw users attention to the potential hazard Some may struggle to access the benches and picnic tables across the grass if they are visiting with pushchairs / wheelchairs / mobility aids <b>Replace or repair safety surfacing and review siting of picnic benches.</b>
3 Signage	4	Signage board at entrance, however contained old information <b>Remove out of date material from notice board</b>
4 Equal access for all	5	Inclusive roundabout installed, however there may be difficulty accessing the site with a wheelchair / pushchair through the heavy gates and over the uneven surfacing. Wooden picnic tables would be very difficult to access with a pushchair / wheelchair across the grass
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	A great idea to have a play area within the high density housing, with a little bit of attention this could become a real asset to the surrounding community.
6 Safe equipment and facilities	4	Equipment seemed to be in fair condition, however the issues with the safety surfacing need to be addressed. There is also damage to the retaining wall within the park with severe cracking noted and some structural movement. <b>Repair or replace safety surfacing and retaining wall</b>
7 Personal security	5	Problems with site lines, as shrubs block views in and out of the site. The presence of alcohol related litter suggests that this site is used by adults / older teenagers and may discourage its intended audience from using the site. <b>Remove litter and clear site lines</b>
8 Control of dogs / dog fouling	n/a	No dogs allowed in the park
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	Lots of litter within the hedge boundary of this site, some appears to have been there for a while. <b>Remove litter from hedge boundary.</b>
10 Horticultural maintenance	4	<b>There appears to be little management of the shrubs / trees lining at the borders of this site. The size of which restricts users views in and out of the site.</b>
11 Arboricultural maintenance	6	OK for the size of site, and the palm tree is an interesting

		addition. However the fronds of the palm are starting to impede on the nearby bench which may discourage people from using it.
12 Building & infrastructure maintenance	3	Issues with safety surfacing, moss growth on pathways and damage to the retaining wall (cracking and movement). Placement of round picnic table should be looked at as access to it is hindered by the two benches situated immediately in front of it.
13 Equipment maintenance	6	Picnic tables / benches in need of attention as stain flaking / fading.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Not able to assess on this visit
15 Waste minimisation	2	No recycling on site. <b>Consider replacing the current bin with a dual general waste / recycling bin.</b>
16 Chemical use	n/s	
17 Peat use	n/s	Unable to assess on this visit
18 Climate change adaptation strategies	n/s	Unable to assess on this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	The site provides habitats for birds / insects etc in an area of dense housing..
20 Conservation of landscape features	6	This could be a great resource for the local community, however at the moment it appears a little neglected. <b>Review maintenance schedule</b>
21 Conservation of buildings & structures	3	<b>Retaining wall within the site needs attention, along with the previously mentioned issues of the surfacing.</b>
<b>Community Involvement</b>		
22 Community involvement in management & development	6	Appears to have some community involvement as there is an interesting art project in one corner of casts of handprints attached to the wall. This would benefit from some interpretation. <b>The notice board should be kept up to date and feature information on local events.</b>
23 Appropriate provision for community	n/s	Nice provision for local area and with a little bit of work would be a fantastic asset to the local community.
<b>Marketing and Communication</b>		
24 Marketing & promotion	3	<b>Limited information on council website. Unless you live in the streets immediately surrounding this site you would not be aware that it is there.</b>
25 Appropriate information channels	n/s	Difficult to assess during this visit
26 Appropriate educational and interpretational information	3	<b>It would be nice to see some interpretation of the art project. Perhaps in the notice board some information on the history of the site and / or the flora or fauna that may be spotted in the park</b>
<b>Total Score</b>	74	<b>Page 285</b>
<b>Percentage</b>	46%	

Additional comments

With a little bit of investment this site could become a fantastic play space for the local community.

Attention should be given to reducing the height of the surrounding shrubs, the safety surfacing and repair work to the retaining wall.



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Sudbury Court	<b>Date and time of Assessment</b>	2/11/17 13.15 pm 5/12/17 10.00am	<b>Weather conditions</b>	cloudy
<b>Type</b>	Small Open Space	<b>Ref</b>	202058804	<b>Total Score</b>	65%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/ recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	6	Nice country feel to the site but the entrance off Pasture Rd needs tidying. <b>Detritus requires removing from entrances</b>
<b>2 Good and safe access</b>	7	Access is good.
<b>3 Signage</b>	5	Directional signage is provided, however <b>signage at the site is required</b>
<b>4 Equal access for all</b>	7	Good access for all age and ability.
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	6	Nothing of consequence
<b>6 Safe equipment and facilities</b>	6	Bench and bin provided on site which were in reasonable condition, no other facilities provided
<b>7 Personal security</b>	6	Site is very tranquil and felt safe. However its isolated nature and the overgrown area could deter use. <b>Suggest thinning out or removing the undergrowth in this area</b>
<b>8 Control of dogs / dog fouling</b>	8	No problem identified
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	6	Some littering near seat and in undergrowth <b>review litter collection schedule</b>
<b>10 Horticultural maintenance</b>	6	Grass cut shorter along footpath perimeter., <b>Overgrown area with brambles etc requires improvement as is causing an issue with litter and potential personal security risk</b>
<b>11 Arboricultural maintenance</b>	8	Excellent range of trees including standing timber.
<b>12 Building &amp; infrastructure maintenance</b>	6	<b>Pathway needs resurfacing in parts in order to avoid trip hazards. Graffiti on wall required removing. Entrance paths require regular sweeping</b>
<b>13 Equipment maintenance</b>	6	<b>Bench had been burnt in part and needed repairing</b>
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	

15 Waste minimisation	7	Use of standing and fallen timber
16 Chemical use	n/s	No usage seen.
17 Peat use	n/a	Not necessary in this site.
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	Good natural environment for establishing wild flora and fauna. Is the area under trees habitat creation or not maintained?.
20 Conservation of landscape features	7	Natural environment maintained.
21 Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	Potential to encourage a nature group and involvement by local schools.
26 Appropriate educational and interpretational information	n/s	Site would be ideal for interpretation boards.
<b>Total Score</b>		104
<b>Percentage</b>		65%

Additional comments  
A valuable nature area in urban environment

# Assessment Form – London Borough of Brent



Name of Site	Sudbury Hill	Date and time of Assessment	2/11/17 13.45pm	Weather conditions	cloudy
Type	Local Park	Ref	202042161	Total Score	66%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendation if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	8	. Open green space site in an urban environment with excellent vista from the crown.
2 Good and safe access	7	Good access
3 Signage	3	None identified at entrances or internally.  <b>Review signage to identify space and provide point of contact</b>
4 Equal access for all	7	Access is good but the pathways may be problematic for those with mobility issues on the steep pathways. More benches/stopping points could be provided
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	Green open space for nature enthusiasts and for leisurely exercise.
6 Safe equipment and facilities	7	Facility is conducive for casual play.
7 Personal security	7	Used by locals safely.
8 Control of dogs / dog fouling	8	. No issues seen during visit.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	There are litter bins and dog bins in situ. However condition is spoilt by disused tyre round the post at the entrance and fire remains on the crown of the hill. <b>Remove tyre and fire remains.</b>
10 Horticultural maintenance	7	Confined to grass cutting
11 Arboricultural maintenance	7	Good area for tree establishment
12 Building & infrastructure maintenance	7	Good pathway but steep in parts due to the topography of the site. <b>Flagstones should be placed up to path to prevent tripping and maintenance issues</b>
13 Equipment maintenance	5	Bin near bench appear missing <b>Replace bin</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Nothing obvious.

15 Waste minimisation	6	Traditional waste collection marred by for mentioned issue.
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	Nothing apparent.
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	Some areas are left uncut in order to encourage natural habitats.
20 Conservation of landscape features	7	Area is maintained to its natural intentions.
21 Conservation of buildings & structures	n/a	None.
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing obvious.
23 Appropriate provision for community	n/s	Provision ideal for nature lovers and for relaxation purposes. Unable to assess if all community is provided for.
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	Nothing seen.
25 Appropriate information channels	n/s	There may be the opportunity to engage local community, schools and nature groups.
26 Appropriate educational and interpretational information	4	<b>Site requires some form of interpretation.</b>
<b>Total Score</b>	106	
<b>Percentage</b>	66%	

# Assessment Form – London Borough of Brent



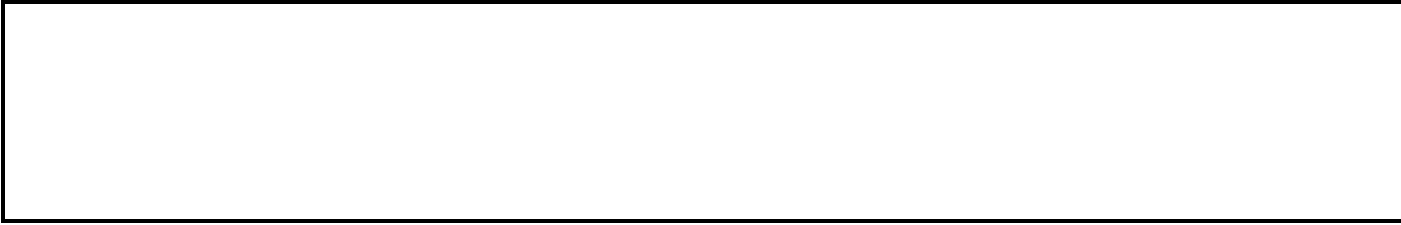
Name of Site	The Shrine	Date and time of Assessment	22/11/17 11.20am & 05/12/17 AM	Weather conditions	Fine
Type	Pocket Park	Ref	202029293	Total Score	61%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement if score 6 or below
		<b>A Welcoming Place</b>
1 Welcoming	6	Green space on road junction. Site has nice arched entrance and hard surface for seating area.
Good and safe access	7	Access is good once road has been crossed
3 Signage	3	There is no signage to provide directions or introducing the site. The interpretation panel on the wall at the middle of the site has graffiti on it. <b>Remove graffiti and review signage.</b>
4 Equal access for all	6	Access through main gate. Site has a level pathway all round, however some of the paving stones are damaged. <b>Repair paving</b>
		<b>Healthy, Safe and Secure</b>
5 Appropriate provision of quality facilities and activities	6	Nice seating area with multi games unit. Adjacent to Nursery.  During the visit on 05/12 it was noted that part of the fencing on the goal at the nursery end is missing. <b>Replace fencing</b>
6 Safe equipment and facilities	6	Multi Games Unit ok apart from the missing fencing as mentioned above. Benches are sturdy however graffiti has been scratched in.  <b>Where possible graffiti should be removed by sanding and treating benches</b>
7 Personal security	7	Area looks safe with Nursery and surrounding properties.
8 Control of dogs / dog fouling	7	No problems seen
		<b>Well Maintained and Clean</b>
9 Litter & waste management	6	6. Some litter and leaves present.  On 05/12 visit a settee had been dumped outside the site  <b>Review litter picking frequency and remove settee.</b>
10 Horticultural maintenance	7	Confined to grass cutting. <b>Consideration should be given to adding some planters in the paved area / central structure</b>
11 Arboricultural maintenance		Mainly Yew trees , in good order.

	7	
12 Building & infrastructure maintenance	6	Hard surface seating area is good but redundant post spoils the site. <b>Remove redundant post</b>
13 Equipment maintenance	6	Multi Games unit has a missing fence panel. <b>Replace missing fence panel on muga</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	Unable to assess on this visit.
15 Waste minimisation	5	Some debris gives poor impression. <b>Add a bin for collection of recyclable materials. Consider composting the leaf fall.</b>
16 Chemical use	n/s	No usage evident at site visit
17 Peat use	n/s	Unable to assess on this visit.
18 Climate change adaptation strategies	n/s	Unable to assess on this visit
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	6	Some nesting in trees but limited opportunity.
20 Conservation of landscape features	7	A green oasis for residents.
21 Conservation of buildings & structures	6	There is a mound and retaining wall does this have some significance ?
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Nothing obvious on site.
23 Appropriate provision for community	n/s	Needed green space with adjacent nursery and multi games unit.
<b>Marketing and Communication</b>		
24 Marketing & promotion	4	<b>Nothing obvious, on site, limited information on website</b>
25 Appropriate information channels	n/s	Unable to assess on this visit
26 Appropriate educational and interpretational information	3	<b>Interpretation needed of the significance of the structure at the centre of the site.</b>
<b>Total Score</b>	104	
<b>Percentage</b>	61%	

Additional comments



# Assessment Form – London Borough of Brent



Name of Site	Tokington Recreation Ground	Date and time of Assessment	12 <sup>th</sup> November 16.00	Weather conditions	Cloudy
Type	Local Park	Ref	202067929	Total Score	58%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	6	Excessive litter and graffiti is very off putting when entering the site near the skateboard park area <b>Review/increase litter collection across the site.</b>
2 Good and safe access	6	Generally ok but some instances of root damage to pathways across the site. <b>Review path network and plan repairs</b>
3 Signage	6	Signage is old, tired in need of cleaning. <b>Clean signs</b>
4 Equal access for all	7	In general paths were accessible for people of differing abilities. The pathway between Wilburn Lane and the bridge is poor with slabs cracking and moving. <b>Review the pathway and re-set slabs to prevent them becoming trip hazards</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	There is adequate provision with skateboard area, play provision and green gym equipment. Walking/jogging routes
6 Safe equipment and facilities	5	The skateboard area has graffiti and excessive litter. <b>Remove graffiti and litter from skate park.</b> The green gym looks relatively new and is in a good state of repair. <b>Cycle lane needs re- marking.</b> Trampoline in children's play area has nettles growing through it. Play area at Vivian Avenue has not inclusive play provision. Play trail area looks neglected. <b>Review and maintain play provision</b>
7 Personal security	7	The park felt safe at time of visit. There was a rough sleeper near the bowling pavilio
8 Control of dogs / dog fouling	6	<b>There were a few incidences of dog fouling</b>
<b>Well Maintained and Clean</b>		
9 Litter & waste management	5	Many <b>bins needed emptying and general maintenance, some need re-setting</b>
10 Horticultural maintenance	6	<b>Hedges need attention</b> , variety of mowing regimes across the site.
11 Arboricultural maintenance	6	Evidence of dead tree stock and storm damage. <b>Review tree maintenance programme and prioritised urgent works</b>
12 Building & infrastructure maintenance	4	<b>. Derelict building is covered in graffiti which should be removed. Damaged railings on the river side need repairing. Vehicle bollard on Monks way is broken.</b>
13 Equipment maintenance	5	There was a good range of equipment on the site but it



		needed to be maintained to a higher standard.
<b>Environmental Management</b>		
<b>14</b> Managing environmental impact	8	Climate pavilion is a really nice addition to the park
<b>15</b> Waste minimisation	6	<b>No evidence of recycling on site and litter is a problem</b>
<b>16</b> Chemical use	n/s	None evident
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	5	<b>Great opportunities for habitat creation but no evidence that this is being managed in any way.</b>
<b>20</b> Conservation of landscape features	5	<b>Brent river had significant litter along its banks and in the water which needs removing</b>
<b>21</b> Conservation of buildings & structures	5	<b>Bowling pavilion in a very sorry state and needs general maintenance. Fencing alongside the river needs repair and attention</b>
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	No real evidence
<b>23</b> Appropriate provision for community	n/s	This site has a wide range of facilities for the community unfortunately many of them are maintained to a minimal standard and lower.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	7	Interpretation at the climate pavilion was good
<b>Total Score</b>	105	
<b>Percentage</b>	58%	

Additional comments

This site has huge potential to become a Green Flag awarded site, but time and money will need to be invested.



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Tubbs Rd CPG	<b>Date and time of Assessment</b>	23/11/17 11.00am	<b>Weather conditions</b>	Fine but cold
<b>Type</b>	Pocket Park	<b>Ref</b>	202037500	<b>Total Score</b>	71%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	7	Nice urban pocket park
<b>2 Good and safe access</b>	8	Good access with locking gate.
<b>3 Signage</b>	7	On main entrance
<b>4 Equal access for all</b>	7	Access suitable for all
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	7	. Nice pocket park.
<b>6 Safe equipment and facilities</b>	6	<b>Only embellished posts and animal features</b>
<b>7 Personal security</b>	8	Good and gated.
<b>8 Control of dogs / dog fouling</b>	8	. No problems
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	8	Clean at the time.
<b>10 Horticultural maintenance</b>	5	<b>The grass is cut but planters badly weeded and need attention</b>
<b>11 Arboricultural maintenance</b>	7	. Trees are ok
<b>12 Building &amp; infrastructure maintenance</b>	7	7Stone features and stepping slabs are maintained.
<b>13 Equipment maintenance</b>	n/a	
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	Page 297

<b>15</b> Waste minimisation	n/s	.
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	7	Nesting in trees
<b>20</b> Conservation of landscape features	7	Maintained to its original intention.
<b>21</b> Conservation of buildings & structures	7	Stone features add to the impact.
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	n/s	Sign at entrance indicates some form of interest.
<b>23</b> Appropriate provision for community	n/s	Green oasis.
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	Some information on board
<b>25</b> Appropriate information channels	n/s	.
<b>26</b> Appropriate educational and interpretational information	n/s	0. None
<b>Total Score</b>	106	
<b>Percentage</b>	71%	

Additional comments

# Assessment Form – London Borough of Brent



Name of Site	Vale Farm	Date and time of Assessment	1/11/17 13.30	Weather conditions	cloudy
Type	District Park	Ref	202139231	Total Score	68%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement /recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Very welcoming with car parking available
2 Good and safe access	7	Good access
3 Signage	5	There is signage off Watford Rd., but signage at other entrances and internal signage need improving. There is no signage from Sudbury Avenue and further into this entrance missing and damaged signage. <b>Review signage from Sudbury Avenue and replace missing and damaged sign.</b>
4 Equal access for all	7	
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	7	The range of facilities are suitable to the environment however some are disused such as the running track.
6 Safe equipment and facilities	7	All good with staff on duty and toilets provided at the sports centre.
7 Personal security	8	Very safe feel to the park due to staffed sports centre and open aspect.
8 Control of dogs / dog fouling	8	No issues identified.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Site clean
10 Horticultural maintenance	7	Mainly grass cutting which is satisfactory. Clear growth from around fencing by tennis courts by sports hall
11 Arboricultural maintenance	8	All trees look in good order
12 Building & infrastructure maintenance	6	<b>Bollard and fencing along the path from Sudbury avenue requires repairing. The running track is overgrown and no longer in use. Graffiti required removal from building and signs</b>
13 Equipment maintenance	6	Sports equipment looked in good condition <b>but bins were damaged and need replacing</b>
<b>Environmental Management</b>		
14 Managing environmental	n/s	

impact		
<b>15</b> Waste minimisation	6	<b>Only general litter clearance identified. And one large recycling bin in car park</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	Nothing obvious.
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	7	Some areas are suitable for nesting birds.
<b>20</b> Conservation of landscape features	7	Landscape maintained as original design.
<b>21</b> Conservation of buildings & structures	6	<b>Ensure all building are clean free from graffiti and regularly painted and maintained</b>
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	7	Teams using sports provision.
<b>23</b> Appropriate provision for community	n/s	Good range of provision but cannot assess if it is appropriate for the community..
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	7	Some past events were highlighted.
<b>25</b> Appropriate information channels	n/s	The information channels should be through local user groups.
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	116	
<b>Percentage</b>	68	

#### Additional comments

The park has the potential to be a Green Flag site in the future with investment into infrastructure

# Assessment Form – London Borough of Brent



Name of Site	Village Way Open Space	Date and time of Assessment	31/1/18 14:00	Weather conditions	Dry Sunny
Type	Pocket Park	Ref	202051866	Total Score	50%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	4	The site was not welcoming as it could only be accessed down and alley with abandoned vehicles. The site was difficult to locate however we were informed that the site is not open to the public and only used by residents who each have a key to the alley and the gate to the park. <b>The condition of the site did not make it welcoming. Improvement to the infrastructure and horticulture is required. Abandoned vehicles should be removed</b>
2 Good and safe access	6	Once opened the site was accessed by a ramp
3 Signage	4	<b>Signage was provided at the site however this was becoming faded and could do with replacing. The sign outside the site was obscured by fly tipped concrete panels</b> There was no signage to the site and it was difficult to find.
4 Equal access for all	4	The site can only be accessed by residents therefore it is not accessible to everyone. Less able people may struggle to negotiate cars in the alley unlock and open the gate. Abandoned vehicles should be cleared for this area and a no parking area created in front of the gate. There were steps on the site that could be removed and a slope created between the two areas. Benches were functional, however when replaced they should have arms to help less able people to use them
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	5	There was very little provided on site, consideration should be given to how the site could be used for children's play/ food growing projects etc. Consultation with the community is required to find a better use for this site that would encourage use
6 Safe equipment and facilities	7	Facilities such as benches were safe to use
7 Personal security	6	The site was isolated behind houses, if it was a site open to the public safety of users may be an issue. As the site was only used by residents who opened it with their own keys, then no issues with safety should occur
8 Control of dogs / dog fouling	7	None evident
<b>Well Maintained and Clean</b>		
9 Litter & waste management	6	There was no litter on site apart from an abandoned Page 301, no bins or recycling bins were present, It may not be necessary to provide litter bins on this site as the site is only used by people in the adjacent housing

10 Horticultural maintenance	3	Standards were poor with many shrubs not pruned and areas overgrown, it appeared recent work had taken place to cut back these areas mechanically. Many areas appeared as if they had not been maintained for some time, There were a number of nice trees and shrubs of interest that should be maintained in line with the specifications. Grassed areas require cutting in line with specification
11 Arboricultural maintenance	4	There was recent work observed to remove a dangerous branch however other parts of this tree were leaning across the alley. Specimen tree in hard standing area was badly windblown due to support being removed to early. A tree inspection is required to ensure safety of tree stock and removal/ replacement as identified
12 Building & infrastructure maintenance	5	The paved area needed attention as the paving around the tree had sunk and requires relaying, weeds required removing from paving
13 Equipment maintenance	6	Benches on site required cleaning to remove moss growth
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	3	No recycling opportunity on site
16 Chemical use	n/s	We were informed that the path to the site had recently been sprayed
17 Peat use	n/a	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	5	There is scope for this site to have managed wildlife areas however better management is required
20 Conservation of landscape features	N/A	
21 Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	
23 Appropriate provision for community	n/s	
<b>Marketing and Communication</b>		
24 Marketing & promotion	n/s	
25 Appropriate information channels	n/s	
26 Appropriate educational and	n/s	



interpretational information		
<b>Total Score</b>	75	
<b>Percentage</b>	50%	

Additional comments

**It would be prudent for the management to check whether local residents do indeed have access to the site and are aware of it, and this should be checked periodically as many tenants could come and go.**

**The approach is not appealing due to the narrow alleyway and old cars/vans that have been parked for many years. One in particular was parked right across the entrance gate.**

**The site could be revived with a modest budget which would include stripping out unwanted plants and re positioning others to keep the aspect open and access more appealing. Some surfacing was in need of repair but in general the infrastructure was sound. A sign from the road is essential if local residents are to know about the site and also check in terms of access does it include residents on the opposite side of the road.**

**Site could also be considered as a community growing space dependant on light levels for growing fruit and vegetables. This would give it more of a functional purpose for regular visits and activities.**

# Assessment Form – London Borough of Brent

Name of Site	Welsh harp North Open Space	Date and time of Assessment	16/10/2017 2.30pm	Weather conditions	sunny
Type	District Park	Ref	202025557	Total Score	75%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	8	
2 Good and safe access	8	
3 Signage	6	Needs updating some info dated 2009 It is unclear why this space is known as welsh harp 'north' when signage states it is Welsh Harp 'open space' The post code also takes a visitor to an area in the borough of Barnet <b>Replace out of date signage and review the title of the park to avoid confusion.</b>
4 Equal access for all	7	
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	It is unclear if the grassed football pitch area is included in designated area but if it is then scores for welcome safe access etc would be lower
6 Safe equipment and facilities	7	
7 Personal security	8	Long straight paths with lots of people walking with and without dogs
8 Control of dogs / dog fouling	8	
<b>Well Maintained and Clean</b>		
9 Litter & waste management	8	
10 Horticultural maintenance	8	The grass pathways in woodland area are cut but a bit on the longside
11 Arboricultural maintenance	6	Tree branches broken and tree trunk splitting down middle <b>Review tree stock and take appropriate action</b>
12 Building & infrastructure maintenance	8	
13 Equipment maintenance	8	

		Environmental Management	
14 Managing environmental impact		n/s	
15 Waste minimisation		n/s	
16 Chemical use		n/s	
17 Peat use		n/s	
18 Climate change adaptation strategies		n/s	
		Biodiversity, Landscape and Heritage	
19 Management of natural features, wild fauna and flora		8	
20 Conservation of landscape features		8	
21 Conservation of buildings & structures		n/a	
		Community Involvement	
22 Community involvement in management & development		n/s	
23 Appropriate provision for community		n/s	
		Marketing and Communication	
24 Marketing & promotion		n/s	
25 Appropriate information channels		n/s	
26 Appropriate educational and interpretational information		n/s	
Total Score		112	
Percentage		75%	

Additional comments

Entrance signage gave site plan which was encouraging as a heavily tree'd area. Which could deter lone walkers from entering. Path routes through area are wide and clear.

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# Assessment Form – London Borough of Brent

Name of Site	Welsh Harp South neasden rec ground	Date and time of Assessment	16/10/2017 4.00pm & 05/12/17 pm	Weather conditions	overcast
Type	District Park	Ref	202062150	Total Score	43%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
		<b>A Welcoming Place</b>
1 Welcoming	4	One of the entrances is water logged with broken water supply. Car park gate closed. height barrier swinging free Entrance from the housing estate (Alderton Close) is uninviting with lots of fly tipped waste. First notice board encountered was empty and covered in graffiti. <b>Repair water supply and height barrier to car park, clear entrance of fly tipping. Clean notice board.</b>
2 Good and safe access	5	<b>OK to walk in but not able to access site with a car off Aboyne road</b>
3 Signage	4	Out dated boards no road direction signs if using a car to arrive. A number of pedestrian signs point to Neasden Recreation Ground. <b>Review the placing of signs and information on notice boards</b>
4 Equal access for all	5	Access from the housing estate could be difficult through the chicaned railings. Entrances from Aboyne road are uneven and covered in leaf detritus <b>Review the accessibility for all entrances</b>
		<b>Healthy, Safe and Secure</b>
5 Appropriate provision of quality facilities and activities	5	The installation of the gym equipment has improved the score for this section. However the play area, muga, boundary paths, benches are deteriorating and would not encourage people to visit this site. <b>Review the maintenance regime for play area, muga and boundary paths and benches.</b>
6 Safe equipment and facilities	5	Play and Gym items appeared to be safe, however the broken drain and the presence of rats give the impression that this area is not cared for and not safe. <b>Review pest control approach and mend broken drain.</b>
7 Personal security	4	The entrance from the housing estate is not conducive to a feeling of safety, with the flytipped waste, high fencing, litter and damaged bins. The path leading from the estate to the area of gym equipment at certain times of the year would feel very enclosed with trees on one side and bushes on the other. <b>Clear fly tipping and repair damaged bins</b>
8 Control of dogs / dog fouling	5	<b>Not so much dog but more canada geese poo</b>
		<b>Well Maintained and Clean</b>
9 Litter & waste management	4	Bins damaged and overflowing rubbish strewn around Fly tipped waste present on site.

		Empty bins, litter pick and remove fly tipping.
10 Horticultural maintenance	5	Appears to be little maintenance other than grass cutting. It is unclear whether the area by the housing estate has been abandoned or differential mowing regime is in place.
11 Arboricultural maintenance	6	Trees appeared to be in OK condition, however some trees have been graffitied
12 Building & infrastructure maintenance	4	Graffiti on fencing, structures and display panels. Pathways in poor condition. Broken sewer and associated pooling of water <b>Remove graffiti, repair pathways and broken sewer.</b>
13 Equipment maintenance	4	Life ring missing by reservoir. Bins in poor condition. Barrier at vehicle entrance on Aboyne Road has height barrier swinging free. <b>Replace life preserver.</b>
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	
15 Waste minimisation	2	<b>Install more bins, including bins for recyclable materials. Address the fly tipping issue.</b>
16 Chemical use	n/s	Unable to assess on this visit
17 Peat use	n/s	Unable to assess on this visit
18 Climate change adaptation strategies	n/s	Unable to assess – however as a judge I would be interested to see the plans for this site.
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	3	There appears to be very minimal management on this site. The population of Canada Geese could become problematic and a strategy should be in place to deal with a the potential issues. This site could be developed to score higher here. Planting of additional trees, introduction of planting, habitat creation etc. <b>This site is bordered on one side by the north circular and the other by the reservoir there is the opportunity to create habitats / landscaping that enhances the visitor experience.</b>
20 Conservation of landscape features	4	<b>There appears to have been minimal management at this site.</b>
21 Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
22 Community involvement in management & development	n/s	Does not appear to be any involvement in this site. <b>Gain feedback from site users</b>
23 Appropriate provision for community	3	<b>This could be a fantastic site for the local community offering a variety of different activities, from exercise to play, to peace and contemplation, access to nature etc. However at the moment it appears uncared for and neglected</b>
<b>Marketing and Communication</b>		
24 Marketing & promotion	3	<b>Minimal information of council website. No promotion of facilities inside the site would benefit from maps at the entrances detailing the facilities.</b>

25	Appropriate information channels	n/s	Unable to assess
26	Appropriate educational and interpretational information	3	There are some panels by reservoir seating shelter, however there is great potential for additional panels detailing the flora and fauna that could be found within this site
Total Score		69	
Percentage		43%	

Additional comments

Although the fitness and children's play equipment was fairly new and looked well maintained the whole area around was a mess. Litter everywhere and with longer grass starting to look untidy. An empty life ring holder is very worrying as to H&S checks and maintenance

# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Willesden Community Garden	<b>Date and time of Assessment</b>	26/10/2017 @ 15.30pm	<b>Weather conditions</b>	Cloudy
<b>Type</b>	Pocket Park	<b>Ref</b>	202106045	<b>Total Score</b>	59%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	5	Open site, uninteresting – mainly grass and 2 paths. <b>The high perimeter fence needs to be reduced by 50%</b>
<b>2 Good and safe access</b>	7	
<b>3 Signage</b>	6	1 noticeboard with limited information. <b>The plastic front screen on noticeboard is cloudy and needs to be cleaned or replaced.</b>
<b>4 Equal access for all</b>	7	
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	4	there are no facilities apart from a few seats, <b>consider providing some play equipment</b>
<b>6 Safe equipment and facilities</b>	7	
<b>7 Personal security</b>	4	<b>This area seems to attract people who want to drink and urinate in planted areas.</b>
<b>8 Control of dogs / dog fouling</b>	7	
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	6	Litter was evident in several areas. The park does not appear to be respected by its community. <b>Review litter collection</b>
<b>10 Horticultural maintenance</b>	7	
<b>11 Arboricultural maintenance</b>	6	There are very few trees – this could be an area for improvement providing they were suitable localised species. <b>Consider improving tree stock</b>
<b>12 Building &amp; infrastructure maintenance</b>	6	<b>The notice board and fence require painting</b>
<b>13 Equipment maintenance</b>	n/a	
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	



<b>15</b> Waste minimisation	6	Add recycling bins and use bark/woodchip for mulch
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
<b>19</b> Management of natural features, wild fauna and flora	6	Several opportunities to add appropriate features
<b>20</b> Conservation of landscape features	n/a	
<b>21</b> Conservation of buildings & structures	n/a	
<b>Community Involvement</b>		
<b>22</b> Community involvement in management & development	3	There doesn't appear to be any work to encourage community activity
<b>23</b> Appropriate provision for community	3	Consider adding play equipment and/or health equipment
<b>Marketing and Communication</b>		
<b>24</b> Marketing & promotion	3	Use noticeboard for information
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	8	
<b>Percentage</b>	59%	

#### Additional comments

This is a very prominent site between the busy Dudden Hill Lane and the college. The college and local schools, community groups should be involved in all improvements.

# Assessment Form – London Borough of Brent



Name of Site	Wilson Drive Open Space	Date and time of Assessment	5/12/17	Weather conditions	Cloudy
Type	Small open space	Ref	202026913	Total Score	50%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Areas for improvement/recommendations if score 6 or below
	<b>A Welcoming Place</b>	
1 Welcoming	6	Site is not very appealing to explore as it weaves amongst houses but provides tree interest and grass areas.
2 Good and safe access	7	Access was safe from the surrounding footpaths. Concerned that there were vehicle marks crossing some of the grass between housing.
3 Signage	4	<b>Nothing found, the minimum Green Flag expectation would be a sign with a name and contact details</b> however this may not be appropriate for such a small space.
4 Equal access for all	6	No issues – but would benefit from a subtle path to encourage walks within or to allow wheelchair users to access further off the footpath but not essential. <b>Consider path to improve usage and accessibility</b>
	<b>Healthy, Safe and Secure</b>	
5 Appropriate provision of quality facilities and activities	5	<b>No facilities or activities on site. Just a valuable green space with trees and grass.</b>
6 Safe equipment and facilities	n/s	Nothing of significance to judge against. Facility for dog walkers or local children to run around.
7 Personal security	7	Site felt safe – grass cut and no litter visible. Overlooked by houses, no corners with restricted views.
8 Control of dogs / dog fouling	7	No issues on site at all.
	<b>Well Maintained and Clean</b>	
9 Litter & waste management	4	Littering and fly tipping in several locations. <b>Review frequency of litter collection</b>
10 Horticultural maintenance	5	Confined to grass cutting and some hedge trimming. Leaves not cleared. Shrub trimming back to fencing looks rough. <b>Remove green waste</b>
11 Arboricultural maintenance	5	<b>No maintenance obvious over the past years.</b> But no H&S issues observed. It looks like a resident has cut back some trees that overhang the parking area as they may have been drooping onto cars.
12 Building & infrastructure maintenance	3	<b>Old fencing needs removing or replacing as it is no longer serving a purpose in its current state.</b>
13 Equipment maintenance	n/a	no equipment present

	<b>Environmental Management</b>	
<b>14</b> Managing environmental impact	n/s	.
<b>15</b> Waste minimisation	2	<b>Litter is getting into the watercourse in many areas</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	5	A valuable site for wildlife in conjunction with the adjacent watercourse. <b>Litter picking needs monitoring to stop it getting into the watercourse.</b>
<b>20</b> Conservation of landscape features	4	An old path that used to run by the river has become overgrown and the deteriorating fencing mean most people probably don't walk down close to the water. <b>Trim back undergrowth to gain access to pathway</b>
<b>21</b> Conservation of buildings & structures	n/a	
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	n/s	Nothing present
<b>23</b> Appropriate provision for community	n/s	It provides welcome wooded space adjacent to the housing area. <b>Reviving the small footpath network is recommended.</b>
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	70	
<b>Percentage</b>	50%	

Additional comments



# Assessment Form – London Borough of Brent



<b>Name of Site</b>	Woodhouse Urban Park, Albert Road	<b>Date and time of Assessment</b>	11 Oct 2017 1pm	<b>Weather conditions</b>	Overcast
<b>Type</b>	Pocket Park	<b>Ref</b>	202029984	<b>Total Score</b>	76%

<b>0 1</b>	<b>2 3 4</b>	<b>5 6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>
<b>Very Poor</b>	<b>Poor</b>	<b>Fair</b>	<b>Good</b>	<b>Very Good</b>	<b>Excellent</b>	<b>Exceptional</b>

		Areas for improvement/recommendations if score 6 or below
<b>A Welcoming Place</b>		
<b>1 Welcoming</b>	8	
<b>2 Good and safe access</b>	8	
<b>3 Signage</b>	7	
<b>4 Equal access for all</b>	8	
<b>Healthy, Safe and Secure</b>		
<b>5 Appropriate provision of quality facilities and activities</b>	8	
<b>6 Safe equipment and facilities</b>	9	
<b>7 Personal security</b>	8	
<b>8 Control of dogs / dog fouling</b>	8	
<b>Well Maintained and Clean</b>		
<b>9 Litter &amp; waste management</b>	7	
<b>10 Horticultural maintenance</b>	7	Some worn grass requires attention
<b>11 Arboricultural maintenance</b>	7	
<b>12 Building &amp; infrastructure maintenance</b>	7	
<b>13 Equipment maintenance</b>	8	
<b>Environmental Management</b>		
<b>14 Managing environmental impact</b>	n/s	Page 315

<b>15</b> Waste minimisation	n/s	
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/a	
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	7	
<b>20</b> Conservation of landscape features	7	
<b>21</b> Conservation of buildings & structures	N/A	
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	n/s	– little evidence of community involvement in the site. It is overlooked by blocks of flats, some with verandas so plenty of surveillance of the site. No community notice boards.
<b>23</b> Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	n/s	
<b>25</b> Appropriate information channels	n/s	
<b>26</b> Appropriate educational and interpretational information	n/s	
<b>Total Score</b>	114	
<b>Percentage</b>	76%	

#### Additional comments

**A beautiful site that has been well designed and maintained since its regeneration. Would like to see the fencing around the shrub areas being removed as this looks temporary and the planting is fairly established now. Some worn patches of grass especially around log seats which might benefit from a more hard-wearing surface.**



# Assessment Form – London Borough of Brent



Name of Site	Woodcock Park & Kenton Grange	Date and time of Assessment	5/12/17 PM	Weather conditions	Cloudy
Type	Local Park	Ref	202104882	Score	63%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Comments/Recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	Fairly enticing traditional park. Entrance to the Kenton Grange end is more impressive than others.
2 Good and safe access	7	Access was good. Most paths were suitably wide enough for bikes/prams to pass.
3 Signage	5	Street signage on nearby roads but nothing to announce the park well enough as you got to the entrance. 'Welcome to Woodcock Park'. Some notice boards visible upon entry. <b>Review signage</b>
4 Equal access for all	7	Footpath network good and varied – access to all parts of site.
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	8	There was a very good range available. Excellent gym equipment being well used. MUGA / tennis courts with bike racks.
6 Safe equipment and facilities	7	All seemed safe upon visit.
7 Personal security	7	Well used site. Locals were friendly and a few chatted to me.
8 Control of dogs / dog fouling	7	No issues identified – dog waste bins provided separately.
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	. Plenty off bins but a few suffering from wonky bin syndrome – need refixing in position. Combined recycling bins too, however these weren't fixed to the ground at all – could be moved or tipped over. <b>Fix bins in permanent position</b>
10 Horticultural maintenance	5	Grass cut frequently but herbaceous areas beside gym have not been maintained as should be expected. Weed membrane hanging out over paths in places and some of the shrub borders just need reviving. <b>Maintain herbaceous areas and review condition of weed membrane.</b>
11 Arboricultural maintenance	3	Some terrible pruning cuts spotted and some trees suffering from severe ringbarking from the base upwards. Some new Silver Birch in the field. <b>Review tree maintenance strategy</b>
12 Building & infrastructure maintenance	5	Pathway requires more regular sweeping. A great art mural on the side of the central building but the building looked derelict and unused? If used – no information outside it. <b>Review cleansing routines and provide signage to indicate what will be happening to the building.</b>



13 Equipment maintenance	7	<b>Noticeboards and railings could do with re-painting.</b> Other general equipment seemed fine including play equipment.
<b>Environmental Management</b>		
14 Managing environmental impact	n/s	.
15 Waste minimisation	7	Combined recycling waste bins.
16 Chemical use	n/s	
17 Peat use	n/s	
18 Climate change adaptation strategies	n/s	
<b>Biodiversity, Landscape and Heritage</b>		
19 Management of natural features, wild fauna and flora	7	Fairly well maintained environment for various wild flora and fauna.
20 Conservation of landscape features	7	Maintained as a formal park, an asset for the community.
21 Conservation of buildings & structures	4	Building looked in tired condition. Nothing else of significance seen <b>Review building maintenance schedule.</b>
<b>Community Involvement</b>		
22 Community involvement in management & development	7	Friends group are present and had an old poster in one of the notice boards. Unknown as to how involved.
23 Appropriate provision for community	8	. A very good range of facilities on this site.
<b>Marketing and Communication</b>		
24 Marketing & promotion	7	Some information on notice boards.
25 Appropriate information channels	n/s	They may exist but none obvious on this visit.
26 Appropriate educational and interpretational information	4	<b>No educational information present throughout the site. Kenton Grange is of local historical interest as a former grand house so I would expect at least some information on it's grounds etc.</b>
<b>Total Score</b>	107	
<b>Percentage</b>	63	Page 319

Additional comments

A great public park which provides some much needed facilities in the area. It was very well used during the visit and has an active friends group advertised. Could benefit from updating some of the basics as noted in this report.

# Assessment Form – London Borough of Brent



Name of Site	Wybourne Way	Date and time of Assessment	12/05/17 AM	Weather conditions	Sunny
Type	Small Open Space	Ref	202041689	Total Score	67%

0 1	2 3 4	5 6	7	8	9	10
Very Poor	Poor	Fair	Good	Very Good	Excellent	Exceptional

		Comments/Recommendations if score 6 or below
<b>A Welcoming Place</b>		
1 Welcoming	7	
2 Good and safe access	7	<b>Closing gate on playground needs adjusting</b> to soft close rather than slam.
3 Signage	6	<b>Limited signage, on the railings, need to be replaced.</b> There is no identification signage to tell users what the space is called.
4 Equal access for all	7	Access to play area difficult due to gate. All paths in good condition. Bench to the left of the play area gate is on a high plinth limiting access. <b>Review placement of bench</b>
<b>Healthy, Safe and Secure</b>		
5 Appropriate provision of quality facilities and activities	6	Adequate play provision but no inclusive play equipment. <b>Consider alternatives more inclusive play provision when replacing</b>
6 Safe equipment and facilities	7	All in good order
7 Personal security	7	Site has lighting and good sightlines
8 Control of dogs / dog fouling	7	No dog fouling evident
<b>Well Maintained and Clean</b>		
9 Litter & waste management	7	Adequate provision but some fly tipping next to one bin. <b>Review rubbish collection frequency</b>
10 Horticultural maintenance	7	Grass freshly mown and in good condition
11 Arboricultural maintenance	7	Willow tree foliage managed to maintain sightlines.
12 Building & infrastructure maintenance	7	Paths in good condition. Wet pool in play area being patched. <b>Double gate to play area should be locked</b>
13 Equipment maintenance	7	

	<b>Environmental Management</b>	
<b>14</b> Managing environmental impact	n/s	
<b>15</b> Waste minimisation	5	<b>There is the opportunity for recycling bins on the site and also the opportunity to compost grass clippings.</b>
<b>16</b> Chemical use	n/s	
<b>17</b> Peat use	n/s	
<b>18</b> Climate change adaptation strategies	n/s	
	<b>Biodiversity, Landscape and Heritage</b>	
<b>19</b> Management of natural features, wild fauna and flora	n/s	
<b>20</b> Conservation of landscape features	7	Open space being maintained
<b>21</b> Conservation of buildings & structures	n/a	
	<b>Community Involvement</b>	
<b>22</b> Community involvement in management & development	n/s	
<b>23</b> Appropriate provision for community	n/s	
	<b>Marketing and Communication</b>	
<b>24</b> Marketing & promotion	n/s	None evident
<b>25</b> Appropriate information channels	6	<b>This site was being well used at 3.30 after school and would benefit from a Community noticeboard</b>
<b>26</b> Appropriate educational and interpretational information	n/a	None evident
<b>Total Score based on 1-21</b>	101	
<b>Percentage</b>	67%	

Additional comments



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## Appendix 7

**From:** Hale, Darren

**Sent:** 13 June 2019 12:18

**To:** Egbor, Simon <[Simon.Egbor@brent.gov.uk](mailto:Simon.Egbor@brent.gov.uk)>

**Subject:** Dogs off leads - Paddington Old Cemetery

Dear Simon

Please see below my statement on the concerns raised by visitors and grave owners concerning dogs off leads at Paddington Old Cemetery.

The Cemeteries Officers report a number of calls per year where visitors or grave owners wish to report issues of dogs off leads and or fouling on graves etc. We request they formally write in or email their concerns so it can be recorded. However the majority of the time they decline as the state they are in fear of reprisals for dog owners. Some report direct intimidation where they have approached dog walkers and raised concerns of fouling or urinating on graves or headstones. For some even the walking over the grave was upsetting, especially if recently buried.

Residents have also reported being scared by dogs (sometimes a number at once) bounding up to them and sniffing around them or scaring them. Not everyone likes dogs and large or even small barking dogs can be of concern. Professional dog walkers may have 5 -10 dogs at a time with many off lead. It is difficult to imagine how they can reasonably control such a large number and be confident they would not run over, foul, urinate on a grave or approach other visitors.

The new area on the mound area D has decorative stone finish. I and the cemeteries manager have visited this area over the last few months as part of the ongoing development. We have noted on many occasions dog faeces and paw prints in the soil areas. Given the large area of the cemetery I can see no reason for dogs to be walked in this area. Plus the fouling would indicate either the dogs were out of control, unaccompanied or the owners were permitting their dogs to foul. As on decorative stone the fouling is clear and unpleasant.

Given there is plenty of alternative space I would recommend dogs are not permitted of leads on the mound. Signs and or fencing can be placed to distinguish this area.

If a dog walks closely by its owner's side and comes on command I consider this as under control. If the dog runs freely, approaches, sniffing and or barking at other visitors and then does not return on demand that it is not under the control of the walker. If the dog is out of sight or the owner is not paying attention to the dog then it can foul or at inappropriately without their knowledge.

Many dog walkers are respectful of the sensitive nature of a cemetery but unfortunately a number are not that can be distressing to the bereaved families.

I trust this helps explain the position from the cemeteries point and that of many grave owners who may not be dog owners or may be upset by such events.

Darren Hale  
Commercial Manager  
Environmental Services

Regeneration and Environmental Services  
Brent Council

(020) 8937 2389

[www.brent.gov.uk](http://www.brent.gov.uk)



## **Appendix 7.1**

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Unit 2, Ajax House  
16a St Thomas's Road  
London  
NW10 4AJ

T: 020 8965 2561

enquiries.brent  
@crisis.org.uk

[www.crisis.org.uk](http://www.crisis.org.uk)

14<sup>th</sup> March 2019

## **Response to Brent Council's Parks, Open Spaces, Graveyards and Cemeteries Public Spaces Protection Order**

### **About Crisis Brent**

At Crisis Brent we support people who are homeless or at risk of homelessness, particularly those who are single with no dependents. We do this through 1:1 support to break down barriers around homelessness, to find work or access training and to find and settle into a rented home. In addition to our 1:1 coaching and support we offer courses in finding work and maintaining a tenancy, and provide a duty drop-in service for emergency help and support.

### **General statement of principle**

We believe that enforcement measures should only be used to tackle genuinely anti-social behaviour and not be targeted at groups of people such as rough sleepers. We know that well targeted enforcement with genuinely integrated support can be effective at stopping anti-social behaviour and be a catalyst for helping rough sleepers away from the street. Without this support however, the use of such measures can be detrimental to rough sleepers by displacing, marginalising and isolating them from support.

We believe that living in tents and other similar shelters should be viewed as simply another form of rough sleeping.

We do not defend or condone anti-social behaviour, by people who are rough sleeping or anyone else. We do though question what can reasonably be seen as anti-social and most importantly how it is dealt with.

### **The Brent PSPO**

Crisis nationally and locally strongly opposes this proposal.

Amongst other things the PSPO seeks to prohibit:

- **Erecting or occupying any shelter, sleeping apparatus, or caravan with the intention of residing in it without the written consent of the London Borough of Brent**

The proposal is not within the spirit of Home Office guidance of 24 December 2017 ('The Guidance'). The Guidance makes clear (p.51) that PSPOs should not be used to target people based solely on the fact that they are homeless or rough sleeping, "as this of itself is unlikely to mean that such behaviour is having an unreasonably detrimental effect on the community's quality of life which justifies the restrictions imposed."

This provisions seem to be aimed at rough sleepers as they are the group most likely to be involved in such activities. Who else would erect a 'shelter' or 'sleeping apparatus' but someone who is rough sleeping? Living in tents and other such shelters is rough sleeping by any other name and it is difficult to see how this has an 'unreasonable detrimental effect on the community's quality of life.'

- **Urinating or defecating in a place other than a serviced public convenience**

Those with no access to toilet facilities, most frequently rough sleepers, are the most likely to deal with toilet needs in public areas.

Even something as clearly anti-social as public defecation cannot adequately be dealt with through prohibition. The Guidance says (p.51) that local authorities should first "consider measures that tackle the root causes of the behaviour, such as the provision of public toilets."

Both these proposals therefore seem clearly to be outside the Guidance and we would ask the council reconsider their inclusion in the proposed order.

## **The solution**

At Crisis we are interested in ending homelessness, including rough sleeping. [Our research on enforcement](#)<sup>i</sup>, which interviewed 458 rough sleepers and 81 local authorities, demonstrates that enforcement measures against rough sleepers without offer of support do not end rough sleeping, indeed they can perpetuate it by displacing people from the services which support them, or pushing them toward riskier locations or behaviours. Enforcement measures should only be used as a last resort and accompanied by a social care package and accommodation offer.

The relevant key findings of the enforcement research are:

- There has been an increase in the levels of rough sleeping alongside reported rises in anti-social behaviour.
- Some local authority responses take the form of enforcement, both formal measures involving legal penalties PSPOs, and informal actions such as moving rough sleepers on and 'wetting down' areas occupied by rough sleepers.
- There is a prevalence of informal actions, which are rarely accompanied by offers of support. This is reflected in the difference in local authority perception of support offers (94% said it was always offered) and rough sleeper experience (81% said they had not been offered support in their most recent contact with enforcement, most of which were informal actions).

- Rough sleepers' interactions with police officers, security guards and enforcement agents was also mixed. This could vary from positive engagement and sign-posting people to homelessness agencies to more hostile encounters which left rough sleepers feeling criminalised and intimidated.
- Enforcement experiences had an impact on the general well-being of rough sleepers: 50% said enforcement made them feel more invisible on the street while 56% said it contributed to them feeling ashamed of being homeless. 30% of rough sleepers said that enforcement negatively impacted on them trying to find settled accommodation as they were further displaced from an area and struggled to access services.
- 34% of rough sleepers said that because of enforcement they moved elsewhere to sleep rough.
- Just 8% of rough sleepers said an enforcement action (in relation to anti-social behaviour) made them want to change their behaviour. 43% of rough sleepers who had experienced an enforcement action specifically related to ASB said it did not change their behaviour at all – they continued to sleep rough and/or beg.

We believe that when the measures in the 2014 Anti-social behaviour, Crime and Policing Act should only be used as a last resort by local authorities and the police to address anti-social or criminal behaviour by those that are rough sleeping, and if used they should always be accompanied by a social care package and an accommodation offer.

Councils should invest in and commission sustainable housing options to prevent rough sleeping occurring. There should be a mix of housing led approaches which need to include emergency accommodation for immediate need, rapid rehousing models for longer term solutions for new or at risk rough sleepers and investment in Housing First models for people with higher and complex support needs.

### **Further contact**

If you would like to discuss our consultation response further, please contact Sumathi Pathmanaban, Innovation & Partnership Manager at Crisis Brent, at [sumathi.pathmanaban@crisis.org.uk](mailto:sumathi.pathmanaban@crisis.org.uk)

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<sup>i</sup> An examination of the scale and impact of enforcement interventions on street homeless people in England and Wales – Ben Sanders and Francesca Albanese (Crisis, April 2017)

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## **Appendix 7.2**

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**Response from St Mungo's**

**April 2019**

**About St Mungo's**

St Mungo's vision is that everyone has a place to call home and can fulfil their hopes and ambitions.

As a homelessness charity and housing association our clients are at the heart of what we do.

We provide a bed and support to more than 2,800 people a night who are either homeless or at risk, and work to prevent homelessness.

We support men and women through more than 300 projects including emergency, hostel and supportive housing projects, advice services and specialist physical health, mental health, skills and work services.

We work across London and the south of England, as well as managing major homelessness sector partnership projects such as StreetLink and the Combined Homelessness and Information Network (CHAIN).

We influence and campaign nationally to help people to rebuild their lives.

In Brent, St Mungo's provides street outreach, assessment centre and Housing First services for people sleeping rough, supporting them to move on from rough sleeping and end their homelessness for good.

For more information about this consultation response, please contact Steve Davies Regional Head, at [steve.davies@mungos.org](mailto:steve.davies@mungos.org).

St Mungo's opposes the proposal for a Public Spaces Protection Order (PSPO) in Brent Park's, Open Spaces, Cemeteries and Graveyards, which seeks among other things to prohibit:

- Erecting or occupying any shelter, sleeping apparatus, or caravan with the intention of residing in it without the written consent of the London Borough of Brent;
- Urinating or defecating in a place other than a serviced public convenience.

We agree with colleagues at Crisis that the proposal is not within the spirit of Home Office guidance on the Anti-Social Behaviour, Crime and Policing Act 2014 ('The Guidance').<sup>1</sup> The Guidance makes clear on page 51 that PSPOs should not be used to target people based solely on the fact that they are homeless or rough sleeping, "as this of itself is unlikely to mean that such behaviour is having an unreasonably detrimental effect on the community's quality of life which justifies the restrictions imposed." The proposal to prohibit the erection or occupation of 'shelter' or 'sleeping apparatus' appears to directly target people sleeping rough.

People sleeping rough may have very limited access to toilet facilities and are, therefore, more likely than others to deal with toilet needs in public areas. Again, we agree with Crisis that public urination and defecation cannot adequately be dealt with through prohibition. The Home Office Guidance also says that local authorities should first "consider measures that tackle the root causes of the behaviour, such as the provision of public toilets."

As far as we can tell, these proposed prohibitions are contrary to the Home Office guidance and we would ask the council reconsider their inclusion in the proposed order.

Evidence suggests that legal measures which criminalise rough sleeping can have serious negative impacts on both people sleeping rough and the local community, particularly when not accompanied by an offer of support.<sup>2</sup> The use of law enforcement to tackle rough sleeping can act to displace people sleeping rough, by 'pushing' them into areas that are more dangerous, making it harder for outreach teams to find them. This makes them more marginalised and even less likely to seek the support they need to move off the streets.

Rough sleeping is a social problem, not a criminal one. The solution is ensuring swift access to the right housing and support for each individual. Using police powers will sometimes be necessary to tackle anti-social behaviour, and cases where the individual poses a threat to themselves or others. However, this should be proportionate, delivered in collaboration with local partners, and accompanied by a meaningful offer of support.

We wish to see an end to the criminalisation of rough sleeping and a commitment by national and local government to the principle of 'no enforcement without support'.

At the local level, any plans for how and when police use their powers against people sleeping rough should be developed and integrated in local homelessness and rough sleeping strategies, with multi-agency support packages planned alongside this.

Local authorities should also prioritise assertive outreach work which employs a persistent and multi-agency model of support, drawing on a range of services including those for substance use and mental health problems. St Mungo's will continue to argue that local authorities should be sufficiently resourced to provide these outreach services, as well as the long-term accommodation and support needed to end rough sleeping for good.

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<sup>1</sup> Home Office (2017) *Anti-social Behaviour, Crime and Policing Act 2014: Anti-social behaviour powers Statutory guidance for frontline professionals*. Available at: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/679712/2017-12-13\\_ASB\\_Revised\\_Statutory\\_Guidance\\_V2.1\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/679712/2017-12-13_ASB_Revised_Statutory_Guidance_V2.1_Final.pdf)

<sup>2</sup> Mackie, P., Johnsen, S., & Wood, J. (2017). *Ending Rough Sleeping: What Works? An International Evidence Review*. London: Crisis. Available at: [https://pureapps2.hw.ac.uk/ws/portalfiles/portal/16245789/Ending\\_rough\\_sleeping\\_what\\_works\\_2017.pdf](https://pureapps2.hw.ac.uk/ws/portalfiles/portal/16245789/Ending_rough_sleeping_what_works_2017.pdf)

## Appendix 8 - Public Realm Dog Data 16-18

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Case number	Name	Department	Service	Team	Case label	Assigned to	Date received	Status	Details
10084596		Regeneration and Environment	Highways and Infrastructure	Parks	Complaint - Parks		02/07/18	Not upheld (Stage 1)	<p>Dear Sirs,</p> <p>I previously made a complaint in relation to an unauthorised event which took place on 19th May outside my flat ( ). This complaint was being dealt with by ( ) (Regulatory Service Manager) - Ref No: 9697909, who was very helpful when initially dealing with this matter, however I am not happy about the lack of response/update recently.</p> <p>The initial complaint (re: event on 19th May) was in relation to an authorised event, which took place from approx. 11am until 2am. The event, which would be more accurately described as a 'rave', consisted of music blaring during this period (11am - 2am) with professional DJ equipment/microphone being used so the noise level was unbearable, the open use of illegal drugs (the street stank of cannabis), the open selling/dealing of illegal drugs, the consumption of alcohol (including what appeared to be children consuming alcohol), piles of rubbish being left for almost a week after the event, the event organisers using the Hyde Homes electricity with a wire running across the road (creating a safety issue for residents as unknown people had access to the flats) and cars being parked in the middle of the street causing a grid lock. This event was attended by what appeared to be over 200 people, without any security measures in place - again presenting as a serious safety risk for residents.</p> <p>As already mentioned, ( ) was dealing with this matter and had confirmed that the event organiser had not obtained a TEN (temp event notice) and therefore was investigating whether it would be possible to prosecute. I have provided the details for the event organiser, who is named ( ). I provided ( ) with the event leaflets which also contained her contact number and social media details. The last correspondence I received from ( ) was on 29th May, and despite contacting ( ) I have yet to receive a response/update.</p> <p>I have emailed ( ) with a further complaint, as the same woman, ( ), is organising further events. An event/'rave' in fact took place yesterday (1st July), again with no advance warning to residents. Again, this resulted in excessively loud music being played</p>

10203996		Regeneration and Environment	Highways and Infrastructure	Public Realm	Complaint - Parks		17/07/18	Upheld (Stage 1)	<p>Dear sir/madam</p> <p>I had gained permission to use [REDACTED] on 16/7/18 for my sons birthday party from 4-6pm (Permit given on 10 Jul 2018, Our Reference: 12242). The booking process was lovely and very easy, despite my short notice in informing the relevant department - definitely to be commended - thank you [REDACTED]</p> <p>However on arriving to the park and setting up we were approached by an individual who was abrupt and frankly quite rude and simply told us we could not have our party there. Despite showing the relevant paperwork we tried to be amenable and follow any further requests by this individual - who didn't introduce herself or tell us what position of responsibility she had to order us in this way. We were faced with accusations of lack of health and safety measures (I am a doctor and first aid trained), lack of toilet facilities (we were there for approximately 1.5-2 hours in total) and having far too many people (we had 11 adults and 17 children in total - we had to ask others not to come for fear of further problems). The point is we were with very young children from a local nursery and we were very disappointed with this display of behaviour and attitude, particularly when we explained we were from a local school - [REDACTED]. This sent this particular individual in another bout of rage and she stormed off.</p> <p>All in all we managed to give the children a lovely time, ensured we took all our litter with us, shared our snacks and cake with other individuals visiting in the park and even made a donation to the [REDACTED] for all the good work the team are doing.</p> <p>Undoubtedly it is imperative that a team that works so hard to uphold the cleanliness and order of a community park ensures it is used appropriately, but there was definitely no need for such aggressive and rude behaviour. Furthermore if local schoolchildren cannot enjoy a local park with a playground - with their parents overseeing them, then I must confess I don't know who this park actually for.</p> <p>Many thanks for your kind attention.</p> <p>Yours faithfully</p> <p>[REDACTED]</p> <p>GP</p> <p>[REDACTED]</p>
10246998		Regeneration and Environment	Highways and Infrastructure	Neighbourhood Management	Complaint - Parks		21/07/18	Resolved upon receipt	<p>I am writing to make a complaint regarding the state of "River" Brent as it is not flowing. Throughout those very hot weeks, this water became a waste water. The smell is intoxicating and lasts days and nights. It is impossible to function during the day or sleep at night as the smell makes it very hard. Even rain does not help. It is unhealthy to breathe with the toxins in the air for children and adults. As a resident of the area and borough, I am very unhappy about the lack of interest from the authorities.</p>
10461800		Regeneration and Environment	Highways and Infrastructure	CON - Veolia	Complaint - Parks		20/08/18	Rejected	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>Abbey Road</p> <p>Ealing</p> <p>London</p> <p>[REDACTED]</p> <p>Please could you confirm you are arranging to have the grass verge cut.</p> <p>We asked for this to be completed on 12th July 2018 and were advised it would be done</p>

10814630		Regeneration and Environment	Highways and Infrastructure	Parks	Complaint - Parks		27/09/18	Partly upheld (Stage 1)	<p>I wish to complain about the public toilets in roundwood Park. My complaint is twofold:</p> <p>1. The women's toilets have been closed for months: apparently due to antisocial behaviour therein. Closure doesn't solve this just shifts it as set out in point 2. I believe this closure discriminates against women like myself who use the park regularly. We have no choice but to use the men's toilet which is entirely inappropriate and presents potential risk not to mention embarrassment. If the women's toilets are to be made permanently unavailable then the men's should be redesignated as unisex and redesigned accordingly with the urinals screened off and a separate hand washing area.</p> <p>2. I exercise regularly in the park and on occasion have no option but to use the men's toilet. The state of them is disgusting. I used them on Friday 14 September and there was significant faecal smearing on the cubicle walls. I mentioned this to one of your female park attendants who I encountered outside and she assured me that the toilets were cleaned daily. Clearly not as today I noted that the faeces were still there. Photo attached. The toilet itself was filthy and there was a beer can beside it.</p> <p>I acknowledge the challenge of maintaining safe facilities in public areas but the current state of affairs is just not acceptable.</p>
10996240		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		02/11/18	Partly upheld (Stage 1)	<p>Re: Leybourne Road Open Space</p> <p>On 16/10/2018 we wrote to Parks Department a letter about maintenance of the trench/channel/gutter that the Council has dug to contain the flood water from the open space from entering the properties adjacent. We are copying the letter below:</p> <p>"Dear Sir/Madam</p> <p>The above is a park/open space enclosed by Berkeley Road, Honeypot Lane, Leybourne Road and Elmcroft Gardens.</p> <p>A few years back the Council dug a channel/gutter at one end of the park (parallel to Honeypot Lane) so as to prevent rain water which used to flood from the park into the back of the properties at Honeypot Lane.</p> <p>The Council has not maintained this guttering for quite some time. It is not only overgrown but is full of rubbish which blocks the water from flowing through to the mains drain. Can the Council please clean up this channel and cut the overgrown shrubbery please? The last bout of rain flooded the area and it was impossible for the water to flow through. Thank you.</p> <p>on behalf of Honeypot Lane Kingsbury, NW9 9QL.</p> <p>This letter was written on 16 October 2018. All we received was an immediate acknowledgement to our email but no action has been taken to date. The Council undertakes to respond to written queries within 30 days yet no actual response has been given nor action taken to clear the ditch/ guttering of the rubbish. Currently two mattresses have been dumped plus other rubbish and this blocks the ditch, the mattresses have been</p>
11044731		Regeneration and Environment	Neighbourhood Management	Neighbourhood Management	Complaint - Parks		05/11/18	Upheld (Stage 1)	<p>Behind my house there is a area which all public come and dump they're litter due to the alley way because of this they're are rats coming in my garden and feel my children health being affected by this. Very unpleasant smell in my garden due to this. It is council duty to come clean or put a fence or cameras to stop this littering.</p> <p>I have privately cleaned this three times now but people keep coming and littering.</p>

11118529		Regeneration and Environment	Neighbourhood Management	Complaints Service Team	Complaint - Parks		12/11/18	Upheld (Stage 2)	<p>Dear Chris</p> <p>Please see attached a copy of an email from 12 November 2018 re Roundwood Park Annexe to Irvin's Funfair. Please arrange for a response to be sent to s complaint.</p> <p>Regards</p> <p></p>
11391028		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		17/12/18	Partly upheld (Stage 1)	Unhappy with method used by Brent to collect allotment rent
11648631	Unidentified	Regeneration and Environment	Neighbourhood Management	Parking & Lighting	Complaint - Parks		25/01/19	Resolved upon receipt	<p>Dear Sir/Madam,</p> <p>I am writing to make a complaint about Preston Road car park which is located behind my home on Preston Road.</p> <p>This car park is open throughout the night and there tends to be groups/gangs who hang out there in the middle of the night. It tends to get very noisy as these individuals have their music on loud and often I have witnessed fights taking place.</p> <p>Not only has the noise level kept me up at night during work days but it has worried me of how dangerous it could be for others. Myself and others will not be able to tolerate it any further. Closing this car park during the night would make life much easier as well as preventing any dangers and crimes from taking place there.</p>
11898631		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		21/02/19	Partly upheld (Stage 1)	<p>When I tried to cross Roundwood Park Annexe this evening, Thursday 21st February, I was told by a person from the fun fair that I could not walk on the path but would have to walk on the grass outside the funfair fencing. I know the weather has been dry but Roundwood Park Annexe is often waterlogged and so I did not want to walk on wet grass. I was not aware that the right of way across Roundwood Park Annexe was not in use. There was no signage.</p> <p>As I had to take a detour I was late for the event I was attending.</p> <p>I am not mobility impaired but if I were I would not have been able to cross the annexe on the grass instead of the path.</p>
11948032		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		18/02/19	Not upheld (Stage 1)	<p>I would like to log a complaint about the state of the King Edward Park in Park Lane. Yesterday, we took our grandson out to this park, being our local park and we were appalled at its condition. There was litter, including discarded empty beer cans and whiskey bottles, excessive smoking related litter and other miscellaneous items littered in the bushes. Additionally, there appears to be a blocked gully along one of the pathways which in turn has led to flooding/mud formation/pooling of stagnant water in the actual children's play area. The wet and muddied area is also a serious slip hazard to young children who all seemed to gravitate towards it as children love splashing in water! To make matters worse this stagnant water and mud is also beginning to emit a rancid odour which will only get worse with the onset of the warm weather.</p> <p>Furthermore, there is a protruding metal hazard (the remnants of an old play equipment) in the children's play area, which in my view is a serious health and safety issue. It should either be removed or covered forthwith before a child is seriously injured.</p> <p>Many other parents in the park also expressed their dissatisfaction with the overall condition of this park, which is a shame as this used to be such a nice park to visit and relax in. Unfortunately, we will not be revisiting this park until we see a marked improvement in the day to day maintenance of the grounds.</p> <p>Can you please advise me what immediate steps will be taken to clean this park to an acceptable standard?</p>



12073228		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		11/03/19	Not upheld (Stage 1)	<p>I am not sure if you are aware of the history of Barham Park. It was gifted for "the enjoyment of local people" by Titus Barham and is held under a Trust within Barham Charity accountable to the Charities Commission.</p> <p>Decisions about the Park are taken by 5 Trustees who happen to be Councillors on the Executive.</p> <p>There has to be a formal process of making decisions and it cannot simply be made by officers ignoring due process.</p> <p>I raised my concerns last year which were ignored. Large parts of Barham Park were a disgusting mess. There were no meadows just uncut grass and weeds full of rubbish. I raise them again because I am familiar with Barham Park and know how local people use it. We have already lost the formal gardens. The Rose Garden area which was Titus Barham's pride and joy is non-existent. Now the Council is taking away from local people large areas of the Park which they used for recreation during the summer. The consequence of not cutting the grass was NOT the creation of attractive meadows - all it achieved that local people were driven off large part of the Park and instead of using areas meant for leisure activities cricket was being played along the paths in the Park.</p> <p>To tell me that there will be no further adjustments - even before any information has gone to the public and without any consultation is an insult. What is the point of a communication campaign?</p> <p>If wildflowers cannot be planted in the tree lined area than presumably suitable blue bell bulbs or similar can be planted here and still save on grass cutting and maintenance. After the purpose of the current policy is not to improve the Park but simply a crude way to save money.</p> <p>Please record my concerns as a formal complaint against Brent Council to maintain</p>
12231028		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		26/03/19	Partly upheld (Stage 1)	<p>I am writing on behalf of my co-neighbours at [REDACTED] Honey Pot Lane, Kingsbury, NW9 about Leybourne Road Open Space area.</p> <p>The Council, especially the parks department are doing some very good things with the Leybourne Road Open Space area. However the Council needs to take some action in the following areas:</p> <ol style="list-style-type: none"> <li>1. - There are a lot of cars that get parked on the grass/open space area. We notice that whilst some of these cars belong to some residents, there are also shoppers and commuters who, in order to dodge parking charges in and around Kingsbury High Road, use this grass area to park their vehicles. This is unacceptable as the grass area can be really environmentally positive in terms of bird life. Can the Council please bring in parking enforcement on the grass area? This can then be monitored and also bring in revenue to the council. There used to be a council car monitoring the area but that seems to have vanished now.</li> <li>2. - Secondly, can the Council clear the debris and rubbish in the park area, ESPECIALLY THE GULLY/TRENCH, WHICH HAS BEEN CREATED TO STOP THE FLOOD WATERS FROM HEAVY RAIN GETTING INTO THE PROPERTIES. THE DEBRIS IS BLOCKING THE PASSAGE OF WATER.</li> </ol> <p>We would really appreciate if the Council took action in these respects.</p>

11964231		Regeneration and Environment	Neighbourhood Management	Cemeteries	Complaint - Parks		28/02/19	Partly upheld (Stage 1)	<p>Dear Sir/Madam</p> <p>It is with regret that I write to complain about the changes in circumstances at Paddington Old Cemetery. Recently there have been Dog wardens walking around issuing notices (I have not had one, yet) and fining Brent constituents who own dogs and wish the open space to be enjoyed by themselves and their dogs freely. I feel very strongly that this is an abuse of monies paid in Council Tax and also generally to Brent society. I have lived in Brent for over 30 years and enjoy the diversity and tolerance of the Borough - now this has been altered where peaceful walking and allowing dogs to run on the open grass at the beginning of the park has been restricted. I am sadly thinking a few complainants voices have masked the joy of many and our 4 legged friends. I have recently been bereaved twice and I get enormous pleasure from walking and seeing my dog enjoy the Padd Old C park. I am sure you are aware that Dogs are considered good therapy and those who are intolerant I appreciate may well be grieving too and I respect that but should this be over others? I and my fellow dog owners also have needs. Lack of tolerance is just that and I am surprised that Brent is allowing less space for dog freedom in this growing world, its plain small mindedness and nasty.</p> <p>I also resent the monies paid to the dog wardens when that money could be better used for child protection, policing, support for the elderly, educational support - a great waste of money and it smacks of vindictiveness</p> <p>If you must 'ban' and 'punish' - which is what you are doing, then can I ask you to be more open - minded - perhaps lets negotiate, and have a couple of hours for dog friendly times and the rest for the mean spirited rather than have a blanket ban and start fining your Brent citizens - lets open the negotiations rather than be petty. Dogs from 7-11 without a lead and 11 until 4 no dogs off lead. Come on Brent act smartly dont make the world smaller embrace open-mindedness and compromise please.</p>
11984628		Regeneration and Environment	Neighbourhood Management	Parks	Complaint - Parks		28/02/19	Partly upheld (Stage 1)	<p>Dear Sirs,</p> <p>I live at [REDACTED] I am writing because I would like to complain about the following. I find the combination of the two things very unfair and I would like you to reply, and let me know what you suggest will be done?</p> <p>i) yesterday, my 7-year old son and I were playing tennis in the tennis courts in Chelmsford Square. We were playing for about 50 minutes - 1 hour, and, while not making much noise, clearly talking loudly to each other across the net such that someone should notice. When we finished, the gate that we had come in had been locked, and both of the other exits were locked. Please could you explain to me how this happened, and why no-one told us to leave?</p> <p>ii) since we were unable to get out of any of the gates, and unable to climb with my son, we called the Brent Emergency number that was on the park notices. I was lucky that I had my phone on me and ask you to note that it could have been very possible that I would not have had a phone with me. I called all of the numbers that were on the board - 02089375724, 02089375619, and 02089371234. On the first two numbers, it was not possible to get through to anyone at all (it was 18:15). On the third number, eventually, having been through all of the options, I eventually got through to the default ("all other things") line, and spoke to someone. She said that she could not help me - that she dealt with homelessness, or something - and that there was no-one she could put me through to, and no number she could give me. All she said was to call the owners of the courts! I asked her on what number and she said she could not help. Please will you let me know why you do not have someone who can help in this situation.</p> <p>iii) by this time, my 7-year old was in tears and cold. There was no-one around in the street and no-one locally who could help. Eventually, we were lucky that some people passed by. I had to lift my son over the railings to a stranger, while I had to climb over the high fence, and very nearly fell off the top. The whole experience left my son very upset.</p> <p>iv) I think that what happened above is very poor, but I am made more annoyed about it in</p>

5368196		Regeneration and Environment	Public Realm	Parks	Complaint - Parks		18/04/16	Partly upheld (Stage 1)	<p>When a works order was raised by the allotment officer, [REDACTED] to carry out grounds maintenance work, an error occurred in which the shed of a tenant, [REDACTED], was demolished. [REDACTED] then arranged to meet [REDACTED] on site to discuss reparations for this error. At the meeting [REDACTED] was accompanied by her friend [REDACTED]. At the meeting [REDACTED] agreed to put up fencing, prune back a tree and vine and clear and turn over the grassed areas of the plot ready for cultivation and replace the demolished shed with one of similar size 10x10ft - although [REDACTED] expressed reservations at replacing the shed with one of this size as the Tenancy Agreement only permits new sheds to maximum size of 6 x 8ft. Following this meeting, [REDACTED] then contacted [REDACTED] by email to say that although she agreed to all the other terms, unfortunately she was not able to honour her previous agreement to provide a 10x10ft shed as this was in contravention to the Tenancy Agreement shed sizes permitted. [REDACTED] then replied with her complaint - see uploaded file. In short she asks: What would happen with the following scenarios?</p> <p>a) I challenge your offer regarding the shed and size. You do not say if the supply and erection is to be include in the compensation</p> <p>b) I keep to our previous arrangement of having just the back part of the plot. Do not request the fencing work but have monetary compensation instead to pay for the loss of my possessions, replacements and reinstatement of features. Plus the cost of the shed and erection</p> <p>c) Due to the distressing circumstances, I choose to relinquish the allotment and request monetary compensation for the loss of my shed and possessions and also for the shock and pain caused.</p>
5770997	Page 345	Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		20/06/16	Not upheld (Stage 1)	<p>I am writing to complain about nuisance caused by boys playing ball games in public park located on Mount Pleasant, Alperton. Often boys play cricket in park? while playing cricket their balls hit our Windows creating an accident risk.</p> <p>Almost a month ago ? kids playing in park broke one of our reception window glass and we are still awaiting this broken window fixed from our building manager, today again ball hit our window ? luckily no damage was caused. We warned the boys but boys ignored warning and they continue playing cricket.</p> <p>I am also going to make a police complaint but I understand this is council matter and need action taken by council ? form what I understand this is very small park and not suitable for playing cricket ? and there should be suitable notice displayed on park. I've pictures of children?s playing in park</p>
5782096		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		08/06/16	Resolved upon receipt	<p>[REDACTED] is complaining about his treatment by the Allotment Officer [REDACTED] for terminating his Tenancy for multiple breaches of the Tenancy Agreement and has written to MPs and Mayor regarding this saying that he feels unnecessarily harassed. He is seeking a resolution to this matter and disputes that his building is unsafe (although this was not the only reason for the Termination being served).</p>

5924099		Regeneration and Environment	Environmental Improvement	Complaints Service Team	Complaint - Parks		19/07/16	Complaint withdrawn / not pursued (Stage 2)	<p>From: [REDACTED]</p> <p>Sent: 19 July 2016 14:42</p> <p>To: Complaints Service</p> <p>Subject: Re: Your phone call to the Complaints Service Team</p> <p>Dear [REDACTED],</p> <p>Thank you for your email.</p> <p>I am happy for you to forward as my complaint.</p> <p>Yours Sincerely</p> <p>[REDACTED]</p> <p>On 14 Jul 2016, at 16:45, Complaints Service {complaints.service@brent.gov.uk} wrote:</p> <p>Dear [REDACTED],</p> <p>I am emailing you further to our telephone conversation this afternoon. I have tried to capture the main point of your concerns below, but please amend this or add to it where required. Please could you email this back to me, and attach any relevant documents.</p> <p>[REDACTED] advised the Complaints Service Team that his neighbouring plot holder has removed his bamboo fence without his permission, rolled it up, and put it on his plot next to his tree.</p> <p>[REDACTED] advised this plot holder has then (approx. 2 ' 3weeks ago) put up a new fence made of 2 -3 wooden pallets, and built this fence in a more advanced position and right next to the path, which reduces the path access and usability. [REDACTED] feels the Council has given permission to the plot holder for this new fencing which he says is wrong.</p> <p>[REDACTED] would like the Council to instruct the plot holder to move his fence back to its original position, and to maintain a 9 inch gap from the path, to ensure access isn't</p>
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6052197		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		12/08/16	Not upheld (Stage 1)	<p>left 10 railway sleepers on the allotment site Dog Lane in an area that was not his plot, which he says would have been used as a base for a new shed. He did not tell the Allotment Officer that the sleepers belonged to him or of any intention to bring and store them on site and they had been left on the site for over a year. The Allotment Officer assumed they had been abandoned and authorised contractors to remove 8 sleepers so that they could be used in a conservation project on another site. When they were removed then contacted the council to claim these were his and that he should be compensated by replacements and cost of delivery (£110).</p> <p>The Allotment Officer responded that although she could have put poster to declare intent to remove items, she is under no obligation to when she has no indication that they were being used having been brought onto site with no notice from this person and nothing had been moved in more than a year. was in part responsible for this loss as he had not informed the council of his intent to bring in materials or that he was storing materials for use other than on his plot and it is a breach of his Tenancy Agreement to bring in materials and for them not to be stored on his plot, and as such materials not stored on plots may be construed as waste and that it states in the Agreement that he should inform the Officer if he is bringing in large quantities of organic materials. The materials were left for over a year and therefore presumed to be abandoned, however as a gesture of goodwill the Allotment Officer offered to waive his rent for his plot for the following year (£41.75). has rejected this offer and says that: I need to have the sleepers returned or replaced and I feel you have not taken into consideration the following:</p> <ol style="list-style-type: none"> <li>1. The need for bringing them there in the first place- i.e. the regular flooding.</li> <li>2. The cost, time and effort to get them there. I could not move them because of my back problems. Each sleeper takes at least two strong men to carry or move it even a short distance.</li> <li>3. As there was no poster or warning notice to alert everyone on site of your intention, I thought it was okay to leave them whilst planning a new shed in the Autumn.</li> </ol> <p>Please treat this case with the fairness that it deserves, given your knowledge of how</p>
614689		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		02/09/16	Partly upheld (Stage 1)	<p>I would like to make a complaint about the newly erected skate park. Whilst an amazing feature for the teenagers and such like, there is no supervision, no lighting and hoards of teenagers, my daughter included (15) where much alcohol, drug taking is taking place. when it gets dark as its situated in the middle of the field no one from any surrounding area of paths and roads can see whats going on, yet those there can easily scout who is on the roads and pavement as they are lit and the kids can disperse quickly if necessary.</p> <p>I strongly demand, plain clothed people attend regularly, and flatten such activity.</p> <p>I want to hear what plans are in place to protect our children.</p>
6177398		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		23/08/16	Not upheld (Stage 1)	<p>and family attended , on 21 August 2016 and were charged £3.50 instead of advertised £3 and felt his complaint was badly handled by the organisers.</p>
6229296		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		19/09/16	Upheld (Stage 1)	<p>Brent Council have put a small gate at the entrance to One Hill Tree Hill Park at the bottom of Bowron's Avenue and Norton Road, Alperton, Wembley.</p> <p>See attached letter for more details</p>
6706796		Regeneration and Environment	Environmental Improvement	Public Realm	Complaint - Parks		19/12/16	Not upheld (Stage 1)	<p>is upset about some overgrown shrubs which are now covering the public pavement. Pavement can not be used because shrubs are making it slippery and dangerous to walk on. Please attached email for more details</p>

6750809		Regeneration and Environment	Environmental Improvement	Complaints Service Team	Complaint - Parks		08/01/17	Not upheld (Stage 2)	<p>I wish to complain about the proposal to grant a licence to Kingsbury High School (KHS) to construct a new tarmac path across Roe Green Park for the exclusive use of Kingsbury High School on the following grounds:</p> <p>1 This will involve the Council breaching the covenants and conditions in the title documents under which the Council hold the land.</p> <p>2 The proposal to interfere with a mature mixed hedgerow is ecological and aesthetic vandalism.</p> <p>3 The additional lighting proposed will cause unnecessary light pollution.</p> <p>4The new path will be ugly and disfiguring to the Park.</p> <p>5 The stated justification for the proposal is not the entire truth.</p> <p>Planning consent was granted for this on the basis that it was needed for pupil safety whilst moving between the two KHS sites but this is specious. Any safety issues can be dealt with by proper stewarding, use of portable crash barriers pupil discipline and a sense of self-preservation on the part of the pupils.</p> <p>In any event the proposed path will simply increase the danger to the students by bringing them out onto the very dangerous Bacon Lane/Goldsmith Lane junction. At best the path will be superfluous as those supposed to be using it will simply take the shortest route across the Park.</p> <p>It is my belief that the school has asked for this to gain lawful occupation of part of land they eventually intend to take over by stealth (ie the Park itself) for commercial exploitation. This is consistent with their recent attempt to hijack part of the public highway as private property which was only halted by the intervention of [REDACTED] and the stated aims (at a recent Brent Connects meeting) of the leader of the Council [REDACTED] to increase commercial use of public open space in the Borough</p> <p>I have tried to find out more about this proposed transaction but [REDACTED] has gone to great lengths to prevent me obtaining these details and [REDACTED] (who I assume has some input in this matter) has not responded to my voicemail messages to discuss it.</p>
726738		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		31/03/17	Partly upheld (Stage 1)	<p>[REDACTED] NW2 5QA situated next door or adjoining to my parents house. When the park was built there was no fence between the park and parents property and the kids have used my mums property as a goal. My mums property was also painted green without any permission and now the walls are cracked due to the constant ball games which is still happening now. My parents are both elderly in their late 80's coming on towards 90 and worked hard to buy their family home. My sister reported the problem of ball games and all what was done is park benches being put down in order to stop the teenagers and kids but the damage has already been done. I am writing because my parents now have cracks exposing thier property to water coming in and damping in the rooms and this needs to be repaired as the cracks have gone write along and up the wall facing and the whole side needs re-rendering from top to bottom. I have included pictures so you understand that this is still a problem and I dont think saying my parents needs to go through there insurance cut it as they are retired and why should there premium go up for your benefits. If you look at the grass within the pictures you will see that where my parents property is, the grass has died over the constant ball games and I feel you are responsible to make sure there is health and safety measure in place and no damages are caused on other residents properties facing the Park, Im not even talking about the noise of the football hitting my parents property while they are in their own frontroom and having to take abuse from the kids in the park when they try to tell them to stop kicking the ball on their property. If nothing is done I will be contacting residents who's properties face the park also and advise them to come forward and claim for damages. I dont understand why the fence was stopped short along my mums property. I do think that they also deserve compensation for the anguish they have been put through since the</p>
7577096		Regeneration and Environment	Environmental Improvement	Public Realm	Complaint - Parks		31/05/17	Not upheld (Stage 1)	<p>I understand large areas of this park will have long grass which will not be cut to save money. This is an appalling decision, dogs will get ticks by walking in this grass, and fleas and its unhealthy for children and prople. Rubbish and glass can hide in thick tall grass. The park is used by dog walkers and many prople and children, by providing only some areas with short grass you are making these areas over populated and the others unpleasant to walk in. You cant create a meadow in a park used in this way. Its a park and not open fields like the Welsh Harp</p>

7726102		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		16/06/17	Not upheld (Stage 1)	<p>On Tuesday 13th June 2017 around 2.52pm I took my 3 year old to Roundwood Park up have a run around, as we were walking along the path way I came across dog feces. In November last year 2016 I made a complaint about this on going problem and still the issue with dog feces is present. Again let me stress to you the disturbing Health factors dog feces can affect a child ;</p> <p>A single gram of dog waste can contain 23 million fecal coliform bacteria, which are known to cause cramps, diarrhoea, intestinal illness, and serious kidney disorders in humans. Now imagine the damage this can cause to a child?</p> <p>There is no use in spending and wasting money on new flashy waste bins this is not working, that money could of gone into employment of people to look after and ward the park? That way owners of dogs/walkers and also which is another point and a new 'trend' motorcycles and mopeds riding into the park can be monitored.</p> <p>I don't understand why Queen's Park has got it so right and roundwood park has it so wrong in relation to dog rules. I go to Queen's Park on a regular basis because Roundwood park is so revoltingly filthy and dirty. In Queen's Park there is not one drop of dog feces anywhere all dogs are kept on leads, I don't understand why roundwood park does not adhere to the same rules? Reasons being for the health and safety of children.</p> <p>Also on the same day after I witnessed such a vile and offensive act, my 3 year old daughter was in her buggy strapped in. A dog not on a lead came charging very excitedly right up to my daughter and jumped on her . My daughter became very distressed and upset she started to cry, the owner who I presumed was the owner because a lot of dog walkers like to take 3 or 4 dogs there at one given time called the dog back. She did not even bother to physically ally remove the dog away from my child instead she just stood there calling it back which may I add the animal did not respond upon the first calling.</p> <p>Now this situation could of been quite severe again coming from a safety aspect and also being a very concerned mother, what would of happened if the out come was far worse? I dread to think. It is every parents nightmare of dogs no matter what breed they are or how 'friendly' the owner or dog walker claims the animal to be, my point is these dogs are</p>
7815698	Unidentified	Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		03/07/17	Investigation request refused (Stage 1)	<p>This is a complaint about dangerous dogs being walked and trained in Gladstone Park. This is not necessarily only in the walled garden area (where they are on occasion as well without lead nor muzzle), but for the whole park. I understand those dogs should be on a muzzle and leash at all times (and in fact, perhaps, not even present in the park), but that is clearly not the case.</p> <p>Today I saw again a big white pitbull (maybe it has another name, as it was very big but still looked like a pitbull, just more muscly) without leash or muzzle. I have before overheard the owner explain to other park goers that he had to bring the dog from Italy because here they are put down. The dog has scars on his head.</p> <p>At the weekend, there was a similar dog being made to catch a stick by the owner. The dog had very strong jaws and the owner could barely control the dog. This happened in the area where dogs are allowed unleashed, but this type of dog should not be allowed to run around, especially near the children's play area, which is where they spent most of the time with the dog hanging violently from the stick.</p> <p>Also, there is always a rottweiler (I am sure of the breed in this case) without leash and muzzle. The owner seems to either live in my street (Dollis Hill Avenue) or walk to and from the park this way, as I often cross her on the street. I have asked her before to move the dog away when I am walking with my toddler, to which she has answered that the dog is harmless and that it is fear they sense etc. I always have to cross the street to avoid them.</p> <p>Would it be possible to have some sort of control in the park, so that dangerous dogs are not roaming around unmuzzled and unleashed? I have a toddler and I do not think it is reasonable that she has to share the space with dangerous animals. I do not feel safe. Finally, may I ask about anonymity? I cannot put a personal complain because I do not know any of the owners. Often the reaction from owners is rather aggressive, and I would not like to cause further worries.</p>

7955096		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		21/07/17	Not upheld (Stage 1)	<p>Dear Chris</p> <p>Please find attached an email from [REDACTED] to you received 21 July 2017 re the Tribal India event. Please arrange for a response to be sent to [REDACTED]</p> <p>Regards</p> <p>[REDACTED]</p>
7980900		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		27/07/17	Not upheld (Stage 1)	<p>London 27.07.2017</p> <p>[REDACTED] [REDACTED] [REDACTED] NW107FX London</p> <p>Complain</p> <p>I regret having to complain regarding ball games that are played occasionally on the green in front of my flat with balls that regularly come into my patio, which is on the ground floor. It disturbs my privacy especially when youngsters intrude up to my patio to retrieve their ball when I have my balcony doors open it spoils my peace and privacy. Also I have seen one boy peeing into the bush directly in front of my window. I wish these active situations to cease and stop the green in front of my flat being used as a playground. The green was never designed to be used as a football playground. I have enclosed photographs of the situation I have to face at times. There is a designated play area further away from this area. Also please the wooden blocks that have been placed in front of my window to be removed, as youngsters tend to jump and stand on them, and look into my flat and shout at me, which again is an intrusion. I wish my complain be looked into and expedited as soon as possible.</p> <p>Many thanks</p>
7999105	Unidentified	Regeneration and Environment	Environmental Improvement	Public Realm	Complaint - Parks		15/08/17	Resolved upon receipt	<p>[REDACTED]</p> <p>I Wish To Make A Complaint About The Over Grown Trees That Need Cutting In To Shape And Some That Need Cutting Out As They Have Been Planted Under Telephone Cables In The Street. It Gets Quite Windy Here Those Trees Could Damage The Cable Lines.</p>
8003335	Unidentified	Regeneration and Environment	Environmental Improvement	Public Realm	Complaint - Parks		29/08/17	Partly upheld (Stage 1)	<p>This is a complaint about Council's inaction in monitoring and lack of action with regard to this Leybourne Road open space park despite previous complaints. It is as if the Council just ignores this area as non existent. There are following issues:</p> <ul style="list-style-type: none"> <li>- There is a large white Ford Transit van [REDACTED] which has been parked for days on this Council land/grass area. There are people living in this van and they dump rubbish on the park itself and leave black bags of rubbish dumped around the neighbourhood.</li> <li>- There are also two junked cars left there for years. Their headlamps and glasses are broken. Sometimes late at night people hang around there.</li> <li>- Several cars are parked on this grass area, so at the time the Council person comes to cut the grass, it cannot be properly and completely cut. Because of this and the parked cars, it is not possible for people and children to utilise this area because it is meant for the public and not as a car park.</li> </ul>



8003927		Regeneration and Environment	Environmental Improvement	Public Realm	Complaint - Parks		08/09/17	Not upheld (Stage 1)	<p>This is a complaint about flooding. The area in question is Leybourne Road open space park.</p> <p>A few years back the council created a ditch in the park to catch the flooding water from entering the back of the properties [REDACTED] at Honeypot Lane NW9. At the same time the council also built a grill on the alley way ( adjacent to [REDACTED] Honeypot Lane) itself so as to run off the excess water from the park in the alleyway grill. The pipeline from the alley grill is linked to the park. The council also undertook to clear the ditch and also clear the grill regularly so as to prevent the flooding from the rainwater from running into the garages and properties themselves.</p> <p>However the council is not clearing either the ditch or the grill so there is loads of flooding running off from the Ditch into the alley area which should go into the grill but the grill itself is blocked therefore the water has nowhere to go. There is a lake in the alleyway behind [REDACTED] Honeypot Lane.</p>
8054708		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		28/08/17	Not upheld (Stage 1)	<p>The Olive Road entrance to Gladstone Park has recently been changed from timber bollards to a steel 'kissing' gate. This new gate restricts and makes more difficult entering and exiting the park if you are cycling, wheelchair user or with a push chair. Other entrances to the park have bollards. Please don't make using the park more difficult.</p>
8102099		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		16/08/17	Resolved through resolution meeting (Stage 1)	<p>The complainant who is a tenant at [REDACTED] s receiving verbal abuse from the site rep.</p>
8122099		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		22/08/17	Not upheld (Stage 1)	<p>Dear [REDACTED],</p> <p>[REDACTED] Neasden, London, NW10 0DL</p> <p>I am writing to you on behalf of my aforementioned constituent.</p> <p>[REDACTED] has contacted me to make me aware that she recently tripped in a pothole at Chalkhill Park as a result of which she suffered a bad break to her ankle. In particular I understand this is a spiral fracture for which she is receiving hospital treatment and ongoing physiotherapy to aid in her recovery.</p> <p>I am enclosing with my correspondence a copy of [REDACTED] s complaint which outlines in greater detail the specifics of the fracture and the resultant fiscal impact it has had. As you will see from the enclosed, [REDACTED] is concerned about the poor maintenance of the park which she believes is responsible for her ankle fracture.</p> <p>I would be most grateful if you could please review my constituent's complaint and investigate the matter further. I look forward to your reply.</p> <p>Yours sincerely,</p>
8196997		Regeneration and Environment	Environmental Improvement	Complaints Service Team	Complaint - Parks		03/09/17	Not upheld (Stage 2)	<p>[REDACTED]</p> <p>Please see attached complaint from [REDACTED] received 3 September 2017 regarding the locking of the gates in Kingsbury Park / Roe Green. Kindly arrange for a response to be sent to [REDACTED]</p> <p>Regards</p> <p>[REDACTED]</p>

8254900	[REDACTED]	Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks	[REDACTED]	15/09/17	Partly upheld (Stage 1)	<p>Dear Brent Council complaints team,</p> <p>I still have not had an answer from Brent parks dept. even though I have chased by email. My original enquiry was sent by email 21st July. Therefore I am now making an official complaint about poor response time as I still haven't had a reply, only an acknowledgment, which is unacceptable.</p> <p>Yours sincerely,</p> <p>[REDACTED]</p> <p>The email history is shown below:</p> <hr/> <p>From: brent.parks.services@brent.gov.uk / Sent: Mon 24/07/2017 11:26</p> <p>Dear [REDACTED]</p> <p>Thank you for your email, I have sent it to management and await their response.</p> <p>Kind Regards,</p> <p>[REDACTED]</p> <p>Administration Officer Environmental Improvement Brent Council</p> <p>[REDACTED]</p> <p><a href="http://www.brent.gov.uk">www.brent.gov.uk</a></p> <p>@Brent_Council</p>
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8562299		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		08/11/17	Not upheld (Stage 1)	<p>Hi,</p> <p>I would like to make a complaint about the public toilets near harrow road, wembley, ha0 2he. They are outside subury and harrow road rail station, by the bus stop.</p> <p>I have a disability and own a radar key, the disabled toilet has a radar key but it was out of order. I wanted to use the other toilets, so i put in a 20p piece and the machine doesnt work so i was not able to even use the other toilets. I was very disappointed that there are purpose built toilets that don't even work, and i suspect haven't been working for some time now.</p> <p>If the disabled toilet isn't working, we should at least get the keycode access to the other toilets as my disability is not physical, so i am able to use another toilet.</p> <p>I had a very bad experience with the toilets and had to try and use one of the toilets in the shops on the road, i ended up paying to use one of the restaurants toilets. I tend to find the general upkeep of some of the public toilets in wembley are not great, another example being the set of public toilets at wembley triangle on the corner of Oakington Manor Drive. I have had the same issue as above at those toilets, where the disabled toilet didn't work.</p> <p>Please please please, keep them fixed as there are many like me who rely on them to get through the day, and get out and about. If it wasn't for them, i would not be able to leave my house!</p> <p>There is also some public toilets on the high road, in the car park underneath wembley central station, which have to be accessed by stairs. They are maintained well, but i wasn't able to figure out how to get in for free (i have always paid for it), because there is no radar key scheme for those toilets, could you provide me with some information of how i could use it?</p> <p>Kind Regards,</p>
8648598		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		22/11/17	Not upheld (Stage 1)	<p>Please find attached a complaint from [REDACTED] re Roundwood Park funfair. Kindly copy the response to [REDACTED] and Gills [REDACTED] who forwarded the complaint and asked for it to be investigated.</p>

8691496		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		22/11/17	Withdrawn	<p>Brent's website does not make clear who has responsibility to parks in the borough, so this email is addressed to you both.</p> <p>I would like to lodge a complaint and ask for further information regarding the use of Roundwood Park, off Longstone Road.</p> <p>ran until 29th October and since then an area of Roundwood Park has been annexed as a "compound" for caravans, lorries and funfair rides. According to the Brent's Customer Service Twitter account this has been agreed with the Council's Parks Department.</p> <p>This area is often used as a site for films crews, which is tolerable in that it is temporary and it has still been possible to run around the playing field, currently used by runners, schools and clubs. Speaking to local residents, no signs were posted nor letters sent to consult or inform people that the playing field was to become a caravan site, for several weeks at least.</p> <p>The annexing of an area of park for residential use, however temporary is totally unacceptable. It displays a lack of understanding of the use of this area of the park, by the parks department which is very disappointing. It also sets a worrying precedent and degrades a playing field for alternative uses in the future.</p> <p>I would like an explanation as to how the decision was taken, to sanction residential use and creation of this compound. Specifically:</p> <p>Which Officer(s) have delegated authority to change the use of the site? Where in the council's constitution or orders are officers permitted to allow residential use of parks? Where is the planning application to sanction residential use of this park playing field? What was the Councillor / member oversight into this decision? How were residents and park users consulted and informed that the playing field was to</p>
8692994		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks	Support Support	30/11/17	Resolved upon receipt	Letter attached
8708700		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		05/12/17	Not upheld (Stage 1)	<p>Dear Brent Council,</p> <p>I am complaining about the lack of lighting on Kingsbury Green. At this time of year it's dangerous to cross the green from 5pm or so as it's extremely dark. It's a very useful way for pedestrians to get home and to and from the tube station but people feel too unsafe to cross as it's so dark. My neighbour was violently mugged on Sunday 3rd December walking across the green at 6.30pm. if there was brighter and more lighting right across the green then criminals would not feel so free to attack people and feel they can get away with it.</p> <p>Also can the council be alerted to this, violent criminals are mugging people who are just walking across the green. Please can you help Brent residents be safer?</p>
8858510		Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks		12/01/18	Not upheld (Stage 1)	<p>On 23 August 2017 I sent the following email to <a href="mailto:brent.parks.services@brent.gov.uk">brent.parks.services@brent.gov.uk</a>: "On 5 October 2012 the then Mayor, , unveiled a Fairtrade artwork on Borough Parks land by the Harrow Road, near Kensal Green station: please see photo below. The artwork was supported by the Council as part of its commitment to Fairtrade and paid for through the Council's Ward Working funds. I am very sad to see this unique artwork by local artist has been removed. Please can you explain why this has happened and what has been done with the artwork?"</p> <p>I attach the photo of the Mayor with the artwork.</p> <p>I have had no reply and as Chair of Brent Fairtrade Network, which organized this artwork, I would be most grateful for answers to my questions.</p>

9102496	[REDACTED]	Regeneration and Environment	Environmental Improvement	Parks	Complaint - Parks	[REDACTED]	13/02/18	Resolved through resolution meeting (Stage 1)	Please see letter uploaded in documents
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## LONDON BOROUGH OF BRENT

### CEMETERY & MORTUARY SERVICE

### **CEMETERY REGULATIONS**

1. In these Regulations, unless the context otherwise requires, the word "Council" means "The Mayor and Burgesses of the London Borough of Brent acting by the Council of the Borough".
2. The Cemeteries will be open to the public at the following times:-

January, February November and December .....	9 a.m. to 4 p.m.
October .....	9 a.m. to 5 p.m.
March.....	9 a.m. to 6 p.m.
April and September .....	9 a.m. to 7 p.m.
May to August .....	9 a.m. to 8 p.m.

Sunday, Good Friday, Bank Holidays and Christmas Day usual times apply  
The council has the right to vary the above times without notice
3. Interments shall take place between the following times:-

January, February and September to December.....	9.30 a.m. to 3 p.m.
March to August.....	9.30 a.m. to 3.30 p.m.
4. Interments out of normal hours are subject to staff availability and payment of additional fees:-

All Brent Cemeteries. Saturdays 9.30 a.m. to 11.00am.  
Carpenders Park Cemetery. On religious grounds only between sunrise and sunset on any day
5. All enquiries concerning the use of the cemeteries should be made at the Cemeteries Office, Clifford Road, Alperton, Wembley HAO IAF (Telephone 0181-902 2385). the office will be open at the following times:-

Monday to Thursdays inclusive	9 a.m. to 5 p.m.
Fridays	9 a.m. to 3.45 p.m.
6. All fees in accordance with the current Scale of Charges together with the Notice of Interment must be delivered to the Cemeteries Office not later than 10.30 a.m. two working days prior to the date of the interment. In the case of a proposed interment in a brick grave or vault not later than 10.30 a.m. five working days prior to the date of the interment.

Official receipts will be given for fees paid.  
The Charges set apply where the deceased was, and the purchaser is living in the London Borough of Brent at the time of death or purchase. In all other cases the fees will be 50% more.
7. The Council reserves the right to refuse to accept a Notice of Interment in special circumstances.
8. The Council will not accept responsibility for the proper performance of any direction or request conveyed to them by telephone, facsimile machine or electronic mail.
9. The Cemeteries Superintendent may require such notice in excess of these periods, as may be deemed necessary. In calculating the notice required, Saturdays, Sundays and Public Holidays are to be excluded.

In cases of infectious diseases twenty four hours' notice shall suffice upon the production of a medical certificate.
10. In the absence of a written request to the Council for a greater or lesser depth, all private graves, other than walled graves or vaults, will be excavated to a depth of 7 ft. (sufficient for two interments). The maximum depth of any grave shall be 11 feet.

11. The full name of the deceased shall be on the lid of the coffin on a plate firmly affixed to it. The box containing the body of a stillborn child must bear an indelible description (including the name of the parent) and the interment shall take place by arrangement with the Cemeteries Superintendent.
12. On every opening of a grave or vault in which the exclusive right of burial has been purchased, the Deed of Grant and written authority of the owner must be produced with the Notice of Interment. If the Owner is deceased then an indemnity must be given unless the burial is that of the owner, and a transfer of burial rights shall take place as soon as possible afterwards.
13. A Registrars Certificate for Disposal *or* Coroners Order for Burial *or* Certificate of No Liability to Register must be produced prior to an interment. A Certificate of Cremation must be produced before a burial or scattering of cremated remains can take place.
14. The wishes of persons desiring to select the position of a purchased grave space will be met as far as practicable. The decision of the Cemeteries Superintendent will be final.
15. No interment shall be allowed:
  - (a) In an earthen grave unless the body is in a properly constructed coffin\* [also refer to Brents 'Specifications and recommendations for Muslim burials' ]
  - (b) In a walled grave or vault unless the body is in a hermetically sealed coffin constructed of lead, zinc or other material approved by the Cemeteries Superintendent.Within twenty-four hours of any burial in a walled grave or vault, the coffin shall be: -
  - a) Embedded in concrete and covered with a layer of concrete not less than 6 inches thick; or
  - b) Enclosed in a separate cell or compartment of brick, slate, stone flagging or pre-cast concrete slabs of a 1:2:4 mix, in any case not less than 2 inches thick, in such a manner as to prevent, as far as may be practicable, the escape of any noxious gas from the interior of the cell or compartment.
16. Every walled grave or vault shall be built by and at the cost of the purchaser under the direction of the Cemeteries Superintendent and to the satisfaction of the Council. The surplus earth shall be removed from the graveside and carted out of the cemetery at the cost of the purchaser.
17. Funeral Directors shall at all times provide sufficient bearers for the carrying and lowering of coffins into the graves
18. In the event of a Notice of Interment being cancelled after work on the preparation of the grave has been commenced, the Council may retain whole or part of the interment fee.
19. The Funeral Director, or other person having charge of the funeral, must arrange previously with a Minister to conduct any religious service.
20. Funeral Directors, Monumental Masons, or any member of their staff will not be permitted to acquire the Exclusive Right of Burial in any grave space except to bury a member of that person's family.
21. The bodies of persons dying of infectious diseases shall not be taken into the Chapels, but direct to the graveside for interment.
22. Vehicles (except funeral corteges and trades vehicles) are prohibited unless a current Car Permit is held. Car Permits may be obtained on application to the Cemeteries Superintendent.  
Cycling is not allowed in Cemeteries.  
Motor cycles are not allowed in any cemetery.  
Unauthorised vehicles shall not be allowed on any grassed area of cemeteries

Carpenders Park Cemetery only. Vehicles may proceed direct to the car park.

All vehicles must proceed within the Cemetery with due caution and as directed by the Cemetery staff. Any damage caused by the vehicle will be charged to the driver, owner, or Funeral Director using the vehicle as may be appropriate.



23. Music shall not be played or broadcast in any cemetery without the prior written approval of the Cemetery Superintendent.

Firearms shall not be discharged or banners displayed within the Cemetery without the prior consent of the Cemetery Superintendent.

Written permission from the Cemeteries Superintendent must be obtained to undertake any filming, videoing or photography, other than personal use.

24. No Council staff shall receive any gratuity.
25. Children under 16 will not be admitted in any Cemetery unless in the charge of some responsible person, except with the consent of the Cemeteries Superintendent.
26. Any person soliciting orders for the erection or repair of monuments or memorials or for the work connected with graves is strictly prohibited within the Cemeteries shall be removed from the Cemetery concerned. Monumental masons and other people shall not distribute business literature or attempt to obtain from cemetery staff information concerning grave owners.
27. No dogs [Guide dogs excepted] shall be allowed into Alperton, Carpenders Park, and Willesden Cemeteries. Dogs are permitted into Paddington Cemetery provided they are kept on a lead and that any dog waste is deposited in the bins provided
28. Floral tributes may be put on a grave on the day burial and stay there until they become unsightly, they will then be removed by cemetery staff.[usually within a month of burial] Requests to keep tribute frames should be made to the cemetery foreman or cemetery office within fourteen days of the Interment.  
Wreaths put on graves during the Christmas period will be removed in February.
29. When circumstances render it desirable to deviate from any of these Regulations special application must be made to the Director of the Brent Cemetery & Mortuary Service.

## REGULATIONS RELATING TO MEMORIALS

30. A Fee shall be chargeable for the erection of memorials on graves. Solid bronze or bronze resin plaques only are allowed at Carpenders Park Lawn Cemetery.
31. Prior to any memorial or flower vase being placed on a grave the Council's Memorial Application form must be completed and submitted to the Cemeteries Superintendent for approval and that approval obtained. If approved the Memorial Application Permit will be returned and this must be handed to the Cemetery Foreman before any work is commenced.  
At least six months should be allowed for the ground to settle before a memorial is erected.
32. The Council reserves to itself the right without giving any notice whatsoever:-
- a) To remove any memorial which is not being maintained in a position and in a manner to the satisfaction of the Council?
  - b) To remove any memorial, or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the Cemetery.
  - c) To remove or stage on any memorial so that the opening of a grave may be facilitated.
  - d) To remove any unauthorised memorial or flower container.

In the event of the exercise by the Council of the rights reserved to it by a) or d) above, any expense incurred by the

Council shall be recoverable from the persons to whom the memorial belongs.

33. No memorial may be removed from the Cemeteries (by any person other than the Council) until the consent in writing of the owner of the memorial has been deposited and agreed with the Cemeteries Superintendent.

## Appendix 9

34. No responsibility will be accepted by the Council for the safe keeping of, or damage to, any memorial or flower container.
35. Monuments etc. must be prepared ready for fixing before being taken into the Cemetery and Masons and other workmen must provide and afterwards remove all tools, plants, bricks, tackle, etc. required in the work of erecting monuments.
36. Masons and other workmen will not be admitted to the Cemeteries before 8 a.m. and must leave not later than 4.30 p.m. or the stated time of closing, whichever is the earlier. Work will not be permitted on Saturdays, Sundays or Public Holidays.
37. Masons or other persons engaged in the erection, renovation of any memorial must perform the work expeditiously and in all respects in accordance with these Regulations. The work must be carried out at the sole risk and liability of the person executing them, and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other person whose property is so damaged.

### **ALL CEMETERIES (Other than CARPENDERS PARK LAWN CEMETERY)**

38. Headstones must not exceed 5 ft. and foot stones 2 ft. in height measured from ground level.
39. The maximum area that may be covered in respect of a single grave space is 6 ft. 6 ins. by 2 ft. 6 ins., and for a double grave space 6 ft. 6 ins. by 6 ft 6 ins.  
Persons holding two or more adjoining graves desiring to connect them by enclosure with one set of kerbs can obtain permission to do so.
40. [a] A York stone or reinforced concrete landing not less than 4 inches thick must be used in the erection of all full memorials. A landing not less than 3 inches thick shall be used in other cases.  
  
[b] All kerbs, corner posts, headstones and 'footstones shall be firmly doweled to the landing using dowels of appropriate dimensions and materials.
41. The grave number and section must be cut on the front of the foot end of each memorial in not less than 1-inch characters so as to be clearly visible.
42. Only hard natural stone may be used for memorials, except that suitable reconstituted stone compounds may be submitted for approval.
43. Glass vases or ornaments, wood, plastic or metal surrounds are prohibited.
44. The erection of temporary wooden crosses will be permitted over graves subject to the following restrictions:-
  - a) A Memorial Application is submitted and approved.
  - b) To the crosses not exceeding 2 ft 6 ins in height by 1 ft 6 ins in width, and not less than 1 inch nor more than 3 inches in thickness.
  - c) Rotten or dilapidated crosses being subject to removal by the applicant on one months notice being given by the Council to the applicant at his/her last known address.
  - d) To the crosses being removed by the Council and disposed of if they are not removed by the applicant at the expiration of the one month's notice.
45. Wooden crosses erected without the consent of the Council will be removed pending the submission of an application to erect a memorial.

### **CARPENDERS PARK LAWN CEMETERY - REGULATIONS RELATING TO MEMORIAL PLAQUES AND VASES**

Carpenders Park is a Lawn Cemetery designed to reduce the problems and cost of maintenance. It is with this in mind that the type of memorial and quantity of floral tributes are restricted. Graves are set to lawn as soon practicable after an interment in order to facilitate grass cutting. In view of this, flowers may only be planted during the period prior to the grave being laid to lawn and should be

planted in their pots to allow easy removal when re-levelling the grave as necessary. The Council can not be held responsible for any loss of plants.

Prior to the placing of any plaque or vase on a grave, a Memorial Application form signed by the registered grave owner, with sketches and dimensions of the plaque and the proposed inscription, be submitted for the approval of the Cemetery Superintendent and that approval obtained

46. Plaques:

Solid bronze or bronze resin plaques are the only types allowed, which must be fixed at the head of the grave in a position and in a manner approved by and to the satisfaction of the Council.

The permitted sizes of plaques are as follows:-

- a) Private grave - 600 mm x 600 mm, 600 mm x 300 mm or 300 mm x 300 mm, the total area to be covered being limited to 600 mm x 600 mm.
- b) On other graves - one plaque, size 300 mm x 300 mm, in respect of each interment.

Each plaque must be fixed to a landing stone not less than 55 mm in thickness and of a superficial area equal to the area of the plaque, and shall bear the full grave reference in not less than 12 mm letters at the bottom right-hand corner.

47. Vases etc.

Every flower vase must be set in the ground so that its top does not protrude above the level of the surrounding ground.

At the head of each grave one flower vase is permitted in respect of each individual plaque. Alternatively a flower trough no longer than the plaques can be placed.

Recommended type of vase - 200 mm x 200 mm x 100 mm stone block with centre drilled out to take a flower container. No glass case, ornament, glass jar or similar article shall be placed on any grave. A flower trough should be no deeper than 8".

48. The Council reserves to themselves the right without giving any notice whatsoever:-

- a) To remove any plaque which is not being maintained in a position and in a manner to the satisfaction of the Council.
- b) To remove any plaque or alter its position, if such a course appears to the Council to be desirable, in order to preserve the amenities of the Cemetery.
- c) To remove and replace any plaque so that the opening of a grave may be facilitated.
- d) To remove any unauthorised memorial plaque or flower container.

In the event of the exercise by the Council of the rights reserved to it by (a) above any expense incurred by the Council shall be recoverable from the person to whom the plaque belongs.

No plaque may be removed from the Cemetery (other than by the Council) until the consent in writing of the Registered Owner of the Exclusive Right of Burial has been deposited and agreed with the Cemetery Superintendent.

49. No responsibility will be accepted by the Council for the safekeeping of or damage to any plaque or vase.

50. Plaques and vases must be prepared ready for fixing before being taken into the Cemetery and Masons must provide and afterwards remove all tools required in carrying out their work.

Masons or any other persons engaged in the erection, renovating or re-painting of any grave plaque must perform the work expeditiously and in all respects in accordance with these regulations. The work must be carried out at the sole risk and liability of the person executing them, and any damage caused by or in the execution thereof shall be made good to the satisfaction of the Council or other person whose property is damaged.

Masons and other workmen will be permitted to enter the Cemetery from 8.00 a.m. and must leave not later than 4.30 p.m. or the stated time of closing, whichever is the earlier. Work is not permitted on Saturdays, Sundays, Christmas Day, Good Friday and Public Holidays.

**THE LOCAL AUTHORITIES' CEMETERIES ORDER 1977 MADE UNDER SECTION 214 (4) OF THE LOCAL GOVERNMENT ACT 1972 CHAPTER 70**

51. The Council's Cemeteries are managed under the provisions of the above mentioned Statutory Instrument which shall be deemed to form part of these Regulations.

Attention is drawn to the following provisions:-

**Offences in Cemeteries**

Article 18 (1) No person shall -

- a) wilfully create any disturbance in a cemetery;
- b) commit any nuisance in a cemetery;
- c) wilfully interfere with any burial taking place in a cemetery;
- d) wilfully interfere with any grave or vault, any tombstone or other memorial, or any flowers or plants on any such matter; or
- e) play at any game or sport in a cemetery.

(2)

No person not being an officer or servant of the burial authority or other person so authorised by or on behalf of the burial authority shall enter or remain in a cemetery at any hour when it is closed to the public.

Penalties

Article 19 Every person who contravenes -

- a) any prohibition under Article 5 (6);
- b) Article 10 (6);
- c) Article 18;
- d) Part I of Schedule 2

Shall be liable on summary conviction to a fine not exceeding £100.00 and in the case of a continuing offence to a fine not exceeding £10.00 for each day during which the offence continues after conviction therefore.

**LIST OF NOTIFIABLE DISEASES**

To assist in conforming to regulations the list below may be helpful. It may be added to or varied at any time.[Public Health(Control of Disease) Act 1984

Anthrax	Malaria	Scarlet Fever
Cholera	Marburg Fever	Smallpox
Diphtheria	Measles	Tetanus
Dysentery	Meningitis	Acute tuberculosis [all forms]
Encephalitis, Acute	Ophthalmia Neonatorum	Typhoid Fever
Food Poisoning	Parabphoid Fever	Typhus
Infective Jaundice	Plague	Viral Haemorrhagic Fever
Leprosy	Poliomyelitis	Whooping Cough, Acute
Lassa Fever	Relapsing fever	Yellow Fever
Leptospirosis	Rabies	

## **Brent Council Cemeteries**

### **Alperton Cemetery,**

Clifford Road,  
Alperton,  
Wembley,  
Middlesex, HA0 1AF

### **Carpenders Park Cemetery,**

Oxhey Lane,  
Carpenders Park,  
Hertfordshire.

### **Paddington [Old] Cemetery,**

Willesden Lane,  
London NW6.

### **Willesden [New] Cemetery,**

Franklyn Road,  
Willesden  
London NW10.

**All cemetery enquiries to be made at The Cemeteries Office, Clifford Road, Alperton**

**Telephone 0181-902-2385**

**Fax 0181-795-0273**

**E-mail bob [langford@brent.gov.uk](mailto:bob.langford@brent.gov.uk).**

**Director of Brent Cemetery & Mortuary Service Unit ~ Bob Langford**

**Cemeteries Superintendent ~ Marie Murphy**

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## **Appendix 9.1**

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## **Briefing paper for Cllr Tom Miller, Lead Member for Stronger Communities**

### **Use of Sky Lanterns and Helium Balloons on Brent Council Land**

#### **1. The Issue**

- 1.1 The council has received a request to prohibit the launching of sky (Chinese) lanterns on council land. We have in the past received some complaints from residents about the use of these articles but not enough to warrant a policy.
- 1.2 Twenty five local authorities have banned the use of lanterns from their land. The only London Boroughs on the list are Redbridge and Wandsworth.

#### **2. What are sky lanterns?**

- 2.1 Sky lanterns are small hot air balloons made of paper, with an opening at the bottom where a small fire is suspended on a base framework containing an ignition source. They are intended to be launched into free flight, rising by the enclosed hot air. Sky lanterns are widely-available via the internet. They are also supplied through individual retailers, ranging from event and party suppliers to budget 'pound' stores and similar outlets. They tend to be sold in multiple packs, rather than single units
- 2.2 Sky lanterns are known by a variety of names, including: Sky lanterns, Chinese lanterns (fàng tiān dēng (放天燈 or 放天灯)), Fire lanterns, Thai lanterns, Kong Ming, Khoom Fay, Khom Loi, Wish lantern, Chinese Flying Lanterns, Thai Sky Lanterns, Wedding Lanterns, Flying lanterns, Floating Lanterns, Paper lanterns, Japanese paper lanterns, Sky candles, Glow lantern, Chinese flying glowing lantern and Paper hot air balloons.

#### **3. Helium balloons**

- 3.1 Helium balloons are used at individual parties and events, for business purposes (e.g. Product advertising), and by charities raising awareness or funds. The UK has an established market for helium balloons and the industry is well represented by member-based associations that respond to issues and lobby on behalf of members.
- 3.2 Helium balloons are sold by a range of retailers, from large high street chain stores to individual 'party planners' who provide balloons as part of their overall service. There are a number of other businesses that rely (at least in part) on the helium balloon sector for a portion of their revenue. These include suppliers of helium ('balloon') gas and companies that print designs onto balloons.
- 3.3 The key industry bodies (see Section 3.3) are however consistent in their requirement that all helium balloons intended for release should be manufactured from 100% natural latex since this is claimed to biodegrade more rapidly than non-latex equivalents. The industry bodies are also consistent in their requirement that foil balloons should not be released, because of the long term littering and environmental impacts of the foil material.

#### **4. Problems caused by Sky lanterns**

- 4.1 According to the UK Maritime and Coastguard Agency, there have been 1679 incidents attributed to Sky lanterns since 2007. In addition, they have given rise to a number of safety concerns including:
  - (a) **Risks to livestock and animal health (including marine animals)**  
Anecdotal reports and media coverage suggest widespread concern from farming groups and others over the impacts of sky lanterns on the health and welfare of livestock and horses. However, the evidence reviewed by the project team indicates

that the number of cases reported each year of animals affected through panic and fright and of ingestion of sky lantern debris is very small.

**(b) Fire risk and damage to crops and property**

Incidents in which sky lanterns were said to be directly implicated in starting fires have been reported by a variety of sources, including the Chief Fire Officers Association. A huge fire involving 100,000 tonnes of plastic recycling material, thought to have been sparked by a Chinese lantern, produced a 6,000ft smoke plume and is said to have caused £6 million damage to the Jayplas waste depot in Greater Birmingham.

**(c) Impact on the environment, including littering on land and at sea**

On the basis of the evidence presented, the project team concluded that the contribution of sky lantern debris to overall environmental littering is small and less significant than potential fire risks and risks to aviation.

**(d) Risks to aviation**

Sky lanterns pose a safety risk to aviation due to possible ingestion into engines when airborne. The Civil Aviation Authority has provided quantifiable evidence to the study in the form of Mandatory Occurrence Reports. A total of 48 of these were reported to be due to sky lanterns and helium balloons between 2001 and 2012.

## **5. Problems caused by Helium Balloons**

- 5.1 The risks from helium balloons are considered to be from manoeuvring aircraft to avoid concentrations of these objects; ingestion into an engine is considered to be unlikely to cause damage. The CAA maintain that the risks from sky lanterns and helium balloons, although small, should be taken into account when making an assessment for any release.

**(a) Risk to coastal rescue services**

No evidence has been found of any adverse impacts of helium balloons on coastal rescue services.

- (b) Risk to consumer safety.** There is very little evidence to link either sky lanterns or helium balloons with risks to consumer safety at present. This is in marked contrast to the well-documented consumer safety risks associated with fireworks.

## **6. Helium resources**

- 6.1 Helium is a finite resource which is used in a variety of medical, scientific and industrial applications. One of the main medical applications is in MRI scanners, although the largest consumer of helium is reported to be NASA who use it in 'huge quantities to purge potentially explosive fuel from its rockets. The depletion of helium reserves will pose risks to its future use in MRI scanners, for example.
- 6.2 It is estimated that the use of helium resources for filling party balloons constituted up to 10% of global helium consumption in 2009 (Wothers, Royal Institute Christmas lectures, 2012). There have been calls for party balloons to use hydrogen, rather than helium. Whilst hydrogen is cheaper and more buoyant, helium is preferred because it is non-flammable and therefore safer. In response to these concerns, the balloon industry has recently insisted that the helium used in party or toy balloons is recycled gas previously used in the medical industry and subsequently mixed.

## **7. Market size, value and numbers employed**

- (a) Sky lanterns** - £6 million to £16 million

- (b) Helium balloons**

- Market value - £150 million
- Numbers employed - 21,750

## **8. Legislation and Guidance**

- 8.1 Government currently does not have plans to ban the use of sky lanterns. However Defra intends to work alongside sky lantern manufacturers to introduce clearer danger warnings on packaging and work with retailers and manufacturers to publish improved consumer guidance about how to use the lanterns responsibly. In England and Wales, any controls are currently voluntary, as existing legislation does not prohibit the deployment of sky lanterns or helium balloons. Worcester City Council impose a FPN and a fine of £70 for 'littering'. The local paper has branded the Council as "killjoys".
- 8.2 Under current legislation as set out in the Clean Neighbourhoods and Environment Act 2005 and Environmental Protection Act 1990, waste from balloons and or sky lanterns is not classified as litter and as such no specific action can be taken. However the Council would have the authority to determine the required conduct of people using its land and therefore can enforce the prohibition of mass balloon and lantern releases if it adopted a policy on the subject.
- 8.3 The Civil Aviation Authority requires written application for the release of more than 5000 balloons at any one time, at least 28 days in advance of the release. The Industry has produced a Code which is intended as guidance on good practice for those designing, manufacturing, distributing, retailing or using sky lanterns. The code is approved by the Chartered Trading Standards Institute.
- 8.4 It is an offence to place on the market or supply any product which is not a safe product. Distributors have a duty to report any information about safety risks they are aware of in respect of their products and to co-operate with enforcement authorities.

## **9. Conclusions**

- 9.1 Defra commissioned a study to identify and assess the risks associated with sky lanterns and helium balloons and to establish an evidence base to help inform future policy decisions. There is very little evidence to link either sky lanterns or helium balloons with risks to consumer safety at present. This is in marked contrast to the well-documented consumer safety risks associated with fireworks

### **(a) Sky Lanterns**

- (i) The evidence reviewed by the project team indicates that the number of cases reported each year of animals affected through panic and fright and of ingestion of sky lantern debris is very small.
- (ii) Fire risks from sky lanterns are mainly to agricultural crops, buildings and moorland. Incidents in which sky lanterns were said to be directly implicated in starting fires have been reported to the project team from a variety of sources, including the Chief Fire Officers Association. These incidents have the potential to cause significant disruption, loss of property and risk to human and animal life; therefore fire risk associated with the use of sky lanterns is significant.
- (iii) The contribution of sky lantern debris to overall environmental littering is small and less significant than potential risks of fire risks, to aviation and coastal rescue services. However, the localised effects of littering can be large e.g. in the vicinity of an event location or if large numbers of lanterns are released simultaneously from a single point.

- (iv) Sky lanterns pose a safety risk to aviation due to possible ingestion into engines when airborne. Whilst aircraft are on the ground, sky lantern debris can pose a risk to taxiing aircraft and cause delays to take-off and landing.

**(b) Helium Balloons**

- (i) The main concern regarding helium balloons is in relation to ingestion by animals. There may again be a significant level of under-reporting, but the current evidence indicates that the impact is very small and confined to only a small number of isolated incidents. Any harm to marine life often goes unseen, given the inaccessibility of habitats, and this is difficult to overcome
- (ii) Recent surveys (e.g. from 'Beachwatch') have enabled evidence to be collected in relation to helium balloons and from these the project team has concluded that litter is only of minor significance.
- (iii) The risk to aviation from helium balloons is due to aircraft manoeuvring to avoid them. Mass release of balloons poses a potential problem but industry codes of conduct stipulate the need for compliance with CAA guidelines. No information was presented to the project team to suggest that additional control measures are needed.

**10. Recommended Action**

- 10.1 That you advise if a draft policy on the use of sky lanterns and helium balloons on Brent Council land should be produced for consideration by Cabinet. A suggested draft policy, similar to one adopted by Worcester City Council, is attached.
- 10.2 That you advise which Service should take the lead on this subject, including the enforcement of any policy.

Pol Exeter  
Public Safety Manager  
[Pollen.exeter@brent.gov.uk](mailto:Pollen.exeter@brent.gov.uk)  
020 8937 5267  
07900 165534

## **Suggested Draft Sky Lantern and Helium Balloon Release Policy 2018**

### **1. Introduction**

- 1.1 Outdoor balloon and sky lantern releases have become a traditional and common event at summer fairs, fundraising events, opening of new stores, or part of commemorative occasions; but few people are aware of what happens once they are released and the potentially harmful consequences for wildlife and property that can occur as a result of this form of celebration.
- 1.2 The Marine Conservation Society, an internationally recognised charity for the protection of seas, shores and wildlife, has produced a Pollution Policy & Position statement on Balloons and Sky Lanterns, asking UK Local Authorities to recognise balloons and sky lanterns as a form of littering and to ban all outdoor releases. This stance is actively supported by the RSPCA and National Farmers Union.

### **2. Aim**

- 2.1 The aim of this policy is to classify the intentional outdoor release of balloons and sky lanterns ("lanterns") as an act of littering, to discourage such activities in Brent and to prohibit releases from Brent Council owned land.

### **3. Scope**

- 3.1 This policy covers the release of balloons and lanterns within Brent Council and the Council's position in respect of the release of balloons/lanterns from Brent Council owned land.
- 3.2 This policy covers all different types of balloon and lantern materials. The main types of balloon are latex (rubber) and foil (also known as mylar). Latex balloons, whilst biodegradable, may still persist in the environment for up to four years. Lanterns typically contain a metal frame. For the avoidance of doubt, piloted hot air balloons are not covered by this policy.

### **4. Policy**

- 4.1 The Council prohibits the release of balloons/lanterns from Council owned land and buildings. This applies to Council run events and events run by third parties.
- 4.2 The Council considers the release of balloons and lanterns from any land or buildings as littering and will take action under the Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005 where appropriate.

### **5. Litter**

- 5.1 Where balloons and lanterns are released intentionally outdoors and are not disposed of responsibly, they litter the environment and as such this could be considered to be an offence under the Environmental Protection Act 1990 and the Clean Neighbourhoods and Environment Act 2005. Where the Council receives evidence of littering through the release of balloon and lanterns which are not disposed of responsibly, the Council will consider exercising its powers under the above legislation.

### **6. Permitted /responsible releases.**

- 6.1 Helium balloons may also be used for research purposes, for example weather balloons, as long as supporting evidence is provided, identifying any risk and/or

hazard to the environment and with appropriate mitigation.

**7. Working with event organisers**

- 7.1 Once the Council is notified of potential releases within the Borough, the Council will work with event organisers to suggest suitable alternatives to outdoor balloon and lantern releases and/or to provide advice and guidance on the disposal of balloons and/or lanterns.

**8. Monitoring, Assessment & Review**

- 8.1 The Council will inform event organisers of the Balloon and Sky Lantern Release Policy by means of including relevant information within booking forms and other appropriate promotional materials.
- 8.2 This Policy will be reviewed bi-annually.

## Appendix 10: Supporting statement Sky Lanterns Head of Neighbourhood Management

**From:** Finney, Simon

**Sent:** 14 June 2019 16:19

**To:** Egbor, Simon <[Simon.Egbor@brent.gov.uk](mailto:Simon.Egbor@brent.gov.uk)>

**Subject:** FW: Sky lantern & Helium Balloons on Brent Council Land

Hello Simon,

As per the email below and the advice attached I would like to confirm as the Head of Neighbourhood Management that I echo the concerns raised about launching sky lanterns and / or flame propelled lanterns or devices from or over council land.

Key concerns I have are:

- That the devices contain combustible fuels, are propelled by the heat from a naked flame and are thus a fire risk – compounded further by the fact that once launched there is no operational control over the device.
- That the devices themselves pollute land or water bodies once they eventually land thereby having a detrimental effect on animals, insect birds, fish etc.
- That the devices pose a risk (albeit a small risk) to aviation - given that Brent is in the flight path of Northolt Airport and aircraft are often quite low as they leave or come into the area.

While my service area has little historic data related to complaints regarding these devices, we do however recognise that the impact of a potential fire as a result can be catastrophic and like most other local authorities we seek to prohibit this activity before such an event occurs.

Regards

Simon Finney  
Head Of Neighbourhood Management  
Brent Council

020 8937 5072

[www.brent.gov.uk](http://www.brent.gov.uk)

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## **Appendix 10.1**

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**HeMi** @HMiPreston

June 19, 2018 - 3:00pm • View Post

Post

@Brent\_Council ... seems like someone's bbq failed. Park on Pellatt Road, GEC grounds. Park bench destroyed. Rubbish everywhere. Grass not cut on main field.



Hide Media

♥ 2 • Like as Brent\_Council



vodafone UK

10:47

97%



Tweet



**Martin Francis**  
@WembleyMatters



.@kkrupas @MikeyPavey  
@Brent\_Council needs to urgently  
publicise barbecue ban in its parks & step  
up patrols in face of fire hazard  
WEMBLEY MATTERS: Brent Council  
needs to publicise parks barbecue ba...  
[wembleymatters.blogspot.com/2018/07/  
brent-...](http://wembleymatters.blogspot.com/2018/07/brent-...)



Tweet your reply



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**From:** [REDACTED]  
**Sent:** 06 June 2019 15:23  
**To:** [REDACTED]  
**Subject:** RE: Fire Brigade supporting statement PSPO

Whilst the London Fire Brigade does not directly advise people not to have barbeques or light fires in public open areas, we do advise that precautions are taken to ensure that these things are done safely and in a controlled manner. Even in these circumstances there are inherent risks, and we have seen on multiple occasions the effects of not carrying out these activities in a responsible and safe way, which can be very serious. Therefore, the elimination of the risk posed by carrying out these activities through the prohibition of them in public open spaces and parks can only serve to enhance public safety and the prevention of uncontrolled fires.

With regards to the letting off of fireworks, for the majority of the year, it is illegal to set off fireworks (including sparklers) between 11pm and 7am. However, for Bonfire Night the curfew is extended to midnight and for New Year's Eve, Diwali and Chinese New Year the cut off is 1am. Adults can let off category 2 and 3 fireworks. These are available to the general public and can be found in supermarkets. They will normally have 'Category F2' or 'Category F3' labels on the box. Category 4 fireworks can only be used by professionals and are banned for sale to the public. London Fire Brigade encourages the public to attend public displays rather than setting off fireworks themselves, however as with the activities above, if people do chose to set off fireworks we advise them to take precautions to protect themselves, other people and surrounding property. The prohibition of setting off fireworks in a public open area will certainly help to remove the risk posed from carrying out this activity in such an environment.

Kind Regards

Station Manager  
G28 Willesden and G29 Park Royal



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## **Appendix 12**

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## Parks, Open Spaces, Graveyards and Cemeteries Public Spaces Protection Order (1): Summary report

This report was created on Wednesday 24 April 2019 at 11:51.

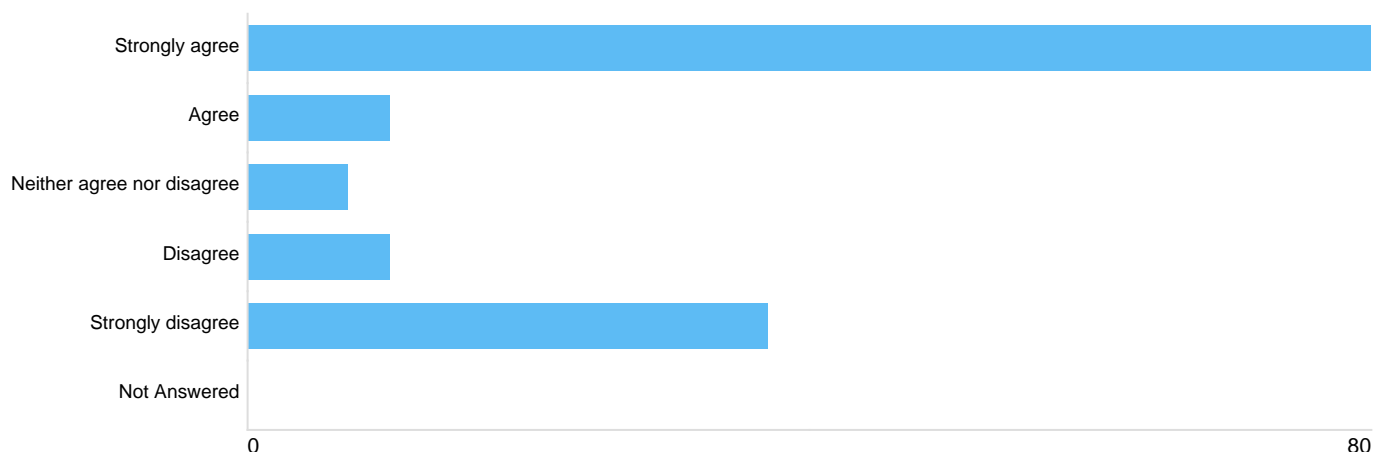
The consultation ran from 04/03/2019 to 18/04/2019.

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Question 1: To what extent do you agree that a Public Spaces Protection Order should be introduced in Brent Parks, Open Spaces, Cemeteries and Graveyards?	1
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### Question 1: To what extent do you agree that a Public Spaces Protection Order should be introduced in Brent Parks, Open Spaces, Cemeteries and Graveyards?

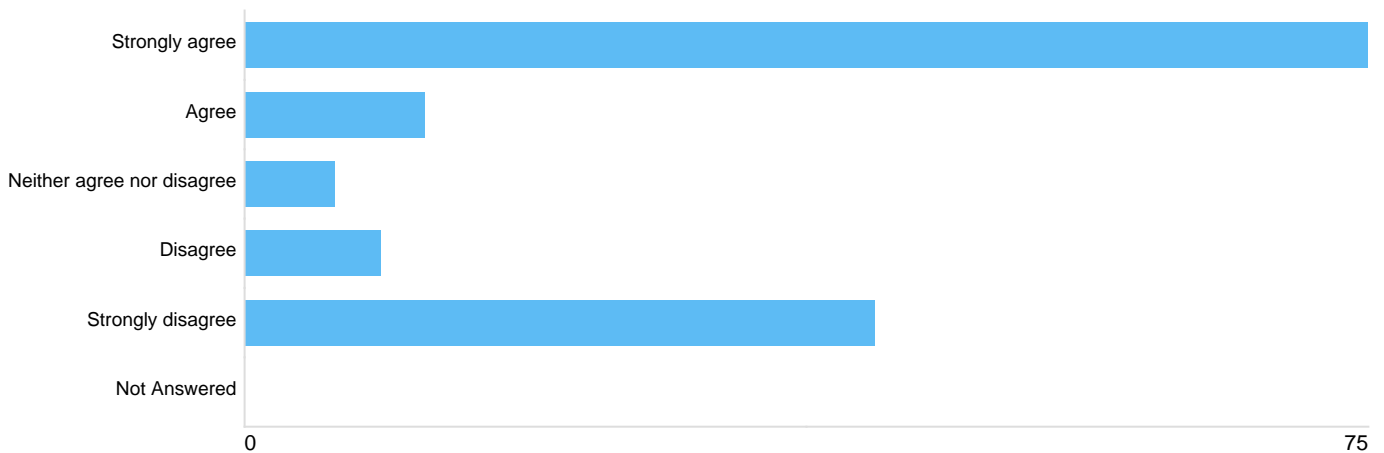
#### Question 1:



Option	Total	Percent
Strongly agree	80	55.56%
Agree	10	6.94%
Neither agree nor disagree	7	4.86%
Disagree	10	6.94%
Strongly disagree	37	25.69%
Not Answered	0	0%

**Question 2: To what extent do you agree with the prohibitions proposed for a Public Spaces Protection Order in Brent Park's, Open Spaces, Cemeteries and Graveyards?**

**Question 2:**



Option	Total	Percent
Strongly agree	75	52.08%
Agree	12	8.33%
Neither agree nor disagree	6	4.17%
Disagree	9	6.25%
Strongly disagree	42	29.17%
Not Answered	0	0%

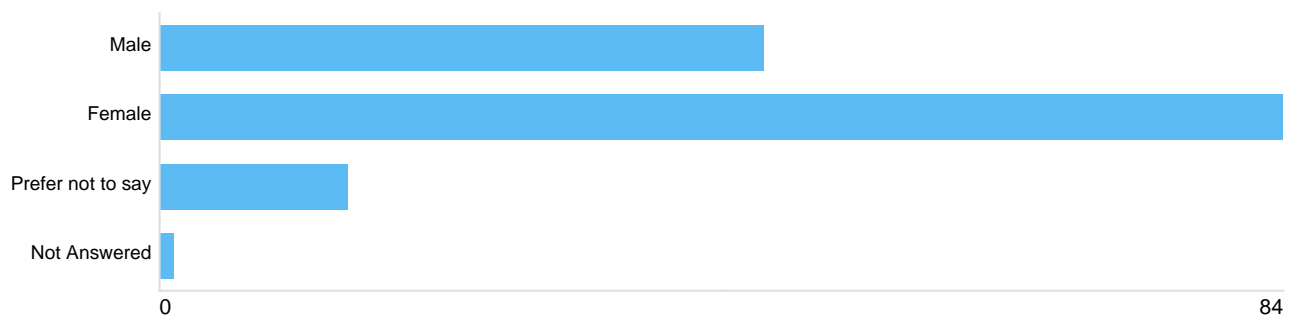
**Question 3: Do you have any comments about the introduction of a PSPO in Brent Parks, Open Spaces, Cemeteries and Graveyards?**

**Question 3:**

There were 119 responses to this part of the question.

**Question 4: What is your gender?**

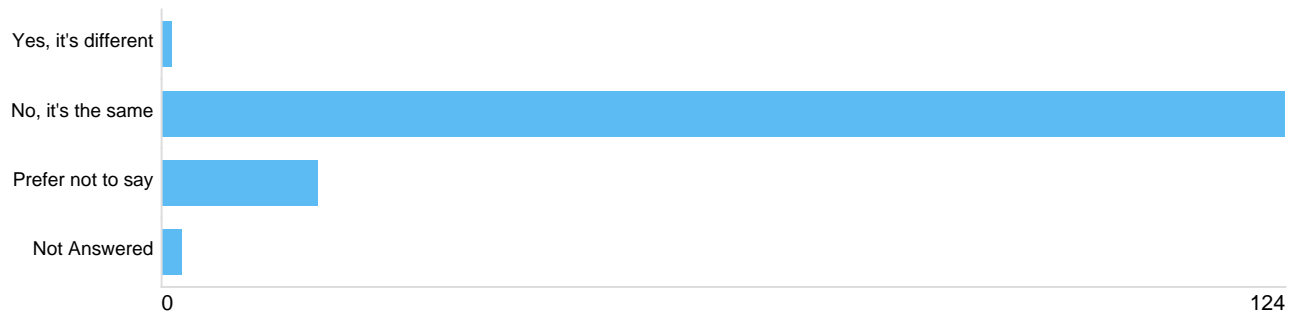
**Question 4 Gender**



Option	Total	Percent
Male	45	31.25%
Female	84	58.33%
Prefer not to say	14	9.72%
Not Answered	1	0.69%

## Question 5: Is your gender identity different to the sex you were assumed to be at birth?

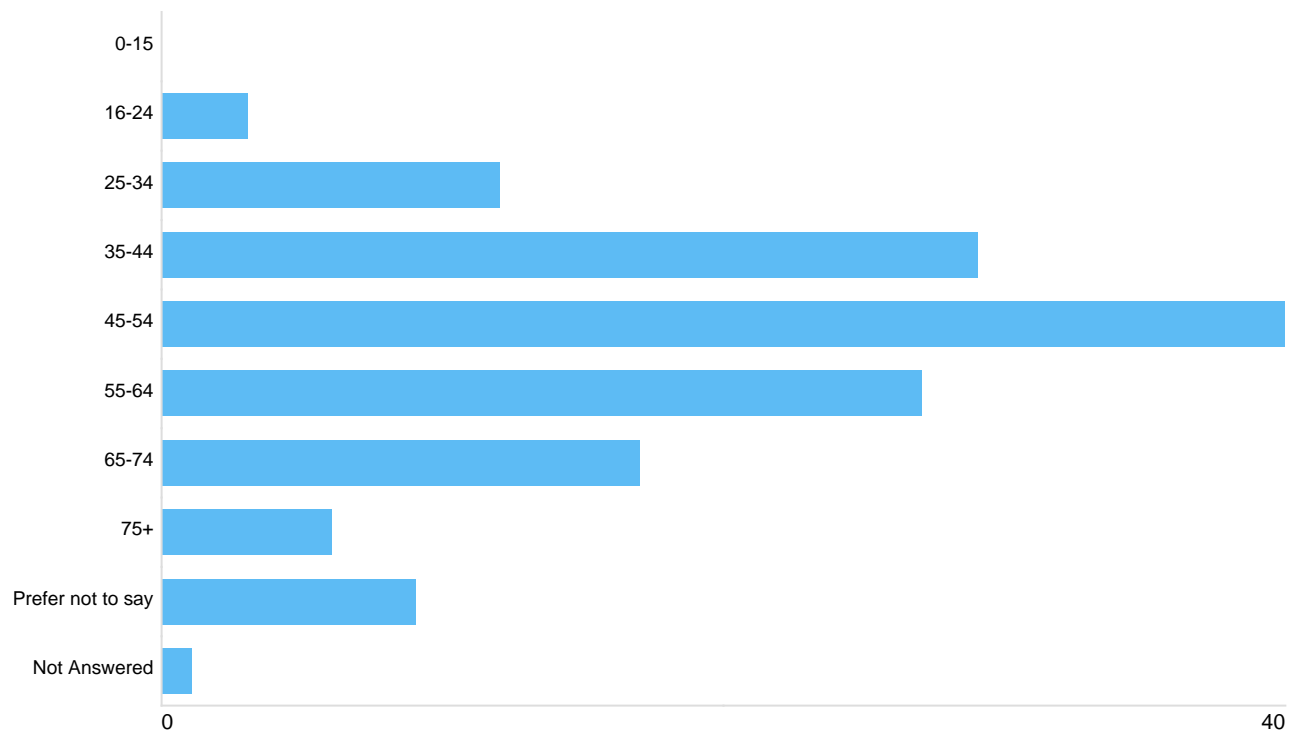
### Question 5 Gender Assignment



Option	Total	Percent
Yes, it's different	1	0.69%
No, it's the same	124	86.11%
Prefer not to say	17	11.81%
Not Answered	2	1.39%

## Question 6: What is your age group?

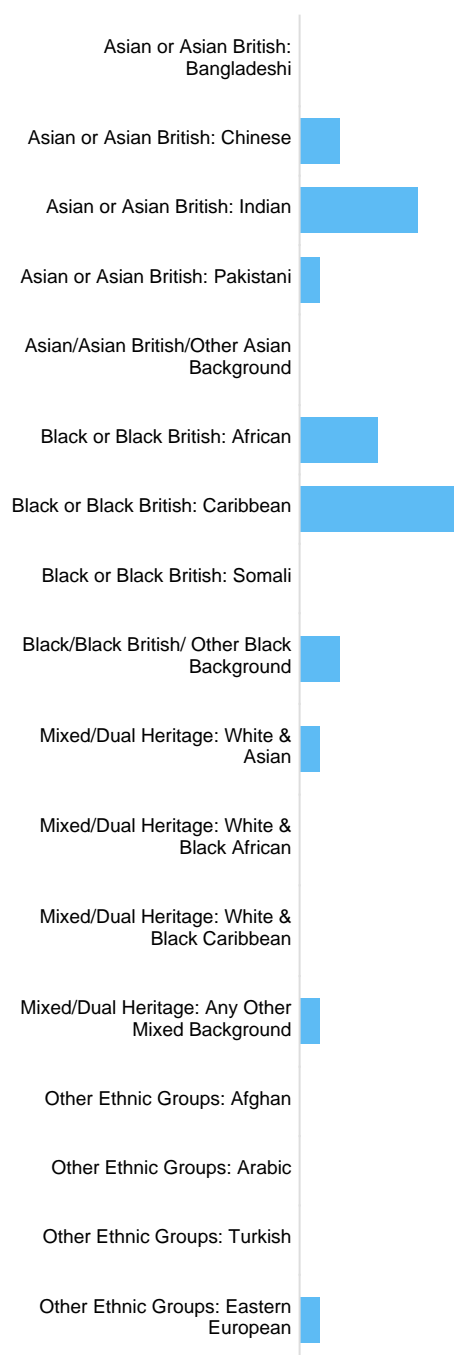
### Question 6 Age

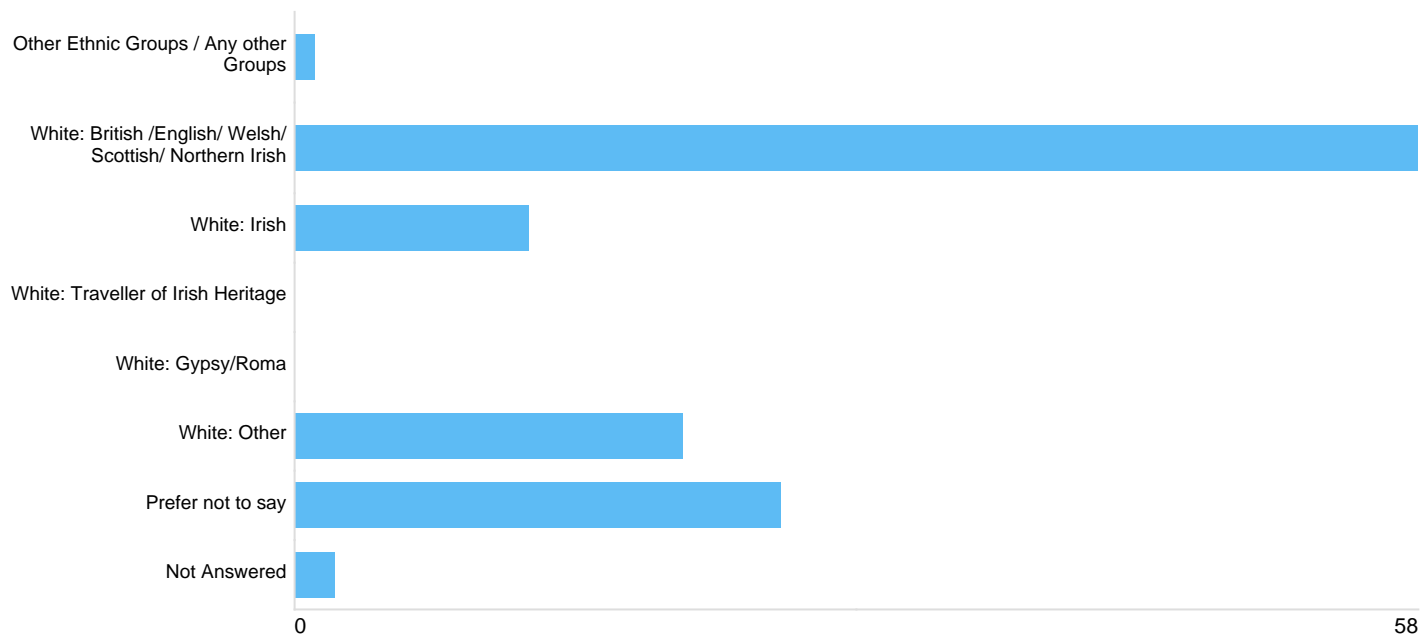


Option	Total	Percent
0-15	0	0%
16-24	3	2.08%
25-34	12	8.33%
35-44	29	20.14%
45-54	40	27.78%
55-64	27	18.75%
65-74	17	11.81%
75+	6	4.17%
Prefer not to say	9	6.25%
Not Answered	1	0.69%

## Question 7: Please state your ethnicity:

### Question 7 Ethnicity





Option	Total	Percent
Asian or Asian British: Bangladeshi	0	0%
Asian or Asian British: Chinese	2	1.39%
Asian or Asian British: Indian	6	4.17%
Asian or Asian British: Pakistani	1	0.69%
Asian/Asian British/Other Asian Background	0	0%
Black or Black British: African	4	2.78%
Black or Black British: Caribbean	8	5.56%
Black or Black British: Somali	0	0%
Black/Black British/ Other Black Background	2	1.39%
Mixed/Dual Heritage: White & Asian	1	0.69%
Mixed/Dual Heritage: White & Black African	0	0%
Mixed/Dual Heritage: White & Black Caribbean	0	0%
Mixed/Dual Heritage: Any Other Mixed Background	1	0.69%
Other Ethnic Groups: Afghan	0	0%
Other Ethnic Groups: Arabic	0	0%
Other Ethnic Groups: Turkish	0	0%
Other Ethnic Groups: Eastern European	1	0.69%
Other Ethnic Groups / Any other Groups	1	0.69%
White: British /English/ Welsh/ Scottish/ Northern Irish	58	40.28%
White: Irish	12	8.33%
White: Traveller of Irish Heritage	0	0%
White: Gypsy/Roma	0	0%
White: Other	20	13.89%
Prefer not to say	25	17.36%
Not Answered	2	1.39%

**Question 8: Do you consider yourself to have a disability? Under the Equality Act, you are disabled if you have a long-term physical or mental impairment which affects your ability to carry out day-to-day activities.**

#### Question 8 Disability



Option	Total	Percent
Yes	12	8.33%
No	117	81.25%
Prefer not to say	15	10.42%
Not Answered	0	0%

## **Appendix 13**

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**Question 1: To what extent do you agree that a Public Spaces Protection Order should be introduced in Brent Parks, Open Spaces, Cemeteries and Graveyards?**

1) All Responses

Response	Total Question 1	% Q1
Agree	45	10.6%
Disagree	31	7.3%
Neither agree nor disagree	27	6.4%
Strongly agree	181	42.6%
Strongly disagree	141	33.2%
Grand Total	425	100.0%

2) All Responses concerned with Paddington Cemetery

Response	Total Question 1	% Q1
Agree	10	9.2%
Disagree	12	11.0%
Neither agree nor disagree	9	8.3%
Strongly agree	12	11.0%
Strongly disagree	48	44.0%
Grand Total	109	100.0%

3) All Responses concerned with Dogs

Response	Total Question 1	% Q1
Agree	19	10.1%
Disagree	23	12.2%
Neither agree nor disagree	16	8.5%
Strongly agree	37	19.7%
Strongly disagree	93	49.5%
Grand Total	188	100.0%

4) All Responses concerned with Dogs and Paddington Cemetery

Response	Total Question 1	% Q1
Agree	9	8.7%
Disagree	11	10.7%

Neither agree nor disagree	8	7.8%
Strongly agree	11	10.7%
Strongly disagree	64	62.1%
Grand Total	103	100.0%

## **Appendix 14**

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## EQUALITY ANALYSIS (EA)

<b>POLICY/PROPOSAL:</b>	PSPO Consultations in all Parks Open Spaces Graveyards and Cemeteries
<b>DEPARTMENT:</b>	Community Protection
<b>reworded TEAM:</b>	Anti-Social Behaviour Team
<b>LEAD OFFICER:</b>	Simon Egbor
<b>DATE:</b>	07/08/2019

*NB: Please ensure you have read the accompanying EA guidance and instructions in full.*

### SECTION A – INITIAL SCREENING

1. Please provide a description of the policy, proposal, change or initiative, and a summary its objectives and the intended results.

The consultation process ran from 04/03/2019 to 18/04/2019 to adopt a borough-wide Public Spaces Protection Order (PSPO) in relation to issues of enviro-crime and anti-social behaviour affecting Brent's parks and spaces which places a huge demand on Council services to address. Ensuring use of the relevant legislation to address such behaviours and sign post individuals to support services.

Responses directly fed into the Policy Co-ordination Group, note and comment for their report to assist in the implementation and shaping the PSPO in all Parks Open Spaces Graveyards and Cemeteries. An example of this is that caveats have been put in place to allow drinking in parks whilst on family/friends picnics (i.e. having glass of wine or beer with food) which is in line with the PSPO as this behaviour is not causing a nuisance. This has been represented in the report which will be submitted to Cabinet for formal approval.

It has also been recognised after the feedback from the consultation that not all nuisance will have enforcement taken on them which will be in line with having a balanced approach going forward when using the PSPO in the Parks Open Spaces Graveyards and Cemeteries and also signposting individuals to support services (example of this is rough sleepers).

2. Who may be likely to be affected by this policy or proposal?

Any person residing or visiting Brent Borough Parks Open Spaces Graveyards and Cemeteries. With the exception of prohibition 13,14,15 all proposed prohibitions are under the existing park byelaws which have been historically unpoliced and outdated.

1. Use of illegal drugs or psychoactive substances (formerly known as legal highs).
2. Consumption of alcohol.
3. Littering (such as cigarettes, bottles, cans, packets, food).
4. Erecting or occupying any shelter, sleeping apparatus or caravan with the intention of residing in it, without the written consent of the London Borough of Brent.
5. Urinating or defecating in a place other than a serviced public convenience.
6. Feeding wildlife.

7. Use of motor vehicles without the written consent of the London Borough of Brent
8. Defacing or damaging fixtures, furniture or other items.
9. Losing control of any dogs.
10. Letting a dog enter an area where a notice specifies that dogs are not allowed, such as a playground.
11. Walking more than 4 dogs at a time.
12. Flying of drones or any other form of model aircraft without the written consent of the London Borough of Brent.
13. Launching sky lanterns that "rely on an open flame to heat the air inside the lantern"
14. Lighting of fires or using barbeques.
15. Use of fireworks without the written consent of the London Borough of Brent.

Within the area described, the following are required: -

16. In the event that a dog defecates, the person responsible for the dog at the time must remove the faeces immediately.
17. Dogs must be kept on a lead in multi-use games areas (MUGA), tennis courts, walled gardens, graveyards, cemeteries and areas where a notice specifies that dogs must be on a lead

3. Is there relevance to equality and the council's public sector equality duty? If your answer is no, you must provide an explanation.

423 respondents participated in the consultation to introduce a PSPO in all Parks Open Spaces Graveyards and Cemeteries. Direct representation made to the Community Safety Team around the consultation from St Mungos, Crisis, Kilburn Forum and various dog walkers and community groups who predominantly use Paddington Cemetery. All of this fed into shaping the PSPO and has been represented in the report which will be submitted to Cabinet for formal approval. This is typically a good response rate for a consultation as the recent Budget 2019-22 consultation received 275 responses.

We have drawn the average figures of 54% agreeing and 40% disagreeing which show that most participants are in favour of the implementation of all prohibitions proposed under the PSPO. This percentage changes significantly when looking specifically at Dogs and / or Paddington Cemetery. Responses concerned with Paddington Cemetery, 55.5%, disagree or strongly disagree with PSPO. 61.7% disagree with dogs on leads and 72.8% responses concerned with Dogs and Paddington cemetery disagree with the PSPO with the predominant issues being dogs on leads. The overall Consultation findings show that most participants are in favour of the implementation of all prohibitions proposed under the PSPO however, the majority of those not in favour of the PSPO, predominantly objected to the issue of dogs on leads, with the primary aim of contention being Paddington Cemetery.

This proposal is - to tackle crime and in the borough post 2020 will ensure that there is no direct or indirect discrimination, harassment or victimisation, that people with a protected characteristic have equality of opportunity as those who do not have a protected characteristic

4. Please indicate with an "X" the potential impact of the policy or proposal on groups with each protected characteristic. Carefully consider if the proposal will impact on people in different ways as a result of their characteristics.

**1. Use of illegal drugs or psychoactive substances (formerly known as legal highs).**

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

**Negative Impact**

Most young people more likely to congregate in parks and open spaces as a means of meeting each other. Men are more likely to congregate in the park and black youth are over represented in drug use using Brent police data.

Socio economic factors could also result in being homeless and sleeping rough. To some this is a choice as they do not wish to engage with support services

**2. Consumption of alcohol.**

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact

Most young people more likely to congregate in parks and open spaces as a means of meeting each other. Men are more likely to be engaged in this activity in public spaces. data has shown and over representation of eastern European, Asian and white British groups. Socio economic factors could also contribute negatively been homeless and sleeping rough. To some this is a choice as they do not wish to engage with support services

### 3. Littering (such as cigarettes, bottles, cans, packets, food).

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact

Most young people more likely to congregate in parks and open spaces as a means of meeting each other. Homeless and those who sleep rough are likely to be engaged in this activity. To some this is a choice as they do not wish to engage with support services

### 4. Erecting or occupying any shelter, sleeping apparatus or caravan with the intention of residing in it, without the written consent of the London Borough of Brent.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity			x



Homelessness			x
Socio-economic issues			x

### Negative Impact

Homeless people of all ages may be more likely to sleep rough in parks. Low income groups of all ages are likely to spend more time in outside without the comfort of suitable accommodation and private space. A disproportionate number of street homeless people suffer mental ill health and addiction, and therefore present a higher risk of breaching the PSPO.

### 5. Urinating or defecating in a place other than a serviced public convenience.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact

Most young people more likely to congregate in parks and open spaces as a means of meeting each other. Men are more likely to be engaged in this activity. Homeless people of all ages may be more likely to be overrepresented in this activity. Low income groups of all ages are likely to spend more time in outside without the comfort of suitable accommodation and private space. A disproportionate number of street homeless people suffer mental ill health and addiction, and therefore present a higher risk of breaching the PSPO.

### 6. Feeding wildlife.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)		x	
Religion / Belief			x

Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness		x	
Socio-economic issues		x	

### Negative Impact

Some religions encourage believers to care for animals including throwing scraps as a way of feeding animals. This might be seen as infringement on their religious beliefs

## 7. Use of motor vehicles without the written consent of the London Borough of Brent

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues		x	x

### Negative Impact.

Most young people more likely to congregate in parks and open spaces as a means of meeting each other. Men are more likely to congregate in the park to engage in this activity.

## 8. Defacing or damaging fixtures, furniture or other items.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x

Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact.

Most young people more likely to congregate in parks and open spaces as a means of meeting each other. Data has shown damage to our parks and open spaces by traveller incursions typically by the Irish Traveller community..

### 9. Losing control of any dogs.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact

Young people are more likely to be irresponsible dog owners. This could also affect professional dog walkers. The proposed dog control measures may cause dog owners to travel further to walk their dog.

### 10. Letting a dog enter an area where a notice specifies that dogs are not allowed, such as a playground.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x

Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact

This is likely to affect dog owners. It may be perceived by dog owners that the PSPO is affecting their quality of life and that of their pet, through restricted access to some parts of the borough and control measures.

### 11. Walking more than 4 dogs at a time.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness		x	
Socio-economic issues		x	

### Negative Impact

Groups of all ages are likely to own multiple dogs and could be affected by the measures included in the PSPO.

The proposed PSPO may affect some dog owners who will need to travel further to walk multiple dogs. The professional dog walkers may feel the PSPO is infringing on their business activities through the restriction of the total number of dogs a person can walk

### 12. Flying of drones or any other form of model aircraft without the written consent of the London Borough of Brent.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness		x	
Socio-economic issues		x	

#### Negative Impact.

Men and young people are more likely to be engaged in this activity.

#### 13. Launching sky lanterns that “rely on an open flame to heat the air inside the lantern”

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))		x	
Gender (Men / Women)		x	
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief			x
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness		x	
Socio-economic issues		x	

#### Negative Impact

Some Asian or religious groups might go through religious rituals by launching sky lanterns. This might be seen as infringement on their religious beliefs

#### 14. Lighting of fires or using barbeques.

Characteristic	IMPACT		
	Positiv	Neutral/None	Negative

Age (Younger People (17-25) and Children / Older People (60+))		x	
Gender (Men / Women)		x	
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness		x	
Socio-economic issues		x	

#### 15. Use of fireworks without the written consent of the London Borough of Brent.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)			x
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief			x
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness		x	
Socio-economic issues		x	

#### Negative Impact

Most young people and men are more likely to congregate in the park to engage in this activity. Religious groups are likely to be over represented in this activity during religious celebrations however use of fireworks will be licenced in some parks.

#### 16. In the event that a dog defecates, the person responsible for the dog at the time must remove the faeces immediately.

Characteristic	IMPACT		
	Positive	Neutral/None	Negative

Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race			x
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity			x
Homelessness			x
Socio-economic issues			x

### Negative Impact

This activity will affect the same cohort for walking more than 4 dogs at a time (as above).

### 17. Dogs must be kept on a lead in multi-use games areas (MUGA), tennis courts, walled gardens, graveyards, cemeteries and areas where a notice specifies that dogs must be on a lead

Characteristic	IMPACT		
	Positive	Neutral/None	Negative
Age (Younger People (17-25) and Children / Older People (60+))			x
Gender (Men / Women)		x	
Race		x	
Disability (Learning Difficulties / Hearing Impairment / Visual Impairment / Physical Disability / Mental Illness)			x
Religion / Belief		x	
Sexual Orientation (Gay / Lesbian / Bisexual)		x	
Gender Re-assignment		x	
Marriage & Civil Partnership		x	
Pregnancy & Maternity		x	
Homelessness			x
Socio-economic issues			x

### Negative Impact

This activity will affect the same cohort for walking more than 4 dogs at a time (as above).

5. Please complete **each row** of the checklist with an "X".

SCREENING CHECKLIST		
	YES	NO
Have you established that the policy or proposal <i>is</i> relevant to the council's public sector equality duty?	Yes	
Does the policy or proposal relate to an area with known inequalities?	Yes	
Would the policy or proposal change or remove services used by vulnerable groups of people?		NO
Has the potential for negative or positive equality impacts been identified with this policy or proposal?	Yes	
<b>If you have answered YES to ANY of the above, then proceed to section B.</b> <b>If you have answered NO to ALL of the above, then proceed straight to section D.</b>		



## SECTION B – IMPACTS ANALYSIS

1. Outline what information and evidence have you gathered and considered for this analysis. If there is little, then explain your judgements in detail and your plans to validate them with evidence. If you have monitoring information available, include it here.

Community Safety Strategic Assessment which shows young black males being overrepresented in drug use and supply.

Ongoing enforcement data of the Borough wide PSPO which shows an overrepresentation of males, Eastern European and some vulnerable cohorts from Black and Asian communities.

Public realm data for the financial year which has shown large encampments in the summer, predominantly Romanian groups.

Black, Asian and Minority Ethnic was under represented in the consultation as only 16.5 % responded. Black Africans 0.94% and the Gypsy/ Roma 0%. However Eastern European were 0.7%.

Consultation was sent to Romanian charities within Brent to inform about the PSPO. Social media platform such as twitter, Facebook were also used to push messages out to young people about the consultation. Local police teams also did visit to locations where the young people hand out in the priority wards. There will also be contact made with the London gypsy traveller organisations.

Representatives of St Mungos and Crisis – Charities that deals with homelessness in the borough were made aware of the consultation.

2. For each “protected characteristic” provide details of all the potential or known impacts identified, both positive and negative, and explain how you have reached these conclusions based on the information and evidence listed above. Where appropriate state “not applicable”.

AGE	
<b>Details of impacts identified</b>	<p>Young people may be more likely to congregate in parks and open spaces.</p> <p>Homeless people of all ages may be more likely to sleep rough in parks</p> <p>Low income groups of all ages are likely to spend more time in outside without the comfort of suitable accommodation and private space.</p> <p>The mitigating action to address this would be ensuring information on the PSPO is communicated using on street outreach in hot spot locations. Also a separate communications plan will be developed to ensure awareness raising through social media platforms which young people use.</p>
DISABILITY	

<b>Details of impacts identified</b>	<p>Information will need to be communicated in an accessible way to ensure people with a disability understand the changes and are not adversely impacted.</p> <p>Also there are risks of a behaviour being interpreted as disorderly when it is actually linked to a disability or mental health condition.</p> <p>The mitigating actions to address this would ensure signage is in large print, plain English and use of pictures to make sure the prohibitions are clearly communicated. Officers will also ensure individuals who are warned in the first instance are referred to ASB Team to ensure vulnerability checks are conducted to shape what consequent action might be taken.</p>
<b>RACE</b>	
<b>Details of impacts identified</b>	<p>Young black males are over-represented in drug use and supply.</p> <p>Some ethnic groups (e.g. Eastern European and Gypsy Roma Travellers) are over-represented as homeless households in Brent.</p> <p>Brent data also shows that Black Africans make up 21% of current accepted homeless households compared to 7.9% in the wider borough (Source: 2016 population from GLA)</p> <p>Groups may there be adversely impacted by the following:</p> <ul style="list-style-type: none"> <li>Drugs</li> <li>Alcohol</li> <li>Littering</li> <li>Erecting tents/shelter</li> <li>Urinating outside</li> <li>Launching fires or BBQs</li> <li>Defacing or damaging fixtures</li> </ul> <p>Note Gypsy, Roma and Travellers cannot get insurance on gypsy sites generally.</p> <p>Data obtained regarding homeless shelters in our parks has confirmed this to predominantly men and Eastern European. The mitigating actions to address this will be making local eastern European charities aware of the order, visual signs to ensure prohibitions are understood universally and signposting individuals to organisations such as the Gypsy Roma Traveller people, as well as other local organisations and sources of support such as the Hubs, AA, St Mungo's, St Giles, Brent services, Citizens Advice, disability organisations such as Mind and Mencap using the relevant referral forms.</p>
<b>SEX</b>	

<b>Details of impacts identified</b>	<p>Data on male and female homeless households. Men may be more likely to be living in tents outside. They way priority housing need is established under the relevant legislation gives priority to pregnancy and children. People may be homeless because of domestic abuse. Important to be able to signpost to homeless shelters and domestic abuse support.</p>
<b>SEXUAL ORIENTATION</b>	
<b>Details of impacts identified</b>	<p>No data was obtained in relation to the consultation.</p> <p>At this stage, we do not have any data to suggest that this group would be any more or less likely than the rest of the population to breach the terms of the proposed PSPO. Therefore, it is anticipated that the proposal will not have a disproportionate impact on this protected characteristic</p> <p>We will mitigate any potential equality gaps or issues by capturing the necessary information tailored towards the protected characteristic during the implementation of the PSPO. Enforcement officers will be equipped with electronic devices to capture all equality data.</p>
<b>PREGANCY AND MATERNITY</b>	
<b>Details of impacts identified</b>	<p>Data on pregnant women who are homeless / in receipt of housing benefit. Signpost to the Hubs and Citizens Advice for support. We will mitigate any potential equality gaps or issues by capturing the necessary information tailored towards the protected characteristic during the implementation of the PSPO. Enforcement officers will be equipped with electronic devices to capture all equality data.</p>
<b>RELIGION OR BELIEF</b>	
<b>Details of impacts identified</b>	<p>No data was obtained in relation to the consultation.</p> <p>At this stage, we do not have any data to suggest that this group would be any more or less likely than the rest of the population to breach the terms of the proposed PSPO. Therefore, it is anticipated that the proposal will not have a disproportionate impact on this protected characteristic</p> <p>We will mitigate any potential equality gaps or issues by capturing the necessary information tailored toward the protected characteristic during the implementation of the PSPO.</p>
<b>GENDER REASSIGNMENT</b>	
<b>Details of impacts identified</b>	<p>54.2% of those who agreed with the PSPO were non-reassigned and 0.69% were. 45% didn't say yes or no to the answer. We will mitigate any potential equality gaps or issues by capturing the necessary information tailored toward the protected characteristic during the implementation of the PSPO.</p>

<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b>	
<b>Details of impacts identified</b>	<p>No data was obtained in relation to the consultation.</p> <p>At this stage, we do not have any data to suggest that this group would be any more or less likely than the rest of the population to breach the terms of the proposed PSPO. Therefore, it is anticipated that the proposal will not have a disproportionate impact on this protected characteristic</p> <p>We will mitigate any potential equality gaps or issues by capturing the necessary information tailored towards the protected characteristic during the implementation of the PSPO.</p>

### 3. Could any of the impacts you have identified be unlawful under the Equality Act 2010?

Yes

#### **Age**

- All members of the community are treated fairly and equally regardless of age. Where necessary additional support measures would be put in place through prevention, education and sign posting to relevant service that can offer support.
- We would utilise a multi-agency approach through St Mungos / Westminster Drug Project (WDP) and Safer Neighbourhood Team (SNT) to provide necessary advice and support serves as a means of prevention and education individuals on the PSPO. The agencies will consider the support needs of each individual including their housing situation, physical and mental health needs. An appropriate plan put in place to move people off the streets and into accommodation and support. Where engagement with the large number of local support services fails, enforcement action may be taken. This approach balances the needs of the individual, principally substance misuse, physical and mental health concerns, with the need to tackle anti-social behaviour, respond effectively to complaints from the public and take action against illegal activities
- Young People – will be referred into safeguarding mechanisms and under 18's parents/guardians will be spoken with.

#### **Disability**

- Vulnerability checks will be conducted on all individuals at the warning stage. We would address any disability concerns and put additional support measures in place if required through prevention, education and sign posting to relevant services and improve accessibility. Often a mental health condition or learning disability may be adversely affected. Behaviour may be mistaken as disorderly when it is linked to a disability

- Under 16's will be referred into safeguarding mechanisms and parents/guardians will be spoken with where necessary.
- Ensure partnership working with Brent Outreach team to have continued access to single Homeless team, community services such as WDP (drug and alcohol service) the mental health support team and Community MARAC for extreme vulnerability that needs multi agency intervention

#### **Race**

- All members of the community are treated fairly and equally regardless of race.
- The notice will have a clear pictorial representation showing the various prohibitions not permitted in the area.
- Both the police and council officers undergo diversity awareness training and are aware of their organisation's equal opportunities and diversity policies and procedures.
- Romany Gypsies and Irish Travellers are legally recognised as ethnic groups, and protected from discrimination by the Equality Act 2010 and the Human Rights Act 1998
- Offer assistance to the individuals identified as sleeping rough by engaging with Brent Outreach service negating the need for enforcement action under the PSPO.
- Refer to services that can offer additional support to individuals with no recourse to public funds or EEA individuals e.g. Thames reach. St Mungos,
- Utilising services that can offer assistance to individuals of Eastern European ethnicity and any other ethnicity identified. This will include working with the Partnerships Engagement Team who specifically have a team engaging with the Eastern European community.

#### **Sex -**

- Offer assistance to the individuals identified as sleeping rough by engaging with Brent Outreach service negating the need for enforcement action under the PSPO.
- Refer to services such as Advance that help issues around Domestic Violence

#### **Pregnancy And Maternity**

- This would be picked up in any welfare assessment carried out and referred into safeguarding mechanisms.
- Refer to children's services to ensure the welfare of the unborn child.
- Refer to services such as Brent Advance to help with concerns around Domestic Abuse.

4. Were the participants in any engagement initiatives representative of the people who will be affected by your proposal and is further engagement required?

Black, Asian and Minority Ethnic was under represented in the consultation as only 16.5 % responded. Black Africans 0.94% and the Gypsy/ Roma 0%

Consultation was sent to Romanian charities within Brent to inform about the PSPO. Social media platform such as twitter, Facebook were also used to push messages out to young

people about the consultation. Local police teams also did street briefings at locations where the young people hang out in the priority wards.

5. Please detail any areas identified as requiring further data or detailed analysis.

Yes - we will mitigate any potential gaps or issues by capturing the necessary information tailored toward people affected during the implementation of the PSPO.

6. If, following your action plan, negative impacts will or may remain, please explain how these can be justified?

There is potential for negative impacts remaining due to the arguments already raised about the potential for some groups to be overrepresented. Nevertheless, there will be an ongoing positive requirement to support these groups.

Staff issuing PSPOs will be trained on equality and diversity, and the different needs of residents, that Equality Monitoring questions are asked, and that information is provided in an accessible clear way to residents.

7. Outline how you will monitor the actual, ongoing impact of the policy or proposal?

This will be monitored through the Brent Joint Action Group (Multi Agency offender management panel) which meets once every month. It will also include monitoring equality characteristics for those in breach of the PSPO.

## SECTION C - CONCLUSIONS

Based on the analysis above, please detail your overall conclusions. State if any mitigating actions are required to alleviate negative impacts, what these are and what the desired outcomes will be. If positive equality impacts have been identified, consider what actions you can take to enhance them. If you have decided to justify and continue with the policy despite negative equality impacts, provide your justification. If you are to stop the policy, explain why.

The proposal to adopt a borough-wide Public Spaces Protection Order (PSPO) for Council parks, open spaces, graveyards and cemeteries is in line with this priority. In particular, issues of enviro-crime and anti-social behaviour, which includes matters that cause harassment, annoyance and / or nuisance. The Council knows that the majority of those who live, work and visit the borough do keep the area clean and safe; however, it wants to ensure where this is not the case that it uses the relevant legislation and approaches to maintain a clean and safe environment.

There has been historic lack of enforcement of Brent's current byelaws which were implemented in 1977. In recent years funding cuts to park wardens have left many of our open areas unmanned, leading to an increase in forms of anti-social behaviour, including a rise in

rough sleeping and substance misuse issues where the council's approach is always to support and safeguard vulnerable cohorts in line with our duty of care principles.

Section 70 of the Anti-Social Behaviour Crime and Policing Act 2014 allows for a PSPO to supersede any byelaw once in operation and the maximum fine for breach of Brent's byelaws is £20 which is currently not enforced. The creation of the Anti-Social Behaviour (ASB) legislation has given local authorities the opportunity to bring in proportionate measures for a maximum of 3 years and is being adopted by many local authorities in the UK. Section 70 of the Anti-Social Behaviour Crime and Policing Act 2014 allows for a PSPO to supersede any byelaw once in operation and the maximum fine for breach of Brent's byelaws is £20 which is currently not enforced. The creation of the Anti-Social Behaviour (ASB) legislation has given local authorities the opportunity to bring in proportionate measures for a maximum of 3 years and is being adopted by many local authorities in the UK.

For these vulnerable groups where necessary additional support measures would be put in place through prevention, education and sign posting to relevant services.

Where persistent ASB is being committed by any of these vulnerable groups they would be a priority at CSU meetings under – High risk and vulnerable persons and would have additional target support through the Brent Joint Action Group (BJAG). The BJAG is a multiagency panel which meets monthly to tackle ASB and Crime hotspots. Similarly support will also be offered at Community MARAC which supports vulnerable individuals engaged or impacted by anti-social behaviour or crime. We will ensure holistic, multi-agency interventions are applied when dealing with these groups. Enforcement officers will enforce proportionately, assessing each breach on a case-by-case basis with warnings issued in the first instance and fixed penalty notices should there be non-compliance. All individuals issued with warnings will be shared with the Anti-Social Behaviour Team. Background checks on individuals will be conducted with mental health and support services to identify the best course of action and this often will not result in enforcement. A further breach of the warning could result in a £100 fine.

The rights of individuals will be respected and all practices carried out lawfully with robust arrangements for support services, interventions, sign posting referrals and welfare assessment with provision of appropriate support as necessary

There will be clear signage in all parks and open spaces making everyone reasonably aware of the prohibitions. There will also be specific targeted communications, utilising social media and other media outlets to ensure the prohibition is fully understood.

The following articles of the Human Rights Act have been considered:

#### **Article 1: Protection of Property**

Point to be considered:

1. Every natural or legal person is entitled to the peaceful enjoyment of his possessions. No one shall be deprived of his possessions (example drinking a can of beer) except in the public interest and subject to the conditions provided for by law and by the general principles of international law.



However, the positive impact would be to safeguard members of the public and the wider community.

### **Article 2: Right to Life**

Point to be considered:

2.2 (b) in order to effect a lawful arrest or to prevent the escape of a person lawfully detained;  
The PSPO Prohibition around nuisance recognised as positive to safeguard members of the public and the wider community.

### **Article 6**

Everyone charged with a criminal offence has the following minimum rights:

(a) to be informed promptly, in a language which he understands and in detail, of the nature and cause of the accusation against him;

### **Article 8: Right to respect for private and family life**

Point to be considered:

8.2 There shall be no interference by a public authority with the exercise of this right except such as is in accordance with the law and is necessary in a democratic society in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others.

The positive impact reduces the risk to members of the community of threat, risk and harm. It can also provide a route into support agencies.

### **Article 10: Freedom of expression**

Point to be considered:

10.2 The exercise of these freedoms, since it carries with it duties and responsibilities, may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health or morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

The positive impact is that the removal of alcohol may modify behaviour and, where relevant, better enable support service engagement.

## **SECTION D – RESULT**

<i>Please select one of the following options. Mark with an "X".</i>		
<b>A</b>	<b>CONTINUE WITH THE POLICY/PROPOSAL UNCHANGED</b>	
<b>B</b>	<b>JUSTIFY AND CONTINUE THE POLICY/PROPOSAL</b>	<b>X</b>



<b>C</b>	<b>CHANGE / ADJUST THE POLICY/PROPOSAL</b>	
<b>D</b>	<b>STOP OR ABANDON THE POLICY/PROPOSAL</b>	

## SECTION E - ACTION PLAN

This will help you monitor the steps you have identified to reduce the negative impacts (or increase the positive); monitor actual or ongoing impacts; plan reviews and any further engagement or analysis required.

<b>Action</b>	<b>Expected outcome</b>	<b>Officer</b>	<b>Completion Date</b>
<p>Disability</p> <p>Communication and information provided in accessible to ensure people with a disability that affects communication or information needs understand the proposal – for example making sure information is in large print and Easy Read</p> <p>Training PSPO officers on equality and diversity, including understanding the needs of residents making sure information is in large print and Easy Read</p> <p>As for disability concerns, additional support measures are in place if required through education and sign posting to relevant services to improve accessibility</p>	<p>All disabled groups are reasonably made aware of the order and relevant signage put in place.</p>	<p>Tara Benham</p>	<p>September 2019</p>
<p><b>SEXUAL ORIENTATION</b></p> <p>We will mitigate any potential equality gaps or issues by capturing the necessary information tailored towards the protected characteristic</p>	<p>To monitor trends and identify positive requirements, including specific engagement with those groups, should there be an overrepresentation of this group who contravene the prohibition.</p>	<p>Dennis Lewis</p>	<p>Throughout the duration of the order</p>

during the implementation of the PSPO.			
<b>RELIGION OR BELIEF</b> We will mitigate any potential equality gaps or issues by capturing the necessary information tailored towards the protected characteristic during the implementation of the PSPO.	To monitor trends and identify positive requirements, including specific engagement with those groups, should there be an overrepresentation of this group who contravene the prohibition.	Dennis Lewis	Throughout the duration of the order
<b>MARRIAGE &amp; CIVIL PARTNERSHIP</b> We will mitigate any potential equality gaps or issues by capturing the necessary information tailored towards the protected characteristic during the implementation of the PSPO.	To monitor trends and identify positive requirements, including specific engagement with those groups, should there be an overrepresentation of this group who contravene the prohibition.	Dennis Lewis	Throughout the duration of the order
<b>Age</b>  Additional Support measure would be put in place through prevention and education and sign posting to relevant support service that can offer support  Young people will be referred into safeguarding mechanisms and under 18's parent / guardians will be spoken with	To monitor trends and identify positive requirements, including specific engagement with those groups, should there be an overrepresentation of this group who contravene the prohibition.	Dennis Lewis	Throughout the duration of the order
<b>Race</b>  The notice will have a clear pictorial representation showing the various prohibitions not permitted in the area to address does that not understand English as their first Language	To monitor trends and identify positive requirements, including specific engagement with those groups, should there be an overrepresentation of this group who contravene the prohibition.	Dennis Lewis	Throughout the duration of the order

Both the police and council officers undergo diversity awareness training and are aware of their organisation's equal opportunities and diversity policies and procedures			
<p>Sex</p> <p>Offer assistance to the individuals identified as sleeping rough by engaging with Brent Outreach service negating the need for enforcement action under the PSPO.</p> <p>Refer to services such as Advance that help issues around Domestic Violence</p>	To monitor trends and identify positive requirements, including specific engagement with those groups, should there be an overrepresentation of this group who contravene the prohibition.	Dennis Lewis	Throughout the duration of the order

## SECTION F – SIGN OFF

Please ensure this section is signed and dated.

<b>OFFICER:</b>	Simon Egbor
<b>REVIEWING OFFICER:</b>	Natalie Gordon
<b>HEAD OF SERVICE:</b>	Karina Wane

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	<b>Cabinet</b> 9 September 2019
	<b>Report from the Strategic Director of Community Wellbeing</b>
<b>Tenant Management Organisations in Brent: Renewal of Modular Management Agreement</b>	

<b>Wards Affected:</b>	Kilburn
<b>Key or Non-Key Decision:</b>	Non-Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	Two: <ul style="list-style-type: none"> <li>Appendix 1 – Map of KSTMO and WGTMO</li> <li>Appendix 2 – MMA options available</li> </ul>
<b>Background Papers:</b>	n/a
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	John Magness – Head of Housing Supply & Partnerships <a href="mailto:John.magness@brent.gov.uk">John.magness@brent.gov.uk</a> 020 8937 1774  Emily-Rae Maxwell – External Partnerships Manager <a href="mailto:Emily-rae.maxwell@brent.gov.uk">Emily-rae.maxwell@brent.gov.uk</a> 020 8937 1131

## 1. Purpose of the Report

- 1.1. In Brent, there are two Tenant Management Organisations (TMO), Kilburn Square TMO (KSTMO) and Watling Gardens TMO (WGTMO). Following the transition from Brent Housing Partnership (BHP) to in-house management, the Council has sought to review the arrangements in place between the Council and each TMO. This to ensure they are reflective of the latest statutory guidance and will be achieved by entering into new Modular Management Agreements (MMA)s.
- 1.2. The purpose of this report is to equip Cabinet with an overview of the proposed agreements, with a view to enter into a new MMA with each TMO. The report sets out which services KSTMO and WGTMO have selected under the Right to Manage (RTM) and how this will be managed by the Council.

- 1.3. The report will include a brief summary of each TMO. Collectively, the TMOs are only responsible for a small amount of stock totalling 410 homes, and they are not responsible for rent setting, allocations or major works. They are, however, a key stakeholder in enabling the Council to achieve corporate priorities such as development of New Council Homes (NCH) of which the two TMO sites offer extensive development opportunities. Both are also significant to the Council fire safety investment for high-rise blocks. It is therefore essential that the improved relationship between the Council and TMO's is underpinned by a new MMA.

## **2. Recommendation(s)**

- 2.1. That Cabinet note the options selected by KSTMO and agree to enter into a new MMA by delegating authority to the Strategic Director of Community Wellbeing, in conjunction with the Chief Finance Officer and the Cabinet Member for Housing and Welfare Reform to enter into a new Modular Management Agreement retrospectively
- 2.2. That Cabinet note the options selected by WGTMO and agree to enter into a new MMA by delegating authority to the Strategic Director of Community Wellbeing, in conjunction with the Chief Finance Officer and the Cabinet Member for Housing and Welfare Reform to enter into a new Modular Management Agreement retrospectively

## **3. Detail**

- 3.1. A TMO is an organisation set up by tenants and/or leaseholders under the "Right to Manage" (RTM). The RTM was introduced in 1994, giving local authority tenants and leaseholders, the statutory right to take over responsibility for managing housing services. To do this, residents had to form a TMO. In short, the RTM allows tenants and leaseholders to takeover certain housing management responsibilities from their landlord. The services a TMO are responsible for are agreed with the Council and set out in a contract known as an MMA. Each TMO is governed by a Board of elected tenants and leaseholders that live on the TMO site and employs an Estate Manager to manage service delivery.
- 3.2. The first TMO to be established in Brent was KSTMO in 1994. As of July 2019, KSTMO is responsible for 246 Council properties which are home to 155 tenants and 91 leaseholders. Located in Kilburn, the boundary of the TMO runs along Brondesbury Park Road and links directly to Kilburn High Road via the market. It includes one high-rise block and the remaining are a mixture of low and medium rise blocks and houses. The Council currently has one active development site within KSTMO's boundary which is part of the NCH programme. This will be detailed further in section 6.1.
- 3.3. The second TMO to be established in Brent was WGTMO in 2002. WGTMO is located at the other end of the Kilburn High Road on Shoot-Up Hill near Kilburn Station. They are responsible for managing 164 homes, for 127 tenants and 37 leaseholders. This TMO includes three high rise blocks, 11 bungalows for older people and two low rise blocks known as Claire Court.

- 3.4. A map of the TMO sites is included in appendix 1. When KSTMO and WGTMO formed, the Council entered into the required MMA's and agreed which services each TMO would be responsible for and which would remain the responsibility of the Council. Delivery and monitoring of these MMA's formed part of BHP's remit up until 2017 until they transferred back in-house along with the Councils housing stock.
- 3.5. During this period, when the TMO's were the responsibility of BHP, the then Department of Communities and Local Government (DCLG) now Ministry for Housing Communities and Local Government (MHCLG) issued new statutory guidance for updating existing MMAs. This was published in 2013. Although this did not make the existing agreements null and void, the new regulations did include clearer guidance on managing the relationships between TMO's and Council's or Arm's Length Management Organisations. Specifically, performance management. The two TMO's approached BHP with a desire to renew the MMA's in line with the regulations. Development of new MMA's was halted due to a reported lack of resource. This furthered a breakdown in relationship between BHP and the Board Members of KSTMO and WGTMO. Monitoring arrangements required from BHP were not completed and as a result, each TMO had significant issues with Governance which went on to directly impact TMO tenants and leaseholder.
- 3.6. Despite this, tenants and leaseholders living within the TMO's wanted to remain a TMO rather than transferring back in-house with wider Council housing stock. This is evidenced by the ballot which is required to take place every five years to establish whether tenants and leaseholders (not just the Board) want to continue as a TMO.
- 3.7. The last ballot for Kilburn Square was held on 25 September 2017. Of the 270 eligible voters 144 voted, 135 in favour of continuing as a TMO and 9 wanting to end the agreement. The last ballot for Watling Gardens was held on 30 November 2017. Of the 145 eligible voters 74 voted, 55 in favour of continuing as a TMO and 19 wanting to end the agreement. The next set of ballots will take place in November 2022.
- 3.8. In 2017, alongside a ballot to assess commitment to continuing as a TMO, the Council commissioned Newman Francis (a Tenant Engagement Consultancy) to undertake a review of both TMOs. The brief was to test viability, identify any governance issues and make recommendations for improvement.
- 3.9. Newman Francis undertook a survey with a sample of tenants and leaseholders living on KSTMO and WGTMO, the findings showed high levels of satisfaction specifically with repairs and maintenance and estate management. Only 8% of residents surveyed stated they thought repairs and maintenance and estate services were below average. This is an area that typically shows lower levels of satisfaction. Further insight shows the satisfaction with repairs and maintenance is directly linked to tenants having direct access to the TMO estate team, meaning they can report issues as they are happening in person. This also means the employed handyperson is more accessible.

- 3.10. The survey did however highlight an area for improvement was engagement and consultation with 22% of residents surveyed reporting this as below average.
- 3.11. Newman Francis found that generally the operational delivery of services being delivered by the TMO's were above average. At a Board level, however, there needed to be significant improvements. These findings were used to create improvement plans for KSTMO and WGTMO. Improvement plans were centred on outcomes for the TMO's to achieve. These outcomes sought to address areas for improvement identified by Newman Francis such as engagement and consultation.
- 3.12. These improvement plans were published in December 2017. In April 2018, management of the TMOs transferred from the Brent Housing Management (BHM) service to Housing Supply and Partnerships (HSP) service. This was in recognition that the TMO's needed to be managed using the MMAs in place rather than part of the Councils housing stock.
- 3.13. The HSP service has worked with KSTMO and WGTMO and all actions listed in the improvement plans have been successfully achieved, except for new MMAs being in place. This is the final step as the new MMAs will be based on now current policies and a better understanding of the Councils and the TMOs strengths in service delivery.
- 3.14. Both KSTMO WGTMO have reviewed their Board membership and the roles within these Boards. Each have appointed a new Chair which has significantly improved the relationship between the Council and the TMO's. This has then enabled new MMA's to be developed and solutions to be found on longstanding historical issues.

#### **4. Modular Management Agreements (MMAs)**

- 4.1. When developing a new MMA, the Council must use the guidance set out by the MHCLG. This guidance sets out specific clauses which dictate the services a TMO can choose to become responsible for. The MMA is supported by a series of schedules which detail how the selected option or clause will be implemented. The schedules are predominately a collection of policies Council or TMO policies. The benefit of updating the MMAs has meant that all operational policies have also been reviewed and updated.
- 4.2. Once entered into, these MMA's are indefinite, unless both parties agree to end the agreements or a TMO is no longer able to operate. However, this report has highlighted the need to review MMA's against any new changes in Regulatory Guidance or to ensure any changes to Council or TMO policy can be appropriately recorded. It is recommended that the MMA's between the Council and KSTMO and WGTMO are reviewed every five years once adopted.
- 4.3. This section offers an overview of each chapter and any specific points for Cabinet to note from the new proposed MMA's. A full list of the Chapters and how responsibilities have been split is listed in appendix 2.
- 4.4. Chapter One – General Provisions



4.4.1. Chapter one sets out the legal context for evoking the RTM and confirms which properties will be included within the TMO's portfolio. This Chapter is predominately standardised text for the Council and TMO to refer to. In this version of the guidance, chapter one includes clearer guidance on how to manage 'failure to perform' and 'ending this agreement'.

#### 4.5. Chapter Two – Repairs, Maintenance and Service Provision

4.5.1. Repairs and maintenance services can be divided into three options for a TMO in this chapter, these are; responsive repairs, major works and estate services. Both KSTMO and WGTMO have chosen to continue delivering responsive repairs and maintenance services and estate services. Major works remains the Councils responsibility.

4.5.2. KSTMO will be responsible for all repairs up to £3,000 and WGTMO £2,500. Any repairs that are completed by the Council and fall under the responsibility for the TMO will be recharged to the TMO on a quarterly basis. This amount differs as it is based on individual TMO's spend on repairs under their responsibility, their capacity to carry out repairs exceeding this amount and financial delegation agreed by the Board to the Estate Managers. It is not a requirement that these amounts are the same as each MMA will be managed separately. Additionally, WGTMO have opted for the lower amount to ensure any major voids work that exceeds £2,500 is picked up and known to the Council. KSTMO do not do voids.

#### 4.6. Chapter Three – Rent Collection

4.6.1 Chapter three set outs options for collecting rent, managing arrears, setting rents, managing voids including receiving void allowances and managing bad debt. Options selected within this section in the new MMA are a continuation of the existing arrangement between the Council and TMOs. Both TMOs will collect and manage rent arrears for existing tenants. To date this arrangement has worked well. In 2018/19 the performance indicator 'Rent arrears of current tenants as a proportion of the rent roll' was recorded at 1.7% for KSTMO and 1.8% for WGTMO. The target is 2.3%. For comparison, the rent arrears rate for BHM 2.9%.

4.6.2 The Council will continue to be responsible for setting rents and service charges and pursuing former rent arrears. Neither TMO receive an allowance for any extended void periods. The option to write off bad debt also remains in control of the Council.

#### 4.7 Chapter Four – Leasehold and Freehold service charges

4.7.1 The Freehold for all properties included in the TMO boundary remains with the Council. Responsibility for managing the arrangement with Leaseholders has remained with the Council. This chapter specifically focuses on calculating service charges and the consultation procedures which need to be carried out with Leaseholders. This also supports the Council to fulfil the responsibility for managing Major works and ensuring Leaseholders are provided with the correct Notices in line with legislation.

#### 4.8 Chapter 5 – Financial Management

- 4.8.1 This Chapter provides the Council with clear guidance on how to calculate the allowances for KSTMO and WGTMO. Both TMOs have opted to pass any rent collected back to the Council and receive an allowance rather than being self-financed. The remainder of the Chapter then requires each TMO to set out how they will manage their finances such as banking arrangements. The new MMA includes more detailed guidance on managing surplus and reserves which will be discussed later under section 5.

#### 4.9 Chapter 6 – Housing Management

- 4.9.1 The Chapter on Housing Management encompasses allocation of properties to tenancy management. It also includes managing the Right to Buy process.
- 4.9.2 Under this Chapter, the Council Allocations policy took precedent meaning the TMO was not able to take responsibility for managing allocations and transfers. This is to ensure properties are still going to those with the greatest housing need. It was agreed with both KSTMO and WGTMO however, that any downsizers would be prioritised for properties on the TMO sites to ensure they could remain part of the community. Due to the demand for larger properties this could not be guaranteed for households who are overcrowded. This will be discussed further in section 6 under 'new council homes'.
- 4.9.3 The remainder of this Chapter then sets out processes for successions, subletting and anti-social behaviour. Options for these clauses require both the Council and TMOs to intervene. The general understanding is that the TMO will manage the day to day operational part of the service and then escalate decisions or legal action to the Council. These processes are fully detailed in the accompanying schedules.

#### 4.10 Chapter 7 – Staffing and Management relationship between the Council and TMO

- 4.10.1 This Chapter is predominantly standard text which the Council and TMO's have to adhere to in order to manage the MMA's effectively.
- 4.10.2 TUPE does not apply in this Chapter as they are established organisations. Additionally, the Council is responsible for deciding whether job opportunities at the TMO will be offered as a secondment to existing Council staff. At present this is not offered.
- 4.10.3 The core information in this Chapter sets out the type of relationship the Council and the TMOs expect to have and specifies who the Council's nominated person is to act as the 'Liaison Officer'. This sits within the HSP service. It then goes on to list the types of Notice which can be served by either party should there be an extended failure to provide a service and how disputes between the Council and TMO should be managed.

4.10.4 Under this Chapter the TMO's have selected that the Council remains responsible for undertaking statutory consultation and that they will work with the Council to appoint any contractors.

#### 4.11 Chapter 8 – Performance standards

4.11.1 In the Guidance, this is standard text, again setting out the process for performance monitoring but at an operational level. The most significant change introduced by the HSP service is the Performance Indicators being reported on by the TMO's. Both TMO's will be reporting on the same suite of performance indicators ensuring performance is now directly comparable. The service will also continue to monitor rent collection rates against BHM's performance.

4.11.2 The Councils Policy Co-ordination Group has agreed that an annual update on each TMO's performance will be presented alongside the Councils own housing service performance on an annual basis.

### 5 Allowances

5.1 To deliver the services agreed under an MMA, the Council grants an allowance to KSTMO and WGTMO. This allowance is calculated using the Councils own spend using the process outlined in Chapter 5. This means where efficiencies are made by the Council to achieve its Medium Term Financial Savings (MTFS), this should also be reflected by the TMOs.

5.2 Under BHP, the allowances were not regularly reviewed in line with the required process. The following two sections will detail the implications of this and what is being implemented to rectify this.

#### 5.3 Kilburn Square TMO

5.3.1 KSTMO's allowance in 2017/18 was £390,824. Following the transfer back to the Council, it was identified that a 9% reduction needed to be introduced. This reduction was initially rejected by the TMO and a change in allowance was not introduced for 2018/2019. Since, the HSP service has worked with the TMO to successfully introduce the reduced allowance by the maximum 5% for 2019/2020 with a further reduction planned. This has saved the Housing Revenue Account (HRA) £19,000.

5.3.2 Kilburn Square had projected an accumulated surplus of £728,000 by the end of the financial year. This now stands as £750,000. The Council cannot recoup this money. Whilst performance of service delivery is good, the ability to accrue such large surplus under BHP demonstrates a need for the Council to strengthen its financial managements of the TMO's. The new MMA's include clear joint processes for allocating surplus spend to large estate improvement projects, this is further underpinned by the Newman Francis report setting out expectations on delivering against KSTMO's Business Plan.

#### 5.4 Watling Gardens TMO

5.4.1 In 2018, it was reported to the Council by the WGTMO Board that their allowance was incorrectly calculated. An investigation into this shows that the

allowance which was set at £198,965 needed to be increased to £216,471. The TMO had received an underpayment of £17,506 per year since the previous allowance review in 2012. This was not backdated by the Council but the higher allowance introduced.

- 5.4.2 WGTMO reported a projected deficit of £76,000 at their 2018 Annual General Meeting. This deficit was reported as planned and invested in a new CCTV system for the site. This deficit was addressed at the start of the new financial year using reserves. Going forward finances will be closely monitored with the Liaison Officer ensuring monthly financial updates are provided by the Board.

## **5.5 Next steps**

- 5.5.1 Working with Finance, the new MMAs offer an opportunity to conduct a full review of budgets associated with TMO responsibilities against Council spend. It is proposed that a zero based budgeting exercise is completed and an allowance is committed to for a period of 3-years minimum to ensure any reductions can be appropriately introduced and the TMOs can effectively plan spend against their business plans.
- 5.5.2 The HSP service has established a partnership with the KSTMO Board and will work with them to plan investment using the acquired surplus for the estate. The renewed MMA's and clearer guidance will support this. The HSP service will monitor WGTMO to ensure they remain financially viable and reduce their deficit.

## **6 Financial Implications**

- 6.1 The cost of TMO management allowances is funded from the HRA. Any adjustments to the proposed MMA will result in an increase or decrease to the management allowance at an amount comparable to existing similar costs in the HRA to undertake the particular function.
- 6.2 Revenue pressures in the HRA has meant that savings had to be achieved as part of the transformation programme. Cost reductions and future efficiency savings set in the HRA will also be reflected in the management allowances to TMOs.
- 6.3 All major works including fire safety are funded within the HRA and does not impact TMO allowance calculations.

## **7 Legal Implications**

- 7.1 The current RTM arrangements are governed by the Housing (Right to Manage) (England) Regulations 2012 ("the 2012 regulations"). Local authorities and TMOs must have regard to the statutory guidance that is issued by the Secretary of State under the 2012 regulations and that guidance was issued by DCLG, as it then was, in December 2013. The Council as landlord must accept a Right to Manage application provided that the tenant organisation has complied with the relevant regulations for setting up a TMO and continued to fulfil its ongoing obligations as set out in the MMA.

7.2 A proforma MMA with mandatory clauses and optional clauses and schedules is set out in the non-statutory guidance (which accompanies the December 2013 statutory guidance) and it covers a number of arrangements between the Councils and TMOs which are summarised above in section 5.

7.3 As set out above, the KSTMO was established in 1994 and the WGTMO was established in 2002 after complying with the necessary legal requirements to set up a TMO. The proposed updated MMAs are in the form of the Modular Management Agreement and are consistent with the requirements of the 2012 Regulations and the 2013 statutory guidance and non-statutory guidance.

## **8 Equality Implications**

8.1 Schedule 2 of the Guidance published by MHCLG requires each TMO to set out how they will meet the requirement as an employer and service provider and fulfil the equality and diversity agenda. Aims suggested by the Guidance include; deliver a service to all residents which takes into account any special needs they may have; fair treatment of employees; a management board which reflects the composition of the estates population; the encouragement of active participation from all individuals and sections of the community.

8.2 As part of the on-going monitoring arrangement, the Councils Liaison Officer will review each TMO's approach to equality and diversity on an annual basis. This will include reviewing procedures to ensure they enable the Council to fulfil its statutory duties under the Equality Act 2010.

## **9 Consultation with Ward Members and Stakeholders**

9.1 New agreements have been developed in consultation with the following:

9.1.1 KSTMO Estate Manager, Board Members and Residents

9.1.2 National TMO Federation Advisor

9.1.3 WGTMO Estate Manager and Board Members

9.1.4 Cabinet Member for Housing and Welfare Reform

## **10 Human Resources/Property Implications (if appropriate)**

**N/A**

### **Report sign off:**

**PHIL PORTER**

Strategic Director of Community Wellbeing

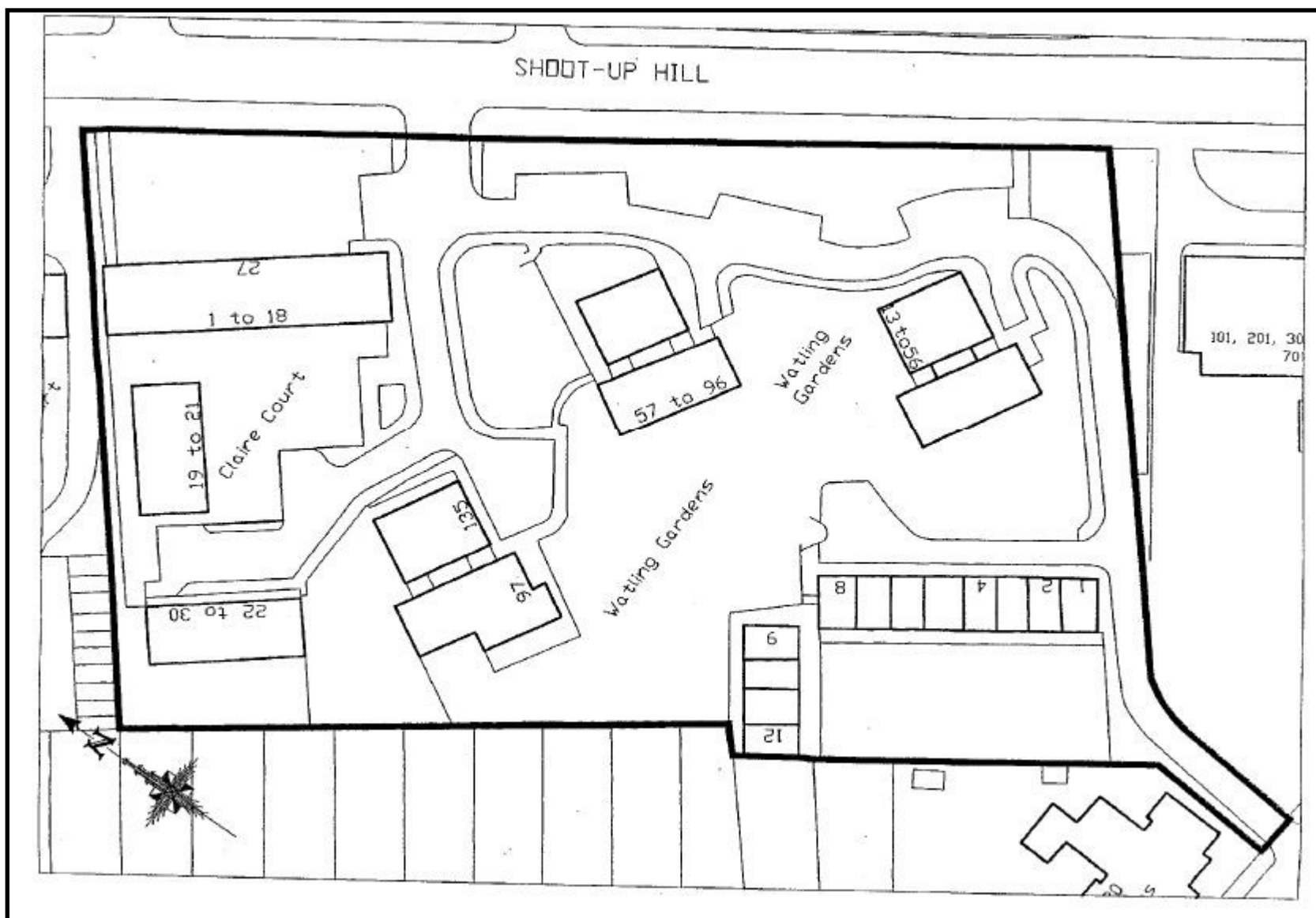
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# Kilburn Square Tenant Management Organisation





## Watling Gardens Tenant Management Organisation






Kilburn Square MMA - Clause options and schedule completion			
		KSTMO	WGTMO
<b>General Provisions of the Agreement</b>			
Clause 1 Parties to the Agreement	Standard		
Clause 2 The Council and the Property	Standard		
Clause 3 The Tenant Management Organisation	Standard		
Clause 4 Statement of Exercise of Management Functions under the Right to Manage	Standard		
Clause 5 Starting Date	OR	Council	Council
Clause 6 The Tenant Management Organisation's Exercise of Management Functions	Standard		
Clause 7 Insurance	Standard		
Clause 8 Exclusion of section 27(13) of the Housing Act 1985 and General Indemnity	Standard		
Clause 9 Confidentiality	Standard		
Clause 10 Equal Opportunities	Standard		
Clause 11 Training	Standard		
Clause 12 Information to Tenants	Standard		
Clause 13 Conflicts of Interest	Standard		
Clause 14 Right to Represent	Standard		
Clause 15 Council's Right of Access to Dwellings	Standard		
Clause 16 Interpretation of this Agreement and General Provisions	Standard		
Clause 17 Decision to Continue this Agreement	Standard		
Clause 18 Variations to this Agreement	Standard		
Clause 19 Failure to Perform	Standard		
Clause 20 Ending this Agreement	Standard		
<b>Chapter 2 Repairs, Maintenance and Services Provision</b>			
Clause 1 Functions of the Tenant Management Organisation in respect of Responsive and Planned Maintenance Repairs	O	KSTMO	WGTMO
Clause 2 Functions of the Council in respect of Repairs	O	Council	Council
Clause 3 Failure to Repair	Standard		
Clause 4 Major Works: Initiation by the Council	Standard		
Clause 5 Requests for Major Works by the Tenant Management Organisation	Standard		
Clause 6 Major Works	O	Council	Council
Clause 7 Partnering Contracts made by the Council with third parties in respect of Major Works	Standard		
Clause 8 Replacement Repairs	Standard		
Clause 9 Repairs Covered by the Council's Buildings Insurance	O	Council	Council
Clause 10 Provision of Estate Services	O	Both	Both
Clause 11 Technical Advice	Standard		
Clause 12 Right to Improve and Leaseholder Improvements	Standard		
Clause 13 Right to Repair	Standard		
<b>Chapter 3 Rent (including Tenant Service Charges)</b>			
Clause 1 Confidentiality and Procedures	Standard		
Clause 2 Rent Collection from Tenants	O	KSTMO	WGTMO
Clause 3 Rent Arrears Control	O	KSTMO	WGTMO
Clause 4 Collection of Arrears due at the Starting Date	O	KSTMO	WGTMO
Clause 5 Former Tenants' Arrears	O	Council	Council
Clause 6 Housing Benefit Payments	OR	NA	NA
Clause 7 Setting Rent Payable by Tenants	Standard		
Clause 8 Notification of Rent Changes	O	Council	Council
Clause 9 Payment to the Council of Rent due	OR	NA	NA
Clause 10 Voids Allowances	O	Council	Council
Clause 11 Bad Debts/ Write offs	O	Council	Council
Clause 12 Voids and Rents waivers	O	Council	Council
<b>Chapter 4 Leaseholder and Freeholder Service Charges</b>			
Clause 1 Confidentiality and Procedures	Standard		
Clause 2 Information	Standard		
Clause 3 Service Charges: Calculation, sending of Demands and Collection	O	Council	Council
Clause 4 Service Charge and Ground Rent Arrears	O	Council	Council
Clause 5 Consultation Provisions under the Landlord and Tenant Act 1985 relating to Service Charges where both the Council and the Tenant Management Organisation provide services	O	Council	Council
Clause 6 Supplementary provisions in relation to clause 5	Standard		
Clause 7 Other Provisions of the Landlord and Tenant Act 1985 relating to Service Charges	O	Council	Council
Clause 8 Payment of Service Charges and Ground Rent to the Council	O	Council	Council
Clause 9 Financial Incentives and Penalties in relation to Collection of Service Charge Arrears	Standard		
<b>Chapter 5 Financial Management</b>			
Clause 1 Calculation of Allowances	Standard		
Clause 2 Payment of Allowances	O	Both	Council
Clause 3 Payment of Management and Maintenance Costs and Administrative expenses incurred by the Tenant Management Organisation	O	KSTMO	WGTMO
Clause 4 The Tenant Management Organisation's Banking Arrangements	O	KSTMO	WGTMO
Clause 5 Financial Control and Accounting Standards	Standard		
Clause 6 Financial Year	Standard		
Clause 7 Restriction on Investments	Standard		
Clause 8 Reserve Funds	O	KSTMO	WGTMO
Clause 9 Major Works Account	O	Council	Council
Clause 10 Financial Report and Surplus Fund	O	KSTMO	WGTMO
Clause 11 Loans to the Tenant Management Organisation	Standard		
Clause 12 Interest on late Payments	O	KSTMO	WGTMO
Clause 13 Set Off of Payments	O	KSTMO	WGTMO
Clause 14 Registration for VAT	Standard		
<b>Chapter 6 Tenancy Management</b>			
Clause 1 Information to Housing Applicants	Standard		
Clause 2 Consultation between the Tenant Management Organisation and the council	Standard		
Clause 3 Selection of Tenants of vacant Property dwellings	OR	NA	NA
Clause 4 Transfers	OR	NA	NA
Clause 5 Introductory Tenancies	O		
Clause 6 Variations to the Tenancy Agreement	OR	NA	NA
Clause 7 Breach of a tenancy agreement, term of a lease, or covenant in a freehold transfer	O		
Clause 8 Ending and renewing Flexible Tenancies	O		
Clause 9 Anti-social Behaviour and Harassment	O		
Clause 10 Residents' Disputes	O		
Clause 11 Unlawful Occupation	O		
Clause 12 Void Dwellings	O		

Key	
Standard	Standard text
O	Option Available
OR	Option removed due to Council policy

Clause 13 Right to Exchange	O		
Clause 14 Right to Assign restricted category of Persons	O		
Clause 15 Applications to Sublet	O		
Clause 16 Right of Succession	O		
Clause 17 Giving Consents	Standard		
Clause 18 Right to Buy and Sales	O		
Clause 19 Enquiries before Exchange of Contracts	O		
Clause 20 Use of the Property	Standard		
<b>Chapter 7 Staffing and Management of the Relationship between the Tenant Management Organisation and the Council</b>			
Clause 1 The transfer of staff from the Council to the Tenant Management Organisation where there is a transfer of an undertaking by virtue of the transfer of Undertakings (Protection of Employment) Regulations 1981	Standard		
Clause 2 Employment of Staff (other than those transferring under clause 1)	Standard		
Clause 3 Secondment of Council Staff to the Tenant Management Organisation	O		
Clause 4 Employment of Contractors	O		
Clause 5 Access to Council Officers	Standard		
Clause 6 Liaison Officers	Standard		
Clause 7 Tenant Management Organisation Liaison Committee	Standard		
Clause 8 The Council's Nominee	O		
Clause 9 Help to the Tenant Management Organisation	Standard		
Clause 10 Service of Notices	Standard		
Clause 11 Misdirected Notices	Standard		
Clause 12 Notice of Legal Proceedings	Standard		
Clause 13 Information to be provided	Standard		
Clause 14 Changes in Management or Ownership	Standard		
Clause 15 Statutory Consultation	OR		
Clause 16 Non-statutory Consultation	Standard		
Clause 17 Complaints about the Tenant Management Organisation's or Council's Performance as Manager of the Property dwellings	Standard		
Clause 18 Disputes and Arbitration	Standard		
Clause 19 Information to the Secretary of State	Standard		
<b>Chapter 8 Performance, Monitoring and Reviewing of Standards</b>			
Clause 1 The Tenant Management Organisation's Performance Standards	Standard		
Clause 2 The Council's Performance Standards	Standard		
Clause 3 Regular Monitoring and Development Meetings	Standard		
Clause 4 Annual Review	Standard		
Clause 5 Equal Opportunities Monitoring	Standard		
Clause 6 Periodic and Special Reviews	Standard		
<b>Chapter 9</b>			
Definition of Terms and Location of First Use of a Term	Standard		

 <b>Brent</b>	<p style="text-align: center;"><b>Cabinet</b> 9 September 2019</p> <p style="text-align: center;"><b>Report from the Strategic Director of Customer and Digital Services</b></p>
<p><b>National Non-Domestic Rates – Applications for Discretionary Rate Relief</b></p>	

<b>Wards Affected:</b>	Wembley Central, Fryent, Dudden Hill
<b>Key or Non-Key Decision:</b>	Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	Two: <ul style="list-style-type: none"> <li>Appendix 1 - Eligibility Criteria for Applications for NNDR Discretionary Relief for Charities &amp; From Non Profit Making Organisations</li> <li>Appendix 2 - New Applications for Discretionary Rate Relief – Local Charities – 20% relief</li> </ul>
<b>Background Papers:</b>	n/a
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Richard Vallis, Revenues & IT Client Manager <a href="mailto:Richard.Vallis@brent.gov.uk">Richard.Vallis@brent.gov.uk</a> Tel: 020 8937 1503

## 1.0 Purpose of the Report

- 1.1 The Council has the discretion to award rate relief to charities or non-profit making bodies. It also has the discretion to remit an individual National Non-Domestic Rate (NNDR) liability in whole or in part on the grounds of hardship. The award of discretionary rate relief is based on policy and criteria agreed by Cabinet on 15 November 2016. New applications for relief have to be approved by the Cabinet.
- 1.2 The report details new applications for relief received since Cabinet last considered such applications in January 2019.

## **2.0 Recommendations**

- 2.1 That the applications for discretionary rate relief detailed in Appendix 2 to this report be approved.

## **3.0 Detail**

- 3.1 Details of the Council's discretion to grant rate relief to charities, registered community amateur sports clubs and non-profit making organisations are contained in the financial and legal implications' sections (4 and 5).
- 3.2 Appendix 1 sets out the criteria and factors to consider for applications for NNDR relief from Charities and non-profit making organisations. This was agreed by Cabinet at its meeting on 15 November 2016.
- 3.3 Appendix 2 lists new applications from local and non-local charities that meet the criteria. These receive 80% mandatory relief, where they meet the criteria the council will award local charities up to 100% discretionary relief in respect of the remaining 20% balance and will award non local charities 25% relief in respect of the remaining 20% balance. It also shows the cost to the Council if discretionary relief is awarded.
- 3.4 The criteria for awarding discretionary rate relief focuses on ensuring that the arrangements are consistent with corporate policies and relief is directed to those organisations providing a recognised valued service to the residents of Brent, particularly the vulnerable and those less able to look after themselves. Further detail is set out in Appendix 1. Should relief be granted entitlement will remain until 31 March 2021 unless there are any changes to the organisation. The scheme will be reviewed in 2020 when organisations will be required to re-apply for relief.
- 3.5 Charities and registered community amateur sports clubs are entitled to 80% mandatory rate relief and the council has discretion to grant additional relief up to the 100% maximum
- 3.6 Non-profit making organisations do not receive any mandatory relief, but the Council has the discretion to grant rate relief up to the 100% maximum. However, the council's policy limits relief for these to 25%.

## **4.0 Financial Implications**

- 4.1 From 1 April 2013 the council funded 30% of the amount of mandatory and discretionary relief awarded to charities and non-profit making organisations, with 50% being met by central government and 20% by the GLA. From 1 April 2018 the council is part of a pan London business rates pool whereby a percentage of the income from business rates is retained by the council and the GLA. During 2018/19 100% of the income was retained, this reduced to 75% from 1 April 2019. The council's share of the retained rates is estimated at 64%, so from 1/4/2019 the council will meet 48% of any discretionary rate relief awarded.

- 4.2 The Council, where it has decided to grant relief, has followed a general guideline of granting 100% of the discretionary element to local charities and 25% of the discretionary element to non-local charities. In respect of non-profit making organisations the council has agreed where the organisation meets the criteria to award 25% discretionary rate relief.
- 4.3 Any additional awards of relief will reduce income to the Council by 30% for years prior to 1/4/2018, 64% in 2018/19 and 48% post 1/4/2019.
- 4.4 The costs therefore of awarding discretionary relief to the charitable organisations detailed in Appendix 2 is £12,881. These costs will in effect reduce the council's projected income from its retained Business Rates income from 2019/20 onwards.

## **5.0 Legal Implications**

### **Discretionary Rate relief**

- 5.1 Under the Local Government Finance Act 1988, charities are only liable to pay 20% of the NNDR that would otherwise be payable where a property is used wholly or mainly for charitable purposes. This award amounts to 80% mandatory relief of the full amount due. For the purposes of the Act, a charity is an organisation or trust established for charitable purposes, registration with the Charity Commission is conclusive evidence of this. Under the Local Government Act 2003, registered Community Amateur Sports Clubs also qualify for 80% mandatory relief.
- 5.2 The Council has discretion to grant relief of up to 100% of the amount otherwise due to charities, Community Amateur Sports Clubs, and non-profit making organisations meeting criteria set out in the legislation. These criteria cover those whose objects are concerned with philanthropy, religion, education, social welfare, science, literature, the fine arts, or recreation. Guidance has been issued in respect of the exercise of this discretion and authorities are advised to have readily understood policies for deciding whether or not to grant relief and for determining the amount of relief. Details of the current policy are contained in Appendix 1
- 5.3 The Non-Domestic Rating (Discretionary Relief) Regulations 1989 allow Brent to grant the relief for a fixed period. One year's notice is required of any decision to revoke or vary the amount of relief granted, if in the case of a variation, it would result in the amount of rates increasing. The notice must take effect at the end of the financial year.
- 5.4 The operation of blanket decisions to refuse discretionary relief across the board would be susceptible to legal challenge on grounds that the Council could be fettering its discretion. The legal advice provided to officers and Members is that each case should be considered on its merits.

## **6.0 Equality Implications**

- 6.1 Applications have been received from a wide variety of diverse charities and organisations, and an Impact Needs Analysis Requirement Assessment (INRA) was carried out in 2008 when the criteria were originally agreed. As there were no changes made to the criteria in September 2013 an Equality Impact

assessment was not required. All ratepayers receive information with the annual rate bill informing them of the availability of discretionary and hardship rate relief.

**7.0 Consultation with Ward Members and Stakeholders**

- 7.1 None, although ward members support the applications from the applications recommended for approval

**8.0 Human Resources/Property Implications (if appropriate)**

- 8.1 None

**Related documents:** Report to Cabinet 15 November 2016 – National Non-Domestic Relief – Review of Discretionary Rate Relief Policy

**Report sign off:**

**PETER GADSDON**

Strategic Director of Customer and Digital Services

## Appendix 1

### **ELIGIBILITY CRITERIA FOR APPLICATIONS FOR NNDR DISCRETIONARY RELIEF FOR CHARITIES & FROM NON PROFIT MAKING ORGANISATIONS**

#### **Introduction**

The following details the criteria against which the Local Authority will consider applications from non-profit making organisations. In each case the individual merits of the case will be considered.

- (a) Eligibility criteria**
- (b) Factors to be taken into account**
- (c) Parts of the process.**

#### **(a) Eligibility Criteria**

- The applicant must be a charity or exempt from registration as a charity, a non-profit making organisation or registered community amateur sports club (CASC).
- All or part of the property must be occupied for the purpose of one or more institutions or other organisations which are not established or conducted for profit and whose main objects are charitable or otherwise philanthropic or religious or concerned with education, social welfare, science, literature or the fine arts; or
- The property must be wholly or mainly used for the purposes of recreation, and all or part of it is occupied for the purposes of a club, society or other organisation not established or conducted for profit.

#### **(b) Factors to be taken into account**

The London Borough of Brent is keen to ensure that any relief awarded is justified and directed to those organisations making a valuable contribution to the well-being of local residents. The following factors will therefore be considered:

- a. The organisation should provide facilities that indirectly relieve the authority of the need to do so, or enhance or supplement those that it does provide
- b. The organisation should provide training or education for its members, with schemes for particular groups to develop skills
- c. It should have facilities provided by self-help or grant aid. Use of self-help and / or grant aid is an indicator that the club is more deserving of relief
- d. The organisation should be able to demonstrate a major local contribution.
- e. The organisation should have a clear policy on equal opportunity.
- f. There should be policies on freedom of access and membership.

- g. It should be clear as to which members of the community benefit from the work of the organisation.
- h. Membership should be open to all sections of the community and the majority of members should be Brent residents
- i. If there is a licensed bar as part of the premises, this must not be the principle activity undertaken and should be a minor function in relation to the services provided by the organisation.
- j. The organisation must be properly run and be able to produce a copy of their constitution and fully audited accounts.
- k. The organisation must not have any unauthorised indebtedness to the London Borough of Brent. Rates are due and payable until a claim for discretionary rate relief is heard

**(c) Parts of the process**

**No Right of Appeal**

Once the application has been processed, the ratepayer will be notified in writing of the decision. As this is a discretionary power there is no formal appeal process against the Council's decision. However, we will re-consider our decision in the light of any additional points made. If the application is successful and the organisation is awarded discretionary rate relief, it will be applied to the account and an amended bill will be issued.

**Notification of Change of Circumstances**

Rate payers are required to notify any change of circumstances which may have an impact on the award of discretionary rate relief.

**Duration of award**

The new policy will award relief to 31 March 2020. Prior to the end of this period applications will be sent inviting recipients to re-apply, this will ensure the conditions on which relief was previously awarded still apply to their organisation. This will help ensure that the Council's rate records remain accurate.

**Withdrawal of relief**

One years' notice has to be given by the Council for the withdrawal of relief

**Unlawful activities**

Should an applicant in receipt of discretionary rate relief be found guilty of unlawful activities for whatever reason, entitlement will be forfeited from the date of conviction.



	Type of Charitable/Non-Profit Making Organisation	Current Policy
		Discretionary Relief Limited to
1	Local charities meeting required conditions (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
2	Local Non-profit-making organisations (not entitled to mandatory relief)	<b>25%</b>
3	Premises occupied by a Community Amateur Sports Club registered with HM Revenue & Customs. (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
4	Non-Local charities (80% mandatory relief will apply)	<b>25% (of remaining liability)</b>
5	Voluntary Aided Schools (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
6	Foundation Schools (80% mandatory relief will apply)	<b>20% (100% of remaining liability)</b>
7	All empty properties	<b>NIL</b>
8	Offices and Shops occupied by national charities	<b>NIL</b>
9	An organisation which is considered by officers to be improperly run, for whatever reason, including unauthorised indebtedness.	<b>NIL</b>
10	The organisation or facility does <b>not</b> primarily benefit residents of Brent.	<b>NIL</b>
11	Registered Social Landlords (as defined and registered by the Housing Corporation). This includes Abbeyfield, Almshouse, Co-operative, Co-ownership, Hostel, Letting / Hostel, or YMCA.	<b>Nil</b>
12	Organisations in receipt of 80% mandatory relief where local exceptional circumstances are deemed to apply.	<b>Up to 20% (100% of remaining liability)</b>


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## Appendix 2

### New Applications for Discretionary Rate Relief – Local Charities – 20% relief

	100% Relief to be awarded	Charge	Amount of discretionary relief (20%)	Cost to Brent (at 48% post 1/4/2019)
	<u>Organisation</u>			
32887668	Westminster Drug Project Unit 2, 97 Cobbold Road London NW10 9SU	£6,678.00 £6,532.25	£1,336 £1,306	£641 £627
33112753	Unit 1, 97 Cobbold Road London NW10 9SU (from 1/4/2018 – 31/3/2020)	£21,924.00 £20,829.25	£4,385 £4,166	£2,105 £2,000
33124617	London Rangers FC 3rdFloor, Ujima House 388 High Road Wembley HA9 6AR (from 1/7/2018 – 31/3/2020)	£24,570.00 £10,996.26	£4,914 £2,199	£2,359 £1,056
33124671	Car parking spaces (from 1/7/2018 – 31/3/2020)	£1,998.68 £815.42	£400 £163	£192 £78
33139907	Brent Play association Unit 2 Peppermint Heights Northwick Road Wembley HA9 1LG  (from 1/4/2019)	£13,379.75	£2,676	£1,284
33109119	I Can Do It Watling Gate 297 – 303 Edgware Road NW9 6NB Office 2, 1 <sup>st</sup> floor, 1 Watling Gate	£2,419.20 £2,366.40	£484 £473	£232 £227
33111382	Office 3, 1 <sup>st</sup> floor, 1 Watling Gate	£2,520.00 £2,465.00	£504 £493	£242 £237

33111391	Office 1, 2nd floor, 1 Watling Gate	£2,620.80 £2,563.60	£524 £513	£252 £246
33111408	Office 2, 2nd floor, 1 Watling Gate	£2,268.00 £2,218.50	£454 £444	£218 £213
33111417	Office 3, 2nd floor, 1 Watling Gate	£2,167.20 £2,119.90	£433 £424	£208 £204
33111373	Office 211, 2 <sup>nd</sup> floor Watling Gate (from 1/4/2018 – 31/3/2020)	£1,423.90 £1,305.76	£285 £261	£137 £125
<b>Total</b>		<b>£134,181.97</b>	<b>£26,837</b>	<b>£12,881</b>

 <b>Brent</b>	<b>Cabinet</b> 9 September 2019
	<b>Report from the Assistant Chief Executive</b>
<b>Brent Neighbourhood Community Infrastructure Levy (NCIL) Projects</b>	

<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b> (only applicable for Cabinet, Cabinet Sub Committee and officer decisions)	Key
<b>Open or Part/Fully Exempt:</b> (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
<b>No. of Appendices:</b>	One
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> (Name, Title, Contact Details)	Kate Lambert Partnership Funding Officer Tel: 020 8937 1170 Email: kate.lambert@brent.gov.uk

## 1. Purpose of the Report

- 1.1 The Community Infrastructure Levy (CIL) is a charge applied to eligible developments to help fund strategic (borough-wide) and neighbourhood infrastructure related to development. Brent's CIL was formally introduced on 1 July 2013.
- 1.2 The NCIL scheme is a key driver of positive change in the borough within the context of the Brent Borough Plan, 2019-2023. As can be seen within the descriptions of the project proposals included in this report, NCIL projects cut across the five overarching themes of the Borough Plan, both through the broad scope of individual projects and through the diversity of projects funded through NCIL. The five overarching themes in the Borough Plan are: Every opportunity to succeed; A future built for everyone, an economy fit for all; A cleaner, more considerate Brent; A borough where we can all feel safe, secure, happy and healthy; Strong foundations.
- 1.3 This report requests that Cabinet approves the allocation of Neighbourhood CIL (NCIL) funds to eight community projects from round one of the 2019/20 NCIL programme.

## 2. Recommendations

2.1 To approve the NCIL allocation of:

- **£366,975** to support the refurbishment of a new building for the Refugee Support Network in Harlesden.
- **£250,000** to support the refurbishment of Challenge House in Harlesden for Crisis UK.
- **£210,000** to support the refurbishment of the Silver Jubilee Park Clubhouse for Kingsbury Town Management Co. Ltd and Hendon Youth FC in Willesden.
- **£109,833** to support the running of The Sanctuary Café for Hestia Housing and Support across neighbourhoods.
- **£134,800** to support the installation of central heating of a community facility for St Michael and All Angels Church in Harlesden.
- **£170,000** to support the refurbishment of a community hall for St Cuthbert's Church in Wembley
- **£150,000** to support the building of a new Community Café and outdoor Space for St Catherine's Church in Neasden
- **£80,000** to support tree planting in the Dudden Hill area. This would be in addition to £30,000 allocated to tree planting in this area in NCIL's 2018/19 round one, bringing the total spent by NCIL on tree planting in Dudden Hill to £110,000.

2.2 To note the total allocation of **£417,400** (including the £80,000 for tree planting in Dudden Hill, subject to Cabinet approval) to tree-planting projects in this NCIL funding round.

## 3. Neighbourhood CIL – Background

3.1 Brent's NCIL Programme has been a great success since its launch in 2017. Community groups, residents and stakeholders have been encouraged and supported to submit bids and, to date, over £4.5m of NCIL funds have been allocated to community infrastructure projects.

3.2 The CIL Regulations 2010 stipulate that at least 15 per cent of CIL receipts generated may be spent on neighbourhood projects, that is, infrastructure or anything else that is concerned with addressing the demands that development places on an area (capped at £100/dwelling each financial year).

3.3 Whilst the legislation does not prescribe a process for how NCIL is allocated, the expectation is that priorities are decided following engagement and consultation with the local community. As a result, Brent is divided into five CIL Neighbourhoods; Kilburn & Kensal, Kingsbury & Kenton, Wembley, Willesden and Harlesden.

3.4 Where a Neighbourhood Plan is in place, then up to 25 per cent of CIL collected from liable developments within the Neighbourhood Plan boundary may be spent on neighbourhood priorities. There are two adopted Neighbourhood Plans in Brent; Sudbury Town and Harlesden. A diagram showing the CIL Neighbourhood and Forum boundaries is in **Appendix 1**.

3.5 All shortlisted NCIL projects must be aligned to at least one of the Neighbourhood Priorities identified via consultation (January 2019).

A summary of the current NCIL priorities is in **Table 1**:

CIL Neighbourhood	Community Space & Cultural facilities	Parks & Green Space	Town Centre & High Streets	Transport & Roads
Harlesden	✓	✓	✓	✓
Kilburn & Kensal	✓	✓	✓	✓
Kingsbury & Kenton	✓	✓	✓	✓
Wembley	✓	✓	✓	✓
Willesden	✓	✓	✓	✓

3.6 Applications for NCIL funds are allocated twice a year. The last round closed on 30 June 2019. All projects are assessed on how well they meet the NCIL shortlisting criteria by the NCIL panel, consisting of the Cabinet Member for Regeneration, Properties and Planning; the Operational Director of Regeneration, Growth and Employment, Planning Transport and Licensing; the Head of Strategy and Partnerships; and a backbench councillor. All projects that meet the shortlisting criteria will receive a provisional offer of funding as long as NCIL funds are available and Brent Council's terms and conditions of grant funding are met. Following shortlisting by the panel, any request for NCIL funds over £100,000 in value must also receive final approval from Brent's Cabinet.

3.7 Seven projects were shortlisted by the panel in August 2019 that are greater than £100,000 in value and so require approval from Cabinet.

3.8 In addition, one project worth £80,000 was shortlisted by the panel for tree planting in Dudden Hill. When combined with the allocation of £30,000 for tree planting in this area in NCIL's 2018/19 round one, this will bring the total NCIL contribution to tree planting in Dudden Hill to £110,000, hence inclusion in this report.

3.9 The shortlisting criteria for all NCIL projects are as follows:

- Meets the terms of the CIL Regulations (2010) as amended
- Evidences community backing
- Addresses the demands that development places on an area
- Reflects the strategic priorities of the Council & CIL Neighbourhood
- A one-off scheme that does not require additional revenue funding in its delivery or its operation (or identifies how additional revenue funding may be met)

**Table 2 – Refugee Support Network provisional milestones**

Programme Milestone	Estimated Completion Date
Architect and design plans finalised, all contractors secured, more detailed timescale and project plan developed. Site clearance completed	September 2019
All structural work undertaken, including exteriors and security, accessibility, roof repairs, re-wiring, heating, toilets and bathrooms, partition walls etc.	March 2020
Re-plastering and decorating	April 2020

- Benefits a diverse Brent community
- Offers value for money

3.10 The eight projects that Cabinet are asked to consider were submitted by the Refugee Support Network, Crisis UK, Kingsbury Town Management Co. Ltd and Hendon Youth FC, Hestia Housing and Support, St Michael and All Angels Church, St Cuthbert's Church, St Catherine's Church and, in the case of the Dudden Hill tree planting project, a local resident in collaboration with Martin Page, Brent's Principal Landscape Architect. Six of these projects are to improve community facilities in Brent. The creation and improvement of community facilities will help address the demands that development places on local communities.

#### **4. The Refugee Support Network**

4.1 The Refugee Support Network (RSN) sought funds to purchase and refurbish the old HSBC building in Harlesden to create a sustainable social impact hub to be used by a number of local charities and social enterprises.

4.2 The refurbished hub will provide:

- Work and community space
- Space to show work of local artists
- Community living room and reception area accessible from the high street
- Shared co-worker space with guaranteed tenants plus plans for expansion
- A number of activities for children and young people with plans to grow
- Performance venue for children, young people and vulnerable adults

4.3 RSN is based in the Harlesden CIL Neighbourhood. It is a registered charity (no. 1132509). RSN exists to enable refugee and asylum-seeking children and young people to build more hopeful futures through education. The hub will also provide volunteering opportunities.

4.4 A summary of the provisional milestones for implementing these proposals is in **Table 2**.



- 4.5 We have been made aware since the bid that the HSBC building was offered to someone else. This bid will be subject to finding another suitable building.
- 4.6 The total project cost has been calculated as £366,975 which is the total NCIL contribution. They plan to canvas local businesses in the area to raise further funds to increase their impact.
- 5. Crisis UK**
- 5.1 Crisis Skylight have been operating in Brent in Church End with a new model approach from 2002 in supporting people around homelessness. Crisis provide a range of housing, health, education and employment services of people across the borough who are homeless or at risk of homelessness.
- 5.2 This project aims to refurbish Challenge House in Harlesden, which will be leased from Brent Council.
- 5.3 Brent's Operational Director for Property and Assets, Nick Ljustina, has confirmed that Brent is fully supportive of them developing the building.
- 5.4 Works will include:
- The creation of a welcoming reception area, class rooms, IT suite, private rooms for counselling and coaching sessions
  - Flexible office space and meetings rooms for 25 staff
- 5.5 Crisis UK is a registered charity (no. 1082947) and company (no. 4024938). They work with people to provide accredited training, employment and skills development, physical and mental health, motivation and support into stable housing.
- 5.6 A summary of the provisional milestones for implementing these proposals is in **Table 3**.

**Table 3 – Crisis UK provisional milestones**

Programme Milestone	Estimated Completion Date
Submit Change of Use and Lease Negotiations	August 2019
Staff and client consultation	August 2019
Identify potential contractors and develop architects brief	September 2019
Detailed designs agreed	October 2019
Prepare tender and drawings and contractor interviews	November 2019
Contractor Approval	December 2019
Construction/Fit out	February 2020
Team move to new building	March 2020

5.7 The total project cost has been calculated as £775,638. The NCIL contribution of £250,000 is 32% of the total project costs.

## **6. Kingsbury Town Management Co. Ltd and Hendon Youth FC in Willesden**

6.1 Kingsbury Town Management Co. Ltd and Hendon Youth FC are based at the Silver Jubilee Park which is owned by Brent Council.

6.2 The aim is to fully refurbish the existing clubhouse at Silver Jubilee Park creating a fully functional, value for money, and sustainable facility.

6.3 This project will provide the following:

- New roof
- Improved layout for multi-functional use
- New kitchen facilities
- Classrooms for educational programmes
- Improved disabled facilities including a toilet
- Increased fire protection
- Improved security system

6.4 The facilities will host increased Early Years intervention services; a new mental health initiative aimed at young people who have offended, run in collaboration with WW Mind; Level 1 and 2 FA coaching courses; and an over-50's project that is inclusive to those with dementia.

6.5 Hendon Youth FC is a registered company (no. 5413145).

6.6 A summary of the provisional milestones for implementing these proposals is in Table 4.

**Table 4 – Kingsbury Town Management Co. and Hendon FC provisional milestones**

<b>Programme Milestone</b>	<b>Estimated Completion Date</b>
Tender for local refurbishment company	January 2020
Complete works	August 2020
Populate the building and start the new projects	September 2020

6.7 The total project cost has been calculated as £240,000. The NCIL contribution of £210,000 would be 88% of the total project costs.

## **7. Hestia Housing and Support**

7.1 Hestia began providing support to adults in crisis in 1970 after founder Jim Horne experienced street homelessness in London.

- 7.2 The aim of this project is to deliver a space where people who require out-of-hours mental health support can access it in a safe, recovery focused, community based setting through a Sanctuary Café Model. This will be a pilot project for one year replicating similar and successful work by Hestia in Tooting.
- 7.3 The project will provide the following:
- A homely and community-based Sanctuary Café, acting as an alternative to A&E.
  - The café will run 3 days per week from 6-11pm.
  - The café will be staffed by trained mental health workers and volunteers, and specially trained peer support workers.
- 7.4 Hestia Housing and Support is a registered charity (no. 294555) and company (no. 2020165). The aims of the project will cover all neighbourhoods in Brent.
- 7.5 A summary of the provisional milestones for implementing these proposals is in Table 5.

**Table 5 – Hestia Housing and Support provisional milestones**

Programme Milestone	Estimated Completion Date
Finalise lease agreement with landlords	August 2019
Recruit and train volunteers and student social workers	August 2019
Roll out communications strategy	August 2019
Finalise KPI and monitoring requirements for service onto organisation database and align to NCIL reporting and auditing requirements	September 2019
Development of joint working protocols and project start	September 2019

- 7.6 The total project cost has been calculated as £120,208. The NCIL contribution of £109,833 would be 91% of the total project costs.

## **8. St Michael and All Angel Church**

- 8.1 St Michael and All Angels Church was established in 1896 in Stonebridge.
- 8.2 The aim of this project is to install a new heating system to replace the condemned boiler and irreparable cast iron heating pipes in the church building. The church building is open to many community groups in the area who would benefit from improved facilities. The project would widen what the community building can offer.
- 8.3 The project will provide the following facilities:
- A new and robust heating system which will last for decades
  - Expansion of the hours that the centre opens

- 8.4 A summary of the provisional milestones for implementing these proposals is in Table 6.

**Table 6 – St Michael and All Angels Church provisional milestones**

Programme Milestone	Estimated Completion Date
Formal consultancy	July 2019
Implementation phase	September 2019
Completion	November 2019

- 8.5 The total project cost has been calculated as £154,800. The NCIL contribution would be £134,800, 87% of the total project costs.

## **9. St Cuthbert's Church**

- 9.1 St Cuthbert's Church is an Anglican Church in North Wembley which currently runs a memory Café for a few hours each day. It also runs a Toddlers Club working in partnership with Daniel's Den.

- 9.2 The aim of this project is to refurbish the second community hall to increase the number of community events and activities in the area and to ensure it is fit for purpose.

- 9.3 The Project will include the following:

- Improvement of Toilet Facilities including provision of a disabled toilet and baby changing
- Refit the kitchen with modern equipment and ventilation
- Provide an efficient heating system
- New double glazed windows
- New ceiling and redecoration

- 9.4 St Cuthbert's Church is a Registered Charity (no. 1132919). The aims of the project will cover the Wembley neighbourhood.

- 9.5 A summary of the provisional milestones for implementing these proposals is in Table 7

**Table 7 – St Cuthbert's Church provisional milestones**

Programme Milestone	Estimated Completion Date
Building works completed	October 2020

- 9.6 The Total Project cost is £170,000. The NCIL contribution would fund 100% of this.

- 9.7 NCIL has previously funded £50,000 for central heating in their other building which supports the memory project. This was successful and completed.

## 10. St Catherine's Church

- 10.1 St Catherine's Hall, Neasden was burned down in a major fire in September 2018. Prior to that it offered one large community hall, which was used by seven regular hirers
- 10.2 An insurance payment and the use of professional fundraisers will fund a new approach to rebuild the building as it was. NCIL funds are requested to specifically build a community Café within the site including an outdoor space.
- 10.3 A previous NCIL award of £150,000 is still be using to replace specific sections of the community facility that burned in the fire. The project has significantly expanded and therefore the NCIL contribution is now a small proportion of the building of a new community campus. The building will accommodate more spaces for local community groups and improve the visual presentation of the building on Neasden roundabout
- 10.4 St Catherine's is a registered charity under the umbrella of The London Diocesan Fund (no. 241083). The new space will be available for hire by local community groups seven days a week. The hall is based in the Willesden CIL Neighbourhood but the expanded community facilities will benefit the whole borough.
- 10.5 A summary of the provisional milestones for implementing these proposals is in **Table 8**.

**Table 8 – St Catherine's Hall provisional milestones**

Programme Milestone	Estimated Completion Date
Trustees agree building specifications and requirements	June 2019
Full plans and projected project costs	July 2019
Planning permission	September 2019
Tender process	September 2019
Building contract signed and project manager appointed	November 2019
Construction Starts	January 2020
Building opening	September 2020

- 10.6 The total cost of this NCIL Project is £187,738. The NCIL contribution is proposed to be £150,000 which is 80% of the Total Costs of this project.

## 11. Brent Council – Tree planting in Dudden Hill

- 11.1 A bid was received from a local resident of Dudden Hill requesting £80,000 in funds for tree planting in this area. The project would be delivered internally, with Martin Page, Brent's Principal Landscape Architect, as the project lead.
- 11.2 This application follows a £30,000 approved request for trees in this area in NCIL's 2018/19 round one. The project stemming from the £30,000 fund is now in its final stages, and was also led by Martin Page.

- 11.3 Should this new bid be approved, the total NCIL funds allocated to tree planting in Dudden Hill will be £110,000, hence inclusion in this report.
- 11.4 In the 2018/19 project, 77 new trees were planted on Jeymer Avenue and Kenneth Crescent, as well as parts of Ellesmere Road, Dewsbury Road, Fleetwood Road, Hamilton Road and Riffel Road. During this project old trees in poor condition were replaced and stumps were removed. The average cost per tree for this project was £389.
- 11.5 According to Martin Page, the project proved popular with residents and generated numerous requests for further tree planting, resulting in this NCIL application.
- 11.6 An additional £80,000 would result in a minimum of another 206 trees planted in the wider Dudden Hill area across 23 roads, with dead trees replaced, stumps removed and tree pit reinstatement work.
- 11.7 While the total amount of £110,000 may appear high, the panel noted that air quality in this area is particularly poor due to proximity to the North Circular, and Martin Page has inputted that many streets in this area remain bare of trees. This project would also contribute to the aims of Brent's declaration of a Climate Emergency in July 2019 by enhancing Carbon capture and biodiversity in the area.
- 11.8 NCIL would fund the entirety of this project; £80,000.

## **12. Financial Implications**

- 12.1 The value of CIL funds available to fund neighbourhood projects is dependent on the number and value of CIL liable developments in each CIL Neighbourhood. As of 1 May 2019, approximately £9.4m was available to fund NCIL projects. Cabinet is asked to approve the use of £1,471,608 to fund eight NCIL projects.
- 12.2 Each project will be required to sign a funding agreement to confirm project milestones, outputs and payment instalments. Regular project monitoring will be conducted by the Council's Partnerships & Engagement Team.

## **13. Legal Implications**

- 13.1 The Planning Act 2008, and CIL Regulations 2010, provide for local authorities to apply the CIL to infrastructure to support development. The Neighbourhood element may be used to fund the provision, improvement, replacement, operation or maintenance of infrastructure, or anything else that is concerned with addressing the demands that development places on an area (Reg. 59F).
- 13.2 CIL spend is governed by Part 7 of the CIL Regulations. For any financial year in which CIL receipts are received, a report outlining receipts and expenditure must be prepared and published on the council's website. (Reg. 62).
- 13.3 Government Guidance (2014, as amended) states that the Council must engage the community where development has taken place and accordingly,

agree with them how best to spend the funding. The use of neighbourhood funds should match the priorities expressed by the local communities.

#### **14. Equality Implications**

14.1 In compliance with the Equality Act 2010 and the Public Sector Equality Duty (PSED), the Council must, in the exercise of its functions, have “due regard” to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

14.2 The duty covers the following nine protected characteristics: age, disability, gender reassignment, marriage & civil partnership, pregnancy & maternity, race, religion or belief, sex and sexual orientation.

14.3 An Equality Analysis (EA) of the NCIL programme was completed in December 2018. The overall assessment is that Brent’s NCIL programme has a positive impact on equality. Each project also completes an initial screening of the likely impact of their plans on the protected characteristics. The increase in high quality community facilities in the borough is likely to have a positive impact on all protected characteristics, however each of the projects will be asked to provide confirmed milestones for the refurbishment including a plan for how to manage any potentially negative impacts on particular characteristics whilst refurbishment work is taking place.

#### **15. Consultation with Ward Members and Stakeholders**

15.1 The Cabinet Member for Regeneration, Properties and Planning is a member of the NCIL shortlisting panel, and has been consulted throughout the process. Letters of support from stakeholders (including ward members) were also received with the NCIL applications.

#### **16. Human Resources / Property Implications (if appropriate)**

16.1 There are no Human Resources implications for Brent. The council owns Challenge House. Property Services have granted approval for the works to take place.

**Report sign off:**

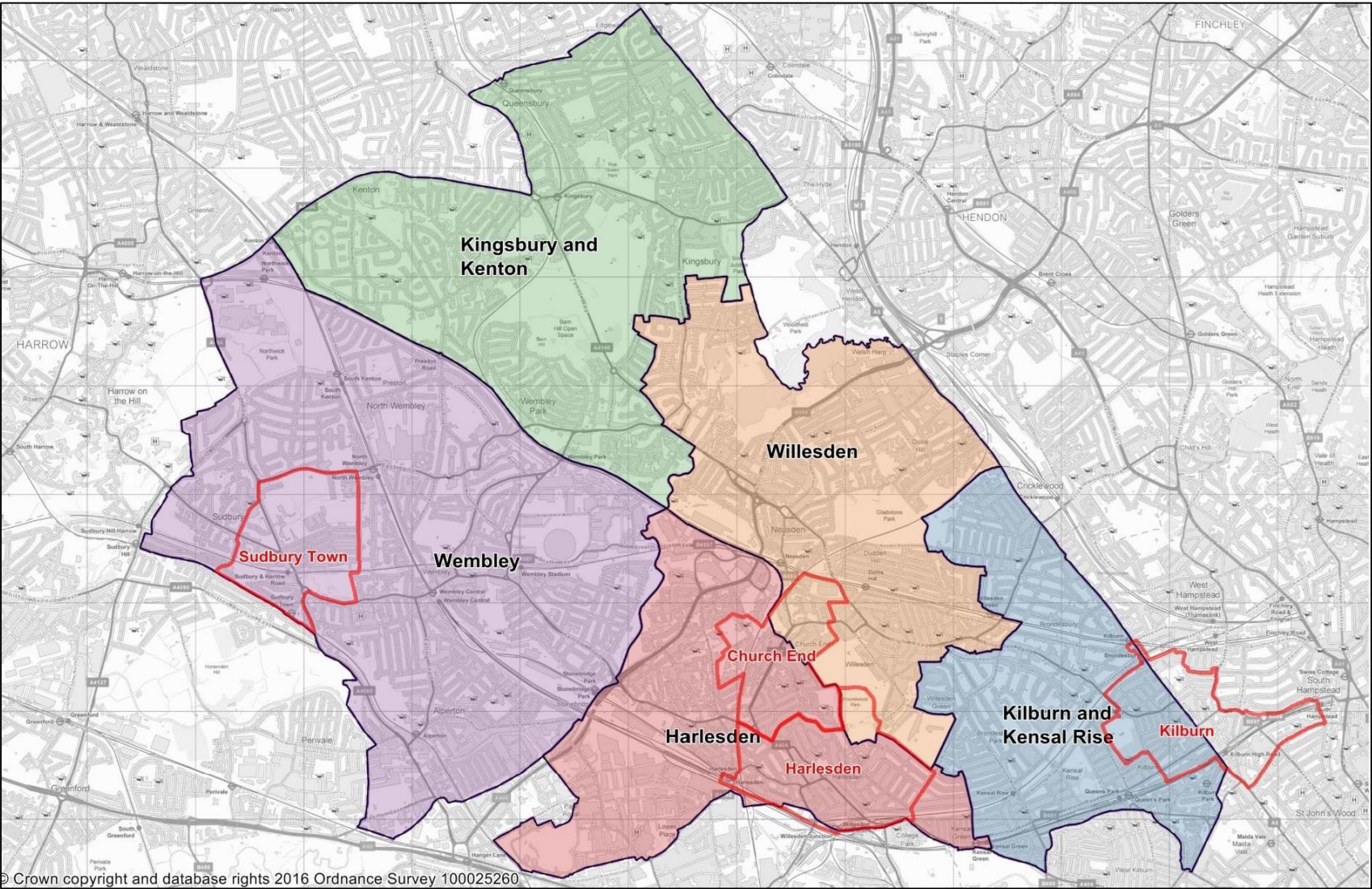
**PETER GADSDON**

Assistant Chief Executive

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Appendix 1 – Brent CIL Neighbourhood Boundaries



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 <b>Brent</b>	<b>Cabinet</b> 9 September 2019
	<b>Report from the Assistant Chief Executive</b>
<b>Brent Community Lottery Proposal - Cabinet variation report</b>	
<b>Wards Affected:</b>	All
<b>Key or Non-Key Decision:</b>	Key
<b>Open or Part/Fully Exempt:</b> <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Open
<b>No. of Appendices:</b>	None
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> <small>(Name, Title, Contact Details)</small>	Jackie Barry-Purssell, Partnerships and Engagement Manager 020 8937 1958 <a href="mailto:Jacqueline.Barry-Purssell@brent.gov.uk">Jacqueline.Barry-Purssell@brent.gov.uk</a>  Pascoe Sawyers – Head of Strategy and Partnerships 020 8937 1045 <a href="mailto:Pascoe.Sawyers@brent.gov.uk">Pascoe.Sawyers@brent.gov.uk</a>

## 1.0 Purpose of the Report

- 1.1 This report seeks to inform and obtain Cabinet approval for a variation to the Cabinet report titled 'Brent Community Lottery Proposal' approved on 17 June 2019.

## 2.0 Recommendation(s)

- 2.1 That Cabinet notes the content of this report.
- 2.2 That Cabinet agrees that the Head of Strategy and Partnerships awards a contract to Gatherwell in the form agreed by them.

## 3.0 Detail

- 3.1 The June Cabinet report set out plans to introduce a Community Lottery in Brent to raise funds to support local Good Causes in the Borough. It also sought to further our commitment to work with the Voluntary and Community Sector to support it to access alternative sources of funding. This approach is central to the achievement of the overall vision for the borough as set out in the Borough Plan 2019 – 2023. This vision is:

***To make Brent a borough of culture, empathy, and shared prosperity***

- 3.2 Officers are approaching Cabinet to amend paragraph 5.4 of the 17 June 2019 Cabinet report where officers indicated that the contract to be entered into was going to be a public concessions contract. Officers, after further analysis and communication with Gatherwell have concluded that the proposed contract is not a public concessions contract.
- 3.3 Gatherwell has confirmed that their proposed contract is in line with the contracts that it has with other councils; that a concession contract would not be appropriate for the management of the Brent lottery because the Council will be the licence holder of such lottery; and Gatherwell will manage the lottery on the Council's behalf.
- 3.4 Officers are now approaching Cabinet to amend paragraph 5.4 of their original proposal.

**4.0 Financial Implications**

- 4.1 There are no new financial implications associated with this variation.

**Risk Management Implications**

- 4.2 There are no new risk implications associated with this variation.

**5.0 Legal Implications**

- 5.1 The recommendation in this report request Cabinet to note that the contract that the Council will enter into is not a public concessions contract and agree that the Head of Strategy and Partnerships will award a contract in the form agreed between the Council and Gatherwell.
- 5.2 Officers have set out at paragraph 3.3 the reasons for the need to amend the Cabinet report dated 17 June 2019. A public services concessions contract requires the Council to entrust the provision and management of services (other than the execution of works) to an economic operator for pecuniary interest which may consist either solely in the right to exploit the services that are the subject of the contract or in that right together with payment. It involves the transfer to the economic operator of the risk in exploiting the services and such

risk involves a real exposure to the vagaries of the market. However, in this case Gatherwell will only be managing the contract on the Council's behalf and therefore, that contractual relationship does not constitute a public concessions contract.

- 5.3 As mentioned in the Cabinet report of 17 June 2019, the proposed contract falls within the definition of a Low Value Contract in accordance with Standing Order 82. Due to amendments to the Council's Constitution with regard to the levels of delegations as set out in paragraph 9.7 of Part 3 of the Constitution, Officers designated as Operational Directors have delegated to them, (subject to the same restrictions as would apply to their Strategic Director; all the powers of their Strategic Director in so far as they relate to the services (s) for which they are responsible, save in so far as that is inconsistent with any other part of the Constitution or their Strategic Director has directed them not to exercise particular powers. Given the estimated value of the contract, Officers would not ordinarily seek such authority but choose to do so given the history to this matter.

## **6.0 Equality Implications**

- 6.1 There are no new equality implications arising from the recommendations.

## **7.0 Consultation with Ward Members and Stakeholders**

- 7.1 The Lead Member has been involved during the process.

## **8.0 Human Resources/Property Implications (if appropriate)**

- 8.1 The strategy does not have human resources/property implications.

Related Document:


Cabinet report of 17 June 2019 – Brent Community Lottery

**Report sign off:**

**PETER GADSDON**  
Assistant Chief Executive

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 <b>Brent</b>	<p align="center"><b>Cabinet</b> 9 September 2019</p>
	<p align="center"><b>Report from the Director of Finance</b></p>
<p><b>2018/19 Treasury Management Outturn Report</b></p>	

<b>Wards Affected:</b>	All
<b>Key or Non-key Decisions</b>	Key
<b>Open or part/fully exempt:</b> (If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)	Open
<b>Number of Appendices:</b>	Two: <ul style="list-style-type: none"> <li>Appendix 1 - Debt and Investment Portfolio</li> <li>Appendix 2 - Prudential Indicators</li> </ul>
<b>Background Papers:</b>	None
<b>Contact Officer(s):</b> (Name, Title, Contact Details)	Daniel Omisore, Head of Finance <a href="mailto:Daniel.Omisore@brent.gov.uk">Daniel.Omisore@brent.gov.uk</a> Tel: 020 8937 3057

## 1. Introduction

- 1.1 This report updates members on Treasury Management activity and confirms that the Council has complied with its Prudential Indicators for 2018/19.

## 2. Recommendations

- 2.1 Cabinet is asked to consider the 2018/19 Treasury Management outturn report, and ask that it be forwarded to Council, in compliance with CIPFA's Code of Practice on Treasury Management (the Code).

## 3. Background

- 3.1 The Council's treasury management activity is underpinned by the Code, which requires authorities to produce annually Prudential Indicators and a Treasury Management Strategy Statement on the likely financing and investment activity. The Code also recommends that members are informed of treasury management activities at least twice a year.
- 3.2 This report fulfils the Council's obligation under the Local Government Act 2003 to have regard to both the CIPFA Code and the CLG Investment Guidance.
- 3.3 The Council has borrowed money over the long term to support investment in the Council's infrastructure and also invests cash balances held for short periods. It is therefore exposed to financial risks including the loss of invested funds and the

revenue effect of changing interest rates. The successful identification, monitoring and control of risk are central to the Council's treasury management strategy.

## **Economic Background**

- 3.4 UK Consumer Price Inflation (CPI) for February 2019 was up 1.9% compared to last year, just above the consensus forecast but broadly in line with the Bank of England's February Inflation Report. The most recent labour market data for the three months to January 2019 showed the unemployment rate fell to a new low 3.9% while the employment rate of 76.1% was the highest on record. The 3-month average annual growth rate for pay excluding bonuses was 3.4% as wages continue to rise steadily and provide some upward pressure on general inflation. Once adjusted for inflation, real wages were up 1.4%.
- 3.5 After rising to 0.6% in the third calendar quarter from 0.4% in the second, fourth quarter economic growth slowed to 0.2% as weaker expansion in production, construction and services dragged on overall activity. Annual GDP growth at 1.4% continues to remain below trend. Following the Bank of England's decision to increase Bank Rate to 0.75% in August, no changes to monetary policy have been made since.
- 3.6 The ongoing uncertainty around Brexit continues to weigh on sterling and UK markets. Due to the continually changing circumstances a verbal update on Brexit, to the extent that it is relevant to this report, will be provided at the meeting.
- 3.7 While the domestic focus has been on Brexit's potential impact on the UK economy, globally the first quarter of 2019 has been overshadowed by a gathering level of broader based economic uncertainty. The US continues to be set on a path of protectionist trade policies and tensions with China in particular, but with the potential for this to spill over into wider trade relationships, most notably with EU. The EU itself appeared to be show signs of a rapid slowdown in economic growth with the major engines of its economy, Germany and France, both suffering misfires from downturns in manufacturing alongside continued domestic/populist unrest in France. The International Monetary Fund downgraded its forecasts for global economic growth in 2019 and beyond as a consequence.
- 3.8 Gilt yields continued to display significant volatility over the period on the back of ongoing economic and political uncertainty in the UK and Europe. After rising in October, gilts regained their safe-haven status throughout December and into the new year - the 5-year benchmark gilt yield fell as low as 0.80% and there were similar falls in the 10-year and 20-year gilts over the same period dropping from 1.73% to 1.08% and from 1.90% to 1.55%. The increase in Bank Rate pushed up money markets rates over the year and 1-month, 3-month and 12-month LIBID (London Interbank Bid) rates averaged 0.53%, 0.67% and 0.94% respectively over the period.
- 3.9 Recent activity in the bond markets and PWLB interest rates highlight that weaker economic growth is not just a UK phenomenon but a global risk. During March the US yield curve inverted (10-year Treasury yields were lower than US 3month money market rates) and German 10-year Bund yields turned negative. The drivers are a significant shift in global economic growth prospects and subsequent official interest rate expectations given its impact on inflation expectations. Further to this is world trade growth which collapsed at the end of 2018 falling by 1.8%



year-on-year. A large proportion of this downturn in trade can be ascribed to the ongoing trade tensions between the US and China which despite some moderation in January does suggest that the International Monetary Fund's (IMF) and Organisation for Economic Co-Operation & Development's (OECD) forecasts for global growth in 2019 of 3.5% might need to be revised downwards.

### The Borrowing Requirement and Debt Management

- 3.10 The table below summarises the Council's borrowing activity during 2018/19. The Council's underlying need to borrow as measured by the Capital Financing Requirement (CFR) was £688m at 31/03/2019.

	Balance on 01/04/2018	Borrowing Repaid	New Borrowing	Balance on 31/03/2019	Average Rate	Average Life
	£m	£m	£m	£m	%	Years
CFR	670.9			688.0		
Short Term Borrowing	21.0	(21.0)	0.0	0.0		
Long Term Borrowing	413.6	(27.8)	0.0	385.8	4.2	33.7
<b>TOTAL BORROWING</b>	<b>434.6</b>	<b>(48.8)</b>	<b>0.0</b>	<b>385.8</b>		

- 3.11 At 1 April 2018 the Council had £413 million of long-term borrowing, to finance its previous years' capital programmes. With short-term interest rates being much lower than long-term rates, it was more cost effective in the short-term to use internal resources rather than undertake further long-term borrowing. By doing so, the Council has been able to reduce net borrowing costs and reduced overall treasury risk as overall long-term borrowing has also fallen (£385 million).
- 3.12 Temporary borrowing was not required during the year. The average rate on long term borrowing of 4.78% was lower than last year's rate of 4.82% was due to the redemption of the RBS LOBO loan and PWLB loans that are paid back steadily over their lifetime.
- 3.13 If the Council were to repay its long term borrowing this would involve paying a premium to compensate PWLB for their inability to relend the money at the rate at which they have financed the loan. For example, the Council's most expensive loan is £3.05m at a rate of 8.875%, to repay it would cost £0.781m, a 26% premium on the value of the loan before the cost of re-financing. In short, the cost of re-financing our loans under the Government's punitive approach means is not economical. However, this analysis might change if interest rates returned to historically normal levels.
- 3.14 The Treasury Management Strategy approved by the Council in February 2018 states that the Council will maintain borrowing at the lowest level consistent with prudent management of the Council's finances. This implies that, at present discount rates, we will not undertake premature repayment of debt but that, in conjunction with our Treasury Management advisers, Arlingclose, we will remain abreast of developments and be prepared to borrow up to the level of CFR if a significant permanent rate rise appears likely. These circumstances did not arise during the year.

3.15 The Authority has £70.5m exposure to LOBO loans - Lender's Option Borrower's Option (2018/19 £80.5m) of which £31m of these can be "called" during 2019/20. Under the LOBO arrangements lenders can exercise their rights at set times to amend the interest rate on the loan. At that point, the Borrower can accept the revised terms or reject them and repay the loan without penalty. LOBO loans present a potential refinancing risk to the Authority since the decision to call a LOBO is entirely at the lender's discretion. This risk is mitigated by the fact that the Council's current cash holdings mean that any repayment could be accommodated by reducing deposits. It is also unlikely that LOBO loans will be called at the present time due to low interest rates – although this may change in the future if rates rise.

3.16 The following LOBO loan was redeemed in Nov 2018.

Details:

Counterparty	RBS
Notional Amount	£10m
Original Maturity	01/04/2060
Date of Restructuring	29/11/2018

3.17 Prior to this redemption the Council had £80.5m in Lender Option Borrower Option ("LOBO") market loans. The majority of the loans were taken out before 2010 meaning that in the current interest rate environment the likelihood of these loans being "called" by the bank, in terms of changing the rate, is low.

3.18 However certain banks (including RBS) have been active in seeking to exit these loans for various reasons which possibly relate to either the regulatory rules required in terms of setting aside capital ("Risk Weighted Assets") which restrains the bank from lending further in other areas and more recently the changes in International Financial Reporting Standard (IFRS) and in particular IFRS9 which impacts the bank with regards to the accounting for these loans.

3.19 In Nov 2018 the Council was approached by RBS with a view to entering into negotiations for the early redemption of the above loan. As well as taking advice from Link Asset Services the Council undertook a detailed analysis of the options and merits of different approaches, including maintaining the status quo. This included sensitivity analysis, identification of potential risks with any existing structure and any potential new structure, a quantification of the potential benefits from restructuring as well as accounting implications.

3.20 A number of different rescheduling options were compared and written down over the life of the loan and the cash flow discounted back using rates taken from the HM Treasury Green Book. The results were used as benchmark from which to negotiate improved terms with RBS. In late Nov 2019 terms were agreed (based on the parameters modelled above). Furthermore, the Council has used internal investment balances available for the repayment of the principal and the premium. This means that the level of external investment will reduce by this amount, thus reducing the level of investment income due to the reduced cash.

3.21 However, with interest rates at low levels and the general expectation for a slow and gradual increase in rates in the medium term, the council's investment income is suppressed and therefore using this cash balance for the repayment of the loans could save money. In fact, the analysis indicates that, based on the amount paid to

redeem the loan (par + 240 bps), there will be a substantial saving based on the interest saved on the loan, with even greater savings if the loan is not replaced. As noted above at this time the authority has chosen not to not refinance the loan with PWLB or any other borrowing but has utilised internal cash balances. However, this position is remains under constant review.

- 3.22 There are many complex arguments made about LOBOs, by their supporters and by their detractors. The Council's position is simply that the LOBOs are part of its portfolio, and must therefore be managed as effectively as possible. There are no plans to enter into further LOBO contracts. However, it should be noted that the average rate of interest being paid on LOBOs is currently less than that paid on PWLB debt (4.60% compared to 5.19% at 31 March). The most expensive LOBO was at 6.234% on 31 March 2019, compared with the most expensive PWLB at 8.875%.

### **Forward Borrowing**

- 3.23 The Council is continuing to assess the potential benefits of taking out forward loans to fund the expanding capital programme. This option allows the Council fix the rate now for a period of up to five years in advance. This would support a short term, cheap position, with the added comfort of fixed rate loans being drawn down in the future in parallel with our capital commitments. Officers are currently in the process of procuring both legal and technical advisors to assist in this endeavor and will report back to this committee later in the year.

### **Municipal Bonds Agency**

- 3.24 In a recent note to shareholders, the MBA cited the requirement for a Joint and Several Guarantee (JSG) as the main reason why they have failed to issue any bonds to date and proposed assembling a group of authorities to redesign the bond offer, with the JSG removed. Clearly, dropping the JSG could improve clients' appetite for borrowing via this channel, but conversely may reduce investor appetite to buy bonds which would be reflected in pricing. In current markets it may prove difficult for the yield on MBA bonds and therefore loans to local authorities, to be attractive relative to PWLB in the absence of the guarantee, however this is continually under review.

### **Investment Activity**

- 3.25 Both CIPFA and the CLG Investment Guidance require the Council to invest prudently and have regard to the security and liquidity of investments before seeking the optimum yield. The table below summarizes investment activity during 2018/19.

	Balance on 1/4/2018	Investments made	Investments repaid	Balance on 31/03/2019	Average Rate	Average Term
	£m	£m	£m	£m	%	Days
Fixed term deposits	<b>105.2</b>	475.0	519.0	<b>61.2</b>	1.0%	142
Money Market Funds and notice deposits	<b>35.2</b>	711.0	704.2	<b>42.0</b>	0.62%	
<b>TOTAL INVESTMENTS</b>	<b>140.4</b>	<b>1,186.0</b>	<b>1,223.2</b>	<b>103.2</b>	<b>0.85%</b>	<b>142</b>

- 3.26 Security of capital remained the Council's main investment objective. This was maintained by following the Council's counterparty policy as set out in its Treasury Management Strategy Statement for 2018/19 which defined "high credit quality organisations" as those having a long-term credit rating of A- or higher that are domiciled in the UK or overseas where the sovereign rating is AA+ or higher.

#### **Credit developments and credit risk management**

- 3.27 The Council assessed and monitored counterparty credit quality with reference to credit ratings, credit default swaps (a means of insuring loans), perceived credit-worthiness of the country in which the institution is registered and its share price. The minimum long-term counterparty credit rating determined by the Council for the 2018/19 treasury strategy was A- across rating agencies Fitch, S&P and Moody's. The Council continues to monitor risks, with advice from Arlingclose.

#### **Liquidity Management**

- 3.28 With changes to the regulatory environment during the year the Council adopted a cautious approach to investments by adopting mainly 3-month lending limit, investments with financial institutions were primarily by means of purchasing 3 month Certificates of Deposit (CDs). Longer maturities with more attractive rates are available from Local Authorities, though these will depend on being able to satisfy demand when it arises. At peak periods, mindful of the primacy of security as a criterion for decision making, larger balances were held in short term investments, particularly Money Market Funds. The use of short term borrowing at times of lower cash balances is judged to maintain a prudent balance between maintaining security and liquidity and achieving a reasonable yield on investments, however this was not required during 2018/19.

#### **Yield**

- 3.29 On the 7 Feb 2019 The Bank of England's monetary policy committee voted unanimously to keep the base rate at 0.75 per cent. The rate has stayed at this level since it was raised from 0.50 per cent in early August last year. Short term money market rates temporarily increased as a result but continue to remain relatively low. This has continued to have a significant impact on investment income. The low rates of return on the Council's short-dated money market investments reflect prevailing market conditions and the Council's objective during 2018/19 of optimising returns commensurate with the principles of security and liquidity.
- 3.30 The Council's budgeted investment income for the year had been estimated at £1m. The average cash balance during 2018/19 was £121.8m and interest earned was £1.03m, an average return of 0.85%. (*2017/18 – average cash balance of £179m and interest earned was £0.7m or 0.41%*). The Council has set a higher investment income target for 2019-20 and the Treasury Strategy has been updated accordingly to reflect this.

#### **Update on Investments with Icelandic Banks**

- 3.31 The Council has recovered 98% of its £10 million deposit with Heritable Bank. The administrators have not made any further estimate of final recoveries yet, though a further distribution is expected, subject to the outcome of a legal case.

#### **Compliance**

- 3.32 The Council confirms that it has complied with its Prudential Indicators for 2018/19, which were approved by the Council on 26 February 2018 as part of the Council's

Treasury Management Strategy Statement.

- 3.33 In accordance with the requirements of the CIPFA Code of Practice this report provides members with a summary report of the treasury management activity during 2018/19. None of the Prudential Indicators have been breached and a prudent approach has been taken in relation to investment activity with priority being given to security and liquidity over yield.

Further information is set out in Appendix 1 and 2.

### **Investment Training**

- 3.34 The needs of the Council's treasury management staff for training in investment management are kept under review and considered as part of the staff appraisal process, and additionally when the responsibilities of individual members of staff change.
- 3.35 During 2018/19 staff attended training courses, seminars and conferences provided by Arlingclose and CIPFA.

### **4. Financial Implications**

- 4.1 Already noted within the report as this is the Treasury Management Outturn Report.

### **5. Legal Implications**

- 5.1 None identified.

### **6. Diversity Implications**

- 6.1 None identified.

### **7. Staffing Implications**

- 7.1 None identified.

### **Related documents:**

Treasury Management Strategy Report to Council – 26 February 2018

**Report sign off:**

**MINESH PATEL**

Director of Finance

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## Appendix 1

### Debt and Investment Portfolio Position 31/3/2019

	Actual Portfolio £m 31/03/2019	Average Rate as at 31/03/2019 %
<b>External Borrowing:</b>		
PWLB - Maturity	271.5	5.0
PWLB - Equal Instalments	28.8	2.8
Fixed Rate Market Loans	15.0	4.3
LOBO Loans	70.5	4.6
<b>Total External Borrowing</b>	<b>385.8</b>	<b>4.2</b>
<b>Other Long Term Liabilities:</b>		
PFI	26.6	9.5
Finance Lease	4.7	4.1
<b>Total Long Term Liabilities</b>	<b>31.2</b>	<b>6.8</b>
<b>Total Gross External Debt</b>	<b>417.1</b>	<b>5.5</b>
<b>Investments:</b>		
Deposits	61.2	1.0
Money Market Funds	42.0	0.6
<b>Total Investments</b>	<b>103.2</b>	<b>0.8</b>
<b>Net Debt</b>	<b>313.9</b>	

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## Appendix 2

### Prudential Indicators

#### (a) Capital Financing Requirement (CFR)

The Council's cumulative maximum external borrowing requirement for 2018/19 is shown in the table below:

Capital Financing Requirement	31/03/2019 Estimate £m	31/03/2019 Actual £m
General Fund	487.2	527.1
HRA	167.0	159.9
<b>Total CFR</b>	<b>654.2</b>	<b>687.0</b>

#### (b) Gross Debt and the Capital Financing Requirement:

In order to ensure that over the medium term debt will only be for a capital purpose, the Council should ensure that debt does not, except in the short term, exceed the total of capital financing requirement in the preceding year plus the estimates of any additional capital financing requirement for the current and next two financial years. This is a key indicator of prudence.

Debt	31/03/2019 Estimate £m	31/03/2019 Actual £m
Borrowing	395.8	385.8
PFI Liabilities	31.2	31.2
<b>Total Debt</b>	<b>427.1</b>	<b>417.1</b>
<b>Capital Financing Requirement</b>	<b>654.2</b>	<b>687.0</b>
<b>Borrowing in excess of CFR?</b>	<b>No</b>	<b>No</b>

#### (c) Authorised Limit and Operational Boundary for External Debt

The Operational Boundary for External Debt is based on the Council's estimate of most likely, i.e. prudent, but not worst case scenario for external debt. It links directly to the Council's estimates of capital expenditure, the capital financing requirement and cash flow requirements and is a key management tool for in-year monitoring. Other long-term liabilities comprise finance lease, Private Finance Initiative and other liabilities that are not borrowing but form part of the Council's debt.

The Authorised Limit for External Debt is the affordable borrowing limit determined in compliance with the Local Government Act 2003. It is the maximum amount of debt that the Council can legally owe. The authorised limit provides headroom over and above the operational boundary for unusual cash movements.

	<b>Operational Boundary £m</b>	<b>Authorised Limit £m</b>	<b>Actual External Debt £m  31/03/2019</b>
Borrowing	900.0	1,000.0	385.8
Other Long Term Liabilities			31.2
<b>Total</b>	<b>900.0</b>	<b>1,000.0</b>	<b>417.1</b>

The Chief Finance Officer confirms that there were no breaches to the Authorised Limit and the Operational Boundary during 2018/19.

#### **(d) Upper Limits for Fixed Interest Rate Exposure and Variable Interest Rate Exposure**

This indicator is set to control the Council's exposure to interest rate risk. The upper limits on fixed and variable rate interest rate exposures, expressed as the proportion of net principal borrowed.

	<b>Approved Limits for 2018/19 as a proportion %</b>	<b>Maximum during 2018/19 as a proportion %</b>
<b>Upper Limit for Fixed Rate Exposure</b> Compliance with limits:	<b>100</b> Yes	<b>100</b> Yes
<b>Upper Limit for Variable Rate Exposure</b> Compliance with limits:	<b>40</b> Yes	<b>0</b> Yes

#### **(e) Maturity Structure of Fixed Rate Borrowing**

This indicator is to limit large concentrations of fixed rate debt needing to be replaced at times of uncertainty over interest rates.

Maturity Structure of Fixed Rate Borrowing	Upper Limit	Lower Limit	Actual Fixed Rate Borrowing at 31/3/2019	% of Fixed Rate Borrowing at 31/3/2019	Compliance with set limits?
	%	%	£m	%	Yes / No
Under 12 months	40%	0%	31	8%	Yes
12 months and within 24 months	40%	0%	14	4%	Yes
24 months and within 5 years	40%	0%	38	10%	Yes
5 years and within 10 years	60%	0%	3	1%	Yes
10 years and within 20 years	75%	0%	24	6%	Yes
20 years and within 30 years	75%	0%	51	13%	Yes
30 years and within 40 years	75%	0%	213	55%	Yes
40 years and within 50 years	75%	0%	11	3%	Yes
50 years and above	75%	0%	0	0%	Yes
			<b>385.8</b>	<b>100%</b>	

#### (f) Capital Expenditure

This indicator is set to ensure that the level of proposed capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council tax and in the case of the HRA, housing rent levels.

Capital Expenditure	31/3/2019 Estimate	31/3/2019 Actual
General Fund	169.6	113.6
HRA	51.6	37.5
<b>Total</b>	<b>221.2</b>	<b>151.1</b>

#### (g) Ratio of Financing Costs to Net Revenue Stream

This is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet financing costs, net of investment income.

Ratio of Financing Costs to Net Revenue Stream	31/3/2019 Estimate	31/3/2019 Actual
General Fund	5.92%	4.45%
HRA	16.75%	16.06%

**(h) Adoption of the CIPFA Treasury Management Code**

This indicator demonstrates that the Council adopted the principles of best practice.

Statement: The Council adopted the Chartered Institute of Public Finance and Accountancy's Treasury Management in the Public Services: Code of Practice 2011 (2017 Edition).

**(i) Upper Limit for Total Principal Sums Invested Over 364 Days**

The purpose of this limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

Upper Limit for Total Principal Sums Invested Over 364 Days	31/3/2019 Approved £m	31/3/2019 Actual £m
	40	0

**(j) HRA Limit on Indebtedness**

HRA Debt Cap per MHCLG	£199m	
	31/3/2019 Estimate £m	31/3/2019 Actual £m
HRA CFR	£167m	£159m

*In October 2018 the government removed the HRA borrowing cap by issuing a determination revoking previous determinations that specified a local authority's limits on indebtedness.*