

Council Agenda



To: Councillor Toni Letts (Chair)

Councillors Mike Selva, Hamida Ali, Jamie Audsley, Jane Avis, Jeet Bains, Sue Bennett, Margaret Bird, Carole Bonner, Simon Brew, Alison Butler, Jan Buttinger, Robert Canning, Richard Chatterjee, Sherwan Chowdhury, Luke Clancy, Pat Clouder, Stuart Collins, Jason Cummings, Patsy Cummings, Mario Creatura, Mike Fisher, Sean Fitzsimons, Alisa Flemming, Maria Gatland, Timothy Godfrey, Lynne Hale, Simon Hall, Patricia Hay-Justice, Maddie Henson, Steve Hollands, Yvette Hopley, Karen Jewitt, Humayun Kabir, Bernadette Khan, Shafi Khan, Stuart King, Oliver Lewis, Stephen Mann, Maggie Mansell, Dudley Mead, Margaret Mead, Vidhi Mohan, Michael Neal, Tony Newman, Steve O'Connell, Andrew Pelling, Jason Perry, Helen Pollard, Tim Pollard, Joy Prince, Badsha Quadir, Andrew Rendle, Pat Ryan, Paul Scott, Manju Shahul-Hameed, Donald Speakman, Andy Stranack, Phil Thomas, James Thompson, Wayne Trakas-Lawlor, Mark Watson, John Wentworth, Sue Winborn, David Wood, Louisa Woodley, Chris Wright and Callton Young

A meeting of the **Council** which you are hereby summoned to attend, will be held on **Monday, 29 January 2018 at 6.30 pm** in **Council Chamber, Town Hall, Katharine Street, Croydon CR0 1NX**

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Members of the public are welcome to attend this meeting.
If you require any assistance, please contact the person detailed above, on the righthand side.

N.B This meeting will be paperless. The agenda can be accessed online at www.croydon.gov.uk/meetings

AGENDA – PART A

Item No.	Item Title	Report Page nos.
1.	Apologies for Absence To receive any apologies for absence from any Members.	
2.	Minutes of the Previous Meeting To approve the minutes of the meeting held on 4 December 2017 as an accurate record.	7 - 22
3.	Disclosure of Interests In accordance with the Council's Code of Conduct and the statutory provisions of the Localism Act, Members and co-opted Members of the Council are reminded that it is a requirement to register disclosable pecuniary interests (DPIs) and gifts and hospitality to the value of which exceeds £50 or multiple gifts and/or instances of hospitality with a cumulative value of £50 or more when received from a single donor within a rolling twelve month period. In addition, Members and co-opted Members are reminded that unless their disclosable pecuniary interest is registered on the register of interests or is the subject of a pending notification to the Monitoring Officer, they are required to disclose those disclosable pecuniary interests at the meeting. This should be done by completing the Disclosure of Interest form and handing it to the Democratic Services representative at the start of the meeting. The Chair will then invite Members to make their disclosure orally at the commencement of Agenda item 3. Completed disclosure forms will be provided to the Monitoring Officer for inclusion on the Register of Members' Interests.	
4.	Urgent Business (if any) To receive notice of any business not on the agenda which in the opinion of the Chair, by reason of special circumstances, be considered as a matter of urgency.	

- 5. Announcements**
To receive Announcements, if any, from the Mayor, the Leader, Head of Paid Service and Returning Officer.
- 6. Croydon Question Time** 23 - 90
- a) **Public Questions** (30 minutes)
- To receive questions from the public gallery and submitted questions by residents in advance of the meeting.
- b) **Leader and Cabinet Questions** (105 minutes)
- To receive questions from Councillors.
- 7. Member Petitions** 91 - 92
- To receive notice of petitions presented by Members on behalf of local residents.
- 8. Council Debate Motions**
- To debate any Motions submitted in accordance with Council Procedure Rules.
- 9. Recommendations of Cabinet or Committee referred to Council for decision** 93 - 222
- To consider the recommendations made by Cabinet, Licensing Committee and the General Purposes and Audit Committee (GPAC) since the last ordinary Council Meeting relating to the following matters:
- a) Licensing Committee - Licensing Policy Statement
 - b) Cabinet - School Admissions
 - c) GPAC - In-Year Appointments

10. Polling Districts and Polling Places Review

223 - 262

Council is recommended:

- 1.1 To note that the London Borough of Croydon (Electoral Changes) Order 2017 to implement the recommendations made by the Local Government Boundary Commission for England (LGBCE) for new ward boundaries within Croydon was made on 20 November 2017 and will be in effect from the local government elections on Thursday 3 May 2018.
- 1.2 To approve the revised schedule of polling districts set out in Appendix A.
- 1.3 To approve the revised schedule of polling places set out in Appendix A.
- 1.4 To delegate to the (Acting) Returning Officer authority to approve an alternative polling place in the event that any polling place becomes unavailable or found to be unsuitable in the run up to an election and to make this change on a permanent basis following the election.

11. Exclusion of the Press and Public

The following motion is to be moved and seconded where it is proposed to exclude the press and public from the remainder of a meeting:

“That, under Section 100A(4) of the Local Government Act, 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information falling within those paragraphs indicated in Part 1 of Schedule 12A of the Local Government Act 1972, as amended.”

PART B

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Council

Meeting of the Council held on Monday, 4 December 2017 at 6.30 pm in the Council Chamber,
Town Hall, Katharine Street, Croydon CR0 1NX

MINUTES

Present: Councillor Toni Letts (Chair)

Councillors Mike Selva, Hamida Ali, Jamie Audsley, Jane Avis, Jeet Bains, Sue Bennett, Margaret Bird, Carole Bonner, Alison Butler, Jan Buttinger, Robert Canning, Richard Chatterjee, Sherwan Chowdhury, Luke Clancy, Pat Clouder, Stuart Collins, Patsy Cummings, Mario Creatura, Sean Fitzsimons, Alisa Flemming, Maria Gatland, Timothy Godfrey, Lynne Hale, Simon Hall, Patricia Hay-Justice, Maddie Henson, Steve Hollands, Yvette Hopley, Karen Jewitt, Humayun Kabir, Bernadette Khan, Shafi Khan, Stuart King, Oliver Lewis, Stephen Mann, Maggie Mansell, Dudley Mead, Margaret Mead, Vidhi Mohan, Michael Neal, Tony Newman, Steve O'Connell, Andrew Pelling, Jason Perry, Helen Pollard, Tim Pollard, Joy Prince, Badsha Quadir, Andrew Rendle, Paul Scott, Manju Shahul-Hameed, Donald Speakman, Andy Stranack, Phil Thomas, Wayne Trakas-Lawlor, Mark Watson, John Wentworth, Sue Winborn, David Wood, Louisa Woodley, Chris Wright and Callton Young

Apologies: Councillor Simon Brew, Jason Cummings, Mike Fisher, Matthew Kyeremeh, Pat Ryan and James Thompson

PART A

11/17 **Minutes of the Previous Meeting**

The minutes of the meeting held on 30 October 2017 were agreed as an accurate record.

12/17 **Disclosure of Interests**

There were none.

13/17 **Urgent Business (if any)**

There were no items of urgent business.

14/17 **Announcements**

The Mayor thanked all those who had attended the Golf Charity Day, and also thanked the sponsors of the event and Deva Ponnosami for the organisation of the day. It was announced that the next big event was the New Year's Parade to which Tone Scaffolding had once again donated a vehicle and driver for the Croydon float.

Finally, the Mayor announced that Her Honour Justice Alice Robinson had recently been appointed as Resident Judge at Croydon Crown Court, and was present in the Chamber. The Mayor used her discretion to move agenda item 10 as the next item of business, so that Members could consider appointing HHJ Robinson as Honorary Recorder to Croydon.

The Mayor explained the role of Honorary Recorder and, it was noted that the outgoing Recorder, HHJ Warwick McKinnon, had been in the role for nearly ten years and was a Croydon resident himself. On behalf of the Council, the Mayor passed sincere thanks to HHJ McKinnon.

15/17 **Recommendations of Cabinet or Committee referred to Council for decision**

Councillor Newman informed the Council that the Mayoralty and Honorary Freedom Selection Sub-Committee had met prior to the meeting and had unanimously voted to recommend to Council that HHJ Alice Robinson be appointed as Honorary Recorder.

Councillor Newman moved the recommendation and Councillor Tim Pollard seconded the motion.

The recommendation was put to the vote and passed unanimously.

After the vote, the Mayor invited HHJ Robinson to address the Council.

HHJ Robinson thanked Members for conferring the honour and noted that the position had an ancient tradition that had been recognised as an important way to link local authorities with the judiciary. HHJ Robinson hoped to maintain the excellent relationship that her predecessor had built with the Council.

16/17 **The Croydon Debate**

A local petition had been received and read as follows:

“Save Matthews Yard!

"I am concerned about plans for the demolition of the building at 5-9 Surrey Street which Matthews Yard is based in and that no alternative home has been found.

"Matthews Yard is an essential asset for many people in Croydon's community and has for 5 years been a springboard for grassroots groups and business including the Croydon Citizen, Croydon Tech City, Croydon International Film Festival, Soda Soda a theatre group for people with learning difficulties and hundreds more.

"I urge Croydon Council and the Mayor of London to support this worthwhile cause in any and every way possible as without it Croydon will undoubtedly be a much poorer place. This vital community asset must be preserved for the benefit of existing and future generations in Croydon."

The lead petitioner, Saif Bonar, introduced the petition. He stated that the campaign had no political affiliation and the hope was for cross party support. Matthew's Yard had begun as a small premises with a limited budget and had grown to become an important cultural hub for the community. Campaigners were not looking for financial support, but for dialogue with the Council and the Greater London Authority. Mr Bonar then read out messages of support for Matthew's Yard from local residents, that highlighted how important the venue was for the community.

Councillor Watson responded that Matthew's Yard had transformed the local area, and had become a unique space at the vanguard of regeneration. The building itself was not well utilised and the owners were looking to regenerate it. The proposals were currently at the pre-application stage, and there was a desire to keep a similar space within the new scheme. Local spaces had agreed to take on groups likely to be displaced by the development process of the building and officers were working with other businesses to find alternative venues. The building had not been categorised as an asset of community value.

Councillor Mohan stated that Matthew's Yard had been a citizen-led initiative established in response to the riots. It had become a creative workspace hosting a range of cultural activities and start-up businesses. It was claimed that the space was under threat because the administration was looking to demolish the building. Councillor Mohan claimed that the Leader had not responded to his written concerns about the loss of the site and that the administration had not taken action to support the venue.

Councillor Watson responded that the development proposals were at the pre-application stage and the administration was doing all it could to support Matthew's Yard. It was claimed that the opposition were making party political points rather than proposing ways to support the venue. The good growth

fund could not be utilised as the building was not categorised as an asset of community value.

17/17 **Croydon Question Time**

The Mayor began the item with questions from Members of the public.

Michael O'Dwyer asked a question relating to 20mph speed limits. Councillor King responded that Transport for London (TfL) funded the 20mph limit scheme in Croydon at approximately £1.5million. It was stated that the scheme was popular with residents.

Michael O'Dwyer asked a supplementary question regarding enforcement and revenue from the scheme. Councillor King responded that the police held the legal powers to enforce the speed limits and had informed the Council that enforcement would continue in the same way in which 30mph limits were enforced. The revenue from fines went directly to the Treasury, not the local authority.

Tony Pearson asked for information on the New Addington leisure centre development. Councillor Butler confirmed that the centre was on target for completion in 2018 and was a significant offer for the local community.

Tony Pearson asked a supplementary question regarding the site of the old leisure centre. Councillor Butler responded that various options were being considered for the site, and that one such option was the building of a health centre.

Joseph Lee asked for an update on the Blackhorse bridge works. Councillor King responded that this was a priority project for the Council and TfL and were necessary works due to the deterioration of the bridge. It was anticipated that the works would be completed by January 2019.

Joseph Lee asked a supplementary question related to the updating of local residents on progress of the works. Councillor King responded that residents were being kept updated in a number of ways including an on-site notice board and a regular email bulletin that went to Ward Councillors and residents who had indicated to be included on the circular.

Blake O'Donnell asked a question related to fly tipping in Norbury. Councillor Collins responded that there had been a good clearance rate in the area compared to the previous administration. Residents were encouraged to report fly tips and hotspots were monitored by officers to ensure offenders were prosecuted; this included covert surveillance operations in Norbury.

Blake O'Donnell asked a supplementary question on the impact the Don't Mess With Croydon campaign was having in the area. Councillor Collins responded that the campaign was working and was encouraging residents to

report incidents. It was stated that the opposition should provide ideas on how to tackle the issue and not just pronounce that the borough was bad.

Stuart Millson asked a question on parking permits in the Lower Church Street Area. Councillor King responded with detailed information on the permits issued to households in the vicinity.

Stuart Millson asked a supplementary question regarding proposed consultations with residents on the issue. Councillor King responded that the intention was to consult with residents in January 2018 and one solution was to integrate the area into the central controlled parking zone to ease the pressure on road parking.

Ian Leonard asked a question related to affordable housing proposals at the Longheath Gardens estate. Councillor Butler responded that the proposals for the site were 100% affordable housing.

Ian Leonard asked a supplementary question related to an alleged incident of Brick by Brick officers hiding their identities from local residents in the area. Councillor Butler responded that she was not aware of the incident.

Calum Bardsley asked a question relating to the lease of the Boxpark site. The Leader responded that Boxpark's lease was held by a private company and was not due for renewal for three and a half years. The Leader stated that he was confident that Boxpark would continue into the future.

Calum Bardsley asked a supplementary question related to the administration's position on the night time economy in the borough. The Leader responded that the current administration was undertaking a lot of work for the night time economy offer in Croydon, from Boxpark to the redevelopment of Fairfield Halls.

Tamara Coleman asked a question on plans for improvement of street lighting in the Longheath Gardens estate. Councillor Butler responded that specific areas of concern could be looked at to see what could be improved.

Tamara Coleman asked a supplementary question stating that some key pedestrian areas required improved street lighting. Councillor Butler responded that site visits could be undertaken along with the Ward Councillors to look at the issues identified.

Ian Cordery asked what assurances could be given that Brick by Brick would consult residents on identified sites for development. Councillor Butler responded that Brick by Brick followed government guidance on consultations and engaged with local communities with a variety of methods. Lessons would be learnt as more consultations were undertaken and improved upon.

Ian Cordery asked a supplementary question related to the commitment to consultations from Brick by Brick. Councillor Butler responded that the Council

wanted residents to be a part of the schemes, such as the Longheath Gardens development.

Joanne Martin asked a question on the governance of Brick by Brick. Councillor Butler responded that it was an independent company with the Council as the sole shareholder. It therefore fell under the same regulations as any other development company, and proposals had to be approved by the Planning Committee like other schemes.

Philip Smith asked a question on litter bins on the High Street. Councillor Collins responded that big belly bins had been introduced on most high streets in the borough. The new waste contract would re-introduce afternoon clear ups and additional clear ups on Saturdays. There was also the introduction of time-banded waste collection for high street businesses.

The Mayor then moved the item to Councillor questions to the Leader.

The Leader welcomed the announcement of the proposed £100million re-development of the Selhurst Park football stadium.

Councillor Tim Pollard asked a question on the London Plan proposals to introduce a presumption in favour of back garden developments. The Leader responded that the proposals were to address the need for affordable housing in London given the considerable growth in the city.

Councillor Tim Pollard asked a supplementary question on the lack of protection for back gardens in the London Plan. The Leader responded that the plans were a commitment to sustainable growth in London and that the opposition were attempting to make a scare story.

Councillor Audsley asked for information on how the London Living Wage (LLW) would be incorporated into the Westfield development. The Leader responded that the LLW target should be 100% of all jobs created in the development. The Council was a LLW employer and would encourage all businesses in Croydon to sign up.

Councillor Audsley asked a supplementary question related to supporting LLW through consumers' buying power. The Leader responded that shops signed up to the LLW should be supported and it was people power that could make a real difference.

Councillor Hopley asked what assurances had been received that the failings identified in children's services were not happening in adults' services. The Leader responded that in response to the Ofsted report, service delivery had been looked at across the Council and this included adults' services. Despite the significant cuts to funding, issues were being addressed. It was further stated that adult social services were significantly underfunded, yet the opposition had voted against the precept to help fill the funding vacuum.

Councillor Hopley asked a supplementary question on assurances regarding the political leadership of the service. The Leader responded that the improvements for adults' and children's services would need additional funding; action was needed to address the issues, not words.

Councillor Lewis asked if the Leader would join with residents of New Addington in celebrating the engagement of Prince Harry. The Leader responded that he welcomed the news.

Councillor Lewis invited the Leader to join a New Addington street party organised by residents to celebrate the event. The Leader stated it was a wonderful idea and committed to attend the event.

Councillor Bonner asked if the Leader would write to the officers and organisations involved in the memorial events that had taken place across the borough for those affected by the 2016 tram disaster. The Leader responded that everyone involved would be formally written to and it was another example of the community coming together during adversity.

The Mayor added that she had written letters of thanks to all those involved in the memorial services.

The Mayor then moved the item to Councillor questions to the first pool of Cabinet Members.

Councillor Collins announced that the Council was introducing Christmas tree pickups for the 2017 festive period.

Councillor King announced that the High Court had refused an application to judicially review the Council's decision to implement 20mph limits in the borough.

Councillor Hall announced that the recent national budget did not address the funding deficit for children's and adults' social services. This was compared with the administration introducing Council Tax relief for care workers and supporting vulnerable residents.

Councillor Hopley asked whether it was correct for the Pension Committee to mandate the use of a company whose parent company had been found guilty of fraudulent activity. Councillor Hall responded that the decision made at the meeting was to delegate the decision to the Executive Director of Resources in consultation with Councillor Hall and the Chair of the Pension Committee. It was right to consider all available options and to ask the right questions when coming to a decision.

Councillor Hopley asked for Councillor Hall's opinion on ethical investment. Councillor Hall responded that organisations must be looked at very carefully and a cautious approach should be taken.

Councillor Mann asked a question related to the implementation of coffee cup recycling and water foundation installations. Councillor Collins responded that the new South London Waste Partnership contract included recycling education as part of the contract. Recycling needed to be made as simple as possible.

Councillor Mann asked a supplementary question on the Sutton incinerator. Councillor Collins responded that there were concerns over the air pollution generated by the site and that the Council would work with the Health Agency to ensure that strict controls were in place and that the air was properly filtered before being released.

Councillor Chatterjee asked a question on changes to the way fly tipping incidents were reported. Councillor Collins responded that the statistics were collated by the contractor and had been changed to reflect incidents of fly tipping more accurately.

Councillor Chatterjee asked a supplementary question on why year on year comparisons were not used. Councillor Collins responded that half year comparisons were utilised and the current figures were encouraging with more fines being issued and incidents down in all but three wards in the borough.

Councillor Canning asked for fly tipping figures in the Waddon ward. Councillor Collins responded that incidents in Waddon had fallen by nearly 30% and thanked the Ward Councillors for their support of the Don't Mess With Croydon campaign.

Councillor Canning asked a supplementary question regarding allegations that opposition Councillors were suggesting that streets in the ward were messy when they were not. Councillor Collins responded that such behaviour disrespected the local resident champions of the campaign and the officers that monitored the contract. A lot of steps had been taken by the administration to improve the cleanliness of Croydon's streets and it was alleged that the opposition were not offering anything but negative campaigning.

Councillor Buttinger asked what could be done about fly tipping at the corner of Lower Addiscombe Road and Blackhorse Lane. Councillor Collins responded that he had visited the site and that time-banded rubbish collections would be introduced. All businesses in the area were being communicated with by officers to ensure that proper trade waste licences were in place and adhered to.

Councillor Buttinger asked a supplementary question regarding car parking issues that were affecting the same area. Councillor Collins responded that the issue would be raised with the Director of Streets to look into.

Councillor Wood asked, after the success of the scheme in Selhurst Ward, when the safe school parking initiative would be rolled out across the rest of

the borough. Councillor King responded that consultation on the scheme would conclude in March 2018 at which point it would be assessed by officers and if appropriate a proposal would be presented to the Traffic Management Advisory Committee (TMAC).

Councillor Wood asked a supplementary question related to improving air quality in the borough. Councillor King responded that air quality was a major priority for the Council and part of the schools programme was to promote sustainable school journeys to help clean the air in the vicinity of schools. Central government was urged to provide national leadership on the issue and allow for London to bid for clean air funding.

Councillor Mohan asked if the Cabinet Member was happy with the one way systems implemented in Addiscombe. Councillor King responded that the measures had been widely discussed at the TMAC meeting for over two hours with considerable resident participation.

Councillor Mohan asked a supplementary question related to what long term solution was being considered. Councillor King responded that the long term solution would be encouraging residents to opt for environmentally friendly forms of transport, as the problem originated from too many cars being on the road. This strategy complemented the Mayor of London's transport plan.

Councillor Audsley asked whether, as part of the Westfield development, consideration would be given to changing the name of the East Croydon rail station. Councillor King responded that the administration's priority was to ensure the planning application for Westfield was secured and that homes and jobs were forthcoming.

Councillor Audsley asked a supplementary question related to long term plans to transform the town centre to be more cycle friendly. Councillor King responded that reports were due to upcoming Cabinet meetings which would set out the transport projects planned for the borough as well as a cycle strategy.

The Mayor then moved the item to the second pool of Cabinet Members.

Councillor Godfrey announced that the bid to become the London Borough of Culture had been submitted and that it was an excellent opportunity to support the cultural growth and regeneration of Croydon.

Councillor Flemming announced that a successful young persons' takeover of the Council had taken place and was part of the process of getting young people involved in local democracy. It was further announced that the improvement board plan was due to be discussed at the scrutiny committee the day after the Council meeting.

Councillor Gatland asked what steps had been taken to improve Children's Services since the Ofsted report. Councillor Flemming responded that regular

meetings had been held with officers and progress against the plan was reviewed to ensure that the service was moving in the right direction. The Cabinet Member had recently attended a trip to Dudley to look at how that Council had undertaken its improvement journey.

Councillor Gatland asked a supplementary question on whether residents could have confidence in the Cabinet Member's leadership after the Ofsted findings. Councillor Flemming responded that a number of actions had been implemented since the report findings and that she was fully committed to ensuring significant improvement in the service.

Councillor Mann asked what steps were being taken to ensure that the Christmas festival in Ashburton took place with minimal disruption to local residents. Councillor Godfrey responded that a number of measures would be in place to deal with issues such as residential road parking and noise pollution from generators. The Councillor was invited to report any further issues directly to the Cabinet Member or officers.

Councillor Mann asked a supplementary question related to the opening of the redeveloped Ashburton Hall. Councillor Godfrey responded that the opening was a hallmark of the new administration and that the hall would be a showcase for the whole borough.

Councillor Bennett asked what was being done to reduce the high caseloads of social workers. Councillor Flemming responded that additional support had been embedded to identify and relieve areas of the service with high caseloads. Officers were also looking at long term sustainable support options.

Councillor Bennett asked a supplementary question pertaining to concerns that had been raised with her by social workers on the high volume of caseloads. Councillor Flemming responded that certain sections of the service had high caseloads and support was being targeted at those areas.

Councillor Lewis asked for an update on the submission for Croydon to be the London Borough of Culture. Councillor Godfrey responded that the administration had made the Council take culture seriously, with changes such as the Cabinet Member portfolio focus, the appointment of a Director of Culture and the redevelopment of the Fairfield Halls.

Councillor Lewis asked a supplementary question regarding what the Cabinet Member hoped his legacy would be. Councillor Godfrey responded that a number of initiatives had brought cultural communities together and that the message was getting out that Croydon was the place to be for culture.

Councillor Hopley asked a question relating to concerns over the constitutional changes to the Health and Wellbeing Board. Councillor Woodley responded that the concerns raised were unfounded and that clear guidance had been provided at the recent Board meeting, with a clear strategy and work programme.

Councillor Hopley asked a supplementary question pertaining to the alleged politicisation of the board to the detriment of the voluntary sector.

Councillor Shahul-Hameed, responding as Chair of the Board, stated that Councillor Hopley's concerns had not been raised at the recent Board meeting, and that the Board was developing a strategy and action plan.

Councillor Wood asked for an update on the progress of the Legacy Youth Zone. Councillor Flemming responded that work was expected to start on site in January 2018 and that the plans were for the centre to be open every day and evening, with young people involved in shaping the plans.

Councillor Wood asked a supplementary question related to safe travel for young people attending the facility. Councillor Flemming responded that young people had raised safety as a key issue for them. A report was due to be presented to Cabinet in January 2018, where full details of transport and other matters would be detailed.

Councillor Hollands asked a question related to senior Members of the Majority group expressing disappointment at the Thornton Heath leisure centre. Councillor Godfrey responded that residents had been unhappy with the service as was the administration; a strong bidding process for a new operator was to be set up. That would ensure that a quality operator would be in place for the facility.

Councillor Rendle asked a question related to an All-Party Parliamentary Group report expressing headteachers' concerns over support for autistic children in schools. Councillor Flemming responded that teachers and assistant teachers needed more support in schools and that the issue needed support across both parties.

The Mayor then moved the item to the final pool of Cabinet Members.

Councillor Ali announced that a Public Safety Protection Order (PSPO) would soon be in force in the town centre after consultation with residents.

Councillor Perry asked a question pertaining to the Mayor of London's planned changes to back-garden development. Councillor Butler responded that the opposition was using emotive language on the matter, and that the Council would respond to the consultation on the plans.

Councillor Perry asked a supplementary question on whether the Council would oppose the proposals. Councillor Butler responded that the plans would be looked at in detail however there was recognition for the need for more homes in London.

Councillor Canning asked for an update on the success of the landlord licensing scheme. Councillor Butler responded that it had been a success and

that a report would be submitted to a future Cabinet meeting outlining the statistics.

Councillor Canning asked a supplementary question on the positive effect the scheme had made to a Waddon resident. Councillor Butler responded that she would pass on thanks to the officers involved and that the preference was to work with landlords to provide improved homes rather than to depend solely on prosecutions.

Councillor Dudley Mead asked a question around concerns arising from the published financial accounts of Brick by Brick. Councillor Hall responded that the published accounts reflected early stages of the development programme. The next set of accounts would provide a more accurate reflection of the assets of the company, as development works on some sites would be completed.

Councillor Dudley Mead asked a supplementary question pertaining to concerns on the governance structure of the Brick by Brick company. Councillor Hall responded that it was the central government restrictions on councils' abilities to build council homes that necessitated the setting up of organisations such as Brick by Brick to provide affordable housing.

Councillor Clouder asked a question on youth knife crime and whether there was support for the Central Croydon MP's parliamentary work on the issue. Councillor Ali responded that she supported the work of the MP and that the Council was taking actions across the borough to tackle the issue of knife crime. That action included working with partners such as schools and community organisations, and bidding for funding to undertake further programmes and initiatives.

Councillor Helen Pollard asked a question relating to the planning process when considering the protection of green spaces in the borough. Councillor Butler responded that there were local protections for such spaces as well as protections under the London Plan and government regulations.

Councillor Helen Pollard asked a supplementary question pertaining to how evidence was considered when deciding on development on such spaces. Councillor Butler responded that the methodology applied was the same as under the previous administration.

Councillor Rendle asked how anti-social behaviour would be tackled in the context of further government cuts to the Metropolitan Police. Councillor Ali responded that the cuts were a concern particularly in the context of the rise in violent crime in London. Ward budgets were being used to tackle anti-social behaviour such as in Ashburton Ward which had been a success.

Councillor Gatland asked a question pertaining to a planning application at Coombe Road playing fields.

The Chief Executive advised that Part 4A of the Constitution disallowed questions related to a live planning application.

Councillor Gatland asked whether the Cabinet Member was satisfied with the planning process. Councillor Butler responded that she was satisfied with the process and that it adhered to requirements as stated in legislation.

Councillor Pelling asked a question on work undertaken to protect residents from potential vehicular terrorist attacks. Councillor Ali responded that the Council was working with Police counter terrorism command and organisers of events in Croydon were required to consider the issue, such as Crystal Palace Football Club on match days.

Councillor Pelling asked a supplementary question on how the growth fund could be used to promote further work on the issue. Councillor Ali responded that a report would be presented to a future meeting of the Cabinet describing in detail what was being undertaken.

Councillor O'Connell asked a question on the proposed merger of borough commands in London by the Metropolitan Police. Councillor Ali responded that the proposals were in response to the scale of the cuts by central government on Police budgets, and that the Council had raised concerns over the proposals.

Councillor O'Connell asked a supplementary question as to whether the proposals were being considered regardless of the budget cuts. Councillor Ali responded that the proposals were a response to the cuts to Police budgets.

18/17 **Member Petitions**

Councillor Clancy, introduced the submitted petition which read:

“Please stop the access restrictions coming into effect as of 4th September 2017 – Woodcote Primary School Coulsdon. Parents, carers and residents were not consulted about this scheme before implementing this pilot. We find this scheme to be grossly unfair and as a collective punishment.

“This area’s demographics necessitates the use of cars due to lack of accessible transport. Croydon Council is insisting children from age 3 walk, cycle and catch a non existing bus service to Woodcote Primary School. The Council also recommends parking on surrounding roads who have similar access, congestion and other safety issues. So therefore have placed a band aid on these roads and this will exacerbate existing complaints.

“Will Cllr Stuart King provide us with a report which suggests this pilot scheme is plausible. Especially to Woodcote School who has zero safety breaches (no accidents) sustained on the restricted roads. Yet they must and should be trying to improve safety on Smitham Bottom and Woodcote Grove A237,

which are in dire need of improvements. So in effect pushing vulnerable children out of a safe zone and onto an unsafe main road.

“Residents are also in disagreement as they do not wish to be restricted by permits to access their own homes.

“We urge the council to immediately halt the pilot and invite residents and parents to have a discussion with aim to satisfying all parties where possible.”

Councillor King responded that the pilot scheme was introduced due to concerns of unsafe conditions at the school gates. The consultation would conclude in March 2018 at which point the scheme would be assessed and a report taken to the Traffic Management Advisory Committee (TMAC) where it would be decided whether to continue the scheme or not.

Councillor Wentworth introduced the submitted petition which read:

“We call on Croydon Council to take urgent measures to deal with the high volume of traffic and speeding problems in Bradley Road, Moore Road and Woodend SE19.”

Councillor King responded that the most practical option was to restrict the road to a one way system. A commitment was made to add the road to the list of roads to be considered for such works, and that residents would be consulted on any proposals forthcoming.

Councillor Flemming, introduced the submitted petition which read:

“We the undersigned residents of Green Lane and surrounding areas call upon the Council and partner agencies to provide the following:

1. A greater visible police presence.
2. A permanent CCTV camera along Green Lane parade and surrounding side streets.
3. Resurfacing of the Green Lane parade and provision of street furniture.”

Councillor Ali responded to the first point in the petition, stating that the police provided a visible presence in target areas in the borough. The Police regularly bid for extra resources and the hope was that the increase in wards resulting from the boundary review could provide more access to policing resources. Responding to the second point in the petition, Councillor Ali stated that the Council had secured a new set of deployable CCTV cameras that allowed for more flexibility in the allocation of areas for coverage.

Councillor King, responding to the third point in the petition, stated that officers analysed areas most in need, and that the area in question had been recently analysed and the condition deemed safe. The area would continue to be monitored on a monthly basis.

At this point in the meeting Councillor Newman proposed, and Councillor Tim Pollard seconded, that the meeting be closed.

The motion was put to the vote and was carried unanimously.

20/17 **Exclusion of the Press and Public**

Not required.

The meeting ended at 9.27 pm

Signed:

Date:

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For General Release

REPORT TO:	COUNCIL 29 January 2018
SUBJECT:	CROYDON QUESTION TIME: A) PUBLIC QUESTIONS B) LEADER AND CABINET QUESTIONS
LEAD OFFICER:	Stephen Rowan, Head of Democratic Services and Scrutiny
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT:	
The business reports of the Leader and Cabinet are prepared in accordance with the Council Procedure Rules at Part 4A of the Constitution.	

1. EXECUTIVE SUMMARY

- 1.1 This report outlines the process for:
- a) public questions;
 - b) questions to the Leader and Cabinet from Councillors

2. BACKGROUND

- 2.1 Part 4A of the Constitution details the process that allows for the Leader and Cabinet Members to take oral questions. The Question Time is split into two parts, public questions and Councillors' questions to the Leader and Cabinet.

Public Questions

- 2.2 Public questions can be asked of the Leader or Cabinet Members on issues of policy at the Meeting as set out within the Constitution Part 4A, Sections 3.16 - 3.20. Any questions of a purely factual or of a detailed nature that cannot be answered on the evening shall be noted and shall receive a written response within three weeks following the meeting. The responses shall be published on the Council's website.
- 2.3 Public Questions shall only be taken at Ordinary Council meetings and shall be allocated a total time of 30 minutes. This time frame shall include both the questions and responses by the relevant Cabinet Members or Leader.
- 2.4 The Mayor has absolute discretion to decline to allow any question to be dealt with under this procedure on the grounds that it addresses matters that would be inappropriate to consider at the meeting, including where the questions being asked are repetitive or have already been addressed.

- 2.5 Questions shall be dealt with in the order in which members of the public seated in the public gallery are invited by the Mayor to address the Leader or Cabinet Member. Members of the public invited to put their questions will also be permitted to ask a single supplementary question but shall do so only if called upon by the Mayor to do so as this may be subject to time constraints.
- 2.6 The Mayor may also accept questions from Members of the Public submitted by email to the designated email address by 12noon on the Friday prior to an ordinary Council meeting. The Mayor will put questions received by email to the relevant Cabinet Member and, where a number of questions are received on the same subject, the Mayor may put a summary of those questions instead.

Leader and Cabinet Questions:

- 2.7 This item is to enable Members to ask questions of the Leader and Cabinet on issues of policy. Any questions of a purely factual or of a detailed nature that cannot be answered on the evening shall be noted and shall receive a written response within three weeks following the meeting. The responses shall be published on the Council's website.
- 2.8 Questions which relate to a current planning or licensing matter or any matter relating to an individual or entity in respect of which that individual or entity has a right of recourse to a review or right of appeal conferred by or under any enactment shall not be permitted. In addition, questions shall not be received or responded to where they pertain to anticipated or ongoing litigation, conciliation or mediation or any employment or personnel related issues or disputes.
- 2.9 The Leader shall be the first to respond to questions under this item and the total time allocated to questions by Members to, and responses from the Leader, shall be 15 minutes. The first two minutes of the Leader's 15 minute slot may be used by the Leader to make any announcements.
- 2.10 Cabinet Members, divided up into three 'pools' of three Members each, shall thereafter respond to questions by other Members of the Council. The total time allocated to each 'pool' of Cabinet Members shall be 30 minutes. The three Cabinet Members shall each be permitted to use two minutes of this 30 minute slot to make announcements.
- 2.11 The 'pools' for this meeting will be as follows:

Pool 1

Name	Portfolio
Councillor Timothy Godfrey	Cabinet Member for Culture, Leisure and Sport
Councillor Alisa Flemming	Cabinet Member for Children, Young People & Learning
Councillor Louisa Woodley	Cabinet Member for Families, Health and Social Care

Pool 2

Name	Portfolio
Councillor Alison Butler	Deputy Leader and Cabinet Member for Homes, Regeneration and Planning
Councillor Hamida Ali	Cabinet Member for Communities, Safety and Justice
Councillor Mark Watson	Cabinet Member for Economy and Jobs

Pool 3

Name	Portfolio
Councillor Stuart Collins	Deputy Leader and Cabinet Member for Clean, Green Croydon
Councillor Stuart King	Cabinet Member for Transport and Environment
Councillor Simon Hall	Cabinet Member for Finance and Treasury

2.12 Representatives of political groups may give advance notice to the Council Solicitor by 12noon on the Friday preceding an ordinary Council Meeting, the names of the first two Members of their respective political group that they wish the Mayor to call to ask a question of each Member of the Cabinet, including the Leader of the Council.

2.13 After those Members have been called, the Mayor will call Members that indicate they have a question, with a presumption of inviting questions from as many different Members as possible. Each Member asking a question will also be allowed to ask a supplementary question.

3. Cabinet Member Bulletins

3.1 The Leader of the Council and Cabinet Members may submit bulletins to be included in the Council agenda papers for this item. Bulletins may summarise the business undertaken by a Cabinet Member since the last ordinary meeting of the Council. The bulletins can be found at Appendix 1.

CONTACT OFFICER: James Haywood
Senior Democratic Services and
Governance Officer
Ext 63319.

BACKGROUND DOCUMENTS: None

APPENDICES: Leader and Cabinet Member Bulletins

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Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018

Latest News

Westfield

We've had a fantastic start to the New Year with the Mayor of London signing off plans for Croydon's very own Westfield. With this final confirmation, demolition of the Whitgift Centre will begin at the end of this year to make way for the £1.4bn shopping centre along with over 7,000 jobs for our local people.

This is a brilliant opportunity for our borough with the increase in jobs and a further investment on our culture offer. In Sadiq's own words, this is a venture that will "unlock Croydon's potential". I believe that to be true in more ways than one.



Budget

The work on finalising the budget proposals has been continuing. In the Government's Draft Local Government Financial Settlement announcement just before Christmas, they confirmed the grant cuts previously announced. It means that, since 2010, there will have been a near three-quarter reduction in government funding to Croydon. Despite limited acknowledgement by the Secretary of State of



Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018

the pressures that local government faces notably in adult and children's social care, no new money was provided, rather the Secretary of State increased the level that Councils can increase council tax from 1.99% to 2.99% and reconfirmed the adult social care levy. The figures released assume that every council applies the maximum permitted level of increase. This means that local residents, through council tax, will be expected to bear the cost of these national responsibilities. We remain committed to delivering for Croydon, even in the face of the unfair and inadequate funding from central government.

Meeting with Andy Burnham on Health Devolution

I had a positive meeting with Andy Burnham – the elected Mayor - on a visit made to Manchester in mid-January along with Cllrs Shahul-Hameed, Woodley and Mansell. It was a brilliant meeting where we discussed health devolution in Manchester and I felt inspired by the possibilities what we could accomplish here in Croydon.

While on this visit, we also met with GMHSC's Jon Rouse and former Conservative Secretary of State for Health, Stephen Dorrell, who is very supportive of the work both we and Manchester are doing to enhance the role of Local Government in the health agenda. Both meetings were equally informative as they detailed the devolution journey Manchester has been on. With the huge challenges the NHS are currently facing, Croydon will be playing a key role in improving health services to our local people and it is important that we learn from others mistakes and successes. I want the absolute best for our borough and I'm incredibly grateful to our counterparts in Manchester for being so willing to share their experiences with us.





Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018

Children's Services

We received the positive news at the end of the year when the Department of Education and the Minister of State for Children and Families gave their support for Croydon's vision and work to improve its services for looked-after children, early help and children in need. Children's commissioner Eleanor Brazil recommended that Croydon continues its work to deliver the necessary improvements after reviewing the council's plans and the progress that has been made so far. I'm so pleased and proud that such high-level trust has been placed in the council's ability to turn the service around.

Most of all, I want to thank our children's services staff for their hard work and commitment to help us to tackle the issues – they continue to work in the most challenging of circumstances, making a real difference to the lives of some of our most vulnerable children and families, every day.

New sports centre in New Addington

I'm pleased to say that things are going incredibly well with the construction of the new £30m leisure centre in New Addington. Willmott Dixon Construction have been appointed to deliver the major works for this new and exciting build while the contract has been undertaken by GLL, the UK's leading leisure charitable social enterprise. They will play a big part in developing our plans for the future by ensuring the centre is fully equipped to best meet the needs of the local community.



Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018



The centre is currently on target to be completed by Autumn 2018 and I'm expecting to see it open for our residents to enjoy within eight weeks of completion.

Croydon's Congress on Culture

The Culture Congress on 18 Jan 2018 was a really positive event that really highlighted just how important culture is to us here in Croydon. It was an opportunity for creative businesses to explore avenues of development, growth and funding as well as a chance to see the benefits between arts and businesses in our borough. I hope to see many of our local businesses flourishing this year as we work on building our growing culture offer.



Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018



I'm proud of how much Croydon already has to offer and I firmly believe that we are more than capable of becoming London's first Borough of Culture (BoC). Leading the vision for the regenerated Fairfield Halls, developing a creative programme for the borough and using its open spaces as cultural venues are among our biggest priorities. We've also already committed to staging over twenty new events and projects with the title of BoC and the £1.1m that comes with it.

The results for BoC will be revealed in February 2018. I'm looking forward to hearing good news although I know this is going to be a big year for Croydon whatever the outcome.

Housing commission

Why we set up the Housing Commission

Croydon led the way on a Co-Co-operative Councils' Innovation Network (CCIN) project. We set up the Housing Commission in September 2016 to encourage local authorities to foster co-operative, community-led solutions to the housing crisis



Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018

Our report focusses on a practical approach to how local authorities can support Community-Led Housing.

Launching the report

The Commission has produced a report with a practical focus together with 12 detailed case studies on authorities in England, Scotland and Wales and contributed its findings to the Housing Associations' Charitable Trust's project to develop a technical toolkit for local government on community-led housing.

More details can be found on the Housing Commission website

<http://www.ccinhousing.co.uk/>



Leader of the Council Cabinet Member Bulletin Councillor Tony Newman January 2018

Taking back control

I am pleased to report re the Carillion scandal that our Council had heeded the warning re Carillion's financial position. This enabled us to immediately put in place our plan to secure the future of all our libraries. We will keep you updated on our progress.



We are determined to protect and boost our libraries for residents now and for generations to come.

Councillor Tony Newman

Leader of the Council

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Clr Alison Butler - Homes and Regeneration

January 2018

Latest News – Regeneration

Update on Local Plan

The Croydon Local Plan was submitted to Secretary of State in February 2017, following Full Council approval and two rounds of public consultation. The examination in public into the soundness of the Local Plan took place in May - June 2017, before a Secretary of State appointed Planning Inspector. The examination gave the opportunity for participants to present their representations to the Inspector. Following the examination and the Inspector having regard to the written representations, the Inspector recommended a number of main modifications to the Local Plan to make it sound. Consultation on the main modifications has been undertaken in two rounds and concluded on 5th January 2018. The Council now await the Inspector's final report and, subject to the Local Plan being found sound, anticipate adoption in February 2018. All the material regarding the Local Plan can be viewed via the following link –

<https://www.croydon.gov.uk/planningandregeneration/framework/localplan>

Couple guilty of non-compliance with demolition enforcement notice

A husband and wife who jointly own a block of flats in Waddon have been found guilty of failing to comply with a council enforcement notice ordering that the block be demolished.

Derek Stansbury of Ponsonby Place, Pimlico, was found guilty, at Croydon Crown Court last Thursday (7) of non-compliance with an enforcement notice. His wife Susan Stansbury, also of Ponsonby Place, had earlier been found guilty of the same offence after standing trial in November 2015.

Croydon Crown Court heard the enforcement notice was first issued to the previous owner of the development – a block of nine flats in Theobald Road, Waddon – in April 2010 after it was found to not have been built in accordance with the planning permission granted by the council.

Despite repeated pursuing by the council, the former owners failed to comply with the notice before putting the property up at auction, where it was bought by the Stansburys in 2013. The council contacted the couple directly to inform them that, as the new owners, it was now their responsibility to comply with the notice and demolish the block of flats. However, this was ignored and no action was taken, leaving Croydon Council with no option but to take legal action.

CLr Alison Butler - Homes and Regeneration

January 2018

Judge Peter Gower, bailed the pair, adjourning the sentencing pending the outcome of confiscation proceedings under the Proceeds of Crime Act.

Growth zone infrastructure projects update

In December, the cabinet approved a programme of works for the Growth Zone in 2018/19. The schemes will support and enable growth in Croydon including increasing the capacity of the public transport network and improvements to the streets.

Grouped into 5 categories the schemes next year include:

- A package of measures to manage and co-ordinate the construction related traffic relating to development sites in central Croydon.
- Schemes that support improvements to the transport network including progressing designs for Fiveways junction and a tram route along Dingwall Road, cycling and walking schemes in and around the town centre, improvements along London Road, Brighton Road and Mitcham Road, bus priority measures and designs for a rebuilt West Croydon station.
- In the town centre work will continue to improve the streets and ensuring they link with proposals associated with major developments such as the redevelopment of the Whitgift Centre. Measures including more seating, improved lighting and events and activities are all planned.
- A review of the existing Controlled Parking Zone to reduce the impact of parking arising from the town centre on nearby residential streets.
- Development of energy projects including a District Energy scheme in Wandle Road and work with local communities to develop localised energy projects.



CLr Alison Butler - Homes and Regeneration

January 2018

Thornton Heath & South Norwood Regen update

We are continuing to deliver extensive public realm improvements in Thornton Heath and South Norwood as part of our regeneration plans for district centres. Works are currently underway in Thornton Heath to improve Whitehorse Roundabout, the library forecourt and Parchmore Road junction, with the latter phase due to complete this summer. Works include new paving, wider footways, better aligned pedestrian crossings, more street trees and planting, and the removal of redundant street furniture. 27 shopfronts have been fully or partially completed with final works underway now and four of the six major art pieces have been delivered on flank walls with the final two due for completion in 2018. The improvements to Station Road and Market Parade in South Norwood are almost complete,



creating generous, high quality public spaces with increased space for the monthly community led Clocktower Market and incorporating ideas that directly relate to South Norwood and its history.

We are also excited to welcome the Lumiere lights festival to Trumble Gardens in Thornton Heath on Saturday 27 January, which will coincide with the second community led CR7 market, alongside spoken word, dance and music performances as part of the festival. For more information on the festival see:

<http://news.croydon.gov.uk/festival-light-light-thornton-heath/>

Brick by Brick Housing award

On the 23 November, Brick by Brick, the development company set up by the council, was named as a winner at the Inside Housing Development Awards.

At the awards, which celebrate the very best residential developments across the UK from the past year, Brick by Brick was given the Best Architectural Design Award in recognition of its work on Croydon's Smaller Sites programme.

Set up to ensure people in Croydon have access to high quality and affordable housing, Brick by Brick is set to deliver more 1,000 new homes on sites throughout Croydon by 2019. Around 50% of the properties consented thus far will be affordable homes, with the remainder being private homes for sale.

The Smaller Sites project brings the best of architectural talent to bear on small, forgotten parcels of land and demonstrates that they can help address the housing crisis.

CLr Alison Butler - Homes and Regeneration

January 2018

The judges said: “Brick by Brick has a good and strategic approach to difficult and unloved sites. It has created varied architectural responses and good outcomes. There has also been a real sense of partnership.”

For more information on Brick by Brick projects see www.bxbdevelopment.com or follow @bxbdevelopment on Twitter.

Crystal Palace Football Club planning App

Croydon Council is continuing to work with Crystal Palace Football Club on its ambitions for Selhurst Park. A small number of properties on Wooderson Close will need to be purchased if the club’s redevelopment plans are granted planning permission.

If the scheme is given the go ahead, the council will work closely with affected residents to ensure they are provided with suitable alternative accommodation, prior to any work getting under way.

Latest News – Homes

Council and national charity team up against homelessness

Croydon Council jointly hosted an event with national charity Crisis on how to improve support for homeless people.

Have Your Say: A Plan To End Homelessness brought together representatives from dozens of organisations that have a role in tackling the problem, from Council officers and civil servants to academics and business groups.

The event was one of four nationwide that Crisis is holding to consult the public, private and charitable sectors on how best to support homeless people. In Croydon the focus was on those with complex needs, such as poor mental health, criminal convictions or a history of substance abuse.

A discussion took place to develop a homelessness prevention approach called Housing First, which has been used in countries like Finland to give rough sleepers accommodation first and then identifies how to provide the support that helps them stay there.

Recommendations arising from the event will form part of a Crisis policy submission to the Government next year.

Clr Alison Butler - Homes and Regeneration

January 2018

Better tenancies under new affordable housing partnership

Around 100 households now have longer tenancies after transferring to a new charitable partnership set up by Croydon Council to deliver affordable rental properties.

Croydon Affordable Homes (CAH) was set up last summer with the goal of renting out at least 340 local homes costing a maximum 65% of the usual private rent to borough residents by 2020.

Part one of this plan is complete, with 96 one-, two- and three-bedroom properties now having formally transferred from temporary housing to becoming part of CAH. The 96 properties are a mix of houses and flats in areas including New Addington, Selhurst and Sanderstead. Rents have not gone up as a result of the deal.

Borrowing restrictions mean the council cannot fund these developments through its Housing Revenue Account, so the creation of CAH allows the same outcome of delivering affordable rented properties across the borough.

The council is also looking into buying a further 250 properties and transferring them to CAH, which would then repay the council by attracting external investors and using Right To Buy sales money.

The new charity that oversees the running of CAH with council support will allocate a minimum of £20,000 per year to good causes, with a focus on preventing homelessness and contributing towards affordable housing.

Tenants Xmas party & community clean up

This year's Residents' Christmas Afternoon Tea was held at the Jury's Inn Hotel, Wellesley Road on Wednesday 13 December 2017.

It was an opportunity for council officers and councillors to thank tenant & leaseholders from across our housing estates for all the time and energy they have given to work with the council to improve housing services and their local communities during the past year.

The event was attended by The Worshipful the Mayor of Croydon, Councillor Toni Letts OBE, and a raffle was held on behalf of her two local charities –The Croydon Operatic and Dramatic Association (CODA) and the Samaritans of Croydon and Sutton.

CLlr Alison Butler - Homes and Regeneration

January 2018

The event was sponsored by our repairs partner Axis, who also kindly provided some rather nice raffle prizes!

The Director of Housing Needs, Mark Meehan very kindly put himself up as a raffle prize, and will be taking the winner out to lunch.

The afternoon was thoroughly enjoyed by both the residents and staff, with refreshments including a buffet tea, cakes and mince pies.

The sum of £100.01 was raised for the Mayors charities.

Croydon in post-Grenfell funding warning to Government

In recognition of the unprecedented funding gap for councils in improving tower block fire safety unless the Government helps them pay for it Croydon Council has written to request a face-to-face meeting with the housing minister to discuss the “long-term financial burden” of implementing its £10m sprinkler programme without funding help.

In the months since the council committed to retrofitting sprinklers in 26 of its tallest residential tower blocks, the Department for Communities and Local Government has twice refused to either contribute towards Croydon’s programme or relax council borrowing powers.

Croydon was the first council in the country after the Grenfell fire to announce on 19 June it would pay for and install sprinklers in residents’ individual flats as part of its response. Work began in October on the first of 25 blocks with 10-12 storeys, and one eight-storey sheltered block.



Clean Green Croydon

Cabinet Member Bulletin

Councillor Stuart Collins

January 2018

Investing in a Cleaner, Greener Croydon

The beginning of March will herald the start of the new street cleansing services for Croydon under the South London Waste Partnership contract with Veolia. This is something I am very much looking forward to as it will usher in a more rigorous set of performance standards which will enhance the standard of street cleansing in the borough and ensure fly tips are cleared from our streets more quickly. Further improvements to the waste and recycling service are scheduled for October.

Much hard work has been put in already by the council's contract monitoring officers in partnership with Veolia which has resulted in a vast improvement in the standard of sweep and the speed at which fly tips are removed. Officers are now preparing a robust inspection regime to ensure the standards of the new contract are adhered to.

Around 200 inspections of our streets are currently undertaken with Croydon staff and Veolia each month. This is set to continue into the new contract, as well as new systems to ensure that streets are maintained to the B standard at all times.

Additionally, Veolia staff will be trained to assist the borough's enforcement officers with their investigations and will report fly-tips proactively which will be a big help in the continuing crackdown against fly-tipping.

A brief summary of some of the improvements residents can expect to see as part of the new contract:

- Streets swept to a grade A standard
- Streets maintained to at least a B standard at all times
- Flytips removed within 24 hours of being reported.
- Orange street cleansing bags removed on the same day they are produced.

The following pages show some images of what the grade A and grade B standards will look like in practice, as well as some information on how to report environmental issues to the council, which will ensure that if you are experiencing any issues with flytips or your waste and recycling collections, that these are resolved as quickly as possible.



Clean Green Croydon Cabinet Member Bulletin Councillor Stuart Collins January 2018

Streets Swept to Grade A Standard



Streets Maintained to a Grade B Standard at all times





Clean Green Croydon Cabinet Member Bulletin Councillor Stuart Collins January 2018

f /ilovecroydon @DMWCroydon

WWW.CROYDON.GOV.UK/DONTMESS

HELP US HELP YOU



THE MOST EFFECTIVE WAYS FOR YOU TO LET US KNOW ABOUT ANY PROBLEMS WITH ENVIRONMENTAL ISSUES SUCH AS MISSED BINS, FLY-TIPS, GRAFFITI, ETC ARE...

ONLINE 24/7

www.croydon.gov.uk/doitonline/report-it where you can see a full list of everything that you can report online.

USING MY ACCOUNT

Use My Account www.croydon.gov.uk/myaccount to check if we know about a problem and, if we don't, you can either report anonymously or set up an account where you can track the progress of your report.

Please see My Account for a complete list of services available.

PHONE

Our customer contact centre is open Monday to Friday between 9 and 4, and our advisers are on hand to help you. Call **020 8726 6200** for all environmental issues including waste collections, recycling and potholes.

Call the fly-tip hotline on: **020 8604 7000** (option 2 for fly-tipping)

EMAIL us on: flytip@croydon.gov.uk

HOW LONG WE TAKE TO RESOLVE THE ISSUE DEPENDS ON WHAT YOU'RE REPORTING, BUT WE'LL TRY TO GET EVERYTHING RESOLVED AS SOON AS POSSIBLE. FOR FURTHER INFORMATION PLEASE VISIT WWW.CROYDON.GOV.UK

USING A SMARTPHONE 24/7

Download the free My Croydon smartphone app and you can report issues to us on the go in 3 easy steps.

- Select the category you want to report
- Add a photo
- Confirm the location - and you're done!

Complete list of services available on the app.



CROYDON
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Families, Health and Social Care Cabinet Member Bulletin Councillor Louisa Woodley JANUARY 2018

LATEST NEWS

As this is my first bulletin of 2018 I would like to wish you all a very happy and healthy 2018.

I am starting by thanking all the council, health and voluntary sector staff that have been working to develop and deliver the new One Croydon services that have been introduced in the borough.



These new services are providing a more personalised and joined-up approach to health and care services for older people in Croydon and are already improving people's lives. I would particularly like to acknowledge their hard work during the recent very challenging weeks. Staff in the new services have worked closely with hospital staff and local GP practices to ensure that Croydon residents did not experience the same high levels of hospital delays and cancellations that we have seen in other areas.

These new services are the start of a radically new way that Croydon health and social care services are working in partnership to improve the outcome for people.

Our vision 'Working together to help you live the life you want'

More information: Rachel.soni@croydon.gov.uk or Kathy.wocial@croydon.gov.uk

Living Independently for Everyone – LIFE

During 2017 we integrated our services through the One Croydon Alliance and introduced new models of care through our integrated out of hospital business case. These new services (for example, the 'Living Independently for Everyone' – LIFE, and the Discharge to Assess models) are already having a positive impact on our delayed transfers of care and hospital and/or care home admission avoidance.

These services are providing a stronger and more coordinated approach to winter pressures across the whole health and social care system in Croydon.

Already, the model has made a significant and positive impact during the Christmas period. The Croydon Alliance model has allowed a better and more robust response to the pressures and has seen the Croydon health and care system perform better than our neighbouring systems. We have had very good initial results, particularly on the length of acute hospital stay and hospital admission avoidance. Also, we are seeing a far greater percentage of people not requiring long term domiciliary care and our permanent care home admission rates have dropped. There is also anecdotal evidence (feedback from staff and service users) that LIFE and Integrated Care Network services have produced good outcomes for wellbeing for many residents, there is an example below.

The model received much praise from the 'National Home to Hospital Team' who visited us in November, and they are promoting us as a good practice example for others to learn from.

Case study, Mrs DW (100 years and 4 months old)

Mrs W contacted the 111 service on 31 December 2017 in the evening after her private carer, who provides a morning and afternoon visit assisting with transfers in and out of bed and emptying her commode, informed her she was unwell and unable to provide her usual support.

Mrs W's told the 111 service she was worried as she was unable to get in and out of bed without support and her commode had not been emptied, and she was feeling unwell and anxious

The 111 service contact the Council's Emergency Duty Team and SV (an advanced social worker) arranged support for Mrs W via the Surecare agency that is the allocated agency to provide emergency care on out of hours as part of the Croydon Alliance LIFE model. Surecare arranged support for Mrs W immediately.

Surecare's intervention as part of the LIFE team, was able to ensure her care needs were met and prevented a hospital admission. In the past, without the new life model, many older people at risk may have had to go to hospital, something the LIFE model helps to prevent.

More information: Pratima.Solanki@croydon.gov.uk

Are you ready to make a change in 2018?



After those festive treats, we know that making New Year's resolutions, and sticking to them, can be daunting - but help is on hand!

The JustBe Croydon website at www.justbecroydon.org has been created to provide residents with information, advice and support to make it easier to give up unhealthy habits and start 2018 with positive intentions.

By taking a short health MOT at www.justbecroydon.org/health-checker/health-mot/ you can assess your own health and you will receive a personalised report with advice to help you make improvements to your lifestyle in the New Year.

Do also look out for the billboard posters around Croydon with a 'New Year, New You' message that aim to get you thinking about any changes you would like to make in the year ahead.

More information: Rachel.Flowers@Croydon.Gov.UK

Takeover Challenge

On Friday 24 November 68 young people took over some of the top jobs in the Borough as part of Croydon's first Takeover Challenge. Adult social care and all age disability played its part and hosted 3 young people aged 14 and 15 who are students at Meridian High School, Archbishop Tenison's and Cotelands.



They started their day by meeting with Pratima Solanki, director of adult social care and all age disability. An engaging conversation was had, with the young people grilling Pratima about the service and making some really interesting suggestions. They then moved onto meet head of safeguarding, Nick Sherlock to learn about how Croydon manages safeguarding – an incredibly important topic that everyone should know about. The busy day continued by learning about the range of person centered day services available and meeting the Autism service gardening group, who maintain the 8th Floor café gardens in Bernard Weatherill House.

After lunch the group visited the autism service at Chatsworth Road and chatted to the staff, clients and service manager Paul Wallingford. The final meeting before all participants got together for the Town Hall celebration reception, was a question and answer session about mental health services – another challenging area.

The overall feedback was very positive - 100 per cent would recommend other young people participate in the Takeover Challenge. Pratima and all the staff who were involved found the experience incredibly rewarding, particularly being able to learn about peoples first hand experiences with some of the services Croydon provides, and are looking forward to next year!

More information: Pratima.Solanki@Croydon.Gov.Uk

Helping customers in emergency accommodation

The numbers in nightly charged accommodation continue to fall from a high of 907 in August 2016 to the end of year figure of 675. Of this figure only 86 are in shared accommodation and of the majority of these are single households. The number of families in shared nightly accommodation over 6 weeks still remains historically low and as remained between 0-3 for the last 3 months.

This success has been due to the continuing excellent performance of a number of teams:

- Preventing 60% of all cases that see the prevention and advice service
- Reducing the backlog within homeless casework
- Making better use of alternative accommodation such as Concord, Sycamore and Windsor
- Increased assistance to help households in bed breakfast to find their accommodation in the private sector
- Increase in supply of longer term accommodation

Because of the reduction in the use of nightly charged accommodation we have been able to hand back a number of block booked nightly charged accommodation that was either further away from Croydon, or, where we had received high levels of complaints around standards.

More information: Paul Aston: paul.aston@croydon.gov.uk

A health check on our safeguarding practice

During January, we will be having an independent audit of our safeguarding practice in adult social care. Nick Sherlock, head of safeguarding a quality assurance, has planned this so we can understand what we are doing well and highlight any areas that may need development.

The audit is in two phases,

A fact finding exercise having discussions and engagement with key safeguarding practitioners and managers. This will be followed by the auditing of randomly selected cases focusing on:

- Concerns which do not go onto Section 42 Enquiries
- Safeguarding Enquiries
- Implementation of protection plans post Case Conference

Once the audit is complete, the senior management team will receive an overview report and the outcomes shared with the Safeguarding Board.

More information: Nick.Sherlock@Croydon.gov.uk

DELIVERING OUR AMBITIONS

Substance misuse team making a difference

It's always good to see the excellent work completed by the substance misuse team at Croydon. Shalene, who has recently completed her Level 3 Diploma in health and social care, received a beautiful bunch of flowers and a card from a client thanking her



'Dear Shelene,

I want to thank you so much for all the help you have given me,

it has changed my life so much for the better...'

Paul Richards, Principal social worker & head of mental health social care, explained that this was a great example of the worthwhile work that the team do and particularly good practice from Shalene.

For more information: paul.richards@slam.nhs.uk

Victims of Modern Slavery - Local Authority Pathway Programme

The safeguarding adults team have worked closely with colleagues across the council to submit a bid to the Department for Communities and Local Government to fund a project to help and support victims of modern slavery.



According to the *Underground Lives* report, published by Hestia in November 2017, Croydon had 61 cases of modern day slavery since 2016. This was significantly more than any other borough with the vast majority (51) of victims being female victims of sexual exploitation.

Croydon has long recognised the issue locally and formed a committee against trafficking which now sits jointly under the Children's and Adults Safeguarding Boards. This sub-committee looks to drive a slavery prevention agenda forward in Croydon and to educate local businesses and groups.

If successful this bid would fund the project which aims to help survivors develop independence and create appropriate links in the Croydon community. Examples of this are work, accommodation, health, social activities, mental health, legal, financial and education (including language skills) resulting in long term meaningful and lasting changes to their lives.

More information: Nick.Sherlock@Croydon.gov.uk

WORKING WITH PARTNERS

We are Sugar Smart Croydon



In my last newsletter, I told you about our plan to make Croydon a SUGAR SMART borough in 2018. We are working in partnership with the Jamie Oliver Foundation and the charity Sustain on this exciting new campaign to increase awareness of sugar in our food and drinks, its health implications and to reduce the amount of sugar adults and children consume.

The campaign was launched at the **New Year, New You Surrey Street Sunday Market on 14th January**, an event for individuals and families to learn more about

sugar's effect on health. Information was available to help people take a few easy steps to reduce the amount of sugar in their diet.

In Croydon, around 1 in 4 children or more have decayed, missing, or filled teeth by the time they're five years old. What's more, 1 in 5 children starting primary school are overweight or obese. This rises to well over 1 in 3 by the time they start secondary school. These problems can persist into adult life and can cause serious diseases such as type 2 diabetes, heart disease and some cancers. It's time to kick our sugar habit!

The SUGAR SMART campaign encourages Croydon residents, businesses, and other organisations to sign up and make small pledges to reduce the amount of sugar in the food or drinks you consume, offer and promote.

For more information email sugarsmart@croydon.gov.uk, visit www.croydon.gov.uk/sugarsmart. We look forward to welcoming you on board!

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Communities, Safety and Justice

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Latest News

Community Safety

Seasonal crackdown on burglary

Operation Bumblebee saw police officers intensify their efforts to work with police forces from across the country to target burglars who try to evade capture by travelling across county lines.

Meanwhile the Met is calling on Londoners to act now and follow basic crime prevention advice to protect their homes.

- Keep your homes safe
- Ensure doors and windows are properly locked with a key when leaving home;
- Keep valuables out of sight and out of reach;
- Lock side gates and store bins behind them;
- Avoid leaving packaging outside, which may indicate you have expensive new items in your home.
- Put away heirlooms and passed down sentimental items that you do not use every day that cannot be replaced. A safe in the loft or stored in a bank is the safest way.

Tackling Serious Youth Violence event 14th Dec 2017

Following recent tragic events in Croydon, representatives from across the Voluntary and Community sector came together to meet with statutory organisations involved in tackling serious youth violence, including the council and the police. The purpose was to better coordinate our response to this high-profile issue and to maximise the borough's access to the funding available to tackle it. The council and the police shared information on how we're working to combat serious youth violence and discussed what more could be done in order to attract further funding opportunities. Community organisations valued the opportunity to meet one another because a number of the excellent projects underway operate independently. ,

From the discussions that took place, it was clear that many of the barriers to engaging with young people at risk of being drawn into violence, were commonly experienced by the agencies seeking to engage with them. It was agreed that the Croydon BME Forum would establish a Serious Youth Violence Forum to ensure better collaboration between partners and sharing of best practice. They will also take a strategic, multi-partner lead on bidding for external funding on behalf of the



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members. If you would to get involved, please contact Andrew Brown – andrew@bmeforum.org.

United against knife crime

Crystal Palace Football Club added its support to Croydon's latest plans to combat knife crime.

At the recent home game against Watford (which led to a 2:1 win, the club used its Fan Zone to help promote the Choose campaign, encouraging young people think about the choices they have – and the consequences of carrying a blade.

This included anti-knife crime rap songs from Music Relief Foundation (a group working with 11 to 19-year-olds, young people from the council's Choose Your Future campaign sharing their personal experiences of carrying a knife, and information on the range of activities and events run by the council's Youth Engagement Team.





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BRIT School supporting the fight against knife crime

The Brit School have worked with Croydon police to produce a play about knife crime which they will be taking to 12 schools this year together with the police. This important initiative will launch on Monday 12 February at the BRIT school and will enhance the offer available to all Croydon schools on how they can address young people's safety including:

- A two-hour video-based workshop over two weeks developed by Croydon Youth Offending Service titled *Every Choice Matters* which will be available to every secondary school
- Supporting schools on how to respond to incidents where knives are found in schools
- Knife detection wands offered to all schools by the Mayor of London

FJC offered support during the holiday season



The festive period is a time when most people relax and enjoy themselves, but for others it's a time of anxiety and isolation.

Statistics show that domestic abuse and sexual violence spiked last year across the UK, with some police services reporting an increase of 16% in domestic abuse calls.

For this reason, the team from Croydon's Family Justice Centre (FJC) ensured men and women knew about its services, and where to get help.

<http://news.croydon.gov.uk/fjc-offers-support-holiday-season/>



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British Empire Medal for work against FGM

Lucy Njomo has been awarded a British Empire Medal for her work to raise awareness of FGM. Lucy, from Thornton Heath, and a survivor of FGM, founded the African Youth Development Association (AYDA) – the only local community organisation campaigning against Female Genital Mutilation (FGM) in Croydon. Lucy has spent the last 10 years supporting vulnerable women and families who are at risk of, or who have survived this crime. Many congratulations to Lucy!

To find out more about AYDA, please see <http://opencharities.org/charities/1123021>



Public welcome new plans to help stop town centre ASB

A public space protection order (PSPO) to tackle antisocial behaviour (ASB) and street drinking was introduced in Croydon town centre from December 18.

The area covered will include High Street, North End, London Road, East Croydon station, Queens Gardens, Park Lane, George Street and Sumner Road.

A PSPO is an order designed to stop individuals or groups committing ASB in a public space.

<http://news.croydon.gov.uk/public-welcome-new-plans-help-stop-town-centre-asb/>





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Communities

The Community Fund Showcase

The Community Fund showcase event provides an opportunity for providers through the council's Community Fund (which represents most council funding of the voluntary sector) and service users and residents to celebrate key achievements over the first year and come together for an informal networking opportunity.

The conference will feature a keynote speech from Social Enterprise UK SEUK and there will also be presentations and performances detailing examples of key projects in action and their impact.

The conference will take place on Monday 5th February please email communityfund@croydon.gov.uk for further details.





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Croydon Community Grants Nov 2017

24 applications were received for the November 2017 round of funding through the Community Grants scheme. The applications came from a wide range of groups including sports activities, community youth development projects, women's empowerment activities and tackling social isolation, domestic violence and knife crime. 13 groups were successful with two of the applications are pending further information. Awarded amounts ranged from £1,432 to £5,000

Projects funded through this round of Community Grants include a scheme to create an outside activity space for children with profound and multiple learning difficulties which will be located at St Giles School. Another project will work with young people affected by cancer covering healthy lifestyle, family and friends relationships, goal setting, action planning, stress management and communication workshops.

The next round of Community Grants is now open for groups to apply and will close Wednesday 31st January 2018 at 5pm. For more information about the Croydon Community Grants and how you can apply please click on this link [Croydon Community Grants](#)

Holocaust Memorial Day

An event to commemorate Holocaust Memorial Day took place on Friday 26th January. Our keynote speaker for the event was Wlodka Robertson, who came to England as a child on the Kindertransport. A number of local schools performed at the event and the traditional candle lighting ceremony and the signing of the Book of Remembrance took place in the Town Hall.

In addition, Croydon central library will be displaying an exhibition and the David Lean Cinema will be screened the film Menashe on Tuesday 16 January and Saturday 27 January.



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Financial inclusion

Council nominated for its work to take the Gateway Service closer to communities

Croydon Council has been selected as a finalist in the UK Housing Awards 2018, in the category 'Innovation of the Year', for our work around taking the Council's Gateway approach beyond the local authority and its public sector partners into the community to co-produce services with local residents, help prevent homelessness and build community resilience. The awards, run by the Chartered Institute of Housing and Inside Housing, showcase the very best the housing sector has to offer.

Our flagship service, Gateway Croydon, takes a whole-family approach focussed on helping people achieve financial stability by balancing their income, budget and housing costs. By taking our Gateway approach out into the community and working as a member of the Community Connect Alliance of partner organisations from across the statutory, voluntary, community and private sectors, we have transformed the way we achieve outcomes for Croydon residents. We have created innovative solutions to ensure residents are financially stable, able to better manage their money and maximise their income through personal budgeting support, debt management, income maximisation and by gaining employment.

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Transport and Environment Cabinet Member Bulletin Councillor Stuart King January 2018

20mph Roll-out Update

On Monday 15 January 2018, the Council will go live with the 20mph speed limit in area 4 covering the south east area of the borough.

Progress is also being made on the development and introduction of area 5, covering the southwest area of the borough, which is due to be introduced by the end of March 2018.

This will then complete the Council's ambitions to introduce 20mph speed limits in residential roads across the borough to help improve road safety, discourage through traffic, encourage walking and cycling, and to provide a safer and more pleasant environment for people to live and work in.

Winning the FTA Logistics Award

Groundbreaking work in the fields of construction site controls and the management of delivery vehicle movements were key factors in Croydon Council's pollution team winning a top industry award this month.

At the Freight Transport Association Logistics Awards, the three-strong team had beaten 100 candidates to make it onto a shortlist of four, which also included Hackney Council. Croydon's team won and were awarded Logistics Champion of the Year for Public Services.

The awards celebrate supply-chain leadership and excellence, and recognise leaders who have made a significant contribution to the industry, either as individuals or as businesses.

In 2005, the team was behind the launch of the South London Freight Quality Partnership which went on to pioneer guidance and regulation for construction logistics plans (CLP). The partnership's documents have since become the industry standards and are used, copied and rebranded by many bodies, including other London local authorities.

The first major Croydon development to benefit from having a CLP was the council's headquarters building, Bernard Weatherill House, in 2013. The plan became responsible for:

- 26% fewer vehicle delivery or collection visits to site during the build and fit-out phases in comparison to the initial prediction;
- fewer vehicle movements resulting in less congestion, a reduction in carbon dioxide emissions, 2.7kg less particulates, and 266kg less nitrous oxide;



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- waste minimisation and management, resulting in 94% recycling of site waste;
- on-time delivery performance measured at 97%, compared to an industry norm of approximately 85%; and
- better control of subcontractors through the use of a contractors' handbook and embedded contractual requirements for subcontractors.

In 2016, the team started a developers' forum for Croydon town-centre CLPs. The group meets six times a year and is attended by major developers, haulage operators, consultants, TfL, utilities operators, transport officers, planners, and pollution officers to share knowledge and give guidance, instruction and communication.

This year has seen the council become part of the pioneering Low Emissions Logistics project. This partnership of Croydon, Lambeth, Southwark and Wandsworth councils has seen many other London councils expressing an interest in joining.

The project aims to combine supplier deliveries and bulk purchase materials across all four councils. And work is under way to look at the feasibility of setting up a single centre to which large deliveries can be made before distribution to individual businesses using smaller, zero-emission vehicles, leading to reduced traffic congestion and less air pollution.

Growth Zone Projects

In December, the cabinet approved a programme of £4m of works for the Growth Zone (essentially our town centre) in 2018/19. The schemes will support and enable growth (i.e. jobs and housing) in Croydon including increasing the capacity of the public transport network and improvements to the streets.

Grouped into 5 categories the schemes next year include:

- A package of measures to manage and co-ordinate the construction related traffic relating to development sites in central Croydon.
- Schemes that support improvements to the transport network including progressing designs for Fiveways junction and a tram route along Dingwall Road, cycling and walking schemes in and around the town centre, improvements along London Road, Brighton Road and Mitcham Road, bus priority measures and designs for a rebuilt West Croydon station.



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- In the town centre work will continue to improve the streets and ensuring they link with proposals associated with major developments such as the redevelopment of the Whitgift Centre. Measures including more seating, improved lighting and events and activities are all planned.
- A review of the existing Controlled Parking Zone to reduce the impact of parking arising from the town centre on nearby residential streets.
- Development of energy projects including a District Energy scheme in Wandle Road and work with local communities to develop localised energy projects.

Air Quality Action Plan (AQAP) final consultation details

The final consultation on our draft Air Quality Action Plan went live on the website on the 4 December with the closing date being 5th February 2018.

This final version of the AQAP has been sent to statutory consultees such as:

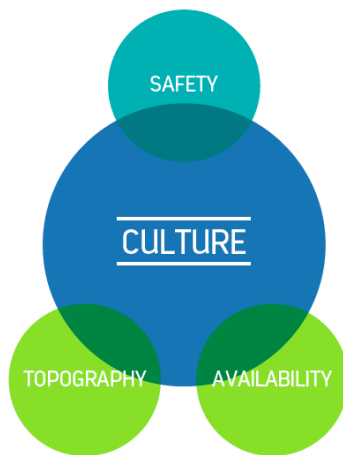
- All neighbouring local authorities
- Transport for London and the Mayor of London (who will provide a joint response)
- Secretary of State
- Environment Agency – response received.
- Other public authorities as appropriate
- Internal and external plasma screens
- bodies representing local business interests and other organisations as appropriate
- residents
- businesses
- Schools



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Cycle Strategy

In January Cabinet is being recommended to adopt a Cycling Strategy for Croydon. The Strategy aims to release the significant cycling potential in Croydon (greater than any other London borough) identified by TfL. It aims to overcome three major barriers to cycling namely 'Safety', 'Availability' and 'Topography'.



Whilst there is little we can do about Croydon's hills, we can advise people on the type of bike to buy to help them climb the hills, and we will be promoting and encouraging the use of E-bikes. We will widen the availability of bikes by expansion of cycle hire and providing cycle storage on estates and on streets for residents who want to own a bike but do not have space to keep one. The main means of improving safety and the feeling of safety will be a network of high quality cycle routes focussed on the Town Centre. We are looking to fund implementation to the tune of £20m, mostly from Growth Zone funding but

also from other sources including funding from Transport for London.

The Strategy ultimately aims to develop a stronger cycling culture in Croydon and one that is inclusive. It aims for anyone and everyone to be able to consider cycling and to get cycling and to enjoy the access, health and economic benefits of doing so.

Transport for London LIP funding

Croydon Council and every other London local authority is required to make, maintain and deliver a plan to implement the Mayor of London's Transport Strategy within its area. This is known as the Local Implementation Plan (LIP). TfL provides modest (in terms of TfL's overall budget) but much needed funding to help local authorities deliver their LIPs. LIP funding is provided via different streams including 'Principal Road Maintenance' and 'Bridge Assessment and Strengthening' funding to help maintain important transport assets, and 'Corridors, Neighbourhoods and Supporting Measures' which is the main funding source local authorities use to deliver much of their LIPs. TfL previously indicated to each local authority the level 'Corridors' and 'Principal Road' funding each should expect in 2018/19. On the basis of this, Croydon Cabinet agreed in September the allocation of funding across 2018/19 projects in order to release 2018/19 LIP funding from TfL. In December



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however TfL announced a cut in LIP funding to most London Boroughs – its response to the fact that the Government is no longer providing revenue funding for TfL. In effect, Government cuts to TfL have been passed down to us.

These cuts will inevitably impact on our ability to deliver projects across the borough although we are seeking ways to minimise the impact of this.

Cuts are also being applied by TfL to funding for Bridge Assessment and Strengthening. However after strong lobbying by Croydon, I am pleased to report that TfL has confirmed that it will still fund the Blackhorse Lane bridge works.

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Economy and Jobs Cabinet Member Bulletin Councillor Mark Watson January 2018

Latest News

Croydon Means Business

The arrival of the New Year has marked the start of 12 months of events, lobbying and celebration of local enterprise as the inaugural Croydon Year for Business gets under way.

Croydon Means Business 2018 aims to support and encourage the growth of local businesses and inspire further innovation among the borough's business community.



Over the coming year, the council and the Croydon Business Network will deliver a programme of events that aims to help Croydon's businesses continue to develop and grow, creating new job opportunities for local people and boosting the local economy.

The year will continue the legacy of the council's work with small and medium-sized enterprises (SMEs) in the borough, which follows the work of the Small Business Commission last year.

Set up by the council to explore the barriers to, and opportunities for, growth for Croydon's SMEs, the commission published a report showcasing their findings and an action plan for delivery that proposed cross-organisational working so that collectively businesses, business support agencies and the council could work together to unleash Croydon's growth potential.

A range of events, training opportunities and continued lobbying on topics including changing the way business rates are calculated for business in London compared to the rest of the UK, are planned as part of the programme which also aims to promote Croydon as 'the place to do business'.

The official programme launch will be on Tuesday 23 January at a Good Employer Network event focused on social value and the positive impact it can have on business. The session will explore how local businesses can develop the Good Employer initiatives in a way that develops their staff, boosts their profile and creates opportunities in Croydon. The launch will be followed by the Croydon



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Economic Summit 2018 which will showcase business excellence and will be focused on growing talent – exploring how we can fully engage young people in our economy through enterprise, employment and strategic decision making.

To attend the Good Employer Network launch event, and for the full programme of events including the Croydon Economic Summit 2018 , visit <https://www.croydon.gov.uk/business2018>

High Street Pedestrianisation

The High Street Pedestrianisation programme combines a multi-disciplinary cultural programme with innovative spatial, public realm interventions to activate key regeneration areas, and providing a precursor to longer term development.

This programme of meanwhile projects lays the foundation for the future and sets a new precedent to ensure that improvements, build a sense of ownership and begin to change habits and patterns of use of places that are vital to long term sustainable growth and regeneration of the borough.

The first set of projects that we will see come to life are:

Ground Art

Two striking pieces of ‘Ground Art’ designed by local illustrator Adam Halliday will celebrate a walking environment.





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Street Park

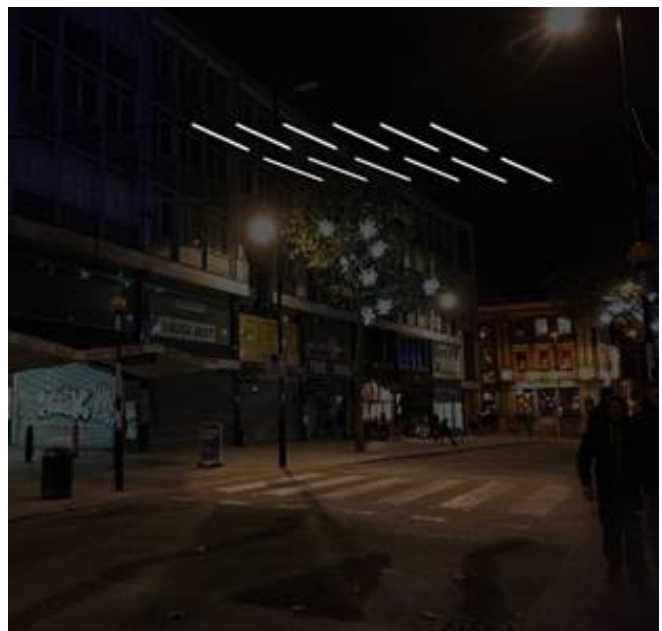


A 'Street Park' designed by multidisciplinary design collective, The Decorators will be installed as one of a series of "parklets" that will begin transforming and enhancing places for people. They will provide a space for people to meet, dwell as well facilitate a programme of small performances in a variety of locations. The first of these interventions will be installed on the High Street, with another two in the

series coming up along College Road during early spring.

Interactive lights

This installation sees a beautiful trail of suspended, interactive lights that frame and define the High Street and St George's Walk with light and colour, as well as draw in more visitors whilst enabling better wayfinding. Light artists UAU are designing and installing the light trail that responds to movement underneath it, and creates an eye catching, well-lit environment that will encourage the community to inhabit the space. This will be installed during early spring next year.



Seating Structure

The last of the series of physical interventions in and around the High Street until spring 2018 is a small bespoke seating structure that will provide much needed break out seating opportunities in the area, as well as include a small enclosed space underneath it for community workshops and



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activities. The aim of this seating is to also enable an exciting programme of cultural activities and performances throughout the summer, where the street itself becomes the stage. The construction will be robust but translucent so that in the evening, when lit from inside, it transforms into a glowing light sculpture, further illuminating the space.

Working Together

Apprenticeships & Jobs

Our first cohort of apprentices will be celebrating three months at the council this month with all of them set to pass their probation. So far, we haven't had a single apprentice drop out of the programme which is a testament to the calibre of apprentices recruited and to the invaluable experience they are gaining here at the council. The induction they received when they first started provided them with useful insight into the council and since then, they have been getting hands on experience within their roles whilst also studying towards their formal qualifications



"During the induction I learnt many things - from dress code to dealing with difficult customers in a professional manner. The induction enabled me to connect to other apprentices on a personal level and it was helpful for me to know that there are other people in the exact same position as me".

Nazifa, rent accounting officer

A group of the apprentices have already represented Croydon as Apprentice Ambassadors at Skills London, the UK's biggest careers and skills event for young people. The apprentices worked in partnership with London Councils, supporting their exhibition by promoting apprenticeships and talking about their experience as apprentices at Croydon Council so far. Croydon council had the highest number of volunteers of all London councils and subsequently receiving impressive feedback from the organisers on their sheer enthusiasm and hard work whilst helping out.

Manager and apprentice forums took place in December and the feedback from both was overwhelmingly positive. Managers' report that they are very pleased with how their apprentices have integrated so seamlessly into their respective teams and their contributions to the wider teams'



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objectives. Apprentices described their teams as ‘very welcoming’ and were particularly appreciative of how much support they’ve received since starting.

Delivery through **Croydon Works**, our job brokerage also remains strong; the service has engaged with 4 new employers in recent months creating pathways into new roles for our residents, it has rolled out training for work to 94 residents and has supported 162 residents into work.

Surrey Street Sunday Market



The Surrey Street Sunday Market returns on Sunday 14th January following a short break over the festive period. Residents and visitors to the Sunday market enjoyed two Christmas-themed events in the run up to the Christmas, including the return of Little Canada with their Little Canada Winter Carnival event and A Hoodoo’s Christmas Carol. Both events provided a Christmas-market-style experience at Surrey Street along with live entertainment for all to enjoy.

January seems a ‘New Year, New You’ event on Sunday 14th January themed around healthy living. Residents and visitors can discover a path to a healthier 2018 with free outdoor exercise classes

(including Zumba) from Nuffield Health, free health MOTs from the Council’s Live Well team and more. The Sunday market will also host the launch of Croydon’s Sugar Smart campaign – a national initiative by Jamie Oliver and charity, Sustain – to raise awareness of the health impacts of sugar. Some of the Sunday market traders will be offering low sugar/sugar-free alternatives in support of the campaign. Croydon Council will also be presented with the Sugar Smart tray in an official handover from Hackney Council.

Future events for the Sunday market include a Valentine’s Day/Pancake Day themed event on 11 February and an Easter-themed event on 11 March.

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Children, Young People and Learning Cabinet Member Bulletin Councillor Alisa Flemming January 2018

LATEST NEWS

Foster Carer received an MBE



Martin Williams, Chair of Croydon's Foster Carer's Association and a Croydon foster carer has received an MBE in this year's honours list.

Martin and his partner have been approved as foster carers for the London Borough of Croydon since September 2001. They currently have 2 boys and 1 young man in placement, each with a learning disability. Martin is a very committed foster carer and has successfully worked with these boys, who can sometimes present with challenging behaviours and successfully creates a full family life for all of them.

Martin has been active in researching clubs and holiday schemes for children with a disability and will pass on any information to foster carers. He has also volunteered at the school that the older 2 boys went to. Martin is an amazing advocate for children with disability and makes sure that he secures social and supportive help for them outside of the home.

Martin remains in contact with the first young man placed with him, and he and his partner have been very supportive and maintain a good relationship with him.

Martin quickly became involved with the fostering community and joined the Croydon Foster Carer Association ('CFCA'). Martin has now been the Chair of the CFCA for 8 years and is active and proactive in this role. As the Chair, Martin provides informal support to carers. He is always available for general advice and if he doesn't have the answer will always try and put them in touch with someone who may have the answer and in some cases he follows things up himself.

The CFCA have a monthly support group and Martin organises speakers and arranges the agenda and lunch for Croydon foster carers. This has provided an excellent forum for the department to have a dialogue with foster carers and also through the speakers for foster carers to be informed of new changes and general issues from the department. It is also an opportunity for carers to meet informally over lunch and share their experiences.

Martin is also a Croydon Mentor. When foster carers are newly approved they are given a mentor for the first 6 months of their fostering. Martin will provide weekly



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contact for new carers to ask for advice and talk through some of the problems they may have.

He has also been a member of Croydon's Corporate Parenting Panel for a number of years.

As well as working tirelessly for his own young people, Martin offers so much to the fostering community in Croydon. He is an exceptional person and we appreciate all that he does enormously.

DELIVERING OUR AMBITIONS

Croydon Young Mayor 2018

Nominations to become Croydon's first Young Mayor and Deputy Young Mayor opened on 12th January 2018, with a closing date of the 5th February 2018. All young people aged 14-17 years (as at 31st August 2018) who live, study or have studied predominantly in Croydon are eligible to be nominated in this first Croydon Young Mayor Election. All young people aged 11-18 years old who live in the borough are entitled to vote in the election.



During February and early March candidates will participate in training, briefings and question times, culminating in borough-wide voting on the 13th March 2018. Official polling stations will be located in local secondary schools, colleges, the Town Hall and a District Centre in the North and South of the borough in accordance with electoral practice. The Mayor and Deputy Mayor will be announced by the Returning Officer on the evening of the 15th March 2018.



The Young Mayor will be elected for one year to represent the views of young people and encourage them to create opportunities around issues that matter to them and their communities.

To do this they will:

- Listen and act on the views of young people in Croydon
- Encourage young people to be active citizens and champion democracy
- Recognise the value and potential in young people's ideas and fund them



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All nominees will submit a manifesto statement and campaign priority. To ensure fair and positive campaigning, all candidates will receive a pack containing election publicity to be used to promote their election campaign and let other young people know why they are standing as Croydon Young Mayor.

Further details and copies of the marketing materials, election rules and nomination packs can be obtained via www.croydon.gov.uk/youngmayor or youngmayor@croydon.gov.uk

Schools of the Year 2017

I am delighted to share with you the schools that have been selected as our local authority schools of the year for 2016/17.

Riddlesdown Collegiate:



This school has been selected as secondary school of the year due to the highly effective wide ranging curriculum that all pupils at the school receive. Riddlesdown's leaders ensure that there is a focus on achieving excellence across all aspects of school, this includes enabling students to pursue interests and talents across the arts, music and dance as well as core subjects.

Leaders in the school have worked relentlessly to ensure that pupils leave the schools having made excellent progress from their starting points. The staff are focused on planning lessons that meet the needs of all of their students and enabling them to achieve the best outcomes that they can.

Pupils are very well prepared for the next stages in their education as a result of the teaching and support that they receive at the school. Positive destinations by sixth form leavers is higher than both local and national averages, with 23% of leavers going onto the top third of HE institutions compared to 17% nationally.



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Oasis Academy Byron:



Oasis Academy Byron Primary school was judged as 'outstanding' by Ofsted at its last inspection. We have selected it as one of our Primary Schools of the year due to the excellent outcomes that they have secured for pupils across all key stages.

Leaders at the school have worked relentlessly to create an excellent, nurturing and engaging learning environment that allows all pupils to achieve high outcomes and that prepares them for the next stage in their education.

92 % of pupils met the expected standard in combined reading, writing and mathematics at the end of Key stage two compared to 63% of pupils nationally.

St Joseph's Junior School:

St Joseph's Junior school has been selected as one of the primary schools of the year due to leaders at the school having worked tirelessly to ensure that pupils achieve the best outcomes that they can. The excellent outcomes that the school achieved over the past two academic years has been as a result of leaders and staff robust approach to securing improvements. They have created an inclusive environment where all pupils are valued, supported and nurtured.



86% of pupils met the expected standards in combined reading, writing and mathematics at the end of key stage two which was well above the national average. Pupils also made excellent progress from their starting points in all three subjects.

As a result of the improvements, which have been made over the last few years, our school improvement team are confident that St Joseph's Junior school will be judged as Good in their next Ofsted inspection.



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St Nicholas SEN School:



St. Nicholas' recent inspection in June confirmed that the school maintained a good quality of education since the last inspection. The report was complimentary about many aspects of provision and confirmed the view that the school is a happy and supportive learning community where children have fun and enjoy their learning.

Curriculum planning and delivery is highly tailored to meet the individual needs of its pupils. This includes the introduction of focused communication sessions planned jointly with speech therapists which provide targeted interventions and cueing strategies to develop language skills and confidence for children with specific language needs.

The school have also been committed to contributing to the wider local offer for children and young people with SEND:

- The Assessment Lead and Deputy Headteacher supported local projects to support mainstream and specialist settings to develop tools to support tracking and reporting on progress for pupils working well below national curriculum levels.
- The Headteacher and Governing Body have collaborated well with Local Authority officers to meet the growing demand for specialist places. The reception class intake has increased this year with building works planned to increase capacity for further growth next year.



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I am proud to have St. Nicholas as part of our continuum of provision for Children and Young People with SEND.

Contact Officer: David.butler@croydon.gov.uk

Ofsted Monitoring Visit – 12th and 13th December 2017 & Commissioner Report

Our first Ofsted monitoring visit has now been completed. It was a constructive opportunity to measure our progress with the inspectors and receive their observations on the quality of our practice.

Our front door arrangements via the MASH were viewed positively by the inspection team, with our former lead inspector stating that she could see evidence of further improvements since the SIF inspection in June.

I am delighted that at the end of last year the Minister of state, Robert Goodwill MP, has advised he is 'Encouraged by the commitment the leadership of the council has demonstrated following the inspection and the steps that have been taken to better resource and build capacity in Children's Services.'

There is no complacency in the journey ahead, however, this is a positive start overall to the improvement journey and an acknowledgement of all our collective hard work over the last six months. The dates for our second monitoring visit have been confirmed for 21st and 22nd March 2018.

Mental Health Support for Schools

We are delighted to have been awarded a place on the Anna Freud Centre's Mental Health Link programme. This is led by clinicians from the Anna Freud Centre for Children and Families.

The programme consists of two free workshops

that bring together schools and local Mental Health services that aim to:

- Develop a shared view of strengths and limitations (and capabilities and capacities) of education and mental health professionals.
- Increase knowledge of resources to support mental health of children and young people.
- Ensure more effective use of existing resources.
- Improve joint working between education and mental health professionals.

To date, over 40 schools across Croydon have booked places on the training, which will take place in 2018. The first session will cover the local picture, such as available services and local plans, as well as giving us a chance to look at any training needs





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that should be covered in the second workshop. It will also look at how to measure and monitor mental health in our schools.

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Draft Local Government Financial Settlement

In late December, the Secretary of State announced the draft Local Government Financial Settlement.

The main grants were unchanged from what had been indicated last year, which means that we will see cuts to our grants, despite the increasing population and demand pressures. This is despite the fact that the LGA has identified pressures of £2 billion on Adult Social Care and a similar amount for Children's Social Services.

The response from government has been to allow local authorities to increase local council tax by 2.99% and to confirm the arrangements for adult social care precept. In all government projections, they have assumed that local authorities put their council tax up by the maximum. This puts the burden for national obligations on local council taxpayers and is wholly inadequate when set against the pressures on council.

The delays in revising the needs formula means that the unfairness of Croydon's settlement is increasing, with population growth and greater need due to demographic pressures.

There was £19million announced to assist with Unaccompanied Asylum Seeking Children. However, despite all the issues we have and representations made to ministers, notably our role as a gateway authority, Croydon is set to receive just £370,000 of this. This is against the £5million plus pressure we face in this area.

Children's Improvement Finance Group

This group, chaired by myself and with Cllr Flemming and senior officers as members, continues to meet twice a month, to ensure that the relevant resources are made available to support the improvement programme and to ensure that we have a sustainable model going forward.

There have been some £3.5million of requests that have been approved and this group has undertaken detailed work on the budgets for Children's Social Care in 18/19 to ensure that appropriate growth is allowed for.



Finance and Treasury

Cabinet Member Bulletin

Councillor Simon Hall

January 2018

Carillion

This administration had been monitoring Carillion closely for some time. Due to concerns we had, last year we ensured that the payment terms were changed, so that we were no longer paying in advance, but paying in arrears and withholding sums where there were service failures. This has protected us financially.

We had also put in place contingency plans. This is why, within less than 48 hours of Carillion going into liquidation, we had terminated the contract, brought the service in-house and transferred our excellent library staff to the Council, whilst ensuring continuity of service. I want to thank all officers who did so much work so quickly to deliver this.

Ward Boundary Changes - Polling Districts & Stations

The review of the polling districts and stations has been completed and will be presented to January Council for approval. This will ensure that the polling districts and stations reflect the new ward boundaries and facilitate electors across the borough voting. I would like to thank the officers for the hard work in bringing this important piece of work to fruition.

As the vast majority of residents will have changes to ward, at least the name, and a significant number of residents will have a new polling station to go to, household notification letters will be going out to all households in February, letting residents know of what ward they are in and where their polling station will be. In addition, where residents are changing polling station from the historic location, this will be highlighted on the polling card issued for the May elections.



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Latest News

Live Well Croydon

The Live Well Croydon Programme is making great headway in supporting Croydon residents towards improving healthy lifestyles, whether it's signposting people to local opportunities to increase physical activity, provide motivation for those who wish to give up smoking or lose weight or improve mental health and wellbeing; our team of Live Well Advisors have so far provided initial consultations to just over 260 residents. The initial consultation is the first stage of the 12 month behaviour change journey and we are now seeing a number of residents moving onto the next 3 month review stage. As can be seen below, residents are achieving some very positive results from engaging in Live Well Croydon as they work towards their longer term health goals:

Mr B – now a non-smoker at 3 months, has increased physical activity levels and improvement in mental wellbeing score.

Miss J - 7kg weight loss at 3 month review, reduction in high fat foods and fried foods within her diet; improved mental health and wellbeing.

Mr N - reduced calorie intake by 800 calories a day by making small swaps and increased his exercise from under 30 minutes a day to nearly 90 minutes.

More information about the Live Well Croydon Programme and healthy lifestyle information, advice and support can be found via: <https://www.justbecroydon.org/>

Get Active Wandle

Get Active Wandle moves into year 3 in January and is continuing to deliver positive outcomes for Croydon. The Wandle Valley Regional Park Trust have delivered a number of physical activity sessions in Croydon as a result of our support to this project and are in contact with us regarding the activities to be delivered in year 3. These include beginners running sessions at Wandle Park, family cycle rides and BMX sessions as well as family activities.

London Youth Games

Croydon's young athletes kicked off their 2018 London Youth Games campaign with a sixth place overall finish from 33 competing boroughs at the cross-country championships staged at Parliament Hill.

Croydon's 60-plus-strong squad brought home two team medals on the day.



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The medal-winning Croydon under-15 boys' team, for whom Harley Norman finished fourth

Full article available here: <https://insidecroydon.com/2017/11/22/medal-winning-performances-from-youth-games-squad/>

Friend of Park groups

44 parks in Croydon now have a Friends of park group, with the latest addition of Lloyd Park, A recent meeting with residents marked the start of yet another positive partnership between residents and the council to bring about positive improvements to parks and open spaces. The new group wants to focus on promoting the many different activities on offer in the park.

To support the network of Friends of groups, the council is running free first aid training courses for key volunteers, on 28 September and 5 October and continues to offer regular 'drop-in' sessions to enable face to face contact between groups and the Community Partnership Officer.

Great North Wood Project

Croydon is a key partner in the London Wildlife Trust's 4 year Heritage Lottery funded Great North Wood Project. The Trust received £ 669,000 from the Lottery to work with local people to revive the once great north wood. Croydon is a stronghold of woodland remnants and with the help from



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London Wildlife Trust volunteers will be able to get involved in managing these woods, learn to survey them for wildlife and take part in many community events which aim to bring to life the history of the woods, ranging from guided walks, bat survey, to spoon carving and charcoal making events. Woods that will benefit from this project are Biggin Wood, Spa Wood (The Lawns), Grangewood Park, Beaulieu Heights and Long Lane Wood.

The project is looking for keen volunteers, no experience required, to find out more visit www.wildlondon.org.uk/great-north-wood

Outdoor Active Spaces

The first of five new outdoor gyms for Croydon's parks officially opened in New Addington on 18 November. There were demonstrations on how to use the equipment, free goodie bags, and talks on how easy it is to swap to a healthier lifestyle.

The £90,000 facility installed by the council on the site of the former pitch and putt course on Goldcrest Way provides free-to-use fitness equipment that can be used all year round.

The council is investing a total of £370,000 in the five new gyms, with others planned for Purley Way playing fields, Upper Norwood recreation ground, King George's Field, and Grangewood Park.

The New Addington scheme has made use of cash allocated to Croydon's ward councillors each year for them to use on things that are seen as local priorities.

Mental health charity, the Matt Palmer Trust, are contributing £100,000 towards the costs of the project. The trust is a non-profit organisation whose goal is to support the mental well-being of men of all ages in the UK and Ireland.

If you missed the opportunity to attend the launch event follow the link opposite for event highlights: [New Addington Outdoor Gym Launch Event](#).





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Wandle Park Heritage Lottery Project

Wandle Park events wrapped up in December with the perennially popular seasonal wreath making workshop. This year with the added attraction of non-alcoholic mulled wine, mince pies and carol singing bringing in over 50 residents and families with 42 very handsome wreaths being made.



Earlier in November the Heritage Lottery funded Kenley Airfield Revival team were invited to host a World War Two poster making workshop in the café. They will be back in 2018 to host more WW2 heritage events in the park.

External organisations are seeing the park and its very accommodating layout as an ideal location for their events. Therefore, the Mela, Oktoberfest and firework/stunt displays all held successful events over the Autumn months. It carries on the legacy that Wandle Park has been home to entertainment for decades which this vintage poster confirms.

Early 2018 should see the Youth Offending Service designed and built totem pole finally installed in the park.





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Cabinet Member Bulletin

Councillor Timothy Godfrey

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Parklife

Parklife is a collaborative project with Sport England and the Football Foundation exploring the potential of Croydon hosting two football hubs in the borough. Two sites currently in scope are Purley Playing Fields and Ashburton Playing Fields. In the New Year this will be followed up with engagement with local residents group, and starting to think about the two parks more holistically and their wider development. First stage feasibility work has now been commissioned for both sites and work has already started. In the New Year further exploration will support initial feasibility by looking at the social outcomes that the hub sites will provide, for example: health improvement, crime prevention and improved educational attainment for NEETs.

Tennis Development

Initial findings from the Play Pitch Strategy indicate that facilities for tennis in the borough could be improved. Following the award of the new leisure contract to Better, this work will be taken forward collaboratively with the new leisure provider. Indicative plans include the reintroduction of pay and play at Addiscombe and Biggin Wood, and a number of larger investment projects at South Norwood Lake and Grounds, Ashburton Park, Trumble Gardens and Grangewood Park.

Registrars Service

Tell Us Once

We are pleased to confirm that the Tell Us Once (TUO) service for the Council went live on 14th December 2017.

Registrars are the first point of contact with bereaved families when registering a death. The Registrar will take basic details at this appointment and start an entry on the website and provide the informant with an individual, confidential reference number. The informant can then provide full details using this reference and all the necessary Council and government departments that the deceased interacted with will be notified, reducing the burden on the family at this very difficult period in their lives.

No major problems have been experienced to date with the system working well. Full details of this service will be put onto the Council website in early January

Passport Checks

Introduced in September 2017 this is a short term opportunity until the service becomes fully digitised in October 2018.

The initial target was 30 per month based upon the information that we had at the time.

Performance has far exceeded our expectations with 270 applicants using this facility from 1st October to 31st December improving our service to residents and providing additional income of over £4k during this period.

Bereavement Services

Christmas Memorial Service



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Over 130 people attended the Christmas Memorial Service on Sunday 10th December with over £200 being raised for charity

A new programme of events for 2017 is currently being finalised and will be distributed in January.

New Burial Land

A new planning application to extend Greenlawns Memorial Park has been submitted to Tandridge District Council following a full review of our previous application and appeal feedback addressing any issues raised.

The application will be discussed at the Tandridge District Councils Planning Committee meeting in February 2018.

Museum & Archives

In November 2017, the Museum & archives team recruited their first Apprentice as part of the Council's 2017 cohort. Abundance Matanda is following a Level 3, Cultural Heritage Apprenticeship, accredited by the National College of Creative Industries. She will be with us for at least 12 months and works Tuesday - Saturday based at Croydon Town Hall & Clocktower.

Sam Ali, also successfully graduated from his Cultural heritage trainee programme in November, along with the rest of the final cohort of HLF funded 'Skills for the future' trainees to have been trained and supported by Culture&.

November also saw the launch of 'Gujarati Yatra: journey of a people' exhibition at Croydon Clocktower, which follows the inter-generational migration of the Gujarati people from India to Africa and the UK. Croydon's historic links with this community are also explored through the East India Company's Military Training School at Addiscombe. The exhibition is one of the outputs of Subrang Arts' HLF funded project and continues at Croydon Clocktower until 14 April 2018. Croydon Art Society also held a successful launch event for their Annual Show at Croydon Clocktower in November / December 2017.

2018 marks the 150th anniversary of the foundation of Croydon School of Art, one of the borough's key cultural institutions. It was established by the Literary & Scientific Society in 1868 and, from very early in its history, had a close relationship with the Council. The Museum of Croydon's new exhibition displays 35 works from many of the artists who had connections with the School, either as students, visiting teachers or lecturers. These range from late Victorian watercolours and oils depicting Croydon in the late 19th and early 20th centuries, to graphic prints and abstract paintings from artists such as Richard Allen (1933 - 1999), John Hoyland (1934 - 2011) and Bridget Riley (b. 1931). Local artist Norman Partridge (1921 - 2002) was a student at the School from the age of 16 and two works by him, depicting the interior of the studios and teaching rooms, have been specifically purchased for this exhibition. 'Croydon School of Art' is on display in the Exhibition Gallery at Croydon Clocktower, from 20 December 2017 to 14 April 2018. The exhibition is open Tuesday - Saturday, 10.30am - 5pm (except public holidays). Entrance to the exhibition is free.



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2018 is also the centenary of the 1918 Representation of the People Act, which first gave some women the right to vote in the UK. The Museum of Croydon are participating in the HLF supported '100 Banners' project, which will produce banners inspired by the partner organisations historic collections. These will be displayed in central London in Spring 2018, before being accessioned to the Museum of Croydon collections and displayed locally to mark the centenary. Lead officer: Lindsay Ould, Borough archivist.

Rob Shakespeare will be leaving Croydon Council after 14 years as, initially, Museum Education Manager and, since 2007, Museum & archives manager. He will be joining the City of London from 5 March 2018, in the role of Principle Curator (Keats House).]

Business as usual for Croydon libraries

I am pleased to say that it's business as usual for all our Croydon libraries following the collapse of Carillion. I am pleased that we have been able to keep our libraries open and keep staff in their jobs by bringing the service back within Croydon Council and I ask you to bear with us while the transition takes place.

I'd like to thank library staff for their dedication and professionalism, particularly in dif cult circumstances.

Over the coming months we will be involving residents, as well as staff, in the task of improving our much loved libraries. Together we can build an even better library service that's an integral part of the council.

South Norwood Library is on the move

In 2019, South Norwood library is moving to a new central location, 24 Station Road, providing an opportunity to deliver a 'library for the future' in a purpose-built space. In this building, the new library will be all on one floor and users will have access to the same number of books as now as well as more computer and study spaces. This is part of Croydon's wider plans to develop the service by equipping our libraries with the latest digital technology, in fit-for-purpose buildings, so that more people can benefit from what is on offer.

Local people have been asked for their views through the council's Get Involved platform and the council has so far had a very positive response to the proposals. Whilst books are overwhelmingly the most important feature residents have also indicated that free wifi, access to computers and printers, access for local community and advice groups, access to wider council services, a local meeting space, study spaces and evening opening hours are important. The survey closes on January 14.



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Innovative school performances at Central Library

The Brit school teamed up with Central Library to offer free schools performances. The show featured walking talking books and a short interactive workshop at the beginning and at the end of the performance piece and was performed by Year 12 students. Four hundred and fifty school children saw the performances, which took place in mid-December.

Tailoring the service to local community needs

We have been working with our provider to provide a more targeted approach to introducing new book stock that reflects the needs and interests of local communities – for example in Broad Green library Tamil language books make up 50% of adult loans and the library will be stocking more Tamil language books.

Cultural and Community events

Our libraries continue to offer a range of community and cultural events for all ages ranging from the ever popular rhymetime and wiggle and jiggle events for pre-school children, to Autumn and Christmas crafts for older children and adults, to talks, health events, homework clubs and job clubs. Events and activities programmed to take place from January to March 2018 include LGBT history month, Harry Potter book night, a range of half term creative activities, Chinese New Year activities, author talks, National Careers Week, local history events, health and wellbeing events and Shakespeare week.

For General Release

REPORT TO:	COUNCIL 29 January 2018
SUBJECT:	MEMBER PETITIONS
LEAD OFFICER:	Stephen Rowan, Head of Democratic Services and Scrutiny
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: This report is prepared in keeping with paragraphs 3.26 to 3.31 of the Council Procedure Rules at Part 4A of the Constitution.	

1. RECOMMENDATIONS

- 1.1 The Council is asked to note the petitions presented by Councillors at the meeting as listed in paragraph four of the report.

2. EXECUTIVE SUMMARY

- 2.1 In accordance with Part 4A of the Council's Constitution up to three Members of the Council can present petitions to any ordinary meeting of the Council, with the exception of any meeting of the Council reserved for the setting of Council Tax.

3. BACKGROUND

- 3.1 Part 4A of the Constitution allows up to three Councillors to present petitions to meetings of the Full Council.
- 3.2 The Constitution requires that a petition must contain "the signatures of at least 100 local people or 50% of the local people affected by the subject" in order to be presented at a Council meeting.
- 3.3 The full petition wording of each of the three Member petitions to be received will be included in the Council agenda (see paragraph four below). The Member petitions will be received but shall not be the subject of a debate or questions at that or a subsequent Council meeting.
- 3.4 Where possible, the Cabinet Member shall provide a response at the Council meeting at which the Member's petition is received. Where a response is not

provided at the meeting, a written response shall be provided within three weeks of the meeting.

4. PETITIONS TO BE PRESENTED TO COUNCIL AT THIS MEETING

4.1 The Monitoring Officer has received notice of the following petitions to be presented to this meeting of the Council:

a) Petition presented by **Councillor Kabir** on behalf of residents:

“We, the undersigned, call on JD Wetherspoon plc to keep the Flora Sandes open.”

b) Petition presented by **Councillor Tim Pollard** on behalf of residents

“We the undersigned petition Croydon Council / Parking Design to extend double yellow lines at the junction of Mitchley View and Mitchley Hill Sanderstead, to reduce the dangers of the blind spot created solely by the parked vehicles.”

5. NEXT STEPS

5.1 Where possible the Cabinet Member will respond to the petition at the meeting.

5.2 Where a more detailed response is required, a written response shall be provided within three weeks of the meeting.

CONTACT OFFICER: James Haywood
Senior Democratic Services and
Governance Officer
Ext 63319.

BACKGROUND DOCUMENTS: None.

For General Release

REPORT TO:	COUNCIL 29 January 2018
SUBJECT:	RECOMMENDATIONS OF CABINET OR COMMITTEES REFERRED TO THE COUNCIL FOR DECISION
LEAD OFFICER:	Stephen Rowan, Head of Democratic Services and Scrutiny
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT: The Recommendations of Cabinet or Committees referred to the Council for decision report is prepared in accordance with the Council Procedure Rules at Part 4A of the Constitution.	

1. **RECOMMENDATIONS FROM THE LICENSING COMMITTEE HELD ON 20 DECEMBER 2017**

Licensing Policy Statement

The Council is asked to approve the recommendations from the Licensing Committee meeting held on 20 December 2017:

- 1.1 To adopt the Licensing Policy under the Licensing Act 2003 as set out at Appendix 1 to this report.

2. **RECOMMENDATIONS FROM THE CABINET MEETING TO BE HELD ON 22ND JANUARY 2018**

School Admissions

Subject to decision at the Cabinet meeting to be held on 22 January 2018, the Council is expected to be asked to approve the following recommendation:

- 2.1 To determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year (Appendix 2a), including the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 2b) and adoption of the proposed Pan London co-ordination arrangements (Appendix 2c).

3. RECOMMENDATIONS FROM THE GENERAL PURPOSES AND AUDIT COMMITTEE HELD ON 7 DECEMBER 2017

In-Year Appointments

The Council is asked to approve the recommendations from the General Purposes and Audit Committee meeting held on 7 December 2017:

- 3.1 To appoint Councillor Trakas-Lawlor and Councillor Patricia Hay-Justice to the Pensions Collective Investment Vehicle (CIV) Sectoral Joint Committee to replace Councillor Wentworth and Councillor Pelling.
- 3.2 To appoint Councillor Chowdhury to the Tenants' and Leaseholders' Panel to replace Councillor Trakas-Lawlor.

4. EXECUTIVE SUMMARY

- 4.1 The Recommendations of Cabinet or Committees referred to the Council for decision report comprises of matters of business formally undertaken by the Leader and Cabinet since the last ordinary meeting of the Council that require Full Council approval.

5. BACKGROUND

- 5.1 Part 4A of the Constitution requires that Cabinet and Committees include any recommendations that it has made to Council within this report.
- 5.2 These rules do not apply to any recommendations contained in the Annual Report of the Scrutiny and Overview Committee.
- 5.3 The Leader or Chair of the Committee making the recommendation may exercise a right to introduce the recommendation; in so doing the Leader or Chair of the Committee shall speak for a maximum of 3 minutes.
- 5.4 The recommendation shall be seconded without any further speakers and if not deferred for debate shall immediately be put to the vote.
- 5.5 Any Member supported by a seconder, may ask that a recommendation be deferred for debate and the recommendation shall immediately stand deferred.
- 5.6 In the event that any Cabinet or Committee recommendations have not been reached when the time limit for the meeting has expired, those recommendations shall immediately be put to the vote without further debate.
- 5.7 As per Article 4, paragraph 4.2 (and associated appendix 4.02) of the Constitution, approval of the Licensing Statement and approval of the Admissions arrangements of community schools are reserved to Council.
- 5.8 Attached at **Appendix 1** is the covering report setting out the **Licensing Policy Statement** (attached as Appendix A) that was considered and approved at the Licensing Committee meeting held on 20 December 2017.

- 5.9 Attached at **Appendix 2** is the **Education Estates Strategy** report that is due to be considered at the Cabinet meeting scheduled to be held on 22 January 2018. The relevant appendices to this report are also included as **Appendix 2a**, **Appendix 2b** and **Appendix 2c** and **the sections of the report related to the recommendation to Council are highlighted in yellow**. If the recommendations to Council contained in this report are made at the Cabinet meeting, Council will be asked to consider the recommendation printed above at paragraph 2.1.
- 5.10 Attached at **Appendix 3** is the **In-Year Appointments** report considered at the General Purposes and Audit Committee on 7 December 2017. The establishment of joint arrangements to exercise non-executive functions is a matter for full Council under Part 2 Article 11.2(a) of the Constitution. In respect of an appointment to a Joint Committee of the Council, namely the Pensions Collective Investment Vehicle (CIV) Sectoral Joint Committee, the General Purposes and Audit Committee has recommended that Councillor Trakas-Lawlor and Councillor Patricia Hay-Justice be appointed. In addition, GPAC has recommended that Councillor Chowdhury be appointed to the Tenants' and Leaseholders' Panel.

CONTACT OFFICER:	James Haywood, Senior Democratic Services and Governance Officer Ext. 63319
APPENDIX 1:	Covering Report and Statement of Licensing Policy
APPENDIX 2:	Education Estates Strategy Cabinet Report
APPENDIX 2a:	Proposed Community Schools Admission Arrangements 2019/20
APPENDIX 2b:	Proposal to Reduce Norbury Manor and Monks Orchard Primary schools Published Admission Number for the 2019/20 Academic Year Consultation Outcomes Report
APPENDIX 2c:	Pan-London Co-Ordinated Admission System
APPENDIX 3:	GPAC Appointments Report

BACKGROUND DOCUMENTS:

Full agenda papers considered by the Licensing Committee on 20 December 2017:
<https://democracy.croydon.gov.uk/ieListDocuments.aspx?CId=135&MId=1149>

Full agenda papers for the Cabinet meeting on 22 January 2018:
<https://democracy.croydon.gov.uk/ieListDocuments.aspx?CId=183&MId=305>

Full agenda papers for the GPAC meeting on 7 December 2017:
<https://democracy.croydon.gov.uk/ieListDocuments.aspx?CId=133&MId=431>

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APPENDIX 1

REPORT TO:	FULL COUNCIL 29 JANUARY 2018
SUBJECT:	LICENSING ACT 2003 – REVIEW OF LONDON BOROUGH OF CROYDON STATEMENT OF LICENSING POLICY
LEAD OFFICER:	Executive Director, Place Department
CABINET MEMBER:	Cllr. Hamida Ali, Cabinet Member for Communities Safety & Justice
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT:	
FINANCIAL SUMMARY: <p>The Licensing Act 2003 became fully operational on 24 November 2005. The local authority has been processing applications with regard to this legislation since 7 February 2005, which was the start of the conversion period under the Act.</p> <p>There are no direct financial implications associated with this report, save for those set out in the body of the report with regard to decision making by the Licensing Sub Committee, the substantive Licensing Committee and full Council.</p> <p>The costs of administering the functions associated with this report will be met from existing resources.</p>	
FORWARD PLAN KEY DECISION REFERENCE NO.:	

For general release

1. RECOMMENDATIONS

- 1.1. That the Council adopts a Licensing Policy under the Licensing Act 2003 as set out at Appendix A to this report.

2. EXECUTIVE SUMMARY

2.1 The Licensing Act 2003 came into force on 24 November 2005 and made local authorities, as licensing authorities, responsible for the administration of licences and certificates for:

- The sale/supply of alcohol
- The provision of regulated entertainment and
- The provision of late night refreshment

There are four licensing objectives which underpin the legislation and these are:

- The prevention of crime and disorder
- The prevention of public nuisance
- Public safety and
- The protection of children from harm

All decisions under the Act must be taken with a view to promoting these licensing objectives.

2.2 In addition to processing applications, the Act requires each licensing authority to determine and publish a policy setting out how it will exercise its functions under the Act. The first London Borough of Croydon Licensing Policy was published on 1 December 2004. Originally, in each 3 year period thereafter, the Council had to keep its policy under review and revise it as it considered necessary. Due to a subsequent legislative change, this review must now take place every 5 years. In addition to this statutory time frame however, the Council may review its policy at any time within that 5 year period should it see fit.

2.3 The Council is not required to review its policy until 2018 but has decided that it wishes to review the policy earlier. The Policy, as attached at Appendix 1, has been reviewed by the Licensing Committee at their meeting on 20 December 2017 and having had due regard to the consultation outcomes, the Licensing Committee has recommended it for approval by Full Council.

3. DETAIL

3.1 On 2 October 2017, an amended licensing policy was circulated to a number of bodies, together with a covering letter which advised that changes were being proposed to the policy so that it better reflected the aspirations for Croydon as a place and as a destination of choice. There are only two substantive amendments proposed to the existing policy namely, the removal of an historic (from 2004) cumulative impact zone in Croydon town centre for which there is no longer sufficient evidence of cumulative impact to maintain, particularly as it was primarily relating to vertical drinking establishments. The second amendment is the removal of specific reference to a Metropolitan Police risk assessment form (Form 696) in the policy, replacing that with broader terms reminding licence applicants and holders of the need to undertake risk assessments. Whilst the public consultation was being undertaken on this latter change, the Metropolitan Police were reviewing the use of this form and have subsequently withdrawn it from use. In addition, the policy has been updated to reflect other updated Council policies and documents already published elsewhere.

3.2 At their meeting on 20 December 2017, the Council's Licensing Committee considered responses to the consultation and agreed that the Licensing Policy at Appendix A to this report be recommended for adoption by Full Council at its meeting on 29 January 2018 (Minute 12/17 refers).

3.3 Full details of the consultation exercise can be found in the report presented to the substantive licensing committee at their meeting on 20 December 2017 (available on www.croydon.gov.uk/meetings).

4. CONSULTATION

4.1 The timetable leading up to the Licensing Policy being re published is as follows:

DATE	ACTION
13.11.17	Deadline for consultation responses.
20.12.17	Licensing Committee
29.01.18	Full Council
26.02.18	Publication

5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

5.1 The effect of the decision

There are no direct financial implications associated with this report, subject to the risks at 5.2.

5.2 Risks

The decision making process with regard to a review of the Councils licensing policy may be subjected to judicial review. A judicial review presents financial risks and risks to the reputation of the organisation which is subject to it. Any licensee or certificate holder under the Act has the right of appeal to the Magistrates' Court if they feel aggrieved over the Council's decision to grant, refuse or vary a licence/certificate. There is a risk that if the appellant wins, legal costs could be awarded against the Council.

5.3 Options

The options available are as detailed in the recommendations at paragraph 1 above.

5.4 Future savings/efficiencies

None identified.

(Approved by: Felicia Wright, Head of Finance – Place Department)

6. COMMENTS OF THE SOLICITOR TO THE COUNCIL

6.1 The Solicitor to the Council comments that the Statement of Licensing Policy provides the framework under which the licensing function is administered and the Council's approach under the Licensing Act 2003.

- 6.2 The Licensing Act 2003 requires the determination and publication of a Statement of Licensing Policy for each successive five year period. The current policy expires in 2018. The Council must keep the policy under review during the five year period and make such changes as are considered necessary.
- 6.3 In accordance with the Licensing Act 2003, the Statement of Licensing Policy must be determined by full Council after consultation with prescribed bodies.
- 6.4 The Licensing Authority must have regard to the statutory guidance issued under section 182 of the Licensing Act 2003 when drafting its policy. The latest version was issued by the Home Office in April 2017.

Approved by: Sandra Herbert, Head of Litigation and Corporate Law, for and on behalf of Jacqueline Harris-Baker, Council Solicitor and Monitoring Officer.

7. HUMAN RESOURCES IMPACT

- 7.1 The workload associated with the review of the Licensing Policy has been undertaken within existing resources.

8. CUSTOMER IMPACT

- 8.1 The Licensing Act 2003 impacts on existing and potential licensed premises. By extension, the Council's licensing policy also impacts on current and potential licence/certificate holders.

9. EQUALITIES IMPACT

- 9.1 An initial equalities impact assessment was undertaken in relation to the proposed revisions and which indicated that a full Equalities Impact Assessment was not required.

10. ENVIRONMENTAL AND DESIGN IMPACT

- 10.1 The provisions of the Licensing Act 2003 include consideration of the environmental impact of licensed premises.

11. CRIME AND DISORDER REDUCTION IMPACT

- 11.1 Three of the four licensing objectives in the Act relate to the prevention of crime and disorder and public nuisance and the protection of children from harm. The night time economy is a priority issue in the Council's 'crime and disorder reduction strategy' and the licensing policy is a document that the Council, as licensing authority, should have regard to when deciding licence/certificate applications.

12. RISK ASSESSMENT

- 12.1 The decision making process with regard to a review of the Councils licensing policy may be subjected to judicial review. A judicial review presents financial risks and risks to the reputation of the organisation which is subject to it. Any licensee or certificate holder under the Act has the right of appeal to the

Magistrates' Court if they feel aggrieved over the Council's decision to grant, refuse or vary a licence/certificate. There is a risk that if the appellant wins, legal costs could be awarded against the Council.

13. HUMAN RIGHTS IMPACT

13.1 The procedures implemented to determine the Council's licensing policy are compliant with the provisions of the Human Rights Act.

14. FREEDOM OF INFORMATION/DATA PROTECTION CONSIDERATIONS

14.1 The Licensing Policy will be accessible as part of the Council's Publication Scheme maintained under the Freedom of Information Act.

CONTACT OFFICER: Michael Goddard, Licensing Manager Tel. Ext. 61838

BACKGROUND DOCUMENTS: None

APPENDIX A: Licensing Policy Statement

‘STATEMENT OF LICENSING POLICY’

**PUBLISHED IN ACCORDANCE WITH THE
PROVISIONS OF THE LICENSING ACT 2003
ON ** **** ** FOLLOWING REVIEW**

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CROYDON COUNCIL – STATEMENT OF LICENSING POLICY

1. INTRODUCTION

- 1.1 The London Borough of Croydon covers an area of 86.5 sq. kms. and has a population of approximately 382,000.
- 1.2 The Borough is mainly urban in character, being made up of a number of district retail and commercial centres each surrounded by residential accommodation.
- 1.3 Croydon town centre is a well-defined retail and commercial area with a large number of shops and offices. Croydon's Growth Zone is almost entirely contained within the town centre and by 2021 there will be between 1,147 and 2,230 new households within 500 metres of the Growth Zone. 46% (61 out of 133) of all Croydon developments in the Local Plan are within 500 metres of the Croydon Growth Zone. The town centre also has a significant number of premises providing regulated entertainment, the sale of alcohol and late night refreshment in the area.
- 1.4 The remainder of the licensed premises are spread throughout the Borough, both in the district centres and in residential areas.
- 1.5 Premises and events that are required to be licensed under the Licensing Act 2003 do currently and will continue to, make an essential contribution to the economic and cultural development of the Borough, through the provision of entertainment, leisure facilities and employment.

2. THE LEGISLATION AND THE COUNCIL

- 2.1 For the purposes of this 'Statement of Licensing Policy', the licensing authority under the Licensing Act 2003 (the 2003 Act) is the London Borough of Croydon (the Council) and is responsible for granting premises licences, club premises certificates, temporary events notices and personal licences in the Borough in respect of the sale and/or supply of alcohol and the provision of Regulated Entertainment and Late Night Refreshment.
- 2.2 The 2003 Act requires that the Council carries out its various licensing functions so as to promote the following four licensing objectives:
 - the prevention of crime and disorder
 - public safety
 - the prevention of public nuisance
 - the protection of children from harm
- 2.3 The 2003 Act further requires that the Council publishes a 'Licensing Statement' that sets out the policies the Council will generally apply to promote the licensing objectives when making decisions on applications made under the Act.

3. DEVELOPMENT OF THIS POLICY

- 3.1 This 'Licensing Statement' has been prepared in accordance with the provisions of the 2003 Act and the Guidance issued by the Home Office under Section 182 of the Act.
- 3.2 There are a number of groups who have a stake in licensing, including providers, customers, residents and regulators, all who have views and concerns that require consideration as part of the licensing function.
- 3.3 Before publishing this Licensing Statement, the Council consulted widely, including with the Chief Borough Police Officer, the Chief Officer of the London Fire Brigade and bodies representing local holders of premises licences, club premises certificates, personal licences and businesses and residents in the Borough.
- 3.4 The Council also consulted with the Director of Public Health, local bodies representing consumers and promoting tourism and neighbouring authorities.
- 3.5 The Council has given proper weight to the views of all the persons/bodies consulted before publishing this finalised Licensing Statement.
- 3.6 The revised Licensing Statement will take effect on the ** *** **. It will remain in force for a period of not more than 5 years. Currently, it will be subject to review and further consultation by ** *** ** at the latest.
- 3.7 During that period it will be subject to review and revision, with necessary consultation, at such times as the Council considers appropriate.

4. ASPIRATIONS AND FUNDAMENTAL PRINCIPLES

- 4.1 Croydon's Community Strategy 2016-21 seeks to ensure Croydon is:
- A great place to learn, work and live where we will deliver new jobs and new homes for our residents, enable our local economy to grow, develop an exciting cultural offer and evening economy, in a safe and pleasant environment.
 - A place of opportunity for everyone where we will tackle poverty and deprivation, prevent homelessness, and support children, families and individuals to achieve their full potential and live a long healthy life through a good start, an excellent education, support to develop and maintain the resilience and self-reliance modern life requires, and providing holistic support to those that need it.
 - A place with a vibrant and connected community and voluntary sector where we will enable and empower our communities to connect and collaborate in developing community-led responses to the many challenges we face.

Croydon's Vision, enshrined in the Strategy, is for it to be:

- ENTERPRISING - a place renowned for enterprise and innovation with a highly qualified and skilled workforce, and a diverse and thriving local economy
 - CONNECTED - a place that is well connected, easy to get to and around, and supported by infrastructure that enables people to easily come together; with one of the best digital, communications and transport networks in the country
 - CREATIVE - a place that draws people to its culture and creativity, an inspiration and enabler of new artistic and sporting talent
 - SUSTAINABLE - a place that sets the pace amongst London boroughs on promoting environmental sustainability and where the natural environment forms the arteries and veins of the borough
 - LEARNING - a place that unleashes and nurtures local talent and is recognised for its support and opportunity for lifelong learning and ambitions for children and young people
 - CARING - a place noted for its safety, openness and community spirit where all people are welcome to live and work and where individuals and communities are supported to fulfil their potential and deliver solutions for themselves.
- 4.2 The Council's Licensing Policy under the Licensing Act 2003 has a role to play in promoting that Vision and ensuring, where applicable that it is achieved, subject to the requirements of the legislation and statutory guidance.
- 4.3 Croydon desires and is aiming to ensure that there are diverse and vibrant daytime, evening and night economies all complementing and benefitting from each other, both in the town centre and in the district centres. Croydon is 'open for business' and is keen to attract as broad a leisure offer as possible. *The Croydon Promise: Growth for All* document, published by the Council articulates these aims, setting out that by 2020:
- The metropolitan centre will offer the most exciting shopping and leisure experience in London and the South East:** One of Europe's largest urban shopping malls, the Whitgift redevelopment, will be open. A new 'cultural quarter' around College Green will have emerged with the modernised Fairfield Halls one of the star attractions.
- Our district and local centres will be 'neighbourhoods of choice':** With their own distinctive characters, they will provide a mix of new homes, jobs and community facilities.
- 4.4 Clearly, the commercial market is an influencing factor for new and existing licensed premises and they also need to operate and flourish within the requirements of relevant licensing legislation, statutory guidance and the Council's local licensing policy but effective management and partnership working with other businesses, regulators and other relevant stakeholders should ensure this is achieved.

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- 4.5 Croydon has a diverse residential community and needs to be able to offer that community venues that meet its needs, offering as wide a range of entertainment, food and leisure as is possible. This includes pubs, clubs, restaurants and entertainment venues of varying types, which would include the use of open spaces. The Council is particularly keen to see venues, small and large that are able to provide live music, drama and the performance of dance, both for entertainment but also to develop new talent and allow it to perform and grow in front of an audience.
- 4.6 London is a 24 hour City and is renowned throughout the World for its wide range of entertainment venues, leisure activities, food venues, creativity and openness to new ideas. London encourages and nurtures talent. The Mayor of London has published the document entitled 'A Vision for London as a 24 Hour City' (available from London.gov.uk), which sets out The Mayor's desire to see creativity and talent flourish and which also acknowledges the economic benefits that a vibrant and diverse night time economy can bring. Croydon wishes to be part of that and to be a destination for tourists and visitors as well as ensuring people who live and work in the borough are provided with as wide a range of entertainment facilities and food venues as possible. These desires can be met and can be provided safely, so long as businesses are well run.
- 4.7 However, encouraging and permitting licensable activities needs to be balanced against the needs and rights of residents and other businesses and to ensure that where a premises provides licensable activities, this is done in a way that promotes the four licensing objectives in the Act and complies with the Statutory requirements. Licensing is a balance and requires consideration of all these various needs.
- 4.8 The fundamental principles of the Act and its accompanying guidance are that nothing in this 'Statement of Policy' will:
- undermine the rights of any person to apply under the 2003 Act for a variety of permissions and have each application considered on its individual merits, or,
 - override the right of any person to make representations on any application or seek a review of a licence or certificate where they are permitted to do so under the 2003 Act.
- 4.9 Parties should be aware that, for a representation to be considered relevant, it must be one that is about the likely effect of the grant of a new licence/certificate or variation of an existing licence/certificate on the promotion of the four licensing objectives. Also, if the representation is made by an 'other person', it will not be relevant if the licensing authority considers it to be 'vexatious or frivolous', or in the case of a review, 'repetitious'.
- 4.10 Applicants and those making relevant representations in respect of applications or seeking a review of a licence or a certificate have the right of appeal to the Magistrates' Court against the decisions of the Council.

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- 4.11 In considering all licence/certificate applications, the Council will take into account the character of the surrounding area, the impact of the licence/certificate on that area and the nature and character of the operation.
- 4.12 As part of any application for a premises licence/club premises certificate or a variation to an existing licence/certificate, applicants are required to submit an 'Operating Schedule', which must include the steps proposed to promote the Licensing Objectives set out in paragraph 2.2.
- 4.13 Part 5 of this Statement gives guidance to applicants on some of the matters they may wish to consider when preparing their Operating Schedules.
- 4.14 Licensing is about permitting activities but also ensuring the responsible management of licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act, and conditions are likely to be attached to licences, certificates and permissions that will cover matters which are within the control of individual licensees.
- 4.15 However, the Council acknowledges that it can only impose conditions where relevant representations have been received on an application and that such conditions must be considered necessary for the promotion of the licensing objectives. Where no relevant representations have been made, the application will be granted by the licensing authority in terms consistent with the applicants operating schedule.
- 4.16 When considering these conditions, the Council will primarily focus on the direct impact of the activities taking place at licensed premises on members of the public living, working or engaged in normal activity in the area concerned.

NEED and CUMULATIVE IMPACT

- 4.17 The Council will not take 'need' into account when considering an application, as this concerns 'commercial demand' and is a matter for the planning process and the market.
- 4.18 However, the Council recognises that a significant number and type of licensed premises in a particular area may lead to problems of crime, disorder and nuisance and notes that in accordance with the Statutory Guidance to the Act, their cumulative impact on the promotion of the licensing objectives is a proper matter for the Council to consider. For example, national analysis of alcohol sales data (sales in the on and off trade) has shown a positive association at local authority level between off-trade sales and alcohol-specific hospital admissions.
- 4.19 Where the Council recognises that there is such a cumulative effect it will consider adopting a specific Cumulative Impact Policy for that area, if this is shown to be necessary. Reducing availability, affordability and attractiveness are some of the most effective ways to reduce alcohol-harm and related crime.
- 4.20 In these circumstances, the Council may consider that the imposition of conditions is unlikely to address the apparent problems and may consider the adoption of a special policy whereby there will be a presumption that new

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premises licence or club premises certificate applications, or applications to materially vary a premises licence, will be refused. A material variation may be, for example, an increase in permitted hours or to add a licensable activity onto a premises licence.

4.21 Based on the Statutory Guidance to the Act, in deciding whether to adopt such a Policy in an area, the Council will consider the following:

- local crime and disorder statistics, including statistics on specific types of crime and crime hotspots
- statistics on local anti-social behaviour offences
- the density and number of current premises selling alcohol
- Alcohol use and misuse in Croydon's population
- Claimants of benefits due to alcoholism
- Alcohol specific hospital admissions for under 18's
- Ambulance incidents and dispatches
- Alcohol related road traffic accidents
- Statistics on alcohol related emergency attendances and hospital admissions
- Mortality
- Complaints recorded by the local authority
- Evidence from local councillors and
- Evidence obtained through local consultation.

4.22 There are concerns about parts of the borough which experience high levels of alcohol related crime and alcohol related hospital admissions and where it is clear that the density of shops selling alcohol for consumption off the premises is significantly higher than in other parts of the borough.

4.23 As a result, the Council has considered it appropriate to designate, the following four areas within Croydon as being subject to a special Cumulative Impact Policy in respect of off licences and shops and supermarkets selling alcohol off the premises:

- i. Along the Brighton Road; South End; High Street, George Street corridor, from the Royal Oak Centre on Brighton Road, Purley to the junction of George Street and Cherry Orchard Road in Central Croydon
- ii Along the London Road/Streatham High Road corridor, in 3 sections; from the junction of London Road and Tamworth Road in West Croydon to the j/w Canterbury Road; from the j/w Broughton Road to the j/w Melrose Avenue and; from the j/w Northborough Road to the borough boundary with London Borough of Lambeth
- iii Along the Brigstock Road and High Street, Thornton Heath corridor, from the junction of Brigstock Road and London Road in Thornton Heath to the junction of High Street, Thornton Heath and Whitehorse Lane
- iv Along the length of Central Parade, New Addington

4.24 The effect of a Cumulative Impact Zone Policy for each of the areas listed above

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is that where relevant representations are received on any new applications for a premises licence to sell alcohol off the premises, or on a material variation to an existing such premises licence there will be a presumption under the special policy that the application will be refused. A material variation would be, for example, an increase in permitted hours for the sale of alcohol or to add the sale of alcohol off the premises as a licensable activity to the premises licence.

- 4.25 The Cumulative Impact Policy is intended to be strict, and will only be overridden in genuinely exceptional circumstances. However, the Licensing Authority will not apply these policies inflexibly. It will always consider the individual circumstances of each application; even where an application is made for a proposal that is apparently contrary to policy.
- 4.26 It is not possible to give a full list of examples of when the council may treat an application as an exception. However, in considering whether a particular case is exceptional, the Licensing Authority will consider the reasons underlying the policy.
- 4.27 The Licensing Authority will not consider a case to be exceptional merely on the grounds that the premises have been or will be operated within the terms of the conditions on the licence, or that are or will be generally well managed because of the reputation or good character of the licence holder or operator. This is expected in the conduct of all licensed premises. Moreover, licences are for premises and can be easily transferred to others who intend to operate within the scope of the licence and its conditions.
- 4.28 The Council will review the special policies regularly to see whether they have had the effect intended and whether they are still needed or whether they need expanding.
- 4.29 The Council will not use these policies solely:
- As the grounds for removing a licence when representations are received about problems with existing licensed premises, or,
 - To refuse modifications to a licence, except where the modifications are directly relevant to the policy, for example where the application is for an extension in permitted hours or to add a licensable activity.
- 4.30 The Council recognises though that where no relevant representations are made in relation to an application in a cumulative impact area, the application must be granted in terms consistent with the applicants operating schedule.
- 4.31 The Council recognises that the diversity of premises selling alcohol, serving food and providing entertainment covers a wide range of contrasting styles and characteristics and will have full regard to those differences and the differing impact these will have on the local community.
- 4.32 Where an application is made for a new or transfer and variation of a licence, in respect of premises that have closed and been unused and that closure was to a relevant extent as a consequence of crime and disorder and/or nuisance issues at the premises, the Council would expect the applicant to make clear in

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their operating schedule how they will ensure the crime and disorder and public nuisance objectives will be met, bearing in mind any previous crime and disorder/nuisance concerns there may have been.

- 4.33 It therefore also recognises that, within the Cumulative Impact Policy areas, it may be able to approve licences that are unlikely to add significantly to the existing problems, and will consider the circumstances of each individual application on its merits.
- 4.34 In addition to the cumulative impact zones listed above, the Council is aware of concerns amongst responsible authorities and residents about the number of shops licensed to sell alcohol for consumption off the premises in certain other areas of the borough and the impact they may be having on crime and disorder. It is not intended at this time to introduce cumulative impact zones in these areas, however, they will be monitored and assessed regularly and should concerns increase, consideration will be given to formally identifying them as cumulative impact zones. For the time being, those areas will be classed as special stress areas and they are as follows:
- High Street & Portland Road, South Norwood
 - Lower Addiscombe Road
- 4.35 The Council acknowledges that the licensing function cannot be used for the general control of anti-social behaviour by individuals once they are beyond the direct control of the licensee of any premises concerned and that apart from the licensing function, there are a number of other measures available for addressing issues of unruly behaviour that can occur away from licensed premises.
- 4.36 In recognising the importance of such measures, the Council will continue to seek further improvements to those already achieved in respect of planning controls and working in partnership with local businesses and transport operators on a number of measures to create a safe and clean environment in the following areas:
- Provision of extensive CCTV and radio communication systems
 - Improvements to street lighting
 - Rubbish collection and street cleaning
 - Provision of better late night bus, tram, rail and taxi/minicab services
 - Provision of Police Officers/street and litter wardens
 - Designation of areas within the borough, as part of a Public Space Protection Order, where alcohol may not be consumed publicly and monitoring the possible need for future designations in other parts of the borough*
 - Working in partnership with Croydon Borough Police on law enforcement issues relating to disorder and anti-social behaviour. These include the use of powers to issue fixed penalty notices, prosecuting those selling alcohol to people who are underage and/or drunk, confiscating alcohol from adults and children in designated areas and instant closure of licensed premises or temporary events on the grounds of disorder, or likelihood of disorder or excessive noise from the premises
 - Working in partnership with Licensees and expecting them to support

existing and future agreed measures set up to promote the strategic objectives for crime and disorder reduction within the Borough

- Acknowledging the powers of the police or other responsible authorities, or a local resident or business under the 2003 Act, to seek a review of the licence or certificate

*Would existing licence/certificate holders and new applicants please note that a number of areas within the borough of Croydon are to lie within Public Space Protection Orders (PSPO's) that may control the consumption of alcohol in public areas. Please contact the Council's licensing team if you wish to discuss how such orders may affect licensed premises.

5. LICENSING OBJECTIVES and OPERATING SCHEDULES

5.1.1 The following sections set out the Council's Policy relating specifically to the four Licensing Objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

5.1.2 In each section the Council defines its intended outcome and lists the factors that may influence achieving that particular objective, but because of the wide variety of premises and activities to which this Policy applies, the lists provided are not exhaustive. Applicants will know their premises best and will be expected to address all aspects relevant to the individual style and characteristics of their premises and events.

5.1.3 Further, each section lists possible control measures to assist applicants, but again these lists are not exhaustive. Also, many of the control measures achieve more than one Objective but have not been listed under each Objective and applicants do not need to mention a control measure more than once in their Operating Schedule.

5.2 Crime and Disorder

5.2.1 Croydon Council is committed to reducing crime and disorder within the Borough and creating an environment where people feel safe.

5.2.2 In addition to the requirements under the 2003 Act for the Council to promote the licensing objective of preventing crime and disorder, it also has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough.

5.2.3 Licensed premises, especially those offering late night/early morning entertainment, alcohol and/or refreshment, can be a source of crime and disorder problems.

5.2.4 The Council considers that the promotion of the Licensing Objective to prevent crime and disorder also places a responsibility on licence holders to work in partnership to achieve this Objective.

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- 5.2.5 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained so as to minimise or prevent crime and disorder in and around the vicinity of their premises and events.
- 5.2.6 The Licensing Authority recommends that for certain events, a comprehensive risk assessment is undertaken by premises licence applicants & holders to ensure that crime and disorder and public safety matters are identified and addressed. For larger public events, including those in open spaces and for premises that wish to stage promotions or events, the Licensing Authority recommends that licence applicants and holders address Risk Assessment and post event debrief processes in their application operating schedule/event planning.
- 5.2.7 Applicants and premises licence holders may wish to engage the services of suitably trained individuals or companies to assist them in this risk assessment process. In addition, they may seek guidance and advice from the Licensing Authority or the Metropolitan Police regarding the process, although the responsibility for undertaking the risk assessment remains with the Applicant/Premises License holder as neither body is able to actually undertake such risk assessments for applicants/licence holders. Applicants and premises licence holders are also reminded that the Licensing Authority is not able to recommend the services of a particular individual or company for this purpose.
- 5.2.8 Drugs, violence, anti social behaviour and theft of customers property are examples of crime and disorder issues which may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:
- effective and responsible management and supervision of the premises, including associated open areas, appropriate storage of alcohol, discouraging loitering/consuming alcohol outside the premises, ensuring opening hours are adhered to
 - participation in responsible management schemes such as the 'Best Bar None' accreditation/award scheme
 - appropriate instruction, training and supervision of those employed or engaged to prevent incidents of crime and disorder
 - adoption of existing and future best practice guidance (e.g. Safer Clubbing, the National Alcohol Harm Reduction Toolkit and other recognised codes of practice including those relating to drinks' promotions, i.e. The Point of Sale Promotions published by the British Beer and Pub Association and cheap drinks deals/Happy Hours)
 - acceptance of accredited 'proof of age' documentation, as recognised by the Council in consultation with the Police
 - maintaining appropriate signage and a refusals log
 - employment of sufficient SIA licensed door staff, i.e. within nationally accepted standards
 - provision of toughened or plastic glasses
 - provision of secure deposit boxes for confiscated items as recognised by the Council in conjunction with the Police

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- provision of litter bins and security measures, such as lighting outside premises
- Other schemes including only purchasing alcohol from authorised wholesalers, not selling certain alcohol types/strengths (e.g. high strength beers/ciders or single cans above 6% ABV), restricting sales on certain alcohol types (e.g. miniature spirits), allowing a 'track and trace' identifier on products so Police/Trading Standards can identify which off-licence seized alcohol is from, signing up to local responsible retailer schemes
- Provision of closed circuit television, with cameras covering relevant internal and external areas (including beer gardens) and entrances/exits to premises

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.2.9 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council Licensing Team and Croydon Police Licensing and/or Crime Prevention Officers, as well as taking into account, as appropriate, local planning and transport policies, and, tourism, cultural and crime prevention strategies.

5.2.10 Where relevant representations have been made, the Council will consider attaching conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises.

5.2.11 In addition to the above, recent times have seen a significant increase in terrorist attacks and the threat from terrorist attacks. Licensed premises, licensed open spaces and public events, where large numbers of people may gather can unfortunately be a target for terrorist activity. Licence/certificate applicants and holders and people submitting temporary event notices are therefore recommended to ensure they have assessed, planned and initiated suitable control measures to counter and mitigate against such a terrorist attack. To assist, licence applicants/holders and persons submitting temporary event notices are recommended to acquaint themselves with the content of the following documents:

- Counter Terrorism Protective Security Advice for Bars, Pubs and Nightclubs, produced by ACPO, Police Scotland & NaCTSO
- Protecting Crowded Places: Design and Technical Issues, produced by the Home Office – ISBN 978-1-78246-387-0

The Metropolitan Police will be able to provide further assistance and guidance with regard to these specific documents and counter terrorism measures.

5.3 Public Safety

5.3.1 The Council is committed to ensuring that the safety of any person visiting or working in licensed premises is not compromised. To this end, applicants will be expected to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and

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maintained to ensure public safety, relevant to the individual style and characteristics of their premises and events.

- 5.3.2 The 2003 Act covers a wide range of premises that require licensing, including, cinemas, concert halls, theatres, nightclubs, public houses, off licences, cafés/restaurants, fast food outlets/takeaways and sometimes open spaces.
- 5.3.3 Each of these types of premises present a mixture of different risks, with many common to most premises and others unique to specific operations. These will range from fire safety, including fire precautions and means of escape arrangements in all types of premises, to the use of scenery and pyrotechnics in theatres and special lighting effects in night clubs.
- 5.3.4 It is essential that premises are constructed or adapted and operated so as to acknowledge and safeguard occupants against these risks.
- 5.3.5 The following examples of influencing factors are given to assist applicants when addressing the issue of public safety during the preparation of their Operating Schedule:
- the number of people attending the premises
 - the condition, design and layout of the premises, including the means of escape in case of fire
 - the nature of the activities to be provided, in particular the sale of alcohol and including whether those activities are of a temporary or permanent nature
 - the hours of operation and hours of opening if different
 - customer profile (i.e. age, mobility)
 - the use of special effects such as strobe lighting, lasers, pyrotechnics, smoke machines, foam machines etc.
- 5.3.6 Public safety issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:
- effective and responsible management of premises
 - provision of a sufficient number of people employed or engaged to secure the safety of everyone attending the premises or event, i.e. number of door supervisors within nationally accepted standards (and having SIA accreditation where necessary)
 - appropriate instruction, training and supervision of those employed or engaged to secure the safety of everyone attending the premises or event
 - suitable customer-care policies for assisting lone customers taken ill or injured etc. at the premises
 - provision of effective CCTV in and around premises
 - provision of toughened or plastic glasses
 - implementation of crowd management measures

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- regular testing (and certification where appropriate) of procedures, appliances, systems etc. pertinent to safety codes and standards

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases and in some cases additional matters may need addressing.

5.3.7 Licence applicants, licence holders and organisers of public events are also advised to familiarise themselves with the Croydon Council Events Policy that is currently being developed. This policy will set out the key principles by which Croydon Council, with its key partners and other stakeholders, will approach the authorisation of public events.

The Events Policy aims include –

- ensuring effective planning and management of events
- to provide a fair, consistent and well co-ordinated approach to how events are supported and facilitated by the Council and
- to ensure that safety is placed as a priority in decision making

Further information on the Croydon Council Events Policy can be obtained by emailing events@croydon.gov.uk.

5.3.8 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from the Council's Health and Safety Officers and the London Fire Brigade.

5.3.9 The Council will consider attaching Conditions to licences and permissions to promote public safety.

5.4 Prevention of Public Nuisance

5.4.1 The Council recognises the need to protect the amenities of people living, visiting and working in the vicinity of licensed premises, whilst balancing the rights of businesses to develop.

5.4.2 Licensed premises, especially those operating late at night and in the early hours of the morning, can give rise to a range of public nuisances which may impact adversely on local communities.

5.4.3 These concerns mainly relate to noise and disturbance, light pollution, noxious smells, litter and anti-social behaviour and due regard will be taken on the impact these may have.

LICENSING HOURS

5.4.4 The Council will generally deal with the issue of licensing hours having due regard to the individual merits of each application, considering the potential for nuisance associated with the style, characteristics and activities of the business and examining any steps that might reduce the risk of nuisance.

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- 5.4.5 The Council recognises that longer licensing hours for the sale of alcohol will avoid concentrations of people leaving premises at the same time, which is necessary to reduce the potential for friction at late night fast food outlets, taxi ranks/minicab offices and other sources of transport that can lead to disorder and disturbance.
- 5.4.6 The Council will not set fixed trading hours within designated areas (“zoning”) as it recognises this could lead to significant movements of people across boundaries at particular times seeking premises opening later and would lead to the peaks of disorder and disturbance the Council is trying to avoid. Additionally, this would seemingly treat residents in one area less favourably than those in another.
- 5.4.7 However, although the Council will treat each case on its individual merits, generally it will not grant permission for licensable activities beyond 2330 hours on Sundays to Thursdays and Midnight on Fridays and Saturdays in respect of public houses situated in areas having denser residential accommodation. The Council would expect good reasons to be given to support any application for extensions beyond these hours, including addressing possible disturbance to residents and local parking. Additionally, in these areas, consideration will be given to imposing stricter conditions in respect of noise control.

SHOPS, STORES AND SUPERMARKETS

- 5.4.8 The Council acknowledges that the Guidance issued under section 182 of the Licensing Act 2003 states that shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours.
- 5.4.9 However, there is local concern about crime and disorder associated with shops licensed to sell alcohol off the premises. Accordingly, while the Council will treat each case on its individual merits there will be a presumption that permitted hours for the sale of alcohol will be restricted to between 8am and 11.30pm on Sunday to Thursday and 8am to midnight on Friday and Saturday in respect of shops in residential areas or within one of the four relevant Cumulative Impact Zones where representations are made by the police and/or local residents and where premises are shown to be a focus of crime, disorder or nuisance. Applications to vary the permitted hours for the sale of alcohol off the premises within the above hours shall similarly be treated on their merits

PREVENTION OF PUBLIC NUISANCE - GENERALLY

- 5.4.10 The Council will expect applicants to demonstrate in their Operating Schedule that they have identified satisfactory measures and will implement and maintain these so as to prevent public nuisance, having due regard to the style, characteristics and activities of their particular premises and events and of the locality.

5.4.11 The following examples of influencing factors are given to assist applicants when addressing the issue of the prevention of public nuisance during the preparation of their Operating Schedule:

- the location of the premises and proximity to residential or other noise sensitive premises
- effective and responsible management and supervision of the premises and associated open areas
- the hours of opening
- the nature of the activities to be provided and their location within the premises, the customer profile, whether the activities are temporary or permanent and whether they are to be held inside or outside
- the design and layout of the premises and in particular the presence of noise limiting features
- the number of people attending the premises
- the availability of public transport
- a 'wind down' period between the end of the licensable activities and the closure of the premises
- a 'last admission time' policy

5.4.12 Public nuisance issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management and supervision of the premises, including any outside areas
- appropriate instruction, training and supervision of staff to prevent public nuisance
- adoption of current best practice guidance (i.e. Good Practice Guide on the Control of Noise from Pubs and Clubs produced by the Institute of Acoustics), including designing shop fronts so as to limit noise nuisance from premises, i.e. from opening windows or continental-style concertina doors
- control of opening hours for all or part (i.e. garden areas) of the premises – including other times when deliveries take place/rubbish and bottles are binned – and the operation of generating plant and equipment
- installation of acoustic insulation, suitably controlled, sited and silenced ventilation or air conditioning systems and sound insulation and limiting devices
- managing people, including staff and traffic, arriving and leaving the premises, including patrolling entrance queues
- managing the departure of customers
- liaising with transport providers
- siting and operation of necessary external lighting, including security lighting, with the possible nuisance to nearby properties
- suitable arrangements for collection and disposal of litter, including bottles, so as to minimise disturbance to nearby properties
- no flyposting of events/careful distribution of flyers, including by promoters

- effective ventilation systems to prevent nuisance from odour

Note: As this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.4.13 Additionally, when preparing their Operating Schedules applicants are recommended to seek advice from Council Pollution Enforcement Officers.

5.4.14 The Council will consider attaching Conditions to licences and permissions to prevent public nuisance.

5.5 Protection of Children from Harm

ACCESS TO LICENSED PREMISES

5.5.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, to buy food and/or for entertainment.

5.5.2 Although the 2003 Act details certain age and/or time limitations on the admission of accompanied or unaccompanied children to certain types of licensed premises, the Council recognises that additional limitations may have to be considered where it appears necessary to protect them from physical, moral or psychological harm.

5.5.3 The Council will consider the merits of each application before deciding whether to impose conditions limiting the access of children to individual premises.

5.5.4 While no policy can anticipate every situation, the following are examples of premises that will raise concern:

- where entertainment or services of an adult or sexual nature is commonly provided;
- where there have been convictions of members of the current staff at the premises for serving alcohol to minors or with a reputation for underage drinking;
- with a known association with drug taking or dealing;
- where there is a strong element of gambling on the premises (but not, for example, the simple presence of a small number of cash prize gaming machines); and
- where the supply of alcohol for consumption on the premises is the exclusive or primary purpose of the services provided at the premises.

5.5.5 It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature and the Council acknowledges that any such proposal will require careful discussion with the applicant and responsible authorities. However, as a guide (notwithstanding the implications of the reclassification of lap dancing type venues brought about by section 27 of the Policing and Crime Act 2009), the provision of topless bar staff, striptease, lap-table or pole-dancing, performances involving feigned violence or horrific

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incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong or offensive language would be included in any such considerations.

5.5.6 When dealing with a licence application where limiting the access of children is considered necessary, the Council may consider any of the following options, in combination where appropriate:

- limitations on the hours when children may be present;
- limitations on the exclusion of the presence of children under certain ages when particular specified activities are taking place;
- limitations on the parts of premises to which children might be given access;
- age limitations (below 18);
- requirements for an accompanying adult (including for example, a combination of requirements which provide that children under a particular age must be accompanied by an adult); and
- full exclusion of people under 18 from the premises when any licensable activities are taking place.

5.5.7 The Council will not impose conditions on licences or certificates requiring that children be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee. However, where applicants volunteer prohibitions and limitations in their operating schedules and no relevant representations have been made to the Council, these will become conditions attached to the licence/certificate conditions and will be enforceable as such.

RESPONSIBLE AUTHORITY

5.5.8 The Council recognises the Croydon Children's Safeguarding Board and any successor groups to be the 'responsible authority' competent to advise on matters relating to the 'protection of children from harm', and to whom copies of applications should be sent.

PACKAGING AND PROMOTION OF ALCOHOLIC DRINKS

5.5.9 As an important element in the protection of children from harm, the Council recognises the need for alcoholic drinks to be named, packaged and promoted in such a manner as not to appeal to or attract those under 18 years old.

5.5.10 The Council therefore commends the Portman Group's 'Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks' to licensees and expects that they will act on any Retailer Alert Bulletins issued under that Code.

ACCESS TO CINEMAS

5.5.11 The Council will expect licensees to include in their operating schedules the arrangements for preventing underage children from viewing age-restricted films.

CHILDREN AND REGULATED ENTERTAINMENT

5.5.12 The Council considers that specific arrangements relating to the supervision and safety of children may be required for occasions when they go to see and/or take part in regulated entertainments arranged especially for them and, where appropriate, will consider attaching appropriate Conditions to licences and certificates.

CHILDREN IN LICENSED PREMISES – GENERALLY

5.5.13 The Council will expect applicants to demonstrate in their Operating Schedule that suitable and sufficient measures have been identified and will be implemented and maintained to protect children from harm, having due regard to the style, characteristics and activities of their particular premises and/or events.

5.5.14 Whilst children may be adequately protected from harm by the action taken to protect adults, they may also need special consideration and no policy can anticipate every situation. Applicants should consider the following influencing factors, for which there is the potential for children to be exposed, when addressing the issue of protecting children from harm during the preparation of their Operating Schedule:

- drugs, drug taking or drug dealing
- gambling
- activities of an adult or sexual nature
- incidents of violence or disorder
- environmental pollution such as noise or smoke
- special hazards such as falls from heights
- opportunities to purchase, acquire or consume alcohol

Note: A number of these factors are listed in more details in paragraph 5.5.6, but as this Policy applies to a wide range of premises and activities, the above list will not be applicable in all cases, and in some cases additional matters may need addressing.

5.5.15 Protection of children from harm issues may be addressed by the following examples of recommended management practice being included in operating schedules, having due regard to the type of premises and/or activities:

- effective and responsible management of premises
- provision of a sufficient number of people employed or engaged to secure the protection of children, including child performers, from harm
- appropriate instruction, training and supervision of those employed or engaged to secure the protection of children from harm
- adoption of best practice guidance (Public Places Charter)
- limitations on the hours when children may be present in all or parts of the premises
- limitations or exclusions by age when certain activities are taking place
- imposition of requirement for children to be accompanied by an adult

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- appropriate instruction and training for counter staff in the prevention of underage sales, including acceptance of accredited 'proof of age' identification, such as a photo card driving licence, a passport, a citizens card, a validate card or a scheme which carries the PASS hologram logo and keeping a 'refusal' book.
- 5.5.16 Additionally, when preparing their Operating Schedules, applicants are recommended to seek advice from Council Licensing and Child Protection Officers.
- 5.5.17 The Council will consider attaching Conditions to licences and certificates to protect children from harm.
- 5.5.18 While the Council expects Licence holders to comply with the law, the 2003 Act details a number of specific offences designed to protect children in licensed premises and the Council will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the underage sale and supply of alcohol to children.
- 5.5.19 While each case will be treated on its merits, where offences are disclosed the Trading Standards Service, as a responsible authority under the Licensing Act 2003, will consider seeking a review of a premises licence.
- 5.5.20 Designated premises supervisors and personal licence holders are also reminded of their responsibilities under the legislation to ensure that the licensing objectives are met, specifically here with regard to the protection of children from harm and are also reminded that enforcement action is not restricted solely to premises licence or certificate holders.

6. INTEGRATING STRATEGIES and AVOIDING DUPLICATION

- 6.1 There are many stakeholders in the leisure industry covering a wide range of disciplines and although their strategies are not always directly related to the promotion of the licensing objectives, they often indirectly impact upon them.
- 6.2 The Council therefore acknowledges the importance of co-ordinating and integrating these policies, strategies and initiatives and will maintain multi-disciplinary working groups to ensure its licensing policy integrates with local crime prevention, planning, transport, tourism, race equality schemes and cultural strategies, as well as any other plans relating to the management of the town centre and the night-time economy.

CRIME PREVENTION

- 6.3 Conditions attached to Licences and Certificates will, so far as possible, reflect local crime prevention strategies. Examples of such conditions can be found in the Pool of Conditions relating to prevention of crime and disorder contained in the Statutory Guidance to the Act.

CULTURAL STRATEGIES

- 6.4 The Council will make arrangements to monitor the impact of licensing on regulated entertainment, particularly live music, ensuring that only necessary, proportionate and reasonable licensing conditions impose any restrictions on such events.
- 6.5 Where there is any indication that such events are being deterred by licensing requirements, the statement of licensing policy will be examined to see if the situation might be reversed.

TRANSPORT

- 6.6 The Council will, if necessary make arrangements with Croydon Borough Police and other licensing enforcement officers for reports to be made to the Council's Traffic Management Advisory Committee and the Public Transport Liaison Panel on any matters relating to the need for the swift and safe dispersal of people from the town centre to avoid concentrations which can produce disorder and disturbance.

TOURISM AND EMPLOYMENT

- 6.7 Arrangements will be made for licensing committees to receive, when appropriate, reports on the following matters to ensure these are reflected in their considerations:
- the needs of the local tourist economy and the cultural strategy for the Borough, and,
 - the employment situation in the Borough and the need for new investment and employment where appropriate

PLANNING AND BUILDING CONTROL

- 6.8 The Council recognises that there should be a clear separation of the planning, building control and licensing regimes in order to avoid duplication and inefficiency.
- 6.9 Licensing applications will not be a re-run of the planning application and will not cut across decisions made by the planning committee or permissions granted on appeal.
- 6.10 The Council will however expect applications for premises licences or for a variation to an existing premises licence at permanent commercial premises to be from businesses having the relevant planning consent for the property concerned. In addition, persons submitting temporary event notices should ensure the premises in question has the requisite planning consent for the proposed activities and hours of operation. Where this is not the case, applicants will be expected to show good reason why the premises do not have planning permission.
- 6.11 The Croydon Local Plan sets out the criteria that will be used to assess planning applications for any changes of use that require planning permission. Some

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changes of use do not require planning permission but an application for prior approval may be required to ascertain whether there are matters related to the change of use that do require planning permission. Applicants should contact the Council's Development Management service at development.management@croydon.gov.uk with any enquiries related to planning applications or the prior approval process.

- 6.12 Any application for planning permission will be expected to take into account the impact of noise and fumes (and other forms of potential nuisance) on neighbouring premises and to provide details of any mitigating measures, as applicable.
- 6.13 The Council will ensure that if requested, reports will be sent from the licensing committee to the planning committee advising them of the situation regarding licensed premises in Croydon, including the general impact of alcohol related crime and disorder, to assist them in their decision-making.

ADVANCING EQUALITY

- 6.14 The Council recognises its legal obligation under the Equality Act 2010 to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share a characteristic and those who don't.
- 6.15 The Council will assess and consult on the likely impact and monitor for any adverse impact on the advancement of equality which may arise as a result of this Policy Document and will publish the results.

DUPLICATION

- 6.16 The Council will, so far as possible, avoid duplication with other legislation and regulatory regimes that already place obligations on employees and operators, e.g. the Health and Safety at Work etc. Act 1974, the Environmental Protection Act 1990, the Regulatory Reform Fire Safety Order 2005 and the Equality Act 2010 in respect of accessibility for disabled people.
- 6.17 Conditions relating to public safety will only be attached to premises licences and club premises certificates where considered necessary for the promotion of that licensing objective and not covered by any other legislation and where regulations do not cover the unique circumstances of certain licensable activities in specific premises.
- 6.18 The Council acknowledges that bingo clubs are dealt with under the Gambling Act 2005 and will have due regard to the relevant advice regarding duplicating licence conditions which has been given under both this legislation and the 2003 Act when dealing with applications relating to alcohol, regulated entertainment or late night refreshment under the 2003 Act.

7. LIVE MUSIC, DANCING AND THEATRE

- 7.1 In its role of implementing local authority cultural strategies, the Council recognises the need to encourage and promote the broadest possible range of

entertainment, particularly live music, dance, street arts and theatre, for the wider cultural benefits of the community, especially for and/or involving children. In order to assist performers and entertainers, consideration will be given to obtaining licences for public spaces within the Borough where such uses take place/could take place on a regular basis.

- 7.2 In considering applications for such events, this cultural need will be carefully balanced against possible neighbourhood disturbance so that, when determining what conditions to attach to licences/certificates to promote the licensing objectives, the Council will be aware of the need to avoid measures which might deter such events by imposing substantial indirect costs.

8. TEMPORARY EVENT NOTICES

- 8.1 Certain temporary events do not require a licence and can be notified to the Council by a Temporary Event Notice giving a minimum of 10 working days notice or in the case of a 'Late' Temporary Event Notice, between 9 and 5 working days notice.
- 8.2 However, bearing in mind the scale, location or timing of the event it is considered that this may not allow sufficient time for organisers to carry out full and proper risk assessments and undertake discussion on the possible crime and disorder, public nuisance and/or health and safety issues with the Council, Police and any other interested parties.
- 8.3 The Council therefore recommends that, in order to ensure that events can take place with the minimum of risk, at least 28 days notice is given. Also, bearing in mind that it may be difficult to assess an event too far in advance, it recommends that normally, not more than 90 days notice is given.

9. STANDARDISED CONDITIONS

- 9.1 Where Conditions are properly attached to licences or certificates they will be tailored to the individual style and characteristics of the particular premises and events concerned.

10. ENFORCEMENT

- 10.1 It is essential that licensed premises are maintained and operated so as to ensure the continued promotion of the licensing objectives and compliance with the specific requirements of the 2003 Act and it is the responsibility of premises licence holders and designated premises supervisors (where applicable) to ensure this happens and that regulatory compliance is maintained. The Council and its partners will make arrangements to monitor premises and take appropriate enforcement action to ensure this but enforcement action should be considered to be the last resort and such intervention should not be necessary where premises are operated & managed effectively.
- 10.2 Each of the Responsible Authorities under the Act may make representations on an application or seek a review of a premises licence/club premises certificate, based on concerns around any of the licensing objectives. That said,

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it is anticipated that specific responsible authorities will take a central advisory & enforcement role, as necessary, with regard to relevant licensing objectives, for example –

- Prevention of crime and disorder – Police
- Prevention of Public Nuisance – Council Environmental Health (Pollution) Team and the Planning Department
- Public Safety – Council Food & Safety Team or HSE (as applicable) and the LFB
- Protection of Children from Harm – Croydon Children’s Safeguarding Board, Police and the Trading Standards Team

10.3 Under the London Borough of Croydon Licensing Act 2003 Enforcement Protocol, originally approved by the Council’s substantive Licensing Committee on 21 June 2006, using the principles of risk assessment, the Council will work closely with the responsible authorities in enforcing licensing law and inspecting licensed premises. This should ensure that resources are more effectively concentrated on problem and high risk premises. This Protocol shall be reviewed, through a separate process to this policy review in the coming months and an updated version shall be available from the Council Licensing Team and posted on the Council’s website.

10.4 The Council will carry out its regulatory functions in accordance with good enforcement practice and particular regard will be had to fundamental principles. In that regard, Enforcement shall be:

- Targeted
- Consistent
- Transparent
- Proportionate
- Necessary

Any enforcement activity shall be undertaken in a fair, open and consistent manner in conformity with the above principles.

11. ADMINISTRATION, EXERCISE AND DELEGATION OF FUNCTIONS

11.1 The Council will be involved in a wide range of licensing decisions and functions and has established a Licensing Committee to administer them.

11.2 Appreciating the need to provide a speedy, efficient and cost-effective service to all parties involved in the licensing process, the Committee has delegated certain decisions and functions and has established a number of Sub-Committees to deal with them.

11.3 Further, where there are no relevant representations on an application for the grant of a premises licence or a club premises certificate or no police objection to a personal licence or objections from the Police or Environmental Health to an activity taking place under a temporary event notice, delegated authority has been granted for these matters to be dealt with by Officers.

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- 11.4 Licensing Committee will receive regular reports on decisions made by Officers so that they maintain an overview of the general licensing situation.
- 11.5 The following Table sets out the agreed delegation of decisions and functions to Licensing Committee, Sub-Committees and Officers.

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TABLE OF DELEGATIONS OF LICENSING FUNCTIONS

MATTER TO BE DEALT WITH	FULL COMMITTEE	SUB - COMMITTEE	OFFICERS
Application for personal licence		If a police objection	If no objection made
Application for personal licence, with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Application for interim authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant, frivolous, vexatious, etc.			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police or Environmental Health objection to a temporary event notice		All cases	

- 11.6 This form of delegations is without prejudice to Officers referring an application to a Sub-Committee or Full Committee, or a Sub-Committee to Full Committee, if considered appropriate in the circumstances of any particular case.

DEFINITIONS

The following definitions have been included to provide an explanation of some of the terms included in this Licensing Statement. In some cases they have been abbreviated or interpreted from the format set out in the Licensing Act 2003 and reference should therefore be made to the Act for the full definition.

‘Designated Premises Supervisor’ means the person (who must be a Personal Licence holder), in the case of premises selling alcohol, who will have been given day to day responsibility for running the premises by the holder of the Premises Licence or may be the Premises Licence holder themselves.

‘Late Night Refreshment’ means the supply of hot food or hot drink to members of the public (whether for consumption on or off the premises) between the hours of 11pm and 5am.

‘Licensable Activities’ means:

- the sale by retail of alcohol
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of the club
- the provision of Regulated Entertainment
- the provision of Late Night Refreshment

‘Operating Schedule’ means a document containing a statement of the following matters (and any others that may be prescribed):

- the relevant Licensing Activities
- the times at which the Licensable Activities are to take place and any other times the premises are open to the public
- information regarding the person who will be specified in the Premises Licence as the Premises Supervisor
- where the Licensable Activities involve the supply of alcohol, whether it is for the supply on and/or off the premises
- the steps being taken to promote the Licensing Objectives

‘Regulated Entertainment’ means (subject to certain de regulation*): where the entertainment takes place in the presence of and for the purposes of entertaining that audience or spectators –

- a performance of a play
- an exhibition of a film
- an indoor sporting event
- a boxing or wrestling entertainment
- a performance of live music
- any playing of recorded music
- a performance of dance
- entertainment of a similar description to that falling in the previous three categories listed above

**Readers are advised to read and familiarise themselves with Chapter 16 of the statutory guidance, produced by the Home Office under Section 182 of the Licensing Act 2003*

(latest version April 2017), which concerns regulated entertainment.

'Responsible Authority' means any of the following:

- the Chief Officer of Police
- the Fire Authority
- the relevant enforcing authority for Health and Safety
- the local Planning Authority
- the local authority responsible for minimising or preventing the risk of pollution of the environment or of harm to human health
- the body representing matters relating to the protection of children from harm
- the local Trading Standards department
- the Licensing Authority
- Public Health
- The Home Office (Immigration Service)

'Temporary Event Notice' means the notification of a Permitted Temporary Activity involving one or more Licensable Activities subject to the following various conditions and limitations:

- duration – limited to events lasting up to 168 hours
- scale – not more than 499 people present at any one time
- use of same premises – same premises cannot be used on more than 15 occasions in a calendar year, but subject to an aggregate limit of not more than 21 days irrespective of number of occasions
- number of notices by an individual – Personal Licence holder limited to 50 notices in one year, anyone else limited to 5 in a similar period
- in all other circumstances a Full Premises Licence or a Club Premises Certificate will be required for the period of the event involved.

Evidence and Data

Alcohol use

Between 2,256 and 4,384 adults in Croydon were estimated to be alcohol-dependent in 2014¹

Between 2.4%-4.6% of 15 year olds in Croydon were regular drinkers, as estimated by The What About Youth survey in 2015

26.9% of adults in Croydon abstain from alcohol, 9.2% binge drinking on their heaviest drinking day and 19.2% drink more than 14 units of alcohol a week as per the Health Survey for England (2011-14)

Off licenses

Croydon's off-license density rate was 2.99 premises for every 1,000 households, as of 21 July 2017. i.e. there were 433 premises in Croydon licensed to sell alcohol to drink off the premises (off-licenses).²

In 2014, a total of 1,398,180 litres of alcohol were sold through the off-trade, this is equivalent to 4.9 litres per adult (aged 18+).

PHE analysis of alcohol sales data (sales in the on and off trade) has shown a positive association at local authority level between off-trade sales and alcohol-specific hospital admissions. No association was found for on-trade sales.

Claimants of benefits due to alcoholism

Approximately 250 people in Croydon claimed benefits due to alcohol in 2016. This is a rate of 103.8 people per 100,000. This is a similar rate to London (105.4) and lower rate than England (132.8).

Crime

Data³ shows that there is a strong relationship between alcohol and a range of crimes including violence. Alcohol-related crime is closely linked to domestic violence which has also seen higher levels of reported offences in Croydon.

Alcohol-related crime is generally used to refer to two main categories of offences; alcohol-defined offences (such as drunk and disorderly or driving under the influence) and offences where alcohol is thought to have played a role in the committing of the offence (usually where the offender was under the influence, such as assault, antisocial behaviour, criminal damage).

In 2016, the Metropolitan Police Service recorded 30,220 crimes within Croydon, of which 10,515 were violence against the person (34.8% of all recorded crimes).⁴ The CSEW shows that, in 2015/16, 40% of the victims of violent incidents believed the offender(s) to be under the influence of alcohol. In Croydon this would result in a total of 4,206 offences of violence against the person were alcohol-related.

Note: The Metropolitan Police Service (MPS) reports on recorded crimes within each local authority, but does not specify whether alcohol was a factor in the offence being committed. The Crime Survey for England and Wales (CSEW) does provide proportions of violent incidents where the victim believed the offender(s) to be under the influence of alcohol.⁵ We can apply these national survey proportions to the MPS recorded crime data to estimate the approximate number of alcohol-related violent crime in the borough

In addition to this there were 9,065 incidents of anti-social behaviour recorded in Croydon in the same year.⁶

Total recorded crime in Croydon had been slowly decreasing since 2009, but has started to increase since 2014 - largest increases seen were in miscellaneous crimes against society (45% increase), public order offences (42%), violence without injury offences (35%) and sexual offences (28% increase).⁷

Ambulance incidents and dispatches

67,187 ambulance dispatches were recorded within Croydon in 2016, and 4.8% (N~3,224) of these were alcohol-related as per the London Ambulance Service. Across London, 6.3% of all ambulance dispatches were alcohol-related. In Croydon, these dispatches relate to 48,178 specific incidents and similarly 4.6% of all incidents were alcohol-related, compared to 6.1% across London.⁸

Alcohol-related road traffic accidents

21 road traffic accidents in Croydon in 2013-15 were alcohol-related. This is a rate of 7.6 per 1,000 road accidents. This is a similar rate to London (9.8) and lower rate than England (26.0).

Hospital admissions

Croydon has a higher rate of admissions for alcohol-related conditions in the under 40 age-group than that seen across London, a rate of 264 per 100,000 compared to 205 in London.

In 2015/16 there were 1,776 admissions to hospital for alcohol-related conditions (using a more specific/narrow definition or alcohol-related therefore a conservative estimate). This is a rate of 523 per 100,000 population. 46% of these admissions were of people aged 40-64 years and 30% were to people under 40 years of age.

Further, an additional 1,730 admissions occurred in the same year for alcohol-specific conditions. This is a rate of 506 per 100,000 population.

Mortality

Latest data shows that Croydon had an alcohol-specific mortality rate of 7.7 (2013-15) and an alcohol-related mortality rate of 43.7 (2015). Rates are directly standardised per 100,000 population. Croydon had a lower alcohol-specific mortality rate than England (11.5), and a similar alcohol-specific mortality rate to London (8.7). Alcohol-related mortality rates in Croydon were similar to both England (46.1) and London (41.3).

Over the last three years the number of alcohol related ambulance call outs in Croydon has been as follows –

2014/15 2425

2015/16 2451

2016/17 2264

In 2016/17, out of a total of 33 London boroughs, Croydon had the 10th highest ambulance call outs related to alcohol⁹.

There is evidence¹⁰ of a clear positive relationship between increased premises density and alcohol consumption in adults and young people. The evidence shows that increases in alcohol outlet density tends to be associated with not only an increase in alcohol consumption, but also alcohol related crime and violence and under 18 alcohol specific hospital admissions.

APPENDIX A

It is not only the amount of alcohol consumed that increases the risk of harm. Binge drinking, which refers to a pattern of drinking in which a person consumes at least twice the daily recommended amount of alcohol in a single drinking session, can cause acute intoxication and lead to problems such as accidents, injury and violence. Nationally, Croydon is ranked the seventh worst borough for binge drinking and it also ranks twice the London average⁸.

Most common in younger age groups, binge drinking is often associated with 'pre-loading'. Pre-loading is a term that relates to people, particularly young people, drinking alcohol at home or in streets before going on to pubs and clubs. It has been associated with higher overall alcohol consumption and a greater likelihood of being involved in a violent incident¹¹. People pre-load on alcohol because it's much cheaper to buy in the supermarket or other off licence than in a pub or bar.

In recent years, drinking behaviour has changed where more people now purchase alcohol from supermarkets and shops. More people are likely to be drinking alcohol in the home, often to excess. Croydon has seen an increase in the number of off licences and a decrease in the number of pubs¹². This indicates a significant shift in sales of alcohol from the "on" trade to the "off trade". The Licensing Authority wish to ensure that the policy recognises this shift in drinking patterns. There is a good evidence base¹³ that effective interventions to reduce the negative impacts of alcohol are those that restrict the ease of acquiring alcohol itself. This can be achieved by increasing the cost of alcohol but also reducing the hours and days of sale and by restricting the number of outlets.

A business and consumer survey conducted by the Croydon Town Centre Business Improvement District¹⁴, identified street drinking as a problem by 28% of consumers of whom 5% thought that it was a priority to improve. This view was shared by local businesses for whom street drinking at night was also a cause for concern with 71% considering this as needing improvement or a priority; street drinking during the day, while less pronounced in terms of responses was also a concern at 65%

There are concerns about parts of the borough which experience high levels of alcohol related crime and alcohol related hospital admissions and where it is clear that the density of shops selling alcohol for consumption off the premises is significantly higher than in other parts of the borough.

The following four cumulative impact zones in Croydon were introduced in January 2014 -

Brighton Road, South End, High Street & George Street Cumulative Impact Area

Contains 40 premises that are licensed to sell alcohol off the premises. Local police expressed concerns about street drinkers who could source their cheap alcohol from these outlets.

London Road Cumulative Impact Area

The London Road corridor, split into 3 sections, from the junction of London Road and Tamworth Road in West Croydon to the borough border with LB Lambeth has 65 premises that are licensed to sell alcohol off the premises. Local police and local residents expressed concerns about an emerging problem with street drinkers who

could source their cheap alcohol from these outlets.

Brigstock Road and High Street, Thornton Heath Cumulative Impact Area

The Brigstock Road and High Street, Thornton Heath Cumulative Impact Area has 15 premises that are licensed to sell alcohol off the premises.

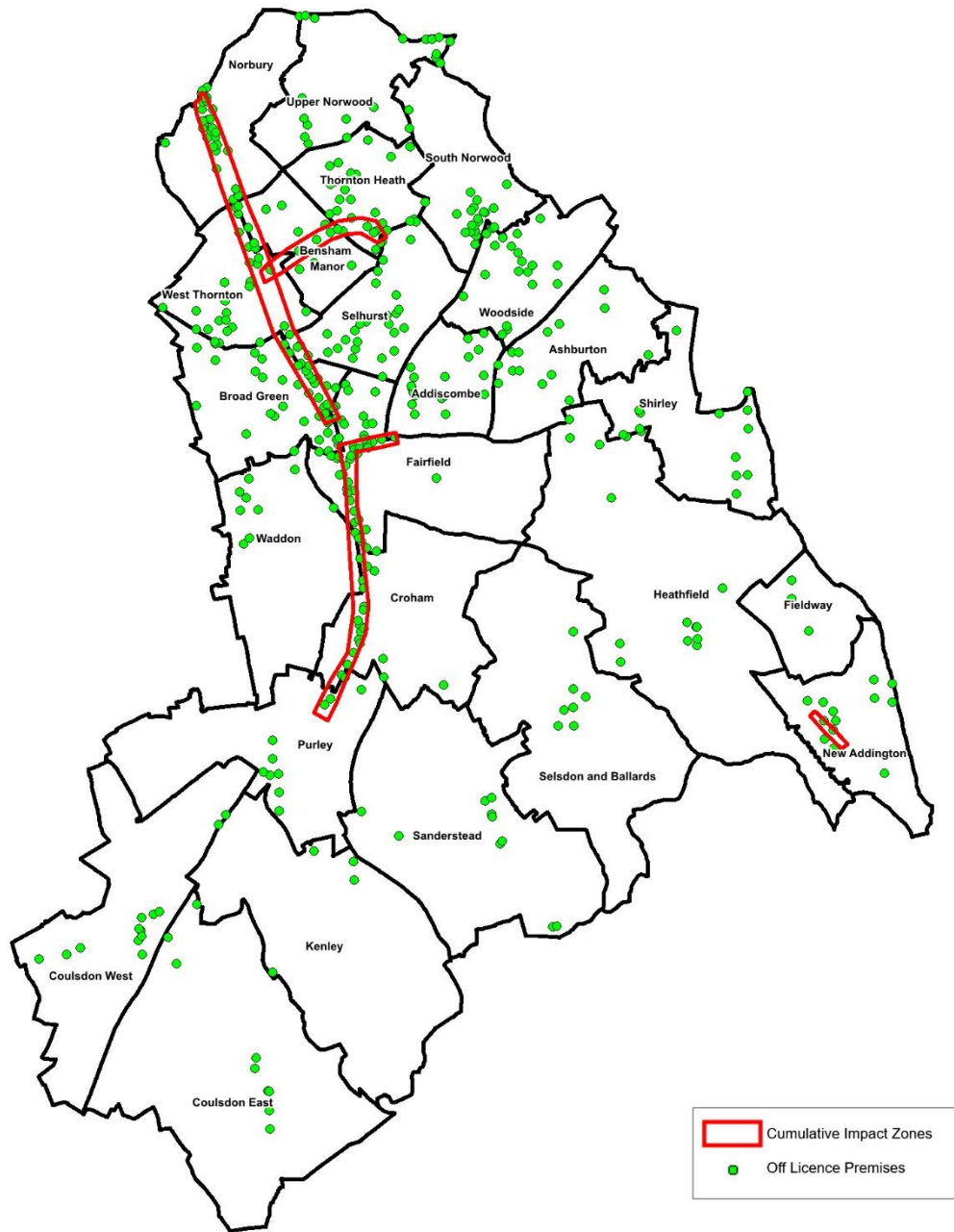
Central Parade, New Addington Cumulative Impact Area

Central Parade has 7 premises licensed to sell alcohol off the premises located in very close proximity to one another.

Local residents and community groups had complained to the Council and police about intoxicated adults frequenting these shops becoming abusive and aggressive to passers-by. A questionnaire on alcohol circulated by the New Addington Pathfinders (a local community group) found that out of 384 respondents, 271 (70%) felt that there were too many off-licences and other shops where alcohol could be purchased.

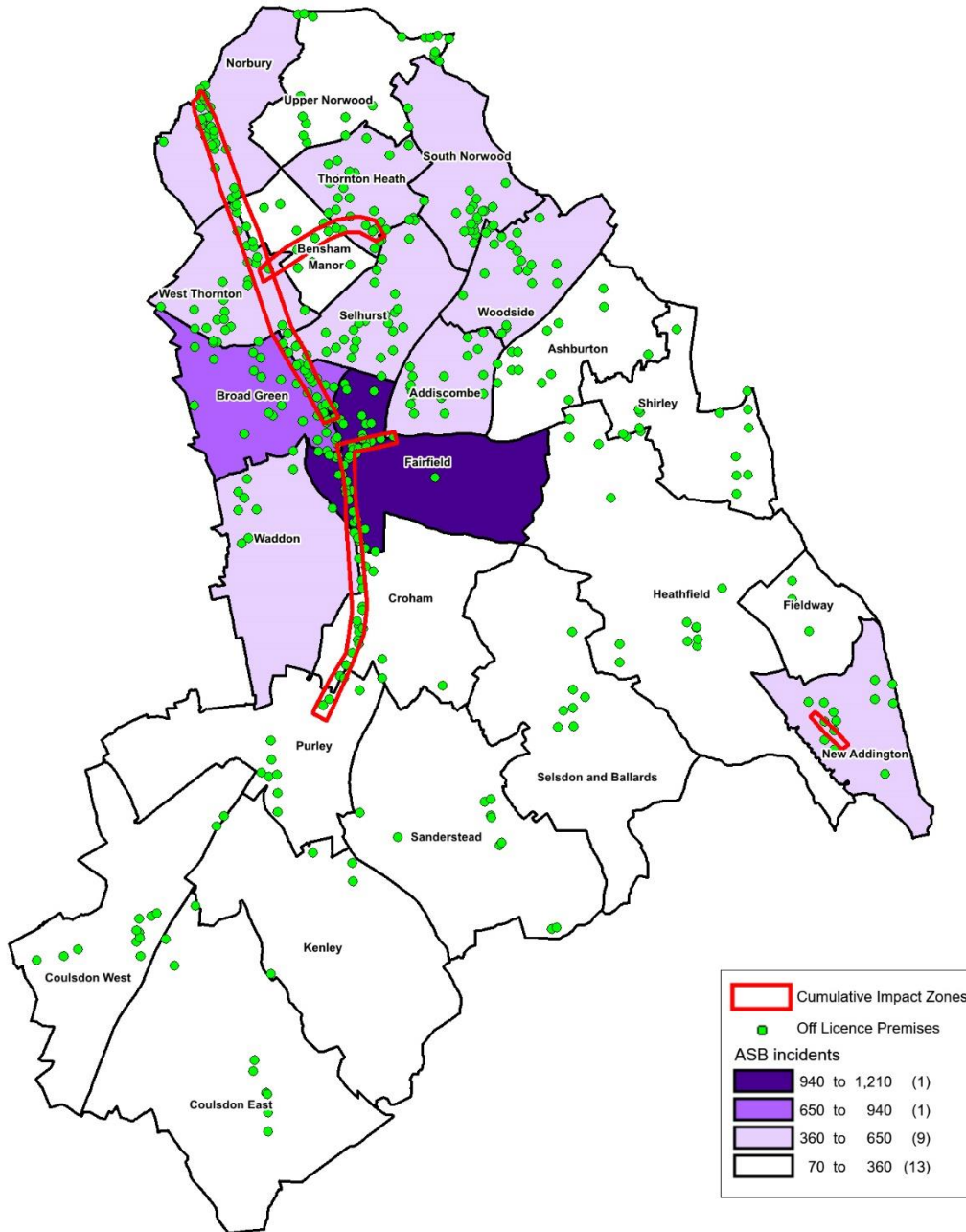
The 3 maps below detail off-licence density and indicate the four existing cumulative impact zones specific to off licences, antisocial behaviour incidents in 2016 and ambulance call-outs (dispatches) between 2011-13 & 2014-16, in Croydon.

Off Licence Premises in Croydon



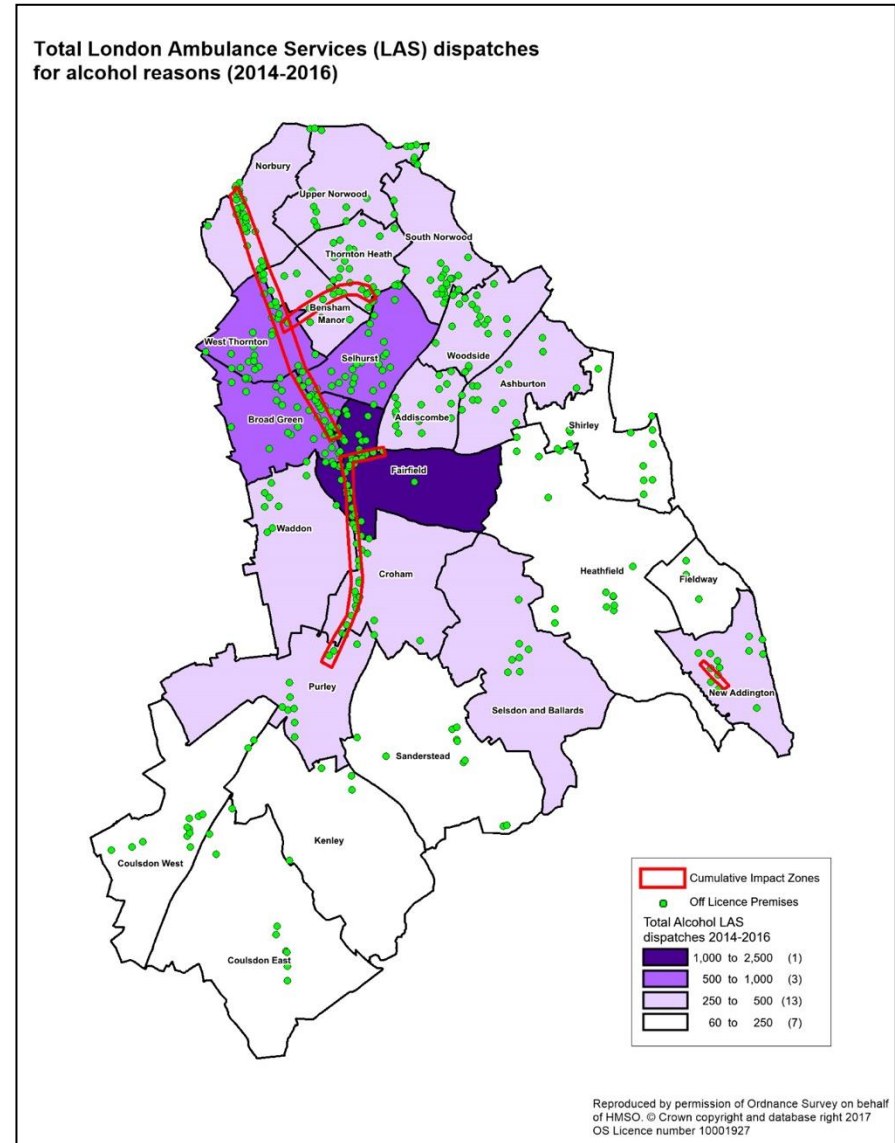
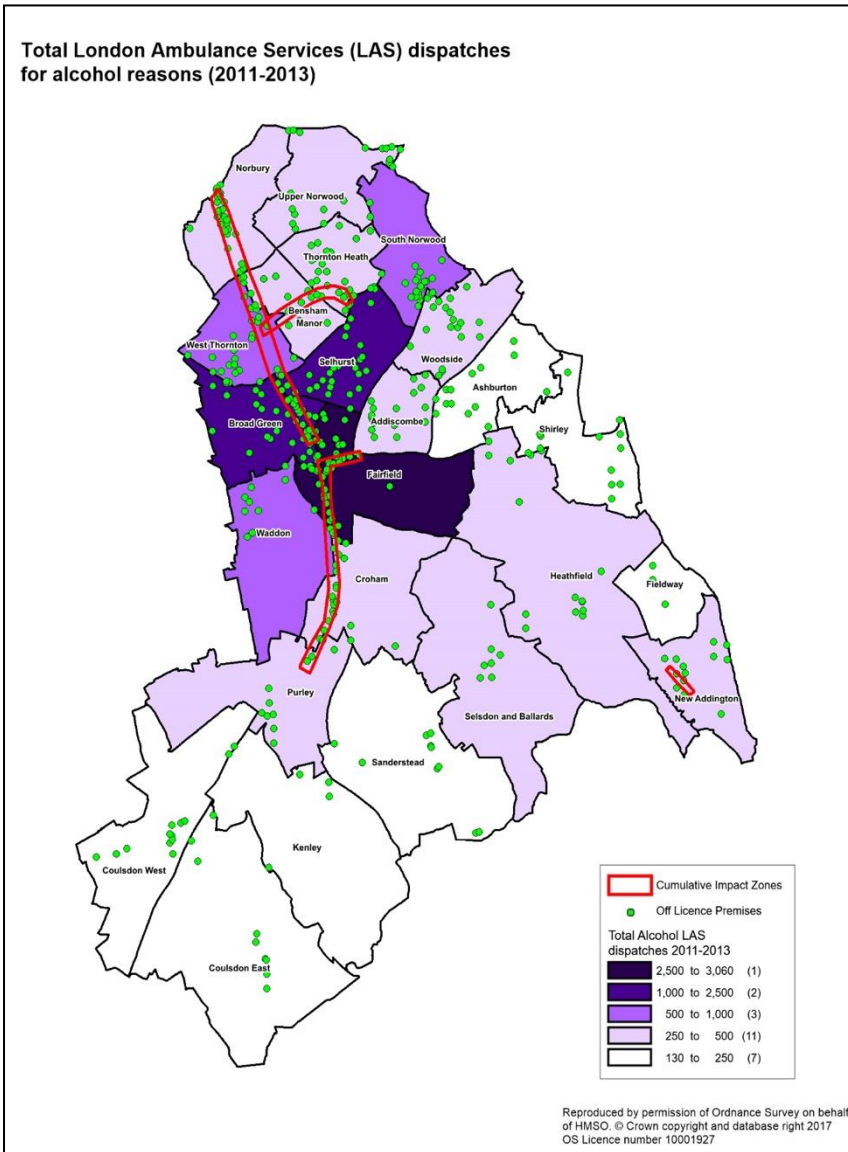
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Total Anti-Social Behaviour (ASB) incidents 2016



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The maps below shows the total number of ambulance dispatches for alcohol-related reasons in the two years prior to and two years since the CIZs being in place



CONTACT DETAILS, ADVICE and GUIDANCE

If you require advice on making an application or about making representations on an application or about seeking a review of a licence or certificate, please contact the Council's licensing team on 020 8760 5466 or at licensing@croydon.gov.uk .

Application forms are also available from the licensing team and details of:

- The names and addresses of Council, police and fire contacts able to give advice
- The responsible authorities under the legislation
- Advice on preparing operating schedules
- Pools of conditions
- Other guidance – for instance regarding personal licences, designated premises supervisors and temporary event notices

Alternatively, information, guidance and application forms can be obtained from the Home Office website at www.homeoffice.gov.uk .

Endnotes & References

- ¹ The Estimates of Alcohol Dependence in England based on APMS 2014, <http://www.nta.nhs.uk/facts-prevalence.aspx>
- ² Off-licence numbers taken from local council licensing team. Density based on number of households with at least one resident from 2011 Census, <https://www.ons.gov.uk/peoplepopulationandcommunity/populationandmigration/populationestimates/datasets/2011censuspopulationandhouseholdestimatesforwardsandoutputareasinenglandandwales>
- ³ Metropolitan Police Service figures from Greater London Authority https://data.london.gov.uk/dataset/recorded_crime_summary
- ⁴ Crime Survey for England and Wales, nature of crime tables (violence), <https://www.ons.gov.uk/peoplepopulationandcommunity/crimeandjustice/datasets/natureofcrimetablesviolence>
- ⁵ Metropolitan Police Service figures from SafeStats, restricted access
- ⁶ Metropolitan Police Service figures from SafeStats, restricted access
- ⁷ Public Health Intelligence Profile on Croydon Crime Statistics
- ⁸ London Ambulance Service figures from Greater London Authority, <https://data.london.gov.uk/dataset/monthly-ambulance-service-dispatches>
- ⁹ London Ambulance Service data provided by Safestats, GLA
- ¹⁰ One on Every Corner - The relationship between off-licence density and alcohol harms in young people. Alcohol Concern 2011
- ¹¹ Hughes K, Anderson Z, Morleo M, Bellis MA. Alcohol, nightlife and violence: the relative contributions of drinking before and during nights out to negative health and criminal justice outcomes. *Addiction*. 2008 Jan;103(1):60-5
- ¹² Croydon Council Licensing Team Data
- ¹³ WHO Effectiveness and cost-effectiveness of policies and programmes to reduce the harm caused by alcohol
- ¹⁴ Croydon Town Centre Annual Town Centre BID Business and Consumer Survey 2013

For General Release

REPORT TO:	CABINET 22 January 2018
SUBJECT:	Education Estates Strategy
LEAD OFFICER:	Barbara Peacock - Executive Director, People David Butler – Director, Education and Youth Engagement Denise Bushay - Head of Service, School Place Planning and Admissions
CABINET MEMBER:	Cllr Flemming, Children, Young People and Learning
WARDS:	All
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON: The recommendations in this report contribute to achieving priority 3 of the independence strategy to provide people with the best opportunity to maximise their life chances and have a good quality of life through the provision of high quality universal services, including an excellent learning offer.	
FINANCIAL IMPACT The overall cost of the Education Capital Programme is estimated at £106.72m over the period 2017/2018 – 2020/2021. This includes a request for additional £3m for Fire Safety works in community schools and as in previous years an additional £2m for Major Maintenance Works for 2020/21. Appendix 1 provides a detailed breakdown of the scheme costs and funding.	
KEY DECISION REFERENCE NO.: 0118CAB (For recommendations 1.1 & 1.7) This is a Key Decision as defined in the Council's Constitution. The decision may be implemented from 1300 hours on the expiry of 5 working days after it is made, unless the decision is referred to the Scrutiny & Overview Committee by the requisite number of Councillors.	

The Leader of the Council has delegated to the Cabinet the power to make the decisions set out in the recommendations below:

1. RECOMMENDATIONS

The Cabinet is recommended to:

School Place Planning

- 1.1 agree Croydon's School Place Supply Strategy (tables 1, 2 & 3) for the next 3 academic years – 2018/19 to 2020/21 - and the funding to deliver these additional places (Appendix 1 – Capital Programme Budget summary)

- 1.2 note the review of pupil projections undertaken in July – projections vs available school places – Appendix 2.

Special Educational Needs

- 1.3 note update on Croydon's new special free school that has been approved by Department for Education (DfE)
- 1.4 note proposed partnership with Croydon Further Education (FE) college to establish new local post 16 places in an SEN Centre of Excellence
- 1.5 note the continued planned expansion of secondary autism Enhanced Learning Provision at Oasis Coulsdon and Oasis Arena.

School Admissions

- 1.6 agree to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year (Appendix 2a), including the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 2b) and adoption of the proposed Pan London co-ordination arrangements (Appendix 2c).

School Maintenance and Compliance

- 1.7 approve the proposed Schools' Maintenance Plan for 2017/18 and 2018/19 – Appendix 4 – including an additional £3m for fire safety works in community schools and as in previous years £2m for the 3 year programme for major maintenance work to be carried out in 2020/21.

2. EXECUTIVE SUMMARY

School Place Planning

- 2.1 In accordance with the Education and Inspections Act 2006 ("EIA") the Council has a statutory duty to "secure that sufficient schools for providing— (a) primary education, and (b) secondary education are available for their area" as well as to "secure diversity and increase opportunities for parental choice when planning the provision of school places" in the borough. The Council also has statutory duty to manage a potential surplus of schools places.
- 2.2 The proposed School Places Supply Strategy (tables 1 & 2) is based on officers' projection of the number of additional places that will be required at planning area level, over the next 3 academic years to ensure sufficiency of school places. Over the 3 year period, in the primary educational phase, an additional 8 forms of entry (FE) (240 reception places) will be provided, including 2 new free schools; and 12FE (an additional 360 Year 7 places) through the establishment of 2 new secondary Free Schools. Appendix 2 sets out the Council's projections versus available places.
- 2.3 In consultation / agreement with the School Leadership Team at Norbury Manor School Primary, the Office for Schools Adjudicator (OSA) approved an in-year variation / reduction of the school's PAN, from 90 to 60 for the

2017/18 and 2018/19 academic years. Officers are also in the process of applying to the OSA regarding in-year variation of Monks Orchard Primary school's PAN from 90 to 60. Following statutory consultation, we are recommending the reduction of the PAN for Norbury Manor and Monks Orchard Primary schools, by 1FE, for the 2019/20 academic year. Overall, a total of 29 responses were received during the consultation for both schools regarding the proposed reduction of the schools admission number. The results are mixed with:

Monks Orchard Primary school

- 28% in support of the proposed change
- 38% do not support the proposed change
- 10% not sure

Norbury Manor Primary school

- 31% in support of the proposed change
- 38% do not support the proposed change
- 12% not sure

- 2.3.1 Respondents were mainly concerned about the impact of the proposal on transfer from nursery to primary, siblings, increase in demand and job losses.
- 2.3.2 A detailed outcomes report, including the Council's response to concerns is attached at Appendix 3a.

Special Educational Needs and Disability (SEND)

- 2.4 The Local Authority has a duty to provide education for young people for whom the Education, Health and Care (EHC) Plans are maintained. The local school places need to provide education which is suitable and an efficient use of public resources, having due regard to parental preference. The Council has a vision for young people such that they have access to local education that is good or outstanding.
- 2.5 Following Croydon's successful bid to DfE for a new Special Free School to be opened in the Borough, officers have now sought and received proposals from potential sponsors. The DfE/Regional Schools Commissioner (RSC) and Croydon will interview shortlisted proposers, determine and national announcements will be made in March/April about the providers appointed to deliver the education in the 19 new schools across the national Wave 12 programme. The school will offer 150 places to children aged 2-19 years, with autism and learning difficulties, with the aim of providing a local pathway from the early years to adulthood. The proposed date for the first phase of the school to be opened is September 2020.
- 2.6 Over the next 3 years, in addition to the new special free school which will provide 150 places, additional places will be provided through the expansion of existing special schools, Academies and working with the local FE college to provide 75 places including post 19 transition year for those young people with complex needs to provide pathways to independence and supported employment in Croydon.

School Admissions

- 2.7 The Council is the admissions authority for all community schools within the borough and is therefore statutorily responsible for ensuring that admission arrangements are compliant with the School Admissions Code, 2014. A key part of this is a requirement to determine the Admission Arrangements for its schools annually even if they have not changed from previous years, and to consult on proposed change or at least once every 7 years if there has been no change in that period.
- 2.8 The Council is also responsible for having in place a scheme for coordinating admission arrangements. Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years.
- 2.9 There are no proposed changes to the oversubscription criteria currently in place for Croydon's community schools. However there are proposed changes relating to reduction of the PAN for Norbury Manor and Monks Orchard Primary schools for the 2019/20 academic year by 30 reception places each, as part of the community schools' published admission arrangements – Appendix 2a.
- 2.10 The Council consulted stakeholders, including parents/carers, on the proposed reduction of Norbury Manor and Monks Orchard Primary schools' PAN between 8 November and 20 December 2017. A detailed outcomes report is attached at Appendix 2b.
- 2.11 The annual school admissions arrangements are part of the Council's policy framework and as such require determination by the full Council. The Council is required by statute and regulations to approve its admissions policies for the schools it is responsible for the 2019/20 academic year (including Published Admissions Numbers – PANs) by 28 February 2018. Accordingly Cabinet is requested to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year (Appendix 2a), including the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 2b) and adoption of the proposed Pan London co-ordination arrangements (Appendix 2c).

Schools' Maintenance and Compliance

- 2.12 The effective maintenance of school buildings is essential to support and enhance the delivery of education. School buildings are an important part of the Councils' assets. The Council has a duty to ensure that its school buildings meet the minimum standard and premises are maintained so that: they are safe, warm and weather tight and provide a suitable learning environment; emergencies are dealt with promptly and effectively; and the management and procurement of maintenance works is carried out efficiently.
- 2.13 The Council is the employer for community schools, community special schools, maintained nursery schools and pupil referral units and is responsible for larger condition and maintenance works. It has a duty to ensure that appropriate arrangements are in place to monitor and review any preventative and protective measures that have been implemented. The

Council, under the current scheme for financing schools, is responsible for items valued at over £10,000 for primary schools and £25,000 for secondary schools.

Schools' Maintenance Plan

- 2.14 The Schools' Maintenance Plan (Appendix 4) contains the planned repairs and maintenance programme for two years (2017/18 – 2018/19). Some of the condition-related works e.g. heating, and electrical, listed in the plan are classified as priority because they have a direct bearing on schools' ability to function and are prioritised to prevent schools from closing. As such, it is important that capital is set aside on an annual basis to address the most pressing of these demands. The Plan has been developed using information from the Council's commissioned condition surveys. The capital allocation proposed by this report will deal with over half of Priority 1 issues identified in maintained schools' condition surveys. As in previous years and as part of forward planning, we are seeking £2m to cover major maintenance in community school buildings.

Fire Safety in Schools

- 2.15 The Council has commissioned a fire safety review of the Croydon's community school estate to gain a comprehensive overview of the fire safety position so that current and future needs can be identified and plans put in place to address any identified issues. This is additional to the fire safety rectification works undertaken as part of the planned maintenance programme. This review will be focusing on the management of fire safety and the condition of the building in terms of fire safety performance. To date, officers have obtained Fire Risk Assessments (FRAs) from community schools and are working with the Homes and Schools Improvement Team to deliver a fire safety regularisation programme to ensure that all community schools are safe and continuously compliant. The FRAs are being used to conduct a desktop analysis of fire safety in schools which will be followed by site visits. We are therefore seeking a total of an additional £3m to cover fire safety works that will be carried out in community schools during 2018/19 (£2m) and 2019/20 (£1m) after this 2 year period, fire safety will be part of the major maintenance programme.

Asbestos Management

- 2.16 School buildings may contain asbestos if any part was built before 2000. The Control of Asbestos Regulations 2012 set out the steps to be followed to manage asbestos in schools, including keeping the management of asbestos under review. Croydon has successfully commissioned full asbestos management surveys within its community schools estate. Where asbestos is present, the necessary works will be undertaken to manage or remove as required. This will be maintained through annual asbestos inspections.
- 2.17 The delivery of the programme is managed by the Homes and Schools Improvement Team and Facilities Management with oversight from the School Places Team.

3. DETAIL

School Place Planning

- 3.1 Local Authorities are under a statutory duty to secure sufficient education provision within their areas and to promote higher standards of attainment. In its strategic role as commissioner of school places, the Council must respond to changes in demand over time by either increasing or removing school places.
- 3.2 To fulfil its duties, the Council is required to manage the supply and demand for school places by forecasting future demand for school places within the educational planning areas – 6 for the primary phase and 2 for the secondary phase. This may result in the need for additional places when demand increases, or reduction of places when demand decreases. The forecasts of pupil numbers are also essential in providing the Department for Education (DfE) with information to support basic need capital allocations.
- 3.3 The Education Act 2011 changed the arrangements for establishing new schools (now section 6A EIA) and introduced the academy and free school presumption. This means that where a local authority thinks a new school needs to be established, the local authority is under a duty to seek proposals to establish an academy (free school).

- 3.4 Projections vs Available places (Appendix 2)
Based on Croydon's recent School Capacity (SCAP) Survey and forecasts of pupil numbers submitted to the DfE in July 2017, our latest estimates suggest that there will be sufficient places in Croydon primary and secondary schools to accommodate children for the next 3 years. Currently, there is a higher level than necessary of surplus places in some of the primary planning areas. We are currently working with the relevant schools to manage this surplus.

Forecasting demand for school places

- 3.5 In conjunction with our regular review of the demand for school places, we commission the Greater London Authority School Roll Projection service to undertake an annual forecast of the number of pupils who will need a school place in the future. These projections are used by the Council to inform its annual return (SCAP) to the Department for Education (DfE) for assessment of basic need allocation; and to develop strategies to make sure that the right number of places are in the right locations at the right time, which include either creating additional school places or removing places.
- 3.6 A variety of data sources are used to forecast future demand for places in the primary educational phase, such as, historical trends in admissions, current numbers on roll from the school census data and the historic birth rate. For the secondary educational phase, the main sources of data used are the current numbers on roll and historic trends in admissions from Year 6 in primary schools. Child yield – the likely number of pupils that will require an additional school place - from planned housing developments across the borough is also incorporated in our forecasts of future demand for school places.

School Places Supply Strategy

- 3.7 In discharging its duty for sufficiency of school places, the Council works in partnership with different education providers – Academy Trusts/Free Schools and Diocesan Authorities – to determine the need for places and to secure

diversity in educational provision across the borough, taking into account parental choice. The need for additional school places is determined by assessing the capacity of existing schools and forecasting future demand for places.

- 3.8 If the demand for school places increases, the Council can expand existing schools on a temporary or permanent basis, or new schools can be established through the free school presumption. If demand decreases, the number of places at existing schools can be reduced through an in-year variation of the schools' admission number via the Office for Schools' Adjudicator or through consultation on the admission arrangements.
- 3.9 The School Places Supply Strategy (tables 1 & 2) –the provision of additional school places takes account of projects previously planned / agreed and includes those that will be provided through the free school route. These places will be in areas where demand for school places can be expected to increase in the future. The demand for school places is unevenly spread across the planning areas, with pressure in some areas and spare capacity in others.

Proposed reduction of Published Admission Number

- 3.10 The growth in Croydon's population over the last decade has put pressure on primary school places, necessitating a huge expansion in capacity. Several new schools were opened and therefore additional places were provided to meet the growth in demand. There has been a 5% drop in birth rate in 2013 which has resulted in falling school rolls and a high level than necessary of surplus places in some of the educational planning areas. It is advisable to have between a 5-10% surplus of places to deal with fluctuation in population, unexpected growth in demand, in-year applications and parental preference.
- 3.11 A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. Therefore we are monitoring the admission numbers in schools with falling rolls.
- 3.12 To date, an agreement has been reached with the School Leadership Team at Norbury Manor School Primary and the Office for Schools Adjudicator has approved an in-year variation / reduction of the school's PAN from 90 to 60 for the 2017/18 and 2018/19 academic years. Following statutory consultation, officers are recommending the reduction of the PAN for Norbury Manor and Monks Orchard Primary schools by 1FE – 30 reception pupils - for the 2019/20 academic year. Accordingly Cabinet is requested to recommend to full Council that it determine the proposed Admission Arrangements for Croydon's community schools for the for the 2019/20 academic year (Appendix 3), the responses to consultation on the proposed reduction of the PAN for Norbury Manor and Monks Orchard Primary Schools (Appendix 3a) and adoption of the proposed Pan London co-ordination arrangements (Appendix 3b).
- 3.13 Croydon has a diverse range of educational provision, as outlined below:

- A total of 88 primary schools, of which:
 - 29 are maintained / Community schools
 - 59 are non-maintained: 46 Academies, 2 Free Schools and 11 Voluntary Aided schools
- A total of 23 secondary non-maintained schools, of which:
 - 6 are Voluntary Aided schools
 - 16 are Academies
 - 1 Free school
- A total of 8 Special schools

3.14 Croydon's School Places Strategy for primary and secondary schools is outlined below and in tables 1 & 2:

3.15 Proposed number of additional places to be provided in the Primary phase to meet demand:

- 2018/19 academic year, an additional 2FE (60 reception places)
- 2019/20 academic year, an additional 6FE (180 reception places)
- 2020/21 academic year, no additional places planned

Table 1 - Proposed 3 year primary school supply strategy

Planning Area	Academic Year 2018/19	Academic Year 2019/20	Academic Year 2020/21
North West		New Free School: Ark Bayes Primary 3FE (90 Reception places)	
East		Existing School: Robert Fitzroy Academy: 1FE (30 additional Reception places)	
Central	Existing Free School: Krishna Avanti Primary:1FE (30 additional Reception places)		
South East			

South		New Free School: Collegiate Free Primary: 2FE (60 Reception places)	
South West	Existing School Permanent Expansion: Smitham Primary 1FE (30 additional Reception places)		

In 2018/19, a total of 60 Reception places will be available at Krishna Avanti which is the original intended PAN for the school. This increase has been deferred from 2017/18 to 2018/19.

In 2019/20, Robert Fitzroy Academy will revert to its original higher PAN of 120 Reception places as per the academy's Funding Agreement.

3.16 Proposed number of additional places to be provided in the Secondary phase to meet demand

- 2018/19 academic year, an additional 6FE (180 Year 7 places)
- 2019/20 academic year, no additional places planned
- 2020/21 academic year, an additional 6FE (180 Year 7 places)

Table 2 - Proposed 3 year secondary school supply strategy

Planning Area	Academic Year 2018/19	Academic Year 2019/20	Academic Year 2020/21
North			New Free School: Ark Blake: 6FE (180 Year 7 places)
South	New Free School: 6FE (180 Year 7 places)		

The opening of Ark Blake Academy has been deferred from 2019/20 to 2020/21.

3.17 Special Educational Needs and Disability

The Council as an education authority has specific duties in relation to

provision of education for children with special educational needs (SEN). The main duties include: to identify whether a child for whom they are responsible has SEN; and to assess a child who in their opinion has SEN. If the assessment shows that it is necessary, to make an EHC Plan: determining the child's needs and the educational provision required and to ensure the specific provision set out in the Plan is provided. In addition, in carrying out its duties under Part 3 of the Children and Families Act 2014, local authorities must have regard to the importance of providing children and their parents and young people with the information and support necessary to participate in decisions.

- 3.18 Croydon's vision for young people with special educational needs and disabilities is that these young people are included within the community of Croydon and are given the same opportunities as others to access education to live fulfilled lives, gaining employment and living as independently as possible.

New Special Free School

- 3.19 To meet increased demand for special school places for children with autism and learning difficulties (aged 2 -19) the Council successfully bid for capital funding from the Education and Skills Funding Agency (ESFA) to develop a new free special school. Croydon was one of 19 Councils which were successful in having bids approved. The competition for providers to apply to run these special schools is being coordinated in partnership nationally by the ESFA and locally by Croydon Council.
- 3.20 The process for selecting the special school provider is underway. A local launch to attract a suitable free special school provider was held on 27th September 2017. Potential providers submitted applications by the deadline of 24 November. Currently a process of short-listing is being undertaken, this will be concluded both locally and nationally by the end of December 2017.
- 3.21 Providers who are successful in being shortlisted for Croydon's new special free school will be interviewed in mid-January. Announcements about the appointment of providers will be made nationally by Easter.
- 3.22 The proposed site of the new SEN free school is the Timebridge Community Centre, Field Way, New Addington, subject to Local Plan adoption in early 2018 and subsequent planning consent. Croydon Council is keen to secure a state of the art building which includes facilities which can be shared with the community. The Council has applied to self-deliver the new building by September 2020 ready for opening.
- 3.23 The planned increase in specialist places for children with autism continues to be addressed through previously agreed expansion of ELP places. From September 2018, Oasis Academy Coulsdon will have a further 5 places taking the total to 25 places within the ELP. Oasis Academy Arena will increase by 12 ELP places taking the total number of places to 24.
- 3.24 There will be an increase in commissioned places at Bramley Bank Key Stage 2 Pupil Referral Unit long and short stay provision. The increase is from 18 to 34, with 18 long stay and 16 short stay.

3.25 Bensham Manor Special School

Specialist secondary places at Bensham Manor have been heavily over-subscribed for September 2018/19 with 50 applications for 30 places. To meet sufficiency duties the school will provide additional places for September 2018 in bulge classes within existing facilities.

Post 16 SEN places

- 3.26 There has been a rise in the number of students with complex Special Educational Needs and Disabilities (SEND), including, in particular, autism. The number of children and young people for whom the Borough maintains an Education, Health and Care Plan (EHCP) has risen from 1800 to 2500 (2010-2017). Currently approximately 70% of these young people who are post 16 attend school or FE college travel outside of the Borough to access specialist SEN provision due to the lack of facilities in Croydon.
- 3.27 To deliver 75 SEN specialist post 16 education places by 2021. Croydon Council and Croydon FE College are submitting bids for capital funding to develop an SEN post 16 Centre of Excellence which will enable the establishment of the specialist education and training needed to enable young people with SEN to have their needs met in Croydon. This will reduce the number of young people leaving the borough for their education and increase the number of young people with SEND who have real opportunities for sustained employment in or near their local community. There will also be a saving from already increasing transport costs as a result of educating more young people in the borough.
- 3.28 The Borough's funding for children with an EHCP has become increasingly under pressure due to increased volume and cost. Where the Borough lacks capacity to provide special educational needs education, placements have been made in the independent sector at a high cost. Consequently the Borough's High Needs Block is forecast to overspend by £7.8 million, an increase of more than £3 million on last years' spend. The final report supporting a five year High Needs Funding strategy is awaited, early feedback has signaled key areas for development:
- Increase autism specialist school and Enhanced Learning Provision (ELP) places
 - Increase post 16 FE SEN specialist places
- 3.29 New provision for post-16 SEN students at Croydon College would have the benefits of:
- Enabling students to learn closer to home
 - Enabling engagement with local employers
 - Reducing demand on the SEN transport budget, resulting in budget savings.
- 3.30 We are ambitious for our young people with SEND. The FE education provided by Croydon College will be for students with autism and complex learning difficulties and/or disabilities. The development will be phased over a period between 2018/19 - 2020/21. The proposed SEN Supply Strategy is at table 3.

Special Provision Fund Allocation

- 3.31 In March 2017 the Government announced the allocation of a special provision fund for Local Authorities to support capital investment in provision for pupils with special educational needs and disabilities. The funding will be allocated on an annual basis over a three year period 2018-2021.
- 3.32 The fund is to be used to create new places and make improvements to facilities and can be applied to mainstream, special schools, nurseries, colleges and other education provisions. The use of the fund needs to be consistent with the strategic plan that is drawn up for children with high needs and must address the Local Authority's statutory duty under the Children & Families Act 2014 to keep education provision for children with SEN under review including its sufficiency. It will complement the high quality places that have already been delivered including Beckmead College which opened in September 2017.
- 3.33 Croydon's allocated special education provision fund is £968,855 annually; with a total of £2,906,565 being allocated by 2020/21. The allocation is based on projected population growth.
- 3.34 Croydon's Dedicated Schools Grant High Needs Block was overspent at the end of the financial year 2016/17 by £5.7m attributable to increase in numbers of children with an EHC Plan and an over-reliance on independent school sector placements. The latter being principally due to insufficient local specialist education places. A key focus of the approach to application of the special provision fund will be invest to save.
- 3.35 The outcome will be a five year strategic plan which is based on careful analysis of data and the views of stakeholders. The plan will inform future education place planning and short breaks commissioning. The aim is to ensure that investment is focused on development of a coherent pathway that leads to increased numbers of young people with SEN engaged in employment and/or living independently with support in or near their local community.

Demand and Capacity Review

- 3.36 Consultants PPL (Private, Public Limited) have undertaken the 0-25 SEND Demand and Capacity Review which was DfE grant funded. The full report including a recommended approach for future five year modelling of High Needs funded places is due imminently and will be reported in full in the July 2018 Education Estates Report.

Table 3 – Proposed 3 year SEND school places supply strategy

1FE (form of entry) for Special schools usually equates to one class of 8 pupils

Planning Area	Academic Years 2017/18/19	Academic Year 2019/20	Academic Year 2020/21
Additional SEN provision	<p>Existing schools:</p> <ul style="list-style-type: none"> • 2FE permanent expansion of St Nicholas • Nurture provision in 2 primary schools for pupils with SEMH – 24 places • 2FE temporary expansion of Red Gates (age 4-11) • Beckmead Family of schools – • Chaffinch Brook School – increase to include Year 9 • Beckmead School (Tharreo House) increase of 14 places (social, emotional, mental health and/or anxiety, stress, phobia related learning difficulties). • Beckmead College – 12 places for young people age 14-19 years. KS5 vocational offer (working towards filling 50 places) – new building to open Jan 2017 • ELP at Oasis Coulsdon and Arena increasing by 5 (total 25) and 6 places respectively (total 12). 	<p>Existing schools:</p> <ul style="list-style-type: none"> • 1FE proposed permanent expansion of St Nicholas (age 4-11) <p>Post 16 SEN provision to be developed in partnership with Croydon College on current site – dependent on outcome of capital bid. Proposed numbers from September 2018/19 – 15 post 19 places.</p> <ul style="list-style-type: none"> • Oasis Arena ELP additional 6 places • Proposed special school satellite (15 places) in mainstream secondary to provide local places for YP seeking Bensham Manor places • Enhancement of existing ASD ELP (e.g. Meridian) provision to ensure equity of offer. • Review suitability of secondary specialist arrangements – recommendations to education estates board. • Review early years specialist provision. 	<p>Proposed new Free Special School:</p> <ul style="list-style-type: none"> • 150 places for boys and girls with Autism and Learning Difficulties (age 2-19) – proposed site Timebridge, Fieldway. Opening in September 2020 with 80 places increasing to 150 over the period up to Sept 2023 <p>Visit www.croydon.gov.uk/freeschool</p> <ul style="list-style-type: none"> • St Nicholas continued expansion X 2 classes each year for 6 years from 2020/21 • Post 16 SEN provision at Croydon FE College (dependent on capital funding) 35 places from Sept 2019 and 70-75 from September 2020. • Review suitability and sufficiency of PMLD/physical disability places (e.g. St Giles) – equipment changes and arrangements for building storage etc.) • Review and ensure sufficiency of Alternative Provision

The proposed additional 1FE permanent expansion of St Nicholas Special School in 2019/20 would be further to the 1FE 2017/18 permanent expansion which was approved at January 2016 Cabinet (therefore it is proposed that the school would ultimately grow by a total of 2FE from the current numbers).

- 3.37 Since ASD is often associated with learning difficulties, pupils are also often placed in a Moderate Learning Difficulties (MLD) or Severe Learning Difficulties (SLD) school adding to the pressure on places at these schools while a significant number attend specialist ASD schools in the independent sector outside the borough representing 30% of all independent sector placements.

4. School Admissions

- 4.1 In line with the Schools Admission Code, 2014, Admission Authorities, including Local Authorities are responsible for ensuring that admission arrangements are compliant with the School Admissions Code. This includes consulting on proposed changes to admission arrangements annually and at least every 7 years where there have been no changes. In addition, Admission Authorities are required to determine their admission arrangements on an annual basis. The admission arrangements include the admission criteria (oversubscription criteria) - the priority order used to decide who to admit to a school if there are more applications than available school places.

4.2 Co-ordinated Scheme

The Co-ordinated Scheme is the process by which local authorities co-ordinate the distribution of offers of places for schools in their area. All local authorities are required to co-ordinate the normal admissions round for primary, junior and secondary schools in their area. Schools can take in-year applications directly from parents, provided they notify their local authority of each application and its outcome.

- 4.3 Croydon has participated in a Pan London arrangement for the Co-ordinated Admissions rounds for both primary and secondary applications for several years. This arrangement allows all boroughs to exchange data and facilitate choice for parents by offering places across borough boundaries within the same parameters and timetable. The Cabinet is recommended to approve the arrangement for the 2019/20 academic year to allow this participation to continue.

Admission Authority

- 4.4 The Council is the Admission Authority for Community schools as set out in Appendix 2a to this report and is therefore responsible for determining the Admission Arrangements for these schools. Admission Arrangements must be determined annually for the next education year. The Admission Arrangements are part of Croydon's policy framework and must be determined by the full Council.

Admission Arrangements

- 4.5 Admission Authorities are required to consult on their Admission Arrangements for a minimum of 6 weeks between 1 October 2017 and 31

January 2018. The Council consulted on its 2019/20 Admissions Arrangements for Community schools - Appendix 2a – from 08 November to 20 December 2017. The proposed arrangements are the same as those which applied for the 2018/19 academic year, except for the proposed reduction of Norbury Manor and Monks Orchard Primary Schools' PAN by 1FE each. Cabinet and full Council is recommend to agree/determine the proposed Admission Arrangements for Croydon's community schools for the 2019/20 academic year.

4.6 The Council consulted on the proposed reduction of Norbury Manor and Monks Orchard Primary Schools admission number from 08 November to 20 December 2017. A total of 29 completed questionnaires were received for both schools.

4.7 Monks Orchard Primary - all respondents (29) commented on the proposed reduction of Monks Orchard Primary School admission number. The results are mixed:

- I support the proposed changes = 8
- I do not support the proposed changes = 11
- Not Sure = 3
- Not affected by/do not want to answer = 7

4.8 Norbury Manor Primary - 16 responses received to questions relating to the proposed reduction of Norbury Manor Primary School admission number.

- I support the proposed changes = 5
- I do not support the proposed changes = 6
- Not Sure = 2
- Not affected by/do not want to answer = 3

4.9 A detailed consultation outcomes report is attached at Appendix 2b.

5. Schools' Maintenance and Compliance

5.1 Local Authorities have responsibility to maintain school buildings so that they are safe, warm and weather tight and provide a suitable learning environment, including dealing with emergencies promptly and effectively and managing and procuring maintenance works efficiently. A school's premises comprise of the land and all the buildings provided for the school, including both permanent and temporary buildings and detached playing fields.

5.2 As school buildings age, they present age related issues and there is a continuing need to maintain the buildings to the required standard to provide a safe and encouraging learning environment.

5.3 The Council is responsible for the larger condition and maintenance works in maintained schools. The Council, under the current scheme for financing schools, is responsible for items valued at over £10,000 for primary schools and £25,000 for secondary schools.

- 5.4 The Schools Compliance and Maintenance Team have a good understanding of our school estate to support clear decision making regarding ongoing repairs and maintenance activities, capital spending and wider property issues.
- 5.5 To enable the Council to determine its schools maintenance priorities, condition surveys have been carried out throughout the relevant school estates to determine the condition of the building and the equipment within each school.
The nature of the building elements and its equipment is recorded and categorised by its state of repair and or its life expectancy.
- 5.6 The School's Maintenance plan has been developed using information from condition surveys commissioned by the Council. These surveys are comprehensive and identify costed items across each school rated from A (good condition) to D (poor condition) as well as assessing the urgency of each (on a scale of 1 to 4, with 1 being the most urgent).
- 5.7 Priority projects and reactive works include: boilers, heating, roof works, windows and electricals, Gas leak repairs, replacement Water tank remedial electrical works and fire doors replacements.

Fire Safety in Schools

- 5.8 The Regulatory Reform (Fire Safety) Order 2005 requires schools to undertake risk assessments to identify the general fire precautions needed to safeguard the safety of occupants in case of fire, including their safe means of escape. These will include ensuring procedures are in place to reduce the likelihood of fire, and maintenance of gas and electrical equipment.
- 5.9 In conjunction with the Council's Corporate Fire Safety strategy, we have commissioned a full fire safety audit in community schools to provide an overview of the fire safety, focusing on the management of fire safety and the condition of the building in terms of fire safety performance to allow a corporate response and strategy to be considered. This is additional to the fire safety rectification works undertaken as part of the planned maintenance programme.
- 5.10 The main objectives of the audit are as follows:
- Establish the current Fire Safety measures implemented within LBC Schools.
 - Assess Fire Safety against industry regulations and standards
 - Identify any gaps in schools current Fire Safety
 - Recommend and prioritise corrective actions
 - Cost and programme improvement works
- 5.11 In order to achieve the objectives identified above, a survey has been developed which consists of a review of the current fire safety management and a visual non-intrusive inspection of the school using the schools' Fire Risk Assessment (FRAs) to identify potential gaps in each school's current fire safety. This will allow corrective actions to be identified, prioritised and then costed. This will be followed by site visits to undertake the physical visual inspection of the schools' building condition. An additional budget of £3m is being requested to carry out the necessary works based on the

schools' Fire Risk Assessment, over 2018/19 and 2019/20, after which fire safety will be part of the major maintenance programme.

Asbestos Management

- 5.12 It is extremely important that any asbestos present in Croydon schools are managed properly. Failure to follow the Control of Asbestos Regulations 2012 and any corrective measures may put the future health of staff, pupils and visitors at risk.
- 5.13 Where asbestos is present, the council take the following steps to manage the asbestos in our schools ensuring they have the following:
- Management survey of asbestos-containing materials (ACMs)
 - Assess the risks associated with ACMs.
 - A plan for managing asbestos.
 - Make sure staff and visitors know the risks and precautions they need to take.
 - Keep the management of asbestos under continuous review.
- 5.14 At the time of writing, based on these surveys as uploaded onto the Council's Asset Management database, (TF Cloud) there are D items over these limits to a total value of £4.367m awaiting attention of which £2.65m are in the most urgent category. Accordingly, given a limited budget, those works which actually reach the programme will inevitably be those which are likely to lead to school closure if not addressed. They include items such as heating, roofing and windows replacement.

Proposed Schools' Maintenance Plan – Appendix 4

- 5.15 All school buildings should facilitate education within a weather tight and safe environment and the purpose of the Councils School Maintenance plan is to achieve this. As school buildings are important long term assets, it is imperative to have a continuous, robust maintenance plan in place for every type of school building to ensure the health and safety of our children and supports educational performance.
- 5.16 Using TF Cloud, the works have been programmed according to the following criteria:
- D1 needs identification through condition surveys or further inspection. Urgent health and safety issues are items which could lead to school closure (predominantly roofing and heating works).
- 5.17 The resulting 2017/18 and 2018/19 programme is set out in Appendix 4. The programme for 2018/19 is set at the level of just over £3m per year based on the valuation of identified works. In addition, we are seeking an additional £3m for Fire Safety works that will be carried out in Croydon's community schools for works to be completed between 2018/19 and 2019/20. As in previous years £2m for forward planning for major maintenance work to be carried out in 2020/21. The Central Government published the School's Condition Allocation for 2017/18-2018/19 was £3,771,786). The allocated funding will be added to next year's schools' maintenance budget and the

programme of works will be presented to the Cabinet for approval. A more detailed programme for 2019/20 will be provided in the July cabinet update report.

- 5.18 In reviewing this programme we have increased the proportion of the budget for 2017/18 (£400,000) for the reactive works on major maintenance projects which comprise only the most serious works to emergency and reactive works and included the slippages and retention of £650,000 from last year's work.

Reactive works

- 5.19 Plans will be put in place to use any of the provisions for emergency and reactive works that may be unspent in the final months of the financial year on smaller projects from the programme.

- 5.20 As in previous years, the programmes set out in this report are based on estimated costs and not tendered prices. The Executive Director, People, should retain the delegated authority to vary the programme to reflect actual prices and new urgent issues that may arise, including authorising spend against the allowance for emergency and reactive works.

Procurement

- 5.21 Once the updated programme has been agreed, the relevant schools concerned will be engaged in detail on the works in advance of final procurement. The procurement strategy will be set for each scheme ensuring best value for money and added social value.

6. CONSULTATION

- 6.1 N/A

7 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

7.1 Revenue and Capital consequences of report recommendations

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2017/18	2018/19	2019/20	2020/21
	£'000	£'000	£'000	£'000
Capital Budget available				
Permanent Expansion – Primary places	35,094	11,639	896	
Secondary places	689			
SEN places	4,626	16,750	8,612	969

Major maintenance	2,724	3,020	2,000	2,000
Fire safety works		2,000	1,000	
Other education schemes	5,750	2,118	6,833	
Effect of decision from report (Total)	48,883	35,527	19,341	2,969
Funding sources				
School Condition Funding	7,316	3,770		
Basic Needs	5,841*	0	6,833	
EFA Invest to Save	0	969	969	969
S106	963			
Borrowing		30,788	11,539	2,000
Total	48,883	35,527	19,341	2,969

*includes amounts slipped from 2016/2017

The effect of the decision

- 7.2 The use of free schools to provide school places within the borough has led to a reduction in the requirements from the future capital programme.

The Council has not been granted any Government funding for the delivery of school places in 2018/2019. Slippage has meant that the grant for Basic Needs and Schools Condition Funding has been carried forward into 2017/2018. Additional Government funding available in 2018/2019 is an allocation from the School Conditions fund. The government's Soft Drinks Levy may result in a further allocation in 2018/2019, but this has not been confirmed. There will also be a further Basic Need Allocation in 2019/2020. The majority of the funding for 2018/2019 will be provided through Council borrowing.

Risks

- 7.3 If the proposed expansion projects are not approved, there is likely to be a shortage of primary school places and SEND for the 2018/2019 and

2019/2020 academic years, resulting in the Council not fulfilling its statutory duty.

Additional budget is being sought for fire safety measures in order to carry out the works as identified in the Fire Risk Assessments. The total cost of this work has yet to be fully quantified and will be updated in future budget requests. If this work is not carried out, there would remain gaps in schools' fire safety measures.

Future savings/efficiencies

- 7.4 If additional free school providers are interested in opening schools in Croydon, the cost to the Council could be reduced further in the future years. Also the Council borrowing requirement may also be reduced if any further funding is allocated by the Department for Education. The fall in birth rate and associated demand for school places would however result in reduced demand and this would be monitored closely to make future savings.
- 7.5 The provision of more school places within the borough will result in a reduction in the need for young people to travel outside of the borough, which will result in financial savings to the SEND transport budget.

(Approved by: Lisa Taylor Director of Finance Investment and Risk)

8. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER

- 8.1 The Solicitor to the Council comments that there are no additional legal considerations arising from the recommendations beyond those set out in the body of the report.

Approved by: Sandra Herbert, Head of Litigation and Corporate Law for and on behalf of Jacqueline Harris-Baker, the Director of Law and Monitoring Officer

9. HUMAN RESOURCES IMPACT

- 9.1 There are no direct HR implications arising from this report. Any resultant future increases or changes in staffing will be handled by schools' governing bodies in accordance with the appropriate school/council policy and procedures.

Approved by: Debbie Calliste, Head of HR – People Department, on behalf of the Director of Human Resources

10. EQUALITIES IMPACT

- 10.1 An equality analysis (Background paper 1) has been undertaken to help us to understand whether people with protected characteristics, as defined by the Equality Act 2010, will be disproportionately affected by the proposed changes and recommendations in the Education Estates Strategy report.

- 10.2 The proposed changes in this report will help the Council meet its statutory duty to provide sufficient school places for protected and non-protected groups. Croydon schools provide diverse educational provision in terms of type/category, size and educational sponsors. These include special schools, enhanced learning provisions at mainstream schools; and Academies /Free Schools. Pupils are allocated a school place based on the admissions criteria which aims to promote fair access to schools and are compliant with the School Admissions Code.
- 10.3 The proposed strategy is in line with the Council's Equality and Inclusion Policy and will enable the delivery of the following priorities:
- Make Croydon a place of opportunity and fairness by tackling inequality, disadvantage and exclusion.
 - Close gaps in educational attainment by working with local businesses and community groups to enable people of all ages to reach their full potential through access to quality schools and learning.
 - Work in partnership to lift people out of poverty by increasing employment opportunities across the borough ensuring local people have a pathway into employment, education and training.
- 10.4 The proposed strategy is consistent with the Council's general equality duty to have due regard to the need to eliminate unlawful conduct under the Equality Act 2010; to advance equality of opportunity and foster good relations between persons who share a protected characteristic and those who do not.
- 10.5 The equality analysis has found that the Education Estates strategy does not negatively impact on any protected group and that no major change is required as the strategy meets the general and specific equality duties.

11. ENVIRONMENTAL IMPACT

11.1 N/A

12. CRIME AND DISORDER REDUCTION IMPACT

12.1 N/A

13. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION

- 13.1 The recommendations of this report are set out to ensure that the Council is compliant with its education duties:
- School Place Planning (s13-14 Education Act 1996) to promote high standards of education and fair access to education; secure sufficient primary and secondary education, including SEN to meet the needs of the population of its area
 - School Admissions (School Admission Code 2014) to determine the Admission Arrangements for its community schools annually
 - School Maintenance - school buildings meet the minimum standard and premises are maintained so that they provide a suitable learning environment.

14. OPTIONS CONSIDERED AND REJECTED

- 14.1 Detailed consideration has been given to how additional school places should be proposed for delivery. Projection information has been used to inform the council of the geographical areas where places should be delivered. Previous Education Estates Report have set out the new schemes to deliver new school places through the free school route.
- 14.2 The proposed reduction in the admission number at Norbury Manor and Monks Orchard Primary schools is due to the disparity between the Published Admission Number and actual number of roll at the schools. The proposed reduction will enable the schools to operate more efficiently and cost effectively. This is part of a wider review of school places across the borough.

**CONTACT OFFICER: [Denise Bushay, Head of School Place Planning,
Admissions: 0208 604 7231]**

APPENDICES TO THIS REPORT

Appendix 2a - Proposed Admission Arrangements 2019/20

- proposed reduction of the Published Admission Number (PAN) for Norbury Manor and Monks Orchard Primary schools (Appendix 2b)
- proposed Pan London co-ordination arrangements (Appendix 2c)

Proposed Community Schools Admission Arrangements 2019/20

The local authority uses the equal preference model for deciding which school is offered. This means that all school preferences are considered together and the admissions criteria applied equally. The order of preference will be used only if it is possible to offer more than one of the preferences. The highest preference offer available will be made, except where the authority is unable to offer any of the preferences, in which case, a place at the nearest school with a place available will be offered.

The criteria outlined below apply only to Croydon community schools.

Should any community school convert to academy status prior to September 2019, the admissions arrangements will apply as published below unless stated otherwise in their funding agreement.

Where the number of applications for a community school is higher than the published admission number, the following criteria will be applied in the order set out below to decide the allocation of places:

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to the school before the admissions criteria are applied to all other applicants. (See note 7)

1. **Looked-after children and previously looked-after children** (see Note 1).

2. **Linked schools**

Children who are on the roll of their linked infant school at the time of application. (see Note 2).

3. **Siblings:**

Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil (see Note 3).

4. **Medical:**

Pupils with serious medical needs for attending a particular school. (See Note 4)

Supporting professional evidence must provide specific reasons why a particular school is the only school that can meet your child's needs and the detriment that would be caused if your child had to attend another school. Your application must be supported by a GP or consultant.

For primary age children, their need to attend a particular school because of a parent's serious and continuing medical condition may also be relevant.

Supporting evidence should be set out on the medical form which is available online at: <https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> and both the completed medical form and the supporting evidence from the GP or consultant must be submitted with the application (see Note 4). By submitting your evidence to the local authority you consent to this information being shared with the local authority's medical advisor.

5. Distance:

Priority will be given to pupils living nearest to the school as measured in a straight line (see Notes 5 and 6).

Tiebreaker

In the event that the number of applications for places exceeds the number of places available, after application of the admissions criteria, distance will be used to decide between applications. Where distance is the same for two or more applications the authority will use random allocation, which will be independently verified.

Note 1: Looked-after children are defined as 'children in public care at the date on which the application is made'. Previously looked-after children are children who were looked after, but ceased to be so because they were adopted or became subject to a child arrangements order or special guardianship order, immediately after being looked-after. If an application is made under the 'looked-after' criterion, it must be supported by a letter from the relevant local authority children's services department and/or relevant documents.

Note 2: This criteria does not include siblings on the roll of the infant school's nursery class, if it has one.

A list of all infant and junior schools is provided in the table below. The shaded schools are their own admission authority, therefore, please refer to the individual school's admissions policy.

Linked Infant School	Linked Junior School
Beulah Infant	Beulah Junior
Elmwood Infant	Elmwood Junior
The Minster Nursery and Infant	The Minster Junior
Park Hill Infant	Park Hill Junior
St Joseph's Catholic Infant and Nursery	St Joseph's Catholic Junior
St Mary's Catholic Infant	St Mary's RC Junior
Whitehorse Manor Infant and Nursery	Whitehorse Manor Junior
Winterbourne Infant	Winterbourne Junior Girls
Winterbourne Infant	Winterbourne Junior Boys
Wolsey Infant	Wolsey Junior

Note 3: A sibling is defined as a brother or sister, half-brother or sister, step brother or sister, foster-brother or sister or adopted brother or sister whose main residence is the same address as the child for whom the school place application is being made.

Children with siblings allocated a place in the Reception or Year 3 class at a linked junior school to start in September will be eligible for priority under the sibling criterion from 1 August each year when this local authority opens waiting lists for the new academic year.

In the case of in-year admissions, eligibility for sibling priority will apply at the time of an offer.

This criteria does not include siblings on the roll of the school's nursery class, if it has one.

Note 4: All schools have experience in dealing with children with a range of medical needs and all schools are required to make reasonable adjustments in order to do this.

In a very few exceptional cases, however, there may be reasons why a child needs to attend a specific school.

If you feel there are exceptional reasons for your child to be considered for a priority placement at a particular school, you must indicate this in the section provided in your application, and complete the medical form which is available online at:

<https://www.croydon.gov.uk/education/schools-new/school-admissions/in-year-admissions/in-year-admissions-primary> or you can obtain a paper version from your local Croydon primary school or by contacting the council on 020 8726 6400, setting out the reasons to support your case.

All requests for priority consideration on medical grounds must be supported in writing by a doctor or consultant, and this must make clear which school you are making a special case for, the reason why it is necessary for your child to attend this school in particular, and the difficulties it will cause for your child to attend another school.

It is for you to decide how to support your case and what documents to provide, but these must be submitted, together with the completed medical form and supporting statement by the GP/consultant, by the closing date of **15 January 2019**. The admissions team is not responsible for chasing you to submit medical evidence or for contacting professionals for information about your case. Any decision will be based on documents you submit by the closing date.

The local authority, using guidance received from Croydon's admissions panel (this is comprised of professionals from health and education), will decide whether an application for a school is to be prioritised on medical grounds, in light of the medical evidence submitted by the parent for their child to attend this particular school. Claims for priority of admission on medical grounds submitted after a decision on the original application has been made will only be considered if the documents submitted

were not readily available at the time of application or if they relate to a new medical condition. Any submission made after the initial application must be supported by details of how the circumstances have changed since the original application and by further professional evidence.

Applicants who submit supporting information on medical grounds will not be advised whether their application is likely to be successful prior to the offer of places on 16 April 2019. If evidence is received after the closing date of 15 January 2019, it will not be taken into account until after places have been offered on the 16 April 2019.

Note 5: 'Home' is defined as the address where the child normally resides Monday to Friday as their only or principal residence.

Addresses involving child-minding (professional or relatives) are excluded. There have been occasions when parents/carers have tried to use false addresses to obtain a place at a school. To prevent this happening, Croydon Council undertakes checks using an address verification tool called Datatank. If after these checks have taken place, we cannot be satisfied that the address is the parent and child's normal place of residence, the parent/carer will be asked to provide further proof of their home address. In this instance two forms of address verification will be required: a solicitor's letter confirming completion of contract or a tenancy agreement along with a recent utility bill in the applicant's name.

If the parent/carer is found to have used a false address or deliberately provided misleading information to obtain a school place, the offer will be withdrawn.

Should there be doubts about the address to be used, parents/carers may be asked to provide evidence concerning the child's normal place of residence. This could include a court order stating where the child should live during the course of the week. The local authority would expect that the parent/carer with whom the child is normally resident receives the child benefit for the child. This may be used to determine the normal place of residence for the purpose of measuring the home to school distance.

If parents/carers have more than one property they may be required to provide proof of the normal place of residence for the child.

Note 6: The distance will be measured in a straight line from the child's home address to the designated entrance(s) of the school using a computerised measuring system (GIS) and geographical reference points as provided by the National Land and Property Gazetteer (NLPG). Those living closer to the school will receive higher priority.

If a child lives in a shared property such as flats, the geographical references will determine the start point within the property boundaries to be used for distance calculation purposes.

Distance measurements can be obtained using various internet sources however these do not replicate the system used by Croydon Council. Additionally, the distance measurement which can be obtained from the Croydon website using the 'Find It' link on the home page will not always be identical to that of the measurement obtained using the Croydon school admissions measuring tool (known as GIS) as the 'Find It' link is set up to measure to a range of council facilities and is not set up to measure for school admission purposes. It also does not give measurements to three decimal points.

Note 7: Education, Health and Care Plan or Statement of Special Educational Needs

An Education, Health and Care plan (EHCP) is an integrated support plan for children and young people with complex special needs and disabilities. The plan gives a detailed description of the range of difficulties a child is facing and the level and type of provision required to help the child make progress and achieve positive outcomes.

Child minding arrangements:

Child-minding cannot be taken into account when allocating places at oversubscribed community schools.

Children attending a nursery class attached to an infant or primary school

Parents of children attending the nursery class at an infant or primary school must apply for a reception class place in the usual way. These children are not guaranteed a reception place at the school where they are attending the nursery class.

All applications are considered strictly in accordance with a school's admission criteria. Unless otherwise stated, children on the roll of a school's nursery class are not given priority admission into a reception class.

Twins/triplets or other multiple births for admission into an infant class

If you are applying for twins, or children from a multiple birth, and there is only one place available at the school, legislation allows us to admit them all i.e. all siblings from a multiple birth.

Waiting lists

Children who receive an offer at a lower preference school through the normal admission process (admission to Reception and Infant to Junior transfer) will be automatically placed on the waiting list for higher preference schools. Waiting lists for community schools are held for the first term of the reception year and thereafter, applicants are required to complete the local authority's in-year common application form (ICAF) if they wish to remain on the waiting list.

Children who apply for a school place through the in-year admission process and who receive an offer at a lower preference school will not automatically be placed on the waiting list for higher preference schools. Parents/carers would be required complete the waiting list request form available on the LA website in order to be added to waiting lists.

In-year waiting lists are maintained for one academic year and applicants who have been unsuccessful for their preferred school(s) and who wish to remain on the waiting list are required to re-apply the following academic year.

Admission of children below compulsory school age deferred entry to school

Parents can defer the date their child is admitted to the school year but not beyond the point at which they reach compulsory school age and not beyond the beginning of the final term of the school year for which the application was made. Parents can also take up a part-time place until later in the school year but not beyond the point at which they reach compulsory school age.

A child reaches compulsory school age the term after their fifth birthday. Therefore, if you are offered a reception class place at a school, you can opt to defer your child's start date, but they **MUST** start full time school following their fifth birthday by the dates given below:

- Children born on or between 1 September and the end of December must start full time school by the beginning of the spring term in January
- Children born from 1 January to the end of March must start full time school on 1 April
- Children born from 1 April to the end of August must start school at the beginning of the autumn term in September

The local authority's expectation is that a child born between 1 April and 31 August should start the reception class at the beginning of the summer term at the latest. However, parents may choose that their child does not start school until the September (beginning of the autumn term) following their fifth birthday. Parents must note the place cannot be held open beyond the summer term, this will mean that as their child will be a year one pupil when they join, parents will need to apply for a year one school place, using the in-year application form.

Admission of children outside their normal age group

Parents may request that their child is exceptionally admitted outside their normal age group. The admission authority will work with each family to determine whether or not it is in the best interests of their child to be educated outside their chronological year group.

All requests to educate a child outside their normal year group should include written explanation of why this is necessary and where applicable, evidence of the child's circumstances from a relevant professional detailing the child's educational need which makes education outside the normal age group necessary.

Decisions are made on the basis of the circumstances of each case and in the best interest of the child. This includes taking account of the following:

- Parents' views
- Information relating to the child's academic, social and emotional development, where relevant medical history and the views of a medical professional
- Any previous history of being educated outside of their normal age group
- If a child may naturally have fallen into a lower year group, if it were not for the child being born prematurely
- Views of the head teacher of the school(s) concerned

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Proposal to Reduce Norbury Manor and Monks Orchard Primary schools Published Admission Number for the 2019/20 Academic Year

Consultation Outcomes Report

1. Introduction

- 1.1 The purpose of this report is to provide the Cabinet Member for Children, Young People & Learning, and the School's Leadership Team with the outcomes from the consultation on the proposed reduction of Norbury Manor Primary and Monks Orchard Primary Schools' Published Admission Number (PAN) for the 2019/20 academic year.
- 1.2 The proposal is to reduce the PAN for Norbury Manor Primary School and Monks Orchard Primary School by one form of entry (1FE) – 30 Reception pupils each from September 2019 as part of the community schools' published admission arrangements.
- 1.3 Norbury Manor Primary is a community school located at Abingdon Rd, London SW16 5QR and sits within the North West primary planning area. The school normally admits 3 classes (90 Reception pupils) per year. However, due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 60 for the 2019/20 academic year.
- 1.4 Monks Orchard Primary School is a community school located at The Glade, Croydon CR0 7UF and sits within the East primary planning area. The school normally admits 3 classes (90 Reception pupils) per year. Due to a decrease in the demand for school places, we are proposing to reduce the school's PAN to 60 for the 2019/20 academic year.
- 1.5 This report is based on responses received during the consultation period following the publication of a statutory notice where anyone with an interest could object, support or comment on the proposal to reduce the PAN for Norbury Manor and Monks Orchard Primary Schools by 30 Reception places each.

2. Background

- 2.1 The growth in Croydon's population over the last decade put pressure on primary school places, resulting in a huge expansion in capacity to meet the growth in demand. Borough-wide, we have since seen a decrease in the birth rate which has contributed to a higher than necessary level of surplus places in some educational planning areas; including the North West and East planning areas, where Norbury Manor and Monks Orchard Primary Schools are situated.

- 2.2 A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. We are therefore proposing to reduce the number of available places to enable the schools to operate more efficiently and cost effectively.
- 2.3 Due to the number of vacancies in the Reception year groups at the beginning of the 2017/18 academic year in each school, we expect sufficient places to still be available for local children if the PANs are reduced at Monks Orchard and Norbury Manor Primary Schools.
- 2.4 The council will closely monitor the number of primary applications received. In the event there is an increase in demand for primary school places and an additional classroom is required, Monks Orchard Primary School and/or Norbury Manor Primary School will revert to their original PAN.
- 2.5 The Schools' Leadership Teams, including the Governing Bodies at both Monks Orchard Primary School and Norbury Manor Primary School have agreed to the proposed reduction in PAN.

3. Consultation

- 3.1 In accordance with paragraph 1.42 of the School Admissions Code, December 2014, a statutory notice was published which started a six week consultation period – 08 November to 20 December – which invited anyone with an interest to comment or object to the proposal.
- 3.2 The statutory notice was published in the local Croydon Guardian newspaper and displayed on the school gates at Monks Orchard Primary School and Norbury Manor Primary School. The notice was also displayed in the libraries most local to the schools – Norbury and Ashburton libraries.
- 3.3 A consultation document and questionnaire were used as the basis of informing stakeholders of the proposal to reduce the PAN at Monks Orchard and Norbury Manor Primary Schools.
- 3.4 A range of modes and methods of communication were used to inform and facilitate feedback from stakeholders regarding the proposal. Communication activities included the circulation of the consultation document, including a questionnaire via;
- Email:
 - ✓ Ward Councillors/MPs
 - ✓ Neighbouring Local Authorities
 - ✓ Trade Unions
 - Schools Bulletin:
 - ✓ Bulletin sent to all schools within Croydon
 - Website:

- ✓ Summary of the proposal as well as the consultation document, and questionnaire published on the Croydon website
- ✓ Consultation document and questionnaire on Monks Orchard and Norbury Manor Primary Schools' websites
- ✓ Consultation document and online questionnaire – Get Involved

- Printed documents:
 - ✓ Consultation document/questionnaire available at the schools and from the Council
 - ✓ Statutory Notices displayed on Monks Orchard and Norbury Manor Primary Schools' gates, in the libraries most local to the schools and Croydon Guardian newspaper
- Social Media/Applications:
 - ✓ Twitter
 - ✓ My Croydon App

3.5 Stakeholders were given the opportunity to express their views in writing via a questionnaire – both electronically and via the hard copy attached to the consultation document, by email and post.

3.6 Equality and Diversity Monitoring

As part of the consultation process, respondents were asked to complete an equality and diversity questionnaire, looking at Gender, Age, Ethnicity and Disability. The information collected will help identify any special requirements; promote equality; and improve choice and diversity. This information will only be retained and used for as long as is necessary. Where data is no longer required, it will be destroyed in line with relevant destruction policies and processes.

3.7 Equalities Impact Assessment

An Equalities Impact Assessment (EQIA) has been undertaken for the proposed reduction in PAN at Monks Orchard and Norbury Manor Primary Schools. The equality analysis enables the Council to target its services, and budgets, more effectively and understand how they affect all our communities.

3.8 The conclusion of the EQIA is that reducing the PAN of Monks Orchard Primary School and Norbury Manor Primary Schools is likely to have a positive or neutral impact on protected groups. The full EQIA was attached to the Delivering New School Places report for the 18 October 2017 Cabinet meeting.

4. **Summary of responses**

4.1 All responses were received via questionnaire. Overall, a total of 29 completed questionnaires were received for both schools – Norbury Manor and Monks Orchard Primary.

4.2 A summary of the responses for each school can be found below.

5. Monks Orchard Primary School

5.1 All of the 29 respondents commented on the proposal to reduce the admission number of Monks Orchard Primary School. Of the 29 respondents:

- 8 support the proposed changes
- 11 do not support the proposed changes
- 3 not sure
- 7 not affected by/do not want to answer

5.2 A detailed analysis of the responses relating to Monks Orchard can be found attached below at Annex A.

5.3 Key issues raised regarding the proposed reduction of PAN at Monks Orchard Primary School

- ‘There are already over 60 children in the nursery many of whom have siblings in the school and ultimately most families will want to apply for the same school. If numbers are reduced, the most affected are ones that live furthest away and already have a sibling in the school’.
- Plans to increase the amount of housing will increase the demand for school places in the area.
- Potential for the Council to reduce the PAN at Monks Orchard Primary School only to have to then increase the PAN at other local schools following an increase in demand.
- A large amount of money has been spent expanding schools within Croydon.
- ‘Job losses for staff’.

5.4 Response to concerns

5.4.1 Admissions criteria/transfer from nursery to primary school/distance

Generally, everyone who applies for a school place at Norbury Manor and Monks Orchard Primary schools will be allocated a place if the school has enough places. We are aware that demand for places at particular schools can vary each academic year so we undertake regular review to ensure that supply at least matches demand. If there are more applications than places available, places will be offered in accordance with the school’s Admission criteria:

Children with an Education, Health & Care Plan (EHCP) or statement of special educational needs that names a school will be admitted to the school before the admissions criteria are applied to all other applicants.

1. Looked-after children and previously looked-after children.

2. Linked schools: Children who are on the roll of their linked infant school at the time of application. Note: This criteria does not include siblings on the roll of the infant school's nursery class, if it has one.
3. Siblings: Children with a brother or sister who will be in attendance at the school or the linked infant/junior school at the time of enrolment of the new pupil.
4. Medical: Pupils with serious medical needs for attending a particular school.
5. Distance: Priority will be given to pupils living nearest to the school as measured in a straight line.¹

As the above criteria show, children considered under the sibling criterion are granted higher priority than children measured solely on the distance from their home to the school.

Children attending a nursery class attached to an infant or primary school, must still apply. There is no automatic transfer into Reception class. All applications to a school are considered strictly in accordance with the school's admission criteria. Unless otherwise stated, children on the roll at a school's nursery class are not given priority admission into a Reception class.

It is not always the case that a child in attendance at a nursery, will apply for a Reception place at the linked infant/primary school.

Please note that for children who already have a place at the school in other year groups there will be no change.

5.4.2 Increase in housing/demand for primary places

We understand that housing developments can have a big impact on the demand for school places at individual schools and across the borough. Croydon's place planning methodology takes into account new housing developments and potential pupil yield – the average number of primary pupils that a new housing development can be expected to generate – in their projections for future demand for school places.

Looking at the most recent projections and comparing these to the number of available places following the proposed reduction in PAN at Monks Orchard Primary School, the Council expects there to still be a sufficient number of primary places available to meet demand.

The Council will closely monitor the number of applications received for Monk Orchard. In the event there is an increase in demand for primary school

¹ Extract taken from Croydon's *Applying to Primary 2018/19* prospectus. For full details on the Community Schools Admission Arrangements, please refer to pages 35-39 of Croydon's 2018/19 primary prospectus as published on Croydon Council's website.

places that requires an additional classroom, the school can revert to its original admission number of 90.

5.4.3 Changes in demand

The borough is split into 6 educational planning areas - Central, East, North West, South, South East, and South West – for the primary education phase. It is possible to have surplus places in a school whilst another school is oversubscribed. Parents have a right to express a preference for a particular state school, and all schools (except grammar schools) must offer a place to every child who has applied if they have enough places. But where schools are oversubscribed, the Council, as the admission authority for community schools must use oversubscription criteria to determine admissions in accordance with the School Admissions Code.

If the demand for primary schools places increases and additional classrooms are required in the area, Monks Orchard Primary School will be able to revert to its original admission number of 90, by using the existing capacity within the school.

5.4.4 Loss of jobs

The timing of the consultation on the proposed reduction of admission number at Monks Orchard Primary School for 2019/20 during the 2017/18 academic year, will allow the school sufficient time to review staff structure.

A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible.

5.5. Key points made in support of the proposed reduction in PAN

- Reducing the PAN will increase the likelihood of schools being able to access the maximum financial support available.
- 'If the proposal means smaller classes, this will benefit the children'.

6. Norbury Manor Primary School

6.1 A total of 16 respondents commented on the proposal to reduce the admission number of Norbury Manor Primary School. Of the 16 respondents:

- 5 support the proposed changes
- 6 do not support the proposed changes
- 2 not sure
- 3 not affected by/do not want to answer

6.2 A detailed analysis of the responses relating to Norbury Manor can be found attached below at Annex B.

6.3 Key issues raised regarding the proposed reduction of PAN at Norbury Manor Primary School

- The school is improving and now the Council is reducing the PAN.
- There is a large hostel close to the school where families are placed and children may require a school place.
- A large number of new places have been created in the borough, however, now the Council is proposing to reduce PANs.
- 'There aren't many good non-religious schools available in the area'.
- 'Reduces parental choice'.

6.4 Response to concerns

6.4.1 Reducing the PAN at an improving school

The current admission number for the Reception year group at Norbury Manor Primary School is 90. At the beginning of the 2017/18 academic year, a total of 51 children were registered at the school in Reception.

A large portion of funding received by schools is directly related to the number of pupils attending the school. Too many vacancies in schools mean that schools will not receive the maximum revenue possible. Therefore we are proposing to reduce the number of available places to enable the schools to operate more efficiently and cost effectively.

If the demand for school places increases at Norbury Manor or within its planning area, the admission number can revert to its original number.

6.4.2 Families within temporary accommodation local to Norbury Manor Primary School

The Council's supply strategy allows for some surplus of school places that may be required by children who move into the borough throughout the academic year.

As stated above, if demand increase the school can revert to its original admission number.

6.4.3 New places have been created / proposing to reduce PANs

The growth in Croydon's population over the last decade put pressure on primary school places, necessitating a huge expansion in capacity. Several new schools, and therefore new school places were provided to meet the growth in demand.

A 5% drop in birth rate in 2013, has contributed to a high level than necessary of surplus places in some educational planning areas

6.4.4 Diversity and quality of primary school places

The Council's aim is to provide a diverse education of a high standard. The Education Act 2011 changed the arrangements for establishing new schools and introduced the free school presumption. Where the Council thinks a new school needs to be established in their area, it must in the first instance seek proposals to establish an academy (free school). The Department for Education (DfE) /Education and Skills Funding Agency (ESFA) is the decision maker.

6.4.5 Parental choice

A reasonable level of surplus school places are planned to allow for parental choice. The forecast of future demand for school places indicates that there will be a sufficient number of places to support parental choice.

6.5 Key points made in support of the proposed reduction in PAN

- 'Smaller classes, mean better learning environment for the children'.
- The school may have additional space to utilise in a way they deem best e.g. for children with additional needs.

7. Next Steps

- 7.1 Based on the responses received during the consultation period, balanced against the ability for schools to be able to operate effectively and efficiently whilst remaining financially viable, the Council's Cabinet/ full Council will decide whether the proposal to reduce the PANs of Monks Orchard and Norbury Manor Primary Schools should be implemented.

Annex A

Monks Orchard Primary School – Detailed Analysis of Responses

A total number of 29 completed questionnaires were received during the consultation period of which all 29 responded to questions relating to the proposed reduction of Monks Orchard Primary School's PAN.

Please tell us whether you support/do not support the proposal to reduce Monks Orchard Primary School's PAN from 90 to 60.

Response	Number	%
I support the proposed changes	8	28
I do not support the proposed changes	11	38
Not sure	3	10
I am not affected by/do not want to answer	7	24
Total	29	100

- Of the 8 number of respondents who supported the proposed changes:
 - 2 were a parent/carer of a child at another school
 - Of which 1 was also a local resident
 - 1 was a pupil at another school
 - 2 were a local resident
 - 3 did not declare who they were

- Of the 11 respondents who did not support the proposed changes:
 - 1 was a member of staff at Monks Orchard Primary School
 - 2 were a parent/carer of a child at another school
 - Of which 1 were also a local resident
 - 3 were a local resident
 - 2 selected 'other'
 - 3 did not declare who they were

- Of the 3 respondents who were not sure of the proposed changes:
 - 3 did not declare who they were

Equality and Diversity

Please tell us who you are.

Please tick all that apply*

*35 responses received from 29 respondents answering questions on the proposed reduction in PAN at Monks Orchard Primary School.

Response	Number	%
Member of staff at Monks Orchard Primary School	1	3
School Governor at Monks Orchard Primary School	0	0
Parent of a child/children at Monks Orchard Primary School	0	0

Pupil at Monks Orchard Primary School	0	0
Member of staff at Norbury Manor Primary School	0	0
School Governor at Norbury Manor Primary School	0	0
Parent of a child/children at Norbury Manor Primary School	1	3
Pupil at Norbury Manor Primary School	0	0
Local resident	10	28
Parent/carer of a child at another school	5	14
Member of staff at another school	0	0
Pupil at another school	2	6
Prefer not to say	0	0
Other	2	6
No response	14	40
Total	35	100

Gender

Response	Number	%
Male	3	10
Female	12	42
Transgender	0	0
Prefer not to say	0	0
No response given	14	48
Total	29	100

Age

Response	Number	%
Under 16	0	0
16-18	0	0
19-25	1	3
26-34	3	10
35-44	5	17
45-54	4	15
55-64	1	3
65+	0	0
Prefer not to say	1	3
No response given	14	49
Total	29	100

Ethnicity

Response	Number	%
White British	5	18
White Irish	1	3
White European	1	3

Other white	0	0
Mixed white and black Caribbean	0	0
Mixed white and black African	0	0
Mixed white and Asian	0	0
Other mixed background	0	0
Asian or Asian British: Indian	1	3
Asian or Asian British: Pakistani	1	3
Asian or Asian British: Bangladeshi	0	0
Asian or Asian British: Chinese	0	0
Other Asian or Asian British background	0	0
Black or Black British: Caribbean	2	8
Black or Black British: African	0	0
Other Black or Black British background	0	0
Arabic	0	0
Other	0	0
Prefer not to say	3	10
No response given	15	52
Total	29	100

Disability

Response	Number	%
Yes	2	7
No	10	35
Prefer not to say	1	3
No response given	16	55
Total	29	100

Response	Number	%
Mobility	2	100
Visual impairment	0	0
Hearing impairment	0	0
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	0	0
No response given	0	0
Total	2	100

Annex B

Norbury Manor Primary School – Detailed Analysis of Responses

A total of 16 respondents commented on the proposal to reduce the admission number of Norbury Manor Primary School.

Please tell us whether you support/do not support the proposal to reduce Norbury Manor Primary School’s PAN from 90 to 60.

Response	Number	%
I support the proposed changes	5	31
I do not support the proposed changes	6	38
Not sure	2	12
I am not affected by/do not want to answer	3	19
Total	16	100

- Of the 5 respondents who supported the proposed changes:
 - 2 were a parent/carer of a child at another school
 - Of which 1 was also a local resident
 - 2 were a local resident
 - 1 was a pupil at another school

- Of the 6 respondents who did not support the proposed changes:
 - 3 were a parent/carer of a child at another school
 - Of which 2 were also a local resident
 - 2 were a local resident
 - 1 did not declare who they were

- Of the 2 respondents who were not sure of the proposed changes:
 - 1 was a parent of a child/children at Norbury Manor Primary School
 - 1 did not declare who they were

Equality and Diversity

Please tell us who you are.

Please tick all that apply*

*22 responses received from 16 respondents answering questions on the proposed reduction in PAN at Norbury Manor Primary School.

Response	Number	%
Member of staff at Monks Orchard Primary School	1	5
School Governor at Monks Orchard Primary School	0	0
Parent of a child/children at Monks Orchard Primary School	0	0
Pupil at Monks Orchard Primary School	0	0
Member of staff at Norbury Manor Primary School	0	0

School Governor at Norbury Manor Primary School	0	0
Parent of a child/children at Norbury Manor Primary School	1	5
Pupil at Norbury Manor Primary School	0	0
Parent/carer of a child at another school	5	22
Member of staff at another school	0	0
Pupil at another school	2	9
Local resident	10	45
Prefer not to say	0	0
Other	2	9
No response	1	5
Total	22	100

Gender

Response	Number	%
Male	3	19
Female	12	75
Transgender	0	0
Prefer not to say	0	0
No response given	1	6
Total	16	100

Age

Response	Number	%
Under 16	0	0
16-18	0	0
19-25	1	6
26-34	3	19
35-44	5	32
45-54	4	25
55-64	1	6
65+	0	0
Prefer not to say	1	6
No response given	1	6
Total	16	100

Ethnicity

Response	Number	%
White British	5	31
White Irish	1	6
White European	1	6
Other white	0	0
Mixed white and black Caribbean	0	0
Mixed white and black African	0	0

Mixed white and Asian	0	0
Other mixed background	0	0
Asian or Asian British: Indian	1	6
Asian or Asian British: Pakistani	1	6
Asian or Asian British: Bangladeshi	0	0
Asian or Asian British: Chinese	0	0
Other Asian or Asian British background	0	0
Black or Black British: Caribbean	2	13
Black or Black British: African	0	0
Other Black or Black British background	0	0
Arabic	0	0
Other	0	0
Prefer not to say	3	19
No response given	2	13
Total	16	100

Disability

Response	Number	%
Yes	2	12
No	10	63
Prefer not to say	1	6
No response given	3	19
Total	16	100

Response	Number	%
Mobility	2	100
Visual impairment	0	0
Hearing impairment	0	0
Mental Health	0	0
Learning difficulties	0	0
Prefer not to say	0	0
Other	0	0
No response given	0	0
Total	2	100

End

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

**Template LA Schemes for Co-ordination of Admissions to
Reception/Junior in Maintained Schools and Academies in 2019/20**

Contents

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Page 14: Content of Common Application Form - Reception Scheme (Schedule 1)

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Page 17: Timetable for Reception Scheme (Schedule 3B)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Schemes for Co-ordination of Admissions to Reception/Junior in 2019/20

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it).
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme.
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme.
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order.
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place.
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible.
“the Home LA”	the LA in which the applicant/parent/carer is resident.
“the LIAAG Address Verification Register	the document containing the address verification policy of each participating LA.
“the Local Admission System	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating Las.
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council.
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed.
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register.
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2.
“the Prescribed Day”	the day on which parents/carers outcome are notified of their outcome. 16 April in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA.
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3.
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating arrangements for the admission of children to

maintained primary and secondary schools
and academies.

PAN- LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template LA Scheme for Co-ordination of Admissions to Reception/Junior in 2019/20

All the numbered sections contained in this scheme are mandatory except those marked with an which are highly desirable.*

Applications

1. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by this LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
2. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in a nursery class within a maintained school or academy - in this LA or any other maintaining LA - is informed about how they can access Croydon LA's composite prospectus and apply online. Croydon LA also uses Decaux boards, libraries and schools to advertise the closing date for applications. Additionally, this LA offers parents support and assistance with their online application at schools and its offices. Parents/carers who do not live in Croydon LA will have access to Croydon LA's composite prospectus which will advise parents/carers to contact their home LA for further information on the application process.
3. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within this LA, Croydon LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
4. Where supplementary information forms are used by admission authorities in Croydon LA, they will be available on this LA's website, on the school's website, or a paper copy of the supplementary information form can be requested directly from the school. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus and website will indicate which schools in this LA require supplementary forms to be completed and where they can be obtained.

5. Where a school in Croydon LA receives a supplementary information form, this LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
6. *Applicants will be able to express a preference for up to six maintained primary schools or academies within and/or outside the Home LA.
7. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA to comply with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in this LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
8. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against Croydon LA's maintained nursery and primary school data and the further investigation of any discrepancy. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **11 February 2019**.
9. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **5 February 2019**.
10. Croydon LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **5 February 2019**.

Processing

11. Applicant residents within Croydon LA must submit their online Common Application Form to this LA by **15 January 2019**.
12. *Supplementary Information Forms for schools in Croydon LA must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not

strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.

13. *Schools that require a supplementary information form will check that a supplementary information form has been completed for each child. Schools will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common application Form, schools will share this information with Croydon LA.*
14. *Croydon LA will send own admission authority schools details of Croydon residents' applications on **31 January 2019**. On **7 February 2019**, own admission authority schools will receive new lists containing details of resident applications as well as out of borough applications.*
15. *Any changes to the preferences or the order of preference on a Common Application Form made after **15 January 2019** will not normally be considered until after the initial round of allocation – that is after 16 April 2019.*
16. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of Croydon LA's scheme, will be up-loaded to the PLR by **5 February 2019**. Supplementary information provided with the Common Application Form will be sent to maintaining LAs by the same date.
17. *Alternative arrangements will be made by Croydon LA to forward applications and supporting information securely to non-participating LAs.*
18. Croydon LA shall, in consultation with the admission authorities within this LA's area and within the framework of the Pan-London timetable in Schedule 3B, determine its own timetable for the processing of preference data and the application of published oversubscription criteria.
19. *Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **08 February 2019**.*
20. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. Croydon LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
21. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **11 February 2019**.

22. *Where an applicant moves from one participating home LA to Croydon LA after submitting an on-time application under the terms of the former home LA's scheme, Croydon LA will accept the application as on-time up until **08 February 2019**, on the basis that an on-time application already exists within the Pan-London system.
23. Croydon LA will participate in the application data checking exercise scheduled between **12 and 26 February 2019** in the Pan-London timetable in Schedule 3B.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order in accordance with paragraph 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, Croydon LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Own Admission authority schools must provide Croydon LA with the electronic list of their applicants in criteria order by **01 March 2019**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **21 March 2019**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **28 March 2019** if this is sooner.
29. Croydon LA will not make any additional offers between the end of the iterative process and **16 April 2019** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 29, if an error is identified within the allocation of places at a maintained school or academy in this LA, Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to

resolve a multiple offer, or if the impact is too far reaching, Croydon LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **29 March and 10 April 2019** in the Pan-London timetable in Schedule 3B.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **11 April 2019**. (33 London LAs & Surrey LA only).

Offers

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the Schools Admissions Code 2014. *This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.*
34. This LA's notification of the outcome will include the information set out in Schedule 2.
35. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
36. Croydon LA's notification information will include the information set out in Schedule 2.
37. Croydon LA will, on **16 April 2019**, publish online the outcome of resident applications. Resident applicants who applied online will be able to view the result of their application online as well as accept or decline their offer. *Croydon LA will not send out outcome letters in the post.*
38. *Resident applicants who are not successful in their application will be offered the right to appeal.*
39. *This LA will provide nursery and primary schools with destination data of its resident applicants by the end of the Summer term 2019.

Late applications

40. **Croydon LA will accept late applications as 'on-time' only if they are late for a good reason, deciding each case on its own merits. Examples of what will be considered as 'good reason' include when a single parent has*

been ill for some time, or has been dealing with the death of a close relative; a family who has just moved into the area or is returning from abroad (proof of ownership or tenancy of a property within Croydon LA will be required in these cases). Other circumstances will be considered and each case decided on its own merits and it is expected that all requests of this nature will be supported with evidence from someone independent of the applicant.

41. *The latest date that an application, that is late for good reason, can be accepted for a resident of Croydon LA will be **08 February 2019**. The date for an out-borough resident is fixed by the relevant home LA and is likely to be different for authorities outside the PAN London scheme.*

42. *Applications which are late for no good reason and those that are received after 08 February 2019 but before 16 April 2019 will not be considered in the initial allocation round but will be allocated a place after all on-time preferences have been processed. If the application is from a resident of Croydon LA and they cannot be offered a place at one of their preferences, they will be considered for a place at other maintained schools or academies in this LA that have vacancies, in accordance with the school's admissions criteria. If the application is from a resident of another LA, their application will only be considered for the schools to which they have applied.*

Post Offer Process

43. Croydon LA will request that resident applicants accept or decline the offer of a place by **30 April 2019**, or within two weeks of the date of any subsequent offer.

44. *If resident applicants do not respond by this date, Croydon LA or the school, where it is its own admission authority, will make every reasonable effort to contact the applicant to find out whether or not they wish to accept the place. Only where the applicant fails to respond and the admission authority can demonstrate that every reasonable effort has been made to contact the applicant, will the offer of a place be withdrawn.*

45. Where an applicant resident in Croydon LA accepts or declines a place in a school maintained by another LA by **30 April 2019**, Croydon LA will forward the information to the maintaining LA by **7 May 2019**. Where such information is received from applicants after **30 April 2019**, Croydon LA will pass it to the maintaining LA as it is received.

46. Where a place becomes available in an oversubscribed maintained school or academy in Croydon LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.

47. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform this LA of a potential offer, in order that the offer may be made by the home LA.
48. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
49. When acting as a maintaining LA, Croydon LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
50. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
51. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
52. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 48 and 49 shall apply to the revised order of preferences.
53. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
54. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.
55. *Acceptances and declines from out-borough residents will be passed onto the appropriate schools once received by Croydon LA.*
56. This LA's admission authorities will maintain a waiting list for at least one term until 31 December 2019. This LA will accept waiting lists requests from other LAs' residents through the maintaining LA.

Waiting lists

Croydon LA will maintain waiting lists for each school in its area with the exception of Voluntary Aided Schools who will maintain their own waiting

lists. Applicants on the waiting list will be notified by Croydon LA if a place becomes available and will be asked to confirm their acceptance. Where the place is accepted, any lower preference previously offered will be withdrawn.

57. Resident Applicants who receive an offer at their first preference school will not be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. *In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school with a valid reason.*

First preference offers will be automatically recorded as accepted. Parents are required to notify the LA in writing if they wish to decline an offer.

58. *Resident applicants who are unsuccessful in receiving an offer at one of their preferred schools will be given the opportunity to make late applications to schools they did not originally apply for.*
59. *Applications received after 16 April 2019 will be added to the waiting lists for the schools in this LA. Waiting lists will be ordered in accordance with each school's admission criteria.*
60. *Admission authorities for each school within Croydon LA will share details of their waiting lists with this LA.*
61. *When a vacancy occurs at a school within this LA, the first child on the waiting list will be considered for the place. Croydon LA will liaise with the admissions authority for the school and advise the parent/carer or home LA of the offer.*
62. *Where the first child is a resident of this LA, Croydon LA will issue notification of the outcome to the parent, provided that the school is ranked higher on the Common Application Form than any other school already offered.*
63. *When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.*
64. *When acting as a maintaining LA, Croydon will not inform an applicant resident in another LA that a place can be offered.*

65. *Own Admission Authority schools within Croydon LA will not inform any applicant that a place can be offered.*
66. *Waiting lists for schools in Croydon LA will be held for the first term of the Reception Year only, until **31 December 2019**. Applicants wishing to remain on a school's waiting list after this date must apply using the LA or school's In- Year Application Form in accordance with each admission authority's arrangements. This is to ensure that this LA has the most up to date information for an applicant, including a correct proof of address as at the time of the new application.*
67. *Waiting lists will be maintained and places allocated as they become available, in accordance with each admissions authority's published admission and oversubscription criteria, and without regard to the date the application was received or when a child's name was added to the waiting list.*

Applications for places in Reception after 31 December 2019 and applications to year groups other than to the Reception class.

68. *Applications for places in Reception after 31 December 2019 and to year groups other than the normal year of entry to primary school will be treated as in-year admissions (except in the case of applications for transfer from Year 2 in infant schools to Year 3 in junior schools – please refer to Croydon's primary prospectus 'Admissions to primary schools 2019/20' for more information).*
69. *Applications will be made and considered in line with the local Authority's admission arrangements. Please refer to Croydon's website and in-year guidance for more information.*
70. *Once an offer is made applicants will only be added to a waiting list if the parent/carer requests this in writing.*

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to
Reception/Junior in 2019/20**

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements

Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

* Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PLR.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

**Template Outcome Letter for Admissions to Reception/Junior in
2019/20**

From: Home LA

Date: **16 April 2019**
(prim)

Dear Parent,

Application for a Primary/Junior School

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

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

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

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

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

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

You must contact this office if you wish to apply for any other school, either in this borough or elsewhere.

*Please return the reply slip to me by **30 April 2019 (prim)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3B**

Timetable for Admissions to Reception/Junior in 2019/2020

Tues 15 Jan 2019	Statutory deadline for receipt of applications
Tues 5 Feb 2019	Deadline for the transfer of application information by the Home LA to the PLR (ADT file)
Mon 11 Feb 2019	Deadline for the upload of late applications to the PLR.
Tues 12 – Tues 26 Feb 2019	Checking of application data
Thu 21 Mar 2019	Deadline for the transfer of potential offer information from the Maintaining LAs to the PLR (ALT file).
Thur 28 Mar 2019	Final ALT file to PLR
Tues 29 Mar- Wed 10 Apr 2019	Checking of offer data
Thurs 11 Apr 2019	Deadline for on-line ALT file to portal
Tues 16 April 2019	Outcomes published online.
Tues 30 Apr 2019	Deadline for receipt of acceptances
Tues 7 May 2019	Deadline for transfer of acceptances to maintaining LAs

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

**Template LA Scheme for Co-ordination of Admissions to Year 7 in
Maintained Schools and Academies in 2019/20**

Contents

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Page 12: Content of Common Application Form -Year 7 Scheme (Schedule 1)

Page 14: Template outcome letter -Year 7 Scheme (Schedule 2)

Page 16: Timetable for Year 7 Scheme (Schedule 3A)

PAN-LONDON CO-ORDINATED ADMISSION SYSTEM

Template LA Scheme for Co-ordination of Admissions to Year 7 in 2019/20

Definitions used in the template schemes

“the Application Year”	the academic year in which the parent makes an application (i.e. in relation to the academic year of entry, the academic year preceding it)
“the Board”	the Pan-London Admissions Executive Board, which is responsible for the Scheme
“the Business User Guide (BUG)”	the document issued annually to participating LAs setting out the operational procedures of the Scheme
“the Common Application Form”	this is the form that each authority must have under the Regulations for parents to use to express their preferences, set out in rank order
“the Equal Preference System”	the model whereby all preferences listed by parents on the Common Application Form are considered under the over-subscription criteria for each school without reference to parental rankings. Where a pupil is eligible to be offered a place at more than one school within an LA, or across more than one participating LA, the rankings are used to determine the single offer by selecting the school ranked highest of those which can offer a place
“the Highly Recommended Elements”	the elements of the Template Scheme that are not mandatory but to which subscription is strongly recommended in order to maximise co-ordination and thereby simplify the application process as far as possible
“the Home LA”	the LA in which the applicant/parent/carer is resident
“the LIAAG Address Verification Register”	the document containing the address verification policy of each participating LA
“the Local Admission System”	the IT module for administering admissions in

(LAS)”	each LA and for determining the highest offer both within and between participating LAs
“the London E-Admissions Portal”	the common online application system used by the 33 London LAs and Surrey County Council
“the Maintaining LA”	the LA which maintains a school, or within whose area an academy is situated, for which a preference has been expressed
“the Mandatory Elements”	those elements of the Template Scheme to which authorities must subscribe in order to be considered as ‘Participating Authorities’ and to benefit from use of the Pan-London Register
“the Notification Letter”	the agreed form of letter sent to applicants on the Prescribed Day which communicates any determination granting or refusing admission to a primary or secondary school, which is attached as Schedule 2
“the Prescribed Day”	the day on which parents/carers are notified of their outcome. 1 March (secondary) in the year following the relevant determination year except that, in any year in which that day is not a working day, the prescribed day shall be the next working day.
“the Pan-London Register (PLR)”	the database which will sort and transmit application and outcome data between the LAS of each participating LA
“the Pan-London Timetable”	the framework for processing of application and outcome data, which is attached as Schedule 3A
“the Participating LA”	any LA that has indicated in the Memorandum of Agreement that they are willing to incorporate, at a minimum, the mandatory elements of the Template LA Scheme presented here.
“the Qualifying Scheme”	the scheme which each LA is required to formulate in accordance with The School Admissions (Admission Arrangements and Co-ordination of Admission Arrangements) Regulations 2012, for co-ordinating

arrangements for the admission of children to maintained secondary schools and academies.

PAN LONDON CO-ORDINATED ADMISSIONS SYSTEM

Template Scheme for Co-ordination of Admissions to Year 7 in 2019/20

All the numbered sections contained in this scheme are mandatory, except those marked with an which are highly desirable.*

Applications

1. Croydon LA will advise home LAs of their resident pupils on the roll of this LA's maintained primary schools and academies who are eligible to transfer to secondary school in the forthcoming academic year.
2. Applications from residents of Croydon LA will be made on this LA's Common Application Form, which will be available and able to be submitted on-line. This will include all the fields and information specified in Schedule 1 to this Template LA Scheme. These will be supplemented by any additional fields and information which are deemed necessary by Croydon LA to enable the admission authorities in the LA area to apply their published oversubscription criteria.
3. Croydon LA will take all reasonable steps to ensure that every parent/carer who is resident in this LA and has a child in their last year of primary education within a maintained school or academy, either in Croydon LA or any other maintaining LA, is informed how they can access Croydon's composite prospectus and apply online. Parents/carers who do not live in Croydon LA will have access to this LA's composite prospectus which will advise parents/carers to contact their home LA for further details on the application process.
4. The admission authorities within Croydon LA will not use supplementary information forms except where the information available through the Common Application Form is insufficient for consideration of the application against the published oversubscription criteria. Where supplementary information forms are used by the admissions authorities within Croydon LA, the LA will seek to ensure that these only collect information which is required by the published oversubscription criteria, in accordance with paragraph 2.4 of the School Admissions Code 2014.
5. Where supplementary information forms are used by admission authorities in Croydon LA, they will either be available on the school's website, on the LA's website or a paper copy of the supplementary information form can be requested from the school directly. Such forms will advise parents that they must also complete their home LA's Common Application Form. Croydon LA's composite prospectus will indicate which schools in this LA require

supplementary information forms to be completed and where they can be obtained.

6. Where an admission authority in this LA receives a supplementary information form, Croydon LA will not consider it to be a valid application unless the parent/carer has also listed the school on their home LA's Common Application Form, in accordance with paragraph 2.3 of the School Admissions Code 2014.
7. *Applicants will be able to express a preference for six maintained secondary schools or Academies within and/or outside the Home LA.
8. *Croydon LA will advise applicants that they will receive no more than one offer of a school place on 1 March 2019. Applicants will also be advised that a place will be offered at the highest preference school for which they are eligible for a place. If the parent nominates a school outside of a PAN-London LA, Croydon LA will pass relevant details on to that authority and will make every reasonable effort to resolve any multiple offers with them.*
9. The order of preference given on the Common Application Form will not be revealed to a school within the area of this LA in accordance with paragraph 1.9 of the School Admissions Code 2014. However, where a parent resident in Croydon LA expresses a preference for schools in the area of another LA, the order of preference for that LA's schools will be revealed to that LA in order that it can determine the highest ranked preference in cases where an applicant is eligible for a place at more than one school in that LA's area.
10. Croydon LA undertakes to carry out the address verification process as defined in the Pan-London Coordinated Admissions Scheme. This will in all cases include validation of resident applicants against this LA's primary school data and the further investigation of any discrepancy using Council Tax and Electoral Register records. Where Croydon LA is not satisfied as to the validity of an address of an applicant whose preference has been sent to a maintaining LA, it will advise the maintaining LA no later than **12 December 2018**.
11. Croydon LA will confirm the status of any resident child for whom it receives a Common Application Form stating s/he is currently or previously a 'Child Looked After' and will provide any evidence requested by the maintaining LA in respect of a preference for a school in its area by **13 November 2018**.
12. Croydon LA will advise a maintaining LA of the reason for any application which is made in respect of a child resident in the area of this LA to be admitted outside of their correct age cohort, and will forward any supporting documentation to the maintaining LA by **13 November 2018**.

Processing

13. Applicants resident within Croydon LA must return the Common Application Form, which will be available and able to be submitted online, to this LA by **31 October 2018**.
14. Application data relating to all preferences for schools in the area of a participating LA, which have been expressed within the terms of this LA's scheme, will be up-loaded to the PLR by **13 November 2018**. Supporting documentation provided with the Common Application Form will be sent to maintaining LAs by the same date.
15. Croydon LA shall, in consultation with the admission authorities within its area and within the framework of the Pan-London timetable in Schedule 3A, determine and state its own timetable for the processing of preference data and the application of published oversubscription criteria.
16. *Supplementary information forms must be returned directly to the relevant school by the date specified by the school.* Under the requirements of the scheme, parents/carers will not have to complete a supplementary information form where this is not strictly required for the governing body to apply their admission criteria or where this is not a requirement in a school's admission arrangements.
17. *Croydon LA will send admission authorities details of their applications on **21 November 2018**. Schools that require a supplementary form will check that a supplementary form has been completed for each child and will contact parents/carers who have not completed a supplementary information form. Schools will also check that parents/carers who have completed a supplementary information form have completed the LA's Common Application Form. If a parent has not completed a Common Application Form, schools will share this information with Croydon LA.*
18. *Croydon LA will accept late applications only if they are late for a good reason, deciding each case on its own merits. *The latest date that an application that is late for good reason can be accepted for a resident of this LA is **10 December 2018**.*
19. Where such applications contain preferences for schools in other LAs, Croydon LA will forward the details to maintaining LAs via the PLR as they are received. This LA will accept late applications which are considered to be on time within the terms of the home LA's scheme.
20. The latest date for the upload to the PLR of late applications which are considered to be on-time within the terms of the home LA's scheme is **12 December 2018**.

21. Where an applicant moves from one participating home LA to another after submitting an on-time application under the terms of the former home LA's scheme, the new home LA will accept the application as on-time up to **10 December 2018**, on the basis that an on-time application already exists within the Pan-London system.
22. *Applications which are late for no good reason and applications received after **10 December 2018** but before **1 March 2019** will be considered after all on-time applications have been processed.*
23. Croydon LA will participate in the application data checking exercise scheduled between **13 December 2018 and 2 January 2019** in the Pan-London timetable in Schedule 3A.
24. All preferences for schools within Croydon LA will be considered by the relevant admission authorities without reference to rank order to comply with paragraphs 1.9 of the School Admissions Code 2014. When the admission authorities within Croydon LA have provided a list of applicants in criteria order to this LA, this LA shall, for each applicant to its schools for whom more than one potential offer is available, use the highest ranked preference to decide which single potential offer to make. This is the 'Equal Preference System'.
25. *Schools must provide Croydon LA with an electronic list of their applicants ranked in criteria order by **14 January 2019**.*
26. Croydon LA will carry out all reasonable checks to ensure that pupil rankings are correctly held in its LAS before uploading data to the PLR.
27. Croydon LA will upload the highest potential offer available to an applicant for a maintained school or academy in this LA to the PLR by **1 February 2019**. The PLR will transmit the highest potential offer specified by the Maintaining LA to the Home LA.
28. The LAS of this LA will eliminate, as a Home LA, all but the highest ranked offer where an applicant has more than one potential offer across Maintaining LAs submitting information within deadline to the PLR. This will involve exchanges of preference outcomes between the LAS and the PLR (in accordance with the iterative timetable published in the Business User Guide) which will continue until notification that a steady state has been achieved, or until **14 February 2019** if this is sooner.
29. Croydon LA will not make an additional offer between the end of the iterative process and **1 March 2019** which may impact on an offer being made by another participating LA.
30. Notwithstanding paragraph 24, if an error is identified within the allocation of places at a maintained school or academy in this LA,

Croydon LA will attempt to manually resolve the allocation to correct the error. Where this impacts on another LA (either as a home or maintaining LA) Croydon LA will liaise with that LA to attempt to resolve the correct offer and any multiple offers which might occur. However, if another LA is unable to resolve a multiple offer, or if the impact is too far reaching, this LA will accept that the applicant(s) affected might receive a multiple offer.

31. Croydon LA will participate in the offer data checking exercise scheduled between **15 and 22 February 2019** in the Pan-London timetable in Schedule 3A.
32. Croydon LA will send a file to the E-Admissions portal with outcomes for all resident applicants who have applied online no later than **22 February 2019**. (33 London LAs & Surrey LA only).

Offers

33. Croydon LA will ensure that, if there are places available, each resident applicant who cannot be offered a place at one of the preferences expressed on the Common Application Form, receives the offer of an alternative school place in accordance with paragraph 2.11 of the School Admissions Code 2014. This will usually be the nearest school to the child's home address which has a place available, after the allocation of places has been completed.
34. Croydon LA will inform all resident applicants of their highest offer of a school place and, where relevant, the reasons why higher preferences were not offered, whether they were for schools in the Home LA or in other participating LAs.
35. This LA's online notification will include the information set out in Schedule 2.
36. On **1 March 2019**, *all resident applicants who applied online will be able to view their outcome online as well as accept or decline their offer. Croydon LA will not send outcome letters in the post.*
37. *Croydon LA will provide primary schools with destination data of its resident applicants by the end of the Summer term 2019.

Post Offer

38. Croydon LA will request that resident applicants accept or decline the offer of a place by **15 March 2019**, or within two weeks of the date of any subsequent offer.

39. Where an applicant resident in this LA accepts or declines a place in a school within the area of another LA by **15 March 2019**, Croydon LA will forward the information to the maintaining LA by **22 March 2019**. Where such information is received from applicants after **15 March 2019**, this LA will pass it to the maintaining LA as it is received.
40. Where a place becomes available in an oversubscribed maintained school or academy in this LA's area, it will be offered from a waiting list ordered in accordance with paragraph 2.14 of the School Admissions Code 2014.
41. Where a waiting list is maintained by an admission authority of a maintained school or academy in this LA's area, the admission authority will inform Croydon LA of a potential offer, in order that the home LA can offer the place.
42. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of an offer for a maintained school or Academy in this LA's area which can be made to an applicant resident in the home LA's area, in order that the home LA can offer the place.
43. When acting as a maintaining LA, this LA and the admission authorities within it, will not inform an applicant resident in another LA that a place can be offered.
44. When acting as a home LA, Croydon LA will offer a place at a maintained school or Academy in the area of another LA to an applicant resident in its area, provided that the school is ranked higher on the Common Application Form than any school already offered.
45. When acting as a home LA, when Croydon LA is informed by a maintaining LA of an offer which can be made to an applicant resident in this LA's area which is ranked lower on the Common Application Form than any school already offered, it will inform the maintaining LA that the offer will not be made.
46. When acting as a home LA, when Croydon LA has agreed to a change of preference order for good reason, it will inform any maintaining LA affected by the change. In such cases, paragraphs 42 and 43 shall apply to the revised order of preferences.
47. When acting as a maintaining LA, Croydon LA will inform the home LA, where different, of any change to an applicant's offer status as soon as it occurs.
48. When acting as a maintaining LA, Croydon LA will accept new applications (including additional preferences) from home LAs for maintained schools and academies in its area.

49. *Resident applicants who receive an offer at their first preference school will not be placed onto a waiting list for a lower preference school unless there has been a change in circumstances which would need to be supported with relevant evidence. In accordance with the Pan London agreement and to ensure that Croydon meets its duty to continue to coordinate admissions beyond National Offer Day and comply with the parents' highest possible preference, Croydon will ensure that waiting lists do not contain lower ranked preferences except where it has received a parent's request for a child to be placed on the waiting list for a lower preference school with a good reason.*

First preference offers will be automatically recorded as accepted. Parents are required to notify the LA in writing if they wish to decline a first preference offer.

Waiting lists

Waiting lists will be maintained by Croydon secondary schools for at least one term until **31 December 2019** and places will be filled in accordance with each school's admission criteria. After this date, parents/carers will need to apply through the in-year application process if they wish their child to remain on a school's waiting list. Parents/carers must also refer to each school's admission policy for more information regarding the management of waiting lists.

Parents/carers' enquiries regarding waiting list positions or appeal procedures must be made directly to the schools.

The PAN London Coordinated Admission Scheme ends on **31 August 2019**. Applications for Year 7 received after this date will be treated as in-year applications. Please refer to Croydon Council's website and the in-year admissions guidance for more information.

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 1**

**Minimum Content of Common Application Form for Admissions to Year
7 in 2019/20**

Child's details:

Surname

Forename(s)

Middle name(s)

Date of Birth

Gender

Home address

Name of current school

Address of current school (if outside home LA)

Parent's details:

Title

Surname

Forename

Address (if different to child's address)

Telephone Number (Home, Daytime, Mobile)

Email address

Relationship to child

Preference details (x 6 recommended):

Name of school

Address of school

Preference ranking

Local authority in which the school is based

Additional information:

Reasons for Preferences (including any medical or social reasons)

Does the child have an Education, Health and Care Plan Y/N*

Is the child a 'Child Looked After (CLA)'? Y/N

Is the child formerly CLA but now adopted or subject of a 'Child Arrangements Order or 'Special Guardianship Order'? Y/N

If yes, name of responsible local authority

Surname of sibling

Forename of sibling

DOB of sibling

Gender of sibling

Name of school sibling attends

Other:

Signature of parent or guardian

Date of signature

*Where an LA decides not to request this information on the CAF, it must guarantee that no details of a child with an Education, Health and Care Plan will be sent via the PL|R.

PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME

SCHEDULE 2

Template Outcome Letter for Admissions to Year 7 in 2019/20

From: Home LA

Date: **1 March 2019**
(sec)

Dear Parent,

Application for a Secondary School

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

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

Your child's name has been automatically added on the waiting list for any higher preference school you have been unsuccessful.

Offers which could have been made for any schools which you placed lower in your preference list, were automatically withdrawn under the co-ordinated admission arrangements, as a higher preference has been offered.

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

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

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

*Please return the reply slip to me by **15 March 2019 (sec)**. If you have any questions about this letter, please contact me on _____.*

Yours sincerely

(First preference offer letters should include the paragraphs in italics only)

**PAN-LONDON CO-ORDINATED ADMISSIONS SCHEME
SCHEDULE 3A**

Timetable for Admissions to Year 7 in 2019/20

Wed 31 Oct 2018	Statutory deadline for receipt of applications
Tues 13 Nov 2018	Deadline for the transfer of application information by the Home LA to the PLR (ADT file).
Wed 12 Dec 2018	Deadline for the upload of late applications to the PLR.
Thurs 13 Dec 2018 – Wed 2 Jan 2019	Checking of application data
Fri 1 Feb 2019	Deadline for the transfer of potential offer information from Maintaining LAs to the PLR (ALT file)
Thu 14 Feb 2019	Final ALT file to PLR
Fri 15 – Fri 22 Feb 2019	Checking of offer data
Mon 25 Feb 2019	Deadline for on-line ALT file to portal
Fri 1 Mar 2019	Outcomes published online.
Fri 15 Mar 2019	Deadline for return of acceptances
Fri 22 Mar 2019	Deadline for transfer of acceptances to maintaining LAs

REPORT TO:	GENERAL PURPOSES AND AUDIT COMMITTEE 7 December 2017
SUBJECT:	Appointments to Vacancies
LEAD OFFICER:	Jacqueline Harris-Baker Director of Law and Monitoring Officer
WARDS:	ALL
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON: N/A	
FINANCIAL IMPACT: There are no financial implications arising from this report.	

1. RECOMMENDATIONS

The Committee is recommended to:

- 1.1 Agree a revised composition and appointments to the Corporate Parenting Panel as detailed in paragraph 3 of the report and to delegate authority to appoint named representatives to the Executive Director People in consultation with the Chair of the Corporate Parenting Panel;
- 1.2 Note the recent appointments made under either delegated powers or the Leaders' authority as detailed in paragraphs 4.1- 4.7 of the report; and
- 1.3 Recommend to full Council that the appointments detailed in paragraph 4.8 to 4.9 be made.

2. EXECUTIVE SUMMARY

- 2.1 The purpose of this report is to inform the Committee of a number of changes to appointments following in-year vacancies made by the Leader of the Council under executive powers and by the Council Solicitor under delegated powers respectively.
- 2.2 The report further seeks the Committee's approval to use its powers of urgency on the recommendation of the Chief Executive to amend the composition of the Corporate Parenting Panel and appoint a number of additional stakeholders to the panel.
- 2.3 The report also seeks the Committee's approval to recommend further appointments to a non-executive joint committee and to a consultative body to the next ordinary meeting of the full Council.

3. PROPOSED CHANGES TO THE COMPOSITION OF THE CORPORATE PARENTING PANEL

- 3.1 At its meeting on 8 November 2017, the Corporate Parenting Panel considered a report that detailed a number of recommendations to strengthen its governance arrangements.
- 3.2 One of the recommendations agreed by the Panel was to seek formal approval to extend its membership to include appointed non-voting representatives of:
- i) The Children in Care Council (x1);
 - ii) Care leavers (x1);
 - iii) Foster carers (x1); and
 - iv) Health commissioners(x1).
- 3.3 The Panel reached this recommendation following consideration of best practice identified at other local authorities, the new requirements of the Children and Social Work Act 2017 and the recommendations of the recent Ofsted inspection in Croydon.
- 3.4 Changes to the composition of the Panel are a matter for full Council under Part 2 Article 4.1 of the Constitution. However, the terms of reference of this Committee include power within Part 3 Article 2.3 to determine any matter reserved to the Council which requires on the recommendation of the Cabinet, the Chief Executive or an Executive Director action as a matter of urgency.
- 3.5 “Urgency” for decision making is defined in Part 2 Article 13.2(c). The Chief Executive considers that the Council would be prejudiced if a decision on the composition of and appointments to the Panel were not taken until the next scheduled ordinary meeting of full Council.
- 3.6 The Committee is therefore asked to agree these changes to the composition of the Panel and the additional appointments using the powers of urgency described in paragraph 2.3 (4) of Part 3 of the Constitution on the recommendation of the Chief Executive. The reasons for urgency are to respond to the recommendations of the recent Ofsted report as promptly as possible and that the next ordinary meeting of the Panel will take place before the next meeting of the Council available to consider these changes.
- 3.7 The Committee is also asked to delegate authority to the Executive Director of People in consultation with the Chair of the Panel to appoint named representatives of the groups set out in paragraph 3.2 for the remainder of the current municipal year.

4. APPOINTMENTS TO VACANCIES

Appointments to Vacancies by the Leader:

- 4.1 A number of changes to appointments have recently been made with effect from 15 November 2017.
- 4.2 Changes to Executive appointments made by the Leader in accordance with Part 2 Article 7.7 of the Constitution are:

- To appoint Councillor Trakas-Lawlor as the Deputy Cabinet Member for Finance and Treasury; and
- To appoint Councillor Chowdhury as the Deputy Cabinet Member for Homes and Regeneration.

4.3 The Leader has also made further changes to his appointments taking effect from 8 December 2017 as follows:

- To appoint Councillor Patsy Cummings as the Deputy Cabinet Member for Families, Health and Social Care

4.4 Any such Deputies are not Executive Members and may not exercise the powers of the Executive or vote on any matter for decision at a Cabinet or Cabinet Committee meeting.

4.5 Finally, the Leader has further nominated Councillor Patsy Cummings to a vacancy arising on the Health and Wellbeing Board to replace Councillor Young.

Appointments to Vacancies under delegated authority by the Council Solicitor

4.6 Following consultation with the party whips, and pursuant to Part 2 Article 4.1(f) of the Constitution, the following in-year appointments to vacancies have been made by the Council Solicitor:

- To appoint Councillor Chowdhury to both the Planning Committee and Planning Sub-Committee to replace Councillor Trakas-Lawlor;
- To appoint Councillor Trakas-Lawlor to the Pension Committee to replace Councillor Wentworth;
- To appoint Councillor Chowdhury and Councillor Lewis to the Licensing Committee to replace Councillors Pelling and Young;
- To appoint Councillor Canning to the Pensions Committee to replace Councillor Pelling;
- To appoint Councillor Patsy Cummings to the Adult Social Services Review Panel and the Croydon Adult Social Services User Panel to replace Councillor Young in both instances.

4.7 These changes are reported to the Committee for noting.

Appointments for recommendation to Full Council:

4.8 The establishment of joint arrangements to exercise non-executive functions is a matter for full Council under Part 2 Article 11.2 (a) of the Constitution. In respect of an appointment to a Joint Committee of the Council, namely the Pensions Collective Investment Vehicle (CIV) Sectoral Joint Committee, the Committee is asked to recommend to full Council that the following change be effected:

- To appoint Councillor Trakas-Lawlor and Councillor Patricia Hay-Justice to the Pensions Collective Investment Vehicle (CIV) Sectoral Joint Committee to replace Councillor Wentworth and Councillor Pelling

4.9 The Committee is further asked to recommend to full Council an appointment to the Tenants' and Leaseholders' Panel as follows:

- To appoint Councillor Chowdhury to the Tenants' and Leaseholders' Panel to replace Councillor Trakas-Lawlor.

5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

5.1 There are no financial implications arising from the content of this report.

Approved by Lisa Taylor, Director of Finance, Investment and Risk and Deputy S151 Officer.

CONTACT OFFICER: Stephen Rowan, Head of Democratic Services & Scrutiny.

BACKGROUND DOCUMENTS: None.

For General Release

REPORT TO:	Council Meeting Monday 29 January 2018
SUBJECT:	Polling District and Polling Place Review
LEAD OFFICER:	Jo Negrini, Chief Executive and (Acting) Returning Officer
CABINET MEMBER:	N/A
WARDS:	All wards
CORPORATE PRIORITY/POLICY CONTEXT/AMBITIOUS FOR CROYDON:	
An effective polling district and polling place scheme supports the council priority to encourage strong and involved communities, by enabling the electorate to effectively engage in the democratic process.	
FINANCIAL IMPACT	
There are no financial implications arising from this report.	

1. RECOMMENDATIONS

It is recommended:

- 1.1 To note that the London Borough of Croydon (Electoral Changes) Order 2017 to implement the recommendations made by the Local Government Boundary Commission for England (LGBCE) for new ward boundaries within Croydon was made on 20 November 2017 and will be in effect from the local government elections on Thursday 3 May 2018.
- 1.2 To approve the revised schedule of polling districts set out in Appendix A.
- 1.3 To approve the revised schedule of polling places set out in Appendix A.
- 1.4 To delegate to the (Acting) Returning Officer authority to approve an alternative polling place in the event that any polling place becomes unavailable or found to be unsuitable in the run up to an election and to make this change on a permanent basis following the election.

2. EXECUTIVE SUMMARY

- 2.1 This report sets out the proposed changes to the polling districts and polling places as required following the recommendations of the Local Government Boundary Commission for England for new and revised local government electoral arrangements for the Borough. The new arrangements are to come into force at the local government elections to be held on Thursday 3 May 2018.

- 2.2 The proposals are designed to try to ensure there is a balance of electorate within each polling district and that polling places are convenient and easily accessible for electors.
- 2.3 The proposals have taken into account the representations received during the consultation period.
- 2.4 The review took into account the expected electorate figures arising from new build and developments where currently known.

3. THE LONDON BOROUGH OF CROYDON (ELECTORAL CHANGES) ORDER 2017

- 3.1 The Local Government Boundary Commission for England (LGBCE) undertook a review of the electoral wards of Croydon and made the following recommendations:
 - Croydon will be represented by 70 ward councillors, the same as now.
 - Croydon will have 28 wards, four more than now.
 - The new arrangements will come into force at the local government elections on Thursday 3 May 2018.
- 3.2 The London Borough of Croydon (Electoral Changes) Order 2017 (“the Order”), was made by Parliament on 23 November 2017 implementing the changes. The effect of the order was to abolish the existing electoral wards of the Borough (effective for the next ordinary elections in May 2018) and replace them with 28 new electoral wards.
- 3.3 As a result of the Order, the (Acting) Returning Officer was required to carry out a review of all the polling districts and polling places in the borough. The new wards have to be sub-divided into smaller geographical areas called polling districts. Each polling district has a polling place where the polling station for the district is located and where electors living in the district will vote. Given that there is an entirely new set of electoral wards and a completely revised polling district scheme there is no reference made to existing polling districts or polling places as these are not of relevance in relation to the revised scheme.
- 3.4 A physical survey of the borough was carried out using the new ward scheme. This helped determine where boundaries had changed. Electoral Services software was then used to generate maps and road data at polling district level.
- 3.5 The (Acting) Returning Officer published the proposals for new polling districts on Friday 8 December. A copy of the consultation documentation (excluding map) is attached at Appendix C The guiding principles in reviewing the polling districts were:
 - To seek to ensure that all electors in the borough have such reasonable facilities for voting as are practicable in the circumstances.
 - Where possible, no more than 2,500 electors should vote at any one polling station (not including postal voters; however, there can be more than one polling station in a polling place).
 - Proposed future developments that will increase the number of houses and the potential number of electors in a ward or polling district over the next four years.

- To ensure that, so far as is reasonable and practicable, the polling places are accessible to those who are disabled.
- 3.6 In addition, where the new wards cross parliamentary constituency boundaries, the overlap is kept as a separate polling district so that, where possible, electors will cast their votes in the same place regardless of what type of election it is.
- 3.7 The scheme of proposed polling districts and polling place designations is attached as Appendix A

4. CONSULTATION AND ENGAGEMENT

- 4.1 The (Acting) Returning Officer published the proposals on Friday 8 December 2017 seeking the views and comments of electors, interested parties and any persons with expertise in access to premises for persons with any type of disability.
- 4.2 The proposals were open to a consultation period which ran from Friday 8 December 2017 to Friday 29 December 2017.
- 4.3 The consultation document provided background and details of the review, including the proposed polling district and polling station scheme. During the consultation period the (Acting) Returning Officer's proposals were also published on the council's website.
- 4.4 In total 7 submissions were received during the consultation period, 1 supporting the proposals and the remaining 6 responses requesting changes to polling districts or polling places in a number of wards.
- 4.5 All submissions received were considered by the (Acting) Returning Officer. Meetings were held with both the majority and minority groups to discuss the consultation responses. The submissions were reviewed in the context of the principles of the review and how they best met the criteria.
- 4.6 A summary of the submissions received and the comments of the (Acting) Returning Officer can be found at Appendix B.

5. FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

- 5.1 There are no direct financial implications arising from this report
Approved by – Lisa Taylor Director of Finance, Investment and Risk

6. COMMENTS OF THE COUNCIL SOLICITOR AND MONITORING OFFICER

The Council Solicitor comments that:

- 6.1 Section 18C of the Representation of the People Act (RPA) 1983, as amended by the Electoral Registration and Administration Act 2013, requires the Council to carry out a review of polling districts and polling places in its area within the period of 16 months of 1 October 2013 and then within the period of 16 months

from the 1 October of every fifth year after that. The next compulsory review is required to be started and completed within the period 1 October 2018 and 31 January 2020. The last compulsory review was carried out in 2015. The review undertaken as a consequence of the changes to ward boundaries to be introduced by London Borough of Croydon (Electoral Changes) Order 2017 is not a compulsory review. As set out in Appendix C, the review has been carried out in accordance with Schedule A1 of the RPA which requires the Council to publish its proposals and consult and seek representations from certain prescribed people. Electors may also make representations.

- 6.2 Once the review is completed the Council must publish its decision together with correspondence and representations made in relation to the review and other prescribed information. Representations received in relation to the review are set out at Appendix B.
- 6.3 The Electoral Commission has issued guidance on the review of Parliamentary Polling Districts Polling Places and Polling Stations.
- 6.4 The requirements of Section 18 RPA do not prevent a local authority from conducting a review at any time outside the compulsory review periods. It is sometimes necessary, as here, that interim reviews need to be conducted outside the compulsory period.
- 6.5 The local elections scheduled to be held on 3 May 2018 will be based on the 28 newly created electoral wards as set out in the London Borough of Croydon (Electoral Changes) Order 2017. As a result of the recommendations made by the Local Government Boundary Commission for England (LGBCE) and set out in the 2017 Order made on 20 November 2017 a review of polling districts and polling places is required.
- 6.6 A Polling District is a geographical area created by the sub-division of an electoral area i.e. a UK Parliamentary constituency, a European Parliamentary electoral region, a Ward or an electoral division.
- 6.7 A Polling Place is a geographical area in which a polling station is located. There is no legal definition of what a Polling Place is; it could be defined as tightly as a particular building or as widely as the entire polling district.
- 6.8 A Polling Station is the actual area where the process of voting takes place and must be located within the Polling Place designated for the particular Polling District.
- 6.9 The Council's functions relating to a review of polling districts and places are designated by law as non-executive functions and so cannot be discharged by the Leader or Cabinet. Save where Council has delegated responsibility for approving changes to Polling Districts and Polling Places to a committee, sub-committee or an officer responsibility for approving such changes rests with full Council.

APPROVED BY: Sandra Herbert Head of Litigation and Corporate Law for and on behalf of Jacqueline Harris-Baker Director of Law and Monitoring Officer.

7. HUMAN RESOURCES IMPACT

7.1 There are no Human Resources implications arising out of this report.

8. EQUALITIES IMPACT

8.1 As far as is reasonable and practicable the polling places are accessible to the disabled. Where new polling places are being used, the accessibility has been assessed as being suitable by electoral officers.

8.2 In the run up to the May 2018 local elections polling stations will be kept under constant review and equity considerations will form part of the process.

8.3 In the run up to the May 2018 local elections the electoral services team will visit each designated polling place to carry out an equalities impact assessment survey.

8.4 For those less able to vote in person at a polling station the option of voting by post or proxy will be an option.

APPROVED BY: Simon Bashford, Community & Voluntary Sector

9. ENVIRONMENTAL IMPACT

9.1 None arising from this report.

10. CRIME AND DISORDER REDUCTION IMPACT

10.1 None arising from this report.

CONTACT OFFICER:

Lea Goddard, Head of Elections and Civic Services, Ext. 65730.

APPENDICES TO THIS REPORT

Appendix A.

The scheme of proposed polling districts and polling place designations

Appendix B.

A summary of the submissions received and the comments of the (Acting) Returning Officer

Appendix C.

Copy of consultation documents (excluding map)

Background Documents

A map of the new wards and proposed polling districts recommended in this report can be found at;

www.croydon.gov.uk/polling-districts-places

Hard copies of the new ward maps are available in the Members' area.

ITEM 10 APPENDIX A

London Borough of Croydon Local Government Elections May 2018

APPENDIX A: LIST OF PROPOSED POLLING DISTRICTS/POLLING PLACE DESIGNATIONS 2018

Details of Polling District electorate totals at the time of review. Streets per polling district are available from electoral services.

Ward	Polling District and electorate	Polling Place and Polling Station	Address of Polling Place/Station
Addiscombe East	ADE1-2561	Beverley Hall	Grant Road, Croydon, CR0 6PJ
	ADE2-2387	St Mildred's Church Hall	Bingham Road, Croydon, CR0 7HR
	ADE3-2013	Ashburton Hall	Ashburton Park, Lower Addiscombe Road,
	ADE4-1586	Our Lady of the Annunciation Church Hall	Bingham Road, Croydon, CR0 7EN
Addiscombe West	ADW1-2525	Davidson Primary School	Dartnell Road, Croydon, CR0 6BA
	ADW2-2109	Sir Phillip Game Youth Centre	38 Moreland Avenue, Croydon, CR0 6NA
	ADW3-1679	Ark Oval Primary School	Cherry Orchard Road, Croydon, CR0 6BA
	ADW4-1988	Christchurch Methodist Hall	114 Lower Addiscombe Road, Croydon, CR0 6AD
	ADW5-2050	East Croydon United Reform Church Hall	Addiscombe Grove, Croydon, CR0 5LP
Bensham Manor	BMR1-1914	St Stephen's Church Hall	Warwick Road, Thornton Heath, CR7 7NH
	BMR2-1939	Winterbourne Youth Centre	Winterbourne Road, Thornton Heath, CR7 7QT
	BMR3-1690	Age UK Croydon	81 Brigstock Road, Thornton Heath, CR7 7JH
	BMR4-2002	St Andrew's Church Hall	Quadrant Road, Thornton Heath, CR7 7DA
	BMR5-1903	Ecclesbourne Primary School	Attlee Close, Thornton Heath, CR7 7FA
	BMR6-1958	Bensham Manor School	Ecclesbourne Road, Thornton Heath, CR7 7BN
Broad Green	BGN1-1764	Scout Hut	1 Peppermint Close, Croydon, CR0 3DX
	BGN2-727	Peppermint Children's Centre	Franklin Way, Croydon, CR0 4YD
	BGN3-1766	Kingsley Primary School	Thomson Crescent, Croydon, CR0 3JT

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	BGN4-1957	Broad Green Library	89 Canterbury Road, Croydon, CR0 3HH
	BGN5-1973	Christchurch Centre	Sumner Road, Croydon, CR0 3LJ
	BGN6-1855	Elmwood Primary School	Nursery Annexe, Lodge Road, Croydon, CR0 2PL
	BGN7-2457	Doyle Ante Room, Croydon & District Masonic Hall	73 Oakfield Road, Croydon, CR0 2UX
Crystal Palace & Upper Norwood	CPU1-1450	St Joseph's Junior School	Woodend, London, SE19 3NU
	CPU2-2013	Rockmount Primary School	Chevening Road, London, SE19 3ST
	CPU3-2281	Phoenix Community Centre	66 Westow Street, London, SE19 3AF
	CPU4-2780	All Saints Church Hall	Beulah Hill, London, SE19 3LS
	CPU5-1594	Downsview Methodist Church	Waddington Way, London, SE19 3XE
	CPU6-2317	St Johns Parish Hall	Sylvan Road, London, SE19 2RX
Coulsdon Town	CTN1-1000	Woodcote Primary School, Nursey	Dunsfold Rise, Coulsdon, CR5 2ED
	CTN2-2594	Coulsdon Library	Brighton Road, Coulsdon, CR5 2NH
	CTN3-1896	St Andrews Church Hall, Committee Room	4 Woodmansterne Road, Coulsdon, CR5 5DD
	CTN4-1272	St Aidan's Parish Centre	Chipstead Valley Road, Coulsdon, CR5 3DD
	CTN5-1982	Chipstead Valley Primary School	Chipstead Valley Road, Coulsdon, CR5 3BW
	CTN6-1272	The Garage	96 Fairdene Road, Coulsdon, CR5 1RF
Fairfield	FFD1-1019	The Tamworth Hub	Tamworth Road
	FFD2-2208	St Michael's Parish Church Hall	Poplar Walk, Croydon, CR0 1UA
	FFD3-1230	Chatsworth Hall	Chatsworth Road, Croydon, CR0 1HE
	FFD4-1653	St Andrew's Community Hub	(Lower Coombe St Entrance) Southbridge Road, Croydon, CR0 1AG
	FFD5-1434	Croydon Clocktower	The Lobby Area, Katharine Street, Croydon, CR9 1ET
Kenley	KLY1-1730	Harris Primary School	Little Roke Road, Kenley, CR8 5NF

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	KLY2-1469	Kenley Memorial Hall	Godstone Road, Kenley, CR8 5AZ
	KLY3-1569	Kenley Primary School	20 New Barn Lane, Whyteleafe, CR3 OEX
	KLY4-1413	Hayes Primary School	Hayes Lane, Kenley, CR8 5JN
	KLY5-1795	Old Lodge Lane Baptist Church Hall	Reedham Park Avenue, Kenley, CR8 4BQ
New Addington North	NAN1-2249	Fieldway Community Centre	Fieldway, New Addington, CR0 9DZ
	NAN2-1698	Early Years Centre, Castle Hill Academy	Dunley Drive, New Addington, CR0 0RJ
	NAN3-1998	Portable Office	Car Park, Frensham Drive nr Junction Dunsfold Way, New Addington, CR0 0QZ
	NAN4-2102	Goldcrest Community Centre	Goldcrest Way
New Addington South	NAS1-2353	Addington Community Centre	Central Parade, New Addington, CR0 0JB
	NAS2-1897	Rowdown Primary School	Nursery Annexe, Calley Down Crescent, New Addington, CR0 0EG
	NAS3-1719	Fairchilds Primary School	Nursey, Fairchilds Avenue, New Addington, CR9 08A
	NAS4-2132	St Edwards Church Hall	Cleves Crescent, New Addington, CR0 0DL
Norbury and Pollards Hill	NPH1-1689	Norbury Manor Primary School	Abingdon Road, London, SW16 5QR
	NPH2-1055	Royal British Legion Memorial Hall	1268A London Road Norbury, London SW156 4EJ
	NPH3-1461	Norbury Park Lawn Tennis Club	55 Ederline Avenue, London, SW16 4RZ
	NPH4-2420	Norbury Library	Beatrice Avenue, London, SW16 4UW
	NPH5-2373	Norbury Baptist Church	Semley Road, London, SW16 4PS
Norbury Park	NPK1-1668	St Joseph's College	405 Beulah Hill, London, SE19 3HL
	NPK2-1772	St Oswald's Church Hall	St Oswald's Road, London, SW16 3SB
	NPK3-1639	David Livingstone School	Northwood Road, Thornton Heath, CR7 8HX
	NPK4-1585	Kensington Avenue Primary School	Kensington Avenue, Thornton Heath, CR7 8BT

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	NPK5-1850	Sheltered Housing	Residents Common Room, Kuala Gardens, London, SW16 3LQ
Old Coulsdon	OCN1-661	Bradmore Green Library	Bradmore Way, Coulsdon, CR5 1PE
	OCN2-946	Poppy Café	Coulsdon memorial Ground, Marlpit Lane, Coulsdon, CR5 2HE
	OCN3-1220	Bradmore Green Library	Bradmore Way, Coulsdon, CR5 1PE
	OCN4-1650	Old Coulsdon Centre for the Retired	Grange Park, Coulsdon Road, Coulsdon, CR5 1EH
	OCN5-1813	Oasis Coulsdon	Homefield Road, Coulsdon, CR5 1ES
	OCN6-1393	Tollers Residents Association Hall	Opp Ellis Close, Ellis Road, Coulsdon, CR5 1DX
Park Hill & Whitgift	PHW1-2261	St Matthews Church Main Hall	Chichester Road, Park Hill, Croydon, CR0 5NQ
	PHW2-990	TBC Archbishop Tenison's CE School	Selbourne Road,
	PHW3-1297	Guides HQ Radcliffe Centre	11 Harding Close, Croydon, CR0 5QZ
Purley & Woodcote	PWC1-2328	St Marks Church Hall	Church Road, Purley, CR8 3QQ
	PWC2-1996	Purley URC Room 1	906 Brighton Road, Purley, CR8 2LN
	PWC3-2338	St Swithans Parish Church Annexe	entrance on Downlands Road/Grovelands Road, Purley, CR8 4LA
	PWC4-2563	St John the Baptist Church Club Room	Dale Road, Purley, CR8 2EF
	PWC5-966	St Barnabas Church	69 Higher Drive, Purley, CR8 2HR
	PWC6-2206	Dorothy Mortby Centre	119 Lansdowne Road, Purley, CR8 2PE
Purley Oaks & Riddlesdown	POR1-2513	Christchurch Hall	Brighton Road, Purley, CR8 2BN
	POR2-2314	Sanderstead Lawn Tennis Club	Penwortham Road, Sanderstead, CR2 0QS
	POR3-1757	Purley Bury Tennis Club	53 Purley Bury Avenue, Purley, CR8 1JF
	POR4-1246	Riddlesdown Lawn Tennis Club	Lower Barn Road, Purley, CR8 1HR
Sanderstead	SAN1-1842	Ridgeway Primary School	Southcote Road, Sanderstead, CR2 0EQ
	SAN2-2037	Sanderstead	The Parlour, Sanderstead Hill, South

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		United Reform Church	Croydon, CR2 0HB
	SAN3-2061	All Saints Church Hall	Onslow Gardens, Sanderstead, CR2 9AB
	SAN4-2093	Sanderstead Methodist Church	Limpsfield Road, Sanderstead, CR2 9DA
	SAN5-1941	St Anthony's Church Hall	120 Wentworth Way, South Croydon, CR2 9ET
	SAN6 1273	St John's Scout Hut	Rear St John's Church Hall, Upper Selsdon Road, South Croydon, CR2 8DD
	SAN7- 897	St Edmunds Church Hall	Mitchley Avenue, Riddlesdown, CR2 9HL
Selhurst	SEL1-1825	The Crescent Primary School	Whitehorse Road Entrance (The Crescent), Croydon, CR0 2HN
	SEL2-1920	Broadmead Junior School	Sydenham Road, Croydon, CR0 2EA
	SEL3-1667	Bridge Place Community Centre	Bridge Place, Croydon, CR0 2BB
	SEL4-2538	Whitehorse Resource Base	89 Whitehorse Road, Croydon, CR0 2JJ
Selsdon & Addington Village	SAV1-726	St Mary's Church Hall	Addington Village Road, Croydon, CR0 5AS
	SAV2-813	Addington Methodist Church	cnr Huntingfield & Featherbed Lane, Croydon, CR0 9BA
	SAV3-1826	St Francis Church	Tedder Road, Monks Hill, Croydon, CR2 8AH
	SAV4-1689	Selsdon Primary School Nursery Block	Addington Road, South Croydon, CR2 8LQ
	SAV5-1596	St Columbus Catholic Church Hall	Queenhill Road, South Croydon, CR2 8DW
	SAV6-1429	The Garage	104 Croham Valley Road, South Croydon, CR2 7JD
Selsdon Vale & Forestdale	SVF1-1445	Selsdon Hall Community Centre	Entrance on Old Farleigh Road, 132 Addington Road, South Croydon, CR2 8LA
	SVF2-1985	Greenvale Primary School	Sandpiper Road, South Croydon, CR2 8PR
	SVF3-2446	Forestdale Forum	Bardolph Avenue, Forestdale, CR0 9BG
	SVF4-1755	Courtwood Primary School	Courtwood Lane, Croydon, CR0 9HX

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Shirley North	SHN1-1756	Oasis Academy Shirley Park Primary	Dining Room, Longhurst Road, Croydon, CR0 7AR
	SHN2-645	Longheath Community Care and Church Centre	49A Longheath Gardens, CR0 7TD
	SHN3-1637	Monks Orchard Primary School	The Glade, Croydon, CR0 7UF
	SHN4-2335	Orchard Way Primary School	Orchard Way, Croydon, CR0 7NJ
	SHN5-1827	Shirley Library	Wickham Road/Hartland Way, Croydon, CR0 8BH
	SHN6-1988	Shirley Methodist Church Corner Room	Eldon Avenue, Croydon, CR0 8SD
	SHN7-1541	St Georges Church Hall	Elstan Way, Croydon, CR0 7PR
Shirley South	SHS1-2366	St John the Evangelist Church Hall	Spring Park Road, Croydon, CR0 5ED
	SHS2-2021	All Saints Church Hall	Bridle Road, Shirley, CR0 8HD
	SHS3-1945	Harris Academy Benson	West Way, Shirley, CR0 8RQ
	SHS4-2024	Shirley Community Centre	Shrublands Avenue, Shirley, CR0 8JA
South Croydon	SCN1-1311	South Croydon URC Hall	Heathfield Road, Croydon, CR0 1EY
	SCN2-2050	Croham Road Baptist Church	52 Croham Road, South Croydon, CR2 7BA
	SCN3-2243	St Paul's URC	Youth Room, Croham Park Avenue/Croham Road, South Croydon, CR2 7HN
	SCN4-1805	Emmanuel Church	Watney Room, Normanton Road, South Croydon, CR2 7AF
	SCN5-1748	Baptist Church Hall	215 Brighton Road, South Croydon, CR2 6EJ
	SCN6-2757	St Augustine's Church Centre	St Augustine's Avenue, South Croydon, CR2 6BA
South Norwood	SND1-1975	Waterside Centre	26 Avenue Road, London, SE25 4DX
	SND2-1986	St Marks Church Hall	Albert Road, London, SE25 4JE

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	SND3-2137	Polish Community Centre	6 Oliver Grove, London, SE25 6EJ
	SND4-1922	Holy Innocents Church Hall	Selhurst Road, London, SE25 6XX
	SND5-1904	Croydon 7th Day Adventist Church Hall	Selhurst Road, London, SE25 6LH
	SND6-1339	Whitehorse Manor Junior School	Whitehorse Road, Thornton Heath, CR7 8SB
Thornton Heath	TNH1-2051	Southside Baptist Church	24 Westbrook Road, Thornton Heath, CR7 8PS
	TNH2-2112	Elim Pentecostal Church	Mersham Road Fellowship, Mersham Road, Thornton Heath, CR7 8NS
	TNH3-2039	St Albans Church Hall	1 Whitehorse Lane, London, SE25 6RD
	TNH4-1872	Thornton Heath Leisure Centre	80-110 High Street, Thornton Heath, CR7 8LF
	TNH5-1652	St Paul's Church Spring Community Centre	St Paul's Road, Thornton Heath, CR7 8NB
	TNH6-2048	Beulah Junior School	Beulah Road, Thornton Heath, CR7 8JF
Waddon	WDN1-1218	StartUp Croydon	Weatherhill House Business Centre, New South Quarter, 23 Whitestone Way, Croydon CR0 4WF
	WDN2-2171	Old Town Youth Club, Charles Major Centre	Duppas Hill Terrace, Croydon, CR0 4BA
	WDN3-2028	Portable Office	Prescott House Car Park, 54 Waddon Court Road, Croydon, CR0 4AG
	WDN4-2582	Waddon leisure Centre	Purley Way, Croydon CR0 4RG
	WDN5-2132	Aerodrome Primary Academy	Goodwin Road, Croydon, CR0 4EG
	WDN6-2424	Bramley Hill Centre	27 Bramley Hill, South Croydon, CR2 6LX
	WDN7-268	TBC Office Building (or Portable) in Old Car Pound	Factory Lane, Croydon, CR0 3RL
West Thornton	WTN1-1850	Kingfisher Nursery	Galpins Road, Thornton Heath, CR7 6EL
	WTN2-2030	Dominion House	280 Brigstock Road, Thornton heath, CR7 7JE

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	WTN3-2063	Gonville Primary School	Gonville Road, Thornton Heath, CR7 6DL
	WTN4-2108	Oshwal Main Hall	1 Campbell Road, Croydon, CR0 2SQ
	WTN5-1933	Baptist Church Hall	Boston Road, Croydon, CR0 3EJ
	WTN6-2053	West Thornton Primary School	Rosecourt Road, Croydon, CR0 3BS
Woodside	WDS1-2110	The Den Scout Hut	30 Love Lane, London, SE25 4NG
	WDS2-1914	Oasis Academy Ryelands Nursery	Oakley Road, London, SE25 4XG
	WDS3-2199	South Norwood Academy	Crowther Road, London, SE25 5QP
	WDS4-1651	South Norwood Leisure Centre Studio 2	Portland Road, London, SE25 4PT
	WDS5-1868	Woodside Baptist Church Hall	Spring Lane, London, SE25 4SP
	WDS6-2137	Robert Fitzroy Academy	Northway Road, Croydon, CR0 6JJ

**Ward and Local Polling District Boundary Review
Outcome of the Responses to Consultation**

Respondent	Proposal	Outcome of Subsequent Review
Labour Group	<p>Addiscombe East</p> <p><i>Our only comment regarding this ward is in respect of the choice of polling place for ADE3. The current proposed polling district is right at the edge of the polling district and, indeed the ward. We consider that the newly opened and council-owned Ashburton Hall is more central to the polling district and will provide shorter and easier journeys, both on foot and by car (as Ashburton Park has its own car park).</i></p>	<p>ARO agreed and recommends using the suggested polling station.</p>
Labour Group	<p>Addiscombe West</p> <p><i>We are proposing some limited changes, both to make it more convenient for electors but also to seek to ensure that the anticipated developments do not take polling districts over the 2,500 elector level.</i></p> <p><i>The changes we are proposing are:</i></p> <ul style="list-style-type: none"> - <i>The Warren Road/ Hastings Road/ Lower Addiscombe Road part of ADW2 should go into ADW4 as this area is directly opposite the polling place.</i> 	<p>ARO agreed with this and therefore recommends implementing as per the proposal.</p> <p>Further engagement with both the majority and minority groups saw the Billington Hill and southern part of Cherry Orchard Road included in in ADW3.</p>

	<ul style="list-style-type: none"> - <i>The Northern side of Addiscombe Road should vote in the same place as the Southern side, viz ADW5, as this makes it easier for electors to know where to vote.</i> - <i>The western half of Leslie Park Road should go from ADW3 to ADW4, so that this road is no longer split between two polling districts.</i> <p><i>The area round Billinton Hill and the Southern part of Cherry Orchard Road (and the area between these roads and the railway should be included in ADW5, rather than ADW3, so as to provide greater convenience and help to ensure that ADW3 should remain below the 2,500 threshold.</i></p>	
<p>Labour Group</p>	<p><i>Crystal Palace & Upper Norwood</i></p> <p><i>Regarding this ward, we are proposing changes that take the opportunity of the dismantlement of the ward boundary half way through the ward (i.e. the old Upper Norwood/ South Norwood boundary.</i></p> <p><i>We are therefore proposing that:</i></p> <ul style="list-style-type: none"> - <i>the Eastern end of Church Road (and roads off it) should no longer go to All Saints but go to the much nearer Phoenix Centre</i> - <i>the Western part of Harold Road should no longer go to the Phoenix Centre but rather the much closer All Saints polling place.</i> 	<p>ARO agreed that the changes proposed made sense.</p>

	<p><i>There is also an argument that the Beauchamp area could be more moved from CPU5 to CPU4.</i></p>	
<p>Labour Group</p>	<p>Fairfield</p> <p><i>In terms of this ward, we have looked at it in three parts.</i></p> <p><i>In terms of FFD1, we support the boundary being the constituency boundary. However, the polling place is at the edge of the polling district and the other side of the railway line. We would propose that the polling place be the council-owned Tamworth Annex building, as it is in the heart of the polling district.</i></p> <p><i>In terms of what is shown as FFD2 on the Council's consultation, this area is forecast to have very substantial population growth over the next four years and so would rapidly go well over the 2,500 elector level. Given this and where the developments are forecast to be, we propose that this be split into two polling district, a Western Wellesley Road (& developments off it) Polling District and an Eastern polling district (marked 2 and 3 on the map below). In terms of '2', we would ask that St Mary's Church Hall or Bedford Hall be looked at, as this would be on the same side of Wellesley Road as the bulk of the electors. In terms of '3', we would suggest that St Mary's Junior School could be an option but also suggest that, for 2018, it could share the same polling station as '2'.</i></p>	<p>The ARO agreed in principle to this proposal given that there is a large amount of development taking place, and planned, within this ward. The ARO recommends and the use of the revised polling stations.</p> <p>In view of expected future development, the ward will be kept under review.</p>

	<p><i>In terms of the Southern half of the ward (FFD3&4), this area is again forecast to have substantial population growth over the next four years. We are also concerned that the Flyover being in the middle of the polling district acts as a barrier in terms of people going to vote. We therefore propose splitting this area into three polling districts, rather than two.</i></p> <p><i>In terms of '4', we would suggest that Fairfield Halls could be the polling place for this polling district. Clearly, for 2018, it would need to be a temporary building or College Green Barclay Road Annex or, indeed, Chatsworth Hall (a Council-owned building).</i></p> <p><i>In terms of '5', we would propose the use of Croydon Clocktower (suggested for 'FFD3 in the Council's consultation) for this polling district. In terms of '6', we would propose the use of St Andrew's Community Hub (suggested for 'FFD4 in the Council's consultation) for this polling district.</i></p>	
<p>Labour Group</p>	<p>New Addington North</p> <p><i>For the Southern half of this ward, we are proposing that there be an East/West rather than North/South split if this area, especially given that NAN4 is the area impacted by the ward boundary changes. This, together with suggestions for polling places for these two, will shorten the distances travel and tackle certain traditionally low turnout areas within that part of the ward.</i></p>	<p>ARO agrees that the proposal makes a better division of the ward. Suggestions for polling stations were noted and were not yet included in the scheme. Further investigation will continue.</p>

	<p><i>In terms of '2', we support the continued use of the Castle Hill Early Years' Centre, but we are proposing that this be more compact, so not include the Eastern end of Dunley Drive, Alford Green or any part of Headley Drive.</i></p> <p><i>For '3', we would propose a portable office in the Council car park next to the Lodge Lane tower blocks.</i></p> <p><i>For '4', we would propose the use of the Council-owned Goldcrest Community Centre, as a prominent building. This would also address some of the access issues that there have been at Wolsey Junior Academy (for those with poor mobility).</i></p>	
<p>Labour Group</p>	<p><i>New Addington South</i></p> <p><i>We have proposed changes to:</i></p> <ul style="list-style-type: none"> - <i>reduce the number of roads which are split between two (or more) polling districts</i> - <i>move the polling place for NAS3, and adjust its boundaries to reflect this</i> <p><i>In terms of the NAS1/4 boundary, we are proposing that Queen Elizabeth Drive be wholly NAS4 and Gascoigne Road wholly in NAS1, as well as retaining the current split of Salcot Crescent.</i></p> <p><i>In terms of NAS3, we are proposing the use of the about to be redeveloped building on Milne Park (former Changing rooms), rather than the Fairchildes</i></p>	<p>ARO agreed in principle with the proposals especially that of having whole roads within one district. The proposal was implemented but changed slightly after further engagement with some minor realignment to the boundaries of polling districts NAS2, NAS3 and NAS4. With regards to changing polling station in NAS3 the ARO agreed that the proposal was valid but as it was unlikely that the proposed building would be ready for 2018 elections the existing polling station would remain for this year and a change be looked at upon completion of the proposed site.</p>

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	<p><i>Nursery, which is right on the edge of the ward and has some issues around pedestrian access. In terms of 2018, we would propose a portable office next to the building on Milne Park.</i></p> <p><i>In the light of having the more central location, we are taking the opportunity to have the whole of Arnhem Drive, Milne Park East and the main part of Milne Park West into that polling district.</i></p>	
Labour Group	<p>Park Hill & Whitgift</p> <p><i>We are concerned that the Park Hill Rise area has been included with the Whitgift Estate and have an onerous journey to get to the polling place.</i></p> <p><i>We therefore have proposed that the Whitgift polling place serve the Eastern side of the ward, starting with Radcliffe Road.</i></p> <p><i>Ideally, the Park Hill area would be one polling district. However, it is already forecast at over 2,500 on the original boundaries and the inclusion of the Park Hill Rise area would take it even further.</i></p> <p><i>In terms of polling places, we have suggested the continued use of St Matthew's Church and again using Archbishop Tennison's School, which has been used in the past. Alternatively, although we would not favour this, there could be a double polling station or</i></p>	<p>ARO agreed with this proposal. Although only two polling districts are strictly needed, the topographical and geographical nature of this ward makes having three districts much more convenient for the voters. This was implemented with a small road change after further engagement with both political parties.</p>

	<p><i>polling station which had significantly increased staff at St Matthew's Church.</i></p>	
<p>Labour Group</p>	<p>Shirley North</p> <p><i>We do not feel that the proposed polling districts afford electors with natural polling places or journeys.</i></p> <p><i>In particular, we would highlight:</i></p> <ul style="list-style-type: none"> - <i>the way those living in the Longheath Gardens area have to cross Long Lane and go some distance to reach Monks Orchard Primary</i> - <i>the way those on the Eastern end of Wickham Road (and roads off it) have to go all the way to Orchard Way Primary</i> <p><i>We have provided two options, a seven polling district and a six polling district option. The real difference is how many polling districts the Central part of the ward is split into (i.e. two or three).</i></p> <p><i>In terms of polling places, the area marked '2' could use Longheath Community Centre as its polling place.</i></p> <p><i>In terms of the Southern polling district, '6' in preferred option, '5' in the alternative, we would propose using the Council-owned Shirley Library as the polling place, as it is very visible and much more central to that area.</i></p>	<p>There was more than one proposal for this ward and they were mapped and tested. Site visits took place to come up with a scheme that best suited the ward. Officers walked the ward, including the Longheath estate and the final scheme reflects officers' views that the estate should be treated as a separate area due to the nature of its urban geography.</p>

	<p><i>For polling district marked ‘7’ in the preferred option/ ‘6’ in the alternative, we would propose the use of the NHS Shirley Clinic on Shirley Road, as this would be much more central to that polling district (e.g. considering distance that those in Shirley Park Road would have to go) and be convenient for those living in the Shirley Oaks area.</i></p>	
Labour Group	<p>Selsdon Vale and Forestdale</p> <p><i>Having looked at this, we propose that SVF3/4/5 polling districts be consolidated into two polling districts, with</i></p> <ul style="list-style-type: none"> - ‘3’ being at Forestdale Forum (the SVF3 polling place in the Council’s consultation) and taking all of Pixton Way and the roads off it. - ‘4’ being at Courtwood Primary (the SVF4 polling place in the Council’s consultation) and taking in all of Courtwood Lane and the roads off it as well as Featherbed Lane. 	<p>ARO recommends adoption of this proposal.</p>
Labour Group	<p>Waddon</p> <p><i>Whilst supporting much of the proposals, we do have the following comments regarding the and, where this involves changes to polling districts rather than polling places, these are illustrated in the map below.</i></p>	<p>This is a diverse area with a mixture of housing estates and industrial and retail park areas. The Labour group submitted a proposal making the south of the ward’s district boundary splits north to south rather than east/west. This suggestion was accepted by the ARO as either scheme works but the consultation response,</p>

	<p><i>The North-eastern part of the ward (marked '7') has been included in WDN2 in the Council's consultation. However, this area is in a different parliamentary constituency from the rest of WDN2 and is geographically separate, being the other side of the railway line. Even though this area has a small electorate at the current time (c. 300 electors), given these factors, we would propose that this area is a polling district in its own right, with the polling place either at the Wandle Park Café or a portable office in the Council-owned Factory Lane Car Park.</i></p> <p><i>In terms of WDN4 and WDN5, we feel that this area would be better served by an East-West divide rather a North-South divide, as used to be the case. This would also allow the polling place for each of the polling districts to be clearly within the relevant polling district. In terms of the Western side ('4' on the map), we would propose that the Waddon Leisure Centre be the polling place. It is a high visibility Council facility. In addition, not only is it easily accessible from the Waddon estate part of that polling district, but it is very easily accessible and known to those in the Stafford Road area and the new residents in Propeller Crescent.</i></p> <p><i>In terms of the Eastern side, ('5' on the map), we would propose that the polling place be Aerodrome Primary Academy. Again, it is a high visibility site well situated in the heart of that polling district.</i></p>	<p>once mapped and tested, provides a better voter experience in the view of the ARO.</p> <p>The revised scheme was implemented after further engagement with both political parties. A minor change was also made to rectify a mapping error on the boundaries of WDN1 and WDN3.</p>
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	<p><i>Bearing in mind electorates in the different polling districts and proposed polling places, we would propose that the area at the Southern part of Haling Park Road be in '5', rather than in WDN6, as the polling place for '5' will be closer than the one for WDN6.</i></p> <p><i>Finally for WDN2, we feel that the Old Town Youth Club is not suitable, given the topography and road layout. We would suggest that either Cranmer Hall on Sylverdale Road or the Salvation Army on Booth Road would be much more suitable.</i></p>	
Other submissions		
Councillor Mansell & Councillor Flemming	Norbury Park and Norbury and Pollards Hill. <i>Both Councillors made separate but similar proposals</i>	ARO agreed that these proposals made for a much-improved elector experience in both wards. Following the mapping and testing of the proposals the proposed scheme is being recommended.
Jerry Fitzpatrick	Addiscombe West	This proposal mirrored the submission of the Labour Group and is reflected in the Addiscombe West scheme response, above.
Councillor Pelling	Waddon	This proposal mirrored the submission of the Labour Group and is reflected in the Waddon scheme response, above.
Councillor Bird	Old Coulsdon	This will be resolved as the roads and addresses are moved into the new, agreed schemes for each ward.

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	<i>A comment about a split of Reddown Road in Old Coulsdon ward leaving a single voter in another district.</i>	
Councillor Chatterjee	<i>Responded to the consultation stating he supported the original proposals and that they were “practical and meet the needs of the electorate”.</i>	No ARO response required.

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**London Borough of Croydon
Review of Polling Districts and
Polling Places**

Consultation document

**Consultation period runs from
8 December 2017 to 29 December 2017**

Item 10 Appendix C

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Contact information:

Information on who can make representations and where to address representations is given on page 4.

Should you wish to speak to someone about this review or want further information please contact:

Lea Goddard
Head of Electoral Services
London Borough of Croydon
Katharine Street
Croydon
CR9 1DE

Telephone: 020 8760 5730

Email: lea.goddard@croydon.gov.uk

1. Introduction

The Local Government Boundary Commission for England (LGBCE) has undertaken a review of the electoral wards of Croydon and made the following recommendations:

- Croydon will be represented by 70 ward councillors, the same as now.
- Croydon will have 28 wards, four more than now.
- The boundaries of all wards have changed, none have stayed the same.
- The new arrangements will come into force at the local government elections on Thursday 3 May 2018.

The London Borough of Croydon (Electoral Changes) Order 2017, was made by Parliament on 23 November 2017 implementing the changes.

See Appendix A for a list of the new wards and the number of councillors that will represent each ward.

As a result of the changes, the council needs to carry out a review of all the polling districts and polling places in the borough. The wards have to be sub-divided into smaller geographical areas called polling districts. Each polling district has a polling place where the polling station for the district is located and where electors living in the district will vote.

2. Background to this review

The Electoral Registration Act 2013 introduced a formal process for the timings of compulsory reviews of UK Parliamentary polling districts and polling places. A full review of the whole borough must be undertaken at intervals of not less than five years. The next compulsory review must be completed by no later than January 2020.

This review of the polling districts and stations has been necessitated by the Local Government Boundary Commission for England final proposals for changes to the borough ward boundaries in Croydon. The Commission's recommendations can be seen at:

<http://www.lgbce.org.uk/current-reviews/greater-london/croydon>

There is no formal consultation process for a non-compulsory review of polling districts and places, however, in being open and transparent, the council has followed as far as possible, a process similar to conducting a formal review. Sections 18a and 31 of the Representation of the People Act 1983 provide guidance on conducting a review of polling districts and polling places to ensure that all electors in the borough have such reasonable facilities for voting as are practicable in the circumstances.

3. The review process

A preliminary review has been undertaken by council officers to inform the proposals for polling districts and polling places. The main issues considered in the development of the proposals were:

- To seek to ensure that all electors in the district have such reasonable

- facilities for voting as are practicable in the circumstances.
- Where possible, no more than 2,500 electors should vote at any one polling station (not including postal voters); however, there can be more than one polling station in a polling place.
 - Proposed future developments that will increase the number of houses and the potential number of electors in a ward or polling district over the next four years.
 - To ensure that so far as is reasonable and practicable, the polling places are accessible to those who are disabled.

This review document will be sent to all stakeholders, including the Acting Returning Officer, local members of parliament, councillors and local political parties. It will also be sent to persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

The consultation period for this review will last for three weeks. The timescale will allow for formal ratification of the final scheme of polling districts and polling places to be agreed at the council meeting of Monday 29 January 2018.

A list of the proposed polling districts and polling places is attached as an Appendix B to this document. It is proposed that Croydon will have 146 polling districts.

Information about the review and a map of the wards and the proposed polling districts is available on the council's website at:

www.croydon.gov.uk/polling-districts-places

As this is a completely revised ward and polling district scheme it has not been possible to provide details of the suggested streets and electorate per polling district on these pages. If anyone wishes to obtain in-depth information, they can contact either electoral.services@croydon.gov.uk or lea.goddard@croydon.gov.uk putting the title "polling place review" in the subject header.

Further details can also be obtained in person from the electoral services office at the Town Hall, Katharine Street, Croydon CR9 1DE.

4. Making representations

Any registered elector in Croydon may make representations to the council.

Representations will also be considered from persons who have particular expertise in relation to access to premises or facilities for persons who have different forms of disability.

We would encourage anyone making representations to suggest alternative polling districts/places where appropriate and to give reasons for the alternative.

Any representations must be received by **5pm on Friday 29 December 2017**.

All representations should be addressed to:
Polling Place Review
Electoral Services
London Borough of Croydon
Town Hall, Katharine Street,
Croydon CR9 1DE

If you prefer you can email your representations (with the words “polling place review” in the subject line) to lea.goddard@croydon.gov.uk

5. Completion of the review

The council will publish:

- all correspondence received in connection with the review.
- all representations made by any person in connection with the review.
- details of the actual designations of polling districts and polling places agreed as a result of the review; and
- details of where the results of the review have been published.

A report on the final proposed scheme of polling districts and polling places will be presented for formal ratification at the council meeting of 29 January 2018 in time for changes to be brought into effect for the local government elections due to be held on 3 May 2018

A timetable setting out the review process is below:



Jo Negrini
Chief Executive
London Borough of Croydon
8 December 2017

6. The timetable for this review

Polling District and Polling Place Review Process and Timetable		
Review Stage	Timescale	Comments
Publication of final recommendations	7 July 2017	Local Government Boundary Commission for England (LGBCE) publishes final recommendations.
London Borough of Croydon (Electoral Charges) Order 2017 laid in draft in Parliament	14 September 2017	Order confirmed after it has been before Parliament for 40 days. (23 November 2017) .
Preliminary stage giving notice of the review	7 December 2017	Notice of the review published on the council's website and in the town hall.
Consultation Stage	8 December to 29 December 2017	Sent to: <ul style="list-style-type: none"> • Borough councillors • Acting Returning Officer • Political parties active within Croydon • MPs • Disability involvement groups • Posted on council website • Links posted on social media channels
Results of Consultation Stage	8 January 2018	Sent to: <ul style="list-style-type: none"> • As above
Final amendments to scheme following on from comments received during consultation process	15 January 2018	
Formal ratification of new polling districts and polling places	29 January 2018	full council meeting
Notice of Publication of Revised Register of Electors	Intention to publish on 1 February 2018	Notice published in at least one local paper plus website and office
New polling districts and polling places designated	Intention to publish on 1 February 2018	Publication of the revised Register of Electors

Appendix A

Electoral Review of Polling Districts and Polling Places 2017 Consultation Report

List of Revised Wards

Ward	Number of councillors	Electorate
Addiscombe East	2	8547
Addiscombe West	3	10360
Bensham Manor	3	11406
Broad Green	3	12424
Coulsdon Town	3	10016
Crystal Palace & Upper Norwood	3	11646
Fairfield	3	7254
Kenley	2	7976
New Addington North	2	7119
New Addington South	2	7974
Norbury & Pollards Hill	2	8656
Norbury Park	2	7684
Old Coulsdon	2	7683
Park Hill & Whitgift	1	4342
Purley & Woodcote	3	12397
Purley Oaks & Riddlesdown	2	7830
Sanderstead	3	12142
Selhurst	2	7950
Selsdon & Addington Village	2	8100
Selsdon Vale & Forestdale	2	7631
Shirley North	3	11729
Shirley South	2	8356
South Croydon	3	11914
South Norwood	3	11263
Thornton Heath	3	11774
Waddon	3	12197
West Thornton	3	12037
Woodside	3	11879

London Borough of Croydon
Local Government Elections May 2018

APPENDIX B: LIST OF PROPOSED POLLING DISTRICTS/POLLING PLACE DESIGNATIONS 2017

Details of Polling District electorate and streets per polling district are available from electoral services

Ward	Polling District and electorate	Polling Place and Polling Station	Address of Polling Place/Station
Addiscombe East	ADE1-2561	Beverley Hall	Grant Road, Croydon, CR0 6PJ
	ADE2-2387	St Mildred's Church Hall	Bingham Road, Croydon, CR0 7HR
	ADE3-2013	Ashburton Library	Ashburton Learning Village, Shirley Road, Croydon, CR9 7AL
	ADE4-1586	Our Lady of the Annunciation Church Hall	Bingham Road, Croydon, CR0 7EN
Addiscombe West	ADW1-2525	Davidson Primary School	Dartnell Road, Croydon, CR0 6BA
	ADW2-2533	Sir Phillip Game Youth Centre	38 Moreland Avenue, Croydon, CR0 6NA
	ADW3-1760	Ark Oval Primary School	Cherry Orchard Road, Croydon, CR0 6BA
	ADW4-1988	Christchurch Methodist Hall	114 Lower Addiscombe Road, Croydon, CR0 6AD
	ADW5-1554	East Croydon United Reform Church Hall	Addiscombe Grove, Croydon, CR0 5LP
Bensham Manor	BMR1-1914	St Stephen's Church Hall	Warwick Road, Thornton Heath, CR7 7NH
	BMR2-1939	Winterbourne Youth Centre	Winterbourne Road, Thornton Heath, CR7 7QT
	BMR3-1690	Age UK Croydon	81 Brigstock Road, Thornton Heath, CR7 7JH
	BMR4-2002	St Andrew's Church Hall	Quadrant Road, Thornton Heath, CR7 7DA
	BMR5-1903	Ecclesbourne Primary School	Attlee Close, Thornton Heath, CR7 7FA
	BMR6-1958	Bensham Manor School	Ecclesbourne Road, Thornton Heath, CR7 7BN
Broad Green	BGN1-1763	Scout Hut	1 Peppermint Close, Croydon, CR0 3DX
	BGN2-727	Peppermint Children's Centre	Franklin Way, Croydon, CR0 4YD

	BGN3-1766	Kingsley Primary School	Thomson Crescent, Croydon, CR0 3JT
	BGN4-1957	Broad Green Library	89 Canterbury Road, Croydon, CR0 3HH
	BGN5-1973	Christchurch Centre	Sumner Road, Croydon, CR0 3LJ
	BGN6-1855	Elmwood Primary School	Nursery Annexe, Lodge Road, Croydon, CR0 2PL
	BGN7-2382	Doyle Ante Room, Croydon & District Masonic Hall	73 Oakfield Road, Croydon, CR0 2UX
Crystal Palace & Upper Norwood	CPU1-1450	St Joseph's Junior School	Woodend, London, SE19 3NU
	CPU2-2013	Rockmount Primary School	Chevening Road, London, SE19 3ST
	CPU3-1819	Phoenix Community Centre	66 Westow Street, London, SE19 3AF
	CPU4-2174	All saints Church Hall	Beulah Hill, London, SE19 3LS
	CPU5-1873	Downsview Methodist Church	Waddington Way, London, SE19 3XE
	CPU6-2317	St Johns Parish Hall	Sylvan Road, London, SE19 2RX
Coulsdon Town	CTN1-1000	Woodcote Primary School, Nursey	Dunsfold Rise, Coulsdon, CR5 2ED
	CTN2-2586	Coulsdon Library	Brighton Road, Coulsdon, CR5 2NH
	CTN3-1896	St Andrews Church Hall, Committee Room	4 Woodmansterne Road, Coulsdon, CR5 5DD
	CTN4-1272	St Aidan's Parish Centre	Chipstead Valley Road, Coulsdon, CR5 3DD
	CTN5-1982	Chipstead Valley Primary School	Chipstead Valley Road, Coulsdon, CR5 3BW
	CTN6-1280	The Garage	96 Fairdene Road, Coulsdon, CR5 1RF
Fairfield	FFD1-1019	Church of God 7th Day	Derby Road, Croydon, CR0 3se
	FFD2-2241	St Michael's Parish Church Hall	Poplar Walk, Croydon, CR0 1UA
	FFD3-1675	Croydon Clocktower	The Lobby Area, Katharine Street, Croydon, CR9 1ET
	FFD4-2319	St Andrew's Community Hub	(Lower Coombe St Entrance) Southbridge Road, Croydon, CR0 1AG
Kenley	KLY1-1730	Harris Primary School	Little Roke Road, Kenley, CR8 5NF
	KLY2-1469	Kenley Memorial Hall	Godstone Road, Kenley, CR8 5AZ
	KLY3-1569	Kenley Primary School	20 New Barn Lane, Whyteleafe, CR3 OEX

	KLY4-1414	Hayes Primary School	Hayes Lane, Kenley, CR8 5JN
	KLY5-1794	Old Lodge Lane Baptist Church Hall	Reedham Park Avenue, Kenley, CR8 4BQ
New Addington North	NAN1-2135	Fieldway Community Centre	Fieldway, New Addington, CR0 9DZ
	NAN2-1867	Early Years Centre, Castle Hill Academy	Dunley Drive, New Addington, CR0 0RJ
	NAN3-1830	Portable Office	Mobile unit, car park, Frensham Drive nr Junction Dunsfold Way, New Addington, CR0 0QZ
	NAN4-1287	Wolsey Junior School	King Henrys Drive, New Addington, CR0 0PH
New Addington South	NAS1-2353	Addington Community Centre	Central Parade, New Addington, CR0 0JB
	NAS2-1897	Rowdown Primary School	Nursery Annexe, Calley Down Crescent, New Addington, CR0 0EG
	NAS3-1958	Fairchilds Primary School	Nursey, Fairchilds Avenue, New Addington, CR9 08A
	NAS4-1766	St Edwards Church Hall	Cleves Crescent, New Addington, CR0 0DL
Norbury and Pollards Hill	NPH1-1742	Norbury Park Lawn Tennis Club	55 Ederline Avenue, London, SW16 4RZ
	NPH2-1693	Norbury Library	Beatrice Avenue, London, SW16 4UW
	NPH3-1632	Norbury Baptist Church	Semley Road, London, SW16 4PS
	NPH4-1799	Norbury Manor Primary School	Abingdon Road, London, SW16 5QR
	NPH5-1790	Royal British Legion Memorial Hall	1268A London Road Norbury, London SW156 4EJ
Norbury Park	NPK1-1520	St Joseph's College	405 Beulah Hill, London, SE19 3HL
	NPK2-1850	Sheltered Housing	Residents Common Room, Kuala Gardens, London, SW16 3LQ
	NPK3-2675	St Oswald's Church Hall	St Oswald's Road, London, SW16 3SB
	NPK4-1639	David Livingstone School	Northwood Road, Thornton Heath, CR7 8HX
Old Coulsdon	OCN1-661	Bradmore Green Library	Bradmore Way, Coulsdon, CR5 1PE (further investigation to follow)
	OCN2-956	Poppy Café	Coulsdon memorial Ground, Marlpit Lane, Coulsdon, CR5 2HE
	OCN3-1220	Bradmore Green Library	Bradmore Way, Coulsdon, CR5 1PE
	OCN4-1650	Old Coulsdon Centre for the Retired	Grange Park, Coulsdon Road, Coulsdon, CR5 1EH

	OCN5-1813	Oasis Coulsdon	Homefield Road, Coulsdon, CR5 1ES
	OCN6-1393	Tollers Residents Association Hall	Opp Ellis Close, Ellis Road, Coulsdon, CR5 1DX
Park Hill & Whitgift	PHW1-2700	St Matthews Church Main Hall	Chichester Road, Park Hill, Croydon, CR0 5NQ
	PHW2-1632	Guides HQ Radcliffe Centre	11 Harding Close, Croydon, CR0 5QZ
Purley & Woodcote	PWC1-2328	St Marks Church Hall	Church Road, Purley, CR8 3QQ
	PWC2-1996	Purley URC Room 1	906 Brighton Road, Purley, CR8 2LN
	PWC3-2338	St Swithans Parish Church Annexe	Entrance on Downlands Road/Grovelands Road, Purley, CR8 4LA
	PWC4-2563	St John the Baptist Church Club Room	Dale Road, Purley, CR8 2EF
	PWC5-966	St Barnabas Church	69 Higher Drive, Purley, CR8 2HR
	PWC6-2206	Dorothy Mortby Centre	119 Lansdowne Road, Purley, CR8 2PE
Purley Oaks & Riddlesdown	POR1-2513	Christchurch Hall	Brighton Road, Purley, CR8 2BN
	POR2-2314	Sanderstead Lawn Tennis Club	Penwortham Road, Sanderstead, CR2 0QS
	POR3-1757	Purley Bury Tennis Club	53 Purley Bury Avenue, Purley, CR8 1JF
	POR4-1246	Riddlesdown Tennis Club	102 Lower Barn Road, Purley CR8 1HR
Sanderstead	SAN1-1842	Ridgeway Primary School	Southcote Road, Sanderstead, CR2 0EQ
	SAN2-2037	Sanderstead United Reform Church	The Parlour, Sanderstead Hill, South Croydon, CR2 0HB
	SAN3-2061	All Saints Church Hall	Onslow Gardens, Sanderstead, CR2 9AB
	SAN4-2093	Sanderstead Methodist Church	Limpsfield Road, Sanderstead, CR2 9DA
	SAN5-1941	St Anthony's Church Hall	120 Wentworth Way, South Croydon, CR2 9ET
	SAN6 1271	Langley Oaks Resource and Special Care Day Centre	Mobile unit, car park, 2 Langley Oaks Avenue, South Croydon CR2 8DH
	SAN7- 897	St Edmunds Church Hall	Mitchley Avenue, Riddlesdown, CR2 9HL
Selhurst	SEL1-1825	The Crescent Primary School	Whitehorse Road Entrance (The Crescent), Croydon, CR0 2HN
	SEL2-1920	Broadmead Junior School	Sydenham Road, Croydon, CR0 2EA
	SEL3-1667	Bridge Place Community Centre	Bridge Place, Croydon, CR0 2BB

	SEL4-2538	Whitehorse Resource Base	89 Whitehorse Road, Croydon, CR0 2JJ
Selsdon & Addington Village	SAV1-726	St Mary's Church Hall	Addington Village Road, Croydon, CR0 5AS
	SAV2-813	Addington Methodist Church	cnr Huntingfield & Featherbed Lane, Croydon, CR0 9BA
	SAV3-1826	St Francis Church	Tedder Road, Monks Hill, Croydon, CR2 8AH
	SAV4-1689	Selsdon Primary School Nursery Block	Addington Road, South Croydon, CR2 8LQ
	SAV5-1617	St Columbus Catholic Church Hall	Queenhill Road, South Croydon, CR2 8DW
	SAV6-1429	The Garage	104 Croham Valley Road, South Croydon, CR2 7JD
Selsdon & Forestdale	SVF1-1445	Selsdon Hall Community Centre	Entrance on Old Farleigh Road, 132 Addington Road, South Croydon, CR2 8LA
	SVF2-1985	Greenvale Primary School	Sandpiper Road, South Croydon, CR2 8PR
	SVF3-2015	Forestdale Forum	Bardolph Avenue, Forestdale, CR0 9BG
	SVF4-1411	Courtwood Primary School	Courtwood Lane, Croydon, CR0 9HX
	SVF5-775	Forestdale Primary School	Pixton Way, CR0 9JE
Shirley North	SHN1-1955	Monks Orchard Primary School	The Glade, Croydon, CR0 7UF
	SHN2-1756	Oasis Academy Shirley Park Primary	Dining Room, Longhurst Road, Croydon, CR0 7AR
	SHN3-2349	St Georges Church Hall	Elstan Way, Croydon, CR0 7PR
	SHN4-2366	Orchard Way Primary School	Orchard Way, Croydon, CR0 7NJ
	SHN5-2174	The Committee Room Shirley Parish Hall	81 Wickham Road, Shirley, CR0 8TB
	SHN6-1129	Shirley Methodist Church Corner Room	Eldon Avenue, Croydon, CR0 8SD
Shirley South	SHS1-2366	St John the Evangelist Church Hall	Spring Park Road, Croydon, CR0 5ED
	SHS2-2021	All Saints Church Hall	Bridle Road, Shirley, CR0 8HD
	SHS3-1945	Harris Academy Benson	West Way, Shirley, CR0 8RQ
	SHS4-2024	Shirley Community Centre	Shrublands Avenue, Shirley, CR0 8JA
South Croydon	SCN1-1311	South Croydon URC Hall	Heathfield Road, Croydon, CR0 1EY
	SCN2-2050	Croham Road Baptist Church	52 Croham Road, South Croydon, CR2 7BA
	SCN3-2243	St Paul's URC	Youth Room, Croham Park Avenue/Croham Road, South

			Croydon, CR2 7HN
	SCN4-1805	Emmanuel Church	Watney Room, Normanton Road, South Croydon, CR2 7AF
	SCN5-1748	Baptist Church Hall	215 Brighton Road, South Croydon, CR2 6EJ
	SCN6-2757	St Augustine's Church Centre	St Augustine's Avenue, South Croydon, CR2 6BA
South Norwood	SND1-1972	Waterside Centre	26 Avenue Road, London, SE25 4DX
	SND2-1986	St Marks Church Hall	Albert Road, London, SE25 4JE
	SND3-2137	Polish Community Centre	6 Oliver Grove, London, SE25 6EJ
	SND4-1922	Holy Innocents Church Hall	Selhurst Road, London, SE25 6XX
	SND5-1904	Croydon 7th Day Adventist Church Hall	Selhurst Road, London, SE25 6LH
	SND6-1339	Whitehorse Manor Junior School	Whitehorse Road, Thornton Heath, CR7 8SB
Thornton Heath	TNH1-2051	Southside Baptist Church	24 Westbrook Road, Thornton Heath, CR7 8PS
	TNH2-2112	Elim Pentecostal Church	Mersham Road Fellowship, Mersham Road, Thornton Heath, CR7 8NS
	TNH3-2039	St Albans Church Hall	1 Whitehorse Lane, London, SE25 6RD
	TNH4-1872	Thornton Heath Leisure Centre	80-110 High Street, Thornton Heath, CR7 8LF
	TNH5-1652	St Paul's Church Spring Community Centre	St Paul's Road, Thornton Heath, CR7 8NB
	TNH6-2048	Beulah Junior School	Beulah Road, Thornton Heath, CR7 8JF
Waddon	WDN1-1218	Start Up Croydon	23 Whitestone Way, CRO 4FJ
	WDN2-2439	Old Town Youth Club, Charles Major Centre	Duppas Hill Terrace, Croydon, CR0 4BA
	WDN3-2028	Portable Office	Prescott House Car Park, 54 Waddon Court Road, Croydon, CR0 4AG
	WDN4-1913	Aerodrome Primary Academy	Goodwin Road, Croydon, CR0 4EG
	WDN5-2128	St Georges Church Hall	Barrow Road, Croydon, CR0 4EZ
	WDN6-2471	Bramley Hill Centre	27 Bramley Hill, South Croydon, CR2 6LX
West Thornton	WTN1-1850	Kingfisher Nursery	Galpins Road, Thornton Heath, CR7 6EL

	WTN2-2030	Dominion House	280 Brigstock Road, Thornton heath, CR7 7JE
	WTN3-2063	Gonville Primary School	Gonville Road, Thornton Heath, CR7 6DL
	WTN4-2108	Oshwal Main Hall	1 Campbell Road, Croydon, CR0 2SQ
	WTN5-1933	Baptist Church Hall	Boston Road, Croydon, CR0 3EJ
	WTN6-2053	West Thornton Primary School	Rosecourt Road, Croydon, CR0 3BS
Woodside	WDS1-2110	The Den Scout Hut	30 Love Lane, London, SE25 4NG
	WDS2-1914	Oasis Academy Ryelands Nursery	Oakley Road, London, SE25 4XG
	WDS3-2199	South Norwood Academy	Gresham Road, London, SE25 5QP
	WDS4-1651	South Norwood Leisure Centre Studio 2	Portland Road, London, SE25 4PT
	WDS5-1868	Woodside Baptist Church Hall	Spring Lane, London, SE25 4SP
	WDS6-2052	Robert Fitzroy Academy	Northway Road, Croydon, CR0 6JJ